



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 21, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Big Lakes Appropriation Approval
4. Letter of Support for a KDOT grant application for Big Lakes Developmental Center
5. Proclamation for Veterans Day 2024
6. Appoint Nancy Rocheleau to the Riley County Solid Waste Management Committee as a Manhattan City representative
7. Sign Riley County Employee Action Form(s)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Oct 10, 2024 8:30 AM
9. Board of Riley County Commissioners - Regular Meeting - Oct 17, 2024 9:00 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Megan Lewis, Community Corrections Director

12. Request to fill the Intensive Supervision Officer I Position - Clay County

9:05 AM

Amanda Webb, Planning/Special Projects Director

13. CiCo Park - City-initiated Rezone

- 9:15 AM** **David Adams, EMS/Ambulance Director**
14. Staff Update
- 9:30 AM** **Press Conference**
15. Presentation of Veterans Day Proclamation - John Ford and Christine Benne (3 minutes)
16. Downtown Manhattan update - Gina Snyder (3-5 minutes)
17. 2024 General Election - Rich Vargo (2-3 minutes)
- 9:40 AM** **Derik Flerlage, Director, Bureau of Family Health; Jarvis Doleman, Section Director for Operations, Child Care Licensing; and Melissa Schoenberger, Section Director for Systems and Field Services, Child Care Licensing**
18. KDHE Child Care Licensing
- 10:10 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
19. Administrative Work Session
20. Pending County Projects County Counselor
- 10:30 AM** **Elizabeth Ward, Human Resources Director**
21. Expanded Position Request - Senior Fiscal Analyst
- 10:50 AM** **Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**
22. Monthly Cash Flow Report for September 2024
- 11:00 AM** **John Ellermann, Public Works Director/County Engineer**
23. EMS Headquarters Station Construction Update
- 11:15 AM** **Shilo Heger, Treasurer**
24. Discuss permanent change of hours for RCOB and CPE Buildings
- 12:00 PM** **Law Enforcement Agency Meeting**
25. Law Board Meeting Agenda
- Adjournment**

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



COUNTY CLERK & ELECTIONS
Agreement

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: October 21, 2024

SUBJECT: Big Lakes Appropriation Approval

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

During budget development, we receive budget appropriation requests from outside entities. One of the requests we received was from Big Lakes Developmental Center.

DISCUSSION

Big Lakes requires a contract be signed once the appropriation has been set.

FISCAL IMPACT

Budget appropriation of \$232,685.00.

RECOMMENDATION(S)

It is my recommendation that the commissioners make a motion to approve the agreement for services with Big Lakes Developmental Center, Inc.

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:

- Big Lakes - Agreement for Services (PDF)

AGREEMENT FOR SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2024, by and between the BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, hereinafter called Commissioners, and BIG LAKES DEVELOPMENTAL CENTER, INC., hereinafter called BLDC, INC.

WITNESSETH:

WHEREAS, the Commissioners are desirous of providing services for the intellectual/developmentally disabled residents of RILEY County and have determined to contract with a nonprofit corporation for such services for the intellectually/developmentally disabled residents of said county, and

WHEREAS, BLDC, Inc., is a nonprofit corporation, licensed and approved by the Kansas Department of Aging and Disability Services K.S.A.2018 Supp. 19-4001 et. seq., and

WHEREAS, the Commissioners hereby contract for services for the intellectual/developmentally disabled residents of said county with BLDC, Inc., and BLDC, Inc., agrees to supply said services upon the following terms and conditions, to wit:

1. Term: The term of this agreement shall be for one (1) year commencing January 1, 2025, and ending December 31, 2025.
2. Consideration: The Commissioners agree to provide the appropriation granted for 2025 of \$232,685. The Board of Directors of BLDC, Inc. are authorized to receive and expend such monies primarily to provide transportation to and from such services for the intellectual/developmentally disabled for said county.
3. Services: The Commissioners shall evaluate and purchase services from BLDC, Inc., for the intellectual/developmentally residents of RILEY County, Kansas, at established centers of BLDC, Inc., and at such other places and for such programs as BLDC, Inc., may hereinafter determined, including all such services which are currently being provided by BLDC, Inc., and such additional services as are made available within the period of this agreement.
4. Reports: BLDC, Inc., shall, upon termination of this agreement, provide the commissioners with an annual report. The Board of Directors of BLDC, Inc., shall report to the Kansas Department for Aging and Disability Services in such form as may be required on its activities for the intellectual/developmentally disabled.
5. Charges: BLDC, Inc., further agrees that it may not deny transportation services to anyone because of inability to pay for the same, but that BLDC, Inc., may establish a schedule of charges for services to those who are financially able to pay for such services, while enrolled in services with BLDC, Inc.

It is agreed and understood by and between the parties that this agreement is made and entered into pursuant to and in accordance with the provisions of K.S.A. 2018 Supp. 19-4001 et. seq.

WITNESS our hands the day and year first above written.

COMMISSIONERS:

BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

BIG LAKES DEVELOPMENTAL CENTER, INC.



By _____

Attachment: Big Lakes - Agreement for Services (15112 : Big Lakes Appropriation Approval)



OUTSIDE AGENCY
Letter of Support

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Lori Feldkamp, Big Lakes Developmental Center Director

MEETING: October 21, 2024

SUBJECT: Letter of Support for a KDOT grant application for Big Lakes Developmental Center

PRESENTER: Lori Feldkamp, Big Lakes Developmental Center Director

POSSIBLE MOTION(S)

Move to approve a Letter of Support for a KDOT Application for a \$10,000 operating grant for Transportation Assistance for July 1, 2025 - June 30, 2026 for Big Lakes Developmental Center, Inc.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 10-21-24 Letter of Support KDOT BLDC (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: boccc@rileycountyks.gov

October 21, 2024

To Whom It May Concern:

The purpose of this letter is to support the request of Big Lakes Developmental Center, Inc. for a KDOT Application for a \$10,000 operating grant for Transportation Assistance for July 1, 2025 – June 30, 2026.

All studies in our area have found that transportation is high on the list of needs for our citizens that are intellectual/developmentally disabled.

We strongly urge you to approve this grant.

Sincerely,

BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn Focke, Member

Attachment: 10-21-24 Letter of Support KDOT BLDC (15114 : Letter of Support - Big Lakes Developmental Center)



OUTSIDE AGENCY
Proclamation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel
MEETING: October 21, 2024
SUBJECT: Proclamation for Veterans Day 2024
PRESENTER: Flint Hills Veterans Coalition

POSSIBLE MOTION(S)

Move to approve the Veterans Day Proclamation 2024.

Move to deny

Move to modify

Enclosures:

- VeteransDay24 (DOC)

VETERANS DAY PROCLAMATION

2024

WHEREAS, The men and women who have served in the Armed Forces of the United States of America have made major contributions toward the preservation of the freedom of this Nation and its people; and

WHEREAS, The services performed by these millions of gallant Americans have demonstrated the willingness of our nation to meet the challenges of those forces wishing to subjugate individual determination through armed conflict; and

WHEREAS, Honorable service performed in the defense of our nation and her cause in time of war is the highest form of citizenship; and

WHEREAS, The Congress of the United States of America has designated the eleventh day of November of each year as Veterans Day; and

WHEREAS, Veterans Day has become a significant part of our American heritage as we recognize the millions of our citizens whose military service has had a profound effect on history; and

WHEREAS, Veterans Day offers us as a County as a State and as a Nation an opportunity to rededicate ourselves to Abraham Lincoln's call to Congress and the American people "to care for him who shall have borne the battle, and for his widow and his orphan;" and

WHEREAS, This Nation and the free world are eternally grateful for the contributions of America's veteran—men and women—to the advancement of the cause of an honorable world peace;

NOW, THEREFORE, We, the Riley County Board of County Commissioners, do hereby call upon all citizens to observe Monday, November 11, 2024, as

VETERANS DAY

and ask that the day be observed with appropriate ceremonies in honor of those who have served to preserve our principles of Justice, Freedom, and Democracy.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the County of Riley, to be affixed this 21st of October, 2024.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chair

Member

Member

ATTEST: _____
Rich Vargo, Riley County Clerk

Attachment: VeteransDay24 (15083 : Veterans Day Proclamation)



COUNTY CLERK & ELECTIONS
Appointment

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: October 21, 2024

SUBJECT: Appoint Nancy Rocheleau to the Riley County Solid Waste Management Committee as a Manhattan City representative

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to appoint Nancy Rocheleau as a City of Manhattan representative to the Solid Waste Management Committee and approve "Resolution No. 102124- , A Resolution appointing a representative to the Solid Waste Management Committee."

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: October 21, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-10 Nox Weed KWilcox EAF (DOCX)
- 2024-10 PW SSeifred EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kevin Wilcox**Status Change Date:** 10/15/2024**Status Change:** New Hire**Date of Hire:** 10/31/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Commercial Pesticide Applicator**Position Type:** Regular Full Time**Pay Range:** Range 10**Pay Type:** Hourly**Base Rate:** \$26.26**Annualized Pay:** \$54,620.80**Funds Codes:** 1-General/41-Noxious Weed**Supervisor:** Justin Brenner**Department Head:** Michael Boller

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-10 Nox Weed KWilcox EAF (15119 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Shannon Seifried**Status Change Date:** 10/15/2024**Status Change:** New Hire**Date of Hire:** 10/31/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Public Works Operator II**Position Type:** Regular Full Time**Pay Range:** Range 7**Pay Type:** Hourly**Base Rate:** \$23.40**Annualized Pay:** \$48,672.00**Funds Codes:** 1-General/40-Public Works**Supervisor:** Alvin Perez**Department Head:** John Ellerman

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-10 PW SSeifried EAF (15119 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 24, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

3. Staff update

9:50 AM

Amy Manges, Register of Deeds

4. Staff update

9:55 AM

John Ellermann, Public Works Director/County Engineer

5. Highway Use Permit

10:05 AM

Vivienne Leyva, PIO

6. PIO update

10:20 AM

Katharine Hensler, Museum Director

7. Staff update

Attachment: 10-24-24 tentative agenda (14244 : Tentative Agenda)

10:35 AM Shilo Heger, Treasurer

8. Staff update

10:50 AM Evan McMillan, Assistant County Engineer

9. Transfer Station floor design

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: 10-24-24 tentative agenda (14244 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 28, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Native American Heritage Month Proclamation

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Michael Rezkalla, Pawnee Mental Health Services Director

2. Pawnee Mental Health Services update

9:30 AM

Press Conference

3. Native American Heritage Month Proclamation - John Ford and Nathan Dixon (3-5 minutes)
4. 2024 General Election - Rich Vargo (2-3 minutes)

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Megan Lewis, Community Corrections Director

6. Staff update

12:00 PM

Intergovernmental Luncheon

Adjournment

Attachment: 10-28-24 tentative agenda (14244 : Tentative Agenda)

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

Attachment: 10-28-24 tentative agenda (14244 : Tentative Agenda)



COMMUNITY CORRECTIONS
Personnel

Megan Lewis
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Megan Lewis - Director of Community Corrections

MEETING: October 21, 2024

SUBJECT: Request to fill the Intensive Supervision Officer I Position - Clay County

PRESENTER: Megan Lewis - Director of Community Corrections

BACKGROUND

I am requesting to fill the position of Intensive Supervision Officer I, primarily serving Clay County. I previously served as the Intensive Supervision Officer I in Clay County for 15 years. This position was left vacant as a result of my transition into the position as the Director of Community Corrections.

This position serves both Adult and Juvenile clients residing in Clay County and is responsible for Juvenile Services programs including Juvenile Intake and Assessment, Juvenile Intensive Supervision, the Immediate Intervention Youth Court Program as well as Adult Services Programs including Adult Intensive Supervision and Adult Drug Court.

This position is primarily funded by the Kansas Department of Corrections, with supplemental funding from Clay County in 2025.

DISCUSSION

Discuss the request to fill the Intensive Supervision Officer I position, primarily serving Clay County.

This is a unique position that is responsible for providing services in each of the 5 programs that are provided by our agency.

FISCAL IMPACT

This position is included in our approved budget.

RECOMMENDATION(S)

I recommend that the Riley County Board of County Commissioners approve the request to fill the position of Intensive Supervision Officer I.

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:

- Intensive Supervision Officer I-Case Manager Position Description (PDF)
- 2024-10 Comm Corr ISO I PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title: INTENSIVE SUPERVISION OFFICES I/CASE MANAGER Department: Community Corrections Reports To: Community Corrections Director Pay Grade: 11 FLSA Status: Non - Exempt	Division: Status: Full Time
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POSITION SUMMARY: The Intensive Supervision Officer I/Case Manager enhances public safety by reducing the risk of probationers and increasing the percent of probationers successfully completing community corrections.

ESSENTIAL FUNCTIONS:

- Provide case management services to assigned clients in accordance with established state and local standards, and policy and procedures, and in accordance with evidence-based practices.
- Conduct thorough risk/need assessments to target not only clients at greatest risk for re-offending, but to target individual criminogenic needs. (Match level of supervision with overall risk/need.)
- Target interventions to individual offender criminogenic needs. (Match treatment to offender.)
- Engage in supervision strategies that increase the likelihood of offender success and encourage long-term behavior change, such as motivational interviewing and cognitive thinking strategies, and effective practices in community supervision.
- Hold offenders accountable for their actions by utilizing intermediate sanctions.
- Maintain written documentation in case files of the supervision of clients in accordance with state and local standards, and policy and procedures.
- Monitor the client's progress; performance in any out-of-home placement.
- Participate in and/or testify in court proceedings.
- Observe drug screens and collect same sex urine samples as needed for the purposes of monitoring an offender's sobriety.
- Additional duties as assigned.

POSITION REQUIREMENTS:

Education: This position requires at a minimum, a bachelor's degree in human services or related field.

License(s)/Certificate(s): Obtain "Level of Service Case Management Inventory (LSCM-I)" and/or "Youth Level of Service/Case Management Inventory (YLS)" certification. Obtain Motivational Interviewing certification and be able to apply motivational interviewing techniques with clients. Participate in a minimum of 40 job-related hours of training each fiscal year, as funding allows.

Must be 21 years of age or older, possess a valid driver's license, be free of any felony conviction or adjudication in this or any other state in any military tribunal, and not be registered on the Kansas adult or child abuse registry. Must have a personal vehicle for use when county vehicle is not available (employee reimbursement per County policy), and proof of liability insurance on such vehicle.

Experience: 1-year related experience required.

Skills: Requires the ability to administer assessments pursuant to the standards established by the Kansas Department of Corrections. Requires the ability to communicate effectively both verbally and in writing. (i.e., facilitating groups, giving presentations, between staff, with clients, while giving court testimony, etc.) Ability to work as a team member within a diverse work environment.

Ability to use proper judgment and to make good decisions with minimal supervision. Ability to demonstrate and deliver quality customer service. Requires ability to work independently in a two-county area. Proficient in use of computers, windows-based programs, and multiple software

programs. Ability to establish and maintain effective working relationships with probation departments, outside service providers, and the community. Ability to listen to others to obtain understanding of different perspectives, values, and goals.

Physical Demands/Effort: The physical demands represent those necessary to perform the essential functions. Reasonable accommodation may be made to perform the essential functions.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or moving (up to 50 lbs.), grasping, talking, hearing/listening, seeing/observing and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment: The work environment described is required to perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions.

The employee primarily works in an office setting and may require travel during working hours. This position requires work outside of the normal 8-5 daytime schedule. The nature of the work may expose the employee to varying levels of stressful situations. Possible physical danger exists occasionally as employee works with a criminal population both in the field and in the office. Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular attendance is essential.

Must be willing to travel throughout the judicial district and State of Kansas as necessary.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Megan Lewis on 10/16/2024 at 10:27 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Intensive Supervision Officer/Case Manager I [ISOIADLT]	Work Location CPE Building
Job ID 2800048	Salary \$26.13 - \$28.42	Supervisor Position No
Pay Grade --	EEO Class --	Workers Compensation 7720 [7720]
Cost Center 1 KDOC Adult Services [2000]	Cost Center 2 KDOC Adult Services [520]	Cost Center 3 --
1 Job Slot INTENSI-1		

Supervisor: Sandra Wikoff-Harper

Department Head: Megan Lewis

☒No changes to Position or Budget

☒Position Description attached

Total annual hours: 2080

☒Budgeted

☐New or updated position description

☐New request for budget (details attached)

Salary: \$59,113.60

Budget for Benefits: \$23,349.87

Total proposed annual budget: \$82,463.47

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-10 Comm Corr ISO I PAF (15113 : Request to fill a position)



PLANNING & DEVELOPMENT
Discussion

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: October 21, 2024

SUBJECT: CiCo Park - City-initiated Rezone

PRESENTER: John Adam, City of Manhattan Asst. Community Development Director

Please see attached staff report and materials from the City of Manhattan.

POSSIBLE MOTION(S)

Move to approve the City of Manhattan include Riley County's portion of CiCo Park (approximately 54.5 acres) in the City's rezoning of CiCo Park to Public Institutional (PI-1).

Enclosures:

- CiCo (PDF)
- memo_PB_work session_2024-10-10 (PDF)



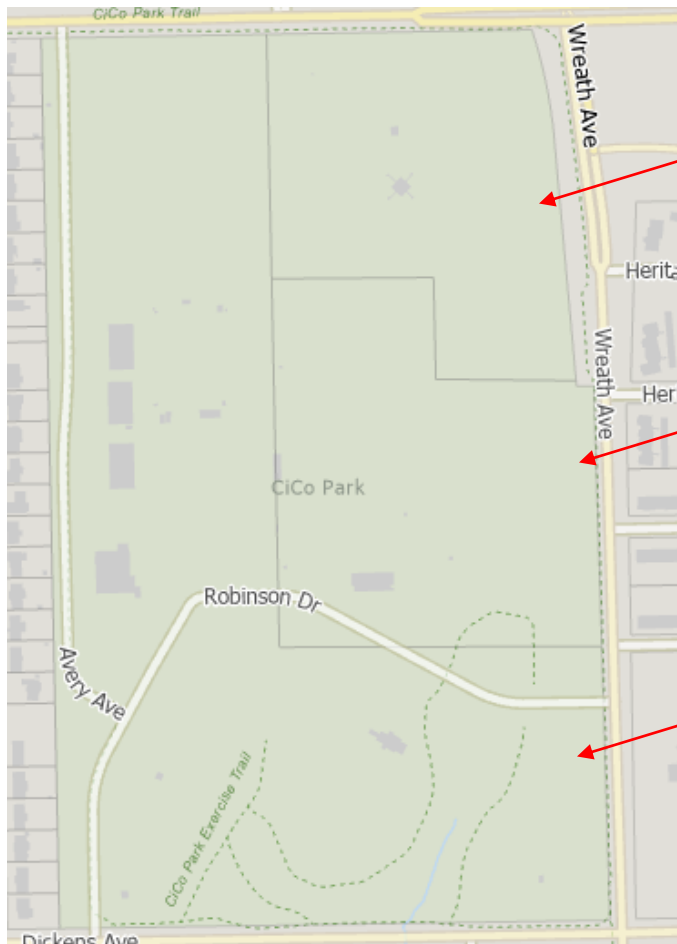
PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: October 21, 2024
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: CiCo Park Rezone

The City of Manhattan is rezoning most of their parks to the Public Institutional (PI-1) zoning district. The PI-1 zoning designation is for parks, public open space, recreation facilities, and cemeteries.

Attached are the materials provided to the Manhattan Urban Area Planning Board (MUAPB) for discussion during their October 10, 2024 workshop. They will hold a public hearing before MUAPB on October 24, 2024.

CiCo Park, located entirely within Manhattan city limits, is made up of three separate parcels each owned by separate entities. The entire park is currently zoned Low Density Residential (RL).



City of Manhattan staff inquired with me if Riley County would like their portion of the CiCo park included in the rezone. USD 383 has agreed to have their portion of CiCo Park (and Griffith Park) rezoned to the PI-1 designation. I brought this item to the BOCC during my staff time on October 7 for a brief discussion. The BOCC had questions and asked for additional time to make the determination. City of Manhattan staff will be present at the October 21 discussion.

This rezone serves as "housekeeping" as zoning maps should both accurately reflect what is occurring on properties as appropriate and match the comprehensive plan future land use map. CiCo Park has been a park for many years, and there is no plan to change this use; only plans for enhancement. There are no foreseen detrimental impacts to rezoning this property to the PI-1 zone to match the other two parcels that make up CiCo Park. I recommend the BOCC allow the city to include their portion of CiCo Park in the rezoning initiative.

memorandum



To Manhattan Urban Area Planning Board
 From John Adam, Asst. Dir. of Community Development
 Date 3 October 2024 *for 10/10 meeting*
 Subject **Rezoning parks to PI-1 district**

Proposal

Adoption of the Manhattan Development Code (MDC) introduced a new zoning district: PI, Public/Institutional, which was later split into two districts, PI-1 and PI-2. While it would have been ideal to enact the rezoning of public lands at the time the MDC was adopted, staff was busy trying to finalize the text of the new code, so the map update was put aside for later.

As it happens, later is now upon us. Staff proposes to rezone most of the City's parks to the PI-1 district. Not included in this general rezoning action are parks outside the city limits, the portions of the Linear Park Trail on the levee (pending approval from the U.S. Army Corps of Engineers), and the portions of Cico Park owned by USD 383 and Riley County, unless we get approval from them before the hearing on October 24.

Staff intends to pursue rezoning existing public facilities—such as City Hall, the Joint Maintenance Facility, fire stations, and the sewer treatment plant—from their existing districts to the PI-2 district.

Attachment

Proposed parks rezoning and future rezoning areas

Filename: memo_PB_work session_2024-10-10

Attachment: memo_PB_work session_2024-10-10 (15110 : CiCo Park rezone)



Work session map Rezoning to PI-1

2024-10-04

Legend

city trails

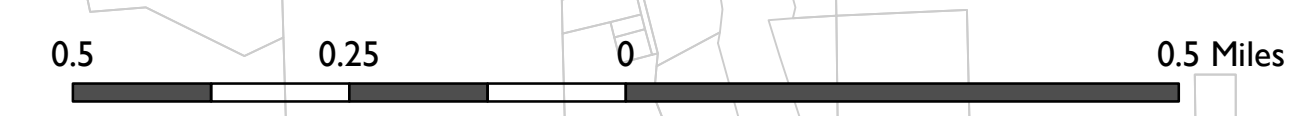
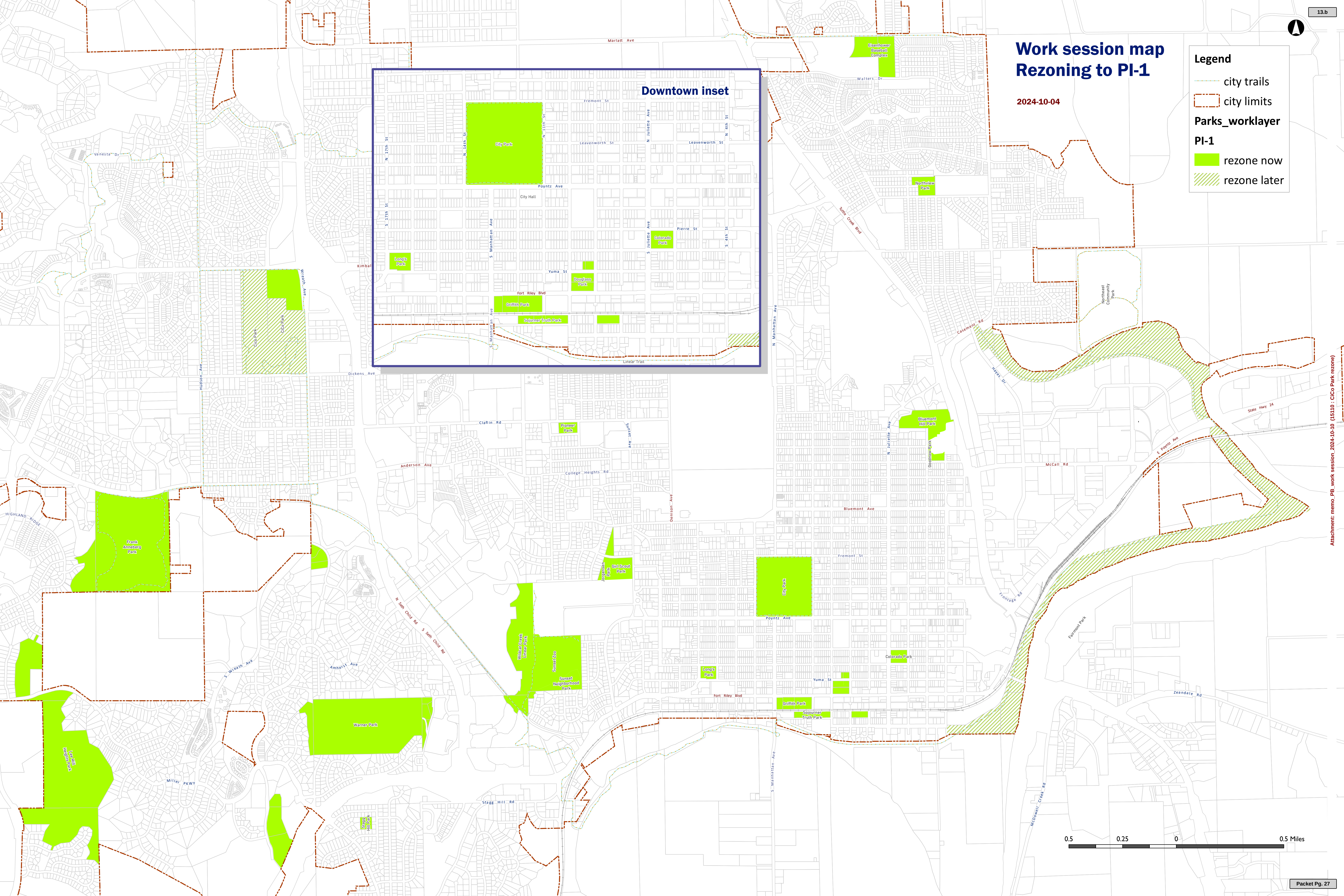
city limits

Parks_worklayer

PI-1

rezone now

rezone later





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: October 21, 2024
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

September- 464

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 151

Medic 21 located at 11th & Poyntz: 138

Medic 31 located at 3060 TCB (Riley County Public Works): 62

Medic 41 located at Manhattan Regional Airport: 77

Medic 51- Leonardville: 34

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

Hiring Process

CMS Audit of Department Based on Billing Codes

Working on new building construction related topics.

Updated: 10/17/2024 9:15 AM by David Adams

Page 1

Packet Pg. 28

Staff Report (ID # 15116)

Meeting of October 21, 2024

Airport Emergency Plan Table Top

All shifts received training on Dementia Friendly Manhattan

Flint Hills Balloon Festival Planning

Jobs for America

Annual Employee Evaluations

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

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

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

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

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

DEA Changes

Medical Director case review with staff.

Observing field performance.

Event Standbys: 23

Education

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

Equipment updates and training.

Community Outreach:

Car seat check lanes.

Fire Prevention Week

National Night Out

Enclosures:

- September 24 Stats (XLSX)
- Riley County EMS Weekly Progress Report WE 9-20-24 (PDF)
- Riley County EMS Weekly Progress Report WE 9-27-24 (PDF)

Updated: 10/17/2024 9:15 AM by David Adams

Page 2

Staff Report (ID # 15116)

Meeting of October 21, 2024

- Riley County EMS Weekly Progress Report WE 10-4-24 (PDF)
- Riley County EMS Weekly Progress Report WE 10-11-24 (PDF)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	82	18%
02 - Monday	70	15%
03 - Tuesday	64	14%
04 - Wednesday	61	13%
05 - Thursday	43	9%
06 - Friday	73	16%
07 - Saturday	71	15%
TOTAL	464	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	11	2%
01:00:00 - 01:59:59	17	4%
02:00:00 - 02:59:59	19	4%
03:00:00 - 03:59:59	17	4%
04:00:00 - 04:59:59	7	2%
05:00:00 - 05:59:59	12	3%
06:00:00 - 06:59:59	10	2%
07:00:00 - 07:59:59	16	3%
08:00:00 - 08:59:59	20	4%
09:00:00 - 09:59:59	13	3%
10:00:00 - 10:59:59	14	3%
11:00:00 - 11:59:59	24	5%
12:00:00 - 12:59:59	24	5%
13:00:00 - 13:59:59	38	8%
14:00:00 - 14:59:59	19	4%
15:00:00 - 15:59:59	23	5%
16:00:00 - 16:59:59	23	5%
17:00:00 - 17:59:59	25	5%
18:00:00 - 18:59:59	25	5%
19:00:00 - 19:59:59	25	5%
20:00:00 - 20:59:59	23	5%
21:00:00 - 21:59:59	19	4%
22:00:00 - 22:59:59	16	3%
23:00:00 - 23:59:59	24	5%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	151	33%
Medic 21	138	30%
Medic 31	62	13%

Medic 41	77	17%
Medic 51	34	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Sick Person	85	18%
Falls	69	15%
Transfer	44	10%
Traffic Accident	30	6%
Unconscious	24	5%



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.20.24

Actual start date 4/22/2024

Original date of substantial completion 5/17/2025

Current date of substantial completion 6/22/2025

Weather Days in September exceeding Allotted Amount 0

Outstanding Items:

Lighting Submittal
Louver Opening RFI
Louver Location RFI
Overhead Door Submittal
Exterior Framed Wall System RFI

0.00"	0.00"	0.00"	0.00"	0.02"	0.02"	0.00"
87°	80°	89°	85°	87°	87°	96°
Lo 56°	Lo 63°	Lo 64°	Lo 67°	Lo 68°	Lo 68°	Lo 62°
Sat 9/14	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20



PROJECT STATUS REPORT

Steel	Finished screen wall in C & set FEMA Shelter steel
Concrete	Started prepping the slab on deck above FEMA Shelter
Masonry	Finished the masonry walls in area A except the entrance
Plumbing	Started interior rough-in in area C
Water Proofing	Finished around Area C and started on Area B
Framing	Started framing interior walls in area C
BHS	Set door frames in Area C & started laying out interior blocking



PROJECT PROJECTIONS

Concrete	Slab on deck and slab on grade placements in Area B and finish stem walls around the building
Masonry	Finish Area A 8" CMU, soap in I-Beam pockets and continue to lay 12" ambulance bay walls
Electrical	In-wall rough-in in Area C Framing
Plumbing	Finish in-wall rough-in in Area C Framing
Water Proofing	Work around area B
Framing	Finish interior framing in Area C
BHS	Interior blocking in Area C and window blocking in Area A



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.20.24

Area A Masonry



Area A Steel/FEMA Shelter Steel



Area C Interior Framing



Area C Block Filler/Prime in Mechanical/IT Room



FLOOR PLAN GENERAL NOTES

- 1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OR CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
- 2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
- 3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GYP. BD. UNLESS NOTED OTHERWISE.
- 4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 5. ALL EXTERIOR CADDIED WALLS (VINYL SIDING, CEMENT BOARD SIDING, WOOD SIDING AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF SIDING TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAY BE USED IN B.U. OF 20 GA. METAL).
- 7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
- 8. SEE SHEETS 1001 & 1002 FOR PARTITION TYPES.
- 9. CONSIDER ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. INSIDE CMU. SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
- 10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.

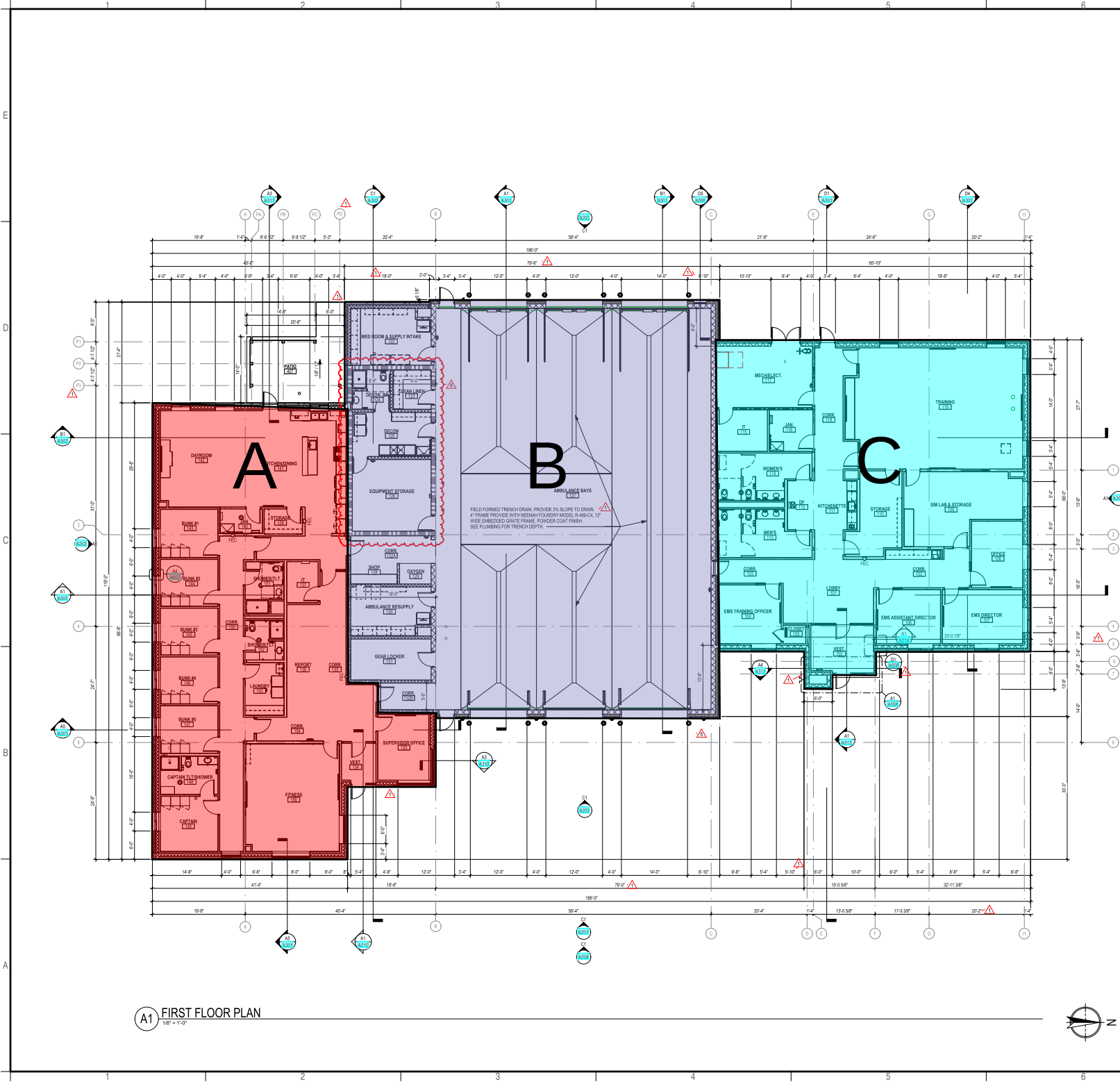


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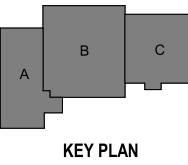
PROJECT:
RILEY COUNTY EMS
STATION NO. 1
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
Revision
No. Date Description
1 02/29/2024 K21518.1
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OVERALL FLOOR PLAN
Project No. K21518
Sheet No. A101
Date 02/29/2024



A1 FIRST FLOOR PLAN
1/8" = 1'-0"



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Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.27.24

Actual start date 4/22/2024

Original date of substantial completion 5/17/2025

Current date of substantial completion 6/22/2025

Weather Days in September exceeding Allotted Amount 0

Outstanding Items:
 Roof Hatch Submittal
 Lightning Protection Submittal
 Rain Screen Submittal
 Linear Wood Ceiling Submittal
 RFI 35 ST-1 & ST-2 Joint Clarification
 Mortar Sample Submittal

0.23"	0.22"	0.12"	0.00"	0.31"	0.00"	0.00"
95°	89°	61°	74°	78°	81°	81°
Lo 62°	Lo 61°	Lo 52°	Lo 51°	Lo 49°	Lo 49°	Lo 51°
Sat 9/21	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27



PROJECT STATUS REPORT

Steel	No new progress
Concrete	FEMA Shelter SOD & slab placements in South Area B.
Masonry	Finished the masonry walls in area A. Started soaping in beam pockets.
Plumbing	Set drains in slab inside FEMA Shelter.
Water Proofing	Liquid water membrane around Area B and Area A.
Framing	Most of the interior walls of Area C are complete. Started back of parapet wall insulation/furring.
BHS	Interior blocking and roof blocking in Area C.



PROJECT PROJECTIONS

Concrete	Finish stem walls around Area A and stem wall facing around Area C.
Masonry	Finish Area B CMU wall at Ambulance bay and start stone veneer.
Electrical	Finish in-wall CMU rough-in. Start setting electrical boxes in Area C to do a box walk.
Plumbing	Pipe in and set roof drains in Area C.
Water Proofing	Complete liquid water membrane besides touch up spots where the masons will be soaping in beam/ joist pockets after steel is set.
Framing	Finish framing interior Area C and start exterior framing around Area B.
Steel	Start setting steel in Area A.



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 09.27.24

Area A CMU Front Entrance



Area A FEMA Shelter Slab



Area C Parapet Furring



Area C In-wall blocking



FLOOR PLAN GENERAL NOTES

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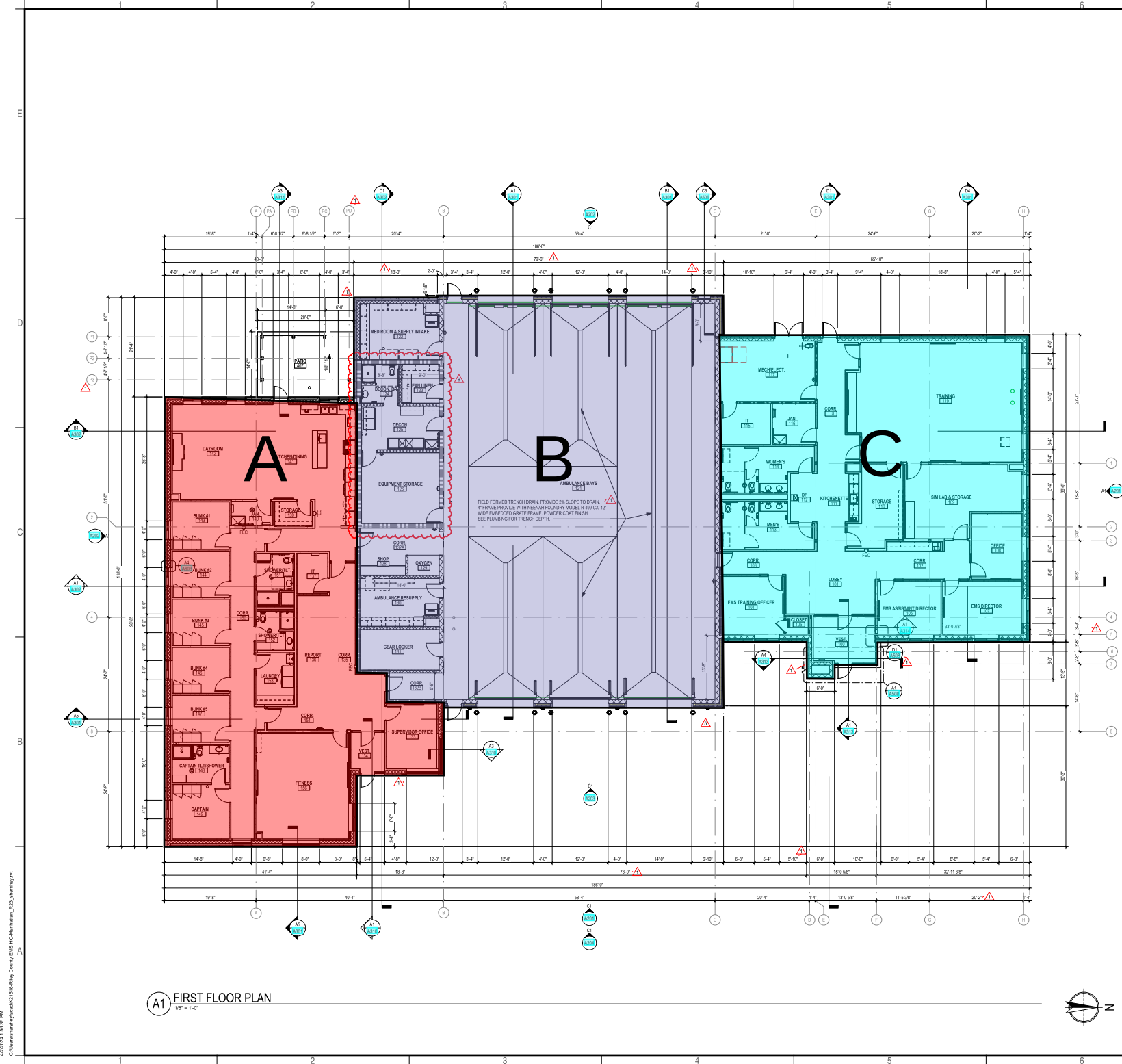


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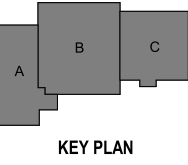
PROJECT:
RILEY COUNTY EMS
STATION NO. 1
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Project No.
K21518
Sheet No.
A101
Date
02/29/2024
Packet Pg. 39



A1 FIRST FLOOR PLAN
1/8" = 1'-0"



KEY PLAN

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Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 10.4.24

Actual start date 4/22/2024

Original date of substantial completion 5/17/2025

Current date of substantial completion 6/22/2025

Weather Days in September exceeding Allotted Amount 0

Outstanding Items:

RFI 36 Custom Ext. Lighting Color
Wall Height ASI
Signage ASI

0.00"	0.00"	0.00"	0.00"	0.00"	0.00"	0.00"
83°	86°	86°	88°	71°	94°	82°
Lo 52°	Lo 53°	Lo 51°	Lo 51°	Lo 43°	Lo 43°	Lo 56°
Sat 9/28	Sun 9/29	Mon 9/30	Tue 10/1	Wed 10/2	Thu 10/3	Fri 10/4



PROJECT STATUS REPORT

Steel	All the steel and bridging placed in Area A.
Concrete	Finished placing the stem walls around the building.
Masonry	Finished CMU block in Area B. Started stone veneer around Area C.
Plumbing	Interior rough-in and roof drains in Area C.
Electrical	Interior rough-in in Area C and lightning protection raceways around the building.
Framing	Started framing exterior walls in Area A and finish Z furring on back of parapet in Area C
BHS	Interior blocking and roof blocking in Area C.



PROJECT PROJECTIONS

Concrete	Ambulance bay slab placements
Masonry	Stone veneer around the building
Electrical	Start hanging electrical equipment in the mech room and continue rough-in in Area C
Plumbing	Continue interior rough-in in Area C and roof drain plumbing. Underground in the ambulance bay.
Framing	Finish framing Area C and continue framing in Area A
Steel	Finish decking in area C and start decking in Area A
BHS	Start setting masonry door frames and roof blocking.



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 10.4.24

Area A Steel



Area A Framing

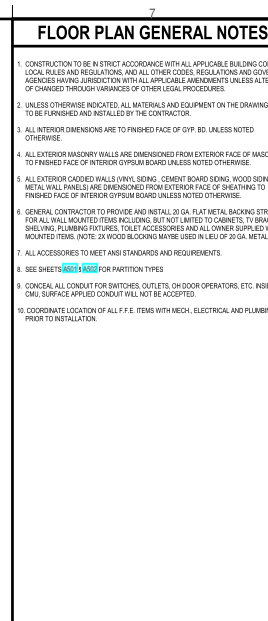


Area B Masonry.



Area C Veneer



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Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 10.11.24

Actual start date 4/22/2024

Original date of substantial completion 5/17/2025

Current date of substantial completion 6/22/2025

Weather Days in October exceeding Allotted Amount 0

Outstanding Items:

RFI 36 Custom Ext. Lighting Color
Signage ASI
RFI 38 Area A Wall Dimensions

0.00"	0.00"	0.00"	0.00"	0.00"	0.00"	0.00"
81°	95°	77°	74°	79°	85°	84°
Lo 56°	Lo 54°	Lo 42°	Lo 43°	Lo 49°	Lo 48°	Lo 57°
Sat 10/5	Sun 10/6	Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11



PROJECT STATUS REPORT

Steel	All the decking placed in Area A and high roof on Area C.
Concrete	Started prepping the ambulance bay for concrete placements
Masonry	Laid the first layer of stone veneer around the building.
Plumbing	Interior rough-in Area A. Finished underground rough-in in the ambulance bay.
Electrical	Interior rough-in in Area C and underground rough-in in Area B.
Framing	Area A framing of exterior walls and interior wall layout.
BHS	Interior blocking in Area A. Roof Sheathing on back of parapet in Area C.



PROJECT PROJECTIONS

Concrete	Ambulance bay slab placements
Masonry	Continue stone veneer around the building
Electrical	Continue rough-in in Area C
Plumbing	Interior rough-in in Area A and exterior hose-bibs.
Framing	Start Exterior framing around the building.
Steel	Screen wall in Area A
BHS	Roof blocking and parapet sheathing on Area A.



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 10.11.24

Area A Decking



Area A Hanger rough-in for Plumbing

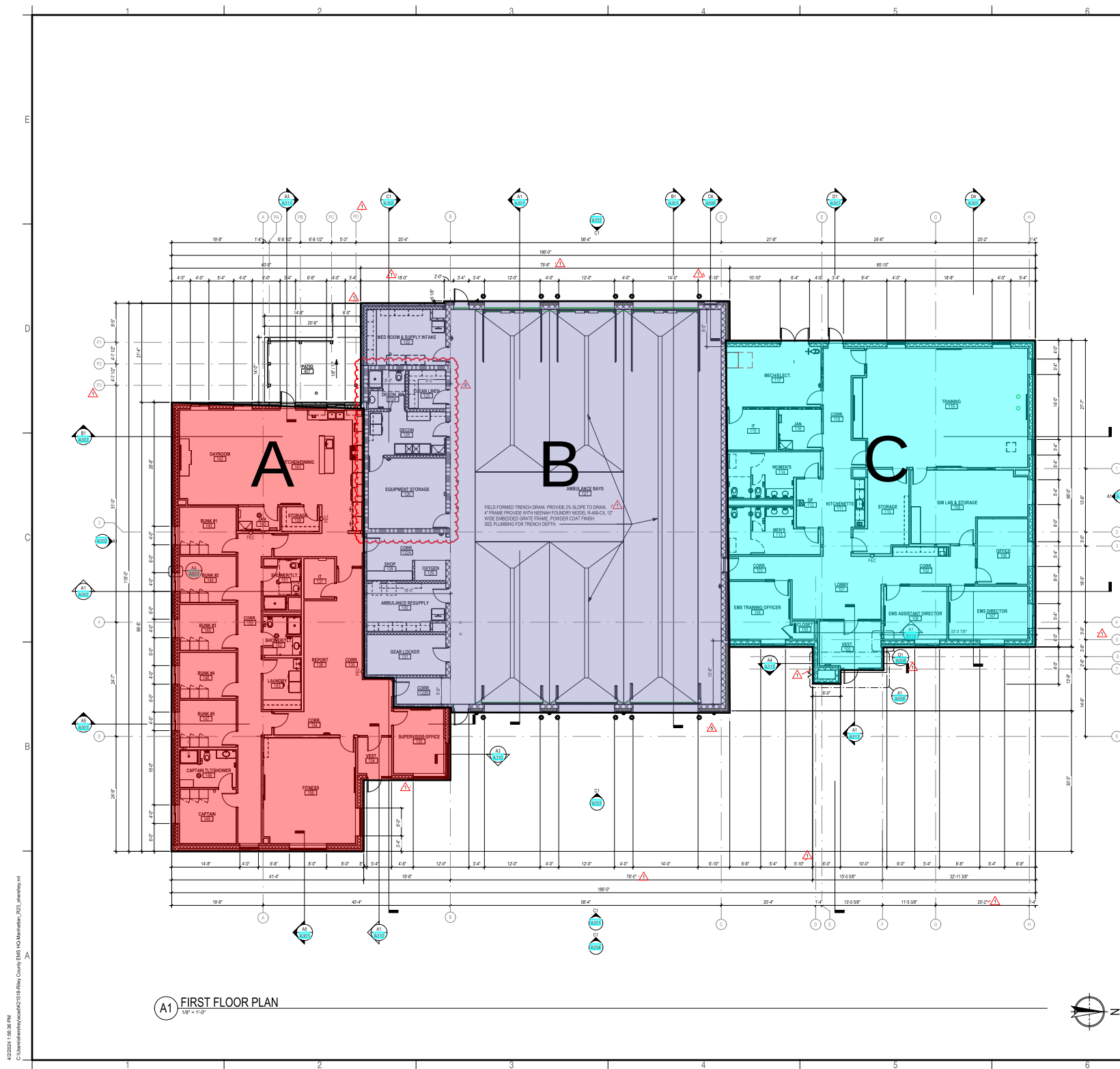


Area B Underground Plumbing



Area A Veneer





FLOOR PLAN GENERAL NOTES

1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL, STATE AND REGULATORY, AND ALL OTHER CODES, REGULATIONS AND GOODWORKS AGENCIES HAVING JURISDICTION WITH THIS APPLICABLE AGREEMENT UNLESS ALTERED OR MODIFIED BY THE CONTRACT DOCUMENTS.
2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF W/P. UNLESS NOTED OTHERWISE.
4. ALL EXTERIOR DIMENSIONS ARE DETERMINED FROM EXTERIOR FACE OF MASONRY TO EXTERIOR FACE OF INTERIOR CURBSIDE BOARD UNLESS NOTED OTHERWISE.
5. ALL EXTERIOR CAPPED WALLS (VINYL, SONS, CEMENT BOARD, SODING, WOOD SONS AND METAL WALL PANELS) ARE DETERMINED FROM EXTERIOR FACE OF SEATING TO EXTERIOR FACE OF INTERIOR CURBSIDE BOARD UNLESS NOTED OTHERWISE.
6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 2" GA. FLAT METAL BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO, SIGNAGE, TV BRACKET, TELEPHONE, FIRE ALARMS, ETC. UNLESS OTHERWISE NOTED.
7. ACCESSORIES TO MEET AND FOLLOW BUILDING MAINTENANCE (IN REB 20 GA. METAL).
8. ACCESSORIES TO MEET ASIA STANDARDS AND REQUIREMENTS
9. SEE SHEETS 100-100 FOR PARTITION TYPES
10. GENERAL ALL CONDUIT AND RATHERS, OUTLETS, CH. OR DR. OPERATORS, ETC. INSIDE ONLY. SPECIFIC APPLIED CONDUIT NOT TO BE ACCEPTED.
11. COORDINATE LOCATION OF ALL F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING CONTRACTORS.



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Overland Park, Kansas 66212

103

ST: RILEY COUNTY EMS
STATION NO. 1

PROJECT: RILEY ST

No.	Date	Revision
1	12-15-23	ADDENDUM NO. 1
5	02-21-24	ASI No. 1
8	04-03-24	ASI NO. 3 - STORM SHELTER PEER REVIEW COMMENTS RESPONSE

FOR PERMIT

Project No.
K21518

Sheet No.
A101

Date
02/29/2023

Packet Pg. 45

KEY PLAN

KEY PLAN



OUTSIDE AGENCY
Presentation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

MEMORANDUM

FROM: Derik Flerlage

MEETING: October 21, 2024

SUBJECT: KDHE Child Care Licensing

PRESENTER: Derik Flerlage, Director, Bureau of Family Health; Jarvis Doleman, Section Director for Operations, Child Care Licensing; and Melissa Schoenberger, Section Director for Systems and Field Services, Child Care Licensing

Enclosures:

- Riley County Commission KDHE Presentation 10.21.24 (PPTX)



Riley County Commission Meeting

KDHE | Child Care Licensing | October 21, 2024



Introductions

Derik Flerlage

Director | Bureau of Family Health

Melissa Schoenberger

Director of Systems and Field Services | Child Care Licensing

Jarvis Doleman

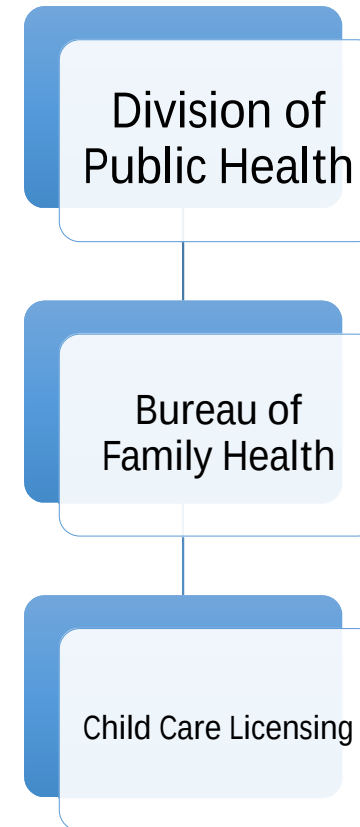
Director of Operations | Child Care Licensing

To protect and improve the health and environment of all Kansans



Bureau of Family Health & CCL

- The Child Care Licensing (CCL) program operates within the Bureau of Family Health (BFH) at the Kansas Department of Health and Environment (KDHE) with multiple levels of supervision and oversight to ensure operations and field services applications.
 - CCL Operations
 - CCL Systems & Field Services
- The program serves to carry-out the “health and safety” component of the state early childhood lead agency; the Kansas Department for Children & Families (DCF).



To protect and improve the health and environment of all Kansans



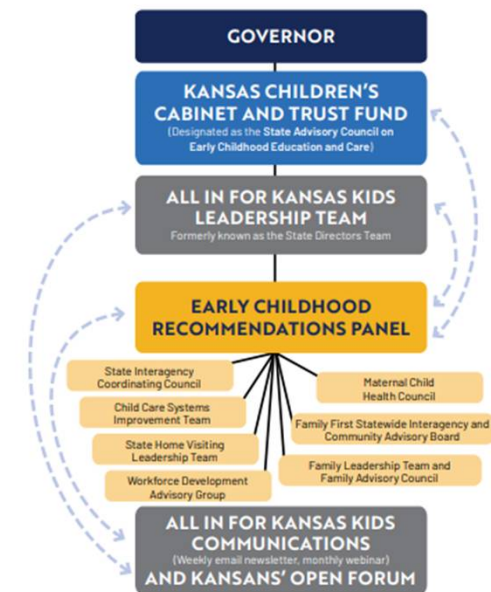
Bureau of Family Health & CCL

- Child Care Licensing is part of the larger State Early Childhood Mixed Delivery System
 - KDHE, DCF, KSDE, Children's Cabinet, etc.
 - State Director's Team – "All In for Kansas Kids Leadership Team"
- KDHE supports local investment by way of "aid-to-local" structure
 - Within Bureau of Family Health:
 - Child Care Licensing
 - Title V – Maternal-Child Health
 - WIC
 - Home Visiting

State Pathways

The Kansas Early Childhood Governance structure creates space for Kansans to have discussions, elevate ideas, and work together to take action toward goals. The various groups within this structure and their focus areas are detailed below. Each group holds routine meetings (most of them are live streamed for public viewing) and offers opportunities to collaborate across experiences and communities. Learning more about these groups, attending any public meetings, or even applying to formally join the membership are all pathways to action.

Kansas Early Childhood Governance Structure



ALL IN FOR KANSAS KIDS 49 STRATEGIC PLAN - 2024

To protect and improve the health and environment of all Kansans



Bureau of Family Health & CCL

- Child Care Licensing changes:
 - Terminology
 - Enforcement vs. Monitoring
 - Surveyors vs. Specialists
 - Community Approach
 - Proactive Listening
 - Regulation engagement
 - Systems Improvement Team Regional Roundtables
 - Regulation Overhaul



To protect and improve the health and environment of all Kansans



Bureau of Family Health & CCL: Field Operations

Partnership Roles in the Child Care Licensing System

Child care is a collaborative effort between Child Care Providers, Kansas Department of Health and Environment (KDHE), Local Licensing Specialist and Parents. Each group has a key role in order to be successful. A brief description of their roles is listed below.



Provider's Roles

- Know, understand and follow required regulations and laws to provide a safe and healthy environment for children in out-of-home care.
- Communicate regularly with parents of children in care. Allows for parents to voice concerns and feedback related to the child's condition or the care being provided.
- Voice concerns and feedback to parents related to the condition or the care being provided.
- Adopt a professional demeanor that demonstrates a willingness to work toward the improvement of the quality of care provided to their children.

KDHE's Roles

- Develop and adopt regulations that promote the health, safety and well-being of children as required by K.S.A. 65-508(c).
- Issue or deny licensure for child care (K.S.A. 65-504).
- Inspect child care facilities at least once every 12 months (K.S.A. 65-512) and notify the licensee of the findings of such inspection (K.S.A. 65-513).
- Maintain an online information dissemination system (K.S.A. 65-534).
- Enforce regulations using a progressive policy to protect the health and safety of children.
- Provide training and guidance to local licensing specialists.

Parent's Roles

- Make the best choice possible for their children and family.
- Contact the Resource and Referral Agency to get referrals for child care.
- Visit the child care provider before enrolling.
- Research online the child care facility history.
- Provide necessary information and complete and return all forms to the child care provider before starting care.
- Communicate regularly with the child care provider.
- Listen to the concerns and feedback from the provider related to the condition or the care being provided.

Local Licensing Specialist's Roles

- Serve as the local expert in child care licensing.
- Provide support, orientation and education to child care providers.
- Provide consultation to child care providers regarding compliance with regulations and laws.
- Conduct onsite child care - initial, annual, compliance and complaint surveys.
- Investigate illegal care.
- Partner and work at the community level to support availability of quality child care.
- Contact KDHE for regulatory clarification regarding child care provider or licensing specialist questions.

kdhe.ks.gov/280 2023

Licensing Specialists Functions:

- Serve as the local expert
- Orientation
- Inspections – Initial, Annual, Compliance, Amendment, Complaint
- Technical Assistance
- Regulatory Training

KDHE Support:

- Field services

To protect and improve the health and environment of all Kansans



Aid to Local Overview

Required Services of Grant Funding

- Pre-application activity
- Inspection Activity
- Complaint Activity
- Community Outreach

To protect and improve the health and environment of all Kansans



Aid to Local Overview

Program Assurances through Grant Funding

- Strengthen compliance through the consistent administration of the child care licensing laws and regulations
- Improve timely and effective service delivery that is customer friendly in the child care regulatory program.
 - 90% timeliness of Inspections
- Support the development of a high-quality child care system through community partnerships.
- Reporting Requirements

To protect and improve the health and environment of all Kansans



Aid to Local Overview

Funding Provided

- Availability
 - o Based on funding formula
 - 2020 US Census Population <15
 - Total Facility Count
 - Total Capacity Count
 - Licensing Specialist Professional Bonus
 - Multi County Bonus
- Maintenance of Effort Requirement
- Priorities

To protect and improve the health and environment of all Kansans



Aid to Local Overview

KDHE Support

- Access to statewide resources
- Collaboration with other local health departments
- Recruiting and retention activities
- Consumer Education
- Community Engagement

To protect and improve the health and environment of all Kansans



Thank you! Questions?



To protect and improve the health and environment of all Kansans



**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: October 21, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 10.21.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ May 2024 through October 16, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) Attend and participate in BOCC public meetings. (8-1-24; 8-5-24) Attend and participate in BOCC public meetings. (8-8-24;8-12-24; 8-15-24; 8-19-24; 8-26-24;8-29-24;) Register for ARPA webinar on preparation for 12-31-24 deadlines. (8-13-24) Work on citizen application to BOCC. (8-26-24) Attend and participate in BOCC public meetings. (9-5-24; 9-9-24) Attend and participate in BOCC public meetings. (9-12-24; 9-16-24) Review probate case matter. Communicate with staff. (9-17-24) Attend and participate in BOCC meetings. (9-19-24; 9-23-24) Work on fence view. (9-23-24; 9-24-24; 9-25-24) Consult with Deputy County Counselor on draft. (9-24-24) Attend and participate in County retreat. 9-25-24) Work on fence view. Discuss with Deputy Counselor. (9-27-24) Review legal issue. (9-29-24) Work on fence view. (9-30-24;10-1-24; 10-2-24) Attend and participate in tour. (9-30-24) Attend and participate in BOCC public meetings. (9-26-24; 9-30-24) **Attend and participate in BOCC public meetings. (10-3-24; 10-7-24; 10-10-24; 10-17-24) Attend and participate in fence view. (10-4-24) Work on fence view. (10-7-24; 10-8-24; 10-9-24)**

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24) Communicate with working group and vendor. Possible resolution by Thursday, September 5th, (9-2-24; 9-3-24) Finalize contract documents working with vendor and working group. Provide final contract documents to Clerk's office for 9-5-24 BOCC public agenda. (9-3-24)

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

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

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

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

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24) Work on issues. (7-29-24; 8-8-24; 8-9-24;8-12-24) Continue working on project. (9-18-24). Work on same project. (9-23-24;9-24-24; 9-25-26) Work on. (9-30-24; 10-1-24; 10-2-24) **Work on project. (10-10-24; 10-11-24; 10-15-24)**

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24;1-5-24;1-7-24;1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with

lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24;3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing. Attend and participate in KAC legislative policy committee zoom meeting. Present Riley County legislative requests. (8-28-24)

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

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

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

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

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

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

Attachment: FINAL_Commission List 10.21.2024 (15120 : Clancy's Commission List)

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

II. Projects by Department or Division:

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

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24) Communicate with Department Head about recent appellate case victory for PVD involving 8 other counties. (9-3-24) Assist and advise Department Head with question. (9-18-24)

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

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24) Assist with project. (8-16-24) Assist with RNR resolution. (8-19-24;8-20-24) Assist with project. (8-21-24; 8-22-24;8-23-24; 8-27-24;8-28-24;8-29-24;8-30-24; 9-2-24;9-3-24) *Assist with same project. (9-6-24)* Assist with same project. (9-9-24; 9-13-24;9-15-24;9-16-24; 9-17-24) Discuss with Dept. Head news item about election offices in 6 states. (9-17-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with

Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24) *Assist with project legal issue. (8-8-24) Assist with project legal issue. (8-12-24; 8-13-24; 8-14-24; 8-15-16; 8-16-24)*

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

Riley County Extension: Work on legal question raised by Director. (5-29-24) Communicate with Department Head. Work on project for upcoming use of Fairground Arena for KSU rodeo club event at county fairground arena. (8-20-24; 8-23-24; 8-25-24; 9-2-24)

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24) Communicate with department staff on pending matter and advise. (9-3-24)

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

Riley County Health Department: Work on contract law issue. (10-12-23; 10-13-23.) Work on contract law issue. (10-19-23; 10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24) Work on project. (9-11-24) Work on electronic medical record matter. (9-24-24; 9-25-24) Work with Deputy County Counselor on project to assist Department. (9-27-24) Work on separate project to assist Department. (9-29-24) ***Work on project to assist department. (10-7-24; 10-8-24)***

Riley County Historical Museum:

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

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

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

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

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

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24; 4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24) Work on inmate medical project. (8-14-24; 8-15-24; 8-16-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-

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24; 7-19-24) Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24) Communicate with Deputy Counselor on update regarding project. (8-9-24) Review and approve “as to form” contract for surplus personal property auction. (8-30-24) Work on KDOT roundabout project involving K-13. (9-2-24) Finalize contract documents for KDOT roundabout projects at two locations and provide documents to County Clerk for BOCC agenda for 9-5-24 (9-3-24) Attend and participate in tour of Riley County-owned buildings in preparation for upcoming retreat. (9-20-24) Meet with Department Head on pending projects. (9-24-24)

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23) Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers’ March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract “as to form.” (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk’s office for this Thursday’s agenda. Place contract in delivery bin from Public Works to County Clerk’s office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency’s planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state “roundabout” project at US 24 and K-13. Contact Public Works Director. Contact KDOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24) Discuss with Department Head facilities matter. (8-15-24) Discuss with Department Head ongoing KDOT project. (8-15-24; 8-16-24) Communicate in response to KDOT attorney on KDOT project. (8-16-24) Attend and participate in departmental staff meeting. (8-30-24) Finalize contract documents on the two KDOT roundabout projects, working with Department Head. and provide documents to Clerk’s office for 9-5-24 agenda. (9-3-24) Work with Department Head finalizing contract documents for design of window replacement project in CPE. Provide to Clerks office for 9-5-24 agenda (9-3-24). Work with counsel for KDOT on finalizing execution of contract documents on two roundabout projects. (9-12-24)

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

County Appraiser to resolve filing issue. (3-4-24) Assist with legal issue involving KORA (9-18-24; 9-19-24; 9-23-24) Advise on legal issue. (9-25-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) Review delinquent real property tax efilings. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

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

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

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

departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor's recent promotion by BOCC, effective January 1, 2025. (7-24-24) Prepare for interviews of candidates for Deputy County Counselor position, now that current Deputy has been promoted to County Counselor effective January 1, 2025. (8-7-24; 8-8-24; 8-13-24) Weekly staff meeting. (8-9-24) Organization and filing in preparation for transition. (8-9-24; 8-10-24; 8-11-24) Weekly staff meeting. (9-13-24) Discussion regarding transition matters with Deputy County Counselor. (9-18-24) Weekly staff meeting. More transition planning for on-boarding of Jacob Hanson, for training as Deputy County by both me and Deputy County Counselor/County Counselor effective December 21, 2024, Bryant Parker. (9-27-24) Work with Bryant and Jacob. (9-30-24; 10-1-24; 10-2-24) Departmental staff meeting/Partners' Meeting to continue fostering transition with input from all department staff. (10-2-24) **Work on transition for department. (10-3-24; 10-4-24; 10-7-24; 10-8-24) Departmental staff meeting/Partners' Meeting. (10-9-24)**

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

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter's assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24. (6-18-24) Attend online program of association for required CLE. (6-21-24) Review opioid funds distribution charts from KAC. (8-9-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24) Attend and participate in meeting. (9-18-24) Attend and participate in committee meeting. (10-2-24)

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

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

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

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28· 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24) ***Attend and participate in meeting. (10-15-24)***

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) Attend and participate in committee meeting. (7-16-24) Attend (slightly late) and participate in Committee meeting. (8-20-24) Sign up to volunteer to assist with event at Employee Recognition Day. (9-17-24) Order pastry for event as assigned by committee. (9-18-24) Staff meeting—work on transition planning for next week. (9-27-24) Work on event. (10-2-24) ***Attend and participate in Employee Recognition Day. (10-14-24)***

Staff Road Renaming Committee:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: October 21, 2024

SUBJECT: Expanded Position Request - Senior Fiscal Analyst

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

Riley County Commissioners have assigned fiscal oversight and coordination for Riley County to the County Clerks office. The Budget and Finance Officer position was intended to coordinate this oversight. Additionally, a support position was approved prior to 2016 which encompassed both the AP responsibilities as well as payroll and benefits entry.

By 2020 it was clear the payroll and benefits responsibilities as well as the responsibilities of the county-wide oversight of AP needed to be separated and performed by two positions. At that time, the Administrative Analyst - Accounts Payable position was responsible to provide accounts payable claims for Riley County, bookkeeping and clerical support for the County Clerks office and other departments.

This position was designed to be administrative support for the Budget and Finance officer, and to process AP for the County, however, because of the volume of financial transactions in Riley County, the position has steadily grown to have more and more responsibilities and is required to manage several processes as well as coordinate with 15 departments and oversee the financial processes of each department.

DISCUSSION

The County has 15 departments. Each one has an administrative assistant, or the department head, who processes their own accounting transactions as a small part of their overall job duties.

Additionally, currently with over 200 issued P-Cards, each department scans and submits receipts for purchases weekly. The Clerk's office requires sufficient staff, with the appropriate training and ability to oversee all of this financial data and analyze whether it meets the local, state, federal laws as well as Riley County's financial policies.

In order to manage these tasks the Clerk's office requests consideration of expanding the current Administrative Analyst - Accounts Payable position to the appropriate position to meet the need of Riley County: Senior Fiscal Analyst.

Concerns that will be addressed:

- P-Card administration and oversight
- Internal financial auditing for all departments
- Management of accounts payable, invoice processing, disbursements, balancing County Treasurer statement
- Monthly invoice verification and payment
- Management of county projects and encumbrances
- Coordinate statutory 1099 tax reporting and W9 database
- POC for issues with accounts receivable and accounts payable
- Assisting with annual budget preparation

FISCAL IMPACT

The fiscal impact of expanding this position would be absorbed into the 2024 Clerk's budget as approved by the County Commission.

Department	Position	Hours	Total Request (Wage + Benefits)
Clerk	Senior Fiscal Analyst – <i>Expanded/New Title</i> New PD – Expected Range 13 Incumbent Rate, \$34.29/hour	2080 hours	\$21,443 increase

RECOMMENDATION(S)

Recommendation is to approve the expanded Senior Fiscal Analyst position as proposed.

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:

- Senior Fiscal Analyst Position Description (PDF)
- 2024-10 Clerk Sr Fiscal Analyst PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	SENIOR FISCAL ANALYST	
Department:	County Clerk	Division: Budget and Finance
Reports To:	Budget and Finance Officer	
Pay Range:	13	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: The Senior Fiscal Analyst is responsible for analyzing financial statements, assisting with planning and budgeting, preparing financial statements and general ledger reconciliations, monitoring cash flow, assisting with bank account management, assisting with risk management, analyzing and communicating cost and expense variances and using financial data to help make financial decisions for the County. The position also supports the County Clerks office.

Essential Functions:

- Manages financial activities and processes for Riley County, KS
- Audits internal financial documents and processes from all departments to ensure compliance with state, federal and local laws as well as Riley County policy and procedure.
- Duties include, accounts payable, manual checks, journal entries, invoice processing, receipts and disbursements, balancing to County Treasurer's statements
- Administers the Purchase Card program for Riley County.
- Process monthly invoices to outside funds for telephone and utility expenses.
- Prepare and publish quarterly financial report to County's authorized newspaper.
- Coordinate statutory 1099 tax reporting and Maintain W9 database.
- Provide courteous service to the public and area professionals regarding overall County Clerk/Election services, such as Elections, Intangible Tax, various permits, and Homestead applications.
- Administers the Riley County Tax Exemption.
- Manages county project lists and encumbrances.
- QuickBooks reconciliation for the County Clerk's office.
- Assists with resolving problems related to the day-to-day operation of the Accounts Receivables and Payables Section.

Secondary Functions:

- Acts as a backup for payroll processing and supports payroll as needed.
- Provides customer service regarding taxes, city and county specials, and intangibles.
- Assists the Budget and Finance Officer during annual budget preparations.
- Acts as back up to Benefits and Employee Relations Manager.
- Assists the Budget and Finance Officer with processes related to financial and administrative services
- Act as backup to Homestead applications
- Perform other duties as assigned.

Position Requirements:

Education: Bachelor's degree preferred 2-year associate degree required with 4 years general office experience, or equivalent combination of education and experience.

License(s)/Certification(s): Must be able to obtain Notary of Public for the State of Kansas.

Experience: Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems. Knowledge of Generally Accepted Accounting Principles (GAAP) and basic

accounting procedures. Knowledge of Microsoft office and experience working with the public.

Skills: Good organizational and communication skills and have the ability to work on multiple tasks with frequent interruptions: ability to work independently and be a self-starter. Ability to operate a 10-key calculator, AS400 computer system, word processing applications including Microsoft Word and Excel.

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

Required to stand; walk; sit; use hands, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required include close vision.

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

While performing the duties of this job, the employee exposed to a normal noise level.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Rachel Wyat on 10/11/2024 at 04:23 AM

Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Senior Fiscal Analyst [SRFA]	Work Location Office Building
Job ID 2789389	Salary \$34.29	Supervisor Position No
Pay Grade RANGE 13 [RANGE 13]	EEO Class --	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Clerk [2]	Cost Center 3 --
1 Job Slot SENIOR -1		

Supervisor: Brittany Phillips

Department Head: Rich Vargo

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$71,323.20

Budget for Benefits: \$28,172.66

Total proposed annual budget: \$99,495.86

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-10 Clerk Sr Fiscal Analyst PAF (15108 : Position Expansion Request)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: October 21, 2024

SUBJECT: Monthly Cash Flow Report for September 2024

PRESENTER: Brittany Phillips, Budget & Finance Officer

Cash Flow Reports for the Economic Development Fund, County Building Fund, Capital Improvement Fund, Road & Bridge 1/2 Cent Sales Tax Fund and Road & Bridge 0.2 Cents Sales Tax Fund.

Enclosures:

- September 2024 updated cash flows (PDF)

2024 Riley County Economic Development Cash Flow Analysis

% of Year: 75

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$107,100.00			\$107,100.00	\$84,542.15		\$84,542.15
Feb				\$0.00	\$0.00		\$0.00
Mar				\$0.00	\$1,895.00		\$1,895.00
Apr				\$0.00	\$0.00		\$0.00
May				\$0.00	\$1,899.31		\$1,899.31
Jun				\$0.00	\$1,000.00		\$1,000.00
Jul				\$0.00	\$30,507.00		\$30,507.00
Aug				\$0.00	\$12,213.96		\$12,213.96
Sep				\$0.00	\$0.00		\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$107,100.00	\$0.00	\$0.00	\$107,100.00	\$132,057.42	\$0.00	\$132,057.42

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$340,085.60
2024 Revenue	\$107,100.00
Less 2024 Expenditures/Encumbrances	\$132,057.42
2024 Ending Unencumbered Cash	\$315,128.18
Less Est. Project Balance for CY	\$134,269.54
2024 Projected Unencumbered Cash	\$180,858.64

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$259,053	% Budget Expended
Expenditures to Date	\$132,057	
2024 Remaining Budget Authority	\$126,996	

Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$107,100	% Budgeted Revenue
Revenue to Date	\$107,100	

Attachment: September 2024 updated cash flows (15101 : Monthly Cash Flow Reports for September

2024 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS						
Chamber of Commerce	\$55,000.00	\$0.00	\$55,000.00		\$0.00	\$0.00
Flint Hills Veterans Coalition	\$1,015.00	\$0.00	\$1,015.00		\$0.00	\$0.00
Downtown Manhattan	\$5,000.00	\$0.00	\$5,000.00		\$0.00	\$0.00
Riley Co. General Eco Devo	\$132,850.00	\$0.00			\$132,850.00	
APPROPRIATION TOTALS	\$193,865.00	\$0.00	\$61,015.00	\$0.00	\$132,850.00	\$0.00
MEMBERSHIPS						
FHMPO Contribution	\$5,200.00	\$0.00	\$3,780.46		\$1,419.54	\$0.00
FHRLP Underwriters & Sponsors					\$0.00	\$0.00
MEMBERSHIP TOTALS	\$5,200.00	\$0.00	\$3,780.46	\$0.00	\$1,419.54	\$0.00
CONTRACTS						
Auto Lane Development (2024)	\$121,139.60	\$109,025.64	\$12,113.96		\$0.00	\$0.00
CONTRACT TOTALS	\$121,139.60	\$109,025.64	\$12,113.96	\$0.00	\$0.00	\$0.00
DEBT OBLIGATION TRANSFER						
Konza Water Debt	\$658,501.67	\$359,504.67	\$52,153.00		\$246,844.00	\$0.00
DEBT OBLIGATION TRANSFER TOTALS	\$658,501.67	\$359,504.67	\$52,153.00	\$0.00	\$246,844.00	\$0.00
PROJECTS						
Comprehensive Plan Update	\$150,000.00	\$325.75	\$1,995.00		\$147,679.25	\$0.00
PROJECT TOTALS	\$150,000.00	\$325.75	\$1,995.00	\$0.00	\$147,679.25	\$0.00
TOTALS	\$1,128,706.27	\$468,856.06	\$131,057.42	\$0.00	\$528,792.79	\$0.00

Remaining Approved Projects less lease/debt payments/reserve payments/reserve \$134,269.54
(not included as these payments are subject to approval with annual budget) al with annual budget)

Completed Projects

2024 Riley County Building Cash Flow Analysis FUND 152

% of Year: 75

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$175,365.42			\$175,365.42	\$6,436.16		\$31,441.99	\$37,878.15
Feb		\$10.00		\$10.00	\$23,518.23			\$23,518.23
Mar	\$8,405.63	\$4,008.00		\$12,413.63	\$19,027.22			\$19,027.22
Apr		\$10.00		\$10.00	\$31,517.31			\$31,517.31
May	\$117,721.14			\$117,721.14	\$23,468.96			\$23,468.96
Jun				\$0.00	\$31,426.38			\$31,426.38
Jul				\$0.00	\$25,504.17			\$25,504.17
Aug	\$33.50			\$33.50	\$16,749.15			\$16,749.15
Sep	\$18,180.40	\$53.50		\$18,233.90	\$18,299.90			\$18,299.90
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$319,706.09	\$4,081.50	\$0.00	\$323,787.59	\$195,947.48	\$0.00	\$31,441.99	\$227,389.47

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$104,325.94
2024 Revenue	\$323,787.59
Less 2024 Expenditures/Encumbrances	\$195,947.48
2024 Ending Unencumbered Cash	\$232,166.05

Riley County 2024 Budget Authority Summary	
2024 Budgeted Expenditures	\$430,000
Expenditures to Date	\$227,389
2022 Remaining Budget Authority	\$202,611

% Budget Expended
52.88%

Riley County 2024 Budgeted Revenue	
2024 Budgeted Revenue	\$323,370
Revenue to Date	\$323,788

% Budgeted Revenue
100.13%

Attachment: September 2024 updated cash flows (15101 : Monthly Cash Flow Reports for September

2024 Riley County CIP Cash Flow Analysis

% of Year: 75

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$194,820.52	\$5,509,446.00		\$5,704,266.52	\$216,786.25	\$50,114.59	\$266,900.84
Feb				\$0.00	\$32,510.85		\$32,510.85
Mar				\$0.00	\$11,288.77		\$11,288.77
Apr	\$241,088.96			\$241,088.96	\$85,906.94		\$85,906.94
May	\$865.00			\$865.00	\$655,386.99		\$655,386.99
Jun	\$196,597.36			\$196,597.36	\$132,895.51		\$132,895.51
Jul	\$256,207.09	\$8,933,000.00		\$9,189,207.09	\$361,893.80		\$361,893.80
Aug	\$32,462.04			\$32,462.04	\$12,298.05		\$12,298.05
Sep	\$10,418.63			\$10,418.63	\$406,812.25		\$406,812.25
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
Totals	\$932,459.60	\$14,442,446.00	\$0.00	\$15,374,905.60	\$1,915,779.41	\$50,114.59	\$1,965,894.00

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$13,413,482.00
2024 Revenue	\$15,374,905.60
Less 2024 Expenditures/Encumbrances	\$1,965,894.00
2024 Ending Unencumbered Cash	\$26,822,493.60
Less Remaining Approved Projects	\$4,489,867.15
2024 Projected Unencumbered Cash	\$22,332,626.45
LESS RESERVED FUNDS	\$4,889,303.60
Projected 2024 Cash w/out Reserves	\$17,443,322.85

Riley County 2024 CIP Budget Authority Summary		
2024 CIP Budgeted Expenditures	\$7,990,119	% Budget Expended
Expenditures to Date	\$1,915,779	
2024 Remaining Budget Authority	\$6,074,340	

Riley County 2024 CIP Budgeted Revenue		
2024 CIP Budgeted Revenue	\$5,929,446	% Budgeted Revenue
Revenue to Date	\$15,374,906	

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	106,138.11
FFE Reserve	1,358,586.53
Hardware Refresh	1,034,446.00
CARES Funds	1,890,133
TOTAL RESERVE	4,889,303.60

Radio Tower Hardware/Software update 2025

To be spent on North Co. EMS Facility & Public Safety HQ after ARPA funds are used

Attachment: September 2024 updated cash flows (15101 : Monthly Cash Flow Reports for September

2024 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00				\$18,900.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05		\$2,837.10		\$62,514.85	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00				\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$45,000.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00				\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$75,000.00	
23-23PW001		Carnegie Elevator Modernization	\$220,000.00	\$0.00				\$220,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00	\$11,604.00				\$63,396.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$7,475.00		\$9,860.00		\$102,665.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00		\$40,200.00		\$0.00	\$4,800.00
23-23LEC001	986	Replace Roof - LEC	\$404,000.00	\$0.00				\$404,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00		\$70,633.73		\$1,366.27	
23-23PK002		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00				\$375,000.00	
24-24PW001		Courthouse & Health Department Elevator Modernization	\$385,000.00					\$385,000.00	
24-24PK001		30" Aerator	\$11,000.00					\$11,000.00	
24-24PK002		University Park Pickleball/Basketball Courts	\$11,000.00					\$11,000.00	
24-24PK003		Restroom in Ogden Community Park	\$11,000.00					\$11,000.00	
24-24PK004		Restroom Leonardville Park	\$11,000.00					\$11,000.00	
24-24PW002		FCRC Replace Roof	\$150,000.00					\$150,000.00	
24-24PW003		Museum - Replace HVAC	\$35,000.00					\$35,000.00	
24-24PW004		Museum - Lighting	\$75,000.00					\$75,000.00	
24-24PW005		1/2 Ton 4x4 Extended Cab Pickup	\$65,000.00					\$65,000.00	
24-24PW006		550 Diesel Truck w/ snow plow & spreader	\$125,000.00					\$125,000.00	
24-24PW007		3/4 Ton 4x4 Extended Cab Pickup w/Plow	\$75,000.00			\$4,664.00		\$70,336.00	
24-24PW008		Window Replacement - CPE building	\$500,000.00					\$500,000.00	
24-24LEC001		Kitchen Floor Replacement	\$30,000.00			\$23,762.88		\$6,237.12	
24-24LEC002		Jail Intake Shower	\$10,000.00			\$5,937.64		\$4,062.36	
24-24LEC003		Isolation Room	\$10,000.00			\$6,252.98		\$3,747.02	
PUBLIC WORKS TOTAL			\$3,415,000.00	\$139,827.05	\$0.00	\$164,148.33	\$0.00	\$3,106,224.62	\$4,800.00
EMERGENCY MEDICAL SERVICE									
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$50,000.00	
22-22AM001	302	EMS AMBULANCE	\$325,000.00	\$302,902.00		\$17,289.02	\$4,808.98	\$0.00	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00		\$34,871.15		\$152,674.46	
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00		\$8,535.00		\$60,730.00	

Attachment: September 2024 updated cash flows (15101 : Monthly Cash Flow Reports for September

24-24AM001	New Ambulance	\$390,441.00				\$390,441.00	
24-24AM002	Zoll X Series Cardiac Monitor	\$46,000.00			\$43,958.88	\$2,041.12	
24-24AM003	Strker Powercot	\$30,806.97			\$28,733.03	\$2,073.94	
EMS TOTAL		\$1,199,058.58	\$328,672.00		\$133,387.08	\$4,808.98	\$732,190.52
CLERK							
21-21CK001	Open.Gov software	\$202,620.00	\$133,045.00		\$34,500.00	\$35,075.00	
CLERK TOTAL		\$202,620.00	\$133,045.00		\$34,500.00	\$0.00	\$35,075.00
Elections							
23-23EL002	985 CPE 4th Floor Renovations - Elections	\$720,000.00	\$8,595.00		\$633,010.21	\$10,161.61	\$68,233.18
CLERK TOTAL		\$720,000.00	\$8,595.00	\$0.00	\$633,010.21	\$10,161.61	\$68,233.18
ATTORNEY							
ATTORNEY TOTAL		\$0.00	\$0.00			\$0.00	\$0.00

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPRaiser									
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00			\$35,144.00	\$0.00	\$0.00
APPRaiser TOTAL			\$35,144.00	\$0.00			\$35,144.00	\$0.00	\$0.00
BOCC									
BOCC TOTAL			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
PLANNING & DEVELOPMENT									
PLANNING & DEVELOPMENT TOTAL			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
NOXIOUS WEED									
24-24NW001		10' Pull Behind Mower	\$32,000.00					\$32,000.00	
24-24NW002		Mower Tractor 6100 series	\$135,000.00					\$135,000.00	
NOXIOUS WEED TOTAL			\$167,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167,000.00	\$0.00
EMERGENCY MANAGEMENT									
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,126.00	\$0.00				\$40,126.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00		\$8,434.96		\$116,565.04	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00		\$1,586.50		\$83,413.50	
EMERGENCY MANAGEMENT TOTAL			\$410,126.00	\$18,960.71	\$0.00	\$10,021.46	\$0.00	\$381,143.83	\$0.00
OTHER									
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,224.00		\$1,034,446.00			\$1,182,224.00	
	988	Ka-Comm/L3 Harris Radio Replacement	\$400,000.00			\$330,000.00		\$70,000.00	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,133,979.89		\$426,795.89		\$3,841,162.22	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,484,115.63		\$182,100.00		\$183,599.84	
Fair Reserve	74	Fair		\$3,485.20	111,439.75	\$1,816.44		\$106,138.11	
CARES Funds	977/978	North Co. EMS Facility & EMS HQ Reserved			\$1,890,133			\$1,890,132.96	
OTHER TOTAL			\$10,833,977.47	\$4,621,580.72	\$3,036,018.71	\$940,712.33	\$0.00	\$7,273,257.13	\$0.00
TOTAL			\$16,982,926.05	\$5,250,680.48	\$3,036,018.71	\$1,915,779.41	\$50,114.59	\$11,763,124.28	\$4,800.00

Remaining Approved Projects less lease/debt payments \$4,489,867.15
(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: September 2024 updated cash flows (15101 : Monthly Cash Flow Reports for September

2024 Detailed Expenditures per Project by Month

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Jul	Aug	Sep	Jan/Feb/Mar 2023 A/P	Expenditures to Date	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:												
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00						\$16,100.00	\$18,900.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05						\$107,485.15	\$62,514.85	
20-20LECO03		Rewire Elevator Safety Systems	\$40,000.00	\$0.00						\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00						\$0.00	\$10,000.00	
21-21LECO02		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00						\$0.00	\$45,000.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00						\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00						\$0.00	\$75,000.00	
23-23PW001		Carnegie Elevator Modernization	\$220,000.00	\$0.00						\$0.00	\$220,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00	\$11,604.00						\$11,604.00	\$63,396.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00						\$0.00	\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00						\$0.00	\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$7,475.00						\$17,335.00	\$102,665.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00						\$40,200.00	\$0.00	\$4,800.00
23-23LECO01	986	Replace Roof	\$404,000.00	\$0.00						\$0.00	\$404,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00		\$70,633.73				\$70,633.73	\$1,366.27	
		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008										
23-23PK002		30" Aerator	\$375,000.00	\$0.00						\$0.00	\$375,000.00	
24-24PK001		Basketball/Pickleball Courts for University Park	\$11,000.00	\$0.00						\$0.00	\$11,000.00	
24-24PK002		Bathroom in Ogden Community Park	\$11,000.00	\$0.00						\$0.00	\$11,000.00	
24-24PK003		Restroom Leonardville Park	\$11,000.00	\$0.00						\$0.00	\$11,000.00	
24-24PK004		Courthouse & Health Department Elevator Modernization	\$385,000.00	\$0.00						\$0.00	\$385,000.00	
24-24PW002		FCRC Replace Roof	\$150,000.00	\$0.00						\$0.00	\$150,000.00	
24-24PW003		Museum - Replace HVAC	\$35,000.00	\$0.00						\$0.00	\$35,000.00	
24-24PW004		Museum - Lighting	\$75,000.00	\$0.00						\$0.00	\$75,000.00	
24-24PW005		1/2 Ton 4x4 Extended Cab Pickup	\$65,000.00	\$0.00						\$0.00	\$65,000.00	
24-24PW006		550 Diesel Truck w/ snow plow & spreader	\$125,000.00	\$0.00						\$0.00	\$125,000.00	
24-24PW007		3/4 Ton 4x4 Extended Cab Pickup w/Plow	\$75,000.00	\$0.00		\$ 4,664.00				\$4,664.00	\$70,336.00	
24-24PW008		Window Replacement	\$500,000.00	\$0.00						\$0.00	\$500,000.00	
24-24LECO01		Kitchen Floor Replacement	\$30,000.00	\$0.00				\$ 11,881.44		\$23,762.88	\$6,237.12	
24-24LECO02		Jail Intake Shower	\$10,000.00	\$0.00				\$ 2,968.82		\$5,937.64	\$4,062.36	
24-24LECO03		Isolation Room	\$10,000.00	\$0.00				\$ 3,126.49		\$6,252.98	\$3,747.02	
EMERGENCY MEDICAL SERVICE												
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00						\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00						\$0.00	\$50,000.00	
22-22AM001		EMS AMBULANCE	\$325,000.00	\$302,902.00					\$4,808.98	\$325,000.00	\$0.00	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00						\$34,871.15	\$152,674.46	
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00						\$8,535.00	\$60,730.00	
24-24AM001		New Ambulance	\$390,441.00	\$0.00						\$0.00	\$390,441.00	
24-24AM002		Zoll X Series Cardiac Monitor	\$46,000.00	\$0.00		\$43,958.88				\$43,958.88	\$2,041.12	
24-24AM003		Striker Powercot	\$30,806.97	\$0.00		\$28,733.03				\$28,733.03	\$2,073.94	
CLERK												
21-21CK001		Open.Gov software	\$202,620.00	\$133,045.00						\$167,545.00	\$35,075.00	
Election												
23-23EL002	985	CPE 4th Floor Renovations - Elections	\$720,000.00	\$8,595.00		\$213,904.16	\$12,298.05	\$87,249.00	\$10,161.61	\$651,766.82	\$68,233.18	
ATTORNEY												
APPRAISER												
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00					\$35,144.00	\$35,144.00	\$0.00	\$0.00
BOCC												
										\$0.00	\$0.00	
PLANNING & DEVELOPMENT												
			\$0.00	\$0.00						\$0.00	\$0.00	
NOXIOUS WEED												
24-24NW001		10' Pull Behind Mower	\$32,000.00	\$0.00						\$0.00	\$32,000.00	
24-24NW002		Mower Tractor 6100 series	\$135,000.00	\$0.00						\$0.00	\$135,000.00	
EMERGENCY MANAGEMENT												
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,126.00	\$0.00						\$0.00	\$40,126.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71						\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00						\$8,434.96	\$116,565.04	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00						\$0.00	\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00				\$1,586.50		\$1,586.50	\$83,413.50	
OTHER												
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,224.00	\$0.00	\$1,034,446.00					\$0.00	\$147,778.00	
	988	Ka-Comm/L3Harris Radio Replacement	\$400,000.00	\$0.00				\$ 300,000.00		\$330,000.00	\$70,000.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,133,979.89						\$2,560,775.78	\$3,841,162.22	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,484,115.63						\$2,666,215.63	\$183,599.84	
Fair Reserve	74	Fair		\$3,485.20	\$111,439.75					\$5,301.64	\$106,138.11	
CARES Money	977/978	North Co. EMS Facility & EMS HQ Reserved			\$1,890,133					\$0.00	\$1,890,132.96	
TOTALS			\$16,982,926.05	\$5,250,680.48	\$3,036,018.71	\$361,893.80	\$12,298.05	\$406,812.25	\$50,114.59	\$7,216,574.48	\$10,728,678.28	\$4,800.00
										\$1,965,894.00		

Completed Projects

Project Number	Project Code	Projects	Received FFE Monies	Approved Projects Amount	Expenditures to Date	Remaining from Received Monies - Expenditures
16-16PW006	447	Fancy Creek Bridge E.2/5.6	\$ 516,992.20		\$ 516,992.20	\$ -
17-17PW014	412	Anderson Avenue Bridge	\$ 315,709.25		\$ 147,260.53	\$ 168,448.72
		Unassigned	\$ 553,254.73			\$ 553,254.73
		Unassigned				\$ -
18-18PW013		Wieter Rd Project		\$ 27,260.00	\$ 27,260.00	\$ (27,260.00)
20-20PW010	509	Welsh Road Overlay	\$ 243,640.58		\$ 233,509.12	\$ 10,131.46
		Unassigned	\$ 234,041.53			\$ 234,041.53
22-22PW001	465	Tabor Bridge Project		\$ 255,000.00	\$ 211,708.44	\$ (211,708.44)
		Unassigned	\$ 228,497.50			\$ 228,497.50
		Unassigned	\$ 216,868.67			\$ 216,868.67
		Unassigned	\$ 186,312.36			\$ 186,312.36
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total			\$ 2,495,316.82	\$ 282,260.00	\$ 1,136,730.29	\$ 1,358,586.53

2024 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 75

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2023 AP	
Jan				\$0.00	\$35,096.58	\$84,819.38	\$119,915.96
Feb				\$0.00	\$4,391.61		\$4,391.61
Mar				\$0.00	\$16,627.53		\$16,627.53
Apr				\$0.00	\$89,630.59		\$89,630.59
May				\$0.00	\$196,362.47		\$196,362.47
Jun				\$0.00	\$100,470.37		\$100,470.37
Jul				\$0.00	\$552.25		\$552.25
Aug				\$0.00	\$101,208.23		\$101,208.23
Sep				\$0.00	\$137,928.10		\$137,928.10
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
				\$0.00	\$682,267.73	\$84,819.38	\$767,087.11

Cash Reconciliation		
2024 Beginning Unencumbered Cash	\$6,475,677.16	
2024 Revenue	\$0.00	
Less 2024 Expenditures/Encumbrances	\$682,267.73	
2024 Ending Unencumbered Cash	\$5,793,409.43	
Remaining 2024 Projected Revenue	\$0.00	
Less Est. Project Balance for Projects	\$1,612,522.02	
Less Est. Project Balance for Overlay	\$350,000.00	
2024 Projected Unencumbered Cash	\$3,830,887.41	

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$6,892,240	% Budget Expended
Expenditures to Date	\$767,087	
2024 Remaining Budget Authority	\$6,125,153	11.13%

Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$0	% Budgeted Revenue
Revenue to Date	\$0	
		#DIV/0!

Attachment: September 2024 updated cash flows (15101 : Monthly Cash Flow Reports for September

2024 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
457	Flat Rock Road	\$113,500.00	\$261,433.71	\$467.50	\$35,925.17	-\$184,326.38	
458	Parallel Road	\$117,000.00	\$58,024.87	\$231,565.70		-\$172,590.57	
403	Kitten Creek Road	\$148,000.00	\$53,881.60	\$239.00		\$93,879.40	
459	Union Road	\$125,000.00	\$226,570.41	\$273.75	\$48,894.21	-\$150,738.37	
990	Wildcat Creek Rd	\$71,853.73				\$71,853.73	
991	Lasita Rd	\$52,273.55				\$52,273.55	
CULVERT TOTALS		\$627,627.28	\$599,910.59	\$232,545.95	\$84,819.38	-\$289,648.64	\$0.00
BRIDGES							
461	Fancy Creek K.O/6.2	\$653,800.00	\$59,941.43	\$411,653.17		\$182,205.40	
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69			-\$459,281.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83			\$495,151.17	
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61	\$7,928.21		\$1,089,236.18	\$1,089,236.18
BRIDGE TOTALS		\$3,512,750.00	\$1,785,857.56	\$419,581.38	\$0.00	\$1,307,311.06	\$629,954.49
RECONSTRUCTION							
431	McDowell Creek Road (north end)	\$515,848.38	\$515,848.38	\$0.00		\$0.00	\$0.00
RECONSTRUCTION TOTALS		\$515,848.38	\$515,848.38	\$0.00	\$0.00	\$0.00	\$0.00
OVERLAY							
4	Unidentified Overlays	\$800,000.00	\$175,000.00	\$30,140.40		\$594,859.60	
OVERLAY TOTALS		\$800,000.00	\$175,000.00	\$30,140.40	\$0.00	\$594,859.60	\$0.00
TOTALS		\$5,456,225.66	\$3,076,616.53	\$682,267.73	\$84,819.38	\$1,612,522.02	\$629,954.49

Completed Projects

Project Estimates for 2024	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2024 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jul	Aug	Sep	Jan/Feb/Mar 2023 AP	Expenditures to Date	Remaining Project Estimate
CULVERTS									
457	Flat Rock Road	\$113,500.00	\$261,433.71				\$35,925.17	\$297,826.38	-\$184,326.38
458	Parallel Road	\$117,000.00	\$58,024.87		\$93,280.02	\$137,928.10		\$289,590.57	-\$172,590.57
403	Kitten Creek Road	\$148,000.00	\$53,881.60	\$89.00				\$54,120.60	\$93,879.40
459	Union Road	\$125,000.00	\$226,570.41				\$48,894.21	\$275,738.37	-\$150,738.37
990	Wildcat Creek Rd	\$71,853.73						\$0.00	\$71,853.73
991	Lasita Rd	\$52,273.55						\$0.00	\$52,273.55
BRIDGES									
461	Fancy Creek K.0/6.2	\$653,800.00	\$59,941.43	\$463.25				\$471,594.60	\$182,205.40
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69					\$1,464,031.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83					\$159,048.83	\$495,151.17
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61		\$7,928.21			\$110,763.82	\$1,089,236.18
RECONSTRUCTION									
431	McDowell Creek Road (north end)	\$515,848.38	\$515,848.38					\$515,848.38	\$0.00
OVERLAY									
	4 overlays unidentified	\$800,000.00	\$175,000.00					\$205,140.40	\$594,859.60
TOTALS		\$5,456,225.66	\$3,076,616.53	\$552.25	\$101,208.23	\$137,928.10	\$84,819.38	\$3,843,703.64	\$1,612,522.02
							\$767,087		
Completed Projects									

2024 Riley County .2% Cent Sales Tax Cash Flow Analysis

% of Year: 75

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2023 A/P	
Jan	\$212,079.24			\$212,079.24			\$0.00
Feb	\$239,257.27			\$239,257.27			\$0.00
Mar	\$196,726.95			\$196,726.95			\$0.00
Apr	\$200,963.47			\$200,963.47			\$0.00
May	\$216,822.94			\$216,822.94			\$0.00
Jun	\$214,531.81			\$214,531.81			\$0.00
Jul	\$225,636.56			\$225,636.56			\$0.00
Aug	\$221,097.24			\$221,097.24			\$0.00
Sep	\$237,092.96			\$237,092.96			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
\$1,964,208.44		\$0.00	\$0.00	\$1,964,208.44	\$0.00	\$0.00	\$0.00

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$2,160,855.87
2024 Revenue	\$1,964,208.44
Less 2024 Expenditures/Encumbrances	\$0.00
2024 Ending Unencumbered Cash	\$4,125,064.31
Remaining 2024 Projected Revenue	\$0.00
Less Est. Project Balance for CY	\$0.00
2024 Projected Unencumbered Cash	\$4,125,064.31

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$3,967,650	% Budget Expended
Expenditures to Date	\$0	
2024 Remaining Budget Authority	\$3,967,650	

Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$2,000,000	% Budgeted Revenue
Revenue to Date	\$1,964,208	

Attachment: September 2024 updated cash flows (15101 : Monthly Cash Flow Reports for September

2024 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
CULVERT TOTALS		\$0	-	-		-	-
BRIDGES							
BRIDGE TOTALS		0.00	-	-		-	-
RECONSTRUCTION							
RECONSTRUCTION TOTALS		\$0	-	-		-	-

OVERLAY

OVERLAY TOTALS	\$0	-	-	-	-
TOTALS	\$0	-	-	-	-

Completed Projects

<u>Project Estimates for 2021</u>	Total		Updated	
Culverts-Fancy Creek/Sherman	\$	-	\$	-
Rosehill Road Bridge	\$	-	\$	-
Senn Road Bridge	\$	-	\$	-
Overlay TBD and approved by BOCC				
TOTAL	\$	-	\$	-

2024 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Jan/Feb/Mar 2023 AP	Expenditures to Date	Remaining Project Estimate
	CULVERTS						
	BRIDGES						
	RECONSTRUCTION						
	TOTALS	\$0	\$0	\$0	\$0.00	-	\$0
					\$0.00		
	Completed Projects						



PUBLIC WORKS
Project Update

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director
MEETING: October 21, 2024
SUBJECT: EMS Headquarters Station Construction Update
PRESENTER: Andrew Gerth, BHS

BACKGROUND

BHS began construction of the EMS Headquarters in April of 2024.

DISCUSSION

BHS will present an update on the progress of the new building.

FISCAL IMPACT

NA

RECOMMENDATION(S)

NA

POSSIBLE MOTION(S)

No action required.

Enclosures:

- Riley County Commission Update 1 - 10.21.24 (PDF)



Riley County EMS Station No. 1

1115 Charles Little Road

| JOB NUMBER: 24-104

WEEK ENDING: 10/18/2024

Actual start date: 4/22/2024

Current date of substantial completion 6/22/2024

Weather Days Exceeding Allotted Amount 0

Current Activities on Site:

- Concrete at ambulance bay
- Exterior masonry veneer
- Steel roof framing, decking
- Metal framing and blocking
- Plumbing underground & wall rough in
- Electrical rough in
- Fire sprinkler rough in
- Roofing

Current Financial Status:

- Original Contract: \$9,587,108
- Current Contract: \$9,587,108
- Current Construction Contingency: \$566,137
- Total Billing to Date: \$3,834,524
- Completion % to Date: 40%



PROJECT CURRENT STATUS REPORT

Sitework	67% complete
Concrete	50% complete
Masonry	71% complete
Steel	82% complete
Framing/Drywall/Blocking	17% complete
Mech/Elec/Plumbing/Fire	25% complete
Finishes	0%



PROJECT FUTURE PROJECTIONS

Sitework	March 2025
Steel	October 2024
Concrete	Building: October 2024 / Site: May 2025
Framing	November 2024
Electrical	May 2025
Plumbing/HVAC	May 2025
Completion	June 2025



Riley County EMS Station No. 1

LOCATION: 1115 Charles Little Road

JOB NUMBER: 24-104

April 30, 2024—Earthwork



April 30, 2024—Site Clearing



April 30, 2024—Earthwork



May 23, 2024—Building Pad Prep





Riley County EMS Station No. 1

LOCATION: 1115 Charles Little Road

JOB NUMBER: 24-104

June 3, 2024—Site Utilities



June 24, 2024—Underground MEP / Masonry



June 13, 2024—Concrete Foundation



June 24, 2024—Masonry





Riley County EMS Station No. 1

LOCATION: 1115 Charles Little Road

JOB NUMBER: 24-104

July 8, 2024—Masonry



August 6, 2024—Office Area Concrete Slab



July 15, 2024—Underground Storm Detention



August 15, 2024—Office Area Steel Framing





Riley County EMS Station No. 1

LOCATION: 1115 Charles Little Road

JOB NUMBER: 24-104

August 20, 2024—Office Area Metal Deck



September 9, 2024—Living Quarters Concrete/Masonry



August 22, 2024—Parking Lot Retaining Wall



September 10, 2024—Masonry Waterproofing





Riley County EMS Station No. 1

LOCATION: 1115 Charles Little Road

JOB NUMBER: 24-104

September 20, 2024—Office Framing/Plumbing Rough In



October 15, 2024—Exterior Signage Mock Up



October 10, 2024—Exterior Masonry



October 15, 2024—Office Roofing





COUNTY TREASURER'S OFFICE
Discussion

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, Shilo Heger, Amanda Webb, Anna Burson, Cory Meyer, Clancy Holeman, Russel Stukey, Megan Lewis

MEETING: October 21, 2024

SUBJECT: Discuss permanent change of hours for RCOB and CPE Buildings

PRESENTER: Shilo Heger, Cory Meyer, Elizabeth Ward

BACKGROUND

Riley County has been discussing employee retention and engagement measures for several years now, with specific focus after the employee engagement survey in 2022 which rated more time off/flexibility of work schedules as one of the top 3 priorities for Riley County employees.

In 2023, the employee group assigned to work on the employee survey results proposed a compressed work schedule for Riley County which consisted of 4 10-hour days, instead of 5 8-hour days as has been the tradition.

Several departments, including Public Works, IT, and the Treasurer's Office, tested compressed workweek schedules with their staff. After several months of research and discussion, with 4, 10-hour days emerged as the most feasible solution.

In June of this year, the RCOB department heads met to discuss this same issue and look for ways to address the continued employee priority of integrating work responsibilities with personal relationships. This group proposed the Commissioners change the RCOB office hours to 7:30 am - 5:00 pm Monday through Thursday and 7:30 am to 12:00 pm on Fridays.

The discussion surrounding the proposed change was that this proposal allowed for expanded hours to the public in the mornings, allows for public-facing departments to utilize flexible scheduling for customer service and was a no-cost way to give employees more time for their personal relationships.

The Commissioners decided to change the hours of operation for the RCOB, to the above listed, on a trial basis from July 1 - November 1, 2024.

DISCUSSION

Departments in the RCOB have implemented the alternate schedule and the schedule has worked well for 5 out of the 6 departments in the building. This group would like to see the hours become permanent.

Furthermore, all 4 department heads working in the CPE have expressed interest and discussed with their staff the proposal to mirror the public hours in the RCOB. They would also like to see the alternate hours expand to their building.

The benefits to this schedule of open public hours include:

- The new hours have allowed customers to access services prior to 8:00 am without adding additional staff. The treasurer's office has served more than 400 customers between 7:30 and 8:00 am during the first three months of the trial period.
- There has been positive feedback both from private citizens and businesses regarding the expanded hours. Departments that need to work with customers on Friday afternoons have the flexibility to make arrangements that work best to provide those services.
- There have been no complaints submitted to the County Clerk, the County Treasurer, The County Appraiser, the IT Director or the Planning and Development director.
- There have been customers attempt to access services on Friday afternoons; those we have spoken with directly have been accepting of the change and able to come back at another time. We acknowledge it will take some time for customers to get used to the new hours.
- Each department has flexibility to work with employee schedules.
- The new hours have had a positive impact on current staff and are a good hiring and retention tool.

FISCAL IMPACT

Changing the public access hours for the RCOB and CPE would have no negative impact on the budget.

Employment researchers have shown that any increase in employee retention has a direct positive fiscal impact. This includes time to hire, advertising costs, time to interview, on-board and train new hires.

RECOMMENDATION(S)

The elected and appointed department heads of the RCOB and CPE buildings believe the proposed hours are the best way to provide additional hours of availability to the public, while giving employees more time for their personal lives at no cost to the tax payers.

Therefore we recommend the Board of Riley Conty Commissioners change the public access hours of the RCOB and CPE buildings to 7:30 am-5:00 pm Monday through Thursday and 7:30 am to 12:00 pm Friday.

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:

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING**

**Riley City Hall
222 S. Broadway Street
Riley, KS**

October 21, 2024 12:00 p.m.

Agenda

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

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

- | | | |
|-------------|----|--|
| Pages 3- 8 | A. | Approve September 16, 2024 Law Board Meeting Minutes |
| Pages 9-22 | B. | Approve 2024 Expenditures/Credits |
| Pages 23-24 | C. | 2024 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Pages 25-28 | D. | RCPD Related County Expenditures- <i>(Review)</i> |
| Page 29 | E. | Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Pages 30-45 | F. | Monthly Crime Report - <i>(Review)</i> |

IV. GENERAL AGENDA

- | | | |
|---------|----|--|
| | G. | Additions or Deletions |
| | H. | Public Comment |
| | I. | Fraternal Order of Police Lodge #17 Comments |
| | J. | Board Member Comments |
| | K. | Community Night Out & 50 th Anniversary of Consolidation- Director Peete- <i>(Discussion)</i> |
| Page 46 | L. | RCPD Community Survey- Director Peete- <i>(Discussion)</i> |
| | M. | Domestic Violence Awareness Month- Victim Advocate Coordinator Melissa Mosher- <i>(Discussion)</i> |
| | N. | Executive Session- <i>(Vote Required)</i> |
| | | 1. Non-Elected Personnel Matters |
| | | 2. Attorney Client Privilege |
| | O. | Affirmation or Revocation of Discipline- <i>(Vote Required)</i> |
| | P. | Adjournment |

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

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

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

**Monday, October 21, 2024
12:00 p.m.**

Riley City Hall
222 S. Broadway Street
Riley, Kansas

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

September 30, 2024		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	September	9 Months	75.00%	Actual	3 Months	25.00%
01	Salaries-Full Time	17,089,553.45	1,318,161.92	12,158,491.14	71.15%	11,070,089.74	4,931,062.31	28.85%
02	Salaries-Part Time	125,000.00	6,990.13	88,132.46	70.51%	61,877.27	36,867.54	29.49%
03	Salaries-Overtime	471,762.00	51,907.08	444,781.22	94.28%	514,613.51	26,980.78	5.72%
TOTAL SALARIES		17,686,315.45	1,377,059.13	12,691,404.82	71.76%	11,646,580.52	4,994,910.63	28.24%
36	Kansas Police & Fire	2,380,794.61	189,022.38	1,682,939.73	70.69%	1,611,250.78	697,854.88	29.31%
37	KPERS	798,707.30	60,579.73	542,339.32	67.90%	465,661.39	256,367.98	32.10%
38	Social Security	709,538.16	55,067.34	495,617.80	69.85%	450,957.98	213,920.36	30.15%
39	Health Insurance	1,537,150.00	120,000.00	1,080,000.00	70.26%	1,280,000.00	457,150.00	29.74%
40	Workers Compensation Insurance	380,000.00	2,335.79	72,557.51	19.09%	163,041.65	307,442.49	80.91%
41	Unemployment Compensation	17,686.65	1,352.71	12,147.98	68.68%	11,148.13	5,538.67	31.32%
TOTAL EMPLOYEE BENEFITS		5,823,876.72	428,357.95	3,885,602.34	66.72%	3,982,059.93	1,938,274.38	33.28%
TOTAL PERSONNEL COSTS		23,510,192.17	1,805,417.08	16,577,007.16	70.51%	15,628,640.45	6,933,185.01	29.49%
04	Utilities	205,000.00	23,913.43	141,761.17	69.15%	175,550.16	63,238.83	30.85%
05	Insurance	320,000.00	0.00	511,971.00	159.99%	474,705.00	-191,971.00	-59.99%
06	Legal & Accounting	85,000.00	9,581.05	64,257.60	75.60%	61,465.61	20,742.40	24.40%
07	Training & Travel	108,000.00	8,605.11	111,063.75	102.84%	92,798.76	-3,063.75	-2.84%
08	Postage	7,400.00	566.27	6,508.79	87.96%	5,772.78	891.21	12.04%
09	Printing	7,500.00	94.94	6,011.56	80.15%	5,047.11	1,488.44	19.85%
10	Rentals-Maint Agreements	60,000.00	4,954.67	40,373.03	67.29%	39,288.65	19,626.97	32.71%
11	Building & Grounds	30,000.00	3,542.25	27,761.45	92.54%	24,716.78	2,238.55	7.46%
12	Equipment Repair & Maintenance	85,000.00	243.21	13,881.22	16.33%	16,232.53	71,118.78	83.67%
13	Vehicle Maintenance	90,000.00	11,040.65	81,381.59	90.42%	93,400.01	8,618.41	9.58%
14	Telephone Service	62,000.00	6,268.26	53,370.27	86.08%	53,612.21	8,629.73	13.92%
16	Medical Fees	15,000.00	1,108.00	8,429.89	56.20%	14,789.41	6,570.11	43.80%
19	Contractual Services-Computers	690,000.00	64,522.33	649,367.99	94.11%	377,515.58	40,632.01	5.89%
20	Other Contractual Services	314,000.00	40,303.79	383,735.65	122.21%	650,350.21	-69,735.65	-22.21%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	174,743.96	2,099,874.96	101.01%	2,085,244.80	-20,974.96	-1.01%
17	Prisoner Food & Care	195,000.00	37,798.68	314,509.16	161.29%	286,369.40	-119,509.16	-61.29%
21	Community Services	17,500.00	3,380.33	5,034.95	28.77%	8,262.92	12,465.05	71.23%
22	Books, Subscriptions, Memberships	10,000.00	0.00	3,743.47	37.43%	6,578.06	6,256.53	62.57%
23	Uniforms & Accessories	40,000.00	6,643.42	29,518.23	73.80%	33,348.33	10,481.77	26.20%
25	Maintenance Supplies	29,500.00	1,273.63	11,292.12	38.28%	11,002.74	18,207.88	61.72%
26	Fuel & Lubrication	163,000.00	23,097.30	165,653.02	101.63%	170,490.29	-2,653.02	-1.63%
27	Vehicle Tires	17,000.00	3,945.00	7,946.25	46.74%	6,538.70	9,053.75	53.26%
28	Office Supplies	24,000.00	9,454.52	28,002.05	116.68%	23,427.79	-4,002.05	-16.68%
29	Replenishment Supplies	45,000.00	26,740.54	62,327.98	138.51%	25,838.72	-17,327.98	-38.51%
TOTAL COMMODITIES		541,000.00	112,333.42	628,027.23	116.09%	571,856.95	-87,027.23	-16.09%
30	Communications Equipment	10,000.00	0.00	0.00	0.00%	230.33	10,000.00	100.00%
31	Guns & Crime Equipment	60,000.00	3,170.05	7,525.31	12.54%	34,244.23	52,474.69	87.46%
32	Furniture	15,000.00	300.59	5,661.11	37.74%	3,984.24	9,338.89	62.26%
33	Office Equipment	452,000.00	147.22	153,601.53	33.98%	69,487.12	298,398.47	66.02%
34	Vehicles and Equipment	270,000.00	1,797.01	225,799.26	83.63%	171,151.24	44,200.74	16.37%
TOTAL CAPITAL OUTLAY		807,000.00	5,414.87	392,587.21	48.65%	279,097.16	414,412.79	51.35%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	292,492.25	3,120,489.40	91.06%	2,936,198.91	306,410.60	8.94%
TOTAL EXPENDITURES		26,937,092.17	2,097,909.33	19,697,496.56	73.12%	18,564,839.36	7,239,595.61	26.88%

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

September 30, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	9 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	115,721.59	17,205,275.04	12,158,491.14	0.00	12,158,491.14	70.67%	5,046,783.90
02	Salaries-Part Time	125,000.00	0.00	125,000.00	88,132.46	0.00	88,132.46	70.51%	36,867.54
03	Salaries-Overtime	471,762.00	61,220.60	532,982.60	444,781.22	0.00	444,781.22	83.45%	88,201.38
TOTAL SALARIES		17,686,315.45	176,942.19	17,863,257.64	12,691,404.82	0.00	12,691,404.82	71.05%	5,171,852.82
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	1,682,939.73	0.00	1,682,939.73	70.69%	697,854.88
37	KPERS	798,707.30	0.00	798,707.30	542,339.32	0.00	542,339.32	67.90%	256,367.98
38	Social Security	709,538.16	0.00	709,538.16	495,617.80	0.00	495,617.80	69.85%	213,920.36
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	1,080,000.00	0.00	1,080,000.00	70.26%	457,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	72,557.51	0.00	72,557.51	19.09%	307,442.49
41	Unemployment Compensation	17,686.65	0.00	17,686.65	12,147.98	0.00	12,147.98	68.68%	5,538.67
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	3,885,602.34	0.00	3,885,602.34	66.72%	1,938,274.38
TOTAL PERSONNEL COSTS		23,510,192.17	176,942.19	23,687,134.36	16,577,007.16	0.00	16,577,007.16	69.98%	7,110,127.20
04	Utilities	205,000.00	0.00	205,000.00	141,761.17	0.00	141,761.17	69.15%	63,238.83
05	Insurance	320,000.00	0.00	320,000.00	511,971.00	0.00	511,971.00	159.99%	-191,971.00
06	Legal & Accounting	85,000.00	50.00	85,050.00	64,257.60	0.00	64,257.60	75.55%	20,792.40
07	Training & Travel	108,000.00	21,506.05	129,506.05	111,063.75	0.00	111,063.75	85.76%	18,442.30
08	Postage	7,400.00	415.93	7,815.93	6,508.79	0.00	6,508.79	83.28%	1,307.14
09	Printing	7,500.00	0.00	7,500.00	6,011.56	0.00	6,011.56	80.15%	1,488.44
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	40,373.03	0.00	40,373.03	67.29%	19,626.97
11	Building & Grounds	30,000.00	47.44	30,047.44	27,761.45	0.00	27,761.45	92.39%	2,285.99
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	13,881.22	0.00	13,881.22	16.33%	71,118.78
13	Vehicle Maintenance	90,000.00	6,368.07	96,368.07	81,381.59	0.00	81,381.59	84.45%	14,986.48
14	Telephone Service	62,000.00	1,527.86	63,527.86	53,370.27	0.00	53,370.27	84.01%	10,157.59
16	Medical Fees	15,000.00	0.00	15,000.00	8,429.89	0.00	8,429.89	56.20%	6,570.11
19	Contractual Services-Computers	690,000.00	3,610.10	693,610.10	649,367.99	0.00	649,367.99	93.62%	44,242.11
20	Other Contractual Services	314,000.00	48,313.77	362,313.77	383,735.65	0.00	383,735.65	105.91%	-21,421.88
TOTAL CONTRACTUAL SERVICES		2,078,900.00	81,839.22	2,160,739.22	2,099,874.96	0.00	2,099,874.96	97.18%	60,864.26
17	Prisoner Food & Care	195,000.00	82,292.61	277,292.61	314,509.16	0.00	314,509.16	113.42%	-37,216.55
21	Community Services	17,500.00	0.00	17,500.00	5,034.95	0.00	5,034.95	28.77%	12,465.05
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	3,743.47	0.00	3,743.47	37.43%	6,256.53
23	Uniforms & Accessories	40,000.00	15,986.65	55,986.65	29,518.23	0.00	29,518.23	52.72%	26,468.42
25	Maintenance Supplies	29,500.00	0.00	29,500.00	11,292.12	0.00	11,292.12	38.28%	18,207.88
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	165,653.02	0.00	165,653.02	101.63%	-2,653.02
27	Vehicle Tires	17,000.00	0.00	17,000.00	7,946.25	0.00	7,946.25	46.74%	9,053.75
28	Office Supplies	24,000.00	55.07	24,055.07	28,002.05	0.00	28,002.05	116.41%	-3,946.98
29	Replenishment Supplies	45,000.00	21,865.20	66,865.20	62,327.98	0.00	62,327.98	93.21%	4,537.22
TOTAL COMMODITIES		541,000.00	120,199.53	661,199.53	628,027.23	0.00	628,027.23	94.98%	33,172.30
30	Communications Equipment	10,000.00	3,161.69	13,161.69	0.00	0.00	0.00	0.00%	13,161.69
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	7,525.31	0.00	7,525.31	12.54%	52,474.69
32	Furniture	15,000.00	0.00	15,000.00	5,661.11	0.00	5,661.11	37.74%	9,338.89
33	Office Equipment	452,000.00	91,925.69	543,925.69	153,601.53	0.00	153,601.53	28.24%	390,324.16
34	Vehicles and Equipment	270,000.00	10,000.00	280,000.00	225,799.26	0.00	225,799.26	80.64%	54,200.74
TOTAL CAPITAL OUTLAY		807,000.00	105,087.38	912,087.38	392,587.21	0.00	392,587.21	43.04%	519,500.17
TOTAL NON-PERSONNEL COSTS		3,426,900.00	307,126.13	3,734,026.13	3,120,489.40	0.00	3,120,489.40	83.57%	613,536.73
TOTALS		26,937,092.17	484,068.32	27,421,160.49	19,697,496.56	0.00	19,697,496.56	71.83%	7,723,663.93

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

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

Members Present: Vice Chairperson John Ford Secretary Barry Wilkerson
Member Patricia Hudgins Member Kaleb James
Member Betty Mattingly-Ebert

Absent: Chairperson John Matta Member Karen McCulloh
Captain Scott Hajek

Staff Present: Director Brian Peete Assistant Director Kurt Moldrup
Captain Erin Freidline Captain Mark French
Captain Brad Jager (arrived at 12:18 p.m.) Captain Greg Steere

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

- I. **Establish Quorum:** By Vice Chairperson Ford at 12:03 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 August 19, 2024 Law Board Meeting Minutes
 - B. Approve 2024 Expenditures/Credits
 - C. 2024 Adjusted Financial Journal Entries
 - D. RCPD Related County Expenditures (*Review*)
 - E. Riley County Jail Average Daily Inmate Population- (*Review*)
 - F. Monthly Crime Report- (*Review*)

Member Hudgins moved to approve the consent agenda as presented. Secretary Wilkerson seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, and Wilkerson voting in favor, and no one voting against. The motion passed 5-0.

IV. **General Agenda:**

G. **Additions or Deletions:** None.

H. **Public Comment:** Christopher Shoults, Mayor of Leonardville, expressed his gratitude to the board and RCPD for visiting the north county.

Vice Chairperson Ford thanked the community for their hospitality.

I. Fraternal Order of Police Lodge #17 Comments: None.

J. Board Member Comments: Member Hudgins highlighted the importance of grants in helping to offset the budget and commended RCPD leadership for their efforts in securing them. She also congratulated Nicole Douthit and Brenda Randall, who were to be recognized later in the meeting for their dedicated efforts. Additionally, she expressed her appreciation to those responsible for managing traffic after large football games, noting that despite a crowd of 52,000 attendees and fewer volunteers than in past years, the traffic still flowed smoothly

Member Mattingly Ebert congratulated Captain Freidline on her upcoming promotion to Assistant Director and welcomed those attending the Law Board Meeting.

Vice Chairperson Ford thanked the RCPD for their presence at the recent 9/11 event and commended them on hosting a successful BBQ. He also acknowledged RCPD's assistance at the Ogden Fall Festival, where they helped distribute over 400 shoes to the community. Lastly, he too congratulated Captain Freidline on her promotion.

Captain Steere thanked Vice Chairperson Ford for his participation during the event, particularly with distributing shoes to children.

K. Meritorious Service Award

1. Human Resources Specialist Nicole Douthit: Director Peete and Assistant Director Moldrup presented Human Resources (HR) Specialist Nicole Douthit with a Meritorious Service Award in recognition of her outstanding efforts over the past year which played a crucial role in brining the department to near-full staffing levels. Over the past year, Nicole single-handedly managed 25 hiring processes, processing over 1,000 applications across the Patrol, Corrections, and Support Divisions. Nicole also improved the hiring procedures, reducing the average hiring process timeline from 8-9 weeks to 5-6 weeks. Beyond recruitment, she fostered a supportive HR environment and helped establish a culture of service. Her contributions have had a positive impact on the Riley County Police Department, and her commitment to excellence continues to shape the future of the agency.

2. Payroll Technician Brenda Randal: Director Peete and Assistant Director Moldrup presented Payroll Technician Brenda Randall with a Meritorious Service Award in recognition of her willingness to routinely go above and beyond her assigned duties to ensure the success and well-being of the department, its employees, and retirees.

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

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

Brenda's support to the HR and Finance Managers, along with her ability to handle extra responsibilities in the Administration Division during a particularly challenging year, while maintaining the highest standards in her primary role, further highlight her professionalism and dedication to the department.

L. Community Advisory Board Update: None.

M. Approval of Edward Byrne Memorial Justice Assistance Grant: Captain Freidline explained that the department is requesting the Law Board authorize the agency to move forward on an application of grant funds through the 2024 Edward Byrne Memorial Justice Assistance Grant Program. The grant is based on the crime rates of each region, and the allocation varies each year, typically ranging between \$19,000 and \$24,000 for the area. If awarded, the department plans to use the funds to offset the cost of replacing firearms, which we cycle out approximately every ten years, and holsters.

Secretary Wilkerson moved to approve the Department's application for the 2024 Edward Byrne Memorial Justice Assistant Grant for the purposes previously stated. Member Hudgins seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, and Wilkerson voting in favor, and no one voting against. The motion passed 5-0.

N. Proposed Revision to Manhattan City Ordinance 31-35: Parking on Private Property without Authority: Captain Steere explained that the RCPD wants to collaborate with the city to update the ordinance regarding towing and illegal parking on private property. While officers are familiar with handling these situations, authorizing a tow is often complex, requiring subject matter experts (SMEs) on patrol to work with property owners to ensure proper signage is in place.

One of the department's parking experts, Officer Cusimano, identified issues with the current ordinance and proposed changes to make it easier for property managers to comply, particularly regarding abandoned vehicles, which complicates law enforcement's ability to take action. The goal is to simplify compliance and improve enforcement.

Assistant Director Moldrup noted that businesses, such as Dillon's in Westloop, spend thousands of dollars on signage to comply with the current ordinance. The revisions aim to make compliance more affordable and practical for these businesses.

Director Peete emphasized the goal of reducing costs for the community and helping local businesses save money. He informed the board that the RCPD plans to take this issue to the city for further discussion.

Vice Chairperson Ford mentioned that unauthorized parking in driveways, especially during Friday nights or football games, is a frequent issue, and appreciated the department's effort to find a common-sense solution. He asked if there was a timeline for this process.

Director Peete responded that he would continue to update the law board, and this simply serves as a starting point to future conversations.

O. Aggieville Safety Initiative & Firearms: Director Peete acknowledged the various challenges the community is currently facing, particularly with two high-profile cases. While overall crime statistics are down in Riley County, crime is a very personal experience. He emphasized the importance of fostering a balanced understanding of the department's efforts, especially in the Aggieville area, recognizing its significance to the community. The department understands the area's importance as an economic hub and is committed to ensuring it remains a safe place. Director Peete then deferred to Captain Freidline to elaborate on the department's proactive measures to address issues such as over intoxication and overconsumption.

Captain Freidline addressed the installation of camera technology in Aggieville, which has proven helpful. The department is working with the Aggieville Business Association (ABA) and the city to put up signs informing the public that cameras are in in an effort to hopefully deter criminal activity. The cameras have already been used to identify individuals involved in incidents. Captain Freidline emphasized the importance of promoting the presence of these cameras and thanked WTC for providing them.

Additionally, plainclothes officers from the Investigations Division have been deployed in the area to monitor activity, check vehicles, and serve as extra eyes and ears. Captain Freidline said that while no significant issues have been identified so far, this approach will continue through the fall semester to deter potential problems.

Director Peete mentioned that the department received calls from the community about the undercover officers, which he saw as a positive reflection of the community's vigilance.

Captain Steere discussed the department's use of courtesy patrols, which will continue until the end of the year. He mentioned ongoing collaboration with Fort Riley and bar owners to address issues of safety and overconsumption. The department is also working with the city and ABA on implementing nighttime road restrictions, limiting vehicle access after 11 p.m. and designating a rideshare location. The goal of this initiative is to enhance safety and assist businesses in closing smoothly at night.

Vice Chairperson Ford inquired about the impact of these measures outside Aggieville.

Captain Steere explained that while road restrictions apply, vehicles already parked in the area can still access it, but no new cars are allowed in after 11 p.m.

Assistant Director Moldrup added that this reduces congestion and aggressive encounters between pedestrians and vehicles.

Member Mattingly-Ebert asked if officers patrol residential areas around Aggieville.

Captain Steere responded that the officers assigned to Aggieville primarily focus on Aggieville but may occasionally extend beyond the business district.

Assistant Director Moldrup added that bike officers and patrol units also respond to both Aggieville and surrounding areas.

P. Director's Memorandum to State Legislation Regarding Firearm Violence: Director Peete informed the board that he had sent a letter to the state legislature regarding an incident involving a young man carrying multiple firearms in the area. He acknowledged that he should have consulted the law board before sending the letter.

Vice Chairperson Ford expressed that the issue is currently local, and while it's fine to engage with the local delegation, larger state involvement should only come after internal discussions. He had no problem with the letter's content but preferred addressing the matter locally first.

Member James voiced concerns over the mention of "limited investigative options" in the letter, which raised questions about how law enforcement handles situations where individuals are exercising their Second Amendment rights without breaking the law. He stressed that law-abiding citizens should not face additional scrutiny.

Director Peete clarified that while the department respects lawful rights, there could be concerns related to an individual's state of mind, and law enforcement may be aware of background information that influences their approach.

Member Hudgins thanked Director Peete for hosting a public town hall prior to this information going out, and allowing community members to engage and stay informed.

Member Mattingly-Ebert echoed concerns about the young man carrying firearms, noting that while it made people uncomfortable, he hadn't broken the law. She wished for a prior discussion with the Law Board before the letter was sent.

Director Peete apologized to the Law Board for the oversight.

Vice Chairperson Ford recognized the uncertainty of the times. Given everything happening, he acknowledged the value of prioritizing safety but stressed the importance of adhering to proper procedures.

Q. Executive Session: At 12:40 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:50 p.m. to discuss non-elected personnel matters. Member James seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, and Wilkerson voting in favor, and no one voting against. The motion passed 5-0.

At 12:52 p.m. the open meeting reconvened.

At 12:52 p.m. Secretary Wilkerson moved to recess into Executive Session until 1:02 p.m. to discuss matters of attorney client privilege. Member James seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, and Wilkerson voting in favor, and no one voting against. The motion passed 5-0.

At 1:03 p.m. the open meeting reconvened.

R. Affirmation or Revocation of Discipline: It was announced that no action was taken by the board.

S. Adjournment: The September 16, 2024 Law Board Meeting adjourned at 1:03 p.m.

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10001	5A Designs	23	Uniforms	564.00	564.00
10002	ADP LLC	19	Payroll Services	5,561.85	11,074.80
		19	Payroll Services	5,512.95	
10003	Anunta Tech Inc	20	Computer Contract	26,500.00	26,500.00
10004	Arthur-Green Attorneys at Law	06	Monthly Retainer	2,750.00	2,750.00
10005	Assessment Strategies, LLC	20	Pre Employment Testing	945.00	2,520.00
		20	Pre Employment Testing	1,575.00	
10006	Bob Barker Co Inc	17	Prisioner Supplies	9.72	2,939.11
		17	Prisioner Supplies	1,230.00	
		29	Replenishment Supplies	158.82	
		17	Prisioner Supplies	940.42	
		17	Prisioner Supplies	390.00	
		29	Replenishment Supplies	140.10	
		29	Replenishment Supplies	70.05	
10007	Cat Cans Portable Services	20	Grease Trap	329.23	329.23
10008	Civic Research Institute	22	Correctional Law Reporter	149.00	149.00
10009	Clark, Mize, & Linville	06	Legal Fees	84.00	84.00
10010	DeepRoots	11	Landscaping	1,208.98	3,117.77
		11	Irrigation Repairs	1,908.79	
10011	Dickinson County Jail	17	Inmate Housing	1,350.00	1,350.00
10012	Krispy Clean Cleaners #1	20	Uniform Cleaning	57.00	57.00
10013	Ecolab, Inc	20	Jail Dishwasher Rental	200.00	200.00

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10014	Jessica Ehrlich	20	Services	1,135.24	1,135.24
10015	Emblem Enterprises Inc	23	Uniforms	63.00	63.00
10016	EMC Risk Services LLC	40	Stop Loss Fund	13,284.64	13,284.64
10017	Empac	06	Quarterly Contract	1,757.25	1,757.25
10018	Empower Flex	06	Admin Services	1,282.50	2,565.00
		06	Admin Services	1,282.50	
10019	Evco Wholesale Food Corp	17	Inmate Food	2,048.21	11,323.51
		17	Inmate Food	2,871.32	
		17	Inmate Supplies	15.98	
		17	Inmate Food	2,888.30	
		17	Kitchen Supplies	192.65	
		17	Inmate Food	3,190.69	
		17	Kitchen Supplies	116.36	
10020	Express Employment	20	Temp Cook	584.84	1,721.21
		20	Temp Cook	579.41	
		20	Temp Cook	556.96	
10021	Foley Industries	25	Generator Maintenance	1,832.35	1,832.35
10022	Law Office of Michael Gillespie	06	Legal Fees	1,500.00	1,500.00
10023	Grainger	25	Maintenance Supplies	116.65	333.43
		25	Maintenance Supplies	58.63	
		25	Maintenance Supplies	158.15	
10024	Gary Grubbs	20	Pre Employment Testing	875.00	875.00
10025	Hiland Dairy	17	Inmate Milk	170.56	728.12
		17	Inmate Milk	172.00	
		17	Inmate Milk	213.56	
		17	Inmate Milk	172.00	

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10026	Easy Ice LLC	20	Rental	168.00	
		20	Rental	368.00	536.00
10027	INAalert	33	Camera Install	833.33	
		12	Equipment Repair	741.00	1,574.33
10028	Ka-Comm, Inc	12	Contract	100.00	
		12	Contract	100.00	
		12	Equipment Repair	49.94	
		12	Equipment Repair	74.00	
		12	Equipment Repair	407.50	
		12	Equipment Repair	618.00	
		12	Equipment Repair	40.55	
		12	Equipment Repair	100.00	
		12	Equipment Repair	30.00	1,519.99
10029	Kansas Gas Service	04	LEC - Gas Utilities	1,724.37	
		04	Aggieville - Gas utility	43.45	
		04	Garage - Gas Utility	43.45	1,811.27
10030	KDOR, Office of Spec Invest	13	Vehicle Maintenance	845.00	845.00
10031	Konza Lab Inc	16	Employee Testing	875.00	875.00
10032	Language Line Services	20	Services	420.28	420.28
10033	Manhattan Wrecker Service	20	Towing	50.00	50.00
10034	Marta's & Son, Inc	20	Cleaning	2,466.00	2,466.00
10035	Midwest Rehabilitation Svcs	16	Pre-Employment Testing	875.00	875.00
10036	MKC Headquarters	26	Fuel	15,395.17	15,395.17
10037	Kim (Hank) Nelson	20	Pre Employment Testing	2,500.00	2,500.00
10038	Net@Work, Inc	19	Monthly license	499.00	499.00
10039	N'Ice	17	Bags of Ice	34.50	34.50

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10040	N Zone Sportswear	23	Uniforms	292.56	292.56
10041	Optiv Security Inc	33	Check Point	1,788.18	1,788.18
10042	Pawnee Mental Health Services	20	Co-Responder	9,976.06	9,976.06
10043	Petty Cash	20	Pre Employment Testing	71.41	
		07	Celebrite Training	26.36	97.77
10044	Pitney Bowes Reserve Acct	08	Postage	1,000.00	1,000.00
10045	Pottawatomie County Sheriff	17	Inmate Housing	1,350.00	1,350.00
10046	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	102.90	
		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	554.90
10047	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
10048	Riley County Public Works	26	Fuel	741.19	
		26	Fuel	665.51	
		26	Fuel	378.52	
		26	Fuel	445.66	2,230.88
10049	RCPD Health Plan	39	Health Plan	120,000.00	120,000.00
10050	Robbins Motor Co.	13	Vehicle Maintenance	736.61	
		13	Vehicle Maintenance	972.60	
		13	Vehicle Maintenance	200.32	
		13	Vehicle Maintenance	560.39	
		13	Vehicle Maintenance	485.10	
		13	Vehicle Maintenance	144.45	
		13	Vehicle Maintenance	1,341.79	4,441.26

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

OCTOBER 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10051	Security Transport Services	20	Extradition	2,738.83	
		20	Extradition	2,738.83	
		20	Extradition	4,168.60	9,646.26
10052	Sir Speedy	09	printing	54.00	
		09	printing	246.10	
		09	printing	152.00	452.10
10053	Waxie Sanitary Supply	29	Replenishment Supplies	136.36	
		29	Replenishment Supplies	1,281.21	1,417.57
10054	Carla Swartz	20	Pre Employment Testing	4,000.00	4,000.00
10055	Sysco Kansas City, Inc	17	Kitchen Supplies	-99.54	
		17	Inmate Food	-167.97	
		17	Inmate Food	2,260.22	
		17	Inmate Supplies	107.78	
		17	Inmate Supplies	246.98	
		17	Inmate Supplies	275.16	
		29	Replenishment Supplies	68.79	
		17	Prisioner Supplies	2,674.21	
		17	Prisioner Supplies	26.22	
		17	Prisioner Supplies	220.13	
		29	Replenishment Supplies	257.23	
		17	Inmate Food	3,248.71	
		17	Inmate Supplies	246.98	
		17	Inmate Supplies	54.55	
		17	Inmate Food	-50.10	
		17	Inmate Food	-45.78	
		17	Inmate Food	2,408.70	
		17	Inmate Supplies	411.07	
		29	Replenishment Supplies	102.77	
		17	Inmate Supplies	729.90	
		17	Inmate Food	2,699.29	
		17	Inmate Supplies	157.30	
		17	Inmate	482.83	
		29	Replenishment Supplies	298.11	
		17	Inmate Food	1,192.44	17,805.98

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10056	TekNix Solutions	29	Replenishment Supplies	9.00	9.00
10057	Konza Sign	13	Vehicle Maintenance	440.00	
		13	Vehicle Maintenance	474.15	
		13	Vehicle Maintenance	988.95	1,903.10
10058	Wildcat Partners	13	Vehicle Maintenance	331.50	
		13	Vehicle Maintenance	403.00	
		13	Vehicle Maintenance	338.00	
		13	Vehicle Maintenance	351.00	1,423.50
10059	Travelers Insurance	06	Legal Fees	10,316.81	10,316.81
10060	US Foodservice	17	Inmate Food	410.38	
		17	Inmate Food	86.02	
		17	Inmate Supplies	265.74	
		17	Inmate Supplies	14.54	
		17	Inmate Food	1,137.40	
		17	Inmate Food	1,169.75	
		17	Inmate Food	907.37	
		17	Inmate Food	149.06	
		17	Inmate Food	63.20	
		17	Inmate Food	120.18	
		17	Inmate Food	948.02	
		17	Inmate Food	89.24	
		17	Inmate Food	92.82	5,453.72
10061	Via Christi Hospital Manhattan	16	Legal Collection	3.00	3.00
10062	Wabaunsee RWD #2	04	Range - Water	35.00	35.00
10063	Wage Works Inc	06	Cobra	166.00	166.00
10064	Washington County Sheriff	17	Inmate Housing	3,120.00	
		17	Inmate Housing	2,200.00	
		17	Inmate Housing	80.00	
		17	Inmate Housing	1,360.00	
		17	Inmate Housing	4,320.00	11,080.00

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10065	Evergy	04	LEC Garage - Electric	46.78	
		04	LEC - Electric	17,345.68	
		04	Aggieville - electric	146.12	17,538.58
10066	Xerox Financial Services	10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	
		10	Records Copier	602.28	
		10	Admin Copier	1,120.28	2,686.80
				Subtotal	344,011.23
10201	Adobe Systems Inc	19	Monthly Adobe	21.43	21.43
10202	Allegiant Technology	14	IP Flex Plan	1,028.96	
		14	IP Flex Plan	1,028.96	2,057.92
10203	Nationwide	06	Notary	50.00	
		06	Notary	50.00	
		06	Notary	50.00	
		06	Notary	50.00	
		06	Notary	50.00	250.00
10204	Amazon.com	28	Office supplies	19.99	
		28	computer supplies	39.22	
		29	Replenishment Supplies	335.79	
		23	Uniforms	38.85	
		29	Replenishment Supplies	13.98	
		28	computer supplies	637.99	
		28	Office supplies	109.80	
		28	Office supplies	60.18	
		28	computer supplies	66.74	
		29	Replenishment Supplies	38.74	
		28	computer supplies	76.90	
		33	Jail Equipment	118.72	
		34	Vehicle Supplies	22.98	
		28	Office supplies	9.69	
		28	Office supplies	59.19	
		29	Replenishment Supplies	19.79	
		28	Office supplies	45.98	
		28	Office supplies	16.48	
		28	Office supplies	16.97	
		29	Replenishment Supplies	226.73	

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10204	Amazon.com	28	Office supplies	35.99	
		28	Office supplies	211.64	
		28	computer supplies	160.20	
		12	Equipment Repair	49.99	
		33	Jail Equipment	59.99	
		13	Vehicle Maintenance	59.32	
		31	Scale	-10.07	2,541.77
10205	American Assoc of Notaries	28	Office supplies	32.90	32.90
10206	Apple iTunes Store	19	Monthly icloud storage	9.99	9.99
10207	Best Buy	29	Replenishment Supplies	71.96	
		29	Replenishment Supplies	52.07	124.03
10208	Bluestem Electric Co-op Inc	04	Range - Electric	196.80	196.80
10209	Briggs	13	Vehicle Maintenance	514.78	
		13	Vehicle Maintenance	505.79	
		13	Vehicle Maintenance	352.95	
		13	Vehicle Maintenance	188.70	
		13	Vehicle Maintenance	307.95	1,870.17
10210	Burnett Automotive	27	Tires	340.66	
		27	Tires	1,735.00	
		27	Tires	672.20	2,747.86
10211	Chewy.com	20	Animal Care	66.01	
		20	Animal Care	62.83	128.84
10212	City of Manhattan, Utilities	04	LEC - Water	3,561.87	
		04	Aggieveille - Water	53.11	
		04	LEC - Water Fee	2.48	
		04	Aggieville - Water Fee	2.48	3,619.94
10213	City of Manhattan	12	Equipment Repair	25.00	25.00
10214	Cox Communications, Inc	19	Internet & Cable	2,355.66	
		19	Inmate cable	210.95	2,566.61

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10215	Underground Vaults	20	Shredding	50.00	50.00
10216	Dollar Tree Stores	17	Inmate Supplies	8.19	
		17	Inmate Supplies	6.82	15.01
10217	ESU Pursuits	31	Siren Kit	1,805.00	1,805.00
10218	Federal Express	08	Shipping	25.58	25.58
10219	Ferguson Enterprises LLC	11	plumbing repair	117.80	117.80
10220	Flint Hills Power Sports	34	Vehicle Supplies	174.99	174.99
10221	Glockstore	31	Replenishment Supplies	49.98	49.98
10222	Godfrey's	23	Uniforms	174.90	
		23	Uniforms	221.00	
		23	Uniforms	611.30	
		23	Uniforms	58.30	
		23	Uniforms	233.20	
		23	Uniforms	233.20	
		23	Uniforms	513.87	
		23	Uniforms	720.10	2,765.87
10223	Guardian Angel Device	33	Equipment	118.98	118.98
10224	Hartzell Machine Works, Inc	31	Bomb Team Supplies	651.47	651.47
10225	Hertz - LAG Rentals LLC	20	Rental	649.99	
		20	Rental	650.00	1,299.99
10226	Home Depot	25	Maintenance Supplies	27.85	
		25	Maintenance Supplies	29.96	
		25	Maintenance Supplies	65.28	
		25	Maintenance Supplies	25.91	
		13	Vehicle Maintenance	14.47	
		25	Maintenance Supplies	64.51	
		25	Maintenance Supplies	117.23	
		25	Maintenance Supplies	86.44	
		25	Maintenance Supplies	44.99	
		31	Replenishment Supplies	107.92	584.56

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10227	Howie's Trash Service	20	Trash Service	843.00	
		20	Trash Service	843.00	1,686.00
10228	iKey Ltd	12	Equipment Repair	179.00	179.00
10229	Insight Public Sector Inc	28	computer supplies	122.94	
		30	Communications Supplies	286.82	409.76
10230	Kansas Turnpike Authority	07	Tolls	75.96	75.96
10231	Kully Supply Inc	11	building repairs	250.14	250.14
10232	Kustom Signals Inc	31	LIDAR Repair	441.62	441.62
10233	Lynn Peavey Company	29	Replenishment Supplies	211.22	211.22
10234	Manh Chamber of Commerce	07	Military Relation Lunch	20.00	
		07	Military Relation Lunch	20.00	
		07	Good Morning Manhattan	25.00	65.00
10235	Manhattan Mercury	22	Subscription	38.85	38.85
10236	Menards	13	Vehicle Maintenance	221.25	
		17	Inmate Supplies	122.22	343.47
10237	Military Names	23	Uniforms	25.20	
		23	Uniforms	35.50	
		23	Uniforms	742.75	803.45
10238	Goodcents Subs & Pastas	20	Pre Employment Testing	67.25	67.25
10239	NAPA of Manhattan	13	Vehicle Maintenance	157.93	
		13	Vehicle Maintenance	-175.93	-18.00
10240	N Zone Sportswear	23	Uniforms	335.82	
		23	Uniforms	132.00	467.82
10241	Optics Planet, Inc	23	Uniforms	1,188.64	1,188.64

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

OCTOBER 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10242	O'Reilly Auto Parts	29	Replenishment Supplies	12.37	
		13	Vehicle Maintenance	56.96	69.33
10243	Pathfinder, Inc	23	Uniforms	9.99	9.99
10244	P-Card Misc Vendors	07	Developing Women Leaders	50.00	
		07	Clandestine Lab Invest Conf	1,655.11	
		07	Crime Scene Proc.& Invest.	250.00	
		07	Motorola User Group Conf	140.51	
		07	Intergovernmental Lunch	17.00	
		07	Intergovernmental Lunch	14.00	
		29	Replenishment Supplies	63.59	
		07	SPI	810.35	
		07	Developing Women Leaders	50.00	
		07	HAPDA Cert./K9 Training	15.65	
		07	Dev. Women Leaders	40.63	
		07	Dev. Women Leaders	20.32	
		20	Extradition Toll	16.61	
		07	VMWARE Training	8,500.00	
		07	ABA Lunch	17.27	
		07	Cellebrite Training	800.76	
		07	NTOA Annual Conf	549.07	
		07	LELA Command School	24.83	
		07	CALEA Conference	802.95	
		07	KS Specialty Court Training	256.38	
		07	Supervising drug Operations	642.70	
		07	APCO Fall Conference	457.12	
		07	Drug Court Conference	20.00	
		07	Effective Police Writing	100.00	
		26	Fuel	21.72	
		07	Intergovernmental Lunch	14.00	
		07	Intergovernmental Lunch	14.00	
		07	CSLEEDS Course	717.32	
		07	Turnkey Conf	1,275.03	
		07	Forensics Trauma Interv	-395.00	
		07	CAB Meeting	15.93	
		07	CAB Meeting	47.79	
		07	GMIS Conf	963.00	
		07	Hostage Negotiations	81.54	
		07	Hostage Negotiations	163.07	
		07	CALEA Conference	3,629.90	21,863.15

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10245	Pitney Bowes, Inc.	28	computer supplies	132.79	132.79
10246	Pro Copy Inc	10	Copies	972.49	972.49
10247	Reconyx	20	Cell Phone and Images	40.00	40.00
10248	Reeves Wiedeman Co Inc	11	building repairs	136.00	136.00
10249	reMarkable	33	Licenses	5.98	5.98
10250	Rock Auto	13	Vehicle Maintenance	123.91	123.91
10251	Staples Advantage	29	Replenishment Supplies	98.14	
		28	Office supplies	55.10	
		28	Office supplies	48.37	
		29	Replenishment Supplies	121.99	
		28	computer supplies	76.79	
		29	Replenishment Supplies	95.80	
		28	Office supplies	193.01	
		30	Communications Supplies	238.77	
		29	Replenishment Supplies	87.27	
		28	Office supplies	45.51	
		29	Replenishment Supplies	54.85	
		29	Replenishment Supplies	96.52	
		29	Replenishment Supplies	37.50	1,249.62
10252	T38 Fax	14	Fax	14.54	14.54
10253	Target	17	Prisioner Supplies	4.79	4.79
10254	Terminix	11	Range Pest Control	198.00	
		11	LEC Pest Control	69.00	267.00
10255	TLOxp	20	Access	311.00	311.00

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	OCTOBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10256	T-Mobile US Inc	14	Phones	43.65	43.65
10257	Twin Valley Telephone, Inc	14	Riley - Internet	82.99	
		14	Riley - Phone	49.95	132.94
10258	UPS	08	Shipping	78.33	
		08	Shipping	15.71	
		08	Shipping	73.77	
		08	Shipping	50.18	217.99
10259	Verizon Wireless	14	Phones/MDTs	4,785.03	4,785.03
10260	Wal-Mart	29	Replenishment Supplies	82.44	
		29	Replenishment Supplies	15.96	
		30	Communications Supplies	97.00	
		12	Equipment Repair	13.99	
		29	Replenishment Supplies	6.00	
		29	Replenishment Supplies	49.76	265.15
10261	WTC	19	LEC - Internet	335.95	
		19	Downtown - Internet	80.00	
		19	Aggieville - Internet	80.00	
		19	Downtown - Internet	80.00	
		19	LEC - Internet	335.95	
		19	Aggieville - Internet	80.00	991.90
Subtotal				61,699.92	
Total				405,711.15	

Chair, Riley County Law Enforcement Agency

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

Riley County Police Department
Net Changes from 9/1/2024 to 9/30/2024
Credit Report

From Year-Period [2024 - 09] To [2024 - 09]
From Account No. [600100-00] To [640902-00]

Account Number	Description	September	YTD
600100-00	Manhattan	1,778,697.00	16,008,273.00
600200-00	Riley County	0.00	4,002,069.00
610110-00	Copy Fees-Discovery, etc.	0.00	2,052.00
610112-00	Copy Fees-Records	690.45	5,008.59
610113-00	Fingerprint Fees-Records	938.15	10,709.05
Budget:		1,780,325.60	20,028,111.64
610220-03	KSU Contracts-Overtime	0.00	32,191.00
620900-01	Misc Reimbursements-salaries	39,192.08	94,515.67
620900-06	Misc Reimbursements-legal fees	0.00	50.00
620900-07	Misc Reimbursements-training	139.50	10,477.55
620900-07-490	VAWA Grant-training	3,977.00	11,168.00
620900-08	Misc Reimbursements-postage	34.44	415.93
620900-11	Misc Reimbursements-building & grounds	0.00	47.44
620900-13-130	Misc Reimbursements-vehicles	0.00	6,368.07
620900-14	Misc Reimbursements-phone	165.91	1,527.86
620900-17-170	Misc Reimbursements-jail	23,072.77	82,292.61
620900-19	Misc Reimbursements-Computer svc	0.00	3,610.10
620900-20	Misc Reimbursements-Cont Svc	0.00	42,466.34
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	5,847.43
620900-23	Misc Reimbursements-Uniforms	324.00	3,705.76
620900-28	Misc Reimbursements-Office Sup	0.00	55.07
620900-29	Misc Reimbursements-Supplies	0.00	21,865.20
620900-30	Misc Reimbursements-comm eq	0.00	3,161.69
620900-33	Misc Reimbursements-equip	0.00	42,747.00
620900-33-300	Misc Reimbursements-comp equip	0.00	200.69
620900-34-130	Misc Reimbursements-vehicles	0.00	10,000.00
630650-33	JAG-equipment	0.00	48,978.00
631500-23	Bulletproof Vest Program	0.00	12,280.89
632500-03	JTTF Grant-OT	0.00	5,132.06
632600-03	HIDTA Grant-OT	0.00	14,813.53
632700-03	STEP Grant-OT	0.00	9,084.01
632800-01-415	VOCA 2024 Grant Reimb	6,810.00	60,398.00
Budget Credits:		73,715.70	523,399.90
640900-00	Misc Non-Budget Credit Reimb	0.00	1,010.35
640902-00	Prior year Restitution	291.17	2,188.72
Non-Budget Credits:		291.17	3,199.07
Totals:		1,854,332.47	20,554,710.61

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

Riley County Police Department
Journal entries

From Fiscal Period [2024-09] To [2024-09]
For Source Code [GL-JE]

Account

Reference	Description	Date	Year	Pr	Debits	Credits
700120-01	Regular Salaries-----INVEST'N					
Salary Sept	M Mosher	9/30/2024	2024	09		5,488.00
	Total: Regular Salaries-----INVEST'N				0.00	5,488.00

700122-01-415	VOCA Grant Salaries 2024					
Salary Sept	M Mosher	9/30/2024	2024	09	5,488.00	
	Total: VOCA Grant Salaries 2024				5,488.00	0.00

Adjust VAC Salary entires per VOCA Grant Reporting Requirements:

Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				
743700-37	KPERS					
Sept KPERS	M Mosher	9/30/2024	2024	09		563.00
	Total: KPERS				0.00	563.00

743700-37-415	KPERS - VOCA Grant 2024					
Sept KPERS	M Mosher	9/30/2024	2024	09	563.00	
	Total: KPERS - VOCA Grant 2024				563.00	0.00

Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:

Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				
743800-38	Social Security					
Sept SS	M Moser	9/30/2024	2024	09		340.00
	Total: Social Security				0.00	340.00

743800-38-415	Social Security - VOCA Grant 2024					
Sept SS	M Moser	9/30/2024	2024	09	340.00	
	Total: Social Security - VOCA Grant 2024				340.00	0.00

Adjust VAC SS entires per VOCA Grant Reporting Requirements:

Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				
743810-38	Medicare Tax					
Sept Medicare	M Mosher	9/30/2024	2024	09		80.00
	Total: Medicare Tax				0.00	80.00

743810-38-415	Medicare Tax- VOCA Grant 2024					
Sept Medicare	M Mosher	9/30/2024	2024	09	80.00	
	Total: Medicare Tax- VOCA Grant 2024				80.00	0.00

Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:

Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				
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**Riley County Police Department
Journal entries**

From Fiscal Period [2024-09] To [2024-09]
For Source Code [GL-JE]

Account

Reference	Description	Date	Year	Pr	Debits	Credits
743900-39	Health Insurance					
Health Sept	M Mosher	9/30/2024	2024	09		489.00
	Total: Health Insurance				0.00	489.00

743900-39-415	Health Insurance - VOCA Grant 2024					
Health Sept	M Mosher	9/30/2024	2024	09	489.00	
	Total: Health Insurance - VOCA Grant 2024				489.00	0.00

Adjust VAC Health Insurance entires per VOCA Grant Reporting Requirements:

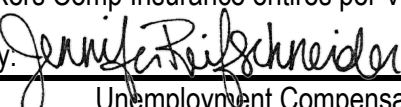
Completed by: 

Approved by: 

744000-40	Workers Comp Insured deductibles					
Sept WC	M Mosher	9/30/2024	2024	09		129.00
	Total: Workers Comp Insured deductibles				0.00	129.00

744000-40-415	Workers Comp - VOCA Grant 2024					
Sept WC	M Mosher	9/30/2024	2024	09	129.00	
	Total: Workers Comp - VOCA Grant 2024				129.00	0.00

Adjust VAC Workers Comp Insurance entires per VOCA Grant Reporting Requirements:

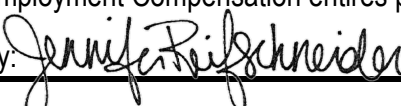
Completed by: 

Approved by: 

744100-41	Unemployment Compensation					
Sept Unemployment Ins	M Mosher	9/30/2024	2024	09		5.00
	Total: Unemployment Compensation				0.00	5.00

744100-41-415	Unemployment Compensation - VOCA Grant 2024					
Sept Unemployment Ins	M Mosher	9/30/2024	2024	09	5.00	
	Total: Unemployment Compensation - VOCA Grant 2024				5.00	0.00

Adjust VAC Unemployment Compensation entires per VOCA Grant Reporting Requirements:

Completed by: 

Approved by: 

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 75.0%

Date.10/01/24 Page. 157
Time.13.22.20

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
402		Investment Interest	R	.00	.00	4,898.00		.00
		Department Revenue.. #142		.00	.00	4,898.00 *		.00
		Total Revenue Fund.... 168		.00	.00	4,898.00 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	4,898.00 **		
		Total Disbursements... 168		.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

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

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	116,018.19
YTD Revenue.....	4,898.00
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	120,916.19 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 75.0%

Date.10/01/24 Page. 158
Time.13.22.20

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

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

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

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

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	176,457.01
YTD Revenue.....	7,266.07
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	12,824.42-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	170,898.66 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 75.0%

Date.10/01/24 Page. 161
Time.13.22.20

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	5,219,242.00	155,479.49	5,164,808.04	98.96	54,433.96
182		Distr - Oil & Gas Curr.	R	.00	.00	734.71		.00
184		Distr - P.P. Current	R	.00	1,307.48	49,251.36		.00
190		Distr - 16/20M Trucks Cur	R	2,896.00	169.43	2,850.15	98.42	45.85
193		Distr - Watercraft Cur	R	3,022.00	70.11	2,976.37	98.49	45.63
181		Distr - Real Delq.	R	.00	10,583.24	48,589.87		.00
183		Distr - Oil & Gas Delinq	R	.00	.00	2.27		.00
185		Distr - P.P. Delq.	R	.00	1,082.08	4,804.07		.00
192		Distr - 16/20M Trucks Del	R	.00	61.45	269.72		.00
194		Distr - Watercraft Del	R	.00	105.27	614.09		.00
102		Distr - Motor Vehicle Tax	R	385,401.00	157,074.25	361,025.02	93.68	24,375.98
103		Vehicle Rental Excise Tax	R	8,690.00	5,331.91	8,443.26	97.16	246.74
113		Distr - RV Tax	R	3,781.00	1,532.96	3,223.50	85.26	557.50
130		Distr - Commercial Veh	R	16,285.00	1,039.00	16,095.42	98.84	189.58
191		Distr - TIF Adjustment	R	.00	3,340.17-	136,669.40-		.00
Department Revenue.. # 0				5,639,317.00	330,496.50	5,527,018.45 *		79,895.24
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
Total Revenue Fund.... 173				5,639,317.00	330,496.50	5,527,018.45 **	98.01	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,639,317.00	330,496.50	5,527,018.45 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
<u>Department. 0</u> Not Designated									
<u>Department.171</u> RCPD Operations									
2200		Office Equipment Rental		.00	1,900.00		1,900.00-	.00	1,900.00-
2220		Building Space Rental	12,000.00	950.00	6,650.00	55.42	5,350.00	.00	5,350.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	140,000.00	465.11	49,969.08	35.69	90,030.92	.00	90,030.92
2650		Physician Fees	240,000.00	25,173.09	227,733.65	94.89	12,266.35	.00	12,266.35
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2900		Budget Appropriations	5,336,092.00	.00	4,002,069.00	75.00	1,334,023.00	.00	1,334,023.00

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 75.0%

Date.10/01/24 Page. 162
Time.13.22.20

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)									
		Total Contractual Expenses	5,744,092.00	26,588.20	4,288,321.73	74.66	1,455,770.27	.00	1,455,770.27
3010		Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060		Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070		Prescriptions	500.00	.00	.00		500.00	.00	500.00
		Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
		Department Expense # 171	5,745,592.00	26,588.20	4,288,321.73	74.64	1,457,270.27	.00	1,457,270.27 *
		Expense & Transfers# 171	5,745,592.00	26,588.20	4,288,321.73				
Department.416 HD-KCCTF									
		Total Expenditures Fund 173	5,745,592.00	26,588.20	4,288,321.73	74.64	1,457,270.27	.00	1,457,270.27 **
SUMMARY for - Fund 173 RCPD Levy/Op									
		Beginning Year Balance.....	137,841.73						
		YTD Revenue.....	5,527,018.45						
		YTD Reported Expenses.....	4,288,321.73-						
		YTD Non-Reported Expenses...	.00						
		YTD Treasurer Disbursements.	.00						
		YTD Transfers In.....	.00						
		YTD Transfers Out.....	.00						
		Prior Year Voided Checks....	.00						
		Prior Year Expenses	13,252.42-						
		Prior Year Revenues	.00						
		Prior Year Corrections.....	.00						
		Ending Fund Balance.....	1,363,286.03 ***						

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

RILEY COUNTY POLICE DEPARTMENT
Report Submission

Assigned Tracking # **24-272**

To:	Director Peete		
Thru:	Assistant Director Moldrup	KMM 10.14.24	
From:	Cpt. Mark French		
Position:	Commander	Division:	Jail
Report Title:	Monthly Inmate Population Report		
Rpt Freq./Year:	2024		
Policy #:	N/A		
Date:	October 7, 2024		

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

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
JAN	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2
FEB	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1
MAR	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2
APR	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1
MAY	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	106.2
JUN	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	113.0
JUL	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	115.6
AUG	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	119.0
SEPT	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	123.7
OCT	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	
NOV	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	
DEC	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	
YADP	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	109.9

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)



Monthly Report

September 2024

William Feathers RMS Technician
Criminal Intelligence Unit
Riley County Police Department

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

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

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

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

Part I Crime

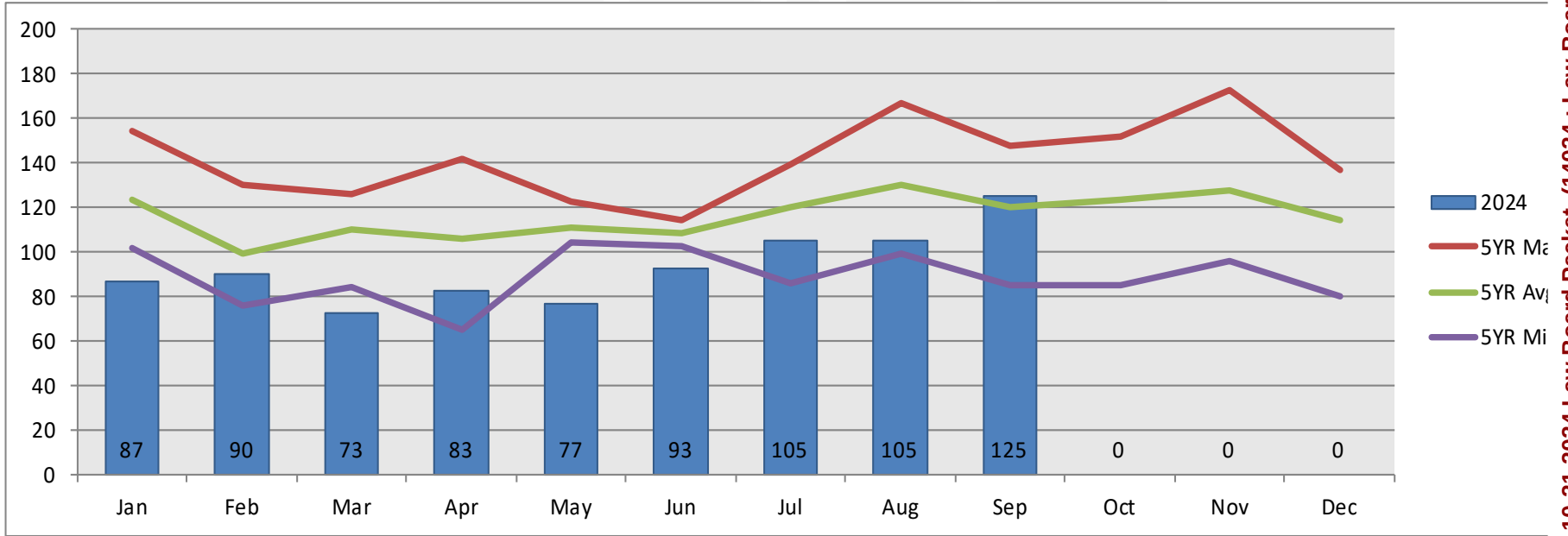
Offense Codes: 0100-0810

All Data As Of: 10/8/24 12:00 AM

25.a

- Part I crime in September 2024 was 3.8% above the 5 year average.
- Year to date 2024 is down 18.6% from the 5 year average.
- In September, both Part I violent and property crimes were slightly above the 5 year average.

	Sep	Year to Date	Yearly Total
2019	148	1187	1583
2020	148	1041	1493
2021	127	1028	1420
2022	94	893	1154
2023	85	999	1327
2024	125	838	
% Change	+47.1%	-16.1%	-14.6%
Yearly Total Projection:			1133



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	154	77	124	142	123	114	138	167	148	143	116	133
2020	130	130	84	65	113	107	139	125	148	152	173	127
2021	121	76	120	111	104	106	114	149	127	123	156	111
2022	102	106	95	100	108	103	86	99	94	85	96	80
2023	112	109	126	113	107	111	123	113	85	116	99	113
2024	87	90	73	83	77	93	105	105	125	0	0	0

Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

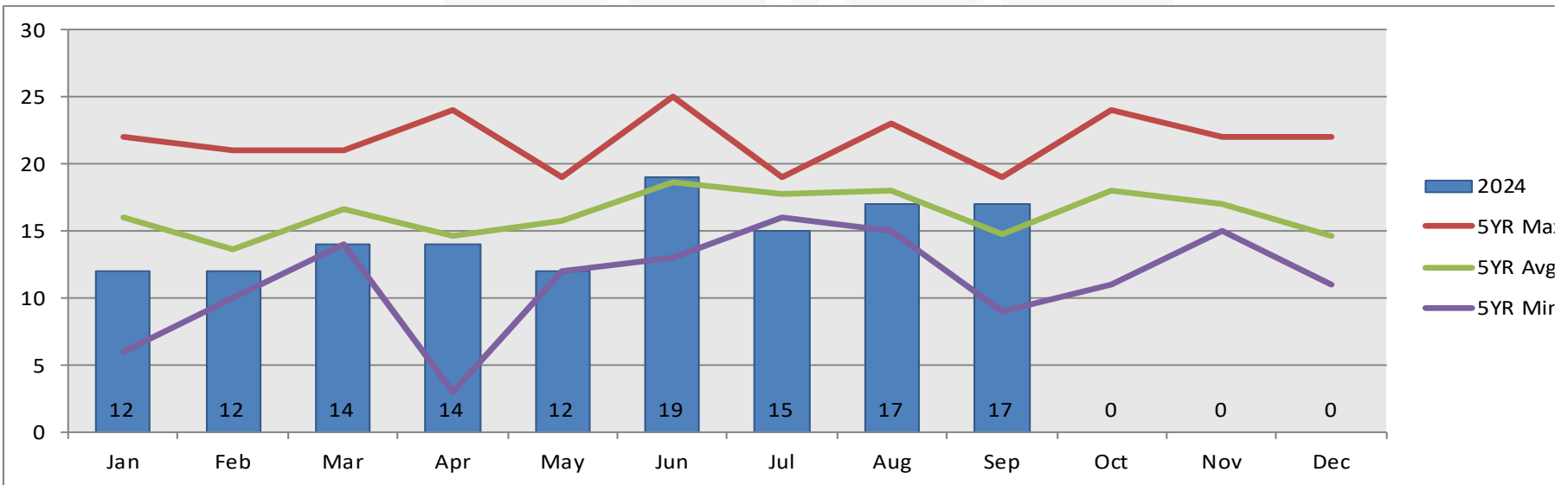
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 10/8/24 12:00 AM

- September 2024 was 14.9% above the 5 year average in Part I violent crime.
- Year to date Part I violent crime is down 9.5% from the 5 year average.
- There were 9 aggravated assaults / batteries, 8 rape, 0 robberies, and 0 homicides reported during September 2024.

	Sep	Year to Date Ye	25.a
2019	18	160	217
2020	18	148	197
2021	9	147	198
2022	19	145	183
2023	10	129	182
2024	17	132	
% Change	+70.0%	+2.3%	-2.8%
Yearly Total Projection:			177



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

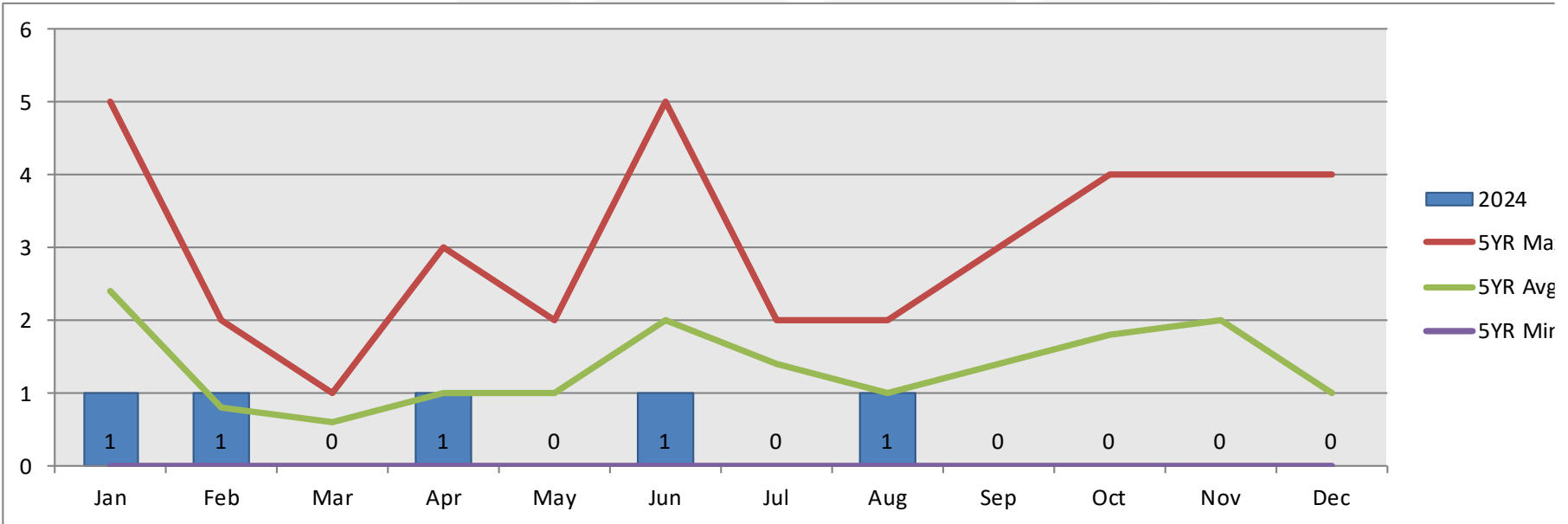
Robbery

Offense Codes: 0310

All Data As Of: 10/8/24 12:00 AM

- There was 0 robberies reported in September 2024 which is 100% below the 5 year average
- Year to date 2024 is down 56.9% from the 5 year average.

	Sep	Year to Date	Year
2019	2	15	26
2020	0	13	17
2021	1	15	18
2022	3	10	11
2023	1	5	10
2024	0	5	
% Change	-100.0%	0.0%	-30.2%
Yearly Total Projection:			7



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

Aggravated Assault and Battery

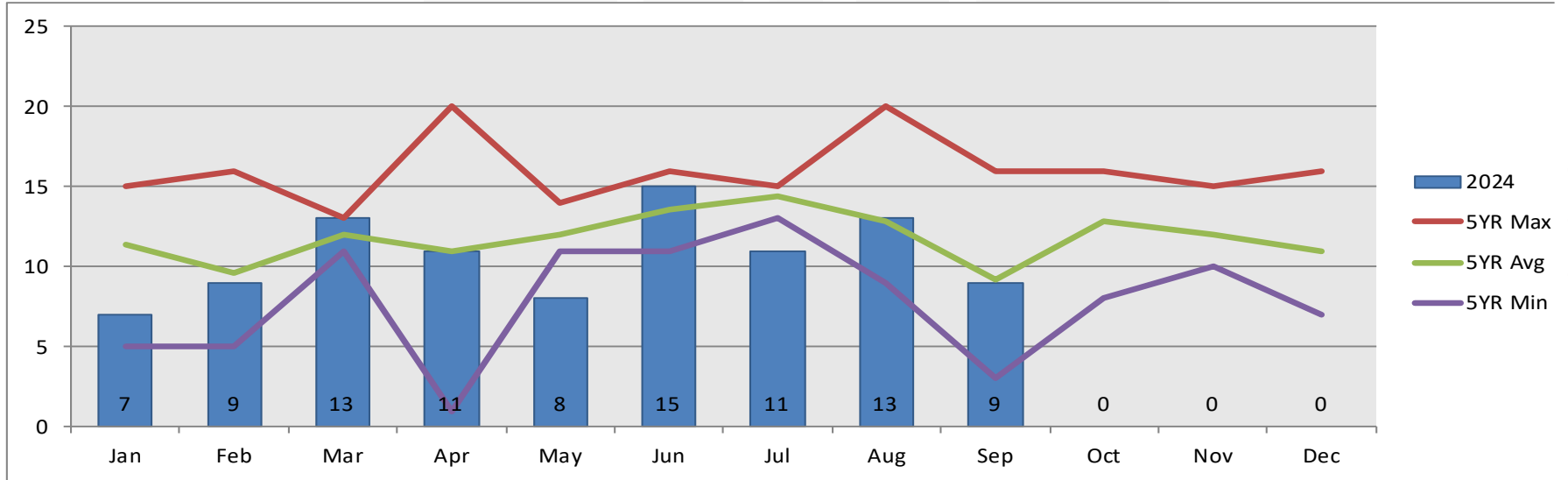
Offense Codes: 0410-0440

All Data As Of: 10/8/24 12:00 AM

25.a

- There were 5 aggravated batteries and 4 aggravated assaults reported during the month of September. This is 2.2% below the 5 year average.
- 5 of the incidents in September were domestic.
- As of 10/8/2024, there were arrests in 5 of the incidents.

	Sep	Year to Date	Yearly Total
2019	11	115	155
2020	16	112	145
2021	3	107	145
2022	11	100	130
2023	5	96	134
2024	9	96	
% Change	+80.0%	0.0%	-4.2%
Yearly Total Projection:			128



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

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

Packet Pg. 140

Part I Property Crime

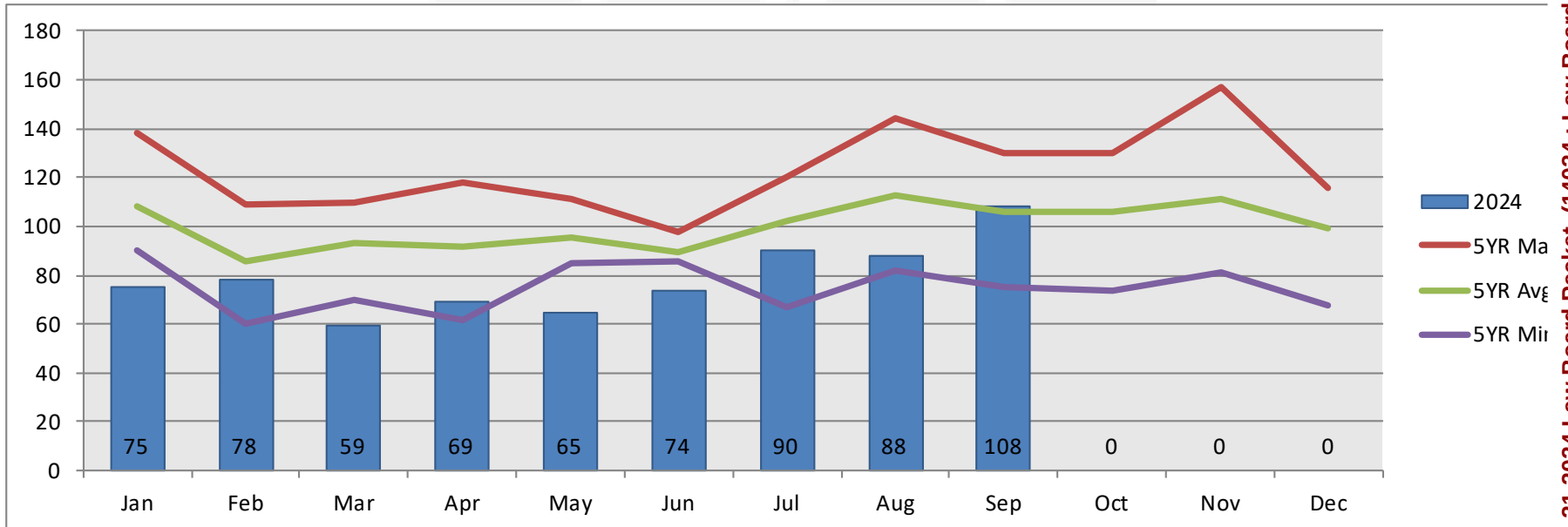
Offense Codes: 0500-0810

All Data As Of: 10/8/24 12:00 AM

25.a

- For September, Part I property crime was 2.3% above the 5 year average.
- Part I property crime year to date is 20.1% below the 5 year average.
- The property crime for September 2024 included 10 burglaries, 26 larcenies from motor vehicle, 8 auto thefts, and 0 arson incidents. The rest of the incidents were larcenies (64 incidents).

	Sep	Year to Date	Yearly Total
2019	130	1027	1366
2020	130	893	1296
2021	118	881	1222
2022	75	748	971
2023	75	870	1145
2024	108	706	
% Change	+44.0%	-18.9%	-16.5%
Yearly Total Projection:			956



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	70	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	92	98	106	98	75	92	84	99
2024	75	78	59	69	65	74	90	88	108	0	0	0

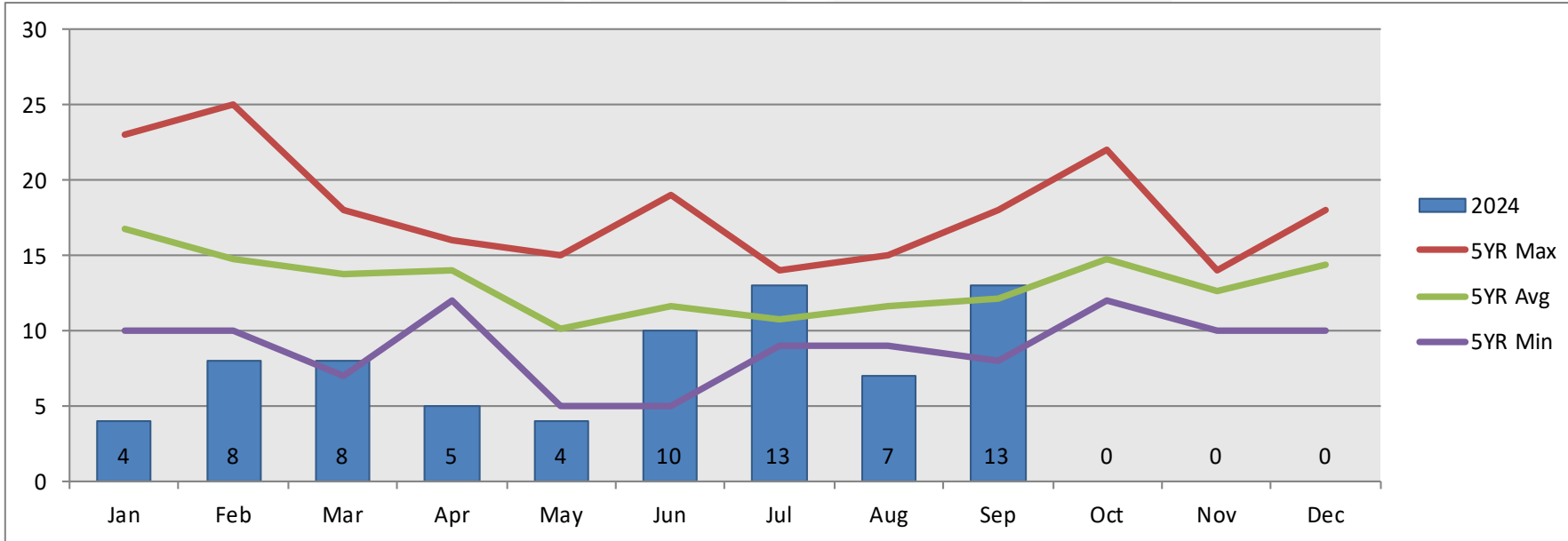
Structural Burglary

Offense Code: 0510

All Data As Of: 10/8/24 12:00 AM

- Structural burglaries were 6.6% above the 5 year average for September.
- 6 of the burglaries were non-residential and 7 were residential.
- 12 of them occurred within Manhattan and 1 occurred within Ogden.

	Sep	Year to Date	Year
2019	18	127	171
2020	15	120	174
2021	11	116	157
2022	8	116	150
2023	9	100	136
2024	13	72	
% Change	+44.4%	-28.0%	-28.1%
Yearly Total Projection:			98



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

Vehicle Burglary

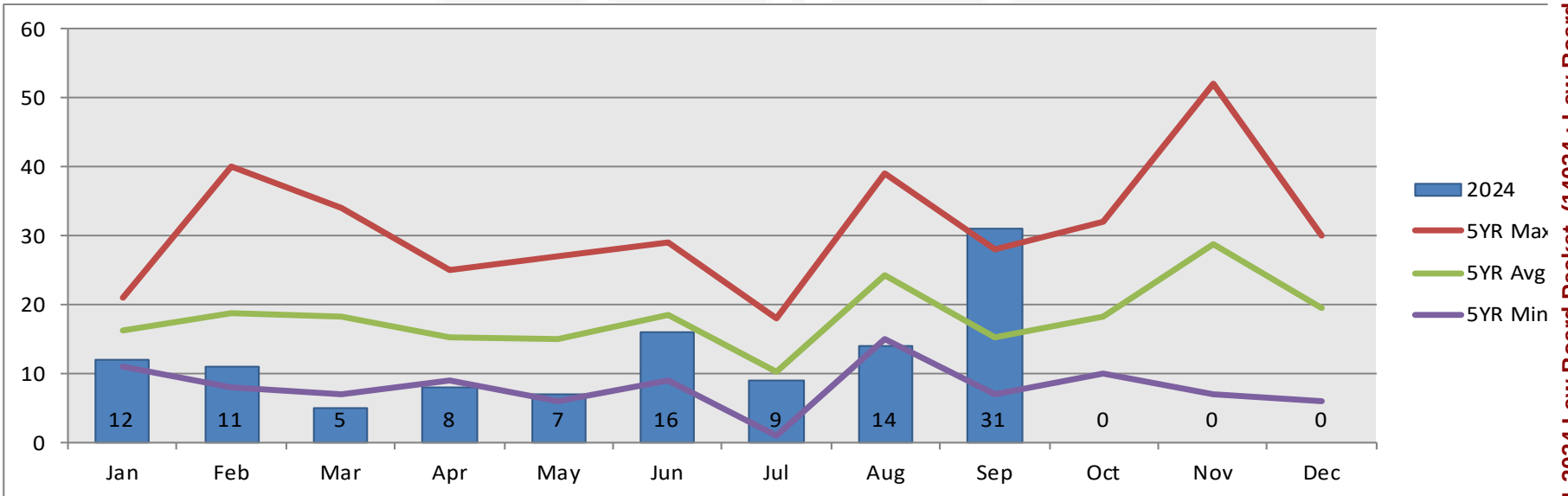
Offense Code: 0640

All Data As Of: 10/8/24 12:00 AM

25.a

- September 2024 was 103.9% above the 5 year average for vehicle burglary.
- Of the 31 vehicle burglaries 19 of the vehicles had been left unlocked, and 1 contained a firearm. 1 firearm in total was stolen from a vehicle.

	Sep	Year to Date	Yearly Total
2019	23	165	228
2020	28	141	255
2021	11	174	255
2022	7	99	122
2023	7	181	233
2024	31	113	
% Change	+342.9%	-37.6%	-31.6%
Yearly Total Projection:			159



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	17	7	10	7	6
2023	21	40	34	25	11	19	9	15	7	16	19	17
2024	12	11	5	8	7	16	9	14	31	0	0	0

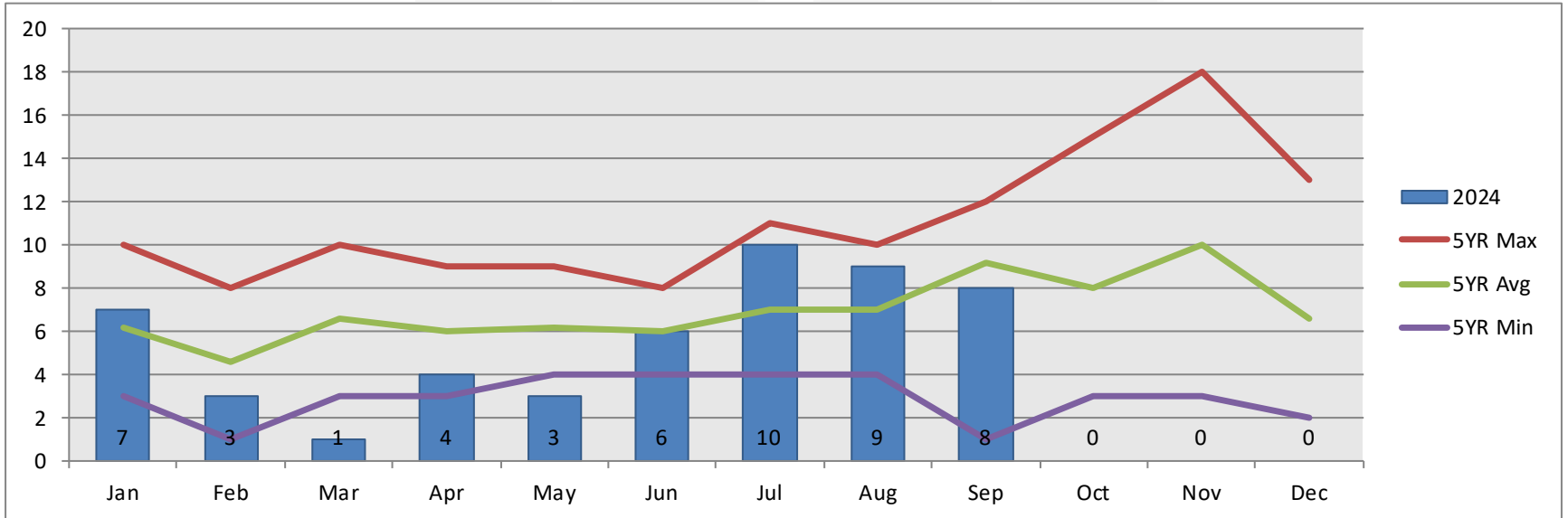
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 10/8/24 12:00 AM

- Motor vehicle thefts decreased with a 13% change.
- 8 of the 9 vehicles have been recovered as of 10/8/2024.

	Sep	Year to Date	Yearly
2019	12	74	104
2020	10	54	96
2021	11	59	85
2022	12	57	67
2023	1	50	65
2024	8	51	
% Change	+700.0%	+2.0%	+9.3%
Yearly Total Projection:			71



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

DUIs

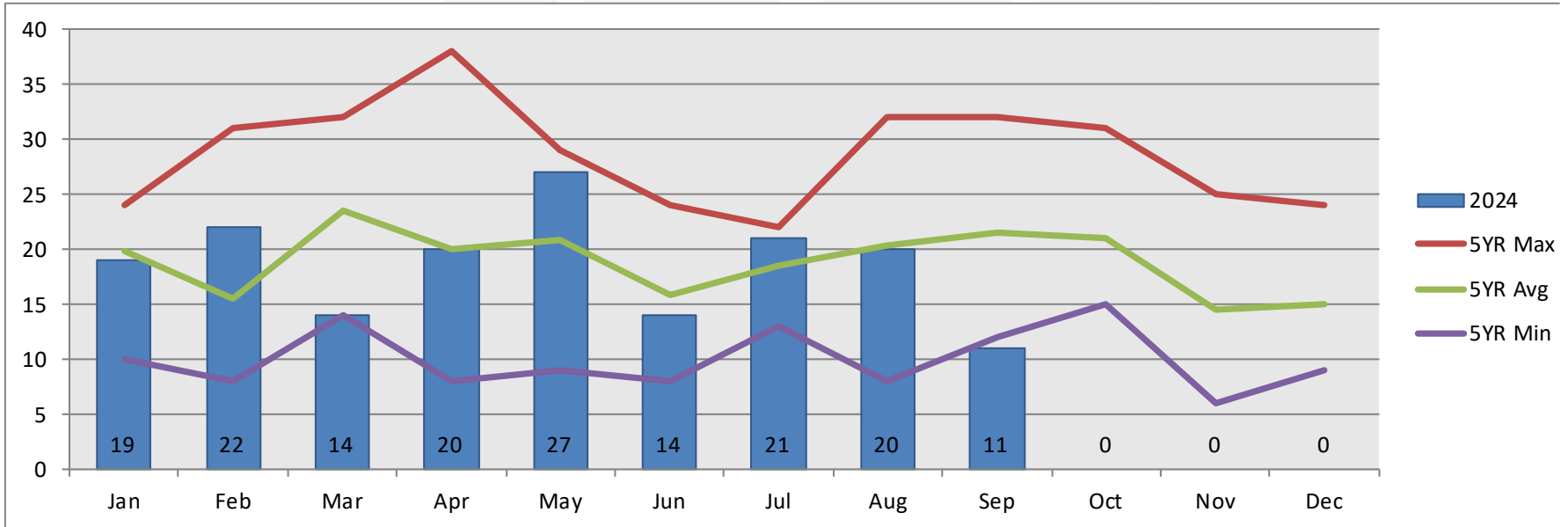
Offense Code: 2110

All Data As Of: 10/8/24 12:00 AM

➤ The number of DUIs for September 2024 were 49.1% below the 5 year average for September.

➤ DUIs year to date are 4.7% below the 5 year average.

	Sep	Year to Date	Year
2019	26	230	265
2020	16	132	168
2021	12	154	191
2022	22	139	208
2023	32	226	282
2024	11	168	
% Change	-65.6%	-25.7%	-23.0%
Yearly Total Projection:			217



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	18	14	24
2024	19	22	14	20	27	14	21	20	11	0	0	0

Traffic Accidents

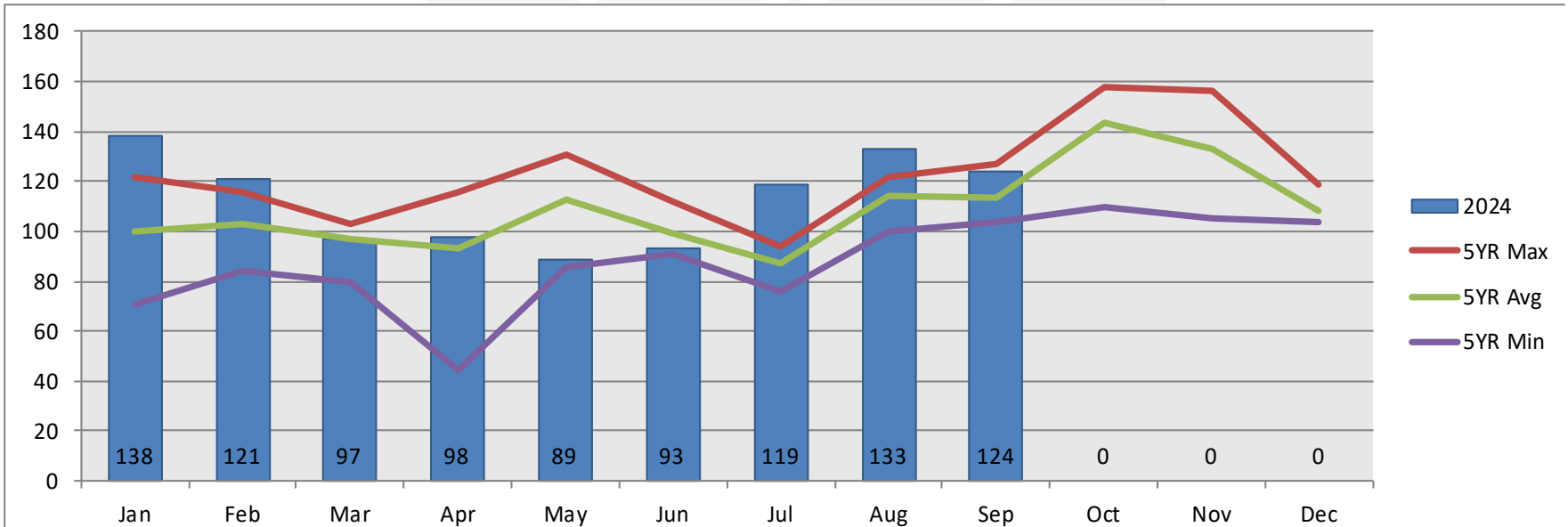
Offense Codes: 5000-5139

All Data As Of: 10/8/24 12:00 AM

25.a

➤ The number of traffic accidents in September 2024 was 9.2% above the 5 year average.

	Sep	Year to Date	Yearly Total
2019	117	1016	1436
2020	114	863	1220
2021	127	896	1314
2022	104	932	1283
2023	106	886	1263
2024	124	1012	
% Change	+17.0%	+14.2%	+13.7%
Yearly Total Projection:			1436



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	146	127	104
2024	138	121	97	98	89	93	119	133	124	0	0	0

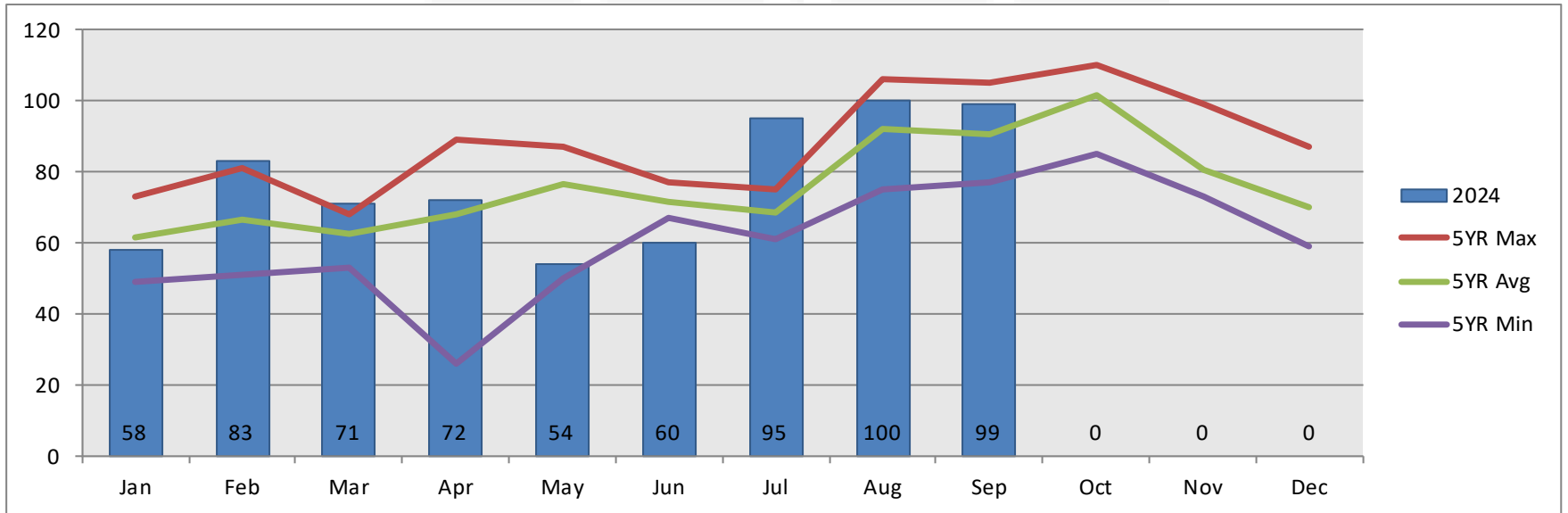
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 10/8/24 12:00 AM

- The number of preventable traffic accidents in September 2024 was 9.5% above the 5 year average.
- Numbers may change as data entry corrections continue.

	Sep	Year to Date	Yearly Total
2019	102	696	945
2020	89	611	855
2021	105	670	965
2022	77	667	897
2023	79	649	891
2024	99	692	
% Change	+25.3%	+6.6%	+7.3%
Yearly Total Projection:			956



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	83	71	72	54	60	95	100	99	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

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

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

Part I Violent Crime Definition

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

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

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

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

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

Part 1 Property Crime Definition

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

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

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

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

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

Traffic Related Definitions

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

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

Traffic Accidents: All accidents.

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

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: Riley County Law Enforcement Agency
From: Director Brian Peete
Ref: Riley County Police Department Community Survey
Date: October 15, 2024

The Riley County Police Department is proud to be accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Kansas Law Enforcement Accreditation Program (KLEAP). In line with our commitment to maintaining these high professional standards, we actively seek input from the public to assess our effectiveness in delivering reliable law enforcement services. One of the key ways we do this is through our community survey, which gathers valuable feedback from the public. This input is essential in helping us understand the community's needs and expectations, enabling us to continuously improve and serve our citizens more effectively.

The 2024 Community Survey is now open and will remain available from October 10, 2024, through December 31, 2024. The survey takes about ten minutes to complete and can be accessed through the RCPD website (<https://www.rileycountypolice.org/248/Community-Survey>) or the below QR link.



Attachment: 10-21-2024 Law Board Packet (14024 : Law Board Meeting Agenda)

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 Daniels

Email Address

Address

City Ogden

State Kansas

Zip Code 66517

Phone Number

Incident Information

Date of Incident 9/17/2024

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

Employee's Name Detective Logan Swartz #100

Comments I'm very thankful to him for helping me with a scam call that ended up being one of the scariest moments of my life. Someone threatening jail time and requesting money for fines for missing a federal jury duty case and that if I hung up I could be apprehended. Logan Swartz immediately helped me out when I was scared and the scammer hung up the call. I'm glad he was there! Thank you again.