



**Board of Riley County
Commissioners
Regular Meeting
Agenda
November 18, 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. Change Order for Parallel Road Culvert Replacement
4. Notices to Township Boards - Cereal Malt Beverage Licenses for Dara's Fast Lane (5321 Tuttle Creek Blvd. and 1132 Pillsbury Drive)
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 14, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Brittany Phillips, Budget and Finance Officer

9. OPIOID Funds

9:15 AM

David Adams, EMS/Ambulance Director

10. Staff Update

9:30 AM

Press Conference

11. Recognize Maria Garcia Baquero as Home Visitor of the Year - John Ford (3-5 minutes)

- 9:40 AM** **Brittany Phillips, Budget and Finance Officer**
12. 3rd Quarter CIP Work Session 2024
- 10:10 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
13. Administrative Work Session
14. Pending County Projects County Counselor
- 10:30 AM** **Steve Schurle, Commercial Real Estate Analyst, Committee Chair**
15. Employee Day 2024 Recap
- 10:50 AM** **John Ellermann, Public Works Director/County Engineer**
16. Public Works Project Update
- 12:00 PM** **Law Enforcement Agency Meeting**
17. Law Board Meeting Agenda

Adjournment

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



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: November 18, 2024

SUBJECT: Change Order for Parallel Road Culvert Replacement

PRESENTER: Evan McMillan, Assistant County Engineer

A change order is required for the Parallel Road Culvert Replacement project. This change order includes a reduction of \$45.00 for foundation stabilization and \$35.00 for water (grading) that was not needed for completion of the project.

The Change Order and updated total project cost for this work is provided with this document.

POSSIBLE MOTION(S)

Move to approve the Change Order in the amount of \$80.00

Move to decline the Change Order in the amount of \$80.00

Move to table for further discussion.

Enclosures:

- Parallel road_C.7-0.0 (CO#2 and PE#3) Final (PDF)



CHANGE ORDER

Riley County, Kansas

CHANGE ORDER NUMBER: 2 Final

CONTRACTOR: Ebert Construction Co., Inc.

ADDRESS: PO Box 198, 103 W Valley Street
Wamego, Kansas 66547

PROJECT NO. : 2175
PROJECT : C.7-0.0 Parallel Rd. Culvert Replacement

DESCRIPTION: Bridge Construction
Grading, Seeding

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
8	Foundation Stabilization	CY	1.0		-1.0	\$45.00	\$ (45.00)
9	Water (Grading)(Set Price)	MGAL	1.0		-1.0	\$35.00	\$ (35.00)
Subtotal							\$ (80.00)

NEW ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	NET INCREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
Subtotal							\$ -
TOTAL							\$ (80.00)

Amount of Original Bid:	\$ 285,323.84
Total of Previous Change Orders:	\$ 11,034.08
Amount of Change Order No. 1:	\$ (80.00)
Total Adjusted Contract Price:	\$ 296,277.92

BY: E. McNamee 11/8/24
PROJECT ENGINEER DATE

BY: John Ellerman 11-8-2024
DIRECTOR OF PUBLIC WORKS DATE

BY: Mike Lehr 11/8/24
CONTRACTOR DATE

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: Parallel road_C.7-0.0 (CO#2 and PE#3) Final (15158 : Change Order -Parallel Road Culvert Replacement)



RILEY COUNTY, KANSAS

CONTRACTOR'S PAYMENT ESTIMATE		NO. 3 Final					
PAY TO Ebert Construction Co., Inc.				ADDRESS: PO Box 188, 103 W Valley Street Wamego, Kansas 66547			
PROJECT NO.: 2175				DESCRIPTION: Bridge Construction			
PROJECT: C-7-0.0 Parallel Rd. Culvert Replacement				Grading, Seeding			
PAYMENT PERIOD: 10/23/24							
PERCENT OF WORK COMPLETED: 100%				TOTAL CONTRACT AMOUNT: \$ 296,357.92			
ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED CONTRACT QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE
1	Mobilization	LS	1.0		1.0	\$ 10,854.40	\$10,854.40
2	Clearing and Grubbing	LS	1.0		1.0	\$ 4,377.68	\$4,377.68
3	Removal of Existing Structures	LS	1.0		1.0	\$ 7,475.90	\$7,475.90
4	Temporary Erosion Control	LS	1.0		1.0	\$ 836.48	\$836.48
5	Common Excavation	CY	812.0		812.0	\$ 25.48	\$15,593.76
6	Class III Excavation	CY	243.0		243.0	\$ 21.38	\$5,195.34
7	Compaction of Earthwork (Type B)(MR-90)	CY	192.0		192.0	\$ 7.66	\$1,470.72
8	Foundation Stabilization	CY	1.0			\$ 45.00	
9	Water (Grading)(Set Price)	MGAL	1.0			\$ 35.00	
10	Bridge Handrail (Metal)	L FT	125.0		125.0	\$ 123.54	\$15,442.50
11	Concrete Seal Course	CY				\$ 175.00	
12	Contractor Construction Staking	LS	1.0		1.00	\$ 4,900.00	\$4,900.00
13	Concrete Gr. 4.0 AE	CY	75.8		75.8	\$ 922.70	\$69,940.66
14	Concrete Gr. 4.0 AE SA	CY	64.2		64.2	\$ 1,275.40	\$81,880.68
15	Reinforcing Steel (Grade 60)	LBS	24540.0		24540.0	\$ 1.34	\$32,883.60
16	Slope Protection (Riprap Stone) 200lbs	CY	28.0		28.0	\$ 109.79	\$3,074.12
17	Granular Backfill (Wing Walls)	CY	116.0		116.0	\$ 83.25	\$10,817.00
18	Temporary Seeding	LS	1.0		1.0	\$ 5,249.00	\$5,249.00
19	Seeding	LS	1.0		1.0	\$ 5,249.00	\$5,249.00
20	Guard Fence, End Terminal (Type II)	EA	4.0		4.0	\$ 1,257.00	\$5,028.00
21	Traffic Control	LS	1.0		1.0	\$ 5,000.00	\$5,000.00
22	Concrete Distribution Pad	CY	24.25		24.25	\$ 462.23	\$11,209.08
BY: <i>E. M. Mader</i> 11/8/24				TOTAL AMOUNT EARNED \$296,277.92			
PROJECT ENGINEER DATE				LESS RETAINED			
APPROVED: RILEY COUNTY, KANSAS				NET AMOUNT \$296,277.92			
I HEREBY CONCUR IN THE FOREGOING RECOMMENDATION.				LESS PREVIOUS PAYMENTS \$215,120.40			
BY: <i>Mark Fisher</i> DATE: 11-8-24				AMOUNT DUE THIS ESTIMATE \$81,157.52			
CONTRACTOR							
DIRECTOR OF PUBLIC WORKS							



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Annaliese Trout, Account Clerk/License

MEETING: November 18, 2024

SUBJECT: Notices to Township Boards - Cereal Malt Beverage Licenses for Dara's Fast Lane (5321 Tuttle Creek Blvd. and 1132 Pillsbury Drive)

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign the Notices to Township Boards - Cereal Malt Beverage Licenses Dara's Fast Lane (5321 Tuttle Creek Blvd. and 1132 Pillsbury Drive).

Move to deny

Enclosures:

- Notice to Township Board Dara's (PDF)

Form B-375—NOTICE TO TOWNSHIP CLERK — Cereal Malt Beverage License.

The board of county commissioners in any county shall not issue a license without giving the clerk of the township board in the township where the applicant desires to locate, written notice by registered mail, of the filing of such application.

NOTICE TO TOWNSHIP BOARD

State of Kansas, Riley County, ss.

To the Township Clerk, Manhattan

Townships, in said County:

This is to notify the members of you Township Board that an application has been filed with the County Commissioners by Dara's LLC for a license to sell cereal malt beverages at retail in said Township, at 5321 Tuttle Creek Blvd Manhattan, KS 66502

Such sales* _____ to be broken case lots.

The Township Board may within ten (10) days file advisory recommendations as to the granting of such license and such advisory recommendations shall be considered by said Board of County Commissioners before such license is Issued—K.S.A 41-2702.

Done by the Board of County Commissioners, this _____ day of _____ 20____

Attest:

Chairman

(Seal)

County Clerk

*if sales are in original and unbroken case lots, insert to work "not before "to be in broken case lots"

Attachment: Notice to Township Board Dara's (15169 : Notice to Township Board Cereal Malt Beverage

The board of county commissioners in any county shall not issue a license without giving the clerk of the township board in the township where the applicant desires to locate, written notice by registered mail, of the filing of such application.



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: November 18, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-11 Fire KLaFleur EAF (DOCX)
- 2024-11 PW SSwitzer EAF (DOCX)
- 2024-11 PW RNelson EAF (DOCX)
- 2024-11 EMS KSmith EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kenton LaFleur**Status Change Date:** 11/15/2024**Status Change:** Separation**Date of Hire:** 02/01/2023**Seniority:** 1 Year(s), 9 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Fire District #1/183-Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-11 Fire KLaFleur EAF (15165 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Samuel Switzer**Status Change Date:** 11/15/2024**Status Change:** Separation**Date of Hire:** 04/08/2024**Seniority:** 0 Year(s), 7 Month(s)**Position:** Facility and Grounds Tech I**Position Type:** Regular Full Time**Pay Range:** Range 4**Pay Type:** Hourly**Base Rate:** \$19.03**Annualized Pay:** \$39,582.40**Funds Codes:** 40-Public Works/81-Parks**Supervisor:** Jeffrey Martinez**Department Head:** John Ellerman

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-11 PW SSwitzer EAF (15165 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ryker Nelson**Status Change Date:** 11/21/2024**Status Change:** Separation**Date of Hire:** 08/29/2024**Seniority:** 0 Year(s), 2 Month(s)**Position:** Parks Seasonal**Position Type:** Seasonal**Pay Range:** SEASONAL**Pay Type:** Hourly**Base Rate:** \$15.07**Annualized Pay:** \$15,070.00**Funds Codes:** 40-Public Works/81-Parks**Supervisor:** Jeffrey Martinez**Department Head:** John Ellerman

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-11 PW RNelson EAF (15165 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kodi Smith**Status Change Date:** 11/14/2024**Status Change:** Rehire**Date of Hire:** 11/19/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** EMT**Position Type:** PRN**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$18.69**Annualized Pay:** \$9,345.00**Funds Codes:** 1-General/20-EMS, Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-11 EMS KSmith EAF (15165 : Employee Action Form (Green Sheet))



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:50 AM

Brittany Phillips, Budget and Finance Officer

2. Budget Amendment

10:00 AM

Gary Fike, County Extension Director

3. Staff update

10:15 AM

Erin Friedline, RCPD

4. RCPD update

10:30 AM

Katharine Hensler, Museum Director

5. Staff update

10:50 AM

John Ellermann, Public Works Director/County Engineer

6. Request to fill Facility and Grounds Technician II

12:00 PM

County Officials Luncheon

Attachment: 11-21-24 tentative agenda (14251 : Tentative Agenda)

4:00 PM Joint City/County/County Meeting (at City Offices)**Adjournment****Announcements**

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

The Northeast Kansas County Officials Annual Meeting will be held Friday, November 22nd at 8:00 a.m. at the Lyndon Community Building, 205 W. 10th Street, Lyndon, Kansas.

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 25, 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. Approve payroll/accounts payables (when completed)

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:00 AM

Amanda Webb, Planning/Special Projects Director

3. SFY26 LEPP Grant Application

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

10:45 AM

Megan Lewis, Community Corrections Director

5. Staff update

12:00 PM

Intergovernmental Luncheon

Adjournment

Announcements

Attachment: 11-25-24 tentative agenda (14251 : Tentative Agenda)

Riley County Offices will be closed Thursday, November 28th and Friday, November 29th in observance of the Thanksgiving Day holiday.

The Board of County Commissioners will not be in session Thursday, November 28th.

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
Discussion

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: November 18, 2024

SUBJECT: OPIOID Funds

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

During the 2021 Legislative Session passed the Kansas Fights Addiction Act, House Bill 2079, to address the use of funds received from opioid litigation and establish limits on future opioid litigation by municipalities.

DISCUSSION

Riley County has been utilizing these funds to fund the Community Health Educator position within the Health Department. Within that position, we have allocated funding for training and materials for education purposes within the community.

For 2024, Riley County and the City of Manhattan have partnered to fund this position and these activities within the community.

So far in 2024, Riley County has received \$138,003.87 through the settlement funds. In discussions with Christopher Teters, we should be receiving approximately \$104,000 over the next few years and then it will begin to decrease.
Riley County will continue to receive these funds over the next 16 years.

Enclosures:

- Approved Uses - New Guidance (PDF)

Unallowable Expenses under Opioid Settlement/MFAF

Funds from the opioid settlements including the Municipalities Fight Addiction Fund (MFAF), are generally limited to expenses for substance use disorder abatement and remediation projects and activities that prevent, reduce, treat or mitigate the effects of substance abuse and addiction.

The opioids crisis can be viewed as including both a supply side (the individuals and organizations providing legal and illicit opioids and other products) and a demand side (the individuals dealing with substance use disorder, their families, and their communities). The opioid settlement dollars are meant to address issues on the demand side of the equation, focusing on treatment, recovery, prevention, and other strategies that seek to address the underlying causes for substance use disorder. These dollars are not intended for supply side efforts, such as drug interdiction or criminal law enforcement. To evaluate whether a proposed use is acceptable, a subdivision should determine whether the purpose of the expense is to address the demand side or the supply side of the crisis.

The following are examples of unallowable expenses under MFAF:

- Guns
- Canine units
- Police vehicles
- Drones
- Campaign contributions
- Non-abatement activities
- Equipment expenses unrelated to substance use abatement or remediation

Schedule B Approved Uses

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“OUD”) and any co-occurring Substance Use Disorder or Mental Health (“SUD/MH”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“MAT”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“ASAM”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“OTPs”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)**

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARF*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“CTP”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the

following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.



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: November 18, 2024
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

October- 472

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 168

Medic 21 located at 11th & Poyntz: 130

Medic 31 located at 3060 TCB (Riley County Public Works): 69

Medic 41 located at Manhattan Regional Airport: 68

Medic 51- Leonardville: 31

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

New hires (FT and PRN) will be starting this week.

CMS Audit of Department Based on Billing Codes- completed

Working on new building construction related topics.

Updated: 11/12/2024 8:09 AM by David Adams

Page 1

Packet Pg. 32

Staff Report (ID # 15155)

Meeting of November 18, 2024

Annual Employee Evaluations

Education and training at Museum of Art and Light

Annual State Inspection

Participating in the National CARES Registry along with AVC- Manhattan.

Quality Improvement and Safety Course

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: 25

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.

Trunk or Treat

Rotary Club Presentation

Veterans Day Parade

Enclosures:

- October 24 Stats(XLSX)

Updated: 11/12/2024 8:09 AM by David Adams

Page 2

Staff Report (ID # 15155)

Meeting of November 18, 2024

- Riley County EMS Weekly Progress Report WE 10-18-24 (PDF)
- Riley County EMS Weekly Progress Report WE 10-25-24 (PDF)
- Riley County EMS Weekly Progress Report WE 11-1-24 (PDF)
- Riley County EMS Weekly Progress Report WE 11-8-24 (PDF)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	58	12%
02 - Monday	45	10%
03 - Tuesday	92	19%
04 - Wednesday	80	17%
05 - Thursday	69	15%
06 - Friday	63	13%
07 - Saturday	65	14%
TOTAL	472	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	12	3%
01:00:00 - 01:59:59	13	3%
02:00:00 - 02:59:59	8	2%
03:00:00 - 03:59:59	7	1%
04:00:00 - 04:59:59	13	3%
05:00:00 - 05:59:59	8	2%
06:00:00 - 06:59:59	6	1%
07:00:00 - 07:59:59	19	4%
08:00:00 - 08:59:59	7	1%
09:00:00 - 09:59:59	21	4%
10:00:00 - 10:59:59	35	7%
11:00:00 - 11:59:59	20	4%
12:00:00 - 12:59:59	25	5%
13:00:00 - 13:59:59	24	5%
14:00:00 - 14:59:59	28	6%
15:00:00 - 15:59:59	36	8%
16:00:00 - 16:59:59	24	5%
17:00:00 - 17:59:59	12	3%
18:00:00 - 18:59:59	28	6%
19:00:00 - 19:59:59	23	5%
20:00:00 - 20:59:59	25	5%
21:00:00 - 21:59:59	21	4%
22:00:00 - 22:59:59	25	5%
23:00:00 - 23:59:59	22	5%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	168	36%
Medic 21	130	28%
Medic 31	69	15%

Medic 41	68	15%
Medic 51	31	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Falls	75	16%
Sick Person	71	15%
Transfer	46	10%
Traffic Accident	34	7%
Unconscious	32	7%



Riley County EMS Station 1

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

WEEK ENDING: 10.18.24

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 40 Gas Meter Location
RFI 41 Soft Cold Water Supply for Captain TLT/Shower 148
RFI 36 Custom Ext. Lighting Color
Signage ASI
Civil Team Site Visit

0.00"	0.00"	0.00"	0.00"	0.00"	0.00"	0.00"
89°	87°	68°	64°	60°	63°	71°
Lo 61°	Lo 50°	Lo 40°	Lo 38°	Lo 29°	Lo 29°	Lo 49°
Sat 10/12	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18



PROJECT STATUS REPORT

Steel	Set the screen wall on Area A roof and welded interior bracing.
Concrete	Made the first placement of the ambulance bay slab and prepping the remainder of the slab.
Masonry	Laid up to the window heads with the stone veneer on the East and North sides of Area C.
Roofers	Mostly completed the TPO assembly on Area C roof.
Electrical	Interior rough-in in Area C and underground rough-in in Area B
Framing	Back of parapet furring on Area A roof and high framing on Area C front entrance
BHS	Roof blocking and sheathing on Area A back of parapet.



PROJECT PROJECTIONS

Concrete	Ambulance bay slab and drain placement
Masonry	Continue stone veneer around Area C.
Electrical	Finish rough-in in Area C.
Plumbing	Interior rough-in in Area A and exterior hose-bibs.
Framing	Interior framing of walls in Area A.
Steel	Set the steel over the Ambulance bay in Area B.
BHS	Roof blocking and parapet sheathing on Area A. Set interior and exterior door frames.

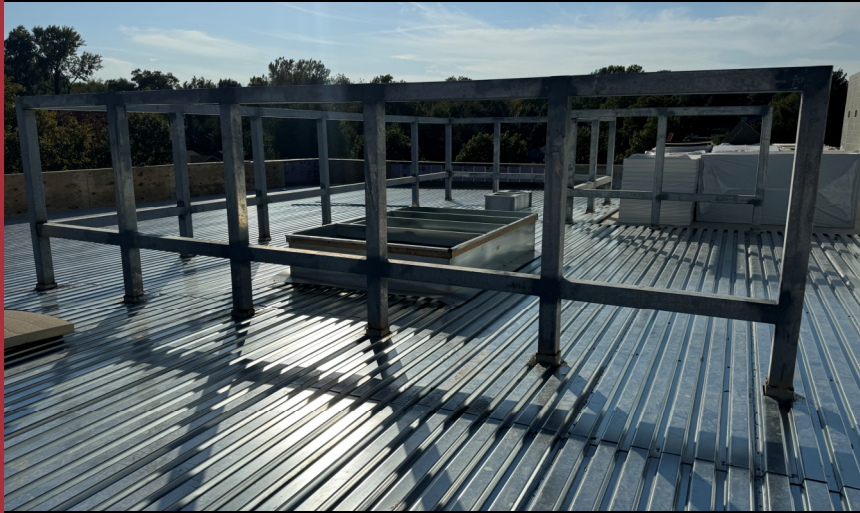


Riley County EMS Station 1

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

WEEK ENDING: 10.18.24

Area A Screen Wall



Area C Front Entrance



Area B Slab Placement/Prep



Area C Veneer



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 BRACKETS 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.

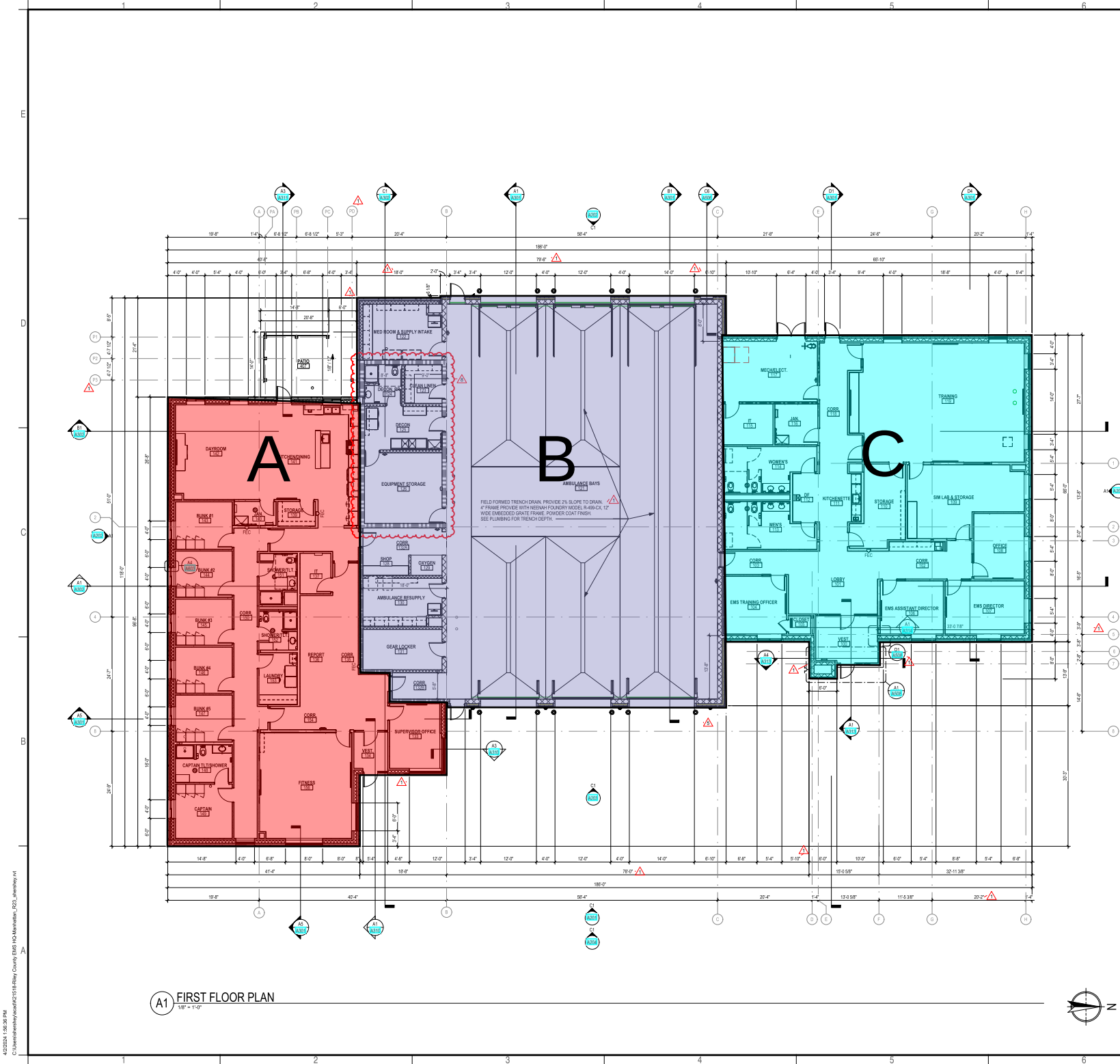


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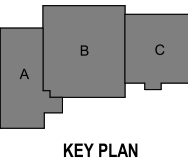
**RILEY COUNTY EMS
STATION NO. 1**
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
Revision
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Project No. K21518
Sheet No. A101
Date 02/29/2024
Overall Floor Plan



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



KEY PLAN

4/23/2024 1:56:36 PM
C:\Users\jgurnea\OneDrive\Documents\Riley County EMS Station No. 1\Architectural\2024_architectural.rvt



Riley County EMS Station 1

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

WEEK ENDING: 10.25.24

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 43 Vestibule Storefront &
Steel Conflict
RFI 47 Cast in Place drain water-
proofing
Signage ASI

0.00"	0.00"	0.00"	0.16"	0.00"	0.00"	0.00"
76°	78°	81°	78°	82°	69°	89°
Lo 53°	Lo 52°	Lo 52°	Lo 56°	Lo 51°	Lo 48°	Lo 49°
Sat 10/19	Sun 10/20	Mon 10/21	Tue 10/22	Wed 10/23	Thu 10/24	Fri 10/25



PROJECT STATUS REPORT

Masonry	Finished the stone veneer on the North face of Area C.
Concrete	Placed the remainder of the ambulance bay slab
Electrical	Put the raceways in the cmu door frames and continued rough-in in Area C.
Plumbing	Continued rough-in in Area A.
Framing	Continued framing in Area A and started exterior framing on Area B
Fire Sprinkler	Completed most of the fire sprinkler rough-in in
BHS	Roof blocking and sheathing on Area A back of parapet and high roof blocking on Area C



PROJECT PROJECTIONS

Concrete	Pour back of the column diamonds in Area A
Masonry	Continue stone veneer around west side of Area C.
Electrical	Finish rough-in in Area C. Start rough-in in Area A.
Plumbing	Interior rough-in in Area A and exterior hose-bibs.
Framing	Interior framing of walls in Area A. Exterior Framing.
Steel	Set the steel over the Ambulance bay in Area B.
BHS	Set interior and exterior door frames. Interior blocking in Area A. Roof blocking on Area B



Riley County EMS Station 1

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

WEEK ENDING: 10.25.24

Area B Floor Slab



Area A Interior Framing

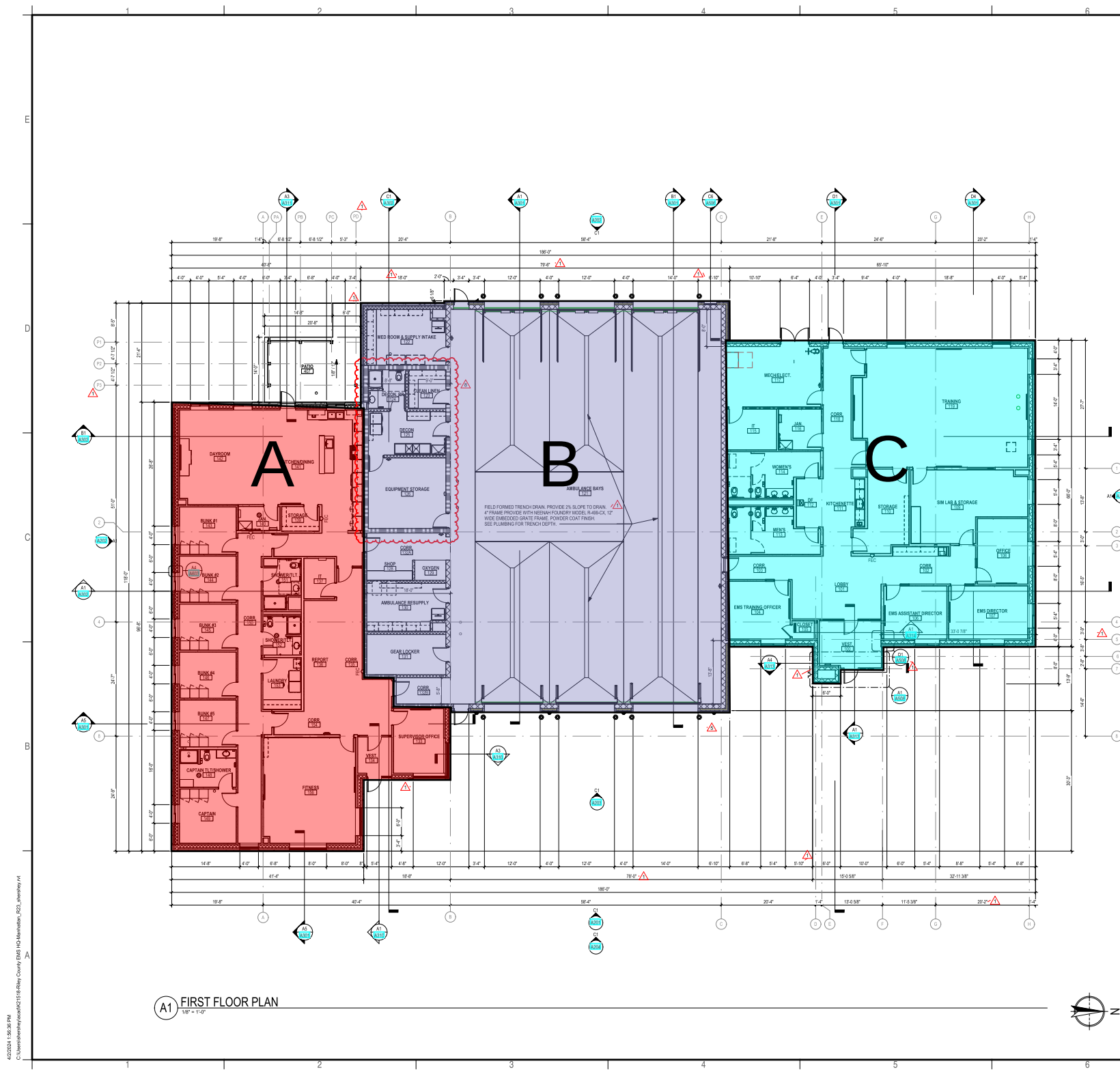


Area B Exterior Framing



Area C Veneer





FLOOR PLAN GENERAL NOTES

1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL, STATE AND FEDERAL, AND ALL OTHER CODES, REGULATIONS AND ORDINANCES. AGENCIES HAVE JURISDICTION WITH ALL MATERIALS AGREEMENTS UNLESS A CONTRACTOR HAS BEEN SPECIFICALLY NOTIFIED BY THE AGENCY TO THE CONTRARY.
2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE PROJECT TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
3. ALL MATERIALS DEMANDS ARE TO BE MADE 48 HOURS OF WORK UNLESS NOTED OTHERWISE.
4. ALL EXTERIOR MASONRY WALLS ARE DEMONISHED FROM EXTERIOR FACE OF MASS CONCRETE WALL OF INTERIOR CORNER WALLS UNLESS NOTED OTHERWISE.
5. ALL EXTERIOR CROWN PANELS (WYNLON SINGL) CEMENT BOARD SMOOTH, WOOD SMOOTH AND METAL WALLS DEMONISHED FROM EXTERIOR FACE OF SEATING TO EXTERIOR FACE OF SEATING UNLESS NOTED OTHERWISE.
6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 24 GA. METAL, BLACK FINISH TRUCK BODY TRAILER INCLUDING BUT NOT LIMITED TO CANNERS, TROOPERS, AND PLUMBERS. TRAILER TO BE 12' X 24' X 10' WOOD BLOCKING MAXIMUM WEIGHT IN LBS 20 TO 30 GA. METAL.
7. ALL ACCESSORIES TO MEET ASH STANDARDS AND REQUIREMENTS.
8. SEE SHEET 1000 FOR PARTITION TYPES.
9. CONCEAL ALL CONDUIT FOR SWITCHES, OUTLETS, OR DOOR OPERATORS, ETC. KNIFE SWITCH, SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH ELECTRICAL, AND PLUMBING.



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PROJECT: RILEY COUNTY EMS
STATION NO. 1

No.	Date	Revision
1	02/29/20	ISSUED FOR NO. 1
2	02/29/20	ASB NO. 1
3	04/24/21	ASB NO. 3 - STORM SHEET PER REVIEW COMMENTS RESPONSE

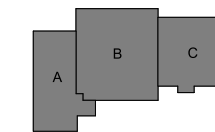
Project No.
K21518

Sheet No.
A101

Date
02/29/20

OVERALL FLOOR PLAN

FOR PERMIT



KEY PLAY



Riley County EMS Station 1

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

WEEK ENDING: 11.1.24

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/Hot Items:

RFI 43 Vestibule Storefront & Steel Conflict
RFI 47 Cast in Place drain water-proofing
RFI 49 High Roof Framing
Wood Ceiling Sample
Casework stain samples
Metal Panel Grey sample
Concrete Sealer Submittal

0.00"	0.00"	0.00"	0.00"	0.95"	0.00"	0.00"
66°	79°	87°	84°	81°	60°	89°
Lo 29°	Lo 34°	Lo 63°	Lo 72°	Lo 51°	Lo 35°	Lo 49°
Sat 10/26	Sun 10/27	Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1



PROJECT STATUS REPORT

Masonry	West Elevation of Area C Veneer is complete except for sills
HVAC	Started hanging duct work and transfer units in Area C
Electrical	Hung electrical panels on the wall in Area C and finishing rough-in in Area C.
Plumbing	Continued rough-in in Area A. Had holes cored in masonry walls for pipe penetrations.
Framing	Continued framing in Area A and completed most of the exterior framing.
Fire Sprinkler	Rough-in is complete minus FDC and the vestibule
BHS	Site and building clean, spray foamed screen wall posts. Set interior and exterior door frames



PROJECT PROJECTIONS

Masonry	Veneer around the West elevation of Area A and the East elevation of Area C
HVAC	Finish the rough-in in Area C and roof curbs/penetrations on Area B Roof
Electrical	Finish rough-in in Area C. Start rough-in in Area A. Continue exterior rough-in as the masons move around the building
Plumbing	Interior rough-in in Area A and exterior hose-bibs.
Framing	Finish framing in Area A and Area C. Exterior sheathing.
Steel	Decking over Area B
BHS	Finish spray foaming the screen wall posts and back of parapet furring on Area B.



Riley County EMS Station 1

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

WEEK ENDING: 11.1.24

Area A Framing



Area B Louver



Area B Steel



Area C Veneer



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. CONICAL 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.

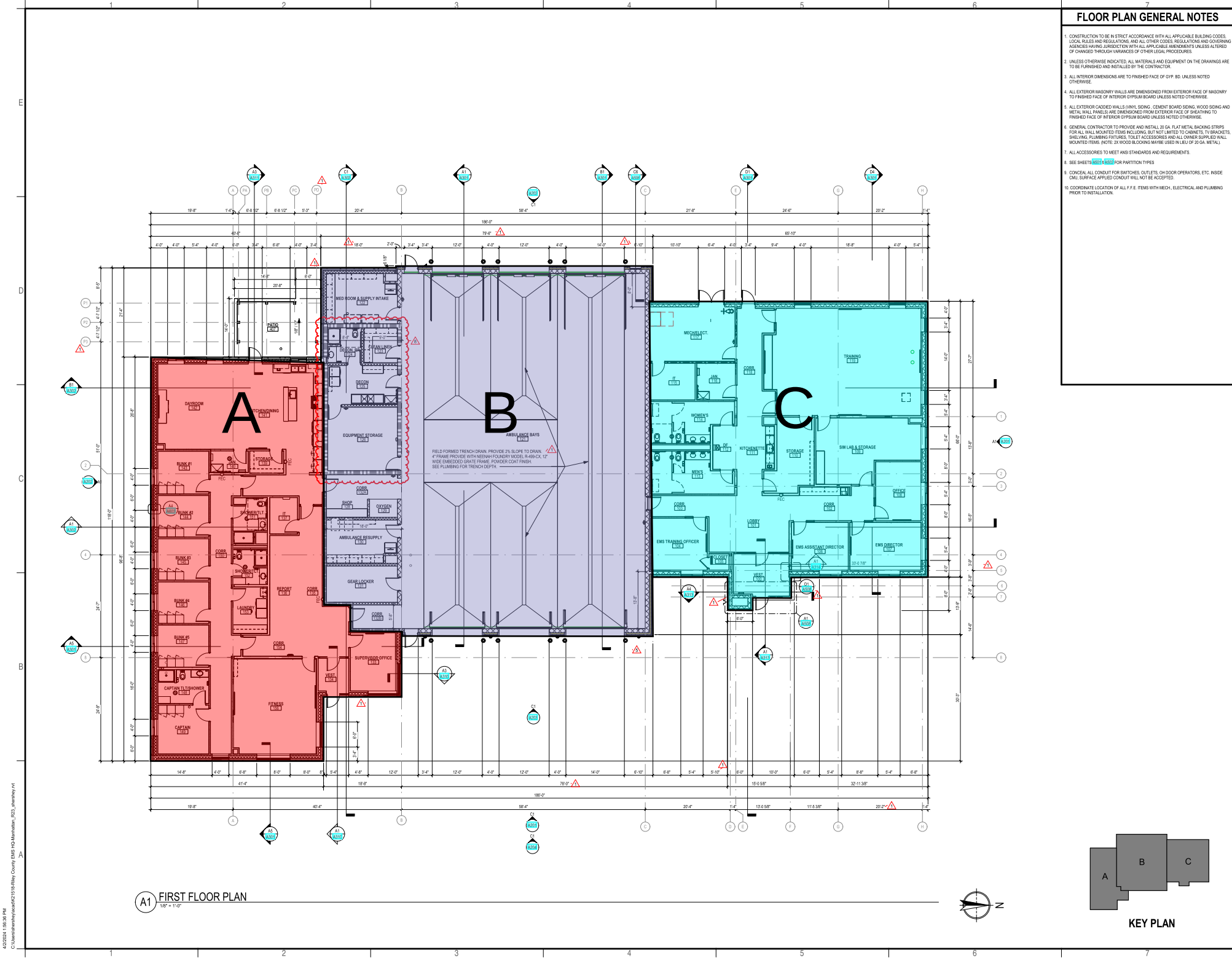


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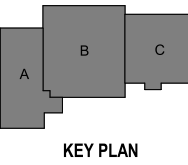
PROJECT:
RILEY COUNTY EMS
STATION NO. 1
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
Revision
No. Date Description
1 02/29/2024 K21518.1
2 02/29/2024 K21518.2
3 02/29/2024 K21518.3
4 02/29/2024 K21518.4
5 02/29/2024 K21518.5
6 02/29/2024 K21518.6
7 02/29/2024 K21518.7
8 02/29/2024 K21518.8
9 02/29/2024 K21518.9
10 02/29/2024 K21518.10

Project No.
K21518
Sheet No.
A101
Date
02/29/2024



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



4/23/2024 1:56:36 PM
C:\Users\jgurnea\OneDrive\Documents\Riley County EMS Station No. 1\Archimages_7924_stationing.rvt



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24 - 104

WEEK ENDING: 11.8.24



PROJECT CURRENT STATUS REPORT

Masonry	Finished the opening for the Louver. Continued with masonry around the West side of Area A.
Steel	Decking on Area B Roof. Misc. steel through-out Area A and Area C.
Framing	Finished framing in Area A. Back of parapet furring on Area B roof. Area C Vestibule framing
Plumbing	Continued rough-in in Area A and B
Electrical	Finished rough-in in Area C. Started rough-in in Area A
HVAC	Continued Rough-in in Area C
BHS	Back of Parapet furring on Area B Roof. Temporary framing to close Bay Doors



NEXT WEEK PROJECT PROJECTIONS

Masonry	White mortar and clean of stone around Area C. Finish the stone on the East elevation of C. Continue around Area A.
Framing	Finish Dens Glass at Area C vestibule. Finish Exterior framing around Area B.
Plumbing	Continue rough-in in Area A and Area B.
Electrical	Continue rough-in in Area A
HVAC	Start rough-in in Area A
Fire Sprinkler	Start rough-in in Area A
Roofers	Roof Area A and Area B. Detail Area C roof.

Outstanding/Hot Items:

RFI 24: Landscaping, Grading, & Footing Coordination (Need sketch from Civil on retaining wall)

RFI 47: Cast in place drain waterproofing

RFI 52: Kitchen/Dining 141 Island

Concrete Sealer submittal



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area A Masonry



Area B Roof Structure

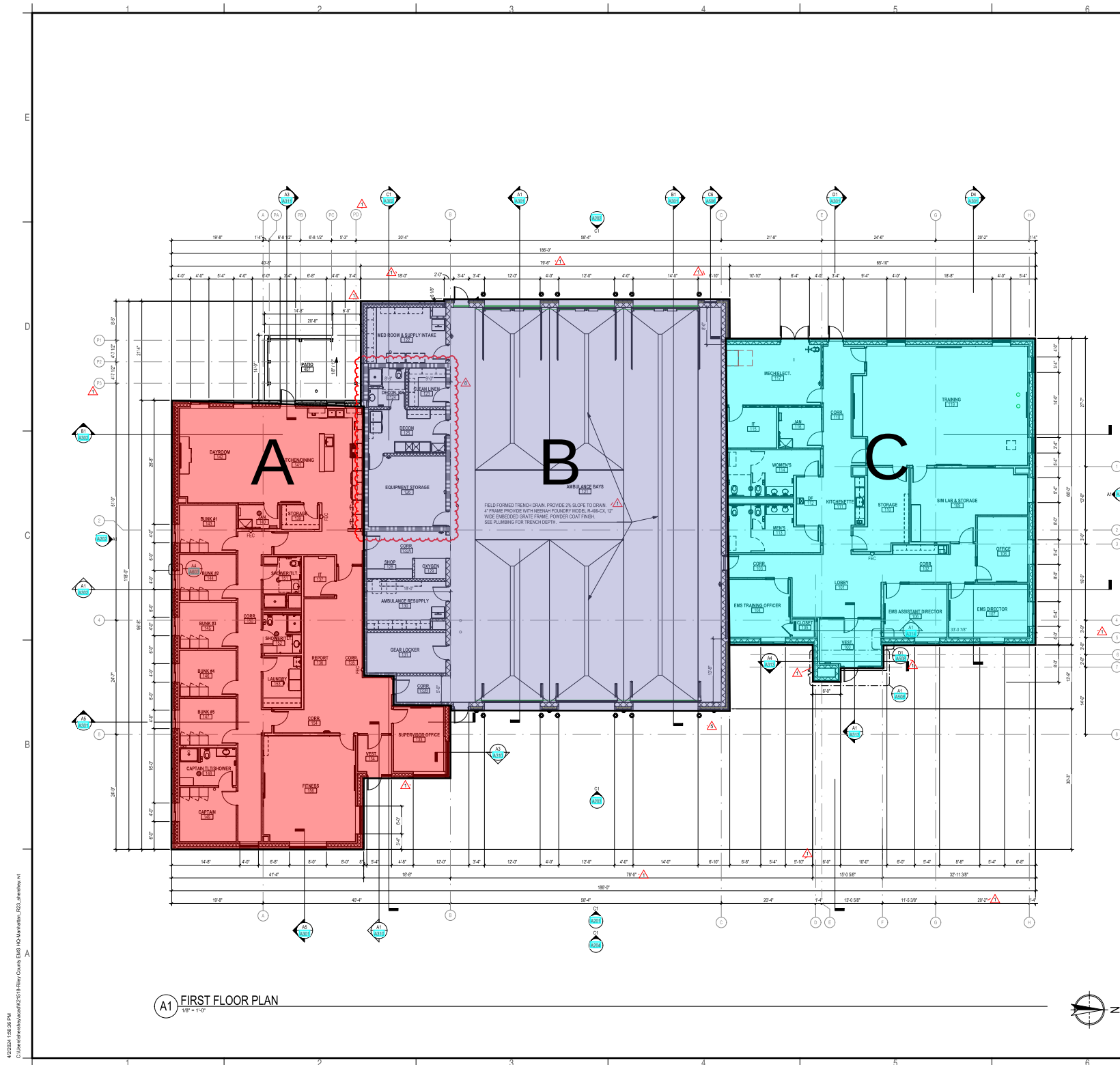


Area A Rough-in



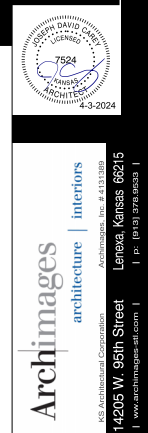
Area C Vestibule





FLOOR PLAN GENERAL NOTES

- [illegible]



[Consultants]

PROJECT: RILEY COUNTY EMS
STATION NO. 1

No.	Date	Revision
1	03/23/20	ADDITIONAL NO. 1
5	03/24/20	AS-BUILT
8	04/03/20	NO. 1 - 3 ITEMS SHEET PER REVIEW COMMENTS RESPONSE

Project No.
K21518

Sheet No.
A101

Date
02/29/2020

OVERALL FLOOR PLAN

Packet Pg. 49



COUNTY CLERK & ELECTIONS
Work Session

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: November 18, 2024

SUBJECT: 3rd Quarter CIP Work Session 2024

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

This is the first CIP work session for 2024 which will include the CIP cash position updated with estimated project costs as of October 31. The 2024 Non-Funded CIP Project List (attached) and Funding Authorization Forms (attached) for consideration in activating additional CIP projects.

The estimated 2024 CIP cash position is as follows:

2024 Beginning Cash Balance	\$13,413,482
PLUS	
Interest	1,052,690
General Fund Transfers	<u>14,442,446</u>
Total Resources Available	28,908,618
LESS	
Project Expenditures-actual & estimated	4,203,700
Debt and Lease Payments	2,201,946
Reserves *See Below	<u>\$4,702,991</u>
Estimated 2024 Cash Available	\$ 17,799,981

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	106,138.11
FFE Reserve	1,172,274.17
CARES Funds	1,890,132.96
Other Projects TBD	1,034,446.00
Total Reserve	4,889,303.60

The transfer into CIP from the General fund has been made. The transfer from CIP to Bond and Interest for Facilities & Bridge Project bonds of \$182,100 has been made. The payment for the radio infrastructure project of \$426,795.89 has been made.

DISCUSSION

The Department Heads reviewed and updated their 2024 CIP requests. I have attached copies of their 2024 Funding Authorization Form requests. The breakdown by department is as follows:

Department	Total	# Of Projects
EMS	\$ 303,442	1
Parks (PW)	\$ 428,000	5
NW	\$ 60,000	1
RCOB	\$ 26,500	1
CPE	\$ 30,000	1
LEC (RCPD)	\$ 25,000	1
Appraiser	\$ 46,000	1
Courthouse	\$ 30,000	1
Health Department	\$ 250,000	1
Public Works	\$ 325,000	3
Emergency Management	\$ 60,000	1
TOTAL	\$ 1,583,942	

FISCAL IMPACT

The Remaining **Budget Authority** for 2024 as of October 31, 2024, after subtracting remaining project balances, is \$1,584,473.

RECOMMENDATION(S)

Recommend consideration of the above projects based on priority by department.

POSSIBLE MOTION(S)

Move to approve

Move to deny
Move to modify
Move to table
No action required.
The Board agreed by consensus to

Enclosures:

- NON-Funded CIP Project List 2024 (PDF)
- 3rd Quarter CIP Requests (PDF)

Riley County Capital Improvement Program

Annualized Non-funded Projects

Large Projects:

BOCC	Business Park Land-Riley County	??
PK	CICO Playground Improvement to Masterplan	\$ 1,000,000
LEC	RCPD Expansion of Admin Building	\$ 4,000,000
EX	Education Center	\$ 850,000

2024 Non-fund CIP Projects

Dept.	Project Category	Project	2024 EST.	Department Ranking	Department S totals
RCOB	FACILITY	Fire Alarm Panel Replacement	\$ 26,500	1	
CPE	FACILITY	HVAC 1st Floor	\$ 30,000	2	\$ 56,5
NW	EQUIP	3/4 Ton Crew Cab 4x4 Truck	\$ 60,000	1	\$ 60,0
Courthouse	FACILITY	Courthouse Cooling Tower Pump	\$ 30,000	1	\$ 30,0
HD	TECH	Health EMR Replacement	\$ 250,000	1	\$ 250,0
Appraiser	EQUIP	New Vehicle	\$ 46,000	1	\$ 46,0
EM	EQUIP	3/4T SUV	\$ 60,000	1	\$ 60,0
EMS	EQUIP	Ambulance Remount	\$ 303,442	1	\$ 303,4
PK	EQUIP	Standing Spreader/Sprayer	\$ 28,000	1	
PK	EQUIP	Standing Mower 72" W/ Bagger	\$ 20,000	2	
PK	EQUIP	Tractor	\$ 55,000	3	
PK	FACILITY	Pottorf Hall Foundation	\$ 250,000	4	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	5	\$ 428,0
PW	EQUIP	Tandem Axle Truck Chasis only used old box and snow stuff	\$ 200,000	1	
PW	EQUIP	Hydraulic Trailer 32' Gooseneck	\$ 50,000	2	
PW	EQUIP	3/4T 4x4 Ext, Cab Pickup	\$ 75,000	3	\$ 325,0
LEC	FACILITY	Update Camera Software - Jail	\$ 25,000	1	
LEC	FACILITY	RCPD Range Cleanup	\$ 220,000	2	\$ 245,0
CK/TR	TECH	Tax/Accounting Software	\$ 600,000	1	\$ 600,0
2024 Totals			\$ 2,403,942		\$ 2,403,9

2025 Non-fund CIP Projects

Dept.	Project Category	Project	2025 EST.	Department Ranking	Department S totals
NW	EQUIP	Roadside Mower Tractor	\$ 100,000	1	\$ 100,0
HD	FACILITY	Parking Lot	\$ 150,000	1	
CH	FACILITY	2nd Floor Courtroom & Clerks Office Paint and Carpet	\$ 100,000	2	
COB	FACILITY	Modernize Elevators	\$ 220,000	3	\$ 470,0
LEC	FACILITY	Fuel Dispenser	\$ 20,000	1	
LEC	FACILITY	Water Valve (F & G Pods)	\$ 10,000	2	
LEC	FACILITY	Employee Bathroom Remodel	\$ 25,000	3	\$ 55,0
EMS	EQUIP	SUV	\$ 45,000	1	\$ 45,0
PK	EQUIP	Turf Cart w/ Brush Guard	\$ 16,000	1	
PK	EQUIP	Storage Bldg for Fairmont Park	\$ 125,000	2	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	3	\$ 216,0
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 280,000	1	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 65,000	2	
PW	EQUIP	550 Diesel Truck w/ Plow & Spreader	\$ 90,000	3	
PW	EQUIP	Van 7-? Passenger	\$ 55,000	4	\$ 490,0
2025 Totals			\$ 1,376,000		\$ 1,376,0

Attachment: NON-Funded CIP Project List 2024 (15168 : 3rd Quarter 2024 CIP Work Session)

Riley County Capital Improvement Program

Annualized Non-funded Projects

2026 Non-fund CIP Projects					
Dept.	Project Category	Project	2026 EST.	Department Ranking	Department S totals
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 300,000	1	
PW	EQUIP	Skid Steer Loader (3)	\$ 280,000	2	
PW	EQUIP	Sign Truck - Chasis Only	\$ 80,000	3	
PW	EQUIP	Motor Grader	\$ 385,000	4	
PW	EQUIP	Lazy Line Striper	\$ 25,000	5	
PW	EQUIP	Oil Distributer	\$ 320,000	6	\$ 1,390,0
PK	EQUIP	Skid Steer Loader	\$ 90,000	1	
PK	INFRA	Asphalt Keats Parking	\$ 100,000	2	
PK	EQUIP	Large Area Mower	\$ 85,000	3	
PK	EQUIP	3/4 Ton P/U w/Plow & Spreader	\$ 80,000	4	\$ 355,0
FCRC	FACILITY	Modernize Elevators	\$ 450,000	1	\$ 450,0
NW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 70,000	1	
NW	EQUIP	HHW Trailer	\$ 30,000	2	\$ 100,0
2026 Totals			\$ 2,295,000		\$ 2,295,0

2027 Non-fund CIP Projects					
Dept.	Project Category	Project	2027 EST.	Department Ranking	Department S totals
NW	EQUIP	Mower/Loader Tractor	\$ 70,000	1	\$ 70,0

Attachment: NON-Funded CIP Project List 2024 (15168 : 3rd Quarter 2024 CIP Work Session)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Facilities Date: 11/11/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: COB - Fire Alarm Panel Replacement Total Cost \$: \$ 26,500.00

Brief Description:

Replace Fire Alarm Panel in the County Office Building

Project Justification:

Fire Alarm Panel in the County Office Building is showing error codes and was flagged in a recent fire inspection. An attempted fix the panel is still showing errors leading to the determination that the panel is bad. Parts needed to fix the panel are no longer available due to the age of the panel.

Operating Cost Implications:

The fire alarm panel is the backbone to the protection of life and safety of employees and customers in the building. An upgraded panel will work with the existing systems and be able to control any new and updated systems in the future.

Department Head Name (PRINT): John Ellemann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____



This project is funded for start-up as cash is available.



This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____



This project is funded for start-up as budget authority is available.



This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____



This project is funded.



This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM

CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Facilities Date: _____

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: CPE-1st Floor HVAC Total Cost \$: \$ 30,000.00

Brief Description:

Add an HVAC unit and connect to Controls the CPE Lobby/Hall on 1st floor.

Project Justification:

The current HVAC system primarily served the 1st floor hallway/lobby with some residual heating/cooling in the back storage area. After the remodel the storage area became more of a work room and it became difficult to keep staff working in the 1st floor elections area comfortable. There is only one thermostat and the HVAC unit is too small to condition the entire space. A new larger unit to serve the area with two thermostats connected to the new controller installed with the 4th floor remodel.

Operating Cost Implications:

A newer unit will be more efficient to condition the rooms. Connection to the new controller will allow two thermostats to control the storage work room separate from the lobby/hall.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Noxious Weed Dept Date: 11/12/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

3/4 Truck

Project Name: _____ Total Cost \$: \$ 60,000.00

Brief Description:

3/4 Ton 4x4 Crew Cab Truck w Standard Bed

Project Justification:

Replacing 2013 Model Ford 3/4 Ton with 120,000 Miles

Operating Cost Implications:

Old unit is beyond its useful lifespan and will require major repairs

Department Head Name (PRINT): Michael Boller

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

ALL FIELDS MUST BE COMPLETED

W:\Countywide Forms\CIP Forms - Project Activation Modified.xls

Prepared by Darell Edie
Budget and Finance Officer

Packet Pg. 57

Attachment: 3rd Quarter CIP Requests (15168 : 3rd Quarter 2024 CIP Work Session)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Facilities Date: 11/18/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Court House Cooling Tower Pump Total Cost \$: \$ 30,000.00

Brief Description:

Replace the Court House cooling tower pump.

Project Justification:

The cooling tower circulating pump has had problems for the past 6-7 years. We do not think a major overhaul of the pump will be successful. The pump is no longer offered by the manufacturer and parts may not be available. Therefore, staff and TCA is recommending replacement of the pump.

Operating Cost Implications:

A new higher quality pump will reduce the number of systems shut down and be more reliable.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Health Dept Date: 11-4-2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Health EMR Replacement Total Cost \$: 250,000

Brief Description: Replace existing EMR from CDP. We are 1 of 3 remaining customers. The other 2 are preparing RFP's for replacement

Project Justification: The other 2 remaining KS customers are looking for replacement. Staying as the only KS customer will result in increased costs & poor support.

Operating Cost Implications: It will not be known if the yearly maintenance will cost more or less on a yearly basis.

Department Head Name (PRINT): _____ Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☒ Will this project be used exclusively by your department?
☒ Will this project require support from Information Technology?

Information Technology Director's Signature: 

- To be completed by IT:
- Y N
☒ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☒ Is the project duplicated in other CIP requests? _____
☒ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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Shilo Heger, Riley County Treasurer Date

BUDGET:

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.
☐ This project is not funded.

Chair Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Appraiser's Office Date: 10/25/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Replacing 2006 Trailblazer 4x4 Total Cost \$: Approx \$46,000

Brief Description: Replacing the 2006 4x4 Trailblazer with State contract, 4x4 or AWD vehicle 2025 or 2024 model.

Project Justification:

The 2006 Trailblazer is our field vehicle used for rural inspections and has over 106,000 miles on it. This vehicle has had increased service requests in the last two years. These vehicles are essential to the operations of the Appraisers office and

Operating Cost Implications:

The operating costs should not be impacted.

Department Head Name (PRINT): Anne Burson Department Head (SIGNATURE): Anne Burson

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

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Information Technology Director's Signature: _____

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Y N

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Rich Vargo, Riley County Clerk Date

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Approved Amount: _____

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Chair Date

Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

12.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 11/08/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Ambulance Remount Total Cost \$: \$303,442.00

Brief Description:

We are needing to remount an ambulance which is a 2016 Freightliner and has been driven over 188,000 miles. This ambulance is currently empty and stored at the Public Works station and is only utilized when there is another unit down for extended periods of time. A remount is when the box is taken off the chassis, is overhauled and updated, repainted and any blemishes or broken pieces are replaced. The box is then set onto a new chassis.

Project Justification:

The lead time to on the ambulance will be approximately one year from now with an anticipated delivery date of March, 2026. This ambulance will be a front line unit and we will move the oldest ambulance with the most miles and engine hours to the out of service/reserved status. It is the plan of our department to replace a unit after approximately 10 years of service. This allows us to maintain a fleet which allows for a steady rotation of vehicles which are well maintained and cared for while also still reliable for when they are needed.

Operating Cost Implications:

Any and all costs are budgeted however we do anticipate lower maintenance costs of the unit being taken out of service.

Department Head Name (PRINT): David A Adams Department Head (SIGNATURE): David A Adams

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

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Information Technology Director's Signature: _____

To be completed by IT:

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If so, what & costs? _____

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Cash Available: _____

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

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This project is funded.

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This project is not funded.

Chairman Date

Board of County Commissioners

Attachment: 3rd Quarter CIP Requests (15168 : 3rd Quarter 2024 CIP Work Session)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 11/11/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Standing Spreader/Sprayer Total Cost \$ 28,000.00

Brief Description:

A motorized stand behind spreader/sprayer

Project Justification:

This spreader/sprayer will more evenly apply fertilizer over large areas like Fairmont Football fields, Keats ball field, CHP, HD/EMS Complex, Museum and PW. This piece of equipment can also spray, and spot spray, preemergents and other chemicals for weed control.

Operating Cost Implications:

Currently all spraying/spreading is done by conventional walk behind spreaders and hand sprayers. This equipment will have better control of the fertilizers and chemicals and free up employees for other functions.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

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Information Technology Director's Signature: _____

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Date

Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 11/18/2024

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Standing 72" mower w/ Bagger Total Cost \$: \$ 20,000.00

Brief Description:
72" Standing Mower w/ Bagger

Project Justification:
This mower will replace and old mower (Unit # 1205) with over 1500 hours. Unit 1205 has a hole in the engine block and is no longer able to be used.

Operating Cost Implications:
Reliable mower to cover large areas more efficiently. Newer equipment will have less maintenance expenses.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 11/18/2024

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Tractor Total Cost \$: \$ 55,000.00

Brief Description:

Tractor

Project Justification:

This tractor will be used to plant grass and drag the trails around Cico, Fairmont and Keats parks. It will also be used to spread fertilizer and preemergents over large areas.

Operating Cost Implications:

By purchasing this tractor we will have the ability for more frequent and efficient maintenance of the trails and gravel parking lots.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

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Shilo Heger, Riley County Treasurer

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Rich Vargo, Riley County Clerk

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This project is funded

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This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 06/03/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Pottorf Hall Foundation Repairs Total Cost \$: \$ 250,000.00

Brief Description:

Repair the foundation of Pottorf Hall

Project Justification:

Foundation settlement has caused uneven floors and cracks in walls of Pottorf Hall. The repairs anticipated will include driving push piers around the building's foundation and lifting the building to or near its original position.

Operating Cost Implications:

This will cause a more stable building foundation. Enabling us to make other repairs in the future.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Shilo Heger, Riley County Treasurer

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Rich Vargo, Riley County Clerk

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This project is funded.

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This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Operations Date: 11/18/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Tandem Axle Truck Chasis Total Cost \$: \$ 200,000.00

Brief Description:

Purchase a new tandem axle truck chasis to replace older truck #14.

Project Justification:

This new truck chasis will replace a 2012 International (Unit #14) with over 175,000 miles. This truck has been used in snow removal operations. The double frame is operating from the rust. Rust is also affecting the suspension, walking beams, and electrical system. The engine is underpowered from age and wear. The hydraulics are weak and the emission design has been problematic. Existing dump box is good and will be reused on the new chasis. The new chasis is expected to take up to two years for delivery.

Operating Cost Implications:

The newer model will have better fuel economy, less maintenance and fewer repairs.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Y N

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

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This project is funded.

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This project is not funded.

Chairman Date

Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM

CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 11/18/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Hydraulic Trailer 32' Gooseneck Total Cost \$: \$ 50,000.00

Brief Description:

New 32' gooseneck hydraulic trailer will replace a 2000 Trail King Trailer.

Project Justification:

Suspension on this trailer is wore out causing tires to wear out quicker. Trailer has visible cracking in frame. The old style Dayton Wheels are difficult and dangerous to break down for tire changes. New trailer will have moveable axles to distribute loads to apply proper weight to the hitch and truck.

Operating Cost Implications:

New trailer will have less tire replacements and make hauling loads more efficient and safe.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Rich Vargo, Riley County Clerk

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Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 11/18/2024

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: 3/4 Ton 4x4 Extended Cab Pickup w/Plow Total Cost \$: \$ 75,000.00

Brief Description:

Purchase a new 3/4 Ton 4x4 extended cab pickup to replace an older pickup (Unit #6) in the fleet. A new plow and spreader will be installed.

Project Justification:

This new pickup will replace an older 2015 Ford F-250 (unit #6) 3/4 ton, 4x4 extended cab pickup in the fleet. This pick-up has over 197,000 and has been used for snow removal. Rust has affected the cab mounts, electrical system, and frame. The transmission is weak and not very reliable. This truck is using oil between services. This pick-up is beginning to cost us more in repairs than its worth.

Operating Cost Implications:

A new pick-up will have improved dependability and performance.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Rich Vargo, Riley County Clerk Date

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Chairman Date

Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: LEC Date: 11/11/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Jail Camera Software Total Cost \$: \$ 25,000.00

Brief Description:

Update end of life camera software, replace a bad camera and add new camera for the outdoor recreation yard.

Project Justification:

Camera software is ending its useful life and will not be supported in the near future. Camera's are an integral part of jail operation for the safety of the inmates and officers.

Operating Cost Implications:

Safety and security of the inmates and officers.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Rich Vargo, Riley County Clerk

Date

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Approved Amount: _____

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This project is funded.

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This project is not funded.

Chairman

Board of County Commissioners

Date



**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: November 18, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 11.18.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ June 2024 through November 13,2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) 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) Attend and participate in BOCC public meeting. (10-21-24) Advise on issue. (10-21-24) Prepare for BOCC 10-28-24 public meeting. (10-25-24) Attend and participate in BOCC 10-28-24 public meeting. **Work on project with Deputy County Counselors. . (11-5-24) Work on immediately previous project. (11-7-24) "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; 3-7-23; 3-8-23) Work on various issues related to this service. 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) Work on project. (10-16-24; 10-23-24) Work on project. (10-24-24;10-25-24; 10-29-24; 10-30-24) **Work on project. (10-31-24; 11-6-24; 11-7-24)**

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

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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) **Review HB 2754—school inspections by local health officer (11-8-24) -24) Review HB 2754 on school inspections by local health officer. Discuss with Jay Hall, Deputy Executive Director of KAC. (11-12-24)**

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)

Pawnee Mental Health: Work on project of existing de minimus lease of county owned building to agency.(10-25-24)

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: *Attend and participate in discussion. (11-12-24)*

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) Assist on issue. Communicate with citizen and member of local outside agency. (10-22-24) Communication from Clerk's office. (10-22-24)

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) Work on contract project. (10-16-24;10-17-24;10-18-24; 10-21-24; 10-23-24;10-24-24;10-25-24)

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. 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) **Work** on project to assist Department. (10-21-24)

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. (12-28-23) 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) Assist with project. (10-18-24) Assist with different aspect of project. (10-18-24) Assist with project involving RCHD. (10-21-24) Work with staff on project. (10-22-24) Assist in preparing for pending matter. (10-25-24) **Work with Director and staff, along with Deputy County Counselor, on a department’s personnel matter. (11-5-24) Work with Director and Deputy County Counselor’s on personnel policy matter. (11-12-24)**

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 Governor 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 Every application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24) Communicate with Deputy Counselor on update regarding project. (8-9-24) Review and approve “as to form” contract for surplus personal property auction. (8-30-24) Work on KDOT roundabout project involving K-13. (9-2-24) Finalize contract documents for KDOT roundabout projects at two locations and provide documents to County Clerk for BOCC agenda for 9-5-24 (9-3-24) 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) ***Attend and participate in Keats town hall public meeting on that sewer district’s pending project. (11-13-24)***

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 Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) 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) **Work on pending construction project. Participate in staff discussion by Zoom. (11-7-24)**

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 efiling. (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) **Review personal property tax communication. (10-25-24) Consult with Deputy Counselor on bankruptcy law issue. (10-30-24)**

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) Departmental staff meeting. (10-21-24) Departmental staff meeting/Partners’ Meeting. (10-23-24) Attend ARPA webinar. (10-23-24) Partners’ discussion on transition and organizational culture matters. (10-25-24) Departmental staff meeting. (10-25-24)

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) **Discuss with partners KORA matter. (11-13-14)**

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) Attend and participate in committee meeting. (10-16-24) ***Attend and participate in meeting. (11-6-24)***

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

MEMORANDUM

FROM: Steve Schurle, Commercial Real Estate Analyst, Committee Chair

MEETING: November 18, 2024

SUBJECT: Employee Day 2024 Recap

PRESENTER: Steve Schurle

On October 14, 2024, the Riley County Training Committee presented the annual Employee Day.

Committee members include:

- Amanda Webb, P&D
- Clancy Holeman, Counselor
- Cory Meyer, IT
- Darrin Hobbs, P&D
- Denae L. Jones, Raising Riley
- Elizabeth Mills, Raising Riley
- Elizabeth Ward, HR
- Joshua Gering, EMS
- Russel Stukey, EM/RCFD#1
- Shannon Sterling, Counselor
- Steve Schurle, Appraiser
- Tande Lentz, Treasurer
- Tasha Drake, RCHD
- Vivienne Leyva, Clerk

Each year, since 2006, Riley County has dedicated the Indigenous Peoples' Day observance for the enrichment and training of Riley County employees.

This year, the annual event was held at AMC Theaters, which proves to be a very accommodating space for our employees and the sessions presented.

The 2024 theme was One Riley County. The keynote presentation from Judy Favor PhD, You've Got to Own it: Building a High-Functioning, High-Performing Team, highlighted actions both leaders and team members can take to develop sustainable high-functioning teams where individuals thrive, and teams achieve organizational goals.

We also collectively recognized the dedication and years of service for long-term employees, enjoyed an amazing meal, and spent time together as one team during the Employee Day Fun Fair.

As of today, the current amount spent is \$12,647 but there may be a few more charges pending. However, we are still well below our approved budget of \$21,755 or \$87.02 per employee.

The overall feedback was positive. The breakout sessions were well received, and the Employee Day Fun Fair was a huge success.

The committee received several suggestions for improvements for next year and plans to continue monthly meetings. We plan to return in June with a schedule and budget request for the 2025 Employee Day.

Enclosures:

- October 2024 BOCC Presentation - wrap up (PDF)



2024 EMPLOYEE DAY

Results Overview

OCTOBER 14 AMC THEATERS

- 250 Employees (approx.)
- 5 Training Presentations
- 36 Service awards
- Employee Day Fun Fair



2024 Theme: One Riley County



Attachment: October 2024 BOCC Presentation - wrap up (15171 : Employee Day 2024



You've Got to Own It: Building a High Functioning, High Performing Team

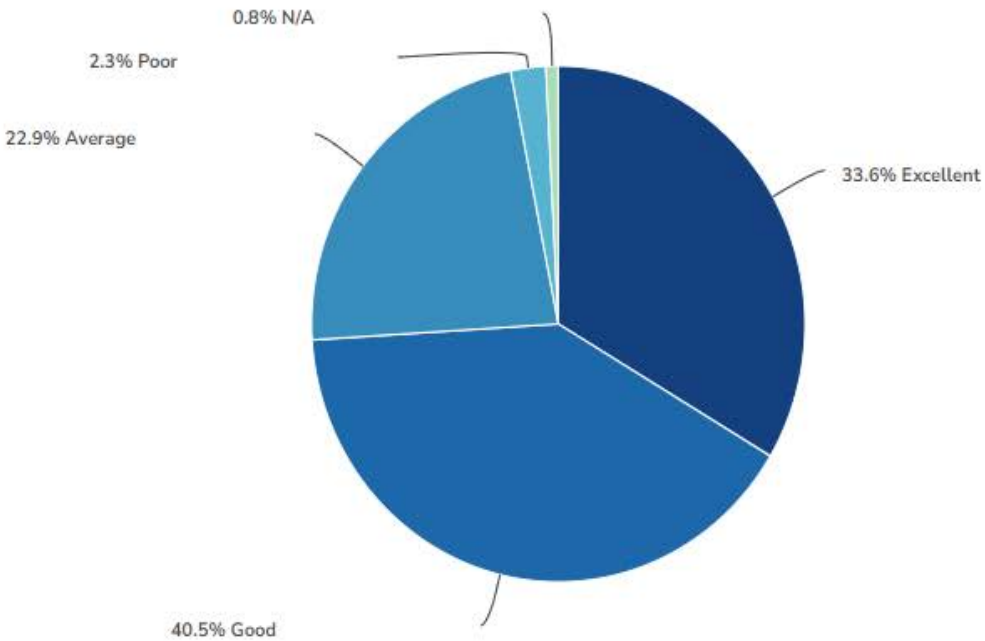


Judy Favor, PhD
Peak Performance Coach
www.inthezonetraining.org
LinkedIn: judyfavorphd

You've Got to Own It

Judy Favor, PhD
In The Zone Training

3. In the Zone Training (Judy Favor)



Value	Percent		Responses
Excellent	33.6%		44
Good	40.5%		53
Average	22.9%		30
Poor	2.3%		3
N/A	0.8%		1
Total			131

Service Awards and Employee of the Year

- 22 Employees 5-15 years
- 12 Employees 20-35 years
- 2 Employees 40 years
- Danny Williams named
Employee of the Year



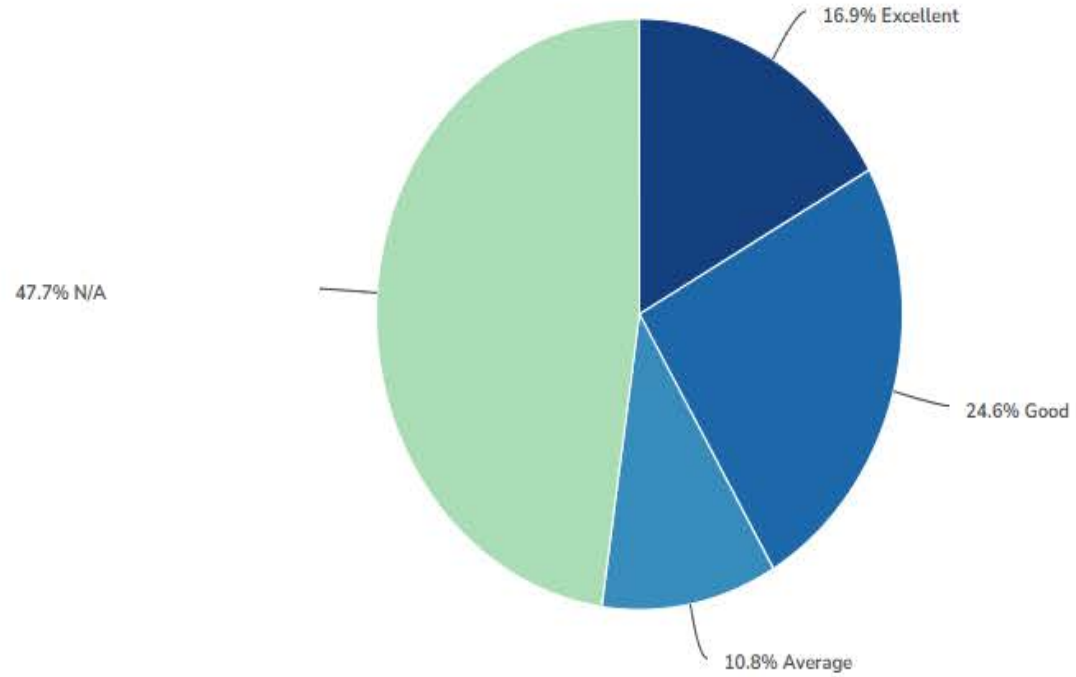


Improving Team Dynamics

(High Efficiency Teams)

Judy Favor PhD
In The Zone Training

7. High Efficiency Teams (Judy Favor)



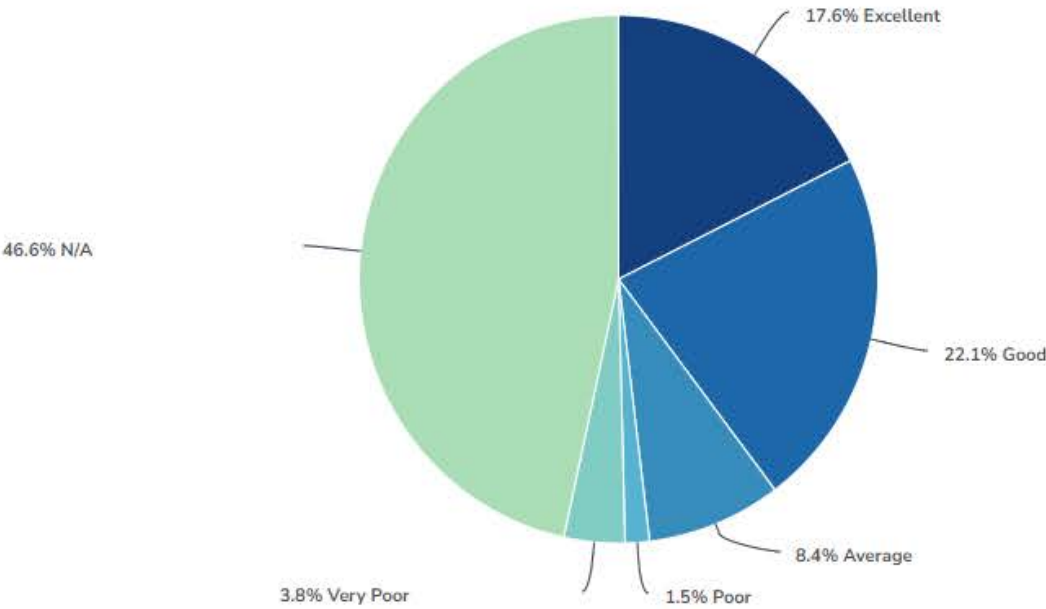
Value	Percent		Respo	s
Excellent	16.9%		2	
Good	24.6%		2	
Average	10.8%		4	
N/A	47.7%		2	
Total:			0	

Hands-On Training

Situational Awareness and
De-Escalating Situations



8. Self-Awareness and De-Escalating Situations (Master Troy Auman)



Value	Percent		Respor
Excellent	17.6%		
Good	22.1%		
Average	8.4%		
Poor	1.5%		
Very Poor	3.8%		
N/A	46.6%		

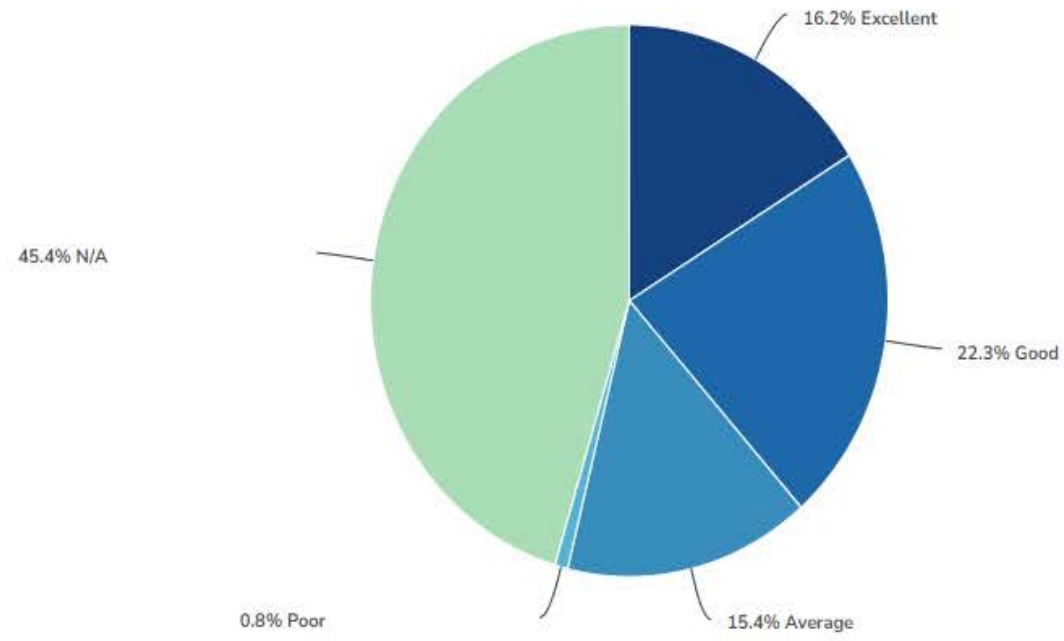
Totals



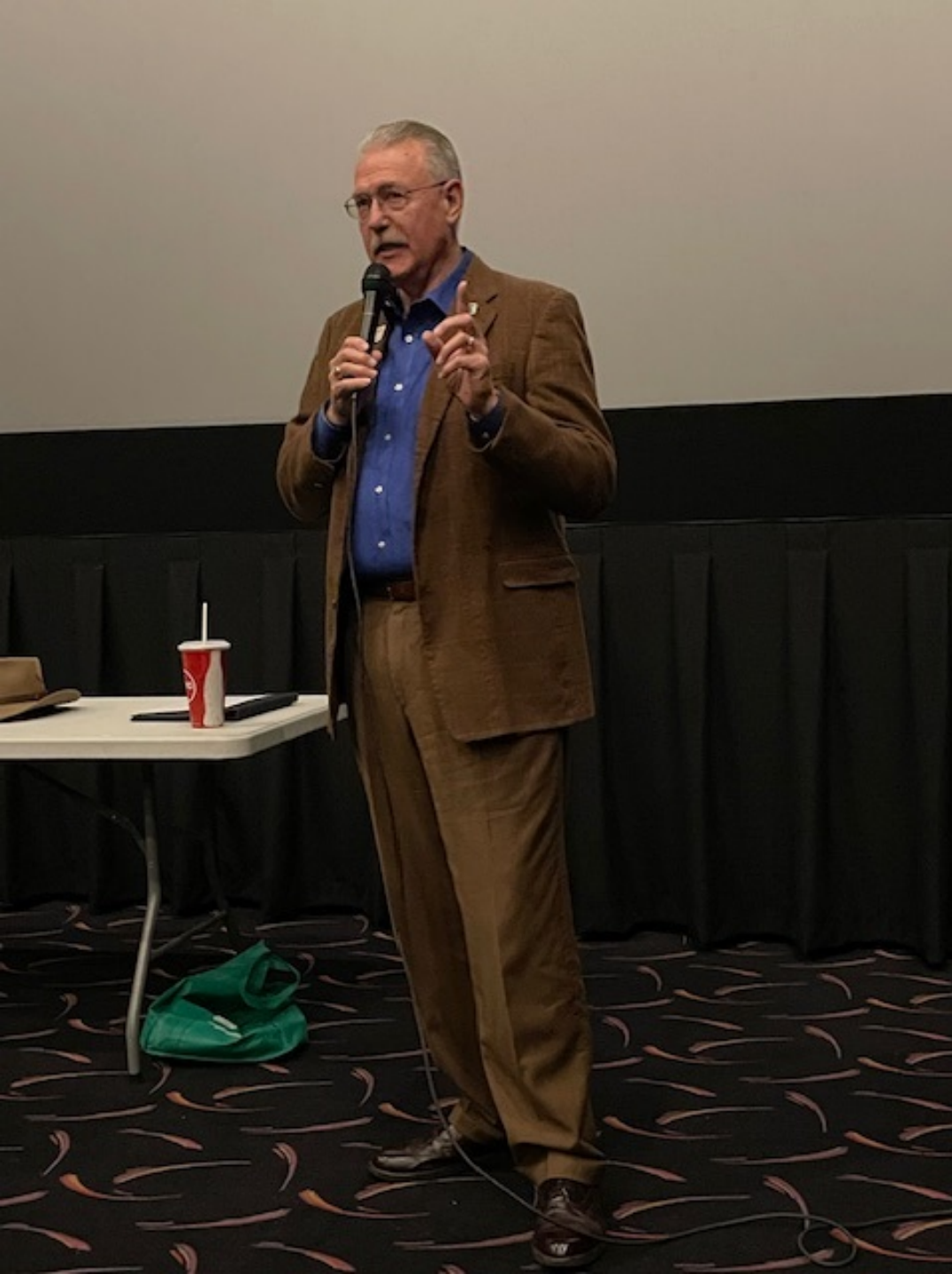
Emotional Intelligence in Leadership

Curt Steel and Tyler Siefkes
Steel Built Leadership

9. Emotional Intelligence in Leadership (Steel Built Leadership)



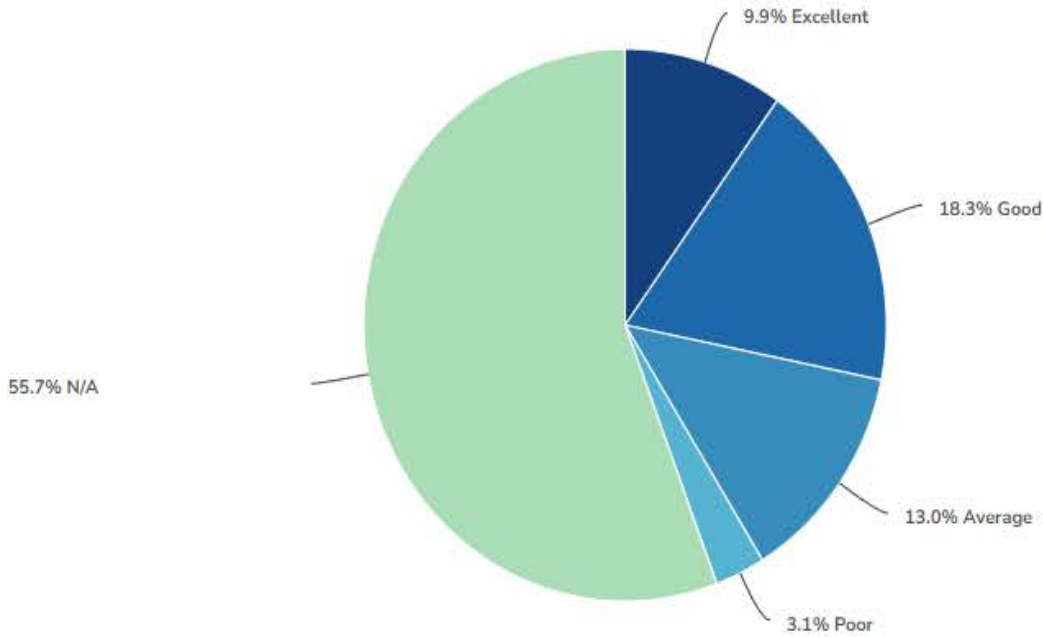
Value	Percent		Respo	s
Excellent	16.2%		1	1
Good	22.3%		9	9
Average	15.4%		0	0
Poor	0.8%		1	1
N/A	45.4%		9	9
Total:			0	0



“All Hat, No Cattle”

Jack Lindquist

10. "All Hat no Cattle" Appreciation for a Diverse Team (Jack Lindquist)



Value	Percent		Respo	s
Excellent	9.9%		3	
Good	18.3%		4	
Average	13.0%		7	
Poor	3.1%		4	
N/A	55.7%		3	
Total			1	



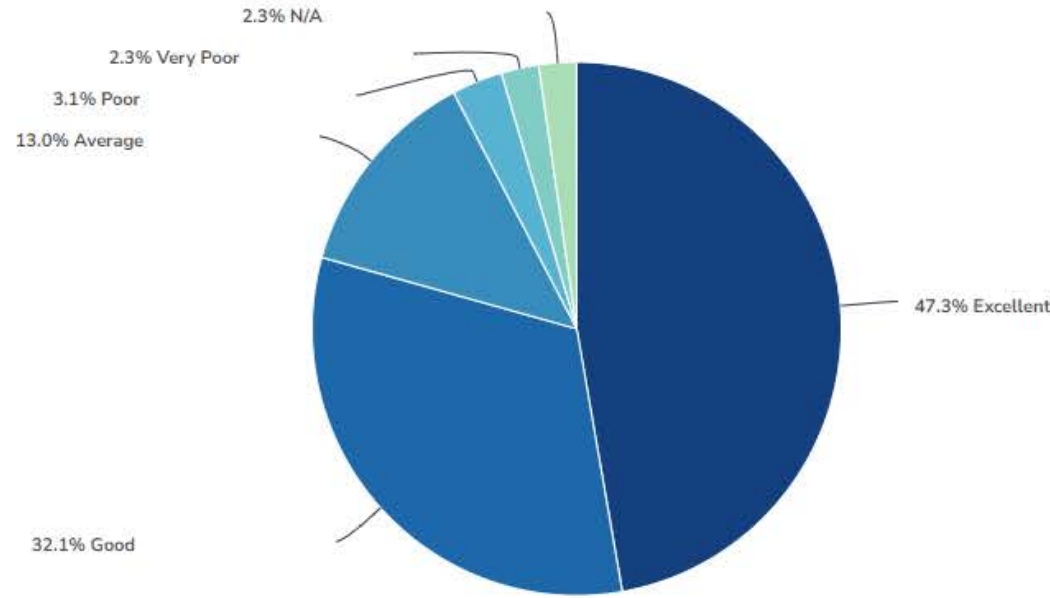
15.a

Employee Day Fun Fair



Attachment: October 2024 BOCC Presentation - wrap up (15171 : Employee Day 2024

13. Team Building Event - RC Fun Fair



Value	Percent		Respo	s
Excellent	47.3%		2	
Good	32.1%		2	
Average	13.0%		7	
Poor	3.1%		4	
Very Poor	2.3%		3	
N/A	2.3%		3	
Total:			1	



SURVEY RESULTS SUMMARY

	<u>AMC</u> <u>Theater</u> <u>Location</u>	<u>Breakfast/Snacks/Lunch</u>	<u>Education</u> <u>Sessions</u>	<u>Team Building</u> <u>Event - RC Fun Fair</u>
Excellent	33%	25%	18%	33%
Good	41%	33%	26%	41%
Average	23%	17%	14%	23%
Poor	2%	1%	2%	2%
Very Poor	0%	0%	1%	0%

What people liked most:

People enjoyed the overall day, but most comments revolved around spending time together as One Riley County during the fun fair.

“I loved being able to meet other’s during the Fair. I got to put many names with faces!”

“I thought the day was good! Sessions were the right length and everybody getting together in the afternoon was nice!”

What changes will you implement?

“The trainings that I went to will make me more aware of my emotions at work and of others.”

“Great reminder to set goals as a team and review the goals. Also to communicate directly with staff, verbally, not just depend on emails.”

“As a result of the Self awareness training, I will walk with more confidence and look around at my surroundings.”

“I think employee day has improved a bit each year recently. I think people are working hard to make it good.”

-quote from feedback survey

Things to Improve:

- Variety in Sessions
- Sound
 - Lavalier microphone
- Possibility of more team building time
- Service awards

Brainstorming for 2025

- Keep the AMC Venue
- Volunteers for the day
- Keep the Employee Day Fun Fair
- Themes



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director
MEETING: November 18, 2024
SUBJECT: Public Works Project Update
PRESENTER: John Ellermann

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 111424 Project Update (PDF)

Project Update

Public Works Department

11/18/2024

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- [Reece Construction – December start date – 45 working days](#)

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Bid documents and bid date.
- Permits & R/W

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- [Completed and open to traffic](#)

Marlatt Rd Improvement

- Benesch proposal review
- Dennison to Seth Child
- Cost share with City – trail and Browning Intersection. – MOU
- Review of design contract and agreement with City

Parks:

- [Final Mowings.](#)
- [Irrigation work. Repairs and blow out systems.](#)
- [Broadleaf spraying weeds.](#)
- [Planted trees at Fairmont and Keats Parks.](#)
- [Chelsea B. attended Governor signing of proclamation for Operation Green Light Week.](#)

Operations:

- [Tree quotes for tree removal on Moehlman Bottoms, Rosencutter and at FCRC.](#)
- [Prepping equipment for winter.](#)
- Pre-cast box culverts ordered. Kansas Ave. in Riley is first on list to be completed.
 - Ober Rd – 4’x4’x40’ [Complete.](#)
 - W 69th Ave. – 10’x6’x36’ [Complete.](#)
 - Kansas Ave (Riley) – 12’x4’x30’ [Complete.](#)
 - Lasita Rd.(Sales Tax) – 12’x7’x54’ [Complete.](#)
 - Wildcat Creek Rd.(Sales Tax) – 12’x10’x66’ [Open to traffic.](#)
- [Grading of roads.](#)
- [Tree trimming on r/w.](#)

- Crack filling operations as weather and temperatures allow.
- Crews back to 5-8 hour days.
- Eric Z. – Snow Rodeo
 - 20th in Loader
 - 4th in Skid Steer
 - 16th in Moter Grader
- Bridge crew help with clean-up of force main break in Terra Heights

Miscellaneous

- **Open Positions:** Purchasing Agent,
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Terracon report complete. Design of lift station and lagoon now that location is confirmed. Awarded an additional \$462,210 in grant money for the project. Cultural & Environmental Study for KDHE SRF [waiting for report](#).
- EMS Headquarters Station – BHS GMP \$9,587,108. [Building enclosed ready for indoor winter work](#).
- [EM Remodel of old EMS – Budget set. Design starting to pick up.](#)
- Auction was held October 16th.
- Alley and grass repairs around CPE completed.
- Elevator Projects – Working on bid documents.
- Road between Noxious Weed and Public Works. [Completed](#).
- US-24 Corridor Management Plan. KDOT scheduled a Review Meeting for December 3rd, from 2 – 3 pm at the Joint Maintenance Facility.
- KAC – December 3-5, Wichita
- [Administrative Services Manager – Lori Muir will take place of retiring Julie Winter.](#)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
November 18, 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 October 21, 2024 Law Board Meeting Minutes |
| Pages 9-19 | B. | Approve 2024 Expenditures/Credits |
| Pages 20-24 | C. | 2024 Adjusted Financial Journal Entries- (<i>Review</i>) |
| Pages 25-28 | D. | RCPD Related County Expenditures- (<i>Review</i>) |
| Pages 29 | E. | Riley County Jail Average Daily Inmate Population- (<i>Review</i>) |
| Page 30 | F. | Reports: Synopsis - (<i>Review</i>) |
| Pages 31-46 | 1. | Monthly Crime Report- Captain Jager |
| | 2. | Quarterly |
| Pages 47-51 | a) | 3 rd Quarter Uniform Crime Report (82.1.4)- Captain Hajek |
| Pages 52-61 | b) | 3 rd Quarter Traffic Accident & Enforcement Analysis (61.1.1 A & C)- Captain Steere |
| Page 62 | c) | 3 rd Quarter Seizure & Forfeiture Report (84.1.8)- Captain Jager |

IV. GENERAL AGENDA

- | | | |
|-------------|----|--|
| | G. | Additions or Deletions |
| | H. | Public Comment |
| | I. | Fraternal Order of Police Lodge #17 Comments |
| | J. | Board Member Comments |
| Pages 63-65 | K. | Captain Scott Hajek, Graduate of the Southern Police Institute Administrative Officers Course through the University of Louisville- Director Peete & Assistant Director Moldrup |
| | L. | Promotion Announcement- Director Peete & Assistant Director Moldrup |
| Page 66 | 1. | Lieutenant Patrick Tiede |
| Page 67 | 2. | Captain Bradley Ingalls |
| Page 68 | 3. | Assistant Director Erin Freidline |
| Page 69 | M. | Kansas Office of the Governor Federal Victims of Crime Act Grant Program Renewal- Assistant Director Freidline- (<i>Discussion</i>) |
| Pages 70-73 | N. | Memorandum of Understanding between the RCPD and the United States Department of Agriculture National Bio and Agro-Defense Facility- Director Peete & Board- (<i>Discussion</i>) |
| | O. | Strategic Planning & Budgeting Input/Expectations from Law Board- Director Peete & Board- (<i>Discussion</i>) |
| | P. | Executive Session- (<i>Vote Required</i>) |
| | 1. | Non-Elected Personnel Matters |
| | 2. | Annual Performance Evaluation of Director Brian Peete |
| | 3. | Attorney Client Privilege |
| | Q. | Affirmation or Revocation of Discipline- (<i>Vote Required</i>) |

R. Adjournment

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

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



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

**Monday, November 18, 2024
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

October 31, 2024		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	October	10 Months	83.33%	Actual	2 Months	16.67%
01	Salaries-Full Time	17,089,553.45	1,412,330.66	13,610,013.88	79.64%	12,252,912.44	3,479,539.57	20.36%
02	Salaries-Part Time	125,000.00	6,245.58	94,378.04	75.50%	68,422.28	30,621.96	24.50%
03	Salaries-Overtime	471,762.00	59,008.07	503,789.29	106.79%	565,040.28	-32,027.29	-6.79%
TOTAL SALARIES		17,686,315.45	1,477,584.31	14,208,181.21	80.33%	12,886,375.00	3,478,134.24	19.67%
36	Kansas Police & Fire	2,380,794.61	197,249.35	1,880,189.08	78.97%	1,777,598.66	500,605.53	21.03%
37	KPERS	798,707.30	59,814.92	602,154.24	75.39%	513,192.76	196,553.06	24.61%
38	Social Security	709,538.16	55,415.59	551,033.39	77.66%	498,598.29	158,504.77	22.34%
39	Health Insurance	1,537,150.00	120,000.00	1,200,000.00	78.07%	1,400,000.00	337,150.00	21.93%
40	Workers Compensation Insurance	380,000.00	13,284.64	85,842.15	22.59%	183,357.35	294,157.85	77.41%
41	Unemployment Compensation	17,686.65	1,412.15	13,560.13	76.67%	12,337.77	4,126.52	23.33%
TOTAL EMPLOYEE BENEFITS		5,823,876.72	447,176.65	4,332,778.99	74.40%	4,385,084.83	1,491,097.73	25.60%
TOTAL PERSONNEL COSTS		23,510,192.17	1,924,760.96	18,540,960.20	78.86%	17,271,459.83	4,969,231.97	21.14%
04	Utilities	205,000.00	23,201.59	164,962.76	80.47%	198,645.71	40,037.24	19.53%
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	19,389.06	83,646.66	98.41%	69,101.00	1,353.34	1.59%
07	Training & Travel	108,000.00	21,928.55	133,131.80	123.27%	102,052.44	-25,131.80	-23.27%
08	Postage	7,400.00	1,243.57	7,752.36	104.76%	5,772.78	-352.36	-4.76%
09	Printing	7,500.00	452.10	6,463.66	86.18%	5,047.11	1,036.34	13.82%
10	Rentals-Maint Agreements	60,000.00	3,659.29	44,032.32	73.39%	43,466.29	15,967.68	26.61%
11	Building & Grounds	30,000.00	3,888.71	31,650.16	105.50%	26,479.58	-1,650.16	-5.50%
12	Equipment Repair & Maintenance	85,000.00	2,528.97	16,410.19	19.31%	18,959.68	68,589.81	80.69%
13	Vehicle Maintenance	90,000.00	10,940.94	92,322.53	102.58%	104,584.55	-2,322.53	-2.58%
14	Telephone Service	62,000.00	7,221.08	60,591.35	97.73%	62,515.37	1,408.65	2.27%
16	Medical Fees	15,000.00	1,753.00	10,182.89	67.89%	16,144.41	4,817.11	32.11%
19	Contractual Services-Computers	690,000.00	41,663.73	691,031.72	100.15%	618,770.95	-1,031.72	-0.15%
20	Other Contractual Services	314,000.00	40,103.38	423,839.03	134.98%	514,621.76	-109,839.03	-34.98%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	177,973.97	2,277,988.43	109.58%	2,260,866.63	-199,088.43	-9.58%
17	Prisoner Food & Care	195,000.00	51,111.09	365,620.25	187.50%	315,660.65	-170,620.25	-87.50%
21	Community Services	17,500.00	0.00	5,034.95	28.77%	8,857.92	12,465.05	71.23%
22	Books, Subscriptions, Memberships	10,000.00	187.85	3,931.32	39.31%	6,636.91	6,068.68	60.69%
23	Uniforms & Accessories	40,000.00	6,194.18	35,712.41	89.28%	40,179.51	4,287.59	10.72%
25	Maintenance Supplies	29,500.00	2,627.95	13,920.07	47.19%	11,986.15	15,579.93	52.81%
26	Fuel & Lubrication	163,000.00	18,202.67	183,855.69	112.79%	195,063.50	-20,855.69	-12.79%
27	Vehicle Tires	17,000.00	2,747.86	10,694.11	62.91%	8,485.70	6,305.89	37.09%
28	Office Supplies	24,000.00	2,274.37	30,276.42	126.15%	24,619.80	-6,276.42	-26.15%
29	Replenishment Supplies	45,000.00	4,314.91	66,642.89	148.10%	27,739.98	-21,642.89	-48.10%
TOTAL COMMODITIES		541,000.00	87,660.88	715,688.11	132.29%	639,230.12	-174,688.11	-32.29%
30	Communications Equipment	10,000.00	622.59	622.59	6.23%	369.33	9,377.41	93.77%
31	Guns & Crime Equipment	60,000.00	3,045.92	10,571.23	17.62%	47,973.93	49,428.77	82.38%
32	Furniture	15,000.00	0.00	5,661.11	37.74%	4,311.24	9,338.89	62.26%
33	Office Equipment	452,000.00	2,925.18	156,526.71	34.63%	78,786.20	295,473.29	65.37%
34	Vehicles and Equipment	270,000.00	197.97	225,997.23	83.70%	221,673.26	44,002.77	16.30%
TOTAL CAPITAL OUTLAY		807,000.00	6,791.66	399,378.87	49.49%	353,113.96	407,621.13	50.51%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	272,426.51	3,393,055.41	99.01%	3,253,210.71	33,844.59	0.99%
TOTAL EXPENDITURES		26,937,092.17	2,197,187.47	21,934,015.61	81.43%	20,524,670.54	5,003,076.56	18.57%

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

October 31, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	10 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	162,008.67	17,251,562.12	13,610,013.88	0.00	13,610,013.88	78.89%	3,641,548.24
02	Salaries-Part Time	125,000.00	0.00	125,000.00	94,378.04	0.00	94,378.04	75.50%	30,621.96
03	Salaries-Overtime	471,762.00	63,659.72	535,421.72	503,789.29	0.00	503,789.29	94.09%	31,632.43
TOTAL SALARIES		17,686,315.45	225,668.39	17,911,983.84	14,208,181.21	0.00	14,208,181.21	79.32%	3,703,802.63
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	1,880,189.08	0.00	1,880,189.08	78.97%	500,605.53
37	KPERS	798,707.30	0.00	798,707.30	602,154.24	0.00	602,154.24	75.39%	196,553.06
38	Social Security	709,538.16	0.00	709,538.16	551,033.39	0.00	551,033.39	77.66%	158,504.77
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	1,200,000.00	0.00	1,200,000.00	78.07%	337,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	85,842.15	0.00	85,842.15	22.59%	294,157.85
41	Unemployment Compensation	17,686.65	0.00	17,686.65	13,560.13	0.00	13,560.13	76.67%	4,126.52
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	4,332,778.99	0.00	4,332,778.99	74.40%	1,491,097.73
TOTAL PERSONNEL COSTS		23,510,192.17	225,668.39	23,735,860.56	18,540,960.20	0.00	18,540,960.20	78.11%	5,194,900.36
04	Utilities	205,000.00	0.00	205,000.00	164,962.76	0.00	164,962.76	80.47%	40,037.24
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	100.00	85,100.00	83,646.66	0.00	83,646.66	98.29%	1,453.34
07	Training & Travel	108,000.00	22,931.14	130,931.14	133,131.80	0.00	133,131.80	101.68%	-2,200.66
08	Postage	7,400.00	479.37	7,879.37	7,752.36	0.00	7,752.36	98.39%	127.01
09	Printing	7,500.00	0.00	7,500.00	6,463.66	0.00	6,463.66	86.18%	1,036.34
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	44,032.32	0.00	44,032.32	73.39%	15,967.68
11	Building & Grounds	30,000.00	97.98	30,097.98	31,650.16	0.00	31,650.16	105.16%	-1,552.18
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	16,410.19	0.00	16,410.19	19.31%	68,589.81
13	Vehicle Maintenance	90,000.00	6,368.07	96,368.07	92,322.53	0.00	92,322.53	95.80%	4,045.54
14	Telephone Service	62,000.00	1,693.87	63,693.87	60,591.35	0.00	60,591.35	95.13%	3,102.52
16	Medical Fees	15,000.00	0.00	15,000.00	10,182.89	0.00	10,182.89	67.89%	4,817.11
19	Contractual Services-Computers	690,000.00	3,610.10	693,610.10	691,031.72	0.00	691,031.72	99.63%	2,578.38
20	Other Contractual Services	314,000.00	48,313.77	362,313.77	423,839.03	0.00	423,839.03	116.98%	-61,525.26
TOTAL CONTRACTUAL SERVICES		2,078,900.00	83,594.30	2,162,494.30	2,277,988.43	0.00	2,277,988.43	105.34%	-115,494.13
17	Prisoner Food & Care	195,000.00	82,316.06	277,316.06	365,620.25	0.00	365,620.25	131.84%	-88,304.19
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	3,931.32	0.00	3,931.32	39.31%	6,068.68
23	Uniforms & Accessories	40,000.00	16,146.90	56,146.90	35,712.41	0.00	35,712.41	63.61%	20,434.49
25	Maintenance Supplies	29,500.00	0.00	29,500.00	13,920.07	0.00	13,920.07	47.19%	15,579.93
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	183,855.69	0.00	183,855.69	112.79%	-20,855.69
27	Vehicle Tires	17,000.00	0.00	17,000.00	10,694.11	0.00	10,694.11	62.91%	6,305.89
28	Office Supplies	24,000.00	55.07	24,055.07	30,276.42	0.00	30,276.42	125.86%	-6,221.35
29	Replenishment Supplies	45,000.00	21,865.20	66,865.20	66,642.89	0.00	66,642.89	99.67%	222.31
TOTAL COMMODITIES		541,000.00	120,383.23	661,383.23	715,688.11	0.00	715,688.11	108.21%	-54,304.88
30	Communications Equipment	10,000.00	3,161.69	13,161.69	622.59	0.00	622.59	4.73%	12,539.10
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	10,571.23	0.00	10,571.23	17.62%	49,428.77
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	156,526.71	0.00	156,526.71	28.78%	387,398.98
34	Vehicles and Equipment	270,000.00	10,000.00	280,000.00	225,997.23	0.00	225,997.23	80.71%	54,002.77
TOTAL CAPITAL OUTLAY		807,000.00	105,087.38	912,087.38	399,378.87	0.00	399,378.87	43.79%	512,708.51
TOTAL NON-PERSONNEL COSTS		3,426,900.00	309,064.91	3,735,964.91	3,393,055.41	0.00	3,393,055.41	90.82%	342,909.50
TOTALS		26,937,092.17	534,733.30	27,471,825.47	21,934,015.61	0.00	21,934,015.61	79.84%	5,537,809.86

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
Riley City Hall
222 S. Broadway Street
Riley, KS
October 21, 2024 12:00 p.m.
Minutes**

Members Present: Vice Chairperson John Ford Secretary Barry Wilkerson (arrived at 12:14 p.m.)
Member Patricia Hudgins Member Kaleb James
Member Betty Mattingly-Ebert Member Karen McCulloh

Absent: Chairperson John Matta Incoming Assistant Director Erin Freidline
Captain Scott Hajek

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

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

- I. **Establish Quorum:** By Vice Chairperson Ford at 12:00 p.m.
- II. **Pledge of Allegiance:** Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.
- III. **Consent Agenda:**
- A. Approve September 16, 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 James moved to approve the consent agenda as presented. Member Mattingly-Ebert seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, and McCulloh voting in favor, and no one voting against. The motion passed 5-0.

IV. **General Agenda:**

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

H. **Public Comment:** Kirk Crabtree, Chairperson, RCPD Community Advisory Board (CAB), introduced himself to the Law Board and public. He reported that the CAB has had a recent change in

leadership. Due to personal reasons, Teresa Parks has stepped down as Chairperson of the CAB; however, she still remains a member. Crabtree noted that he will be serving as Chair and Gabriella Vega has been selected to serve as Vice Chair for the remainder of 2024. The CAB meets at 11:30 a.m. on the fourth Wednesday of each month at the K-State Office Park, 1800 Kimball Avenue (Foxhole Conference Room).

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

J. Board Member Comments: Vice Chairperson Ford commended the department for its outstanding work on the Community Night Out event, noting that the bouncy houses, hot dogs, and donuts were a hit with attendees.

K. Community Night Out & 50th Anniversary of Consolidation: Director Peete shared that those recently promoted will be formally recognized at next month's Law Board meeting. However, he took a moment to acknowledge the promotions already in effect which include the promotions of Lieutenant Brad Ingalls to the position of Captain and Sergeant Patrick Tiede to Lieutenant. Director Peete expressed pride and excitement for their leadership and the positive impact they bring. Promotion processes for the positions of corporal and sergeant are ongoing.

Director Peete also highlighted the Community Night Out and 50th Anniversary of Consolidation event that was held at CiCo Park on October 10, 2024. Although he missed part of the event, he praised the department's efforts, noting the extensive behind-the-scenes work that made it a great experience with strong community feedback. He extended special thanks to the employees of the RCPD, participating partners, Hy-Vee, and the Delta Chi fraternity for their invaluable support.

Vice Chairperson Ford expressed gratitude to the all emergency services that contributed personnel and equipment, including Fire, Animal Control, EMS, KSU Police, and others.

L. RCPD Community Survey: Director Peete highlighted that the Riley County Police Department is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Kansas Law Enforcement Accreditation Program (KLEAP). To uphold these high standards, the department actively seeks public feedback through its community survey. This survey, which helps assess the department's effectiveness, is a vital tool for understanding community needs and enhancing law enforcement services. The survey, launched on October 10, 2024 will remain open until December 31, 2024. Community members can access it on the RCPD website, through a QR code on Facebook, or on other public media platforms. The survey only takes about 10 minutes to complete, and the public is strongly encouraged to participate.

Director Peete emphasized that this is the best department he has had the honor to serve, and community recommendations are taken seriously in department planning. He invited everyone to let the department know what they are doing right and where they could improve. The feedback received will be valuable in shaping the department's strategic plan and goals for the coming year.

Vice Chairperson Ford asked, out of curiosity, about the timeline for completing the department's strategic plan.

Director Peete replied that he would like to know the priorities of the new law board members, once selected, and hopes to finalize the plan before the next budget approval.

M. Domestic Violence Awareness Month: Melissa Mosher, Victim Advocate Coordinator, Riley County Police Department, introduced herself to the Law Board, highlighting her experience and role as she enters her fifth year in this position. Mosher presented the Board with an overview of the services she offers to victims of personal crime. She highlighted that the RCPD is one of nine local law enforcement agencies in the state that employs a dedicated victim advocate, like herself, within the police department.

Mosher explained that she works closely with community-based advocates, such as those at the Crisis Center, K-State's CARE office, Fort Riley's Family Resource Center, and other system-based advocates, specifically within the County Attorney's office. During an investigation, she is a point of contact for the victim, facilitating connections to external resources, and coordinating handovers if a case advances to prosecution.

Mosher mentioned that the VOCA grant year, running from October to September, has just concluded. Over the past year, she provided support and resources to 258 victims, 200 of whom were women. The top three crime categories were domestic violence, adult sexual assault, and stalking. In handling these cases, she worked closely with both the patrol and investigations divisions.

To raise awareness, October is Domestic Violence Awareness Month. Mosher explained that recently, the Kansas Bureau of Investigations (KBI) released 2023 statistics on domestic violence, sexual assault, and stalking in Kansas. Mosher reported that in Kansas, a domestic violence report is made every 23 minutes, a related arrest occurs every 46 minutes, and a domestic-related homicide happens every 11 days.

In 2023, Riley County officers responded to 486 domestic-related reports, though the actual number of service calls is higher, as some incidents are resolved without formal case reports. Of those cases, around 20% led to arrests.

Mosher stated that the department has supported a number of domestic violence related community activities to raise awareness. Last week, the Crisis Center held a Silent Witness exhibit at the Manhattan Town Center, sharing the stories of homicide victims across Kansas. Director Peete attended the ceremony and provided some touching remarks. Later this month, Via Christi will host a self-defense class, with department representatives in attendance. Mosher commented that the collaboration among the Crisis Center, law enforcement, hospitals, and the County Attorney's Office only strengthens their ability to support victims.

Member McCulloh asked how many of the 400 cases were repeat individuals.

Mosher responded that the figures provided came from the KBI report and raw statistics. She mentioned that it's not uncommon for cases to involve repeat incidents/individuals. She added that those individuals are often familiar with available community resources.

Captain Steere added that, unfortunately, this continues to be an issue and emphasized the need for ongoing efforts to reduce repeat incidents within the community.

Assistant Director Moldrup emphasized that the victim advocate coordinator position is very important within the agency, but he also wanted to highlight that it's not just the role itself—it's who Melissa Mosher is and how she handles her role that truly sets her apart. She's very approachable and easy to talk to. He added that Melissa is an excellent resource, especially for those who might be reluctant to speak with a law enforcement officer. She has a way of softening the conversation, helping people understand what they can expect and guiding them through their decision-making process.

Member James asked Mosher how she would define a successful interaction.

Mosher explained that she defines a successful interaction as one where individuals understand their options, feel heard and validated, and are informed about what to expect going forward. She emphasized that being knowledgeable is key, as there is no handbook for being a victim of crime. By validating their experience, it helps create an environment where open conversation can happen. Providing the necessary information empowers individuals to make the best, most informed decisions for themselves, whatever those choices may be.

Member James asked Mosher for an example of red tape she may encounter when trying to connect people with local resources.

Mosher explained that this is her first community working in victim services, and it was a big career change for her. She couldn't think of any red tape, as she feels that their partners are very open. They all recognize that each of them plays a different role in one another's work, but they're always willing to offer support because their shared goal is to ensure people are safe and healthy. She mentioned that she hasn't encountered much red tape.

Member James asked Mosher if an arrest is made and prosecution proceeds, how much time, on average, does she spend assisting each victim?

Mosher responded that if a case progresses and she has established rapport with a victim who then reaches out, she will attend a court session. However, she emphasized that she is not diminishing the role of the advocate in the county attorney's office; her focus is on providing emotional support throughout the process. The level of involvement varies by case. Sometimes interactions are brief, with victims simply knowing she is available for future support. In other cases, her involvement may last for months, depending on the investigation's progress and the victim's needs outside of the investigation.

Member James asked Mosher if she feels she has sufficient time to accomplish all of her priorities.

Mosher responded yes, noting that the department has been able to host interns. In the upcoming semester, they will have an intern from either K-State or Washburn to learn about the criminal justice system and social services.

Member McCulloh recalled that much of this originated from the Domestic Violence Task Force established in the late '90s. It was big to bring everyone together and have each player recognize their role in the overall effort.

Member Hudgins expressed gratitude to Mosher, acknowledging that violence occurs 24 hours a day. She mentioned that many members of the Law Board have done ride-alongs, and recalled being on a call one night when she was impressed by how quickly someone responded to a situation.

Director Peete shared his experiences working in crisis situations, noting that it's difficult to prove a negative. However, those of us on the streets have responded to call after call—often three or four a night—and sometimes those calls involve reports of someone being hurt or even killed. He emphasized that, thanks to Melissa's presence and her ability to connect with and relate to people, the department is seeing fewer severe injuries and less desperation from domestic violence in the community.

Member McCulloh mentioned that she believes it's challenging for the general public to fully understand what's happening with all of these things. She recalled an experience from when she was a commissioner, talking to the community corrections team, who had to place four infants just the night before. She added that she does not think many people in Manhattan realize that there are individuals out there who truly need the support of the police, as well as everyone else.

N. Executive Session: At 12:27 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:32 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, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:32 p.m. the open meeting reconvened.

Secretary Wilkerson moved to affirm the Director's disciplinary actions. Member McCulloh seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:33 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:35 p.m. to discuss non-elected personnel matters. Member McCulloh seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:36 p.m. the open meeting reconvened.

Secretary Wilkerson moved to affirm the Director's disciplinary actions. Member Hudgins seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:36 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:46 p.m. to discuss non-elected personnel matters. Member Mattingly-Ebert seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:47 p.m. the open meeting reconvened. No action was taken by the board.

O. Affirmation or Revocation of Discipline: See above.

P. Adjournment: Member James moved to adjourn the meeting. Member Mattingly-Ebert seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The October 21, 2024 Law Board Meeting adjourned at 12:48 p.m.

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11001	ADP LLC	19	Payroll Services	5,659.65	5,659.65
11002	Air Vent Cleaning Co, Inc	12	Kitchen Exhaust Cleaning	640.00	640.00
11003	Arthur-Green Attorneys at Law	06	Retainer	2,750.00	2,750.00
11004	Iron Insurance Partners	05	Medcore	720.00	720.00
11005	Automatic Doors of KS	11	Door Repair	966.00	966.00
11006	Bob Barker Co Inc	17	Inmate Supplies	132.50	
		17	Inmate Supplies	395.98	
		17	Inmate Supplies	299.70	
		17	Inmate Supplies	49.35	877.53
11007	Civic Research Institute	22	Corrections Managers' Report	179.95	179.95
11008	Clark, Mize, & Linville	06	Legal Fees	168.00	168.00
11009	CMI Inc	29	Replenishment Supplies	152.72	152.72
11010	Dickinson County Jail	17	Inmate Housing	1,395.00	1,395.00
11011	Krispy Clean Cleaners #1	20	Dry Cleaning	21.00	21.00
11012	Ecolab, Inc	20	Dishwasher Rental	200.00	200.00
11013	EMC Risk Services LLC	40	Stop Loss Fund	598.85	598.85
11014	Evco Wholesale Food Corp	17	Inmate Food	4,419.43	
		17	Inmate Supplies	264.95	
		17	Inmate Food	3,018.60	
		17	Inmate Food	3,228.25	
		17	Inmate Supplies	148.49	
		17	Inmate Food	2,922.63	
		17	Inmate Supplies	113.28	
		17	Inmate Supplies	45.29	
		17	Inmate Food	3,171.65	
		17	Inmate Supplies	39.15	
		17	Inmate Supplies	41.04	17,412.76

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11015	Express Employment	20	Temp Employee	563.10	
		20	Temp Employee	422.27	985.37
11016	Fuelman	26	Fuel	9.10	9.10
11017	Law Office of Michael Gillespie	06	Law Board Legal Fees	1,500.00	1,500.00
11018	Godfrey's	23	Uniforms	682.09	
		23	Uniforms	355.45	1,037.54
11019	Gary Grubbs	20	Pre-Employment Testing	787.50	
		20	Pre-Employment Testing	875.00	1,662.50
11020	Vector Solutions	19	Guardian Tracking	6,363.23	6,363.23
11021	Easy Ice LLC	20	Contract	368.00	368.00
11022	INAalert	12	Monthly Camera Service	150.00	150.00
11023	Ka-Comm, Inc	12	Equipment Repair	2,670.42	
		12	Equipment Repair	51.96	
		12	Equipment Repair	30.00	
		12	Equipment Repair	19.69	
		12	Equipment Repair	30.25	2,802.32
11024	Kansas Gas Service	04	LEC Garage - gas	47.42	
		04	LEC - Gas	1,988.38	
		04	Aggieville - Gas	47.42	2,083.22
11025	Konza Lab Inc	16	Employee Testing	110.00	110.00
11026	Language Line Services	20	Translation services	465.31	465.31
11027	Manhattan Wrecker Service Inc	20	Towing	50.00	
		20	Towing	50.00	100.00
11028	Marta's & Son, Inc	20	LEC - Cleaning	2,466.00	2,466.00
11029	Midwest Rehabilitation Svcs	16	Pre-Employment Testing	500.00	500.00

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11030	Mike's Wrecker Service, Inc.	20	Locksmith	50.00	50.00
11031	MKC Headquarters	26	Fuel	18,763.12	18,763.12
11032	Kim (Hank) Nelson	20	Pre-Employment Testing	500.00	500.00
11033	Net@Work, Inc	19	Sage 300	499.00	499.00
11034	Optiv Security Inc	33	Annual Checkpoint	908.18	908.18
11035	Pawnee Mental Health Services	20	Co-Responder	10,497.62	10,497.62
11036	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	39.95	
		26	Oil Change	51.90	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	417.85
11037	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
11038	Riley County Public Works	26	Fuel	463.86	
		26	Fuel	515.34	
		26	Fuel	373.00	
		26	Fuel	367.13	
		26	Fuel	575.27	2,294.60
11039	RCPD Special Activities Fund	07	Northwestern Leadership Trng	1,343.21	1,343.21
11040	RCPD Health Plan	39	Budget Health Plan	120,000.00	120,000.00
11041	Rocky Mountain Accred Network	20	Membership	225.00	225.00
11042	Waxie Sanitary Supply	29	Replenishment Supplies	-78.84	
		29	Replenishment Supplies	103.46	
		17	Oasis Disinfectant	87.56	
		29	Replenishment Supplies	28.16	
		29	Replenishment Supplies	978.43	1,118.77

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11043	Sysco Kansas City, Inc	17	Inmate Milk	-34.70	
		17	Inmate Food	3,679.49	
		17	Inmate Supplies	48.95	
		17	Inmate Food	2,553.93	
		17	Inmate Supplies	131.70	
		29	Replenishment Supplies	75.89	
		17	Inmate Food	-98.65	
		17	Inmate Food	3,382.89	
		17	Inmate Supplies	148.08	
		17	Inmate Supplies	246.98	
		17	Inmate Supplies	368.52	
		29	Replenishment Supplies	280.34	
		17	Inmate Milk	-85.83	
		17	Inmate Food	2,856.35	
		17	Inmate Supplies	250.44	
		29	Replenishment Supplies	62.32	13,866.70
11044	Konza Sign	13	Vehicle Maintenance	418.60	
		13	Vehicle Maintenance	85.00	503.60
11045	Wildcat Partners	13	Vehicle Maintenance	422.50	
		13	Vehicle Maintenance	364.00	786.50
11046	Travelers Insurance	06	Legal Fees	156.00	156.00
11047	US Foodservice	17	Inmate Food	261.53	
		17	Inmate Food	1,001.44	
		17	Inmate Food	1,253.34	
		17	Inmate Food	67.17	
		17	Inmate Food	109.35	
		17	Inmate Food	112.44	
		17	Inmate Food	57.94	
		17	Inmate Food	956.36	
		17	Inmate Supplies	251.80	
		17	Inmate Supplies	126.83	
		17	Inmate Food	120.27	
		17	Inmate Food	11.92	
		17	Inmate Food	116.39	
		17	Inmate Food	1,017.55	
		17	Inmate Food	88.72	5,553.05

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11048	Wabaunsee RWD #2	04	Range - Water	35.00	35.00
11049	Wage Works Inc	06	Cobra Fee	166.00	166.00
11050	Washington County Sheriff	17	Inmate Housing	2,800.00	2,800.00
11051	Waters True Value	29	Replenishment Supplies	46.97	
		25	Maintenance Supplies	49.72	96.69
11052	Evergy	04	LEC - Electric	15,604.97	
		04	LEC Garage - Electric	46.07	
		04	Aggieville - Electric	85.35	15,736.39
11053	Xerox Financial Services	10	Dispatch/Invest - Copier/Images	1,103.12	
		10	Patrol - Copier/Images	266.00	
		10	Evidence - Copier/Images	349.12	
		10	Jail - Copier and Images	349.12	
		10	Admin - Copier and Images	1,205.75	
		10	Dispatch/Invest - Copier/Images	1,098.21	4,371.32
			Subtotal		253,219.65
11201	Adobe Systems Inc	19	Monthly Adobe	21.82	21.82
11202	Aimpoint	31	Gun Supplies	49.00	49.00
11203	Airsoft Atlanta	31	Gun Supplies	82.98	82.98
11204	Nationwide	06	Notary	50.00	50.00
11205	Amazon.com	28	Computer Supplies	279.99	
		23	Uniforms	36.64	
		28	Computer Supplies	38.99	
		28	Office Supplies	97.96	
		28	Computer Supplies	19.00	
		28	Computer Supplies	49.98	
		31	Gun Supplies	21.82	
		28	Computer Supplies	25.98	
		17	Inmate Supplies	161.02	
		25	Maintenance Supplies	59.96	
		33	Replenishment Supplies	58.99	850.33

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RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11206	Apple iTunes Store	19	Monthly iCloud	9.99	9.99
11207	Arrowhead Forensic Products	29	Replenishment Supplies	83.52	83.52
11208	Batteryhawk, LLC	29	Replenishment Supplies	34.95	34.95
11209	V H Blackington & Co Inc	23	Uniforms	13.00	13.00
11210	Blade-Tech Holster	23	Uniforms	163.08	163.08
11211	Bluestem Electric Co-op Inc	04	Range Electric	196.17	196.17
11212	Bluestar	29	Replenishment Supplies	93.60	93.60
11213	Briggs	13	Vehicle Maintenance	49.95	
		13	Vehicle Maintenance	746.12	
		13	Vehicle Maintenance	349.71	
		13	Vehicle Maintenance	1,079.40	
		13	Vehicle Maintenance	654.88	
		13	Vehicle Maintenance	199.80	
		13	Vehicle Maintenance	205.29	
		27	Tires	907.48	
		13	Vehicle Maintenance	111.84	
		27	Tires	241.68	
		13	Vehicle Maintenance	32.45	4,578.60
11214	Burnett Automotive	27	Tires	896.00	
		13	Vehicle Maintenance	610.56	
		27	Tires	1,462.50	
		27	Tires	765.00	3,734.06
11215	Candlewood Vet Clinic	20	Animal Care	947.91	
		20	Animal Care	183.12	1,131.03
11216	Cheney Door Company	12	Door Repair	146.00	146.00
11217	Chewy.com	20	Animal Care	16.34	
		20	Animal Care	59.84	76.18
11218	City of Manhattan, Utilities	04	Aggieville - Water	60.84	
		04	LEC - Water	2.48	
		04	Aggieville - Water	2.48	
		04	LEC - Water	3,908.82	3,974.62

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11219	Cox Communications, Inc	19	LEC - Internet and Cable	2,355.65	
		19	Inmate Cable	210.95	2,566.60
11220	Underground Vaults	20	Shredding	50.00	50.00
11221	Federal Express	08	Shipping	34.85	34.85
11222	Ferguson Enterprises LLC #215	11	Building Repairs	84.15	
		25	Maintenance Supplies	69.83	153.98
11223	Forensics Source	29	Replenishment Supplies	118.99	118.99
11224	Full Compass Systems	11	Building Repairs	219.90	219.90
11225	Godfrey's	23	Uniforms	1,323.36	
		23	Uniforms	116.60	
		23	Uniforms	408.10	
		23	Uniforms	588.00	2,436.06
11226	GT Distributors Inc	23	Uniforms	29.50	
		23	Uniforms	99.00	
		29	Replenishment Supplies	64.98	
		29	Replenishment Supplies	53.98	
		23	Bulletproof Vests	11,884.50	
		23	Uniforms	267.88	12,399.84
11227	Harbor Freight Tools	13	Vehicle Maintenance	54.71	54.71
11228	Hertz - LAG Rentals LLC	20	HIDTA Car rental	650.00	650.00
11229	Home Depot	25	Maintenance Supplies	35.88	
		25	Maintenance Supplies	31.45	
		25	Maintenance Supplies	291.41	
		25	Maintenance Supplies	55.88	
		25	Maintenance Supplies	13.84	
		25	Maintenance Supplies	8.48	
		25	Maintenance Supplies	8.98	
		25	Maintenance Supplies	7.28	
		25	Maintenance Supplies	39.97	
		25	Maintenance Supplies	28.58	
		25	Maintenance Supplies	16.81	538.56

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11230	Insight Public Sector Inc	19	VMWare Horizon/VDI	2,338.72	
		19	VMWare Vsphere	14,689.32	
		33	Workstation, Monitors, Sound Bar	2,298.52	
		19	VMWare Horizon (VDI)	11,763.08	31,089.64
11231	Kansas Turnpike Authority	07	Tolls	108.08	108.08
11232	Kully Supply Inc	25	Maintenance Supplies	107.60	107.60
11233	Lexis Nexis Risk Solutions	20	User Fee	145.67	
		20	Analyst	8,507.90	
		20	User Fee	145.67	
		20	Analyst	8,507.90	17,307.14
11234	Lighting Supply	11	Building Repairs	109.77	109.77
11235	Lionheart Alliance	23	Uniforms	475.00	475.00
11236	Lynn Peavey Company	29	Replenishment Supplies	103.85	103.85
11237	Manh Area Chamber of Commerce	07	Good Morning Manhattan	25.00	
		07	Good Morning Manhattan	25.00	
		07	Military Relations Luncheon	20.00	
		07	Good Morning Manhattan	50.00	
		07	Military Relations Luncheon	20.00	140.00
11238	Menards	25	Maintenance Supplies	37.93	
		17	Jail Supplies	23.78	
		17	Jail Supplies	23.97	
		25	Maintenance Supplies	23.97	
		11	Building Repairs	120.80	230.45
11239	Militaur	23	Uniforms	75.00	75.00
11240	Military Names	23	Uniforms	47.00	47.00
11241	NAPA of Manhattan	13	Vehicle Maintenance	222.93	
		13	Vehicle Maintenance	240.93	
		13	Vehicle Maintenance	1,572.00	
		13	Vehicle Maintenance	-216.00	
		13	Vehicle Maintenance	156.38	
		13	Vehicle Maintenance	-18.00	
		13	Vehicle Maintenance	165.65	2,123.89

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11242	Office Plus	28	Office Supplies	2,038.40	
		32	Furniture	441.98	2,480.38
11243	P-Card Misc Vendors	07	Interview/interrogation Training	630.00	
		07	Annual APDA Cert	24.95	
		20	Extradition	2,683.99	
		20	Promotional Board	14.22	
		07	Collection/Photo of Fingerprints	2,951.73	
		07	SPI Admin Officer Training	1,237.30	
		07	CAB Meeting	16.20	
		07	CAB Meeting	32.40	
		07	CPS Cert. Course	52.43	
		07	Glock Armorer Training	250.00	
		07	KS Org for Victim Assistance	75.00	
		07	Intergovernmental Lunch	14.00	
		07	Intergovernmental Lunch	42.00	
		20	Memberships	50.00	
		07	LELA Command School	81.83	8,156.05
11244	Priority Dispatch Corp	07	EMD/EFD Remote Cert	850.00	850.00
11245	Pro Copy Inc	10	Copier Images	1,000.75	1,000.75
11246	Public Agency Training Council	07	Negotiating Team Leadership	700.00	700.00
11247	Reconyx	20	Monthly Cell phone and images	40.00	40.00
11248	reMarkable	33	Remarkable licenses	5.98	5.98
11249	Rock Auto	13	Vehicle Maintenance	641.53	641.53
11250	Schurle's Water Conditioning	29	Replenishment Supplies	54.86	54.86
11251	Staples Advantage	28	Office Supplies	144.78	
		28	Office Supplies	37.81	
		28	Computer Supplies	121.99	
		28	Computer Supplies	105.49	410.07
11252	SupplyHouse	25	Maintenance Supplies	144.24	144.24

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		NOVEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11253	T38 Fax	14	Civil Process Fax	14.61	14.61
11254	Tactical Medical Solutions	28	Replenishment Supplies	58.82	58.82
11255	Terminix	11	Building Repairs	69.00	
		11	Annual Termite Service Plan	471.53	540.53
11256	TLOxp	20	Access	304.40	304.40
11257	T-Mobile US Inc	14	Patrol Car Phones	43.65	43.65
11258	Twin Valley Telephone, Inc	14	Riley - Internet	82.99	
		14	Riley - Phone	49.51	132.50
11259	UPS	08	Shipping	15.68	
		08	Shipping	9.98	
		08	Shipping	12.12	
		08	Shipping	25.40	
		08	Shipping	31.39	
		08	Shipping	16.35	110.92
11260	Wal-Mart	28	Office Supplies	13.88	
		29	Replenishment Supplies	12.06	
		28	Office Supplies	53.88	
		28	Computer Supplies	53.98	
		29	Replenishment Supplies	17.94	
		28	Office Supplies	30.88	
		28	Replenishment Supplies	99.00	281.62
11261	Walson Ink LLC	23	Uniforms	292.32	292.32
11262	Zoom	19	Renewal	163.61	163.61
Subtotal				102,856.68	
Total				356,076.33	

Chair, Riley County Law Enforcement Agency

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Riley County Police Department

Net Changes from 10/1/2024 to 10/31/2024

Credits Report

From Account No. [2024 - 10] To [2024 - 10]
 From Account Group [600100-00] To [640902-00]

Account Number	Description	October	YTD
600100-00	Manhattan	1,778,697.00	17,786,970.00
600200-00	Riley County	0.00	4,002,069.00
610110-00	Copy Fees-Discovery, etc.	530.00	2,582.00
610112-00	Copy Fees-Records	693.51	5,702.10
610113-00	Fingerprint Fees-Records	1,237.02	11,946.07
Budget:		1,781,157.53	21,809,269.17
610220-03	KSU Contracts-Overtime	0.00	32,191.00
620900-01	Misc Reimbursements-salaries	0.00	94,515.67
620900-06	Misc Reimbursements-legal fees	50.00	100.00
620900-07	Misc Reimbursements-training	1,285.59	11,763.14
620900-07-490	VAWA Grant-training	0.00	11,168.00
620900-08	Misc Reimbursements-postage	63.44	479.37
620900-11	Misc Reimbursements-building & grounds	50.54	97.98
620900-13-130	Misc Reimbursements-vehicles	0.00	6,368.07
620900-14	Misc Reimbursements-phone	166.01	1,693.87
620900-17-170	Misc Reimbursements-jail	23.45	82,316.06
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	160.25	3,866.01
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	146.68	5,278.74
632600-03	HIDTA Grant-OT	554.15	15,367.68
632700-03	STEP Grant-OT	1,738.29	10,822.30
632800-01-415	VOCA 2024 Grant Reimb	7,095.00	67,493.00
Budget Credits:		11,333.40	534,733.30
640900-00	Misc Non-Budget Credit Reimb	508.00	1,518.35
640902-00	Prior year Restitution	0.00	2,188.72
Non Budget Credits:		508.00	3,707.07
Totals:		1,792,998.93	22,347,709.54

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No. [] To [ZZZZZ]
 From Fiscal Period [2024-01] To [2024-11]
 For Source Code [GL-JE]

Acct #/ Reference	Description	Date	Year	Prd. Code	Debits	Credits
301160-00	Special Activities Purchase					
Badge Purchase	RCPD Special Activities Fund	3/29/2024	2024	03 GL-JE	1,474.15	
Spec Purch - Badge	RCPD Special Activities Fund	4/30/2024	2024	04 GL-JE	1,799.71	
Spec Purch - Badges	RCPD Special Activities Fund	5/31/2024	2024	05 GL-JE	1,474.15	
Spec Purch - Badges	RCPD Special Activities	6/30/2024	2024	06 GL-JE	768.77	
Badge Payments	RCPD Special Activities Fund	7/31/2024	2024	07 GL-JE	3,003.13	
Total: Special Activities Purchase					8,519.91	0.00

301170-00	Vest Purchases					
Vest Payments	RCPD	3/29/2024	2024	03 GL-JE	530.96	
Vest Payments	RCPD	4/30/2024	2024	04 GL-JE	530.97	
Vest Payments	RCPD	5/31/2024	2024	05 GL-JE	358.62	
Vest Payments	RCPD	6/30/2024	2024	06 GL-JE	200.21	
Vest Payments	RCPD	7/31/2024	2024	07 GL-JE	200.21	
Total: Vest Purchases					1,820.97	0.00

722300-23	Uniforms & Accessories					
Vest Payments	RCPD	3/29/2024	2024	03 GL-JE	530.96	
Badge Purchase	RCPD Special Activities Fund	3/29/2024	2024	03 GL-JE	1,474.15	
Vest Payments	RCPD	4/30/2024	2024	04 GL-JE	530.97	
Spec Purch - Badge	RCPD Special Activities Fund	4/30/2024	2024	04 GL-JE	1,799.71	
Vest Payments	RCPD	5/31/2024	2024	05 GL-JE	358.62	
Spec Purch - Badges	RCPD Special Activities Fund	5/31/2024	2024	05 GL-JE	1,474.15	
Vest Payments	RCPD	6/30/2024	2024	06 GL-JE	200.21	
Spec Purch - Badges	RCPD Special Activities	6/30/2024	2024	06 GL-JE	768.77	
Vest Payments	RCPD	7/31/2024	2024	07 GL-JE	200.21	
Badge Payments	RCPD Special Activities Fund	7/31/2024	2024	07 GL-JE	3,003.13	
Total: Uniforms & Accessories					0.00	10,340.88

Adjust Vest/Badge Purchase Accounts from a Payroll Deduction

Completed by: Jennifer Reifschneider Approved by: [Signature]

620900-20-400	Misc. Reimbursements-Car Lease HIDTA					
24900/RCT31528	Dec HIDTA	1/23/2024	2024	01 GL-JE	1,137.60	
25020/RCT31907	January HIDTA	2/26/2024	2024	02 GL-JE	1,779.95	
25039/RCT32174	HIDTA Grant - February 2024	3/18/2024	2024	03 GL-JE	1,935.85	
Total: Misc. Reimbursements-Car Lease HIDTA					4,853.40	0.00

632600-03	HIDTA Grant-OT					
24900/RCT31528	Dec HIDTA	1/23/2024	2024	01 GL-JE	1,137.60	
25020/RCT31907	January HIDTA	2/26/2024	2024	02 GL-JE	1,779.95	
25039/RCT32174	HIDTA Grant - February 2024	3/18/2024	2024	03 GL-JE	1,935.85	
Total: HIDTA Grant-OT					0.00	4,853.40

Adjust HIDTA Grant overtime to OT Account from Car Lease

Completed by: Jennifer Reifschneider Approved by: [Signature]

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Riley County Police Department Journal entries

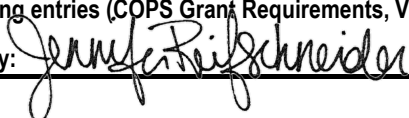
From Account No. [] To [ZZZZZ]
From Fiscal Period [2024-01] To [2024-11]
For Source Code [GL-JE]

Acct #/ Reference	Description	Date	Year	Prd. Code	Debits	Credits
700101-01-456	Salaries-Full Time VOCA Grant 2025 Match					
Salary October	M Mosher	10/31/2024	2024	10 GL-JE	1,372.00	
	Total: Salaries-Full Time VOCA Grant 2025 Match				1,372.00	0.00
700120-01	Regular Salaries-----INVEST'N					
Salary October	M Mosher	10/31/2024	2024	10 GL-JE		6,860.00
	Total: Regular Salaries-----INVEST'N				0.00	6,860.00
700122-01-416	VOCA Grant Salaries 2025					
Salary October	M Mosher	10/31/2024	2024	10 GL-JE	5,488.00	
	Total: VOCA Grant Salaries 2025				5,488.00	0.00

Adjust VAC Salary entries per VOCA Grant Reporting Requirements

Completed by: Jennifer Schneider		Approved by: [Signature]				
710700-07-700-A	Training & Travel-Admin					
CALEA Conf	P-Card	7/1/2024	2024	06 GL-JE		1,353.20
CVSA Re Cert	NITV Federal Services	7/1/2024	2024	06 GL-JE		595.00
	Total: Training & Travel-Admin				0.00	1,948.20
710700-07-700-I	Training & Travel-Invest'n					
Freidline/Lusk/Zachary - End Violence Against Women	P-Card Misc. Vendors	2/26/2024	2024	02 GL-JE		3,146.97
Cherms-IAI Edu Conf - Reno NV 8/12-16	P-Card Misc. Vendors	11/7/2024	2024	11 GL-JE		1,859.86
Cherms - IAI Conf - Reno NV 8/12-16	P-Card Misc. Vendors	11/7/2024	2024	11 GL-JE		422.18
	Total: Training & Travel-Invest'n				0.00	5,429.01
710708-07-401	Training/Travel 2024 COPS Grant					
Cherms-IAI Edu Conf - Reno NV 8/12-16	P-Card Misc Vendors	11/7/2024	2024	11 GL-JE	1,859.86	
Cherms - IAI Conf - Reno NV 8/12-16	P-Card Misc Vendors	11/7/2024	2024	11 GL-JE	422.18	
	Total: Training/Travel 2024 COPS Grant				2,282.04	0.00
710709-07-400	VAWA Training-Match					
Freidline/Lusk/Zachary - End Violence Against Women	P-Card Misc Vendors	2/26/2024	2024	02 GL-JE	784.49	
	Total: VAWA Training-Match				784.49	0.00
710711-07-100	Accreditation Travel					
CALEA Conf	P-Card	7/1/2024	2024	06 GL-JE	1,353.20	
	Total: Accreditation Travel				1,353.20	0.00
710712-07-490	Training/Travel VAWA 2024					
Freidline/Lusk/Zachary - End Violence Against Women	P-Card Misc Vendors	2/26/2024	2024	02 GL-JE	2,362.48	
	Total: Training/Travel VAWA 2024				2,362.48	0.00
712095-20-500	Pre Employment: Ads, Polys, Cr					
CVSA Re Cert	NITV Federal Services	7/1/2024	2024	06 GL-JE	595.00	
	Total: Pre Employment: Ads, Polys, Cr				595.00	0.00

Adjust Training entries (COPS Grant Requirements, VAWA Grant Requirements, Division Corrections)

Completed by: 	Approved by: 
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Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No. [] To [ZZZZZ]
 From Fiscal Period [2024-01] To [2024-11]
 For Source Code [GL-JE]

Acct #/ Reference	Description	Date	Year	Prd. Code	Debits	Credits
721730-17-170	Prisoner Supplies & Furniture					
2 packs command hooks and strips	Amazon.com	4/19/2024	2024	04 GL-JE	35.96	
Box Fan for D Pod	Home Depot	4/19/2024	2024	04 GL-JE	26.17	
Storage Bins/Cleaning Products/Tools	Menards	5/31/2024	2024	05 GL-JE	54.32	
Jail - Medical Backpack and 12 pinochle	Amazon.com	7/1/2024	2024	07 GL-JE	59.71	
Total: Prisoner Supplies & Furniture					176.16	0.00

721740-17-170	Other Prisoner Housing					
2 packs command hooks and strips	Amazon.com	4/19/2024	2024	04 GL-JE		35.96
Box Fan for D Pod	Home Depot	4/19/2024	2024	04 GL-JE		26.17
Storage Bins/Cleaning Products/Tools	Menards	5/31/2024	2024	05 GL-JE		54.32
Jail - Medical Backpack and 12 pinochle	Amazon.com	7/1/2024	2024	07 GL-JE		59.71
Total: Other Prisoner Housing					0.00	176.16

Adjust Jail Entries to correct sub accounts

Completed by: 		Approved by: 			
743700-37	KPERS				
Oct KPERS	M Mosher	10/31/2024	2024	10 GL-JE	704.00
Total: KPERS					0.00 704.00

743700-37-416	KPERS - VOCA Grant 2025					
Oct KPERS	M Mosher	10/31/2024	2024	10 GL-JE	563.00	
Total: KPERS - VOCA Grant 2025					563.00	0.00

743700-37-456	KPERS - VOCA Grant Match 2025					
Oct KPERS	M Mosher	10/31/2024	2024	10 GL-JE	141.00	
Total: KPERS - VOCA Grant Match 2025					141.00	0.00

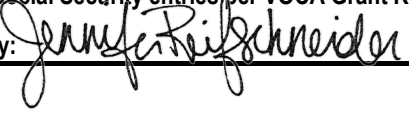
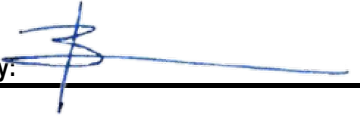
Adjust VAC KPERS entries per VOCA Grant Reporting Requirements

Completed by: Jennifer Schneider		Approved by: [Signature]			
743800-38	Social Security				
October SS	M Mosher	10/31/2024	2024	10 GL-JE	425.00
Total: Social Security					0.00 425.00

743800-38-416	Social Security - VOCA Grant 2025					
October SS	M Mosher	10/31/2024	2024	10 GL-JE	340.00	
Total: Social Security - VOCA Grant 2025					340.00	0.00

743800-38-456	Social Security - VOCA Grant Match 2025					
October SS	M Mosher	10/31/2024	2024	10 GL-JE	85.00	
Total: Social Security - VOCA Grant Match 2025					85.00	0.00

Adjust VAC Social Security entries per VOCA Grant Reporting Requirements

Completed by: 	Approved by: 
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Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No. [] To [ZZZZZ]
 From Fiscal Period [2024-01] To [2024-11]
 For Source Code [GL-JE]

Acct #/ Reference	Description	Date	Year	Prd. Code	Debits	Credits
743810-38	Medicare Tax					
Oct Medicare	M Mosher	10/31/2024	2024	10 GL-JE		100.00
	Total: Medicare Tax				0.00	100.00
743810-38-416	Medicare Tax- VOCA Grant 2025					
Oct Medicare	M Mosher	10/31/2024	2024	10 GL-JE	80.00	
	Total: Medicare Tax- VOCA Grant 2025				80.00	0.00
743810-38-456	Medicare Tax- VOCA Grant Match 2025					
Oct Medicare	M Mosher	10/31/2024	2024	10 GL-JE	20.00	
	Total: Medicare Tax- VOCA Grant Match 2025				20.00	0.00

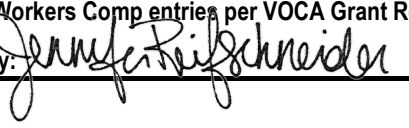
Adjust VAC Medicare entries per VOCA Grant Reporting Requirements

Completed by: Jennifer Reifschneider		Approved by: [Signature]				
743900-39	Health Insurance					
October Health Insurance	M Mosher	10/31/2024	2024	10 GL-JE		611.00
	Total: Health Insurance				0.00	611.00
743900-39-416	Health Insurance - VOCA Grant 2025					
October Health Insurance	M Mosher	10/31/2024	2024	10 GL-JE	489.00	
	Total: Health Insurance - VOCA Grant 2025				489.00	0.00
743900-39-456	Health Insurance - VOCA Grant Match 2025					
October Health Insurance	M Mosher	10/31/2024	2024	10 GL-JE	122.00	
	Total: Health Insurance - VOCA Grant Match 2025				122.00	0.00

Adjust VAC Health Insurance entries per VOCA Grant Reporting Requirements

Completed by: Jennifer Reifschneider		Approved by: [Signature]				
744000-40	Workers Comp Insured deductibles					
October WC	M Mosher	10/31/2024	2024	10 GL-JE		161.00
	Total: Workers Comp Insured deductibles				0.00	161.00
744000-40-416	Workers Comp - VOCA Grant 2025					
October WC	M Mosher	10/31/2024	2024	10 GL-JE	129.00	
	Total: Workers Comp - VOCA Grant 2025				129.00	0.00
744000-40-456	Workers Comp - VOCA Grant Match 2025					
October WC	M Mosher	10/31/2024	2024	10 GL-JE	32.00	
	Total: Workers Comp - VOCA Grant Match 2025				32.00	0.00

Adjust VAC Workers Comp entries per VOCA Grant Reporting Requirements

Completed by: 	Approved by: 
---	--

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Riley County Police Department Journal entries

From Account No. [] To [ZZZZZ]
 From Fiscal Period [2024-01] To [2024-11]
 For Source Code [GL-JE]

Acct #/ Reference	Description	Date	Year	Prd. Code	Debits	Credits
744100-41	Unemployment Compensation					
Oct Unemployment	M Mosher	10/31/2024	2024	10 GL-JE		6.00
	Total: Unemployment Compensation				0.00	6.00
744100-41-416	Unemployment Compensation - VOCA Grant 2025					
Oct Unemployment	M Mosher	10/31/2024	2024	10 GL-JE	5.00	
	Total: Unemployment Compensation - VOCA Grant 2025				5.00	0.00
744100-41-456	Unemployment Compensation - VOCA Grant Match 2025					
Oct Unemployment	M Mosher	10/31/2024	2024	10 GL-JE	1.00	
	Total: Unemployment Compensation - VOCA Grant Match 2025				1.00	0.00

Adjust VAC Unemployment entries per VOCA Grant Reporting Requirements

Completed by:

Jennifer R. Schneider

Approved by:

[Signature]

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 83.3%

Date.11/01/24 Page. 159
Time.11.41.30

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	1,664.90	6,562.90		.00
		Department Revenue.. #142		.00	1,664.90	6,562.90 *		.00
		Total Revenue Fund.... 168		.00	1,664.90	6,562.90 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	1,664.90	6,562.90 **		
		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.....	6,562.90
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.....	122,581.09 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 83.3%

Date.11/01/24 Page. 160
Time.11.41.30

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	2,373.00	9,639.07		.00
		Department Revenue.. #142		.00	2,373.00	9,639.07 *		.00
		Department Dsbmnts.. #142		.00	.00	12,824.42-*		
		Total Revenue Fund.... 169		.00	2,373.00	9,639.07 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	2,373.00	9,639.07 **		
		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.....	9,639.07
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.....	173,271.66 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 83.3%

Date.11/01/24 Page. 163
Time.11.41.30

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	% Remaining
<u>Department. 0</u> Not Designated							
180		Distr - Real Current	R	5,219,242.00	1,028.07	5,165,836.11	98.98 53,405.89
182		Distr - Oil & Gas Curr.	R	.00	.00	734.71	.00
184		Distr - P.P. Current	R	.00	26.62	49,277.98	.00
190		Distr - 16/20M Trucks Cur	R	2,896.00	.00	2,850.15	98.42 45.85
193		Distr - Watercraft Cur	R	3,022.00	2.84	2,979.21	98.58 42.79
181		Distr - Real Delq.	R	.00	7,704.83	56,294.70	.00
183		Distr - Oil & Gas Delinq	R	.00	.00	2.27	.00
185		Distr - P.P. Delq.	R	.00	120.26	4,924.33	.00
192		Distr - 16/20M Trucks Del	R	.00	1.65	271.37	.00
194		Distr - Watercraft Del	R	.00	6.40	620.49	.00
102		Distr - Motor Vehicle Tax	R	385,401.00	53,385.54	414,410.56	107.53 29,009.56-
103		Vehicle Rental Excise Tax	R	8,690.00	.00	8,443.26	97.16 246.74
113		Distr - RV Tax	R	3,781.00	480.58	3,704.08	97.97 76.92
130		Distr - Commercial Veh	R	16,285.00	574.66	16,670.08	102.36 385.08-
191		Distr - TIF Adjustment	R	.00	.00	136,669.40-	.00
Department Revenue.. # 0				5,639,317.00	63,331.45	5,590,349.90 *	24,423.55
<u>Department.171</u> RCPD Operations							
<u>Department.416</u> HD-KCCTF							
Total Revenue Fund.... 173				5,639,317.00	63,331.45	5,590,349.90 **	99.13
Total Trans. IN Fund.. 173				.00	.00	.00 **	
Total Rev. & Trans. .. 173				5,639,317.00	63,331.45	5,590,349.90 **	
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	7,600.00	63.33	4,400.00 .00 4,400.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00 .00 6,000.00
2480		Repair/Maint Build/Gr	140,000.00	4,009.35	53,978.43	38.56	86,021.57 .00 86,021.57
2650		Physician Fees	240,000.00	30,661.39	258,395.04	107.66	18,395.04-.00 18,395.04-
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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 83.3%

Date.11/01/24 Page. 164
Time.11.41.30

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	35,620.74	4,323,942.47	75.28	1,420,149.53	.00	1,420,149.53
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	35,620.74	4,323,942.47	75.26	1,421,649.53	.00	1,421,649.53 *
		Expense & Transfers# 171	5,745,592.00	35,620.74	4,323,942.47				
Department.416 HD-KCCTF									
		Total Expenditures Fund 173	5,745,592.00	35,620.74	4,323,942.47	75.26	1,421,649.53	.00	1,421,649.53 **
SUMMARY for - Fund 173 RCPD Levy/Op									
		Beginning Year Balance.....	137,841.73						
		YTD Revenue.....	5,590,349.90						
		YTD Reported Expenses.....	4,323,942.47-						
		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.....	1,390,996.74 ***						

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 # **24-303**

To:	Director Peete	BRP 11 Nov 24
Thru:	Assistant Director Moldrup	
From:	Cpt. Mark French	
Position:	Commander	Division: Jail
Report Title:	Monthly Inmate Population Report	
Rpt Freq./Year:	2024	
Policy #:	N/A	
Date:	November 1, 2024	

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

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
JAN	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2
FEB	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1
MAR	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2
APR	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1
MAY	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	106.2
JUN	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	113.0
JUL	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	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	124.5
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	111.4

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: Riley County Law Enforcement Agency
From: Director Peete
Ref: Quarterly Report Synopsis
Date: November 12, 2024

At the Law Board's request, below is a synopsis of the department's quarterly reports, while the actual reports are on the pages immediately following this memo. Due to the volume and self-evident nature of some data, one of the reports (Monthly Crime Report) contains an array of data for which no synopsis is reported.

Monthly Crime Report

See report.

3rd Quarter Uniform Crime Report (UCR)

Riley County saw an increase of reported Part 1 crime in September 2024 as compared to September 2023. The number of incidents rose from 83 to 125, a 50.6% increase. Part 1 violent crime rose from 10 incidents to 17, and Part 1 property crime rose from 73 incidents to 108. As is the norm, the vast majority of the offenses were reported in Manhattan and Ogden, with the remainder of the county only reporting one Part 1 crime (a property crime).

Despite the increase in September, the overall reported incidents for the 3rd quarter of 2024 rose only 3.4% as compared to the 3rd quarter of 2023. This equates to 11 more reported incidents. During this time frame, Part 1 violent crime rose 8.9% (4 more incidents) and Part 1 property crime rose 2.5% (7 more incidents.) The majority of these offenses occurred in Manhattan. Ogden had 19 reported incidents in the 3rd quarter (an increase from 10) and the remainder of Riley County reported 8 incidents (an increase from 3).

3rd Quarter Traffic Accident & Enforcement Analysis

There were 295 preventable accidents reported in the 3rd quarter of 2024. This is the highest 3rd quarter county and a 19.6% increase from previous 3rd quarter averages.

3rd Quarter Seizure & Forfeiture Report

There were no seizures made during the 3rd quarter of 2024. During the same period, zero (0) seizures were completed and one (1) is pending court disposition.

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)



Monthly Report

October 2024

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

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

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

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

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

Part I Crime

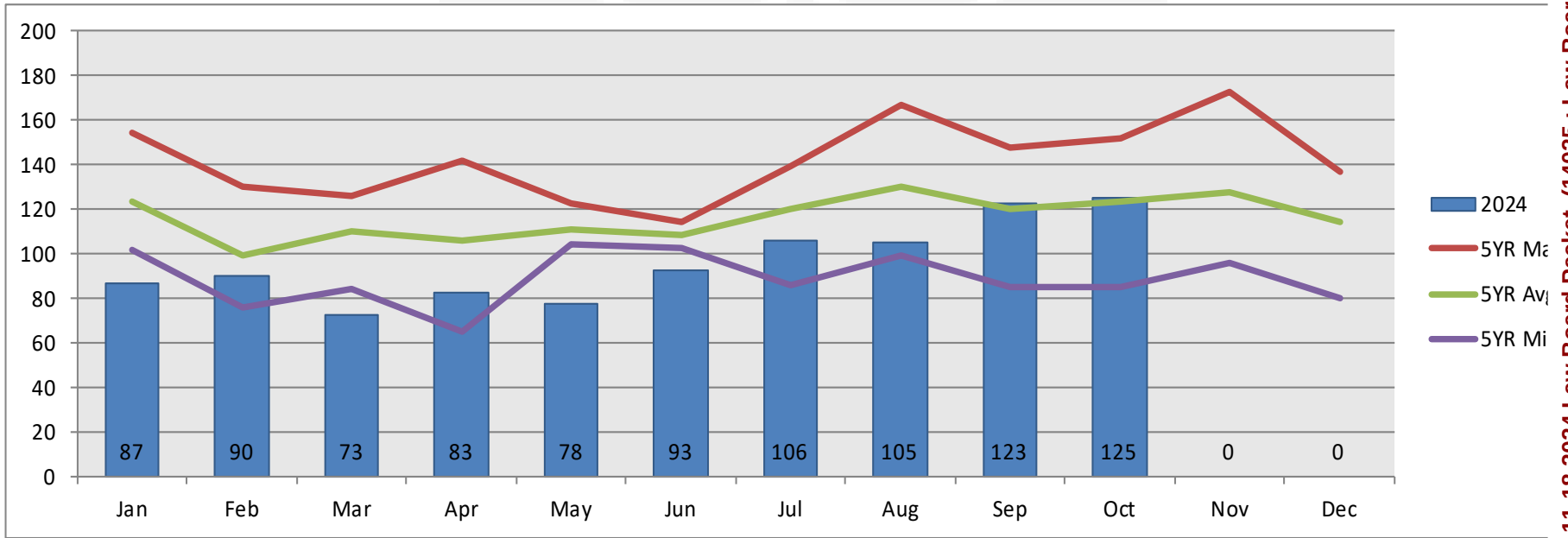
Offense Codes: 0100-0810

All Data As Of: 11/1/24 12:00 AM

17.a

- Part I crime in October 2024 was 1.0% above the 5 year average.
- Year to date 2024 is down 16.5% from the 5 year average.
- Part I crime is projected to be down 16.6% from the 5 year average at the end of 2024.
- In October, Part I violent crime was above the 5 year average and Part I property crime was slightly below the 5 year average.

	Oct	Year to Date	Yearly Total
2019	143	1330	1583
2020	152	1193	1493
2021	123	1151	1420
2022	85	978	1154
2023	116	1115	1327
2024	125	963	
% Change	+7.8%	-13.6%	-12.3%
Yearly Total Projection:			1164



	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	78	93	106	105	123	125	0	0

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

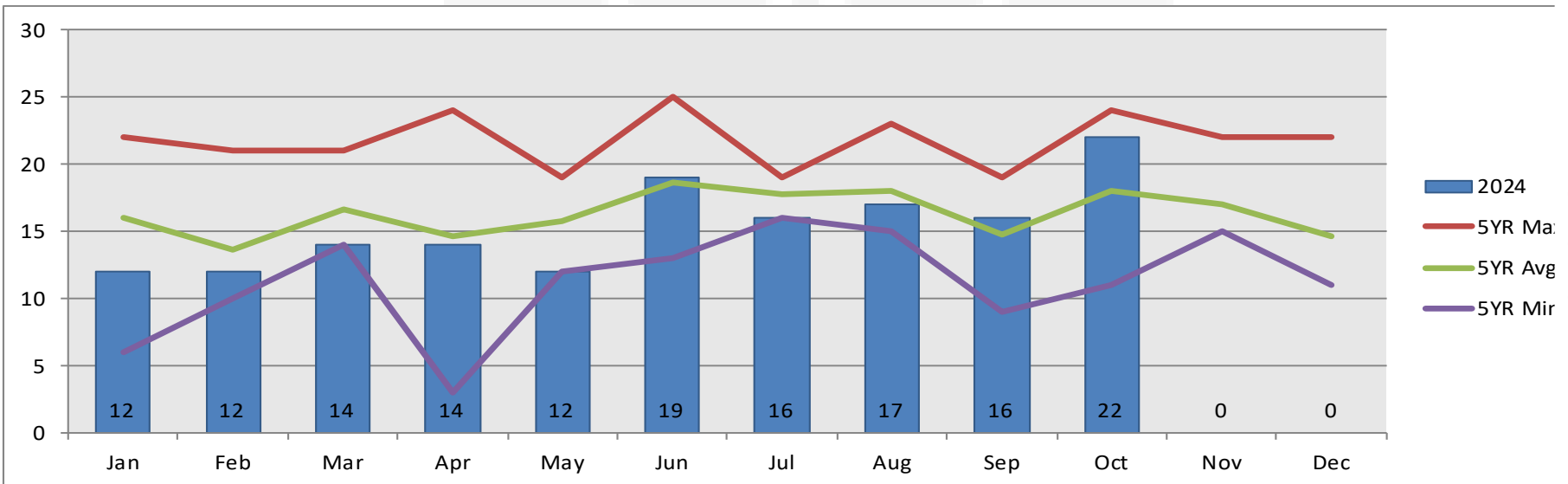
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 11/1/24 12:00 AM

- October 2024 was 22.2% above the 5 year average for Part I violent crime.
- Year to date Part I violent crime is down 6.0% from the 5 year average.
- There were 14 aggravated assaults / batteries, 4 rapes, 3 robberies, and 1 homicide reported during October 2024.

	Oct	Year to Date	Year to Date % Change
2019	18	178	217
2020	22	170	197
2021	15	162	198
2022	11	156	183
2023	24	153	182
2024	22	154	184
% Change	-8.3%	+0.7%	+0.9%
Yearly Total Projection:			184



	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	16	17	16	22	0	0

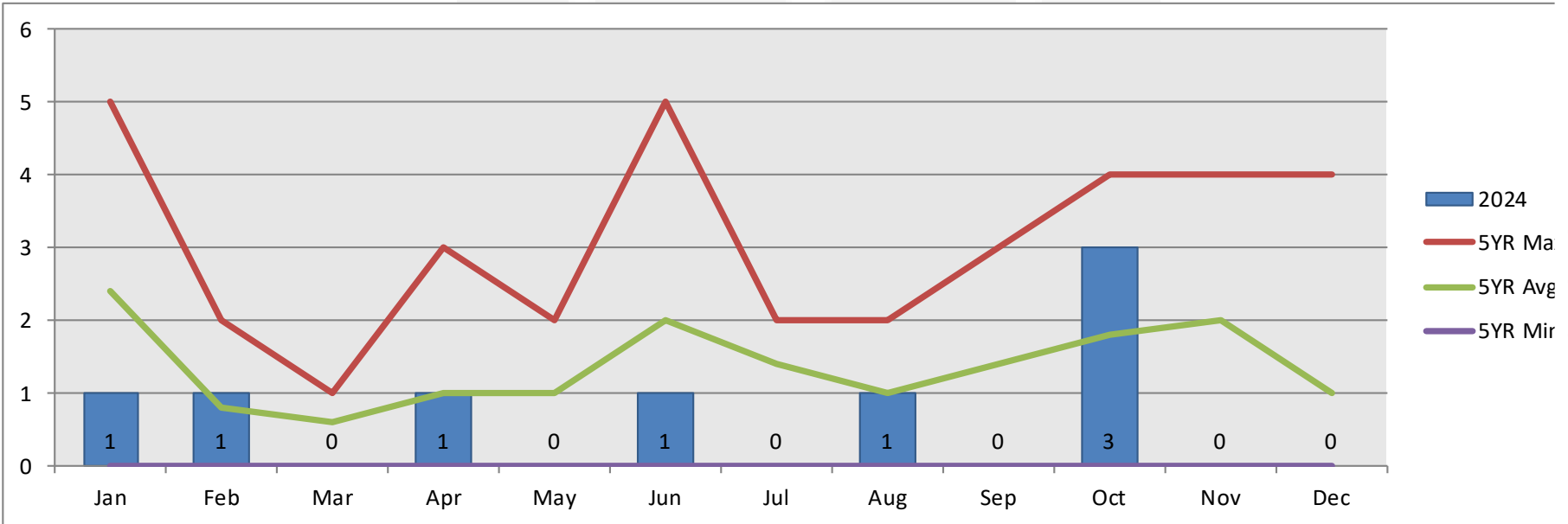
Robbery

Offense Codes: 0310

All Data As Of: 11/1/24 12:00 AM

- There were 3 robberies reported in October 2024 which is 66.7% above the 5 year average.
- Year to date, 2024 is down 40.3% from the 5 year average.
- There were arrests in 2 of the incidents as of 11/8/2024.

	Oct	Year to Date	Year
2019	3	18	26
2020	4	17	17
2021	0	15	18
2022	0	10	11
2023	2	7	10
2024	3	8	
% Change	+50.0%	+14.3%	-3.3%
Yearly Total Projection:			10



	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	3	0	0

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Aggravated Assault and Battery

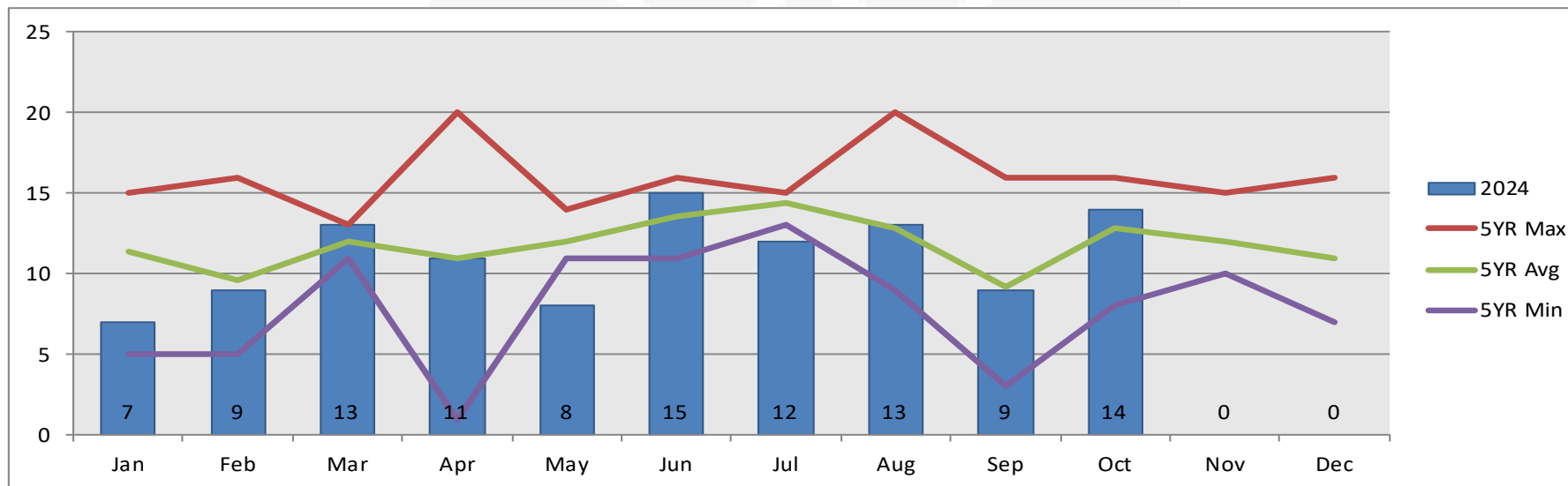
Offense Codes: 0410-0440

All Data As Of: 11/1/24 12:00 AM

17.a

- There were 11 aggravated batteries and 3 aggravated assaults reported during the month of October. This is 9.4% above the 5 year average.
- Aggravated assaults and batteries are down 6.6% from the 5 year average year to date.
- 4 of the incidents in October were domestic.
- As of 11/8/2024, there were arrests in 8 of the incidents.

	Oct	Year to Date	Yearly Total
2019	11	126	155
2020	16	128	145
2021	13	120	145
2022	8	108	130
2023	16	112	134
2024	14	111	
% Change	-12.5%	-0.9%	-1.1%
Yearly Total Projection:			132



	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	12	13	9	14	0	0

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

Packet Pg. 149

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Part I Property Crime

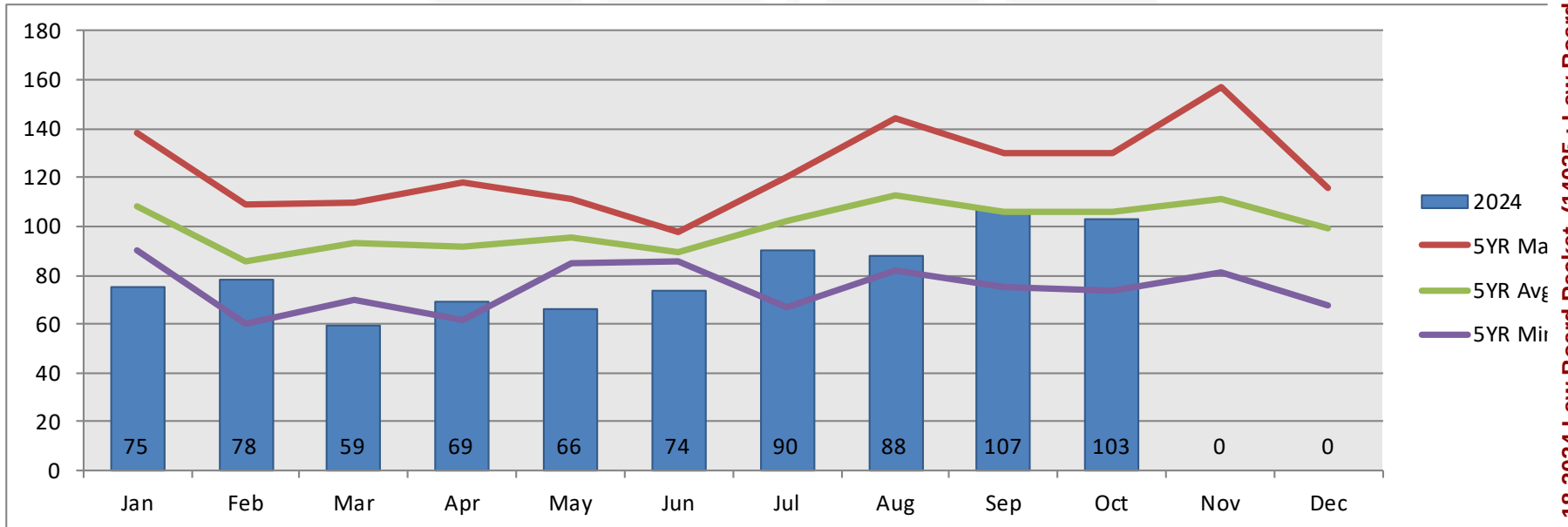
Offense Codes: 0500-0810

All Data As Of: 11/1/24 12:00 AM

17.a

- For October, Part I property crime was 2.6% below the 5 year average.
- Part I property crime year to date is 18.2% below the 5 year average.
- The property crime for October 2024 included 10 burglaries, 18 larcenies from motor vehicle, 8 auto thefts, and 3 arson incidents. The rest of the incidents were larcenies (64 incidents).

	Oct	Year to Date	Yearly Total
2019	125	1152	1366
2020	130	1023	1296
2021	108	989	1222
2022	74	822	971
2023	92	962	1145
2024	103	809	
% Change	+12.0%	-15.9%	-14.4%
Yearly Total Projection:			980



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	70	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	92	98	106	98	75	92	84	99
2024	75	78	59	69	66	74	90	88	107	103	0	0

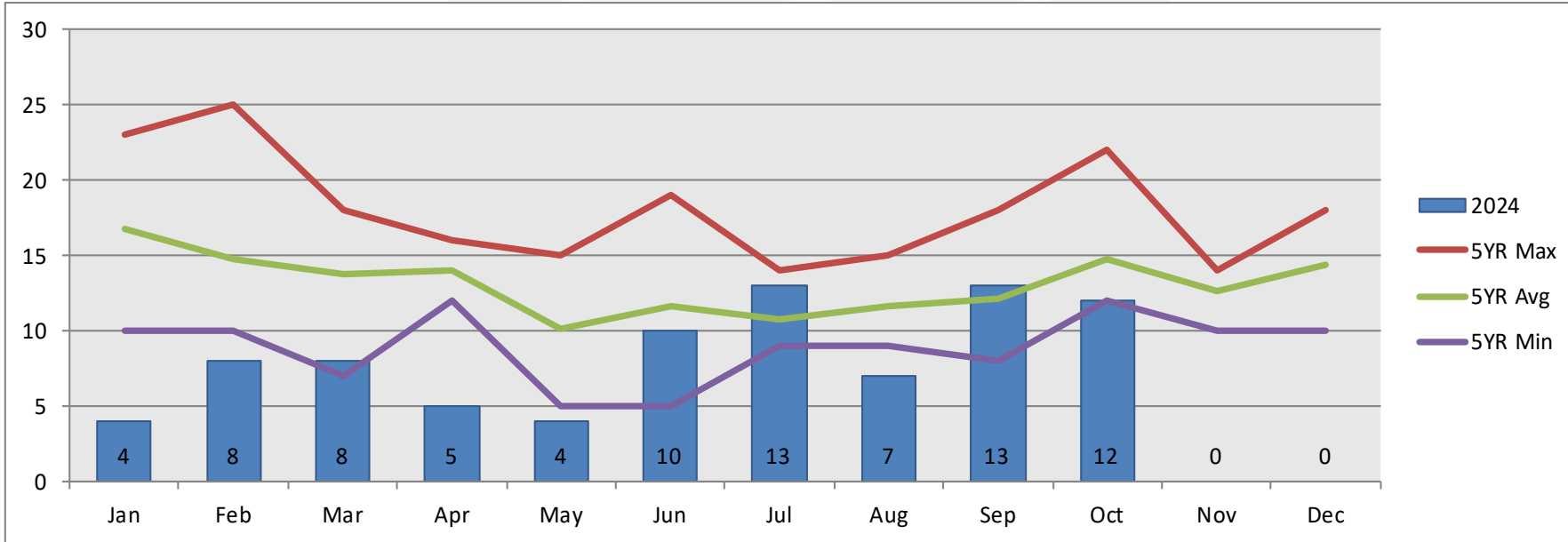
Structural Burglary

Offense Code: 0510

All Data As Of: 11/1/24 12:00 AM

- Structural burglaries were 18.9% below the 5 year average for October.
- Year to date burglaries are down 35.7% from the 5 year average.
- 4 of the burglaries were non-residential and 8 were residential.
- All of them occurred in Manhattan.

	Oct	Year to Date	Year
2019	14	141	171
2020	22	142	174
2021	13	129	157
2022	12	128	150
2023	13	113	136
2024	12	84	
% Change	-7.7%	-25.7%	-25.5%
Yearly Total Projection:			101



	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	12	0	0

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

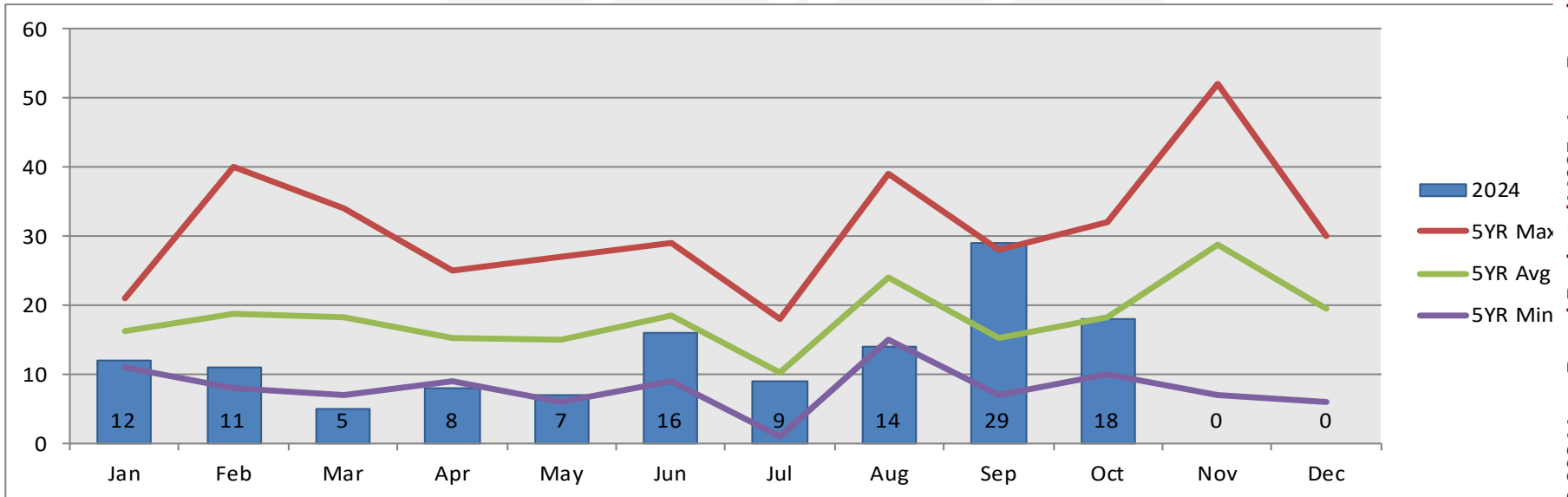
Vehicle Burglary

Offense Code: 0640

All Data As Of: 11/1/24 12:00 AM

- October 2024 was 1.1% below the 5 year average for vehicle burglary.
- Year to date vehicle burglaries are down 24.1% from the 5 year average.
- There was no forced entry noted in 15 of the reports.

	Oct	Year to Date	Yearly Total
2019	20	185	228
2020	32	173	255
2021	13	187	255
2022	10	108	121
2023	16	197	233
2024	18	129	
% Change	+12.5%	-34.5%	-30.1%
Yearly Total Projection:			163



	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	16	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	29	18	0	0

Motor Vehicle Thefts

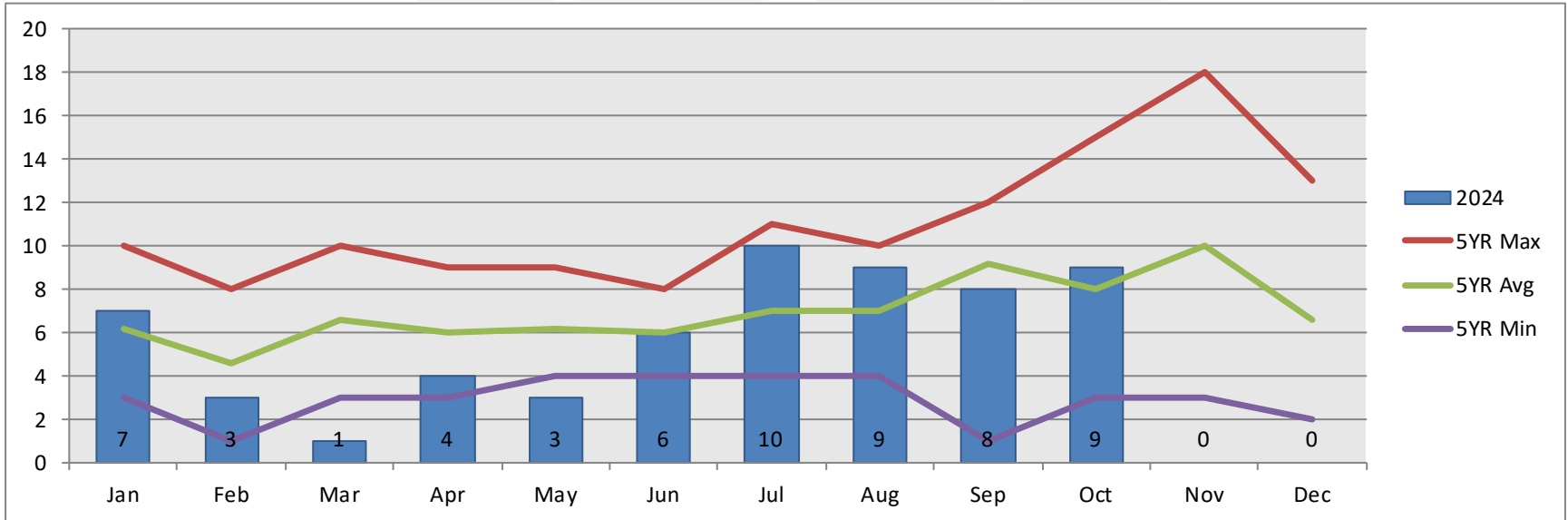
Offense Code: 0710

All Data As Of: 11/1/24 12:00 AM

17.a

- Motor vehicle thefts were up 12.5% from the 5 year average in October.
- Year to date motor vehicle thefts were down 10.2%.
- 4 of the 9 vehicles have been recovered as of 11/11/2024 and one of the incidents was an attempted motor vehicle theft.

	Oct	Year to Date	Yearly
2019	15	89	104
2020	11	65	96
2021	7	66	85
2022	3	60	67
2023	4	54	65
2024	9	60	
% Change	+125.0%	+11.1%	+14.4%
Yearly Total Projection:			74



	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	9	0	0

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

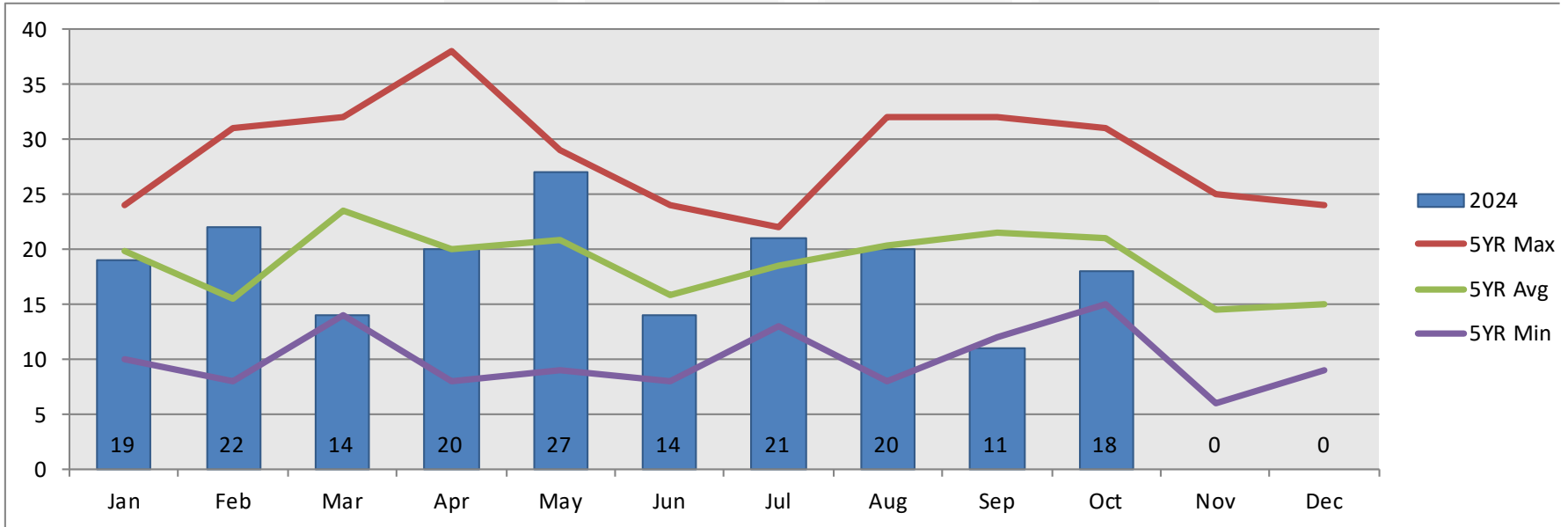
DUIs

Offense Code: 2110

All Data As Of: 11/1/24 12:00 AM

	Oct	Year to Date	Year
2019	20	250	265
2020	15	147	168
2021	21	175	191
2022	31	170	208
2023	18	244	282
2024	18	186	
% Change	0.0%	-23.8%	-24.2%
Yearly Total Projection:			214

- The number of DUIs for October 2024 was 14.3% below the 5 year average for October.
- DUIs year to date are 5.7% below the 5 year average.



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

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

Traffic Accidents

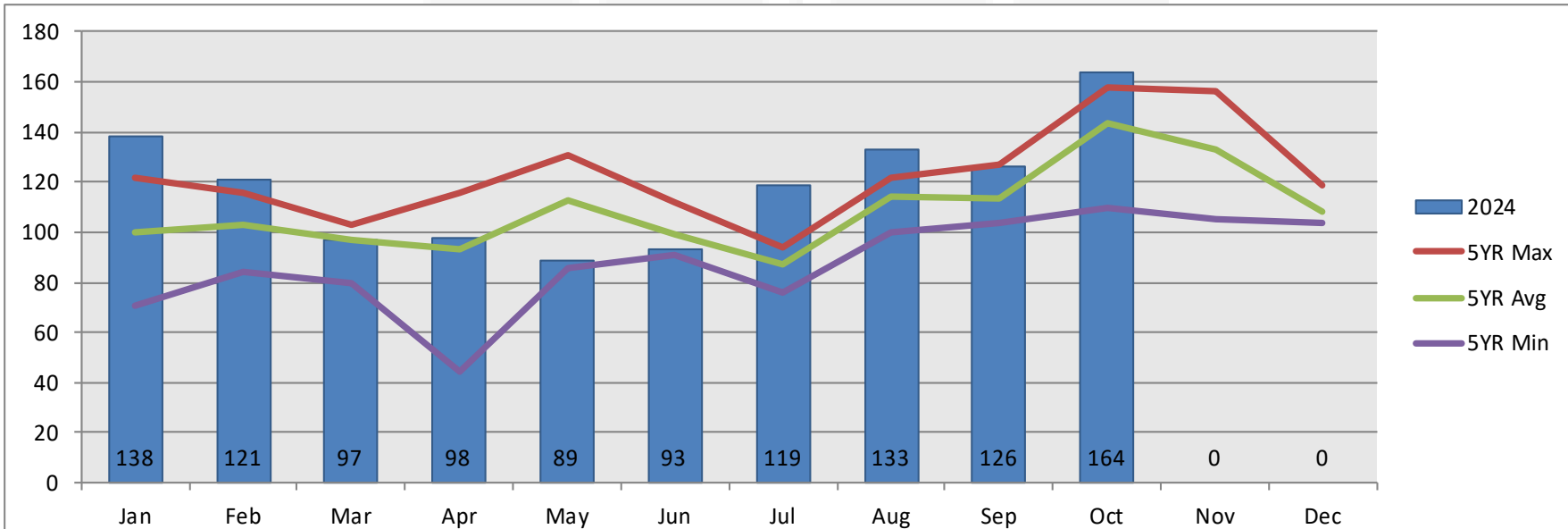
Offense Codes: 5000-5139

All Data As Of: 11/1/24 12:00 AM

17.a

- The number of traffic accidents in October 2024 was 14.4% above the 5 year average.
- Year to date accidents are up 10.9% from the 5 year average.

	Oct	Year to Date	Yearly Total
2019	158	1174	1436
2020	147	1010	1220
2021	156	1052	1314
2022	110	1042	1283
2023	146	1032	1263
2024	164	1178	
% Change	+12.3%	+14.1%	+14.4%
Yearly Total Projection:			1445



	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	126	164	0	0

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

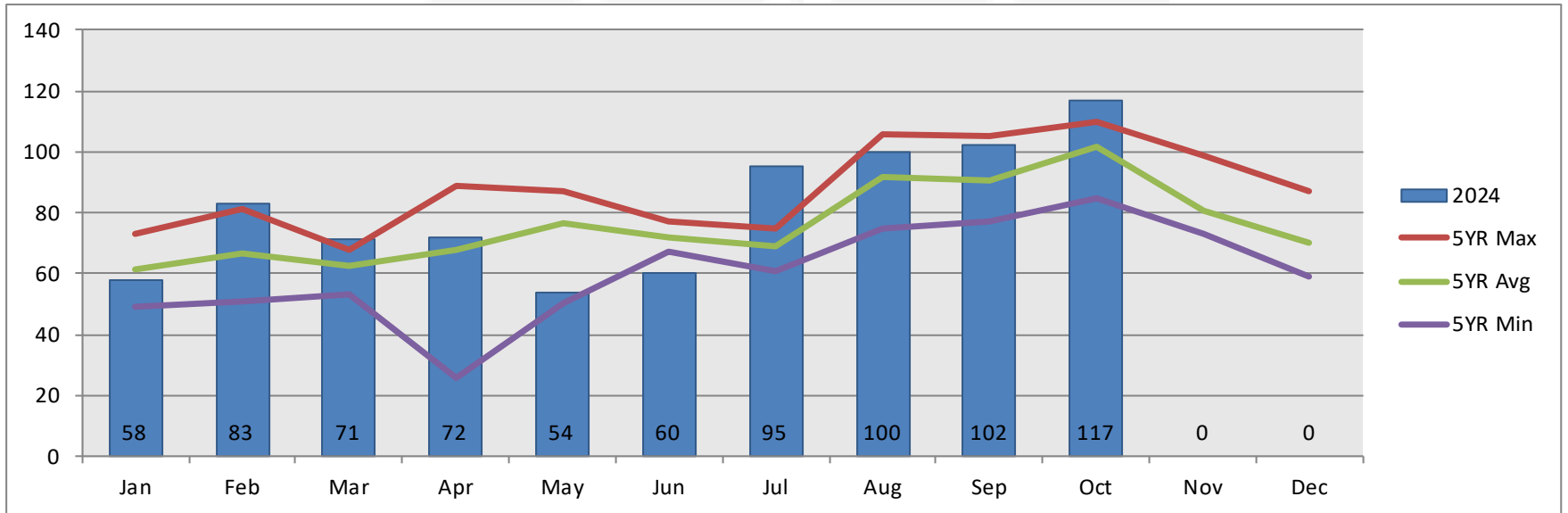
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 11/1/24 12:00 AM

- The number of preventable traffic accidents in October 2024 was 15.4% above the 5 year average.
- Year to date preventable accidents are up 6.8%.
- Numbers may change as data entry corrections continue.

	Oct	Year to Date	Yearly Total
2019	98	794	945
2020	105	716	855
2021	109	779	965
2022	85	752	897
2023	110	759	891
2024	117	812	
% Change	+6.4%	+7.0%	+9.1%
Yearly Total Projection:			972



	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	102	117	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

Report Submission

To:	Director Peete	BRP 18 Oct 24
Thru:	Assistant Director Moldrup	KMM 10.14.24
From:	Captain Hajek	
Position:	Commander	Division: Support
Report Title:	September 2024 UCR Report	
Rpt Freq./Year:	Quarterly/ September 2024	
Policy #:	82.1.4 & 82.3.2	
Date:	October 10, 2024	

September 2024

Riley County saw an increase of reported Part 1 crime in September 2024 as compared to September 2023. The number of incidents rose from 83 to 125, a 50.6% increase. Part 1 violent crime rose from 10 incidents to 17, and Part 1 property crime rose from 73 incidents to 108. As is the norm, the vast majority of the offenses were reported in Manhattan and Ogden, with the remainder of the county only reporting one Part 1 crime (a property crime).

Third Quarter

Despite the increase in September, the overall reported incidents for the third quarter of 2024 rose only 3.4% as compared to the third quarter of 2023. This equates to 11 more reported incidents. During this time frame, Part 1 violent crime rose 8.9% (4 more incidents) and Part 1 property crime rose 2.5% (7 more incidents.) The majority of these offenses occurred in Manhattan. Ogden had 19 reported incidents in the third quarter (an increase from 10) and the remainder of Riley County reported 8 incidents (an increase from 3).

Please see the attached tables for all information.

Captain Scott Hajek
Support Division
Riley County Police Department

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

September 2024

RILEY COUNTY ALL JURISDICTION

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Murder	0	0	0.0%	2	0	-100.0%	0	0	0.0%	0	0	0.0%	1	1	0.0%	0	0	0.0%	50.0%	100.0%
Rape	4	8	100.0%	28	29	3.6%	10	13	30.0%	3	3	0.0%	7	24	242.9%	4	7	75.0%	25.0%	82.0%
Robbery	1	0	-100.0%	5	5	0.0%	1	1	0.0%	0	0	0.0%	5	5	0.0%	0	1	100.0%	100.0%	100.0%
Ag. Asslt	5	9	80.0%	113	107	-5.3%	34	35	2.9%	6	6	0.0%	91	92	1.1%	29	31	6.9%	80.5%	86.0%
Total	10	17	70.0%	148	141	-4.7%	45	49	8.9%	9	9	0.0%	104	122	17.3%	33	39	18.2%	70.3%	86.0%
Burglary	9	10	11.1%	95	66	-30.5%	28	27	-3.6%	2	5	150.0%	18	24	33.3%	5	10	100.0%	18.9%	36.0%
Larceny	63	90	42.9%	721	584	-19.0%	236	230	-2.5%	19	23	21.1%	179	212	18.4%	64	76	18.8%	24.8%	36.0%
Auto Theft	1	8	700.0%	49	50	2.0%	13	27	107.7%	1	2	100.0%	13	15	15.4%	4	4	0.0%	26.5%	30.0%
Total	73	108	47.9%	865	700	-19.1%	277	284	2.5%	22	30	36.4%	210	251	19.5%	73	90	23.3%	24.3%	35.0%
Overall Total	83	125	50.6%	1013	841	-17.0%	322	333	3.4%	31	39	25.8%	314	373	18.8%	106	129	21.7%	31.0%	44.0%

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RILEY COUNTY POLICE DEPARTMENT
Report Submission

September 2024

RILEY COUNTY EXCLUDING MANHATTAN & OGDEN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT
82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE %	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Rape	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Robbery	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Ag. Asslt	0	0	0.0%	1	4	300.0%	0	1	100.0%	0	0	0.0%	1	4	300.0%	0	0	0.0%	100.0%	100.0%
Total	0	0	0.0%	1	4	300.0%	0	1	100.0%	0	0	0.0%	1	4	300.0%	0	0	0.0%	100.0%	100.0%
Burglary	0	0	0.0%	8	5	-37.5%	1	2	100.0%	0	1	100.0%	3	3	0.0%	0	2	200.0%	37.5%	60.0%
Larceny	0	1	100.0%	17	13	-23.5%	2	4	100.0%	0	0	0.0%	4	3	-25.0%	1	0	-100.0%	23.5%	23.5%
Auto Theft	0	0	0.0%	2	1	-50.0%	0	1	100.0%	0	0	0.0%	1	0	-100.0%	0	0	0.0%	50.0%	0.0%
Total	0	1	100.0%	27	19	-29.6%	3	7	133.3%	0	1	100.0%	8	6	-25.0%	1	2	100.0%	29.6%	31.1%
Overall Total	0	1	100.0%	28	23	-17.9%	3	8	166.7%	0	1	100.0%	9	10	11.1%	1	2	100.0%	32.1%	43.8%

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RILEY COUNTY POLICE DEPARTMENT
Report Submission

September 2024

MANHATTAN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE RATE	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Murder	0	0	0.0%	2	0	-100.0%	0	0	0.0%	0	0	0.0%	1	1	0.0%	0	0	0.0%	50.0%	100.0%
Rape	4	7	75.0%	26	23	-11.5%	10	12	20.0%	1	3	200.0%	5	20	300.0%	2	7	250.0%	19.2%	87.5%
Robbery	1	0	-100.0%	5	5	0.0%	1	1	0.0%	0	0	0.0%	5	5	0.0%	0	1	100.0%	100.0%	100.0%
Ag. Asslt	5	8	60.0%	105	89	-15.2%	32	30	-6.3%	5	5	0.0%	78	76	-2.6%	24	27	12.5%	74.3%	85.7%
Total	10	15	50.0%	138	117	-15.2%	43	43	0.0%	6	8	33.3%	89	102	14.6%	26	35	34.6%	64.5%	87.5%
Burglary	9	9	0.0%	85	57	-32.9%	27	24	-11.1%	2	4	100.0%	14	18	28.6%	5	8	60.0%	16.5%	31.3%
Larceny	60	88	46.7%	691	544	-21.3%	226	214	-5.3%	19	22	15.8%	169	204	20.7%	62	74	19.4%	24.5%	37.5%
Auto Theft	1	8	700.0%	46	47	2.2%	13	25	92.3%	1	2	100.0%	12	13	8.3%	4	4	0.0%	26.1%	27.3%
Total	70	105	50.0%	822	648	-21.2%	266	263	-1.1%	22	28	27.3%	195	235	20.5%	71	86	21.1%	23.7%	36.0%
Overall Total	80	120	50.0%	960	765	-20.3%	309	306	-1.0%	28	36	28.6%	284	337	18.7%	97	121	24.7%	29.6%	44.0%

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

September 2024

OGDEN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Rape	0	1	100.0%	2	6	200.0%	0	1	100.0%	2	0	-100.0%	2	4	100.0%	2	0	-100.0%	100.0%	66.7%
Robbery	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Ag. Asslt	0	1	100.0%	7	14	100.0%	2	4	100.0%	1	1	0.0%	12	12	0.0%	5	4	-20.0%	171.4%	85.7%
Total	0	2	200.0%	9	20	122.2%	2	5	150.0%	3	1	-66.7%	14	16	14.3%	7	4	-42.9%	155.6%	80.0%
Burglary	0	1	100.0%	2	4	100.0%	0	1	100.0%	0	0	0.0%	1	3	200.0%	0	0	0.0%	50.0%	75.0%
Larceny	3	1	-66.7%	13	27	107.7%	8	12	50.0%	0	1	100.0%	6	5	-16.7%	1	2	100.0%	46.2%	18.2%
Auto Theft	0	0	0.0%	1	2	100.0%	0	1	100.0%	0	0	0.0%	0	2	200.0%	0	0	0.0%	0.0%	100.0%
Total	3	2	-33.3%	16	33	106.3%	8	14	75.0%	0	1	100.0%	7	10	42.9%	1	2	100.0%	43.8%	30.0%
Overall Total	3	4	33.3%	25	53	112.0%	10	19	90.0%	3	2	-33.3%	21	26	23.8%	8	6	-25.0%	84.0%	49.0%

Note: "JUVENILE CLEARANCES" are included in the total of "OFFENSES CLEARED"

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 28 Oct 24
Thru:	Assistant Director Moldrup	KMM 10.21.24
From:	Captain Greg Steere	
Position:	Division Commander	Division: Patrol
Report Title:	Traffic Analysis	
Rpt Freq./Year:	3 rd Quarter, 2024	
Policy #:	61.1.1	
Date:	10-18-24	

1. Selective Enforcement Activities - Enforcement:

The Department will vigorously enforce all traffic laws and ordinances to prevent crashes, and assist citizen's movement about the roadways in an orderly and safe manner and encourage voluntary compliance to traffic regulations. The Patrol Division Commander is responsible for the administration of traffic enforcement. The Patrol Division Commander will designate sufficient staff within the patrol section to plan, review, inspect and coordinate the agency's traffic activities.

2. Selective Enforcement Activities - Crash Causation Comparison/Review:

A. The Patrol Division will compile and review traffic collision data available data to attempt to determine traffic crashes causes. This data will be used to develop strategies and plans for reducing instances of automobile collisions. This data includes: (CALEA 61.1.1a)

- 1) Locations;
- 2) Time of day;
- 3) Day of the week;
- 4) Traffic violations; and
- 5) Enforcement actions.

B. The Patrol Division will deploy officers for traffic enforcement in:

- 1) Areas of high crash occurrence;
- 2) Areas of high traffic flow;
- 3) Areas of increased pedestrian activity.

C. The crash comparison and review will attempt to determine whether high crash locations result from environmental factors requiring traffic engineering notification or poor driving habits requiring increased enforcement. The Patrol Division will coordinate with the appropriate traffic engineers to correct engineering problems.

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

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3. Selective Enforcement Activities - Patrol Division Procedures: Watch supervisors will establish targeted enforcement locations in order to address and rectify perceived and actual traffic problems. As time and workload allows, officers should monitor targeted enforcement locations in their patrol areas and take enforcement action as warranted. (CALEA 61.1.1d)

A. Selective enforcement locations will be determined by patrol supervisors according to the following criteria. (CALEA 61.1.1e)

- 1) Comparison of crash locations;
- 2) Past enforcement locations;
- 3) Response to citizen complaints;
- 4) DUI arrests.

B. The Patrol Division Commander, or designee, will analyze and evaluate the effectiveness of targeted enforcement in reducing crashes at selected locations. Officers will facilitate this analysis by documenting their targeted enforcement activities in a quarterly report to the Director. (CALEA 61.1.1b, 61.1.1c, 61.1.1f)

3rd Quarter 2024 Preventable Accident Review

This report is an overview of preventable crashes reported in the 3rd quarter of 2024. A preventable accident is an accident that occurs on a public roadway and is not caused by weather or animal related factors.

There were 295 preventable accidents reported in the third quarter of 2024. This is the highest third quarter count and a 19.6% increase from previous 3rd quarter averages.

Injuries and Fatalities

- There were 3 fatal crashes and 59 injury crashes reported in the 3rd quarter of 2024 with 79 injuries.
- This is the 3rd lowest injury accident count and third lowest injury count for the third quarter.
- There were 3 fatal accidents with 3 fatalities during the 3rd quarter of 2024.

Year	2021				2022				2023				2024			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr1	Qtr2	Qtr3	Qtr4
Preventable Accidents	169	214	286	295	201	230	237	231	194	241	217	241	214	185	295	
Accident Rates per 1,000 Inhabitants	13.35				12.64				12.51				Projected 13.25			
Preventable Injury Accidents	30	56	73	71	41	56	60	55	32	51	42	51	44	41	59	
Injury Rates per 1,000 Inhabitants	3.19				2.98				2.46				Projected 2.82			
Persons Injured in Preventable Accidents	35	72	96	93	58	80	81	71	43	70	62	73	56	58	79	
Fatalities in Preventable Accidents	1	1	2	3	2	1	1	1	1	1	2	3	0	0	3	

Color coding (Green Lowest, Red Highest) is for each individual row in the chart

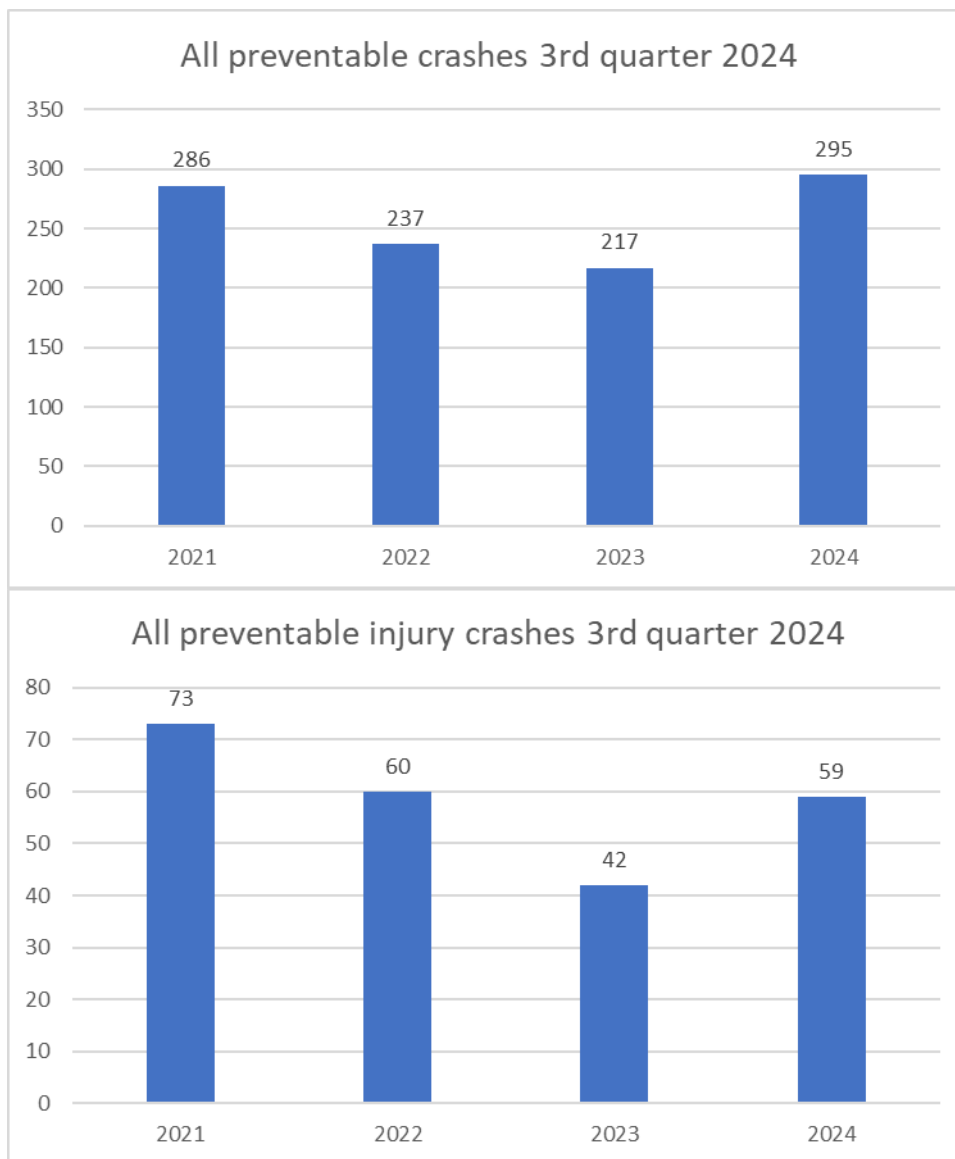
RILEY COUNTY POLICE DEPARTMENT Report Submission

Driver Actions

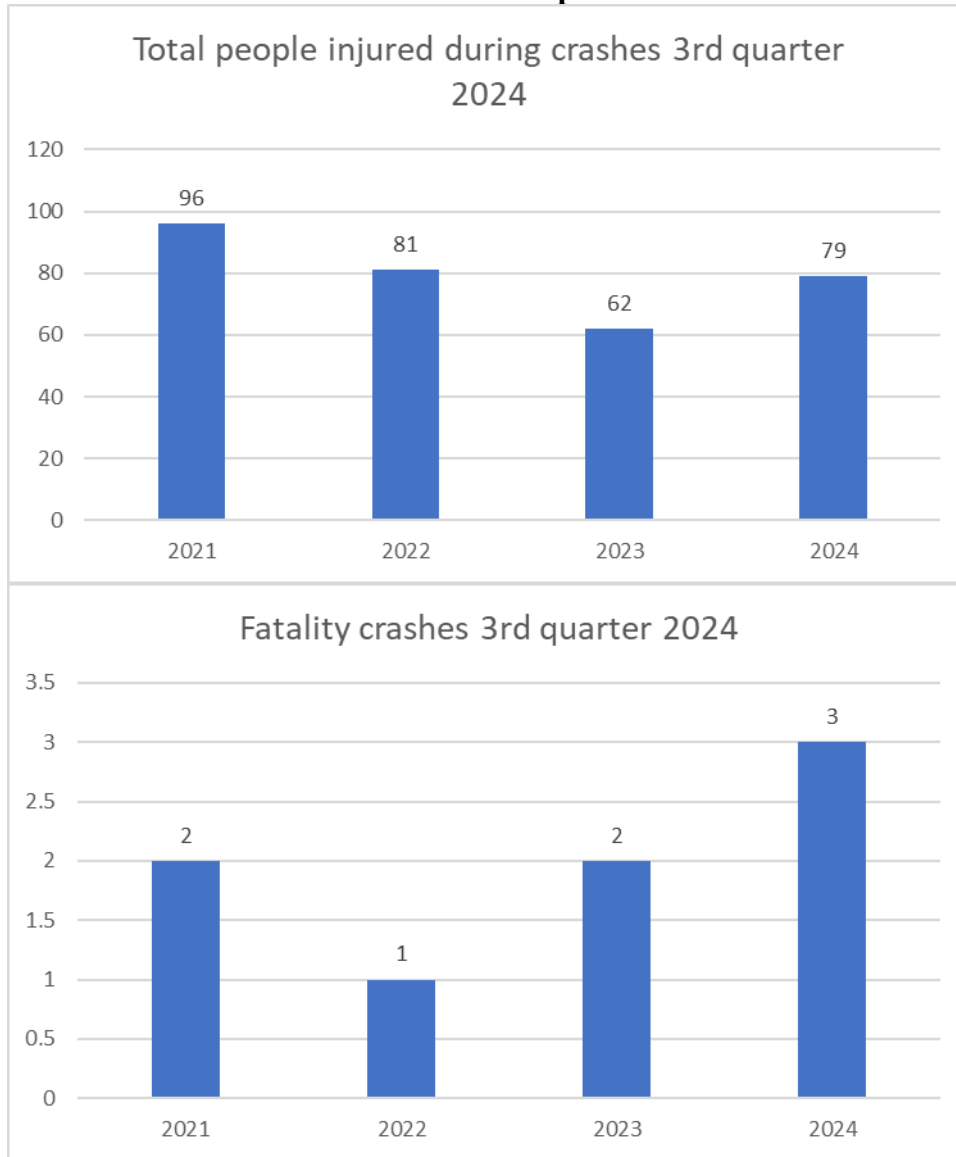
- The chart below shows the top five driver actions leading to preventable accidents.
- Inattention, Failed to Yield Right of Way, and Followed Too Closely historically are the top three driver actions.
- No Driver Contributing Circumstance and Under the Influence of Alcohol were the 4th and 5th next top contributing factors.

Year	2021				2022				2023				2024			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Inattention (General Sense)	42	58	74	62	43	57	54	47	35	42	52	60	38	31	80	
Failed to Yield Right of Way	32	46	61	63	46	44	47	40	41	42	49	48	42	42	71	
Followed Too Closely	24	16	33	38	27	28	26	25	27	31	25	25	25	20	31	
No Driver Contributing Circumstance	0	0	0	0	0	0	0	0	11	9	3	6	16	7	23	
Under the Influence of Alcohol	6	12	14	9	10	7	11	18	19	15	12	11	10	7	14	

The color coding (Green lowest, Red Highest) is for each individual charge, not the table as a whole.



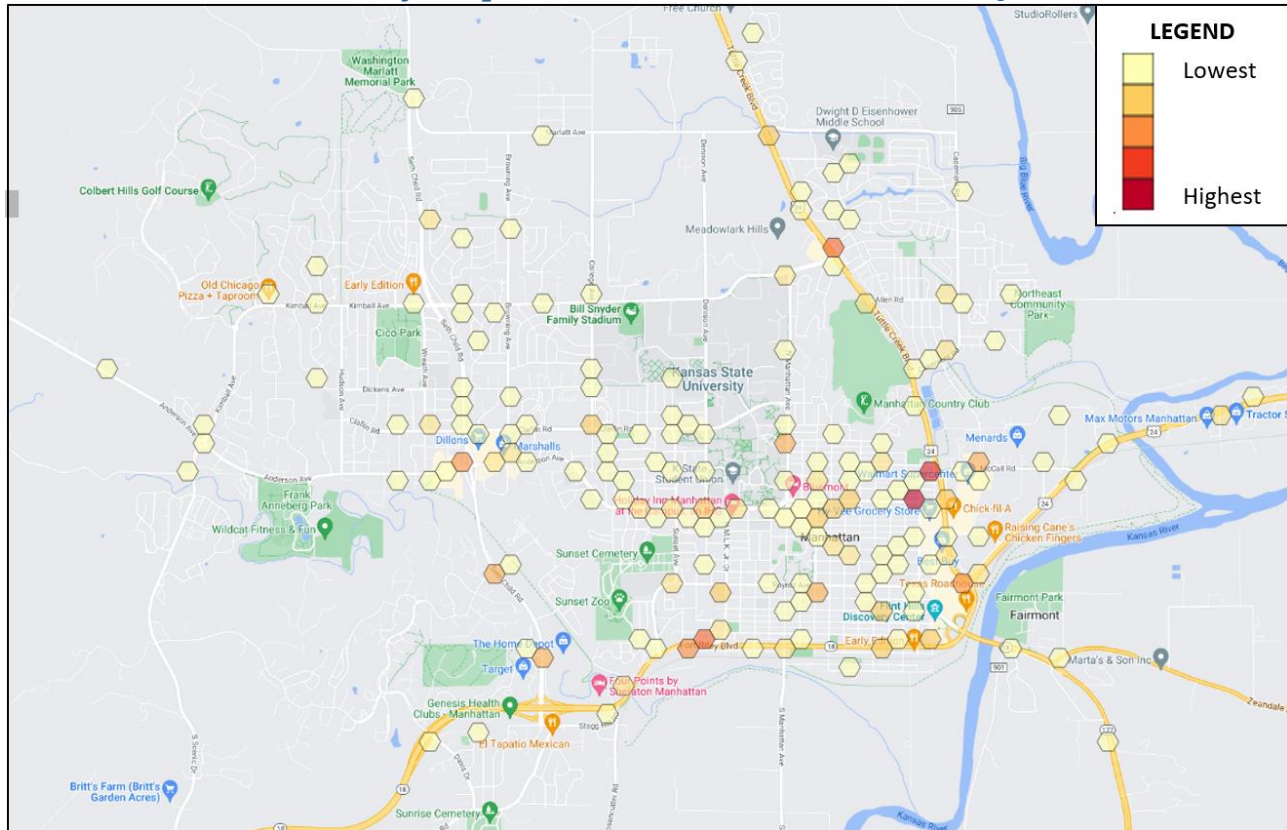
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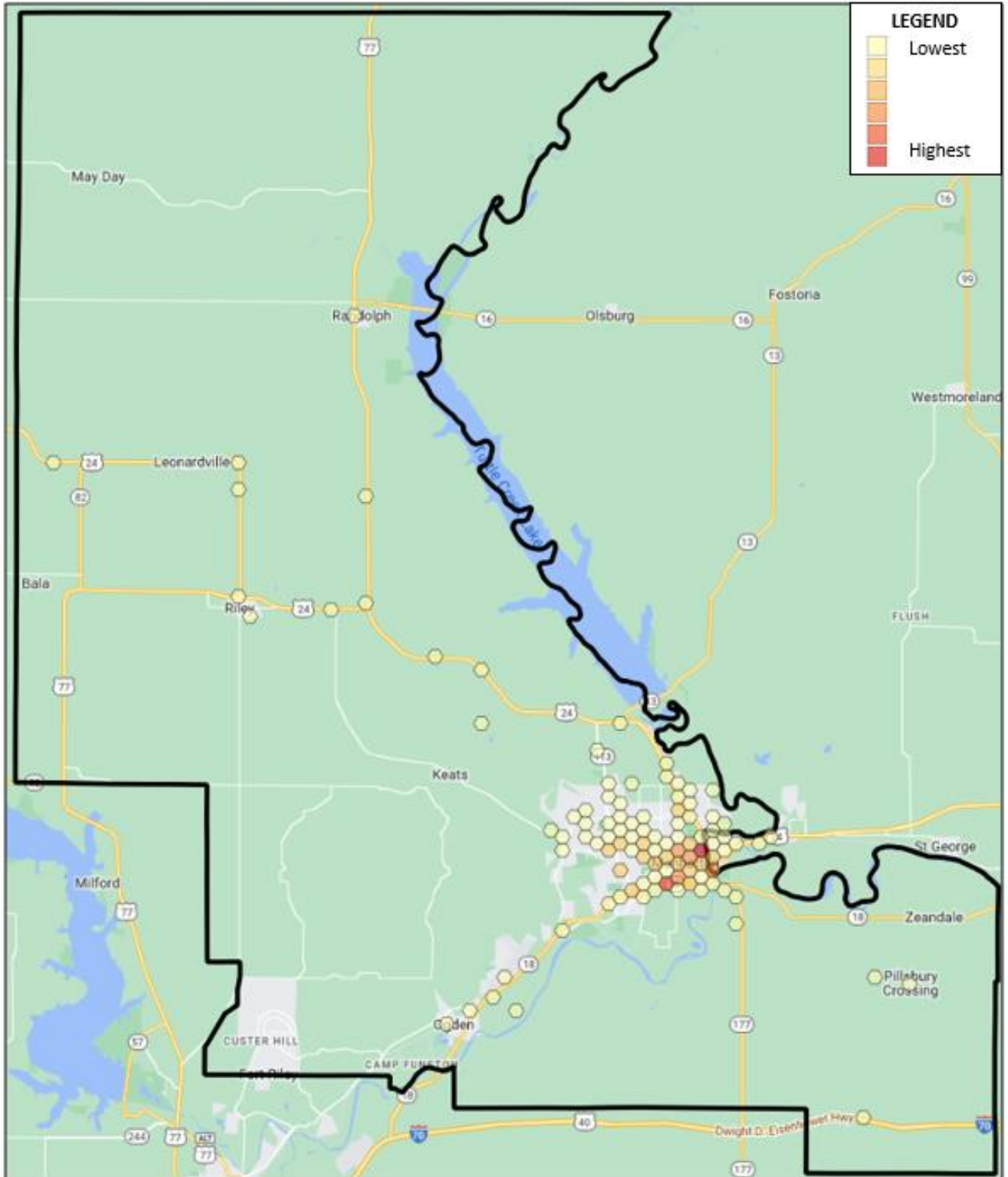
Manhattan Area Density Map of Traffic Crashes in the 3rd Quarter 2024



Geographic hot spots

- There were 8 crashes at the Bluemont & 4th St roundabout.
- There were 7 crashes at the Tuttle Creek Blvd / McCall Rd intersection.
- Below is a list of locations with 5 or more crashes during this quarter.
 - MLK Jr Dr & Fort Riley Blvd Intersection
 - Tuttle Creek Blvd & Kimball Ave
 - Seth Child Rd & Anderson Ave
 - Fort Riley Blvd & S Delaware Ave
 - Tuttle Creek Blvd & E Poyntz Ave

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County Wide Density Map of Traffic Crashes in the 3rd Quarter 2024



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Temporal Density

- 55% of all crashes occurred between 12:00 PM – 18:59 PM.
- 37% of crashes occurred between 2:00 PM – 17:59 PM.
- Thursday was the day of the week with the highest number of crashes (48), and the 3 and 4 PM hours were the hours with the highest count (30).
- Both Tuesday and Friday during the 4 PM hours had 7 crashes.

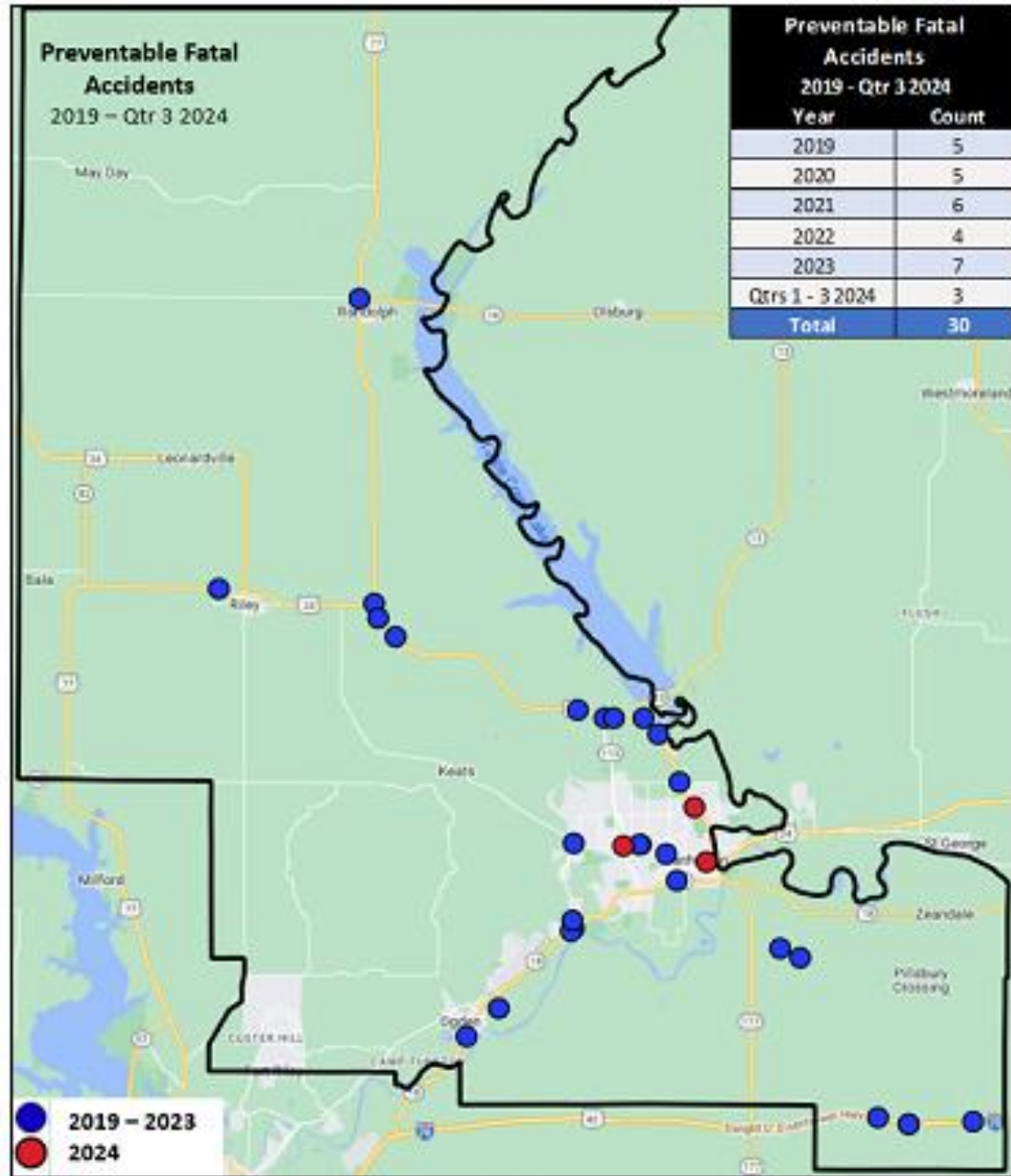
DOW / HOD	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total	%
Monday	0	0	0	0	0	0	1	1	3	2	4	1	1	2	5	5	5	4	3	1	2	0	0	1	41	14%
Tuesday	0	0	0	0	1	0	0	0	1	1	5	3	1	1	6	3	7	4	2	0	1	1	0	0	37	13%
Wednesday	2	0	0	0	0	0	2	3	1	3	4	1	2	4	4	6	3	2	2	3	1	0	1	1	45	15%
Thursday	0	0	0	0	0	0	1	1	1	3	1	2	4	3	4	5	3	4	5	2	6	1	1	1	48	16%
Friday	0	1	0	0	0	0	0	1	2	2	4	2	5	2	2	4	7	6	0	1	1	4	1	1	46	16%
Saturday	4	0	1	0	0	0	0	0	0	0	4	1	4	3	2	6	2	2	3	3	1	2	2	0	40	14%
Sunday	2	2	1	0	1	0	0	0	2	1	1	3	4	3	1	1	3	2	4	4	0	2	1	0	38	13%
Total	8	3	2	0	2	0	4	6	10	12	23	13	21	18	24	30	30	24	19	14	12	10	6	4	296	
%	3%	1%	1%	0%	1%	0%	1%	2%	3%	4%	8%	4%	7%	6%	8%	10%	10%	8%	6%	5%	4%	3%	2%	1%		

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Preventable Fatal Accidents

Below are the mapped locations of the preventable fatal accidents that have occurred in Riley County during 2019 through the 3rd quarter of 2024. There was a total of 30 fatal accidents during this time frame. The accidents that occurred in 2024 are symbolized by a red dot. The accidents that occurred in 2019 – 2023 are blue dots.

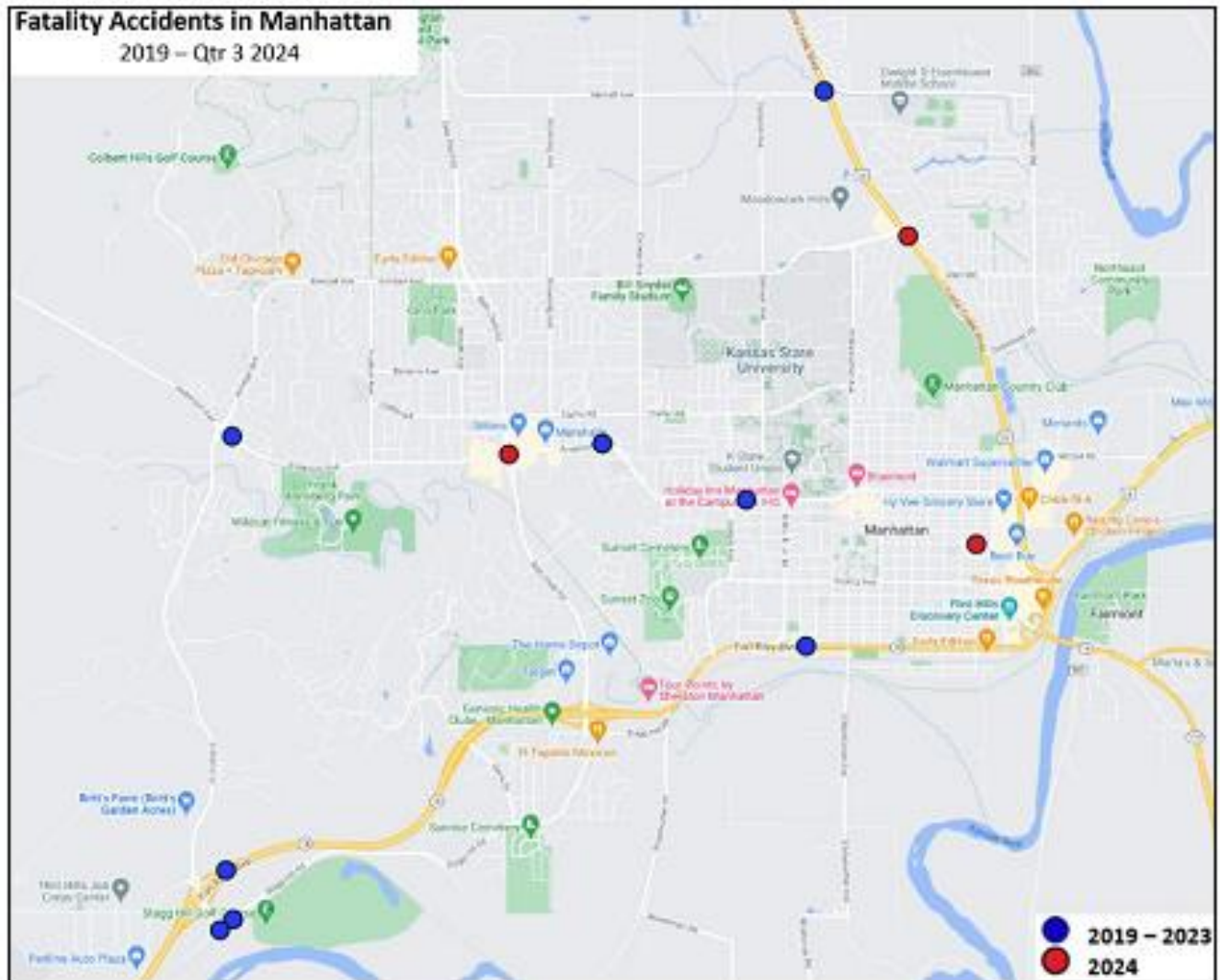


Notes

There were 3 fatal accidents in Riley County in the third quarter of 2024.

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Preventable Fatal Accidents in City of Manhattan



All 3 of the fatalities in the 3rd quarter of 2024 occurred in the city of Manhattan.

- 2200 blk of Tuttle Creek Blvd
- Anderson Ave & N Seth Child Rd
- Osage St & N 5th St

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The Criminal Intelligence Unit (CIU) on a weekly basis determines all Traffic Playbook areas. These areas are selected based upon frequency and seriousness of crashes in a single location. Some enforcement areas are based upon citizen complaints.

Our strategy for crash reduction in 2024 is to continue enhanced enforcement of traffic laws relevant to the primary causes of crashes in our cities and county. Special attention will also be directed toward the morning and afternoon work and school rush with a focus on driving behaviors that most commonly cause crashes (inattention, failure to yield and following too close). School zones (as always) will continue to be an area for extra enforcement for us whenever we are able. It is our goal to keep the number of preventable crashes below **13 per one thousand residents**. At this point, we are on pace to have **13.25 per one thousand residents**, which will be over our goal. We will need a strong 4th quarter to reach it. The third quarter was not a very good one.

RILEY COUNTY POLICE DEPARTMENT
Report Submission

To:	Director Peete	BRP 11 Nov 24
Thru:	Assistant Director Moldrup	KMM 11.7.24
Thru:	Captain Brad Jager	BTJ 11/07/2024
From:	Sergeant Ryan Doehling	
Position:	SIU Supervisor	Division: Investigations
Report Title:	Seizure and Forfeiture Report	
Rpt Freq./Year:	3rd Quarter, 2024	
Policy #:	84.1.8	
Date:	October 3, 2024	

Seizures made during the 3rd Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	SENT TO JERRY SHIVLEY
	N/A		

Active Seizures as of 3rd Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
23-002773	2009 Pontiac G8 VIN: 6G2EC57Y49L195965		Pending/awaiting paperwork from court

Completed Seizures 3rd Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
N/A	N/A		

Attachment: 11-18-2024 Law Board Packet (14025 : Law Board Meeting Agenda)

The Southern Police Institute

Department of Criminal Justice
College of Arts and Sciences
University of Louisville

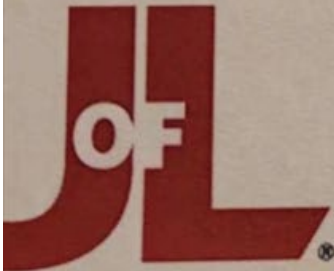
on recommendation of its faculty and by virtue of the authority
vested in it by the trustees of the university has awarded to

Scott Hajek

this certificate as evidence of the satisfactory completion of the

Administrative Officers Course

*Given in the City of Louisville in the Commonwealth of Kentucky in the United
States of America in the year of Our Lord two thousand twenty-four,
this Seventh day of November.*



President, University of Louisville

Chair, Criminal Justice

Dean, College of Arts and Sciences

Director, Southern Police Institute

The Southern Police Institute

Department of Criminal Justice

College of Arts and Sciences

University of Louisville

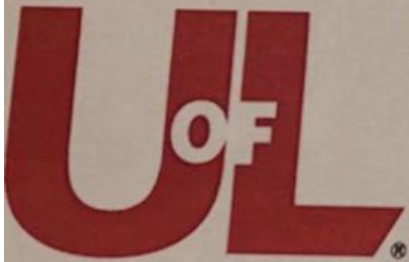
Director's Award for Academic Excellence

Awarded to

Scott Hajek

In recognition of your achievement recording the highest academic average as a member of the Graduate program of the 152nd Administrative Officers Course.

Presented this sixth day of November 2024



A handwritten signature in black ink, appearing to be 'MDW', written over a horizontal line.

Director of the Southern Police Institute

B. Edward Campbell Service Award

Scott Hajek

Presented By
Southern Police Institute
University of Louisville

*For Meritorious Service to Fellow Law Enforcement Officers of the
152nd Administrative Officers Course by Demonstrating Leadership
and Commitment to the Shared Goals and Objectives
of the Southern Police Institute*



November 9, 2024

A handwritten signature in black ink, appearing to read "Tom Hughes".

Thomas Hughes, Ph.D.
Chair, Department of Criminal Justice

A handwritten signature in black ink, appearing to read "Michael Bassi".

Michael Bassi, Ed.D.
Director of the Southern Police Institute

RILEY COUNTY POLICE DEPARTMENT

CERTIFICATE OF PROMOTION

PRESENTED TO

LIEUTENANT PATRICK G. TIEDE

I do solemnly declare upon my honor and conscience that I will act at all times to the best of my ability and knowledge in a manner befitting a Police Officer. I will preserve the dignity and will respect the rights of all individuals. I will discharge my duties with integrity and will promote understanding and conciliation. I will exercise my authority as a Police Officer in the manner intended by the law. I will faithfully obey the orders of my superiors and will be ready to confront danger in the line of duty. I will act with honesty, courtesy and regard for the welfare of others, and will endeavor to develop the Esprit De Corps. I will act justly and impartially and with propriety towards my fellow officers. I will constantly strive to honor this oath in my service as a Police Officer.



PROMOTED THIS
15TH DAY OF OCTOBER 2024



Presented by Director Brian R. Peete



RILEY COUNTY POLICE DEPARTMENT

CAPTAIN BRAD INGALLS
PROMOTED THIS
15TH DAY OF OCTOBER 2024

Presented by Director Brian R. Peete



RILEY COUNTY POLICE DEPARTMENT

ASSISTANT DIRECTOR ERIN K. FREIDLINE
PROMOTED THIS
15TH DAY OF OCTOBER 2024

Presented by Director Brian R. Peete

Riley County Police Department Victim Services Annual Report

VOCA Grant Year: October 2023-September 2024

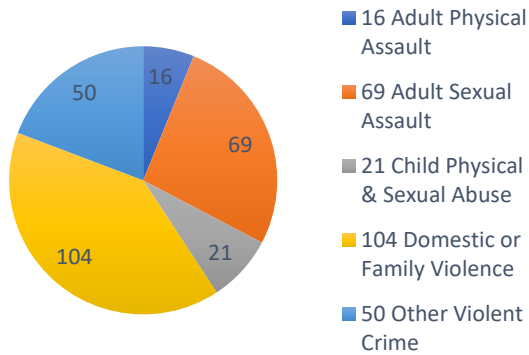
Victim Advocate Coordinator: Melissa Mosher

Submitted: 11.08.2024

Total Victims of Crime Who Received Direct Services

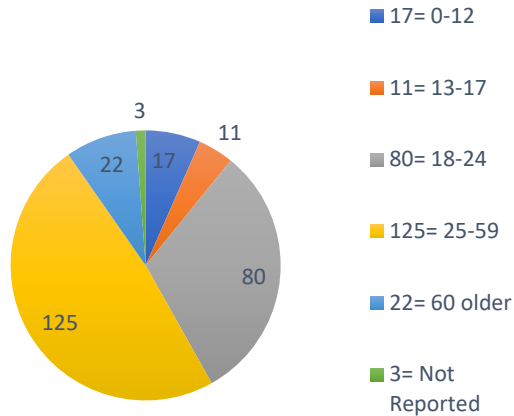
258

TYPE OF VICTIMIZATION



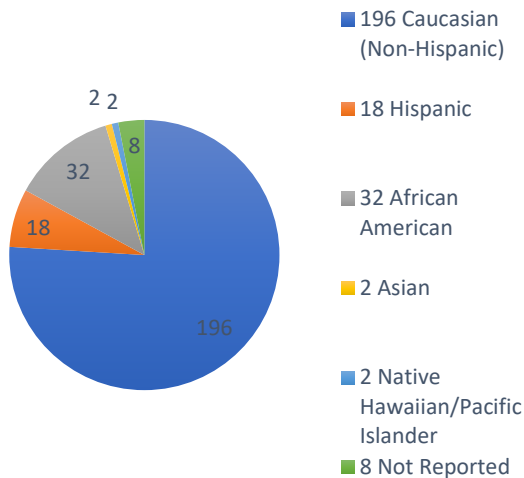
NOTE: 2 Victims of Multiple Crimes

AGE OF VICTIM SERVED

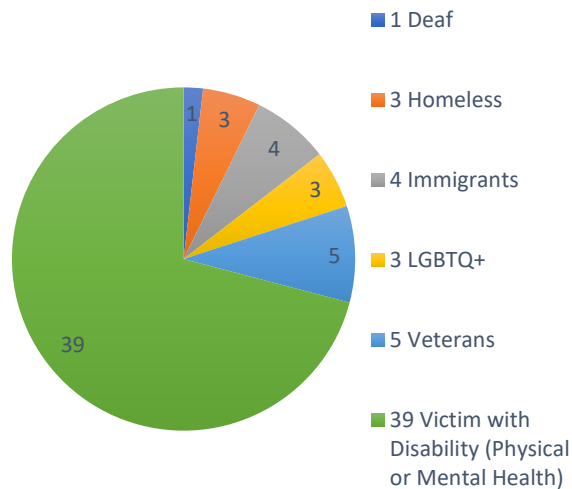


NOTE: Gender- 200 Female; 58 Male

RACE/ETHNICITY OF VICTIMS SERVED



SPECIAL CLASSIFICATIONS OF VICTIMS SERVED



Local/State Task Forces which VAC serves as RCPD Representative:

Flint Hills Sexual Assault Response Team (SART); Child Advocacy Center Multi-Disciplinary Team (MDT);

Kansas Organization for Victim Assistance (KOVA); KSU School of Social Work Community Advisory Committee (CAC)

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between **RILEY COUNTY POLICE DEPARTMENT** ("RCPD") and **THE UNITED STATES OF DEPARTMENT OF AGRICULTURE** ("USDA"). The parties agree as follows:

WHEREAS RCPD is vested by Kansas law, and RCPD is a county law enforcement department having jurisdiction throughout Riley County, Kansas;

WHEREAS, USDA owns a certain real property (the "Property") located within the corporate city limits of Manhattan, Kansas, which is situated in Riley County, Kansas, and thus within the law enforcement jurisdiction of RCPD;

WHEREAS USDA intends to establish on the Property, and own, the National Bio and Agro-Defense Facility ("NBAF") and desires that the Property be served by appropriate law enforcement services.

WHEREAS, legislative jurisdiction on the Property is concurrent, meaning that local and federal law enforcement agencies each have jurisdiction to enforce their respective laws thereon.

AND, WHEREAS USDA expressly desires that RCPD provide law enforcement services to the Property;

NOW, THEREFORE, the parties to this MOU agree as follows:

I. SUBJECT AND PURPOSE OF THE MOU

The parties acknowledge and agree that the subject and purpose of this MOU is to promote the safety, security, and welfare of the Property and persons thereon by securing the services of RCPD to provide routine police patrol and to enforce the laws of the State of Kansas and the City of Manhattan, Kansas on the Property.

II. SERVICES TO BE PROVIDED BY RCPD

RCPD agrees that it will (1) respond to calls for law enforcement services on the Property from USDA, NBAF, and their personnel and other persons; (2) provide Special Attention patrol based on criminal and safety trends and concerns on the Property based on the availability of RCPD staff and to the extent such patrol is requested by USDA/NBAF; and (3) enforce the traffic and criminal laws of the State of Kansas and City of Manhattan, Kansas on the Property. RCPD will, in accordance with KEA 22-2401a, have the right to request the assistance of such other Kansas state or local law enforcement agencies and officers as RCPD deems necessary, and such agencies and officers will have, pursuant to KEA 22-2401a, the same jurisdiction as RCPD officers while responding to RCPD's request for assistance. However, the parties to this MOU acknowledge and agree that RCPD will have primary responsibility for the provision of law enforcement service on the Property; *provide, however*, that USDA/NBAF acknowledge that from time to time, another law

enforcement agency may assume primary responsibility to investigate incidents involving RCPD, such as accidents involving RCPD vehicles/officers, and use of force incidents involving RCPD officers. Nothing in this paragraph should be construed as affecting, limiting, or hindering the authority of federal law enforcement agencies from enforcing federal law(s).

III. RECORDS

To the extent federal, state and/or local laws, or their respective policies and procedures may require, the parties will each make and maintain their own records related to the services to be performed pursuant to this MOU, costs and expenses associated therewith, and the performance of such services.

IV. STATUS AND CONTROL OF EMPLOYEES

RCPD and USDA/NBAF acknowledge and agree that for no reason are any of their respective employees the employees of the other, and that for no reason will any of their respective employees be considered employees of the other; *by way of illustration*, RCPD employees are not employees of USDA/NBAF and USDA/NBAF employees are not employees of RCPD.

The parties also acknowledge and agree that USDA/NBAF does not have authority to direct, manage, or supervise any RCPD employee, and that the authority and responsibility for RCPD employee direction, management, and supervision belongs solely to RCPD. Similarly, the parties acknowledge that RCPD has no authority to direct the work of, manage, or supervise any USDA/NBAF employees, and that the authority and responsibility for USDA/NBAF employee direction, management, and supervision belongs solely to USDA/NBAF; *provided, however*, that USDA/NBAF employees are subject to the same responsibility to obey lawful orders of sworn RCPD employees as that of all other persons.

The parties also acknowledge and agree that each of them is solely responsible for payment of only their own respective employee-related obligations for payment if and/or withholding from employee compensation those amounts attributable to federal and state withholding, workers compensation taxes/payments, unemployment taxes, health/medical/dental insurance and expenses, social security, union dues, and all other employee-related expenses, obligations, and costs.

Notwithstanding any other provision of this section or this MOU, the parties acknowledge and agree that some RCPD employees, pending RCPD approval, may be directly employed by USDA as USDA employees when such RCPD employees are in off-duty status with respect to RCPD. At such times, USDA may supervise and direct such persons as it deems necessary and USDA shall be solely responsible for payment of and/or withholding from employee compensations those amounts attributable federal and state withholding, workers compensation taxes/payments, unemployment taxes, health/medical/dental insurance and expenses, social security, union dues, and all other employee-related expenses, obligations, and costs and USDA shall be solely liable and responsible for such persons' acts and/or omissions.

V. LIABILITY

RCPD shall not be liable for the acts or omissions of USDA/NBAF, its officers employees, agents, representatives, and/or any other person or entities acting at the direction, behest, or behalf, and USDA/NBAF shall not be liable for the acts or omissions of RCPD, their officers, employees, agents, representatives, and/or any other persons or entities acting at their respective or collective direction, behest, or behalf.

This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the United States, its agencies, its officers, or any person.

VI. COUNTERPARTS

This MOU may be executed in three or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument and MOU.

VII. HEADINGS

The descriptive headings of the provisions of this MOU are formulated and used for convenience only and do not affect the meaning and construction of any such provision.

VIII. COMPLETE MOU

This MOU constitutes the entire MOU between the parties with respect to the provision of the law enforcement services on the Property. There are no verbal understandings, contracts, MOUs, representations, or warranties between the parties which are not expressly set forth herein. This MOU supersedes all prior written and/or oral agreements/MOUs and understandings between the parties.

IX. REASONABLENESS

The parties acknowledge and agree that all provisions of this MOU are terms and conditions which are reasonable, and which reflect their intentions with respect to the subject matter thereof.

X. LAW BOARD CONSENT REQUIRED

The parties each acknowledge and agree that none of the terms and provisions of this MOU shall be binding unless and until this MOU is approved by a majority vote of RCPD's Law Board at a regular and public meeting thereof *and* it has thereafter been executed by the Chairperson of the RCPD Law Board.

XI. WARRANTIES OF AUTHORITY

The parties each hereby warrant, one to the other, that the signatories hereto have been authorized to act on and for their behalf and have the full power and authority to bind their respective principals to the obligations and duties created hereunder.

XII. FUNDING

USDA/ NBAF, and RCPD and their respective agencies and offices will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each participant will carry out its separate activities in a coordinated and mutually beneficial manner.

Nothing in this MOU shall obligate either USDA/ NBAF, and RCPD to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of the Department of Agriculture and will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

XIII. Effective Date

This MOU takes effect upon the signature of USDA/ NBAF, and RCPD and shall remain in effect for five years from the date of execution. This MOU may be extended or amended upon written request of either USDA/ NBAF, and RCPD and the subsequent written concurrence of the other(s). Either USDA/ NBAF, and RCPD may terminate this MOU with a 60-day written notice to the other(s).

IN WITNESS WHEREOF, the parties have entered into and executed this MOU the day and year indicated.

RILEY COUNTY POLICE DEPARTMENT

By: Brian Peete

Date _____

USDA/NBAF

By: Alfonso Clavijo, Director

Date _____