

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
April 11, 2013 5:30 p.m.
Minutes**

Members Present:

John Matta	Dave Lewis
Barry Wilkerson	Richard Jankovich
Wynn Butler	Robert Boyd
Ron Wells	

Absent:

Staff Present:

Director Schoen	Assistant Director Doehling
Captain Hooper	Captain Nelson
Captain Hegarty	Captain Fink
Lieutenant Mills	

I. Establish Quorum: By Chairman Matta at 5:30 p.m.

II. Pledge of Allegiance: Led by Director Schoen

III. General Agenda:

A. Public Comment: None.

B. 2014 Budget Development: Members of the Law Board were provided copies of the Riley County Police Department 2014 Budget Narrative and Budget Draft 1A as part of their packets. At the request of Commissioner Lewis, 2014 Budget Draft 1B was also provided.

Draft 1A includes scheduled merit increases, a 1.8% Cost of Living Allowance (COLA) and the addition of 1 new custodian position. This option represents a -0.003% decrease from the 2013 approved budget when the 2012 carryover is applied. Draft 1B includes scheduled merit increases, a 1.5% COLA and the addition of 1 new custodian position. This option represents a -0.219% decrease from the 2013 approved budget when the 2012 carryover is applied. The Law Board reviewed the individual budget lines and made the following comments and recommendations.

Jankovich inquired about the source of the budget credits for the various lines.

Schoen explained that the budget credits come from a variety of sources. For example, the Department is reimbursed for overtime for contracted or grant supported activities such as Kansas State University athletic event traffic control and other special events. He added that fairly substantial budget credits are noted in each line as part of the synopsis in the budget narrative.

Account 1: Full Time Salaries

Jankovich wished to know what the standard merit increase for RCPD employees will be in 2014 and how the Department arrived at the proposed 1.8% COLA.

Doehling explained that the salary schedule has a 4% step increase for all personnel (excluding the Director and Assistant Director) who receive a meeting or exceeding expectations rating on their annual evaluation. Those who have topped out on the salary schedule will not be eligible for a step increase. Historically the Department and Fraternal Order of Police used the December Consumer Price Index (CPI) for the Midwest urban area to determine the COLA when negotiating salaries. The Department continues to use the December figure which most recently was 1.8%.

Account 4: Utilities

Jankovich asked if RCPD has researched hedging options in an attempt to lock in rates and stabilize utility costs.

Doehling stated that the Department has not researched hedging options for utilities specifically. The Department purchases water from the City, electricity from Westar and gas from Kansas Gas Service. He said that he was not aware that the possibility existed, but he could certainly research the matter further. The Department did look into hedging options with respect to gasoline purchases; however, the quantity purchased, even when combined with the City and County, was not substantial enough to receive any savings.

Account 19: Computer Contractual Services

Butler suggested City, County and RCPD Information Technology staff schedule a meeting to discuss future acquisition of equipment, computer software and operating systems to ensure they are not only compatible, but that they realize all potential for cost savings by group purchasing. He suggested members from RCPD Administration, the City and County Commissions also attend the meeting.

Lewis noted that the County Commission plans to discuss that very issue at the upcoming Joint City/County Meeting. He asked that Director Schoen attend to provide input from the perspective of the police department.

Doehling stated that there is a reasonable likelihood that the three entities could experience savings by using the same computer software. He cautioned that the need for certain specialty software at RCPD will still exist, that which the City and County are not interested in acquiring.

Account 20: Other Contractual Services

Butler inquired if it would be more efficient for the three entities to join together and pool resources custodial duties and other contractual services such as trash removal.

Doehling explained that RCPD staff previously reviewed the possibility of consolidating custodial duties with the City and County. It was discovered at that time that the City and County would need to hire additional personnel if they were to consolidate custodial services with RCPD.

Jankovich wished to know if Requests for Proposals (RFPs) had been sent out in the past to see what kind of cost savings could be obtained by the three entities joining together for various contractual services.

Schoen stated that RFPs could be sent out for contractual services in which there appears to be commonality with the City and County (e.g., document shredding and trash removal). The Department will contact the City and County when the current contracts expire to see if they would like to send out a joint bid for services and perhaps obtain a better rate.

Account 31: Guns and Crime Equipment

Jankovich said that the same potential for savings could be realized if RCPD were to place a bulk order with the Junction City Police Department, Pottawatomie County Sheriff's Office and other area law enforcement agencies for the purchase of ammunition.

Schoen agreed to contact area law enforcement agencies to determine if would be possible to place a bulk order and if there will be any savings in doing so.

Account 34: Vehicles and Equipment

Jankovich inquired about the Departments vehicle rotation schedule.

Doehling stated that vehicles are typically taken out of front line service every two years or when the vehicle reaches 100,000 miles. After the vehicles are taken out of front line service they are used for training or other support functions.

Schoen added that the Department uses the same grading system as the City when replacing vehicles.

Account 39: Health Insurance

Butler asked if the Department could use the Emergency Reserve Fund for unforeseen catastrophic medical expenses.

Schoen deferred to RCPD Attorney Michael Gillespie for comment.

Gillespie said generally speaking it has always been his opinion that an emergency is something that cannot be planned for. He cited an example of the proper use of the Emergency Reserve Fund as the near financial crisis of the 1993 flood. While waiting on reimbursements from the Federal Emergency Management Agency (FEMA) RCPD ran in to problems trying to make payroll. If assistance from FEMA had not been received in time it would have been an appropriate use of the fund. Gillespie said it is conceivable that the Department could use the fund for catastrophic medical expenses, but he would have to give the matter some additional thought.

Lewis stated his preference to have consistency with respect to the COLA for City, County and RCPD employees when looking at future budgets.

Matta thanked RCPD Administration for their work on the proposed 2014 budget options. The topic will be readdressed at the regularly scheduled April 15, 2013 Law Board Meeting.

C. Executive Session: At 7:07 p.m. Jankovich moved to go in to executive session for the purpose of discussing attorney client privilege and non-elected personnel matters not to exceed 20 minutes. Wilkerson seconded the motion. On a roll call vote, motion carried 7-0.

At 7:27 p.m. the open meeting reconvened.

Lewis moved to return to executive session for the same purpose mentioned above not to exceed 10 minutes. Butler seconded the motion. On a roll call vote, motion carried 7-0.

At 7:38 p.m. the open meeting reconvened.

D. Adjournment: Wilkerson moved to adjourn the meeting. Lewis seconded the motion. On a roll call vote, motion carried 7-0. The April 11, 2013 Special Law Board Meeting adjourned at 7:39 p.m.