



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 21, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Personnel Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Mar 17, 2022 9:00 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Dani Hallgren and Lee Wolf, Konza Prairie Community Health and Dental Center

7. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

8. EMS/Ambulance Staff Update

9:30 AM

Press Conference

9. Recognition of Greg McHenry years of service to Riley County and Presentation of plaque - Greg McKinley, Danny Williams & Allen Todd (10 minutes)

9:45 AM

Barry Wilkerson, County Attorney

10. Request to fill Assistant County Attorney position

10:00 AM

Lori Feldkamp, Big Lakes Developmental Center Director

11. Big Lakes Developmental Center update

10:15 AM

Shilo Heger, County Treasurer

12. Request to Fill Open Customer Service Position

12:00 PM

Law Enforcement Agency Meeting

13. Law Board Meeting Agenda

Adjournment

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: March 21, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-03 Treasurer J Larabee (green) (PDF)
- 2022-03 Treasurer S Bryan (green) (PDF)
- 2022-03 Attorney J Larchick (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Donna Borgerding	Fill Request Date: 3/17/2022
☒ Change	Dept Head: Shilo Heger	Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Larabee	Jessica		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Customer Service Representative II	Treasurer	00001-000007
Position Title	Department	Fund

3/21/2022	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

H	1	\$16.68	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department: Shilo Heger Date: 3/17/22

Personnel: [Signature] 3-17-22

BOCC
Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Donna Borgerding	Fill Request Date: 3/17/2022
☒ Change	Dept Head: Shilo Heeger	Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Bryan	Susan		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Clerk Analyst I	Treasurer	00001-000007
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Position Title Department Fund

3/21/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

I	11	\$23.82	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Shilo Heeger Date: 3/17/22

Personnel: [Signature] 3-17-2022

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 3/17/2022
☒ Change	Dept Head: Barry Wilkerson	Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Larchick	Jeremy		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Asst County Attorney	Attorney	0001-00001
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Position Title Department Fund

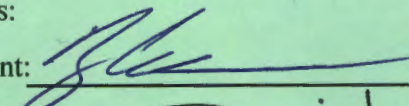
3/11/2022	☒	☐		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

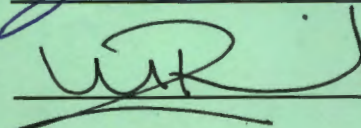
GG	\$	☐ Hour	\$ 3,925.70	☒ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: 

Date: 3-17-2022

Personnel: 

3-17-2022

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 24, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, 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

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Cory, Meyer, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Vivienne Uccello, PIO

6. PIO update

10:20 AM

Michele Reid, Payroll & Benefits Specialist/HR Associate & Vivienne Uccello, PIO

7. Welcome letter for new staff - Part of the on boarding process

Attachment: 03-24-22 tentative (11643 : Tentative 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.

Attachment: 03-24-22 tentative (11643 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 28, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

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

Attachment: 03-28-22 tentative (11643 : Tentative Agenda)



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: March 21, 2022
SUBJECT: EMS/Ambulance Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service

February- 364

North County- 16

Call volume by station:

Medic 11 located at 2011 Claflin Rd: 132

Medic 21 located at 11th & Poyntz: 124

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

Medic 41 located at Manhattan Regional Airport: 31

The rest of the calls are for event standbys.

Continue to work on North County projects, some new equipment has been ordered

Continue to work on the new Riley County Public Safety Headquarters

Continue to participate as part of the County Policy update working group

Hired 2 new PRN employees, orientation starting this week.

Received resignations from 2 PRN employees

Updated: 3/17/2022 10:01 AM by David Adams

Page 1

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Staff Report (ID # 11993)

Meeting of March 21, 2022

Rolling out a new inventory management program.

Radio programming update.

Education

Staff are working on scenario training.

Rolling out follow up from credentialing to staff

Community Outreach:

Participated in standbys for a couple of community events

Enclosures:

- Master-Ops-Report-with-Pick-List---BOCC_2022-03-15_124830 (PDF)

Runs By Day of Week

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	55	15.15
02 - Monday	49	13.50
03 - Tuesday	46	12.67
04 - Wednesday	42	11.57
05 - Thursday	38	10.47
06 - Friday	69	19.01
07 - Saturday	64	17.63
Total: 363		Total: 100.00

Attachment: Master-Ops-Report-with-Pick-List---BOCC_2022-03-15_124830 (11993 : Staff Update)

Runs by Hour of Day

8.a

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	14	3.85%
01:00:00 - 01:59:59	13	3.57
02:00:00 - 02:59:59	14	3.85
03:00:00 - 03:59:59	7	1.92
04:00:00 - 04:59:59	5	1.37
05:00:00 - 05:59:59	10	2.75
06:00:00 - 06:59:59	8	2.20
07:00:00 - 07:59:59	10	2.75
08:00:00 - 08:59:59	9	2.47
09:00:00 - 09:59:59	21	5.77
10:00:00 - 10:59:59	20	5.49
11:00:00 - 11:59:59	12	3.30
12:00:00 - 12:59:59	19	5.22
13:00:00 - 13:59:59	23	6.32
14:00:00 - 14:59:59	22	6.04
15:00:00 - 15:59:59	17	4.67
16:00:00 - 16:59:59	25	6.87
17:00:00 - 17:59:59	14	3.85
18:00:00 - 18:59:59	28	7.69
19:00:00 - 19:59:59	17	4.67
20:00:00 - 20:59:59	20	5.49
21:00:00 - 21:59:59	17	4.67
22:00:00 - 22:59:59	13	3.57
23:00:00 - 23:59:59	6	1.65
Total: 364		Total: 100.00

Attachment: Master-Ops-Report-with-Pick-List---BOCC_2022-03-15_124830 (11993 : Staff Update)

Runs by Responding Unit

8.a

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	132	36.26%
MED21	124	34.07
MED31	62	17.03
MED41	31	8.52
MED12	10	2.75
MED13	4	1.10
MED1	1	0.27
Total: 364		Total: 100.00

Report Criteria

Incident Month Name - Year: Is In February 2022

Attachment: Master-Ops-Report-with-Pick-List---BOCC_2022-03-15_124830 (11993 : Staff Update)



COUNTY ATTORNEY'S OFFICE
Personnel

Barry Wilkerson
County Attorney
105 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6390

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: March 21, 2022

SUBJECT: Request to fill Assistant County Attorney position

PRESENTER: Barry Wilkerson, County Attorney

BACKGROUND

Current incumbent Assistant Attorney resigned leaving an opening in the County Attorney staff. The department would like to fill the position, as described in the attached position description to fill the needs of Riley County.

The current case load combined with what is necessary to properly prepare and prosecute cases dictates the justification for this position.

FISCAL IMPACT

None - this position is already included in the 2021 budget.

RECOMMENDATION(S)

Recommendation is to approve the hiring process to fill the position of Assistant County Attorney as a Professional Grade GG.

POSSIBLE MOTION(S)

Move to approve all recommendations as presented in the CAR

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022-03 Attorney Asst County Attorney (gold) (PDF)
- Assistant County Attorney position description_ (PDF)

RILEY COUNTY POSITION ACTION FORM

10.a

Department Attorney Date 3/17/2022 Job Title Assistant County Attorney

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>GG</u>	Start Date <u>ASAP</u>	☐ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	Hours per ☐ Week ☐ Month	End Date _____	☒ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Jeremy Larchick</u>	2. Effective date of promotion, transfer, termination, or change: <u>3/11/2022</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of incumbent

2. Is it possible to fill this position internally? If no, why not?

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
Req Doctor of Jurisprudence Degree. A member in good standing w/KS Bar. Represent the State of KS in the prosecution of felony and misdemeanor crimes, traffic infractions, Child in Need Care cases, Juvenile Offender cases, abd Care and Treatment cases for the Mentally Ill.

Additional comments:

Approval by:

Date:

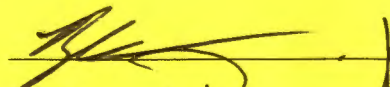
Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:




3-17-2022

3-17-2022

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

3/19/03

Packet Pg. 17

Attachment: 2022-03 Attorney Asst County Attorney (gold) (11994 : Request to Fill Assistant County

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ASSISTANT COUNTY ATTORNEY	
Department:	County Attorney	Division:
Reports To:	County Attorney	
Pay Grade:	GG	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The position of Assistant Riley County Attorney is to represent the State of Kansas in the prosecution of felony and misdemeanor crimes, traffic infractions, Child in Need of Care cases, Juvenile Offender cases, and Care and Treatment cases for the Mentally Ill. An ACA is also to prepare appellate briefs and orally argue them before the Kansas appellate courts. Finally, an ACA is expected to staff cases with and to give advice to law enforcement agencies within Riley County.

Essential Functions:

- Prosecute assigned cases under guidelines established by the County Attorney and within the Rules of Professional Conduct as established by the Kansas Supreme Court.
- Maintain a working knowledge of the law and any changes.
- Must be available 24 hours a day, 7 days a week to answer questions for law enforcement, assist with search warrants and arrest warrants, and to provide legal guidance as requested.
- Assist governmental or private local, state and federal agencies with the promotion of public safety and the current status of the law.
- Assist District Judges and Magistrate Judges in the administration of justice.

NOMINAL FUNCTIONS:

As directed by the Riley County Attorney.

POSITION REQUIREMENTS:

Education: Requires a Doctor of Jurisprudence Degree.

License(s)/Certificate(s): A member in good standing with the Kansas Bar.

Experience:

Knowledge of the principles, concepts, and methodology of a professional occupation. Depending upon experience, assistant Riley County Attorneys may be responsible to prosecute all levels of criminal activity from traffic, misdemeanors low level felonies to upper level and off-grid felonies. Only the most experienced Assistant County Attorneys however prosecute Off-Grid and upper level felonies.

Skills:

Proficient in criminal prosecution to a level which guarantees reasonable success in prosecuting cases.

Supervisory Controls: This position reports directly to the Riley County Attorney. The prosecution of assigned cases to a goal generally defined by the Riley County Attorney entails responsibility for deciding whether to file or not to file charges, what charge to file, compilation of an affidavit and complaint, plea negotiations, and preparation for preliminary hearing, trial, sentencing, and appeal. The success of this position can sometimes be measured through complaints or lack of complaints received from victims, law enforcement officers, judges and other court personnel, jurors, and the public.

Supervisory Responsibilities: Supervises and reviews the work of the assigned Legal Secretary. Responsible for the annual evaluation of work performance of that position in conjunction with the County Attorney. Provides leadership to other office staff members.

Guidelines: Guidelines are broadly stated. The employee regularly must use judgment and ingenuity in interpreting the intent of the case law and statutory law as well as application of same. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation with conflicting issues. Guidelines generally consists of United States Supreme Court Rules, State of Kansas statutes, case law, Riley County District Court Local Court Rules; Kansas Juvenile Justice Policies and Procedures; Kansas Sentencing Guidelines; and established internal policies and procedures.

Complexity: The work requires strong organizational skills, leadership skills, and the ability to handle highly emotional situations in a courteous and professional manner. Analytical thought becomes critical at this level due to increased responsibilities and changing situations. Employee must routinely exercise independent judgment.

Scope and Effect of Work: Challenges inherent in this position are working with many individuals involved in crisis situations.

Personal Contacts: This position will have daily personal contacts with staff, victims and their families law enforcement officers, defendants via their attorneys, other attorneys, judges, district court personnel Court Services personnel, community corrections personnel, social service agencies, civic organizations and the general public.

Purpose of Contacts: To prosecute, negotiate, settle, or defend matters involving significant or controversial issues. Above average communication skills are required. Ability to defuse high pressure situations is critical.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements of the profession may require working nights and weekends.

Work Environment: Law Office, District Court, schools and other public and private venues. May also be required to respond to crime scenes.

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is moderate risk involved as the employee is potentially subject to verbal or physical abuse from disgruntled individuals including dangerous felons or family members.

Approved: _____ Date: _____
(Supervisor)

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

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



COUNTY TREASURER'S OFFICE
Personnel

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

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: March 21, 2022
SUBJECT: Request to Fill Open Customer Service Position
PRESENTER: Shilo Heger

BACKGROUND

With the promotion of one of my staff to the open Clerk Analyst position a Customer Service Representative I position is now open. I am requesting to fill this position with in order to keep staffing levels the same.

DISCUSSION

We have one employee from the counter dedicated daily to perform drivers' license transactions. That leaves 8 employees at the counter to assist with motor vehicle and tax transactions. Without this position it would hinder our ability to assist customers in a timely manner especially if there are absences due to vacation or illnesses.

FISCAL IMPACT

There will not be a negative impact on my budget as this position is already in the 2022 budget.

RECOMMENDATION(S)

I recommend you approve this request in order to keep the treasurer's office fully staffed.

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:

- Cust Svc Rep I (gold) (PDF)
- Treasurer Customer Service Rep I position description (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Treasurer Date 3/17/2022 Job Title Cust Svc Rep I

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>F</u>	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	Hours per ☒ Week ☐ Month	End Date	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request	Non-Budgeted Position Request
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets
1. Name of former incumbent or current employee: <u>Susasn Bryan</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded
3. If requesting a change in budgeted hours, estimated change in cost per year:	2. Requested hours per year:
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No
6. Any special conditions regarding this position: <u>Open positions created</u>	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Promotion of incumbent + promoting 2nd CST

2. Is it possible to fill this position internally? If no, why not? Entry level position

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Graduation from a standard high school or G.E.D possession. 1 year experience handling money, 1 year experience working with public, MOVRs training.

Additional comments:

Approval by: Shilo Beggs Date: 3/17/22

Department Head: Shilo Beggs

Personnel: Shilo Beggs

BOCC Chairman: Shilo Beggs

BOCC Member: Shilo Beggs

BOCC Member: Shilo Beggs

BOCC Member: Shilo Beggs

BOCC Member: Shilo Beggs

BOCC Member: Shilo Beggs

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BOCC Member: Shilo Beggs

BOCC Member: Shilo Beggs

BOCC Member: Shilo Beggs

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	CUSTOMER SERVICE REPRESENTATIVE I		
Department:	Treasurer	Division:	Motor Vehicle
Reports To:	Vehicle Supervisor		
Pay Grade:	F	Status:	Full Time
FLSA Status:	Non-Exempt		

PURPOSE: Accurate titling and registration of all motor vehicles in Riley County, including specialized duties, such as specialized plates, repossessions, disability placards and refunds. Accurate collection of personal property and real estate taxes. Determine status of military for personal property tax exemption.

ESSENTIAL FUNCTIONS:

1. Process title and registration applications in the MOVRS computer system. Advise each customer on the appropriate procedures and documents needed on each independent situation, using a comprehensive understanding of Kansas Motor Vehicle laws and Kansas Department of Revenue Rules and Regulations and Federal Custom Laws.
2. Analyze the legal documentation presented for titling and registering motor vehicles in each individual transaction involving simple or complex document review. Determine the authenticity and correctness of the documents before proceeding and collecting the appropriate fees. Keep abreast of constantly changing State regulations and statutes.
3. Balance cash drawer on a daily basis for all transactions completed and sweep the funds to their vault which is then balanced with the entire office.
4. Determine the proper tax situs, assign the proper tax code(s) and classify each vehicle for registration. Determine whether military personnel registering their vehicles have the proper documentation to be exempt from personal property taxes.
5. Calculate and collect personal property and real estate taxes, which includes determining appropriate delinquent fees and interest at the correct times. This includes researching by names, address and legal description. Assist appraisers and real estate agencies requesting information regarding property tax, special assessments and delinquent taxes.
6. Respond to telephone inquiries. Review customers' needs and gathering the appropriate information in order to correctly solve the customer's needs.
7. Assist with filing and other duties for motor vehicle and the tax roll as needed

NOMINAL FUNCTIONS:

1. Open office each morning and secure all documents at night.
2. Lienholder mailings

Created Sept 2013
Updated 2015

Attachment: Treasurer Customer Service Rep I position description (11995 : CSR I - Riley County Treasurer)

3. Order supplies.
4. Antique motor vehicle billings
5. Process refunds on motor vehicle transactions
6. Correspond with customer as needed.
7. Assist with Webtags as needed
8. Process lien releases.
9. Backup other jobs as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or GED.

Knowledge/Skills: One year experience in money handling. One year experience in working with the public. One year experience in an office environment.

Successful completion of the MOVRS training for the motor vehicle titling and registration process through the Kansas Motor Vehicle Department.

Extensive knowledge of Kansas Motor Vehicle laws and Kansas Department of Revenue motor vehicle rules and regulations as they apply to various types of vehicles including cars, trucks, motorcycles, motor homes, motor bikes, trailers, recreational vehicles, etc.

Must use independent judgment, initiative and discretion to make determinations and analyze whether documents are complete, accurate and authentic.

Thorough knowledge of the Federal Soldiers' and Sailors' Civil Relief Act of 2003 and Kansas Statute 79-5107(e) regarding exemption of military from personal property taxes. Must be able to examine legal documents for completeness, accuracy and validity of the items presented, through training and experience.

Working knowledge of Kansas Motor Vehicle statutes is critical. Working knowledge of computers is necessary for use with vehicle registrations, tax inquiry, tax receipts and other applications. General knowledge of personal property and real estate tax laws for collection purposes.

The completion of the Customer Service Training course through KAC is mandatory. Tools used are AS400, PC, scanner, calculator, cash register, computer printers, copier, fax machine and other general office machines required.

Supervisory Control: Supervision by the vehicle supervisor as to the correctness of the work on motor vehicles. All customer service representatives share the responsibility of assisting customers in completing motor vehicle and tax transactions.

Supervisory Responsibility: None

Guidelines: Kansas statutes and Department of Motor Vehicles rules and regulations. Must follow State, County and Office policies with regards to personal property tax, real estate tax and motor vehicle. Must follow general office procedures.

Complexity: There are an infinite amount of problems and questions that can arise when someone is doing title work. There are definite laws, but there are a lot of gray areas where the employee must use their own independent judgment. The laws themselves are very complex and constantly changing so that it is essential to keep up with change in order to assist the customers.

Scope & Effect of Work: The purpose of the work is to register and title vehicles, as well as, collect

Created Sept 2013

Updated 2015

taxes from customers. The work includes numerous routine problems and questions that must be solved in accordance with established rules and regulations. The impact of the work done ultimately affects the customer and the legality of the transaction. The manner in which the work is done affects the image of the office, the county and the state. The motor vehicles laws and tax laws are very different and require different skills than regular office work. Many decisions have to be made in many different areas with a completely different set of rules for each one that do not relate to each other. Accuracy of all work is essential.

Personal Contacts: Customers, co-workers in the Treasurer's office, other county workers, taxpayers, insurance companies, vehicle dealerships, law enforcement personnel, loan companies, and State employees. Personal contacts include everyone in the County from CEO's to hourly workers, Generals to Privates, Professors to students, employed to unemployed.

Purpose of Contacts: Inform customers as to the laws and regulations in our state regarding vehicle registration and titling and taxation. Carry out the duties of the office in an efficient and friendly manner, while abiding by Kansas statutes, county policies and office policies. There are numerous irate and unhappy customers who must be dealt with in a calm, courteous manner.

Physical Demands/Effort: The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk, hear and see. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment/Conditions: The employee is exposed to normal noise level. However working conditions can become hostile with customers who are unhappy with the laws and procedures required.

RECRUITING REQUIREMENTS: **(ad for newspaper)**

High School diploma

One year experience in money handling

One year experience in working with the public

One year experience in an office environment

One year experience with personal computers and related software programs.

Approved: _____ Date: _____
(Supervisor)

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

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

Created Sept 2013
Updated 2015

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
March 21, 2022 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Morse

II. PLEDGE OF ALLEGIANCE- Interim Director Moldrup

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 3-4
Pages 5-9
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Pages 11-23
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Pages 25-28
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Page 30

Pages 31-44 | A. Approval of Minutes <ol style="list-style-type: none"> 1. February 17, 2022 Special Law Board Meeting 2. February 22, 2022 Law Board Meeting 3. March 3, 2022 Special Law Board Meeting B. Approve 2022 Expenditures/Credits
C. Juvenile Transport Reimbursement
D. RCPD Related County Expenditures- <i>(Review)</i>
E. Riley County Jail Average Daily Inmate Population- <i>(Review)</i>
F. Seizure Expenditure- <i>(Review)</i>
G. Reports- <i>(Review)</i> <ol style="list-style-type: none"> 1. Monthly <ol style="list-style-type: none"> a) Monthly Crime Report |
|---|--|
- IV. GENERAL AGENDA**
- | | |
|--|---|
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Pages 46-67

Pages 68-111 | H. Additions or Deletions
I. Public Comment
J. Fraternal Order of Police Lodge #17 Comments
K. Board Member Comments
L. National Public Safety Telecommunications Week Proclamation- Chairperson Morse
M. Community Advisory Board Update- CAB Chairperson Brent Riffel & Vice Chairperson Dennis Cook- <i>(Discussion)</i>
N. Introduction of Phil Hayes by Captain Kyle
RCPD Salary Survey Presentation by Phil Hayes, Vice President, The Arnold Group
Recruitment & Retention Efforts by Human Resources Manager Christine Robinson- <i>(Discussion)</i>
O. American Rescue Plan Act Update- Captain Jager & Board <i>(Discussion)</i>
P. Executive Session- <i>(Vote Required)</i> <ol style="list-style-type: none"> 1. Non-Elected Personnel Matters 2. Attorney Client Privilege Q. 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 Assistant 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 Facebook at <https://www.facebook.com/RileyCountyPD>. A recording will be made available on the City's website 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, March 21, 2022
12:00 p.m.**

**City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas**

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

	December 31, 2021 as of February 28, 2022	Budget Authorization	Current Actual after end of year	Actual-YTD Year	% to date 100%	Last YTD Actual	Remaining	% Balance
01 Salaries-Full Time		13,401,286.38	0.00	12,787,711.85	95.42%	12,784,238.64	613,574.53	4.58%
02 Salaries-Part Time		125,000.00	0.00	99,883.42	79.91%	117,021.17	25,116.58	20.09%
03 Salaries-Overtime		471,762.00	0.00	574,030.70	121.68%	402,282.09	-102,268.70	-21.68%
TOTAL SALARIES		13,998,048.38	0.00	13,461,625.97	96.17%	13,303,541.90	536,422.41	3.83%
36 Kansas Police & Fire		1,864,647.00	0.00	1,756,178.36	94.18%	1,664,397.35	108,468.64	5.82%
37 KPERs		564,141.00	0.00	503,009.36	89.16%	519,361.45	61,131.64	10.84%
38 Social Security		559,569.00	0.00	517,479.42	92.48%	516,374.61	42,089.58	7.52%
39 Health Insurance		1,537,150.00	100,000.00	1,540,000.00	100.19%	1,540,000.00	-2,850.00	-0.19%
40 Workers Compensation Insurance		300,000.00	11,156.59	258,737.48	86.25%	404,863.70	41,262.52	13.75%
41 Unemployment Compensation		13,998.00	0.00	12,896.48	92.13%	12,741.38	1,101.52	7.87%
TOTAL EMPLOYEE BENEFITS		4,839,505.00	111,156.59	4,588,301.10	94.81%	4,657,738.49	251,203.90	5.19%
TOTAL PERSONNEL COSTS		18,837,553.38	111,156.59	18,049,927.07	95.82%	17,961,280.39	787,626.31	4.18%
04 Utilities		205,000.00	21,257.17	201,709.54	98.39%	196,713.06	3,290.46	1.61%
05 Insurance		267,000.00	0.00	480,280.96	179.88%	450,564.00	-213,280.96	-79.88%
06 Legal & Accounting		85,000.00	3,983.00	99,050.14	116.53%	117,396.23	-14,050.14	-16.53%
07 Training & Travel		90,000.00	6,307.72	123,829.00	137.59%	59,026.60	-33,829.00	-37.59%
08 Postage		7,400.00	128.83	5,688.28	76.87%	5,627.85	1,711.72	23.13%
09 Printing		7,500.00	2,582.36	6,558.91	87.45%	4,726.82	941.09	12.55%
10 Rentals-Maint Agreements		60,000.00	2,697.27	46,800.66	78.00%	52,690.35	13,199.34	22.00%
11 Building & Grounds		30,000.00	3,902.50	74,521.68	248.41%	61,500.83	-44,521.68	-148.41%
12 Equipment Repair & Maintenance		85,000.00	1,566.10	75,319.03	88.61%	113,730.66	9,680.97	11.39%
13 Vehicle Maintenance		90,000.00	7,869.50	137,840.89	153.16%	109,686.97	-47,840.89	-53.16%
14 Telephone Service		62,000.00	8,253.94	90,140.17	145.39%	90,390.75	-28,140.17	-45.39%
16 Medical Fees		15,000.00	3,275.00	64,535.41	430.24%	23,658.75	-49,535.41	-330.24%
19 Contractual Services-Computers		690,000.00	45,753.93	648,392.29	93.97%	712,533.38	41,607.71	6.03%
20 Other Contractual Services		314,000.00	130,704.67	660,584.39	210.38%	654,943.10	-346,584.39	-110.38%
TOTAL CONTRACTUAL SERVICES		2,007,900.00	238,281.99	2,715,251.35	135.23%	2,653,189.35	-707,351.35	-35.23%
17 Prisoner Food & Care		195,000.00	37,428.86	253,390.20	129.94%	195,021.81	-58,390.20	-29.94%
21 Community Services		17,500.00	41.25	20,843.65	119.11%	7,827.63	-3,343.65	-19.11%
22 Books, Subscriptions, Memberships		10,000.00	6,091.00	16,918.76	169.19%	17,274.09	-6,918.76	-69.19%
23 Uniforms & Accessories		40,000.00	9,896.13	67,609.47	169.02%	99,317.95	-27,609.47	-69.02%
25 Maintenance Supplies		29,500.00	1,393.56	19,842.46	67.26%	30,061.85	9,657.54	32.74%
26 Fuel & Lubrication		163,000.00	26,634.46	220,100.62	135.03%	140,344.81	-57,100.62	-35.03%
27 Vehicle Tires		17,000.00	5,635.16	16,493.23	97.02%	15,946.15	506.77	2.98%
28 Office Supplies		24,000.00	4,439.14	28,327.74	118.03%	34,987.63	-4,327.74	-18.03%
29 Replenishment Supplies		45,000.00	21,878.38	143,850.46	319.67%	70,922.07	-98,850.46	-219.67%
TOTAL COMMODITIES		541,000.00	113,437.94	787,376.59	145.54%	611,703.99	-246,376.59	-45.54%
30 Communications Equipment		10,000.00	0.00	37,594.26	375.94%	697,497.62	-27,594.26	-275.94%
31 Guns & Crime Equipment		60,000.00	10,002.19	159,745.36	266.24%	213,219.75	-99,745.36	-166.24%
32 Furniture		15,000.00	0.00	5,873.27	39.16%	26,110.73	9,126.73	60.84%
33 Office Equipment		452,000.00	60,065.89	261,937.99	57.95%	112,645.26	190,062.01	42.05%
34 Vehicles and Equipment		270,000.00	5,830.63	510,019.94	188.90%	333,819.92	-240,019.94	-88.90%
35 Reserves & Contingencies		0.00	0.00	69,338.00	#DIV/0!	683,400.00	-69,338.00	#DIV/0!
TOTAL CAPITAL OUTLAY		807,000.00	75,898.71	1,044,508.82	129.43%	2,066,693.28	-237,508.82	-29.43%
TOTAL NON-PERSONNEL COSTS		3,355,900.00	427,618.64	4,547,136.76	135.50%	5,331,586.62	-1,191,236.76	-35.50%
TOTAL EXPENDITURES		22,193,453.38	538,775.23	22,597,063.83	101.82%	23,292,867.01	-403,610.45	-1.82%

Attachment: 03-21-2022 law board meeting packet (11724 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
February 17, 2022 4:00 p.m.
Minutes**

Members Present: Chairperson Linda Morse Vice Chairperson Robert Ward
Secretary Barry Wilkerson Member Kathryn Focke
Member John Ford
Member Patricia Hudgins (Arrived at 4:02 p.m.)

Absent: Member BeEtta Stoney

Staff Present: Interim Director Kurt Moldrup

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

- I. **Establish Quorum:** By Chairperson Morse at 4:00 p.m.
- II. **Pledge of Allegiance:** Interim Director Moldrup led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.

III. **General Agenda:**

- A. **Public Comment:** None.
- B. **Fraternal Order of Police Lodge #17 Comments:** None.
- C. **Board Member Comments:** None.

D. **Executive Session:** At 4:02 p.m. Vice Chairperson Ward moved to recess into Executive Session until 5:00 p.m. for the purpose of discussing non-elected personnel matters. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 5:01 p.m. the open meeting reconvened.

Secretary Wilkerson moved to recess into Executive Session until 5:16 p.m. for the purpose of discussing non-elected personnel matters. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 5:17 p.m. the open meeting reconvened.

E. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The February 17, 2022 Special Law Board Meeting adjourned at 5:18 p.m.

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
February 22, 2022 12:00 p.m.
Minutes**

Members Present: Chairperson Linda Morse Vice Chairperson Robert Ward
Secretary Barry Wilkerson Member Kathryn Focke
Member John Ford
Member Patricia Hudgins (Arrived at 12:08 p.m.)

Absent: Member BeEtta Stoney

Staff Present: Interim Director Kurt Moldrup Captain Josh Kyle
Captain Greg Steere Captain Derek Woods
Lieutenant Tim Schuck Sergeant Nathan Boeckman

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

I. Establish Quorum: By Chairperson Morse at 12:00 p.m.

II. Pledge of Allegiance: Interim Director Moldrup led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.

III. Consent Agenda:

- A.** Approval of Minutes
 - 1. January 18, 2022 Law Board Meeting
 - 2. January 24, 2022 Special Law Board Meeting
- B.** Approve 2021/2022 Expenditures/Credits
- C.** Juvenile Transport Reimbursement
- D.** RCPD Related County Expenditures (*Review*)
- E.** Riley County Jail Average Daily Inmate Population- (*Review*)
- F.** Reports: Synopsis- (*Review*)
 - 1. Monthly
 - a) Monthly Crime Report
 - 2. Quarterly
 - a) 4th Quarter Uniform Crime Report (82.1.4)
 - b) 4th Quarter Traffic Accident & Enforcement Analysis (61.1.1 A&C)
 - c) 4th Quarter Seizure & Forfeiture Report (84.1.8)
 - 3. Semiannual
 - a) Semiannual Alcohol Enforcement Report
 - 4. Annual
 - a) Annual Report of Asset Seizure & Forfeitures

b) Annual IA/AA Report (52.1.5)

Chairperson Morse inquired about the rise in the monthly average daily inmate population for the jail.

Interim Director Moldrup replied that the average daily inmate population is the highest it has been in approximately ten years. The primary reason for the increase is COVID-19. He went on to explain that the pandemic has slowed the number of trials being held resulting in less inmate turnover. He added that the increase in the inmate population comes at a time when the RCPD jail is at its lowest with respect to staffing levels. The jail is critically low with regard to manpower. Continuing forward, it is going to be important to attract applicants for the position of corrections officer. This will be a topic of discussion during 2023 budget discussions.

Member Focke referred to the 2022 Expenditures list and wished to know why the RCPD provides payment to three different law firms.

Interim Director responded that the three law firms include the attorney for the Law Board, attorney for the RCPD and the Department's workers compensation attorney.

Vice Chairperson Ward noted one correction to the January 18, 2022 Law Board Meeting Minutes (p.5, para. 5). The minutes should read "Chairperson ~~Ward~~ Morse echoed the sentiments expressed by the Board."

Vice Chairperson Ward referred to the Quarterly Report Synopsis and sought clarification regarding the reasoning for having officers standby during flights at the Manhattan Regional Airport.

Interim Director Moldrup explained that in order for the airport to meet federal guidelines and maintain certain certifications, the stationing of law enforcement personnel at airport screening checkpoints is required. He noted that an officer is not needed for every flight.

Vice Chairperson Ward addressed the cash receipt from the Kansas State University (KSU) for contracts-overtime in the amount of \$70,884.50 (p.29). He requested information regarding the services that are provided by the RCPD to KSU.

Interim Director Moldrup replied that the RCPD provides uniformed police officers for traffic control following KSU football and men's and women's basketball games at Bramlage Coliseum. Per the contract between the two agencies, KSU agrees to reimburse the RCPD for those services.

Vice Chairperson Ward moved to approve the Consent Agenda. Secretary Wilkerson seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

IV. General Agenda:

G. Additions or Deletions: Interim Director Moldrup informed members of the Board that Officer Joshua Berard is anticipated to arrive late to the meeting. Depending upon the time of his arrival, the Commendation Award presentation (agenda item L2.) may need to be adjusted.

H. Public Comment: None.

I. Fraternal Order of Police Lodge#17 Comments: Rachel Pate, President, Fraternal Order of Police (FOP) Lodge #17, briefed the Law Board on the Special Olympics Polar Plunge scheduled for Saturday, March 26, 2022 at noon at the Tuttle Creek Lake. Each division within the RCPD nominates an employee (oftentimes more than one employee) to take the plunge. Officer Pate hopes to encourage more employee participation by organizing a division competition.

J. Board Member Comments: Member Ford took a moment to thank Kurt Moldrup for filling in as the interim director for the RCPD.

K. Promotion Announcement Dispatch Supervisor Chase Quick: Interim Director Moldrup and Communications Center Manager Tyler Siefkes announced the promotion of Dispatch Supervisor Chase Quick and presented him with a certificate. Chase was accompanied by his son Carsten, and his mother Twana and father Charles Quick.

L. Award Presentation:

1. Letter of Appreciation:

- a) Officer Jonathan Shepard
- b) Officer Jesse Shane

Interim Director Moldrup presented Officer Jonathan Shepard and Officer Jessie Shane each with a Letter of Appreciation in recognition of their efforts on August 12, 2021 when they took it upon themselves to provide four small children with new school supplies, clothing and other necessities following the passing of their mother. When the items were delivered, the children were visibly overjoyed to receive the clothing and school supplies. The father was overcome with relief that he did not have to worry about acquiring these items while also planning a funeral.

On behalf of the entire Department, Interim Director Moldrup expressed his appreciation to Officer Shepard and Officer Shane for the kindness, sympathy and service that was provided to the family in their greatest time of need. The actions of these two officers speak volumes about their character and compassion for others.

- 2. Commendation Award-** *The award was presented following item O. on the General Agenda.*
 - a) Officer Joshua Berard

Interim Director Moldrup presented Officer Joshua Berard with a Commendation Award for his dedication to duty on May 29, 2021 while responding to the call of a suicidal woman. As a member of the RCPD Emergency Response Unit (ERU) Crisis/Hostage Negotiations Team, Officer Berard responded to a report of a woman in distress alone in a parking lot and in possession of a firearm. Officer Berard was assigned as the primary negotiator, a position he would remain in for the following nine hours. Officer Berard worked tirelessly to defuse the potentially dangerous situation. Utilizing special

negotiations skills and tactics, he was able to bring about peaceful resolution for the responding officers and woman in crisis.

Over the next few days, the woman contacted Officer Berard several times on his work phone while he was off duty. Officer Berard responded to the woman, provided her with words of reassurance and encouraged her to seek mental health assistance. Due to Officer Berard's remarkable interpersonal skills and strong active-listening skills, he was able to persuade the woman to meet him at the Crisis Stabilization Unit where she made the decision to check in for treatment.

For Officer Berard's devotion to duty in the care and service of this woman during her time of crisis, he was presented the RCPD Commendation Award.

M. Salary Survey Conducted by The Arnold Group, A Human Resource Company: Interim Director Moldrup explained that approximately one and a half years ago, the RCPD contracted with The Arnold Group, A Human Resource Company, to conduct an employee salary survey. The Department hadn't had a formal review of employee salaries for over ten years. Interim Director Moldrup commented that the most recent salary survey was delayed due to COVID-19. He described the rather lengthy, but necessary process to ensure all job descriptions were thoroughly reviewed, updated and taken to the market for comparison. Phil Hayes, Vice President, The Arnold Group, was involved in the process and will be presenting the salary survey to the Board at the regularly scheduled March Law Board Meeting.

N. Professional Liability Insurance Limits: At the January 18, 2022 Law Board Meeting, Captain Kyle briefed the Board on funding needed to address law enforcement, auto, property and liability insurance limit increases as recommended by the Department's broker. Following the meeting, RCPD staff returned to the table for discussions taking into account feedback provided by members of the Law Board. A review of past claim/cost experience was also conducted. Captain Kyle said that he did not hear anything from the broker to indicate that the landscape for law enforcement in Kansas (specifically the RCPD) had changed significantly. As a result, the RCPD does not recommend an increase to current insurance limits at this time. He advised the Board that the RCPD has experienced about \$66,000 in insurance increases over the past two years to maintain current limits.

O. American Rescue Plan Act Update: Captain Kyle did not have any new information to report to the Law Board. Captain Kyle explained that there are a number of expenditures and proposed expenditures for the RCPD which could fit under the American Rescue Plan Act (ARPA) funds that are held by the City and County. The RCPD is a political subdivision and are not granted funds directly; however, the RCPD is eligible to apply for said funds. This remains a recurring agenda item simply to check on the status of any potential application processes.

Chairperson Morse informed those in attendance that the City of Manhattan will be considering ARPA funds for the first time this evening. There will likely be no conclusion, but there will be a discussion. Since no funds flow directly to the RCPD and because the RCPD is a political subdivision, she felt it appropriate that the RCPD make application for the funds. She asked if the items identified by the RCPD for ARPA-related funds has changed since it was presented to the Law Board in 2021.

Captain Kyle responded that the request from the RCPD has not changed. The request entailed employee costs related to COVID-19 and various items of equipment, most notably items to be used in the jail to help detect potential infection.

P. Executive Session: At 12:30 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:40 p.m. to discuss non-elected personnel matters. Vice Chairperson Ward seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:42 p.m. the open meeting reconvened.

Q. Authorize Formal Execution of Employment Agreement between the Riley County Law Enforcement Agency and Interim Director Kurt Moldrup: Vice Chairperson Ward moved that the Law Board approve and authorize the Chair to sign on its behalf the Employment Agreement as submitted with RCPD Interim Director Kurt Moldrup. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

R. Affirmation or Revocation of Discipline: Secretary Wilkerson moved to affirm the director's disciplinary actions. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

S. Adjournment: Vice Chairperson Ward moved to adjourn the meeting. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The February 22, 2022 Law Board Meeting adjourned at 12:44 p.m.

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
March 3, 2022 4:00 p.m.
Minutes**

Members Present: Chairperson Linda Morse Vice Chairperson Robert Ward
Secretary Barry Wilkerson Member Kathryn Focke
Member John Ford
Member BeEtta Stoney (Arrived at 4:21 p.m.)

Absent: Member Patricia Hudgins

Staff Present: Interim Director Kurt Moldrup

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

- I. Establish Quorum:** By Chairperson Morse at 4:00 p.m.
- II. Pledge of Allegiance:** Interim Director Moldrup led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.

III. General Agenda:

- A. Public Comment:** None.
- B. Fraternal Order of Police Lodge #17 Comments:** None.
- C. Board Member Comments:** None.

D. Executive Session: At 4:01 p.m. Secretary Wilkerson moved to recess into Executive Session until 5:00 p.m. for the purpose of discussing non-elected personnel matters. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 5-0.

At 5:02 p.m. the open meeting reconvened.

E. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Morse, Ward, Stoney and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The March 3, 2022 Special Law Board Meeting adjourned at 5:02 p.m.

KYLE #5

3-16-22

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3001	ADP LLC	20	Payroll	4,894.08	4,894.08
3002	The Arnold Group	20	Salary Survey	17,237.32	17,237.32
3003	Arthur-Green Attorneys at Law	06	Retainer	2,750.00	2,750.00
3004	B-4 Fire Extinguisher Sales	20	Fire Extinguishers	48.00	48.00
3005	Bob Barker Co Inc	17	Inmate Supplies	1,891.24	
		17	Inmate Supplies	178.26	
		17	Inmate Supplies	69.10	
		17	Inmate Supplies	2,427.86	
		17	Inmate Supplies	203.22	4,769.68
3006	Clark, Mize, & Linville	06	Legal Fees	126.00	
		06	Legal Fees	227.83	
		06	Legal Fees	140.00	
		06	Legal Fees	126.00	619.83
3007	Culture Index, Inc	07	Workshop fee	1,995.00	
		07	Workshop fee	1,995.00	3,990.00
3008	Cummins-Allison Corporation	31	Equipment License/Jetscan	962.00	962.00
3009	Defense Solutions Group, Inc	31	NWS Simmution Head Protector	1,506.31	1,506.31
3010	EMC Risk Services LLC	40	Workers Comp	7,038.00	7,038.00
3011	Empower Flex	06	Admin Services	1,052.15	1,052.15
3012	Evco Wholesale Food Corp	17	inmate food	2,760.64	
		17	inmate food	2,707.07	
		17	inmate food	-30.86	
		17	inmate food	4,101.19	
		17	inmate food	606.41	
		17	inmate food	1,254.39	11,398.84
3013	Flint Hills Neuropsychology	16	pre employment evaluation	365.00	
		16	pre employment evaluation	225.00	
		16	pre employment evaluation	365.00	955.00
3014	4 My Benefits, Inc	20	1094/1095 Filings	588.00	588.00
3015	Four Seasons RV Acres, Inc	13	Vehicle Maintenance	9,986.56	9,986.56

Attachment: 03-21-2022 law board meeting packet (11724 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3016	Law Office of Michael Gillespie	06	Law Board Legal Services	1,500.00	1,500.00
3017	Godfrey's	23	uniforms	9,509.00	
		23	uniforms	292.45	
		23	uniforms	2,757.42	
		23	uniforms	495.00	
		23	uniforms	680.19	13,734.06
3018	Grant Petroleum, Inc	26	Fuel	16,195.94	16,195.94
3019	Growing Concerns, Inc	11	Landscape	235.00	235.00
3020	Gary Grubbs	20	Pre-Employment	150.00	150.00
3021	Heart of America Police Dog Assn	22	Membership Dues	200.00	
		22	Associate Membership Dues	35.00	
		22	Membership Dues	200.00	435.00
3022	Hiland Dairy	17	inmate food	140.76	
		17	inmate food	140.76	
		17	inmate food	105.57	
		17	inmate food	106.48	
		17	inmate food	70.38	
		17	inmate food	90.48	
		17	inmate food	180.95	
		17	inmate food	109.48	
		17	inmate food	180.95	
		17	inmate food	109.48	1,235.29
3023	Imaging Office Systems, Inc	19	Cannon Roll Carrier	1,025.00	1,025.00
3024	Insight Public Sector Inc	33	40 Panasonic Protection	24,386.80	24,386.80
3025	Ka-Comm, Inc	34	new build	5,566.63	
		12	Equipment Repair	30.00	
		12	Equipment Repair	10.00	
		12	Equipment Repair	80.60	
		12	Equipment Repair	56.16	
		12	Equipment Repair	246.00	
		12	Equipment Repair	20.00	
		12	Equipment Repair	27.50	
		12	Equipment Repair	100.00	6,136.89

RILEY COUNTY POLICE DEPARTMENT			2022 EXPENDITURES	MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3026	Kansas Crime Stoppers	22	KCSA Program Dues	45.00	45.00
3027	Kansas Department of Agriculture	19	Food Establishment License	262.50	262.50
3028	Kansas Assoc Chiefs of Police	22	Membership dues	160.00	160.00
3029	Kansas Gas Service	04	Garage Utilities	49.63	
		04	LEC Utilities	6,605.55	
		04	Aggieville Utilities	253.96	6,909.14
3030	Kaw Valley Digitizing/Embroidery	23	uniforms	548.00	548.00
3031	Key Staffing	20	Contractual Position	664.32	
		20	Contractual Position	830.40	
		20	Contractual Position	664.32	
		20	Contractual Position	830.40	2,989.44
3032	KG Moats & Sons Engineering Inc	12	Equipment Repair	1,863.06	1,863.06
3033	Konza Lab Inc	16	Employee Tests	520.00	
		16	Employee Tests	650.00	
		16	Pre-Employment Tests	170.00	
		16	Pre-Employment Tests	450.00	1,790.00
3034	Lyon Co Sheriff-training fund	07	Annual Sheriff's Spring Training	75.00	75.00
3035	Manhattan Wrecker Service Inc	20	towing	50.00	
		20	towing	50.00	100.00
3036	Manko Windows Inc	11	Building Repairs	180.00	180.00
3037	Mathis Rehab Center LLC	16	Post-Offer Employee Eval	250.00	250.00
3038	Max Motors	13	Vehicle Maintenance	369.85	369.85
3039	Kim (Hank) Nelson	20	Pre-Employment	500.00	
		20	Pre-Employment	1,150.00	1,650.00

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3040	Olympic Uniforms	23	uniforms	66.50	66.50
3041	IT Connection	19	Nvidia License/Support	1,040.00	1,040.00
3042	Pawnee Mental Health Services	20	Co-Responder Contract	13,886.26	13,886.26
3043	Petty Cash	21	Food for OIS KBI/RCPD	77.29	
		07	Special Law Board Mtg	25.34	
		26	Fuel	52.62	
		20	Animal Care	20.69	175.94
3044	Phillips 66 Fleet Service	26	Fuel	118.16	118.16
3045	Pitney Bowes Reserve Acct	08	postage	800.00	800.00
3046	Pro Copy Inc	10	Meter Charge	151.18	
		10	Meter Charge	66.72	
		10	Meter Charge	329.34	
		28	Office Supplies	398.00	945.24
3047	Quaker State Express Lube	26	oil change	32.00	
		26	oil change	42.00	
		26	oil change	37.00	
		26	oil change	37.00	
		26	oil change	37.00	
		26	oil change	42.00	227.00
3048	RAZ Automotive	26	engine oil filter	48.78	
		26	tire repair	18.43	67.21
3049	Riley County General Fund	14	AT&T SW Plexar	211.89	
		14	AT&T SW Plexar	215.30	427.19
3050	Riley County Public Works	26	fuel	612.18	
		26	fuel	653.86	
		26	fuel	578.27	
		26	fuel	748.16	2,592.47
3051	RCPD Health Plan	39	health insurance	120,000.00	120,000.00

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3052	R.K. Black	19	Docuware Contract	6,381.60	6,381.60
3053	Robbins Motor Co.	13	Vehicle Maintenance	547.70	
		13	Vehicle Maintenance	817.00	1,364.70
3054	Hali Rowland	20	PIO Projects/Social Media Monitoring	3,405.50	3,405.50
3055	Safe Restraints	17	Inmate Supplies	1,788.12	1,788.12
3056	Secretary of State, Kansas	06	Notary	25.00	25.00
3057	Sir Speedy	09	Hiring Cards	38.39	
		09	Hiring Cards	44.10	82.49
3058	Smith Plumbing	11	Building Repairs	441.24	441.24
3059	Waxie Sanitary Supply	29	Replenishment Supplies	1,052.09	
		29	Replenishment Supplies	-9.14	
		29	Replenishment Supplies	7.61	
		29	Replenishment Supplies	1,963.06	
		29	Replenishment Supplies	38.11	
		29	Replenishment Supplies	6.91	3,058.64
3060	I Sign Consulting, LLC	20	sign language interpreter services	80.00	80.00
3061	Carla Swartz	20	Pre-Employment	2,500.00	2,500.00
3062	Sysco Food Services KC Inc	17	inmate food	-232.62	
		17	inmate food	1,260.10	
		17	inmate food	1,577.97	
		17	inmate food	402.79	
		17	inmate food	2,163.05	5,171.29
3063	Axon Enterprises Inc	31	Annual Contract	199,998.75	199,998.75
3064	3SI Security Systems	31	GPS Tracking Service	456.00	456.00
3065	Timekeeping Systems Inc	31	support of Guard 1 Plus	395.00	395.00

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3066	Tommy's Express Car Wash	13	Vehicle Maintenance	255.00	255.00
3067	Travelers Insurance	06	Legal Fees	1,584.00	1,584.00
3068	Tri-Tech Forensics	29	Replenishment Supplies	943.10	943.10
3069	Turnkey Corrections	17	Inmate Supplies	161.53	161.53
3070	US Foodservice	17	inmate food	1,909.02	
		17	inmate food	1,789.83	
		17	inmate food	1,522.17	5,221.02
3071	USI Insurance Services, LLC	20	Insurance Installment	3,071.25	3,071.25
3072	Wage Works Inc	06	cobra - february	168.49	168.49
3073	Waters True Value	25	Maintenance Supplies	6.15	6.15
3074	Evergy	04	Garage Electric	52.43	
		04	LEC Electric	9,595.54	
		04	Aggieville Electric	62.29	9,710.26
3075	Xerox Corporation	10	Lease	785.05	
		10	Lease	655.12	
		10	Lease	724.78	2,164.95
3076	Xerox Financial Services	10	Lease	349.12	
		10	Lease	588.03	
		10	Lease	602.28	1,539.43
			Subtotal		540,341.22
3201	Adobe Systems Inc	19	acrobat pro	16.33	16.33
3202	Allegiant Technology	14	Server Hardware Refresh	4,453.40	
		14	Server Hardware Refresh	3,102.00	
		14	IP Flex Plan	1,267.94	8,823.34
3203	Nationwide	06	Notary	50.00	
		06	Notary	50.00	
		06	Notary	50.00	
		06	Notary	50.00	200.00

RILEY COUNTY POLICE DEPARTMENT

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>2022 EXPENDITURES</u> <u>DESCRIPTION</u>	<u>MARCH 2022</u> <u>AMOUNT</u>	
3204	Amazon.com	28	Computer Supplies	69.98	
		28	Computer Supplies	81.98	
		29	Replenishment Supplies	85.96	
		23	uniforms	71.71	
		23	uniforms	8.89	
		28	Office Supplies	114.03	
		28	Computer Supplies	86.99	
		17	Inmate Supplies	59.97	
		17	Inmate Supplies	54.48	
		25	Maintenance Supplies	104.29	
		17	Inmate Supplies	239.87	
		28	Computer Supplies	69.90	
		23	uniforms	11.75	
		28	Computer Supplies	29.90	
		28	Computer Supplies	33.49	
		29	Replenishment Supplies	64.89	1,188.08
3205	American Jail Association	22	Agency Renewal	300.00	300.00
3206	Apple iTunes Store	19	Music	3.87	
		19	iCloud Storage	9.99	13.86
3207	Arrowhead Forensic Products	29	Replenishment Supplies	111.45	
		29	Replenishment Supplies	135.63	247.08
3208	AT&T	14	Monthly Charges	443.36	443.36
3209	Battery Junction	29	Replenishment Supplies	112.32	112.32
3210	Bluestem Electric Co-op Inc	04	Shooting Range Electric	295.43	295.43
3211	Carrot-Top Industries Inc.	29	Replenishment Supplies	489.35	489.35
3212	City of Manhattan, Utilities	04	LEC Water	2,675.48	
		04	Aggieville Water	71.38	2,746.86
3213	Collegian Media Group	20	Hiring Ads	1,171.90	1,171.90
3214	Coller Industries Incorporated	23	uniforms	83.57	83.57

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3215	Cox Communications, Inc	19	Aggieville Internet	84.57	
		19	LEC Cable/Internet	2,223.98	
		19	Jail Cable	234.03	
		19	JTTF internet	79.38	2,621.96
3216	Econ Technologies	19	Chrono Agent - Single	14.99	14.99
3217	Envelopes.com	29	Replenishment Supplies	102.95	102.95
3218	Express Office Solutions	28	Office Supplies	17.99	17.99
3219	Facebook	20	Hiring Ad	75.00	
		20	Hiring Ad	125.00	200.00
3220	FBINAA KS-Western MO Chapter	22	FBINA KS/MO Chapter Dues	120.00	120.00
3221	Ferguson Enterprises LLC #215	11	Building Repairs	130.65	130.65
3222	Handcuff Warehouse	29	Replenishment Supplies	728.00	728.00
3223	Harbor Freight Tools	25	Maintenance Supplies	36.97	36.97
3224	Hobby Lobby	29	Replenishment Supplies	59.49	59.49
3225	Home Depot	25	Maintenance Supplies	31.72	
		25	Maintenance Supplies	265.68	
		25	Maintenance Supplies	24.81	
		25	Maintenance Supplies	20.95	
		25	Maintenance Supplies	32.55	
		25	Maintenance Supplies	43.92	
		25	Maintenance Supplies	14.27	
		25	Maintenance Supplies	14.97	
		25	Maintenance Supplies	229.09	
		25	Maintenance Supplies	134.19	812.15
3226	Hy-Vee	21	Manhattan Hiring Fair	111.49	111.49
3227	ICG Link Inc	19	Cab Website	25.00	25.00

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3228	Insight Public Sector Inc	19	Apple Care Plus	226.02	
		19	Adobe Pro for Teams	3,542.32	
		19	Cisoc License	13,415.98	
		28	Computer Supplies	1,133.32	18,317.64
3229	KAPIO	22	KAPIO Dues	50.00	50.00
3230	Kansas Turnpike Authority	07	Tunpike Tolls	21.30	21.30
3231	Karsmizki Locksmith	20	duplicate keys x9	75.00	75.00
3232	Kully Supply Inc	11	Building Repairs	419.29	419.29
3233	Lexis Nexis Risk Solutions	20	January Users	137.31	
		20	Analyst for Hire	8,019.51	
		20	Analyst for Hire	8,019.51	16,176.33
3234	Line-X	13	Vehicle Maintenance	913.80	913.80
3235	Manh Area Chamber	07	Business AFter hours	10.00	
		07	Business After Hours	10.00	
		07	Military Relations Lunch	20.00	
		07	Military Relations Lunch	20.00	
		07	Power Lunch	30.00	
		07	Power Lunch	30.00	
		07	Power Lunch	30.00	
		07	Power Lunch	30.00	
		07	Military Relatiosn Lunch	20.00	
		07	Military Relatiosn Lunch	20.00	220.00
3236	Menards	11	Building Repairs	22.66	
		11	Building Repairs	6.72	29.38
3237	Monoprice	28	Computer Supplies	8.38	8.38
3238	NITV Federal Services	07	CVSA Training	450.00	450.00
3239	Netflix	17	Inmate Movies	9.99	9.99

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3240	Office Plus	28	Computer Supplies	43.20	43.20
3241	1000Bulbs.com	25	Maintenance Supplies	400.40	400.40
3242	O'Reilly Auto Parts	13	Vehicle Maintenance	16.99	16.99
3243	Parts FPS	11	Building Repairs	76.43	76.43
3244	Pathfinder, Inc	12	Equipment Repair	64.00	64.00
3245	P-Card Misc Vendors	07	Response to Non-Criminal Barricade	268.00	
		07	Hazardous Materials Operations	251.36	
		07	annual memberships	30.00	
		07	CAB Mtg	49.80	
		07	Invest Using Cellular Technologies	957.07	
		07	VMWare Training	5,360.00	
		07	IACP Conf	1,041.62	
		07	IACP Conf	2,083.24	
		07	Area Wide LE Breakfast	59.95	
		07	Supervisory Training	51.32	
		07	NTOA Team Leader Development	154.69	
		07	NTOA Team Leader Development	154.68	
		07	Spec LB Mtg	137.62	
		07	Bloodstain Patters Training	1,043.02	
		07	Turnkey Conf	1,763.15	
		07	KNOA Training Conf	250.00	
		07	Co Responder Conf	1,318.40	
		07	EMD/EFD Recertification	93.00	
		07	Problem Oriented Policing Conf	1,719.92	
		07	NTOA Training	119.77	
		07	CAB Meeting	46.80	
		07	Nena Conf	849.00	
		07	Managing Property/Evidence Room	325.00	
		07	IA Training	507.20	
		07	Training - Bloodstain Patterns	-749.00	17,885.61
3246	Petsmart	20	Animal Care	138.98	
		20	Animal Care	14.15	153.13
3247	Pitney Bowes, Inc.	28	Computer Supplies	408.99	408.99

Attachment: 03-21-2022 law_board_meeting_packet (11724 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2022 EXPENDITURES		MARCH 2022	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3248	Reconyx	20	device charges	90.00	90.00
3249	RedBox	17	Inmate Supplies	4.03	4.03
3250	GMCF	07	GMCF Award Ceremony	200.00	200.00
3251	Rock Auto	13	Vehicle Maintenance	537.27	537.27
3252	Sage Software Inc	19	sage	119.00	
		19	sage	119.00	238.00
3253	Shurle's Water Conditioning	29	Replenishment Supplies	57.74	57.74
3254	Sta Brite	23	uniforms	158.24	158.24
3255	Staples Advantage	28	Office Supplies	-287.75	
		28	Office Supplies	35.30	
		28	Office Supplies	110.63	
		28	Office Supplies	40.84	
		28	Office Supplies	109.94	
		28	Office Supplies	64.36	
		28	Office Supplies	40.02	
		28	Office Supplies	186.55	
		28	Office Supplies	97.86	
		28	Office Supplies	455.05	
		28	Office Supplies	39.99	892.79
3256	StunTronics	29	Replenishment Supplies	1,089.00	1,089.00
3257	TLOxp	20	access	322.80	
		20	access	317.40	640.20
3258	T-Mobile US Inc	14	Mobile Phones	14.00	14.00
3259	Tri-Tech Forensics	07	Training - Bloodstain Patterns	-749.00	
		07	Training - Bloodstain Patterns	749.00	0.00
3260	T38 Fax	14	fax	15.88	15.88

RILEY COUNTY POLICE DEPARTMENT

2022 EXPENDITURES

MARCH 2022

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3261	Twin Valley Telephone, Inc	14	riley substation internet	79.99	
		14	Randolph Sub Station Telephone	44.66	
		14	Riley Substation Internet	79.99	
		14	Randolph Sub Station Telephone	44.83	
		14	Riley Substation Telephone	46.68	
		14	Riley Substation Phone	48.30	344.45
3262	ULINE	29	Replenishment Supplies	267.14	267.14
3263	UPS	08	postage	43.24	43.24
3264	Verizon Wireless	14	Deptament Phones	4,860.01	4,860.01
3265	Wal-Mart	17	jail bread	100.80	
		29	Replenishment Supplies	19.68	
		29	Replenishment Supplies	43.24	
		17	jail bread	149.20	
		29	Replenishment Supplies	29.70	
		17	jail bread	12.60	
		17	jail bread	204.09	
		29	Replenishment Supplies	24.80	
		17	jail bread	183.60	
		29	Replenishment Supplies	45.76	
		17	jail bread	165.00	978.47
3266	Waste Management	20	trash services	0.53	0.53
3267	WTC	19	internet charges	594.70	
		19	internet charges	594.70	1,189.40
3268	Zoom	19	zoom annual membership	163.31	163.31
			Subtotal		88,636.68
			Total		628,977.90

 Chair, Riley County Law Enforcement Agency

Attachment: 03-21-2022 law_board_meeting_packet (11724 : Law Board Meeting Agenda)

**Riley County Police Department
Cash Receipts
Net Changes from 2/1/2022 to 2/28/2022**

Account Number	Description	February	YTD
600100-00	Manhattan	1,535,921.25	3,105,626.50
600200-00	Riley County	0.00	1,149,294.00
610110-00	Copy Fees-Discovery, etc.	531.00	531.00
610112-00	Copy Fees-Records	365.30	712.99
610113-00	Fingerprint Fees-Records	1,307.64	2,071.08
Budget:		1,538,125.19	4,258,235.57
610220-03	KSU Contracts-Overtime	0.00	70,884.50
620900-01	Misc Reimbursements-salaries	0.00	15.60
620900-07	Misc Reimbursements-training	105.00	105.00
620900-08	Misc Reimbursements-postage	34.50	34.50
620900-14	Misc Reimbursements-phone	247.80	330.76
620900-17-170	Misc Reimbursements-jail	6,300.17	6,300.17
620900-23	Misc Reimbursements-Uniforms	0.00	19.75
620900-29	Misc Reimbursements-Supplies	1,775.71	1,775.71
620900-32	Misc Reimbursements-Furniture	0.00	179.40
620900-33	Misc Reimbursements-equip	417.38	417.38
620900-34-130	Misc Reimbursements-vehicles	1.00	1.00
632600-03	HIDTA Grant-OT	0.00	773.33
632700-03	STEP Grant-OT	670.47	1,443.44
632800-02-413	VOCA 2022 Grant Reimb	0.00	11,998.00
Budget Credits:		9,552.03	94,278.54
640900-00	Misc Non-Budget Credit Reimb	102.60	102.60
640902-00	Prior year Restitution	0.00	1,596.22
Non Budget Credits:		102.60	1,698.82
Total:		1,547,779.82	4,354,212.93

RILEY COUNTY POLICE DEPARTMENT 22-025
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

To: Interim Director Moldrup
Thru:
From: Captain Derek Woods
Ref: Juvenile Transportation Report for February 2022
Date: March 2, 2022

Comments:
 KMM 3.15.22

Total Number of Juveniles Transported:	0
Total Mileage for Transports 0 X \$.56 (Cents per mile)	\$0.00
Total Pay Amount for Transport Officers Hours:	\$0.00
Total:	\$0.00

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 03-21-2022 law_board_meeting_packet (11724 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2022

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/22 Page. 1
Time.16.10.23

Beginning Fund..... 173 RCPD Levy/Op
Ending Fund..... 173 RCPD Levy/Op
Last Month Included..... 02 Print Revenue... Y Print Disbursements. Y
Print Department Detail. Y Print Expenses.. Y
Exclude Non-Active..... Y Separate Pages.. Y

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	% Remaining
<u>Department. 0 Not Designated</u>							
180		Distr - Real Current	R	4,430,871.00	.00	2,530,084.07	57.10 1,900,786.93
182		Distr - Oil & Gas Curr.	R	.00	.00	292.01	.00
184		Distr - P.P. Current	R	.00	.00	26,927.47	.00
190		Distr - 16/20M Trucks Cur	R	3,292.00	.00	2,123.70	64.51 1,168.30
193		Distr - Watercraft Cur	R	2,169.00	.00	1,399.07	64.50 769.93
181		Distr - Real Delq.	R	.00	.00	22,862.81	.00
185		Distr - P.P. Delq.	R	.00	.00	87.38	.00
194		Distr - Watercraft Del	R	.00	.00	11.60	.00
102		Distr - Motor Vehicle Tax	R	365,326.00	.00	76,850.31	21.04 288,475.69
103		Vehicle Rental Excise Tax	R	4,200.00	.00	2,275.85	54.19 1,924.15
113		Distr - RV Tax	R	3,405.00	.00	688.24	20.21 2,716.76
130		Distr - Commercial Veh	R	14,608.00	.00	759.29	5.20 13,848.71
191		Distr - TIF Adjustment	R	.00	.00	43,975.93	.00
Department Revenue.. # 0				4,823,871.00	.00	2,620,385.87 *	2,209,690.47
<u>Department.171 RCPD Operations</u>							
<u>Department.416 HD-KCCTF</u>							
Total Revenue Fund.... 173				4,823,871.00	.00	2,620,385.87 **	54.32
Total Trans. IN Fund.. 173				.00	.00	.00 **	
Total Rev. & Trans. .. 173				4,823,871.00	.00	2,620,385.87 **	
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 Not Designated</u>							
<u>Department.171 RCPD Operations</u>							
2220		Building Space Rental	10,500.00	875.00	1,750.00	16.67	8,750.00 .00 8,750.00
2330		Transportation Servic	6,000.00	.00	.00	.00	6,000.00 .00 6,000.00
2480		Repair/Maint Build/Gr	100,000.00	3,520.05	4,426.82	4.43	95,573.18 .00 95,573.18
2650		Physician Fees	165,000.00	18,893.93	31,867.56	19.31	133,132.44 .00 133,132.44

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

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2022

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/22 Page. 2
Time.16.10.23

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)								
2655 Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00	
2810 Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00	10,000.00	
2830 Water	5,000.00	32.00	32.00	.64	4,968.00	.00	4,968.00	
2840 Sewage Charges	2,000.00	.00	.00		2,000.00	.00	2,000.00	
2900 Budget Appropriations	4,597,175.00	.00	1,149,294.00	25.00	3,447,881.00	.00	3,447,881.00	
Total Contractual Expenses	4,905,675.00	23,320.98	1,187,370.38	24.20	3,718,304.62	.00	3,718,304.62	
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	4,907,175.00	23,320.98	1,187,370.38	24.20	3,719,804.62	.00	3,719,804.62 *	
Expense & Transfers# 171	4,907,175.00	23,320.98	1,187,370.38					
Department.416 HD-KCCTF								
Total Expenditures Fund 173	4,907,175.00	23,320.98	1,187,370.38	24.20	3,719,804.62	.00	3,719,804.62 **	
SUMMARY for - Fund 173 RCPD Levy/Op								
Beginning Year Balance.....	208,874.40							
YTD Revenue.....	2,620,385.87							
YTD Reported Expenses.....	1,187,370.38-							
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	4,300.14-							
Prior Year Revenues	.00							
Prior Year Corrections.....	.00							
Ending Fund Balance.....	1,637,589.75 ***							

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

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2022

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/22 Page. 143
Time.16.11.22

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									
602		Miscellaneous Collection	R	.00	1,457.29	1,457.29			.00
402		Investment Interest	R	.00	.00	22.35			.00
Department Revenue.. #142				.00	1,457.29	1,479.64 *			.00
Total Revenue Fund.... 168				.00	1,457.29	1,479.64 **			
Total Trans. IN Fund.. 168				.00	.00	.00 **			
Total Rev. & Trans. .. 168				.00	1,457.29	1,479.64 **			
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.....		156,242.82							
YTD Revenue.....		1,479.64							
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.....		157,722.46 ***							

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

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2022

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/22 Page. 144
Time.16.11.22

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 169 RCPD State Seizure Fund							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	Remaining
<u>Department.142</u> Riley Co Police Dept							
402		Investment Interest	R	.00	.00	16.78	.00
		Department Revenue.. #142		.00	.00	16.78 *	.00
		Total Revenue Fund.... 169		.00	.00	16.78 **	
		Total Trans. IN Fund.. 169		.00	.00	.00 **	
		Total Rev. & Trans. .. 169		.00	.00	16.78 **	
		Total Disbursements... 169		.00	.00	.00 **	

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund								
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Available
Total Expenditures Fund	169		.00	.00	.00		.00	.00 **

SUMMARY for - Fund 169 RCPD State Seizure Fund	
Beginning Year Balance.....	116,726.22
YTD Revenue.....	16.78
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.....	116,743.00 ***

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

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To: Interim Director Moldrup KMM 3.3.22

From: Cpt. Derek Woods

Position: Commander **Division:** Jail

Report Title: Monthly Inmate Population Report

Rpt Freq./Year: February 2022

Date: February 28, 2022

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>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
JAN	105.3	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1
FEB	110.3	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5
MAR	106.7	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	
APR	103.9	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	
MAY	101.4	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	
JUN	102.0	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	
JUL	96.1	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	
AUG	114.1	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	
SEPT	101.6	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	
OCT	93.9	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	
NOV	102.0	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	
DEC	95.7	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	
YADP	102.7	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8

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

Vendor: Colin Wood, Attorney At Law
702 S. Osage
Caldwell, KS 67022

Date:	March 15, 2022
Voucher #:	21-007
Check #:	100016
Acct. Name:	State Seizure Acct.

Attachment: 03-21-2022_law_board_meeting_packet (11724 : Law Board Meeting Agenda)

Packet Pg. 57

The seal of Riley County, Kansas, is partially visible on the left side of the page. It features a circular emblem with a landscape scene including a sun, clouds, a river, and a farm with a windmill. Above the scene is a banner with the Latin phrase "PER ASPERA". Below the emblem is a banner with the word "COUNTY". The number "74" is visible at the bottom left of the seal.

Monthly Report

February 2022

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

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

Data Disclaimer

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

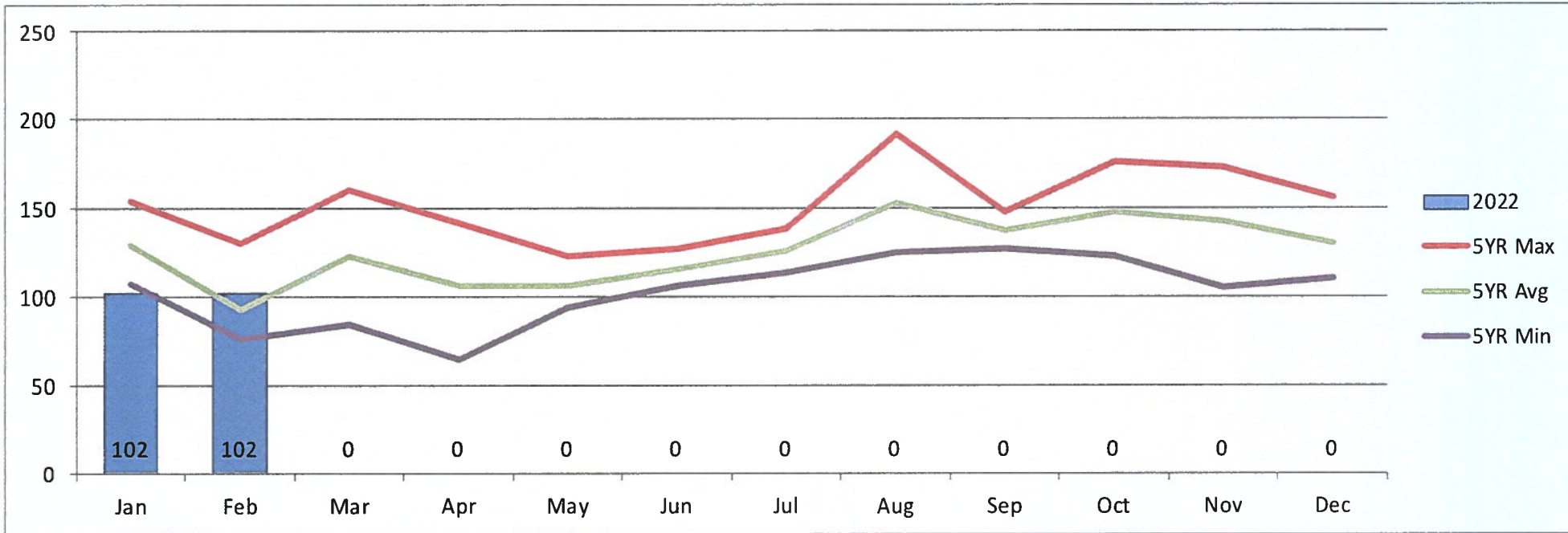
Offense Codes: 0100-0810

All Data As Of: 2/28/22 11:59 PM

13.a

- Part I crime in February 2022 was 9.4% above the 5 year average. Compared to February 2021 there was a 34.2% increase.
- In February, the Part I violent crime was below average and property crime was above the 5 year average.

	Feb	Year to Date	Yearly Total
2017	99	231	1593
2018	84	192	1475
2019	77	231	1582
2020	130	260	1494
2021	76	197	1421
2022	102	204	
% Change	+34.2%	+3.6%	-2.2%
Yearly Total:			1390



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	132	99	161	97	94	127	119	192	137	148	166	121
2018	108	84	124	113	100	123	123	134	128	176	105	157
2019	154	77	124	142	123	113	138	167	148	143	116	137
2020	130	130	85	65	113	108	139	125	148	151	173	127
2021	121	76	120	113	104	106	114	149	127	123	157	111
2022	102	102	0	0	0	0	0	0	0	0	0	0

Includes Part 1 crimes that were the primary offense only.

Attachment: 03-21-2022_law_board_meeting_packet (11724 : Law Board Meeting Agenda)



Part 1 Violent Crimes

Offense Codes: 0100-0440

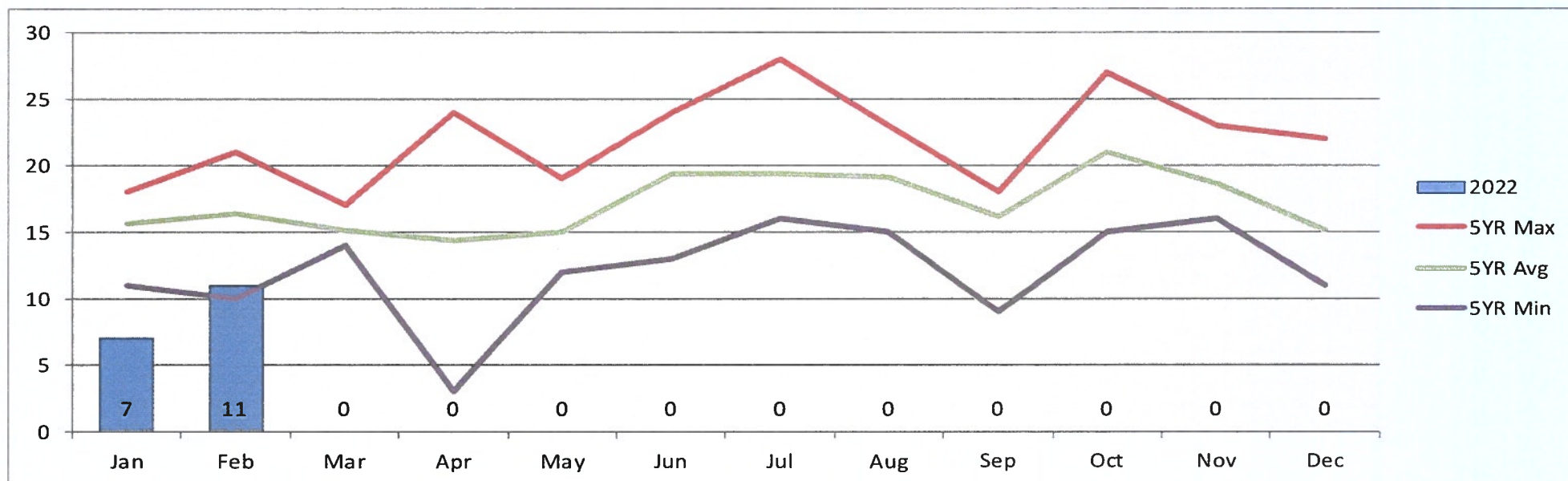
All Data As Of: 2/28/22 11:59 PM

13.a

➤February 2022 was 32.9% below at the 5 year average in Part I violent crime. Compared to February 2021, it was down 31.3%.

➤There were 6 aggravated assaults / batteries, 4 rapes, 0 robberies, and 1 homicide reported during February 2022.

	Feb	Year to Date	Yearly Total
2017	16	27	198
2018	19	34	218
2019	10	26	216
2020	21	39	196
2021	16	34	200
2022	11	18	
% Change	-31.3%	-47.1%	-42.4%
Yearly Total:			115



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	11	16	15	13	15	13	16	21	18	24	19	17
2018	15	19	17	12	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	24	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	21	16	11
2021	18	16	16	20	19	20	16	15	9	15	23	13
2022	7	11	0	0	0	0	0	0	0	0	0	0

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



Robbery

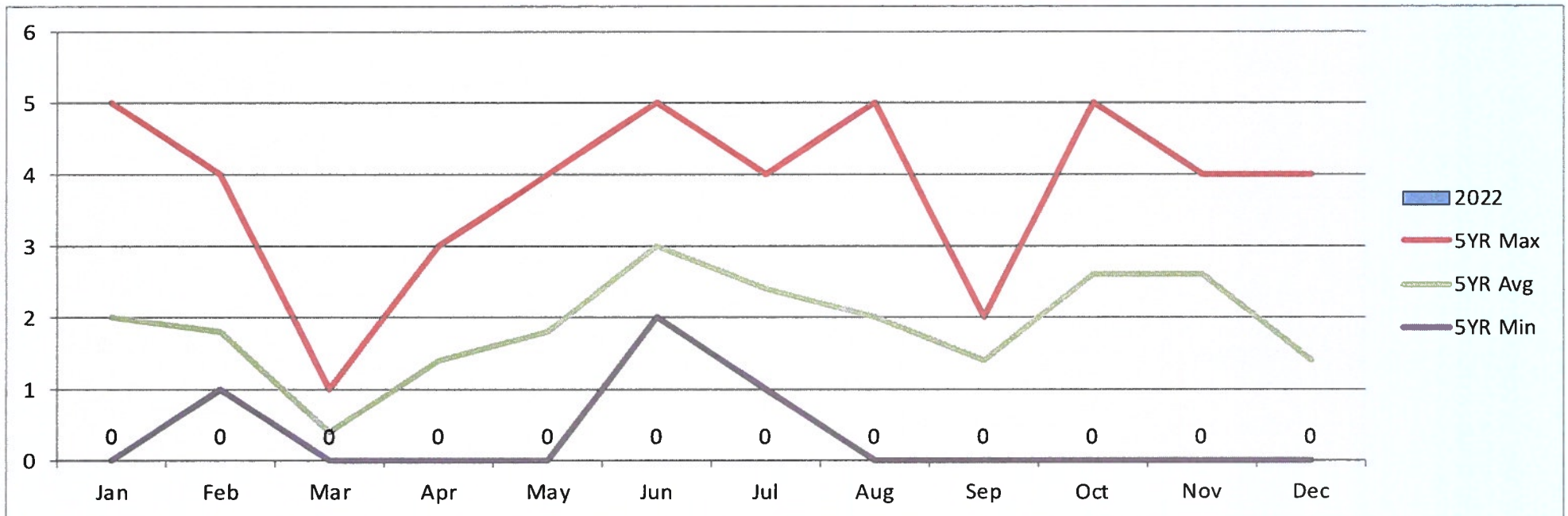
Offense Codes: 0310

All Data As Of: 2/28/22 11:59 PM

13.a

➤ There were 0 robberies reported in February 2022.

	Feb	Year to Date	Yearly Total
2017	1	1	23
2018	4	5	30
2019	2	7	26
2020	1	3	17
2021	1	3	18
2022	0	0	
% Change	-100.0%	-100.0%	-100.0%
Yearly Total:			0



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	0	1	0	2	1	3	3	5	2	1	4	1
2018	1	4	1	1	4	2	4	2	2	5	3	1
2019	5	2	0	0	0	5	1	0	2	3	4	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	0	0	0	0	0	0	0	0	0	0

Attachment: 03-21-2022 law board meeting_packet (11724 : Law Board Meeting Agenda)

Aggravated Assault and Battery

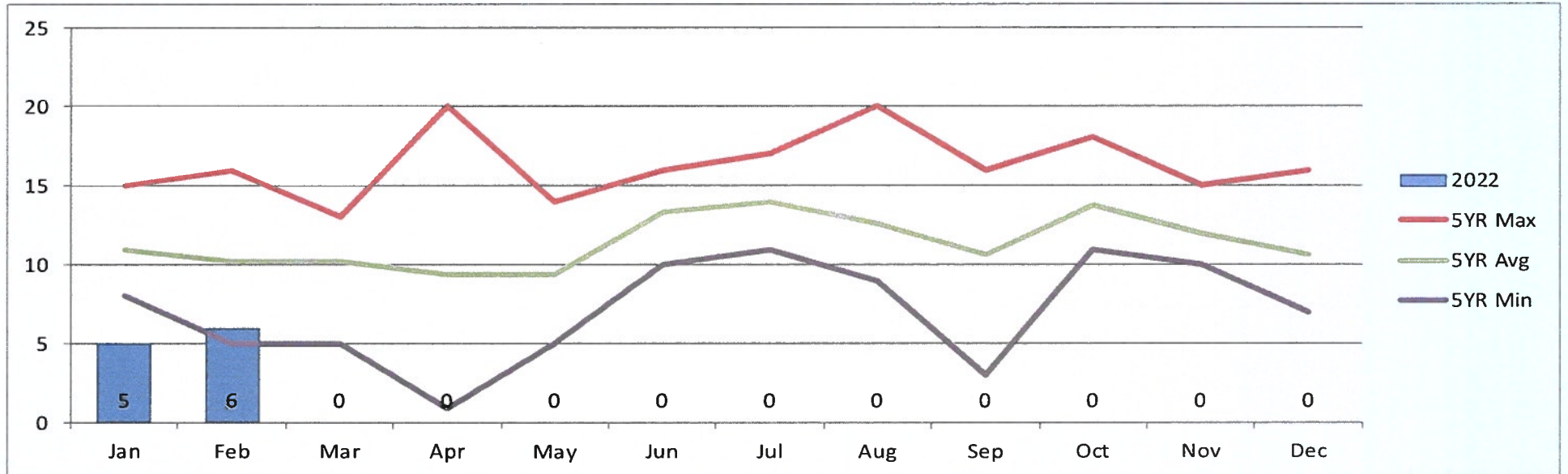
Offense Codes: 0410-0440

All Data As Of: 2/28/22 11:59 PM

13.a

- There were 3 aggravated batteries and 3 aggravated assaults reported during the month of February.
- This is 41.2% below than the 5 year average.
- Half of the incidents were domestic incidents.

	Feb	Year to Date	Yearly Total
2017	10	19	116
2018	8	17	126
2019	5	13	154
2020	16	31	145
2021	12	26	145
2022	6	11	
% Change	-50.0%	-57.7%	-51.1%
Yearly Total:			71



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	9	10	5	5	5	10	11	11	12	18	10	10
2018	9	8	10	8	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	13	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	0	0	0	0	0	0	0	0	0	0

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

Part I Property Crime

Offense Codes: 0500-0810

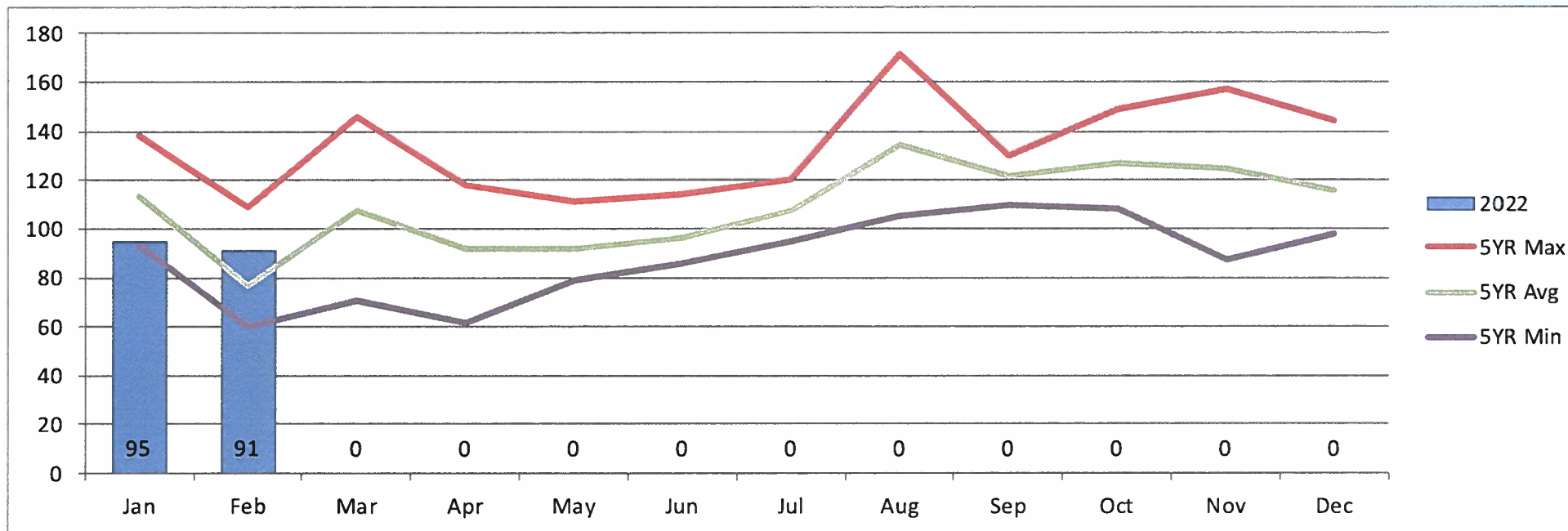
All Data As Of: 2/28/22 11:59 PM

13.a

➤ For February, Part I property crime was up 18.5% from the 5 year average. Compared to February 2021, there was an 51.7% increase.

➤ The property crime for February 2022 included 14 structural burglaries, 18 larcenies from motor vehicle, 1 auto thefts, and 3 arsons. The rest of the incidents were larcenies (55 incidents).

	Feb	Year to Date	Yearly Total
2017	83	204	1395
2018	65	158	1257
2019	67	205	1366
2020	109	221	1298
2021	60	163	1221
2022	91	186	
% Change	+51.7%	+14.1%	+4.9%
Yearly Total:			1281



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	121	83	146	84	79	114	103	171	119	124	147	104
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	98
2022	95	91	0	0	0	0	0	0	0	0	0	0

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

37

Structural Burglary

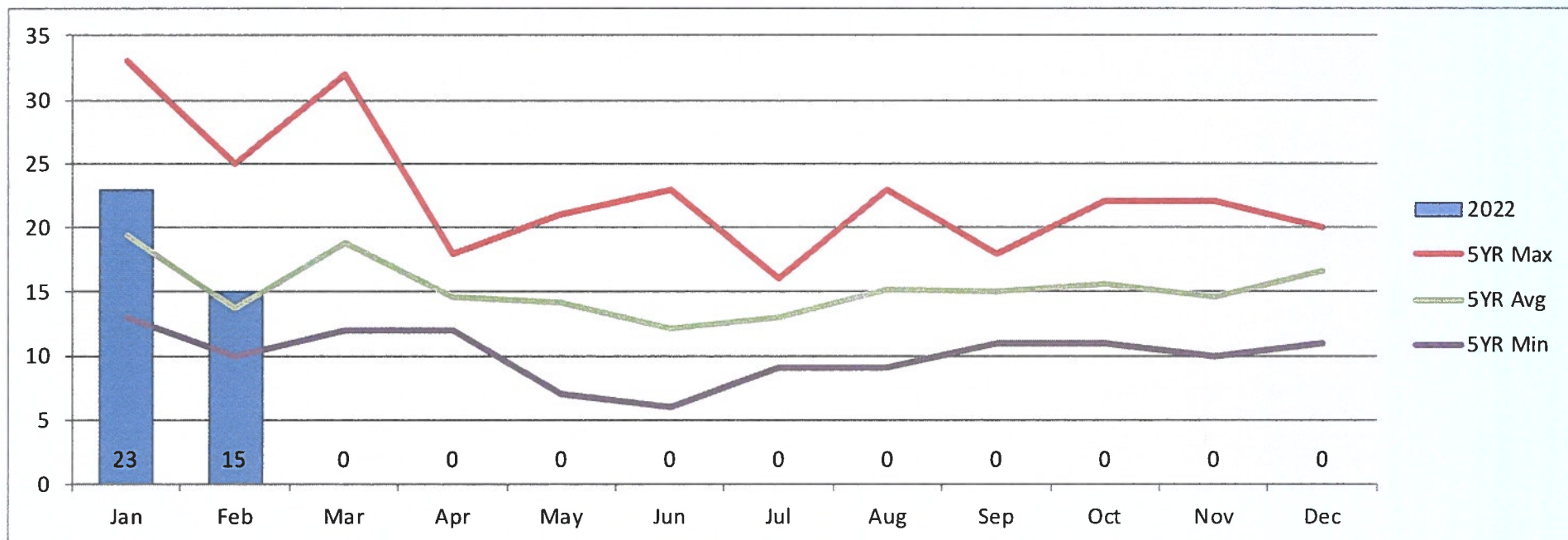
Offense Code: 0510

All Data As Of: 2/28/22 11:59 PM

13.a

- Structural burglaries were 8.7% above the 5 year average for February.
- There were 9 residential burglaries and 6 non-residential burglaries.
 - Four of the non-residential burglaries were from storage unit facilities, three of them in Ogden.
- Three burglaries occurred in Ogden, two in North County, and ten in Manhattan.

	Feb	Year to Date	Yearly Total
2017	14	47	244
2018	10	23	168
2019	10	25	171
2020	25	43	175
2021	10	28	157
2022	15	38	
% Change	+50.0%	+35.7%	+34.5%
Yearly Total:			211



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	33	14	32	18	21	23	16	23	13	18	22	11
2018	13	10	12	12	17	11	15	16	18	11	13	20
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	6	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	15	0	0	0	0	0	0	0	0	0	0

Vehicle Burglary

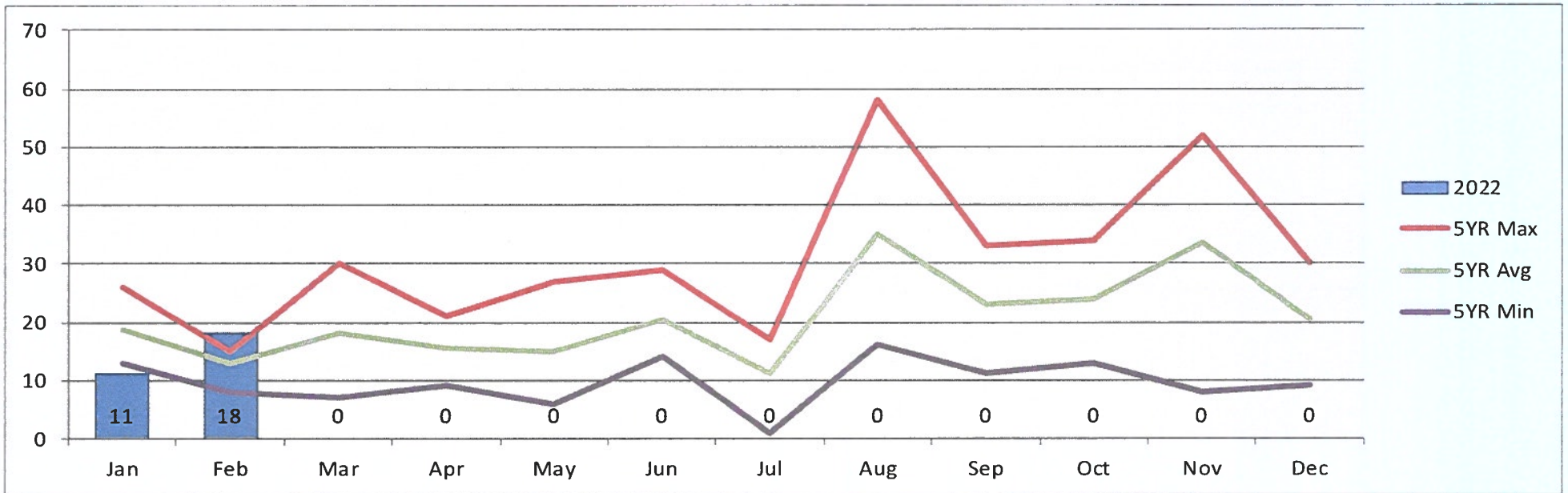
Offense Code: 0640

All Data As Of: 2/28/22 11:59 PM

13.a

- February 2022 was 40.6% above the 5 year average.
- In 11 of the incidents the items were unsecured when they were taken.
- Over half of the incidents reported in February were apart of a crime spree that occurred during the overnight hours. Unlocked vehicles parked at apartment complexes were targeted during this spree.

	Feb	Year to Date	Yearly Total
2017	15	33	289
2018	14	40	212
2019	8	21	228
2020	13	31	255
2021	14	33	254
2022	18	29	
% Change	+28.6%	-12.1%	-11.7%
Yearly Total:			224



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	18	15	30	21	14	16	16	58	20	21	42	18
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	17	39	11	13	51	17
2022	11	18	0	0	0	0	0	0	0	0	0	0



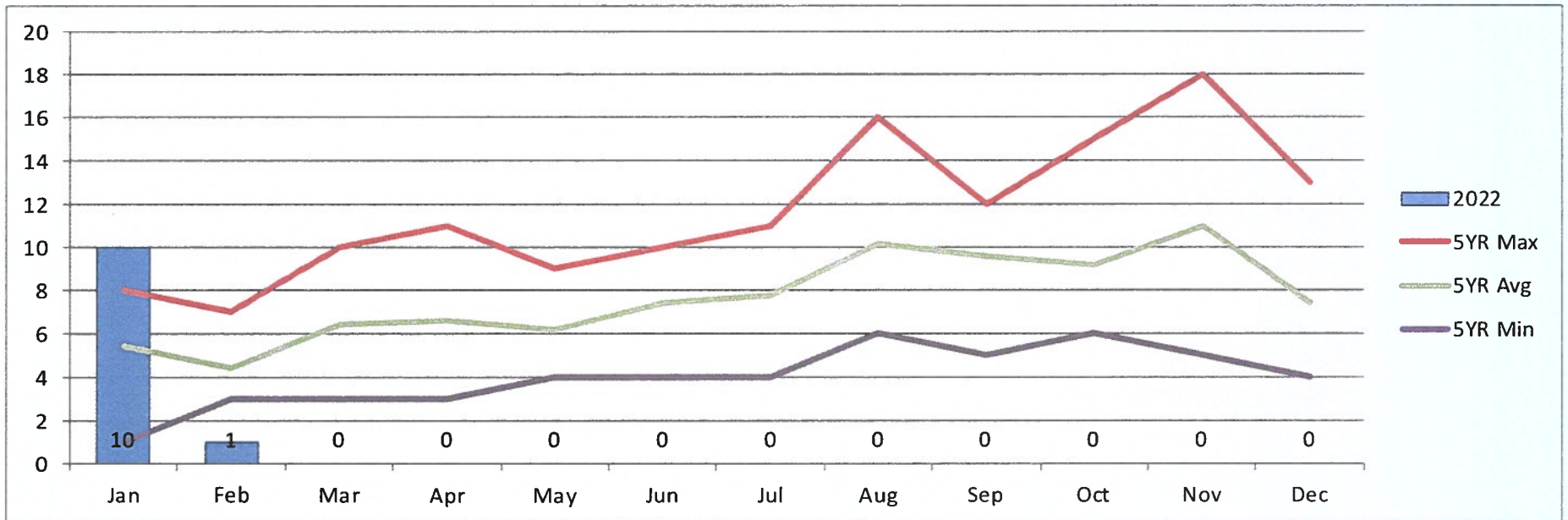
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 2/28/22 11:59 PM

- For February, motor vehicle thefts were down 77.3% from the 5 year average.
- The vehicle has been recovered.

	Feb	Year to Date	Yearly Total
2017	5	13	86
2018	3	4	86
2019	4	12	104
2020	7	10	96
2021	3	10	86
2022	1	11	
% Change	-66.7%	+10.0%	+19.9%
Yearly Total:			103



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	8	5	5	5	6	8	8	16	5	7	5	8
2018	1	3	7	11	5	10	9	10	10	6	8	6
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	7	3	4	4	11	10	11	7	13	6
2022	10	1	0	0	0	0	0	0	0	0	0	0



DUIs

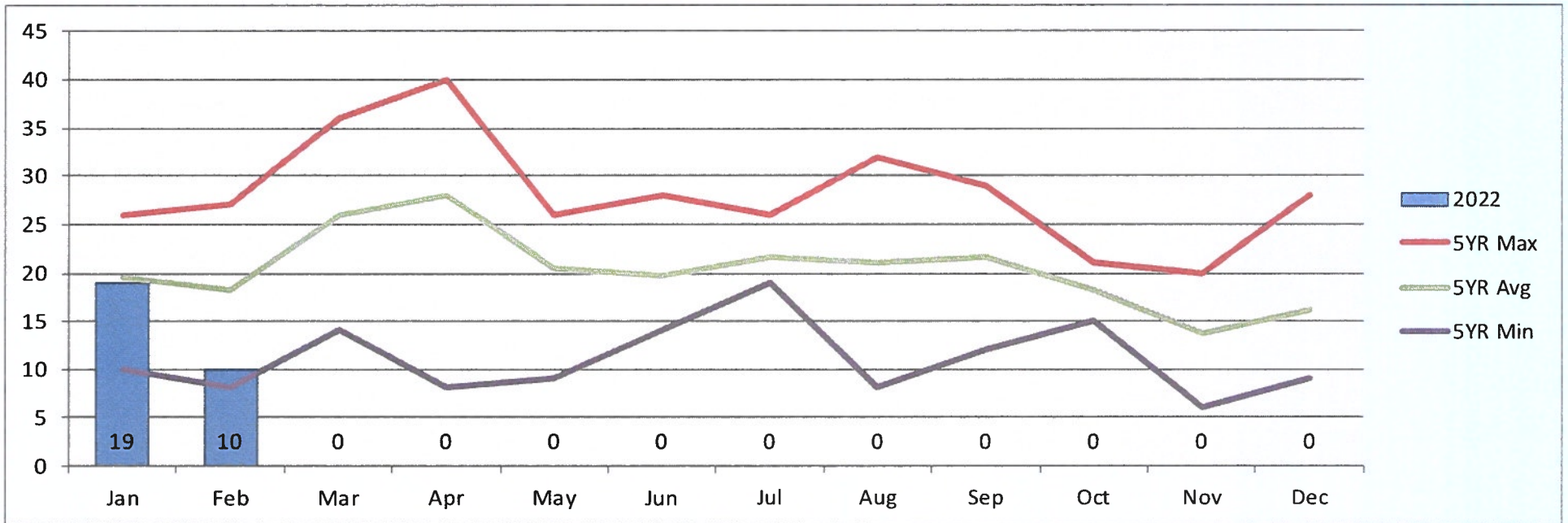
Offense Code: 2110

All Data As Of: 2/28/22 11:59 PM

13.a

➤The number of DUIs for February 2022 was 45.1% below the 5 year average.

	Feb	Year to Date	Yearly Total
2017	27	53	266
2018	27	43	312
2019	8	32	285
2020	12	34	168
2021	17	27	191
2022	10	29	
% Change	-41.2%	+7.4%	-4.3%
Yearly Total:			183



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	26	27	22	29	25	18	21	18	29	16	20	15
2018	16	27	36	40	22	28	26	30	25	19	15	28
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	0	0	0	0	0	0	0	0	0	0

Attachment: 03-21-2022_law_board_meeting_packet (11724 : Law Board Meeting Agenda)



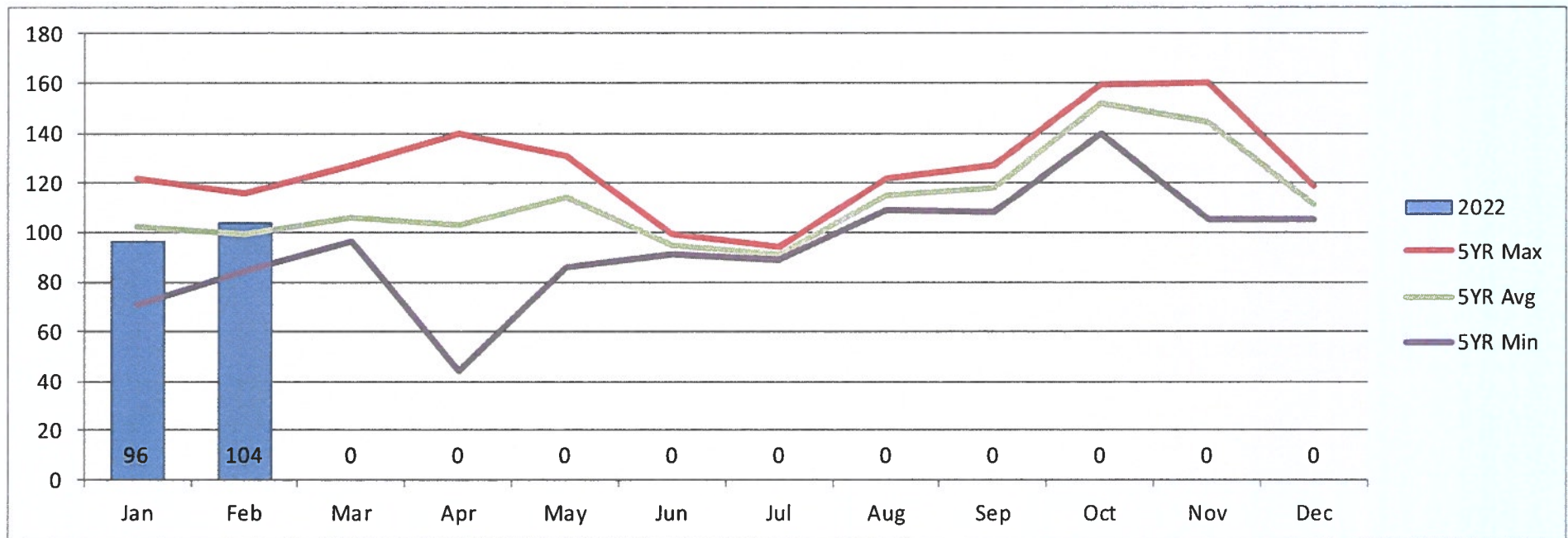
Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 2/28/22 11:59 PM

➤ The number of traffic accidents in February 2022 was 5.3% above the 5 year average.

	Feb	Year to Date	Yearly Total
2017	87	166	1387
2018	98	217	1397
2019	116	235	1436
2020	109	231	1220
2021	84	155	1314
2022	104	200	
% Change	+23.8%	+29.0%	+2.0%
Yearly Total:			1341



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	79	87	101	140	127	97	89	112	124	159	157	115
2018	119	98	127	115	121	97	92	109	108	140	160	111
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	0	0	0	0	0	0	0	0	0	0



Preventable Traffic Accidents

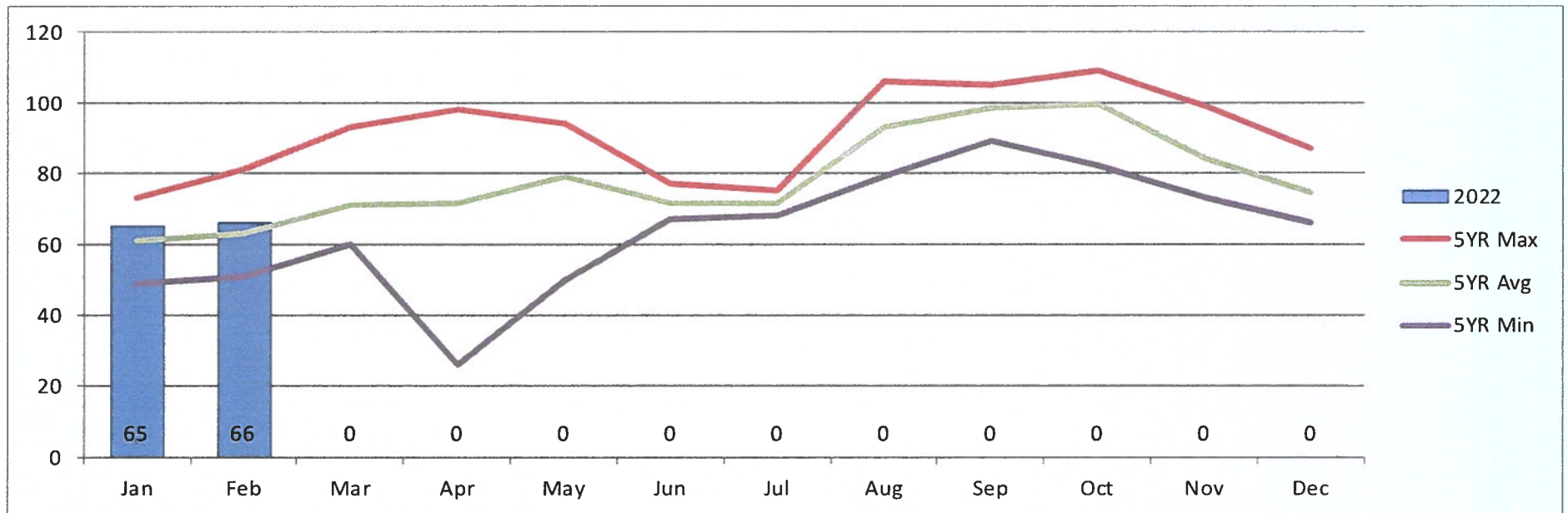
Offense Codes: 5000-5139

All Data As Of: 2/28/22 11:59 PM

13.a

- The number of preventable traffic accidents in February 2022 was 4.4% above the 5 year average.
- Number may change as data entry corrections continue.

	Feb	Year to Date	Yearly Total
2017	67	120	991
2018	63	134	944
2019	51	111	945
2020	81	154	854
2021	54	103	965
2022	66	131	
% Change	+22.2%	+27.2%	+1.7%
Yearly Total:			981



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	53	67	70	98	92	73	68	96	104	104	90	76
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	91	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	66	0	0	0	0	0	0	0	0	0	0

43.

Attachment: 03-21-2022_law_board_meeting_packet (11724 : Law Board Meeting Agenda)

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org





Proclamation

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

WHEREAS, emergencies can occur at anytime that require police, fire or emergency medical services;

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property;

WHEREAS, the safety of our police officers, firefighters, and paramedics is dependent upon the quality and accuracy of information obtained from citizens who telephone the police-fire communications center;

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services;

WHEREAS; Public Safety Dispatchers are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information and ensuring their safety;

WHEREAS; Public Safety Dispatchers of the Riley County Police Department have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients;

WHEREAS; each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year;

THEREFORE BE IT RESOLVED, that all citizens of Manhattan and Riley County observe the week of April 10th through April 16th, 2022 as National Public Safety Telecommunications Week, in honor of the men and women whose diligence and professionalism keep our city, county and citizens safe.

Linda L. Morse
Chair of the Riley County Law Board

Attachment: 03-21-2022 law_board_meeting_packet (11724 : Law Board Meeting Agenda)



COMPENSATION STRATEGY SOLUTION

NEED -

A long term, strategic Compensation Plan that is fair, equitable, and meets the organization's goals through the use of current job descriptions that are objective and defensible based on the use of a systematic job grading process.



Did you know...

TAG partnered with RCPD in September 2019 to evaluate and make recommendations on current compensation strategy and an updated/new payscale.

SOLUTION -

The Arnold Group (TAG) provides customized compensation solutions. Based on market survey data and the current compensation plan and pay structure, recommends a solution comprising of four parts:

1. Updated/Current Job Descriptions
2. Compensable Factors
3. Salary Survey
4. Pay Scale/Compensation Plan



COMPENSATION STRATEGY SOLUTION

MAINTAIN A STRATEGY THAT WORKS -

Riley County Police Department has remained extremely competitive within their market by maintaining an equitable position above market regarding compensation. Current external pressures, including the war for talent and an extreme jump in inflation, have forced many organizations to respond by closing the pay gap. Because of this, the successful strategy of leading the market you have previously maintained is in jeopardy.

Consider this...

73% of employers think their employees are fairly compensated, yet 64% of employees report they're being paid below average market value.



Choosing not to respond to inflationary pressures and maintain a leading strategy will lead to long-term challenges, including but not limited to:



Recruiting and Retaining Employees
Employee Morale
Attitudes and Behaviors
Meeting Organizational Goals

Our solution maintains the RCPD's strategic position of leading the market while meeting organizational goals through a series of steps that will ultimately lead to an objective, long-term compensation and wage solution that is **fair, equitable, objective, and defensible**:

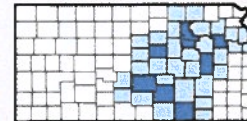




TAG EMPLOYMENT IMPACT ANALYSIS

Although recovery from the COVID-19 pandemic is well underway, we are still at the beginning stages of seeing its full impact on the U.S. and Kansas labor markets. Consistent economic pressures are sparking conversation and action regarding supply chain issues, staffing shortages, and wage pressures, and The Arnold Group continues to work closely with organizations to navigate the current and shifting business challenges.

The Arnold Group's County Employment Impact Analyses are provided as a strategy resource designed to keep you abreast of changes in the economic climate and future constraints in talent.



Download full analysis:



PRE-PANDEMIC INSIGHTS

Did you know...

Percent of Americans who say it is a good time to find a quality job.^{1,2,9}

X

For the first time, career growth opportunities are the #1 factor candidates consider when deciding whether to accept a job or not, surpassing compensation.³

57% of employees have left a job specifically because of their manager.⁶

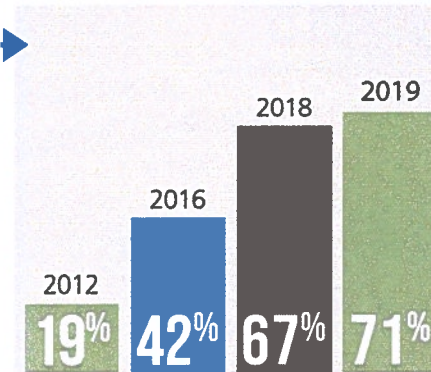


69% of employees would not take a job with a company that has a bad reputation, even if they are unemployed.⁷

50% of small businesses report there are few to no qualified applicants for positions they're trying to fill,



and 23% report finding qualified workers is their #1 problem.⁸



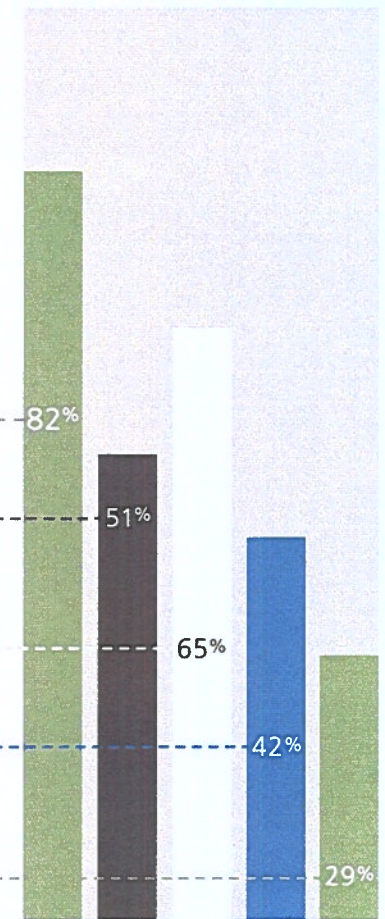
82% of employees are open to new job opportunities.³

51% of employees say they're actively looking for a new job or watching for openings.⁴

65% of employees look at new jobs again within 91 days of being hired.²

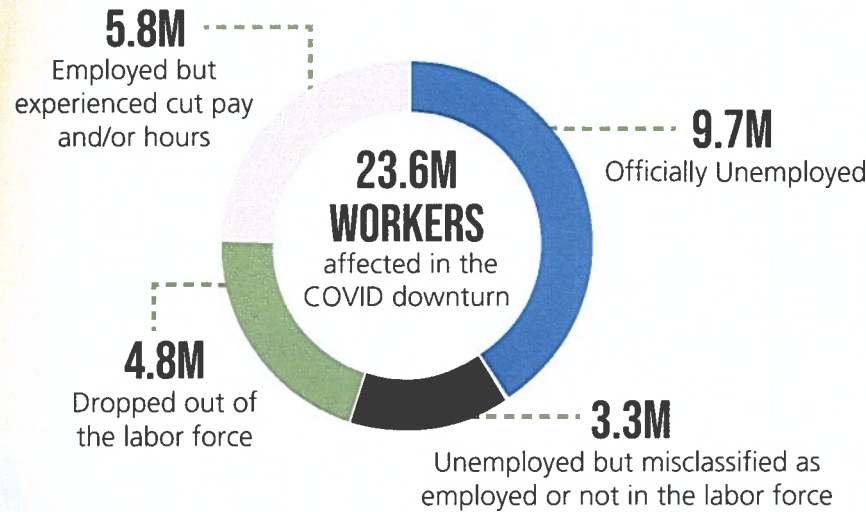
42% of employees not "actively looking" for a new job are still open to the idea.⁵

29% of employees have left a job within 90 days of starting.³



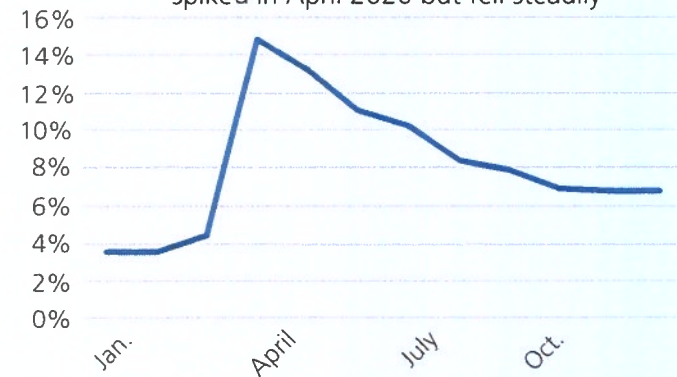


2020 PANDEMIC INSIGHTS

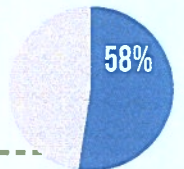


2020 U.S. UNEMPLOYMENT RATE

spiked in April 2020 but fell steadily



58% of active job seekers shifted job search expectations, with safety becoming the top priority.



36.9%

Long-term unemployment (6+ months) makes up 36.9% of total unemployment



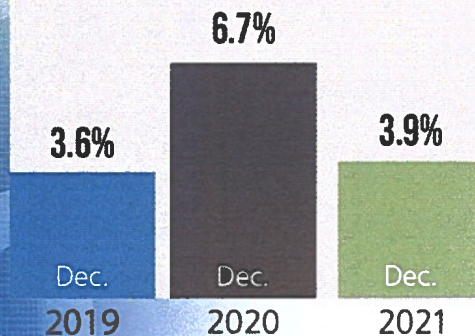
2020 POST-PANDEMIC INSIGHTS



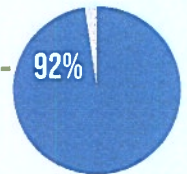
5.5 million dropped out of the U.S. labor force between February 2020 and January 2021

THE LABOR SUPPLY WAS DIMINISHED, NOT JUST THE LABOR DEMAND

U.S. UNEMPLOYMENT RATE



92% of job seekers think it's a good time to get into the gig economy, based on uncertainty of the longevity of permanent work.



OF JOB POSTINGS



There were **15% more job postings** in February 2021 than in February 2020 (pre-COVID)

IN LABOR FORCE



There were **2.7% less people** in the labor force in February 2021 than in February 2020 (pre-COVID)



2021 POST-PANDEMIC INSIGHTS



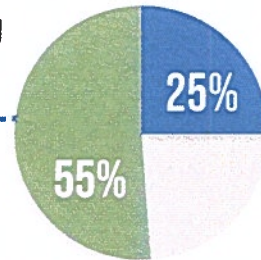
5.5 million dropped out of the U.S. labor force between February 2020 and January 2021

THE LABOR SUPPLY WAS DIMINISHED, NOT JUST THE LABOR DEMAND

4.3 million workers are still missing from the U.S. labor force as of September 2021



55% of Americans anticipate looking for a new job in the next 12 months



1 in 4 employees who left their job in 2021 did not have another one lined up

Nationally, there is only 0.8 people to fill each job opening



86% of employers with open job positions say they're struggling to fill those positions as a result of the skills gap

86%

OF JOB POSTINGS

Feb. 2020

Sept. 2021

There were **34% more job postings** in September 2021 than in February 2020 (pre-COVID)

IN LABOR FORCE

Feb. 2020

Sept. 2021

There were **1.7% less people** in the labor force in September 2021 than in February 2020 (pre-COVID)

36% employers think the labor shortage will improve in 2022; 14% think it won't improve until 2023 or later

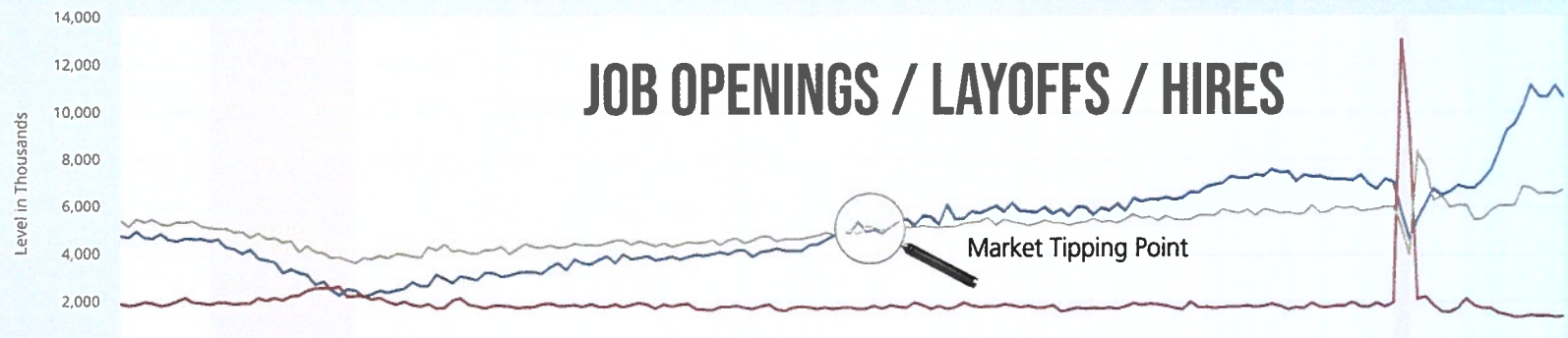
14%

36%

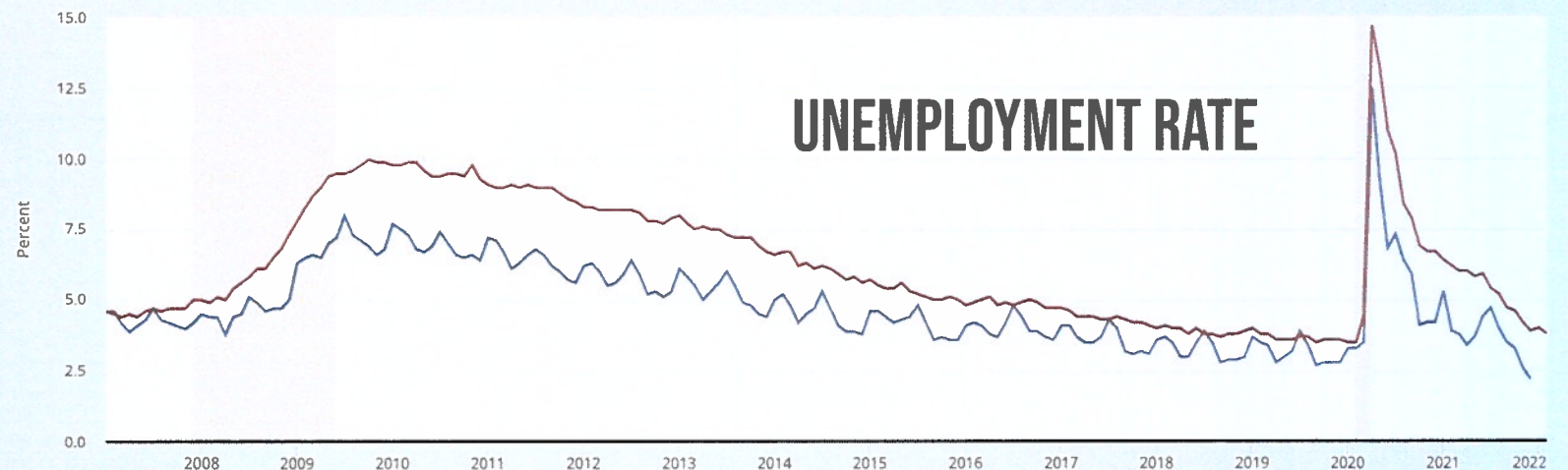


FEDERAL RESERVE ECONOMIC DATA

FRED — Total U.S. Job Openings — Total Layoffs/Discharges — Total Hires



FRED — KS Unemployment Rate — U.S. Unemployment Rate





TAG EMPLOYMENT IMPACT ANALYSIS

Washington Co. UE Rate: 1.6%
 # Unemployed: 47
 # UI Claimants: 1
 # Indeed Openings: 38
All Jobs Average Salary Summary
 Low | Median | High
 \$10.43 | \$13.37 | \$18.66

Clay Co. UE Rate: 2.2%
 # Unemployed: 84
 # UI Claimants: 9
 # Indeed Openings: 109
All Jobs Average Salary Summary
 Low | Median | High
 \$10.11 | \$16.25 | \$24.76

Dickinson Co. UE Rate: 2.7%
 # Unemployed: 244
 # UI Claimants: 15
 # Indeed Openings: 342
All Jobs Average Salary Summary
 Low | Median | High
 \$10.11 | \$14.18 | \$21.41

Morris Co. UE Rate: 1.9%
 # Unemployed: 56
 # UI Claimants: 8
 # Indeed Openings: 72
All Jobs Average Salary Summary
 Low | Median | High
 \$13.92 | \$17.75 | \$22.41

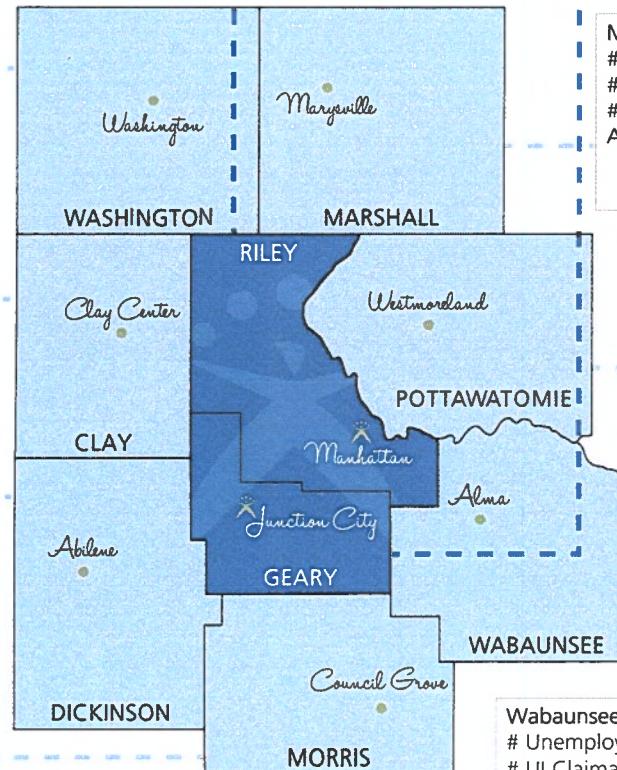
Riley Co. UE Rate: 2.6%
 # Unemployed: 873
 # UI Claimants: 63
 # Indeed Openings: 1,694
All Jobs Average Salary Summary
 Low | Median | High
 \$10.52 | \$15.90 | \$26.16

Geary Co. UE Rate: 3.4%
 # Unemployed: 384
 # UI Claimants: 30
 # Indeed Openings: 696
All Jobs Average Salary Summary
 Low | Median | High
 \$12.18 | \$17.58 | \$26.09

Marshall Co. UE Rate: 1.8%
 # Unemployed: 96
 # UI Claimants: 8
 # Indeed Openings: 139
All Jobs Average Salary Summary
 Low | Median | High
 \$12.53 | \$16.42 | \$22.79

Pottawatomie Co. UE Rate: 2.4%
 # Unemployed: 296
 # UI Claimants: 26
 # Indeed Openings: 233
All Jobs Average Salary Summary
 Low | Median | High
 \$11.26 | \$15.48 | \$23.33

Wabaunsee Co. UE Rate: 2.5%
 # Unemployed: 93
 # UI Claimants: 12
 # Indeed Openings: 66
All Jobs Average Salary Summary
 Low | Median | High
 \$13.99 | \$17.55 | \$23.02



2021 US Unemployment Rates

Jan	Feb	Mar	Apr	May	June
6.3	6.2	6.0	6.1	5.8	5.9
July	Aug	Sep	Oct	Nov	Dec
5.4	5.2	4.8	4.6	4.2	3.9

*The Federal Reserve considers a base unemployment rate (the U-3 rate) of 5.0%-5.2% as "full employment" in the economy.

2.6%

KS Unemployment Rate
 # Indeed Openings: 75,573

2021 KS Unemployment Rates

Jan	Feb	Mar	Apr	May	June
3.5	3.2	3.7	3.5	3.7	3.7
July	Aug	Sep	Oct	Nov	Dec
3.8	3.8	3.9	3.9	3.6	3.3

Data Pulled: March 11, 2022

WHAT'S THE REAL COST OF EMPLOYEE TURNOVER?

Factors to consider in calculating the "real" cost of losing an employee include:

- Cost of hiring: cost & time related to advertising, sourcing, interviewing, screening, and hiring.
- Cost of onboarding: including training and management time.
- Lost productivity: new employees can take 1-2 years to reach productivity levels.
- Lost engagement: employees who see high turnover tend to disengage and lose productivity.
- Customer service & errors: new employees take longer and are often less adept at solving problems.
- Training cost: for example, over 2-3 years, an organization likely invests 10 to 20 percent of an employee's salary, or more, in training costs.
- Cultural impact: whenever someone leaves, others take time to ask why.

The real cost of employee turnover is difficult to quantify because most organizations don't have appropriate systems in place to track exit costs, recruiting, interviewing, hiring, orientation and training, lost productivity, potential customer dissatisfaction, reduced or lost opportunities, administrative costs, lost expertise, etc.



COMPENSATION STRATEGY SOLUTION

THE ARNOLD GROUP (TAG) -

We provide a variety of HR services for small- to mid-sized organizations. We have completed similar projects for multiple Counties/Municipalities as well as countless private businesses who have received a similar scope of work and service.



PHILLIP M. HAYES - VICE PRESIDENT

Phil provides leadership, guidance and direction in support of TAG's overall mission, values and strategic goals. He is the primary point of contact for client Human Resource Consulting services and has been providing compensation strategy solutions tailored to individual organizational needs for 15+ years.

Our specific, customized solution utilizes the proven Hay Methodology to evaluate job roles based on nine compensable factors to evaluate each position in an objective, scientific manner.

HAY METHOD -

The Hay Method was originally developed in 1951 by the Hay Group and is one of the most widely used job evaluation methods in the world. This method allows organizations to define and compare job roles based on an objective process and is comprised of multiple compensable factors:

FACTOR 1: Knowledge

FACTOR 2: Supervisory Control

FACTOR 3: Guidelines

FACTOR 4: Complexity

FACTOR 5: Scope and Effect

FACTOR 6: Personal Contacts

FACTOR 7: Purpose of Contacts

FACTOR 8: Physical Demands

FACTOR 9: Work Environment



COMPENSATION STRATEGY SOLUTION

FACTOR 1: KNOWLEDGE

The skills needed and how the knowledge and skills are used in doing the work. *(8 sub-levels)*

FACTOR 2: SUPERVISORY CONTROL

The direct or indirect controls exercised by the supervisor on how the work is assigned, the employee's responsibility for carrying out the work, and how the work is reviewed. *(5 sub-levels)*

FACTOR 3: GUIDELINES

The guidelines for performing the work and the judgment needed to apply the guidelines or develop new guides. The degree to which thinking is guided or circumscribed. *(6 sub-levels)*

FACTOR 4: COMPLEXITY

The nature of the assignment, the difficulty in identifying needs, and the difficulty and originality in performing the work. *(6 sub-levels)*

FACTOR 5: SCOPE AND EFFECT

Purpose and impact of the work product or service on end results. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. *(6 sub-levels)*

FACTOR 6: PERSONAL CONTACTS

Includes face-to-face contacts and telephone dialog with persons not in the supervisory chain. *(4 sub-levels)*

FACTOR 7: PURPOSE OF CONTACTS

Purpose of contacts from factual exchanges to significant or controversial issues and differing views, goals, or objectives. *(3 sub-levels)*

FACTOR 8: PHYSICAL DEMANDS

The requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities and the physical exertion involved in the work. *(3 sub-levels)*

FACTOR 9: WORK ENVIRONMENT

The risks and discomforts in the physical surroundings or the nature of the work and the safety regulations required. *(3 sub-levels)*



COMPENSATION STRATEGY SOLUTION

JOB DESCRIPTIONS -

Job descriptions serve to document consistent application of job duties across job titles, without regard to gender, race, religion, or nationality bias.

TAG used updated RCPD job descriptions throughout the project.

SALARY SURVEY & COMPENSATION PLAN -

Compensation is a critical component of your overall HR strategy vital in attracting, retaining and motivating employees. Employee realization and commitment of your compensation strategy requires the money to match the message, as it has in the past.

Formal pay scales assist in controlling costs, providing competitive minimum starting wages, and providing a **legally defensible position** against potential pay discrimination complaints.

TAG evaluates and utilizes job documentation materials, market salary data, the overall design of your core compensation plan, and other details of your pay structure and recommends:

1. **Objectively** determine internal equity by completing the Point Factor Analysis (PFA) of compensable factors for each job description.
2. Establish and distinguish between pay grades.
3. Evaluate benchmark salaries to establish external equity to construct the pay scale with competitive ranges.



O*NET CORRECTIONAL OFFICERS

Showing top 20 occupations for corrections officer. Closest matches are shown first.

<u>How do they match?</u>	<u>Code</u>	<u>Occupation</u>
	33-1011.00	<u>First-Line Supervisors of Correctional Officers</u>
	33-3012.00	<u>Correctional Officers and Jailers</u>
	21-1092.00	<u>Probation Officers and Correctional Treatment Specialists</u>
	33-3021.02	<u>Police Identification and Records Officers</u>
	55-1019.00	<u>Military Officer Special and Tactical Operations Leaders, All Other</u>
	33-3051.00	<u>Police and Sheriff's Patrol Officers</u>
	21-1019.00	<u>Counselors, All Other</u>
	13-2072.00	<u>Loan Officers</u>
	55-1017.00	<u>Special Forces Officers</u>
	13-1041.03	<u>Equal Opportunity Representatives and Officers</u>
	11-1011.00	<u>Chief Executives</u>
	13-1041.00	<u>Compliance Officers</u>
	11-1011.03	<u>Chief Sustainability Officers</u>
	23-1021.00	<u>Administrative Law Judges, Adjudicators, and Hearing Officers</u>
	33-3051.04	<u>Customs and Border Protection Officers</u>
	33-9031.00	<u>Gambling Surveillance Officers and Gambling Investigators</u> Bright Outlook
	43-1011.00	<u>First-Line Supervisors of Office and Administrative Support Workers</u>
	43-9199.00	<u>Office and Administrative Support Workers, All Other</u>
	55-1011.00	<u>Air Crew Officers</u>
	55-1012.00	<u>Aircraft Launch and Recovery Officers</u>



O*NET CORRECTIONAL OFFICERS

Updated 2021

Summary Report for: 33-3012.00 - Correctional Officers and Jailers

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

Sample of reported job titles: Correctional Officer, Correctional Sergeant, Corrections Officer (CO), Deputy Jailer, Detention Deputy, Detention Officer, Jail Officer, Jailer, Jailor



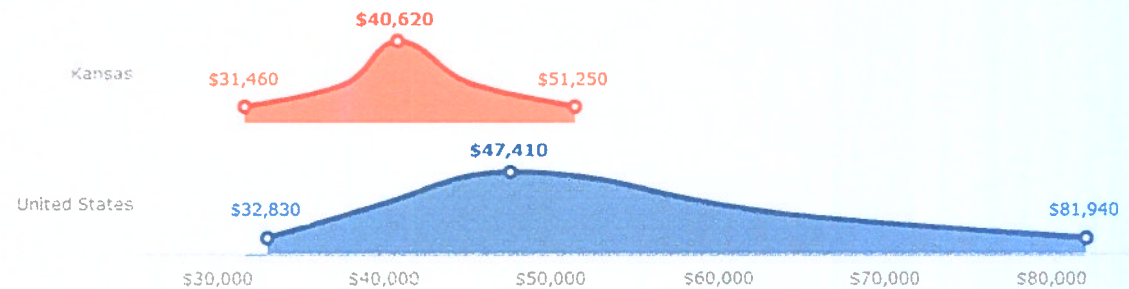
O*NET CORRECTIONAL OFFICERS

Kansas Wages for: 33-3012.00 - Correctional Officers and Jailers

View wages for state:

View wages near ZIP Code:

View wages:



Full Details [Save Table \(XLS/CSV\)](#)

In Kansas:

- Workers on average earn **\$40,620**
- 10% of workers earn **\$31,460** or less
- 10% of workers earn **\$51,250** or more

In the United States:

- Workers on average earn **\$47,410**
- 10% of workers earn **\$32,830** or less
- 10% of workers earn **\$81,940** or more

Source: Bureau of Labor Statistics [2020 wage data](#)

Location	Annual Low (10%)	Annual Q _L (25%)	Annual Median (50%)	Annual Q _U (75%)	Annual High (90%)
United States	\$32,830	\$37,950	\$47,410	\$63,290	\$81,940
Kansas	\$31,460	\$37,720	\$40,620	\$44,790	\$51,250
Kansas City, MO-KS	\$27,460	\$32,620	\$39,570	\$45,880	\$53,860
Kansas nonmetropolitan area	\$28,980	\$33,950	\$38,730	\$42,670	\$44,800
Manhattan, KS	\$32,840	\$36,480	\$42,880	\$49,910	\$54,660
St. Joseph, MO-KS	\$26,150	\$27,780	\$30,410	\$33,170	\$38,390
Topeka, KS	\$38,710	\$38,730	\$42,670	\$44,790	\$46,990
Wichita, KS	\$31,070	\$36,560	\$38,720	\$41,170	\$44,780



PROPOSED PAY SCALE

01/01/2023 *Proposed* Pay Scales

Civilian

Semi-Skilled & Skilled Grades

	Min	Mid	Max
10	\$15.05	\$18.35	\$21.70
11	\$16.20	\$19.70	\$23.25
12	\$17.35	\$21.15	\$25.00
13	\$18.65	\$22.70	\$26.80
14	\$20.05	\$24.40	\$28.80
15	\$21.45	\$26.15	\$30.90

Professional Grades

	Min	Mid	Max
30	\$52,690	\$64,255	\$75,825
31	\$57,965	\$70,685	\$83,410
32	\$63,760	\$77,755	\$91,755
33	\$70,140	\$85,535	\$100,935
34	\$77,155	\$94,090	\$111,030
35	\$84,870	\$103,500	\$122,130

Executive Grades

	Min	Mid	Max
40	\$111,805	\$136,345	\$160,890
41	\$122,985	\$149,980	\$176,980
42	\$135,285	\$164,980	\$194,680

Dispatch

	Min	Mid	Max
10D	\$15.35	\$18.72	\$22.13
11D	\$16.52	\$20.09	\$23.72
12D	\$17.70	\$21.57	\$25.50
13D	\$19.02	\$23.15	\$27.34
14D	\$20.45	\$24.89	\$29.38
15D	\$21.88	\$26.67	\$31.52

	Min	Mid	Max
30D	\$54,007	\$65,861	\$77,721
31D	\$59,414	\$72,452	\$85,495
32D	\$65,354	\$79,699	\$94,049
33D	\$71,894	\$87,673	\$103,458
34D	\$79,084	\$96,442	\$113,806
35D	\$86,992	\$106,088	\$125,183

	Min	Mid	Max
40D	\$114,041	\$139,072	\$164,108
41D	\$125,445	\$152,980	\$180,520
42D	\$137,991	\$168,280	\$198,574

Corrections

	Min	Mid	Max
10C	\$15.65	\$19.08	\$22.57
11C	\$16.85	\$20.49	\$24.18
12C	\$18.04	\$22.00	\$26.00
13C	\$19.40	\$23.61	\$27.87
14C	\$20.85	\$25.38	\$29.95
15C	\$22.31	\$27.20	\$32.14

	Min	Mid	Max
30C	\$55,325	\$67,468	\$79,616
31C	\$60,863	\$74,219	\$87,581
32C	\$66,948	\$81,643	\$96,343
33C	\$73,647	\$89,812	\$105,982
34C	\$81,013	\$98,795	\$116,582
35C	\$89,114	\$108,675	\$128,237

	Min	Mid	Max
40C	\$116,277	\$141,799	\$167,326
41C	\$127,904	\$155,979	\$184,059
42C	\$140,696	\$171,579	\$202,467

Sworn

	Min	Mid	Max
10S	\$16.25	\$19.82	\$23.44
11S	\$17.50	\$21.28	\$25.11
12S	\$18.74	\$22.84	\$27.00
13S	\$20.14	\$24.52	\$28.94
14S	\$21.65	\$26.35	\$31.10
15S	\$23.17	\$28.24	\$33.37

	Min	Mid	Max
30S	\$57,959	\$70,681	\$83,408
31S	\$63,762	\$77,754	\$91,751
32S	\$70,136	\$85,531	\$100,931
33S	\$77,154	\$94,089	\$111,029
34S	\$84,871	\$103,499	\$122,133
35S	\$93,357	\$113,850	\$134,343

	Min	Mid	Max
40S	\$120,749	\$147,253	\$173,761
41S	\$132,824	\$161,978	\$191,138
42S	\$146,108	\$178,178	\$210,254

- N/A = Civilian - Market Driven
 2.00% = % Adjustment for Dispatch Positions
 4.00% = % Adjustment for Corrections Positions
 8.00% = % Adjustment for Sworn Positions

* Add on Pay - No changes are proposed to serve as and maintain RCPD's strategic advantage.



PROPOSED PAY SCALE - CIVILIAN

Salary Survey Draft

Salary Survey DRAFT Non-Sworn	A	B 4%	C 4%	D 4%	E 4%	F 4%	G 4%	H 4%	I 4%	J 4%	K 4%
11 Custodian	33,696.00	35,043.84	36,445.59	37,903.41	39,419.55	40,996.33	42,636.18	44,341.63	46,115.30	47,959.91	49,878.31
Cook	2,808.00	2,920.32	3,037.13	3,158.62	3,284.96	3,416.36	3,553.02	3,695.14	3,842.94	3,996.66	4,156.53
	16.20	16.85	17.52	18.22	18.95	19.71	20.50	21.32	22.17	23.06	23.98
12 Court Security Screener	36,088.00	37,531.52	39,032.78	40,594.09	42,217.85	43,906.56	45,662.82	47,489.33	49,388.90	51,364.46	53,419.04
Intern - Paid	3,007.33	3,127.63	3,252.73	3,382.84	3,518.15	3,658.88	3,805.24	3,957.44	4,115.74	4,280.37	4,451.59
Police Service Aide (PSA)	17.35	18.04	18.77	19.52	20.30	21.11	21.95	22.83	23.75	24.69	25.68
13 Records Clerk	38,792.00	40,343.68	41,957.43	43,635.73	45,381.16	47,196.41	49,084.27	51,047.64	53,089.55	55,213.13	57,421.66
	3,232.67	3,361.97	3,496.45	3,636.31	3,781.76	3,933.03	4,090.36	4,253.97	4,424.13	4,601.09	4,785.14
	18.65	19.40	20.17	20.98	21.82	22.69	23.60	24.54	25.52	26.55	27.61
14 Maintenance Technician	41,704.00	43,372.16	45,107.05	46,911.33	48,787.78	50,739.29	52,768.86	54,879.61	57,074.79	59,357.78	61,732.09
Supply Technician	3,475.33	3,614.35	3,758.92	3,909.28	4,065.65	4,228.27	4,397.41	4,573.30	4,756.23	4,946.48	5,144.34
Evidence Technician	20.05	20.85	21.69	22.55	23.46	24.39	25.37	26.38	27.44	28.54	29.68
Civil Process Technician											
Investigations Assistant											
Patrol Assistant											
Senior Clerk											
30 Finance Technician	52,690.00	54,797.60	56,989.50	59,269.08	61,639.84	64,105.43	66,669.65	69,336.44	72,109.90	74,994.30	77,994.07
Payroll Technician	4,390.83	4,566.47	4,749.13	4,939.09	5,136.65	5,342.12	5,555.80	5,778.04	6,009.16	6,249.53	6,499.51
Computer Technician I	25.33	26.35	27.40	28.50	29.64	30.82	32.05	33.34	34.67	36.06	37.50
CSI Lab Technician											
RMS Technician											
31 Maintenance Supervisor	57,965.00	60,283.60	62,694.94	65,202.74	67,810.85	70,523.28	73,344.21	76,277.98	79,329.10	82,502.26	85,802.35
Executive Offices Manager	4,830.42	5,023.63	5,224.58	5,433.56	5,650.90	5,876.94	6,112.02	6,356.50	6,610.76	6,875.19	7,150.20
Evidence Supervisor	27.87	28.98	30.14	31.35	32.60	33.91	35.26	36.67	38.14	39.67	41.25
Computer Technician II											
HR Specialist											
32 Victim Advocate Coordinator	63,760.00	66,310.40	68,962.82	71,721.33	74,590.18	77,573.79	80,676.74	83,903.81	87,259.96	90,750.36	94,380.37
	5,313.33	5,525.87	5,746.90	5,976.78	6,215.85	6,464.48	6,723.06	6,991.98	7,271.66	7,562.53	7,865.03
	30.65	31.88	33.16	34.48	35.86	37.3	38.79	40.34	41.95	43.63	45.38
33 Finance Manager	70,140.00	72,945.60	75,863.42	78,897.96	82,053.88	85,336.04	88,749.48	92,299.46	95,991.44	99,831.10	103,824.34
Computer Technician III	5,845.00	6,078.80	6,321.95	6,574.83	6,837.82	7,111.34	7,395.79	7,691.62	7,999.29	8,319.26	8,652.03
	33.72	35.07	36.47	37.93	39.45	41.03	42.67	44.38	46.15	48.00	49.92
34 Public Information Officer	77,155.00	80,241.20	83,450.85	86,788.88	90,260.44	93,870.86	97,625.69	101,530.72	105,591.95	109,815.63	114,208.26
RMS Supervisor	6,429.58	6,686.77	6,954.24	7,232.41	7,521.70	7,822.57	8,135.47	8,460.89	8,799.33	9,151.30	9,517.36
Accreditation Manager	37.09	38.58	40.12	41.73	43.40	45.13	46.94	48.81	50.77	52.80	54.91
35 HR Manager	84,870.00	88,264.80	91,795.39	95,467.21	99,285.90	103,257.34	107,387.63	111,683.14	116,150.47	120,796.49	125,628.35
	7,072.50	7,355.40	7,649.62	7,955.60	8,273.83	8,604.78	8,948.97	9,306.93	9,679.21	10,066.37	10,469.03
	40.80	42.44	44.13	45.90	47.73	49.64	51.63	53.69	55.84	58.08	60.40
40 Systems Administrator	93,357.00	97,091.28	100,974.93	105,013.93	109,214.49	113,583.07	118,126.39	122,851.45	127,765.51	132,876.13	138,191.18
	7,779.75	8,090.94	8,414.58	8,751.16	9,101.21	9,465.26	9,843.87	10,237.62	10,647.13	11,073.01	11,515.93
	44.88	46.68	48.55	50.49	52.51	54.61	56.79	59.06	61.43	63.88	66.44

* Add on Pay - No changes are proposed to serve as and maintain RCPD's strategic advantage.



PROPOSED PAY SCALE - DISPATCH

Salary Survey Draft

Salary Survey DRAFT Dispatch	A	B 4%	C 4%	D 4%	E 4%	F 4%	G 4%	H 4%	I 4%	J 4%	K 4%
13D Dispatcher I	39,567.84 3,297.32 19.02	41,150.55 3,429.21 19.78	42,796.57 3,566.38 20.58	44,508.43 3,709.04 21.40	46,288.77 3,857.40 22.25	48,140.32 4,011.69 23.14	50,065.93 4,172.16 24.07	52,068.57 4,339.05 25.03	54,151.31 4,512.61 26.03	56,317.36 4,693.11 27.08	58,570.05 4,880.84 28.16
15D Dispatcher II	45,508.32 3,792.36 21.88	47,328.65 3,944.05 22.75	49,221.80 4,101.82 23.66	51,190.67 4,265.89 24.61	53,238.30 4,436.53 25.60	55,367.83 4,613.99 26.62	57,582.54 4,798.55 27.68	59,885.84 4,990.49 28.79	62,281.27 5,190.11 29.94	64,772.52 5,397.71 31.14	67,363.42 5,613.62 32.39
31D Dispatcher - Shift Supervisor	59,414.13 4,951.18 28.57	61,790.70 5,149.23 29.71	64,262.33 5,355.19 30.90	66,832.82 5,569.40 32.13	69,506.13 5,792.18 33.42	72,286.38 6,023.87 34.75	75,177.84 6,264.82 36.14	78,184.95 6,515.41 37.59	81,312.35 6,776.03 39.09	84,564.84 7,047.07 40.66	87,947.43 7,328.95 42.28
35D Communications Center Manager	86,991.75 7,249.31 41.82	90,471.42 7,539.29 43.50	94,090.28 7,840.86 45.24	97,853.89 8,154.49 47.05	101,768.05 8,480.67 48.93	105,838.77 8,819.90 50.89	110,072.32 9,172.69 52.92	114,475.21 9,539.60 55.04	119,054.22 9,921.19 57.24	123,816.39 10,318.03 59.53	128,769.05 10,730.75 61.91

* Add on Pay - No changes are proposed to serve as and maintain RCPD's strategic advantage.



PROPOSED PAY SCALE - CORRECTIONS

Salary Survey Draft

Salary Survey DRAFT Corrections	A	B 4%	C 4%	D 4%	E 4%	F 4%	G 4%	H 4%	I 4%	J 4%	K 4%
15C Corrections Officer	46,400.64 3,866.72 22.31	48,256.67 4,021.39 23.20	50,186.94 4,182.25 24.13	52,194.42 4,349.54 25.09	54,282.20 4,523.52 26.10	56,453.49 4,704.46 27.14	58,711.63 4,892.64 28.23	61,060.10 5,088.34 29.36	63,502.50 5,291.88 30.53	66,042.60 5,503.55 31.75	68,684.30 5,723.69 33.02
31C Corrections Sergeant	60,863.25 5,071.94 29.26	63,297.78 5,274.82 30.43	65,829.69 5,485.81 31.65	68,462.88 5,705.24 32.92	71,201.40 5,933.45 34.23	74,049.46 6,170.79 35.60	77,011.44 6,417.62 37.03	80,091.90 6,674.33 38.51	83,295.58 6,941.30 40.05	86,627.40 7,218.95 41.65	90,092.50 7,507.71 43.31
33C Corrections Lieutenant	73,647.00 6,137.25 35.41	76,592.88 6,382.74 36.82	79,656.60 6,638.05 38.30	82,842.86 6,903.57 39.83	86,156.57 7,179.71 41.42	89,602.83 7,466.90 43.08	93,186.94 7,765.58 44.80	96,914.42 8,076.20 46.59	100,791.00 8,399.25 48.46	104,822.64 8,735.22 50.40	109,015.55 9,084.63 52.41
35C Jail Captain	93,357.00 7,779.75 44.88	97,091.28 8,090.94 46.68	100,974.93 8,414.58 48.55	105,013.93 8,751.16 50.49	109,214.49 9,101.21 52.51	113,583.07 9,465.26 54.61	118,126.39 9,843.87 56.79	122,851.45 10,237.62 59.06	127,765.51 10,647.13 61.43	132,876.13 11,073.01 63.88	138,191.18 11,515.93 66.44

* Add on Pay - No changes are proposed to serve as and maintain RCPD's strategic advantage.



PROPOSED PAY SCALE - SWORN

Salary Survey Draft

Salary Survey DRAFT Sworn	A	B 4%	C 4%	D 4%	E 4%	F 4%	G 4%	H 4%	I 4%	J 4%	K 4%
30S Police Officer	57,959.00 4,829.92 27.87	60,277.36 5,023.11 28.98	62,688.45 5,224.04 30.14	65,195.99 5,433.00 31.34	67,803.83 5,650.32 32.60	70,515.98 5,876.33 33.90	73,336.62 6,111.39 35.26	76,270.08 6,355.84 36.67	79,320.88 6,610.07 38.14	82,493.72 6,874.48 39.66	85,793.47 7,149.46 41.25
31S Police Corporal	63,761.50 5,313.46 30.66	66,311.96 5,526.00 31.88	68,964.44 5,747.04 33.16	71,723.02 5,976.92 34.48	74,591.94 6,216.00 35.86	77,575.62 6,464.64 37.30	80,678.64 6,723.22 38.79	83,905.79 6,992.15 40.34	87,262.02 7,271.84 41.95	90,752.50 7,562.71 43.63	94,382.60 7,865.22 45.38
32S Police Sergeant	70,136.00 5,844.67 33.72	72,941.44 6,078.45 35.07	75,859.10 6,321.59 36.47	78,893.46 6,574.46 37.93	82,049.20 6,837.43 39.45	85,331.17 7,110.93 41.03	88,744.42 7,395.37 42.67	92,294.20 7,691.18 44.37	95,985.97 7,998.83 46.15	99,825.41 8,318.78 47.99	103,818.43 8,651.54 49.91
34S Police Lieutenant	84,870.50 7,072.54 40.80	88,265.32 7,355.44 42.44	91,795.93 7,649.66 44.13	95,467.77 7,955.65 45.90	99,286.48 8,273.87 47.73	103,257.94 8,604.83 49.64	107,388.26 8,949.02 51.63	111,683.79 9,306.98 53.70	116,151.14 9,679.26 55.84	120,797.19 10,066.43 58.08	125,629.08 10,469.09 60.40
35S Police Captain	93,357.00 7,779.75 44.88	97,091.28 8,090.94 46.68	100,974.93 8,414.58 48.55	105,013.93 8,751.16 50.49	109,214.49 9,101.21 52.51	113,583.07 9,465.26 54.61	118,126.39 9,843.87 56.79	122,851.45 10,237.62 59.06	127,765.51 10,647.13 61.43	132,876.13 11,073.01 63.88	138,191.18 11,515.93 66.44
40S Assistant Director	120,749.40 10,062.45 58.05	125,579.38 10,464.95 60.38	130,602.56 10,883.55 62.79	135,826.66 11,318.89 65.30	141,259.73 11,771.64 67.91	146,910.12 12,242.51 70.63	152,786.52 12,732.21 73.46	158,897.98 13,241.50 76.39	165,253.90 13,771.16 79.45	171,864.06 14,322.01 82.63	178,738.62 14,894.89 85.93
DIR Director	146,107.80 12,175.65 70.25	151,952.11 12,662.68 73.06	158,030.19 13,169.18 75.98	164,351.40 13,695.95 79.02	170,925.46 14,243.79 82.18	177,762.48 14,813.54 85.46	184,872.98 15,406.08 88.88	192,267.90 16,022.33 92.44	199,958.62 16,663.22 96.14	207,956.96 17,329.75 99.98	216,275.24 18,022.94 103.98

* Add on Pay - No changes are proposed to serve as and maintain RCPD's strategic advantage.



QUESTIONS/COMMENTS



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Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule

U.S. DEPARTMENT OF THE TREASURY

January 2022



The Overview of the Final Rule provides a summary of major provisions of the final rule for informational purposes and is intended as a brief, simplified user guide to the final rule provisions.

The descriptions provided in this document summarize key provisions of the final rule but are non-exhaustive, do not describe all terms and conditions associated with the use of SLFRF, and do not describe all requirements that may apply to this funding. Any SLFRF funds received are also subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which incorporate the provisions of the final rule and the guidance that implements this program.



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Introduction

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

EARLY PROGRAM IMPLEMENTATION

In May 2021, Treasury published the Interim final rule (IFR) describing eligible and ineligible uses of funds (as well as other program provisions), sought feedback from the public on these program rules, and began to distribute funds. The IFR went immediately into effect in May, and since then, governments have used SLFRF funds to meet their immediate pandemic response needs and begin building a strong and equitable recovery, such as through providing vaccine incentives, development of affordable housing, and construction of infrastructure to deliver safe and reliable water.

As governments began to deploy this funding in their communities, Treasury carefully considered the feedback provided through its public comment process and other forums. Treasury received over 1,500 comments, participated in hundreds of meetings, and received correspondence from a wide range of governments and other stakeholders.

KEY CHANGES AND CLARIFICATIONS IN THE FINAL RULE

The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process. Among other clarifications and changes, the final rule provides the features below.

Replacing Lost Public Sector Revenue

The final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount – in many cases their full award – for government services, with streamlined reporting requirements.

Public Health and Economic Impacts

In addition to programs and services, the final rule clarifies that recipients can use funds for capital expenditures that support an eligible COVID-19 public health or economic response. For example, recipients may build certain affordable housing, childcare facilities, schools, hospitals, and other projects consistent with final rule requirements.



U.S. DEPARTMENT OF THE TREASURY

In addition, the final rule provides an expanded set of households and communities that are presumed to be “impacted” and “disproportionately impacted” by the pandemic, thereby allowing recipients to provide responses to a broad set of households and entities without requiring additional analysis. Further, the final rule provides a broader set of uses available for these communities as part of COVID-19 public health and economic response, including making affordable housing, childcare, early learning, and services to address learning loss during the pandemic eligible in all impacted communities and making certain community development and neighborhood revitalization activities eligible for disproportionately impacted communities.

Further, the final rule allows for a broader set of uses to restore and support government employment, including hiring above a recipient’s pre-pandemic baseline, providing funds to employees that experienced pay cuts or furloughs, avoiding layoffs, and providing retention incentives.

Premium Pay

The final rule delivers more streamlined options to provide premium pay, by broadening the share of eligible workers who can receive premium pay without a written justification while maintaining a focus on lower-income and frontline workers performing essential work.

Water, Sewer & Broadband Infrastructure

The final rule significantly broadens eligible broadband infrastructure investments to address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, including a broader range of lead remediation and stormwater management projects.

FINAL RULE EFFECTIVE DATE

The final rule takes effect on April 1, 2022. Until that time, the interim final rule remains in effect; funds used consistently with the IFR while it is in effect are in compliance with the SLFRF program.

However, recipients can choose to take advantage of the final rule’s flexibilities and simplifications now, even ahead of the effective date. Treasury will not take action to enforce the interim final rule to the extent that a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used. Recipients may consult the *Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule*, which can be found on Treasury’s website, for more information on compliance with the interim final rule and the final rule.



Overview of the Program

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program provides substantial flexibility for each jurisdiction to meet local needs within the four separate eligible use categories. This Overview of the Final Rule addresses the four eligible use categories ordered from the broadest and most flexible to the most specific.

Recipients may use SLFRF funds to:

- **Replace lost public sector revenue**, using this funding to provide government services up to the amount of revenue loss due to the pandemic.
 - Recipients may determine their revenue loss by choosing between two options:
 - A standard allowance of up to \$10 million in aggregate, not to exceed their award amount, during the program;
 - Calculating their jurisdiction's specific revenue loss each year using Treasury's formula, which compares actual revenue to a counterfactual trend.
 - Recipients may use funds up to the amount of revenue loss for government services; generally, services traditionally provided by recipient governments are government services, unless Treasury has stated otherwise.
- **Support the COVID-19 public health and economic response** by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.
 - Recipients can use funds for programs, services, or capital expenditures that respond to the public health and negative economic impacts of the pandemic.
 - To provide simple and clear eligible uses of funds, Treasury provides a list of enumerated uses that recipients can provide to households, populations, or classes (i.e., groups) that experienced pandemic impacts.
 - Public health eligible uses include COVID-19 mitigation and prevention, medical expenses, behavioral healthcare, and preventing and responding to violence.
 - Eligible uses to respond to negative economic impacts are organized by the type of beneficiary: assistance to households, small businesses, and nonprofits.
 - Each category includes assistance for "impacted" and "disproportionately impacted" classes: impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities.
 - To simplify administration, the final rule presumes that some populations and groups were impacted or disproportionately impacted and are eligible for responsive services.

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- Eligible uses for assistance to impacted households include aid for re-employment, job training, food, rent, mortgages, utilities, affordable housing development, childcare, early education, addressing learning loss, and many more uses.
- Eligible uses for assistance to impacted small businesses or nonprofits include loans or grants to mitigate financial hardship, technical assistance for small businesses, and many more uses.
- Recipients can also provide assistance to impacted industries like travel, tourism, and hospitality that faced substantial pandemic impacts, or address impacts to the public sector, for example by re-hiring public sector workers cut during the crisis.
- Recipients providing funds for enumerated uses to populations and groups that Treasury has presumed eligible are clearly operating consistently with the final rule. Recipients can also identify (1) other populations or groups, beyond those presumed eligible, that experienced pandemic impacts or disproportionate impacts and (2) other programs, services, or capital expenditures, beyond those enumerated, to respond to those impacts.
- **Provide premium pay for eligible workers performing essential work**, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
 - Recipients may provide premium pay to eligible workers – generally those working in-person in key economic sectors – who are below a wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions, or if the recipient submits justification that the premium pay is responsive to workers performing essential work.
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.
 - Recipients may fund a broad range of water and sewer projects, including those eligible under the EPA's Clean Water State Revolving Fund, EPA's Drinking Water State Revolving Fund, and certain additional projects, including a wide set of lead remediation, stormwater infrastructure, and aid for private wells and septic units.
 - Recipients may fund high-speed broadband infrastructure in areas of need that the recipient identifies, such as areas without access to adequate speeds, affordable options, or where connections are inconsistent or unreliable; completed projects must participate in a low-income subsidy program.

While recipients have considerable flexibility to use funds to address the diverse needs of their communities, some restrictions on use apply across all eligible use categories. These include:

- **For states and territories:** No offsets of a reduction in net tax revenue resulting from a change in state or territory law.

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- **For all recipients except for Tribal governments:** No extraordinary contributions to a pension fund for the purpose of reducing an accrued, unfunded liability.
- **For all recipients:** No payments for debt service and replenishments of rainy day funds; no satisfaction of settlements and judgments; no uses that contravene or violate the American Rescue Plan Act, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations.

Under the SLFRF program, funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026. This time period, during which recipients can expend SLFRF funds, is the “period of performance.”

In addition to SLFRF, the American Rescue Plan includes other sources of funding for state and local governments, including the [Coronavirus Capital Projects Fund](#) to fund critical capital investments including broadband infrastructure; the [Homeowner Assistance Fund](#) to provide relief for our country’s most vulnerable homeowners; the [Emergency Rental Assistance Program](#) to assist households that are unable to pay rent or utilities; and the [State Small Business Credit Initiative](#) to fund small business credit expansion initiatives. Eligible recipients are encouraged to visit the Treasury website for more information.



Replacing Lost Public Sector Revenue

The Coronavirus State and Local Fiscal Recovery Funds provide needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency. Specifically, SLFRF funding may be used to pay for “government services” in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency.

Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.

In order to use funds under government services, recipients should first determine revenue loss. They may, then, spend up to that amount on general government services.

DETERMINING REVENUE LOSS

Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.

1. **Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance.**

Under this option, which is newly offered in the final rule Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF’s smallest recipients.

All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula below, including those with total allocations of \$10 million or less. Electing the standard allowance does not increase or decrease a recipient’s total allocation.

2. **Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.**

Under this option, recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. Treasury has also provided several adjustments to the definition of general revenue in the final rule.

To calculate revenue loss at each of these dates, recipients must follow a four-step process:

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- a. Calculate revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the *base year revenue*.
- b. Estimate *counterfactual revenue*, which is equal to the following formula, where n is the number of months elapsed since the end of the base year to the calculation date:

$$\text{base year revenue} \times (1 + \text{growth adjustment})^{\frac{n}{12}}$$

The *growth adjustment* is the greater of either a standard growth rate—5.2 percent—or the recipient's average annual revenue growth in the last full three fiscal years prior to the COVID-19 public health emergency.

- c. Identify *actual revenue*, which equals revenues collected over the twelve months immediately preceding the calculation date.

Under the final rule, recipients must adjust actual revenue totals for the effect of tax cuts and tax increases that are adopted after the date of adoption of the final rule (January 6, 2022). Specifically, the estimated fiscal impact of tax cuts and tax increases adopted after January 6, 2022, must be added or subtracted to the calculation of actual revenue for purposes of calculation dates that occur on or after April 1, 2022.

Recipients may subtract from their calculation of actual revenue the effect of tax increases enacted prior to the adoption of the final rule. Note that recipients that elect to remove the effect of tax increases enacted before the adoption of the final rule must also remove the effect of tax decreases enacted before the adoption of the final rule, such that they are accurately removing the effect of tax policy changes on revenue.

- d. Revenue loss for the calculation date is equal to *counterfactual revenue* minus *actual revenue* (adjusted for tax changes) for the twelve-month period. If actual revenue exceeds counterfactual revenue, the loss is set to zero for that twelve-month period. Revenue loss for the period of performance is the sum of the revenue loss on for each calculation date.

The supplementary information in the final rule provides an example of this calculation, which recipients may find helpful, in the Revenue Loss section.



SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. **Government services generally include *any service traditionally provided by a government***, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.



Responding to Public Health and Economic Impacts of COVID-19

The Coronavirus State and Local Fiscal Recovery Funds provide resources for governments to meet the public health and economic needs of those impacted by the pandemic in their communities, as well as address longstanding health and economic disparities, which amplified the impact of the pandemic in disproportionately impacted communities, resulting in more severe pandemic impacts.

The eligible use category to respond to public health and negative economic impacts is organized around the types of assistance a recipient may provide and includes several sub-categories:

- public health,
- assistance to households,
- assistance to small businesses,
- assistance to nonprofits,
- aid to impacted industries, and
- public sector capacity.

In general, to identify eligible uses of funds in this category, recipients should (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a program that responds to that impact. Responses should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted.

To provide simple, clear eligible uses of funds that meet this standard, Treasury provides a non-exhaustive list of enumerated uses that respond to pandemic impacts. Treasury also presumes that some populations experienced pandemic impacts and are eligible for responsive services. In other words, recipients providing enumerated uses of funds to populations presumed eligible are clearly operating consistently with the final rule.¹

Recipients also have broad flexibility to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or “classes” of beneficiaries that experienced pandemic impacts and provide services to those classes.

¹ However, please note that use of funds for enumerated uses may not be grossly disproportionate to the harm. Further, recipients should consult the Capital Expenditures section for more information about pursuing a capital expenditure; please note that enumerated capital expenditures are not presumed to be reasonably proportional responses to an identified harm except as provided in the Capital Expenditures section.

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Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	- Can identify impact to a specific household, business or nonprofit or to a class of households, businesses, or nonprofits (i.e., group) - Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class	- Types of responses can include a program, service, or capital expenditure - Response should be related and reasonably proportional to the harm - Response should also be reasonably designed to benefit impacted individual or class
Simplifying Presumptions	Final Rule presumes certain populations and classes are impacted and disproportionately impacted	Final Rule provides non-exhaustive list of enumerated eligible uses that respond to pandemic impacts and disproportionate impacts

To assess eligibility of uses of funds, recipients should first determine the sub-category where their use of funds may fit (e.g., public health, assistance to households, assistance to small businesses), based on the entity that experienced the health or economic impact.² Then, recipients should refer to the relevant section for more details on each sub-category.

While the same overall eligibility standard applies to all uses of funds to respond to the public health and negative economic impacts of the pandemic, each sub-category has specific nuances on its application. In addition:

- Recipients interested in using funds for capital expenditures (i.e., investments in property, facilities, or equipment) should review the Capital Expenditures section in addition to the eligible use sub-category.
- Recipients interested in other uses of funds, beyond the enumerated uses, should refer to the section on “Framework for Eligible Uses Beyond Those Enumerated.”

² For example, a recipient interested in providing aid to unemployed individuals is addressing a negative economic impact experienced by a household and should refer to the section on assistance to households. Recipients should also be aware of the difference between “beneficiaries” and “sub-recipients.” Beneficiaries are households, small businesses, or nonprofits that can receive assistance based on impacts of the pandemic that they experienced. On the other hand, sub-recipients are organizations that carry out eligible uses on behalf of a government, often through grants or contracts. Sub-recipients do not need to have experienced a negative economic impact of the pandemic; rather, they are providing services to beneficiaries that experienced an impact.



RESPONDING TO THE PUBLIC HEALTH EMERGENCY

While the country has made tremendous progress in the fight against COVID-19, including a historic vaccination campaign, the disease still poses a grave threat to Americans' health and the economy. Providing state, local, and Tribal governments the resources needed to fight the COVID-19 pandemic is a core goal of the Coronavirus State and Local Fiscal Recovery Funds, as well as addressing the other ways that the pandemic has impacted public health. Treasury has identified several public health impacts of the pandemic and enumerated uses of funds to respond to impacted populations.

- **COVID-19 mitigation and prevention.** The pandemic has broadly impacted Americans and recipients can provide services to prevent and mitigate COVID-19 to the general public or to small businesses, nonprofits, and impacted industries in general. Enumerated eligible uses include:
 - ✓ Vaccination programs, including vaccine incentives and vaccine sites
 - ✓ Testing programs, equipment and sites
 - ✓ Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants)
 - ✓ Public communication efforts
 - ✓ Public health data systems
 - ✓ COVID-19 prevention and treatment equipment, such as ventilators and ambulances
 - ✓ Medical and PPE/protective supplies
 - ✓ Support for isolation or quarantine
 - ✓ Ventilation system installation and improvement
 - ✓ Technical assistance on mitigation of COVID-19 threats to public health and safety
 - ✓ Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools
 - ✓ Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
 - ✓ Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
 - ✓ Temporary medical facilities and other measures to increase COVID-19 treatment capacity
 - ✓ Emergency operations centers & emergency response equipment (e.g., emergency response radio systems)
 - ✓ Public telemedicine capabilities for COVID-19 related treatment



- **Medical expenses.** Funds may be used for expenses to households, medical providers, or others that incurred medical costs due to the pandemic, including:
 - ✓ Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals
 - ✓ Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions
 - ✓ Emergency medical response expenses
 - ✓ Treatment of long-term symptoms or effects of COVID-19
- **Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services.** Treasury recognizes that the pandemic has broadly impacted Americans' behavioral health and recipients can provide these services to the general public to respond. Enumerated eligible uses include:
 - ✓ Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support
 - ✓ Enhanced behavioral health services in schools
 - ✓ Services for pregnant women or infants born with neonatal abstinence syndrome
 - ✓ Support for equitable access to reduce disparities in access to high-quality treatment
 - ✓ Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
 - ✓ Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
 - ✓ Behavioral health facilities & equipment
- **Preventing and responding to violence.** Recognizing that violence – and especially gun violence – has increased in some communities due to the pandemic, recipients may use funds to respond in these communities through:
 - ✓ Referrals to trauma recovery services for victims of crime
 - ✓ Community violence intervention programs, including:
 - Evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance
 - ✓ In communities experiencing increased gun violence due to the pandemic:
 - Law enforcement officers focused on advancing community policing
 - Enforcement efforts to reduce gun violence, including prosecution
 - Technology & equipment to support law enforcement response

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RESPONDING TO NEGATIVE ECONOMIC IMPACTS

The pandemic caused severe economic damage and, while the economy is on track to a strong recovery, much work remains to continue building a robust, resilient, and equitable economy in the wake of the crisis and to ensure that the benefits of this recovery reach all Americans. While the pandemic impacted millions of American households and businesses, some of its most severe impacts fell on low-income and underserved communities, where pre-existing disparities amplified the impact of the pandemic and where the most work remains to reach a full recovery.

The final rule recognizes that the pandemic caused broad-based impacts that affected many communities, households, and small businesses across the country; for example, many workers faced unemployment and many small businesses saw declines in revenue. The final rule describes these as “impacted” households, communities, small businesses, and nonprofits.

At the same time, the pandemic caused disproportionate impacts, or more severe impacts, in certain communities. For example, low-income and underserved communities have faced more severe health and economic outcomes like higher rates of COVID-19 mortality and unemployment, often because pre-existing disparities exacerbated the impact of the pandemic. The final rule describes these as “disproportionately impacted” households, communities, small businesses, and nonprofits.

To simplify administration of the program, the final rule presumes that certain populations were “impacted” and “disproportionately impacted” by the pandemic; these populations are presumed to be eligible for services that respond to the impact they experienced. The final rule also enumerates a non-exhaustive list of eligible uses that are recognized as responsive to the impacts or disproportionate impacts of COVID-19. Recipients providing enumerated uses to populations presumed eligible are clearly operating consistently with the final rule.

As discussed further in the section Framework for Eligible Uses Beyond Those Enumerated, recipients can also identify other pandemic impacts, impacted or disproportionately impacted populations or classes, and responses.

However, note that the final rule maintains that general infrastructure projects, including roads, streets, and surface transportation infrastructure, would generally not be eligible under this eligible use category, unless the project responded to a specific pandemic public health need or a specific negative economic impact. Similarly, general economic development or workforce development – activities that do not respond to negative economic impacts of the pandemic but rather seek to more generally enhance the jurisdiction’s business climate – would generally not be eligible under this eligible use category.



Assistance to Households

Impacted Households and Communities

Treasury presumes the following households and communities are impacted by the pandemic:

- ✓ Low- or-moderate income households or communities
- ✓ Households that experienced unemployment
- ✓ Households that experienced increased food or housing insecurity
- ✓ Households that qualify for the Children's Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
- ✓ *When providing affordable housing programs:* households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- ✓ *When providing services to address lost instructional time in K-12 schools:* any student that lost access to in-person instruction for a significant period of time

Low- or moderate-income households and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or (ii) income at or below 65 percent of the area median income for the county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines are higher than the area's median income and using the Federal Poverty Guidelines would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$65,880 per year.³ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is impacted by the pandemic and eligible for services to respond. Additionally, by following the steps detailed in the section Framework for Eligible Uses Beyond Those Enumerated, recipients may designate additional households as impacted or disproportionately impacted beyond these presumptions, and may also pursue projects not listed below in response to these impacts consistent with Treasury's standards.

³ For recipients in Alaska, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$82,350 per year. For recipients in Hawaii, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$75,780 per year.



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Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to impacts of the pandemic on households and communities:

- ✓ Food assistance & food banks
- ✓ Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling and legal aid to prevent eviction and homelessness & emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- ✓ Health insurance coverage expansion
- ✓ Benefits for surviving family members of individuals who have died from COVID-19
- ✓ Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly-employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses & development of job and workforce training centers
- ✓ Financial services for the unbanked and underbanked
- ✓ Burials, home repair & home weatherization
- ✓ Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- ✓ Cash assistance
- ✓ Paid sick, medical, and family leave programs
- ✓ Assistance in accessing and applying for public benefits or services
- ✓ Childcare and early learning services, home visiting programs, services for child welfare-involved families and foster youth & childcare facilities
- ✓ Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- ✓ Programs or services to support long-term housing security: including development of affordable housing and permanent supportive housing
- ✓ Certain contributions to an Unemployment Insurance Trust Fund⁴

⁴ Recipients may only use SLFRF funds for contributions to unemployment insurance trust funds and repayment of the principal amount due on advances received under Title XII of the Social Security Act up to an amount equal to (i) the difference between the balance in the recipient's unemployment insurance trust fund as of January 27, 2020 and the balance of such account as of May 17, 2021, plus (ii) the principal amount outstanding as of May 17, 2021 on any advances received under Title XII of the Social Security Act between January 27, 2020 and May 17, 2021. Further, recipients may use SLFRF funds for the payment of any interest due on such Title XII advances. Additionally, a recipient that deposits SLFRF funds into its unemployment insurance trust fund to fully restore the pre-pandemic balance may not draw down that balance and deposit more SLFRF funds, back up to the pre-pandemic balance. Recipients that deposit SLFRF funds into an unemployment insurance trust fund, or use SLFRF funds to repay principal on Title XII advances, may not take action to reduce benefits available to unemployed workers by changing the computation method governing regular unemployment compensation in a way that results in a reduction of average weekly benefit amounts or the number of weeks of benefits payable (i.e., maximum benefit entitlement).

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Disproportionately Impacted Households and Communities

Treasury presumes the following households and communities are disproportionately impacted by the pandemic:

- ✓ Low -income households and communities
- ✓ Households residing in Qualified Census Tracts
- ✓ Households that qualify for certain federal benefits⁵
- ✓ Households receiving services provided by Tribal governments
- ✓ Households residing in the U.S. territories or receiving services from these governments

Low-income households and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of its household based on the most recently published poverty guidelines or (ii) income at or below 40 percent of area median income for its county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines level is higher than the area median income level and using this level would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the service they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$40,626 per year.⁶ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is disproportionately impacted by the pandemic and eligible for services to respond.

⁵ These programs are Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. For services to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school as eligible.

⁶ For recipients in Alaska, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$50,783 per year. For recipients in Hawaii, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$46,731 per year



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Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to disproportionate impacts of the pandemic on households and communities:

- ✓ Pay for community health workers to help households access health & social services
- ✓ Remediation of lead paint or other lead hazards
- ✓ Primary care clinics, hospitals, integration of health services into other settings, and other investments in medical equipment & facilities designed to address health disparities
- ✓ Housing vouchers & assistance relocating to neighborhoods with higher economic opportunity
- ✓ Investments in neighborhoods to promote improved health outcomes
- ✓ Improvements to vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup & conversion to affordable housing⁷
- ✓ Services to address educational disparities, including assistance to high-poverty school districts & educational and evidence-based services to address student academic, social, emotional, and mental health needs
- ✓ Schools and other educational equipment & facilities

⁷ Please see the final rule for further details and conditions applicable to this eligible use. This includes Treasury's presumption that demolition of vacant or abandoned residential properties that results in a net reduction in occupiable housing units for low- and moderate-income individuals in an area where the availability of such housing is lower than the need for such housing is ineligible for support with SLFRF funds.

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Assistance to Small Businesses

Small businesses have faced widespread challenges due to the pandemic, including periods of shutdown, declines in revenue, or increased costs. The final rule provides many tools for recipients to respond to the impacts of the pandemic on small businesses, or disproportionate impacts on businesses where pre-existing disparities like lack of access to capital compounded the pandemic's effects.

Small businesses eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "small business," specifically:

1. Have no more than 500 employees, or if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates, and
2. Are a small business concern as defined in section 3 of the Small Business Act⁸ (which includes, among other requirements, that the business is independently owned and operated and is not dominant in its field of operation).

Impacted Small Businesses

Recipients can identify small businesses impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- | | |
|---------------------------------------|--|
| ✓ Decreased revenue or gross receipts | ✓ Capacity to weather financial hardship |
| ✓ Financial insecurity | ✓ Challenges covering payroll, rent or mortgage, and other operating costs |
| ✓ Increased costs | |

Assistance to small businesses that experienced negative economic impacts includes the following enumerated uses:

- | | |
|---|--|
| ✓ Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs | ✓ Technical assistance, counseling, or other services to support business planning |
|---|--|

Disproportionately Impacted Small Businesses

Treasury presumes that the following small businesses are disproportionately impacted by the pandemic:

⁸ 15 U.S.C. 632.



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- ✓ Small businesses operating in Qualified Census Tracts
- ✓ Small businesses operated by Tribal governments or on Tribal lands
- ✓ Small businesses operating in the U.S. territories

Assistance to disproportionately impacted small businesses includes the following enumerated uses, which have been expanded under the final rule:

- ✓ Rehabilitation of commercial properties, storefront improvements & façade improvements
- ✓ Technical assistance, business incubators & grants for start-up or expansion costs for small businesses
- ✓ Support for microbusinesses, including financial, childcare, and transportation costs



Assistance to Nonprofits

Nonprofits have faced significant challenges due to the pandemic's increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees. Nonprofits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "nonprofit"—specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.

Impacted Nonprofits

Recipients can identify nonprofits impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- ✓ Decreased revenue (e.g., from donations and fees)
- ✓ Financial insecurity
- ✓ Increased costs (e.g., uncompensated increases in service need)
- ✓ Capacity to weather financial hardship
- ✓ Challenges covering payroll, rent or mortgage, and other operating costs

Assistance to nonprofits that experienced negative economic impacts includes the following enumerated uses:

- ✓ Loans or grants to mitigate financial hardship
- ✓ Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic

Disproportionately Impacted Nonprofits

Treasury presumes that the following nonprofits are disproportionately impacted by the pandemic:

- ✓ Nonprofits operating in Qualified Census Tracts
- ✓ Nonprofits operated by Tribal governments or on Tribal lands
- ✓ Nonprofits operating in the U.S. territories

Recipients may identify appropriate responses that are related and reasonably proportional to addressing these disproportionate impacts.



Aid to Impacted Industries

Recipients may use SLFRF funding to provide aid to industries impacted by the COVID-19 pandemic. Recipients should first designate an impacted industry and then provide aid to address the impacted industry's negative economic impact.

This sub-category of eligible uses does not separately identify disproportionate impacts and corresponding responsive services.

1. **Designating an impacted industry.** There are two main ways an industry can be designated as "impacted."
 1. If the industry is in the travel, tourism, or hospitality sectors (including Tribal development districts), the industry is impacted.
 2. If the industry is outside the travel, tourism, or hospitality sectors, the industry is impacted if:
 - a. The industry experienced at least 8 percent employment loss from pre-pandemic levels,⁹ or
 - b. The industry is experiencing comparable or worse economic impacts as the national tourism, travel, and hospitality industries as of the date of the final rule, based on the totality of economic indicators or qualitative data (if quantitative data is unavailable), and if the impacts were generally due to the COVID-19 public health emergency.

Recipients have flexibility to define industries broadly or narrowly, but Treasury encourages recipients to define narrow and discrete industries eligible for aid. State and territory recipients also have flexibility to define the industries with greater geographic precision; for example, a state may identify a particular industry in a certain region of a state as impacted.

2. **Providing eligible aid to the impacted industry.** Aid may only be provided to support businesses, attractions, and Tribal development districts operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. Further, aid should be generally broadly available to all businesses within the impacted industry to avoid potential conflicts of interest, and Treasury encourages aid to be first used for operational expenses, such as payroll, before being used on other types of costs.

⁹ Specifically, a recipient should compare the percent change in the number of employees of the recipient's identified industry and the national Leisure & Hospitality sector in the three months before the pandemic's most severe impacts began (a straight three-month average of seasonally-adjusted employment data from December 2019, January 2020, and February 2020) with the latest data as of the final rule (a straight three-month average of seasonally-adjusted employment data from September 2021, October 2021, and November 2021). For parity and simplicity, smaller recipients without employment data that measure industries in their specific jurisdiction may use data available for a broader unit of government for this calculation (e.g., a county may use data from the state in which it is located; a city may use data for the county, if available, or state in which it is located) solely for purposes of determining whether a particular industry is an impacted industry.

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Treasury recognizes the enumerated projects below as eligible responses to impacted industries.

- ✓ Aid to mitigate financial hardship, such as supporting payroll costs, lost pay and benefits for returning employees, support of operations and maintenance of existing equipment and facilities
- ✓ Technical assistance, counseling, or other services to support business planning
- ✓ COVID-19 mitigation and infection prevention measures (see section Public Health)

As with all eligible uses, recipients may pursue a project not listed above by undergoing the steps outlined in the section Framework for Eligible Uses Beyond Those Enumerated.



PUBLIC SECTOR CAPACITY

Recipients may use SLFRF funding to restore and bolster public sector capacity, which supports government's ability to deliver critical COVID-19 services. There are three main categories of eligible uses to bolster public sector capacity and workforce: Public Safety, Public Health, and Human Services Staff; Government Employment and Rehiring Public Sector Staff; and Effective Service Delivery.

Public Safety, Public Health, and Human Services Staff

SLFRF funding may be used for payroll and covered benefits for public safety, public health, health care, human services and similar employees of a recipient government, for the portion of the employee's time spent responding to COVID-19. Recipients should follow the steps below.

1. Identify eligible public safety, public health, and human services staff. Public safety staff include:

- ✓ Police officers (including state police officers)
- ✓ Sheriffs and deputy sheriffs
- ✓ Firefighters
- ✓ Emergency medical responders
- ✓ Correctional and detention officers
- ✓ Dispatchers and supervisor personnel that directly support public safety staff

Public health staff include:

- ✓ Employees involved in providing medical and other physical or mental health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions
- ✓ Laboratory technicians, medical examiners, morgue staff, and other support services essential for patient care
- ✓ Employees of public health departments directly engaged in public health matters and related supervisory personnel

Human services staff include:

- ✓ Employees providing or administering social services and public benefits
- ✓ Child welfare services employees
- ✓ Child, elder, or family care employees

2. Assess portion of time spent on COVID-19 response for eligible staff.

Recipients can use a variety of methods to assess the share of an employees' time spent responding to COVID-19, including using reasonable estimates—such as estimating the share of time based on discussions with staff and applying that share to all employees in that position.

For administrative convenience, recipients can consider public health and safety employees entirely devoted to responding to COVID-19 (and their payroll and benefits fully covered by SLFRF) if the

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employee, or his or her operating unit or division, is “primarily dedicated” to responding to COVID-19. Primarily dedicated means that more than half of the employee, unit, or division’s time is dedicated to responding to COVID-19.

Recipients must periodically reassess their determination and maintain records to support their assessment, although recipients do not need to track staff hours.

3. **Use SLFRF funding for payroll and covered benefits for the portion of eligible staff time spent on COVID-19 response.** SLFRF funding may be used for payroll and covered benefits for the portion of the employees’ time spent on COVID-19 response, as calculated above, through the period of performance.

Government Employment and Rehiring Public Sector Staff

Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment. Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.

- **Restoring pre-pandemic employment.** Recipients have two options to restore pre-pandemic employment, depending on the recipient’s needs.
 - *If the recipient simply wants to hire back employees for pre-pandemic positions:* Recipients may use SLFRF funds to hire employees for the same positions that existed on January 27, 2020 but that were unfilled or eliminated as of March 3, 2021. Recipients may use SLFRF funds to cover payroll and covered benefits for such positions through the period of performance.
 - *If the recipient wants to hire above the pre-pandemic baseline and/or would like to have flexibility in positions:* Recipients may use SLFRF funds to pay for payroll and covered benefits associated with the recipient increasing its number of budgeted FTEs up to 7.5 percent above its pre-pandemic baseline. Specifically, recipients should undergo the following steps:
 - a. Identify the recipient’s budgeted FTE level on January 27, 2020. This includes all budgeted positions, filled and unfilled. This is called the *pre-pandemic baseline*.
 - b. Multiply the pre-pandemic baseline by 1.075. This is called the *adjusted pre-pandemic baseline*.
 - c. Identify the recipient’s budgeted FTE level on March 3, 2021, which is the beginning of the period of performance for SLFRF funds. Recipients may, but are not required to, exclude the number of FTEs dedicated to responding to the COVID-19 public health emergency. This is called the *actual number of FTEs*.
 - d. Subtract the *actual number of FTEs* from the *adjusted pre-pandemic baseline* to calculate the number of FTEs that can be covered by SLFRF funds. Recipients do not have to hire for the same roles that existed pre-pandemic.

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Recipients may use SLFRF funds to cover payroll and covered benefits through the period of performance; these employees must have begun their employment on or after March 3, 2021. Recipients may only use SLFRF funds for additional FTEs hired over the March 3, 2021 level (i.e., the *actual number of FTEs*).

- **Supporting and retaining public sector workers.** Recipients can also use funds in other ways that support the public sector workforce.¹⁰ These include:
 - **Providing additional funding for employees who experienced pay reductions or were furloughed** since the onset of the pandemic, up to the difference in the employee's pay, taking into account unemployment benefits received.
 - **Maintaining current compensation levels to prevent layoffs.** SLFRF funds may be used to maintain current compensation levels, with adjustments for inflation, in order to prevent layoffs that would otherwise be necessary.
 - **Providing worker retention incentives, including reasonable increases in compensation** to persuade employees to remain with the employer as compared to other employment options. Retention incentives must be entirely additive to an employee's regular compensation, narrowly tailored to need, and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees. Treasury presumes that retention incentives that are less than 25 percent of the rate of base pay for an individual employee or 10 percent for a group or category of employees are reasonably proportional to the need to retain employees, as long as other requirements are met.
- **Covering administrative costs associated with administering the hiring, support, and retention programs above.**

Effective Service Delivery

SLFRF funding may be used to improve the efficacy of public health and economic programs through tools like program evaluation, data, and outreach, as well as to address administrative needs caused or exacerbated by the pandemic. Eligible uses include:

- **Supporting program evaluation, data, and outreach through:**

¹⁰ Recipients should be able to substantiate that these uses of funds are substantially due to the public health emergency or its negative economic impacts (e.g., fiscal pressures on state and local budgets) and respond to its impacts. See the final rule for details on these uses.

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- ✓ Program evaluation and evidence resources
 - ✓ Data analysis resources to gather, assess, share, and use data
 - ✓ Technology infrastructure to improve access to and the user experience of government IT systems, as well as technology improvements to increase public access and delivery of government programs and services
 - ✓ Community outreach and engagement activities
 - ✓ Capacity building resources to support using data and evidence, including hiring staff, consultants, or technical assistance support
- **Addressing administrative needs, including:**
 - ✓ Administrative costs for programs responding to the public health emergency and its economic impacts, including non-SLFRF and non-federally funded programs
 - ✓ Address administrative needs caused or exacerbated by the pandemic, including addressing backlogs caused by shutdowns, increased repair or maintenance needs, and technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, data and case management systems)



CAPITAL EXPENDITURES

As described above, the final rule clarifies that recipients may use funds for programs, services, and capital expenditures that respond to the public health and negative economic impacts of the pandemic. Any use of funds in this category for a capital expenditure must comply with the capital expenditure requirements, in addition to other standards for uses of funds.

Capital expenditures are subject to the same eligibility standard as other eligible uses to respond to the pandemic's public health and economic impacts; specifically, they must be related and reasonably proportional to the pandemic impact identified and reasonably designed to benefit the impacted population or class.

For ease of administration, the final rule identifies enumerated types of capital expenditures that Treasury has identified as responding to the pandemic's impacts; these are listed in the applicable sub-category of eligible uses (e.g., public health, assistance to households, etc.). Recipients may also identify other responsive capital expenditures. Similar to other eligible uses in the SLFRF program, no pre-approval is required for capital expenditures.

To guide recipients' analysis of whether a capital expenditure meets the eligibility standard, recipients (with the exception of Tribal governments) must complete and meet the requirements of a written justification for capital expenditures equal to or greater than \$1 million. For large-scale capital expenditures, which have high costs and may require an extended length of time to complete, as well as most capital expenditures for non-enumerated uses of funds, Treasury requires recipients to submit their written justification as part of regular reporting. Specifically:

If a project has total capital expenditures of	and the use is enumerated by Treasury as eligible, then	and the use is beyond those enumerated by Treasury as eligible, then
Less than \$1 million	No Written Justification required	No Written Justification required
Greater than or equal to \$1 million, but less than \$10 million	Written Justification required but recipients are not required to submit as part of regular reporting to Treasury	Written Justification required and recipients must submit as part of regular reporting to Treasury
\$10 million or more	Written Justification required and recipients must submit as part of regular reporting to Treasury	

A Written Justification includes:

- *Description of the harm or need to be addressed.* Recipients should provide a description of the specific harm or need to be addressed and why the harm was exacerbated or caused by the public health emergency. Recipients may provide quantitative information on the extent and the type of harm, such as the number of individuals or entities affected.

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- *Explanation of why a capital expenditure is appropriate.* For example, recipients should include an explanation of why existing equipment and facilities, or policy changes or additional funding to pertinent programs or services, would be inadequate.
- *Comparison of proposed capital project against at least two alternative capital expenditures and demonstration of why the proposed capital expenditure is superior.* Recipients should consider the effectiveness of the capital expenditure in addressing the harm identified and the expected total cost (including pre-development costs) against at least two alternative capital expenditures.

Where relevant, recipients should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.

Treasury presumes that the following capital projects are generally ineligible:

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| ✖ Construction of new correctional facilities as a response to an increase in rate of crime | ✖ Construction of convention centers, stadiums, or other large capital projects intended for general economic development or to aid impacted industries |
| ✖ Construction of new congregate facilities to decrease spread of COVID-19 in the facility | |

In undertaking capital expenditures, Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.



FRAMEWORK FOR ELIGIBLE USES BEYOND THOSE ENUMERATED

As described above, recipients have broad flexibility to identify and respond to other pandemic impacts and serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients should undergo the following steps to decide whether their project is eligible:

Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	- Can identify impact to a specific household, business or nonprofit or to a class of households, businesses or nonprofits (i.e., group) - Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class	- Types of responses can include a program, service, or capital expenditure - Response should be related and reasonably proportional to the harm - Response should also be reasonably designed to benefit impacted individual or class

1. Identify a COVID-19 public health or negative economic impact on an individual or a class.

Recipients should identify an individual or class that is “impacted” or “disproportionately impacted” by the COVID-19 public health emergency or its negative economic impacts as well as the specific impact itself.

- “Impacted” entities are those impacted by the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency. For example, an individual who lost their job or a small business that saw lower revenue during a period of closure would both have experienced impacts of the pandemic.
- “Disproportionately impacted” entities are those that experienced disproportionate public health or economic outcomes from the pandemic; Treasury recognizes that pre-existing disparities, in many cases, amplified the impacts of the pandemic, causing more severe impacts in underserved communities. For example, a household living in a neighborhood with limited access to medical care and healthy foods may have faced health disparities before the pandemic, like a higher rate of chronic health conditions, that contributed to more severe health outcomes during the COVID-19 pandemic.

The recipient may choose to identify these impacts at either the individual level or at a class level. If the recipient is identifying impacts at the individual level, they should retain documentation supporting the impact the individual experienced (e.g., documentation of lost revenues from a small business). Such documentation can be streamlined in many cases (e.g., self-attestation that a household requires food assistance).

Recipients also have broad flexibility to identify a “class” – or a group of households, small businesses, or nonprofits – that experienced an impact. In these cases, the recipients should

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first identify the class and the impact that it faced. Then, recipients only need to document that the individuals served fall within that class; recipients do not need to document a specific impact to each individual served. For example, a recipient could identify that restaurants in the downtown area faced substantial declines in revenue due to decreased foot traffic from workers; the recipient could develop a program to respond to the impact on that class and only needs to document that the businesses being served are restaurants in the downtown area.

Recipients should keep the following considerations in mind when designating a class:

- **There should be a relationship between the definition of the class and the proposed response.** Larger and less-specific classes are less likely to have experienced similar harms, which may make it more difficult to design a response that appropriately responds to those harms.
- **Classes may be determined on a population basis or on a geographic basis,** and the response should be appropriately matched. For example, a response might be designed to provide childcare to single parents, regardless of which neighborhood they live in, or a response might provide a park to improve the health of a disproportionately impacted neighborhood.
- **Recipients may designate classes that experienced disproportionate impact,** by assessing the impacts of the pandemic and finding that some populations experienced meaningfully more severe impacts than the general public. To determine these disproportionate impacts, recipients:
 - May designate classes based on academic research or government research publications (such as the citations provided in the supplementary information in the final rule), through analysis of their own data, or through analysis of other existing data sources.
 - May also consider qualitative research and sources to augment their analysis, or when quantitative data is not readily available. Such sources might include resident interviews or feedback from relevant state and local agencies, such as public health departments or social services departments.
 - Should consider the quality of the research, data, and applicability of analysis to their determination in all cases.
- **Some of the enumerated uses may also be appropriate responses to the impacts experienced by other classes of beneficiaries.** It is permissible for recipients to provide these services to other classes, so long as the recipient determines that the response is also appropriate for those groups.
- **Recipients may designate a class based on income level, including at levels higher than the final rule definition of "low- and moderate-income."** For example, a recipient may identify that households in their community with incomes above the final rule threshold for low-income nevertheless experienced disproportionate impacts from the pandemic and provide responsive services.

2. **Design a response that addresses or responds to the impact.** Programs, services, and other interventions must be reasonably designed to benefit the individual or class that experienced

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Attachment: 03-21-2022 law_board_meeting_packet (11724 : Law Board Meeting Agenda)



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the impact. They must also be related and reasonably proportional to the extent and type of impact experienced. For example, uses that bear no relation or are grossly disproportionate to the type or extent of the impact would not be eligible.

“Reasonably proportional” refers to the scale of the response compared to the scale of the harm, as well as the targeting of the response to beneficiaries compared to the amount of harm they experienced; for example, it may not be reasonably proportional for a cash assistance program to provide a very small amount of aid to a group that experienced severe harm and a much larger amount to a group that experienced relatively little harm. Recipients should consider relevant factors about the harm identified and the response to evaluate whether the response is reasonably proportional. For example, recipients may consider the size of the population impacted and the severity, type, and duration of the impact. Recipients may also consider the efficacy, cost, cost-effectiveness, and time to delivery of the response.

For disproportionately impacted communities, recipients may design interventions that address broader pre-existing disparities that contributed to more severe health and economic outcomes during the pandemic, such as disproportionate gaps in access to health care or pre-existing disparities in educational outcomes that have been exacerbated by the pandemic.



Premium Pay

The Coronavirus State and Local Fiscal Recovery Funds may be used to provide premium pay to eligible workers performing essential work during the pandemic. Premium pay may be awarded to eligible workers up to \$13 per hour. Premium pay must be in addition to wages or remuneration (i.e., compensation) the eligible worker otherwise receives. Premium pay may not exceed \$25,000 for any single worker during the program.

Recipients should undergo the following steps to provide premium pay to eligible workers.

1. **Identify an “eligible” worker.** Eligible workers include workers “needed to maintain continuity of operations of essential critical infrastructure sectors.” These sectors and occupations are eligible:

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| ✓ Health care | ✓ State, local, or Tribal government workforce |
| ✓ Emergency response | ✓ Workers providing vital services to Tribes |
| ✓ Sanitation, disinfection & cleaning | ✓ Educational, school nutrition, and other work required to operate a school facility |
| ✓ Maintenance | ✓ Laundry |
| ✓ Grocery stores, restaurants, food production, and food delivery | ✓ Elections |
| ✓ Pharmacy | ✓ Solid waste or hazardous materials management, response, and cleanup |
| ✓ Biomedical research | ✓ Work requiring physical interaction with patients |
| ✓ Behavioral health | ✓ Dental care |
| ✓ Medical testing and diagnostics | ✓ Transportation and warehousing |
| ✓ Home and community-based health care or assistance with activities of daily living | ✓ Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment |
| ✓ Family or child care | |
| ✓ Social services | |
| ✓ Public health | |
| ✓ Mortuary | |
| ✓ Critical clinical research, development, and testing necessary for COVID-19 response | |

Beyond this list, the chief executive (or equivalent) of a recipient government may designate additional non-public sectors as critical so long as doing so is necessary to protecting the health and wellbeing of the residents of such jurisdictions.

2. **Verify that the eligible worker performs “essential work,”** meaning work that:

- Is not performed while teleworking from a residence; and
- Involves either:
 - a. regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or
 - b. regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.



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3. Confirm that the premium pay “responds to” workers performing essential work during the COVID-19 public health emergency. Under the final rule, which broadened the share of eligible workers who can receive premium pay without a written justification, recipients may meet this requirement in one of three ways:

- Eligible worker receiving premium pay is earning (with the premium included) at or below 150 percent of their residing state or county’s average annual wage for all occupations, as defined by the Bureau of Labor Statistics’ [Occupational Employment and Wage Statistics](#), whichever is higher, on an annual basis; or
- Eligible worker receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions; or
- If a worker does not meet either of the above requirements, the recipient must submit written justification to Treasury detailing how the premium pay is otherwise responsive to workers performing essential work during the public health emergency. This may include a description of the essential worker’s duties, health, or financial risks faced due to COVID-19, and why the recipient determined that the premium pay was responsive. Treasury anticipates that recipients will easily be able to satisfy the justification requirement for front-line workers, like nurses and hospital staff.

Premium pay may be awarded in installments or lump sums (e.g., monthly, quarterly, etc.) and may be awarded to hourly, part-time, or salaried or non-hourly workers. Premium pay must be paid in addition to wages already received and may be paid retrospectively. A recipient may not use SLFRF to merely reimburse itself for premium pay or hazard pay already received by the worker, and premium pay may not be paid to volunteers.



Water & Sewer Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in water and sewer infrastructure. State, local, and Tribal governments have a tremendous need to address the consequences of deferred maintenance in drinking water systems and removal, management, and treatment of sewage and stormwater, along with additional resiliency measures needed to adapt to climate change.

Recipients may undertake the eligible projects below:

PROJECTS ELIGIBLE UNDER EPA'S CLEAN WATER STATE REVOLVING FUND (CWSRF)

Eligible projects under the CWSRF, and the final rule, include:

- ✓ Construction of publicly owned treatment works
- ✓ Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- ✓ Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- ✓ Management and treatment of stormwater or subsurface drainage water
- ✓ Water conservation, efficiency, or reuse measures
- ✓ Development and implementation of a conservation and management plan under the CWA
- ✓ Watershed projects meeting the criteria set forth in the CWA
- ✓ Energy consumption reduction for publicly owned treatment works
- ✓ Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- ✓ Security of publicly owned treatment works

Treasury encourages recipients to review the EPA handbook for the [CWSRF](#) for a full list of eligibilities.

PROJECTS ELIGIBLE UNDER EPA'S DRINKING WATER STATE REVOLVING FUND (DWSRF)

Eligible drinking water projects under the DWSRF, and the final rule, include:

- ✓ Facilities to improve drinking water quality
- ✓ Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- ✓ New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- ✓ Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- ✓ Storage of drinking water, such as to prevent contaminants or equalize water demands
- ✓ Purchase of water systems and interconnection of systems
- ✓ New community water systems

Treasury encourages recipients to review the EPA handbook for the [DWSRF](#) for a full list of eligibilities.

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ADDITIONAL ELIGIBLE PROJECTS

With broadened eligibility under the final rule, SLFRF funds may be used to fund additional types of projects— such as additional stormwater infrastructure, residential wells, lead remediation, and certain rehabilitations of dams and reservoirs — beyond the CWSRF and DWSRF, if they are found to be “necessary” according to the definition provided in the final rule and outlined below.

- ✓ Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure
- ✓ Infrastructure to improve access to safe drinking water for individual served by residential wells, including testing initiatives, and treatment/remediation strategies that address contamination
- ✓ Dam and reservoir rehabilitation if primary purpose of dam or reservoir is for drinking water supply and project is necessary for provision of drinking water
- ✓ Broad set of lead remediation projects eligible under EPA grant programs authorized by the Water Infrastructure Improvements for the Nation (WIIN) Act, such as lead testing, installation of corrosion control treatment, lead service line replacement, as well as water quality testing, compliance monitoring, and remediation activities, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities

A “necessary” investment in infrastructure must be:

- (1) responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
- (2) a cost-effective means for meeting that need, taking into account available alternatives, and
- (3) for investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

Please note that DWSRF and CWSRF-eligible projects are generally presumed to be necessary investments. Additional eligible projects generally must be responsive to an identified need to achieve or maintain an adequate minimum level of service. Recipients are only required to assess cost-effectiveness of projects for the creation of new drinking water systems, dam and reservoir rehabilitation projects, or projects for the extension of drinking water service to meet population growth needs. Recipients should review the supplementary information to the final rule for more details on requirements applicable to each type of investment.

APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.

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Broadband Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in broadband infrastructure, which has been shown to be critical for work, education, healthcare, and civic participation during the public health emergency. The final rule broadens the set of eligible broadband infrastructure investments that recipients may undertake.

Recipients may pursue investments in broadband infrastructure meeting technical standards detailed below, as well as an expanded set of cybersecurity investments.

BROADBAND INFRASTRUCTURE INVESTMENTS

Recipients should adhere to the following requirements when designing a broadband infrastructure project:

1. **Identify an eligible area for investment.** Recipients are encouraged to prioritize projects that are designed to serve locations without access to reliable wireline 100/20 Mbps broadband service (meaning service that reliably provides 100 Mbps download speed and 20 Mbps upload speed through a wireline connection), but are broadly able to invest in projects designed to provide service to locations with an identified need for additional broadband investment. Recipients have broad flexibility to define need in their community. Examples of need could include:

- ✓ Lack of access to a reliable high-speed broadband connection
- ✓ Lack of affordable broadband
- ✓ Lack of reliable service

If recipients are considering deploying broadband to locations where there are existing and enforceable federal or state funding commitments for reliable service of at least 100/20 Mbps, recipients must ensure that SLFRF funds are designed to address an identified need for additional broadband investment that is not met by existing federal or state funding commitments. Recipients must also ensure that SLFRF funds will not be used for costs that will be reimbursed by the other federal or state funding streams.

2. **Design project to meet high-speed technical standards.** Recipients are required to design projects to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds. In cases where it is not practicable, because of the excessive cost of the project or geography or topography of the area to be served by the project, eligible projects may be designed to reliably meet or exceed 100/20 Mbps and be scalable to a minimum of symmetrical 100 Mbps download and upload speeds.

Treasury encourages recipients to prioritize investments in fiber-optic infrastructure wherever feasible and to focus on projects that will achieve last-mile connections. Further, Treasury encourages recipients to prioritize support for broadband networks owned, operated by, or affiliated with local governments, nonprofits, and co-operatives.



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3. **Require enrollment in a low-income subsidy program.** Recipients must require the service provider for a broadband project that provides service to households to either:

- ✓ Participate in the FCC's Affordable Connectivity Program (ACP)
- ✓ Provide access to a broad-based affordability program to low-income consumers that provides benefits commensurate to ACP

Treasury encourages broadband services to also include at least one low-cost option offered without data usage caps at speeds sufficient for a household with multiple users to simultaneously telework and engage in remote learning. Recipients are also encouraged to consult with the community on affordability needs.

CYBERSECURITY INVESTMENTS

SLFRF may be used for modernization of cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards. This includes modernization of hardware and software.

APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.



Restrictions on Use

While recipients have considerable flexibility to use Coronavirus State and Local Fiscal Recovery Funds to address the diverse needs of their communities, some restrictions on use of funds apply.

OFFSET A REDUCTION IN NET TAX REVENUE

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation beginning on March 3, 2021, through the last day of the fiscal year in which the funds provided have been spent.** If a state or territory cuts taxes during this period, it must demonstrate how it paid for the tax cuts from sources other than SLFRF, such as by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be repaid to the Treasury.

DEPOSITS INTO PENSION FUNDS

- **No recipients except Tribal governments may use this funding to make a deposit to a pension fund.** Treasury defines a “deposit” as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions connected to an eligible use of funds (e.g., for public health and safety staff). Examples of extraordinary payments include ones that:

✗ Reduce a liability incurred prior to the start of the COVID-19 public health emergency and occur outside the recipient's regular timing for making the payment	✗ Occur at the regular time for pension contributions but is larger than a regular payment would have been
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ADDITIONAL RESTRICTIONS AND REQUIREMENTS

Additional restrictions and requirements that apply across all eligible use categories include:

- **No debt service or replenishing financial reserves.** Since SLFRF funds are intended to be used prospectively, recipients may not use SLFRF funds for debt service or replenishing financial reserves (e.g., rainy day funds).
- **No satisfaction of settlements and judgments.** Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding is itself not an eligible use. However, if a settlement requires the recipient to provide services or incur other costs that are an eligible use of SLFRF funds, SLFRF may be used for those costs.
- **Additional general restrictions.** SLFRF funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (e.g., uses of funds that

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undermine COVID-19 mitigation practices in line with CDC guidance and recommendations) and may not be used in violation of the Award Terms and Conditions or conflict of interest requirements under the Uniform Guidance. Other applicable laws and regulations, outside of SLFRF program requirements, may also apply (e.g., laws around procurement, contracting, conflicts-of-interest, environmental standards, or civil rights).



Program Administration

The Coronavirus State and Local Fiscal Recovery Funds final rule details a number of administrative processes and requirements, including on distribution of funds, timeline for use of funds, transfer of funds, treatment of loans, use of funds to meet non-federal match or cost-share requirements, administrative expenses, reporting on use of funds, and remediation and recoupment of funds used for ineligible purposes. This section provides a summary for the most frequently asked questions.

TIMELINE FOR USE OF FUNDS

Under the SLFRF, funds must be used for costs incurred on or after March 3, 2021. Further, costs must be obligated by December 31, 2024, and expended by December 31, 2026.

TRANSFERS

Recipients may undertake projects on their own or through subrecipients, which carry out eligible uses on behalf of a recipient, including pooling funds with other recipients or blending and braiding SLFRF funds with other sources of funds. Localities may also transfer their funds to the state through section 603(c)(4), which will decrease the locality's award and increase the state award amounts.

LOANS

Recipients may generally use SLFRF funds to provide loans for uses that are otherwise eligible, although there are special rules about how recipients should track program income depending on the length of the loan. Recipients should consult the final rule if they seek to utilize these provisions.

NON-FEDERAL MATCH OR COST-SHARE REQUIREMENTS

Funds available under the "revenue loss" eligible use category (sections 602(c)(1)(C) and 603(c)(1)(C) of the Social Security Act) generally may be used to meet the non-federal cost-share or matching requirements of other federal programs. However, note that SLFRF funds may not be used as the non-federal share for purposes of a state's Medicaid and CHIP programs because the Office of Management and Budget has approved a waiver as requested by the Centers for Medicare & Medicaid Services pursuant to 2 CFR 200.102 of the Uniform Guidance and related regulations.

SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. As an example, the Infrastructure Investment and Jobs Act provides that SLFRF funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment projects. Recipients should consult the final rule for further details if they seek to utilize SLFRF funds as a match for these projects.

ADMINISTRATIVE EXPENSES

SLFRF funds may be used for direct and indirect administrative expenses involved in administering the program. For details on permissible direct and indirect administrative costs, recipients should refer to Treasury's [Compliance and Reporting Guidance](#). Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs.

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REPORTING, COMPLIANCE & RECOUPMENT

Recipients are required to comply with Treasury's [Compliance and Reporting Guidance](#), which includes submitting mandatory periodic reports to Treasury.

Funds used in violation of the final rule are subject to remediation and recoupment. As outlined in the final rule, Treasury may identify funds used in violation through reporting or other sources. Recipients will be provided with an initial written notice of recoupment with an opportunity to submit a request for reconsideration before Treasury provides a final notice of recoupment. If the recipient receives an initial notice of recoupment and does not submit a request for reconsideration, the initial notice will be deemed the final notice. Treasury may pursue other forms of remediation and monitoring in conjunction with, or as an alternative to, recoupment.

REVISIONS TO THE OVERVIEW OF THE FINAL RULE:

- January 18, 2022 (p. 4, p. 16): Clarification that the revenue loss standard allowance is "up to" \$10 million under the Replacing Lost Public Sector Revenue eligible use category; addition of further information on the eligibility of general infrastructure, general economic development, and worker development projects under the Public Health and Negative Economic Impacts eligible use category.

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