



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 17, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Ebert Construction
4. Sign Tax Roll Corrections
5. Sign Riley County Personnel Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 13, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Anne Smith, aTa Bus Director

9. aTa Bus update

9:15 AM

David Adams, EMS/Ambulance Director

10. Staff Update

9:30 AM

Press Conference

9:35 AM

Lori Feldkamp, Big Lakes Development Director

11. Letter of Support for an application for Community Service Tax Credits for Big Lakes Developmental Center, Inc.

- 9:40 AM** **Amanda Webb, Planning/Special Projects Director**
12. Response and discussion to Britt's questions
- 10:10 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
13. Administrative Work Session
14. Pending County Projects County Counselor
15. Resolution Opposing Appointment of Animal Control Officers to Supervision of RCPD
- 10:30 AM** **Elizabeth Ward, Human Resource Director**
16. 2024 Merit and COLA Pay Request
- 10:45 AM** **Russel Stukey, Emergency Management Director**
17. Reject Fire Station Bids
- 11:00 AM** **Amanda Webb, Planning/Special Projects Director**
18. Authorize Chairwoman to sign contract for temporary environmental health services
- 12:00 PM** **Law Enforcement Agency Meeting**
19. Law Board Meeting Agenda
- Adjournment**

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



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: April 17, 2023

SUBJECT: Highway Use Permit, Ebert Construction

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Ebert Construction is requesting permission to work in the right of way to place steel plates across Skyway Drive for heavy equipment crossing for access to MHK airport project.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Ebert Construction permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- 04.05.23_Ebert Construction_Wildcat Creek Rd (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: Manhattan Airport Project – Wildcat Creek Rd Crossing
Requesting Party: Ebert Construction

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **PROPERLY REPAIR ANY DAMAGE TO ROCK OR ASPHALT SURFACES.**

Signature:  4/7/2023

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments: NA

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date 4/12/23 by SS

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.

CC: Petitioner	☐
Operations Manager	☐
Township Trustee: _____	(if on Township Road) ☐
Highway Use Permit filed with Document Management Form attached	☐

Date _____ by _____

Submitted by: Shannon Sterling

Date Submitted: 02/10/2023

Attachment: 04.05.23_Ebert Construction_Wildcat Creek Rd (13324 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

<u>Jim Ebert, Ebert Construction</u>	<u>Roadway Crossing</u>		
<u>Applicant Name</u>	<u>Type of Construction</u>		
<u>PO Box 198</u>	<u>Wamego</u>	<u>KS</u>	<u>66547</u>
<u>Applicant Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>

Applicant hereby requests permission to Placing steel plates across Skyway Drive for heavy equipment crossing for access to MHK airport project along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: _____

Submitter's signature

Date

Jim Ebert Vice President
Printed Name & Title

785-456-2455
Submitter's Telephone Number

jim@ebertconstruction.com
Submitter's Email Address

May 2023-Sept 1, 2023
Proposed Date of Construction

Ebert Construction Company
Contractor Name

785-456-2455
Contractor Telephone Number

4 Months
Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this _____ day of _____, 20____

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: 100.00

\$1,000 Deposit _____ Bond _____ Letter _____

Receipt No. 13048 Date: 4-5-23Signature: S.S.

Road Crossing

Manhattan Airport Project

Legend

- Steel Plates



3.a



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: April 17, 2023
SUBJECT: Sign Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image29723 (PDF)
- image29724 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/04/13

Taxpayer ID LEON0005
Owner ID LEON0005

Control # 2023000177

Tax Year 2022
Tract # R309058

LEONARDVILLE, CITY OF

CAMA # 125-15-0-10-01-008-01-0-01

NELSON SUBD #2

PO BOX 189

TU 1 Leonardville City

LOT 1

LEONARDVILLE, KS 66449-0189

Parcel 2231

USD 378

Property Address

APPRAISER SECTION (Value)

2023/04/13 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
VU	1460		1460
Total	1460		1460

Assessed Prior to Correction:

VU	175		175
Total	175		175
SB41			

Appraised After Correction:

CL	Land	Imp	Total
EO	172		172
VU	1288		1288
Total	1460		1460

Assessed After Correction:

EO	172		172
VU	155		155
Total	327		155
SB41			

Net Change

1288-
1288

Net Change

3-
155

Total	20-
SB41	

CLERK SECTION (Tax)

2023/04/13 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 141.72500	Gen Tax	24.80
	SB41 \$	
SB41 Tax Dollars		24.80

Tax After Correction:

Levy 141.72500	Gen Tax	21.98
	SB41 \$	
SB41 Tax Dollars		21.98

Net Change

2.82-

2.82-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

20-

141.72500

2.82-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 2.00%

Tax Statement # 19995

Comments Exempt per BOTA 2022-6436-TX

Beginning November 18, 2022

Owner LEON0005

LEONARDVILLE, CITY OF

Net Change in Total Tax Dollars

2.82-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image29723 (13327 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/04/13 1

Taxpayer ID BANK0155
Owner ID SHEP0056

Control # 2023000178

Tax Year 2022
Tract # GR79102SHEPEK, TIMOTHY L
JENNA SHEPEK
5600 HIGH MEADOW DR
MANHATTAN, KS 66503-8426CAMA # 176-14-0-20-01-012-00-0-01
TU 113 Grant Township
Parcel 430
USD 383BARNES SUBD
LOT 102
Property Address 5600 HIGH MEADOW DR

APPRAISER SECTION (Value)

2023/04/13 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	28500	315310	343810

Total	28500	315310	343810
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Assessed Prior to Correction:

RR	3278	36261	39539
----	------	-------	-------

Total	3278	36261	39539
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RR	28500	292590	321090

Total	28500	292590	321090
-------	-------	--------	--------

Assessed After Correction:

RR	3278	33648	36926
----	------	-------	-------

Total	3278	33648	36926
SB41	4600		

Net Change	22720-
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Net Change	22720-
------------	--------

Net Change	2613-
------------	-------

Total	2613-
SB41	

CLERK SECTION (Tax)

2023/04/13 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 122.11800	Gen Tax	4828.42
	SB41 \$	92.00

SB41 Tax Dollars	4736.42
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Tax After Correction:

Levy 122.11800	Gen Tax	4509.34
	SB41 \$	92.00

SB41 Tax Dollars	4417.34
------------------	---------

Net Change

Net Change	319.08-
------------	---------

Net Change	319.08-
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TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	2613-
Applicable Mill Levy	122.11800
Net Change in Levied Tax Dollars	319.08-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 8675

Comments Clerical error adjustment per

Appraiser

Owner SHEP0056

SHEPEK, TIMOTHY L

Net Change in Total Tax Dollars	319.08-
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image29724 (13327 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: April 17, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-04 Register of Deeds A Huff (DOCX)
- 2023-04 HD A Dunaway (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166734

Full Legal Name: Amanda Huff**Status Change Date:** 04/10/2023**Status Change:** New Hire**Date of Hire:** 04/24/2023**Seniority:** 0 Month(s)**Position:** Records Assistant I**Position Type:** Full-time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$18.12**Annualized Pay:** \$37,689.60**Funds Codes:** 1-County General, 6-Register of Deeds**Supervisor:** Joanne Reed**Department Head:** Amy Manges

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-04 Register of Deeds A Huff (13330 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166734

Full Legal Name: Alexis Dunaway**Status Change Date:** 04/10/2023**Status Change:** New Hire**Date of Hire:** 05/01/2023**Seniority:** 0 Month(s)**Position:** WIC Clerk**Position Type:** Full-time**Pay Range:** 5**Pay Type:** Hourly**Base Rate:** \$19.03**Annualized Pay:** \$39,582.40**Funds Codes:** 30-Health Department, 412-HD-WIC**Supervisor:** Kaylyn Speth**Department Head:** Julie Gibbs

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-04 HD A Dunaway (13330 : Personnel Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 20, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

3. Staff update

10:30 AM

Bob Isaac, Planner

4. Public hearing to present a final plat for Sky View Ranches, Unit 3

4:00 PM

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

Adjournment

Announcement

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

Attachment: 04-20-23 tentative agenda (12830 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 24, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Amy Manges, Register of Deeds

1. Staff update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

Announcement

The 2023 Kansas County Commissioners Association (KCCA) Annual Conference will be held April 25-27, 2023 at the Hilton Garden Inn, Hays, Kansas.

Attachment: 04-24-23 tentative agenda (12830 : Tentative Agenda)

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

Attachment: 04-24-23 tentative agenda (12830 : 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: April 17, 2023
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service.

March- 466

North County- 10

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 170

Medic 21 located at 11th & Poyntz: 143

Medic 31 located at 3060 TCB (Riley County Public Works): 75

Medic 41 located at Manhattan Regional Airport: 59

Medic 51- ALS First Response in Leonardville: 8

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

Working on new building construction related topics.

Both Expeditions are on line.

Federal Cost Reporting is being finalized, working on compiling the data for submission.

Hiring Process

Updated: 4/13/2023 9:44 AM by David Adams

Page 1

Packet Pg. 17

Staff Report (ID # 13328)

Meeting of April 17, 2023

Started working on EMS Compliance for billing program.

Started working on HIPAA safety compliance program.

Working on budget for 2024.

State report writing software update.

State Licensure Renewal

Preparing for state inspection

Evaluation of ambulance equipment and supplies

Following legislative items related to EMS

Working with Ft. Riley, VC-M for fixed wing transfers during Manhattan Airport closure.

Education

100% review of all calls.

New Hire Academy

Community Outreach:

Car seat check lanes

CERT training

Enclosures:

- EOM-Report-with-Pick-List_March, 2023 (PDF)

Runs By Day of Week

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	68	14.59
02 - Monday	57	12.23
03 - Tuesday	47	10.09
04 - Wednesday	80	17.17
05 - Thursday	73	15.67
06 - Friday	65	13.95
07 - Saturday	76	16.31
Total: 466		Total: 100.00

Attachment: EOM-Report-with-Pick-List_March, 2023 (13328 : Staff Update)

Runs by Hour of Day

10.a

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	19	4.08%
01:00:00 - 01:59:59	12	2.58%
02:00:00 - 02:59:59	11	2.36%
03:00:00 - 03:59:59	7	1.50%
04:00:00 - 04:59:59	11	2.36%
05:00:00 - 05:59:59	12	2.58%
06:00:00 - 06:59:59	10	2.15%
07:00:00 - 07:59:59	16	3.43%
08:00:00 - 08:59:59	22	4.72%
09:00:00 - 09:59:59	18	3.86%
10:00:00 - 10:59:59	23	4.94%
11:00:00 - 11:59:59	21	4.51%
12:00:00 - 12:59:59	36	7.73%
13:00:00 - 13:59:59	23	4.94%
14:00:00 - 14:59:59	23	4.94%
15:00:00 - 15:59:59	23	4.94%
16:00:00 - 16:59:59	16	3.43%
17:00:00 - 17:59:59	32	6.87%
18:00:00 - 18:59:59	21	4.51%
19:00:00 - 19:59:59	18	3.86%
20:00:00 - 20:59:59	24	5.15%
21:00:00 - 21:59:59	33	7.08%
22:00:00 - 22:59:59	19	4.08%
23:00:00 - 23:59:59	16	3.43%
Total: 466		Total: 100.00%

Attachment: EOM-Report-with-Pick-List_March, 2023 (13328 : Staff Update)

Runs by Responding Unit

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	170	36.48%
MED21	143	30.69%
MED31	75	16.09%
MED41	59	12.66%
MED12	13	2.79%
MED22	5	1.07%
MED13	1	0.21%
Total: 466		Total: 100.00%

Report Criteria

Incident Month Name - Year: Is In March 2023

Attachment: EOM-Report-with-Pick-List_March, 2023 (13328 : Staff Update)



OUTSIDE AGENCY
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Lori Feldkamp, Big Lakes Developmental Center Director

MEETING: April 17, 2023

SUBJECT: Letter of Support for an application for Community Service Tax Credits for Big Lakes Developmental Center, Inc.

PRESENTER: Lori Feldkamp, Big Lakes Developmental Center Director

POSSIBLE MOTION(S)

Move to approve a Letter of Support for an application for Community Service Tax Credits for Big Lakes Developmental Center, Inc.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 04-17-23 Big Lakes Letter of Support (PDF)
- RTR One-Sheet Big Lakes (PDF)
- CSP Donors Big Lakes (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-6841
 Fax: 785-565-6841
 E-mail: boccc@rileycountyks.gov

April 17, 2023

Kansas Department of Commerce
 Community Development Division
 Community Service Program
 1000 SW Jackson, Suite 100
 Topeka, KS 66612

To the Grant Review Committee:

The Riley County Commission is writing this letter in support of Big Lakes Developmental Center, Inc.'s application for \$200,000 in Community Service Tax Credits.

Big Lakes has provided essential services for individuals with intellectual and developmental disabilities in Riley County since 1973. Riley County has supported Big Lakes with funding since they opened their doors and continues to do so as the need is great for the services they provide. Riley County currently provides financial support for their transportation program and provides letters of support for grant opportunities whenever possible. We believe in Big Lakes' mission and the future of the services they provide.

The Raise the Roof Capital Campaign Project is essential for the future of Big Lakes and these tax credits will greatly help their ability to raise the funds to make necessary improvements on their headquarters on Hayes Drive.

Please give Big Lakes' tax credit application serious consideration.

Sincerely,

THE BOARD OF COUNTY COMMISSIONERS
 OF RILEY COUNTY, KANSAS

 Kathryn Focke, Chairwoman

 John Ford, Member

 Greg McKinley, Member

Attachment: 04-17-23 Big Lakes Letter of Support (13314 : Letter of Support - Big Lakes Developmental Center)

big lakes - Organization Information

11.b

Organization Name: Big Lakes Developmental Center, Inc.

Address: 1416 Hayes Drive, Manhattan KS 66502

Website: www.biglakes.org

Year Established: 1973

Tax ID: 48-0795169

Organization Type: Human Services-Public Charity

Organization Name: Big Lakes Foundation, Inc.

Year Established: 1993

Tax ID: 48-1134341



About Big Lakes and the Big Lakes Foundation:

- Big Lakes is a community service organization that provides a full array of services for **200** individuals with intellectual and developmental disabilities including day activities, employment training, case management and residential services.
- The Big Lakes Foundation is the fundraising organization that provides additional resources and support for Big Lakes Developmental Center.
- Big Lakes Mission: Deliver quality services that promote choice, independence and inclusion for persons with intellectual and developmental disabilities.
- Big Lakes was founded by community members and families in 1973 and serves citizens of:
 - **Clay County**
 - **Geary County**
 - **Pottawatomie County**
 - **Riley County**
- Big Lakes provides services 24/7, 365 days a year.
- Big Lakes is primarily funded with Medicaid dollars. Medicaid does not pay for capital improvement projects. Those projects must be privately funded through donations and grants.



We're excited to share that the Big Lakes and the Big Lakes Foundation have earned 2022 Platinum Seal of Transparency with Candid! Now, you can support our work with trust and confidence by viewing our profiles:

<https://www.guidestar.org/Profile/48-1134341>

<https://www.guidestar.org/Profile/48-0795169>

Attachment: RTR One-Sheet Big Lakes (13314 : Letter of Support - Big Lakes Developmental Center)

Project Name: Raise the Roof Capital Improvement Project

Project Location: 1416 Hayes Drive, Manhattan, KS

Project Cost: \$2 million

Project Time Period: 2023-2024

Project Description:



- **Phase 1: Roof** - Replace the 43 year old, 45,000 square feet metal roof Big Lakes headquarters, primary home of day/employment services and administrative support. The original building was built in 1980 and the original roof is in place today. Two additions were made to the building in 1997 and 2009. After numerous attempts to fix leaks, there are leaks along the seams of the additions and 24 leaks in the original building. There is a 20 year warranty on the new roof.

BUDGET: \$625,000

-  **Phase 2: Solar Energy** – Install New Solar Panels on new roof. Solar modules will provide power for the facility replacing on average 64% of electricity needs per year (up to 96% during summer months). The savings in electrical bills will pay for the project within 12 years. There is a 25 year performance warranty on the system. **BUDGET: \$325,000**
- **Phase 3: Interior Finishes Remodel** – Replace interior finishes such as wallpaper, paint, carpet, meeting room furniture that were originally installed or purchased in 1996. Upgrade our keycard security system purchased in 2013. **BUDGET: \$500,000**
- **Phase 4: HVAC Unit(s) Replacement** – Three large HVAC systems located with the original building are eight years old, out of warranty and will need to be replaced in the near future when parts are no longer available. Eight smaller HVAC units with the 2009 addition and will need replaced soon. **BUDGET: \$250,000**
- **Phase 5: Concrete Replacement** – Replacement of large sections of deteriorated parking lot concrete, many of which were in place prior to 1996. Sections of sidewalk that have deteriorated or separated creating uneven pathways.

BUDGET: \$130,000

AMPLIFYING FUNDRAISING ACTIVITIES FOR NON-PROFITS

The Community Service Tax Credit Program (CSP) provides an opportunity for private, non-profit organizations and public health care entities to improve their ability to undertake major capital campaigns.

A Return on Your Donation

Businesses and individuals subject to Kansas income tax are eligible to receive a 70% or 50% tax credit through this program. Donations must be \$250 or greater and the payment should come directly from the business or the individual.

State tax credits reduce the total amount of taxes owed to the state. They are a way for a taxpayer to substantially reduce the cost of making a contribution to a charitable organization. **These credits are transferable AND refundable.**

How to Claim the Credit

To claim the credit, a donor must complete Schedule K-60, which is filed with their income tax return. (Note: Kansas Department of Commerce cannot provide tax advice. Please consult a tax professional with questions about your specific situation.)

How Do Tax Credits Work?

Through CSP, the state authorizes selected non-profit organizations to offer tax credits to donors for the benefit of approved projects. Applicants may request up to \$200,000 in tax credits. Projects should be new or one-time in nature and create lasting value for the non-profit organization.

Donations to these organizations support projects making an impact in communities across the state in areas like childcare, crime prevention, youth technical training, healthcare, and more.

RURAL COMMUNITIES

<15,000 in population

70% in state credits

A \$1,000 Donation =
\$1,000 for the project
**\$700 in tax credits
for the donor!**

URBAN COMMUNITIES

>15,000 in population

50% in state credits

A \$1,000 Donation =
\$1,000 for the project
**\$500 in tax credits
for the donor!**

Questions?

✉ CSP.TaxCredit@ks.gov
 🌐 kansascommerce.gov/csp
 📞 785-506-9278

📍 1000 SE Jackson St,
Suite 100
Topeka, Kansas 66612
 👤 Sara Bloom,
Program Coordinator



PLANNING & DEVELOPMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: April 17, 2023

SUBJECT: Response and discussion to Britt's questions

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

Richard and Angela Britt were present at the March 20 BOCC meeting to relay their concerns and questions about floodplain permitting and development.

After discussion amongst the Britts, staff, and the BOCC, it was determined staff would review the questions and schedule time with all parties on a future BOCC meeting agenda.

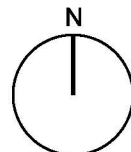
Staff has assembled the attached information in response to the Britt's questions during the March 20 meeting.

Enclosures:

- BOCC Presentation (PDF)



SCALE: 1" = 800'



0 800' 1600

1. STAGING, STORAGE AND LAYDOWN AREAS ARE WITHIN THE CONSTRUCTION LIMITS ON THE PLANS.
2. CONTRACTOR SHALL RESTORE STAGING AND ACCESS AREAS IN ACCORDANCE WITH SPECIFICATION 01 50 00 AFTER CONSTRUCTION.
3. CONSTRUCTION TRAFFIC IS RESTRICTED FROM THE LEVEE SLOPE EXCEPT FOR EARTHWORK OPERATIONS. STORING MATERIALS ON THE LEVEE CREST OR SLOPE IS PROHIBITED.
4. CONTRACTOR TO PERFORM PRE AND POST CONSTRUCTION SURVEY OF THE LEVEE CREST IN ACCORDANCE WITH SPECIFICATION 01 30 00. DAMAGE SHALL BE REPAIRED IMMEDIATELY BY FILLING AND COMPACTING RUTS WITH APPROVED MATERIAL. AGGREGATE SURFACING SHALL NOT BE PLACED BELOW THE MINIMUM LEVEL OF PROTECTION. BLADING IS NOT ALLOWED.
5. WHERE CONTRACTOR USES LEVEE CREST FOR ACCESS AND EGRESS IS NOT RECEIVING A RAISE, THE CONTRACTOR SHALL CONSTRUCT AGGREGATE SURFACING ON THE LEVEE CREST PER DETAIL D7/C501. CONTRACTOR SHALL PLACE SURFACING PRIOR TO USING THE LEVEE CREST FOR CONSTRUCTION ACCESS.
6. CONTRACTOR SHALL MAINTAIN CONTINUOUS ACCESS FOR ROUTINE OPERATIONS AND MAINTENANCE CONSTRUCTION OBSERVATION.
7. EXISTING ROADS ARE AVAILABLE FOR THE CONTRACTOR TO ACCESS THE SITE. IF THE ROAD IS USED, THE CONTRACTOR SHALL REPAIR THE ROAD TO EXISTING OR BETTER CONDITIONS.

1. E. POYNTZ, K-18 (FORT RILEY BLVD), K-113 (SETH CHILD) AND US-24 (TUTTLE CREEK BLVD) ARE PREFERRED.
2. RAILROAD CROSSINGS ARE AVAILABLE AT DELAWARE, 15TH, SOUTH MANHATTAN, 10TH, JULIETTE, AND 5TH.
3. BORROW AREA IS LOCATED SOUTH ON TEMPLE LANE.
4. CONTRACTOR SHALL USE CASEMENT ONLY AS A CONNECTOR TO US-24.
5. ANY STREETS NOT IDENTIFIED AS AN ACCESS OR HAUL ROUTE ON THIS MAP MUST BE APPROVED THROUGH THE TRAFFIC CONTROLLING OFFICER AND THE CITY OF MANHATTAN PRIOR TO USE.

[illegible]

U.S. ARMY CORPS OF ENGINEERS KANSAS CITY DISTRICT 801 E. 12TH STREET KANSAS CITY, MO 64106	DESIGNED BY:		ISSUE DATE:	
	F. PRITT		APRIL 2021	
	DRAWN BY:		SOLICITATION NO.:	
	F. PRITT		N/A	
	CHECKED BY:		CONTRACT NO.:	
PRELIMINARY - NOT FOR CONSTRUCTION	J. MEYMAW		N/A	
	SUBMITTED BY:		DRAWING CODE:	
	H. MILDENBERGER			
	SIZE:	FILE NAME:		
	A3	MFRM_G-007.dgn		

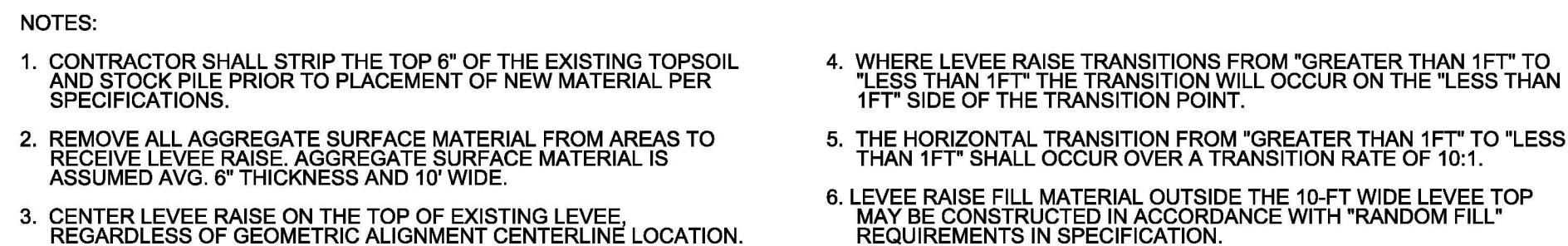
SAS RIVER FLOOD PROTECTION PROJECT
MANHATTAN UNIT LEVEE RAISE
FY2021

SHEET ID

G-007

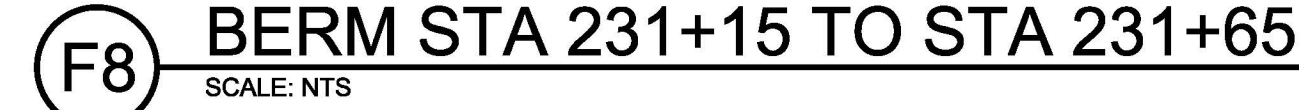


(F1) TYPICAL SECTION A - LANDSIDE LEVEE RAISE
SCALE: NTS



SHEET NOTES

1. TOPSOIL STRIPPING AND PLACEMENT DETAIL SHOWN ON CS304. STRIP EXISTING TOPSOIL AND STOCKPILE PRIOR TO PLACEMENT OF NEW MATERIAL.
2. WIDTH OF LEVEE TOP IS 10' UNLESS OTHERWISE NOTED.
3. FINISH GRADE IS TOP OF TOPSOIL. TOPSOIL STRIPPING AND PLACEMENT DETAILS SHOWN ON CS304.



SCHEDULE OF STABILITY BERMS			
LEEVE REACH (STATION TO STATION)		BERM WIDTH, W (FT)	BERM TIE-IN ELEVATION
From	To		
8+50	40+00	-	-
40+00	46+00	10' WIDE BY 4' TALL SAND DRAIN	
46+00	120+00	-	-
120+00	126+50	10	1011.25
126+50	161+00	-	-
161+00	168+00	10	1009.50
168+00	173+00	10	1012.50
173+00	177+46	10	1009.75
177+46	184+00	10	1005.00
184+00	195+00	20	1009.00
199+00	272+00	2' SAND DRAIN THROUGH THE HORIZONTAL LENGTH OF THE RAISE	

NOTE:
1. THE STABILITY BERM TIE-IN ELEVATION IS SHOWN ON PROFILE.
2. STATION 268+00 THROUGH 272+00 CONFORMS TO TYPICAL SECTION A ON SHEET CS301.
ON THE BASIS OF THE SAND DRAIN BEING LAIN EITHER PROPOSED GROUND SURFACE OR
EXISTING PREVAILING GROUND SURFACE, WHICHEVER IS GREATER. THE SAND DRAIN
SHOULD EXTEND THROUGH THE BOTTOM OF THE TRAIL RAMP. SEE VOLUME 2 FOR GRADING PLAN.

SCHEDULE OF SAND DRAIN			
LEVEE REACH (STATION TO STATION)		WIDTH (FT)	HEIGHT (FT)
From	To	W	H
40+00	46+00	10	4
199+00	272+00	14	2

D6 SAND DRAIN SCHEDULE

D8 SCHEDULE OF STABILITY BERMS
SCALE: NTS

SCHEDULE OF UNDERSEEPAGE BERMS						
LEEVE REACH (STATION TO STATION)		BERM WIDTH (FT) BASELINE OFFSET	MINIMUM BERM WIDTH (FT)	MINIMUM BERM SLOPE	BERM TIE IN ELEVATION, (FT)	APPROX BERM CROWN ELEVATION, (FT)
FROM	TO	X		S	A	B
0+00	120+00	-	-	-	-	-
120+00	121+00	150	160	1.0%	1007.00	1008.00
121+00	126+50	210	160	1.0%	1007.00	1005.40
126+50	131+00	210	160	1.0%	1008.75	1007.15
131+00	138+00	245	200	1.0%	1008.75	1006.75
138+00	146+50	200	160	1.0%	1008.75	1007.15
146+50	149+00	200	160	1.0%	1007.25	1005.65
149+00	161+00	-	-	-	-	-
161+00	161+65	175	130	1.0%	1006.00	1004.70
161+65	166+50	205	160	1.0%	1006.00	1004.40
166+50	168+00	-	200	2.0%	1007.00	1003.00
168+00	175+00	-	280	2.0%	1009.50	1003.90
175+00	184+00	205	160	1.0%	1006.75	1005.15
184+00	195+00	-	-	-	-	-
194+88	198+40	198	160	1.0%	1011.25	1009.65
198+00	228+00	-	-	-	-	-
228+00	231+15	220	160	1.0%	1008.25	1006.65
231+15	231+65		SEE F8/CS301			
231+65	246+00	220	160	1.0%	1008.25	1006.65
246+00	250+00	285	240	1.0%	1012.75	1010.35
250+00	252+40	205	160	1.0%	1012.75	1011.15
252+40	END	-	-	-	-	-

NOTES:

1. BERM WIDTH IS THE DISTANCE FROM THE PROJECTED LEVEE TOE TO THE BERM CROWN.
2. SEE A8/CS302 FOR TYPICAL BERM VERTICAL TRANSITION.
3. SEE C8/CS303 FOR TYPICAL BERM HORIZONTAL TRANSITION.
4. A MINIMUM 1% GRADE (1/100 SLOPE) IS REQUIRED FOR UNDERSEEPAGE BERMS. IF GRADE IS LESS THAN 1%, RAISE TIE-IN ELEVATION AS NEEDED TO MEET MINIMUM GRADE REQUIREMENT.

A8 SCHEDULE OF UNDERSEEPAGE BERMS
SCALE: NTS

A6 LEVEE TYPICAL SECTIONS

TYPICAL SECTION SCHEDULE			
LEVEE REACH - MFRM BASELINE (STATION TO STATION)		TYPICAL SECTION	
FROM	TO		
-1+45	1+54		H
8+50	44+80		C
44+80	55+90		B
55+90	61+77		C
61+77	102+00	NO RAISE	
102+00	106+47		C
106+47	120+00	NO RAISE	
120+00	126+50		D
126+50	127+10		G
127+10	149+00		G
149+00	161+00		B
161+00	177+46		D
177+46	184+00		E
184+00	195+00		D
195+00	198+00		E
198+00	210+70		B
210+70	228+00		A
228+00	252+40		G
252+40	272+00		A
LEVEE REACH - TIEBACK LEVEE (STATION TO STATION)		TYPICAL SECTION	
FROM	TO		
0+00	4+82		H



US Army Corps
of Engineers®

[illegible]

U.S. ARMY CORPS OF ENGINEERS KANSAS CITY DISTRICT 601 E. 12TH STREET KANSAS CITY, MO 64106		DESIGNED BY: F. PRITT		ISSUE DATE: APRIL 2021	
		DRAWN BY: F. PRITT		SOLICITATION NO.: N/A	
		CHECKED BY: J. MEYMAW		CONTRACT NO.: N/A	
		SUBMITTED BY: H. WILDENBERGER		DRAWING CODE: N/A	
		SIZE: ANS I D		FILE NAME: MFRM_CS301.dgn	
PRELIMINARY - NOT FOR CONSTRUCTION					

KANSAS RIVER FLOOD PROTECTION PROJECT
 MANHATTAN UNIT LEVEE RAISE
 FY2021

TYPICAL LEVEE SECTIONS
 AND BERM SCHEDULES

SHEET ID

CS301

1320 Research Park Drive
Manhattan, KS 66502
785-564-6700
www. agriculture.ks.gov



900 SW Jackson, Room 456
Topeka, KS 66612
785-296-3556

Mike Beam, Secretary

Laura Kelly, Governor

July 1, 2021

CITY OF MANHATTAN
ROB OTT
1101 POYNTZ AVE
MANHATTAN KS 66502

Re: Proj. Name: Levee Flood Risk Management
Floodway Fill
Confluence of the Kansas River & Big Blue River
Riley County
WSN: LRL-0006 Modification No. 3, Notice No.: 2021208

Dear Mr. Ott:

Consideration has been given to your application for a permit and approval of plans relating to the placement of fill in the floodway of the confluence of the Kansas River and the Big Blue River at a location starting in the SW 1/4 of the SE 1/4 of the NW 1/4 of Section 17, Pottawatomie County, and ending in the NE 1/4 of the SE 1/4 of the NE 1/4 of Section 7, Riley County, all in Township 10 South, Range 8 East, Kansas.

In accordance with the provisions of K.S.A. 24-126, the Chief Engineer has approved the plans and issued the enclosed approval of application, authorizing construction of the proposed project. Please note the approval conditions on the reverse side of the approval document. Condition No. 9 requires the owner to notify this office within 30 days after the project is completed. A Notice and Proof of Completion form is enclosed for this purpose. Other special conditions have been added to limit the removal of timber and vegetation, to require the use of clean material for riprap, to prohibit the introduction of toxic or deleterious materials into the watercourse, to allow the construction of a temporary crossing for construction purposes, and to require the project meet the floodplain management requirements of the community.

The one set of plans submitted to this office has been endorsed with the Chief Engineer's approval and will be retained in our files. Should you desire any copies of the plans with the Chief Engineer's approval shown thereon, please submit the required number.

Comments about this proposed project were received from several agencies during the environmental review process. Copies of the letters with recommendations from the environmental review agencies are enclosed for your information.

Attachment: BOCC Presentation (13326 : Discussion of Britt's questions)

City of Manhattan

WSN: LRL-0006 Modification No. 3, Notice No.: 2021208

Page 2

The work has been authorized to be completed on or before July 1, 2024. Approval for construction of this project will expire on that date unless the time is subsequently specifically extended by the Chief Engineer. Any desired extension of time should be requested in writing approximately 30 days prior to the expiration date.

Sincerely,



Terry Medley, P.E.

Water Structures Program Manager

(785) 564-6657

Enclosure

pc: Brad Pettijohn, P.E.- Corps of Engineers- KC District
Steve Higgins- Riley County FPA

Attachment: BOCC Presentation (13326 : Discussion of Britt's questions)

THE STATE OF KANSAS



KANSAS DEPARTMENT OF AGRICULTURE
Mike Beam, Secretary of Agriculture

DIVISION OF WATER RESOURCES
Earl D. Lewis Jr., Chief Engineer

APPROVAL OF APPLICATION

NO. LRL-0006

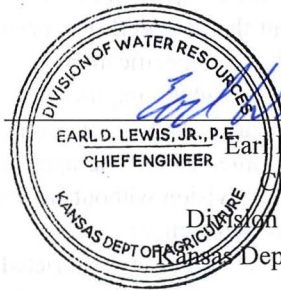
MODIFICATION NO. 3

K.S.A. 24-126

The Chief Engineer of the Division of Water Resources, Kansas Department of Agriculture, by virtue of the powers and duties imposed by K.S.A. 24-126, hereby issues this approval to City of Manhattan, giving his consent to the placement of fill in the floodway of the confluence of the Kansas River and the Big Blue River at a location starting in the SW 1/4 of the SE 1/4 of the NW 1/4 of Section 17, Pottawatomie County, and ending in the NE 1/4 of the SE 1/4 of the NE 1/4 of Section 7, Riley County, all in Township 10 South, Range 8 East, Riley County, Kansas.

All work authorized by this approval shall be performed in accordance with the maps, plans, profiles and specifications filed with the application and approved by the Chief Engineer, and in accordance with plans for any changes or modifications subsequently approved by the Chief Engineer subject to the provisions of the aforementioned statute, its regulations and the attached approval conditions.

Witness my hand this 1st day of July, 20 21.



EARL D. LEWIS, JR., P.E.
CHIEF ENGINEER

Earl D. Lewis Jr., P.E.
Chief Engineer
Division of Water Resources
Kansas Department of Agriculture

State of Kansas)

)SS

County of Riley)

The foregoing instrument was acknowledged before me this 1st day of July, 20 21, by Earl D. Lewis Jr., Chief Engineer, Division of Water Resources, Kansas Department of Agriculture.



Notary Public

Sheila Mathos

**RECORD THIS INSTRUMENT IN THE OFFICE OF THE REGISTER OF DEEDS
OF THE COUNTY WHEREIN THE WORK IS LOCATED**



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, KANSAS CITY DISTRICT
601 E. 12TH STREET, 635 FEDERAL BLDG
KANSAS CITY, MO 64106-2824

MEMORANDUM FOR RECORD

05 May 2021

TO: Mr. Brian Johnson, City Engineer
City of Manhattan
1101 Poyntz Avenue
Manhattan, KS 66502

SUBJECT: FEMA No-Rise Certification Analysis

PROJECT: Manhattan, KS Flood Protection Project (MKFPP)

1. References:
 - a. Federal Emergency Management Agency (FEMA) *Procedures for "No-Rise" Certification For Proposed Developments in the Regulatory Floodway* (October 2013).
 - b. Memorandum for Record, FEMA no-rise Certification Analysis (April 2021)
2. The proposed improvements associated with the construction project referenced above **will not increase the Base Flood Elevation** if constructed accordance with the approved plans and specifications.
3. The point of contact for the Kansas City District is Ben Johnson, P.E., Hydraulic Engineer, at 816-389-2254 or Benjamin.w.johnson@usace.army.mil.
4. The undersigned certify: This product is in general compliance with established policy, criteria and engineering practice, utilizes justifiable and valid assumptions. The appropriate level of coordination has taken place and district quality control consisted of review by two additional Professional Engineers in the Hydrologic Engineering Branch. All significant conflicts and comments have been resolved. Feedback has been provided to reviewers for all comments. This product meets the requirements for the intended purpose of the project.

Date: 2021.05.05
12:56:20 -05'00'

Technical Lead

Digitally signed by
JONES.ADAM.QUENTIN.12523320
02
Date: 2021.05.05 13:06:41 -05'00'

Civil (Hydraulic) Engineer, Hydrologic Engineering Section
HALL.ANTHONY.D. Digitally signed by
1399356942
Date: 2021.05.05 13:14:09 -05'00'

Chief, Hydrology and Hydraulics Engineering Section, Engineering Branch

encl

Attachment: BOCC Presentation (13326 : Discussion of Britt's questions)

US Army Corps of Engineers Kansas City District EDH-H

May 2021

Memorandum For Record: FEMA No-rise Certification Analysis

1. PURPOSE

A hydraulic analysis has been conducted by the US Army Corps of Engineers Kansas City District to evaluate potential floodplain impacts associated with a planned construction project to improve the existing Manhattan, Kansas Federal Levee System. The proposed Manhattan, KS Flood Protection Project (MKFPP) is authorized by the US Army Corps of Engineers.

The analysis complies with requirements for a no-rise certification described by Federal Emergency Management Agency (FEMA) *Procedures for “No-Rise” Certification For Proposed Developments in the Regulatory Floodway* (October 2013). The proposed improvements associated with the construction project referenced above will not increase the Base Flood Elevation if constructed accordance with the approved plans and specifications.

2. BACKGROUND

Construction of the existing Federal Levee at Manhattan, Kansas was completed in the early 1960s. The levee is currently accredited as part of the FEMA National Flood Insurance Program (NFIP). A project design is currently underway that involves constructing geotechnical improvements to the existing levee and raising portions of the levee crest. The improvements to the levee are expected to reduce the likelihood of overtopping during floods that are more frequent than a 1/300 (0.33%) annual exceedance probability (AEP) flood event. The levee raise consists of adding earthen material to the existing earthen embankment with a constructed top width of 10-feet and 1V:3H side slopes. Transitions upstream and downstream of the riverside levee raise will be limited to 1:10 contraction/expansion (1 transverse to 10 parallel to flow). Other project features within the FEMA regulated floodplain include excavation and removal of fill for borrow material, modifications to one low water bridge crossing, and 7 utility relocations that will be constructed up and over the levee crest.

The proposed levee raise is located on the Kansas River and Big Blue River segments of the existing levee and most of the raise is planned for construction so that the supporting embankment slope will extend landward of the existing levee centerline. A raised levee crest is not expected to impact the FIS hydraulic profiles because the existing levee crest and the raised levee crest are both above the 1% AEP profiles. However, a potential impact to the flood profiles may occur as the result of extending the levee slopes riverward of the levee centerline. Three locations shown in Figure 1 as L1, L2, and L3 indicate where riverward levee raises are required due to real estate constraints on the landside of the levee. The figure also shows locations for the borrow pit area, the low water bridge crossing, and utility crossing locations as U1-U9. Utility relocations with the parameters shown in Table 1 were hydraulically evaluated because they involve constructing buried utilities “up and over” the levee crest. Figure 2 shows a profile view of the low water bridge crossing with the proposed modifications, which

Attachment: BOCC Presentation (13326 : Discussion of Britt's questions)

involves raising the road crest as much as 5-feet. Additional details about each feature are described below.

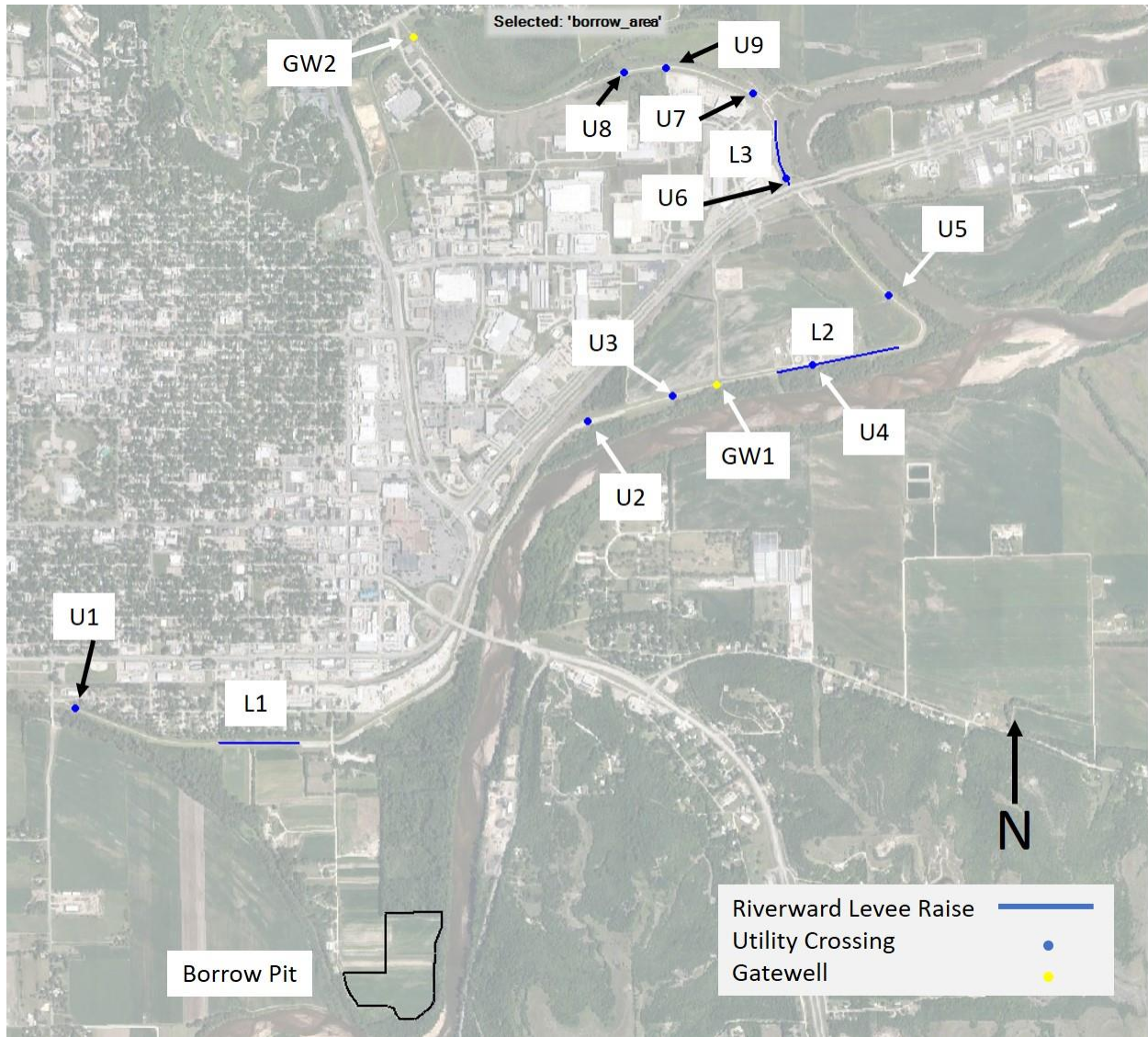


Figure 1: Map of project features

Table 1: Pertinent information of utility relocations

Utility Relocation	Approximate Levee Station	Riverward extension of levee toe and side slope	Utility Crossing Top Width (ft)	Overburden Crest Elevation (NAVD88)
U1	23+60	20-feet	24-feet	1032.5
U2	121+00	25-feet	35-feet	1027.0
U3	134+00	25-feet	37-feet	1025.5
U4	154+50	25-feet	17-feet	1023.5
U5	179+00	25-feet	34-feet	1023

U6	200+60	30-feet	42-feet	1026.5
U7	214+00	25-feet	21-feet	1027.8
U8	234+00	40-feet	42-feet	1028.5
U9	227+50	40-feet	42-feet	1028.5

Riverward Levee Raise 1 (L1): A riverward levee raise with an average height of 1.5-feet is needed along the Kansas River for about 1,200-linear feet of the levee to avoid impacts to residential structures. The existing levee toe is planned to be extended riverward by about 5-feet.

Riverward Levee Raise 2 (L2): A riverward levee raise with an average height of 0.7-feet is needed along the Kansas River for about 2,000-linear feet of the levee to avoid impacts to a wastewater treatment plant. The existing levee toe is planned to be extended riverward by about 5-feet.

Riverward Levee Raise 3 (L3): A riverward levee raise with an average height of 3.1-feet is needed along the Big Blue River for about 1,200-linear feet of the levee to avoid impacts to a municipal well field. Just downstream of this raise is where the 24-highway bridge embankment extends riverward of the levee by about 200-feet and is the expected hydraulic control in the channel. The existing levee toe is planned to be extended riverward by about 25-feet.

Levee Gatewell-New Structure (GW1): Addition of a gatewell structure at Levee Station 140+70. The new gravity-controlled structure will convey flows through a 48-inch reinforced concrete pipe (RCP) directly to the Kansas River. The design tailwater conditions for the new gatewell are more than 10-ft below the existing Base Flood Elevation in this area and the gatewell sluice gate will likely be closed during a riverside flood event. Impacts due to gatewell releases were not evaluated with the HEC-RAS model because impacts to the Base Flood Elevation (BFE) was considered negligible.

Levee Gatewell-Modification (GW2): replacement of an existing gatewell with larger capacity. The existing 72" CMP structure will be replaced with two 10-ft span 8-ft rise RCBs at Levee Station 269+50 as part of a Capital Improvement Project to improve stormwater management in Manhattan. Flows will be conveyed into an existing drainage ditch that connects to the Big Blue River on the right bank just upstream of 24-Highway. The design tailwater conditions for the new gatewell are more than 10-ft below the existing Base Flood Elevation in this area and the gatewell sluice gate will likely be closed during a riverside flood event. Impacts from gatewell releases were not evaluated with the HEC-RAS model because impacts to the BFE was considered negligible. An interim operating plan that involves partial sluice gate openings will be incorporated into the design until downstream flow constrictions at a low water crossing do not impede the design capacity of the gatewell.

Borrow Pit: Excavation of fill is needed to supply the project with earthen materials for levee improvements. Approximately 28 acres are planned to be excavated approximately 6-feet deep. The land is actively used for agricultural purposes that is just upstream of several borrow pits from the originally constructed levee in the 1960s. While additional conveyance could be expected to lower the FEMA Base Flood Elevations as a result of the borrow pit excavation, a conservative approach was adopted by ignoring these effects in the hydraulic model. This approach is also considered more representative of the future conditions because sediments are expected to accumulate in the excavated area.

3. EXISTING FEMA REGULATED FLOODPLAIN

The existing FEMA regulated floodplain along the project extents, which became effective when the FEMA Flood Insurance Study (FIS) for Riley County, Kansas and Incorporated Areas were revised on 3/16/2015 (FIS No. 20161CV000D). Figure 2 and Figure 3 shows excerpts from the FEMA Map Service Center (MSC) website (<https://msc.fema.gov/portal/home>) with overlaid annotation that shows the project locations and base flood elevations (BFEs), which represent the maximum of the 1% AEP flood events that are expected from the Kansas and Big Blue Rivers. Figure 2 shows the regulated floodplain extents around Locations 1 and 2 and Figure 3 shows the regulated floodplain extents around at Locations 3 and the borrow pit.

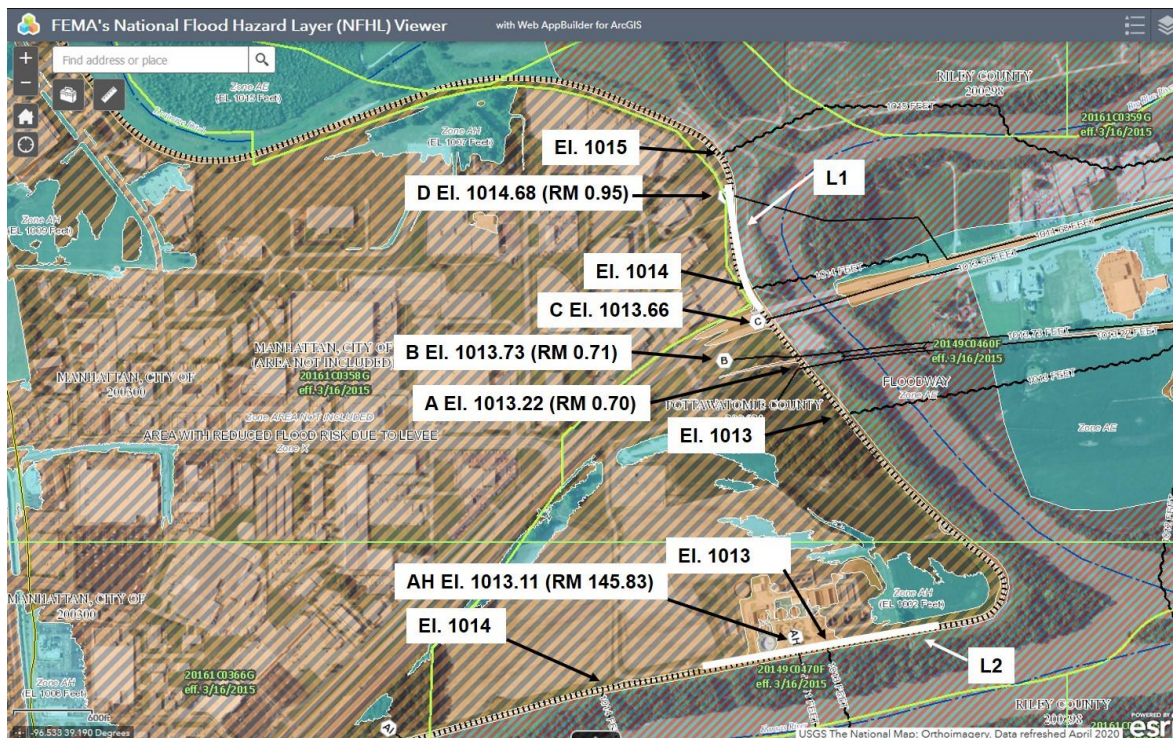


Figure 2: FEMA BFEs and flood maps around Riverward Levee Raises 1 and 2

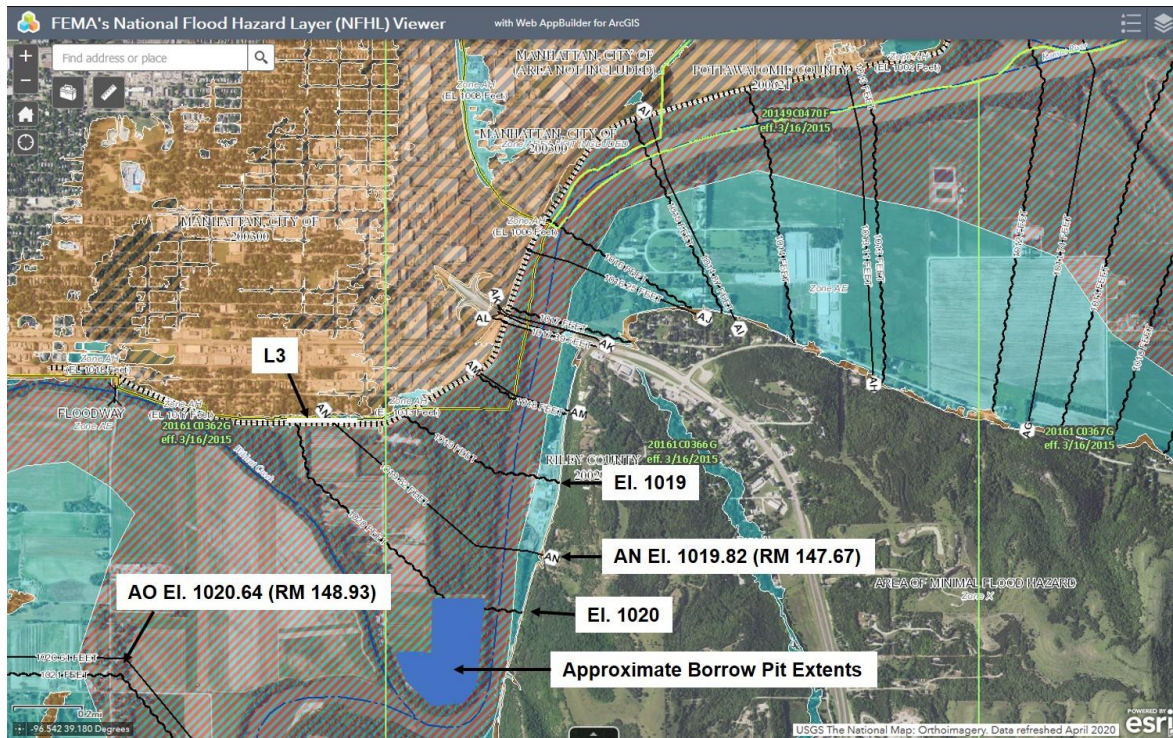


Figure 3: FEMA BFEs and flood maps around Riverward Levee Raise 3 and the Borrow Pit

4. HYDRAULIC ANALYSIS

Several steady-state hydraulic simulations were performed during the study. Each simulation requires an evaluation of Kansas River controlling flows and Big Blue River controlling flows because the maximum of both controlling conditions is the adopted stage-frequency elevation at each cross section in the model. Big Blue River controlling flows govern the maximum elevation along the Big Blue River and about 1.7-miles of the Kansas River above the confluence. Table 2 summarizes the file structure of each hydraulic simulation within the HEC-RAS model and subsequent report sections describe the basis of each simulation.

Table 2: Summary of hydraulic analysis and HEC-RAS file structure

Hydraulic Simulation	Plan Title	Plan Number	Geometry Number	Flow File Number
Basis of FEMA FIS (Current Effective Model) (HEC-RAS vs 4.1)	EC-Blue River Control AMEC	P01	G01	F05
	EC-Kansas River Control AMEC	P02	G01	F01
Duplicated Effective Model (HEC-RAS vs 5.0.7)	EC-Blue River Control AMEC duplicate	P13	G01	F05
	EC-Kansas River Control AMEC duplicate	P12	G01	F01

Corrected Effective Model (CEM) (HEC-RAS vs 5.0.7)	Big Blue River control CEM	P06	G05	F07
	Kansas River control CEM	P05	G05	F06
Post-Project Model (HEC-RAS vs 5.0.7)	Big Blue River Post-Project Conditions	P08	G04	F07
	Kansas River Post-Project Conditions	P07	G04	F06

4.1 Current Effective Model

The Current Effective Model for the study area was provided by FEMA's contractor, Stantec, and was used to evaluate hydraulic impacts of the project. The model was originally developed with HEC-RAS version 4.1 software and the current analysis adopted the most recent version of the software, HEC-RAS v. 5.0.7, which has several improvements over the original version that are documented in its user manual. When HEC-RAS v. 5.0.7 was used to simulate the same geometry and steady flows to create the Duplicate Effective Model (DEM), increases as high as 0.17-feet in the Big Blue River 1% AEP hydraulic profiles were noted.

4.2 Corrected Effective Model

The corrected effective model (CEM) was developed by adding cross sections to the effective model geometry. Thirty-six cross sections were added to the duplicative effective hydraulic model in key locations to ensure impacts of the post-project conditions were appropriately detected in the hydraulic profiles. Downstream reach lengths and junction lengths were updated at original cross sections located upstream of each new cross section. Junction lengths were updated at locations where new cross sections were added to the upstream end of a river reach. Cumulative reach lengths were not changed from the Current Effective Model and the Corrected Effective Model.

Topographic data for each new cross section is based on 2015 LIDAR and bathymetric data from the 2014 USACE Feasibility Study Model. Visual comparisons of overbank and bathymetric data between the current terrain and the current effective model cross sections were made. The bathymetric data in both sources are nearly identical while some minor differences in the overbanks were noted that are attributed to LIDAR resolution differences. This comparison suggests the basis of the elevation dataset for the new cross sections is reasonable. Locations of each new cross section are shown as black lines in Figure 4. The CEM was the basis from which the post-project conditions were analyzed and was simulated with the steady hydraulic module within HEC-RAS vs. 5.0.7 software.

Table 3 compares the published BFEs in the 2016 FIS and the CEM hydraulic profiles. The governing flood source that produced the highest 1% AEP hydraulic profiles at Locations 1 and 2 are from Big Blue controlling floods; the highest 1% AEP hydraulic

profiles from Locations 3 and 4 are from Kansas River controlling floods. The comparison indicates the CEM is within 0.58-ft of the FIS BFEs.

Table 3: Comparison of base flood elevations and computed water surface profiles

River	Current FEMA FIS		CEM		Difference (feet)
	Cross Section	Base Flood Elevation	Cross Section (River Mile)	1% AEP Elevation	
River reach near the Riverward Levee Raise 1					
Big Blue	D	1014.68	0.95	1014.62	-0.06
Big Blue	--	1014	0.82	1013.93	-0.08
River reach near the Riverward Levee Raise 2					
Kansas	AH	1013.11	145.83	1012.93	-0.18
Kansas	--	--	145.59	1012.52	
River reach near the Riverward Levee Raise 3					
Kansas	AO	1020.64	148.93	1020.11	-0.58
Kansas	--	--	148.73	1020.03	
Kansas	--	--	148.12	1019.69	
Kansas	AN	1019.82	147.67	1019.43	-0.55
Kansas	--	1019.0	147.44	1018.65	-0.33

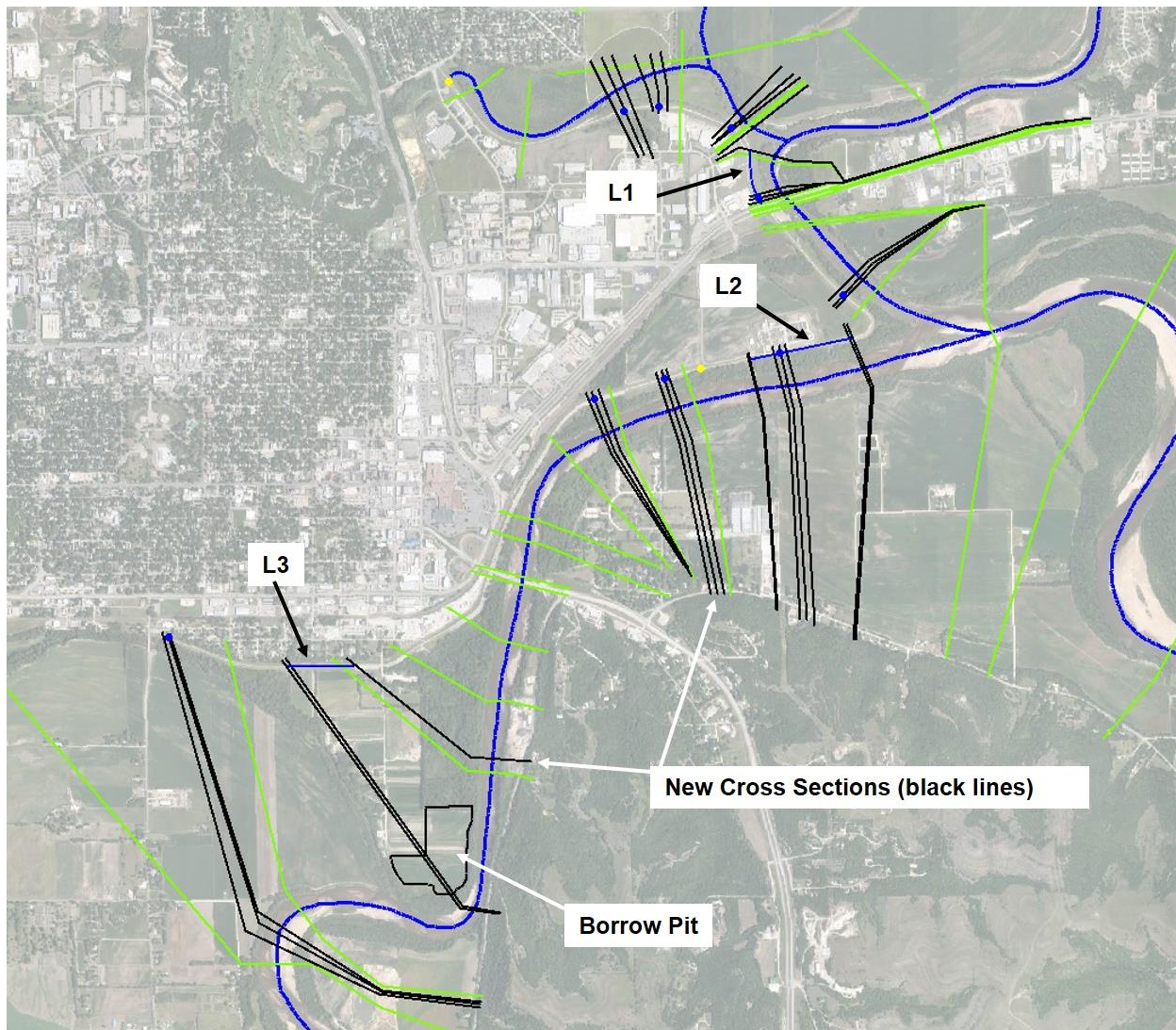


Figure 4: Existing FEMA DEM with new cross sections

4.3 Post-Project Conditions Analysis

The configuration of planned constructed features was modeled with the effective HEC-RAS model to evaluate the impacts on the 1/100 (1%) AEP “Base Flood” regulated by FEMA. The CEM was modified to simulate the project features to detect any impacts to the hydraulic profiles.

Changes to cross section station-elevation data were made to simulate the planned features of the project. Each location shown in Figure 1 where a riverward levee raise and utility relocation crossing is planned was simulated by modifying cross section station-elevation data to represent the constructed conditions. Utility crossings were modeled by assuming the levee crest data shown in Table 1 which are based on the anticipated constructed conditions for each utility crossing that is located “up and over” the levee. A typical modification for riverward levee raises is shown in Figure 5.

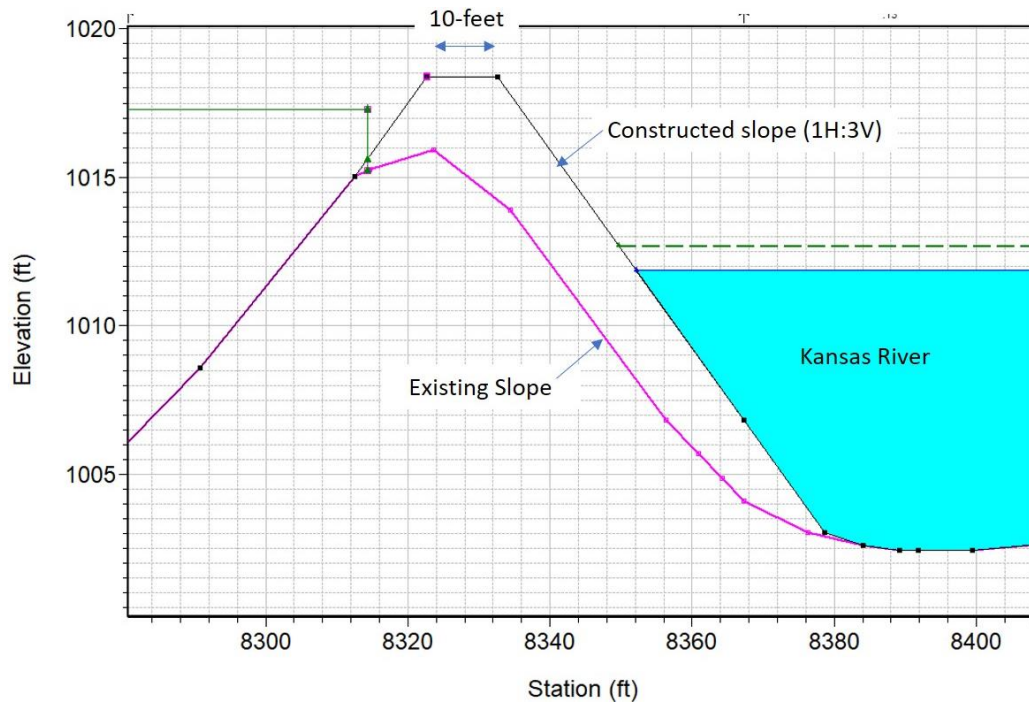


Figure 5: Typical levee raise on the river-side slope near Levee Station 160+00

5. CONCLUSIONS

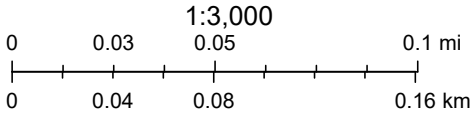
The construction actions evaluated for this analysis identified 0.00-feet of impacts to the 1% (1/100) AEP hydraulic profiles. Detailed hydraulic model outputs between the existing and planned project are shown in Section 6 of this report. **The proposed improvements associated with the construction project referenced above will not increase the Base Flood Elevation if constructed accordance with the approved plans and specifications.**

6. HYDRAULIC MODEL OUTPUT

Levee Project Borrow Pit



4/12/2023























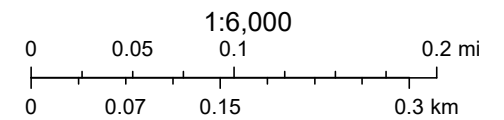




Attachment: BOCC Presentation (13326 : Discussion of Britt's questions)

3/29/2023

On April 5, 2023, I and a City employee viewed this property. The City will be going through the process of removing this structure.





BOWL

PENDENCE BOWL 1982

HOLIDAY BOWL 2001

FIESTA BOWL 2004

TEXAS BOWL 2006

2010



FIESTA BOWL 2004

TEXAS BOWL 2006

PINSTRIPE BOWL 2010

COTTON BOWL 2012

Reynolds

Craig Cox

From: Steve Higgins
Sent: Friday, April 16, 2021 4:04 PM
To: Craig Cox
Cc: Chad Bunker (bunker@cityofmhk.com)
Subject: RE: FW: Floodplain Regs Apply to Ag property

Craig,

*4-19-21
 blue notes - zoom meet
 w/ Steve Higgins*

The red font are my responses to the locations they are asking about. All but No. 8 are out of our jurisdiction and within the City of Manhattan. Please let me know if you have any questions.

We want provided to us for the meeting no rise certificates for:

1. The construction of the walkway at Scenic Dr and Wildcat Bridge (City of Manhattan) - *city project - city rep*
2. Parcel #[2161401005004000](#) (City of Manhattan)
3. Wildcat Creek and Fort Riley Blvd bridge (City of Manhattan) - *KDOT project*
4. Parcel #[2162400000003020](#), (City of Manhattan)
5. The bridge at [2151500000004000](#), (City of Manhattan) - *annenberg Park (foot bridge)*
6. The Township that graded the road on Temple lane, (The grading of the road is normal maintenance, not unlike normal farming practices. If the road wasn't maintained, there would be no access. This is calculated in the same manner as the houses that are within the floodway now on S. Manhattan)
7. The pile of material located in parcel [1762400000005010](#) (UNITED STATES OF AMERICA TUTTLE CREEK LAKE) *comp of Engineer Adam*
8. Both the no rise certificate and building permit for the structure on the City on Manhattan property [2041920000002000](#) off of Temple lane: The structure that Richard showed you on April 3rd. (This was not known to either myself, or the property owner, which is the City of Manhattan. They are working to have this resolved.) - *maybe homeless structure (city owns property)*

Steve Higgins, CFM, CSI
 Zoning Enforcement Officer
 Riley County Kansas
 110 Courthouse Plaza
 Manhattan, KS 66502
 (785) 537-6332
shiggins@rileycountvks.gov

Attachment: BOCC Presentation (13326 : Discussion of Britt's questions)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: April 17, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 04.17.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ November, 2022 and through April 12, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Work staff of Clerk’s office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22;11-1-22;11-2-22) Attend District Court Case Management conference in Riley County District Court on pending appeal of County’s approval of update to Prairiewood’s preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) Work on information for annual audit. (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on “Prairiewood” neighboring landowner appeal to Riley County District Court of BOCC’s method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court’s decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review’s placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to “case management order” provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal’s certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited

Attachment: FINAL Commission List 04.17.2023 (13329 : Clancy's Commission List)

information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant's attorney's office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22; 12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of "RAISE" federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23; 2-6-23) Forward KORA request to this department's staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities' sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23; 2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23; 2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23; 2-24-23; 2-27-23; 2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23; 3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23; 3-17-23) Staffing with multiple county office representatives on real property ownership issue. (3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion. (3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-

26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county's insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. ***Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23;4-10-23; 4-11-23;4-12-23)***

"Constitutional Protection of County Home Rule": Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in Overland Park, October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Constitutional Protection of County Home Rule"; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10- 15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

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

"Dark Store":

District Court: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022. (8-31-22)

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is "listed" as a "historic site," there are state law restrictions applicable whenever a "project" is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next "project." I will provide any necessary notice of that "project" to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the

primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it's "listed." Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk's extension of time to file answer to County's petition for judicial review, at Defendants' request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant's attorney's request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County's brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File County brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) Work with District Court Judge's staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County's Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County's Petition and opposing counsel's response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive "Attachment H," which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that "Attachment H" throughout my brief in support of the county's petition. (7-19-22) Respondent's brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSB. (8-5-22) Mail Court portion of record on appeal. (8-12-22) Legal research for reply brief. (8-14-22;8-15-22;8-16-22;8-17-22) Legal research for reply brief. (8-18-22;8-19-22; 8-20-22;8-21-22;8-22-22) File reply brief with District Court. (8-22-22) Work with opposing counsel and Court to schedule oral arguments by counsel. (8-30-22; 8-31-22) Oral argument of counsel before Lyon County District Court. (11-10-22) Lyon County District Court announces its decision by zoom. Court vacates placement of 1st Christian Church on Kansas Register of Historic Places as illegal act; But because Church was validly placed on National Register of Historic Places, and state law requires all properties on National Register are placed on Kansas Register, the Church remains on the Kansas Register of Historic Places. (11-15-22) Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court's ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) **Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard**

appeal. (4-6-23)

Human Resources: Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22) Work with HR and Department Head on personnel matter. (4-5-23)

Indigent Legal Services: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23;2-13-23;2-14-23-2-15-23;2-16-23;2-19-23;2-20-23;2-21-23;2-22-23;2-24-23;2-26-23;2-27-23;2-28-23;3-1-23;3-2-23;3-3-23; 3-4-23;3-6-23; 3-7-23;3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23)

Intergovernmental Luncheon Meeting: Attend and describe Riley County state legislative platform for 2023. (11-28-2022)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22) Work on dates for Annual Legislative Conference—invitation emailed delegation asking their preference between Monday, December 5th and Thursday, December 8th, noon to 2 pm—lunch provided. (10-26-22) Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other

county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23; 1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23; 2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary. (2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201 (requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237 (no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23; 3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23; 3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023 or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23; 3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually. (3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23) Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) **Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23)**

Leonardville North County EMS Station: Call and leave message for City of Leonardville's attorney. (9-14-22) Assist EMS with project. (9-19-22) **Follow up call to City of Leonardville attorney. (4-11-23)**

Attachment: FINAL Commission List 04.17.2023 (13329 : Clancy's Commission List)

Legislation: Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23)

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

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

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

Riley County Annual Legislative Conference: Discussion with County Treasurer regarding statewide Treasurer's association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration). (11-30-22) Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee: Participate in committee meeting. (9-13-22)

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

II. Projects by Department:

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

Riley County Appraiser's Office: Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax

appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. (3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23)

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

Riley County Clerk: Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23)

Riley County Community Corrections: Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23)

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with

County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

Riley County Extension:

Riley County Fire District No. 1:

Riley County GIS:

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

Riley County Historical Museum:

Riley County Human Resources: Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22; 12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) ***Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23)***

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22)

Riley County Planning & Development: Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15-22; 11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member

to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) ***Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23)***

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23)

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

department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation.(3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) ***Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter.(4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23)***

Riley County Register of Deeds: Review information on recording fee. (11-18-22) Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

Riley County Treasurer: Meeting with Treasurer to review legislative proposal developed by statewide Treasurers' association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22) Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law Board"): Prepare 2023 proposed lease on "Aggieville Substation" for consideration by BOCC at upcoming public meeting. (11-22-22) Approved by BOCC. (11-28-22) Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts.(3-22-23)

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

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

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22;12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; "Practical Law" updates from

Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) ***Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23)***

Continuing Legal Education:

County Counselor Association of Kansas: Attend semiannual CLE program during KAC annual meeting. (10-18-22) Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023)

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

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

Kansas Association of Counties: Attend annual meeting. (10-17-22 to 10-19-22).

Staff Budget and Planning Committee: Attend meeting. (10-25-22) Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Day Planning Committee: Tour with members of staff committee proposed venue for event. (9-14-22) Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23)

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Clancy Holeman, Riley County Counselor

MEETING: April 17, 2023

SUBJECT: Resolution Opposing Appointment of Animal Control Officers to Supervision of RCPD

PRESENTER: Clancy Holeman

BACKGROUND

The attached is a resolution opposing a pending or potential request from City of Manhattan members on the law board asking the law board to appoint “animal control officers” (ACOs) to the supervision of RCPD.

DISCUSSION

This item is for discussion at today’s Law Board meeting. Friday, April 13, 2023, this Board requested a resolution opposing that request for appointment.

FISCAL IMPACT

The fiscal impact of some aspects of such appointments is referred to in the attached resolution.

RECOMMENDATION(S)

I recommend the Board approve the resolution as submitted.

POSSIBLE MOTION(S)

- A. “I move the Board approve the resolution in its current form.”
- B. “I move the Board approve the resolution, **with the following changes... .**”

C. “I move the Board **not** approve the resolution.”

Enclosures:

- Resolution Animal Control Home Rule(DOCX)

RESOLUTION NO. 041723-__**A HOME RULE RESOLUTION OPPOSING THE RILEY COUNTY
LAW ENFORCEMENT AGENCY'S APPOINTMENT OF ANIMAL CONTROL
OFFICERS TO THE RILEY COUNTY POLICE DEPARTMENT AND
REQUESTING NO SUCH APPOINTMENTS BE MADE**

WHEREAS, City of Manhattan members of the Riley County Law Enforcement Agency (hereinafter "Law Board") have publicly proposed the Law Board should appoint Animal Control Officers (hereinafter "ACOs") to the Riley County Police Department (hereinafter "RCPD"). The Board of Riley County Commissioners requests the Law Board not make such appointments for the following reasons:

- I. Such appointments would make Riley County legally responsible for paying 20% of the cost of their employment, as required by K.S.A. 19-4443; and
- II. Such appointments would make Riley County solely responsible for the costs of maintaining or replacing the City of Manhattan-owned animal shelter, as an RCPD "facility," as required by K.S.A. 19-4437; and
- III. Such appointments are not authorized by K.S.A. 19-4433 because RCPD supervision of ACOs is not part of the primary consolidated law enforcement mission of RCPD, which is "to provide for the protection of persons and property and to promote the general welfare of the citizens of the state of Kansas through efficient law enforcement and police protection," as required by K.S.A. 19-4424; and
- IV. Such appointments are not authorized by K.S.A. 19-4433 because the consolidated law enforcement mission of RCPD must be provided throughout Riley County, including the unincorporated area and the small cities, not limited to the City of Manhattan; and

- V. Such appointments are not authorized by K.S.A. 19-4443 because the definition of an ACO appears only in the state's "Pet Animal Act," a statutory scheme which has as its primary mission, to "license, permit and regulate the conditions of certain premises and facilities within the state of Kansas where animals are maintained, sold or offered or maintained for sale. ...", as required by K.S.A. 47-1726; and
- VI. Such appointments are not authorized by K.S.A. 19-4443 because when the primary mission of RCPD and the Law Board under the consolidated law enforcement statutes is compared to the primary mission of the "Pet Animal Act" and its ACOs, those separate and distinct lawful missions are entirely different, and must be respected.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF
COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:**

Section 1. The Law Board cannot lawfully appoint Animal Control Officers to RCPD.

Section 2. The Law Board is respectfully requested to decline making such appointments.

Section 3. This is an ordinary home rule resolution and will take effect and be in force from and after its passage and publication as provided by law.

Adopted this 17th day of April 2023.

**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS**

Kathryn Focke, Chairwoman

John Ford, Vice Chair

ATTEST:

Greg McKinley, Member

Rich Vargo, Riley County Clerk

(Seal)

Attachment: Resolution Animal Control Home Rule (13331 : Animal Control Officers)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: April 17, 2023

SUBJECT: 2024 Merit and COLA Pay Request

PRESENTER: Elizabeth Ward

BACKGROUND

Each year, as part of the annual budget cycle, the Human Resource Director and Budget and Finance Officer research the changes to cost of living over the previous year, for Riley County, including the city of Manhattan, and surrounding areas. Generally, annualized average increase for our specific area is presented to the Board of County Commissioners as a request for an adjustment to the Riley County pay scales base rates in the form of a Cost-of-Living Adjustment (COLA).

Additionally, based on satisfactory completion of annual performance evaluations, the Human Resource Director, representing the Department Heads, requests a merit increase for Riley County employees as defined by the Riley County pay policy.

The 2024 budget year is unique with the implementation of the salary study conducted in 2023, 3 arbitrary requirements were used to place positions into the pay scale: 1) the pay scale was increased by 10.5%, 2) employees with more than 10 years of service at Riley County received an additional 5% increase in pay and 3) no employee was placed at a rate lower than their previous rate, even if the rate was over the new pay scale. This resulted in inconsistent pay rates for similar positions. As discussed in 2023, the pay rates for 2024 will need to be leveled into a consistent pay scale to pay employees in similar positions, with similar years of experience at the same rates. Without a structured pay scale, the county is at risk of unfair pay policies.

The new pay process, implemented in 2023, is based on verifiable years of experience- refer to attached pay policy.

Extensive work was done in 2023 to ensure the compensation plan for Riley County is competitive in the labor market. It is extremely important for our pay scales to align with the current Cost of Living to remain competitive and not lose the footing gained in 2023.

COLA: Cost of Living Adjustment. One avenue for employers to provide an offset to inflation related to costs of goods and services.

The proposed percentage of COLA is based on the Consumer Price Index for Midwest Urban Consumers (CPI-U) which measures monthly changes to consumer prices. Riley County Pay Process sets the CPI-U for the county for the 12-month period ending December 31 of the previous calendar year. This year that percent is 8%

Merit: merit increases are given to employees based on performance. Merit increases are designed to reward and encourage top performance.

Riley County uses a formal performance review process combined with our pay scale to define the expectations of performance and the merit increase per position.

Market (including market rate): the salary paid for positions with similar requirements and responsibilities in the region we recruit from. This is the median base salary other employers pay for a similar occupation. This does NOT reflect the value of any employee or candidate of Riley County

Competitive pay: pay that is comparable to the market rate of a similar position. Riley County has established a competitive pay philosophy of the 75th percentile, meaning pay for similar positions would not be the market leader, but would be more competitive than the median rate.

Compression: occurs when formal pay scales are not adhered to resulting in those employees in similar positions earning different amounts, inconsistently, and generally without explanation.

DISCUSSION

COLA Increases:

Each year the Consumer Price Index-Urban Workers (CPI-U) publishes the annual cost of living of the prior year. **The CPI-U for the year ending December 2022 shows an increase in the cost of living for our region of 8%.** (See attached chart)

Per policy, Riley County uses this index as a guideline for our annual COLA consideration. This index is used by the City of Manhattan and Riley Co Police Department during their respective budget processes.

Merit Increases:

Because of the pay study implementation in 2023, each employee was placed in an arbitrary pay rate of 10.5% above their previous pay, plus longevity pay. To place everyone into the new pay scale, these increases will vary from 1% to 3% in 2024, depending solely on where the position

was placed in the pay study of 2023. This proposal includes full personnel costs and the cost of benefits.

For future years, the pay scale will reflect consistent rates based on verifiable years of experience for each position.

FISCAL IMPACT

The exact fiscal impact of the merit and COLA increases will be presented in the budget presentations, but for information purposes the

- 1) Approximate merit increases, based in the current pay scales of Riley County:
\$486,630
- 2) Approximate Merit and COLA increase, based on the current pay scales of Riley County plus an 8% Cost of Living Adjustment
\$2,714,720

RECOMMENDATION(S)

Recommendation is to approve merit and COLA increases for the 2024 personnel budget, effective December 23, 2023.

POSSIBLE MOTION(S)

I move the Board approve the proposed merit and COLA increases for the 2024 personnel budget, effective December 23, 2023.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 CPI-U Presentation (PDF)
- Riley County Pay Process 2023 (PDF)

CPI for All Urban Consumers (CPI-U) 12-Month Percent Change

Series CUUR0200SA0,CUUS0200SA0

Not Seasonally Adjusted

Series All items in Midwest urban, all urban consumers,

Area: Midwest

Item: All items

Base 1982-84=100

Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	1.3	2.2	1.4	1.2	1.8	2.2	1.8	1.2	1.0	0.8	1.0	1.0	1.4	1.7	1.1
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6	4.9												

<https://data.bls.gov/pdq/SurveyOutputServlet>

Attachment: 2024 CPI-U Presentation (13333 : 2024 Merit and COLA Pay Request)

Riley County Pay Process

Riley County believes in fair and equitable salaries for all employees in order to recruit, retain and reward productive individuals who serve the citizens of Riley County through various services and programs. Salaries are determined based on related experience and market conditions.

All employees shall receive a rate of pay no less than the minimum of the assigned pay range, and no higher than the maximum rate of the same range.

New hire pay rate is determined based on the position range, and the employee's verifiable job-related experience. New employees to Riley County will be placed at the minimum rate of the appropriate pay range, unless he/she meets the following criteria:

- 1 years of verifiable, non-county job-related experience, above required experience, will merit
 - 3% above minimum rate of the pay scale
- 3 years of verifiable, non-county job experience, above required experience, will merit
 - 6% above Minimum rate of the pay scale
- 5 years of verifiable, non-county job experience, above required experience, will merit
 - 9% above Minimum rate of the pay scale
- 7 years verifiable, non-county job experience in a similar role, above required experience, will merit
 - 6%-9% below Mid-rate rate of the pay scale
- 10+ years of verifiable, non-county job experience in a similar role above required experience, will merit
 - 3% below, up to mid-rate of the pay scale

No employee will start a position above the mid-rate without express approval by the Board of County Commissioners.

All rate placements will be requested by the hiring manager and approved by the Director and Human Resource Director.

The Department Head and Human Resource Director may recommend a new hire placement above the mid-rate of any of the pay structures only based on extenuating circumstances surrounding the applicant's verifiable experience and qualifications, or market conditions or internal equity.

Compensation increases will remain within the approved pay scale for the respective year and will be managed based on Riley County Human Resource's performance evaluation guidelines. Increases will be in the form of cost-of-living adjustments (COLA) and merit increases as defined in the approved pay scales.

Stipends

Both Riley County Fire District #1 and Riley County Temporary Elections teams are paid by stipend. The stipend rate for each will be recommended by the Department Head and Human Resource Director and approved, during regular budget process, by the Riley County Commissioners.

Promotions, transfers and reassignments

Riley County believes strongly in training and equipping our employees to continue professional growth. In such, internal promotions and transfers are strongly encouraged and supported, when an opening exists that matches a current employees skill set, aptitude and interest.

Effective Dec 24, 2022

When an employee transfers from one position to another, whether within the same department or to another department, the following guidelines will apply:

- Riley County Human Resource Performance Evaluation guidelines will be followed to assess performance for each employee, including promotions, transfers and reassignments
- Job transfers/changes within the same range, shall merit no increase in pay.
- Job transfers to a lower range, will move to the assigned pay range and rate will be assigned based on the above criteria
- Promotions to a higher range, will move to the assigned pay range and rate will be assigned based on the above criteria
- Promotions which include a new assignment of staff supervision, will merit an average of 7% increase in pay, moving the employee to the rate nearest to the 7% increase within the assigned range.

Pay Increases

All pay increases are subject to the availability of funds and approval of the Board of County Commissioners.

- Economic Adjustments. Annual economic adjustments (also known as a cost-of-living adjustment(COLA)) may be approved by the Board of County Commissioners and applied to the pay scale. In determining the amount of the adjustment, the Board of County Commissioners will use the Department of Labor's Bureau of Labor Statistics Consumer Price Index for All Urban Consumers, Midwest Region (CPI-U), annualized for the previous calendar year, ending in December. In order to remain competitive within the local job market, the Board of County Commissioners may adjust those figures after comparisons are made with other local public employers for fairness and consistency. Salary changes based on approved cost-of-living adjustments will go into effect in the first pay period of the year.
- Merit Increases. A department head will recommend a pay increase for employees based on an annual performance evaluation rating of satisfactory or better.
 - a. A regular employee who receives an annual evaluation that is less than satisfactory, and is retained in the position, shall receive a cost-of-living adjustment only.
 - b. Employees cannot exceed the maximum of the pay scale range. Employees who have reached the top of the schedule will still be eligible for a cost-of-living adjustment, if approved by the Board of County Commissioners.
 - c. Employees hired between July 1st and December 31st will not be eligible for a merit increase until the following year.
 - d. Other Pay Increases. Pay increases for interns, as-needed, temporary, and seasonal employees will consist of any approved cost-of-living adjustment only.
 - i. A seasonal, TASND or intern employee who has worked more than two thousand (2,000) hours is eligible to receive a merit pay increase and eligible for merit increase for each additional two thousand (2,000) hours of work.
 - ii. An as-needed employee who has maintained five (5) years of continuous service is eligible to receive a merit pay increase. The pay increase will take place in the pay period following the completion of five (5) years, and each subsequent fifth year thereafter.



**EMERGENCY
MANAGEMENT/FIRE**
Bid

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Laurie Harrison, Assistant Director

MEETING: April 17, 2023

SUBJECT: Reject Fire Station Bids

PRESENTER: Russel Stukey, Director

BACKGROUND

Riley County Fire Dist #1 received bids for construction of new stations located at Ashland and University Park. Those bids came in higher than expected.

DISCUSSION

RCFD #1 staff have reviewed the bids and discussed the construction costs with the advisory board. RCFD #1 staff would like to reject all bids received for the 2 new fire stations.

FISCAL IMPACT

RECOMMENDATION(S)

Allow all bids to be rejected.

POSSIBLE MOTION(S)

Move to approve the recommendations from RCFD #1 staff to reject all bids received for new fire stations at Ashland and University Park

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



PLANNING & DEVELOPMENT
Contract

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: April 17, 2023

SUBJECT: Authorize Chairwoman to sign contract for temporary environmental health services

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

Riley County is currently without an Environmental Health Specialist. The BOCC recently approved a contract for soil evaluations.

DISCUSSION

Randy Barten is a retired Sanitarian who is able to offer temporary assistance one day per week. He will assist with ensuring the correct wastewater system is installed as well as inspections of said systems.

An unsigned contract is attached. I am working with the contractor to obtain a signature before the BOCC meeting and will bring with me for the Chairwoman's signature.

FISCAL IMPACT

The contract rate is \$60 per hour, plus mileage to and from his residence. This will be covered under Planning & Development's current budget.

RECOMMENDATION(S)

Staff recommends the BOCC authorize the Chairwoman to sign the contract for temporary environmental health services.

POSSIBLE MOTION(S)

Move to approve the Chairwoman signing the contract for temporary environmental health services.

Enclosures:

- Riley County_RBarten temp EH asst (PDF)

Contract for Temporary Services

This is a contract between Randy Barten (hereinafter “Contractor”) and Riley County, Kansas (hereinafter “County”) for Environmental Health Specialist services. Contractor and County agree to the following:

1. **SERVICES:** County requires an Environmental Health Specialist professional to temporarily assist County by providing County professional, timely, and accurate sanitarian services. Contractor agrees to perform all those services personally. None of Contractor’s services herein can be subcontracted by Contractor to another person or business without the advance written permission of County.

Contractor shall perform the following services for County:

Conduct scheduled wastewater system determination/verifications, and wastewater system inspections, up to 8 hours per work week, taking into account Contractor’s availability.

2. **EQUIPMENT:** County shall supply the equipment needed to perform the services as listed, including access to and use of a county vehicle while performing the services as listed. If any portion of Contractor’s work must be performed with access to County’s records or computer network, County shall provide Contractor such access, provided Contractor first executes and returns to Client any document County requires before allowing Contractor access to County’s computer network or other records. Contractor shall provide the means and performance necessary to complete the services described in Section 1 of this contract.

3. **COMPENSATION:** County shall pay Contractor **\$60.00** per hour for work, as needed, per week, plus mileage reimbursement at the Riley County rate. Compensation shall not include time Contractor expends driving to or from Contractor’s residence to perform the services as listed. Mileage reimbursement shall be only for Contractor’s time expended driving once each work day from Contractor’s residence to the Riley County work site and once each day from that Riley County work site to Contractor’s residence at the end of that day’s work. Contractor shall invoice on a monthly basis on the last day of the month to be paid by the County the following month. Time spent recording work and invoicing shall not be considered time worked and shall not be invoiced or billed to County. The compensation agreed upon in this section shall be on the sole compensation provided to Contractor under this agreement.

No Payment in Certain Circumstances: Payment shall not be made to the Contractor under these circumstances:

- A. Contractor does not perform the Services to the reasonable satisfaction of the County.
- B. County may terminate this contract immediately for convenience at any time, by verbal or written notice. Upon receipt of such verbal or written notice of termination, Contractor shall immediately cease all work under this agreement. If this contract is terminated by

County for convenience, Contractor shall be paid for acceptable work completed prior to termination.

4. **TERM:** It is mutually agreed that this contract shall begin upon execution of this Contract by both parties **and is for an indefinite term, but is intended by the parties to be for an initial term lasting until June 1, 2023, at the sole discretion of County.** During such initial term, this contract may be terminated at the request of either party if such party gives 10 **days** advance verbal or written notice to the other party. The parties may agree to extend the initial term in a writing executed with the same formalities as this contract.
5. **CREDENTIALS:** The Contractor will maintain the professional credentials, licenses and certifications necessary to provide County the services described in this contract during its term.
6. **AGREEMENT WITH KANSAS LAW:** All disputes and matters whatsoever arising under, in connection with or incident to this contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.
7. **INDEPENDENT CONTRACTOR:** It is agreed the legal relationship between Contractor and County is of a contractual nature. Both parties assert and believe Contractor is acting as an independent contractor in providing the services and performing the duties required by county herein. Contractor is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Contractor, and any employees, agents or volunteers of Contractor shall not be within the protection or coverage of County's worker's compensation insurance, nor shall Contractor, and employees, agents or volunteers of Contractor, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Contractor. Contractor shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Contractor's sole expense, unless specifically provided otherwise herein.

COUNTY

CONTRACTOR

Board of Riley County Commissioners

Kathryn Focke, Chairwoman

Randy Barten

ATTEST:

(Seal)

Rich Vargo, Riley County Clerk

Attachment: Riley County_RBarten temp EH asst (13325 : Contract for Environmental Health services)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
April 17, 2023 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

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

- | | | |
|-------------|----|--|
| Pages 6-13 | A. | Approval of March 20, 2023 Law Board Meeting Minutes |
| Pages 14-25 | B. | Approve 2023 Expenditures/Credits |
| Pages 26-27 | C. | 2023 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Page 28 | D. | Juvenile Transport Reimbursement |
| Pages 29-32 | E. | RCPD Related County Expenditures- <i>(Review)</i> |
| Page 33 | F. | Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| | G. | Reports- <i>(Review)</i> |
| Pages 34-47 | 1. | Monthly Crime Report |

IV. GENERAL AGENDA

- | | | |
|---------------|----|---|
| | H. | Additions or Deletions |
| | I. | Public Comment |
| | J. | Fraternal Order of Police Lodge #17 Comments |
| | K. | Board Member Comments |
| Page 48 | L. | National Correctional Officers' Week Proclamation- Chairperson Matta |
| Page 49 | M. | National Police Week Proclamation- Chairperson Matta |
| Pages 50-83 | N. | Bureau of Justice Assistance Grant Opportunity- Director Peete- <i>(Vote Required)</i> |
| Pages 84-100 | O. | Request to Increase Personnel Allocation- Addition of Civilian General Counsel- Director Peete- <i>(Discussion)</i> |
| Pages 101-144 | P. | Initial Organizational Assessment- Director Peete- <i>(Discussion)</i> |
| | Q. | Animal Control Services- <i>(Discussion)</i> |
| Pages 145-156 | 1. | Presentation by Interim Director of Parks and Recreation Wyatt Thompson |
| Pages 157-191 | 2. | Presentation by Riley County Police Department Director Peete |
| Pages 192-235 | R. | 2024 Budget Development- Director Peete, Captain Jager & Staff- <i>(Discussion)</i> |
| Pages 236-237 | S. | 2024 Budget for Publication- Director Peete & Board- <i>(Discussion/Possible Vote)</i> |
| | T. | Executive Session- <i>(Vote Required)</i> |
| | 1. | Non-Elected Personnel Matters |
| | 2. | Attorney Client Privilege |
| | U. | Adjournment |

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

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



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

**Monday, April 17, 2023
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

March 31, 2023	Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
	Authorization	March	3 Months	25.00%	Actual	9 Months	75.00%
01 Salaries-Full Time	15,637,969.00	1,203,986.45	3,829,728.36	24.49%	3,308,720.90	11,808,240.64	75.51%
02 Salaries-Part Time	125,000.00	8,468.81	22,068.19	17.65%	24,560.90	102,931.81	82.35%
03 Salaries-Overtime	471,762.00	64,794.93	183,780.50	38.96%	153,874.42	287,981.50	61.04%
TOTAL SALARIES	16,234,731.00	1,277,250.19	4,035,577.05	24.86%	3,487,156.22	12,199,153.95	75.14%
36 Kansas Police & Fire	2,155,361.00	167,531.52	596,568.00	27.68%	444,106.27	1,558,793.00	72.32%
37 KPERS	646,542.00	49,363.44	173,495.33	26.83%	123,129.77	473,046.67	73.17%
38 Social Security	654,574.00	49,818.18	156,768.95	23.95%	135,862.55	497,805.05	76.05%
39 Health Insurance	1,537,150.00	120,000.00	360,000.00	23.42%	360,000.00	1,177,150.00	76.58%
40 Workers Compensation Insurance	380,000.00	20,063.24	90,794.16	23.89%	26,382.06	289,205.84	76.11%
41 Unemployment Compensation	16,234.00	1,225.97	3,849.65	23.71%	3,332.67	12,384.35	76.29%
TOTAL EMPLOYEE BENEFITS	5,389,861.00	408,002.35	1,381,476.09	25.63%	1,092,813.32	4,008,384.91	74.37%
TOTAL PERSONNEL COSTS	21,624,592.00	1,685,252.54	5,417,053.14	25.05%	4,579,969.54	16,207,538.86	74.95%
04 Utilities	205,000.00	19,715.41	41,203.82	20.10%	37,551.98	163,796.18	79.90%
05 Insurance	320,000.00	337,295.00	468,299.00	146.34%	431,517.00	-148,299.00	-46.34%
06 Legal & Accounting	85,000.00	7,196.84	16,947.28	19.94%	17,919.06	68,052.72	80.06%
07 Training & Travel	108,000.00	17,315.06	23,799.65	22.04%	37,550.25	84,200.35	77.96%
08 Postage	7,400.00	154.20	1,342.61	18.14%	1,051.60	6,057.39	81.86%
09 Printing	7,500.00	0.00	99.82	1.33%	796.51	7,400.18	98.67%
10 Rentals-Maint Agreements	60,000.00	4,926.75	9,812.74	16.35%	10,148.38	50,187.26	83.65%
11 Building & Grounds	30,000.00	585.07	3,391.48	11.30%	4,308.59	26,608.52	88.70%
12 Equipment Repair & Maintenance	85,000.00	3,310.79	5,910.42	6.95%	18,796.86	79,089.58	93.05%
13 Vehicle Maintenance	90,000.00	10,055.55	15,110.95	16.79%	61,275.88	74,889.05	83.21%
14 Telephone Service	62,000.00	7,797.33	8,705.59	14.04%	25,513.24	53,294.41	85.96%
16 Medical Fees	15,000.00	3,365.00	4,343.00	28.95%	6,159.15	10,657.00	71.05%
19 Contractual Services-Computers	690,000.00	31,335.89	69,908.01	10.13%	48,838.93	620,091.99	89.87%
20 Other Contractual Services	314,000.00	250,475.17	310,387.76	98.85%	133,281.50	3,612.24	1.15%
TOTAL CONTRACTUAL SERVICES	2,078,900.00	693,528.06	979,262.13	47.10%	834,708.93	1,099,637.87	52.90%
17 Prisoner Food & Care	195,000.00	24,968.49	61,024.13	31.29%	75,384.58	133,975.87	68.71%
21 Community Services	17,500.00	0.00	745.00	4.26%	1,688.78	16,755.00	95.74%
22 Books, Subscriptions, Memberships	10,000.00	1,001.46	2,548.18	25.48%	1,933.95	7,451.82	74.52%
23 Uniforms & Accessories	40,000.00	6,550.37	9,342.15	23.36%	15,464.56	30,657.85	76.64%
25 Maintenance Supplies	29,500.00	1,322.14	1,908.59	6.47%	2,671.73	27,591.41	93.53%
26 Fuel & Lubrication	163,000.00	21,381.21	24,512.19	15.04%	36,882.75	138,487.81	84.96%
27 Vehicle Tires	17,000.00	1,002.14	1,002.14	5.89%	0.00	15,997.86	94.11%
28 Office Supplies	24,000.00	5,449.22	6,788.31	28.28%	4,913.73	17,211.69	71.72%
29 Replenishment Supplies	45,000.00	3,419.04	5,492.95	12.21%	19,550.62	39,507.05	87.79%
TOTAL COMMODITIES	541,000.00	65,094.07	113,363.64	20.95%	158,490.70	427,636.36	79.05%
30 Communications Equipment	10,000.00	0.00	0.00	0.00%	17,369.94	10,000.00	100.00%
31 Guns & Crime Equipment	60,000.00	1,016.00	16,457.55	27.43%	228,897.03	43,542.45	72.57%
32 Furniture	15,000.00	2,688.15	2,850.61	19.00%	1,181.00	12,149.39	81.00%
33 Office Equipment	452,000.00	1,455.26	1,455.26	0.32%	41,464.44	450,544.74	99.68%
34 Vehicles and Equipment	270,000.00	0.00	0.00	0.00%	5,566.63	270,000.00	100.00%
TOTAL CAPITAL OUTLAY	807,000.00	5,159.41	20,763.42	2.57%	294,479.04	786,236.58	97.43%
TOTAL NON-PERSONNEL COSTS	3,426,900.00	763,781.54	1,113,389.19	32.49%	1,287,678.67	2,313,510.81	67.51%
TOTAL EXPENDITURES	25,051,492.00	2,449,034.08	6,530,442.33	26.07%	5,867,648.21	18,521,049.67	73.93%

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

	December 31, 2022 as of March 31, 2023	Budget Authorization	Current Actual after end of year	Actual-YTD Year	% to date 100%	Last YTD Actual	Remaining	% Balance
01 Salaries-Full Time		13,980,077.00	0.00	13,039,960.34	93.28%	12,787,711.85	940,116.66	6.72%
02 Salaries-Part Time		125,000.00	0.00	68,768.31	55.01%	99,883.42	56,231.69	44.99%
03 Salaries-Overtime		471,762.00	0.00	657,706.61	139.41%	574,030.70	-185,944.61	-39.41%
TOTAL SALARIES		14,576,839.00	0.00	13,766,435.26	94.44%	13,461,625.97	810,403.74	5.56%
36 Kansas Police & Fire		1,932,211.00	0.00	1,792,200.54	92.75%	1,756,178.36	140,010.46	7.25%
37 KPERS		611,788.00	0.00	527,749.63	86.26%	503,009.36	84,038.37	13.74%
38 Social Security		590,623.00	0.00	539,001.24	91.26%	517,479.42	51,621.76	8.74%
39 Health Insurance		1,537,150.00	0.00	1,500,000.00	97.58%	1,540,000.00	37,150.00	2.42%
40 Workers Compensation Insurance		380,000.00	17,584.97	149,906.04	39.45%	258,737.48	230,093.96	60.55%
41 Unemployment Compensation		14,577.00	0.00	13,183.22	90.44%	12,896.48	1,393.78	9.56%
TOTAL EMPLOYEE BENEFITS		5,066,349.00	17,584.97	4,522,040.67	89.26%	4,588,301.10	544,308.33	10.74%
TOTAL PERSONNEL COSTS		19,643,188.00	17,584.97	18,288,475.93	93.10%	18,049,927.07	1,354,712.07	6.90%
04 Utilities		205,000.00	30,604.03	284,888.18	138.97%	201,709.54	-79,888.18	-38.97%
05 Insurance		320,000.00	67,530.00	567,777.00	177.43%	480,280.96	-247,777.00	-77.43%
06 Legal & Accounting		85,000.00	6,018.49	84,491.89	99.40%	99,050.14	508.11	0.60%
07 Training & Travel		108,000.00	5,924.55	163,643.81	151.52%	123,829.00	-55,643.81	-51.52%
08 Postage		7,400.00	26.22	5,545.85	74.94%	5,688.28	1,854.15	25.06%
09 Printing		7,500.00	3,919.26	10,825.48	144.34%	6,558.91	-3,325.48	-44.34%
10 Rentals-Maint Agreements		60,000.00	5,130.90	55,470.65	92.45%	46,800.66	4,529.35	7.55%
11 Building & Grounds		30,000.00	2,232.37	36,034.75	120.12%	74,521.68	-6,034.75	-20.12%
12 Equipment Repair & Maintenance		85,000.00	14,111.33	75,705.83	89.07%	75,319.03	9,294.17	10.93%
13 Vehicle Maintenance		90,000.00	25,119.62	182,746.38	203.05%	137,840.89	-92,746.38	-103.05%
14 Telephone Service		62,000.00	13,876.15	96,113.93	155.02%	90,140.17	-34,113.93	-55.02%
16 Medical Fees		15,000.00	6,142.00	41,319.15	275.46%	64,535.41	-26,319.15	-175.46%
19 Contractual Services-Computers		690,000.00	26,968.26	763,513.38	110.65%	648,392.29	-73,513.38	-10.65%
20 Other Contractual Services		314,000.00	43,346.85	672,934.96	214.31%	660,584.39	-358,934.96	-114.31%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	250,950.03	3,041,011.24	146.28%	2,715,251.35	-962,111.24	-46.28%
17 Prisoner Food & Care		195,000.00	44,799.85	380,525.36	195.14%	253,390.20	-185,525.36	-95.14%
21 Community Services		17,500.00	249.65	19,953.68	114.02%	20,843.65	-2,453.68	-14.02%
22 Books, Subscriptions, Memberships		10,000.00	2,733.67	18,972.08	189.72%	16,918.76	-8,972.08	-89.72%
23 Uniforms & Accessories		40,000.00	23,256.07	126,374.95	315.94%	67,609.47	-86,374.95	-215.94%
25 Maintenance Supplies		29,500.00	2,195.60	21,211.75	71.90%	19,842.46	8,288.25	28.10%
26 Fuel & Lubrication		163,000.00	30,642.60	314,684.96	193.06%	220,100.62	-151,684.96	-93.06%
27 Vehicle Tires		17,000.00	4,049.52	19,664.94	115.68%	16,493.23	-2,664.94	-15.68%
28 Office Supplies		24,000.00	3,400.79	48,983.02	204.10%	28,327.74	-24,983.02	-104.10%
29 Replenishment Supplies		45,000.00	8,667.77	65,851.94	146.34%	143,850.46	-20,851.94	-46.34%
TOTAL COMMODITIES		541,000.00	119,995.52	1,016,222.68	187.84%	787,376.59	-475,222.68	-87.84%
30 Communications Equipment		10,000.00	100,334.00	119,010.42	1190.10%	37,594.26	-109,010.42	-1090.10%
31 Guns & Crime Equipment		60,000.00	47,147.92	132,035.88	220.06%	159,745.36	-72,035.88	-120.06%
32 Furniture		15,000.00	3,854.52	11,787.54	78.58%	5,873.27	3,212.46	21.42%
33 Office Equipment		452,000.00	0.00	64,018.21	14.16%	261,937.99	387,981.79	85.84%
34 Vehicles and Equipment		270,000.00	74,880.61	448,004.58	165.93%	510,019.94	-178,004.58	-65.93%
35 Reserves & Contingencies		0.00	0.00	35,065.00		69,338.00	-35,065.00	
TOTAL CAPITAL OUTLAY		807,000.00	226,217.05	809,921.63	100.36%	1,044,508.82	-2,921.63	-0.36%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	597,162.60	4,867,155.55	142.03%	4,547,136.76	-1,440,255.55	-42.03%
TOTAL EXPENDITURES		23,070,088.00	614,747.57	23,155,631.48	100.37%	22,597,063.83	-85,543.48	-0.37%

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

March 31, 2023		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	3 Months		To Date	To Date	Available
01	Salaries-Full Time	15,637,969.00	30,068.78	15,668,037.78	3,829,728.36	0.00	3,829,728.36	24.44%	11,838,309.42
02	Salaries-Part Time	125,000.00	0.00	125,000.00	22,068.19	0.00	22,068.19	17.65%	102,931.81
03	Salaries-Overtime	471,762.00	6,667.82	478,429.82	183,780.50	0.00	183,780.50	38.41%	294,649.32
TOTAL SALARIES		16,234,731.00	36,736.60	16,271,467.60	4,035,577.05	0.00	4,035,577.05	24.80%	12,235,890.55
36	Kansas Police & Fire	2,155,361.00	0.00	2,155,361.00	596,568.00	0.00	596,568.00	27.68%	1,558,793.00
37	KPERS	646,542.00	0.00	646,542.00	173,495.33	0.00	173,495.33	26.83%	473,046.67
38	Social Security	654,574.00	0.00	654,574.00	156,768.95	0.00	156,768.95	23.95%	497,805.05
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	360,000.00	0.00	360,000.00	23.42%	1,177,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	90,794.16	0.00	90,794.16	23.89%	289,205.84
41	Unemployment Compensation	16,234.00	0.00	16,234.00	3,849.65	0.00	3,849.65	23.71%	12,384.35
TOTAL EMPLOYEE BENEFITS		5,389,861.00	0.00	5,389,861.00	1,381,476.09	0.00	1,381,476.09	25.63%	4,008,384.91
TOTAL PERSONNEL COSTS		21,624,592.00	36,736.60	21,661,328.60	5,417,053.14	0.00	5,417,053.14	25.01%	16,244,275.46
04	Utilities	205,000.00	0.00	205,000.00	41,203.82	0.00	41,203.82	20.10%	163,796.18
05	Insurance	320,000.00	0.00	320,000.00	468,299.00	0.00	468,299.00	146.34%	-148,299.00
06	Legal & Accounting	85,000.00	0.00	85,000.00	16,947.28	0.00	16,947.28	19.94%	68,052.72
07	Training & Travel	108,000.00	3,107.37	111,107.37	23,799.65	0.00	23,799.65	21.42%	87,307.72
08	Postage	7,400.00	214.22	7,614.22	1,342.61	0.00	1,342.61	17.63%	6,271.61
09	Printing	7,500.00	0.00	7,500.00	99.82	0.00	99.82	1.33%	7,400.18
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	9,812.74	0.00	9,812.74	16.35%	50,187.26
11	Building & Grounds	30,000.00	758.90	30,758.90	3,391.48	0.00	3,391.48	11.03%	27,367.42
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	5,910.42	0.00	5,910.42	6.95%	79,089.58
13	Vehicle Maintenance	90,000.00	0.00	90,000.00	15,110.95	0.00	15,110.95	16.79%	74,889.05
14	Telephone Service	62,000.00	565.65	62,565.65	8,705.59	0.00	8,705.59	13.91%	53,860.06
16	Medical Fees	15,000.00	0.00	15,000.00	4,343.00	0.00	4,343.00	28.95%	10,657.00
19	Contractual Services-Computers	690,000.00	4,910.00	694,910.00	69,908.01	0.00	69,908.01	10.06%	625,001.99
20	Other Contractual Services	314,000.00	2,008.32	316,008.32	310,387.76	0.00	310,387.76	98.22%	5,620.56
TOTAL CONTRACTUAL SERVICES		2,078,900.00	11,564.46	2,090,464.46	979,262.13	0.00	979,262.13	46.84%	1,111,202.33
17	Prisoner Food & Care	195,000.00	0.00	195,000.00	61,024.13	0.00	61,024.13	31.29%	133,975.87
21	Community Services	17,500.00	0.00	17,500.00	745.00	0.00	745.00	4.26%	16,755.00
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	2,548.18	0.00	2,548.18	25.48%	7,451.82
23	Uniforms & Accessories	40,000.00	0.00	40,000.00	9,342.15	0.00	9,342.15	23.36%	30,657.85
25	Maintenance Supplies	29,500.00	0.00	29,500.00	1,908.59	0.00	1,908.59	6.47%	27,591.41
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	24,512.19	0.00	24,512.19	15.04%	138,487.81
27	Vehicle Tires	17,000.00	0.00	17,000.00	1,002.14	0.00	1,002.14	5.89%	15,997.86
28	Office Supplies	24,000.00	0.00	24,000.00	6,788.31	0.00	6,788.31	28.28%	17,211.69
29	Replenishment Supplies	45,000.00	0.00	45,000.00	5,492.95	0.00	5,492.95	12.21%	39,507.05
TOTAL COMMODITIES		541,000.00	0.00	541,000.00	113,363.64	0.00	113,363.64	20.95%	427,636.36
30	Communications Equipment	10,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00%	10,000.00
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	16,457.55	0.00	16,457.55	27.43%	43,542.45
32	Furniture	15,000.00	1,188.00	16,188.00	2,850.61	0.00	2,850.61	17.61%	13,337.39
33	Office Equipment	452,000.00	0.00	452,000.00	1,455.26	0.00	1,455.26	0.32%	450,544.74
34	Vehicles and Equipment	270,000.00	14,871.60	284,871.60	0.00	0.00	0.00	0.00%	284,871.60
TOTAL CAPITAL OUTLAY		807,000.00	16,059.60	823,059.60	20,763.42	0.00	20,763.42	2.52%	802,296.18
TOTAL NON-PERSONNEL COSTS		3,426,900.00	27,624.06	3,454,524.06	1,113,389.19	0.00	1,113,389.19	32.23%	2,341,134.87
TOTALS		25,051,492.00	64,360.66	25,115,852.66	6,530,442.33	0.00	6,530,442.33	26.00%	18,585,410.33

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

December 31, 2022 as of March 31, 2023		Budget Authorization	Budget Credits	Total Spendable	Spent-YTD Year	Encumbered	Total Used To Date	% Used To Date	Remaining Available
01	Salaries-Full Time	13,980,077.00	68,824.48	14,048,901.48	13,039,960.34	0.00	13,039,960.34	92.82%	1,008,941.14
02	Salaries-Part Time	125,000.00	0.00	125,000.00	68,768.31	0.00	68,768.31	55.01%	56,231.69
03	Salaries-Overtime	471,762.00	158,400.67	630,162.67	657,706.61	0.00	657,706.61	104.37%	-27,543.94
TOTAL SALARIES		14,576,839.00	227,225.15	14,804,064.15	13,766,435.26	0.00	13,766,435.26	92.99%	1,037,628.89
36	Kansas Police & Fire	1,932,211.00	0.00	1,932,211.00	1,792,200.54	0.00	1,792,200.54	92.75%	140,010.46
37	KPERS	611,788.00	0.00	611,788.00	527,749.63	0.00	527,749.63	86.26%	84,038.37
38	Social Security	590,623.00	0.00	590,623.00	539,001.24	0.00	539,001.24	91.26%	51,621.76
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	1,500,000.00	0.00	1,500,000.00	97.58%	37,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	149,906.04	0.00	149,906.04	39.45%	230,093.96
41	Unemployment Compensation	14,577.00	0.00	14,577.00	13,183.22	0.00	13,183.22	90.44%	1,393.78
TOTAL EMPLOYEE BENEFITS		5,066,349.00	0.00	5,066,349.00	4,522,040.67	0.00	4,522,040.67	89.26%	544,308.33
TOTAL PERSONNEL COSTS		19,643,188.00	227,225.15	19,870,413.15	18,288,475.93	0.00	18,288,475.93	92.04%	1,581,937.22
04	Utilities	205,000.00	0.00	205,000.00	284,888.18	0.00	284,888.18	138.97%	-79,888.18
05	Insurance	320,000.00	1,732.00	321,732.00	567,777.00	0.00	567,777.00	176.48%	-246,045.00
06	Legal & Accounting	85,000.00	0.00	85,000.00	84,491.89	0.00	84,491.89	99.40%	508.11
07	Training & Travel	108,000.00	5,797.40	113,797.40	163,643.81	0.00	163,643.81	143.80%	-49,846.41
08	Postage	7,400.00	362.62	7,762.62	5,545.85	0.00	5,545.85	71.44%	2,216.77
09	Printing	7,500.00	0.00	7,500.00	10,825.48	0.00	10,825.48	144.34%	-3,325.48
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	55,470.65	0.00	55,470.65	92.45%	4,529.35
11	Building & Grounds	30,000.00	28.32	30,028.32	36,034.75	0.00	36,034.75	120.00%	-6,006.43
12	Equipment Repair & Maintenance	85,000.00	685.01	85,685.01	75,705.83	0.00	75,705.83	88.35%	9,979.18
13	Vehicle Maintenance	90,000.00	4,623.85	94,623.85	182,746.38	0.00	182,746.38	193.13%	-88,122.53
14	Telephone Service	62,000.00	1,574.46	63,574.46	96,113.93	0.00	96,113.93	151.18%	-32,539.47
16	Medical Fees	15,000.00	0.00	15,000.00	41,319.15	0.00	41,319.15	275.46%	-26,319.15
19	Contractual Services-Computers	690,000.00	0.00	690,000.00	763,513.38	0.00	763,513.38	110.65%	-73,513.38
20	Other Contractual Services	314,000.00	8,967.52	322,967.52	672,934.96	0.00	672,934.96	208.36%	-349,967.44
TOTAL CONTRACTUAL SERVICES		2,078,900.00	23,771.18	2,102,671.18	3,041,011.24	0.00	3,041,011.24	144.63%	-938,340.06
17	Prisoner Food & Care	195,000.00	20,747.00	215,747.00	380,525.36	0.00	380,525.36	176.38%	-164,778.36
21	Community Services	17,500.00	251.77	17,751.77	19,953.68	0.00	19,953.68	112.40%	-2,201.91
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	18,972.08	0.00	18,972.08	189.72%	-8,972.08
23	Uniforms & Accessories	40,000.00	10,254.92	50,254.92	126,374.95	0.00	126,374.95	251.47%	-76,120.03
25	Maintenance Supplies	29,500.00	0.00	29,500.00	21,211.75	0.00	21,211.75	71.90%	8,288.25
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	314,684.96	0.00	314,684.96	193.06%	-151,684.96
27	Vehicle Tires	17,000.00	0.00	17,000.00	19,664.94	0.00	19,664.94	115.68%	-2,664.94
28	Office Supplies	24,000.00	0.00	24,000.00	48,983.02	0.00	48,983.02	204.10%	-24,983.02
29	Replenishment Supplies	45,000.00	2,217.71	47,217.71	65,851.94	0.00	65,851.94	139.46%	-18,634.23
TOTAL COMMODITIES		541,000.00	33,471.40	574,471.40	1,016,222.68	0.00	1,016,222.68	176.90%	-441,751.28
30	Communications Equipment	10,000.00	21,446.50	31,446.50	119,010.42	0.00	119,010.42	378.45%	-87,563.92
31	Guns & Crime Equipment	60,000.00	2,500.00	62,500.00	132,035.88	0.00	132,035.88	211.26%	-69,535.88
32	Furniture	15,000.00	179.40	15,179.40	11,787.54	0.00	11,787.54	77.65%	3,391.86
33	Office Equipment	452,000.00	3,640.12	455,640.12	64,018.21	0.00	64,018.21	14.05%	391,621.91
34	Vehicles and Equipment	270,000.00	1.00	270,001.00	448,004.58	0.00	448,004.58	165.93%	-178,003.58
35	Reserves & Contingencies	0.00	0.00	0.00	35,065.00	0.00	35,065.00	#DIV/0!	-35,065.00
TOTAL CAPITAL OUTLAY		807,000.00	27,767.02	834,767.02	809,921.63	0.00	809,921.63	97.02%	24,845.39
TOTAL NON-PERSONNEL COSTS		3,426,900.00	85,009.60	3,511,909.60	4,867,155.55	0.00	4,867,155.55	138.59%	-1,355,245.95
TOTALS		23,070,088.00	312,234.75	23,382,322.75	23,155,631.48	0.00	23,155,631.48	99.03%	226,691.27

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
March 20, 2023 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson John Ford
Secretary Barry Wilkerson Member Wynn Butler
Member Patricia Hudgins (Attended Virtually/Left at 1:00 p.m.)
Member Kaleb James Member Betty Mattingly-Ebert

Absent:

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

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

- I. Establish Quorum:** By Chairperson Matta at 12:00 p.m.
- II. Pledge of Allegiance:** Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.
- III. Consent Agenda:**
- A.** Approval of February 21, 2023 Law Board Meeting Minutes
 - B.** Approve 2022 & 2023 Expenditures/Credits
 - C.** 2023 Adjusted Financial Journal Entries
 - D.** Juvenile Transport Reimbursement
 - E.** RCPD Related County Expenditures (*Review*)
 - F.** Riley County Jail Average Daily Inmate Population- (*Review*)
 - G.** Reports- (*Review*)
 - 1. Monthly
 - a) Monthly Crime Report
 - 2. Annual
 - a) Annual IA/AA Report (26.2.5)
 - b) Annual Report of Asset Seizure & Forfeitures

Jennifer Reifschneider, Finance Manager, Riley County Police Department, briefed the Law Board on the content covered in each of the financial reports that are part of the Consent Agenda each month.

Member Mattingly-Ebert noted that the RCPD uses Xerox and Pro-Copy Inc. for printers, and Imaging Offices Systems, Inc, for printer maintenance. She wished to know if the Department utilizes three different companies for printing. She also wanted to know if the Xerox and Pro-Copy Inc. contracts include maintenance for the printers.

Finance Manager Reifschneider responded that there are multiple different printers throughout the Department. The Department leases Xerox printers. Pro-Copy, Inc. and Imaging Offices Systems, Inc. provide maintenance for many of the machines.

Member Mattingly-Ebert inquired about Voucher #2041 payable to R.K. Black for the Docuware support contract.

Finance Manager Reifschneider explained that the Department utilizes Docuware as a document management repository.

Member Mattingly-Ebert referred to Voucher #2206 payable to Amazon.com. She wished to know if the Department tries to buy locally as much as possible prior to shopping online.

Finance Manager Reifschneider responded that the supply technician for the RCPD tries to purchase items locally as much as possible while also being mindful of how much is being spent on those items.

Member James inquired about Voucher #2015 payable to Godfrey's for uniforms. He sought additional details regarding the items purchased.

Finance Manager Reifschneider replied that the \$4,863.42 paid to Godfrey's included new ballistic vests for employees.

Member James asked if the use of a single vendor for all printer/copier machines could result in cost savings to the Department. He asked RCPD staff to research the possibility.

Vice Chairperson Ford moved to approve the Consent Agenda as presented. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 7-0.

IV. General Agenda:

H. Additions or Deletions: Vice Chairperson Ford moved to strike item R. Executive Session from the General Agenda. Member Butler seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 7-0.

I. Public Comment: Citizen Gary Olds, 3308 Frontier Circle, Manhattan, KS 66503, expressed his concerns regarding taxation and the mil levy. He addressed the 2023 RCPD budget and explained that approximately 1.9 million dollars was allocated for personnel and the non-personnel costs remained flat when compared to the 2022 approved budget. As the Law Board and Department begin budget discussions for 2024, Olds asked that they find a way to mirror what was done last year with regard to the non-

personnel expenses. He would like the 2023 and 2024 budget to be the same so that it is flat across the board.

Olds asked that the Law Board to find a way to bring some property tax relief to the citizens. Olds added that he will not argue that law enforcement is one of the most essential public services. In his mind, the question is not what is needed, but how much should it cost. According to his calculations, it costs \$437 per Manhattan resident and \$248 per county resident for law enforcement services. Whether the RCPD is high or low when compared to other agencies of similar size, he is not certain. Should the Law Board obtain that information, he asked that it be publicized.

J. Fraternal Order of Police Lodge #17 Comments: Corporal Rachel Pate, President, Fraternal Order of Police (FOP) Lodge #17, introduced herself to the newest members of the Law Board. Corporal Pate stated that she looks forward to working with the Law Board and seeing them at upcoming Board meetings. Pate added that she is assigned to work the midnight shift; therefore, she may be unable to attend some of the meetings.

K. Board Member Comments: Vice Chairperson John Ford extended his appreciation to the Director and RCPD staff for being provided the opportunity to ride-along with an officer on March 4, 2023 (Fake Patty's Day). He said it was a good opportunity observe what transpires during large events when there is a little uncertainty involved. Overall, he felt that the officers and staff handled the event very well.

Vice Chairperson Ford thanked RCPD staff for working with the County on Senate Bill No. 228, a medical reimbursement bill that is working its way through legislation.

L. National Public Safety Telecommunications Week Proclamation: Chairperson Matta read the National Public Safety Telecommunications Week Proclamation proclaiming that all citizens of Manhattan and Riley County observe the week of April 9th through April 15th, 2023 as National Telecommunications Week, in honor of the men and women whose diligence and professionalism keep the city, county and citizens safe. Communication Center Manager (CCM) Tyler Siefkes accepted the proclamation on behalf of the Department.

CCM Siefkes thanked Chairperson Matta for reading the proclamation and honoring telecommunicators of the RCPD and throughout the nation. CCM Siefkes took a moment to recognize the men and women of the RCPD Communications Center by name: Supervisors Sarah Martin, Amanda Randazzo, Kim Boyda, Chase Quick and Nikki Baker. The following dispatchers were also recognized: Sarah Bell, Ceaven Evans, Dominique Culotta, DeVonna Cottrell, Lauren Weber, Amanda Ruckert, William McNee, Whitley Coke, Shanna Williams, Lleran Johnson, Jonathon Ellis, Isabelle Terpstra, Katlyn Clark, Teresa Taitano, Kayci Breese and NaKeisha Johnson.

M. Promotion Announcement: Director Peete and Assistant Director Moldrup announced the promotion of Corporal Jacob "Jake" Wilson to the rank of Sergeant. Jake Wilson has served the citizens of Manhattan and Riley County since October 7, 2003. He holds a Bachelor's of Science degree in Management and Ethics from Manhattan Christian College and a Master of Arts and Sciences in Business and Organization Security Management from Webster University.

During his career, Jake served as a Police Training Officer for 11 years and was an integral part of the Departments Emergency Response Unit (ERU) Tactical Team from 2011-2019. Prior to being promoted to the rank of Corporal, Jake distinguished himself by becoming a Master Police Officer for 4 years and receiving the firearms proficiency award of “Master Expert” for numerous years.

In addition to his service to the local community, Jake honorably served his country as a military police officer in the United States Army Reserve for 22 years, achieving the rank of Major before retiring in August 2022. In January 2023, Jake received the Veterans of Foreign Wars Post 1786 Law Enforcement Officer of the Year Award and in April he will be receiving the VFW District Law Enforcement Officer of the Year Award. Jake Wilson was presented the Sergeant’s badge that was pinned on his uniform by his wife, Erin Wilson.

Sergeant Jake Wilson expressed his appreciation to everyone for their vote of confidence and gave thanks to the Lord Jesus Christ for the blessing.

Director Peete and Assistant Director Moldrup announced the promotion of Sergeant Daniel “Dan” Bortnick to the rank of Lieutenant. Dan Bortnick has served the citizens of Manhattan and Riley County since May 15, 2005. He holds a Bachelor’s Degree in Sociology from Kansas State University.

Throughout his career, Dan served the Department in many capacities to include Police Training Officer, Certified Instructor in Problem Based Learning, Master Police Officer, and supervisor of the Criminal Intelligence Unit and case detectives. In addition to those noted above, Dan has been the Department’s liaison on the Manhattan Riley County Crime Stoppers Board (2019-2022). He has been a member of the Departments ERU Tactical Team where he served as the Interim Team Leader for approximately one year prior to being selected as Team Leader in January 2022; a significant role he continues to hold today.

Dan Bortnick was presented a Lieutenant’s badge that was pinned on his uniform by his wife, Julie Bortnick. Also, in attendance were his children Nathan, Tyler and Colby as well as his parents Jim and Nan.

Lieutenant Dan Bortnick echoed the comments made by Sergeant Wilson. He thanked everyone for their continued support and added that he is excited for what is to come.

N. Community Advisory Board Update: Dennis Cook, Chairperson, Community Advisory Board (CAB), briefed the Law Board on the history of the CAB and its current membership. Also present was Teresa Parks, Vice Chairperson, CAB. Chairperson Cook explained that the CAB, established in 2009, is a group of citizens representative of Riley County’s diverse population. Presently, the CAB consists of 10 members with representation from North County and Ogden. It is the mission of the CAB to assist the Department in providing meaningful communication between the police and community, and identify community needs, issues, and opportunities for consideration and appropriate action. Chairperson Cook added that recently, Director Peete held a series of Town Halls in Leonardville, Manhattan, Randolph and Riley. The CAB tried to have representation at each of the Town Halls to introduce themselves and offer the CAB as a resource for the public regarding law enforcement matters.

At the March Meeting of the CAB, members reviewed the results of the RCPD Community Survey. Chairperson Cook said it is no surprise that the RCPD is highly regarded by the community. He noted that

the CAB has been asked by Director Peete to provide input on the Department's strategic plan. He encouraged the community, especially those hesitant to speak directly with the RCPD, to reach out to a member of the CAB.

Vice Chairperson Teresa Parks stated that the CAB is always willing to engage in conversations with the community. She said there are some members of the community who are a little hesitant to reach out to law enforcement personnel. She assured the public that they have representation on the CAB.

O. Fake Patty's Day Analysis 2023: Provided to the Law Board as part of the packets was the 2023 Fake Patty's Day Analysis. Captain Steere thanked everyone who worked Fake Patty's Day and acknowledged the great corporation between the RCPD and local public service partners to include the Kansas Highway Patrol, Manhattan Fire Department and Emergency Medical Services. He thanked Commissioner Ford for participating as well.

Captain Steere briefed the Law Board on the history of Fake Patty's Day, its decline in participation over the past couple years, and subsequent upswing in participation in 2023. He touched on how the Department has planned for and responded to the event in previous years. He commented that the event has changed each year with participation that once centered in Aggieville now concentrating in the surrounding residential areas. He stated one of the challenges with managing the event is that there are approximately 90 individual organizers (house party hosts) that officers have to reach out to and gain compliance rather than a few business establishment owners in Aggieville.

Captain Steere informed the Law Board that the RCPD began planning for this year's Fake Patty's Day in July of 2022. He explained that the Department had more police officers working this year than in 2022. Additional correctional staff and dispatchers were also scheduled to work. Staff are in the process of doing a thorough debrief of the event at which time they will begin strategizing how best to respond next year and disperse the crowds to keep the community safe. Captain Steere added that when dealing with large crowds, the focus is the safety of everyone, to include emergency service providers. Captain Steere expressed sincere concern and remorse to the residents who suffered property damage during Fake Patty's Day 2023.

Chairperson Matta stated that a number of citizens attended City Commission Meetings to discuss incidents of vandalism, trespassing and lewd activities that occurred in the neighborhoods surrounding Aggieville during Fake Patty's Day. He commented that the sheer number of individuals in some of the neighborhoods would make it very difficult for law enforcement to manage.

Vice Chairperson Ford and other members of the Board wanted to know how the Department plans to address the large neighborhood parties in the future.

Captain Steere explained that the Department has to be ready to respond with enough resources, adapt and shift resources to the different locations when needed. He added that it can be challenging when there are no organizers for the event with whom the RCPD can coordinate.

Member Butler addressed potential methods to assist law enforcement with managing the event to include code violations. Butler suggested RCPD do a media blitz/awareness campaign in 2024 to educate the public

on some of the dangers of Fake Patty's Day. He thought it would be beneficial for the RCPD to announce that they plan to have reinforcements and if participants damage property, they will go to jail.

Member James voiced his apprehension with doing a social media blitz against Fake Patty's Day. He stated that the people have the right to organize. It is not an illegal activity; therefore, he did not feel it was within the Law Board's authority to try to shut down the event.

Member Butler agreed with Member James and clarified that he was advocating for a campaign to address the illegal activity that occurs during Fake Patty's Day. He cited examples of participants ripping gutters off of homes and throwing beer cans at the Manhattan Fire Department truck driving on Ratone Street.

Assistant Director Moldrup stated that the RCPD recognizes the issues residents, specifically those who reside on Ratone Street, experienced during Fake Patty's Day. He wanted to assure the community that their negative experiences were not lost on the Department.

P. Audit Engagement Letter, James Gordon & Associates, CPA, P.A.: Captain Jager referred to the engagement letter from James Gordon & Associates, CPA, P.A., to audit the financial statements of the Department for the year ended December 31, 2022. He explained that if approved, they will begin the audit in August 2023 and provide a report of their findings shortly thereafter. The fee for their services will be \$8,000.

Vice Chairperson Ford asked if a bid process is typically conducted by the Department for this service. In addition, he wished to know if the agreement with James Gordon & Associates, CPA, P.A., is for a period of three years.

Captain Jager responded that the Department does solicit bids for the service. The 2022 audit would be the second year of the current three-year agreement.

Member Mattingly-Ebert asked that staff separate the accounting and legal service lines on the Monthly Budget Status Report. She added that Director Peete previously informed the Law Board that he is researching the possibility of bringing general counsel on board for the Department. If the position is requested and approved, she would like that listed separately as well.

Secretary Wilkerson moved to enter into an agreement for services with James Gordon & Associates, CPA, P.A., to audit the financial statements of the Department for the year ended December 31, 2022. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 6-0.

Q. Information Technology Reserve Fund Expenditure: Captain Hajek sought approval from the Law Board to utilize Information Technology (IT) Reserve Funds to purchase an HPE Synergy Blade System that is part of the Department's Capital Equipment Replacement Plan for 2023. The new system will provide the servers for the Department's virtual environment. The purchase will include all network connectivity as well as hardware and software management tools and system monitoring. It will also include installation support and 5 years of hardware support from HPE.

Captain Hajek explained that these servers are essential to the daily function for the Department and a loss of these services would negatively impact their ability to serve the community. The current equipment is nearing the end of its “life” and the Department can no longer obtain replacement components for it. Captain Hajek explained that due to delays through the supplier of the equipment, the exact quote is not available at this time. It is expected the total cost of the project will not be less than \$286,000 and no more than \$310,000.

Captain Hajek went on to explain that the procurement of the new equipment and installation process will take several months to complete. Due to the duration of the project, it will benefit the Department and community to begin work on it sooner rather than later. Therefore, the Department is requesting the Law Board approve the request to utilize the IT Reserve Fund for this purchase with an amount not to exceed \$310,000. Should the final quote exceed that amount, the Department will seek further approval from the Board prior to utilizing the fund.

Member Butler wished to know how much is currently in the IT Reserve Fund.

Captain Hajek responded that the fund cannot exceed 4% of the RCPD’s annual budget. The account currently holds \$922,803.

Member James asked if the Department anticipates a gap or delay in connectivity or service while the servers are being replaced.

Terry Hull, Network Administrator, Riley County Police Department, commented that there will not be any service outage caused by the change. He explained that the existing equipment is still running. He said that the Department is approximately 98% virtual; therefore, they can transfer what is on the existing equipment to the new physical software while both systems are running.

Member James asked if RCPD staff foresee any compatibility issues with the current software that is used by the Department following the transfer.

Network Administrator Hull said he does not anticipate any compatibility issues after the transfer. He explained that one of the reasons the Department is transferring to the new system is because the old Blade servers are starting to get into the unsupported realm with some of the software. The Department is actually upgrading to new software and processors that are compatible with the software used by the RCPD, particularly the virtualization system VMware.

Member Mattingly-Ebert inquired about the process for replenishing the IT Reserve Fund.

Captain Hajek explained that the fund is replenished using budgeted monies. Money is put into budget line item 33 for the purpose of replenishing the fund.

Secretary Wilkerson moved to approve the Departments request to utilize IT Reserve Funds for this purpose not to exceed \$310,000. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 6-0.

R. Executive Session: This item was stricken from the General Agenda.

S. Adjournment: Vice Chairperson Ford moved to adjourn the meeting. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 6-0. The March 20, 2023 Law Board Meeting adjourned at 1:08 p.m.

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4001	ADP LLC	20	Payroll	5,040.35	5,040.35
4002	Allen Samuels	34	2023 Dodge Durango	42,083.00	42,083.00
4003	Iron Insurance Partners	05	Business Auto Audit	4,146.00	
		05	Medcore 1Q	1,260.00	5,406.00
4004	Bob Barker Co Inc	17	Inmate Supplies	4,293.14	
		17	Inmate Supplies	135.60	4,428.74
4005	Kansas Child First	07	ChildFirst Adv Course	100.00	100.00
4006	Dry Clean City Inc	20	Dry Cleaning	102.96	102.96
4007	Economy Electric, Inc.	11	Electrical Repair	405.03	405.03
4008	EMC Risk Services LLC	40	Workers Comp Loss Fund	17,277.61	17,277.61
4009	Empower Flex	06	Admin Services	1,209.40	1,209.40
4010	Evco Wholesale Food Corp	17	Inmate Food	2,496.95	
		17	Inmate Food	1,751.20	
		17	Inmate Food	2,730.33	
		17	Inmate Food	1,681.82	
		17	Inmate Food	3,542.12	12,202.42
4011	FARO Technologies Inc	20	FARO Renewal	2,160.00	
		33	2 CSI Notebooks	11,196.02	13,356.02
4012	Flint Hills Neuropsychology	16	Employee Medical	120.00	
		16	Pre-Employment Medical	365.00	
		16	Pre-Employment Medical	365.00	
		16	Pre-Employment Medical	365.00	
		16	Pre-Employment Medical	365.00	1,580.00
4013	Law Office of Michael Gillespie	06	Law Board Legal Fees	1,500.00	1,500.00
4014	Godfrey's	23	12 Ballistic Vests	7,460.81	
		23	Tourniquet and Cases x10	484.95	7,945.76

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4015	Grant Petroleum, Inc	26	Fuel	17,554.62	17,554.62
4016	Gary Grubbs	20	Pre-Employment	550.00	550.00
4017	Hiland Dairy	17	Inmate Food	285.54	
		17	Inmate Food	119.43	
		17	Inmate Food	166.11	
		17	Inmate Food	180.55	
		17	Inmate Food	225.83	
		17	Inmate Food	205.92	
		17	Inmate Food	180.55	
		17	Inmate Food	205.92	
		17	Inmate Food	180.55	
		17	Inmate Food	205.92	1,956.32
4018	Easy Ice LLC	12	Equipment Repair	180.00	180.00
4019	Ka-Comm, Inc	12	Equipment Repair	110.00	
		12	Equipment Repair	148.00	
		12	Service Contract	100.00	358.00
4020	Kansas Department of Labor WC	40	Workers Compensation Fee	2,777.61	2,777.61
4021	Kansas Gas Service	04	Garage Gas	92.07	
		04	Aggieville Gas	205.65	
		04	LEC Gas	6,080.86	6,378.58
4022	KS Law Enf Accreditation Coalition	07	KS Accreditation	100.00	100.00
4023	Kansas Sheriffs Association	22	Membership	25.00	25.00
4024	Konza Lab Inc	16	Employee Medical	600.00	600.00
4025	Language Line Services	20	Interpretation services	248.06	248.06
4026	Lexis Nexis Risk Solutions	20	Zetx New subscription	2,362.50	2,362.50
4027	Manhattan Wrecker Service Inc	20	Towing	142.00	
		20	Towing	121.00	263.00

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4028	Mata's & Son, Inc	20	LEC Cleaning	1,386.00	1,386.00
4029	Mathis Rehab Center LLC	16	Employee Medical	100.00	100.00
4030	MidStates Organized Crime Info Center	22	Agency Membership	300.00	300.00
4031	NITV Federal Services	07	CVSA Recertification	595.00	595.00
4032	Kim (Hank) Nelson	20	Pre-Employment	2,000.00	2,000.00
4033	Pawnee Mental Health Services	20	Co-Responder Contract	8,539.70	8,539.70
4034	Petty Cash	07	HRMN Dues/Event	140.00	
		07	Training - Fuel	41.00	
		07	Training - Food	73.57	
		20	Extradition	48.33	302.90
4035	Pitney Bowes Reserve Acct	08	Postage	1,000.00	1,000.00
4036	Power DMS	19	Annual subscription	7,306.08	7,306.08
4037	Priority Dispatch Corp	20	System Renewal	14,848.00	14,848.00
4038	Pro Copy Inc	10	Evidence B/W and Color Meter	25.50	
		10	Patrol - B/W and Color Meter	492.68	
		10	Dispatch - B.W and Color meter	339.59	
		10	Civil Process - B/w Meter/Service Fee	88.88	
		10	Investigations B/W Color	389.40	1,336.05
4039	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	378.00
4040	RAZ Automotive	26	Oil Change	72.62	72.62

RILEY COUNTY POLICE DEPARTMENT

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>2023 EXPENDITURES DESCRIPTION</u>	<u>APRIL 2023 AMOUNT</u>	
4041	Riley County Public Works	26	Fuel	67.00	
		26	Fuel	67.00	
		26	Fuel	607.57	
		26	Fuel	417.50	
		26	Fuel	781.25	
		26	Fuel	554.53	
		26	Fuel	759.62	
		26	Fuel	125.67	
		26	Fuel	67.00	3,447.14
4042	RCPD Health Plan	39	RCPD Health Plan	120,000.00	120,000.00
4043	Robbins Motor Co.	13	Vehicle Maintenance	94.75	
		13	Vehicle Maintenance	385.45	
		13	Vehicle Maintenance	1,227.71	
		13	Vehicle Maintenance	957.02	
		13	Vehicle Maintenance	1,442.70	4,107.63
4044	Waxie Sanitary Supply	29	Replenishment Supplies	856.02	856.02
4045	Sunset Law Enforcement	29	Ammo	1,117.80	1,117.80
4046	Carla Swartz	20	Pre-Employment	3,000.00	3,000.00
4047	Sysco Kansas City, Inc	17	Inmate Food	1,264.72	
		17	Inmate Food	1,557.57	
		17	Inmate Food	1,451.40	
		17	Inamte Food	2,038.08	6,311.77
4048	TG Technical Services	12	Equipment Repair	161.36	
		12	Equipment Repair	161.36	322.72
4049	Thermal Comfort Air, Inc	11	Annual Billing	865.00	865.00
4050	Konza Sign	13	Vehicle Maintenance	15.00	15.00
4051	US Foodservice	17	Inmate Food	2,155.67	
		17	Inmate Food	1,541.98	
		17	Inmate Food	1,261.24	4,958.89
4052	Wage Works Inc	06	COBRA	168.49	168.49

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4053	Washburn Institute of Technology	07	Hiring/Recuiting Training	150.00	150.00
4054	Evergy	04	Electric - LEC Garage	43.08	
		04	Electric - Aggieville	58.58	
		04	Electric - LEC	10,855.58	10,957.24
4055	Katie Whisman Consulting	20	Consulting Fee	4,000.00	4,000.00
4056	Xerox Corporation	10	Admin Xerox Base/Meter Charge	719.54	
		10	Jail Xerox Base/Meter Charge	670.99	1,390.53
4057	Xerox Financial Services	10	Records - Xerox Lease	602.28	
		10	Patrol - Xerox Lease	266.00	
		10	Evidence - Xerox Lease	349.12	
		10	Invest/Dispatch - Xerox Lease	566.89	1,784.29
			Subtotal	347,607.85	
4201	Adobe Systems Inc	19	Adobe	16.36	16.36
4202	Amazon.com	29	Replenishment Supplies	57.98	
		28	Postage scale	48.99	
		28	Office Supplies	112.45	
		25	Jail Maintenance Supplies	150.23	
		25	Jail Maintenance Supplies	86.55	
		28	Computer Supplies	25.97	
		31	Drone charging station/light	117.43	
		12	Equipment Repair	125.99	
		28	Office Supplies	104.93	
		28	Office Supplies	18.52	
		29	Replenishment Supplies	22.98	
		28	Computer Supplies	58.95	
		28	Office Supplies	98.94	
		28	Computer Supplies	12.99	
		28	Computer Supplies	45.00	
		29	Replenishment Supplies	51.24	
		13	Vehicle Maintenance	19.57	
		29	Replenishment Supplies	24.98	
		28	Computer Supplies	293.99	
		28	Computer Supplies	48.99	1,526.67
4203	Apple iTunes Store	19	Storage	9.99	9.99

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4204	Arrowhead Forensic Products, Inc	29	Replenishment Supplies	218.70	
		29	Replenishment Supplies	82.85	301.55
4205	B & H Photo-Video	28	Office Supplies	55.99	55.99
4206	Bluestem Electric Co-op Inc	04	Electric - Range	353.65	353.65
4207	Briggs	13	Vehicle Maintenance	1,000.00	
		13	Vehicle Maintenance	1,240.00	
		13	Vehicle Maintenance	14.22	
		13	Vehicle Maintenance	270.00	
		13	Vehicle Maintenance	567.70	
		13	Vehicle Maintenance	593.63	
		13	Vehicle Maintenance	390.72	
		13	Vehicle Maintenance	567.94	
		13	Vehicle Maintenance	963.37	5,607.58
4208	City of Manhattan, Utilities	04	LEC Water	3,246.15	
		04	Aggieville Water	80.80	
		04	Aggieville Water Fee	2.25	
		04	LEC Water Fee	2.25	3,331.45
4209	Cox Communications, Inc	19	Internet - Aggieville	94.48	
		19	LEC - Cable	210.95	
		19	LEC - Internet/Cable	2,310.96	
		19	JTTF - Internet	79.39	2,695.78
4210	Detectachem	29	Replenishment Supplies	73.58	73.58
4211	Dillons #94	29	Replenishment Supplies	8.52	8.52
4212	Underground Vaults	20	Shredding Services	67.50	67.50
4213	FBI-LEEDA	07	CLI Training	1,590.00	
		07	SLI Training	795.00	
		07	SLI Training	795.00	3,180.00
4214	FBI Nat'l Academy Associates	07	2023 Spring re-trainer	150.00	
		07	2023 Spring re-trainer	150.00	300.00
4215	Force Science Institute, Ltd	07	Realistic De-Escalation Trng	395.00	
		07	Practical Policing Skills	1,495.00	1,890.00

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4216	Gall's Inc.	23	Uniforms	49.00	
		23	Uniforms	379.60	
		23	Uniforms	147.00	
		23	Uniforms	31.58	
		23	Uniforms	31.58	638.76
4217	Grainger	25	Jail Maintenance Supplies	60.32	
		25	Jail Maintenance Supplies	80.45	
		25	Jail Maintenance Supplies	20.82	
		25	Jail Maintenance Supplies	9.15	170.74
4218	GT Distributors Inc	23	Handcuff Keys	17.20	
		23	Handcuff Keys	31.60	
		23	Handcuff Keys	50.40	99.20
4219	Harbor Freight Tools	13	Vehicle Maintenance	179.97	179.97
4220	Hertz - LAG Rentals LLC	20	HIDTA Rental	11.49	
		20	HIDTA Rental	32.25	
		20	HIDTA Rental	652.90	696.64
4221	Hewlett Packard Enterprises Co	28	Computer Supplies	172.99	172.99
4222	Home Depot	25	LEC Maintenance Supplies	29.85	
		25	LEC Maintenance Supplies	65.35	
		25	LEC Maintenance Supplies	11.97	
		25	Jail Maintenance Supplies	20.42	
		25	LEC Maintenance Supplies	22.45	
		11	Painting Supplies	13.43	
		11	Painting Supplies	13.24	
		25	Jail Maintenance Supplies	152.41	
		25	LEC Maintenance Supplies	4.88	
		13	Vehicle Maintenance	10.48	
		25	LEC Maintenance Supplies	10.98	
		25	Jail Maintenance Supplies	24.13	379.59
4223	Human Resource Mgmt Network	07	Difficult Conversations	20.00	20.00
4224	One Eleven	19	Cab Website	35.00	35.00
4225	ID Wholesaler	28	Office Supplies	99.98	99.98

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4226	iKey Ltd	12	Equipment Repair	88.00	88.00
4227	Insight Public Sector Inc	33	19 Monitors/3 Docking Stations	13,291.35	
		33	17 Monitors/5 Crystal Reports	4,422.74	
		33	Cisco SMART aggreement	468.43	
		33	6 HP Workstations	9,167.28	
		33	6 Monitors	1,251.30	
		33	4 Towers	1,443.96	
		33	8 Towers	4,305.00	
		33	HP ProDesk	240.82	
		33	HP ProDesk	106.91	
		33	HP ProDesk	511.35	
		33	6 Monitors	1,510.80	
		33	Monitor	170.88	
		33	8 High performance batteries	5,112.48	42,003.30
4228	Int'l Assn of Chiefs of Police	22	IACP Membership	190.00	190.00
4229	KS Dept of Health and Environment	19	Fuel Permit Fee	27.63	27.63
4230	KCJIS	07	2023 KCJIS Conference	101.48	101.48
4231	Kansas Dept of Administration	06	2021 Audit Publication	175.00	175.00
4232	Kansas Turnpike Authority	07	Tolls	32.15	32.15
4233	Kully Supply Inc	12	Equipment Repair	307.33	
		12	Equipment Repair	145.10	
		12	Equipment Repair	108.00	
		12	Equipment Repair	34.24	594.67
4234	Lexis Nexis Risk Solutions	20	Crime Analyst	8,260.09	
		20	Users	141.43	8,401.52
4235	Loomly	19	Yearly Subscription	300.00	300.00
4236	Manh Area Chamber of Commerce	07	Business After Hours	10.00	
		07	Leadership Manhattan Graduation	30.00	
		07	Leadership Manhattan Graduation	30.00	
		07	Military Luncheon	20.00	
		07	Military Luncheon	20.00	
		07	Military Luncheon	20.00	
		07	Military Luncheon	20.00	150.00

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4237	Manhattan Mercury	22	Subscription	38.85	38.85
4238	Manhattan-Odgen USD #383	07	Intergovernmental Luncheon	14.00	14.00
4239	Monoprice	28	Computer Supplies	110.20	110.20
4240	MSI Mid State Instruments LLC	29	Replenishment Supplies	254.84	254.84
4241	NAPA of Manhattan	13	Vehicle Maintenance	13.16	
		13	Vehicle Maintenance	13.16	26.32
4242	Networks Solutions	19	Domain Registration	9.99	9.99
4243	1000Bulbs.com	25	LEC Maintenance Supplies	113.91	
		13	Vehicle Maintenance	42.56	156.47
4244	O'Reilly Auto Parts	13	Vehicle Maintenance	9.99	
		29	Replenishment Supplies	73.92	
		13	Vehicle Maintenance	156.02	239.93
4245	Otter.ai, Inc	28	Computer Supplies	99.99	99.99
4246	Parts Town	11	Plumbing Supplies	115.90	115.90
4247	P-Card Misc Vendors	07	2023 Crime Victim Rights Conf	150.00	
		20	Annual Fees	20.00	
		07	CAB Lunch	15.75	
		07	CAB Lunch	47.25	
		20	Extradition	43.46	
		07	ABA Meeting	17.11	
		07	EMD/efd	186.00	
		07	Court safety/security Conf	382.30	
		07	LEEDA SLI Training	673.38	
		07	Grant Proposal Writing course	662.78	
		07	KS 911 Training	60.00	
		29	Replenishment Supplies	28.33	
		07	KACP Valor Awards Banquet	375.00	
		07	KACP Valor Awards Banquet	150.00	
		07	KACP Valor Awards Banquet	75.00	
		07	Team Control, Custody, Vehicle ext	450.00	
		07	Team Control, Custody, Vehicle ext	900.00	
		20	Extradition	459.49	
		07	KNOA Training Wichita	625.29	
		07	Childfirst Training	659.43	
		07	Grant Proposal Writing course	100.91	6,081.48

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4248	Petsmart	20	Animal Care	92.99	92.99
4249	Pitney Bowes, Inc.	19	Meter/Scale Lease	408.99	408.99
4250	Pocket Press Inc	22	Kansas Traffic Laws	66.94	66.94
4251	Police Executive Research Forum	22	Membership Renewal	200.00	200.00
4252	Reconyx	20	Access	25.00	25.00
4253	reMarkable	19	Remarkable	2.99	2.99
4254	Ring	30	Alarm sensor/detection	49.98	49.98
4255	Rock Auto	13	Vehicle Maintenance	23.85	
		13	Vehicle Maintenance	687.22	711.07
4256	Sage Software Inc	19	Sage Software	127.00	127.00
4257	Sharps Compliance	17	Inmate Waste Removal	55.00	55.00
4258	Simply Stamps	28	Office Supplies	85.97	85.97
4259	Univ of Louisville SPI	22	Annual Dues	50.00	50.00
4260	Staples Advantage	29	Replenishment Supplies	17.99	
		28	Office Supplies	413.20	
		28	Office Supplies	4.19	
		29	Replenishment Supplies	81.10	
		29	Replenishment Supplies	317.22	
		29	Replenishment Supplies	109.62	
		28	Computer Supplies	72.94	
		29	Replenishment Supplies	36.92	
		29	Replenishment Supplies	61.32	
		29	Replenishment Supplies	92.88	
		29	Replenishment Supplies	69.60	
		29	Replenishment Supplies	73.95	
		29	Replenishment Supplies	546.20	1,897.13
4261	T38 Fax	14	Fax	16.78	16.78

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		APRIL 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4262	TLOxp	20	Access	311.40	311.40
4263	T-Mobile US Inc	14	Car Phones	4.00	4.00
4264	ULINE	29	Replenishment Supplies	254.99	254.99
4265	UPS	08	Shipping	35.77	
		08	Shipping	10.76	
		08	Shipping	10.05	56.58
4266	Verizon Wireless	14	Department Phones	4,914.08	4,914.08
4267	Wal-Mart	28	Office Supplies	42.74	
		33	Jail Microwave	140.00	
		28	Computer Supplies	90.42	273.16
4268	Waters True Value	13	Vehicle Maintenance	2.27	2.27
4269	Wellspring Software, Inc	19	PrintBoss USB Signature	115.00	115.00
				Subtotal	90,844.53
				Total	438,452.38

Chair, Riley County Law Enforcement Agency

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Riley County Police Department
Net Changes from 3/1/2023 to 3/31/2023
Credits Report

Account Number	Description	March	YTD
600100-00	Manhattan	1,666,672.00	5,000,016.00
600200-00	Riley County	0.00	1,340,728.00
610110-00	Copy Fees-Discovery, etc.	190.00	470.00
610112-00	Copy Fees-Records	418.52	1,705.05
610113-00	Fingerprint Fees-Records	613.25	2,254.10
Budget:		1,667,893.77	6,345,173.15
620900-01	Misc Reimbursements-salaries	14.34	6,732.78
620900-07	Misc Reimbursements-training	3,107.37	3,107.37
620900-08	Misc Reimbursements-postage	214.22	214.22
620900-11	Misc Reimbursements-building & grounds	758.90	758.90
620900-14	Misc Reimbursements-phone	124.61	565.65
620900-19	Misc Reimbursements-Computer svc	0.00	4,910.00
620900-20-400	Misc Reimbursements-Car Lease HIDTA	2,008.32	2,008.32
620900-32	Misc Reimbursements-Furniture	0.00	1,188.00
620900-34-130	Misc Reimbursements-vehicles	0.00	14,871.60
632500-03	JTTF Grant-OT	0.00	192.54
632600-03	HIDTA Grant-OT	0.00	3,342.55
632700-03	STEP Grant-OT	0.00	3,132.73
632800-01-414	VOCA 2023 Grant Reimb	0.00	23,336.00
Budget Credits:		6,227.76	64,360.66
640900-00	Misc Non-Budget Credit Reimb	647.00	1,095.30
640902-00	Prior year Restitution	926.97	1,992.63
Non-Budget Credits:		1,573.97	3,087.93
Total:		1,675,695.50	6,412,621.74

Riley County Police Department Journal Entries

From Account No. [7] To [744100-41-454]
From Fiscal Period [2023-03] To [2023-03]

Account #/Ref	Description	Date	Year	Prd	Code	Debits	Credits
700101-01-454	Salaries-Full Time VOCA Grant 2023 Match						
Salary March	M Mosher	3/31/2023	2023	03	GL-JE	1,189.00	
	Total: Salaries-Full Time VOCA Grant 2023 Match					1,189.00	0.00
700120-01	Regular Salaries-----INVEST'N						
Salary March	M Mosher	3/31/2023	2023	03	GL-JE		5,947.00
	Total: Regular Salaries-----INVEST'N					0.00	5,947.00
700122-01-414	VOCA Grant Salaries 2023						
Salary March	M Mosher	3/31/2023	2023	03	GL-JE	4,758.00	
	Total: VOCA Grant Salaries 2023					4,758.00	0.00
Adjust VAC Salary entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by:							
743700-37	KPERS						
March KPERS	M Mosher	3/31/2023	2023	03	GL-JE		589.00
	Total: KPERS					0.00	589.00
743700-37-414	KPERS - VOCA Grant 2023						
March KPERS	M Mosher	3/31/2023	2023	03	GL-JE	471.00	
	Total: KPERS - VOCA Grant 2023					471.00	0.00
743700-37-454	KPERS - VOCA Grant Match 2023						
March KPERS	M Mosher	3/31/2023	2023	03	GL-JE	118.00	
	Total: KPERS - VOCA Grant Match 2023					118.00	0.00
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by:							
743800-38	Social Security						
March SS	M Mosher	3/31/2023	2023	03	GL-JE		369.00
	Total: Social Security					0.00	369.00
743800-38-414	Social Security - VOCA Grant 2023						
March SS	M Mosher	3/31/2023	2023	03	GL-JE	295.00	
	Total: Social Security - VOCA Grant 2023					295.00	0.00
743800-38-454	Social Security - VOCA Grant Match 2023						
March SS	M Mosher	3/31/2023	2023	03	GL-JE	74.00	
	Total: Social Security - VOCA Grant Match 2023					74.00	0.00
Adjust VAC SS entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by:							
743810-38	Medicare						
March Medicare	M Mosher	3/31/2023	2023	03	GL-JE		86.00
	Total: Medicare Tax					0.00	86.00
743810-38-414	Medicare Tax- VOCA Grant 2023						
March Medicare	M Mosher	3/31/2023	2023	03	GL-JE	69.00	
	Total: Medicare Tax- VOCA Grant 2023					69.00	0.00
743810-38-454	Medicare Tax- VOCA Grant Match 2023						
March Medicare	M Mosher	3/31/2023	2023	03	GL-JE	17.00	
	Total: Medicare Tax- VOCA Grant Match 2023					17.00	0.00
Adjust VAC Medicare entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by:							

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Riley County Police Department Journal Entries

From Account No. [7] To [744100-41-454]

From Fiscal Period [2023-03] To [2023-03]

Account #/Ref	Description	Date	Year	Prd	Code	Debits	Credits
743900-39	Health Insurance						
March Health Insuranc	M Mosher	3/31/2023	2023	03	GL-JE		594.00
	Total: Health Insurance					0.00	594.00
743900-39-414	Health Insurance - VOCA Grant 2023						
March Health Insuranc	M Mosher	3/31/2023	2023	03	GL-JE	475.00	
	Total: Health Insurance - VOCA Grant 2023					475.00	0.00
743900-39-454	Health Insurance - VOCA Grant Match 2023						
March Health Insuranc	M Mosher	3/31/2023	2023	03	GL-JE	119.00	
	Total: Health Insurance - VOCA Grant Match 2023					119.00	0.00
Adjust VAC Health Ins entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer K. Schneider</i> Approved by:							
744000-40	Workers Comp						
March WC	M Mosher	3/31/2023	2023	03	GL-JE		140.00
	Total: Workers Comp Insured deductibles					0.00	140.00
744000-40-414	Workers Comp - VOCA Grant 2023						
March WC	M Mosher	3/31/2023	2023	03	GL-JE	112.00	
	Total: Workers Comp - VOCA Grant 2023					112.00	0.00
744000-40-454	Workers Comp - VOCA Grant Match 2023						
March WC	M Mosher	3/31/2023	2023	03	GL-JE	28.00	
	Total: Workers Comp - VOCA Grant Match 2023					28.00	0.00
Adjust VAC WC entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer K. Schneider</i> Approved by:							
744100-41	Unemployment Compensation						
March Unemploy Ins	M Mosher	3/31/2023	2023	03	GL-JE		6.00
	Total: Unemployment Compensation					0.00	6.00
744100-41-414	Unemployment Compensation - VOCA Grant 2023						
March Unemploy Ins	M Mosher	3/31/2023	2023	03	GL-JE	5.00	
	Total: Unemployment Compensation - VOCA Grant 2023					5.00	0.00
744100-41-454	Unemployment Compensation - VOCA Grant Match 2023						
March Unemploy Ins	M Mosher	3/31/2023	2023	03	GL-JE	1.00	
	Total: Unemployment Compensation - VOCA Grant Match 2023					1.00	0.00
Adjust VAC Unemployment Comp entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer K. Schneider</i> Approved by:							

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Assignment Report #23-074

RILEY COUNTY POLICE DEPARTMENT

Memorandum

Original to: _____
 Action: _____
 Copy to: _____

To: Director Peete *Comments: BRP 4-12-2023*
Thru: Assistant Director Moldrup *KMM 4.5.23*
From: Captain Derek Woods
Ref: Juvenile Transportation Report for March 2023
Date: April 4, 2023

Total Number of Juveniles Transported:	0
Total Mileage for Transports 76 X \$.58.5 (Cents per mile)	\$0
Total Pay Amount for 2 Transport Officers Hours:	\$0
Total:	\$0

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 25.0%

Date. 4/03/23 Page. 150
Time.13.49.27

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								
875		Misc. Expenses	D	.00	.00	30,998.45-		.00
402		Investment Interest	R	.00	.00	1,647.58		.00
		Department Revenue.. #142		.00	.00	1,647.58 *		.00
		Department Dsbmnts.. #142		.00	.00	30,998.45-*		
		Total Revenue Fund.... 168		.00	.00	1,647.58 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	1,647.58 **		
		Total Disbursements... 168		.00	.00	30,998.45-**		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

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

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	159,315.25
YTD Revenue.....	1,647.58
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	30,998.45-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	129,964.38 ***

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 25.0%

Date. 4/03/23 Page. 151
Time.13.49.27

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	.00	682.99-		.00
402		Investment Interest	R	.00	.00	1,817.76		.00
		Department Revenue.. #142		.00	.00	1,817.76 *		.00
		Department Dsbmnts.. #142		.00	.00	682.99-*		
		Total Revenue Fund.... 169		.00	.00	1,817.76 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	.00	1,817.76 **		
		Total Disbursements... 169		.00	.00	682.99-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

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

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	175,548.83
YTD Revenue.....	1,817.76
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	682.99-
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.....	176,683.60 ***

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 25.0%

Date. 4/03/23 Page. 154
Time.13.49.27

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	4,878,478.00	94,544.59	2,842,304.73	58.26	2,036,173.27
182		Distr - Oil & Gas Curr.	R	.00	29.39	549.07		.00
184		Distr - P.P. Current	R	.00	3,048.47	32,872.39		.00
190		Distr - 16/20M Trucks Cur	R	3,025.00	66.71	1,824.90	60.33	1,200.10
193		Distr - Watercraft Cur	R	1,450.00	342.08	1,840.39	126.92	390.39-
181		Distr - Real Delq.	R	.00	8,311.56	27,743.72		.00
183		Distr - Oil & Gas Delinq	R	.00	6.13	6.13		.00
185		Distr - P.P. Delq.	R	.00	1,254.25	1,433.75		.00
192		Distr - 16/20M Trucks Del	R	.00	142.81	143.82		.00
194		Distr - Watercraft Del	R	.00	203.93	222.34		.00
102		Distr - Motor Vehicle Tax	R	383,909.00	31,337.88	106,437.04	27.72	277,471.96
103		Vehicle Rental Excise Tax	R	3,994.00	.00	3,835.74	96.04	158.26
113		Distr - RV Tax	R	3,562.00	176.55	965.19	27.10	2,596.81
130		Distr - Commercial Veh	R	15,173.00	4,037.50	4,937.37	32.54	10,235.63
191		Distr - TIF Adjustment	R	.00	995.23-	62,149.79-		.00
Department Revenue.. # 0				5,289,591.00	142,506.62	2,962,966.79 *		2,327,445.64
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
Total Revenue Fund.... 173				5,289,591.00	142,506.62	2,962,966.79 **	56.02	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,289,591.00	142,506.62	2,962,966.79 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
<u>Department. 0</u> Not Designated									
<u>Department.171</u> RCPD Operations									
2220		Building Space Rental	10,500.00	900.00	2,700.00	25.71	7,800.00	.00	7,800.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	90,000.00	2,235.30	7,320.80	8.13	82,679.20	.00	82,679.20
2650		Physician Fees	165,000.00	16,162.45	49,780.94	30.17	115,219.06	.00	115,219.06
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	64.00	1.28	4,936.00	.00	4,936.00

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 25.0%

Date. 4/03/23 Page. 155
Time.13.49.27

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)							
2840 Sewage Charges	2,000.00	.00	.00		2,000.00	.00	2,000.00
2900 Budget Appropriations	5,362,913.00	.00	1,340,728.00	25.00	4,022,185.00	.00	4,022,185.00
Total Contractual Expenses	5,661,413.00	19,329.75	1,400,593.74	24.74	4,260,819.26	.00	4,260,819.26
3010 Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060 Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3990 Other Supplies & Mate	500.00	.00	.00		500.00	.00	500.00
Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
Department Expense # 171	5,662,913.00	19,329.75	1,400,593.74	24.73	4,262,319.26	.00	4,262,319.26 *
Expense & Transfers# 171	5,662,913.00	19,329.75	1,400,593.74				
Department.416 HD-KCCTF							
Total Expenditures Fund 173	5,662,913.00	19,329.75	1,400,593.74	24.73	4,262,319.26	.00	4,262,319.26 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	241,235.15
YTD Revenue.....	2,962,966.79
YTD Reported Expenses.....	1,400,593.74-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	9,001.17-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,794,607.03 ***

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To: Director Peete BRP 4-12-2023
Thru: Assistant Director Moldrup KMM 4.5.23
From: Cpt. Derek Woods
Position: Commander **Division:** Jail
Report Title: Monthly Inmate Population Report
Rpt Freq./Year: March 2023
Policy #:
Date: February 28, 2023

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

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
JAN	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3
FEB	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5
MAR	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0
APR	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	
MAY	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	
JUN	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	
JUL	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	
AUG	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	
SEPT	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	
OCT	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	
NOV	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	
DEC	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	
YADP	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	108.9

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)



Monthly Report

March 2023

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

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

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

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

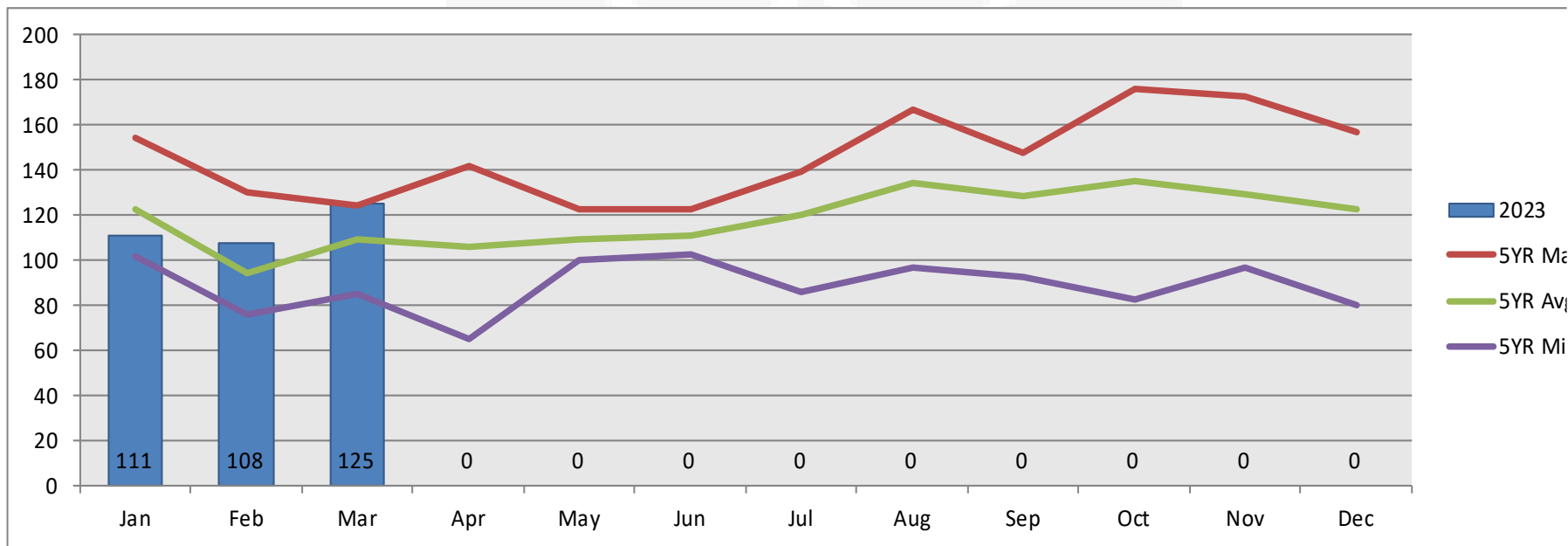
Offense Codes: 0100-0810

All Data As Of: 3/31/23 12:00 AM

19.a

- Part I crime in March 2023 was 14.1% above the 5 year average. Compared to March 2022 there was a 31.6% increase.
- In March, both Part I violent and property crime were above the 5 year average.

	Mar	Year to Date	Yearly Total
2018	124	316	1475
2019	124	355	1583
2020	85	345	1494
2021	120	317	1421
2022	95	303	1150
2023	125	344	
% Change	+31.6%	+13.5%	+29.4%
Yearly Total Projection:			1488



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	108	84	124	113	100	123	123	134	128	176	105	151
2019	154	77	124	142	123	114	138	167	148	143	116	131
2020	130	130	85	65	113	108	139	125	148	151	173	121
2021	121	76	120	111	104	106	114	149	127	123	157	113
2022	102	106	95	100	108	103	86	97	93	83	97	80
2023	111	108	125	0	0	0	0	0	0	0	0	0

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

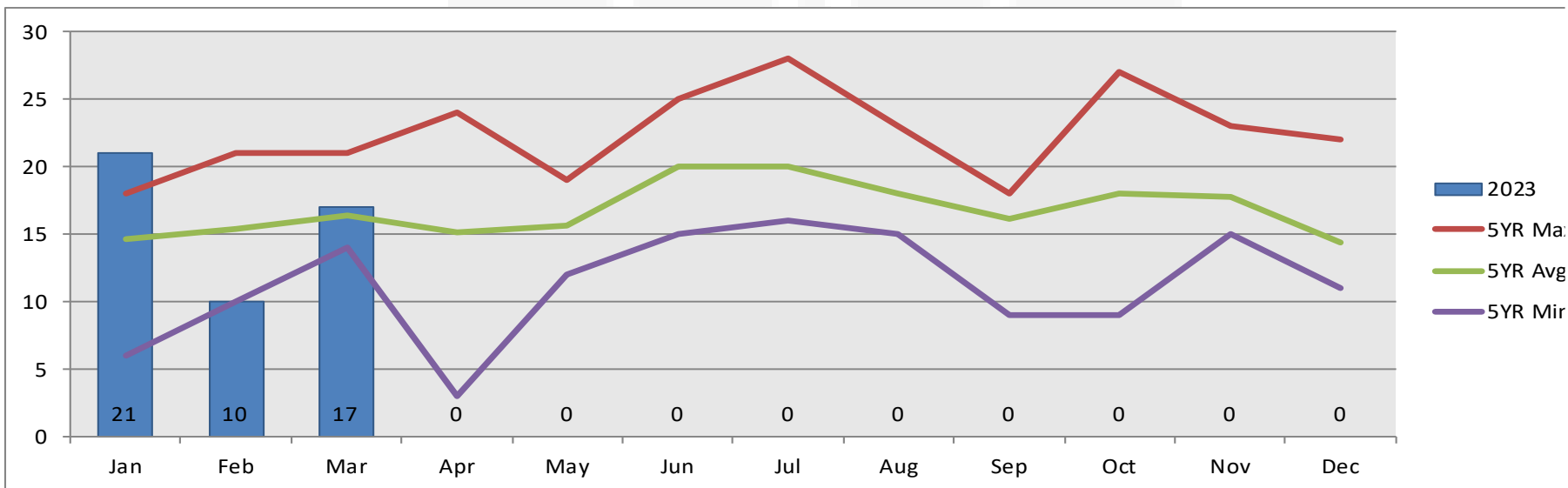
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 3/31/23 12:00 AM

- March 2023 was 3.7% above the 5 year average in Part I violent crime.
- There were 13 aggravated assaults / batteries, 3 rapes, 1 robbery, and 0 homicides reported during March 2023.

	Mar	Year to Date	Year to Date
2018	17	51	218
2019	14	40	217
2020	14	53	196
2021	16	50	199
2022	21	38	178
2023	17	48	
% Change	-19.0%	+26.3%	+16.9%
Yearly Total Projection:			208



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

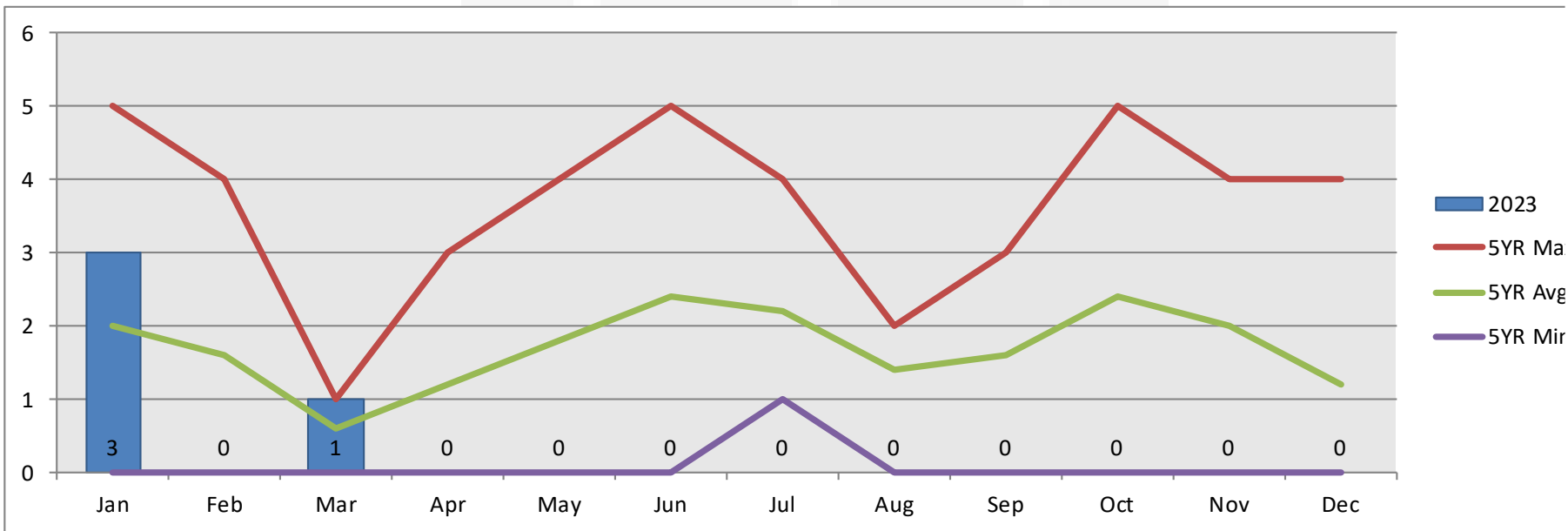
Robbery

Offense Codes: 0310

All Data As Of: 3/31/23 12:00 AM

	Mar	Year to Date	Year
2018	1	6	30
2019	0	7	26
2020	1	4	17
2021	0	3	18
2022	1	1	11
2023	1	4	
% Change	0.0%	+300.0%	+89.0%
Yearly Total Projection:			21

- There was 1 robbery reported in March 2023.
- There have been arrests made in this incident.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	1	4	1	1	4	2	4	2	2	5	3	1
2019	5	2	0	0	0	5	1	0	2	3	4	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	1	1	1	0	2	2	3	0	1	0
2023	3	0	1	0	0	0	0	0	0	0	0	0

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

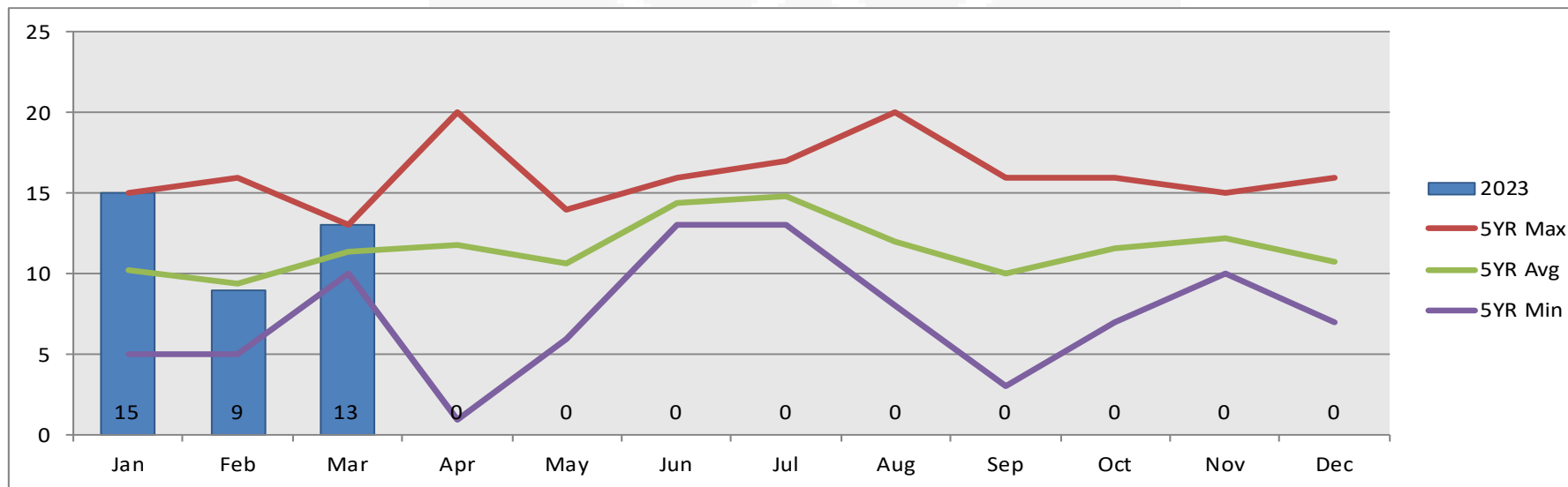
Aggravated Assault and Battery

Offense Codes: 0410-0440

All Data As Of: 3/31/23 12:00 AM

- There were 6 aggravated batteries and 7 aggravated assaults reported during the month of March. This is 14.0% above the five year average.
- Four of the incidents were domestic incidents.
- As of 04/10/2023, there were arrests in 6 of the incidents.

	Mar	Year to Date	Yearly Total
2018	10	27	126
2019	11	24	155
2020	12	43	145
2021	13	39	145
2022	11	22	125
2023	13	37	
% Change	+18.2%	+68.2%	+33.3%
Yearly Total Projection:			167



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	9	8	10	8	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	14	15	20	11	11	13	16
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	8	9	7	11	11
2023	15	9	13	0	0	0	0	0	0	0	0	0

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

Packet Pg. 130

Part I Property Crime

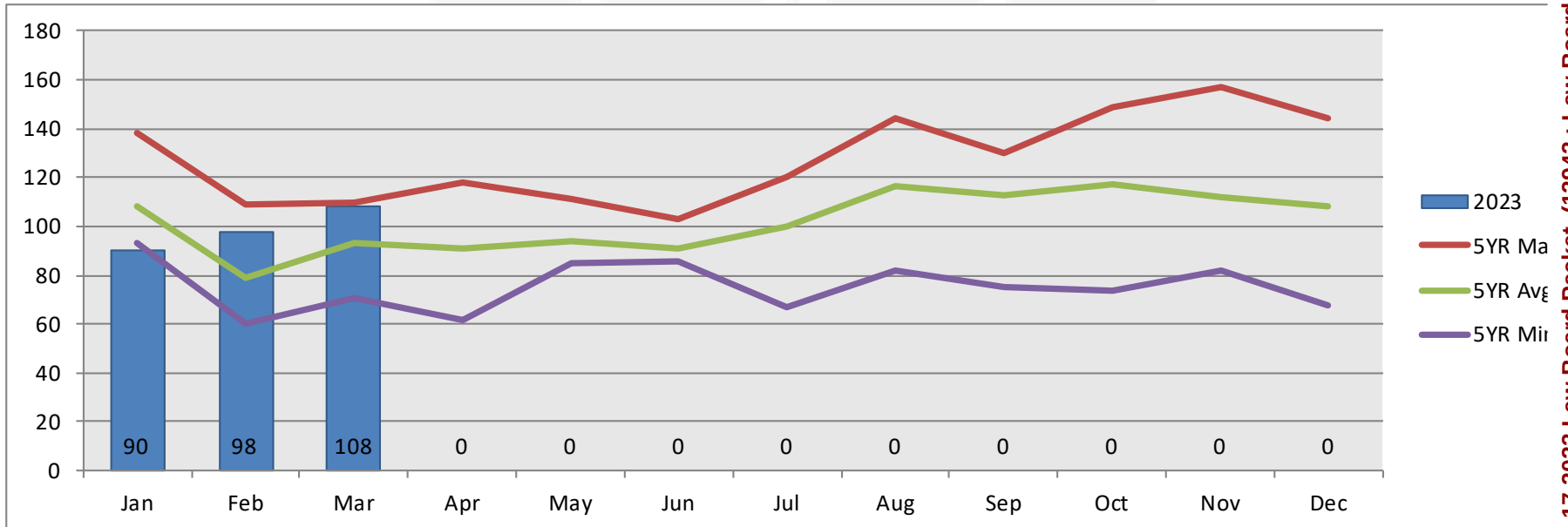
Offense Codes: 0500-0810

All Data As Of: 3/31/23 12:00 AM

19.a

- For March, Part I property crime was up 15.9% from the 5 year average. Compared to March 2022, there was a 45.9% increase.
- The property crime for March 2023 included 11 structural burglaries, 34 larcenies from motor vehicle, 6 auto thefts, and 1 arson. The rest of the incidents were larcenies (56 incidents).

	Mar	Year to Date	Yearly Total
2018	107	265	1257
2019	110	315	1366
2020	71	292	1298
2021	104	267	1222
2022	74	265	972
2023	108	296	
% Change	+45.9%	+11.7%	+31.5%
Yearly Total Projection:			1279



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	82	68
2023	90	98	108	0	0	0	0	0	0	0	0	0

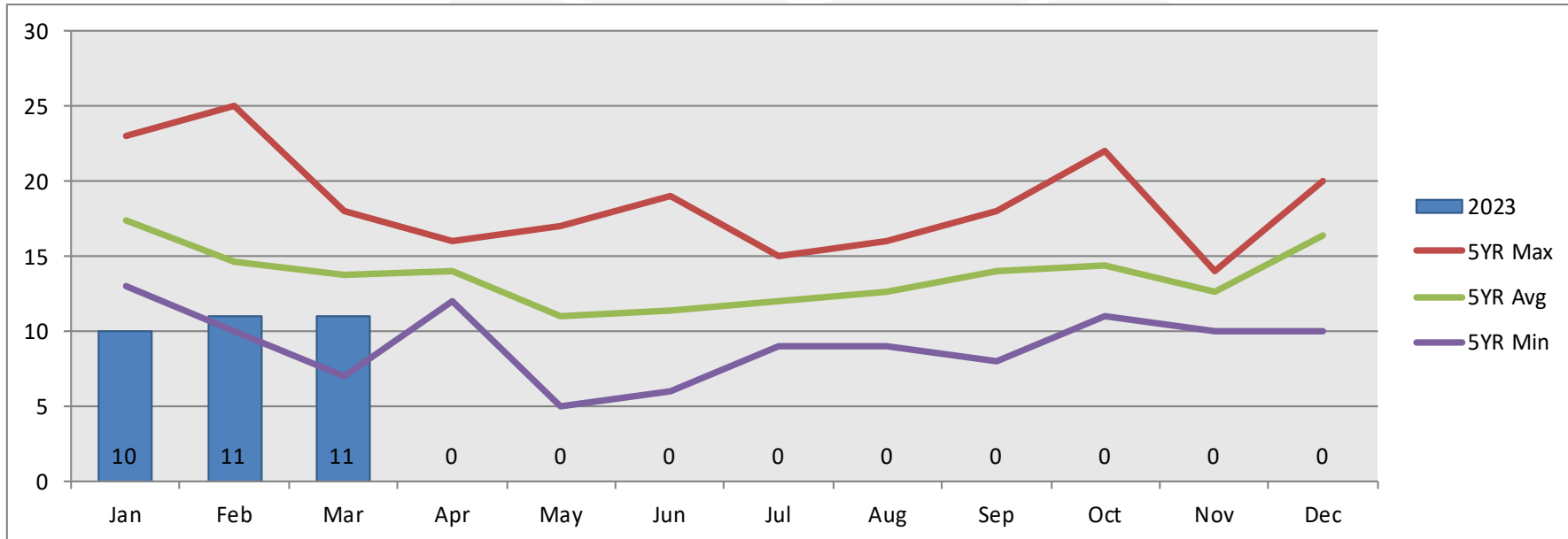
Structural Burglary

Offense Code: 0510

All Data As Of: 3/31/23 12:00 AM

- Structural burglaries were 20.3% below the 5 year average for March.
- There were 4 residential and 7 non-residential burglaries.
- There were 1 burglaries in Ogden, 2 in North County, and 8 in Manhattan.

	Mar	Year to Date	Year
2018	12	35	168
2019	18	43	171
2020	14	57	175
2021	18	46	157
2022	7	48	150
2023	11	32	
% Change	+57.1%	-33.3%	-23.7%
Yearly Total Projection:			114



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	13	10	12	12	17	11	15	16	18	11	13	20
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	6	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	11	11	0	0	0	0	0	0	0	0	0

Vehicle Burglary

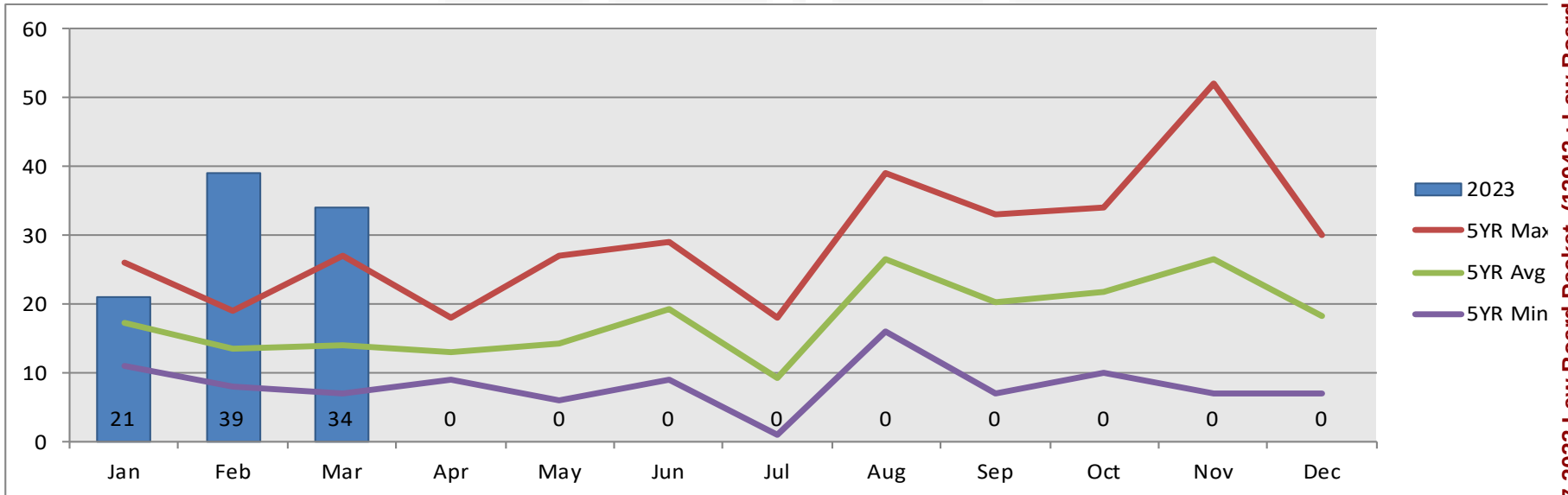
Offense Code: 0640

All Data As Of: 3/31/23 12:00 AM

19.a

- March 2023 was 142.9% above the 5 year average.
- In 30 of the incidents there were no signs of forced entry noted in the report.

	Mar	Year to Date	Yearly Total
2018	13	53	212
2019	13	34	228
2020	7	38	255
2021	27	60	255
2022	10	40	122
2023	34	94	
% Change	+240.0%	+135.0%	+246.7%
Yearly Total Projection:			423



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	16	7	10	7	7
2023	21	39	34	0	0	0	0	0	0	0	0	0

Motor Vehicle Thefts

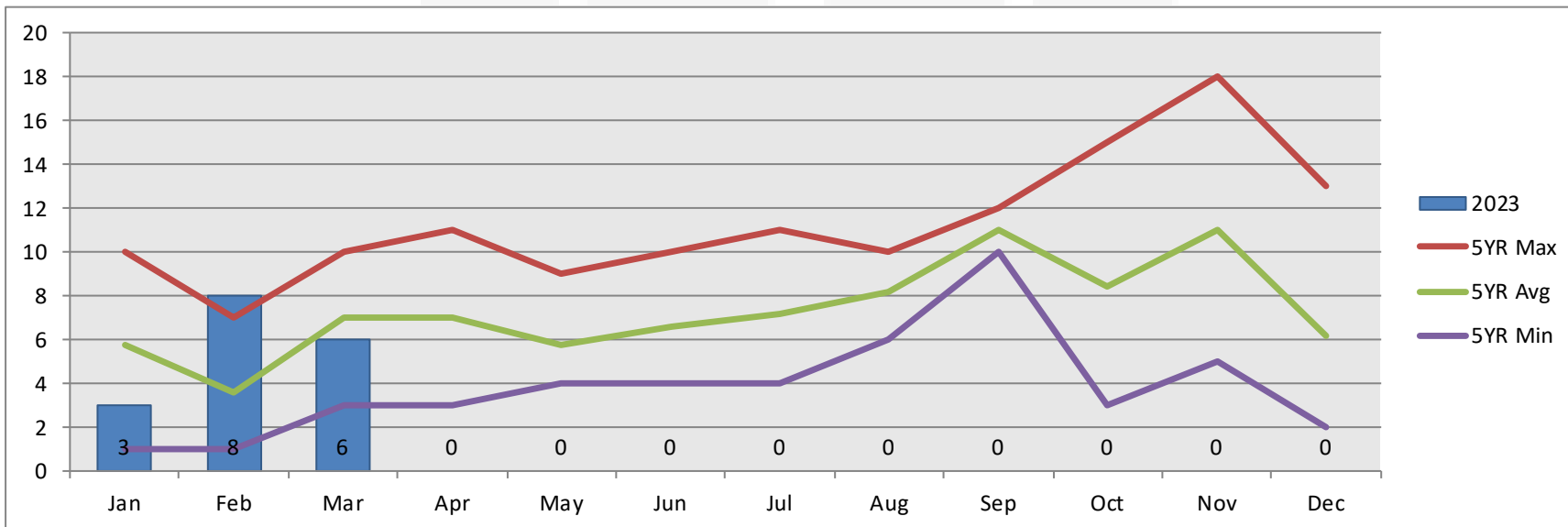
Offense Code: 0710

All Data As Of: 3/31/23 12:00 AM

- For March, motor vehicle thefts were down 14.3% from the 5 year average.
- Four of the vehicles were unlocked with keys available when they were stolen.
- Three of the vehicles have been recovered as of 4/10/2023.

	Mar	Year to Date	Yearly
2018	7	11	86
2019	10	22	104
2020	3	13	96
2021	7	17	86
2022	8	19	67
2023	6	17	
% Change	-25.0%	-10.5%	+32.7%
Yearly Total Projection:			89

19.a



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

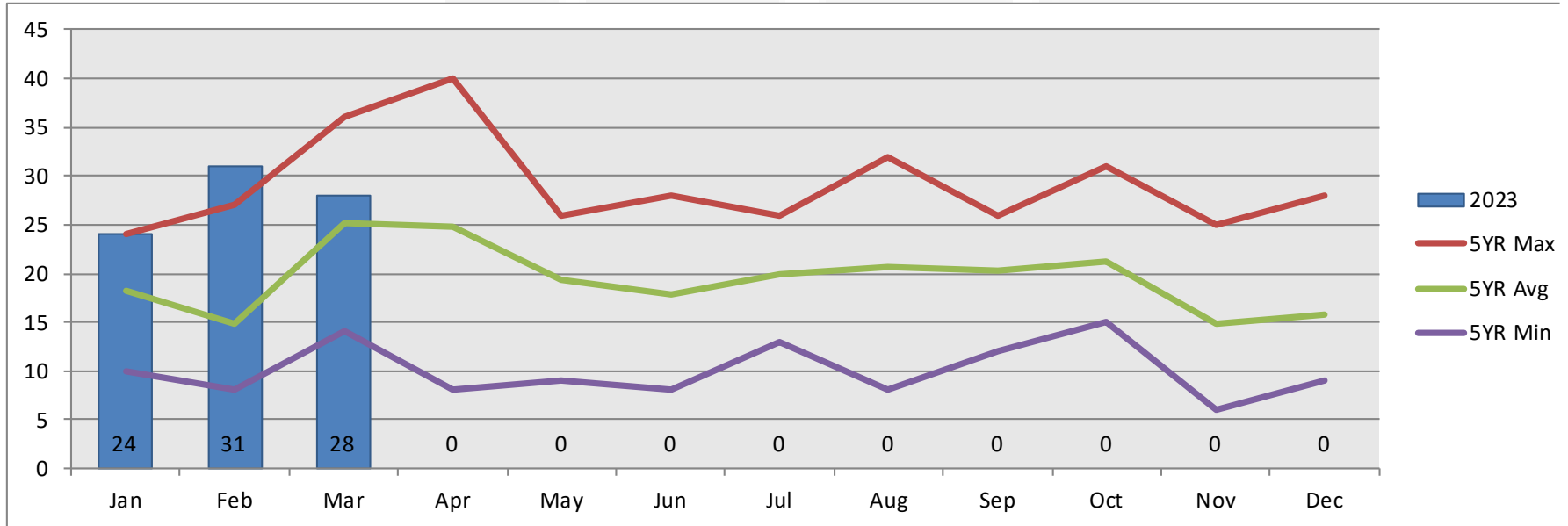
DUIs

Offense Code: 2110

All Data As Of: 3/31/23 12:00 AM

➤The number of DUIs for March 2023 was 11.1% above the 5 year average.

	Mar	Year to Date	Year
2018	36	79	312
2019	32	64	285
2020	14	48	168
2021	26	53	191
2022	18	47	208
2023	28	83	
% Change	+55.6%	+76.6%	+57.5%
Yearly Total Projection:			328



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	16	27	36	40	22	28	26	30	25	19	15	28
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	0	0	0	0	0	0	0	0	0

Traffic Accidents

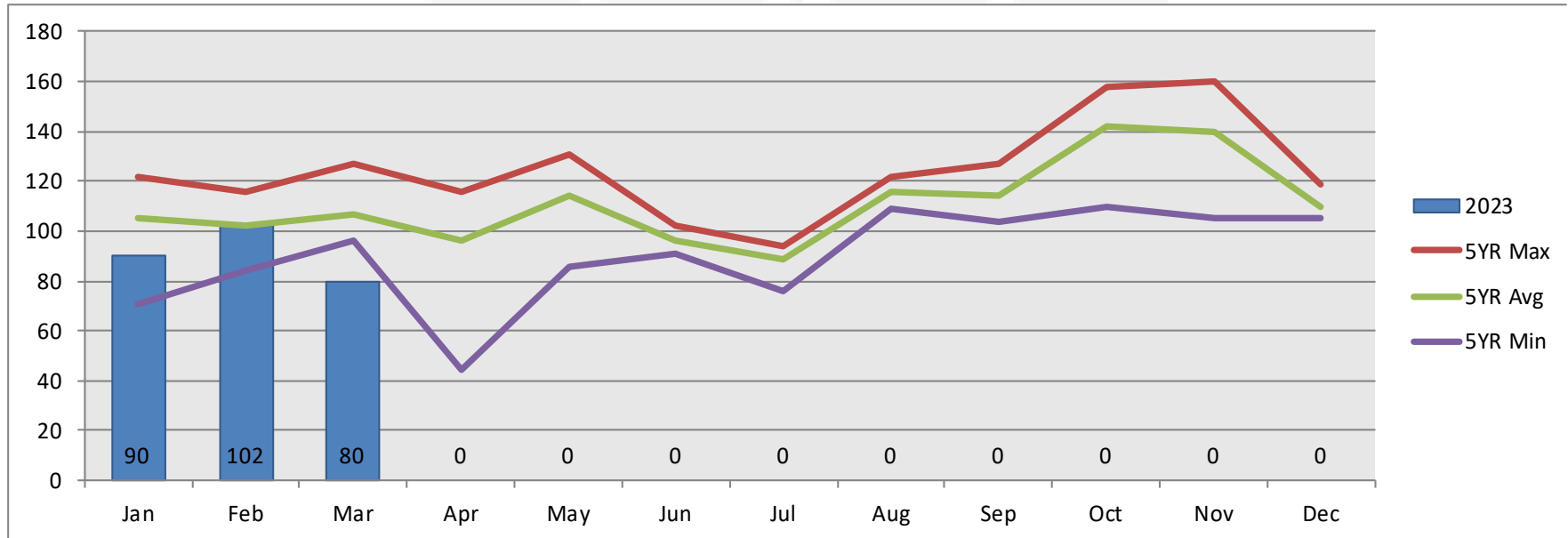
Offense Codes: 5000-5139

All Data As Of: 3/31/23 12:00 AM

19.a

➤ The number of traffic accidents in March 2023 was 24.8% below the 5 year average.

	Mar	Year to Date	Yearly Total
2018	127	344	1397
2019	103	338	1436
2020	96	327	1220
2021	103	258	1314
2022	103	303	1282
2023	80	272	
% Change	-22.3%	-10.2%	-10.3%
Yearly Total Projection:			1150



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	119	98	127	115	121	97	92	109	108	140	160	111
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	106
2023	90	102	80	0	0	0	0	0	0	0	0	0

Preventable Traffic Accidents

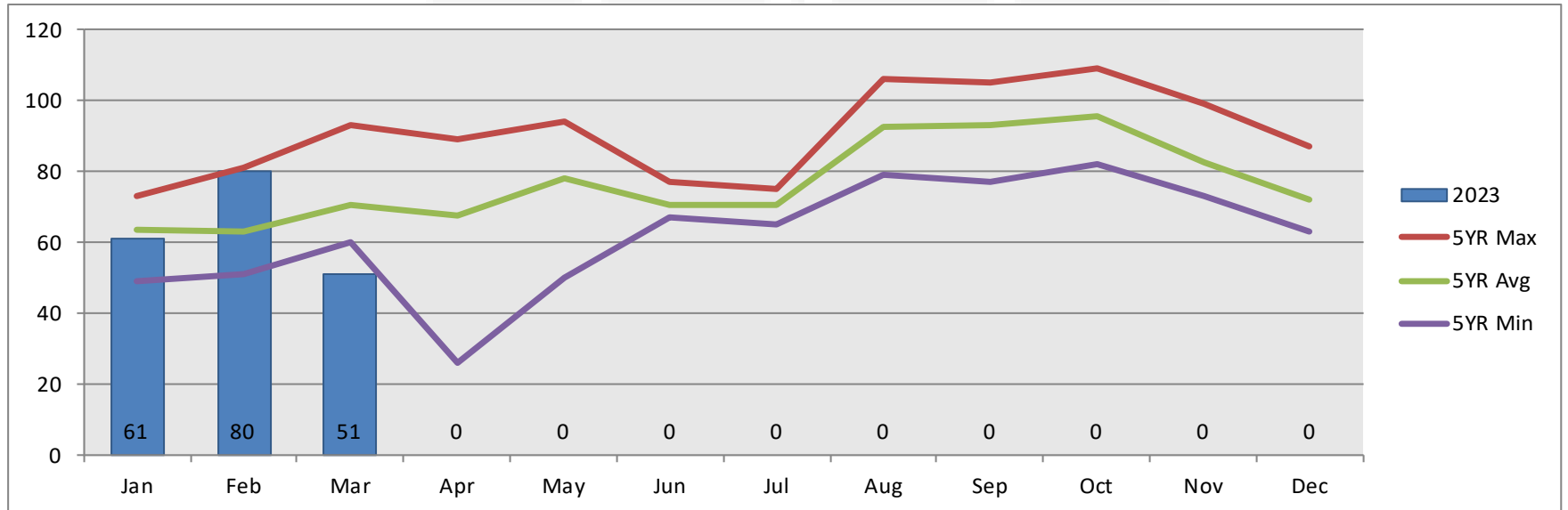
Offense Codes: 5000-5139

All Data As Of: 3/31/23 12:00 AM

19.a

- The number of preventable traffic accidents in March 2023 was 28.0% below the 5 year average.
- Number may change as data entry corrections continue.

	Mar	Year to Date	Yearly Total
2018	93	227	944
2019	66	177	945
2020	60	214	855
2021	67	170	965
2022	68	200	897
2023	51	192	
% Change	-25.0%	-4.0%	-0.6%
Yearly Total Projection:			891



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	51	0	0	0	0	0	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

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



Proclamation

NATIONAL CORRECTIONAL OFFICERS' WEEK

WHEREAS, Correctional Officers are essential to the success of our judicial process, and to the health, safety, and general welfare of law-abiding citizens everywhere. A correctional officer's work includes daily exposure to a hostile environment with many of society's most dangerous individuals and

WHEREAS, the morale of Correctional Officers is affected by many factors including public perception of the role of correctional officers, and is important in the performance of their duties as they carry out their work with courage, pride, and true professionalism; and

WHEREAS, the Correctional Officers maintain a high degree of professionalism through career development, training, and education, making them assets to Riley County in a job of continuing high stress and challenge; and

WHEREAS, the Correctional Officers of the Riley County Law Enforcement Agency are an integral part of the criminal justice framework and coordinate with law enforcement and judicial professionals, constantly striving to provide a correctional system which exceeds all recognized standards; and

WHEREAS, the week of May 7th - May 13th, 2023 will be devoted to increasing awareness of the excellent job performance of the Riley County Correction Officers and their efforts to protect the public safety; and

THEREFORE, BE IT RESOLVED, that the citizens of Manhattan and Riley County observe the week of May 7th - May 13th, 2023 as National Correctional Officers' Week, in honor of the men and women whose diligence in supervising incarcerated individuals and effectively providing custody and care ensure our public safety.

John E. Matta
Chair of the Riley County Law Board



Proclamation

NATIONAL POLICE WEEK

WHEREAS, the Congress and President of the United States have designated May 14th to May 20th, 2023 as National Police Week; and,

WHEREAS, the members of the Riley County Law Enforcement Agency play an essential role in safeguarding the rights and freedoms of the citizens of Manhattan and Riley County; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the men and women of the Riley County Law Enforcement Agency unceasingly provide a vital public service;

NOW, THEREFORE, I, John Matta, Chair of the Riley County Law Enforcement Agency, call upon all citizens of Manhattan and Riley County to observe the week of May 14th through May 20th, 2023, as National Police Week to commemorate those police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and , in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of Manhattan and Riley County to observe Monday, May 15th, 2023, as Peace Officers Memorial Day in honor of those police officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

John E. Matta
Chair of the Riley County Law Board

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: Riley Co. Law Board

Action: _____

Copy to: _____

Comments:

To: The Riley County Law Board

From: Brian R. Peete, Director

Ref: Riley County Police Department Intent to apply for FY 2023 Smart Policing Initiative Grant Program

Date: April 12, 2023

The Riley County Police Department (RCPD) is requesting the Law Board's approval to apply for the FY 2023 Smart Policing Grant Program, Opportunity ID O-BJA-2023-171650, competition ID C-BJA-2023-00065-PROD (category 3). The dollar amount for the award is \$800,000 per award, with only three (3) awards given. The performance start date is 10/1/2023 with a duration of thirty-six (36) months.

The grant would provide fiscal resources to implement and test applied justice information-sharing technology designed to respond to crime and improve criminal justice exchange data. RCPD has an established a team which includes representatives from the Pileum Corporation, an IT Consulting and System Integration firm, and Dr. Wesley Jennings, Chair and Professor of Criminal Justice and Legal Studies at the University of Mississippi.

The Grants.gov deadline is May 1, 2023, 8:59 pm EST, and the application JustGrants deadline is May 8, 2023, 8:59 pm EST.

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

OMB No. 1121-0329
Expires 12/31/2023



BJA FY 23 The Smart Policing Initiative Grant Program

Assistance Listing Number # 16.738

Grants.gov Opportunity Number: O-BJA-2023-171650

Solicitation Release Date: March 09, 2023 10:00 AM ET

Step 1: Application Grants.gov Deadline: May 01, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: May 08, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), seeks applications for funding to support innovative and evidence-based policing practices, more effective information sharing, and multiagency collaboration under the Smart Policing Initiative (SPI) Program. This program furthers the Department's mission by assisting state, local, and tribal jurisdictions in reducing crime and improving the functioning of the criminal justice system.

This solicitation incorporates guidance provided in the OJP Grant Application Resource Guide which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00063-PROD	Category 1: Innovation	4	\$800,000	10/1/23 12:00 AM	36
C-BJA-2023-00064-PROD	Category 2: Community Violence Intervention	3	\$800,000	10/1/23 12:00 AM	36
C-BJA-2023-00065-PROD	Category 3: Technology Development and Implementation	3	\$800,000	10/1/23 12:00 AM	36

Eligible Applicants:

Other

Other

State, local, tribal, and campus law enforcement agencies

Governmental nonlaw enforcement agencies acting as their fiscal agent

Federally recognized Indian tribal governments that perform law enforcement functions

Tribal consortia consisting of two or more federally recognized Indian tribes (including tribal consortia operated as nonprofit organizations) acting as a fiscal agent for one or more tribal law enforcement agencies

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

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For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “How To Apply” section in the OJP Grant Application Resource Guide and the JustGrants website for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. Example of previous, successful applications can be found at <https://www.smart-policing.com/>

BJA has several programs that focus on enhancing law enforcement ability to use data and technology to respond to crime such as the National Crime Gun Intelligence Center (CGIC) Initiative. This funding opportunity is focused on BJA's Smart Policing Initiative (SPI). SPI provides funding to law enforcement agencies seeking to improve their use of evidence-based policing practices, data, and technology. With this solicitation, BJA seeks to support initiatives that implement and test innovative approaches to common law enforcement challenges, enable law enforcement agencies to appropriately support the implementation of community violence intervention and prevention initiatives in their jurisdiction, and develop, implement, and test new technologies that promote information sharing and data transparency.

Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 506(b) (codified at 34 U.S.C. 10157(b)) Funding for this solicitation is anticipated under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program authorization provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 ("Omnibus") may be granted, among other reasons, for one or more of the purposes specified in Section 501 of Title I, Part E, Subpart 1 of Omnibus upon a determination that it is necessary "to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime" (34 U.S.C. § 10157(b)(1)).

Specific Information

Since 2010, SPI's purpose has been the identification, support, and testing of promising law enforcement tactics, practices, and strategies, as well as the exploration of new, unique solutions that address public safety problems. The nation's current policing environment is prompting law enforcement agencies across the country to reconsider their approaches to ensuring public safety and community trust. Agencies are simultaneously confronting increases in crime and violence within their jurisdictions and are doing so with limited resources due to economic and personnel constraints exacerbated by the COVID-19 pandemic. To successfully address these challenges, jurisdictions require guidance on how to improve and adapt their core organizational practices and capacities based on data-driven, evidence-based, and accessible information. SPI provides funding and training and technical assistance support to jurisdictions to develop new approaches to pressing law enforcement challenges, document the resulting

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successes and lessons learned, and widely disseminate them to the policing community to encourage the adoption of innovative and effective policing strategies nationwide.

Applicants are strongly encouraged to review the recommendations made by the Final Report of the President's Task Force on 21st-Century Policing when planning their approach.

To be considered for an award, applicants must clearly identify how their proposed activities will enable the jurisdiction to respond to a precipitous or extraordinary increase in crime(s) or a type or types of crime. Specifically, applicants must:

- Identify a crime that has precipitously increased within the jurisdiction.
- Identify the period during which the crime or relevant category of crime increased and provide evidence substantiating the claimed increase.
- Describe how the proposed project will build the jurisdiction's capacity to address the identified crime increase and drive its reduction in a constitutionally sound way.
- Describe how they will determine the effectiveness of the approach.
- Describe how they will develop a comprehensive implementation strategy to reduce and prevent the identified crime(s).
- Describe how they will assess and report the results to BJA, which will make the results publicly available.

BJA will provide SPI funding and specialized training and technical assistance (TTA) to successful applicants to implement and evaluate their proposed initiatives. Applicants may apply for more than one category under this solicitation but must do so in separate applications. Applicants must commit to assigning a member of their command staff, with the authority to affect and influence agency operations and priorities, to oversee the development, implementation, and evaluation of the initiative.

BJA requires applicants to engage a research partner to document their implementation of reforms and evidence-based practices, measure outcomes, and contribute to the development of toolkits and guidance for other law enforcement agencies regarding these challenges. Applicants are expected to devote at least 20 percent of the project's budget to support the implementation and outcomes evaluation components of their projects. Because engaging a research partner is critical to a successful SPI project, it is important that law enforcement agencies consider the following when choosing partner candidates or organizations for the position. (Note that deviation from these specifications will require justification before an SPI grant award is made.)

Research partners can be an independent consultant or located in an academic institution, a state statistical analysis center, or a research organization. Research partners should have:

- Policy, program, action research, or organization evaluation experience, preferably in policing or in the justice system and appropriate to the work proposed.
- Experience in several different data collection methodologies and in both quantitative and qualitative research methods.
- Extensive knowledge of and experience in evaluation methods.
- Experience with oral and written presentations of research results.

SPI award recipients are required to work closely with BJA and BJA's TTA partner, specifically

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to participate in information-sharing sessions, facilitate peer-to-peer exchanges of information, access subject expertise that is relevant to the specific SPI projects, and produce products that will assist other law enforcement agencies in instituting similar practices and reforms.

Category 1: Smart Policing Innovation

The purpose of this category is to support the development and testing of new approaches to common law enforcement crime-reduction challenges. Proposed projects should incorporate a proactive, problem-solving approach to leveraging resources and decreasing impediments that currently hinder an agency's success in addressing a precipitous increase in specific types of crime.

Applications are solicited from state, local, or tribal law enforcement agencies interested in developing innovative, data-driven approaches to challenges currently confronting law enforcement agencies. Applicants will:

- Describe the **innovative, data-driven** approach to be implemented to address a precipitous increase in crime as outlined in this solicitation.
- Enlist a qualified research partner to evaluate the effectiveness of the approach.
- Identify a specific policing issue to address.
- Develop a prevention/mitigation/response strategy to address the problem.
- Evaluate the initiative.
- Assess and report the results to BJA, who will make the results publicly available.

As defined in this solicitation, a qualified research partner can be an independent consultant or be located in an academic institution, a state Statistical Analysis Center, or a research organization. The research partner should have demonstrated expertise conducting the type of work proposed. For more information related to research partner qualifications and selection, please see the elements listed under the selection criteria for capabilities and competencies on page 23 of this solicitation as well as the Frequently Asked Questions (FAQs) provided at the following link: <http://www.phsnmsu.com/documents/ResearchPartnerQ&A.pdf>.

The evaluation design must include outcome measures capable of informing a credible assessment of the effectiveness of the intervention(s). Applications not including such measures will not be awarded.

Applicants are strongly encouraged to focus on issues likely to be confronted by other law enforcement agencies in the United States. Examples of such issues include but are not limited to:

- Improving investigative approaches and outcomes related to fentanyl production and interdiction, nonfatal shootings and homicides, and/or violent crime driven by juveniles.
- Increasing analytical capacity and evidence-based programming within a law enforcement agency that improves its capacity to halt and reduce increases in specific crimes.
- Implementing innovative new strategies for using civilians staff to address violent crime, such as a multi-agency crime analyst task force made up of co-located crime/investigative analysts rather than sworn personnel.

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- Reforms to police agency governance with the goal of improving community trust and increased community participation in law enforcement-led crime-reduction efforts.
- Institutionalization of evidence-based policies, procedures, tactics, and strategies throughout a law enforcement organization, especially those meant to improve police-community relations and trust specifically aimed at increasing victim and witness cooperation.

The proposed projects should present strategies that hold promise for replication and testing by other jurisdictions.

Category 2: Smart Policing Approaches to Community Violence Intervention and Prevention

Community violence intervention (CVI) is an approach that uses evidence-informed strategies to reduce violence through tailored community-centered initiatives. These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation and establish relationships between individuals and community assets to deliver services that save lives, address trauma, provide opportunity, and improve the physical, social, and economic conditions that drive violence. For more information on the CVI concept, please see [BJA's community violence intervention and prevention web page](#).

The CVI approach must be informed by, and tailored to, community residents and stakeholders, and everyone involved must prioritize the needs of the community. This means social service partners are engaged to align and collaborate with residents and law enforcement partners to reduce violence and increase community health and safety.

The purpose of this category is to support the development and testing of new approaches to law enforcement's engagement in CVI initiatives. There is currently a general lack of understanding and agreement on the role law enforcement should play in CVI programming. Law enforcement typically does not play a public leading role in CVI programs, which focus on ensuring that the community itself drives priorities and needs identification, identifies appropriate and acceptable programming intervention, and builds capacity to address the community's challenges. In many of the communities at greatest risk of violence, there is also a deeply held lack of trust in law enforcement. Police are not automatically viewed as community safety partners and are often seen as enduring symbols of historic oppression and community trauma. Credible messengers, who play a central role in CVI approaches, must carry out their activities separately from any law enforcement activities to maintain their credibility and trust within the community, as well as their own safety.

However, the successful implementation of CVI initiatives and the saving of lives depends greatly upon the support of law enforcement and appropriate and ready sharing of information between community-based partners and their law enforcement counterparts. Community partners need law enforcement data to analyze where violence happens, who is specifically involved in violence, what type of violence is occurring, and when violence most frequently occurs. Law enforcement organizations need to know that they can trust CVI partners to use such information with appropriate safeguards.

More information is needed to guide CVI initiatives as they determine the appropriate role of law enforcement agencies in their strategies, as well as the type of relationship that needs to be established between law enforcement and the CVI partners. Information is especially needed on effective ways of managing issues of trust and safety, including privacy and the treatment of intelligence and sensitive law enforcement information. Applications are solicited from state, local, campus, and tribal law enforcement agencies interested in exploring law enforcement's role in supporting holistic community violence intervention and prevention programs in their

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jurisdiction. Applicants will:

- Describe the CVI initiative planned for or currently underway in their community that addresses a precipitous increase in crime as outlined in this solicitation, as well as the need for law enforcement's support or participation in the CVI initiative.
- Enlist a qualified research partner to evaluate the effectiveness of the approach.
- Identify a specific role in the intervention for law enforcement, as well as information-sharing strategies and collaborative activities that maintain the need for safety for all partners and law enforcement sensitive information security.
- Develop a collaborative plan to support the intervention that is developed in partnership with the CVI initiative's leadership.
- Evaluate the process elements and outcomes associated with law enforcement's contribution to the CVI initiative, including the identification of promising practices and lessons learned.
- Assess and report the results to BJA, who will make the results publicly available.

Key questions BJA seeks to answer include but are not limited to:

- What is the appropriate level of collaboration between law enforcement and CVI partners that best supports a successful implementation of different types of CVI initiatives?
- In what cross-training opportunities should law enforcement take part to gain understanding of and trust in the roles of credible messengers, clinicians, and other CVI partners?
- What are the kinds of data that should be shared between law enforcement and CVI partners, and what are promising practices CVI partners can employ to ensure secure handling and protection of law enforcement sensitive data and intelligence?

The evaluation design must include process and outcome measures capable of informing a credible assessment of the effectiveness of law enforcement's contributions to the CVI intervention. Applications not including such measures will not be awarded.

Category 3: Smart Policing Technology Development and Implementation

Applications are solicited from eligible entities that are experiencing precipitous increases in crime or in a type or types of crime within their jurisdictions and propose to implement and test applied justice information-sharing technology designed to respond to these crime increases and improve criminal justice data exchange. Applicants are asked to define their unique challenges and the associated impact on local communities, and to provide a comprehensive plan for using applied justice information-sharing technology to reduce or mitigate the crime problem(s).

To be considered for an award, applicants must clearly identify how the funding will directly address a precipitous or extraordinary increase in crime(s) or a type or types of crime in the jurisdiction. Specifically, applicants must:

- Describe the technology to be adopted to address a precipitous increase in crime as outlined in this solicitation. Application of AI-based technology to improve understanding of drivers of crime and locations of criminal activity, as well as to assist in solving cases, is encouraged.

- Enlist a qualified research partner to evaluate the effectiveness of the approach.
- Identify a specific technology solution to implement and test. Develop a digital trust plan and community engagement plan prior to technology acquisition and implementation.
- Develop a crime-reduction response strategy that relies on the selected technology.
- Evaluate the initiative.
- Assess and report the results to BJA, who will make the results publicly available.

The evaluation design must include outcome measures capable of informing a credible assessment of the effectiveness of the intervention(s). Applications not including such measures will not be awarded.

Applicants must focus on information-sharing, crime analysis, or applied technology initiatives that will provide information that aids law enforcement's response to precipitous increases in crime. Cost benefit analysis of these approaches is encouraged, and applicants should describe their plan to share information about the new technology and approaches with members of affected communities in the jurisdiction to ensure transparency and community trust in the initiative. Areas of particular interest to BJA include, but are not limited to, initiatives that:

- Test the adoption and adaptation of social network and geospatial analysis approaches and technologies to reduce violent crime and promote effective and meaningful community policing activities that address precipitous increases in crime.
- Test the development, implementation, and outcomes of web-based dashboards or online portals meant to improve law enforcement-community information sharing to addressing precipitous increases in crime. Public safety stakeholders would use such dashboards to communicate about criminal activity impacting businesses and neighborhoods in real time and facilitate the crowdsourcing of evidence collection and intelligence collection.
- Identify promising practices, mechanisms, and processes related to integration of different technology systems to support law enforcement activities more effectively. Identify how to build digital trust in the community while using such technology as a force multiplier for investigations, operations, and agency staffing shortages in the face of precipitous increases in crime.

Goals, Objectives, and Deliverables

Goals

- Advance the state of policing practice, accountability, and science.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

- Test, establish, and/or expand specific and innovative new ideas, technology, and/or evidence-based programming.
- Foster effective and consistent collaborations to increase public safety.

- Enable the policing field to use technology, intelligence, and data in innovative ways.
- Establish sustainable practitioner-researcher partnerships between the SPI-funded agencies and criminal justice program evaluation experts to increase the agencies' data analysis capacity.

Deliverables

- An action plan produced at the outset of the project that includes the SPI team's problem analysis, summary of strategies, intended outcomes, and evaluation design.
- A final analysis report of the project's implementation and outcomes, produced in collaboration with the SPI research partner, that will be submitted to BJA at the conclusion of the project.
- Materials that highlight the results achieved by the project, as well as web-based resources that other jurisdictions may easily access and use to replicate or adopt the evaluated approaches, produced in partnership with BJA's TTA provider.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project (s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. *Priority Considerations Supporting Executive Order 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety*

Executive Order 14074, *Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety* requires the Attorney General, through discretionary grantmaking and training and technical assistance, to encourage and support State, Tribal, local, and territorial governments and law enforcement agencies to adopt the policies, best practices, and guidelines addressed in the executive order, including, but not limited to: (i) investigating deaths in custody; (ii) recruiting and retaining diverse and service-oriented law enforcement professionals; (iii) collecting and reporting use of force and misconduct data; (iv) improving community and law enforcement dialogue; (v) responding to individuals in mental health crisis or with disabilities; (vi) the proper and responsible use of technology; (vii) restrictions on unannounced entries and certain restraints; (viii) addressing implicit bias; (ix) restricting the use of militarized equipment; (x) broader criminal justice reform; and, (xi) officer wellness and mental health.

As such guidance is developed in accordance with the executive order, and where the guidance is applicable to the specific solicitation, DOJ will identify specific opportunities for training and technical assistance and priority consideration for applications that demonstrate or seek to support the policies of the Executive Order.

For the purposes of this solicitation, OJP and COPS will provide priority consideration for the following items, for which the DOJ has already issued policies, guidance, and/or best practices:

1. participation in the collection and reporting to DOJ of data on law enforcement use of force and deaths in custody
2. participation in the collection and reporting to DOJ of data on officer suicides and officers killed and assaulted
3. restrictions on unannounced entries and neck/carotid restraints
4. restrictions on the possession and use of militarized equipment

To receive this consideration, the applicant must describe how they currently support one or more of the identified policy areas or how the proposed project(s) will address one or more of the identified policy areas.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00063-PROD	Category 1: Innovation	4	\$800,000	10/1/23 12:00 AM	36
C-BJA-2023-00064-PROD	Category 2: Community Violence Intervention	3	\$800,000	10/1/23 12:00 AM	36

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C-BJA-2023-00065-PROD	Category 3: Technology Development and Implementation	3	\$800,000	10/1/23 12:00 AM	36
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Awards, Amounts and Durations

Anticipated Number of Awards

10

Anticipated Maximum Dollar Amount of Awards

\$800,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$8,000,000

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Once awarded, each cooperative agreement will have in place a special condition withholding all but \$250,000, which is designated for the SPI site to engage in planning activities and establish an action plan within 180 days of the date of the initial funding release. The action plan must describe the proposed approach and the data that led to its identification. Include a methodology, description of the strategies, and anticipated results. Applicants are expected to devote at least 20 percent of the project's budget to support the evaluation component of their project. To be considered for an award, applicants must clearly identify how its proposed activities will enable the jurisdiction to respond to a precipitous or extraordinary increase in crime(s) or a type or types of crime.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

For the purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Application and Submission Information

Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O.

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12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting “Program is subject to E.O. 12372 but has not been selected by the State for review.”

Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, [Insert PO] may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Statement of the Problem

Provide Uniform Crime Reporting (UCR) and/or population served data and describe the crime challenges of the jurisdiction. Any data provided should be verifiable and/or contained in official records. Identify the specific crime problem the jurisdiction seeks to address. Describe the process used to assess, analyze, or determine the nature of the crime or type of crime problem. Applicants may also describe any existing partnerships with the academic or research community. Identify the type of crime that is experiencing a precipitous increase and the timeframe within which the crime increased; provide data substantiating the increase.

b. Project Design and Implementation

Describe proposed project activities that will be linked to meaningful and measurable outcomes. BJA expects agencies to obtain an SPI result—a plausible, scientifically based finding that their approach influenced the chronic crime problem and/or organizational effectiveness.

Describe the current level of readiness to implement the proposed project, as well as any issues

or challenges related to implementation readiness, and explain how these will be addressed through this project.

Describe specifically how the proposed project will accomplish expected outcomes by providing the objectives and performance measures applicable to the project. Include a comprehensive timeline via the web-based form that identifies milestones, numerically lists deliverables, and indicates who is responsible for each activity.

Explain how the proposed project can be used as a promising practice by other agencies that may be experiencing the same type of crime problems. Also, identify any portions of the project that may be replicable for other agencies.

Describe how information and updates about the SPI project will be disseminated within the applicant agency throughout the life of the project. This dissemination strategy's objectives must include increasing knowledge and understanding of the value of research and evidence-based practice at all levels of the law enforcement organization and facilitating the sustained adoption of strategies and practices that the project's evaluation determines to be successful.

Identify additional resources necessary for successful project completion, such as outside organizational partners, state, or local practitioner groups.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

Fully describe the applicant's capabilities to implement the project and the competencies of the staff assigned to the project. In addition, describe and demonstrate the applicant's crime and criminal intelligence analysis capacity. Describe the level of agency executive support.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the process and methods for evaluating project performance, to include a description of (1) the implementation and outcome evaluation methodology and research design, as developed through the research partnership, that will provide findings related to the implementation and outcomes of the project and (2) the process and methods for collecting the required performance measures and submitting them to BJA in accordance with the requirements of this solicitation.

For both tasks, applicants must identify who will collect the data, who is responsible for outcome

and performance measurement, and how the information will be used to guide the project. Describe the process to accurately report implementation and outcome information.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found [here](#).

BJA will require award recipients to submit performance measure data in the Performance Management Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process if the applicant is selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measureable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the [Complete the Application in JustGrants – Budget training](#).

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

Pre-agreement Costs (also known as Pre-award Costs)

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants.

See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Letters of Support

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements. Applicants to Category 2 must submit a letter of support from the lead CVI partner for the project.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Proposed Subrecipients

Attach a list of proposed subrecipients of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by May 01, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by May 08, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the SAM Help Desk (Federal Service Desk), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the Grants.gov Customer Support Hotline, 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
6. Evaluation Design (20%). - evaluate the implementation and outcome evaluation methodology and research design, as developed through the research partnership, that will provide findings related to the implementation and outcomes of the project.

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common

requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important Note on FAPIIS: An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for more

information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

<https://bja.ojp.gov/funding/performance-measures/SPI-Measures.pdf>

Application Checklist

BJA FY 2023 Smart Policing Initiative Grant Program

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoij/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$800,000

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable)

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see OJP Grant Application Resource Guide)

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

- **Budget Web-Based form***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

Standard Solicitation Resources

OJP Grant Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

DOJ Grants Financial Guide serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

JustGrants Resources Website is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the JustGrants Update e-newsletter.

JustGrants Application Submission Training Page offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

Virtual Q&A Sessions are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: The Riley County Law Board
From: Brian R. Peete, Director
Ref: Department General Counsel
Date: April 7, 2023

I am formally requesting the Law Board's approval to increase our personnel allocation so to add a new civilian position of General Counsel to the Riley County Police Department (RCPD). A salary survey conducted by The Arnold Group (the same company which conducted RCPD's most recent departmental salary survey) estimated a salary range for this position beginning at \$100,828.97 to \$149,251.51 depending on the step/longevity. RCPD would hire at the starting rate of \$100,828.97. With the inclusion of benefits, the cost for the position is anticipated to be \$135,288. Costs for this position would be offset by monies already budgeted for the retention of outside counsel.

A General Counsel is an operational requirement for our department due to the high-risk nature of our responsibilities and taskings; no other aspect of government presents a greater liability of all-around risk than law enforcement and corrections of which RCPD has both. To add, all liability, risks, and responsibility for the actions and mistakes of RCPD ultimately are attributed to the Director. Because of that, the creation of this position is critical for me in achieving my desired vision for RCPD. It is imperative that the Board allow me the opportunity to hire a full-time attorney who will positively and responsibly champion my efforts, as well as ensure the means I employ to achieve our strategic direction are rooted firmly within the confines of the law. RCPD does maintain a retainer with Derrick L. Roberson of Arthur-Green, LLP, and enjoys a very good relationship. Mr. Roberson is highly capable and has served RCPD responsibly for a long time. However, Mr. Roberson has numerous other clients, and unfortunately is not able to fully devote the dedicated time and attention I need to assist me in dealing with the daily rigors of my position as Director. I have spoken with Mr. Roberson about the creation of such a position and to my understanding, he appreciates its merits.

I utilize extreme caution when monitoring the growth of the organizations I have led, as well as in adopting new procedures, positions, policies, and technology. That caution is balanced with the knowledge that the organization should not remain stagnant nor rest on the laurels of previous accomplishments. Instead the organization must pace itself as it constantly moves forward with new ways of operating that expounds on its strengths, shores up any challenges, and most importantly protects staff and the community it serves. RCPD is no exception. We must add to its competency by bringing specialized knowledge which contributes to growth and elevation especially because RCPD has numerous moving parts (significantly more than a vast majority of police departments in this state) and often assists with, or is involved in, multijurisdictional operations at the local, state,

and federal levels. RCPD is obligated to continue its willingness to embrace the change in concepts which has brought it to excellence so that we remain there. All things said, the creation of a General Counsel position within law enforcement is not new as counsels are already recognized as a “best practice” due to the invaluable knowledge and subject matter expertise they bring.

Over the past few decades, and especially within the past few years, corrections and police have been in the mist of a reckoning period where we as leaders have acknowledged failings of many of our past practices, culture, and policies as a whole. As proof, one only need to “google” how much organizations (and thereby their communities) have been ordered to pay out for incidents resulting from the actions of its staff or inadequacies of its policies. Fresh perspective is needed. Law enforcement agencies have come to realize the necessity of immediate access to attorneys skilled in criminal and civil law due to the extreme focus on the profession, and the constantly changing local, state, and federal laws that guide our policies and procedures. For example, Kansas City, the cities of Lawrence and Sedgwick, and Shawnee and Leavenworth counties all have General Counsels.

In performing my due diligence to determine the feasibility of and necessity for this position, I spoke with attorney David Cooper of Fischer, Patterson, Sayler & Smith, the law firm that represents RCPD in civil suits (Mr. Cooper also provides legal training to the Kansas Sheriff’s Association), and Shawn T. Elliff the Senior Risk Control Specialist for Travelers Insurance (whom RCPD is insured by) and both have specified the many risks the department is subjected to on a daily basis. They also attested to the creation of a General Counsel position being “a sound investment in relation to risk mitigation,” and that our liability exposure calls for “a dedicated advisor from the entity’s law department or an in-house General Counsel.” I also spoke with legal counsels for the City of Manhattan, as well as the judges of our Municipal and District Courts, each of whom endorsed the concept and agreed that the position would be of benefit to the department and its officers. Of particular note, in the process of these conversations I learned many of our officers have routinely reached out to city attorneys to ask legal-based questions, or to seek legal advice or guidance for time-sensitive issues, however these legal bodies cannot provide such guidance to us. Working with staff in such a capacity is one of the primary services the General Counsel would provide as these are critical incidents where legal-related processes must be done correctly for a myriad of reasons.

In closing, I thank the Board for considering the addition for this position and I hope the Board approves my request. I understand and respect all the emerging points and opinions regarding this topic, and have incorporated them into the proposed job description.

JOB ANNOUNCEMENT

General Counsel, Riley County Police Department
\$108,828.97 starting salary

The Riley County Police Department (RCPD) is accepting submissions for the new fulltime position of General Counsel. The General Counsel will be selected and appointed by the RCPD Director. Though the General Counsel will report directly to the RCPD Director, the General Counsel is expected to protect the interests of RCPD above the interests of any individual department member. The primary responsibilities of the General Counsel will be to assist officers and staff in daily operations by providing sound legal advice, as well as to assess, review and recommend policy, protocol and procedures so to manage risk. The General Counsel will prepare high-level risk mitigation strategies by reviewing policies and personnel actions for compliance with legal requirements and review disciplinary action and internal investigations. The General Counsel will be asked to liaison and work with and the Riley County Attorney's Office, the Riley County District Court, and the Manhattan Municipal Court in matters that affect RCPD. The General Counsel will also provide legal consult and assistance on correctional issues such as inmates' rights and conditions of confinement, will coordinate corrections related rule-making processes, and will provide legal support for the department in matters relating to the corrections facility. The General Counsel is expected to prioritize the Director's goal of maintaining strong collaborative bonds with all governments and organizations the department interacts with, be a proponent of problem-oriented policing strategies such as the "SARA" model, and to implement processes which ensure that RCPD remains transparent and accountable.

Who We Are

RCPD is a consolidated law enforcement agency located in the city of Manhattan, Kansas. Manhattan is a diverse and growing community located in the heart of the Flint Hills. Kansas State University resides in the city which is also situated ten minutes east of the Fort Riley Army installation: home to the First Infantry Division. Fort Riley is considered the thirteenth largest city in Kansas, and serves more than 48,000 soldiers, family members, retirees, and Department of the Army civilians.

RCPD is nationally accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) which ensures high professional standards and promotes community advocacy. RCPD serves approximately 74,000 residents of Riley County and is authorized 110 police officers, 51 corrections officers, 24 dispatchers, and 38 professional staff. RCPD is an evidence-based policing agency whose mission is to: "Reduce Crime and Improve the Quality of Life for the Citizens We Serve." We are a law enforcement agency committed to being effective in our mission with procedural justice for citizens being paramount to our success.

As a department, we model service by fostering a caring and supportive culture for our team, so they are prepared to serve the community in the same manner. The department embraces diversity and promotes inclusion in each of its sectors. RCPD is searching for team players whose commitments and contributions will advance the departments' commitment to its constituents.

RCPD is an Equal Opportunity Employer of people with disabilities and protected veterans and actively seeks diversity among its employees. Reasonable accommodations will be considered as required by the Americans with Disabilities Act.

Essential Duties and Responsibilities

- Provide legal advice to the Director and staff on criminal and civil law and procedures including investigative procedures, substantive law, procedural law and sufficiency of evidence for court; prepares and presents staff reports and other necessary correspondence;
- Advise executive staff and supervisors on legal matters;
- Liaison with Riley County Attorney's Office as requested or applicable;
- Assist the risk mitigation, liability, and legal entities which represent the department as requested or required;
- Review and approve legal documents, and coordinate any matters which may be contracted to retained outside counsel for civil litigation involving the police department;
- Assist the County in the coordination, review and approval property deeds relating to judicial orders of sale as requested or required;
- Advise staff and ensure compliance on matters relating to federal and state-related open records acts and records retention, personnel matters, and other reporting requirements relating to exculpatory and impeachment evidence relating to all department staff (e.g., Brady and Giglio requirements, etc.);
- Provide written and oral legal opinions for command staff on issues of criminal law, criminal procedures, civil liability (including public claims and requests for reimbursement), and real estate;
- Assist the CALEA Accreditation Manager as requested or as needed;
- Respond to and advise management on legal issues regarding all police shootings, hostage or barricaded subject standoffs, and critical incidents involving injury or public interest;
- Advise sworn and corrections officers, as well as investigators on investigative procedures involving searches, interrogation law, electronic eavesdropping, evidentiary foundations, and traffic-related fatalities based on guidance and preferences established by the Riley County Attorney's office and the Manhattan City Attorney's office;
- Advise on matters related to administrative, fiscal, evidentiary, and compliance-related internal audits, and coordinate with the County Attorney's office on matters regarding the sale or destruction of evidentiary items under department control;

- Review drafts of proposed changes in departmental regulations and policies to assure conformance on legal requirements and accreditation standards;
- Participate in management decision-making on training and policy development;
- Review disciplinary files and internal investigations to ensure unbiased fairness, and to represent and advise the department in administrative and labor/management actions;
- Represent the Director, as necessary and applicable, at administrative, disciplinary and employment hearings;
- Review, publish and present summarized material and/or provide training to department staff and community members on newly passed or existing legislation, applicable case law, policy, procedures, and operations which affect department operations;
- Coordinate with the Kansas Commission on Peace Officer Standards and Training and its staff on matters relating to the department, and provide specialized advanced legal training to department law enforcement and corrections officers;
- Provide advice and counsel to staff on matters pertaining to ethics, fair hiring, promotion, disciplinary, and other human resources-related employment practices, and to represent the department on charges of unlawful discrimination and negligent retention;
- Advise and assist officers in matters concerning criminal public nuisance actions as they relate to the department;
- Assist county municipalities, as requested and appropriate, in researching and/or drafting of local ordinances and resolutions as they pertain to law enforcement matters upon request and as duties permit;

Minimum Qualifications

Membership in the State Bar of Kansas in good standing, or the ability to attain reciprocity approval by the State Bar of Kansas upon hire.

Familiarity with rules of evidence (to include federal), civil procedures, and the Government Tort Claims Act, and familiarity with civil litigation, statutory interpretation, and police and municipal policies.

Research and writing skills in complex areas of law, and the ability to affectively collaborate with governments and legal teams.

Organizational and logistical skills, good analytical and reasoning skills, and a strong work ethic. Oral communications skills, and the ability to effectively deal with public officials, departmental personnel, and members of the public.

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

Comments:

To: The Riley County Law Board
From: Brian R. Peete, Director
Ref: Department General Counsel
Date: February 10, 2023

I am requesting the Law Board's approval to increase our personnel allocation so to add a new civilian position of General Counsel to the Riley County Police Department (RCPD). A salary survey conducted by The Arnold Group or TAG (the same company which conducted RCPD's most recent departmental salary survey) estimated a salary range for this position beginning at \$100,828.97 to \$149,251.51 depending on the step/longevity. This does not include benefit costs to the department which would add approximately \$30,000. In comparison, a second compensation consulting company provided salary estimations at the higher range recommended by the TAG, thus my intent would be to use the lower steps/tiers as provided by the TAG. In the coming months, RCPD plans to present a lean budget to the Board that prioritizes a Cost of Living Allowance (COLA), salary increases, and emerging equipment needs. Having said that, my position is the creation of a General Counsel is an operational requirement for our department due to the high-risk nature of both corrections and policing.

General Counsel plays an extremely important role in law enforcement by advising and ensuring adherence to regulations and laws, policy, ethics, and minimization of risk. Though RCPD has a very good relationship with contracted outside counsel, they are not directly employed by the department and therefore not specifically vested in the outcomes of the risks we face. Additionally, RCPD is subjugated to competing for their full attention as we are just one of many other clients. It is also impossible for our contracted counsel to know the full intricacies, policies, and specific procedures of the department. Because they are not routinely involved with our personnel nor our decision-making processes, contracted counsel will always be reactive to the unintended repercussions of high-risk decisions and issues, and not immediately accessible to us for consult in critical situations where decisions must be made quickly (which is often the case in public safety matters). This means contracted counsel cannot be as proactive as we need them to be in helping us mitigate the many risks we face as a department. Finally, legal issues surrounding law enforcement requires widespread specialized knowledge and experience, especially due to our proximity of military and federal installations. The department has made its legal ends meet with contracted counsel up until now, but over the years RCPD's inherit risks have grown just as fast, if not faster than the City of Manhattan making the position of General Counsel at the RCPD both vital and long overdue.

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

As far back as 1985, the U.S. Department of Justice (in its publication regarding lawsuits against police) noted dramatic increases in the compensation awarded to plaintiffs against law enforcement, as well as steep increases in the cost of insurance coverages for police departments and municipalities.¹ We must also recognize that Police Departments are exposed to litigious claims for the actions of personnel even when they are off-duty. The DOJ wrote, from an insurer's standpoint, the only alternative to astronomical rates is for municipalities and departments to take decisive action to reduce the risk of adverse judgments. In short, retention of a dedicated counsel involved in the management decisions of the department minimizes risk for the department and the many municipalities we serve. It especially adds security for our staff and their families, each of who are deserving of every protection we can afford them. General Counsels also come with crime fighting and restorative justice benefits to the communities they serve. The Police Executive Research Forum, or PERF (a nationally renowned law enforcement research organization recognized as Subject Matter Experts by the Department of Justice), concluded attorneys are involved to a large extent in police problem-solving matters especially in implementing response strategies.² PERF also noted many officers reported they could have used such specialized collaboration in instances where attorneys were not available (specifically the desired assistance for legal advice, review of problem-solving efforts, and direct involvement in the development or implementation of problem-solving responses). This underscores the need for clear, unfettered access to legal counsel which specializes in areas uniquely common to the law enforcement profession.

Please allow me to expound on two primary areas that highlight the need for a General Counsel as their guidance provides immediate training and input in ongoing and evolving high-risk situations.

Training and Continuity

RCPD cites an estimated 35% attrition rate of staff over the next five years equating to a dramatic loss of experience and subject matter expertise that has a direct impact in increasing the odds risk and liability. For example, RCPD's Human Resources Manager retired in December 2022: RCPD does not have any HR personnel certified by the Society for Human Resources Management (SHRM) to include the incoming HR manager. SHRM cited a survey where 23 percent of organizations polled had an individual personally named in an employment-related lawsuit, and in 16 percent of these organizations, HR professionals were named as defendants.³ In 2004, the U.S. Equal Employment Opportunity Commission (EEOC) \$251.7 million on behalf of complainants for the over 85,000 charges it resolved, and \$168.3 million for the cases the EOC was involved in litigating.⁴ Furthermore, according to an HR consulting firm, four regulatory categories are directly related to HR administration and compliance and represent a legal risk: health insurance and the Affordable Care Act, payroll tax and employee compensation compliance, legal issues surrounding retirement and pension plans, and workplace safety compliance and legal issues⁵ (Note: RCPD does not have a workplace safety manager), all of which are areas General Counsels play an important role within. An in-house legal expert equates to faster resolution of employment-related risks.

¹ DOJ Office of Justice Programs, NCJ #97876

² https://www.policeforum.org/assets/docs/Free_Online_Documents/Lawyers_Policing/the%20role%20of%20lawyers%20in%20the%20police%20problem-solving%20process.pdf

³ <https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/avoidingindividualliability.aspx>

⁴ <https://www.epspros.com/news-resources/white-papers/2014-prior/personal-liability-and-hr-professional.html>

⁵ <https://hcchr.com/legal-issues-in-human-resources-management/>

Recently, the U.S. DOJ noted the many types of claims against law enforcement personnel and suggested ways to minimize or avoid legal liabilities which included knowing state laws, and tailoring policies, procedures, and actions to trends observed in criminal and civil liabilities cases that have involved the police. To add, law enforcement supervisors can be held liable for negligence in the areas of failure to train, hire, assign, supervise, direct, entrust, and retention.⁶ An in-house General Counsel can provide encompassing and applicable training to department personnel. Note: RCPD's 2023 training budget is \$108,000 (which equates to only about \$490 spent on each person annually) of which the department has exceeded at an average rate of ~124% over the last five years. An assigned General Counsel establishes perpetual continuity, and essential legal training for staff which is both supplemental and symbiotic to the department's training budget.

Liability

Locally, the 1979 Tort Claims Act for the State of Kansas notes liability is the rule and immunity is the exception as "...each governmental entity shall be liable for damages caused by the negligent or wrongful act or omission of any of its employees while acting within the scope of their employment under circumstances where the governmental entity, if a private person, would be liable under the laws of this state."⁷ In these suits, not only does state law address negligence, but a plaintiff may assert other torts which include defamation, invasion of privacy, abuse of process, malicious prosecution, trespass, and nuisance, each of which our staff is exposed to on a daily basis in each of the decisions they make. The Kansas Tort Claims Act caps damage awards at \$500,000 for any number of claims arising out of a single occurrence or accident. If the amount awarded or settled on involves multiple claimants and exceeds the statutory cap, then any party may apply to the district court for apportionment in proportion to the ratio of the award or settlement to the aggregate awards and settlements.⁸ The \$500,000 cap is waived where the governmental entity has purchased insurance or has entered into a pooling arrangement which provides coverage exceeding this \$500,000 liability limit.⁹

Federally, under the "Monell Doctrine," RCPD is liable for promulgating unconstitutional policies or practices that precipitate officer misconduct. Tort claims seeking recovery for alleged civil rights violations (often referred to as "1983 cases") have dominated the public eye, with allegations and claims on the rise. For example, the National Police Funding Database website reported on just 167 public settlements which cost police agencies and municipalities \$2,246,987,900. Under federal law, a plaintiff may recoup monetary awards from compensatory damages, nominal damages, punitive damages, and attorneys' fees. In February 2022, the Kansas City Police Board of Commissioners agreed to pay \$900,000 for a wrongful arrest where a 15-year-old was held in jail for three weeks.¹⁰

⁶ <https://www.ojp.gov/ncjrs/virtual-library/abstracts/criminal-and-civil-liabilities-police-officers-police-deviance>

⁷ KSA 2015 Supp. 75-6103(a) per <http://www.kslegresearch.org/KLRD-web/Publications/JudiciaryCorrectionsJuvJustice/TortClaimsActMemo.pdf>

⁸ KSA 75-6105(b)

⁹ KSA 75-6111

¹⁰ <https://www.kansascity.com/news/local/article267959197.html>



General Counsel

Justification for Position within the Riley County Police Department

Director Brian Peete

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

Consideration for General Counsel

19.a

Risk Management

**Best Practice for Reducing Risk and
Increasing Protections**

Common & Recognized Practice

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Why Add General Counsel?

Risk Management

Law Enforcement and Corrections departments present the highest risks to governments and the communities they serve

Expectations of Law Enforcement roles are constantly shifting. SME and training is crucial for operations, policy, etc.

Protections for our staff, organization, and community

Why Add General Counsel?

Best Practice for Reducing Risk and Increasing Protections

Realization of the risk mitigation need, but failing to incorporate is negligence

Best Practice for Reducing Risk and Increasing Protections

Address silos between local government and key stakeholders.

Cross-agency approach.

Recognize the need to invest in areas that reduce risks.

Policy development, data collection, hiring, training, equipment, surveys, and community policing

Monitor for disincentives and unintended consequences of risk management practices.

Proactivity in working across sectors and engaging law enforcement agencies to identify and reduce risks.

Promotion of using data on police encounters to be proactive in monitoring high-risk areas.

Police-community interactions, use of force, violations of civil rights, mistreatment of disenfranchised populations

Conduct risk review to assess current status of Department and areas for strategic improvement

Best Practice for Reducing Risk and Increasing Protections

Address silos between local government and key stakeholders.

Cross-agency approach.

Recognize the need to invest in areas that reduce risks.

Policy development, data collection, hiring, training, equipment, surveys, and community policing

Ensure fairness in local government practices that address procedural justice.

Equity and transparency

City and County governments and jurisdictions need to examine their own practices to ensure procedural justice, fairness, and constitutional protections are consistent across local and government agencies.

Why Add General Counsel?

Common Practice

**Kansas City
Lawrence
Sedgwick
Shawnee County
Leavenworth County**

**Many Municipalities and Boards also recognize the importance of
immediate access to an attorney**

Protects direct interests of government organization

Why Add General Counsel?

Recognized Practice

Iron Clad Insurance
Fischer, Patterson, Saylor & Smith
Travelers Insurance
Riley County District Court
Discussions with Public Defenders and City Attorneys

Questions?

Initial Organizational Assessment

The Riley County Police Department

APRIL 2023

Brian Peete, M.A.
Director, Riley County Police Department

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1. Purpose

An initial organizational assessment of the Riley County Police Department (RCPD) was conducted so to gauge its status and health. Information gathered from this assessment will assist in formulating leadership priorities for myself and the department, and will also be used for strategic planning.

This assessment drew upon several data sources, including but not limited to, discussions with RCPD personnel and external stakeholders, overview research, observations of departmental culture, recent targeted statistical reporting, conversations with respected peers in policing, and review of current department policies and procedures.

Any benchmarks for comparison are based on standards defined in the President's Task Force on 21st Century Policing (published May 2015),¹ and best and evidence-based practices endorsed by the International Association of Chiefs of Police (IACP),² the Police Executive Research Forum (PERF)³, and the Commission on Accreditation for Law Enforcement Agencies (CALEA)⁴. The President's Task Force on 21st Century Policing report is recognized as the benchmark framework for law enforcement by the International Association of Chiefs of Police,⁵ the American Bar Association (ABA),⁶ the National Organization of Black Law Enforcement Executives (NOBLE),⁷ The Police Executive Research Forum (PERF), The National Association for Civilian Oversight of Law Enforcement (NACOLE),⁸ and the National Alliance on Mental Illness (NAMI)⁹.

2. Director's Qualifications

Director Brian Peete has a Bachelor of Science degree in Sociology with an emphasis on Employment Relations, and a Masters of Arts degree in Police Psychology. While serving as a commissioned officer in the U.S. Air Force, Brian conducted several military Operational Readiness Inspections at various installations as well as compliance assessments of detachments within the Air Force Office of Special Investigations (OSI). Brian was also the Chief Forensic Audit Investigator for Police Accountability for the City of Chicago Inspector General's Office, charged with auditing the Chicago Police Department's reform and accountability efforts immediately prior to the Department of Justice Consent Decree. Brian has other relevant and significant training and experiences to include Internal Affairs Investigations, Ethical Issues in Use of Force, Compliance Auditing, Performance Auditing and Corporate Fraud Investigations from the Associations of Inspectors General, Program Evaluation, Auditing Police Performance, Fraud Prevention and Detection, and Auditing and Investigation practices from the Institution of Internal Auditors. He is a member of the IACP and PERF, served on the Vermont League of Cities and Towns Public Safety Policy Committee as well as peer selected to serve as the President of the Vermont Association of Chiefs of Police. Director Peete was invited by the U.S. Department of Justice, Bureau of Justice Assistance, the University of Cincinnati, PRA Associates, and the IACP to serve on an August 2020 panel to explore current practices, challenges, and best-practice resources for successful law enforcement responses and interactions with people with behavioral health issues and developmental disabilities.

¹ https://cops.usdoj.gov/pdf/taskforce/taskforce_finalreport.pdf

² <https://www.theiacp.org/>

³ <https://www.policeforum.org/>

⁴ <https://calea.org/>

⁵ <https://www.theiacp.org/sites/default/files/all/i-j/IACP%20GMU%20Evidence%20Assessment%20Report%20FINAL.pdf>

⁶ https://www.americanbar.org/groups/leadership/office_of_the_president/publictrust/

⁷ "The playbook for police reform already exist(s).....and NOBLE helped write it!" –Dwayne Crawford, Executive Director at National Organization of Black Law Enforcement Officers, June 2020, LinkedIn, in reference to <https://www.nytimes.com/2020/06/04/opinion/police-reform-obama-task-force.html>

⁸ https://www.nacole.org/president_s_task_force_on_21st_century_policing

⁹ <https://www.nami.org/Support-Education/Publications-Reports/Public-Policy-Reports/Preparing-for-the-Unimaginable/Preparing-For-The-Unimaginable>

3. Findings

The organizational health of the Riley County Police Department is exceptionally strong with no indication of negative cultural indexes¹⁰ that hamper the Department's ability to provide safety to the Riley County community, nor visible circumstances which bring about an erosion of legitimacy or public trust. Not only has RCPD long subscribed to best and evidence-based practices and policies found in the 2015 President's Task Force Report on 21st Century Policing, but it has implemented several intelligence-led practices prior to the publication. In many ways, RCPD has been at the tip of professional innovation, training, and community-led and trauma informed policing before such phrases were specifically coined and emphasized in modern popular police research. Morale appears to predominantly be "moderate" to "high" based on a basic climate assessment survey. There also appears to be an internal departmental culture that weeds out those who cannot meet self-imposed high demands of proficiency and integrity, or the community's high demands for dignity preservation, mutual respect and professional service.

Crime and Perception

In 2022, RCPD reported all Part I crimes, with the exception of arson, were at least 9% below the average, with some as low as 50%.¹¹ Based on reporting data, social media posts and community discussions, the perception of crime appears to be low.¹² Niche.com¹³ rated Manhattan as one of the best places to live in Kansas, and Citytistics.com graded the city as an A+ in terms of low crime.¹⁴ Several YouTube videos also lauded Manhattan as among the top places to live in Kansas.¹⁵ These rankings are based in part on Crime Reporting data submitted to the FBI.¹⁶ The Kansas Bureau of Investigations (KBI) cited RCPD's reporting data of a violent crime rate per 1,000 residents at 2.8 with a property crime rate per 1,000 residents of 15.9, with the State average of 4.3 per 1,000 residents for violent crime and 21.4 for property crime.¹⁷ For national comparison, in 2021, the U.S. DOJ reported 16.5 violent crimes for every 1,000 Americans ages 12 or older,¹⁸ and 19.33 per 1,000 residents.¹⁹

Department Credibility

Based on interviews with Peer Agencies such as the FBI, KBI, the Kansas Law Enforcement Training Center, the County Attorneys' Office, as well as with the District Court and County Public Defender's office, there is strong external confidence in the competence and credibility of RCPD staff. There are no obvious indications of systemic integrity²⁰ or ethical issues. NOTE: I am in the process of scheduling a meeting with the U.S. Attorney (Kansas).

¹⁰ Common indicators include sustained patterns of excessive force, First and Fourth Amendment violations, sustained patterns of discrimination against minorities and other protected groups, and questionable practices which deviate from state and federal open records-related acts.

¹¹ https://twitter.com/RileyCountyPD/status/1622704575101763587?ref_src=twsrc%5Etfw%7Ctwcamp%5Etweetembed%7Ctwterm%5E1622704575101763587%7Ctwgr%5E152366c1f10f07595c6afa9d76d1261115972f9e%7Ctwcon%5Es1_&ref_url=https%3A%2F%2Fwww.wibw.com%2F2023%2F02%2F07%2Frcpd-releases-2022-crime-stats%2F

¹² Please note RCPD serves an entire county, therefore statistics involving Manhattan were readily available and not those of other communities within the county

¹³ <https://www.niche.com/places-to-live/manhattan-riley-ks/>

¹⁴ <https://www.citytistics.com/city/manhattan-kansas/>

¹⁵ <https://www.youtube.com/watch?v=MgO2-RZvGQ> and <https://www.youtube.com/watch?v=WpxMpBEBFWs>

¹⁶ <https://www.fbi.gov/services/cjis/ucr>

¹⁷ <https://www.kansas.gov/kbi/stats/docs/pdf/2021%20Crime%20Index.pdf>

¹⁸ <https://bjs.ojp.gov/content/pub/pdf/cv21.pdf>

¹⁹ <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/ncvsnibrscpc21.pdf>

²⁰ <https://www.lexipol.com/resources/blog/brady-giglio-and-you-how-the-duty-to-disclose-exculpatory-information-impacts-police-disciplinary-files/>

Early Warning System Indicators

Riley County, KS has a population of 72,208. As of July 2022, U.S. Census data racial estimates²¹ 83.7% White, 6.8% Black/African American, .7% American Indian and Alaska Native, 4.7% Asian, and .3% Native Hawaiian and other Pacific Islander. 3.8% were classified as two or more races, 8.7% as Hispanic or Latino.

The below tables and charts provide basic traffic warnings and citation data from 2020 through 2022.

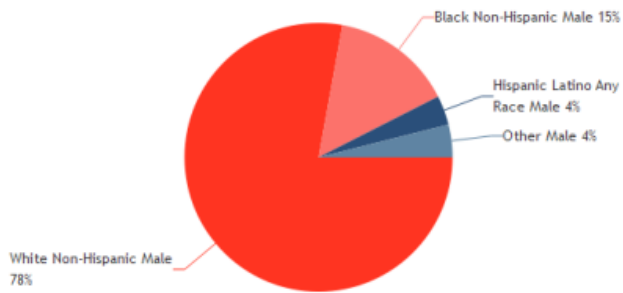
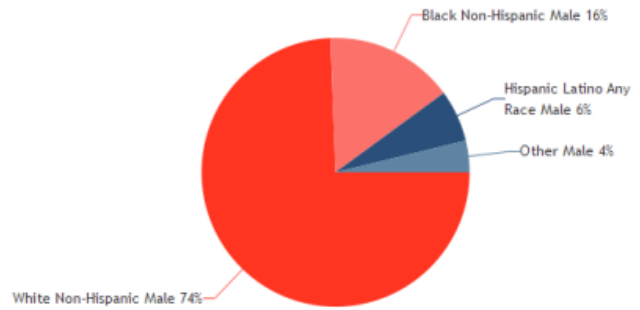
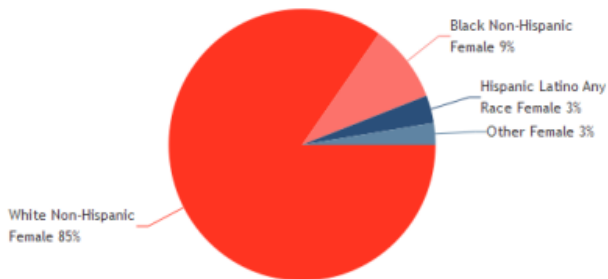
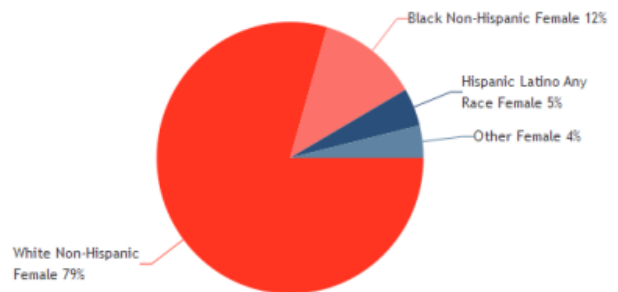
Legend

White Non-Hispanic Male	
Black Non-Hispanic Male	
Hispanic Latino Any Race Male	
Other Male	

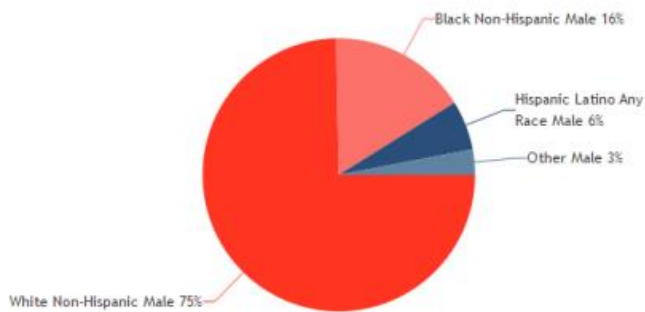
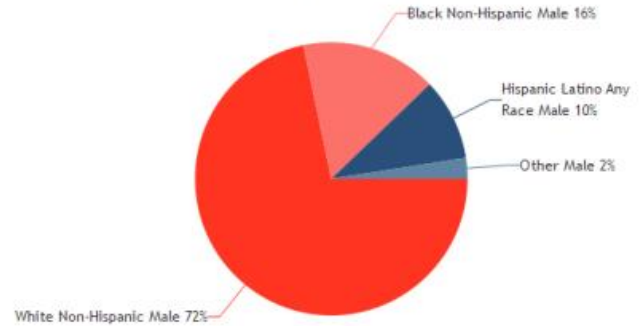
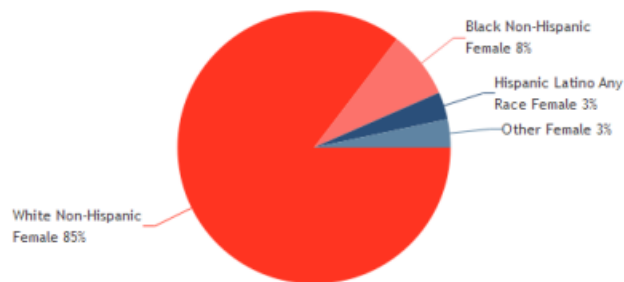
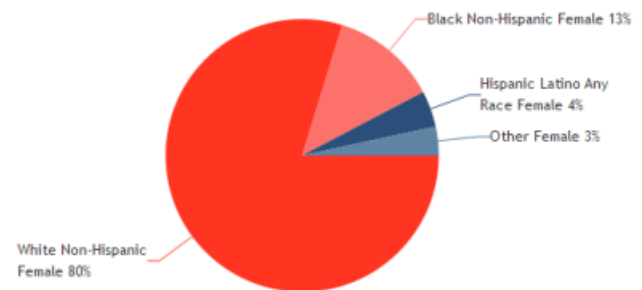
Data Collection Period: 1/1/2020 - 12/31/2020

Race/Sex	Warnings	Citations	Total
White Non-Hispanic Male	1252	1294	2546
Black Non-Hispanic Male	236	271	507
Hispanic Latino Any Race Male	57	109	166
Other Male	63	66	129
White Non-Hispanic Female	951	914	1865
Black Non-Hispanic Female	105	140	245
Hispanic Latino Any Race Female	37	52	89
Other Female	29	44	73
TOTAL	2730	2890	5620

²¹ <https://www.census.gov/quickfacts/rileycountykansas>

Male Warnings**Male Citations****Female Warnings****Female Citations****Data Collection Period: 1/2/2021 - 1/1/2022**

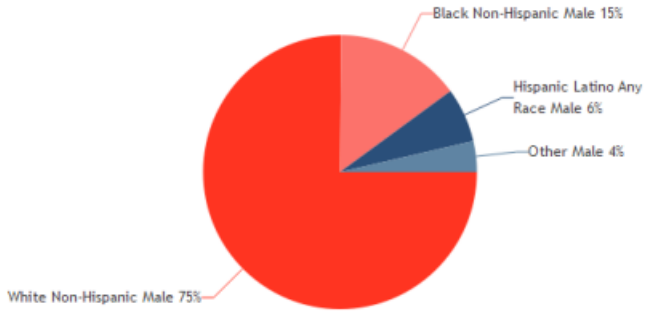
Race/Sex	Warnings	Citations	Total
White Non-Hispanic Male	1350	1455	2805
Black Non-Hispanic Male	297	327	624
Hispanic Latino Any Race Male	106	197	303
Other Male	54	50	104
White Non-Hispanic Female	1051	984	2035
Black Non-Hispanic Female	99	155	254
Hispanic Latino Any Race Female	40	53	93
Other Female	41	42	83
TOTAL	3038	3263	6301

Male Warnings**Male Citations****Female Warnings****Female Citations**

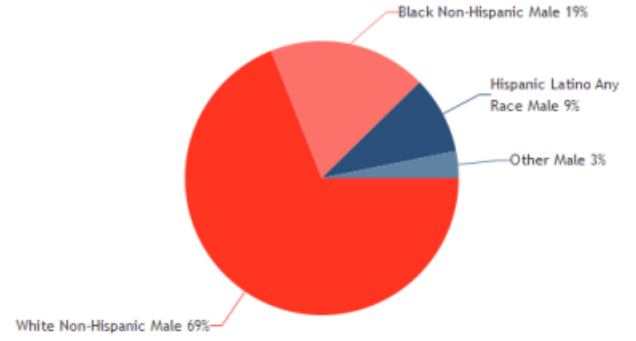
Data Collection Period: 1/1/2022 - 12/31/2022

Race/Sex	Warnings	Citations	Total
White Non-Hispanic Male	1780	1745	3525
Black Non-Hispanic Male	351	473	824
Hispanic Latino Any Race Male	152	232	384
Other Male	86	80	166
White Non-Hispanic Female	1395	1220	2615
Black Non-Hispanic Female	154	184	338
Hispanic Latino Any Race Female	76	110	186
Other Female	54	61	115
TOTAL	4048	4105	8153

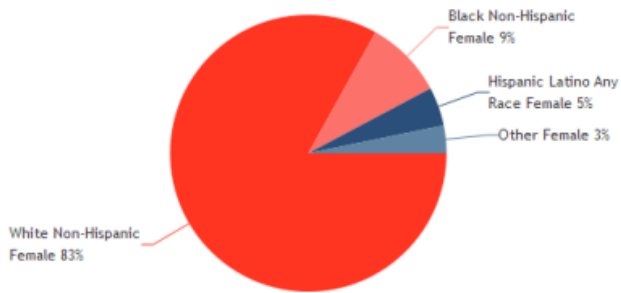
Male Warnings



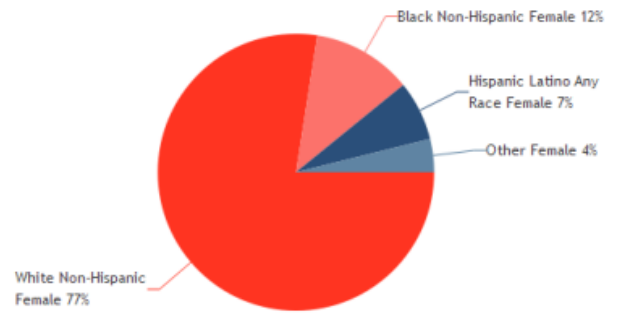
Male Citations



Female Warnings

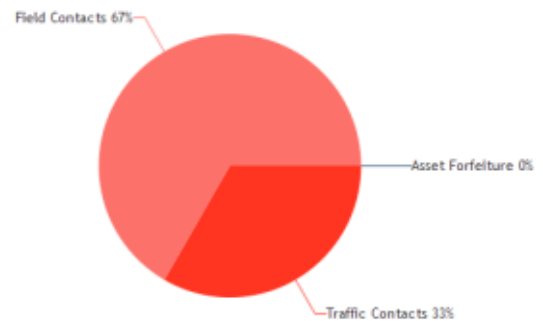


Female Citations



*Biased Based Profiling***Year 1 Data Collection Period: 1/1/2020-12/31/2020****Year 2 Data Collection Period: 1/1/2021-12/31/2021****Year 3 Data Collection Period: 1/1/2022-12/31/2022**

Complaints from:	Year 1	Year 2	Year 3
Traffic Contacts	0	2	1
Field Contacts	1	4	
Asset Forfeiture	0		

Complaints**Complaints****Complaints***Legend*

Traffic Contacts	
Field Contacts	
Asset Forfeiture	

In addition to personal observations, as well as preliminary review of traffic-related data, I can confirm that RCPD does not engage in the targeting of minority and historically disadvantaged populations. When studying traffic data, there are numerous variables that must be considered such as accounting for individuals who visit the county and/or students who may not have officially registered their respective residence within Riley, the race or sex of the officer issuing the citation, and the reasons as to why the stop initially occurred. Additionally, one must study whether the infraction(s) which led to a traffic stop mandated (by law) a citation rather allowing officers to use discretion to issue a simple warning. These are key contextual sets to consider so to avoid confirmation bias. It should be noted that RCPD has incorporated *Benchmark Analytics*, which utilizes evidence-based research findings to develop algorithms that assist in identifying staff who may show patterns of unprofessional and biased conduct. Of further note, RCPD has an independent Internal Affairs and complaint-based system, maintains a strong cooperative relationship with a Community Advisory Board and other organizations which represent the interests and protection for historically marginalized populations, and also works with a community-based Fair and Impartial Policing group. Based on the data collected in this report, I do not see a need to conduct targeted or more detailed audits in this area.

Finally, RCPD plans to work and collaborate with the Manhattan-Riley county Coalition for Equal Justice to ensure its policies, procedures and practices are transparent, based in dignity preservation and mutual respect, and are free of bias and implicit bias with the goal of systemic equity to all we are sworn to protect.

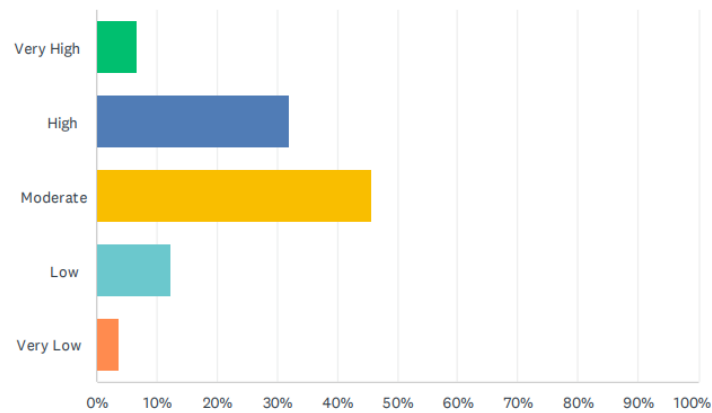
Morale and Internal Culture

I begin by noting RCPD has a robust and self-sustaining Peer Support network as well as a Chaplaincy program. Both provide assistance to all staff members. In the first quarter of 2023, a preliminary internal climate assessment survey was conducted. RCPD is authorized 225 personnel, with 138 personnel participating in the survey. The below twelve (12) questions were asked of staff followed by charts capturing the responses.

1. How would you rate the current level of morale in the department?
2. I'm free and comfortable providing my ideas and feedback to my chain of command or to the Director.
3. My ideas and feedback reach the level, office, or supervisor(s) I intended to reach.
4. When I submit concerns, ideas, or feedback, my chain of command and/or parties involved are responsive.
5. I receive clear direction on what I'm expected to accomplish.
6. As a supervisor, I have clear direction, authority, and autonomy to make proper decisions.
7. The Department's direction is effectively communicated to me.
8. The Department does a good job explaining why decisions are made.
9. I have the necessary equipment and technology to perform my assigned duties.
10. I have received the proper training necessary to keep me safe in performing my assigned duties.
11. My section has an adequate amount of people to perform our assigned duties.
12. My significant other and/or family supports my decision to work at RCPD.
13. I'm seriously thinking about leaving RCPD within the next five years.

Q1 How would you rate the current level of morale in the department?

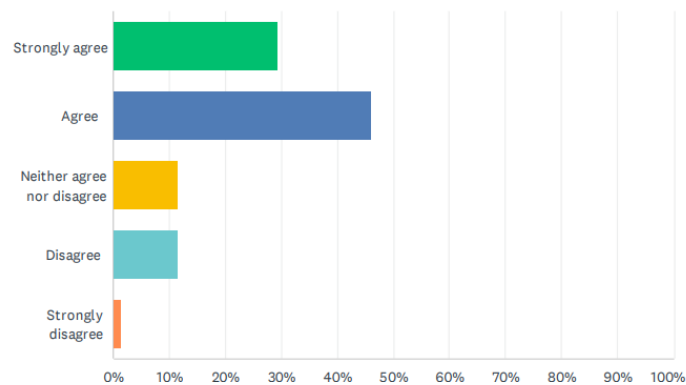
Answered: 138 Skipped: 1



ANSWER CHOICES	RESPONSES
Very High	6.52% 9
High	31.88% 44
Moderate	45.65% 63
Low	12.32% 17
Very Low	3.62% 5
TOTAL	138

Q2 I'm free and comfortable providing my ideas and feedback to my chain of command or to the Director.

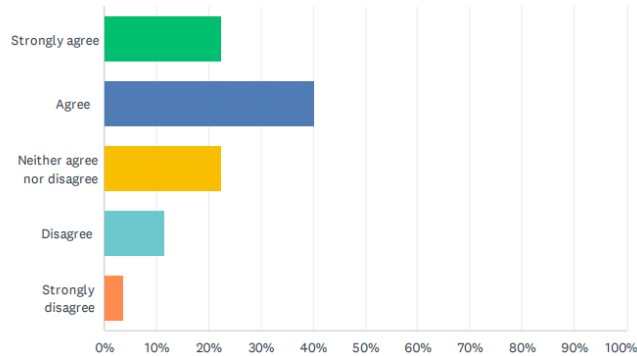
Answered: 139 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	29.50% 41
Agree	46.04% 64
Neither agree nor disagree	11.51% 16
Disagree	11.51% 16
Strongly disagree	1.44% 2
TOTAL	139

Q3 My ideas and feedback reach the level, office, or supervisor(s) I intended to reach.

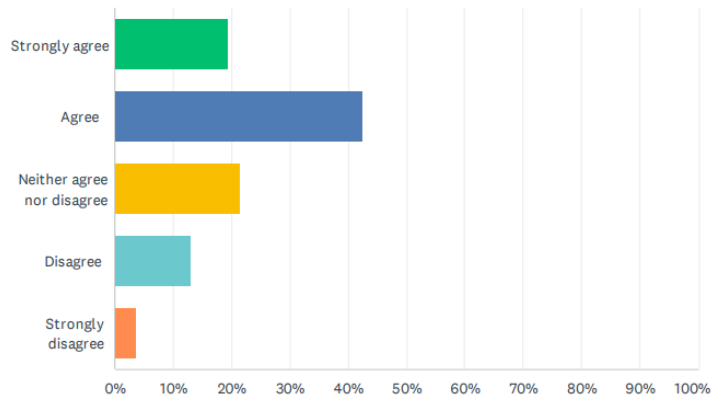
Answered: 139 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	22.30%	31
Agree	40.29%	56
Neither agree nor disagree	22.30%	31
Disagree	11.51%	16
Strongly disagree	3.60%	5
TOTAL		139

Q4 When I submit concerns, ideas, or feedback, my chain of command and/or parties involved are responsive.

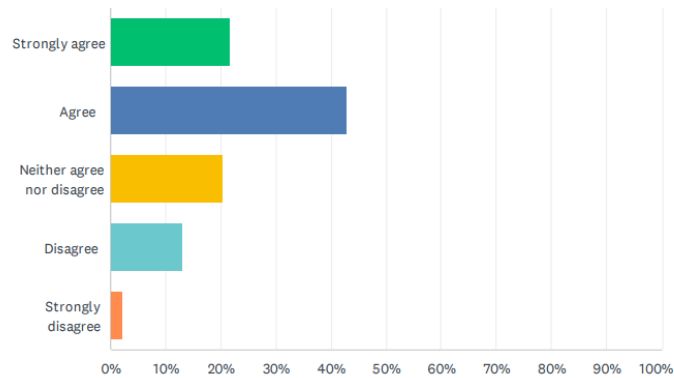
Answered: 139 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	19.42%	27
Agree	42.45%	59
Neither agree nor disagree	21.58%	30
Disagree	12.95%	18
Strongly disagree	3.60%	5
TOTAL		139

Q5 I receive clear direction on what I'm expected to accomplish.

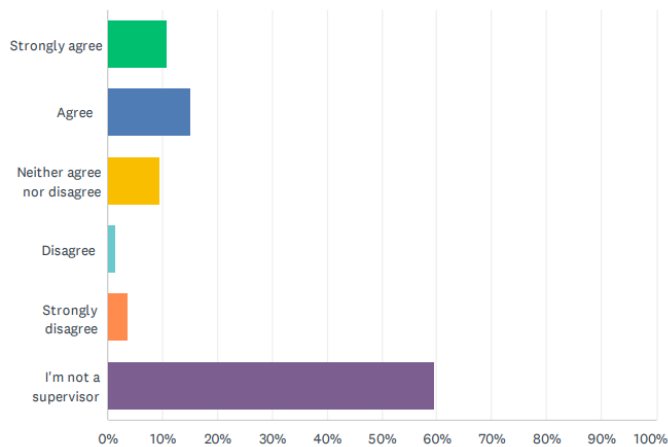
Answered: 138 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	21.74%	30
Agree	42.75%	59
Neither agree nor disagree	20.29%	28
Disagree	13.04%	18
Strongly disagree	2.17%	3
TOTAL		138

Q6 As a supervisor, I have clear direction, authority, and autonomy to make proper decisions.

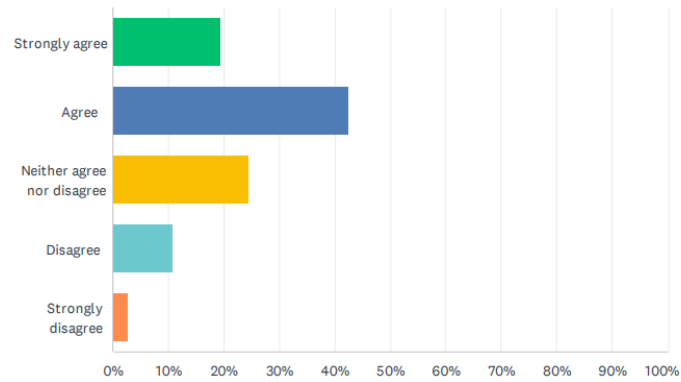
Answered: 138 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	10.87%	15
Agree	15.22%	21
Neither agree nor disagree	9.42%	13
Disagree	1.45%	2
Strongly disagree	3.62%	5
I'm not a supervisor	59.42%	82
TOTAL		138

Q7 The Department's direction is effectively communicated to me.

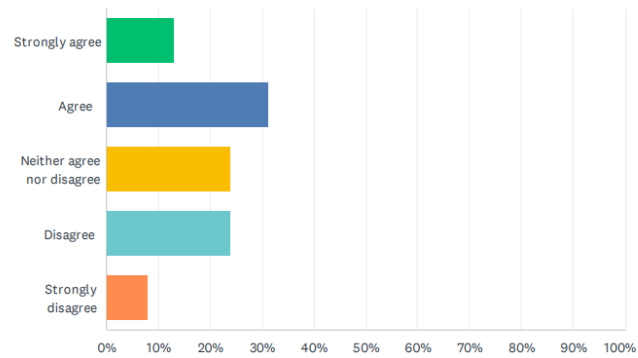
Answered: 139 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	19.42%	27
Agree	42.45%	59
Neither agree nor disagree	24.46%	34
Disagree	10.79%	15
Strongly disagree	2.88%	4
TOTAL		139

Q8 The Department does a good job explaining why decisions are made.

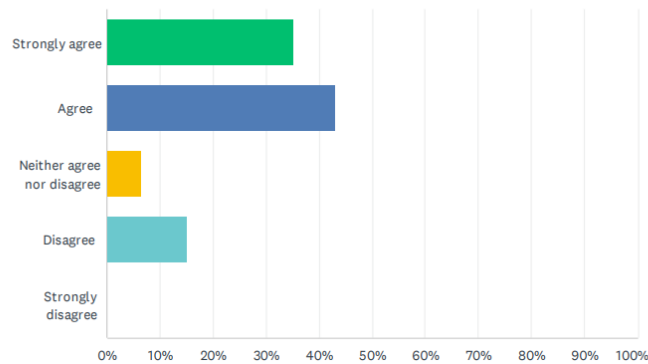
Answered: 138 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	13.04%	18
Agree	31.16%	43
Neither agree nor disagree	23.91%	33
Disagree	23.91%	33
Strongly disagree	7.97%	11
TOTAL		138

Q9 I have the necessary equipment and technology to perform my assigned duties.

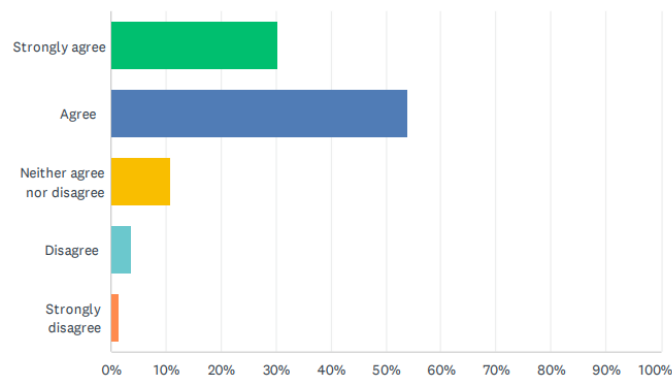
Answered: 139 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	35.25%	49
Agree	43.17%	60
Neither agree nor disagree	6.47%	9
Disagree	15.11%	21
Strongly disagree	0.00%	0
TOTAL		139

Q10 I have received the proper training necessary to keep me safe in performing my assigned duties.

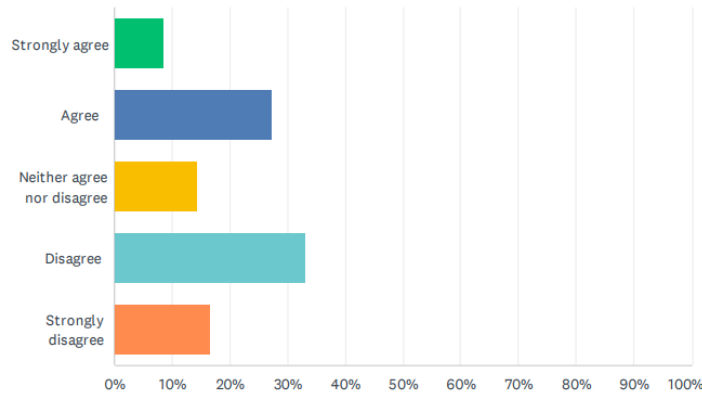
Answered: 139 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	30.22%	42
Agree	53.96%	75
Neither agree nor disagree	10.79%	15
Disagree	3.60%	5
Strongly disagree	1.44%	2
TOTAL		139

Q11 My section has an adequate amount of people to perform our assigned duties.

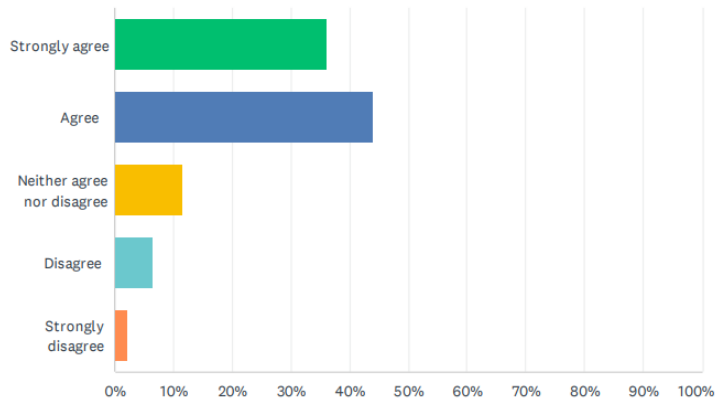
Answered: 139 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	8.63%	12
Agree	27.34%	38
Neither agree nor disagree	14.39%	20
Disagree	33.09%	46
Strongly disagree	16.55%	23
TOTAL		139

Q12 My significant other and/or family supports my decision to work at RCPD.

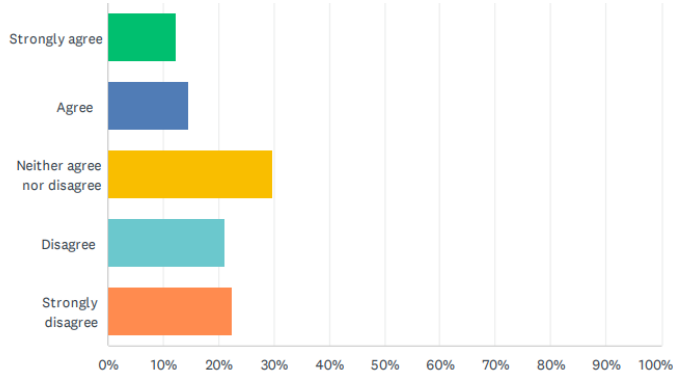
Answered: 139 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	35.97%	50
Agree	43.88%	61
Neither agree nor disagree	11.51%	16
Disagree	6.47%	9
Strongly disagree	2.16%	3
TOTAL		139

Q13 I'm seriously thinking about leaving RCPD within the next five years.

Answered: 138 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	12.32%	17
Agree	14.49%	20
Neither agree nor disagree	29.71%	41
Disagree	21.01%	29
Strongly disagree	22.46%	31
TOTAL		138

The climate survey also allowed for anonymous input and critique. The following chart *categorically summarizes* specific feedback.

Concerns	Number of Staff Who Mentioned the Topic/Concern
Increase number of line workers/Overworked/Can't take time off/Quality of life with family	28
Dissatisfaction/critique of Squad-based Policing	10
Decrease response/priority to non-criminal matters	1
More training/Improve training program	7
Communicate what decisions are made and why/Allow for input/Transparency	13
Implement more of the salary survey/COLA/Pay-related issues	9
Extra-curricular activities to boost morale/Find ways to make it closer nit working environment/improve feelings of being valued	12
More SROs and Investigators	1
Increase positive recognition/Thank the staff	9
Improve the promotion system	9
Return to proactive policing practices	2
Clear goals/performance evaluation/feedback/accept feedback, ideas, opinions	18
Hold all management accountable to enforce standards, productivity, expectations, consistency	38
Stop constantly moving people around/allow to stay in preferred positions/qualified for position	5
Management to exercise good/better leadership/positive leadership	11
Elements of nepotism are present/Old ways of doing things culture	3
Low morale from external factors	1
Autonomy/No Micromanagement/Trust us as adults	12
Increase EAP benefits	1
Director & Mgmt be more visible/interactive w/ staff	12
Quality of vehicles/take home car	2
A lot of additional duty requirements and asks	4
More working space/parking	2
Systemic issues with how women are treated in the Department/belittlement + disparaging remarks	1
Communicate with County Atty Office-training for winning cases + making strong cases	1
Better fitting uniforms	1
Supervisors should mediate tense relationships between subordinates	1
Stagnation/More internal opportunities	1
Mission creep (sections doing work for others)/others are carrying their weight	11

Community Feedback and External Peer Perspectives

I conducted townhall public meetings in each municipality within Riley county. Feedback was overwhelmingly positive with almost all individuals expressing support for RCPD. Specific positive cites were the department's immersion into the community, staff being friendly, knowledgeable, and professional. Other remarks complimented supporting/security in the schools, and favorable interactions with individuals suffering from mental illness (CIT). There were several accolades singling out the compassion of RCPD's Victim Coordinator, though some members (who were victims of crimes) believed officers and investigators were not following up with them in a timely manner. In further summarizing these discussions, members in each municipality believed the department placed too much of its attention within Manhattan. Many perceived the city of Manhattan as often pushing its own agenda at the expense of other towns and thus wanted assurances RCPD would continue to dedicate resources to them so they would not be "forgotten about." All expressed a desire for the Director to be visible, approachable, responsive to their needs, and to be within their communities more than "just one time a year." Several residents in Ogden alleged RCPD as sometimes being dismissive, non-responsive, and negative towards their community with one citing an involvement where an RCPD officer allegedly wished Ogden would have been damaged after a gas leak incident several year ago (No Further Information). Ogden residents also expressed concern about narcotics, school shootings, response times to calls for service, and traffic in and out of Fort Riley's Ogden gate with a request for more patrols to monitor speeding. Ogden did approach RCPD and offered, at its expense, space, furniture and logistics to be used as a substation for RCPD. The municipalities of Leonardville, Randolph, and Riley were especially adamant that they receive service from officers who "wanted" to be in their communities. They provided many accolades to the RCPD officers assigned to the north county, but expressed concern for thefts and burglaries. Prevalent concerns for Manhattan residents revolved around traffic enforcement, visibility, and for officers to be courteous, responsive, and positive. Lastly, several community members did describe a perception that RCPD was sometimes very defensive, unapproachable, and often inflexible in answering questions or in receiving feedback. There were also some conversations revolving around RCPD's diversity (race and sex) especially within supervisory positions.

RCPD conducted a Community Survey late 2022 which consisted of thirty (30) questions, of which 1,311 community members voluntarily participated. The results of that survey are attached to this report. Based on that survey, the relative perception of crime in the county is low to moderate with concerns related to having a car or home broken into, being assaulted or robbed, the sale or abuse of illegal drugs, and the illegal sale or use of firearms. Most residents wanted more face-to-face interaction between RCPD and the community, reported positive interactions with law enforcement, and were satisfied with the department's services. Lastly, the top five services community members wanted RCPD to focus on fighting crime, drug enforcement, sex trafficking, police response to mental health-related calls for service, traffic enforcement, and engagement with schools.

Feedback sessions were also conducted with several family members of RCPD staff; some were formal requests, and others were impromptu conversations which happened coincidentally in the public. The majority of feedback was positive as to the efficiency and professionalism of the department; however, several reported the morale of the department was not as encouraging as it may appear because many staff members did not feel comfortable sharing feedback with supervision. Some spouses also stated there was a perceived "good ole' boy" structure within the department where preferred individuals were selected for promotion and good assignments, and though the previous Director did make some helpful changes, it was believed there were still substantial elements of it present. Spouses also expressed concern that their significant others were always working and may be experiencing burnout. They also preferred that their spouses not spend as much time conducting additional duties because that took them away from being at home, and that their shifts or assignments constantly changed making it difficult to make family plans. Lastly, many spouses expressed concern relating to whether the new Law Board would continue with the implementation of the salary survey.

Discussions with School District officials are summarized with numerous positive accolades for School Resource Officers (SROs), response to calls for service, and involvement/cooperation with staff and students. Officials did express a desire for RCPD to focus on combating narcotics use and trafficking, proactive investigations and joint responses to active shooter threats, trauma-informed interactions with students, and continued use of CIT-based models in dealing with students with mental health-related needs. There was also an expressed desire to research the addition of an additional SRO for the Manhattan Middle Schools.

The County Attorney's office complimented RCPD's professionalism and integrity, was very complimentary of RCPD, and did request for the department to be proactive in human/sex trafficking investigations.

There were also feedback sessions with federal, state, and local peer agencies, each providing accolades to RCPD for its professionalism, capabilities, and willingness to assist. In summarizing received critical feedback, there is a perception among the state's law enforcement community that RCPD "always throws their CALEA certification in everyone's face," that the department is sometimes aloof believing themselves to be better than everyone else, and that the department can often be "arrogant."

Feedback from the Community Advisory Board (CAB) was primarily positive with accolades to the department for exhibiting professionalism, working to maintain the respect and dignity of those staff interact with, and the department seemingly holding itself accountable for negligence. Accolades also included inclusion of mental health collaboration. The CAB also emphasized for RCPD to continue transparent communications and a strong relationship with the CAB, and businesses and community members. There were concerns revolving around not adding to the militarization of police (to include tactical appearances), being on guard for/minimizing a culture of "us vs them," finances related to security in schools/deterrence, and avoiding automated technologies such as red-light cameras and Automated License Plate Readers or ALPRs. One CAB member questioned the use of a "BBQ Team," civil forfeiture, and RCPD's policy of officers turning off body worn cameras during calls for service. The CAB also expressed an interest for RCPD to resume work revolving around Fair and Impartial Policing (and its working group), and to partner with local community members and organizations in this endeavor.

Finally, the newly convened Law Board was solicited for their expectations and strategic priorities. In summarizing the Board's feedback, RCPD was asked to work towards leveraging technology to improve legitimacy and capabilities, for better service and safety, and to help augment staff. Other topics were to look for opportunities to increase lighting and safety downtown and in Aggieville, combating fentanyl, focusing on school safety and mental health-related issues, working to address issues relating to homelessness, and for the department to be mindful (of how to provide safety to) the increased development within Aggieville and downtown, as well as other attractions and businesses coming to the City of Manhattan. There were also discussions regarding the feasibility of speed cameras in school zones, maintaining responsible budgets and spending, and conducting assessments prior to finalizing priorities. Other focuses were for the department to monitor itself in what it needs and what it may no longer need, and to provide anticipated needs for the City and County governments so that both may effectively gauge future budgeting. Finally, RCPD was expected to focus on public safety, working to reduce crimes (such as shootings) at/around bars and other high-density locations within the county, and for presence and quick response at critical locations and events.

The basic take-away from these interactions, and the survey, is for RCPD to root its strategic priorities in ways that will positively address both internal and external concerns and feedback. We must also be proactive in regularly soliciting feedback and providing good communication throughout the chain of command. I must also exert more effort in establishing stronger professional relationships and bonds with all members of the department.

4. About the Department

Mission

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

Strategic Goals

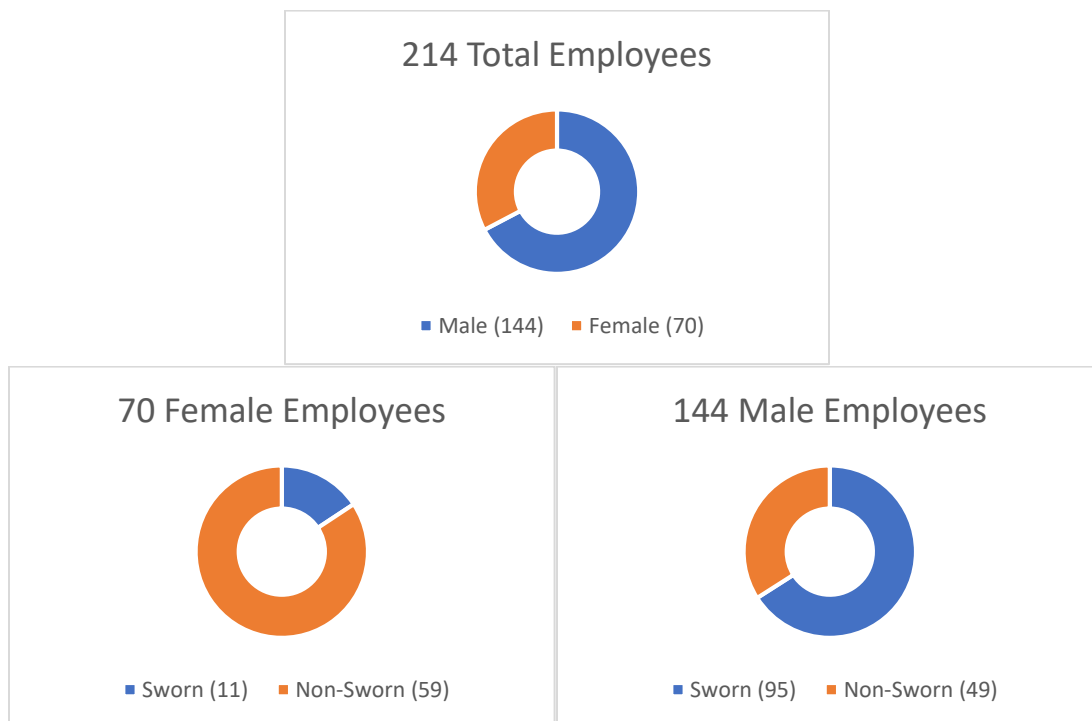
Maintain a safe and secure community

Promote legitimacy in the eyes of the public

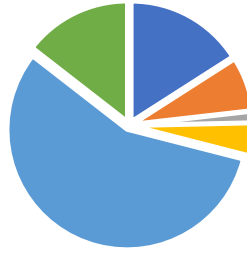
Create a culture of service throughout the organization

Minimize the financial and social cost of public safety

RCPD is a consolidated law enforcement agency located in the city of Manhattan, KS and nationally accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) which ensures high professional standards and promotes community advocacy. RCPD serves approximately 72,208 residents of Riley County and is authorized 110 police officers, 51 corrections officers, 24 dispatchers, and 38 professional staff. RCPD is an evidence-based policing agency whose mission is to: "Reduce Crime and Improve the Quality of Life for the Citizens We Serve." We are a law enforcement agency committed to being effective in our mission with procedural justice for citizens being paramount to our success.

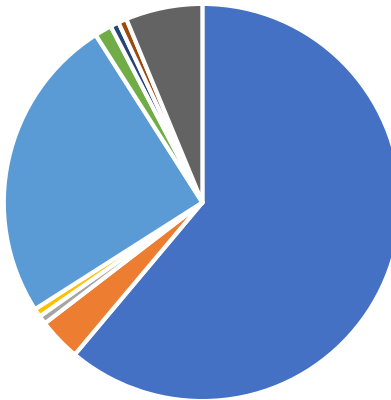


Female Employees (RACE)



- Sworn White Female (11)
- Non-Sworn Black/African American (5)
- Non-Sworn Two or More Race Not Hispanic/Latino (1)
- Non-Sworn Hispanic/Latino (3)
- Non-Sworn White (39)
- Non-Sworn UnDisclosed (10)

Male Employees (RACE)



- Sworn White Male (88)
- Sworn Black/African American (5)
- Sworn Native Hawaiian/Other Pacific Islander (1)
- Sworn Hispanic/Latino (1)
- Non-Sworn White (36)
- Non-Sworn Black/African American (2)
- Non-Sworn Native Hawaiian/Other Pacific Islander (1)
- Non-Sworn Hispanic/Latino (1)
- Non-Sworn Did Not Disclose (9)

NOTE: This data is based on voluntary self-reporting and is not information required for employment.

5. Summarized Arrest Data and Corrections Population Data

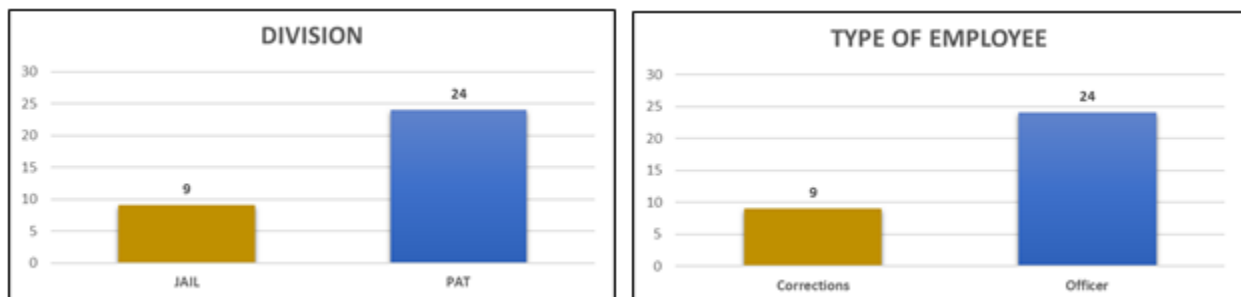
Per the Annual 2022 IA report, arrest data indicated that 1,724 people were arrested and booked into the Riley County Jail. Of the 1,724 people booked into the Riley County Jail 1,521 were persons arrested by RCPD officers. The other 203 people were arrested by agencies other than RCPD. The Kansas Highway Patrol, the Pottawatomie County Sheriff's Office, and the Kansas State University Police Department share portions of RCPD's jurisdiction. The Kansas Highway Patrol arrested 53 people. The Kansas State University Police arrested 18 people, and the Pottawatomie Sheriff's Office arrested 14 people. The remaining 118 people were arrested by agencies throughout the state of Kansas. This is likely attributed to these agencies arresting these individuals as a result of a warrant for their arrest stemming from charges within Riley County which was investigated by RCPD. These arrest numbers include probable cause arrests, warrant arrests and juveniles who were taken into custody. These numbers do not include those who were issued a notice to appear, those who were forced to appear before a court under the power of a summons, those who were sentenced and remanded in our custody, and those that were detained and released. RCPD is monitoring a climbing (and apparently sustained) increase in the Average Daily Population (ADP) (see below chart).

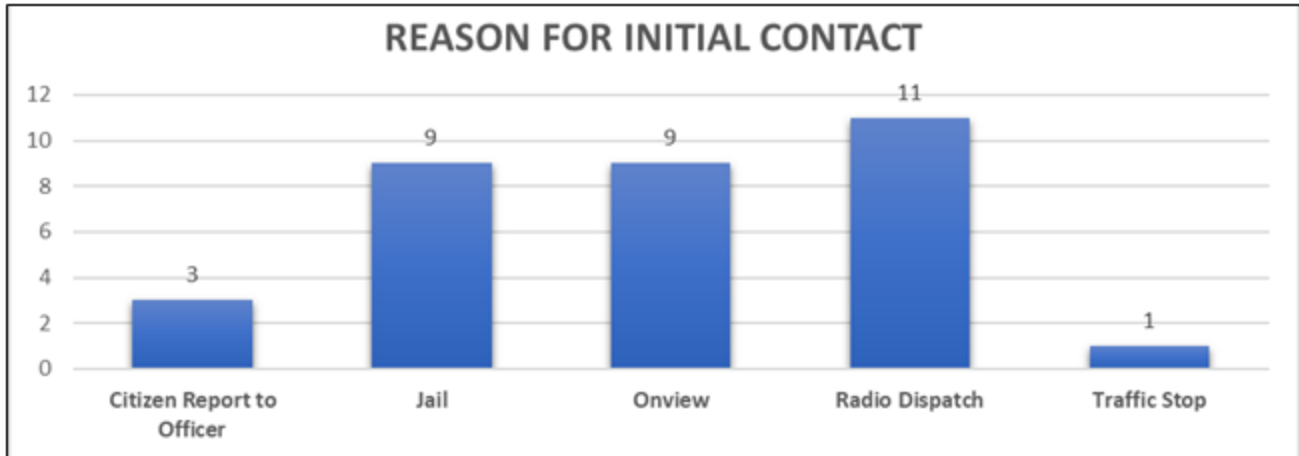
Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Annual ADP	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	~102 average

Additionally, Corrections is severely limited to implementing programs that decrease recidivism (in partnership with community partners) due to operational space. Based on these numbers, I anticipate the need for additional space and corrections staff within the next few years.

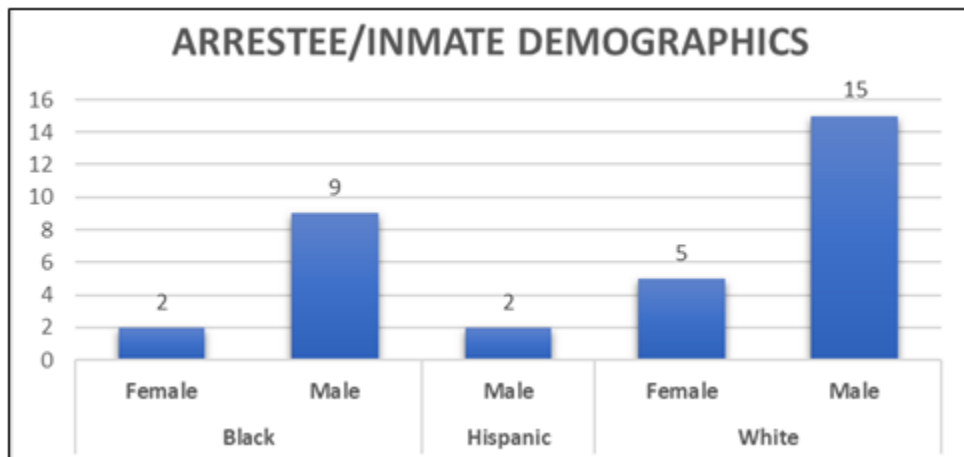
6. Assaults/Battery on Officers and Staff

In year 2022, RCPD had a total of thirty-three (33) incidents of assault/battery on officers. Twenty-four (24) of these incidents involved police officers, nine (9) involved corrections officers and zero (0) involved police service aides. The primary interaction types of which officers were assaulted/battered were dispatch based on call for service, on view observation, and approaching subjects to intervene during an unlawful behavior (e.g., fight in progress). See the below figures.





As a result of these incidents, five (5) police officers and three (3) corrections officers sustained injuries, though each injury was classified as minor (e.g., bruising, small lacerations, soreness, etc.). Of those who assaulted RCPD employees, males accounted for 72% of the incidents, while females accounted for 21% (see below figures). In 2021, the FBI found a fifty-one (51%) increase in the number of officers killed in the line of duty.²² Corrections departments across the country reported rises in assaults against their officers. It is imperative to note that Corrections Officers must work in confined spaces with the very individuals arrested for assaults against sworn law enforcement. It is recommended RCPD continue to remain proficient in proper/appropriate Use of Force tactics, as well as look for resources, opportunities, and increase in the training budget to research and incorporate modern Use of Force tactical concepts so to increase safety for Correctional and Sworn Officers.



7. Sworn Officer Staffing levels and Calls for Service

RCPD averages 1.5 sworn officers per 1,000 residents, which is far below the national consistent average of approximately 2.4 officers per 1,000 residents.²³ As calls for service numbers are trending higher (see following chart), I am very concerned that officers have been “doing more with less” at a dangerous burnout rate.

²² <https://www.fbi.gov/contact-us/field-offices/dallas/news/press-releases/fbi-releases-statistics-for-law-enforcement-officers-assaulted-and-killed-in-the-line-of-duty>

²³ <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/topic-pages/police-employee-data>

Year	Calls For Service
2020	49,813
2021	54,756
2022	55,711

8. Preliminary Audit Inquiries

An internal audit revealed no obvious patterns of call-off or sick leave abuse. Basic reviews of RCPD's policies are ongoing, and due to CALEA accreditation requirements as well as RCPD's incorporation of *PowerDMS*, the department routinely schedules reviews of key policies. A review of annual Use of Force data, sick leave, time off and overtime revealed no readily apparent violations or concerns of force violations or systemic abuse. I am currently assessing other items of review including release from custody, arrests without charging, and Information and Technology protections (patches/updates) and IT workloads.

As a note, the policies which often cause the greatest risks for the department revolve around Nepotism and Fraternization, Duty to Report and Duty to Act, Body Worn Cameras, Vehicle Pursuit, Evidence, Responding to mental health-related calls for service, Asset Forfeiture, Use of Force, Giglio and Brady reporting requirements, Investigations and Interviewing, Search and Seizure, Officer Safety, Risk Management, the Family Marriage and Leave Act, the Americans with Disability Act, the Pregnancy Discrimination Act, Hiring and Termination, Performance Evaluations, Due Process and Training (see *Ohio v. Harris*), Unmanned Aerial Systems, Social Media, and Active Shooter Response. These policies are often based on state and federal case law, and are constantly changing. For RCPD to ensure its policies are current and rooted in both the law and best practices, they require ongoing review by subject matter and legal experts. Such reviews are crucial to minimize risks to officers (especially for Qualified Immunity protections) and staff, and the department itself.

9. Internal Affairs and Administrative Actions Data

Per the Annual 2022 Internal Affairs (IA) Summary, RCPD received twenty (20) cases for Administrative Action (AA) or Investigation. Of those twenty (20), three (3) were reported by the public with one involving a police officer, and the other two involving corrections officers.

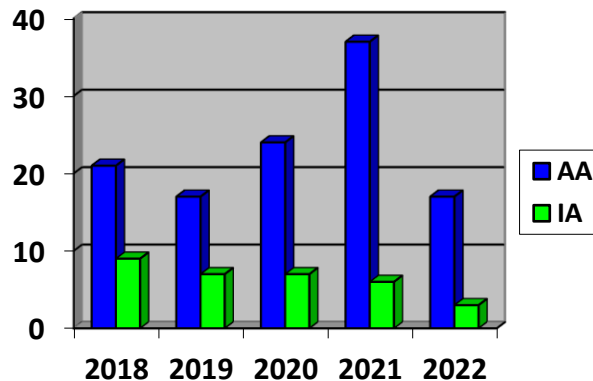


Seventeen (17) cases were reported internally with eleven (11) involving police officers, four (4) involving corrections staff, and single complaints involving a dispatcher and a support personnel respectively. The below chart summarizes the categories of complaints. Please note some of the complaints and/or investigations revealed the accusation of more than one policy violation, thus the total on the chart is twenty-three (23) not twenty (20).

In total, of the three IAs, there was an exoneration and two findings of improper conduct resulting in one no action taken, one written reprimand, and the third resulted in resignation. In the seventeen AAs, there was an exoneration, two unsubstantiated complaints, and fourteen allegations of improper conduct. Of those, three resulted in no action, one resulted in counseling, six resulted in a written reprimand, five resulted in suspension without pay, one resulted in suspension held in abeyance, and one was dismissed.

Allegations	Allegation Total	Unfounded	Exonerated	Unsubstantiated	Improper Conduct	Disposition Pending
Failure to Take Appropriate Action	3	1			2	
Obedience to Policies	1				1	
Collection of Evidence Property	3				3	
Reporting for Duty	1				1	
Use of Force	1		1			
Submission of Reports						
Courtesy	1			1		
Operation of Department Vehicles	1				1	
Neglect of Duty						
Dissemination of Information	1				1	
Misdemeanor Crime	2				2	
Escape of Prisoners						
General Rules of Conduct						
Supervision						
Abuse of Alcohol While Off-Duty						
Use of Department Computer						
Discrimination						
Felony Crime						
Insubordination						
Immoral Conduct	2		1		1	
Conformance to Laws	3				3	
Unprofessional Conduct	3				3	
Truthfulness						
Care of Department Equipment	1				1	
Total:	23	1	2	1	19	

The following chart details the last five (5) years of IA cases.



A review of IA data implies RCPD has a self-policing and accountable-based culture. I also note the majority of IAs and AAs were internal which suggests an organizational culture of accountability and broad adherence to policy and professional conduct. Overall, a review of the RCPD Annual 2022 report suggests no alarming trends or patterns that suggest a department-wide bias towards minority and historically disadvantaged populations.

10. Recommendations Will Be Based on The Six Pillars of 21st Century Policing

As the Director, I will ensure RCPD utilizes the concepts contained with the President’s Task Force on 21st Century Policing, specifically the six pillars identified in the report, and a foundation in the development and tracking of its strategic priorities. Below is a summarization of those pillars²⁴.

Pillar One: Building Trust and Legitimacy

“Building trust and nurturing legitimacy on both sides of the police/citizen divide is the foundational principle underlying the nature of relations between law enforcement agencies and the communities they serve. Decades of research and practice support the premise that people are more likely to obey the law when they believe that those who are enforcing it have authority that is perceived as legitimate by those subject to the authority. The public confers legitimacy only on those whom they believe are acting in procedurally just ways.”

We will strive for continued transparency and accountability: RCPD has upgraded its website just last month making it easier for the public to consume the large amounts of posted data. The SRO program is absolutely critical in meeting this pillar as well, as SRO’s facilitate conversations to continue exposure and building bridges with the very conscience and active youth of this community. SROs are also vital leaders in guiding restorative justice programs and conflict resolution. However, SRO primary responsibilities revolve around the protection of students and staff.

Pillar Two: Policy and Oversight

“Pillar two emphasizes that if police are to carry out their responsibilities according to established policies, those policies must reflect community values. Law enforcement agencies should collaborate with community members, especially in communities and neighborhoods disproportionately affected by crime, to develop policies and strategies for deploying resources that aim to reduce crime by improving relationships, increasing community engagement, and fostering cooperation.”

²⁴ http://www.americanbarfoundation.org/uploads/cms/documents/executive_summary_policing_task_force.pdf

We will continue to maintain and update policies based on ever changing case law, and leverage our strong working relationships with community organizations to ensure legitimacy. This is an area where an in-house Legal Counsel is critical.

Pillar Three: Technology and Social Media

“The use of technology can improve policing practices and build community trust and legitimacy, but its implementation must be built on a defined policy framework with its purposes and goals clearly delineated. Implementing new technologies can give police departments an opportunity to fully engage and educate communities in a dialogue about their expectations for transparency, accountability, and privacy. But technology changes quickly in terms of new hardware, software, and other options. Law enforcement agencies and leaders need to be able to identify, assess, and evaluate new technology for adoption and do so in ways that improve their effectiveness, efficiency, and evolution without infringing on individual rights.”

RCPD will look for ways to augment staff levels by incorporating technology that assists in proactive and reactive investigations. RCPD should also add a Community Resource Officer (CRO) to assist the Public Information Officer in maintaining strong relationships with the community and providing the maximum amount of information with minimal delay.

Pillar Four: Community Policing and Crime Reduction

“Pillar four focuses on the importance of community policing as a guiding philosophy for all stakeholders. Community policing emphasizes working with neighborhood residents to coproduce public safety. Law enforcement agencies should, therefore, work with community residents to identify problems and collaborate on implementing solutions that produce meaningful results for the community. Specifically, law enforcement agencies should develop and adopt policies and strategies that reinforce the importance of community engagement in managing public safety. Law enforcement agencies should also engage in multidisciplinary, community team approaches for planning, implementing, and responding to crisis situations with complex causal factors.”

As previously mentioned, RCPD should add a CRO. We must also continue to work with community and faith-based organizations which include the CEJ and FIP. RCPD must maintain its current professional culture which emphasizes mutual respect and dignity preservation in all interactions with community members. This legitimacy creates trust with the public, thus increasing cooperation in working to combat crime. RCPD should also add additional officers (both Sworn and Corrections) to respond to the increasing workloads.

Pillar Five: Training and Education

“As our nation becomes more pluralistic and the scope of law enforcement’s responsibilities expands, the need for expanded and more effective training has become critical. Today’s line officers and leaders must be trained and capable to address a wide variety of challenges including international terrorism, evolving technologies, rising immigration, changing laws, new cultural mores, and a growing mental health crisis. Pillar five focuses on the training and education needs of law enforcement. To ensure the high quality and effectiveness of training and education, law enforcement agencies should engage community members, particularly those with special expertise, in the training process and provide leadership training to all personnel throughout their careers.”

An increase in the budget is necessary to allow more advanced training for officers. Training improves safety, minimizes risks, and increases the technical expertise of our staff so to combat crime. As good stewards, RCPD must also look for outside funding opportunities to support advanced training. Training

should be scenario-based, and incorporate modern concepts that increase officer safety while meeting the public's expectations of applying only the amount of force necessary to gain control or affect an arrest. Training opportunities also increase morale and instill confidence. RCPD should also ensure a robust succession plan is in place, and revamp its promotion policy.

Pillar Six: Officer Wellness & Safety

"The wellness and safety of law enforcement officers is critical not only for the officers, their colleagues, and their agencies but also to public safety. Pillar six emphasizes the support and proper implementation of officer wellness and safety as a multi-partner effort."

This is one of my highest priorities and responsibilities, as without this pillar, the others would not exist. RCPD will look for ways to provide more options for staff and their families to include additions to the Employee Assistance Program (EAP). RCPD should continue to promote its awards program to continue to recognize and celebrate the many accomplishments of its members. It is critical to know that Officers (Corrections and Sworn) and Dispatchers²⁵ suffer higher rates for suicide²⁶, PTSD, substance abuse, depression and other anxiety-based disorders. These disorders often extend into their personal lives resulting in divorce and withdrawal from friends and family, which magnifies mental health problems. According to Bluehelp.org,²⁷ in 2020, one (1) Dispatcher, thirty-four (34) Corrections Officers, and 145 Sworn Officers committed suicide, in 2021, twenty-two (22) Corrections Officers and 143 Sworn Officers committed suicide, and in 2022, two (2) Dispatchers, eight (8) Corrections Officers, and 159 Sworn Officers committed suicide. More officers have consistently died by suicide than in the line of duty for the past several years. While there is an existing Peer Support group and Employee Assistance Program (EAP), RCPD should look for ways to increase the robustness of its EAP for more coverage for staff and their families, and implement best-practice programs for mental health,²⁸ such as wellness trainings, trainings for supervisors on suicide indicators, routine mental health checks (to include families), financial planning and living will seminars, and de-stressing programs such as yoga, meditation and exercise regiments. There are also app-based programs which can help guide officers in meditation techniques to help decrease anxiety. RCPD should also take proactive steps to aid and support its retirees, who are also at higher risk. It should be noted that personnel limitations also lead to repetitive overtime which can compound issues and lead to lack of sleep, poor judgment in tactics and dealing with the public, which increases liability and adds to the need to increase the number of officers within the department.

11. Strategic Priorities

The above information provided summarized recommendations rooted in 21st Century Policing Concepts. I will expound more on those recommendations, as well as identify additional strategic priorities RCPD should pursue. These recommendations are not listed in any order of importance as strategic plans must be fluid.

Prioritize COLA and the Salary Survey Increases:

RCPD will work towards the full implementation of the Arnold Group's recommended salary survey to retain current employees, and to attract qualified candidates that meet the department's rigorous professional and competency standards. RCPD has proven it can attract and retain sworn officers even in the midst of the turmoil of police hiring, but the salary increases are vital for us to remain competitive. PERF (Police Executive Research Forum) conducted a national survey regarding trends in staffing, hiring, retirement, and resignation in law

²⁵ <https://healthland.time.com/2012/03/29/study-911-dispatchers-experience-ptsd-symptoms-too/>

²⁶ <https://www.addictioncenter.com/news/2019/09/police-at-highest-risk-for-suicide-than-any-profession/>

²⁷ <https://bluehelp.org>

²⁸ <https://www.policeforum.org/assets/PreventOfficerSuicide.pdf>

enforcement agencies through 2019 to 2021 and found agencies still face staffing issues.²⁹ The hiring of new officers seemed to rebound in 2021 after falling sharply in 2020. However, increases in resignations and retirements continued to put pressure on overall staffing levels of officers. According to the survey report, the total number of hiring decreased by 20.5% from 2019 to 2020, with the number of hiring largely rebounding in 2021, increasing 20.8% but still, almost 4% fewer officers were hired in 2021 than in 2019. PERF concluded officers are now more willing to leave for other agencies if they are offered higher pay. RCPD's numbers are consistent with this survey, and we project an estimated thirty-five percent (35%) attrition rate of our staff over the next five years. The following charts summarize some of the information included in PERF's report.

Key Findings

Total numbers of officers

- The total number of officers in responding departments decreased 1.75% during 2020.
- The number of officers decreased again during 2021, by 1.76%.
- Thus, there was a total decrease of 3.48% in officer staffing levels over the two-year period of 2020 and 2021.

Hirings

- Hirings of new officers during 2020 decreased 20.5%, compared to the year before.
- However, hirings then *increased* 20.8% during 2021.
- The number of hirings during 2021 was 3.9% lower than in 2019.

Resignations

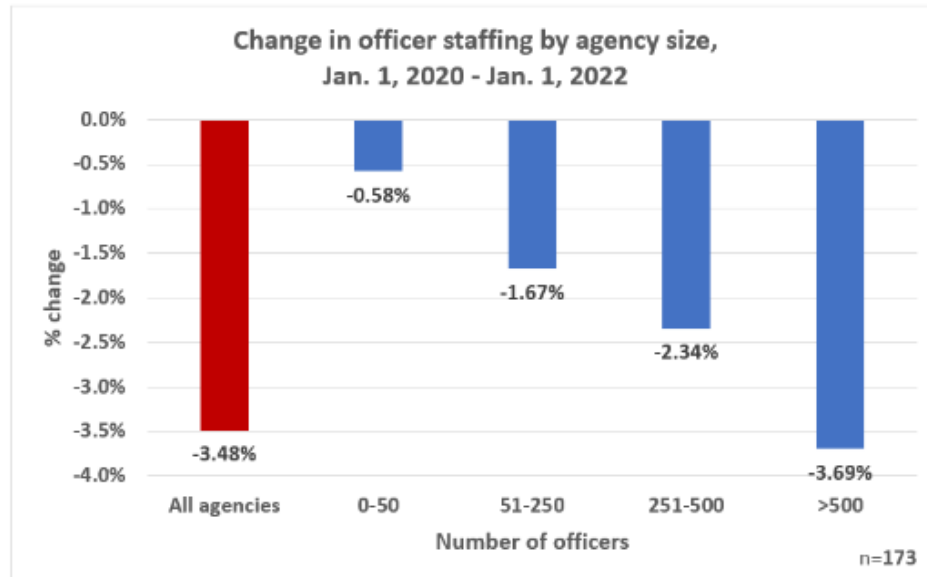
- Resignations increased slightly (1.7%) in 2020, compared to 2019.
- Resignations increased significantly (40.4%) from 2020 to 2021.
- Thus, there were 42.7% more resignations in 2021 than in 2019.

Retirements

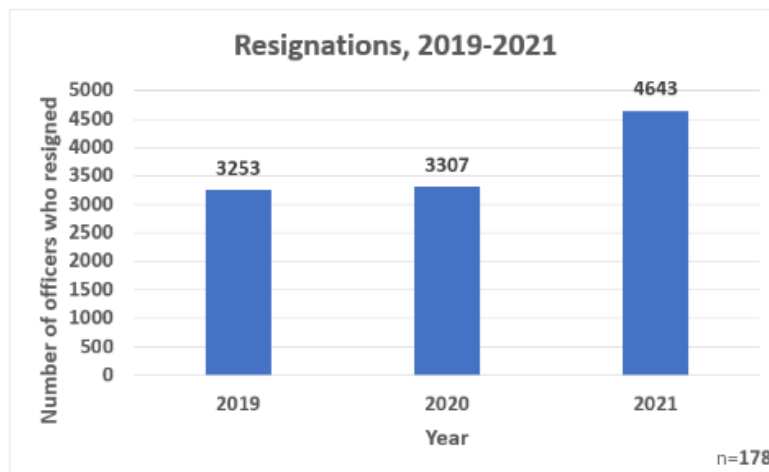
- Retirements increased sharply (31.0%) from 2019 to 2020.
- Retirements decreased slightly (5.7%) in 2021.
- Thus, the overall two-year trend was that there were 23.6% more retirements in 2021 than in 2019.

Key findings in 2021 PERF survey report shows steady staffing decrease over past two years.

²⁹ <https://www.policeforum.org/workforcemarch2022>



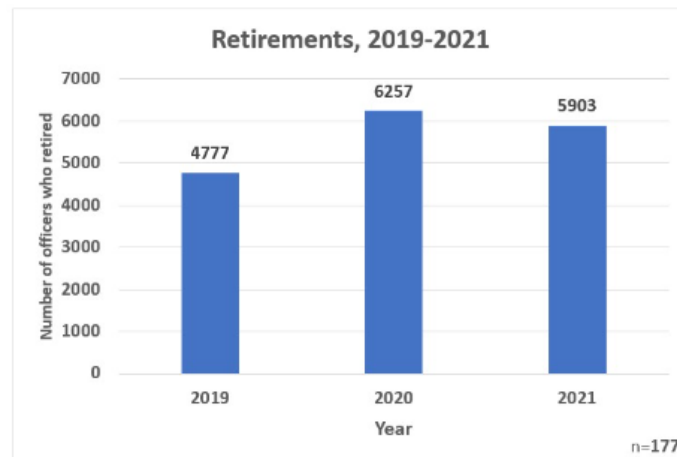
PERF's survey study found staffing at agencies in the Midwest and West decreased more than the overall average.



PERF's survey found the total number of resignations increased 1.7% from 2019 to 2020, and "shot up" by 40.4% in 2021.

	% Change, 2019-2020	% Change, 2020-2021	% Change, 2019-2021
All agencies	+1.7%	+40.4%	+42.7%
0-50 officers	+46.9%	+30.6%	+91.8%
51-250 officers	+18.6%	+29.0%	+53.1%
251-500 officers	-5.0%	+26.4%	+20.1%
>500 officers	-0.8%	+44.1%	+43.0%

PERF's Survey found agencies of all sizes reported substantial increases in resignations from 2019 to 2021.



PERF's Survey found a 31.0% increase in retirements from 2019 to 2020, and in 2021, retirements decreased by 5.7% from 2020, but were still 23.6% higher than in 2019.

When it comes to Corrections Officers, Benchmark Analytics (a company RCPD contracts with for Early Warning System reporting) wrote in January 2022 that turnover rates in some regions are approaching a crisis level as some corrections departments saw annual attrition rates greater than fifty percent (50%).³⁰ RCPD itself is facing a crisis situation in relation to Corrections personnel having just recently reduced from mandatory twelve (12) hour shifts, with approximately thirteen (13) vacant positions as this report. That same article also wrote the need to retain Corrections Officers bears a lot in common with arguments for retaining law enforcement officers. Corrections Officers often leave the profession seeking better pay and working conditions along with greater access to opportunities to develop skills and career advancement opportunities. Lastly, Benchmark Analytics noted retention challenges also contribute substantially to staffing shortages which are a primary source of stress among corrections officers, creating a cycle that is difficult to "break." Other cited contributors to stress for corrections officers were: the need to train/basic and advanced training opportunities, burnout and officer wellness, overcrowded facilities, and a need to pursue research-driven solutions. A 2022 article by Urban.org³¹ noted the national attrition rate for US Correctional Officers is high with rates ranging from twenty percent (20%) to as high as fifty-eight (58%) in some states. Since February 2021, the turnover rate for Corrections Officers in RCPD has been 80.16%.

Creation of a Legal Council Position:

I provided the Law Board with two memorandums outlining the necessity of hiring a full-time Legal Counsel. In summarizing those memorandums, this new position would be vital in managing risks for all of staff, the department, and the community. Counsels are considered a best practice and exists within several departments and counties in our area. Law Enforcement and Corrections represent the highest risk to government and the communities they serve. With expectations of law enforcement agencies and case law changing on a near monthly basis, it is imperative that RCPD have immediate access to an inhouse counsel specializing in practice relevant to this profession. Please note that a Legal Counsel would provide legal training and updates to staff on a routine basis. The creation of this position was recognized by the Judges of the Riley County District Court as a valuable asset for RCPD staff and endorsed and supported by RCPD's insurance carrier as well as one of this state's foremost legal experts who specializes in advising and representing law enforcement.

³⁰ <https://www.benchmarkanalytics.com/blog/issues-facing-corrections-officers-in-2022/#:~:text=While%20potential%20causes%20of%20staffing,attrition%20rates%20greater%20than%2050%25>

³¹ <https://www.urban.org/urban-wire/why-does-no-one-want-be-correctional-officer>

Add at least three (3) additional Sworn Officers and add Corrections Officers as soon as staffing levels within Corrections stabilizes:

As noted earlier within this assessment, RCPD responds to high call for service volumes with sworn staffing levels at almost half of the national average of officers per one-thousand (1,000) residents. The input received from the department in the climate assessment survey (as well as feedback from spouses) warned of concerns of not enough staff to handle the call load. The department can utilize two of newly allotted positions to onboard a new SRO as well as a CRO which frees up officers to respond to calls for service, and further provides safety and community immersion as well as information dissemination. It should also be noted the ambitious plans within the City of Manhattan to attract new businesses equates to an increase in the population. It is vital RCPD remain ahead of the curve in this area, as one of the key elements new corporations insist on is a safe community with an effective and competent police department. Full adoption of the salary survey is crucial in meeting this strategic goal for attraction and retention purposes and to remain on par or higher than other agencies. RCPD has proven it can attract and maintain sworn staff, and I am confident that competitive wages in corrections will have a positive hiring impact.

Increase line item funding for investigations to pay for the increasing costs of current operational contracts, and to procure technology that improves investigative capabilities and augments law enforcement strategies:

Riley County is home to two (2) of the country's most critical infrastructures: The National Bio and Agro-Defense Facility (NBAF) and Fort Riley. Manhattan is also home to KState and its Biosecurity Research Institute, the Kansas Department of Agriculture, and several schools. RCPD is in the process of applying for federal grants to procure FUSIS; a real time information system that allows RCPD to be both proactive and reactive to these critical infrastructures, as well as high population density locations, such as Aggieville, which are locations often frequented by students, military personnel, and government employees. This technology would be the equivalent to adding several officers to the streets for a fraction of the costs. However, to appropriately aggregate the data and information from this technology, investigations would also need to add a new analyst position.

Increase line item funding for training:

RCPD must focus on providing all staff with the best possible training to improve safety and minimize risks. In terms of Use of Force-related training, RCPD should prioritize scenario-based training models and may elect to consider procuring virtual reality training systems to maximize costs and conduct its own inhouse training. It is imperative that RCPD adopts modern Use of Force training concepts that lend to de-escalation and avoid contact and pressure on deadly-force areas of a subject's body (e.g., avoid knees on head, neck, or spine when handcuffing active resistors) while being effective against ever popular mixed martial arts techniques. RCPD often encounters military-trained subjects, and therefore training for officers must be capable of negating military tactics and combat. RCPD should look for grant opportunities to assist in paying for these types of training.

Increase line item funding for inmate food, vehicle maintenance, fuel, operational contracts (to include analysts, the Victim Witness Coordinator, and mental health co-responders):

These services are essential to RCPD, and the costs of these services has risen to the point that line item increases are necessary.

Increase line item funding for RCPD's Specialized Emergency Response Units:

Due to the numerous critical infrastructures within RCPD's Area of Responsibility (AOR), it is vital these units receive the best possible equipment and training. RCPD should also look to grant funding to offset costs.

Review recruiting strategies and look for ways to streamline the department's hiring process.

Implement strategies designed to hire, train, and promote qualified individuals so that RCPD reflects the communities it serves.

Install internal communication procedures and ensure feedback is solicited.

Incorporate leadership training opportunities at all supervisory levels and implement new promotion and performance evaluation process.

Review/reneegotiate all existing contracts upon renewal to look for cost savings: products or services that cost less but provide the same level of capability/technology and service or better.

Partner with academic bodies to continue RCPD's practice of incorporating evidence-based practices that will improve policies, procedure, and culture.

Review and update the department's maternity leave policy to attract and retain working families, as well as to aid in improving morale.

Provide specialized training in human and sex trafficking, as well as training in crime and the dark web.

Provide Active Bystander for Law Enforcement (ABLE) training for staff, and implement a "Whistleblower" policy to encourage staff to report administrative or criminal infractions:

RCPD has had a good pattern of self-reporting potential violations, however the results of the climate assessment survey suggest additional steps may be needed to increase staff confidence, as well as to discourage potential infractions and negative behaviors relating to preferential treatment. It is vital that all members of the department have trust in the systems in place and in our leadership to adhere to our processes.

Seek grant and external funding opportunities to construct a larger Public Safety facility:

RCPD has outgrown its current space, and indicators and strategic needs highlight the need for a larger and modern building. RCPD insists that all divisions are housed in a central location. There are also opportunities to incorporate other public safety-related agencies into a design to cover or offset costs and maximize logistics, mutual aid and cooperation (e.g., house the County Courts, federal law enforcement, NBAF, etc.). Of the most pressing concern is the climbing trend of inmate housing and needs.

Summary

It is imperative that the Law Board continue to support RCPD's push towards best practices rooted in 21st Century Policing concepts. Foremost is to ensure the safety and wellbeing of staff. Efforts must also include maintaining the Department's culture of professionalism, service, and competency, a "Guardian-Based" mindset³² and servant-based practices. The strategic goals outlined in this assessment are ambitious, but there should be no doubt that the women and men of the Riley County Police Department are up to the task of incorporating them. It is crucial that they receive support and resources so that allows for continued success and the implementation of these programs. RCPD must also continue its dedication and resolve towards CALEA certification. The CALEA certification Manager has done phenomenal hard work in solidifying RCPD's positive reputation, and is a linchpin in the continued maintenance and progress of our agency. Our adherence to CALEA is vital for risk management, morale, progression and legitimacy.

³² <https://www.sciencedaily.com/releases/2019/02/190226155011.htm>



Initial Organizational Assessment

19.a

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

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

135.

Packet Pg. 226

Initial Assessment

- Purpose
- Categories Assessed
- Findings and Verification
- Strategic Plans

Purpose

- Gauge status and health of RCPD
- Information gathered assists in formulating leadership priorities for both myself and RCPD
- Also a key element of strategic planning

Categories Assessed

- Climate and Morale
- Crime and Perception of Crime
- Legitimacy and Credibility
- Early Warning Systems for Systemic Bias
- Community and Stakeholder Feedback
- Compstat-type statistics

Findings

- Morale is “Moderate “to “High”
- Crime is below state average and perception of crime within the community is relatively low
- Legitimacy and credibility of RCPD is HIGH
- No red flag warnings or indications of systemic bias
 - System is accountable and self-policing

Findings

Internal feedback critique predominantly revolved around staff feeling overworked/concerns of quality of life with their families, internal communications with management, extracurricular ways to boost morale, performance evaluation and promotional processes, management being consistent and accountable, positive leadership styles and autonomy, Director visibility, mission creep, positive recognition, and the implementation of the salary survey and COLA.

Community feedback was overall very positive. Each community had slight variations of feedback and concern. Members in Manhattan mostly spoke of traffic enforcement, visibility, and to continue being courteous, responsive and positive. Incorporated cities in the county overwhelmingly emphasized for RCPD to also be visible and responsive, traffic enforcement, concerns of thefts and burglaries, and concern that Manhattan often pushed its agenda at the expense of other towns and they wanted assurances they would not be “forgotten about.”

Findings

- Internal Affairs
- Traffic data
- Arrest data
- Corrections data
- Batteries on Sworn and Corrections staff
- Calls for service data
- IT protections

Some Strategic Goals Identified

- Affirmation that COLA/Salary Survey implementation should be the Department's top budget priority
- Recommend a General Counsel be hired
- Increase sworn and corrections staff billets
- Focus on staff wellness and morale
- Plan to ask for future increases in training and other operational costs

Some Strategic Goals Identified

- Research grants to reduce budget requirements when possible while incorporating technology to reduce workload and improve capabilities
- Continue to look for costs savings whenever possible
- Improve internal communications, and feedback and promotional processes

Verification of the Standards, Professionalism, and Quality of RCPD Staff

Animal Control Update and Discussion

Wyatt Thompson, Interim Director of Parks and Recreation

DRAFT

Update on City Discussions

On 1/31/2023, the Manhattan City Commission recommended that City Administration explore:

- Outsourcing animal shelter services
- Shifting City ACO duties to RCPD

Animal Control Now

Overview of Legal Authority/Jurisdiction

- A city police department transfers general law enforcement authority to a law enforcement agency:
 - The law enforcement agency is "responsible for the enforcement of law and the providing of police protection throughout the county." KSA 19-4406.
 - However, a city can supplement enforcement of certain city ordinances with city officers within city limits (ex. ACOs, building codes, overoccupancy)

Animal Control Now

Scope of Animal-Related Laws in Riley County, Manhattan and small cities:

- Each jurisdiction can adopt (or not) its own ordinances or resolutions related to animals
 - Approach depends on density, population, community needs/desires, etc.
- RCPD or the jurisdiction's officer (ex. Manhattan ACO) can enforce the ordinances or resolutions

Current Landscape:

- Different ordinances among the cities
 - Manhattan has the most extensive ordinances due to populous area
 - Small cities currently do not have as many ordinances related to animals as Manhattan
- Riley County considering updates and expansion of animal resolutions?

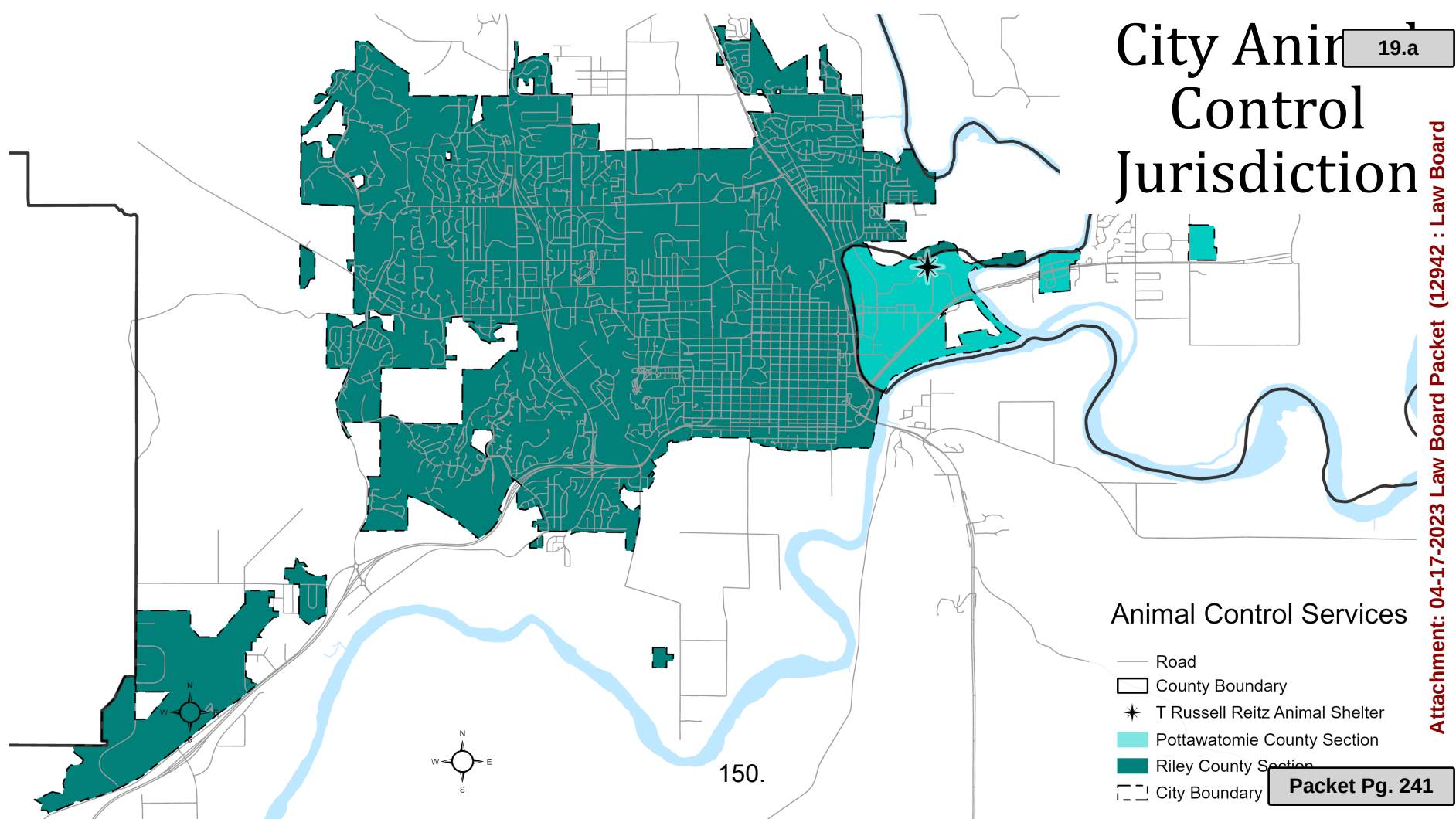
Animal Control Now

City of Manhattan ACO Services

- Supplemental enforcement of City animal ordinances within Manhattan City limits
 - Reduces, but does not eliminate, use of RCPD resources to respond to animal issues
- 3 budgeted City Animal Control Officers (ACOs); operations fluctuate between 1-3
- Specialty vehicles and equipment

City Animal Control Jurisdiction

19.a



Animal Control Now

RCPD Role in Animal-Control-Related Issues

- City ACOs are dispatched through RCPD dispatch
- Within City of Manhattan, small cities & unincorporated Riley County:
 - RCPD handles animal issues when no city officers available
 - RCPD enforces state law animal crimes (misdemeanors and felonies)
 - RCPD responds to public safety issues with wildlife
 - RCPD handles animal issues related to RCPD duties (ex. execution of search warrants, accident response, disposition of animal after arrest of owner, etc)

Animal Control Now

	RCPD	City ACOs
Enforcement of Manhattan animal ordinances within city	✓	✓
Enforcement of state animal laws	✓	
Public safety wildlife response	✓	
Animal assistance with other police duties (search warrants, arrests, accidents)	✓	
Services outside Manhattan city limits	✓	

Animal Control Future

Potential benefits of RCPD providing full ACO-related services to Riley County, Manhattan and small cities:

- Eliminates duplication of services within City
- Consolidates training, communication, supervision and enforcement in one entity
- Improves safety for community, RCPD and ACOs
- Provides opportunity for increased services throughout Riley County

Animal Shelter & Animal Control

- RCPD will not have any responsibility for the Animal Shelter building or operations
 - Animal Shelter will be run by City or 3rd party
- Law enforcement and/or ACOs can bring animals to Animal Shelter now (ex. Pott Co) and in the future

Today's Discussion Focus

City of Manhattan request is for RCPD to provide all ACO services in the Manhattan city limits:

- Up to three ACOs shifting from City to RCPD
- RCPD will not have to provide same level of enforcement outside of City limits (small cities & Riley County have less strict ordinances and resolutions)

Today's Discussion Focus

- General input on RCPD providing all ACO services versus current approach of cities and county supplementing RCPD services with their own resources
- **Next step:** if shift is pursued, future discussions should evaluate budget specifics, including each community's appropriate service level based their ordinances or resolutions, needs, etc.

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: Riley Co. Law Board
Action: CC to County/City
Commissions
Copy to: City of Manhattan

Comments:

To: The Riley County Law Board
From: Brian R. Peete, Director
Ref: Animal Control Officers to the Riley County Police Department
Date: March 22, 2023

SUMMARY STATEMENT:

On January 31, 2023, the City of Manhattan (the “City”) held a discussion regarding animal shelter and animal control services and sought input from the City Commission. The City cited several ongoing challenges which were affecting its ability to fulfill its animal services mission consistently and in a fair manner. Some challenges discussed were lack of jurisdiction for animal control officers, legal authority regarding situations involving private property or calls for service outside of Manhattan City limits, staff burnout, logistics, and workload with surrounding jurisdictions. The City presented three options to the City Commission as possible steps: 1) Dedicate significant additional departmental, legal, and administrative resources to address the challenges, 2) Request the Riley County Police Department (RCPD) assume Animal Control Officer (ACO) enforcement responsibilities, 3) Explore outsourcing animal shelter services to a third-party group.

On January 27, 2023, I toured the T. Russell Reitz Animal Shelter (Shelter) with Interim Director of Parks and Recreation Wyatt Thompson, and Brandon Sokol, Interim Shelter Director, and discussed the challenges of the shelter and its staff. Mr. Sokol stated he supported ACOs being relocated to RCPD. On March 8, 2023, RCPD and City staff met to discuss the potential ACO move.

RCPD is committed to working with all the municipalities it serves. We want to be a positive active partner to the greatest extent possible and meet with City staff to discuss this issue. Our hope is to gather information to perform basic research for the Law Board, the Manhattan City Commission, and the Riley County Commission.

CURRENT ACO STAFFING AND STAFFING DETERMINATION FORMULAS:

Currently, there are two full time ACO positions within the City, and a request by Interim Director Sokol is pending to unfreeze a third which has been vacant. I contacted the National Animal Care Association (NACA), the Kansas Animal Care Association, and the Humane Society inquiring if a formula exists to determine ACO staffing. NACA does have basic elements which can be used to help determine a recommended baseline of Kennel Staffing needs¹ as well as field staffing² (via a

¹ <https://www.nacanet.org/determining-kennel-staffing-needs/>

² <https://www.nacanet.org/determining-field-staffing-needs/>

“calls for service” model³). NACA noted the spectrum in each Animal Control department varies according to management style and director philosophy, as well as policy and community expectations. It also wrote “Where cities or agencies only count the calls for service within a community to determine optimum staffing, officer safety, citizen safety and major types of service delivery are not factored into overall staffing needs. In Animal Control work, enforcement responsibilities, population density and diversity, along with coverage area need also be a consideration for future planning.” It should be noted that RCPD will factor these considerations into its recommended numbers for an optimal ACO team. The Kansas ACA connected RCPD with the Administration Support Supervisor of the McPherson Police Department (KS) who provided a possible staffing formula of:

$$\frac{\text{Annual ACO-related calls for service}}{\text{Annual number that ACOs responded to the calls}} = N$$

$N/7$ (days of week) = X (for an average estimate of calls for service per day)

Multiply X times the Number of Square Miles of the increase in jurisdiction⁴

Using the above formula, $20,747/1,412^5 = 14.69$, $14.69/7 = 2.09^6$. This equates to 2.09 ACOs for the City of Manhattan only. In factoring there is more unpopulated land per square mile in the county vs. in the City rather than using the multiplication of square miles to determine additional staffing, RCPD’s recommendation would be to add at least two additional ACOs to cover calls for service outside of Manhattan. This equates to 4.09 ACOs.

NACA field relief staffing formula makes the following assumptions:

- Each 8-hour Animal Control position requires 2,920 hours to fill one shift for 365 days.
- Officer availability for staffing is determined by deducting from 2,080 hours (the maximum for one year), and the time required for vacation, sick leave, court time, “flex” days and training. In using this model, the average number of hours dedicated to Animal Control for Animal Control will be 1,832 hours (a standardized ratio), or 229 days.
- Determine the relief factor (relating to the number of officers needed to fill one position for the entire year) by dividing the number of days of work required for each beat area in a year

³ Also known as Workload-based Assessment within law enforcement. NOTE: the COPS Office recommends agencies to consider metrics in the light of professional expertise to places numbers in appropriate practical context (A Performance-Based Approach to Police Staffing and Allocation, Wilson & Weiss, US DOJ and Michigan State University Publication, 2014).

⁴ Riley county spans and area of 622 square miles with a population of approximately 72,208, however a majority of Riley County may not have the concentrated population of other counties listed in this memorandum. RCPD will instead prioritize on length of time to safely and adequately respond to emergency call and not use this as a factor.

⁵ Assuming a minimum of 1,412 which is reported to be the RCPD “Dispatched” calls.

⁶ Based on data from Attachment 1.

(365) by the average number of days officers actually work in a year. In using this ratio, the 365 divided by 229 = 1.60 officers per day, per beat area.

Noted by NACA: In most situations, NACA utilizes the "calls for service" model in determining an appropriate number of field personnel.

Using the above formula to determine shift relief to cover ACOs in Manhattan, 1.09 ACOs would be needed. In applying this same formula for shift relief for ACOs assigned to county calls for service, 1.09 ACOs are needed.

In total, using the Kansas ACA provided formula (4.09 ACOs) with the NACA recommended relief formula (3.2 ACOs), **7.29 ACOs** would be statistically sufficient to adequately staff all of Riley County.

A representative from the Humane Society did note the following information for comparison purposes:

Location, Population & Size	Staff	Working Hours
Kansas City, KS, (158,771), 128.3 square miles	7 ACO positions (3 vacancies)	Currently from 8am-5pm (Four ACOs): Note when all positions are filled, work hours are Two ACOs from 7:30am-4:30pm, Two ACOs from 9am-5pm, Three ACOs from 8am-5pm including weekends.
Overland Park, KS, (197,238), 75.64 square miles	6 ACO positions (unknown vacancies)	Mondays and Saturdays 2 ACOs on shift, Tuesday – Thursday 4 ACOs on shift, Friday 3 ACOs on shift, Sunday 1 ACO on shift (assuming during standard business hours).

In adopting a very basic Workload-Based Assessment formula (typically used for law enforcement), and without inserting factors such as average time devoted to each call for service, whether additional officers were needed, arrests or citations issued, etc.:

$$\begin{array}{r}
 \text{Calls for service in which an officer was dispatched} \\
 \hline
 365 \text{ (days in the year)} \\
 \hline
 \text{N (Average daily call volume)} \\
 \hline
 24 \text{ (hours of the day)} \\
 \hline
 \text{X = Average Calls of Service Per Hour}
 \end{array}
 = N$$

$$\begin{array}{r}
 \text{N (Average daily call volume)} \\
 \hline
 24 \text{ (hours of the day)} \\
 \hline
 \text{X = Average Calls of Service Per Hour}
 \end{array}
 = X$$

Other variables such as times of the busiest call volume, which days of the week saw the most calls for service, season/weather, population fluctuation (e.g., military deployments, summer and spring breaks for school, etc.) could also be factored in as additional data sets when looking at significant staffing allocation numbers (e.g., departments with large sworn and civilian staffs). Furthermore, the daily calls volume and types of calls could be broken down as well.

Calculating shift-relief factors within law enforcement (the relationship between the maximum number of days an officer performs their basic assigned duties) is important to estimate the number of officers that should be assigned to a specific shift to ensure the optimal number of officers are working that day. NOTE: the length of a shift is a critical variable in determining shift relief, as well as allowed sick days, training and administrative requirements, vacations, etc. A standard shift relief formula would be:

$$\frac{365 \times \text{length of shift}}{365 \times \text{length of shift} - \text{total time off}} = N$$

N = shift relief factor

Using the above basic workload-based formula, $20,747/365 = 56.84$, $56.84/24 = 2.368$ average calls of service per hour. Using the workload-based shift relief formula (assuming an eight-hour shift) $2,920/2,920-304$ (304 is derived from 96 hours of sick leave and 208 hours of vacation⁷) $= 1.11$. Simplistically based on an average of 2.368 calls per hour with a shift differential of 1.11, RCPD estimates approximately seven (7) ACOs would be needed to cover the entire county. Note, it is RCPD's preference to have at least two ACOs respond to potentially injurious incidents (e.g., injured or dangerous animals, animal neglect or abuse investigations, etc.). Without a second ACO for such calls, sworn law enforcement would have to assist the ACOs which takes an officer out of rotation for an extended amount of time. Additionally, a seventh ACO provides overlap which could also be used for on call for after-hours calls for service.

To date, I have not found any other reputable ACO-specific staffing formulas.

ANTICIPATED SALARY COSTS

Based on the City's 2022 salary survey conducted by the AGH (Allen, Gibbs & Houlik, LC), an ACO was considered Tier 13 with a salary range of \$45,593.60 to \$63,835.20 (\$21,92 - \$30.69/hr). RCPD consulted with TAG (The Arnold Group) which RCPD contracts with for its salary survey. TAG provided a 2023 pay range of \$41,704 to \$61,731.09. When benefits are added, the range increases to \$52,062.92 to \$76,553.27. TAG noted 2024 should see an increase to the range of approximately 16%.

Using the minimum TAG survey numbers for 2023, it is estimated that seven (7) ACOs, which is the number both staffing formulas initially suggests, would cost **\$364,440.44** in personnel costs alone.

⁷ Based on minimum hours (seniority) RCPD can accumulate for sick leave and vacation time

UNKNOWN FACTORS

Listed below are some of the major items which will most likely affect budgeting to which RCPD (nor the City) has specific knowledge of. Additional research would be required.

- Will ACOs assist kennel personnel in facility responsibilities?
- Assuming an external organization is contracted to manage the shelter, would RCPD (or the City) be requested to provide additional monies or manpower to assist in daily function to offset their projected operational costs?
- Assuming Manhattan City provide funding to cover the costs for three ACOs/the monies it currently has budgeted for the ACO program, it is unknown if the county or individual municipalities (or both) would be responsible to cover additional personnel, operational, and logistical costs for RCPD to absorb the ACOs.
- What are the national best practice recommendations for training hours and certification for ACOs?
- Where within the RCPD facility could the ACOs work from as there is currently no working space available for ACOs, nor do we have optimum parking spaces. Of additional note, are the current vehicles used by the ACOs sufficient in accomplishing their responsibilities (e.g., age, maintenance, amount, etc.)?
- What would be the fiscal impact for insurance costs for liability, logistics costs for gas, uniforms, and equipment, increases in legal counsel, additional supervisory time, and working space? Note: RCPD has not yet factored other costs such as body worn cameras, and potentially tasers and OC spray for ACOs.
- What affect would consolidating ACOs under RCPD have on existing municipal laws and MOUs with other cities within the county?
- Would the contracted agency that assumes the role of managing the shelter be flexible enough to meet the operational demands required by RCPD (e.g., hours of operation, on-call personnel, etc.)?
- Would the contracted agency that assumes the role of managing the facility further/increase charge for placement of animals from RCPD?
- If an organization initially accepted responsibility and ownership of the shelter, what contingency would be in place should the organization fail/no longer agree to contract with the City to control the shelter?

POTENTIAL ALTERNATE SOLUTIONS

An initial and potential action RCPD can research for immediate incorporation to help ease the challenges the City faces with ACO responsibilities would be to create an MOU with the City where, in situations requiring enforcement powers, RCPD could assist with responsibility of the animal, but the ACOs would collect the animal and house the animal at the shelter. RCPD would be

responsible for paying any associated fees, and would work with the City to find a solution for the animal should the owner or designee refuse to accept the animal.

SUMMARY

Foremost, please keep in mind the staffing levels and numbers listed in this memorandum are very preliminary, and other specialized consultants may provide different numbers based on a multitude of factors.

There are definite merits in the City's thoughts and recommendations regarding the ACO program. However, there is still a significant amount of planning which needs to take place to avoid all perceivable unintended consequences. RCPD wants to ensure its relationships and cooperation between the City, the County, and the public remains strong and cooperative, and therefore shall maintain a service-first oriented agency. While I remain Director, RCPD shall always look for ways to work with our stakeholders and peers to provide the best service to our community in whatever manner we can: working towards ways to say "yes." Still, I must be mindful of our limitations, and I must ensure we can meet and exceed our primary responsibility of providing safety and security to our communities without disruption.

At this time, RCPD is not in the position to assume the ACO responsibilities. More time, planning, and research is needed, especially as the largest obstacle will most likely revolve around funding. RCPD prides itself in providing unparalleled levels of service in every task we undertake, and assuming ACO responsibilities would be no different. More so, we insist on keeping our staff consolidated in one central location to provide supervision, training, comradery, and succession planning. Additional funding beyond what is currently allocated to the ACOs by the City and County would be required for us to do the job fittingly and safely, not just for the staff and community, but for the animals we would provide service to. Should RCPD move now to house ACOs, it would be a financial increase that eradicates our current fiscal priorities to implementing the Arnold Group's recommended salary survey, which directly affects our ability to recruit and retain during a time period where law enforcement and corrections in particular are hemorrhaging staff.

ANIMAL CONTROL STATS For: 2020 FULL YEAR

MILEAGE TOTALS				Hours	
	MANHATTAN	RILEY COUNTY	MONTHLY TOTAL	Manhattan	1119.25
JANUARY	2574	102	2676	Riley County	84.50
FEBRUARY	1814	135	1949	Shelter	835.25
MARCH	1739	69	1808	Animal Control	1433.00
APRIL	1561	58	1619	On Call	175.00
MAY	1474	379	1853	Total	3647.00
JUNE	2132	182	2314		
JULY	2114	73	2187		
AUGUST	1530	160	1690		
SEPTEMBER	1914	139	2053		
OCTOBER	836	66	902		
NOVEMBER	718	48	766		
DECEMBER	910	20	930		
UP TO DATE TOTAL	19316	1431	20747		
YEAR TOTAL	20747				

Animal Control Patrols/Other Duties Assigned			RCPD "Dispatched" Calls		
301	GP	General Patrol	49	CFA	Confined Animal
228	EP	Extral Patrol	84	WL	WildLife
115	SP	School Patrol	79	BR	Bite Report
0	FU (T)	Followup Traps	16	Trap	Trap
477	AS	Shelter Assist	324	6-22	Running At Large
1431	AC	Animal Control Duties	102	6-24	Nuisance
179	FU	Followup RCPD Related Calls	10	6-25	Aggressive Dog
2731	Total Other Duties		4	6-29	Cruelty
			13	6-30	Aggress Dog At Large
K St "Dispatched" Calls			120	CW	Check Welfare
	WL	Wildlife	195	SW	Speak With ACO
	BR	Bite Reports	2	PC	Protective Custody
	Trap	Trap	38	Lost	Lost Animal
	6-22	Running At Large	111	DOA	DOA
	6-24	Nuisance	13	Surrender	Animal Surrender
	6-25	Aggressive Dog	50	RC	Riley County
	6-30	Aggressive Dog At Large	121	OC	On Call
	6-29	Cruelty	65	BR/OC	On Call Bite Reports
	CW	Check Welfare	16	GS	Good Sam
	SW	Speak With	0	LS	Live Stock
	Lost	Lost Animal	1412	Total Calls	
	DOA	DOA			
	Surrender	Surrender			
0	Total Calls				

ANIMAL CONTROL CURRENT STATS FULL YEAR 2021

MILEAGE TOTALS				Hours	
	MANHATTAN	RILEY COUNTY	MONTHLY TOTAL	Manhattan	1066.25
JANUARY	915	83	998	Riley County	43.50
FEBRUARY	837	98	934	Shelter	2108.25
MARCH	0	0	0	Animal Control	1469.75
APRIL	786	0	786	On Call	76.25
MAY	816	36	852	Total	4764.00
JUNE	977	11	988		
JULY	687	67	754		
AUGUST	1002	85	1087		
SEPTEMBER	1178	32	1210		
OCTOBER	1439	96	1535		
NOVEMBER	1012	0	1012		
DECEMBER	576	75	651		
UP TO DATE TOTAL	10225	583	10807		
YEAR TOTAL	10807				

Animal Control Patrols/Other Duties Assigned			RCPD "Dispatched" Calls		
116	GP	General Patrol	155	CFA	Confined Animal
29	EP	Extral Patrol	63	WL	WildLife
18	SP	School Patrol	47	BR	Bite Report
0	FU (T)	Followup Traps	2	Trap	Trap (INITIAL CALL)
742	AS	Shelter Assist	312	6-22	Running At Large
1068	AC	AC Duties at Shelter	69	6-24	Nuisance
103	FU	Followup RCPD Related Calls	21	6-25	Aggressive Dog
2076	Total Other Duties		2	6-29	Cruelty
			7	6-30	Aggress Dog At Large
K St "Dispatched" Calls			182	CW	Check Welfare
	WL	Wildlife	280	SW	Speak With ACO
	BR	Bite Reports	2	PC	Protective Custody
	Trap	Trap	13	Lost	Lost Animal
	6-22	Running At Large	124	DOA	DOA
	6-24	Nuisance	3	Surrender	Animal Surrender
	6-25	Aggressive Dog	38	RC	Riley County
	6-30	Aggressive Dog At Large	82	OC	On Call
	6-29	Cruelty	10	BR/OC	On Call Bite Reports
	CW	Check Welfare	14	GS	Good Sam
	SW	Speak With	0	LS	Live Stock
	Lost	Lost Animal	1426	Total Calls	
	DOA	DOA			
	Surrender	Surrender			
0	Total Calls				

ANIMAL CONTROL END OF YEAR 2022

MILEAGE TOTALS				Hours	
	MANHATTAN	RILEY COUNTY	MONTHLY TOTAL	Manhattan	953.25
JANUARY	812	20	832	Riley County	60.50
FEBRUARY	853	32	885	Shelter	2101.50
MARCH	1107	141	1248	Animal Control	1375.00
APRIL	1222	143	1365	On Call	52.75
MAY	959	64	1023	Total	4543.00
JUNE	971	143	1114		
JULY	904	42	946		
AUGUST	981	138	1119		
SEPTEMBER	658	32	690		
OCTOBER	332	114	446		
NOVEMBER	250	5	255		
DECEMBER	177	0	177		
UP TO DATE TOTAL	9226	874	10100		
YEAR TOTAL	10100				

Animal Control Patrols/Other Duties Assigned			RCPD "Dispatched" Calls		
0	GP	General Patrol	97	CFA	Confined Animal
2	EP	Extral Patrol	11	WL	WildLife
128	SP	School Patrol	66	BR	Bite Report
7	FU (T)	Followup Traps	10	Trap	Trap (INITIAL CALL)
433	AS	Shelter Assist	204	6-22	Running At Large
795	AC	Animal Control Duties at Shelter	64	6-24	Nuisance
109	FU	Followup RCPD Related Calls	9	6-25	Aggressive Dog
1474	Total Other Duties		5	6-29	Cruelty
			12	6-30	Aggress Dog At Large
K St "Dispatched" Calls			97	CW	Check Welfare
	WL	Wildlife	207	SW	Speak With ACO
	BR	Bite Reports	1	PC	Protective Custody
	Trap	Trap	32	Lost	Lost Animal
	6-22	Running At Large	96	DOA	DOA
	6-24	Nuisance	6	Surrender	Animal Surrender
	6-25	Aggressive Dog	44	RC	Riley County
	6-30	Aggressive Dog At Large	40	OC	On Call
	6-29	Cruelty	4	BR/OC	On Call Bite Reports
	CW	Check Welfare	18	GS	Good Sam
	SW	Speak With	0	LS	Live Stock
	Lost	Lost Animal	1023	Total Calls	
	DOA	DOA			
	Surrender	Surrender			

0	Total Calls
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Agenda Item Summary

City Commission – January 31, 2023

Subject:

Animal Shelter Discussion

Staff Contact/Department:

Wyatt Thompson, Interim Director of Parks & Recreation
Rachel Sherck, Assistant City Attorney II

Action Item:

Discuss Animal Shelter and Animal Control operations and challenges.

Executive Summary:

The City owns and operates the T. Russell Reitz Animal Shelter (Shelter). The Shelter provides animal shelter and animal control services for the City of Manhattan and the City also contracts with several surrounding communities to provide certain animal shelter services. The Shelter protects public health, welfare, and property through enforcement of city and county ordinances and sheltering of unwanted companion animals, provides public education on the care of companion animals, and promotes humane treatment and responsible pet ownership. The team currently working at the Animal Shelter provide a great service to our community and for the animals in their care.

Over the last several years, the Shelter has experienced a variety of challenges that have impacted staff's ability to effectively fulfill their mission consistently in a professional manner. These challenges relate to most aspects of the Shelter's operations including animal intake, staffing, sale and management of pet licenses, and service agreements with surrounding communities. Other challenges relate to animal control operations; specifically legal and constitutional concerns that arise from City Animal Control Officers operating both independent of and in concert with the Riley County Police Department (RCPD). In addition, numerous Shelter policies, procedures, fees, and ordinances need to be reviewed and potentially updated for the Shelter to operate in modern, professional, and efficient manner.

Moving forward, the City needs to determine if it should dedicate significant additional resources to the Shelter to address these concerns or find alternative methods or partners to deliver these services.

Strategic Plan Implementation Factor:

Goal 1: A well-run City organization

1.4 Evaluate current and future structure of the organization's departments and divisions.

Fiscal Impact:

The Animal Shelter is primarily funded from the City's General Fund, with a tax subsidy exceeding \$300,000-\$400,000 annually. Depending on the recommendations of the Commission, City Administration will explore options for continued investment in animal shelter and/or animal

control services or explore alternative options for service delivery and provide funding scenarios at a future meeting.

Action Requested:

City Administration is requesting input on the future of the Animal Shelter and Animal Control operations.

Previous Agenda Reports:

N/A

Attachments:

1. [Animal Shelter and Animal Control Services Memo](#)

WT



MEMORANDUM

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DATE: January 26, 2023

TO: CITY COMMISSION

FROM: Wyatt Thompson, Interim Director of Parks & Recreation
Rachel Sherck, Assistant City Attorney

SUBJECT: Animal Shelter and Animal Control Services

BACKGROUND:

The City owns and operates the T. Russell Reitz Animal Shelter (Shelter). The Shelter's mission is to protect public health, welfare, and property through enforcement of city and county ordinances and sheltering of unwanted companion animals, providing public education on the care of companion animals, and promoting humane treatment and responsible pet ownership. The Shelter provides animal shelter and animal control services for the City of Manhattan and the City also contracts with Pottawatomie and Riley counties, and certain surrounding cities, for animal shelter services. The Shelter is licensed and inspected annually through the Kansas Department of Agriculture.

The Shelter employs 9.5 - 10.5 FTEs including a Director, Intake Coordinator, 5.5 animal care technicians, 3 animal control officers (ACOs) to enforce some City ordinances relating to animals, and 1 or 2 seasonal employees to assist with animal care. Staff currently working at the Shelter are committed to providing high quality service to the public and the animals in their care.

The animal shelter facilities comprise several buildings located at 605 Levee Drive. The main building includes staff offices, animal intake and veterinary exam room, storage, indoor dog kennels, small animal room for adoptable birds and rodents, and indoor spaces for interaction between potential adopters and adoptable animals. The cat facility is a separate complex of buildings and includes indoor cat kennels, storage, enclosed outdoor play/exercise space exclusively for cats, a surgery suite for all animals, and quarantine rooms. The property also includes a large, fenced, outdoor play/exercise area for dogs.

The main funding source for the Shelter is the City's general fund. The Shelter generates revenue through fees, service contracts, sale of pet licenses, donations, and grants. Donations and grants over \$1,000 are set aside in the Animal Shelter Trust Fund, which is to be utilized for large capital projects. The primary expense at the Shelter is for personnel. The 2023 budget for the Animal Services Division is \$788,004. Increases over the 2022 budget are primarily related to personnel, Fleet and IT charges, and building maintenance.

REVENUE	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Budget
Licenses	\$22,979	\$26,632	\$17,305	\$26,000	\$26,000
Contracts	\$71,950	\$67,540	\$63,105	\$70,000	\$70,000
Fees	\$118,800	\$132,139	\$90,850	\$131,500	\$141,500
Donation/Other	\$20,883	\$30,603	\$27,976	\$25,000	\$35,000
TOTAL REVENUE	\$232,612	\$256,914	\$199,236	\$252,500	\$282,500

EXPENSE	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Budget
Personnel	\$399,546	\$353,793	\$381,204	\$473,500	\$545,550
Contractual	\$64,271	\$72,458	\$76,263	\$96,600	\$155,954
Commodities	\$54,980	\$57,668	\$51,378	\$63,475	\$64,500
TOTAL EXPENSE	\$522,676	\$485,632	\$508,845	635,575	\$788,004

Shelter services.

The Shelter intakes and houses animals under a variety of circumstances, including:

- **Owner surrender of domestic animals.** By City ordinance, the Shelter accepts dogs and cats surrendered by their owners, keepers, or harborers.
- **Stray animals.** The Shelter houses dogs found running at large in Riley County or within the city limits, and has entered into written contracts with the cities of Leonardville, Ogden, Riley, Westmoreland, St. George, Wamego, and Pottawatomie County, to accept certain animals found running at large in those jurisdictions.
- **Quarantines.** Following biting incidents within the city limits, dogs are sometimes held and observed as part of an ordinance-mandated quarantine.
- **Cruelty and neglect cases.** The Shelter may hold animals seized by the City, or municipalities it contracts with, pending the outcome of a criminal or civil animal cruelty case.
- **Dangerous dogs.** The Shelter has special facilities for holding a limited number of dogs that are determined to be dangerous under the City's ordinances.

The Shelter has a total capacity to house 151 animals. Based on the design of the kennels and recommended animal care standards, the Shelter has a functional capacity of 91 animals.

<u>Animal</u>	<u># of Kennels (Max Capacity)</u>	<u>Functional Capacity</u>
Dog (adoptable)	36	18
Dog (stray)	20	10
Dog (isolation)	7	4
Cat (adoptable)	45	30
Cat (adoption hold)	21	14
Cat (isolation)	18	11
Small Animal	4	4
TOTAL	151	91

Based on the Shelter's current budgeted positions, a full staff is limited in their ability to provide daily care for this many animals. A standard best practice in a shelter environment is for staff to spend 15 minutes per animal per day focused on care and enrichment and kennel cleaning. Based on current budgeted staffing, the Shelter has a "staff functional capacity" of approximately 60 animals. Maintaining an animal population at or below this level is manageable for staff and improves the quality of animal care. Effective management of the animal populations reduces the potential for staff to suffer from compassion fatigue and burnout, which have been serious concerns for employees in the past.

Most animals housed at the Shelter eventually become the City's property and are then considered for adoption to the public. Animals that are not found to be adoptable for reasons such as behavior or health problems are subject to other outcomes, including euthanasia. The live-outcome rate (LOR) for Shelter animals was 92% in 2021. The LOR exceeded 95% in 2022. This is an excellent standard for animal shelter facilities. This number can vary drastically from year to year based on the overall health and behavior of animals entering the Shelter and the number of successful adoptions that are finalized.

Through a partnership with the KSU College of Veterinary Medicine, shelter animals receive certain veterinary care including an intake health assessment, spay/neuter, vaccines, medicine, and other medical care as needed. The partnership gives veterinary students specializing in shelter medicine the opportunity to practice in a shelter environment. Since 2020 when the partnership began, the Shelter has seen improved animal health outcomes and lower veterinary care costs.

Animal control services.

The City currently employs two Animal Control Officers (ACOs). Three positions are budgeted. City ACOs operate within the city limits to respond to animal-related citizen complaints. ACOs do not respond to concerns related to wildlife or livestock. Based on staffing levels and tighter budget oversight over the last three years, patrolling has been limited and replaced with demand response based on calls from the public or dispatch

through the Riley County Police Department (RCPD). An ACO is available on-call during evenings and weekends. Call-backs are prioritized based on human and animal safety. Non-emergency animal-related issues are deferred until normal operating hours.

RCPD is responsible for enforcing all City ordinances. Current City ordinances address dogs running at-large, nuisance complaints, quarantine and recordkeeping procedures related to dog bites, animal cruelty and neglect, dangerous dogs, and operation of private kennels within the city limits. Any enforcement by City officers supplements the RCPD's enforcement but does not relieve the RCPD of this inherent responsibility. ACOs respond to requests for assistance with ordinance enforcement from the RCPD, and similarly, ACOs often request RCPD support in ACO-led enforcement activities.

CHALLENGES:

City Administration will need to dedicate significant time and resources to address challenges related to the Shelter. To name only a few:

1. Shelter operations.

The Shelter has historically operated under an open-admission model, meaning the Shelter would accept an animal regardless of its health history or behavior tendencies. The Shelter would also intake animals regardless of their origin thus providing a place for anyone from the region to surrender unwanted pets. This led to overpopulation, poor quality care, and staff burn-out. Over the last four years, two directors attempted to manage the animal population using different strategies. Most recently this strategy change involved transferring animals from other shelters and creating a more selective intake process for owner surrenders: requiring an application process, consultation, and acceptance or denial based on characteristics of the animal. This had the effect of intaking primarily adoptable animals and improved the Shelter's live release rate. This practice, however, raises questions as to the purpose of the Shelter and the role it is to serve for Manhattan taxpayers. (The practice of intaking transfers and denying surrender applications was stopped in November 2022, and staff recently completed contacting the backlog of surrender requests from last year. Staff still meet with owners interested in surrendering an animal to determine if there are any viable options for the owner to keep the animal in their home.)

The Shelter is also faced with a number of other unique, but not uncommon, situations. For example, the Shelter is sometimes asked to provide short-term boarding and care for pets whose owners are temporarily incapacitated or displaced, but there is not an adequate administrative process in place to accept such animals. Well-meaning citizens often pick up animals they believe are stray and deliver them to the Shelter, which is problematic for a variety of reasons. Residents potentially put themselves at risk by picking up and transporting the animals, which is a function of the City's animal control officers. The Shelter also has different processes to intake at-large animals based on agreements with surrounding jurisdictions that the resident is not aware of.

Staff turnover at the Shelter has been high for the last four years. Since 2019, the City has hired 24 and lost 24 employees at the Animal Shelter, including two directors. The average tenure of the 10 employees currently working at the Shelter is one year, with length of service ranging from one week to three years. A high-stress environment, leadership changes, unclear and changing policies and procedures, and an increased expectation from Department leadership and City Administration to operate with a high level of professionalism and accountability have been contributing factors to turnover.

2. Pet licenses.

City ordinance requires companion animals within the city to be licensed. Pet owners are expected to register their pet, provide proof of rabies vaccination, and pay an annual fee. In 2022, the City recorded 2,619 licensed pets.

	Dogs	Cats	Not recorded	Altered	Intact
# Licenses	1,979	635	5	2,446	173
TOTAL	2,619				

The number of pets in town and the compliance rate for licensing is difficult to know for certain. According to national surveys from the American Veterinary Medical Association, 38.4% of households own at least one dog and 25.4% of households own at least one cat. Of those households with pets, the average household owns 1.6 dogs and 1.8 cats respectively. Based on the total number of households in Manhattan, there are an estimated 22,060 companion animals in the city making slightly less than 12% of pets compliant.

Pet licenses are sold at City Hall and at the Shelter. All animals adopted from the Shelter are required to be altered and licensed. The Shelter also sells pet licenses at events like PetPoolooza and in 2022 partnered with KSU Vet Med to sell licenses at monthly vaccine clinics. The City works with local veterinarians on a voluntary basis to promote pet licensure and pays veterinarians \$1 per pet license application that they complete for their clients and submit to the City. The City has the ability to sell pet licenses online through CivicRec (the Parks and Recreation registration software). Staffing changes in 2022 and the need to ensure coordination between various aging software programs has delayed roll-out of online sales.

Software challenges are a major concern for the Shelter with regards to pet licenses and animal management. Licensing a new pet is relatively simple; however, there are significant hurdles to maintain records as owners move, pets die, or licenses need to be renewed. The City's pet license database was custom built over 25 years ago to integrate with the City's aging financial software (AS400). The database is antiquated and no longer reliable. Since 2019 staff have had issues generating accurate reports for expired licenses so that renewal letters can be sent out. The current database is no longer viable, and a new system needs to be put in place.

The Shelter has also experienced challenges maintaining animal intake and adoption records due to similar software challenges. In the last four years, the Shelter has used three different shelter management software programs to record animal intakes, health histories, and adoptions. The first was another custom-built legacy program that could no longer be supported. The second program, used from 2020 until mid-2022, changed their pricing structure from \$2 per adoption to \$18 per adoption, which was deemed financially unsustainable. The current program in use since mid-2022, is free, very robust, and has the ability to manage pet licenses, however, staff are still learning how to use all the features.

3. Animal control operations.

Under the law, animals are considered personal property. Seizing animals on private property must be done in compliance with state and federal constitutional rights under the Fourth Amendment. State statutes empower the RCPD to seize animals when they find sufficient evidence of abuse or neglect. City ACOs do not have the same inherent power. Even the ordinary and permitted enforcement activities of City ACOs can have Fourth Amendment implications, but historically the City has not provided specialized training in this area. Most first class cities in Kansas have their own police department, and therefore are poised to provide more sophisticated support, training, and legal advice to their ACOs, who function as law enforcement officers engaged in criminal investigations and enforcement activities.

ACOs have provided support to RCPD for many years without always recognizing the limits of a City ACO's jurisdiction and authority in law enforcement activities. For example, RCPD has requested ACOs to provide support in holding animals found upon property subject to a search warrant when the animals are interfering with the execution of the warrant, but City ACOs do not have the inherent authority to enter private property to provide that assistance. RCPD has also requested assistance from ACOs to restrain and take possession of animals when responding to a health emergency or vehicle accident where animals are present and the owner/harbinger is incapacitated or otherwise unable to provide direction to emergency responders about what to do with their animals. ACOs do not presently have any authority to seize and hold animals in these circumstances.

ACOs also need support from RCPD in certain situations, but the City cannot compel the RCPD to provide that support. For example, an ACO may respond to a report of an abused or neglected animal. However, if the owner or harbinger of the animal does not voluntarily work with the ACO to remedy the situation or surrender the animal, the ACO cannot seize the animal because the only enforcement authority the ACO has is granted by the City's ordinances. The City Code prohibits animal neglect and provides penalties upon conviction in municipal court but does not allow seizure of the animal. In contrast, the RCPD can seize a neglected animal and initiate a criminal case in the Riley County district court under the state's animal cruelty statute, which also provides harsher penalties if the owner or harbinger is convicted of the offense. The Shelter can house an animal on behalf of the RCPD while the criminal matter is pending. Nonetheless, the RCPD officers in

the field and the ACOs experience confusion and frustration in understanding where their respective responsibilities lie, sometimes resulting in negative outcomes, such as animals being left in extreme and dangerous circumstances.

4. Contract-based operations.

The Shelter currently supports six cities (Leonardville, Ogden, Riley, Westmoreland, St. George, and Wamego) and two counties (Riley and Pottawatomie) to varying degrees. Some of these communities have expressed a need for additional support.

The City does not have a written agreement with Riley County related to animal shelter or animal control services. Each year the City makes a budget request to the Riley County Board of County Commissioners to request a funding allocation, similar to how non-governmental agencies request County funding. In practice, the City is not an outside agency requesting funding; rather, the County is seeking certain services from the City. For the past several years, Riley County has paid the City \$60,000 annually and the Shelter accepts surrendered animals from Riley County residents at no charge to the resident. (In the past, City ACOs have also responded to calls in the County to deal with animal-related complaints, however the City ended this practice in 2020 based on staffing levels and reasons noted above related to jurisdictional authority.) The City has attempted for several years to work with County Commissioners and the County Counselor to create a services agreement that aligns with County resolutions related to animals but have not been successful in gaining the necessary support. The City also does not currently have an agreement or a Memorandum of Understanding (MOU) with RCPD that would more clearly define roles and responsibilities relative to the issues identified above.

The City has written contracts with the other six jurisdictions. All of the City's shelter service agreements need to be reassessed to better contemplate certain routine and unique situations. The contracts rely on the entity receiving shelter services to have in place certain ordinances or procedures related to animals, however, not all communities have adopted these rules as envisioned. These jurisdictions pay a per-animal fee for animals delivered to the Shelter by a designated animal control officer from that jurisdiction. This has caused confusion, as some of the cities do not have a designated animal control officer. Residents from these six jurisdictions sometimes contact the Shelter for assistance with at-large animals in their community or bring stray animals to the Shelter expecting to be able to drop them off there. Animal Control Officers do not have jurisdiction to respond outside the city of Manhattan and the Shelter does not have procedures in place based on current ordinances and agreements to accept animals from outside the city directly from those residents. The contracts also do not adequately address certain unique situations such as when the shelter has reached its staff functional capacity or hoarding cases that could require the City to accept a significant number of animals at once. These scenarios put the City in the position of needing to weigh its contractual responsibilities versus its responsibility to the city of Manhattan.

5. Additional identified areas to be reviewed and addressed include:

- Policies for accepting sick or injured animals
- Policies for accepting dangerous animals
- Policies for animals surrendered by someone who is not the owner (such as a roommate or family member of the owner)
- Policies for responses to requests from the state or County relating to public health
- Policies for accepting transfers from other animal shelters and transferring animals to other shelters or animal rescue agencies
- Policies to support positive adoption outcomes such as animal foster programs, animal behavior assessments, and animal behavior training
- Policies for euthanasia
- Policies for volunteers to assist staff with certain Shelter management functions
- Policies related to acquiring non-City funding (grants, sponsorships, donations)
- Fee considerations for owner surrenders in and outside of the city limits
- Written contract with Riley County for animal shelter support services
- Contract with RCPD and/or Riley County for ACO support services
- Consideration of extending animal control services into other communities in Riley County (patrol and responding to complaints and reports from public)
- Consideration of seizure option for animals in imminent danger due to neglect or other cruelty
- Procedures to facilitate sale and management of City pet licenses
- Consideration for other revenue-generating programs
- Staff training, professional development, and certification
- Capital improvements and deferred maintenance items at the Shelter buildings

RECOMMENDATIONS:

The City, Riley and Pottawatomie counties, surrounding communities, and the RCPD are served in various ways by the Shelter and City ACOs. Some of the challenges identified above are universal to every community. Some of them are unique to Manhattan because the City does not operate the police department. In other Kansas communities, ACOs are almost always part of a law enforcement agency.

Shelter services are increasingly a specialized industry. The goals of municipal governments are sometimes inconsistent with the goals of animal welfare. Many municipalities, such as the City of Kansas City, Missouri; City of Warrensburg, Missouri; City of Emporia, Kansas; City of Ottawa and Franklin County, Kansas; City of Topeka and Shawnee County, Kansas; and City of Lawrence and Douglas County, Kansas, forego operating their own shelter and contract with private entities for these services. The City of Wichita, Kansas, has a hybrid model with some services provided by the City and strong relationships with private providers for other services. There are several reasons for this shift to private or public-private models. Many private shelters have developed sophisticated, scalable systems for operations that allow them to operate across multiple jurisdictions more efficiently than a single municipality. In many cases, private shelters are able to care for and find suitable homes for at-risk animals that may require more specialized resources than a city can reasonably provide. Private shelters may also have

greater ability than municipalities to solicit donations, pursue grant funding, or develop other program revenue (i.e. boarding services, behavior training, retail sales of pet supplies, etc.). Private shelters may also be more nimble in their response to periods of high animal intake, by quickly hiring more staff, moving adoptable animals to partner facilities where staff resources already exist, or through a well-developed foster program.

City administration recommends that the Commission explore and consider:

- 1. Whether the City should continue to dedicate significant additional departmental, legal, and administrative resources to address the identified challenges and provide adequate support to staff through direct oversight of animal control and/or animal shelter services.**
- 2. Whether RCPD should assume enforcement responsibilities of City ordinances relating to animals, including the employment of Animal Control Officers, possibly resulting in an increase to RCPD's operations budget.**
- 3. Whether the City should explore outsourcing its animal shelter services to a third-party group, including a potential lease of the City's animal shelter facilities.**

WT/RS



ACO Discussion

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

178.

What's the Problem That Needs to be Solved?

City/RCPD Collaboration

The involvement of external stakeholders In the process

RCPD has been cooperative

Are there exigent circumstances as to why this needs to be done now?

City Budget

How much do ACOs currently cost?

**RCPD cannot
properly absorb
ACOs without first
fully understanding
the fiscal impact**

Vehicles

Facilities

Benefits

Training

Supervision

Insurance

Equipment

RCPD ACO

Current City ACOs

2 - City services only
(3 previously authorized)
Work from Animal Shelter
City vehicles
City equipment

RCPD ACOs

7 ACOs needed* – County-wide services
Will serve all incorporated cities within Riley County
No facility
No vehicles
No equipment

**Kansas Animal Care Association formula &
National Animal Care Association recommendations, and LE-based
Staffing Formulas*

RCPD ACO

Current City ACO Salaries

\$45,593 – \$63,835

Current City ACO Benefits

?

Current Total ACO Personnel Costs

?

*ACOs would take a base-salary pay cut at RCPD

ACO Salaries Under RCPD Salary Survey

2023 - \$41,704 - \$61,732

2024 - \$45,040 - \$66,670*

ACO Salary w/ Benefits Under RCPD

2023 - \$52,062 - \$76,553

2024 - \$56,516 - \$83,154*

Total Cost Range for 7 ACOs – Personnel Costs

2023 – \$364,434 - \$535,871

2024 - \$395,612 - \$582,078*

**With implementation of Salary Survey*

Does not include

Vehicles
Facilities
Training
Supervision
Insurance
Equipment



Requires additional \$\$

RCPD ACO

RCPD cannot absorb City employees
Fire Department Dispatchers

Must be terminated by City and go through RCPD hiring process

No guarantee they will be hired

Additional hires to fill needed positions

Will take pay cuts over current salary

RCPD ACO

No additional or specialized training

Not Law Enforcement Officers

RCPD does not have an ACO training program

No current supervision for ACOs

Would need to add supervisor

No experience running ACO program

Does not improve current services or safety

RCPD cannot fulfill any additional needs for ACOs

RCPD ACO

“Significant additional departmental, legal, and administrative resources”

**1/31/2023 City Commission Presentation*

RCPD does not possess these additional departmental, legal, and administrative resources the City is already lacking to run ACO program

ACO Authority

Under RCPD

No additional authority than current ACOs

Not Law Enforcement Officers

No arrest powers

Will not carry firearm

County-wide services

RCPD Budget

If ACO Allocation Becomes a Portion of RCPD Budget

110% Cap on Budget Increases – KSA 19-4443

Funded through property tax

County would contribute 20%

Ongoing expenses

****We don't know how much this would actually cost***

RCPD Budget

If RCPD adds employees to perform ACO services, the costs will be considered a portion of RCPD's budget and subject to the 110% cap in future years

****We don't know how much this would actually cost***

Animal Shelter

Uncertainty surrounding future facilities

If Animal Shelter is contracted to a third party, how long would it take and what is the contingency of the third party no longer maintains the contract?

Has the RFP process started? Can we guarantee that a third party contractor will not look to the County to cover any facility or maintenance-related costs?

Are there any ramifications with the facility not being in Riley County?

Regardless of who runs the facility, will ACOs be required or asked to assist Animal Shelter personnel in facility responsibilities?

Will Animal Shelter accept animals from all incorporated cities within Riley County, if so, at what cost?

Will RCPD be charged by the Animal Shelter for placement of animals?

Would a contracted agency work with RCPD?

Would a contracted agency be able to meet increased operational demands?

Our Ask

Pause until an informed decision can be made

RCPD is data driven and doesn't implement initiatives without adequate information

Assumption of this responsibility must be implemented properly with the appropriate research necessary to operate a successful program



2023 Budget Presentation

Director Brian Peete

Captain Brad Jager

Finance Manager Jennifer Reifschneider

Today's Agenda

Introduction to the Budget
Budget Process
Needs Assessment
2022-2023 Base Adjustments
Item A: COLA
Item B: General Counsel
Item C: Salary Survey
Proposed Budget Draft 1
Proposed Budget Draft 2

Introduction to the Budget

Captain Brad Jager

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

Four Long-Term Goals

**Minimize the
Financial and
Social Cost of
Public Safety**

**Maintain a Safe
and Secure
Community**

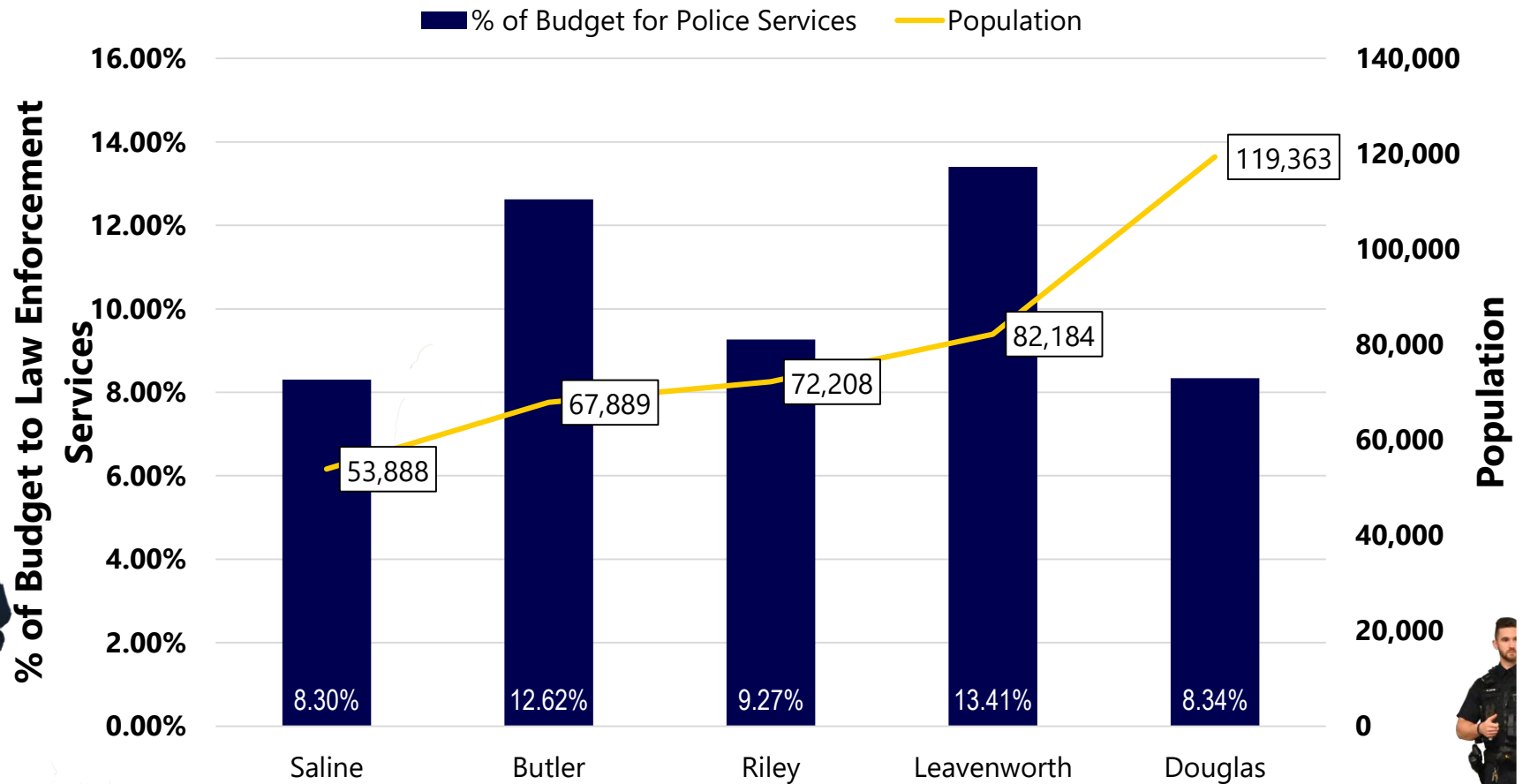
**Promote
Legitimacy in the
Eyes of the Public**

**Create a Culture
of Service
Throughout the
Organization**



Cost of Policing

2023 Law Enforcement Services Cost Comparison



Cost of Policing

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

	2019	2020	2021	2022	2023	2024
Budget Increase	\$ 797,652.00	\$ 693,801.38	\$0	\$ 876,634.62	\$ 1,981,404.00	
Itemized Increases	1.7% COLA	1.9% COLA	NO COLA	1.0% COLA	5.1% COLA	8.0% COLA
	1 Video Clerk	Overtime + \$125,262	NO Merits	2.0% Pay Adjustment	5.9% Salary Survey	General Cou
	<1 Court Security Screener>	On Call Pay	Health Insurance <\$313,000>	Payroll Technician		Salary Sur
		3 Corrections Officers	Workers Comp <\$60,000>	Cook		
		CSI Detective	Retirement <\$15,000>	Court Security Screener		
		IT Reserve +\$145,000		Training +\$18,000		
		Legal Fees +\$40,000		Insurance +\$53,000		
Total Budget	\$ 21,499,652.00	\$ 22,193,453.38	\$ 21,193,453.38	\$ 23,070,088.00	\$ 25,051,492.00	
Carry Over	\$ (33,170.53)	\$ (91,713.38)	\$ (234,725.38)	\$ (84,215.00)	\$ (51,412.00)	\$ (256,6
Tax Payer Impact	\$ 21,466,481.47	\$ 22,101,740.00	\$ 20,958,728.00	\$ 22,985,873.00	\$ 25,000,080.00	

% of City/County Total Budgets	9.96%	9.80%	9.57%	9.45%	9.27%
% of City of Manhattan Budget	11.01%	10.76%	10.54%	11.16%	10.57%
% of Riley County Budget	7.36%	7.44%	7.12%	5.99%	6.21%

Cost of Policing Efficient

Personnel account for

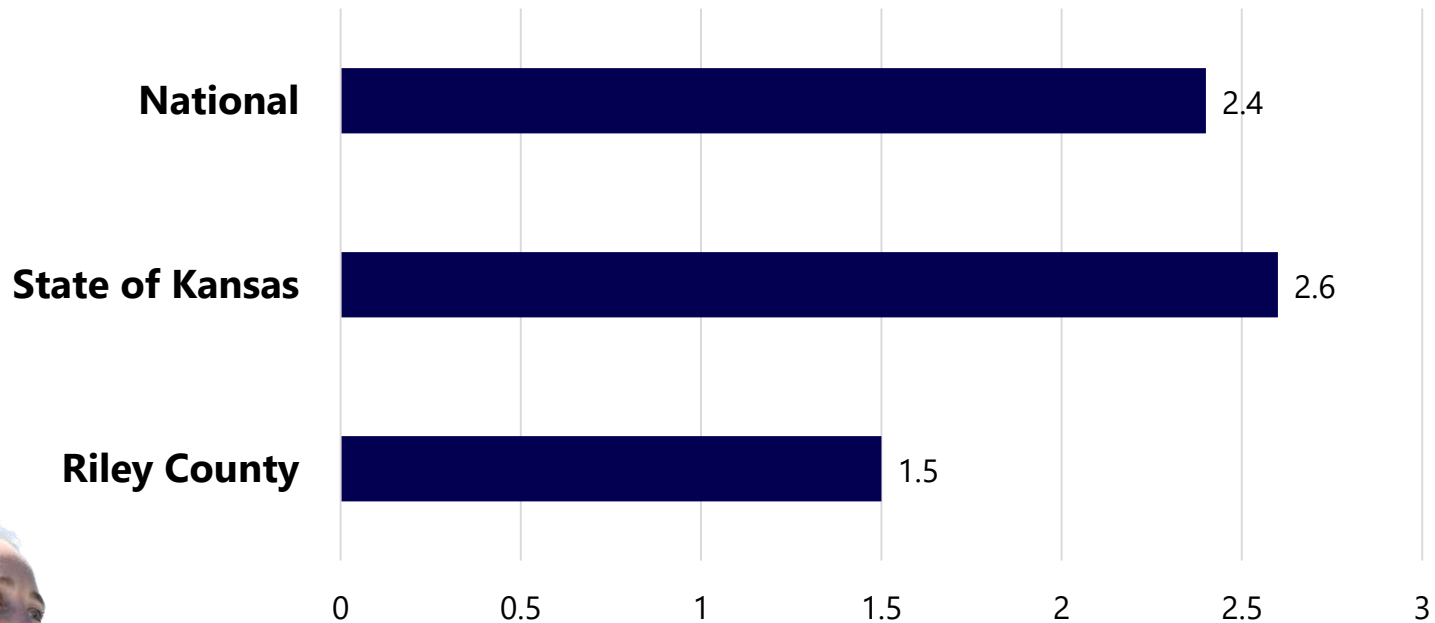
19.a

86%

of the RCPD budget

Officers per 1,000 Residents

Source: Kansas and Federal Bureaus of Investigation



Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

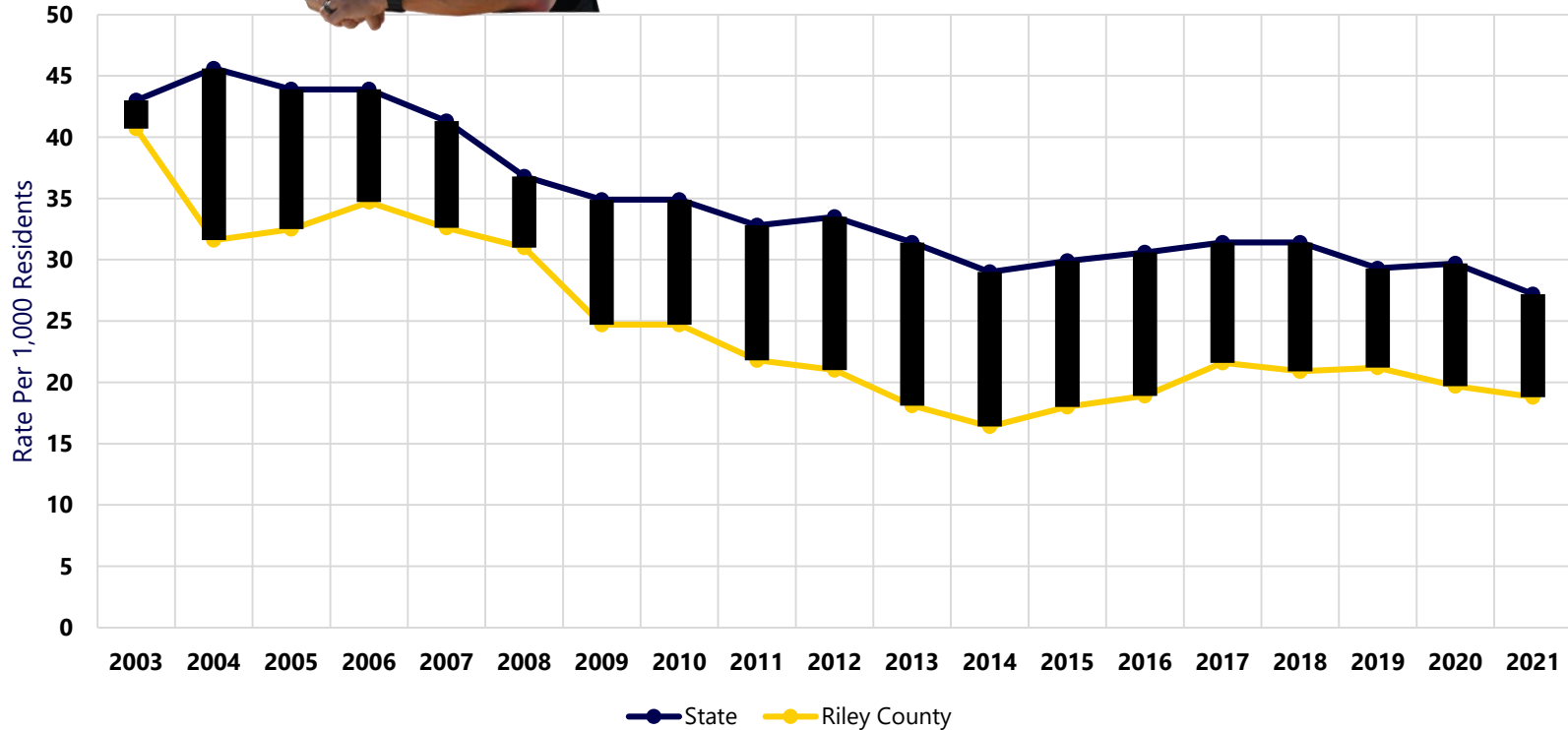


Cost of Policing Effective



Total Crime

Source: Kansas Bureau of Investigation

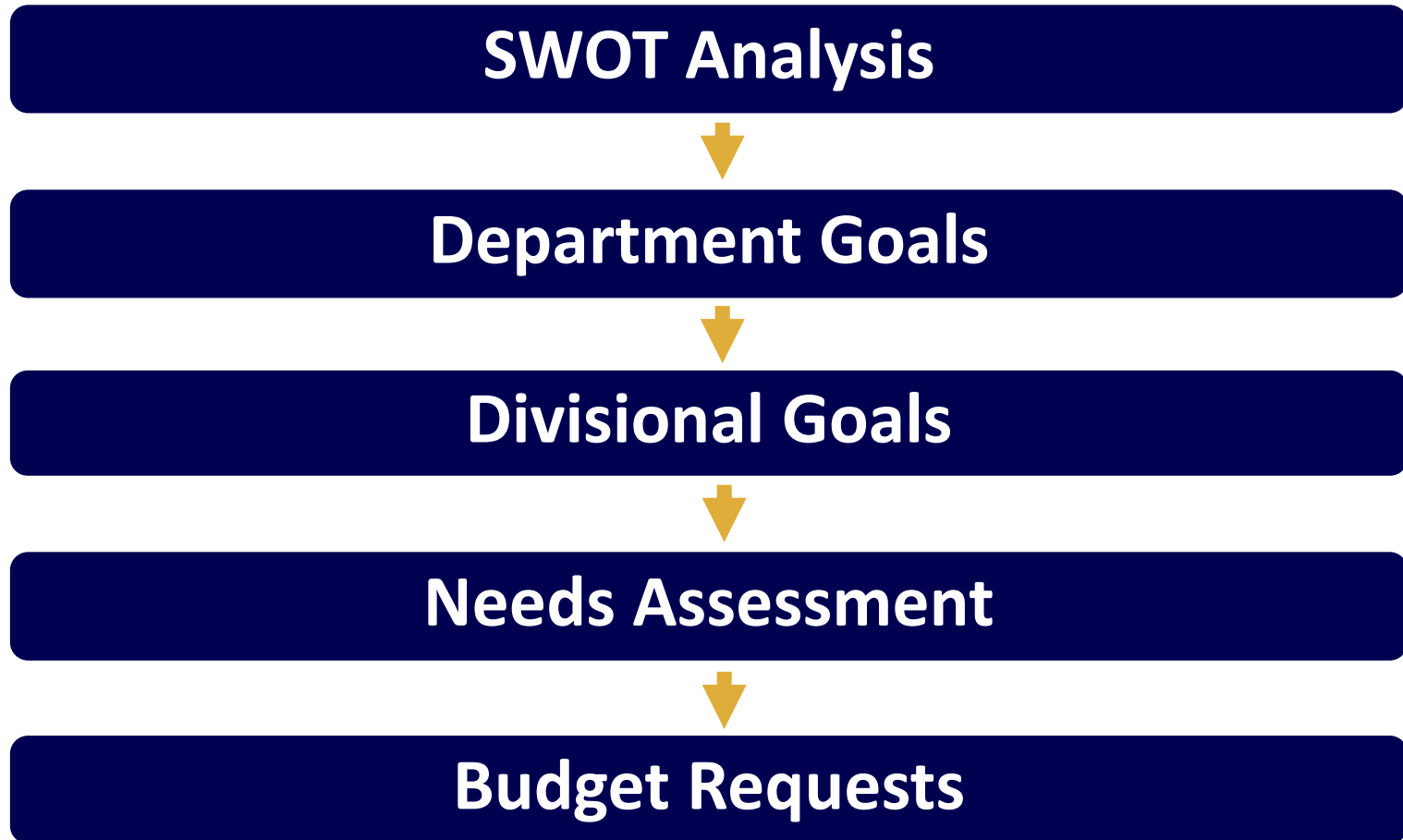


Riley County has experienced 19.a
lower crime rates than the
state average for the past

19
years

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Annual Planning Cycle



Needs Assessment

SWOT Analysis

Department Goals

Divisional Goals

Needs Assessment

Budget Requests



Personnel:

Cost of Living Adjustment
Salary Survey Implementation
General Counsel
3 Police Officers
Community Resource Officer

Non-Personnel:

Training

Police
ERU
Investigations

Contractual Services

Inmate Food
Vehicle Maintenance
Fuel
Investigations Contracts

SWOT Analysis

Department Goals

Divisional Goals

Needs Assessment

Budget Requests



Needs Assessment

\$1,368,204 was removed from 2024 Budget Considerations.
We will assess how these items fall into our 5-Year Strategic Plan.

Personnel:

Cost of Living Adjustment
Salary Survey Implementation
General Counsel
~~3 Police Officers~~
~~Community Resource Officer~~

Non-Personnel:

Training

~~Police~~

~~ERU~~

~~Investigations~~

Contractual Services

~~Inmate Food~~

~~Vehicle Maintenance~~

~~Fuel~~

~~Investigations Contracts~~

5-Year Strategic Goal

2024 Budget Input Requests	Est. Cost	2024	2025	2026	2027	2028	Total	Amount Remaining
Patrol								
Police Officer	\$80,000		\$80,000				\$80,000	\$0
Police Officer	\$80,000			\$80,000			\$80,000	\$0
Police Officer	\$80,000				\$80,000		\$80,000	\$0
Police Officer Training Budget Line Increase	\$5,000			\$5,000			\$5,000	\$0
ERU Training Budget	\$3,000			\$3,000			\$3,000	\$0
Investigations								
Detective Training Budget Line Increase	\$4,000			\$4,000			\$4,000	\$0
Crime Analyst	\$100,000			\$100,000			\$100,000	\$0
Crime Analyst	\$100,000					\$100,000	\$100,000	\$0
Investigations Contracts (Line 20)	\$150,000			\$100,000		\$50,000	\$150,000	\$0
Corrections								
Prisoner Food and Care Line Increase	\$25,000		\$10,000	\$15,000			\$25,000	\$0
Support								
Replenish IT Reserve Fund	\$250,000							\$250,000
Vehicle Maintenance Line Increase	\$30,000		\$10,000		\$ 10,000	\$ 10,000	\$30,000	\$0
Fuel Line Increase	\$25,000			\$10,000	\$ 15,000		\$25,000	\$0
Administration								
Community Resource Officer	\$80,000		\$80,000				\$80,000	\$0
Metal Building at Range (Training)	\$250,000							\$250,000
Other Expenses								
Salary Survey Adjustments	\$1,774,204	\$898,460	\$875,744				\$1,774,204	\$0
2024 Cost of Living Adjustments	\$1,452,656	\$1,452,656					\$1,452,656	\$0
General Counsel	\$95,288	\$95,288					\$95,288	\$0
Pawnee Mental Health Contract	\$85,000		\$45,000	\$20,000	\$ 20,000		\$85,000	\$0
Total	\$4,669,148	\$2,446,404	\$1,100,744	\$337,000	\$125,000	\$160,000	\$4,169,148	\$500,000

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

2023-2024 Base Adjustments

Finance Manager Jennifer Reifschneider

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

Base Adjustment – 2023 Budget

19.a

\$25,051,492	
2023 Approved Budget	
	2023 Budget*
	Approved
Full Time Salaries	\$15,637,969
Part Time Salaries	125,000
Overtime	471,762
Total Salaries	\$16,234,731
KPF	\$2,155,361
KPERS	646,542
FICA	654,574
Health Insurance	1,537,150
Workers Comp.	380,000
Unemployment	16,234
Total Benefits	\$5,389,861
Total Personnel	\$21,624,592

RILEY COUNTY
POLICE DEPARTMENT



Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Base Adjustment – Turnover

\$25,051,492 2023 Approved Budget	2023 Budget*	Turnover
	Approved	
Full Time Salaries	\$15,637,969	(\$398,580)
Part Time Salaries	125,000	
Overtime	471,762	
Total Salaries	\$16,234,731	(\$398,580)
KPF	\$2,155,361	(\$44,778)
KPERS	646,542	(\$19,119)
FICA	654,574	(\$18,084)
Health Insurance	1,537,150	
Workers Comp.	380,000	
Unemployment	16,234	(\$398)
Total Benefits	\$5,389,861	(\$82,379)
Total Personnel	\$21,624,592	(\$480,959)
*Increase		-1.92%
*total Increase		-1.92%

Retirements and other separations

Captain, HR Manager, Maintenance Supervisor

17 Positions across
Police, Corrections, and Dispatch

4 Specialized Positions
Supply Technician, CSI Lab Technician,
Cook, Custodian

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Base Adjustment – Benefits

\$25,051,492 2023 Approved Budget	2023 Budget*	Turnover	Benefit Changes
	Approved		
Full Time Salaries	\$15,637,969	(\$398,580)	
Part Time Salaries	125,000		
Overtime	471,762		
Total Salaries	\$16,234,731	(\$398,580)	\$0
KPF	\$2,155,361	(\$44,778)	\$21,738
KPERS	646,542	(\$19,119)	\$45,909
FICA	654,574	(\$18,084)	
Health Insurance	1,537,150		
Workers Comp.	380,000		
Unemployment	16,234	(\$398)	
Total Benefits	\$5,389,861	(\$82,379)	\$67,647
Total Personnel	\$21,624,592	(\$480,959)	\$67,647
*Increase		-1.92%	0.27%
*total Increase		-1.92%	-1.65%

KPF Employer Contribution

22.86% to 23.10%

KPERS Employer Contribution

9.43% to 10.26%



Base Adjustment – Merits

\$25,051,492 2023 Approved Budget	2023 Budget*	Turnover	Benefit Changes	Steps & Longevity Pay
	Approved			
Full Time Salaries	\$15,637,969	(\$398,580)		\$389,469
Part Time Salaries	125,000			
Overtime	471,762			
Total Salaries	\$16,234,731	(\$398,580)	\$0	\$389,469
KPF	\$2,155,361	(\$44,778)	\$21,738	\$49,025
KPERS	646,542	(\$19,119)	\$45,909	16,962
FICA	654,574	(\$18,084)		16,213
Health Insurance	1,537,150			
Workers Comp.	380,000			
Unemployment	16,234	(\$398)		389.47
Total Benefits	\$5,389,861	(\$82,379)	\$67,647	\$82,589
Total Personnel	\$21,624,592	(\$480,959)	\$67,647	\$472,058
*Increase		-1.92%	0.27%	1.88%
*total Increase		-1.92%	-1.65%	0.23%



Total Base Adjustment

\$25,051,492 2023 Approved Budget	2024 Base Calculation				
	2023 Budget*	Turnover	Benefit Changes	Steps & Longevity Pay	Total Adjustments
	Approved				
Full Time Salaries	\$15,637,969	(\$398,580)		\$389,469	(\$9,111)
Part Time Salaries	125,000				\$0
Overtime	471,762				\$0
Total Salaries	\$16,234,731	(\$398,580)	\$0	\$389,469	(\$9,111)
KPF	\$2,155,361	(\$44,778)	\$21,738	\$49,025	\$25,985
KPERS	646,542	(\$19,119)	\$45,909	16,962	\$43,752
FICA	654,574	(\$18,084)		16,213	(\$1,871)
Health Insurance	1,537,150				\$0
Workers Comp.	380,000				\$0
Unemployment	16,234	(\$398)		389.47	(\$9)
Total Benefits	\$5,389,861	(\$82,379)	\$67,647	\$82,589	\$67,857
Total Personnel	\$21,624,592	(\$480,959)	\$67,647	\$472,058	\$58,746
<i>*Increase</i>		-1.92%	0.27%	1.88%	0.23%
<i>*total Increase</i>		-1.92%	-1.65%	0.23%	0.23%

Total Base Adjustment

\$25,051,492 2023 Approved Budget	2024 Base Calculation					
	2023 Budget*	Turnover	Benefit Changes	Steps & Longevity Pay	Total Adjustments	2024 Base Budget
	Approved					
Full Time Salaries	\$15,637,969	(\$398,580)		\$389,469	(\$9,111)	\$15,628,858
Part Time Salaries	125,000				\$0	\$125,000
Overtime	471,762				\$0	\$471,762
Total Salaries	\$16,234,731	(\$398,580)	\$0	\$389,469	(\$9,111)	\$16,225,620
KPF	\$2,155,361	(\$44,778)	\$21,738	\$49,025	\$25,985	\$2,181,346
KPERS	646,542	(\$19,119)	\$45,909	16,962	\$43,752	\$690,294
FICA	654,574	(\$18,084)		16,213	(\$1,871)	\$652,703
Health Insurance	1,537,150				\$0	\$1,537,150
Workers Comp.	380,000				\$0	\$380,000
Unemployment	16,234	(\$398)		389.47	(\$9)	\$16,225
Total Benefits	\$5,389,861	(\$82,379)	\$67,647	\$82,589	\$67,857	\$5,457,718
Total Personnel	\$21,624,592	(\$480,959)	\$67,647	\$472,058	\$58,746	\$21,683,338
<i>*Increase</i>		-1.92%	0.27%	1.88%	0.23%	0.23%
<i>*total Increase</i>		-1.92%	-1.65%	0.23%	0.23%	0.23%

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Item A: Cost of Living Adjustment

19.a

Finance Manager Jennifer Reifschneider

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

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Item A: COLA

Data provided by US Dept. of Labor, Bureau of Labor Statistics

Assert that monthly and annual averages are appropriate when used consistently

Reduce volatility

Avoid using seasonal adjustments and local indexes

Annual averages reduce volatility

Item A: CPI - Midwest

Consumer Price Index (CPI) Midwest Region
Used by the City of Manhattan & Riley County

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	1.3	2.2	1.4	1.2	1.8	2.2	1.8	1.2	1.0	0.8	1.0	1.0	1.4	1.7	1.1
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6													

Item A: COLA

Annual average since 2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	1.3	2.2	1.4	1.2	1.8	2.2	1.8	1.2	1.0	0.8	1.0	1.0	1.4	1.7	1.1
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6													

CPI Comparison		
Year	Annual Average	RCPD Budget
2014	1.5	
2015	-0.5	
2016	0.8	1.5
2017	1.7	-0.5*
2018	1.9	0.8
2019	1.5	1.7
2020	1	1.9
2021	5.1	0**
2022	8.0	1
2023		5.1
2024	214.	8.0

Item A: COLA

\$25,051,492	Items	
2023 Approved Budget	2024 Base	A
		COLA (8%)
% Change	0.23%	5.80%
\$ Change	58,745.64	1,452,656.00

Item B: General Counsel

Captain Brad Jager

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

Item B: General Counsel

+	\$114,641	Salary
+	\$20,647	Benefits
=	\$135,288	Total Salary & Benefits
-	(\$40,000)	Line 6: Legal & Accounting
=	\$95,288	Total Increase to Budget

Item B: General Counsel

2023 Approved Budget	2024 Base	A	B
		COLA (8%)	General Counsel
% Change	0.23%	5.80%	0.38%
\$ Change	\$58,746	\$1,452,656	\$95,288

Item C: Salary Survey

Captain Brad Jager

Finance Manager Jennifer Reifschneider

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

Item C: Salary Survey

The Arnold Group – Phil Hayes

Every Position Affected

Full job description review

Employee Interviews

Professionalism

Positions Scored

HAY Method

First Responder Position Adjustments

Go to market – Key positions

Legal Defensible Position - Objective Position

Lost Market Position

Recruiting & Retention

Police Officer Starting Wages

	Hourly		
	Min	Max	Population
Shawnee PD	\$ 28.43	\$ 42.53	67,021
Wichita PD	\$ 26.26	\$ 37.11	394,574
Overland Park PD	\$ 25.96	\$ 46.79	195,249
Leawood PD	\$ 25.50		33,748
Salina PD	\$ 25.16		46,896
Topeka PD	\$ 24.96	\$ 39.20	126,802
Lenexa PD	\$ 24.58	\$ 40.60	56,755
Lawrence PD	\$ 24.44	\$ 39.75	94,745
Riley County PD	\$ 24.39	\$ 36.10	72,208
Leavenworth PD	\$ 22.60		37,216
Hutchinson PD	\$ 22.18	\$ 32.78	40,202
Junction City PD	\$ 21.58		23,033

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

Recent Vacancies

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

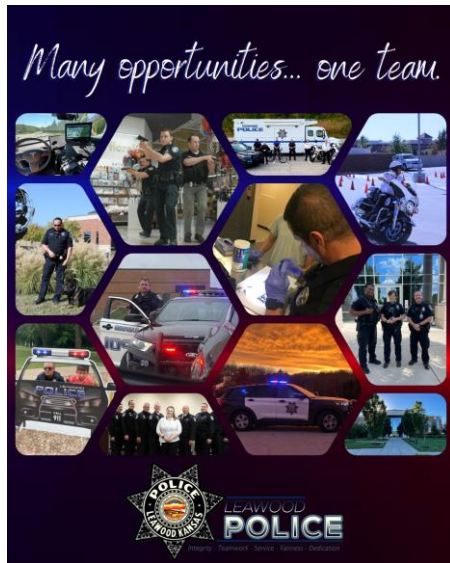
	Hourly		Population
	Min	Max	
Shawnee PD	\$ 28.43	\$ 42.53	67,021
Wichita PD	\$ 26.26	\$ 37.11	394,574
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Lawrence PD	\$ 24.44	\$ 39.75	94,745
Riley County PD	\$ 24.39	\$ 36.10	72,208
Leavenworth PD	\$ 22.60		37,216
Hutchinson PD	\$ 22.18	\$ 32.78	40,202
Junction City PD	\$ 21.58		23,033



	Patrol Personnel	Corrections Personnel	Dispatchers	Total
Authorized	88	51	24	
Vacant	5	10	2	17
In Training Program	9	4	4	
Total Available*	74	37	18	
Additional Info: *As of 3/21/2023				

Recruiting & Retention

	Hourly		Population
	Min	Max	
Shawnee PD	\$ 28.43	\$ 42.53	67,021
Wichita PD	\$ 26.26	\$ 37.11	394,574
Overland Park PD	\$ 25.96	\$ 46.79	195,249
Leawood PD	\$ 25.50		33,748
Salina PD	\$ 25.16		46,896
Topeka PD	\$ 24.96	\$ 39.20	126,802
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Lawrence PD	\$ 24.44	\$ 39.75	94,745
Riley County PD	\$ 24.39	\$ 36.10	72,208
Leavenworth PD	\$ 22.60		37,216
Hutchinson PD	\$ 22.18	\$ 32.78	40,202
Junction City PD	\$ 21.58		23,033



Good Starts Here
SHAWNEE
KANSAS

Salary Range:

Recruit Police Officer - \$55,000 (Starting, no lateral experience)

Salary

\$49,504

APPROX: \$23.80/HR

Get paid for your time spent in the Academy learning how to be a Police Officer.

\$52,111

APPROX: \$24.44/HR

Upon graduation from the academy, Officers immediately receive a raise to Step 1 of our pay plan.

SEE YOURSELF IN BLUE!

Starting Pay \$26.26 hr Post Academy

BENEFITS:

- Competitive healthcare coverage for you and your family
- Furnished uniforms and equipment
- Recruit Officer Pay \$24.36 hr
- Yearly clothing allowance of \$700
- Retire with 50% of pay after 20 years, 62.5% after 25 years and 75% after 30 years of service.
- Education and bi-lingual pay incentives

WPDJOBS.com

Compensation + Benefits

Entry-level police officers earn \$54,000 per year. Officers can earn up to \$97,329.03 after 12 years. Salary for lateral entry is considered based on previous experience.

Sworn Officer Salary Ranges

Police Officer

\$51,116 - \$71,660

RILEY COUNTY
POLICE DEPARTMENT

SALARY & BENEFITS

SALARY

Starting pay: \$52,333 (\$25.16/hour)

223.

Pay range: \$52,333-\$54,954 starting pay range

Item C: Salary Survey

2023 – Phase 1:

**Implemented*

\$1,848,000 51%



Item C

2024 – Phase 2:

\$898,460 25%



*\$1,774,204 remaining to
implement Salary Survey
over 2024-2025.*

26% of agency positions will hit market
58 positions

Will complete 50% of remaining survey

Item C: Salary Survey

2023 – Phase 1:

**Implemented*

\$1,848,000 51%



Item C

2024 – Phase 2:

\$898,460 25%



2025 – Phase 3:

\$875,744 24%

Attachment: 04-17-2023 Law Board Packet (12942 : Law Board Meeting Agenda)

2023

**100%*****Court Security Screener - \$3,007*****97%*****Dispatcher II - \$3,674*****91%*****Corrections Officer - \$3,499*****88%*****Police Officer - \$4,227***

2023 2024 50% SS w/ COLA



100%

100%

Court Security Screener - \$3,007 \$3,247



97%

100%

Dispatcher II - \$3,674 \$4,095



91%

95%

Corrections Officer - \$3,499 \$3,984



88%

92%

Police Officer - \$4,227 \$4,812

2023 2024 50% SS w/ COLA Salary Survey Goal



100% 100% 100%

Court Security Screener - \$3,007 \$3,247 \$3,247



97% 100% 100%

Dispatcher II - \$3,674 \$4,095 \$4,095



91% 95% 100%

Corrections Officer - \$3,499 \$3,984 \$4,176



88% 92% 100%

Police Officer - \$4,227 \$4,812 \$5,216

Item C: Salary Survey

\$25,051,492 2023 Approved Budget	Items			
	2024 Base	A	B	C
		COLA (8%)	General Counsel	50% Salary Survey
% Change	0.23%	5.80%	0.38%	3.59%
\$ Change	58,745.64	1,452,656.00	95,288.00	898,459.80

Proposed Budget 1

+	\$58,746	Base Adjustments
+	\$1,452,656	8% COLA
+	\$95,288	General Counsel
+	\$898,460	50% Remaining Salary Survey
=	\$2,505,150	Total Increase
10.00%	\$27,556,641	2024 Proposed Budget 1
-	(\$256,633)	Carryover
8.98%	\$27,300,008	2024 Proposed Budget 1 Realized

Proposed Budget 2

+	\$58,746	Base Adjustments
+	\$1,452,656	8% COLA
+	\$898,460	50% Remaining Salary Survey
=	\$2,409,862	Total Increase
9.62%	\$27,461,353	2024 Proposed Budget 2
-	(\$256,633)	Carryover
8.60%	\$27,204,720	2024 Proposed Budget 2 Realized

Proposed Budgets

	Proposed Budget 1		Proposed Budget 2	
Total Increase	2,505,150	10.00%	2,409,862	9.62%
Total Proposed Budget	\$27,556,641		\$27,461,353	
Less: Carryover	(\$256,633)	-1.02%	(\$256,633)	-1.02%
Proposed Realized Budget	\$27,300,008	8.98%	\$27,204,720	8.60%
	<i>Base Changes, 8% COLA, 50% Remaining Salary Survey, & General Counsel</i>		<i>Base Changes, 8% COLA, 50% Remaining Salary Survey</i>	

Proposed Budgets

Attached – Official copies of Budget

Possible Action Items:

Move to approve a Budget for
Publication in Manhattan Mercury
Suggest modifications for May Law
Board Meeting

Budget Timeline

The following is the proposed timeline for development of the 2024 RCPD budget.

At the January 17, 2023 Law Board meeting, discuss, modify as necessary and approve the 2024 budget development timeline.

During the month of March conduct special Law Board meetings, as the Board deems necessary, to begin preliminary budget discussions and obtain Law Board guidance.

At the April 17, 2023 Law Board meeting, update the Board on budget development and provide a draft 2024 budget. Determine the need for additional special Law Board meetings as necessary for budget development.

At the May 15, 2023 Law Board meeting, approve a budget of expenditures for publication prior to the mandatory public hearing, unless additional special budget meetings are deemed necessary.

No later than June 10, 2023 publish the proposed 2024 budget of expenditures with the City and County Revenue Neutral Rate (if available) in the Manhattan Mercury.

At the June 20, 2023 Law Board meeting, conduct a public hearing on the 2024 budget of expenditures and formally adopt the budget.

On or before July 3, 2023 certify to the Riley County Board of County Commissioners and the City of Manhattan a budget of expenditures for the 2024 operation of the Riley County Law Enforcement Agency/Riley County Police Department.



Thank You!

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

235.

Riley County Police Department

1001 South Seth Child Road
 Manhattan, Kansas 66506

(785) 537-2100

www.RileyCountyPolice.com

@RileyCountyPD

Packet Pg. 326

Personnel

8.0% COLA

General Counsel

50% Salary Survey Adjustment

Riley County Police Department

Proposed 2024 Budget

Draft 1

Non Personnel

Legal Fees -40,000

Acct	Description	2021 Actual Expenditures	2022 Approved Budget	2022 Actual Expenditures	2023 Approved Budget	2024 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,787,711.85	13,980,077.00	13,039,960.34	15,637,969.00	17,676,523.49	2,038,554.49	
02	Salaries-Part Time	99,883.42	125,000.00	68,768.31	125,000.00	125,000.00	-	
03	Salaries-Overtime	574,030.70	471,762.00	657,706.61	471,762.00	471,762.00	-	
Total Salaries		13,461,625.97	14,576,839.00	13,766,435.26	16,234,731.00	18,273,285.49	2,038,554.49	
36	Kansas Police & Fire	1,756,178.36	1,932,211.00	1,792,200.54	2,155,361.00	2,442,228.74	286,867.74	
37	KPERS	503,009.36	611,788.00	527,749.63	646,542.00	781,043.55	134,501.55	
38	Social Security	517,479.42	590,623.00	539,001.24	654,574.00	737,759.54	83,185.54	
39	Health Insurance	1,540,000.00	1,537,150.00	1,500,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	258,737.48	380,000.00	149,906.04	380,000.00	380,000.00	-	
41	Unemployment Compensation	12,896.48	14,577.00	13,183.22	16,234.00	18,274.12	2,040.12	
Total Employee Benefits		4,588,301.10	5,066,349.00	4,522,040.67	5,389,861.00	5,896,455.95	506,594.95	
Total Personnel Costs		18,049,927.07	19,643,188.00	18,288,475.93	21,624,592.00	24,169,741.44	2,545,149.44	11.770%
04	Utilities	201,709.54	205,000.00	284,888.18	205,000.00	205,000.00	-	
05	Insurance	480,280.96	320,000.00	567,777.00	320,000.00	320,000.00	-	
06	Legal & Accounting	99,050.14	85,000.00	84,491.89	85,000.00	45,000.00	(40,000.00)	
07	Training & Travel	123,829.00	108,000.00	163,643.81	108,000.00	108,000.00	-	
08	Postage	5,688.28	7,400.00	5,545.85	7,400.00	7,400.00	-	
09	Printing	6,558.91	7,500.00	10,825.48	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	46,800.66	60,000.00	55,470.65	60,000.00	60,000.00	-	
11	Building & Grounds	74,521.68	30,000.00	36,034.75	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,319.03	85,000.00	75,705.83	85,000.00	85,000.00	-	
13	Vehicle Maintenance	137,840.89	90,000.00	182,746.38	90,000.00	90,000.00	-	
14	Telephone Service	90,140.17	62,000.00	96,113.93	62,000.00	62,000.00	-	
16	Medical Fees	64,535.41	15,000.00	41,319.15	15,000.00	15,000.00	-	
19	Contractual services-Computer	648,392.29	690,000.00	763,513.38	690,000.00	690,000.00	-	
20	Other Contractual Services	660,584.39	314,000.00	672,934.96	314,000.00	314,000.00	-	
Total Contractual Services		2,715,251.35	2,078,900.00	3,041,011.24	2,078,900.00	2,038,900.00	(40,000.00)	
17	Prisoner Food & Care	253,390.20	195,000.00	380,525.36	195,000.00	195,000.00	-	
21	Community Services/Recruiting	20,843.65	17,500.00	19,953.68	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	16,918.76	10,000.00	18,972.08	10,000.00	10,000.00	-	
23	Uniforms & Accessories	67,609.47	40,000.00	126,374.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	19,842.46	29,500.00	21,211.75	29,500.00	29,500.00	-	
26	Fuel & Lubrication	220,100.62	163,000.00	314,684.96	163,000.00	163,000.00	-	
27	Vehicle Tires	16,493.23	17,000.00	19,664.94	17,000.00	17,000.00	-	
28	Office Supplies	28,327.74	24,000.00	48,983.02	24,000.00	24,000.00	-	
29	Replenishment Supplies	143,850.46	45,000.00	65,851.94	45,000.00	45,000.00	-	
Total Commodities		787,376.59	541,000.00	1,016,222.68	541,000.00	541,000.00	-	
30	Communications Equipment	37,594.26	10,000.00	119,010.42	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	159,745.36	60,000.00	132,035.88	60,000.00	60,000.00	-	
32	Furniture	5,873.27	15,000.00	11,787.54	15,000.00	15,000.00	-	
33	Equipment	261,937.99	452,000.00	64,018.21	452,000.00	452,000.00	-	
34	Vehicles and Equipment	510,019.94	270,000.00	448,004.58	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	69,338.00		35,065.00			-	
Total Capital Outlay		1,044,508.82	807,000.00	809,921.63	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,547,136.76	3,426,900.00	4,867,155.55	3,426,900.00	3,386,900.00	(40,000.00)	-1.167%
Total		22,597,063.83	23,070,088.00	23,155,631.48	25,051,492.00	27,556,641.44	2,505,149.44	10.000%
					2022 Carry Over	(256,633.44)		-1.024%
						27,300,008.00		8.976%

printed 4/12/2023

Personnel

8.0% COLA

50% Salary Survey Adjustment

Riley County Police Department

Proposed 2024 Budget

Draft 2

Acct	Description	2021 Actual Expenditures	2022 Approved Budget	2022 Actual Expenditures	2023 Approved Budget	2024 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,787,711.85	13,980,077.00	13,039,960.34	15,637,969.00	17,561,882.49	1,923,913.49	
02	Salaries-Part Time	99,883.42	125,000.00	68,768.31	125,000.00	125,000.00	-	
03	Salaries-Overtime	574,030.70	471,762.00	657,706.61	471,762.00	471,762.00	-	
Total Salaries		13,461,625.97	14,576,839.00	13,766,435.26	16,234,731.00	18,158,644.49	1,923,913.49	
36	Kansas Police & Fire	1,756,178.36	1,932,211.00	1,792,200.54	2,155,361.00	2,442,228.74	286,867.74	
37	KPERS	503,009.36	611,788.00	527,749.63	646,542.00	769,281.55	122,739.55	
38	Social Security	517,479.42	590,623.00	539,001.24	654,574.00	728,989.54	74,415.54	
39	Health Insurance	1,540,000.00	1,537,150.00	1,500,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	258,737.48	380,000.00	149,906.04	380,000.00	380,000.00	-	
41	Unemployment Compensation	12,896.48	14,577.00	13,183.22	16,234.00	18,159.12	1,925.12	
Total Employee Benefits		4,588,301.10	5,066,349.00	4,522,040.67	5,389,861.00	5,875,808.95	485,947.95	
Total Personnel Costs		18,049,927.07	19,643,188.00	18,288,475.93	21,624,592.00	24,034,453.44	2,409,861.44	11.144%
04	Utilities	201,709.54	205,000.00	284,888.18	205,000.00	205,000.00	-	
05	Insurance	480,280.96	320,000.00	567,777.00	320,000.00	320,000.00	-	
06	Legal & Accounting	99,050.14	85,000.00	84,491.89	85,000.00	85,000.00	-	
07	Training & Travel	123,829.00	108,000.00	163,643.81	108,000.00	108,000.00	-	
08	Postage	5,688.28	7,400.00	5,545.85	7,400.00	7,400.00	-	
09	Printing	6,558.91	7,500.00	10,825.48	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	46,800.66	60,000.00	55,470.65	60,000.00	60,000.00	-	
11	Building & Grounds	74,521.68	30,000.00	36,034.75	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,319.03	85,000.00	75,705.83	85,000.00	85,000.00	-	
13	Vehicle Maintenance	137,840.89	90,000.00	182,746.38	90,000.00	90,000.00	-	
14	Telephone Service	90,140.17	62,000.00	96,113.93	62,000.00	62,000.00	-	
16	Medical Fees	64,535.41	15,000.00	41,319.15	15,000.00	15,000.00	-	
19	Contractual services-Computer	648,392.29	690,000.00	763,513.38	690,000.00	690,000.00	-	
20	Other Contractual Services	660,584.39	314,000.00	672,934.96	314,000.00	314,000.00	-	
Total Contractual Services		2,715,251.35	2,078,900.00	3,041,011.24	2,078,900.00	2,078,900.00	-	
17	Prisoner Food & Care	253,390.20	195,000.00	380,525.36	195,000.00	195,000.00	-	
21	Community Services/Recruiting	20,843.65	17,500.00	19,953.68	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	16,918.76	10,000.00	18,972.08	10,000.00	10,000.00	-	
23	Uniforms & Accessories	67,609.47	40,000.00	126,374.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	19,842.46	29,500.00	21,211.75	29,500.00	29,500.00	-	
26	Fuel & Lubrication	220,100.62	163,000.00	314,684.96	163,000.00	163,000.00	-	
27	Vehicle Tires	16,493.23	17,000.00	19,664.94	17,000.00	17,000.00	-	
28	Office Supplies	28,327.74	24,000.00	48,983.02	24,000.00	24,000.00	-	
29	Replenishment Supplies	143,850.46	45,000.00	65,851.94	45,000.00	45,000.00	-	
Total Commodities		787,376.59	541,000.00	1,016,222.68	541,000.00	541,000.00	-	
30	Communications Equipment	37,594.26	10,000.00	119,010.42	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	159,745.36	60,000.00	132,035.88	60,000.00	60,000.00	-	
32	Furniture	5,873.27	15,000.00	11,787.54	15,000.00	15,000.00	-	
33	Equipment	261,937.99	452,000.00	64,018.21	452,000.00	452,000.00	-	
34	Vehicles and Equipment	510,019.94	270,000.00	448,004.58	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	69,338.00		35,065.00			-	
Total Capital Outlay		1,044,508.82	807,000.00	809,921.63	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,547,136.76	3,426,900.00	4,867,155.55	3,426,900.00	3,426,900.00	-	0.000%
Total		22,597,063.83	23,070,088.00	23,155,631.48	25,051,492.00	27,461,353.44	2,409,861.44	9.620%
					2022 Carry Over	(256,633.44)		-1.024%
						27,204,720.00		8.595%

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