



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 21, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

Due to City/County/County Meeting on Thursday and Riley County Offices closed Friday the June 17th draft minutes will be approved on Thursday, June 24th.

Review Tentative Agenda

3. Tentative Agenda

Press Conference Topics

4. Discuss Press Conference

9:00 AM

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

5. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

6. EMS/Ambulance Staff Update

9:30 AM

Press Conference

7. Tax Auction - Craig Cox (5 minutes)
8. USD 383 Primary Election - Rich Vargo (1-2 minutes)

9:50 AM

John Ellermann, Public Works Director/County Engineer

9. Request to refill a future vacant position

- 10:00 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
- 10. Administrative Work Session
 - 11. Meadowlark Hills Request to Authorize Issuance of Bond by City of Manhattan
- 12:00 PM** **Law Enforcement Agency Meeting**
- 12. 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 24, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

3. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

4. Staff update

10:05 AM

Alice Massimi, PIO

5. Update

10:20 AM

Bob Isaac, Planner

6. Public hearing for a plat for University Park Unit 14

10:50 AM

Russel Stukey, Emergency Management Director

7. Staff update

Attachment: 06-24-21 tentative agenda (10464 : Tentative Agenda)

Adjournment

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

Attachment: 06-24-21 tentative agenda (10464 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 28, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Press Conference

1. USD 383 Primary Election - Rich Vargo (1-2 minutes)

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

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

Attachment: 06-28-21 tentative agenda (10464 : Tentative Agenda)



EMS
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: June 21, 2021

SUBJECT: EMS/Ambulance Staff Update

PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service

May- 416

North County-21

EMS provided standby coverage for the 2021 Manhattan High School and Kansas State University commencement as well as the Big 12 Outdoor Track and Field Championships.

Our new hired PRN employees have finished the first 4 days of Academy and are starting to work with our staff on the ambulances as a 3rd person.

RCEMS assisted Geary County Hospital with moving patients to Via Christi, Manhattan when they had a generator fail.

Have formed several different small committees comprising of staff and leadership as we evaluate some new internal operational changes.

The new ambulance that was approved through CIP is on hold due to the microchip shortage that is effecting all vehicles nationwide.

The Kansas Board of EMS conducted their annual inspection and evaluation of our department and once again found no deficiencies. This inspection includes all of the required state documentation for training, administration, policies and procedures as well as inspection of each licensed ambulance. The inspector

evaluates the state mandated checklist of equipment as well as all lights, any item that has an expiration, and functionality of all systems.

Education

Hosted Emergency Pediatric Care class for some staff and 6 members of Ft. Riley

Reviewing Active Violence training with staff

Annual review of protocols is underway

Orientation process of new hires

Community Outreach:

Have hosted multiple CPR courses for individual private groups as well as several medical practices.

Upgrading the CPR program with new manikins and AV equipment

Riley County Safe Kids will be resuming car seat check lanes in July.

Enclosures:

- Master-Ops-Report.May (PDF)

Runs by Responding Unit

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED21	139	33.41
MED11	132	31.73
MED31	84	20.19
MED41	54	12.98
MED13	4	0.96
MED12	2	0.48
MED14	1	0.24
Total: 416		Total: 100.00

Attachment: Master-Ops-Report.May (10920 : EMS/Ambulance Staff Update)

Runs By Day of Week

6.a

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	60	14.42%
02 - Monday	60	14.42%
03 - Tuesday	44	10.58%
04 - Wednesday	52	12.50%
05 - Thursday	43	10.34%
06 - Friday	54	12.98%
07 - Saturday	103	24.76%
Total: 416		Total: 100.00%

Attachment: Master-Ops-Report.May (10920 : EMS/Ambulance Staff Update)

Runs by Hour of Day

6.a

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	21	5.05%
01:00:00 - 01:59:59	16	3.85%
02:00:00 - 02:59:59	8	1.92%
03:00:00 - 03:59:59	8	1.92%
04:00:00 - 04:59:59	7	1.68%
05:00:00 - 05:59:59	5	1.20%
06:00:00 - 06:59:59	7	1.68%
07:00:00 - 07:59:59	20	4.81%
08:00:00 - 08:59:59	12	2.88%
09:00:00 - 09:59:59	17	4.09%
10:00:00 - 10:59:59	22	5.29%
11:00:00 - 11:59:59	26	6.25%
12:00:00 - 12:59:59	28	6.73%
13:00:00 - 13:59:59	19	4.57%
14:00:00 - 14:59:59	13	3.13%
15:00:00 - 15:59:59	24	5.77%
16:00:00 - 16:59:59	18	4.33%
17:00:00 - 17:59:59	24	5.77%
18:00:00 - 18:59:59	25	6.01%
19:00:00 - 19:59:59	17	4.09%
20:00:00 - 20:59:59	18	4.33%
21:00:00 - 21:59:59	19	4.57%
22:00:00 - 22:59:59	21	5.05%
23:00:00 - 23:59:59	21	5.05%
Total: 416		Total: 100.00%

Report Criteria

Incident Month Name - Year: Is In May 2021

Attachment: Master-Ops-Report.May (10920 : EMS/Ambulance Staff Update)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: June 21, 2021

SUBJECT: Request to refill a future vacant position

PRESENTER: John Ellermann

BACKGROUND

Gary Rosewicz, Assistant Public Works Director/Assistant County Engineer is planning to retire October 1, 2021. This position is essential to the Department.

The Assistant Public Works Director/Assistant County Engineer is responsible for the administration and management of a variety of Public Works operations and programs requiring vast engineering experience and judgment. This position oversees all aspects of road, bridge and facility projects. It also oversees the activities of the Transfer Station and acts for the Director in his absence.

DISCUSSION

Discuss filling the Assistant Public Works Director/Assistant County Engineer. We are also asking the Commission to allow for advertising of the position as soon as possible allowing for an overlap between Gary and the new person. In order for the transition go as smooth as possible we would like to have about a month overlap period.

FISCAL IMPACT

This is a current budgeted open position within the Public Works Department. The difference in salaries and other vacancies within the department will allow us to stay within budget.

RECOMMENDATION(S)

Staff recommends the Board of County Commissioners approve this request to begin our search

for qualified candidates.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise for an Assistant Public Works Director/Assistant County Engineer.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Asst Public Works Director-Asst County Engineer Position Description (PDF)
- 2021-06 Assist PW Director - PW (gold) (PDF)

RILEY COUNTY, KANSAS

Job Title:	ASST. PUBLIC WORKS DIRECTOR/ ASST. COUNTY ENGINEER	
Department:	Public Works	Division:
Reports To:	Director of Public Works	
Pay Grade:	GG	Status: Full Time
FLSA Status:	Exempt	

Position Summary: To provide responsible management and engineering judgement

The Assistant Public Works Director/ Assistant County Engineer is responsible for the administration and management of a variety of Public Works operations and programs. This position requires vast engineering experience in addition to use of engineering judgement and skillful managerial skills.

General areas of responsibility include assisting the Department Head in developing and administering policies procedures and regulations and developing and monitoring annual budgets. Further, this position oversees the design, planning, and construction of bridge, culvert, roadway, and facility projects along with developing contracts and bidding documents.

This employee manages the personnel, equipment, and budget resources of assigned Divisions and coordinates Department programs and operations with other County Departments, local officials, state and federal agencies, and the public. This position will assist in providing engineering and related services to other County Departments and be responsible for maintaining the Departments records.

The Assistant Public Works Director/Assistant County Engineer acts for the Department Head in assigned capacities and in his/her absence. The employee will be required to complete complex technical engineering duties with broad independent decision-making authority within the limits of established Department objectives and engineering procedures and practices.

Essential Functions:

- Carries out supervisory responsibilities in accordance with County policies and applicable laws
- Provides professional engineering services and utilizes engineering judgment in the design, maintenance, and construction of complex road and bridge projects within Riley County.
- Reviews proposals, plans, specifications and estimates submitted for Riley County's consideration by private engineers, architects, equipment suppliers, material suppliers and others
- Reviews bids to assure conformity with bidding documents and project plans. Makes recommendations for award of contracts
- Serves as the project engineer on all bridge, road, and facility construction projects to assure compliance with plans and specifications
- Utilizes engineering knowledge and experience to deal with unexpected conditions or situations
- Plans, manages, and supervises the operations and personnel at the Solid Waste Transfer Station and Facilities. The work involves site organization, construction, and maintenance of waste collection areas, gatehouse/scales, transfer of municipal solid waste, commercial and public brush disposal, and composting operations
- Administers policies regarding the types of waste accepted, and monitors all record keeping and reporting activities in accordance with Kansas Dept. of Health and Environment regulations

Attachment: Asst Public Works Director-Asst County Engineer Position Description (10921 : Request to refill future vacant position)

- Responsible for the ongoing landfill remediation activities such as maintaining the integrity of the closed landfill and reviewing and analyzing the results of the monitoring wells
- Supervises plans, assigns, prioritizes, schedules and reviews the work, programs and activities for the Buildings and Facilities Division personnel.
- Manages facilities work order programs
- Oversee the maintenance and major repairs of all County Buildings
- Develop and oversee budgets, hire contractors, and purchase materials and equipment
- Develops, manages and administers construction projects and contracts
- Initiates negotiations for the purchase of right of way for road and bridge projects
- Participates in the bidding process by soliciting bids, preparing contracts and specifications, reviewing submitted bids, making bid award recommendations and getting the contracts signed
- Supervises the work of contractors and is responsible for all projects quality control/quality assurance programs and preparing construction pay estimates
- Coordinates Public Works Department activities with other departments, municipalities, local, state and federal agencies
- Investigates complaints and answers questions from the public and the media regarding Public Works Department activities within their area of responsibility
- Assists in the maintenance of permanent historical files of highway plans, surveys, road records and section corner monumentation. Assists the public with researching the historical records of the County Engineer's Office
- Assists the Public Works Director in the management of and overseeing operations of the County Water and Wastewater Benefit Districts
- Inspects roads, bridges and buildings in order to determine the structural integrity and to develop maintenance programs within the existing and considerable resource restraints.
- Provides regular predictable attendance and fosters a cooperative work environment
- Assists the Public Works Director with reports and administers special projects as delegated. Participates on various committees and attends meetings, seminars and other events as necessary to represent Riley County and to provide input and information. Serves as the Public Works Director in the absence of the Director
- Maintains knowledge of various federal laws and the regulations of State and Federal agencies that may apply to Riley County

Secondary Functions:

- Attends meetings on behalf of the Director
- Conducts new employee orientation and training
- Attends and participates in staff meetings and related activities; attends workshops, conferences, and classes to increase knowledge
- Performs other duties as deemed necessary or assigned

POSITION REQUIREMENTS

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below may be accepted.

Education:

Bachelor's Degree in Civil Engineering or related field is required

Licenses(s):

- A Registered Professional Engineer's license from the Kansas Board of Technical Professions or be able to obtain a license within 12 months of employment is required
- A valid driver's license as required by law is required

Experience:

- Six (6) years of related engineering and project management experience is required
- Three (3) years of supervising 5 or more employees is required
- Two (2) years of computer experience with proficiency in Microsoft Word and Excel is required

Knowledge of modern construction methods, equipment and building maintenance is essential
 Knowledge of the federal Americans with Disabilities Act of 1990 Regulations is desired
 Knowledge of water and wastewater systems and treatment is desired

Skills:

Employee shall possess qualitative abilities including strong analytical skills, technical proficiency and effective problem solving skills. They must be willing and able to learn new concepts and techniques, be an organized team player with strong leadership, management and excellent time management skills

- Ability to analyze and solve complex engineering problems
- Ability to direct the operations of a large Department involving multiple activities and priorities
- Ability to manage people and to administer programs is required.
- Ability to prepare a budget is required
- Ability to work independently with little or no supervision
- Ability to use discretion regarding confidential material
- Ability to demonstrate effective verbal and written communication
- Ability to utilize initiative and independent judgment
- Ability to create, read and interpret engineering plans and specifications
- Ability to establish and maintain effective and positive working relationships with other employees, public officials and the general public
- Ability to defuse high pressure, conflicting situations and maintain order
- Ability to analyze problems, identify alternative solutions, project the consequences of proposed action and implement recommendations
- Ability to deal tactfully with people

Supervisory Control:

Duties are performed regularly exercising discretion and independent judgment. This position is responsible for independently planning, prioritizing and scheduling their own work as well as the work of others within established procedures, methods and policies. The Public Works Director occasionally provides general direction and reviews work.

Supervisory Responsibility

Employee supervises one (1) subordinate supervisor who supervise a total of 9 employees and directly supervises 7 non-supervisory employees. Responsible for interviewing, hiring, and training employees; planning, motivating, assigning and directing work; appraising performance; rewarding, administers discipline and/or terminates employees; addressing complaints and resolving problems.

Guidelines:

The Public Works Director provides guidelines and general direction. These guidelines may be provided either orally or in writing. Various professional standards, state and federal regulations, equipment operator and repair manuals, traditional practices, departmental policies as well as personnel and procedure policies also provide guidelines. Other guides are available for this position but the use of these require extensive training, previous experience and good judgment to interpret and adapt to a variety of specific situations. For some work, guidelines are scarce or non-existent which requires this

person to be resourceful in developing new methods, designs or practices.

Complexity:

An employee in this position is required to research and resolve a wide range of related and unrelated problems of an extremely technical nature. The work involves a wide variety of related tasks requiring resolution of intensive scheduling conflicts, critical selection of safe and economical construction and maintenance alternatives plus supervision of a diverse group of employees with a variety of skill levels.

Must have the ability to determine the most cost effective method of resolving road and bridge and facility maintenance problems within certain re-occurring time restraints imposed by resource availability the emergency nature of the problem, and the importance of public need. This position makes decisions which involve the assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data and the expenditure of funds. This position reviews plans and specifications, solving complex engineering problems, writing contracts, negotiating right of way, establishing weight limits for bridges and culverts, overseeing contractors and assuring quality assurance/quality control.

This position requires the employee to routinely exercise independent judgment and make careful interpretations of more technical and complicated guidelines. Determining the cause of some physical system malfunction often with limited information, the management of personnel, working with multiple projects with shifting deadlines, tracking expenditures, researching products and dealing with the public and others contributes to the complexity.

Scope and Effect of Work:

This is a management position responsible for the construction, development and maintenance of county facilities, transfer station and roads and bridges. This position affects the work performed by the Engineering and Construction, Facilities and Solid Waste Divisions. The economical use of department funds, efficient utilization of department resources, and providing for a safe and functional county highway network system is the effect. A person in this position is required to check calculations, responding to facility emergencies when they become apparent, and to initiate corrective actions to protect the public. This position is responsible for making sound decisions limiting the County's exposure, improving public relations and enhancing the County's professional image. If errors are made, the County's image is affected, accountability is lost, operations and projects are jeopardized, services are not provided and citizen's lives are affected.

Personal Contacts:

Personal contacts are broad and are made within the county organization and with agencies outside the organization. Many meetings are formal and must be arranged well in advance due to the scope of planning and preparation time required and the busy schedules of the participants. Typical contacts include Director of Public Works, County Commissioners, subordinates, other departmental employees, Manhattan City employees, supervisors, vendors, contractors, Engineers, Architects, Riley County Police, legal counsel, other government agencies, news media and the general public.

Purpose of the Contacts:

To gather or to disseminate information, to persuade or be persuaded, to build rapport and cooperation, to provide a service, to represent and make decisions on behalf of Riley County. To supervise, instruct, influence, motivate, train, coordinate and plan the work of subordinates. To obtain, clarify, or give facts to other departmental employees, sales persons, vendors, contractors and other government agencies. To receive complaints from the general public which are detailed, complex and sometimes of an emergency nature often from irate or hostile persons. To consult with the Director of Public Works and other supervisors in order to set overall objectives, determine available resource limits, set schedules, deadlines, define the scope of projects and to determine the type of work to be done.

Physical Demands/Effort:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work encompasses both field and office work. Typically the office work is sedentary and the employee may sit comfortably in a controlled environment to perform tasks. This part of the position has a dimension with may lead to mental and physical fatigue.

The field work requires some physical exertion. While performing the duties of this job, the employee is required to stand; walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear. The employee may occasionally be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

The work requires sufficient body flexibility and strength to climb around highway construction projects and building construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Work Environment/Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. Work in an office setting can result in visual attention and dexterity in computer operation.

The remainder of the time, the work is performed in the field where conditions will vary greatly. The work environment involves everyday risks or discomforts that require normal safety precautions typical of construction and maintenance operations. While performing the duties of this job, the employee is exposed to wet and/or humid conditions, moving mechanical parts, asphalt materials with temperatures in excess of 300 degrees, petroleum products, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration.

May be required to work with equipment that contains radioactive materials. The employee will be exposed to poison ivy, insects and animals. The noise level in the work environment can vary from normal to very loud. On some occasions, this employee may be required to use protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield.

Approved: _____ Date: _____
(Supervisor)

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

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

RILEY COUNTY POSITION ACTION FORM

Department Public Works Date 06/16/2021 Job Title Asst Public Works Director/Asst County Engineer

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	GG	Start Date	8/1/2021	☐ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40	Hours per	☒ Week	☐ Month	End Date
☒ Exempt								

TYPE OF REQUEST

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

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

1. Why is it necessary to fill this position or change its status? Incumbent Retirement

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

BA in Civil Engineering/related field. 6yrs engineering & project mgmt exp required. 3yrs supervising 5+ employees & 2yrs computer exp w/proficiency in Microsoft required. Knowledge of modern construction methods, equipment, & building materials. Knowledge of the fed Americans w/Disabilities Act of 1990 regulations desired.

Additional comments: A Registered Professional Engineer's license from KS Brd of Technical Professions w/in 12 months of employment required. Valid DL required

Approval by: _____ Date: 6-17-2021

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Presentation

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 21, 2021

SUBJECT: Meadowlark Hills Request to Authorize Issuance of Bond by City of Manhattan

PRESENTER: Clancy Holeman, Riley County Counselor

BACKGROUND

Attached for the BOCC's decision is a request for Riley County to approve the City of Manhattan's request for approval of a bond issue.

DISCUSSION

The attached memorandum from the City's bond counsel describes the process and the reason for today's presentation.

Also attached are documents necessary for action, if the Board decides to take any action.

FISCAL IMPACT

There is no fiscal impact upon Riley County.

RECOMMENDATION(S)

The Board may approve or not approve issuance by the City of Manhattan.

POSSIBLE MOTION(S)

A. "I move the Board authorize the bond issuance by the City of Manhattan"

B. "I move the Board not authorize the bond issuance by the City of Manhattan."

C. "I move the Board take no action on this request."

Enclosures:

- Memorandum (PDF)
- Resolution (PDF)
- Certificate (PDF)
- Excerpt of Minutes (PDF)

MEMORANDUM

TO: Clancy Holeman, County Counselor, Riley County, Kansas

CC: Chris Nelson, Meadowlark Hills
Steve Struebing (Counsel to Meadowlark Hills)

FROM: Rick Wright, Bill Burns, and Garth Herrmann Gilmore & Bell, P.C.

RE: Meadowlark Hills's Request to Authorize Issuance of Bond by City of Manhattan, Kansas pursuant to K.S.A. 12-1741a

DATE: June 7, 2021

This memorandum describes the request by Manhattan Retirement Foundation, Inc. ("**Meadowlark Hills**") that Riley County (the "**County**") approve the issuance of Health Facilities Revenue Bonds (the "**Bonds**") by the City of Manhattan (the "**City**"), a portion of the proceeds of which will be used to refinance a prior revenue bond issued by the City that financed Meadowlark Hills's purchase of a "Home plus" facility (as defined in K.S.A. 39-923(9)) located in an unincorporated portion of the County near the city limits of the City of Riley, Kansas.

The City of Manhattan has acted as issuer of bonds on behalf of Meadowlark Hills since at least 1999 to finance the construction of and improvements to the Meadowlark Hills main campus located inside the city limits of Manhattan. In 2017, the City issued its Health Facilities Revenue Bond (Meadowlark Hills) Series 2017 (the "**Series 2017 Bond**") to finance the acquisition of two "Home plus" facilities by Meadowlark Hills, one located within the city of limits of Manhattan and one located just outside the city limits of Riley, Kansas. The Home plus facility Meadowlark Hills acquired near Riley, Kansas is located at 7621 Falcon Road, Riley, Kansas. In May of this year, Meadowlark Hills requested the City of Manhattan to issue the Bonds to refinance all outstanding debt of Meadowlark Hills, including the Series 2017 Bond that financed acquisition of the Home Plus facility near Riley, Kansas. Under K.S.A. 12-1741a, the City of Manhattan can issue bonds to finance projects located outside of its corporate limits, so long as the jurisdictions in which the facilities are located approve such issuance. In addition, for the Bonds to be tax-exempt, the federal tax code requires that a public hearing be held and the governing body or highest elected official in the jurisdiction or jurisdictions where tax-exempt bond proceeds will be spent approve the issuance of the Bond. Accordingly, the City, at the request of Meadowlark Hills, is seeking the County's approval of the issuance of the Bonds.

We have enclosed with this memorandum proposed documents containing the draft request for approval by the City of Manhattan and related documents demonstrating Riley County's approval of the issuance of the Bonds, which will satisfy the requirements of K.S.A. 12-1741a and the federal tax code. The City of Manhattan will adopt an intent resolution regarding the issuance of the Bonds on June 15, 2021. After the adoption of the intent resolution, Riley County will receive the formal request for approval and can, at a subsequent meeting, approve the issuance of the Bonds or elect to have the Chair of the County Commission sign a certificate evidencing the approval of the Bonds for federal tax purposes. Meadowlark Hills is currently targeting a closing for the Bonds in July 2021.

The issuance of the Bonds and Riley County's approval thereof will not create any financial liability for the Bonds on the part of the County.

Memorandum – Meadowlark Hills Bonds
June 7, 2021
Page 2

Please let any of us at Gilmore & Bell know if we can provide additional information or answer any questions.

* * * * *

Attachment: Memorandum (10923 : Meadowlark Hills Request to Authorize Issuance of Bond)

RESOLUTION NO. _____

A RESOLUTION APPROVING THE ISSUANCE BY THE CITY OF MANHATTAN, KANSAS OF ITS HEALTH CARE FACILITIES REVENUE BONDS TO REFINANCE AN OUTSTANDING BOND, THE PROCEEDS OF WHICH PAID THE COSTS OF THE ACQUISITION OF A HEALTH CARE FACILITY OPERATED BY MANHATTAN RETIREMENT FOUNDATION, INC., WHICH FACILITY IS LOCATED OUTSIDE THE CORPORATE LIMITS OF THE CITY OF MANHATTAN, KANSAS BUT IN RILEY COUNTY, KANSAS

WHEREAS, on June 15, 2021, the governing body of the City of Manhattan, Kansas adopted its Resolution No. ____ stating its intent to issue Health Care Facilities Revenue Bonds in an aggregate principal amount not to exceed \$[50,000,000] (the “Bonds”), as more particularly set forth in said Resolution; and

WHEREAS, the proceeds of the Bonds will be used to refinance outstanding bonds of the City, including an outstanding bond, a portion of the proceeds of which paid the costs of the acquisition, construction installation, equipping and furnishing of an existing retirement and health care facility (the “Project”) located outside the corporate limits of the City of Manhattan, Kansas but within Riley County, Kansas.

WHEREAS, the approval of Riley County, Kansas, is necessary before the City of Manhattan, Kansas can issue a bond for the Project pursuant to the provisions of K.S.A. 12-1741a, as amended; and

WHEREAS, the governing body of Riley County, Kansas, hereby finds and determines that the refinancing of the Project and issuance of the Bonds would serve the public purposes stated in the Kansas Economic Development Revenue Bond Act, as amended and codified in K.S.A. 12-1740 *et seq.* (the “Act”); and

WHEREAS, the governing body of Riley County, Kansas, hereby finds and determines that issuance of the Bonds will not create, and is not intended to create, any financial liability for the Bonds on the part of Riley County, Kansas;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF RILEY COUNTY, KANSAS:

That the issuance of the Bonds by the City of Manhattan, Kansas, pursuant to the Act to refinance the Project, as set forth in Resolution No. ____ of the governing body of the City of Manhattan, Kansas, and subsequent resolution(s), ordinances and documents of the City of Manhattan, Kansas, setting the dates, terms, maturities and other provisions of the Bonds and authorizing their issuance, is hereby approved.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

ADOPTED by the governing body of Riley County, Kansas on June __, 2021.

Commissioner

Commissioner

[SEAL]

Attest:

County Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution of Riley County, Kansas adopted by the governing body on June __, 2021 as the same appears of record in my office.

DATED: June __, 2021.

County Clerk

Attachment: Resolution (10923 : Meadowlark Hills Request to Authorize Issuance of Bond)

CERTIFICATE OF COUNTY CLERK

STATE OF KANSAS)
)SS:
COUNTY OF RILEY)

The undersigned, County Clerk for Riley County, Kansas, hereby certifies in connection with the issuance by City of Manhattan, Kansas of its Health Care Facilities Revenue Bonds (Meadowlark Hills) Series 2021A and its Taxable Health Care Facilities Revenue Bonds (Meadowlark Hills) Series 2021B (together, the “Bonds”):

1. The County Clerk, on behalf of Riley County, Kansas, received on June __, 2021, a written request from the City Clerk of the City of Manhattan, Kansas, submitted pursuant to K.S.A. 12-1741a to approve adoption of a Resolution by governing body of the City of Manhattan, Kansas, regarding the issuance of the Bonds.
2. The undersigned transmitted a copy of the Resolution to the governing body of Riley County, Kansas.
3. The governing body of Riley County, Kansas approved the issuance of the Bonds at its meeting held June __, 2021.

Signed this day of June, 2021.

RILEY COUNTY, KANSAS

Rich Vargo, County Clerk

(SEAL)

Attachment: Certificate (10923 : Meadowlark Hills Request to Authorize Issuance of Bond)

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
RILEY COUNTY, KANSAS
HELD ON JUNE __, 2021**

The governing body met in regular session at the usual meeting place in the County on June __, 2021, at 8:30 a.m., the following members being present and participating, to wit:

Absent:

Commissioner _____ declared that a quorum was present and called the meeting to order.

(Other Proceedings)

Thereupon, there was presented a Resolution entitled:

**A RESOLUTION APPROVING THE ISSUANCE BY THE CITY OF
MANHATTAN, KANSAS OF ITS HEALTH CARE FACILITIES REVENUE
BONDS TO REFINANCE AN OUTSTANDING BOND, THE PROCEEDS OF
WHICH PAID THE COSTS OF THE ACQUISITION OF A HEALTH CARE
FACILITY OPERATED BY MANHATTAN RETIREMENT FOUNDATION, INC.,
WHICH FACILITY IS LOCATED OUTSIDE THE CORPORATE LIMITS OF
THE CITY OF MANHATTAN, KANSAS BUT IN RILEY COUNTY, KANSAS**

Thereupon, _____ moved that said Resolution be adopted. The motion was seconded by _____. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the governing body, the vote being as follows:

Aye: ____.

Nay: ____.

Thereupon, Commissioner _____ declared said Resolution duly adopted and the Resolution was then duly numbered Resolution No. _____ and was signed by the Board and attested by the County Clerk.

(Other Proceedings)

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Attachment: Excerpt of Minutes (10923 : Meadowlark Hills Request to Authorize Issuance of Bond)

On motion duly made, seconded and carried, the meeting hereupon adjourned.

CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of Riley County, Kansas held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

[SEAL]

County Clerk

Attachment: Excerpt of Minutes (10923 : Meadowlark Hills Request to Authorize Issuance of Bond)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
June 21, 2021 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Morse

II. PLEDGE OF ALLEGIANCE- Director Butler

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.]

- A. Approval of Minutes
 - 1. May 17, 2021 Law Board Meeting
 - 2. June 3, 2021 Special Law Board Meeting
- B. Approve 2021 Expenditures/Credits
- C. Juvenile Transport Reimbursement
- D. RCPD Related County Expenditures- *(Review)*
- E. Riley County Jail Average Daily Inmate Population- *(Review)*
- F. Reports- *(Review)*
 - 1. Monthly
 - a) Monthly Crime Report

Pages 3-7
Pages 8-12
Pages 13-27
Page 28
Pages 29-32
Page 33

Pages 34-47

IV. GENERAL AGENDA

- G. Additions or Deletions
- H. Public Comment
- I. Fraternal Order of Police Lodge #17 Comments
- J. Board Member Comments
- K. Community Advisory Board Update- CAB Chairperson Sigle- *(Discussion)*
- L. 2021 Mid-Year Salary Adjustment- *(Vote Required)*
- M. American Rescue Plan Act Update- Director Butler, Command Staff & Board *(Discussion)*
- N. Public Hearing for 2022 Budget- Director Butler- *(Discussion)*
- O. Approve 2022 Budget- *(Vote Required)*
- P. Executive Session- *(Vote Required)*
 - 1. Non-Elected Personnel Matters
 - 2. Attorney Client Privilege
- Q. Adjournment

Pages 58-60

Pages 48-95

NOTE: 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/about-us/law-board-0>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Assistant Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be televised live on local Cox Cable Channel 3, on the

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

City of Manhattan's website at <http://cityofmhk.com/ty>, and also on Facebook at <https://www.facebook.com/RileyCountyPD>. A recording will be made available on the City's website after the meeting.



Riley County Law Enforcement Agency
Law Board Meeting

Monday, June 21, 2021
12:00 p.m.

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

May 31, 2021		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	May	5 Months	41.67%	Actual	7 Months	58.33%
01	Salaries-Full Time	13,401,286.38	1,068,578.95	5,374,411.87	40.10%	5,257,675.40	8,026,874.51	59.90%
02	Salaries-Part Time	125,000.00	8,182.30	48,846.35	39.08%	41,723.24	76,153.65	60.92%
03	Salaries-Overtime	471,762.00	33,265.38	163,880.74	34.74%	154,767.89	307,881.26	65.26%
TOTAL SALARIES		13,998,048.38	1,110,026.63	5,587,138.96	39.91%	5,454,166.53	8,410,909.42	60.09%
36	Kansas Police & Fire	1,864,647.00	145,543.65	731,784.81	39.25%	687,752.17	1,132,862.19	60.75%
37	KPERS	564,141.00	43,622.05	217,225.68	38.51%	213,432.65	346,915.32	61.49%
38	Social Security	559,569.00	42,376.65	213,572.70	38.17%	210,910.97	345,996.30	61.83%
39	Health Insurance	1,537,150.00	120,000.00	600,000.00	39.03%	600,000.00	937,150.00	60.97%
40	Workers Compensation Insurance	300,000.00	14,395.23	104,432.76	34.81%	124,231.70	195,567.24	65.19%
41	Unemployment Compensation	13,998.00	1,064.23	5,354.39	38.25%	5,223.01	8,643.61	61.75%
TOTAL EMPLOYEE BENEFITS		4,839,505.00	367,001.81	1,872,370.34	38.69%	1,841,550.50	2,967,134.66	61.31%
TOTAL PERSONNEL COSTS		18,837,553.38	1,477,028.44	7,459,509.30	39.60%	7,295,717.03	11,378,044.08	60.40%
04	Utilities	205,000.00	16,008.99	47,003.56	22.93%	44,559.56	157,996.44	77.07%
05	Insurance	267,000.00	3,300.00	408,918.00	153.15%	381,714.00	-141,918.00	-53.15%
06	Legal & Accounting	85,000.00	6,176.44	28,514.16	33.55%	40,189.47	56,485.84	66.45%
07	Training & Travel	90,000.00	7,048.99	28,207.93	31.34%	28,855.72	61,792.07	68.66%
08	Postage	7,400.00	92.37	2,091.61	28.27%	1,365.96	5,308.39	71.74%
09	Printing	7,500.00	293.32	1,657.62	22.10%	137.00	5,842.38	77.90%
10	Rentals-Maint Agreements	60,000.00	4,120.41	13,709.07	22.85%	16,448.26	46,290.93	77.15%
11	Building & Grounds	30,000.00	13,184.07	19,307.08	64.36%	16,044.29	10,692.92	35.64%
12	Equipment Repair & Maintenance	85,000.00	3,146.32	44,391.43	52.23%	30,201.18	40,608.57	47.77%
13	Vehicle Maintenance	90,000.00	6,306.44	25,281.35	28.09%	27,945.78	64,718.65	71.91%
14	Telephone Service	62,000.00	7,015.08	24,627.68	39.72%	19,613.42	37,372.32	60.28%
16	Medical Fees	15,000.00	4,558.00	11,200.00	74.67%	7,842.00	3,800.00	25.33%
19	Contractual Services-Computers	690,000.00	74,637.65	189,658.96	27.49%	240,773.47	500,341.04	72.51%
20	Other Contractual Services	314,000.00	42,900.33	204,155.59	65.02%	297,497.78	109,844.41	34.98%
TOTAL CONTRACTUAL SERVICES		2,007,900.00	188,788.41	1,048,724.04	52.23%	1,153,187.89	959,175.96	47.77%
17	Prisoner Food & Care	195,000.00	11,996.51	59,829.52	30.68%	59,342.44	135,170.48	69.32%
21	Community Services	17,500.00	2,195.00	2,539.74	14.51%	3,969.21	14,960.26	85.49%
22	Books, Subscriptions, Memberships	10,000.00	1,077.76	3,708.84	37.09%	4,516.79	6,291.16	62.91%
23	Uniforms & Accessories	40,000.00	4,354.66	9,538.86	23.85%	11,950.38	30,461.14	76.15%
25	Maintenance Supplies	29,500.00	1,956.06	5,914.98	20.05%	9,408.72	23,585.02	79.95%
26	Fuel & Lubrication	163,000.00	16,650.31	58,541.08	35.91%	45,210.02	104,458.92	64.09%
27	Vehicle Tires	17,000.00	1,208.40	2,457.94	14.46%	5,355.61	14,542.06	85.54%
28	Office Supplies	24,000.00	2,343.55	12,360.69	51.50%	16,364.98	11,639.31	48.50%
29	Replenishment Supplies	45,000.00	526.98	24,267.27	53.93%	25,409.83	20,732.73	46.07%
TOTAL COMMODITIES		541,000.00	42,309.23	179,158.92	33.12%	181,527.98	361,841.08	66.88%
30	Communications Equipment	10,000.00	227.26	22,492.85	224.93%	694,412.90	-12,492.85	-124.93%
31	Guns & Crime Equipment	60,000.00	3,497.14	46,575.61	77.63%	54,340.68	13,424.39	22.37%
32	Furniture	15,000.00	365.98	2,017.70	13.45%	8,842.30	12,982.30	86.55%
33	Office Equipment	452,000.00	18,922.85	67,400.19	14.91%	15,069.20	384,599.81	85.09%
34	Vehicles and Equipment	270,000.00	3,279.13	187,017.30	69.27%	17,155.71	82,982.70	30.73%
TOTAL CAPITAL OUTLAY		807,000.00	26,292.36	325,503.65	40.34%	789,820.79	481,496.35	59.66%
TOTAL NON-PERSONNEL COSTS		3,355,900.00	257,390.00	1,553,386.61	46.29%	2,124,536.66	1,802,513.39	53.71%
TOTAL EXPENDITURES		22,193,453.38	1,734,418.44	9,012,895.91	40.61%	9,420,253.69	13,180,557.47	59.39%

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
May 17, 2021 12:00 p.m.
Minutes**

Members Present: Kathryn Focke John Ford
Patricia Hudgins Linda Morse
BeEtta Stoney Barry Wilkerson
Robert Ward

Absent:

Staff Present: Director Dennis Butler Assistant Director Kurt Moldrup
Captain Erin Freidline Captain Brad Jager
Captain Josh Kyle Captain Greg Steere
Captain Derek Woods

Recorder: Victim/Witness Coordinator Lisa Hafliger, Riley County Attorney's Office

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

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

III. Consent Agenda:

- A. Approve April 19, 2021 Law Board Meeting Minutes
- B. Approve 2021 Expenditures/Credits
- C. Juvenile Transport Reimbursement
- D. RCPD Related County Expenditures (*Review*)
- E. Seizure Expenditures- (*Review*)
- F. Riley County Jail Average Daily Inmate Population- (*Review*)
- G. 1st Quarter Reports: Synopsis- (*Review*)
 - 1. Monthly
 - a) Monthly Crime Report
 - 2. Quarterly
 - a) 1st Quarter Uniform Crime Report (82.1.4)
 - b) 1st Quarter Traffic Accident & Enforcement Analysis (61.1.1)
 - c) 1st Quarter Seizure & Forfeiture Report (84.1.8)

Secretary Wilkerson moved to approve the Consent Agenda as presented. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson all voting in favor and no one voting against. The motion passed 7-0.

H. Additions or Deletions: Vice Chairperson Ward moved to add an item to the general agenda. He requested to add an Executive Session prior to Item N, 2022 Budget Development, for the reason of attorney/client privilege, to include the Director, the Board attorney and the attorney for RCPD as necessary parties to that session. Secretary Wilkerson seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson all voting in favor and no one voting against. The motion passed 7-0.

I. Public Comment: Dr. Lorenza Lockett shared that he works with the Coalition for Equal Justice (CEJ) and with the RCPD in regards to Fair and Impartial Policing. He shared that the CEJ is concerned about the process of appointing members to the Law Board and that people whom have applied were not informed why they were not selected. He stated that clear criteria for becoming a Law Board Member is not established or information what potential applicants can do to put themselves in a better position to be selected. Dr. Lockett shared that people that have applied represent minority population groups that need to be included on the Law Board. He emphasized that the process for appointment should be legitimate and consistent and that the people that take the time to apply receive feedback or acknowledgement of their application.

Chairperson Morse shared that when she was mayor she appointed many people to various boards. She stated that the process included each person applying through the City and that the County has a similar process. She noted that many people only include one or two sentences with very limited information about themselves or why they should be selected. She would encourage applicants to tell more about themselves and how their experience/connection to the community would aide them.

Dr. Lockett inquired if this information is written down and accessible so that people know what the criteria is and how best to complete the applications. He added that this still does not address the lack of feedback or response the applicants received. Dr. Lockett is hopeful that these conversations will lead to action being taken that will maximize the process and ensure that all people that are interested in serving have a clear understanding of the criteria.

Member Ford shared that the County has put together a set of criteria for the boards that are available to serve on. In the future they do plan to implement an interview/public hearing aspect to the process as well. He stated that this particular board is unique and the process of appointing members does need a little more openness and transparency. He shared that along the way they may need to clarify where to obtain information and have the opportunities be more visible for the community. He added that they are still working on this process and will continue to develop it.

Chairperson Morse shared that the City has not gone through the process of setting up questions or criteria, and while there are several boards that are unique, the Law Board is the only one that has taxing authority. She stated that previous City and County Commissions have felt that it would be better to have elected officials serve as they have some background experience with taxes/budgets. There are currently three citizens on the Law Board which complies with the statutory requirements.

J. Fraternal Order of Police Lodge#17 Comments: Rachel Pate, President, Fraternal Order of Police (FOP) Lodge #17, stated that they are planning their annual torch run. Some other agencies in Kansas are holding theirs in June, but the RCPD plans to have theirs in conjunction with National Night

Out in October. They believe this will help get the community involved and the Special Olympic Kansas athletes. Rachel commented that at their previous monthly meeting the FOP workforce acknowledged the discussion by the County Commissioners regarding the possible 2% raise for all county employees that would continue into 2022. She shared that RCPD employees request the same consistency that has occurred in the past and emphasized that the employees are committed to serving the community.

K. Board Member Comments: Vice Chairperson Ward inquired if the RCPD uses a facial recognition program.

Director Butler shared that RCPD does not currently have facial recognition software. If they would pursue it in the future, they would take into consideration citizen's privacy and constitutional rights and they will have policy in place regarding how it is utilized.

Member Stoney shared that that the Manhattan-Riley County Coalition for Equal Justice (CEJ) and the Riley County Police Department (RCPD) have joined together to establish and build a collaborative relationship through the Fair and Impartial Policing (FIP) Working Group. The two groups started working together in July 2020 to build a mutually respectful relationship. They continue to engage in an ongoing series of monthly meetings that address a variety of questions, topics, and community concerns about policing.

The CEJ's interest in fair and impartial policing grew out of Dr. John Exdell's research regarding racial disparities in arrest rates for marijuana possession after routine traffic stops in Riley County. The aim of CEJ is to work toward eliminating racial disparities in all aspects of law enforcement in Riley County. RCPD's ongoing work towards fair and impartial policing is grounded in the work of Dr. Lorie Fridell, a professor of Criminology at the University of South Florida and expert in the field of biased policing. When RCPD looked for a community partner for a FIP working group, CEJ was an obvious choice. And for CEJ, the response to the invitation to work together was a resounding "Yes".

The primary goal for the FIP Working Group is to bring recommendations to the Director of the RCPD in an effort to implement positive changes within the RCPD that would result in the fair and impartial policing for which the group is named.

The FIP Working Group consists of four representatives from CEJ, four officers from RCPD, and Dr. Be Stoney from the Law Board, who acts as moderator. The representatives from CEJ include Dr. Lorenza Lockett, Dr. Alayna Colburn, Myesha Williams, and Maureen Sheahan. Members of RCPD Captain Josh Kyle, Detective Calvin Sanders, Sergeant Patrick Tiede, and Officer Tyrone Townsend.

The group relies on a framework grounded in the work of Dr. Lorie Fridell and focuses on seven areas of intervention:

- Recruiting: using targeted recruiting of underrepresented persons for police officer positions to help the department better represent the community and county demographically;
- Policies: establishing and maintaining policies prohibiting biased policing with community input;
- Training: utilizing meaningful and effective training as it relates to bias and policing with continued evaluation and reassessment;

- Community Policing: shifting to a community policing approach that includes regular, purposeful, proactive, non-enforcement face to face engagement;
- Review of Policing Methods; continuing to explore methods used to examine policing activities for possible signs of police bias;
- FIP Engagement: exposing as many RCPD personnel as possible to the FIP meetings in the hopes of shifting perceptions and operations; and
- Community Engagement: continuing and improving RCPD's participation in community discussions about race and policing.

Look for updates as the FIP Working Group continues to meet and explore these areas of interest.

The FIP Working Group invites individuals to direct questions, comments, or interest to the following sources:

Websites:

CEJ: <https://mapj.org/coalition-for-equal-justice/>

RCPD: <http://www.rileycountypolice.org/>

Facebook communities:

Coalition for Equal Justice, Manhattan KS

Riley County PD

Also find us on Twitter, Instagram, and other social media platforms

Member Stoney shared that as the moderator of the group they have had great discussions on how to improve the working relationships between RCPD and the community. She stated that the group consists of eight out-going, forward thinking visionaries that work collaboratively to make Manhattan a better place to live.

Director Butler shared that he receives regular updates on this project and he's excited about the work they are doing and the recommendations that are being made.

Dr. Lockett shared that he appreciates the open and transparent work that they are doing. He emphasized that they are not fighting each other and they are trying to make a better place for the citizens to experience law enforcement while holding them accountable.

Chairperson Morse congratulated Member Stoney on her appointment as the Interim Chief Diversity and Inclusion Officer at KSU.

L. 30th CALEA Re-Accreditation Anniversary: Director Butler shared that the May 4, 2021 ceremony was designed to accept their re-accreditation certificate from last year and to recognize their 30th year of accreditation. In 1991 they were the first law enforcement agency in Kansas to receive accreditation; currently there are eleven agencies in Kansas that are accredited. This process assists the department in being open and transparent and helps facilitate various working groups, etc. Director Butler feels it is important to educate the community about accreditation and the standards they voluntarily agree to abide by to ensure proper policing.

Chairperson Morse commented that every year CALEA reviews 25% of RCPD's policies and makes recommendations, which prevents stagnant policies from remaining in place and facilitates introspection and self-examination. She added that the Law Board is proud of the work they are doing and the recognition they are receiving.

M. RCPD Firearms Range Planning Update: Captain Jager shared that water line has been installed and the grading is complete which allows them to utilize the range to its full capacity. The fencing should be installed this week which will complete the project. They plan to hold an open house sometime in late June that will be open to the public. They have been holding trainings there already and will be using it on an almost weekly basis.

Member Ford commented that he is happy that the process is done as it's been a long project.

M.1. Executive Session: Secretary Wilkerson amended Vice Chairperson Ward's motion to include that they go into executive session for thirty minutes and reconvene at 1:02 p.m. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson all voting in favor and no one voting against. The motion passed 7-0.

At 1:02 p.m. the open meeting reconvened.

Secretary Wilkerson moved that they delay further discussion of the budget today and that they schedule a Special Law Board Meeting to bring forth other budget considerations. Member Stoney seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson all voting in favor and no one voting against. The motion passed 7-0.

N. 2022 Budget Development: Discussion on this topic was tabled and will be addressed at the Special Law Board Meeting.

O. Special Law Board Meeting: The Law Board requested a Special Law Board Meeting be scheduled for late-May.

P. 2022 Budget for Publication: Discussion on this topic was tabled and will be addressed at the Special Law Board Meeting.

Q. Executive Session: It was determined that an Executive Session was not needed.

R. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Member Stoney seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson all voting in favor and no one voting against. The motion passed 7-0. The May 17, 2021 Law Board Meeting adjourned at 1:05 p.m.

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
County Commission Chambers
115 N. 4th Street
Manhattan, KS
June 3, 2021 3:15 p.m.
Minutes**

Members Present:

Kathryn Focke	John Ford
Patricia Hudgins	Linda Morse
BeEtta Stoney (arrived at 3:34 p.m.)	Barry Wilkerson

Absent:

Assistant Director Kurt Moldrup	Captain Erin Freidline
Robert Ward	BeEtta Stoney

Staff Present:

Director Dennis Butler	Captain Brad Jager
Captain Josh Kyle	Captain Greg Steere
Captain Derek Woods	

Recorder:

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

I. Establish Quorum: By Chairperson Morse at 3:15 p.m.

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

III. General Agenda:

A. Public Comment: None.

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

C. Board Member Comments: None.

D. 2022 Budget Development: Members of the Law Board were provided copies of the 2022 Special Law Board Meeting Budget memorandum as part of their packets. Captain Kyle briefed the Board on each of the budget options under consideration.

Captain Kyle explained that the four budget options (B1, B2, 3 & 4) presented to the Board include the base adjustment required to maintain insurance and other administrative costs necessary to sustain current staffing levels to include the restoration of salary step increases (merits) for eligible employees in 2022. The options also include a 1% Cost of Living Allowance (COLA) for all employees, addition of \$18,000 to the operations training budget, increase of \$53,000 to the liability insurance account, and the addition of one jail cook and one court security screener.

It was noted that Court Security Unit was created in 2017 at the request of local judges and the Riley County Attorney's Office. At that time, the request included four court security screeners. In 2018, one of the positions was removed as it was felt that the money could be better spent on a video clerk position; however, due to COVID-19, County Court is making plans to open a remote site for trials which will require the reinstatement of the removed court security screener position.

Captain Kyle explained that Option B1 involves maintaining the conversion of the part-time finance technician to a full-time payroll technician in 2022, which the board previously endorsed for 2021. This option represents a \$550,961 (2.48%) increase over the 2021 approved budget.

Option B2 involves creating a stand-alone payroll technician position and maintains the part-time finance technician position. This option represents a \$565,961 (2.55%) increase over the 2021 approved budget.

Captain Kyle addressed the American Rescue Plan Act (ARPA) of which the City of Manhattan is slated to receive \$13.9 million from the federal government and Riley County is slated to receive \$14.3 million over the next couple of years. According to documents released by the federal government, ARPA funds may be used to provide premium pay to eligible workers along with providing funds for government services affected by a reduction in revenue due to COVID-19. These funds are intended to be used in a manner similar to the CARES Act monies. Captain Kyle commented that the City and County may share their ARPA funds with the RCPD, but they are not required. The Law Board and RCPD would have to advocate for those funds. Items identified by the RCPD for possible ARPA-related expenses include monies to address unreimbursed emergency COVID-19 leave, pay adjustments for employees to compensate for the absence of COLAs and salary step increases in 2021, and funds for large asset acquisitions.

Captain Kyle discussed the Board of County Commissioner's decision to provide county employees with a 2% pay adjustment beginning July 2021. The pay adjustment will be added to employee's base pay moving into the 2022 budget. This action was made for a few reasons. The 2021 budget was approved in view of an emerging global pandemic; however, even when considering federal assistance, the local economy was not as impacted as severely as anticipated. In addition, ARPA funds are available to provide for the pay adjustment in 2021. In 2022 the cost to the taxpayers of this 2% pay adjustment is less than if regular COLAs and merits were granted in 2021. Under this plan, both county employees and the taxpayers will see a financial relief when compared to business as usual in regards to employee salaries.

Following the County's lead, the RCPD is recommending a half-year 2% pay adjustment for its employees in 2021 which equates to \$137,000. Should the City and County each agree to release ARPA funds for this purpose and the 80/20 formula from statute be applied, it would result in the City of Manhattan contributing \$109,600 and Riley County \$27,400. Use of ARPA funds are the sole discretion of the City and County. It is not currently known if ARPA funds require an application process; however, it is certain that the Law Board/RCPD must advocate for those funds.

If the 2% pay adjustment is added into employee's base pay for 2022, an additional \$310,673 would need to be added to current proposals. Taxpayers would feel a relief of approximately \$744,602 in 2022 when compared to if RCPD employees had received full merits and COLAs in 2021.

The below additional budget options were offered to the Law Board for consideration.

Option 3 (B1 Revised) Involves the conversion of the part-time finance technician to a full-time payroll technician in 2022, and a 2% pay adjustment from 2021 calculated in the 2022 budget. This option represents a \$861,634 (3.88%) increase over the 2021 approved budget.

Option 4 (B2 Revised) includes creating a stand-alone payroll technician position, maintains the part-time finance technician position, and includes a 2% pay adjustment from 2021 calculated in the 2022 budget. Creating a stand-alone payroll technician and maintaining the part-time finance technician would meet the Department's goal of enhancing the Human Resources section because it increases available personnel hours and creates a clear separation of duties between the Human Resources and Budget & Finance sections. This option represents a \$876,634 (3.95%) increase over the 2021 budget. The difference between Option 3 and Option 4 is \$15,000.

Director Butler stated that with regard to CARES Act distribution, the County developed a process for those wishing to apply for funding. It is his assumption that in the future there will be some sort of criteria or process established. It is through that process that the RCPD would to apply for the \$137,000 to fund a half-year 2% pay adjustment for employees in 2021.

Member Ford said that with respect to CARES Act funding, the County had a Budget and Finance Committee review applications as they were received. The County also had a consultant who understood the process and was involved in the application review. Though the application, review, and selection process for ARPA funds has not yet been established, he envisions it will be a similar plan of action. He commented that the County has three years to work through everything and there is not the same urgency as there was last year.

Director Butler said that if the City or County or both do not agree to do this, toward the end of the year the Law Board could decide to use unexpended personnel monies, if available, to fund half-year 2% pay adjustment for employees in 2021. If the funding source is identified, the Department will use that source. If the funding does not exist then the adjustment will not occur.

Chairperson Morse asked if RCPD Administration could project how much unexpended personnel funds will be available at the end of the year.

Director Butler responded that though he is not excited about it, he is confident that the Department will have unexpended personnel funds at the end of the year. Currently there are more position vacancies in the Patrol and Investigations Divisions than there have been throughout his career with the RCPD. There are a number of reasons for the staffing shortage; some are very normal and some are not. He is not certain when staffing will return to normal, but he is fairly certain that there will be unspent funds.

Jennifer Reifschneider, Accountant, Riley County Police Department, stated that the Department has close to \$400,000 in unexpended personnel funds as of May 2021.

Member Ford stated his assumption that it is the Departments goal to become fully staffed both in the Patrol and Corrections Divisions.

Director Butler stated that as of July 1, 2021 the Corrections Division will be switching to a twelve-hour work schedule to help deal with the staffing shortage. This change could potentially reduce overtime usage.

It is a little harder to control overtime usage in the Patrol and Investigations Divisions because the officers and detectives are obligated to a whole host of things such as work that keeps them past their shift, and having to come in on their days off to attend court and training. When there are fewer officers, typically overtime increases. Whether or not it would offset the unexpended personnel funds from vacancies, he could not say at this time.

Chairperson Morse recalled the Department having approximately \$900,000 in unexpended funds at the end of 2020. She stated she would like to see the Department budget tighter in an effort to reduce carryover. She voiced her preference for the Department to use year-end monies to cover the \$137,000 needed to fund a half-year 2% pay adjustment for employees in 2021.

Member Ford agreed with Chairperson Morse's recommendation to utilize year-end funds for the 2% pay adjustment for employees in 2021. He added that starting July 1, 2021, the County will provide employees a 1% increase over the year (2% for six months) which will be added to employee's base pay in 2022. He is not certain what the City will do since they are going to have a pay study conducted. It may not be beneficial for them to do what the County did. He felt it might be better for the RCPD to use year-end unexpended funds and see if ARPA funds can be used in a different way and offset that through other channels or breakeven.

Secretary Wilkerson commented he was in favor of the recommended pay adjustment for RCPD employees. He did not want to diminish the work of others, but stated that it has been a very difficult year for law enforcement. On occasion he has had the opportunity to be on scene with officers when recovering a body that has been in the sun for days in one hundred degree weather. It is not a job that a lot of people want to do. Over the last year, there have been a lot of attacks on the law enforcement profession. Riley County has been fortunate over the years of not having the kind of allegations of unlawful use of force and people getting injured. The RCPD is a department that is well trained with solid policies. That said, at the end of the day, policies are only as good as the people. Riley County has good officers and he would like to see that continue.

A consensus was reached among the Board to authorize the RCPD to proceed with the 2% pay adjustment starting July 1, 2021 utilizing unexpended personnel funds. Formal action in the form of a vote will be taken by the Board at the regularly scheduled June 21, 2021 Law Board Meeting.

Director Butler agreed to use unexpended personnel funds for the purpose stated above. He remarked that when submission guidelines for ARPA funds becomes available, the Department will make application.

Captain Kyle received guidance from the Board to add ARPA funding as a discussion topic for future Law Board Meetings. This will allow for regular updates to be provided as information becomes available.

E. 2022 Budget for Publication: Captain Kyle briefed the Board on Kansas Senate Bill 13 (SB-13). He stated that based on the best available information, the overwhelming majority of the Bill does not apply to the Law Board as it is not a taxing authority with one exception. One portion of SB-13 requires political subdivisions (of which the Law Board is one) to report the Revenue-Neutral Rate (RNR) within its published budget. This fact is important from a timeline perspective. By law, the official RNR is released from the county clerk no later than June 15, 2021. One option would be for the Law Board pass a "conditional budget" for publication and arrange for publication of the budget and notice of public hearing

when the RNR becomes available. Captain Kyle noted that once published, the budget can be decreased but not increased. Alternatively, the Board can wait for the RNR to become available and schedule a Special Law Board Meeting to approve the budget. The latter could create issues with the budget timeline specified in the statutes that govern the Law Board.

Michael Gillespie, Attorney for the Law Board, clarified the budget timeline as outlined in statute. He stated that Riley County Clerk Rich Vargo is waiting for a figure from the state to release the RNR. No matter the timing of the RNR, the Law Board has a very specific set of statutes that are not general like that of SB-13. His position has always been that the Law Board and police department follow their own statutes.

Secretary Wilkerson explained that the best way to proceed would be to approve a budget for publication now. The Department should have the RNR (assuming it is received when it is supposed to) in time for the June 21, 2021 regularly scheduled Law Board Meeting at which the Board can vote on a final budget.

Secretary Wilkerson moved to approve RCPD Budget Option 4 (B2 Revised) for publication which represents a \$876.634 (3.95%) increase over the 2021 approved budget. Member Stoney seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

F. Executive Session: It was determined that an Executive Session was not needed.

G. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The June 3, 2021 Special Law Board Meeting adjourned at 4:45 p.m.

D. Butler
6/16/21

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
6001	ADP	20	payroll processing fees	4,947.27	4,947.27
6002	Nationwide	06	notary renewal	50.00	50.00
6003	Arthur-Green Attorneys	06	monthly retainer	2,750.00	2,750.00
6004	Assurance Partners	05	utv insurance	101.00	101.00
6005	Central Office Svc & Supply	33	time/date stamp machine	429.00	429.00
6006	Clark, Mize, & Linville	06	wc legal fees	65.00	65.00
6007	Culture Index	07	workshop fee	1,960.00	1,960.00
6008	Economy Electric	11	plumbing repairs	75.00	75.00
6009	EDI	31	guns & crime equipment	3,950.00	3,950.00
6010	EMC Risk Services	40	loss fund balance due	10,566.34	10,566.34
6011	Empower Flex	06	hsa/flex/hra admin fees	1,051.40	
		06	hsa/flex/hra admin fees	1,060.60	2,112.00
6012	Evco	17	inmate food	1,378.32	
		17	inmate food	2,396.14	
		17	inmate food	1,304.37	
		17	inmate food	1,181.64	
		17	inmate food	1,305.01	7,565.48
6013	FARO Technologies	31	3D scanner	40,166.66	40,166.66
6014	Flint Hills Neuro	16	pre-employment evals	700.00	
		16	pre-employment eval	350.00	
		16	pre-employment evals	700.00	
		16	pre-employment eval	350.00	
		16	pre-employment eval	350.00	
		16	pre-employment eval	350.00	2,800.00

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RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
6015	Flint Hills Auto	13	vehicle maintenance/repair	591.74	591.74
6016	Law Office of M Gillespie	06	legal fees	1,500.00	1,500.00
6017	Godfrey's	23	uniforms	411.77	
		23	uniforms	175.91	
		23	uniforms	89.98	
		23	uniforms	1,043.81	
		23	uniforms	239.25	
		23	uniforms	237.45	
		23	uniforms	110.48	
		23	uniforms	62.99	
		23	uniforms	269.94	2,641.58
6018	Grant Petroleum	26	fuel	14,793.65	14,793.65
6019	Growing Concerns	11	landscape svcs	465.00	465.00
6020	Gary Grubbs	20	pre employment cvsa	150.00	150.00
6021	Hiland Dairy	17	inmate food	49.79	
		17	inmate food	136.61	
		17	inmate food	99.57	
		17	inmate food	136.61	
		17	inmate food	132.76	
		17	inmate food	106.40	
		17	inmate food	51.29	
		17	inmate food	140.59	
		17	inmate food	102.57	
		17	inmate food	140.59	1,096.78
6022	Ka-Comm	12	equipment maintenance/repair	14.47	
		12	monthly svc contract	613.50	
		12	equipment maintenance/repair	34.60	
		12	equipment maintenance/repair	217.35	
		12	equipment maintenance/repair	57.50	
		12	earpieces	62.70	
		34	new build	5,897.93	
		34	new build	2,463.01	
		34	new build	2,463.01	

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RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6022	Ka-Comm	12	equipment removal	454.50
		12	equipment maintenance/repair	17.80
		12	equipment maintenance/repair	57.00
		12	equipment maintenance/repair	30.00
		12	monthly svc contract fee	613.50
				12,996.87
6023	Kansas Gas Service	04	lec gas svc	2,247.83
		04	lec gar gas svc	44.23
		04	aggieville gas svc	41.26
				2,333.32
6024	KS Ins Dept-Comptroller	40	2022 wc assessment	1,920.71
				1,920.71
6025	Key Staffing	20	custodian	498.24
				498.24
6026	Konza Lab	16	medical screenings	300.00
		16	medical screenings	175.00
				475.00
6027	Little Apple Lawn & Landscape	11	landscape svcs	1,485.00
				1,485.00
6028	Manhattan Wrecker Service	20	tow	50.00
		20	tow	75.00
		20	tow	50.00
		20	tow	50.00
		20	tow	50.00
				275.00
6029	Manko Windows	13	vehicle maintenance/repair	365.00
		13	vehicle maintenance/repair	823.00
				1,188.00
6030	Mathis Rehab Center	16	pre employment physicals	375.00
				375.00
6031	McKesson Medical	17	inmate supplies	26.39
				26.39
6032	Mike's Wrecker Service	20	tow	50.00
				50.00
6033	Kim (Hank) Nelson	20	pre-employment background	500.00
				500.00

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
6034	New Directions	20	semi annual eap	2,225.00	2,225.00
6035	Pawnee Mental Health Svcs	20	co-responders salaries	13,886.26	13,886.26
6036	Petty Cash	13	class A license	35.75	
		07	pro qa training	100.00	
		21	class A license	35.75	
		13	class A license	35.00	
		28	drone equipment	32.67	
		07	aba meeting meal	14.44	
		21	class A license	35.88	
		21	class A license	35.88	
		13	class A license	35.75	361.12
6037	Phillips 66	26	fuel	185.90	185.90
6038	Pro Copy	10	copier fees	173.81	
		10	copier fees	216.79	
		10	copier fees	47.72	438.32
6039	Quaker State	26	oil change	37.00	
		26	oil change	42.00	
		26	oil change	42.00	
		26	oil change	37.00	
		26	oil change	32.00	
		26	oil change	37.00	
		26	oil change	37.00	
		26	oil change	37.00	
		26	oil change	42.00	
		26	oil change	42.00	
		26	oil change	42.00	
		26	oil change	37.00	
		26	oil change	42.00	
		26	oil change	42.00	
		26	oil change	32.00	580.00
6040	Qualification Targets	29	training targets	294.94	294.94

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RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	JUNE 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
6041	RAZ Automotive	26	oil change	64.99	64.99
6042	Riley Construction Co	11	bus shelter construction	1,130.00	1,130.00
6043	Riley County General Fund	14	long distance	167.91	167.91
6044	Riley County Public Works	26	fuel	502.42	
		26	fuel	547.79	
		26	fuel	430.17	
		26	fuel	518.77	1,999.15
6045	RCPD Health Plan	39	health insurance	120,000.00	120,000.00
6046	RCPD Workers Comp Rsrv	40	workers compensation	20,304.27	
		40	workers compensation	10,000.00	
		40	workers compensation	32,500.00	62,804.27
6047	Robbins Motor Co	13	vehicle maintenance/repair	2,143.95	
		13	vehicle maintenance/repair	1,256.45	
		13	vehicle maintenance/repair	658.00	
		13	vehicle maintenance/repair	451.94	
		13	vehicle maintenance/repair	1,460.00	
		13	vehicle maintenance/repair	205.00	6,175.34
6048	Hali Rowland	20	pio consultation fees	3,248.50	3,248.50
6049	Secretary of State, KS	06	notary renewal	25.00	25.00
6050	Security Transport Services	20	inmate transport	1,064.20	1,064.20
6051	SHI International	19	server renewal	24,606.00	24,606.00
6052	Sir Speedy	09	printing fees	74.41	
		09	printing fees	271.69	346.10

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6053	Waxie Sanitary Supply	29	replenishment supplies	40.18
		29	replenishment supplies	40.13
		29	replenishment supplies	859.24
		25	replenishment supplies	177.72
		29	replenishment supplies	89.26
		25	cleaning equipment	81.39
				1,287.92
6054	Stanard & Assoc	20	dispatcher testing materials	755.50
				755.50
6055	Carla Swartz	20	pre-employment backgrounds	1,000.00
				1,000.00
6056	Sysco Food Services	17	inmate food	790.56
		17	kitchen cleaning supplies	55.38
		17	inmate food	356.85
		17	inmate food	153.46
		17	inmate food	501.41
		17	inmate food	535.45
		17	inmate food	828.44
				3,221.55
6057	Axon Enterprises	20	annual contract fee	13,104.00
		20	annual contract fee	3,564.00
				16,668.00
6058	Tommy's Express	13	car washes	858.00
				858.00
6059	Travelers Insurance	06	legal fees	115.50
				115.50
6060	US Foodservice	17	inmate food	344.03
		17	inmate food	440.75
		17	inmate food	865.59
		17	inmate food	804.22
		17	inmate food	426.38
				2,880.97
6061	USI Insurance Services	20	policy installment	3,071.25
				3,071.25
6062	Via Christi Hospital	16	medical testing	167.00
		16	medical testing	174.00
				341.00

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RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6063	Wage Works	06	cobra admin fee	168.49
				168.49
6064	Evergy	04	lec gar electric svc	50.59
		04	lec electric svc	11,178.96
		04	aggieville electric svc	73.39
				11,302.94
6065	Xerox Corporation	10	copier lease	780.74
		10	copier lease	720.48
		10	copier lease	254.06
		10	copier lease	660.60
				2,415.88
6066	Xerox Financial Services	10	copier lease	588.03
		10	copier lease	602.28
				1,190.31
			Subtotal	<u>\$405,780.34</u>
6201	ActiveDogs	20	food dish	64.45
				64.45
6202	Adobe Systems	19	monthly subscription	16.33
				16.33
6203	Allegiant Technology	14	user support fees	6,609.60
		14	att ip flex plan	1,345.09
		14	att ip flex plan	1,345.09
				9,299.78
6204	Amazon	25	floor mats	376.80
		22	book	30.94
		11	lighting	109.88
		28	computer supplies	14.78
		25	plumbing supplies	43.45
		25	electrical supplies	27.17
		28	computer equipment	65.98
		29	replenishment supplies	193.00
		13	vehicle supplies	37.98
		11	electrical supplies	52.97
		28	computer supplies	14.91
		28	office supplies	50.08
		33	computer equipment	559.98
		32	refund for return	(141.12)
		28	computer equipment	44.58
		29	replenishment supplies	9.99
		25	plumbing supplies	18.95
				1,510.32

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6205	Apple	19	cloud storage	9.99
				9.99
6206	Arrowhead Forensic	29	replenishment supplies	652.62
				652.62
6207	AT&T	14	monthly phone	443.36
		14	monthly phone	443.36
				886.72
6208	Battery Junction	29	batteries	106.70
				106.70
6209	Benq	12	projector lamp module	299.00
				299.00
6210	Bimbo Bakeries	17	inmate food	150.01
		17	inmate food	147.91
		17	inmate food	161.56
				459.48
6211	Bluestem Electric	04	range elelctric svc	314.72
				314.72
6212	Briggs	13	vehicle maintenance/repair	1,000.00
		13	vehicle maintenance/repair	664.25
		13	vehicle maintenance/repair	713.26
		13	vehicle maintenance/repair	889.86
		13	vehicle maintenance/repair	930.89
		13	vehicle maintenance/repair	1,358.10
		26	oil change	55.61
		13	vehicle maintenance/repair	74.00
		13	vehicle maintenance/repair	40.89
		26	vehicle maintenance/repair	60.45
		13	vehicle maintenance/repair	961.96
		13	vehicle maintenance/repair	184.05
		13	vehicle maintenance/repair	173.95
		26	vehicle maintenance/repair	60.45
		13	vehicle maintenance/repair	173.95
		13	vehicle maintenance/repair	930.62
		13	vehicle maintenance/repair	843.36
		13	vehicle maintenance/repair	1,022.12
				10,137.77
6213	Brownells	11	range supplies return	(103.96)
		11	sighting tools	132.22
				28.26

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RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
6214	Burnett Automotive	27	tires	906.30	
		27	tires	405.12	
		27	tires	1,208.40	2,519.82
6215	Cable Ties Unlimited	29	maintenance supplies	81.73	81.73
6216	City of MHK, Utilities	04	lec water	2,299.57	
		04	aggieville water	63.60	2,363.17
6217	Cloud Defensive	28	computer equipment	145.44	145.44
6218	Cox Communications	19	aggieville internet	84.57	
		19	jail cable	234.03	
		19	lec cable/internet	2,203.49	
		19	jttf internet	79.38	2,601.47
6219	Custom Metal Supply	25	boot scraper	175.00	
		11	boot scrapers - range	350.00	525.00
6220	Dillons	17	inmate medical supplies	8.58	
		17	ice for jail	99.75	
		29	water	69.85	178.18
6221	Underground Vaults	20	document destruction svcs	50.00	50.00
6222	Dry Clean City	20	uniform cleaning	309.75	309.75
6223	Emblem Enterprises	23	patches	794.00	794.00
6224	Express Office Solutions	28	office supplies	50.88	50.88
6225	Facebook	20	employment post boosts	25.00	
		20	employment post boosts	25.00	50.00
6226	Ferguson Enterprises	11	plumbing supplies	31.58	
		11	plumbing supplies	63.17	
		11	plumbing supplies	8.82	103.57

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
6227	Flint Hills Power Sports	13	utv repair	82.99	82.99
6228	Gall's	23	uniforms	144.10	
		23	uniforms	278.02	
		23	uniforms	127.50	
		23	uniforms	41.16	
		23	uniforms	50.15	
		23	uniforms	255.00	
		23	uniforms	127.50	
		23	uniforms	41.70	
		31	oc spray	125.73	
		23	uniforms	205.80	
		31	oc spray	160.22	
		23	uniforms	28.04	
		23	uniforms	110.51	
		23	uniforms	32.60	1,728.03
6229	Grainger	11	plumbing supplies	203.62	
		25	plumbing supplies	58.94	
		32	storage cabinet	122.37	384.93
6230	Home Depot	25	maintenance supplies	5.24	
		25	tools	40.38	
		25	maintenance supplies	56.92	
		11	staple gun	29.94	
		11	landscape supplies	38.97	
		25	maintenance supplies	15.97	
		25	lights	81.81	
		25	maintenance supplies	6.67	
		25	maintenance supplies	11.94	287.84
6231	ICG Link	19	email hosting	25.00	25.00
6232	iKey	12	computer repair	55.00	55.00
6233	Insight Public Sector	28	computer equipment	157.94	
		33	computer equipment	413.95	
		33	computer equipment	290.57	
		33	computer equipment	517.53	
		19	4 yr svc agreement x8	2,092.72	
		19	software license	253.40	3,726.11

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
6234	Jaspertronics	12	projector parts	148.99	
		12	projector parts return	(148.99)	0.00
6235	KS Board of Pharmacy	22	jail pharmacy license	20.50	20.50
6236	KS Turnpike Authority	07	tolls	40.35	40.35
6237	KDOR	13	class A license	35.88	35.88
6238	Kully Supply	25	plumbing supplies	137.61	
		25	plumbing supplies	86.90	224.51
6239	Language Line	20	translation svcs	58.46	58.46
6240	Lexis Nexis	20	data user fee	133.31	
		20	analyst for hire	7,711.07	7,844.38
6241	Menards	25	maintenance supplies	69.79	
		25	maintenance supplies	42.45	
		11	maintenance supplies	20.99	
		11	landscape supplies	9.98	
		29	water softener salt	136.75	
		25	maintenance supplies	43.16	
		25	maintenance supplies	59.28	382.40
6242	Monoprice	28	computer supplies	167.03	167.03
6243	1000Bulbs.com	25	light bulbs	802.06	802.06
6244	Optiv Security	28	security tokens	582.80	582.80
6245	P-Card Misc Vendors	07	L3 harris P25 workshop	1,220.09	
		07	sex offenders interview training	1,686.92	
		20	fraudulent charge	(67.24)	
		20	extradition	383.26	

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6245	P-Card Misc Vendors	07	fbi-leeda training	683.28
		20	extradition	30.01
		07	culture index seminar	626.23
		07	C9:C21 bomb training	3,522.39
		07	kacp leadership conference	846.42
		07	cab meeting meals	103.08
		07	kacp leadership conference	307.60
		07	armourers course	820.00
		07	iACP conference & expo	425.00
		12	jaspertronics return	(148.99)
		07	iACP conference & expo	914.66
		07	nena core competencies course	299.00
		07	fbi-leeda sli course	695.00
		07	iACP conference & expo	752.80
		07	mhk cc regional leaders retreat	185.00
		07	police fleet expo 2021	815.96
		30	sales tax refund	(7.50)
				14,092.97
6246	Petsmart	20	dog food	105.98
				105.98
6247	Pitney Bowes	10	mail machine lease	408.99
				408.99
6248	Reconyx	20	monthly user fee	10.00
		31	hidta computer equipment	985.57
				995.57
6249	RedBox	17	inmate movies	6.54
		17	inmate movies	6.54
		17	inmate movies	11.11
		17	inmate movies	6.54
				30.73
6250	Remember The Milk	19	computer maintenance tracking	39.99
		19	computer maintenance tracking	39.99
				79.98
6251	Ring	30	sales tax	7.50
		30	sales tax refund	(7.50)
				0.00
6252	Royal Camera	12	projector repair	35.00
				35.00

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
6253	Sage Software	19	monthly software fee	117.00	
		19	monthly software fee	117.00	234.00
6254	Staples	28	order return	(129.95)	
		28	office supplies	393.94	
		33	office supplies	161.40	
		28	office supplies	234.39	
		28	office supplies	122.63	
		28	office supplies	348.12	1,130.53
6255	T38 Fax	14	fax svcs	15.69	15.69
6256	Axon Enterprises	31	guns & crime equipment	12,242.00	12,242.00
6257	Terminix	11	pest control	69.00	69.00
6258	Konza Sign	13	vehicle lettering/graphics	2,552.25	2,552.25
6259	TLOxp	20	database access fee	324.30	324.30
6260	Twin Valley	14	riley substation phone	56.42	
		14	randolph substation phone	45.44	
		14	riley substation internet	79.99	181.85
6261	Ubiquiti	33	computer equipment	516.00	516.00
6262	ULINE	25	boot scraper	47.18	47.18
6263	UPS	08	shipping fees	14.16	14.16
6264	Verizon Wireless	14	dept cell phones	5,149.29	5,149.29
6265	Walgreen's	28	computer supplies	23.95	23.95

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		JUNE 2021
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6266	Wal-Mart	29	maintenance supplies	11.96
		28	water	22.88
		29	water	11.96
		17	inmate food	99.44
		29	maintenance supplies	11.96
		28	water	22.59
		17	inmate food	110.00
		29	computer supplies	46.52
				337.31
6267	Waste Management	20	lec garbage svc	280.94
		04	range garbage svc	103.02
				383.96
6268	WTC	19	internet svc	594.70
		19	internet svc	594.70
				1,189.40
6269	Zero9 Holsters	30	radio cases	499.50
				499.50
			Subtotal	<u>\$90,667.01</u>
			Total	<u>\$496,447.35</u>

Chair, Riley County Law Enforcement Agency

**Riley County Police Department
Cash Receipts Report
As of May 31, 2021**

Account Number	Description	May Credits	YTD Credits
600100-00	Manhattan	1,463,915.17	7,319,575.85
600200-00	Riley County	0.00	2,195,874.00
610110-00	Copy Fees-Discovery, etc.	0.00	675.00
610112-00	Copy Fees-Records	285.00	1,203.00
Budget:		1,464,200.17	9,517,327.85
620900-01	Misc Reimbursements-salaries	0.00	1,337.00
620900-07	Misc Reimbursements-training	2,603.79	2,783.13
620900-08	Misc Reimbursements-postage	0.00	176.36
620900-13-130	Misc Reimbursements-vehicles	0.00	309.00
620900-14	Misc Reimbursements-phone	967.86	1,293.08
620900-17-170	Misc Reimbursements-jail	152.22	1,844.84
620900-20-400	Misc Reimbursements-Car Lease HIDTA	4,199.44	4,199.44
620900-29	Misc Reimbursements-Supplies	0.00	29.86
620900-31	Misc Reimbursements-crime eq	0.00	53.16
620900-34-130	Misc Reimbursements-vehicles	0.00	12,604.00
630400-03	IDDP-overtime	0.00	521.32
632500-03	JTTF Grant-OT	0.00	2,954.11
632600-03	HIDTA Grant-OT	1,213.66	7,875.87
632700-03	STEP Grant-OT	0.00	4,761.65
632800-01-411	VOCA 2020 Grant Reimb	66,580.00	66,580.00
632800-02-410	VOCA 2019 Grant Reimb	0.00	4,179.00
632800-02-412	VOCA 2021 Grant Reimb	0.00	29,461.00
Budget Credits:		75,716.97	140,962.82
640900-00	Misc Non-Budget Credit Reimb	67.35	74.25
640902-00	Prior year Restitution	400.00	721.20
Non-Budget Credits:		467.35	795.45
Total:		1,540,384.49	9,659,086.12

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT 21-118
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

To: Director Butler *Comments:*
Noted: 6/3/21

Thru: Assistant Director Moldrup *KMM 6.2.21*

From: Captain Derek Woods

Ref: Juvenile Transportation Report for May 2021

Date: June 2, 2021

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

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru MAY			RILEY COUNTY			Date. 6/02/21		Page. 154	
Version Date- 3/21 Year 2021			Fund Summary of Revenue/Expense			Time.13.04.18			
			Percent of Year 41.7%						
DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund									
Obj Prj Description		Kind	Budget \$	M-T-D	Y-T-D	%	Remaining		
<u>Department.142</u> Riley Co Police Dept									
402 Investment Interest		R	.00	.00	56.13		.00		
Department Revenue.. #142			.00	.00	56.13 *		.00		
Total Revenue Fund....		168	.00	.00	56.13 **				
Total Trans. IN Fund..		168	.00	.00	.00 **				
Total Rev. & Trans. ..		168	.00	.00	56.13 **				
Total Disbursements...		168	.00	.00	.00 **				
BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund									
Obj Prj Description		Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available	
Total Expenditures Fund 168		.00	.00	.00	.00	.00	.00	.00 **	
<u>SUMMARY for - Fund 168 RCPD Federal Seizure Fund</u>									
Beginning Year Balance.....		156,157.89							
YTD Revenue.....		56.13							
YTD Reported Expenses.....		.00							
YTD Non-Reported Expenses...		.00							
YTD Treasurer Disbursements.		.00							
YTD Transfers In.....		.00							
YTD Transfers Out.....		.00							
Prior Year Voided Checks....		.00							
Prior Year Expenses		.00							
Prior Year Revenues		.00							
Prior Year Corrections.....		.00							
Ending Fund Balance.....		156,214.02 ***							

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

Program Name-GLLT34 Thru MAY Version Date- 3/21 Year 2021				RILEY COUNTY Fund Summary of Revenue/Expense Percent of Year 41.7%			Date. 6/02/21 Page. 155 Time.13.04.18	
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	5,152.08-	5,152.08-		.00	
402	Investment Interest	R	.00	.00	10,927.14		.00	
Department Revenue.. #142			.00	.00	10,927.14 *		.00	
Department Dsbmnts.. #142			.00	5,152.08-	5,152.08-*			
Total Revenue Fund.... 169			.00	.00	10,927.14 **			
Total Trans. IN Fund.. 169			.00	.00	.00 **			
Total Rev. & Trans. ... 169			.00	.00	10,927.14 **			
Total Disbursements... 169			.00	5,152.08-	5,152.08-**			
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.....		121,689.60						
YTD Revenue.....		10,927.14						
YTD Reported Expenses.....		.00						
YTD Non-Reported Expenses...		.00						
YTD Treasurer Disbursements.		5,152.08-						
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.....		127,464.66 ***						

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

Program Name-GLLT34 Thru MAY
Version Date- 3/21 Year 2021

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 41.7%

Date. 6/02/21 Page. 1
Time.13.05.13

Beginning Fund..... 173 RCPD Levy/Op
Ending Fund..... 173 RCPD Levy/Op
Last Month Included..... 05 Print Revenue... Y Print Disbursements. Y
Print Department Detail. Y Print Expenses.. Y
Exclude Non-Active..... Y Separate Pages.. Y

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	Remaining
Department. 0 Not Designated							
180		Distr - Real Current	R	4,271,376.00	1,675,815.93	4,128,632.39	142,743.61
182		Distr - Oil & Gas Curr.	R	.00	32.68	225.52	.00
184		Distr - P.P. Current	R	.00	8,530.02	35,279.39	.00
190		Distr - 16/20M Trucks Cur	R	2,970.00	433.63	2,788.92	181.08
193		Distr - Watercraft Cur	R	2,008.00	156.86	1,821.60	186.40
181		Distr - Real Delq.	R	83,752.00	11,959.42	39,508.97	44,243.03
183		Distr - Oil & Gas Delinq	R	.00	7.37	9.69	.00
185		Distr - P.P. Delq.	R	.00	2,007.28	3,178.01	.00
192		Distr - 16/20M Trucks Del	R	.00	45.43	188.48	.00
194		Distr - Watercraft Del	R	.00	93.46	336.51	.00
102		Distr - Motor Vehicle Tax	R	369,002.00	90,902.71	195,558.01	173,443.99
103		Vehicle Rental Excise Tax	R	6,265.00	.00	1,134.14	5,130.86
113		Distr - RV Tax	R	3,305.00	767.12	1,799.87	1,505.13
130		Distr - Commercial Veh	R	15,305.00	10,495.99	12,851.65	2,453.35
191		Distr - TIF Adjustment	R	.00	42,154.20	94,519.59	.00
Department Revenue.. # 0				4,753,983.00	1,759,093.70	4,328,793.56 *	369,887.45
Department.171 RCPD Operations							
Total Revenue Fund.... 173				4,753,983.00	1,759,093.70	4,328,793.56 **	91.06
Total Trans. IN Fund.. 173				.00	.00	.00 **	
Total Rev. & Trans. .. 173				4,753,983.00	1,759,093.70	4,328,793.56 **	
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
Department. 0 Not Designated							
Department.171 RCPD Operations							
2220		Building Space Rental	10,500.00	875.00	4,375.00	41.67	6,125.00
2330		Transportation Servic	6,000.00	152.22	152.22	2.54	5,847.78
2480		Repair/Maint Build/Gr	120,000.00	2,057.43	23,366.37	19.47	96,633.63
2650		Physician Fees	150,269.00	12,595.76	83,890.41	55.83	66,378.59
2655		Hospital Fees	10,000.00	.00	.00	.00	10,000.00
2810		Electric/Gas Services	10,000.00	.00	.00	.00	10,000.00

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

Program Name-GLLT34 Thru MAY
Version Date- 3/21 Year 2021

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 41.7%

Date. 6/02/21 Page. 2
Time.13.05.13

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)									
2830		Water	10,000.00	42.00	210.00	2.10	9,790.00	.00	9,790.00
2840		Sewage Charges	2,200.00	.00	.00		2,200.00	.00	2,200.00
2900		Budget Appropriations	4,391,746.00	.00	2,195,874.00	50.00	2,195,872.00	.00	2,195,872.00
Total Contractual Expenses			4,710,715.00	15,722.41	2,307,868.00	48.99	2,402,847.00	.00	2,402,847.00
3010		Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060		Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070		Prescriptions	500.00	.00	.00		500.00	.00	500.00
Total Commodities Expense			1,500.00	.00	.00		1,500.00	.00	1,500.00
Department Expense # 171			4,712,215.00	15,722.41	2,307,868.00	48.98	2,404,347.00	.00	2,404,347.00 *
Expense & Transfers# 171			4,712,215.00	15,722.41	2,307,868.00				
Total Expenditures Fund 173			4,712,215.00	15,722.41	2,307,868.00	48.98	2,404,347.00	.00	2,404,347.00 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	305,512.74
YTD Revenue.....	4,328,793.56
YTD Reported Expenses.....	2,307,868.00-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	2,326,438.30 ***

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

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To: Director Butler *Noted: 6/3/21*
Thru: AD Moldrup KMM 6.2.21
From: Cpt. Derek Woods
Position: Commander **Division:** Jail
Report Title: Monthly Inmate Population Report
Rpt Freq./Year: May 2021
Date: June 1, 2021

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>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
JAN	99.7	105.3	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3
FEB	105.3	110.3	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1
MAR	97.2	106.7	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6
APR	90.6	103.9	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4
MAY	96.4	101.4	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2
JUN	95.7	102.0	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	
JUL	97.1	96.1	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	
AUG	89.5	114.1	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	
SEPT	87.1	101.6	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	
OCT	93.6	93.9	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	
NOV	92.4	102.0	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	
DEC	95.4	95.7	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	
YADP	95.0	102.7	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	73.5

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

Monthly Report

May 2021

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

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

34.





Data Disclaimer

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

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

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

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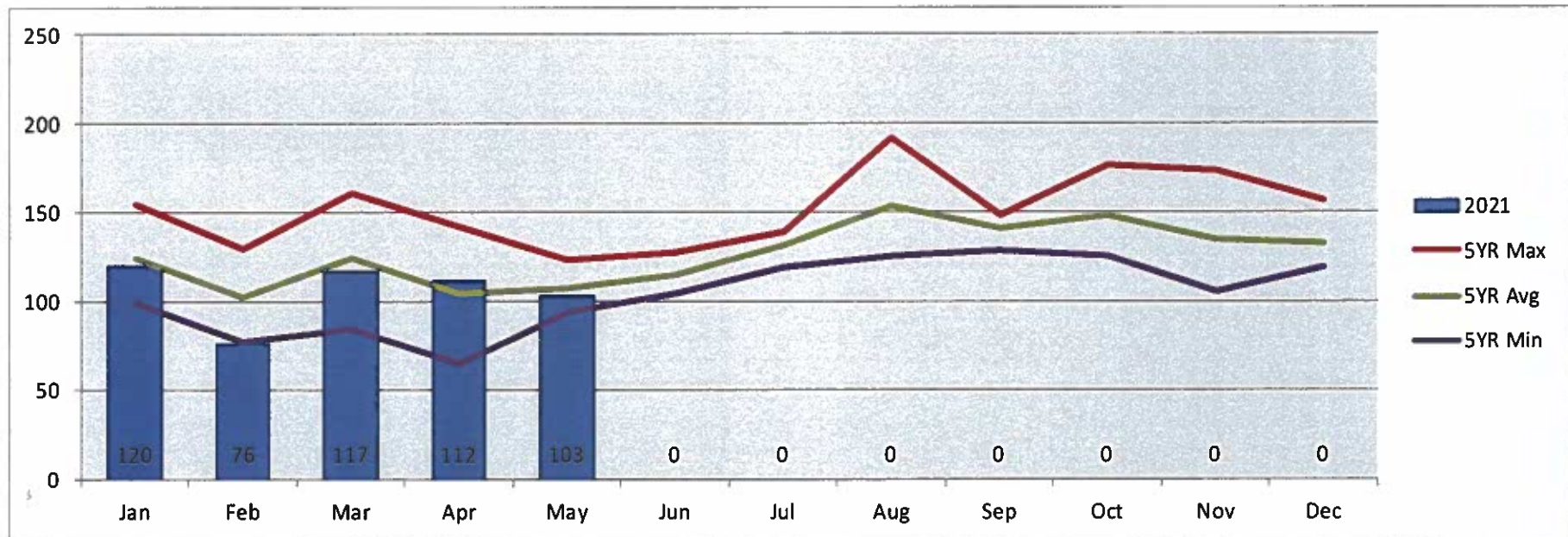
Part I Crime

Offense Codes: 0100-0810

All Data As Of: 5/31/21 11:59 PM

- Part I crime in May 2021 was 4.5% below the 5 year average. Compared to May 2020 there was an 8.8% decrease.
- Year to date, 2021 is 6.22% below the 5 year average.
- In May, Part I property crime was below the 5 year average, and Part I violent crime was above the average.

	May	Year to Date	Yearly Total
2016	109	561	1450
2017	94	583	1593
2018	100	529	1475
2019	123	620	1582
2020	113	522	1493
2021	103	528	
% Change	-8.8%	+1.1%	-4.6%
Yearly Projection:			1425



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	99	121	125	107	109	104	136	148	143	125	114	119
2017	132	99	161	97	94	127	119	192	137	148	166	121
2018	108	84	124	113	100	123	123	134	128	176	105	157
2019	154	77	124	142	123	113	138	167	148	143	116	137
2020	130	129	85	65	113	108	139	125	148	151	173	127
2021	120	76	117	112	103	0	0	0	0	0	0	0

Includes Part 1 crimes that were the primary offense only.



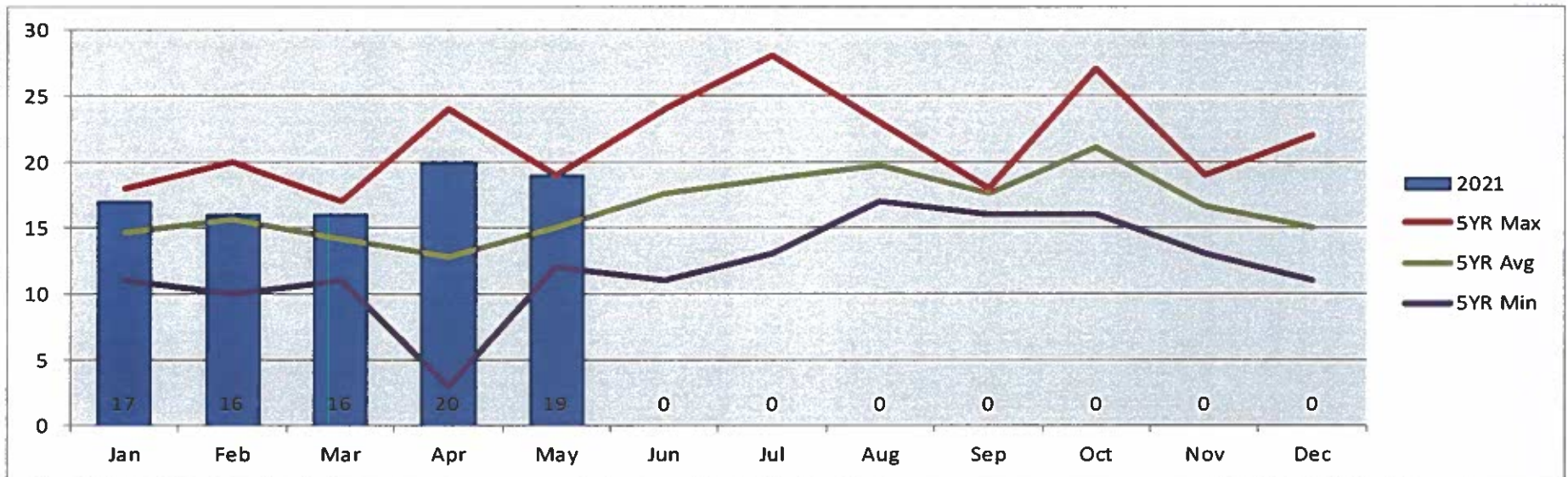
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 5/31/21 11:59 PM

- May 2021 was 26.7% higher than the 5 year average in Part I violent crime.
- There were 14 aggravated assaults / batteries, 3 rapes, 2 robberies, and 0 homicides reported during May 2021.

	May	Year to Date	Yearly Total
2016	19	68	167
2017	15	70	198
2018	14	77	218
2019	12	76	216
2020	15	70	195
2021	19	88	
% Change	+26.7%	+25.7%	+23.7%
Yearly Projection:			241



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	13	13	11	12	19	11	13	18	16	16	13	12
2017	11	16	15	13	15	13	16	21	18	24	19	17
2018	15	19	17	12	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	24	18	23	18	18	17	22
2020	18	20	14	3	15	20	19	20	18	21	16	11
2021	17	16	16	20	19	0	0	0	0	0	0	0

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



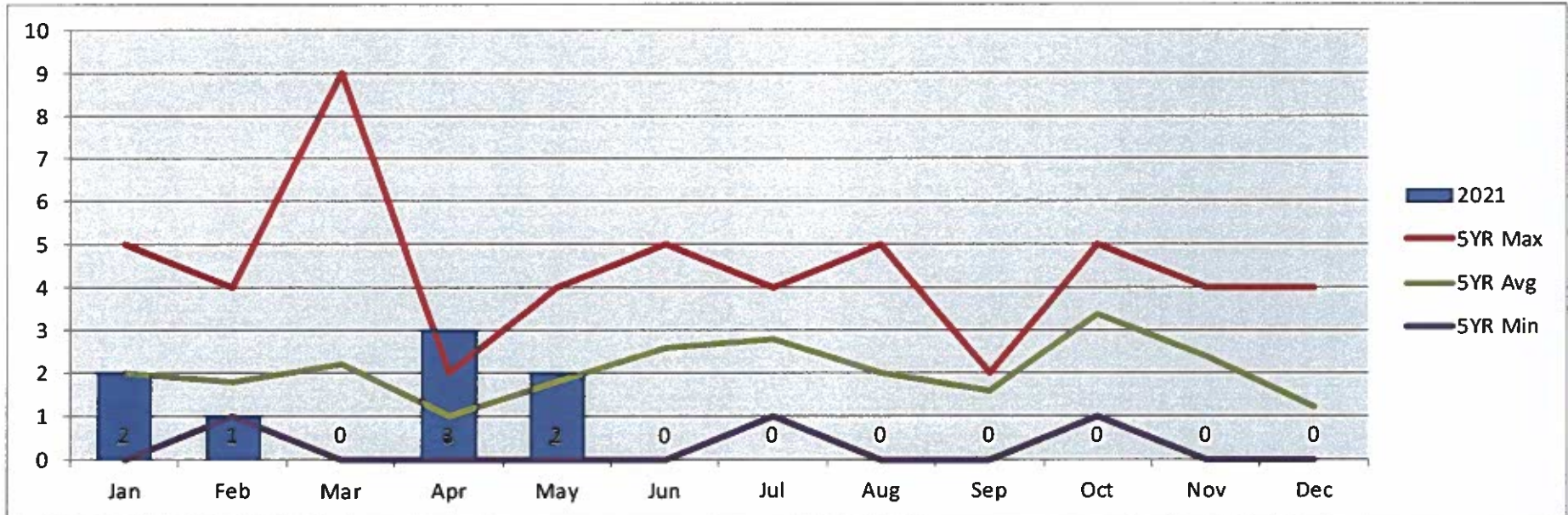
Robbery

Offense Codes: 0310

All Data As Of: 5/31/21 11:59 PM

- There were 2 robberies reported in May 2021 which is a 11.1% increase compared to the 5 year average.
- There is a suspect named in one incident.
- Both cases are still active as of 6/9/2021.

	May	Year to Date	Yearly Total
2016	2	15	29
2017	1	4	23
2018	4	11	30
2019	0	7	25
2020	2	7	17
2021	2	8	
% Change	0.0%	+14.3%	+34.5%
Yearly Projection:			23



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	2	1	9	1	2	0	4	2	2	4	2	0
2017	0	1	0	2	1	3	3	5	2	1	4	1
2018	1	4	1	1	4	2	4	2	2	5	3	1
2019	5	2	0	0	0	5	1	0	2	3	3	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	0	0	0	0	0	0	0



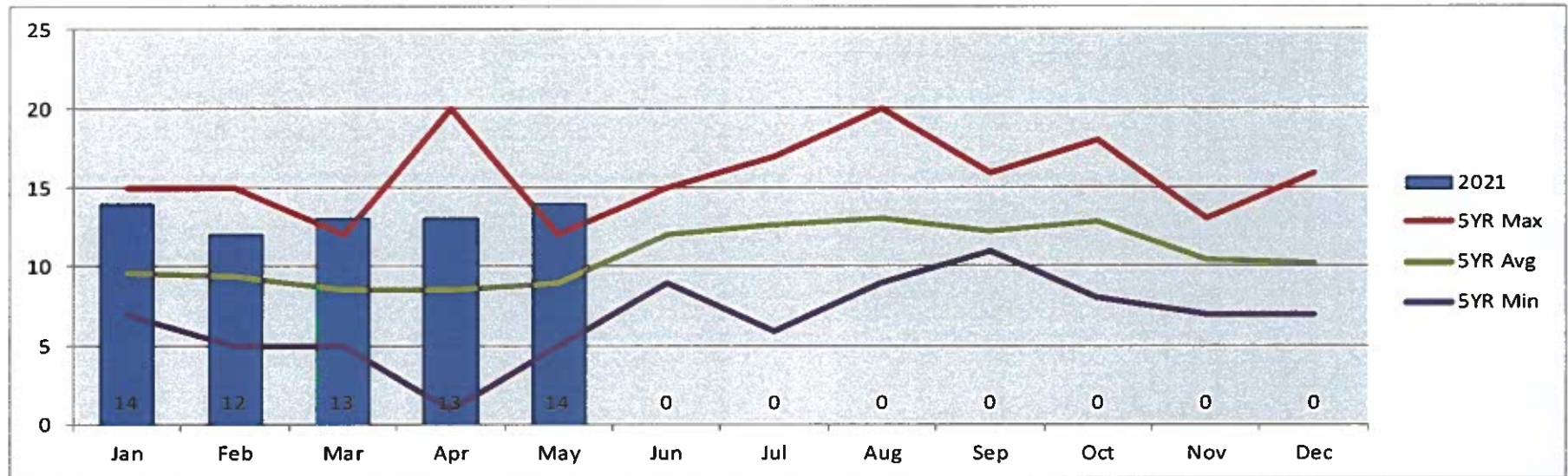
Aggravated Assault and Battery

Offense Codes: 0410-0440

All Data As Of: 5/31/21 11:59 PM

- There were 5 aggravated assaults and 9 aggravated batteries reported during the month of May.
- This is 55.6% higher than the 5 year average.
- Ten of the incidents were domestic incidents.

	May	Year to Date	Yearly Total
2016	12	42	102
2017	5	34	116
2018	6	41	126
2019	11	55	154
2020	11	54	144
2021	14	66	
% Change	+27.3%	+22.2%	+30.0%
Yearly Projection:			187



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	7	9	5	9	12	9	6	11	11	8	7	8
2017	9	10	5	5	5	10	11	11	12	18	10	10
2018	9	8	10	8	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	13	15	20	11	11	13	16
2020	15	15	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	0	0	0	0	0	0	0

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



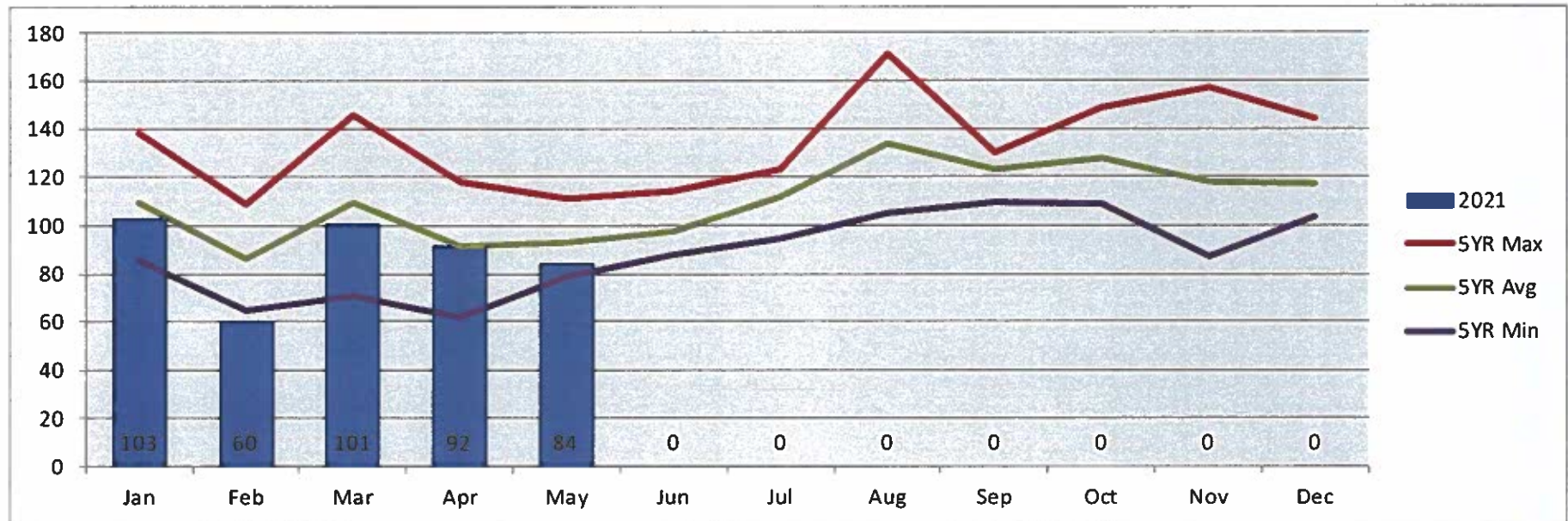
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of: 5/31/21 11:59 PM

- For May, Part I property crime was down 9.5% from the 5 year average. Compared to May 2020, there was an 14.3% decrease.
- The property crime for May 2021 included 15 structural burglaries, 6 larcenies from motor vehicle, 4 auto thefts, and 1 arson. The rest of the incidents were larcenies (58 incidents).

	May	Year to Date	Yearly Total
2016	90	493	1283
2017	79	513	1395
2018	86	452	1257
2019	111	544	1366
2020	98	452	1298
2021	84	440	
% Change	-14.3%	-2.7%	-8.8%
Yearly Projection:			1184



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	86	108	114	95	90	93	123	130	127	109	101	107
2017	121	83	146	84	79	114	103	171	119	124	147	104
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	101	92	84	0	0	0	0	0	0	0

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



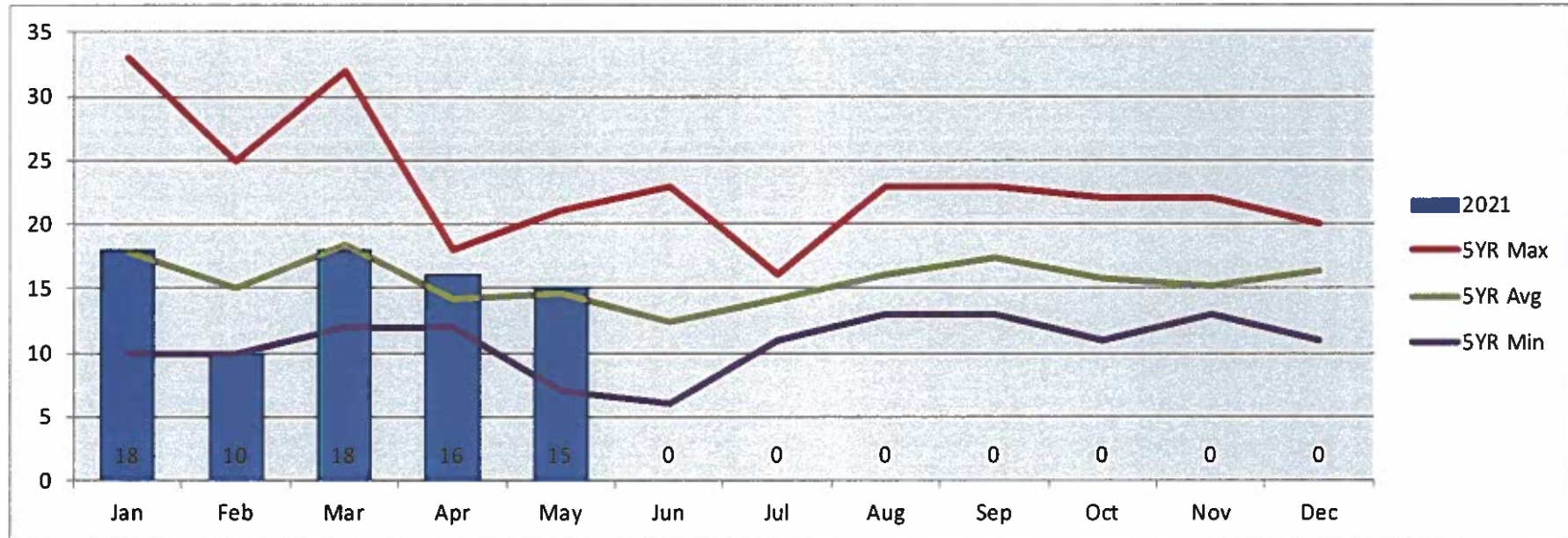
Structural Burglary

Offense Code: 0510

All Data As Of: 5/31/21 11:59 PM

- Structural burglaries were 2.7% above the 5 year average for May.
- One occurred in Ogden, 2 in North County, and 12 occurred in Manhattan.
- There were 13 residential burglaries, 1 of those from a garage, and 2 non-residential burglaries, 1 of those being a shed.

	May	Year to Date	Yearly Total
2016	17	73	179
2017	21	118	244
2018	17	64	168
2019	11	69	171
2020	7	76	175
2021	15	77	
% Change	+114.3%	+1.3%	+4.3%
Yearly Projection:			182



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	10	16	16	14	17	11	15	13	23	14	13	17
2017	33	14	32	18	21	23	16	23	13	18	22	11
2018	13	10	12	12	17	11	15	16	18	11	13	20
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	6	11	13	15	22	14	18
2021	18	10	18	16	15	0	0	0	0	0	0	0



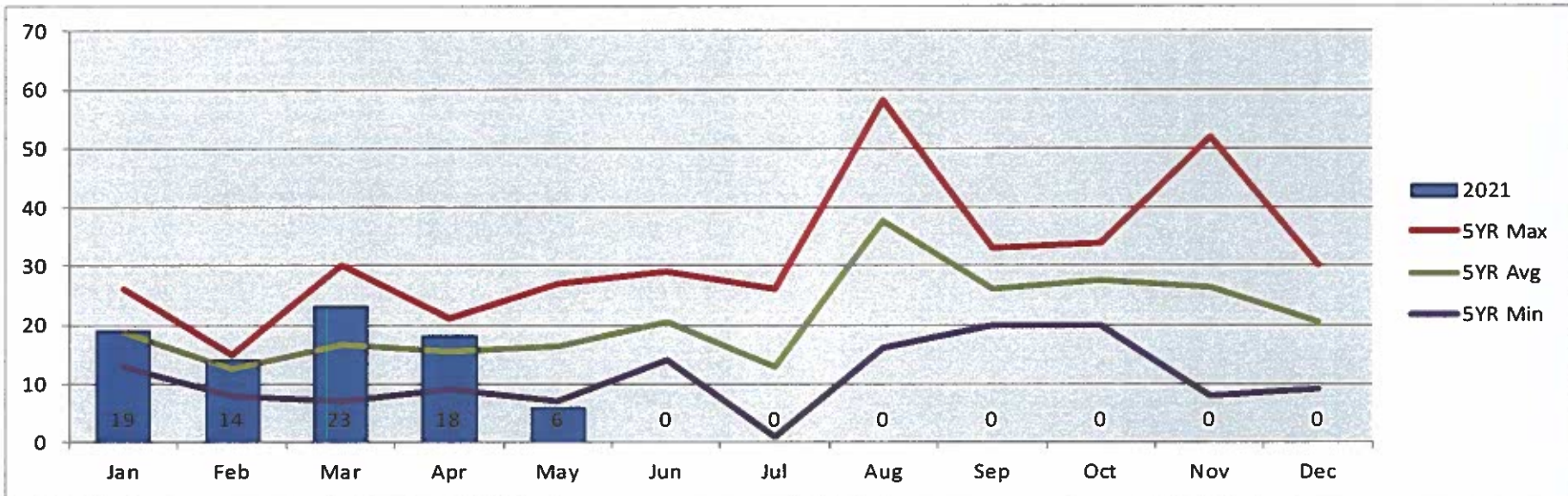
Vehicle Burglary

Offense Code: 0640

All Data As Of: 5/31/21 11:59 PM

- May 2021 was 63.4% below the 5 year average.
- In 3 of the incidents, the vehicle was unsecured when the items were taken.

	May	Year to Date	Yearly Total
2016	15	85	272
2017	14	98	289
2018	7	73	212
2019	27	77	228
2020	19	66	254
2021	6	80	
% Change	-68.4%	+21.2%	-1.2%
Yearly Projection:			251



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	19	13	20	18	15	21	26	53	26	30	14	17
2017	18	15	30	21	14	16	16	58	20	21	42	18
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	19	29	1	16	28	32	52	30
2021	19	14	23	18	6	0	0	0	0	0	0	0



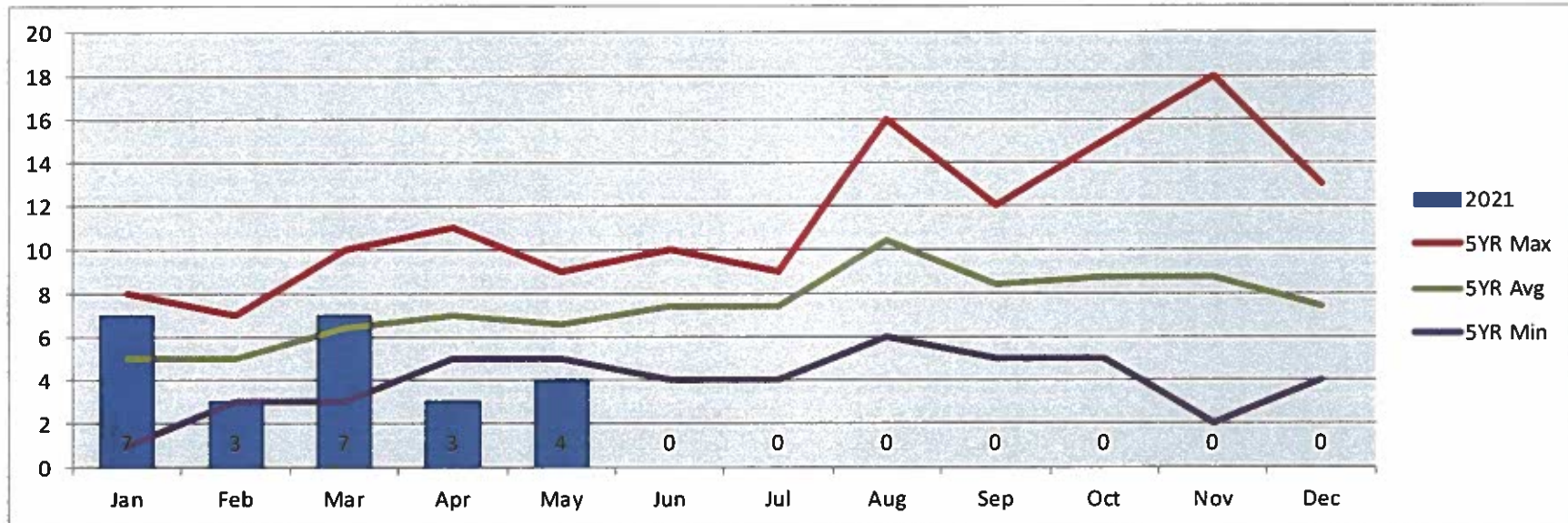
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 5/31/21 11:59 PM

- For May, motor vehicle thefts were down 39.4% from the 5 year average.
- Keys were left in three of the vehicles.
- Three of the vehicles have been recovered as of 6/9/2021.

	May	Year to Date	Yearly Total
2016	6	29	71
2017	6	29	86
2018	5	27	86
2019	7	38	104
2020	9	27	96
2021	4	24	
% Change	-55.6%	-11.1%	-26.7%
Yearly Projection:			70



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	5	6	7	5	6	4	9	11	5	5	2	6
2017	8	5	5	5	6	8	8	16	5	7	5	8
2018	1	3	7	11	5	10	9	10	10	6	8	6
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	7	3	4	0	0	0	0	0	0	0

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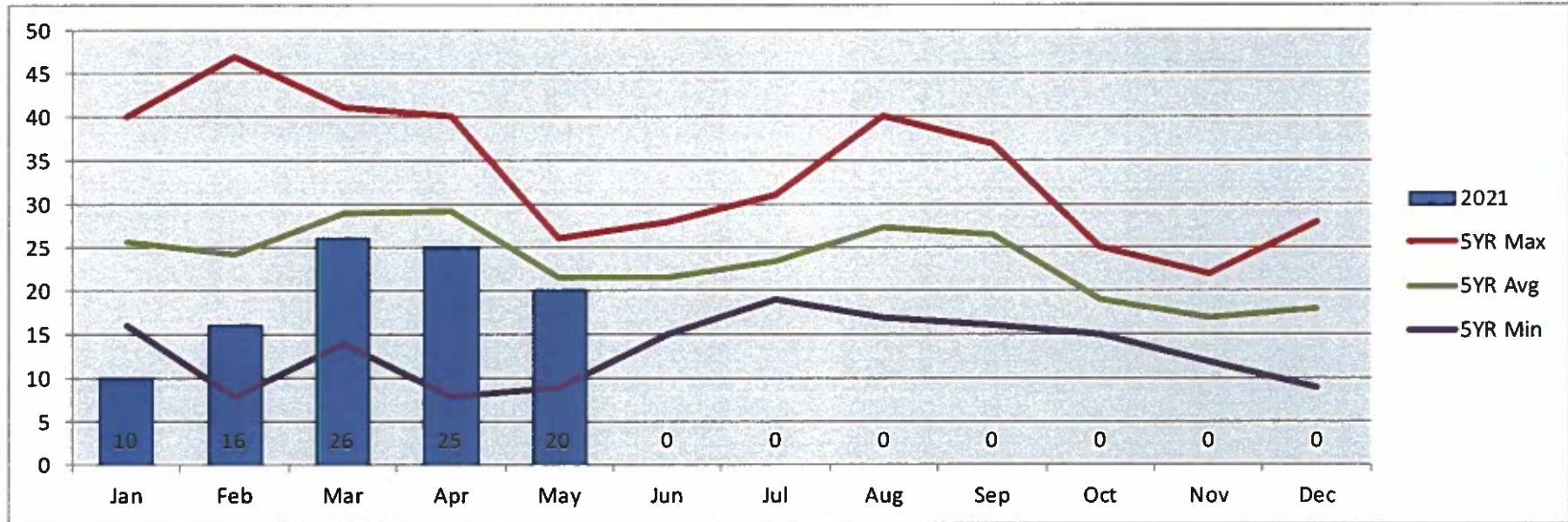
DUIs

Offense Code: 2110

All Data As Of: 5/31/21 11:59 PM

➤ The number of DUIs for May 2021 is 6.5% below the 5 year average.

	May	Year to Date	Yearly Total
2016	25	184	380
2017	25	129	266
2018	22	141	312
2019	26	128	285
2020	9	65	168
2021	20	97	
% Change	+122.2%	+49.2%	+27.9%
Yearly Projection:			215



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	40	47	41	31	25	22	31	40	37	25	22	19
2017	26	27	22	29	25	18	21	18	29	16	20	15
2018	16	27	36	40	22	28	26	30	25	19	15	28
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	16	26	25	20	0	0	0	0	0	0	0



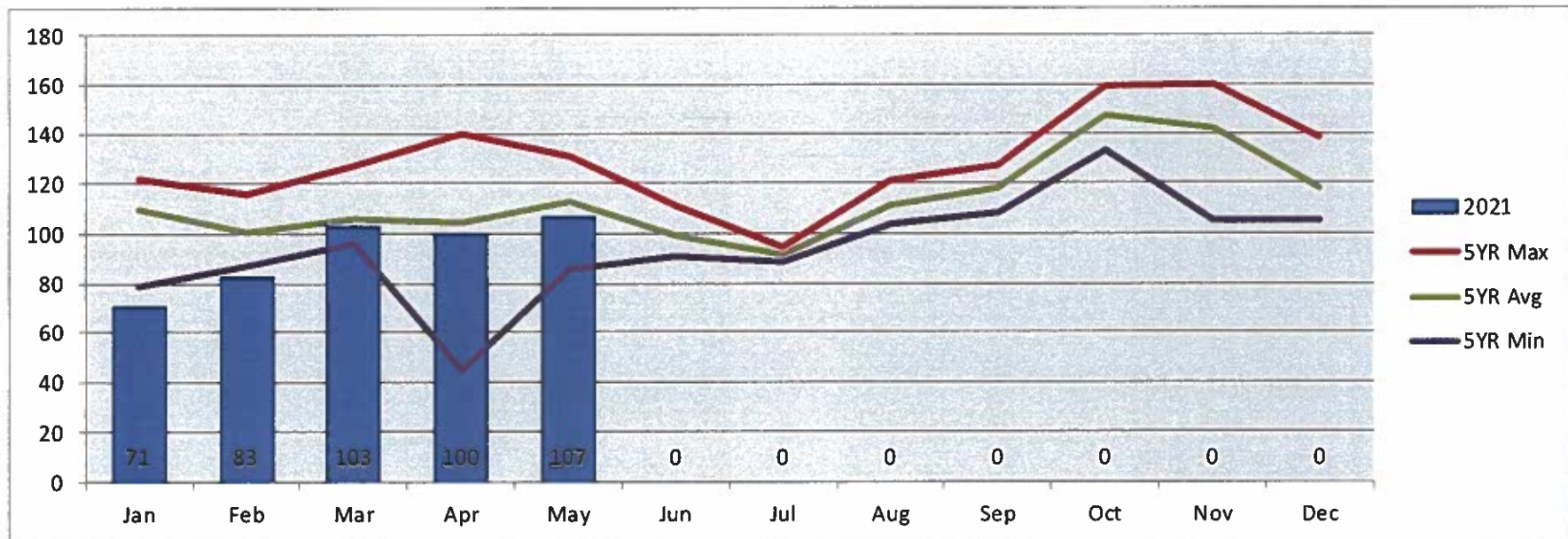
Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 5/31/21 11:59 PM

➤ The number of traffic accidents in May 2021 is 5.3% below the 5 year average.

	May	Year to Date	Yearly Total
2016	100	511	1364
2017	127	534	1387
2018	121	580	1397
2019	131	585	1436
2020	86	457	1220
2021	107	464	
% Change	+24.4%	+1.5%	-2.8%
Yearly Projection:			1186



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	110	93	101	107	100	111	95	104	127	133	145	138
2017	79	87	101	140	127	97	89	112	124	159	157	115
2018	119	98	127	115	121	97	92	109	108	140	160	111
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	83	103	100	107	0	0	0	0	0	0	0

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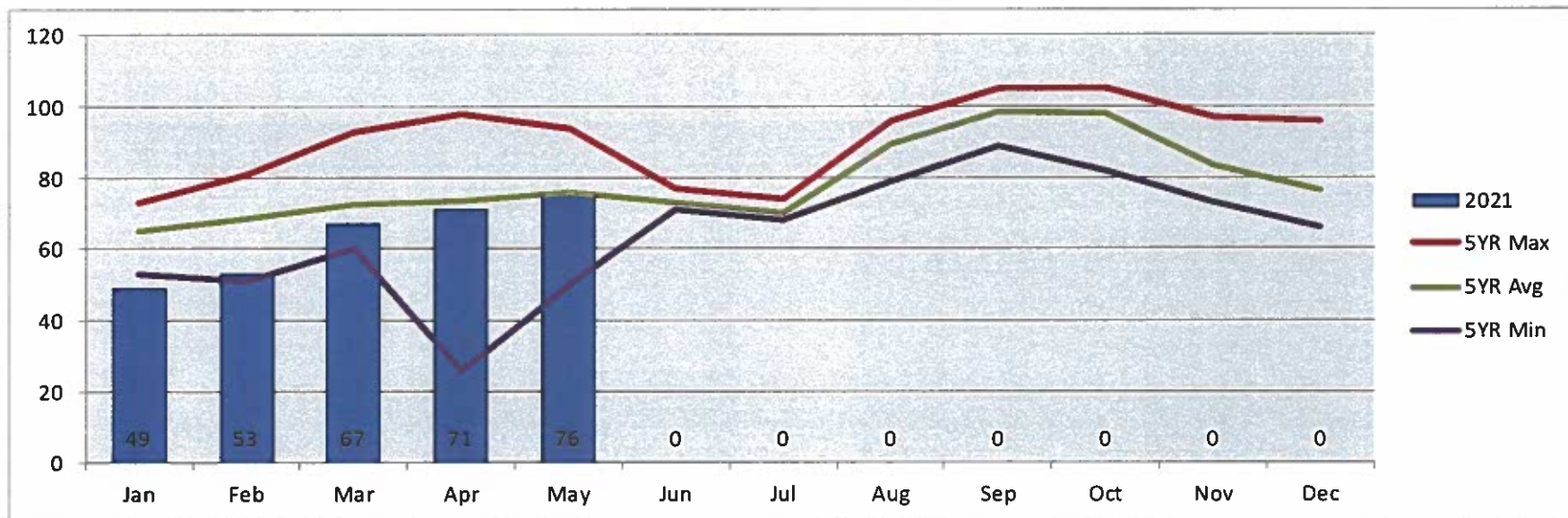
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 5/31/21 11:59 PM

- The number of preventable traffic accidents in May 2021 is 0.3% below the 5 year average.
- Number may change as data entry corrections continue.

	May	Year to Date	Yearly Total
2016	61	365	998
2017	92	380	991
2018	94	396	944
2019	84	350	945
2020	50	290	854
2021	76	316	
% Change	+52.0%	+9.0%	-1.5%
Yearly Projection:			841



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	69	81	74	80	61	74	69	90	105	102	97	96
2017	53	67	70	98	92	73	68	96	104	104	90	76
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	91	89	105	73	66
2021	49	53	67	71	76	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



RILEY COUNTY POLICE DEPARTMENT

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

Director Dennis P. Butler
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

FROM: Captain Josh Kyle

MEETING: June 21, 2021¹

SUBJECT: 2022 Special Law Board Budget Meeting

PRESENTERS: Director Dennis P. Butler and Captain Josh Kyle

BACKGROUND

Riley County Law Enforcement Agency (Law Board)

The Law Board is comprised of seven members which include (19-4427):

- A member of the Board of County Commissioners (BOCC)
- A resident of Riley County, selected by the BOCC
- A member of the Manhattan City Commission (MCC)
- Two residents of the City of Manhattan, selected by the MCC
- The County Attorney
- A member of the BOCC or MCC, selected on alternating terms

By statute (19-4443), the Law Board must submit a budget to the City and County on or before the first Monday in July for the next budget year. Not less than ten days prior to submitting the budget, a public hearing must take place. The budget of expenditures may not exceed 110% of the preceding fiscal year's budget for the same such expenditures.

Riley County Police Department (RCPD)

The mission of the Riley County Police Department is:

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

The Department accomplishes this mission through four long-term (strategic) 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

It is the intent of RCPD staff to present to the Law Board a budget which will provide the men and women of the RCPD with the resources they need to meet the Department's mission and

¹ Original memo date was June 3, 2021. Additions to this document since June 3rd have been italicized.



long-term goals. Therefore, the budget presentations will reflect how the items proposed will move the RCPD towards goal attainment.

The make-up of the RCPD provides for built-in efficiencies not found in traditional counties. The RCPD is a county-wide, consolidated law enforcement agency and operates a consolidated Communications Center (police, fire, EMS). In 2020, RCPD's budget represented 10.8% of the City of Manhattan's Annual budget and in 2021 it was 7.12% of Riley County's annual budget². Past research, backed up by recent inquiries, has revealed that RCPD's percentage of budget is the lowest for comparatively-sized agencies in the region.

Funds and Reserves

By law, all of RCPD's budgeted operational funds derive from property taxes (19-4443). The RCPD holds special accounts, funds, and reserves. Additional accounts held by the RCPD outside of the General Fund and their balances as of December 31, 2020 include³:

- **Emergency Reserve Fund: \$750,000**
 - K.S.A. 19-4443 provides an emergency reserve fund for use in the event of a major unplanned event (natural or man-made disaster, civil disturbance, etc.). Emergency reserve fund use is only authorized with the approval of the Law Board. This fund cannot exceed 15% of the annual budget. \$750,000 represents approximately 3.4% of the current budget.
- **Information Technology (Budgeted Reserve Fund): \$818,400**
 - The IT Reserve Fund is defined as operational monies set aside on an annual basis to offset significant infrastructure expenses and unplanned outages of technical equipment. Use of the Information Technology Fund must be authorized by the Law Board.
- **Workers Compensation Reserve Fund: \$1,220,812**
 - Required for Self-Insured Workers Compensation Plan
 - State of Kansas sets recommendations for minimal balance. The current minimal balance recommendation is \$1,800,000.
- **Statutory Fees Fund: \$86,366**
 - Concealed Carry registration fees and Offender Registry fees

² It is important to note that Riley County is also financially responsible for RCPD's facilities, building maintenance, and inmate medical costs (19-4437 & 19-4444).

³ The RCPD also maintains asset forfeiture funds. These are authorized at the sole discretion of the Director of the RCPD for purposes defined by law and may not be used to supplant the operating budget (60-4117 & U.S. Dept. of Justice Guide to Equitable Sharing <https://www.justice.gov/criminal-afmls/file/794696/download>). A public, annual report concerning RCPD's asset forfeiture funds can be found at <https://kasfr.kbi.ks.gov/res/p/Annual-Report/>. Between 2017 and 2019 the RCPD committed \$883,000 in operating funds to purchase mobile and portable radios as part of Riley County's first responder radio infrastructure project. As of December 31, 2020, Riley County is holding \$189,093 in RCPD funds for this purpose.

- Concealed Carry fees may be used solely for “the purpose of administering this act” (K.S.A. 75-7c05 (c3)).
- Offender Registry fees may be used only for law enforcement and criminal prosecution purposes and shall not be used to meet normal operating expenses, or as revenue to reduce funding for the department (K.S.A. 22-4904 (d9)).
- **Medical Reserve Plan Fund: \$1,011,810**
 - Required for Self-Insured Health Insurance plan and covers significant losses to our health insurance plan.
 - Our health insurance broker confirms at this time that \$1,000,000 is an appropriate amount.
- **Special Activities Fund: \$66,520**
 - Funding comes from various commissaries across the department such as vending and ATM commissions and inmate video/messaging. We charge the minimum allowable commissary rate on all services.
 - Funds can be spent at the approval of the Director. Typical expenses from this account include department banquets and retirement receptions.

2022 RCPD BUDGET - PUBLISHED

The 2022 budget development cycle began in January of 2021. RCPD staff identified fourteen needs. After discussions, staff removed seven items totaling \$114,000 from consideration. The initial budget for consideration was presented to the Law Board in March. The same budget was presented in summary to the Law Board in April. The Board stated that more time and further information was needed from the City and County before proceeding. At the May meeting the Law Board elected to take no further action concerning the budget and instead schedule a special Law Board meeting. *On June 3, 2021 a special Law Board meeting was conducted. RCPD staff presented four budget options (B1, B2, 3, and 4). The Law Board voted to approve Option 4 (Revised B2) for publication.*

Option 4 (B2 Revised) includes the following items. They are listed in order of perceived priority:

- **Base Adjustment (Captain Kyle):** An increase of \$195,166 (0.88%) over the 2021 budget of \$22,193,453 is required to maintain the insurance and other administrative costs necessary to maintain current staffing levels. This increase includes the restoration of salary step increases (merit pay) for 2022.
- **Item A – COLA (Captain Kyle):** A 1% COLA as recorded in the annual average of the 2020 Consumer Price Index – Midwest Region. This represents an increase of \$155,905 (0.70%) over last year.

- **Item A (2) – 2% Pay Adjustment (Captain Kyle):** At the June 3rd meeting the Law Board discussed granting RCPD employees a 2% Pay Adjustment beginning July 1, 2021. This item provides the funding necessary to continue the 2% Pay Adjustment into 2022. Item A (2) represents an increase of \$310,673 (1.40%) over the 2021 budget.

- **Item B - Position Conversion/Adjustment (Captain Kyle):**

- **Option 1 (B1): Convert Part-Time Finance Technician to Full-time Payroll Technician.** The board endorsed this conversion for 2021. Now the issue comes before the Law Board in the form of two options in 2022. Option 1 involves simply maintaining this conversion in 2022 at the cost of \$46,511 (0.21%) over the 2021 budget.

-OR-

- **Option 2 (B2): Create a stand-alone Payroll Technician position.** Alternatively, the Law Board can elect to create a full-time Payroll Technician and also maintain the part-time Finance Technician position within the Budget & Finance section. Captain Kyle previously explained that this alternative is more likely to meet the Director's stated goals of enhancing the Human Resources section because it increases available personnel hours and creates a clear separation of duties between the Human Resources and Budget & Finance sections. Option 2 represents an increase of \$61,511 (0.28%) over the 2021 budget.

- **Item C - Training Budget:**

- **Patrol Division (Captain Steere):**
 - The training requirements of the Patrol Division have outstripped the current budget of \$23,000 as is evident by actual annual expenditures of \$34,098 since 2016. Recommend an increase of \$7,000 for Patrol Division training needs.
 - Emergency Response Units. The same shortage holds true for our specialty teams. Recommend an increase from \$7,000 to \$12,000 annually for the individualized training required specifically for these specialties.
 - Increasing the training budgets of Patrol's two sections will enhance the Department's ability to maintain a safe and secure community and promote legitimacy in the eyes of the public by maintaining the level of professionalism and ability to respond to critical incidents that the community deserves.
- **Investigations Division (Captain Freidline):**
 - The needs of the Investigations Division have outstripped the current training budget of \$15,000. The five-year average for the Division is \$24,539 to maintain the knowledge necessary to conduct high-quality investigations. Recommend an increase of \$6,000.

- Increasing the Investigations budget will promote legitimacy in the eyes of the public and create a culture of service within the RCPD by maintaining the level of professionalism the community deserves.

Taken together, these training proposals represent an \$18,000 (0.08%) increase over the 2021 budget.

- **Item D - Jail Cook (Captain Woods):** A changeover in personnel has revealed the need for a third cook in the jail. This additional position will allow for proper oversight, safety, and security at all times. It will also reduce overtime and employee burnout.
 - This meets the following long-term goals:
 - Minimize the financial and social cost of public safety through a reduction in overtime for both Corrections Officers and Jail Cooks
 - Maintain a safe and secure community by allowing Corrections Officers to focus on inmate behavior
 - Promote legitimacy in the eyes of the public by reducing employee burnout

This proposal represents a \$37,469 (0.17%) increase over the 2021 budget.

- **Item E - Court Security Screener (CSS) (Captain Steere):** The Court Security Unit was created in 2017 at the request of local judges and the County Attorney's Office. At the time, it included four Court Security Screeners. In 2018, one of the CSS positions was removed as it was felt the money could be better spent on a Video Clerk position; however, due to COVID-19, County Court is making plans to open a remote site for trials. This move will require the reinstatement of the removed CSS position.
 - Adding this position will move the Department toward its long-term goal of maintaining a safe and secure community by providing the personnel necessary to operate court functions in a protected environment.

This item represents a \$44,804 (0.20%) increase over the 2021 budget.

- **Item F - Insurance Underfunding (Captain Kyle):** Insurance costs for police departments have risen sharply in recent years. The current budget is \$267,000 with costs projected up to \$375,000. Recommend an increase of \$53,000 to this line item. It is recognized that \$53K will not cover future anticipated costs. Therefore, this recommendation simply provides a solid starting point to address underfunding in this account.

This item represents a \$53,000 (0.24%) increase over the 2021 budget.

Published Budget:

Option 4 (B2 Revised): Create a stand-alone Payroll Technician position and include all other items represents an increase of \$876,634 (3.95%) over the 2021 budget.

American Rescue Plan Act (ARPA)

Over the next couple of years, the City of Manhattan is slated to receive \$13.9 million from the federal government and Riley County is slated to receive \$14.3 million. These funds are intended to be used in a manner similar to the CARES Act monies. On May 10, 2021, a fact sheet was released by the federal government, followed by an FAQ on May 27, 2021. These resources make it clear that ARPA funds may be used to provide premium pay to eligible workers along with providing funds for government services affected by a reduction in revenue due to COVID-19. It is important to note that the City of Manhattan and/or Riley County may share their ARPA funds with the RCPD, but they are not required. In other words, the Law Board/RCPD will have to advocate for funds. Currently there are no special funding opportunities available specifically for law enforcement agencies, nor does it appear that there are any on the horizon.

The RCPD has identified some possible ARPA-related expenses:

- \$54,734 in unreimbursed emergency COVID-19 leave
- Pay adjustments for employees to compensate for the absence of COLAs and salary step increases (merit pay) in 2021
- \$704,000 in large asset acquisitions

2% Pay Adjustment - Riley County

On May 17, 2021, the Board of County Commissioners voted to provide county employees with a 2% pay adjustment beginning July 2021. The pay adjustment will be added to employee's base pay moving into the 2022 budget. This action was proposed for the following reasons:

- The 2021 budget was approved in view of an emerging global pandemic; however, even when considering federal assistance, the local economy was not impacted as severely as anticipated.
- ARPA funds are available to provide for the pay adjustment in 2021.
- In 2022 the cost to the taxpayers of this 2% pay adjustment is less than if regular COLAs and merits were granted in 2021. In essence, under this plan both county employees and the taxpayers will see a financial relief when compared to business as usual in regards to employee salaries.

2% Pay Adjustment - RCPD

Following the County's lead, a half-year 2% pay adjustment for RCPD employees in 2021 equates to \$137,000. If the City and County each agree to release ARPA funds for this purpose and the 80/20 formula from statute is applied, it would result in the following:

- City of Manhattan ($\$137,000 \times .80$) = \$109,600
- Riley County ($\$137,000 \times .20$) = \$27,400

If the 2% pay adjustment is added into employee's base pay for 2022, an additional \$310,673 will need to be added to current proposals. Taxpayers will feel a relief of about \$744,602 in 2022 when compared to if RCPD employees had received full merits and COLAs in 2021.

ARPA – Advocacy

It is clear that the use of ARPA funds are the sole discretion of the City and County. It is not currently known if ARPA funds require an application process; however, it is certain that the Law Board/RCPD must advocate for those funds. Options to advocate for ARPA funds include:

- A Letter of Endorsement from the Law Board to the City and County
- Presentations at City and County meetings
- Discussions at joint meetings

At the June 3rd meeting the Law Board discussed granting RCPD employees a 2% Pay Adjustment beginning July 1, 2021 and advocating (or applying) for ARPA funds for that portion which covers July 1 to December 31, 2021. Due to a number of administrative factors and tax implications, RCPD staff recommend accessing unused personnel funds while seeking reimbursement through ARPA funds. The matter is scheduled for a vote by the Law Board at the June 21st meeting.

2022 RCPD BUDGET OPTIONS SUMMARY

On June 3rd RCPD staff is presented four budget options for Law Board consideration.

Option B1:

- 2022 Base Adjustment which includes salary step increases (merit pay)
- Item A: 1% COLA for 2022
- Item B - Option 1: Conversion of Part-Time Finance Technician to full-time Payroll Technician (full-time)
- Item C: Add \$18,000 to operations training budget
- Item D: Add one Jail Cook
- Item E: Add one Court Security Screener
- Item F: Add \$53,000 to insurance account

This option represents a \$550,961 (2.48%) increase over the 2021 approved budget.

Option B2:

- 2022 Base Adjustment which includes salary step increases (merit pay)
- Item A: 1% COLA for 2022
- Item B - Option 2: Create a stand-alone Payroll Technician position and maintain Part-Time Finance Technician position
- Item C: Add \$18,000 to operations training budget
- Item D: Add one Jail Cook
- Item E: Add one Court Security Screener
- Item F: Add \$53,000 to insurance account

This option represents a \$565,961 (2.55%) increase over the 2021 approved budget.

Option 3 (B1 Revised):

- 2022 Base Adjustment which includes salary step increases (merit pay)
- Item A: 1% COLA for 2022
- Item B - Option 1: Conversion of Part-Time Finance Technician to full-time Payroll Technician (full-time)
- Item C: Add \$18,000 to operations training budget
- Item D: Add one Jail Cook
- Item E: Add one Court Security Screener
- Item F: Add \$53,000 to insurance account
- 2% pay adjustment from 2021 calculated into 2022 budget

This option represents a \$861,634 (3.88%) increase over the 2021 approved budget.

Option 4 (B2 Revised):

- 2022 Base Adjustment which includes salary step increases (merit pay)
- Item A: 1% COLA for 2022
- Item B - Option 2: Create a stand-alone Payroll Technician position and maintain Part-Time Finance Technician position
- Item C: Add \$18,000 to operations training budget
- Item D: Add one Jail Cook
- Item E: Add one Court Security Screener
- Item F: Add \$53,000 to insurance account
- 2% pay adjustment from 2021 calculated into 2022 budget

This option represents a \$876,634 (3.95%) increase over the 2021 approved budget.

On June 3, 2021 the Law Board voted to approve Option 4 (B2 Revised) for publication.

KANSAS SENATE BILL 13

Both the Law Board and the RCPD have received legal counsel concerning the provisions of SB-13. SB-13 provides specific requirements for determining the Revenue-Neutral Rate (RNR), the impact of a published budget on the RNR, and reporting the same to taxpayers. There is a strong consensus that the overwhelming majority of SB-13's provisions do not apply to the Riley County Law Enforcement Agency as it is not a taxing authority with one exception. One portion of SB-13 requires "political subdivisions" (of which the RCLEA is one) to report the RNR within its published budget⁴. This fact is important from a timeline perspective. By law, the official RNR is released from the County Clerk no later than June 15, 2021. It is possible that the RNR will be released prior to this time. If the RNR is available at the time of this special Law Board meeting, we may proceed per our usual legal requirements. If the RNR is not available, RCPD staff recommend that the Law Board pass a "conditional budget" for publication. In this

⁴ The notice read: "The Riley County Clerk has established the Revenue Neutral Rate for the County of Riley as 41.791 and for the City of Manhattan as 49.562."

scenario, the budget would be published after the RNR becomes available. The two scenarios look as follows:

- RNR is available in time for the special Law Board meeting:
 - Law Board passes a budget for publication.
 - RCPD staff arrange for publication of the budget (including RNR) and notice of public hearing as soon as possible.
 - At its regularly scheduled June 21, 2021 meeting, the Law Board holds a public hearing and approves a final budget. The final budget may be the same or less, but not more than the published budget. There must be no less than ten days between publication of budget and the public hearing.
 - RCPD staff officially forward the final budget to the City and County no later than July 5, 2021.
- RNR is not available in time for the special Law Board meeting:
 - Law Board passes a “conditional budget” for publication.
 - RCPD staff arrange for publication of the budget and notice of public hearing when the RNR becomes available. This will likely result in the need for another special Law Board meeting.
 - No less than ten days later, the public hearing occurs. The Law Board votes on a final budget at that time. The final budget may be the same or less, but not more than the published budget.
 - RCPD staff officially forward the final budget to the City and County no later than July 5, 2021.

On June 10, 2021 Option 4 (Revised B2) was published in the Manhattan Mercury (print edition). The County Clerk released the RNR for the City and County prior to publication. Therefore, the RNR was included in the notice. The notice was also posted on RCPD’s website on June 8, 2021.

RECOMMENDATIONS

RCPD staff recommend the adoption of Option 4 (Revised B2) as the 2022 approved budget because it will provide the staffing and financial resources necessary for the agency to meet its long-term goals and provide relief to its most important asset, its people, while still providing relief to taxpayers compared to business as usual.

Note: *If it is the intent of the Law Board to pass a final budget that is less than the published budget, RCPD staff are prepared to adjust, in real time, Items A-F (which are listed by perceived priority) at the June 21st meeting.*

POSSIBLE MOTION(S)

Adopt Option 4 (B2 Revised) as the 2022 approved RCPD budget.

-OR-

Adjust Items A-F downward through discussion and adopt the final revision as the 2022 approved RCPD budget.

-OR-

Adopt Options B1, B2, or 3 as the 2022 approved RCPD budget.

Enclosures:

June 21st Law Board Meeting Budget Presentations

- 2% Pay Adjustment Power Point
- Items A-F (print copy of spreadsheet)

ARPA documents

- *Fact Sheet*
- *FAQ*

Riley County Police Department: Published 2022 Budget with previous options.

- Option B1
- Option B2
- Option 3 (Revised B1)
- Option 4 (Revised B2)



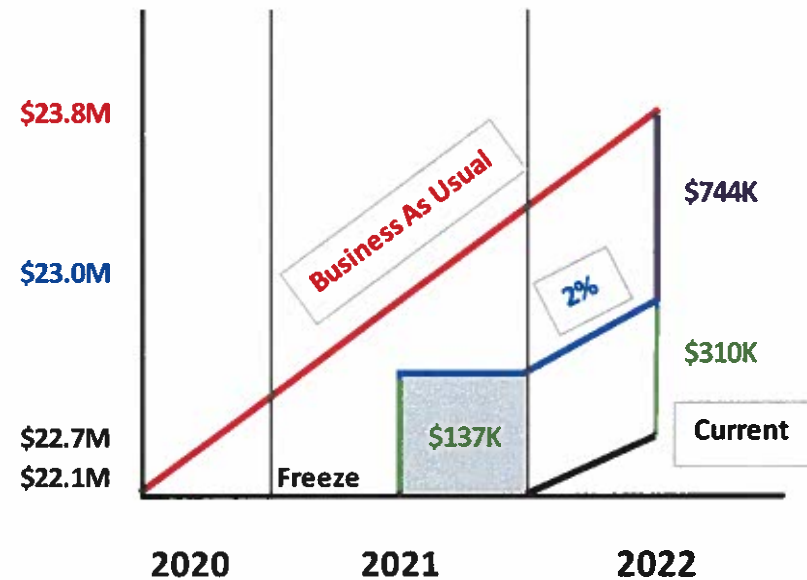
2% Pay Adjustment

Director Dennis P. Butler
Captain Josh Kyle

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

2% Pay Adjustment

- Blue line represents a 2% pay adjustment in 2021 of \$137K.
 - Recommend use of ARPA funds.
 - Using 80/20 formula:
 - City - \$109,600
 - County - \$27,400
- If the 2% pay adjustment is added to base salaries, \$310K would need to be added to current 2022 proposals (green line).
- Tax payers continue to feel a relief \$744K in 2022 (purple line).



60.

Thank You!



Riley County Police Department

**1001 South Seth Child Road
Manhattan, Kansas 66502**

(785) 537-2112

www.RileyCountyPolice.org

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

Budget Summary

2022 Base	A (1)	A (2)	B (1)	B (2)	C	D	E	F
Base	COLA (1%)	Pay Adj (2%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance
x	x	x		x	x	x	x	x
\$195,273	\$155,905	\$310,673	\$0	\$61,511	18,000.00	\$37,469	\$44,804	\$53,000
0.88%	0.70%	1.40%	0.00%	0.28%	0.08%	0.17%	0.20%	0.24%

Increase to Budget	876,634.62	3.95%
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Total Budget	23,070,088.00	3.95%
Carry Over	(84,215.00)	-0.38%
Budget	22,985,873.00	3.57%

Option 4 (B2 Revised)	23,070,088.00	3.95%
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Decrease from Publised Option	-	0.00%
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FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

FUNDING AMOUNTS

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

USES OF FUNDING

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury's Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
 - ✓ Vaccination programs
 - ✓ Medical expenses
 - ✓ Testing
 - ✓ Contact tracing
 - ✓ Isolation or quarantine
 - ✓ PPE purchases
 - ✓ Support for vulnerable populations to access medical or public health services
 - ✓ Public health surveillance (e.g., monitoring for variants)
 - ✓ Enforcement of public health orders
 - ✓ Public communication efforts
 - ✓ Enhancement of healthcare capacity, including alternative care facilities
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
 - ✓ Enhancement of public health data systems
 - ✓ Capital investments in public facilities to meet pandemic operational needs
 - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
 - ✓ Mental health treatment
 - ✓ Substance misuse treatment
 - ✓ Other behavioral health services
 - ✓ Hotlines or warmlines
 - ✓ Crisis intervention
 - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

3. Serving the hardest-hit communities and families

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

4. Replacing lost public sector revenue

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- ✓ Staff at nursing homes, hospitals, and home-care settings
- ✓ Workers at farms, food production facilities, grocery stores, and restaurants
- ✓ Janitors and sanitation workers
- ✓ Public health and safety staff
- ✓ Truck drivers, transit staff, and warehouse workers
- ✓ Childcare workers, educators, and school staff
- ✓ Social service and human services staff

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

6. Investing in water and sewer infrastructure

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

7. Investing in broadband infrastructure

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

AS OF MAY 27, 2021

Coronavirus State and Local Fiscal Recovery Funds**Frequently Asked Questions**

AS OF MAY 27, 2021

This document contains answers to frequently asked questions regarding the Coronavirus State and Local Fiscal Recovery Funds (CSFRF / CLFRF, or Fiscal Recovery Funds). Treasury will be updating this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult the [Interim Final Rule](#) for additional information.

- For overall information about the program, including information on requesting funding, please see <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>
- For general questions about CSFRF / CLFRF, please email SLFRP@treasury.gov
- Treasury is seeking comment on all aspects of the Interim Final Rule. Stakeholders are encouraged to submit comments electronically through the Federal eRulemaking Portal (<https://www.regulations.gov/document/TREAS-DO-2021-0008-0002>) on or before July 16, 2021. Please be advised that comments received will be part of the public record and subject to public disclosure. Do not disclose any information in your comment or supporting materials that you consider confidential or inappropriate for public disclosure.

Questions added 5/27/21: 1.5, 1.6, 2.13, 2.14, 2.15, 3.9, 4.5, 4.6, 10.3, 10.4 (noted with “[5/27]”)

1. Eligibility and Allocations**1.1. Which governments are eligible for funds?**

The following governments are eligible:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities
- Non-entitlement units, or smaller local governments

1.2. Which governments receive funds directly from Treasury?

Treasury will distribute funds directly to each eligible state, territory, metropolitan city, county, or Tribal government. Smaller local governments that are classified as non-entitlement units will receive funds through their applicable state government.

1.3. Are special-purpose units of government eligible to receive funds?

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Special-purpose units of local government will not receive funding allocations; however, a state, territory, local, or Tribal government may transfer funds to a special-purpose unit of government. Special-purpose districts perform specific functions in the community, such as fire, water, sewer or mosquito abatement districts.

1.4. How are funds being allocated to Tribal governments, and how will Tribal governments find out their allocation amounts?

\$20 billion of Fiscal Recovery Funds was reserved for Tribal governments. The American Rescue Plan Act specifies that \$1 billion will be allocated evenly to all eligible Tribal governments. The remaining \$19 billion will be distributed using an allocation methodology based on enrollment and employment.

There will be two payments to Tribal governments. Each Tribal government's first payment will include (i) an amount in respect of the \$1 billion allocation that is to be divided equally among eligible Tribal governments and (ii) each Tribal government's pro rata share of the Enrollment Allocation. Tribal governments will be notified of their allocation amount and delivery of payment 4-5 days after completing request for funds in the Treasury Submission Portal. The deadline to make the initial request for funds is June 7, 2021.

In late-May or shortly after completing the initial request for funds, Tribal governments will receive an email notification to re-enter the Treasury Submission Portal to confirm or amend their 2019 employment numbers that were submitted to the Department of the Treasury for the CARES Act's Coronavirus Relief Fund. The deadline to confirm employment numbers is June 21, 2021. Treasury will calculate each Tribal government's pro rata share of the Employment Allocation for those Tribal governments that confirmed or submitted amended employment numbers. In late-June, Treasury will communicate to Tribal governments the amount of their portion of the Employment Allocation and the anticipated date for the second payment.

1.5. My county is a unit of general local government with population under 50,000. Will my county receive funds directly from Treasury? [5/27]

Yes. All counties that are units of general local government will receive funds directly from Treasury and should apply via the [online portal](#). The list of county allocations is available [here](#).

1.6. My local government expected to be classified as a nonentitlement unit. Instead, it was classified as a metropolitan city. Why? [5/27]

The American Rescue Plan Act defines, for purposes of the Coronavirus Local Fiscal Recovery Fund (CLFRF), metropolitan cities to include those that are currently metropolitan cities under the Community Development Block Grant (CDBG) program but also those cities that relinquish or defer their status as a metropolitan city for purposes

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of the CDBG program. This would include, by way of example, cities that are principal cities of their metropolitan statistical area, even if their population is less than 50,000. In other words, a city that is eligible to be a metropolitan city under the CDBG program is eligible as a metropolitan city under the CLFRF, regardless of how that city has elected to participate in the CDBG program.

Unofficial allocation estimates produced by other organizations may have classified certain local governments as nonentitlement units of local government. However, based on the statutory definitions, some of these local governments should have been classified as metropolitan cities.

2. Eligible Uses – Responding to the Public Health Emergency / Negative Economic Impacts

2.1. What types of COVID-19 response, mitigation, and prevention activities are eligible?

A broad range of services are needed to contain COVID-19 and are eligible uses, including vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health care settings, or other key locations; enhancement of public health data systems; and other public health responses. Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.

2.2. If a use of funds was allowable under the Coronavirus Relief Fund (CRF) to respond to the public health emergency, may recipients presume it is also allowable under CSFRF/CLFRF?

Generally, funding uses eligible under CRF as a response to the direct public health impacts of COVID-19 will continue to be eligible under CSFRF/CLFRF, with the following two exceptions: (1) the standard for eligibility of public health and safety payrolls has been updated; and (2) expenses related to the issuance of tax-anticipation notes are not an eligible funding use.

2.3. If a use of funds is not explicitly permitted in the Interim Final Rule as a response to the public health emergency and its negative economic impacts, does that mean it is prohibited?

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The Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. The Interim Final Rule also provides flexibility for recipients to use Fiscal Recovery Funds for programs or services that are not identified on these non-exclusive lists but which meet the objectives of section 602(c)(1)(A) or 603(c)(1)(A) by responding to the COVID-19 public health emergency with respect to COVID-19 or its negative economic impacts.

2.4. May recipients use funds to respond to the public health emergency and its negative economic impacts by replenishing state unemployment funds?

Consistent with the approach taken in the CRF, recipients may make deposits into the state account of the Unemployment Trust Fund up to the level needed to restore the pre-pandemic balances of such account as of January 27, 2020, or to pay back advances received for the payment of benefits between January 27, 2020 and the date when the Interim Final Rule is published in the Federal Register.

2.5. What types of services are eligible as responses to the negative economic impacts of the pandemic?

Eligible uses in this category include assistance to households; small businesses and non-profits; and aid to impacted industries.

Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Assistance to small business and non-profits includes, but is not limited to:

- loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
- Technical assistance, counseling, or other services to assist with business planning needs

2.6. May recipients use funds to respond to the public health emergency and its negative economic impacts by providing direct cash transfers to households?

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Yes, provided the recipient considers whether, and the extent to which, the household has experienced a negative economic impact from the pandemic. Additionally, cash transfers must be reasonably proportional to the negative economic impact they are intended to address. Cash transfers grossly in excess of the amount needed to address the negative economic impact identified by the recipient would not be considered to be a response to the COVID-19 public health emergency or its negative impacts. In particular, when considering appropriate size of permissible cash transfers made in response to the COVID-19 public health emergency, state, local, territorial, and Tribal governments may consider and take guidance from the per person amounts previously provided by the federal government in response to the COVID crisis.

2.7. May funds be used to reimburse recipients for costs incurred by state and local governments in responding to the public health emergency and its negative economic impacts prior to passage of the American Rescue Plan?

Use of Fiscal Recovery Funds is generally forward looking. The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021.

2.8. May recipients use funds for general economic development or workforce development?

Generally, not. Recipients must demonstrate that funding uses directly address a negative economic impact of the COVID-19 public health emergency, including funds used for economic or workforce development. For example, job training for unemployed workers may be used to address negative economic impacts of the public health emergency and be eligible.

2.9. How can recipients use funds to assist the travel, tourism, and hospitality industries?

Aid provided to tourism, travel, and hospitality industries should respond to the negative economic impacts of the pandemic. For example, a recipient may provide aid to support safe reopening of businesses in the tourism, travel and hospitality industries and to districts that were closed during the COVID-19 public health emergency, as well as aid a planned expansion or upgrade of tourism, travel and hospitality facilities delayed due to the pandemic.

Tribal development districts are considered the commercial centers for tribal hospitality, gaming, tourism and entertainment industries.

2.10. May recipients use funds to assist impacted industries other than travel, tourism, and hospitality?

Yes, provided that recipients consider the extent of the impact in such industries as compared to tourism, travel, and hospitality, the industries enumerated in the statute. For

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example, nationwide the leisure and hospitality industry has experienced an approximately 17 percent decline in employment and 24 percent decline in revenue, on net, due to the COVID-19 public health emergency. Recipients should also consider whether impacts were due to the COVID-19 pandemic, as opposed to longer-term economic or industrial trends unrelated to the pandemic.

Recipients should maintain records to support their assessment of how businesses or business districts receiving assistance were affected by the negative economic impacts of the pandemic and how the aid provided responds to these impacts.

2.11. How does the Interim Final Rule help address the disparate impact of COVID-19 on certain populations and geographies?

In recognition of the disproportionate impacts of the COVID-19 virus on health and economic outcomes in low-income and Native American communities, the Interim Final Rule identifies a broader range of services and programs that are considered to be in response to the public health emergency when provided in these communities. Specifically, Treasury will presume that certain types of services are eligible uses when provided in a Qualified Census Tract (QCT), to families living in QCTs, or when these services are provided by Tribal governments.

Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic. In identifying these disproportionately-impacted communities, recipients should be able to support their determination for how the pandemic disproportionately impacted the populations, households, or geographic areas to be served.

Eligible services include:

- Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;
- Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;
- Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and
- Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

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2.12. May recipients use funds to pay for vaccine incentive programs (e.g., cash or in-kind transfers, lottery programs, or other incentives for individuals who get vaccinated)?

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to respond to the COVID-19 public health emergency, including expenses related to COVID-19 vaccination programs. See forthcoming 31 CFR 35.6(b)(1)(i). Programs that provide incentives reasonably expected to increase the number of people who choose to get vaccinated, or that motivate people to get vaccinated sooner than they otherwise would have, are an allowable use of funds so long as such costs are reasonably proportional to the expected public health benefit.

2.13. May recipients use funds to pay "back to work incentives" (e.g., cash payments for newly employed workers after a certain period of time on the job)? [5/27]

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to unemployed workers. See forthcoming 31 CFR 35.6(b)(4). This assistance can include job training or other efforts to accelerate rehiring and thus reduce unemployment, such as childcare assistance, assistance with transportation to and from a jobsite or interview, and incentives for newly employed workers.

2.14. The Coronavirus Relief Fund (CRF) included as an eligible use: "Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What has changed in CSFRF/CLFRF, and what type of documentation is required under CSFRF/CLFRF? [5/27]

Many of the expenses authorized under the Coronavirus Relief Fund are also eligible uses under the CSFRF/CLFRF. However, in the case of payroll expenses for public safety, public health, health care, human services, and similar employees (hereafter, public health and safety staff), the CSFRF/CLFRF does differ from the CRF. This change reflects the differences between the ARPA and CARES Act and recognizes that the response to the COVID-19 public health emergency has changed and will continue to change over time. In particular, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, including first responders, to the extent that the employee's time that is dedicated to responding to the COVID-19 public health emergency.

For administrative convenience, the recipient may consider a public health and safety employee to be entirely devoted to mitigating or responding to the COVID-19 public health emergency, and therefore fully covered, if the employee, or his or her operating unit or division, is primarily dedicated (e.g., more than half of the employee's time is dedicated) to responding to the COVID-19 public health emergency.

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Recipients may use presumptions for assessing whether an employee, division, or operating unit is primarily dedicated to COVID-19 response. The recipient should maintain records to support its assessment, such as payroll records, attestations from supervisors or staff, or regular work product or correspondence demonstrating work on the COVID-19 response. Recipients need not routinely track staff hours. Recipients should periodically reassess their determinations.

2.15. What staff are included in “public safety, public health, health care, human services, and similar employees”? Would this include, for example, 911 operators, morgue staff, medical examiner staff, or EMS staff? [5/27]

As discussed in the Interim Final Rule, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, for the portion of the employee’s time that is dedicated to responding to the COVID-19 public health emergency.

Public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians, medical examiner or morgue staff) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel. Human services staff include employees providing or administering social services; public benefits; child welfare services; and child, elder, or family care, as well as others.

3. Eligible Uses – Revenue Loss

3.1. How is revenue defined for the purpose of this provision?

The Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

General Revenue includes revenue from taxes, current charges, and miscellaneous general revenue. It excludes refunds and other correcting transactions, proceeds from issuance of debt or the sale of investments, agency or private trust transactions, and revenue generated by utilities and insurance trusts. General revenue also includes intergovernmental transfers between state and local governments, but excludes intergovernmental transfers from the Federal government, including Federal transfers made via a state to a locality pursuant to the CRF or the Fiscal Recovery Funds.

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Tribal governments may include all revenue from Tribal enterprises and gaming operations in the definition of General Revenue.

3.2. Will revenue be calculated on an entity-wide basis or on a source-by-source basis (e.g. property tax, income tax, sales tax, etc.)?

Recipients should calculate revenue on an entity-wide basis. This approach minimizes the administrative burden for recipients, provides for greater consistency across recipients, and presents a more accurate representation of the net impact of the COVID- 19 public health emergency on a recipient's revenue, rather than relying on financial reporting prepared by each recipient, which vary in methodology used and which generally aggregates revenue by purpose rather than by source.

3.3. Does the definition of revenue include outside concessions that contract with a state or local government?

Recipients should classify revenue sources as they would if responding to the U.S. Census Bureau's Annual Survey of State and Local Government Finances. According to the Census Bureau's [Government Finance and Employment Classification manual](#), the following is an example of current charges that would be included in a state or local government's general revenue from own sources: "Gross revenue of facilities operated by a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, museums, zoos, etc.); auxiliary facilities in public recreation areas (camping areas, refreshment stands, gift shops, etc.); lease or use fees from stadiums, auditoriums, and community and convention centers; and rentals from concessions at such facilities."

3.4. What is the time period for estimating revenue loss? Will revenue losses experienced prior to the passage of the Act be considered?

Recipients are permitted to calculate the extent of reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023. This approach recognizes that some recipients may experience lagged effects of the pandemic on revenues.

Upon receiving Fiscal Recovery Fund payments, recipients may immediately calculate revenue loss for the period ending December 31, 2020.

3.5. What is the formula for calculating the reduction in revenue?

A reduction in a recipient's General Revenue equals:

$$\text{Max} \{ [\text{Base Year Revenue} * (1 + \text{Growth Adjustment})^{\left(\frac{n}{12}\right)}] - \text{Actual General Revenue}_t ; 0 \}$$

Where:

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Base Year Revenue is General Revenue collected in the most recent full fiscal year prior to the COVID-19 public health emergency.

Growth Adjustment is equal to the greater of 4.1 percent (or 0.041) and the recipient's average annual revenue growth over the three full fiscal years prior to the COVID-19 public health emergency.

n equals the number of months elapsed from the end of the base year to the calculation date.

Actual General Revenue is a recipient's actual general revenue collected during 12-month period ending on each calculation date.

Subscript t denotes the calculation date.

3.6. Are recipients expected to demonstrate that reduction in revenue is due to the COVID-19 public health emergency?

In the Interim Final Rule, any diminution in actual revenue calculated using the formula above would be presumed to have been "due to" the COVID-19 public health emergency. This presumption is made for administrative ease and in recognition of the broad-based economic damage that the pandemic has wrought.

3.7. May recipients use pre-pandemic projections as a basis to estimate the reduction in revenue?

No. Treasury is disallowing the use of projections to ensure consistency and comparability across recipients and to streamline verification. However, in estimating the revenue shortfall using the formula above, recipients may incorporate their average annual revenue growth rate in the three full fiscal years prior to the public health emergency.

3.8. Once a recipient has identified a reduction in revenue, are there any restrictions on how recipients use funds up to the amount of the reduction?

The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. Government services can include, but are not limited to, maintenance of infrastructure or pay-go spending for building new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.

However, paying interest or principal on outstanding debt, replenishing rainy day or other reserve funds, or paying settlements or judgments would not be considered provision of a government service, since these uses of funds do not entail direct provision of services to

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citizens. This restriction on paying interest or principal on any outstanding debt instrument, includes, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt. In addition, the overarching restrictions on all program funds (e.g., restriction on pension deposits, restriction on using funds for non-federal match where barred by regulation or statute) would apply.

3.9. How do I know if a certain type of revenue should be counted for the purpose of computing revenue loss? [5/27]

As discussed in FAQ #3.1, the Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

Recipients should refer to the definition of “General Revenue” included in the Interim Final Rule. See forthcoming 31 CFR 35.3. If a recipient is unsure whether a particular revenue source is included in the Interim Final Rule’s definition of “General Revenue,” the recipient may consider the classification and instructions used to complete the Census Bureau’s Annual Survey.

For example, parking fees would be classified as a Current Charge for the purpose of the Census Bureau’s Annual Survey, and the Interim Final Rule’s concept of “General Revenue” includes all Current Charges. Therefore, parking fees would be included in the Interim Final Rule’s concept of “General Revenue.”

The Census Bureau’s Government Finance and Employment Classification manual is available [here](#).

4. Eligible Uses – General

4.1. May recipients use funds to replenish a budget stabilization fund, rainy day fund, or similar reserve account?

No. Funds made available to respond to the public health emergency and its negative economic impacts are intended to help meet pandemic response needs and provide immediate stabilization for households and businesses. Contributions to rainy day funds and similar reserves funds would not address these needs or respond to the COVID-19 public health emergency, but would rather be savings for future spending needs. Similarly, funds made available for the provision of governmental services (to the extent of reduction in revenue) are intended to support direct provision of services to citizens. Contributions to rainy day funds are not considered provision of government services, since such expenses do not directly relate to the provision of government services.

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4.2. May recipients use funds to invest in infrastructure other than water, sewer, and broadband projects (e.g. roads, public facilities)?

Under 602(c)(1)(C) or 603(c)(1)(C), recipients may use funds for maintenance of infrastructure or pay-go spending for building of new infrastructure as part of the general provision of government services, to the extent of the estimated reduction in revenue due to the public health emergency.

Under 602(c)(1)(A) or 603(c)(1)(A), a general infrastructure project typically would not be considered a response to the public health emergency and its negative economic impacts unless the project responds to a specific pandemic-related public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact of the pandemic (e.g., affordable housing in a Qualified Census Tract).

4.3. May recipients use funds to pay interest or principal on outstanding debt?

No. Expenses related to financing, including servicing or redeeming notes, would not address the needs of pandemic response or its negative economic impacts. Such expenses would also not be considered provision of government services, as these financing expenses do not directly provide services or aid to citizens.

This applies to paying interest or principal on any outstanding debt instrument, including, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt.

4.4. May recipients use funds to satisfy nonfederal matching requirements under the Stafford Act? May recipients use funds to satisfy nonfederal matching requirements generally?

Fiscal Recovery Funds are subject to pre-existing limitations in other federal statutes and regulations and may not be used as non-federal match for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements. For example, expenses for the state share of Medicaid are not an eligible use. For information on FEMA programs, please [see here](#).

4.5. Are governments required to submit proposed expenditures to Treasury for approval? [5/27]

No. Recipients are not required to submit planned expenditures for prior approval by Treasury. Recipients are subject to the requirements and guidelines for eligible uses contained in the Interim Final Rule.

4.6. How do I know if a specific use is eligible? [5/27]

Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Interim Final Rule:

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- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

Recipients should consult Section II of the Interim Final Rule for additional information on eligible uses. For recipients evaluating potential uses under (a), the Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. See Section 2 for additional discussion.

For recipients evaluating potential uses under (c), the Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. See FAQ #3.8 for additional discussion.

For recipients evaluating potential uses under (b) and (d), see Sections 5 and 6.

5. Eligible Uses – Premium Pay

5.1. What criteria should recipients use in identifying essential workers to receive premium pay?

Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.

Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.

The Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

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5.2. What criteria should recipients use in identifying third-party employers to receive grants for the purpose of providing premium pay to essential workers?

Any third-party employers of essential workers are eligible. Third-party contractors who employ essential workers in eligible sectors are also eligible for grants to provide premium pay. Selection of third-party employers and contractors who receive grants is at the discretion of recipients.

To ensure any grants respond to the needs of essential workers and are made in a fair and transparent manner, the rule imposes some additional reporting requirements for grants to third-party employers, including the public disclosure of grants provided.

5.3. May recipients provide premium pay retroactively for work already performed?

Yes. Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic.

6. Eligible Uses – Water, Sewer, and Broadband Infrastructure

6.1. What types of water and sewer projects are eligible uses of funds?

The Interim Final Rule generally aligns eligible uses of the Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF).

Under the DWSRF, categories of eligible projects include: treatment, transmission and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development.

Under the CWSRF, categories of eligible projects include: construction of publicly-owned treatment works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act.

As mentioned in the Interim Final Rule, eligible projects under the DWSRF and CWSRF support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury also encourages recipients to consider projects to replace lead service lines.

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6.2. May construction on eligible water, sewer, or broadband infrastructure projects continue past December 31, 2024, assuming funds have been obligated prior to that date?

Yes. Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have obligated the funds by such date. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

6.3. May recipients use funds as a non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?

Recipients may not use funds as a state match for the CWSRF and DWSRF due to prohibitions in utilizing federal funds as a state match in the authorizing statutes and regulations of the CWSRF and DWSRF.

6.4. Does the National Environmental Policy Act (NEPA) apply to eligible infrastructure projects?

NEPA does not apply to Treasury's administration of the Funds. Projects supported with payments from the Funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

6.5. What types of broadband projects are eligible?

The Interim Final Rule requires eligible projects to reliably deliver minimum speeds of 100 Mbps download and 100 Mbps upload. In cases where it is impracticable due to geography, topography, or financial cost to meet those standards, projects must reliably deliver at least 100 Mbps download speed, at least 20 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.

Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

6.6. For broadband investments, may recipients use funds for related programs such as cybersecurity or digital literacy training?

Yes. Recipients may use funds to provide assistance to households facing negative economic impacts due to Covid-19, including digital literacy training and other programs that promote access to the Internet. Recipients may also use funds for modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency.

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7. Non-Entitlement Units (NEUs)

7.1. Can states impose requirements or conditions on the transfer of funds to NEUs?

As the statute requires states to make distributions based on population, states may not place additional conditions or requirements on distributions to NEUs, beyond those required by the ARPA and Treasury's implementing regulations and guidance.

For example, states may not impose stricter limitations than permitted by statute or Treasury regulations or guidance on an NEU's use of Fiscal Recovery Funds based on the NEU's proposed spending plan or other policies, nor permitted to offset any debt owed by the NEU against its payment. Further, states may not provide funding on a reimbursement basis (e.g., requiring NEUs to pay for project costs up front before being reimbursed with Fiscal Recovery Fund payments), because this approach would not comport with the statutory requirement that states make distributions to NEUs within the statutory timeframe.

7.2. Can states transfer additional funds to local governments beyond amount allocated to NEUs?

Yes. The Interim Final Rule permits states, territories, and Tribal governments to transfer Fiscal Recovery Funds to other constituent units of government or private entities beyond those specified in the statute, as long as the transferee abides by the transferor's eligible use and other requirements. Similarly, local governments are authorized to transfer Fiscal Recovery Funds to other constituent units of government (e.g., a county is able to transfer Fiscal Recovery Funds to a city, town or school district within it).

7.3. What is the definition of "budget" for the purpose of the 75 percent cap on NEU payments, and who is responsible for enforcing this cap?

States are responsible for enforcing the "75 percent cap" on NEU payments, which is a statutory requirement that distributions to NEUs not exceed 75 percent of the NEU's most recent budget. Treasury interprets the most recent budget as the NEU's most recent annual total operating budget, including its general fund and other funds, as of January 27, 2020. States may rely for this determination on a certified top-line budget total from the NEU. Funding amounts in excess of such cap must be returned to Treasury.

7.4. May states use funds to pay for the administrative costs of allocating and distributing money to the NEUs?

Yes. If necessary, states may use Fiscal Recovery Funds to support the administrative costs of allocating and distributing money to NEUs, as disbursing these funds itself is a response to the public health emergency and its negative economic impacts.

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8. Ineligible Uses

8.1. What is meant by a pension “deposit”? Can governments use funds for routine pension contributions for employees whose payroll and covered benefits are eligible expenses?

Treasury interprets “deposit” in this context to refer to an extraordinary payment into a pension fund for the purpose of reducing an accrued, unfunded liability. More specifically, the interim final rule does not permit this assistance to be used to make a payment into a pension fund if both: (1) the payment reduces a liability incurred prior to the start of the COVID-19 public health emergency, and (2) the payment occurs outside the recipient’s regular timing for making such payments.

Under this interpretation, a “deposit” is distinct from a “payroll contribution,” which occurs when employers make payments into pension funds on regular intervals, with contribution amounts based on a pre-determined percentage of employees’ wages and salaries. In general, if an employee’s wages and salaries are an eligible use of Fiscal Recovery Funds, recipients may treat the employee’s covered benefits as an eligible use of Fiscal Recovery Funds.

9. Reporting

9.1. What records must be kept by governments receiving funds?

Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. This includes those which demonstrate the award funds were used for eligible purposes in accordance with the ARPA, Treasury’s regulations implementing those sections, and Treasury’s guidance on eligible uses of funds.

9.2. What reporting will be required, and when will the first report be due?

Recipients will be required to submit an interim report, quarterly project and expenditure reports, and annual recovery plan performance reports as specified below, regarding their utilization of Coronavirus State and Local Fiscal Recovery Funds.

Interim reports: States (defined to include the District of Columbia), territories, metropolitan cities, counties, and Tribal governments will be required to submit one interim report. The interim report will include a recipient’s expenditures by category at the summary level and for states, information related to distributions to nonentitlement units of local government must also be included in the interim report. The interim report will cover activity from the date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Nonentitlement units of local government are not required to submit an interim report.

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Quarterly Project and Expenditure reports: State (defined to include the District of Columbia), territorial, metropolitan city, county, and Tribal governments will be required to submit quarterly project and expenditure reports. This report will include financial data, information on contracts and subawards over \$50,000, types of projects funded, and other information regarding a recipient's utilization of award funds. Reports will be required quarterly with the exception of nonentitlement units, which will report annually. An interim report is due on August 31, 2021. The reports will include the same general data as those submitted by recipients of the Coronavirus Relief Fund, with some modifications to expenditure categories and the addition of data elements related to specific eligible uses. The initial quarterly Project and Expenditure report will cover two calendar quarters from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury within 30 days after the end of each calendar quarter.

Nonentitlement units of local government will be required to submit the project and expenditure report annually. The initial annual Project and Expenditure report for nonentitlement units of local government will cover activity from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent annual reports must be submitted to Treasury by October 31 each year.

Recovery Plan Performance reports: States (defined to include the District of Columbia), territories, metropolitan cities, and counties with a population that exceeds 250,000 residents will also be required to submit an annual recovery plan performance report to Treasury. This report will include descriptions of the projects funded and information on the performance indicators and objectives of each award, helping local residents understand how their governments are using the substantial resources provided by Coronavirus State and Local Fiscal Recovery Funds program. The initial recovery plan performance report will cover activity from date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Thereafter, the recovery plan performance reports will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period. The second Recovery Plan Performance report will cover the period from July 1, 2021 to June 30, 2022 and must be submitted to Treasury by July 31, 2022. Each annual recovery plan performance report must be posted on the public-facing website of the recipient. Local governments with fewer than 250,000 residents, Tribal governments, and nonentitlement units of local government are not required to develop a Recovery Plan Performance report.

Treasury will provide further guidance and instructions on the reporting requirements for program at a later date.

9.3. What provisions of the Uniform Guidance for grants apply to these funds? Will the Single Audit requirements apply?

Most of the provisions of the Uniform Guidance (2 CFR Part 200) apply to this program, including the Cost Principles and Single Audit Act requirements. Recipients should refer

AS OF MAY 27, 2021

to the Assistance Listing for detail on the specific provisions of the Uniform Guidance that do not apply to this program. The Assistance Listing will be available on beta.SAM.gov.

10. Miscellaneous

10.1. May governments retain assets purchased with Fiscal Recovery Funds? If so, what rules apply to the proceeds of disposition or sale of such assets?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds. If such assets are disposed of prior to December 31, 2024, the proceeds would be subject to the restrictions on the eligible use of payments.

10.2. Can recipients use funds for administrative purposes?

Recipients may use funds to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID-19 public health emergency and its negative economic impacts. This includes, but is not limited to, costs related to disbursing payments of Fiscal Recovery Funds and managing new grant programs established using Fiscal Recovery Funds.

10.3. Are recipients required to remit interest earned on CSFRF/CLFRF payments made by Treasury? [5/27]

No. CSFRF/CLFRF payments made by Treasury to states, territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 to remit interest to Treasury. CSFRF/CLFRF payments made by Treasury to local governments and Tribes are not subject to the requirement of 2 CFR 200.305(b)(8)–(9) to maintain balances in an interest-bearing account and remit payments to Treasury.

10.4. Is there a deadline to apply for funds? [5/27]

The Interim Final Rule requires that costs be incurred by December 31, 2024. Eligible recipients are encouraged to apply as soon as possible. For recipients other than Tribal governments, there is not a specific application deadline.

Tribal governments do have deadlines to complete the application process and should visit www.treasury.gov/SLFRPTribal for guidance on applicable deadlines.

11. Operations

11.1. How do I know if my entity is eligible?

AS OF MAY 27, 2021

The Coronavirus State and Local Fiscal Recovery Funds American Rescue Plan Act of 2021 set forth the jurisdictions eligible to receive funds under the program, which are:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities (typically, but not always, those with populations over 50,000)
- Non-entitlement units of local government, or smaller local governments (typically, but not always, those with populations under 50,000)

11.2. How does an eligible entity request payment?

Eligible entities (other than non-entitlement units) must submit their information to the [Treasury Submission Portal](#). Please visit the [Coronavirus State and Local Fiscal Recovery Fund website](#) for more information on the submission process.

11.3. I cannot log into the Treasury Submission Portal or am having trouble navigating it. Who can help me?

If you have questions about the Treasury Submission Portal or for technical support, please email covidreliefitsupport@treasury.gov.

11.4. What do I need to do to receive my payment?

All eligible payees are required to have a DUNS Number previously issued by Dun & Bradstreet (<https://www.dnb.com/>).

All eligible payees are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>).

And eligible payees must have a bank account enabled for Automated Clearing House (ACH) direct deposit. Payees with a Wire account are encouraged to provide that information as well.

More information on these and all program pre-submission requirements can be found on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

11.5. Why is Treasury employing id.me for the Treasury Submission Portal?

ID.me is a trusted technology partner to multiple government agencies and healthcare providers. It provides secure digital identity verification to those government agencies and healthcare providers to make sure you're you – and not someone pretending to be you – when you request access to online services. All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user. Please refer to ID.me Contact Support for assistance with your ID.me account. Their support website is <https://help.id.me>.

AS OF MAY 27, 2021

11.6. Why is an entity not on the list of eligible entities in Treasury Submission Portal?

The ARP statute lays out which governments are eligible for payments. The list of entities within the Treasury Submission Portal includes entities eligible to receive a direct payment of funds from Treasury, which include states (defined to include the District of Columbia), territories, Tribal governments, counties, and metropolitan cities.

Eligible non-entitlement units of local government will receive a distribution of funds from their respective state government and should not submit information to the Treasury Submission Portal.

If you believe an entity has been mistakenly left off the eligible entity list, please email SLFRP@treasury.gov.

11.7. What is an Authorized Representative?

An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid.

11.8. How does a Tribal government determine their allocation?

Tribal governments will receive information about their allocation when the submission to the Treasury Submission Portal is confirmed to be complete and accurate.

11.9. How do I know the status of my request for funds (submission)?

Entities can check the status of their submission at any time by logging into [Treasury Submission Portal](#).

11.10. My Treasury Submission Portal submission requires additional information/correction. What is the process for that?

If your Authorized Representative has not yet signed the award terms, you can edit your submission with in the into [Treasury Submission Portal](#). If your Authorized Representative has signed the award terms, please email SLFRP@treasury.gov to request assistance with updating your information.

11.11. My request for funds was denied. How do I find out why it was denied or appeal the decision?

Please check to ensure that no one else from your entity has applied, causing a duplicate submission. Please also review the list of all eligible entities on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

AS OF MAY 27, 2021

If you still have questions regarding your submission, please email SLFRP@treasury.gov.

11.12. When will entities get their money?

Before Treasury is able to execute a payment, a representative of an eligible government must submit the government's information for verification through the [Treasury Submission Portal](#). The verification process takes approximately four business days. If any errors are identified, the designated point of contact for the government will be contacted via email to correct the information before the payment can proceed. Once verification is complete, the designated point of contact of the eligible government will receive an email notifying them that their submission has been verified. Payments are generally scheduled for the next business day after this verification email, though funds may not be available immediately due to processing time of their financial institution.

11.13. How does a local government entity provide Treasury with a notice of transfer of funds to its State?

For more information on how to provide Treasury with notice of transfer to a state, please email SLRedirectFunds@treasury.gov.

Personnel

1.0% COLA
 Converted Payroll Tech
 Cook
 Court Security Screener

Riley County Police Department

Proposed 2022 Budget

Option B1

Non-Personnel

Training +18K
 Insurance +53K

Acct	Description	2019 Actual Expenditures	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2022 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,053,675.41	13,143,901.38	12,784,238.64	13,401,286.38	13,724,320.00	323,033.62	
02	Salaries-Part Time	102,929.06	125,000.00	117,021.17	125,000.00	110,000.00	(15,000.00)	
03	Salaries-Overtime	632,571.91	471,762.00	402,282.09	471,762.00	471,762.00	-	
Total Salaries		12,789,176.38	13,740,663.38	13,303,541.90	13,998,048.38	14,306,082.00	308,033.62	
36	Kansas Police & Fire	1,758,030.12	1,781,292.00	1,664,397.35	1,864,647.00	1,898,308.00	33,661.00	
37	KPERS	496,246.10	540,802.00	519,361.45	564,141.00	601,285.00	37,144.00	
38	Social Security	485,714.18	551,056.00	516,374.61	559,569.00	580,369.00	20,800.00	
39	Health Insurance	1,440,000.00	1,850,000.00	1,540,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	209,116.23	360,000.00	404,863.70	300,000.00	380,000.00	80,000.00	
41	Unemployment Compensation	12,264.23	13,740.00	12,741.38	13,998.00	14,321.00	323.00	
Total Employee Benefits		4,401,370.86	5,096,890.00	4,657,738.49	4,839,505.00	5,011,433.00	171,928.00	
Total Personnel Costs		17,190,547.24	18,837,553.38	17,961,280.39	18,837,553.38	19,317,515.00	479,961.62	2.548%
04	Utilities	221,247.09	205,000.00	196,713.06	205,000.00	205,000.00	-	
05	Insurance	366,249.00	267,000.00	450,564.00	267,000.00	320,000.00	53,000.00	
06	Legal & Accounting	104,948.88	85,000.00	117,396.23	85,000.00	85,000.00	-	
07	Training & Travel	161,905.41	90,000.00	59,026.60	90,000.00	108,000.00	18,000.00	
08	Postage	6,241.46	7,400.00	5,627.85	7,400.00	7,400.00	-	
09	Printing	7,477.28	7,500.00	4,726.82	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	61,413.89	60,000.00	52,690.35	60,000.00	60,000.00	-	
11	Building & Grounds	71,521.17	30,000.00	61,500.83	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	128,608.82	85,000.00	113,730.66	85,000.00	85,000.00	-	
13	Vehicle Maintenance	92,259.77	90,000.00	103,893.96	90,000.00	90,000.00	-	
14	Telephone Service	75,299.31	62,000.00	90,390.75	62,000.00	62,000.00	-	
16	Medical Fees	18,539.05	15,000.00	23,658.75	15,000.00	15,000.00	-	
19	Contractual services-Computer	653,334.68	690,000.00	684,772.38	690,000.00	690,000.00	-	
20	Other Contractual Services	459,391.05	314,000.00	654,943.10	314,000.00	314,000.00	-	
Total Contractual Services		2,428,436.86	2,007,900.00	2,619,635.34	2,007,900.00	2,078,900.00	71,000.00	
17	Prisoner Food & Care	207,687.13	195,000.00	195,021.81	195,000.00	195,000.00	-	
21	Community Services/Recruiting	27,435.62	17,500.00	7,827.63	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	19,016.90	10,000.00	17,274.09	10,000.00	10,000.00	-	
23	Uniforms & Accessories	78,669.07	40,000.00	99,317.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	30,925.02	29,500.00	30,061.85	29,500.00	29,500.00	-	
26	Fuel & Lubrication	179,990.46	163,000.00	140,344.81	163,000.00	163,000.00	-	
27	Vehicle Tires	18,409.40	17,000.00	15,946.15	17,000.00	17,000.00	-	
28	Office Supplies	29,062.42	24,000.00	34,987.62	24,000.00	24,000.00	-	
29	Replenishment Supplies	57,258.08	45,000.00	70,922.07	45,000.00	45,000.00	-	
Total Commodities		648,454.10	541,000.00	611,703.98	541,000.00	541,000.00	-	
30	Communications Equipment	512,027.90	10,000.00	697,497.62	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	99,266.18	60,000.00	198,021.25	60,000.00	60,000.00	-	
32	Furniture	29,354.72	15,000.00	26,110.73	15,000.00	15,000.00	-	
33	Equipment	244,553.57	452,000.00	112,645.26	452,000.00	452,000.00	-	
34	Vehicles and Equipment	255,803.67	270,000.00	290,819.92	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	185,000.00		683,400.00			-	
Total Capital Outlay		1,326,006.04	807,000.00	2,008,494.78	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,402,897.00	3,355,900.00	5,239,834.10	3,355,900.00	3,426,900.00	71,000.00	2.116%
Total		21,593,444.24	22,193,453.38	23,201,114.49	22,193,453.38	22,744,415.00	550,961.62	2.483%
					2020 Carry Over	(84,215.00)	-0.379%	
						22,660,200.00	2.103%	

printed 5/7/2021

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

Personnel

1.0% COLA

Stand-Alone Payroll Tech

Cook

Court Security Screener

Riley County Police Department

Proposed 2022 Budget

Option B2

Non-Personnel

Training +18K

Insurance +53K

Acct	Description	2019 Actual Expenditures	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2022 Proposed Budget	Budget Difference
01	Salaries-Full Time	12,053,675.41	13,143,901.38	12,784,238.64	13,401,286.38	13,724,320.00	323,033.62
02	Salaries-Part Time	102,929.06	125,000.00	117,021.17	125,000.00	125,000.00	-
03	Salaries-Overtime	632,571.91	471,762.00	402,282.09	471,762.00	471,762.00	-
Total Salaries		12,789,176.38	13,740,663.38	13,303,541.90	13,998,048.38	14,321,082.00	323,033.62
36	Kansas Police & Fire	1,758,030.12	1,781,292.00	1,664,397.35	1,864,647.00	1,898,308.00	33,661.00
37	KPERS	496,246.10	540,802.00	519,361.45	564,141.00	601,285.00	37,144.00
38	Social Security	485,714.18	551,056.00	516,374.61	559,569.00	580,369.00	20,800.00
39	Health Insurance	1,440,000.00	1,850,000.00	1,540,000.00	1,537,150.00	1,537,150.00	-
40	Workers Comp Insurance	209,116.23	360,000.00	404,863.70	300,000.00	380,000.00	80,000.00
41	Unemployment Compensation	12,264.23	13,740.00	12,741.38	13,998.00	14,321.00	323.00
Total Employee Benefits		4,401,370.86	5,096,890.00	4,657,738.49	4,839,505.00	5,011,433.00	171,928.00
Total Personnel Costs		17,190,547.24	18,837,553.38	17,961,280.39	18,837,553.38	19,332,515.00	494,961.62 2.628%
04	Utilities	221,247.09	205,000.00	196,713.06	205,000.00	205,000.00	-
05	Insurance	366,249.00	267,000.00	450,564.00	267,000.00	320,000.00	53,000.00
06	Legal & Accounting	104,948.88	85,000.00	117,396.23	85,000.00	85,000.00	-
07	Training & Travel	161,905.41	90,000.00	59,026.60	90,000.00	108,000.00	18,000.00
08	Postage	6,241.46	7,400.00	5,627.85	7,400.00	7,400.00	-
09	Printing	7,477.28	7,500.00	4,726.82	7,500.00	7,500.00	-
10	Rentals-Maintenance Agreements	61,413.89	60,000.00	52,690.35	60,000.00	60,000.00	-
11	Building & Grounds	71,521.17	30,000.00	61,500.83	30,000.00	30,000.00	-
12	Equipment Repair & Maintenance	128,608.82	85,000.00	113,730.66	85,000.00	85,000.00	-
13	Vehicle Maintenance	92,259.77	90,000.00	103,893.96	90,000.00	90,000.00	-
14	Telephone Service	75,299.31	62,000.00	90,390.75	62,000.00	62,000.00	-
16	Medical Fees	18,539.05	15,000.00	23,658.75	15,000.00	15,000.00	-
19	Contractual services-Computer	653,334.68	690,000.00	684,772.38	690,000.00	690,000.00	-
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21	Community Services/Recruiting	27,435.62	17,500.00	7,827.63	17,500.00	17,500.00	-
22	Books, Papers, Memberships	19,016.90	10,000.00	17,274.09	10,000.00	10,000.00	-
23	Uniforms & Accessories	78,669.07	40,000.00	99,317.95	40,000.00	40,000.00	-
25	Maintenance Supplies	30,925.02	29,500.00	30,061.85	29,500.00	29,500.00	-
26	Fuel & Lubrication	179,990.46	163,000.00	140,344.81	163,000.00	163,000.00	-
27	Vehicle Tires	18,409.40	17,000.00	15,946.15	17,000.00	17,000.00	-
28	Office Supplies	29,062.42	24,000.00	34,987.62	24,000.00	24,000.00	-
29	Replenishment Supplies	57,258.08	45,000.00	70,922.07	45,000.00	45,000.00	-
Total Commodities		648,454.10	541,000.00	611,703.98	541,000.00	541,000.00	-
30	Communications Equipment	512,027.90	10,000.00	697,497.62	10,000.00	10,000.00	-
31	Guns & Crime Equipment	99,266.18	60,000.00	198,021.25	60,000.00	60,000.00	-
32	Furniture	29,354.72	15,000.00	26,110.73	15,000.00	15,000.00	-
33	Equipment	244,553.57	452,000.00	112,645.26	452,000.00	452,000.00	-
34	Vehicles and Equipment	255,803.67	270,000.00	290,819.92	270,000.00	270,000.00	-
35A	Reserves & Contingencies	185,000.00		683,400.00			-
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Total		21,593,444.24	22,193,453.38	23,201,114.49	22,193,453.38	22,759,415.00	565,961.62 2.550%
					2020 Carry Over	(84,215.00)	-0.379%
						22,675,200.00	2.171%

printed 5/7/2021

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

Personnel

1.0% COLA

2.0% Pay Adjustment

Converted Payroll Tech

Cook

Court Security Screener

Riley County Police Department

Proposed 2022 Budget

Option 3 (Revised B1)

Non-Personnel

Training +18K

Insurance +53K

Acct	Description	2019 Actual Expenditures	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2022 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,053,675.41	13,143,901.38	12,784,238.64	13,401,286.38	13,980,077.00	578,790.62	
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36	Kansas Police & Fire	1,758,030.12	1,781,292.00	1,664,397.35	1,864,647.00	1,932,211.00	67,564.00	
37	KPERS	496,246.10	540,802.00	519,361.45	564,141.00	611,788.00	47,647.00	
38	Social Security	485,714.18	551,056.00	516,374.61	559,569.00	590,623.00	31,054.00	
39	Health Insurance	1,440,000.00	1,850,000.00	1,540,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	209,116.23	360,000.00	404,863.70	300,000.00	380,000.00	80,000.00	
41	Unemployment Compensation	12,264.23	13,740.00	12,741.38	13,998.00	14,577.00	579.00	
Total Employee Benefits		4,401,370.86	5,096,890.00	4,657,738.49	4,839,505.00	5,066,349.00	226,844.00	
Total Personnel Costs		17,190,547.24	18,837,553.38	17,961,280.39	18,837,553.38	19,628,188.00	790,634.62	4.197%
04	Utilities	221,247.09	205,000.00	196,713.06	205,000.00	205,000.00	-	
05	Insurance	366,249.00	267,000.00	450,564.00	267,000.00	320,000.00	53,000.00	
06	Legal & Accounting	104,948.88	85,000.00	117,396.23	85,000.00	85,000.00	-	
07	Training & Travel	161,905.41	90,000.00	59,026.60	90,000.00	108,000.00	18,000.00	
08	Postage	6,241.46	7,400.00	5,627.85	7,400.00	7,400.00	-	
09	Printing	7,477.28	7,500.00	4,726.82	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	61,413.89	60,000.00	52,690.35	60,000.00	60,000.00	-	
11	Building & Grounds	71,521.17	30,000.00	61,500.83	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	128,608.82	85,000.00	113,730.66	85,000.00	85,000.00	-	
13	Vehicle Maintenance	92,259.77	90,000.00	103,893.96	90,000.00	90,000.00	-	
14	Telephone Service	75,299.31	62,000.00	90,390.75	62,000.00	62,000.00	-	
16	Medical Fees	18,539.05	15,000.00	23,658.75	15,000.00	15,000.00	-	
19	Contractual services-Computer	653,334.68	690,000.00	684,772.38	690,000.00	690,000.00	-	
20	Other Contractual Services	459,391.05	314,000.00	654,943.10	314,000.00	314,000.00	-	
Total Contractual Services		2,428,436.86	2,007,900.00	2,619,635.34	2,007,900.00	2,078,900.00	71,000.00	
17	Prisoner Food & Care	207,687.13	195,000.00	195,021.81	195,000.00	195,000.00	-	
21	Community Services/Recruiting	27,435.62	17,500.00	7,827.63	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	19,016.90	10,000.00	17,274.09	10,000.00	10,000.00	-	
23	Uniforms & Accessories	78,669.07	40,000.00	99,317.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	30,925.02	29,500.00	30,061.85	29,500.00	29,500.00	-	
26	Fuel & Lubrication	179,990.46	163,000.00	140,344.81	163,000.00	163,000.00	-	
27	Vehicle Tires	18,409.40	17,000.00	15,946.15	17,000.00	17,000.00	-	
28	Office Supplies	29,062.42	24,000.00	34,987.62	24,000.00	24,000.00	-	
29	Replenishment Supplies	57,258.08	45,000.00	70,922.07	45,000.00	45,000.00	-	
Total Commodities		648,454.10	541,000.00	611,703.98	541,000.00	541,000.00	-	
30	Communications Equipment	512,027.90	10,000.00	697,497.62	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	99,266.18	60,000.00	198,021.25	60,000.00	60,000.00	-	
32	Furniture	29,354.72	15,000.00	26,110.73	15,000.00	15,000.00	-	
33	Equipment	244,553.57	452,000.00	112,645.26	452,000.00	452,000.00	-	
34	Vehicles and Equipment	255,803.67	270,000.00	290,819.92	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	185,000.00		683,400.00			-	
Total Capital Outlay		1,326,006.04	807,000.00	2,008,494.78	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,402,897.00	3,355,900.00	5,239,834.10	3,355,900.00	3,426,900.00	71,000.00	2.116%
Total		21,593,444.24	22,193,453.38	23,201,114.49	22,193,453.38	23,055,088.00	861,634.62	3.882%
					2020 Carry Over	(84,215.00)	-0.379%	
						22,970,873.00	3.503%	

printed 5/11/2021

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

Personnel

1.0% COLA
2.0% Pay Adjustment
Stand-Alone Payroll Tech
Cook
Court Security Screener

Riley County Police Department

Published 2022 Budget

Option 4 (Revised B2)

Non-Personnel

Training +18K
Insurance +53K

Acct	Description	2019 Actual Expenditures	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2022 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,053,675.41	13,143,901.38	12,784,238.64	13,401,286.38	13,980,077.00	578,790.62	
02	Salaries-Part Time	102,929.06	125,000.00	117,021.17	125,000.00	125,000.00	-	
03	Salaries-Overtime	632,571.91	471,762.00	402,282.09	471,762.00	471,762.00	-	
Total Salaries		12,789,176.38	13,740,663.38	13,303,541.90	13,998,048.38	14,576,839.00	578,790.62	
36	Kansas Police & Fire	1,758,030.12	1,781,292.00	1,664,397.35	1,864,647.00	1,932,211.00	67,564.00	
37	KPERS	496,246.10	540,802.00	519,361.45	564,141.00	611,788.00	47,647.00	
38	Social Security	485,714.18	551,056.00	516,374.61	559,569.00	590,623.00	31,054.00	
39	Health Insurance	1,440,000.00	1,850,000.00	1,540,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	209,116.23	360,000.00	404,863.70	300,000.00	380,000.00	80,000.00	
41	Unemployment Compensation	12,264.23	13,740.00	12,741.38	13,998.00	14,577.00	579.00	
Total Employee Benefits		4,401,370.86	5,096,890.00	4,657,738.49	4,839,505.00	5,066,349.00	226,844.00	
Total Personnel Costs		17,190,547.24	18,837,553.38	17,961,280.39	18,837,553.38	19,643,188.00	805,634.62	4.277%
04	Utilities	221,247.09	205,000.00	196,713.06	205,000.00	205,000.00	-	
05	Insurance	366,249.00	267,000.00	450,564.00	267,000.00	320,000.00	53,000.00	
06	Legal & Accounting	104,948.88	85,000.00	117,396.23	85,000.00	85,000.00	-	
07	Training & Travel	161,905.41	90,000.00	59,026.60	90,000.00	108,000.00	18,000.00	
08	Postage	6,241.46	7,400.00	5,627.85	7,400.00	7,400.00	-	
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12	Equipment Repair & Maintenance	128,608.82	85,000.00	113,730.66	85,000.00	85,000.00	-	
13	Vehicle Maintenance	92,259.77	90,000.00	103,893.96	90,000.00	90,000.00	-	
14	Telephone Service	75,299.31	62,000.00	90,390.75	62,000.00	62,000.00	-	
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21	Community Services/Recruiting	27,435.62	17,500.00	7,827.63	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	19,016.90	10,000.00	17,274.09	10,000.00	10,000.00	-	
23	Uniforms & Accessories	78,669.07	40,000.00	99,317.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	30,925.02	29,500.00	30,061.85	29,500.00	29,500.00	-	
26	Fuel & Lubrication	179,990.46	163,000.00	140,344.81	163,000.00	163,000.00	-	
27	Vehicle Tires	18,409.40	17,000.00	15,946.15	17,000.00	17,000.00	-	
28	Office Supplies	29,062.42	24,000.00	34,987.62	24,000.00	24,000.00	-	
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33	Equipment	244,553.57	452,000.00	112,645.26	452,000.00	452,000.00	-	
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Total Non-Personnel Costs		4,402,897.00	3,355,900.00	5,239,834.10	3,355,900.00	3,426,900.00	71,000.00	2.116%
Total		21,593,444.24	22,193,453.38	23,201,114.49	22,193,453.38	23,070,088.00	876,634.62	3.950%
					2020 Carry Over	(84,215.00)		-0.379%
						22,985,873.00		3.571%

printed 5/11/2021

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

Nichole Glessner - Re: Form submission from: Citizen Compliment

From: Nichole Glessner
To: Contact_RCPD
Date: 5/14/2021 11:29 AM
Subject: Re: Form submission from: Citizen Compliment
Bc: Nichole Glessner

>>> "Riley County Police Department" <contact_rcpd@rileycountypolice.org> 5/13/2021 10:32 PM >>>

Submitted on Thursday, May 13, 2021 - 10:32pm
Submitted by anonymous user: [104.3.205.4]
Submitted values are:

--Contact Information--

Name: David Romero
State: KS

--Incident Information:--

Date of Incident: May 8, 2021

Case # (If applicable):

Employee's Name:

Comments:

I am the owner of Brothers Coffee here in Manhattan. Last Saturday I witnessed in front of my shop RCPD stop a man for some sort of violation. The man became very distraught, resisted the cops, and was simply out of control the whole time. There were I believe 6 officers there to help keep this man from hurting himself or others. I just want to say each officer acted 100% professional and compassionate towards this man. In restraining him they kept him safe and free from harm the whole time.

It made me proud to know we have such a great group of guys and gals protecting our city with such great integrity. Thank you to each one of you, you are a blessing.

The results of this submission may be viewed at:

<http://www.rileycountypolice.org/node/178/submission/2431>

96.

Nichole Glessner - Re: Form submission from: Citizen Compliment

From: Nichole Glessner
To: Contact_RCPD
Date: 5/25/2021 10:01 AM
Subject: Re: Form submission from: Citizen Compliment

>>> "Riley County Police Department" <contact_rcpd@rileycountypolice.org> 5/25/2021 10:01 AM >>>

Submitted on Tuesday, May 25, 2021 - 10:01am

Submitted by anonymous user: [70.179.161.175]

Submitted values are:

--Contact Information--

Name: Dana Kilbride

City: Manhattan

State: Kansas

--Incident Information:--

Date of Incident: March 29, 2021

Case # (If applicable):

Employee's Name: Officer O'Brian

Comments: Officer O'Brian called me when my personal property was found with a burglary suspect. He was polite and professional. He even followed up with his superiors when I asked if it was possible for me to talk to the suspect to see if that was possible. Unfortunately it wasn't, and Officer O'Brian figured it wouldn't be since the suspect was an underage kid, but he went ahead and checked anyway.

The results of this submission may be viewed at:

<http://www.rileycountypolice.org/node/178/submission/2437>

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

Nichole Glessner - Re: Form submission from: Citizen Compliment

From: Nichole Glessner
To: Contact RCPD
Date: 6/10/2021 9:13 PM
Subject: Re: Form submission from: Citizen Compliment

>>> "Riley County Police Department" <contact_rcpd@rileycountypolice.org> 6/10/2021 9:13 PM

>>>

Submitted on Thursday, June 10, 2021 - 9:13pm
Submitted by anonymous user: [70.179.141.136]
Submitted values are:

--Contact Information--

Name: virgil and cathy smith
City: manhattan
State: ks
Zip: 66502

--Incident Information:--

Date of Incident: June 10, 2021

Case # (If applicable):

Employee's Name:

Comments: Just a thanks for quick response to the keen addition to check out a couple suspicious characters phoned in by a neighbor. We really appreciate all you guys and gals! Stay safe, and you have our support!!

The results of this submission may be viewed at:

<http://www.rileycountypolice.org/node/178/submission/2442>

Attachment: 06-16-21 Law Board packet (9886 : Law Board Meeting Agenda)

Nichole Glessner - Re: Form submission from: Citizen Compliment

From: Nichole Glessner
To: Contact_RCPD
Date: 6/10/2021 4:34 PM
Subject: Re: Form submission from: Citizen Compliment

>>> "Riley County Police Department" <contact_rcpd@rileycountypolice.org> 6/10/2021 4:34 PM
 >>>

Submitted on Thursday, June 10, 2021 - 4:34pm
 Submitted by anonymous user: [68.102.22.13]
 Submitted values are:

--Contact Information--

Name: Jerry Hutchinson
 City: Manhattan
 State: KS
 Zip: 66502

--Incident Information:--

Date of Incident: June 10, 2021
 Case # (If applicable):
 Employee's Name:
 Comments:
 Director Butler:

Thank you for taking the time out from your busy schedule today 6.10.21 to talk with us media types about complimenting each other's professions. As mentioned I have been in media for 51 years. My news gathering began in 1972 at KMAN/KROCK (KMKF) while a sophomore at KSU making routine runs to the "police blotter." In those early days we went on scene with the Riley County Sheriff's Department or the Manhattan Police Department and tried to gather as much information upon observation and communication with officers at the site. The safety on our end has improved at least with the current methods of distribution of media dissemination.

I am very proud of our city/county and how it continues to handle various incidents. I was happy to hear of your high level of community acceptance and your agency's accreditation today. Previously I had no idea of Manhattan's high level of approval among law enforcement agencies nationwide.

I have been very encouraged by your leadership at our local agency. Your performance as a leader ranks at the top of law enforcement agencies around the country.

For the past few years it has been a pleasure to work with the RCPD as a member of the Riley County/Manhattan Crimestoppers board.

"Moldy" and I have been friends for over 3 decades. My nephew "BoBo" continues to improve his skills in law enforcement as well.

You've got a lot of other great ladies and men continuing to protect our community. There may be days when you're feeling down when we hear of the strange relationships between citizens and criminals in the news these days. Rest assured this citizen is behind you all 100%.

Blessings and prayers as you continue to protect us in the Riley County area.

Sincerely

Jerry Q Hutchinson
GM/Owner
Angel 95 FM (KHCA)

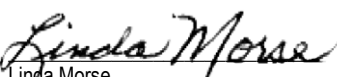
The results of this submission may be viewed at:
<http://www.rileycountypolice.org/node/178/submission/2441>

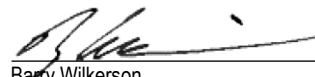
**Riley County Police Department
NOTICE OF BUDGET HEARING**

12.b

First published in the Manhattan Mercury on June 10, 2021.

In compliance with the provisions of K.S.A. 79-2929, public notice is hereby given that the governing body of the Riley County Police Department will meet on June 21, 2021 at 12:00 noon in the Manhattan City Commission Room, 1101 Poyntz Avenue, Manhattan, Kansas, for the purpose of hearing objections and answering questions of taxpayers relating to the following budget, for the proposed tax levy, and considering amendments relating thereto.


Linda Morse
Chair


Barry Wilkerson
Secretary

In accordance with K.S.A. 19-4401 *et seq.* K.S.A. 19-4443, as amended, and K.S.A. 79-2929, as amended:

The Riley County Law Enforcement Agency submits the following budget requirements to the governmental units concerned and asks that the funds shown as needed be provided for 2022.

The total of the estimated budget is \$23,070,088.00, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2022 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 1% cost of living increase for all personnel
- 2% pay adjustment for all personnel
- 1 Court Security Screener
- 1 Payroll Clerk
- 1 Jail Cook

The division of the request to the governmental units is provided for in K.S.A. 19-4443 (d) as amended in 1997. The City of Manhattan shall levy a tax at a mill rate sufficient to fund 80% of the budget of the law enforcement agency and department and the County shall levy a tax at a mill rate sufficient to fund 20% of the budget of the law enforcement agency and department.

<u>EXPENDITURE DETAIL</u>	<u>2021</u>	<u>2022</u>
	<u>Budget</u>	<u>Requested</u>
Personnel Services	13,998,048.38	14,576,839.00
Employee Benefits	4,839,505.00	5,066,349.00
Contractual Services	2,007,900.00	2,078,900.00
Commodities	541,000.00	541,000.00
Capital Outlay	807,000.00	807,000.00
TOTAL EXPENDITURES	22,193,453.38	23,070,088.00

<u>DISTRIBUTION OF BUDGET REQUEST</u>	<u>2021</u>	<u>2022</u>
City of Manhattan Levy	17,566,982.40	18,388,698.40
Riley County Levy	4,391,745.60	4,597,174.60
Carryover Funds	223,225.30	80,732.71
Copy Fees	11,500.08	3,482.29
REVENUE TOTAL	22,193,453.38	23,070,088.00

Revenue Neutral Rate

The Riley County Clerk has established the Revenue Neutral Rate for the County of Riley as 41.791 and for the City of Manhattan as 49.562.

Special Emergency Reserve Fund

K.S.A. 19-4443 (b), as amended in 1997, established a special accruing emergency reserve fund not to exceed 15% of [the] annual budget.

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Balance January 1	700,000.00	750,000.00	750,000.00
Receipts	50,000.00		-
Expenditures	-	-	-
Balance December 31	<u>750,000.00</u>	<u>750,000.00</u>	<u>750,000.00</u>

IT Reserve Fund

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Balance January 1	185,000.00	818,400.00	963,400.00
Receipts	633,400.00	145,000.00	145,000.00
Expenditures	-	-	-
Balance December 31	<u>818,400.00</u>	<u>963,400.00</u>	<u>1,108,400.00</u>

Attachment: publish budget (9886 : Law Board Meeting Agenda)