



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Cox Communications
4. Sign Riley County Personnel Action Form(s)
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 25, 2022 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

9. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

11. IT/GIS Staff Update - July 2022

9:50 AM

Break

10:05 AM Vivienne Uccello, PIO

- 12. July 2022 Monthly Communications Update

10:20 AM Bob Isaac, Planner

- 13. Rezone a tract of land from "AG" (Agricultural District) to "SF-1" (Single Family Residential) and plat the tract into a single lot.

10:30 AM Julie Gibbs, Health Department Director

- 14. RCHD Update

11:00 AM David Adams, EMS/Ambulance Director

- 15. EMS/Ambulance Facility Update
- 16. Contract with Anderson Knight Architects
- 17. Public Safety Headquarters Report and Preliminary Site Plan

Adjournment

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



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: July 28, 2022

SUBJECT: Highway Use Permit, Cox Communications

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Cox Communications is requesting permission to work in the right of way near 1000 S Scenic Dr. to remove the current aboveground cabinet and replace it with a smaller Doghouse pedestal. Cox Communications will also set an underground vault and run a 2" conduit between the Doghouse pedestal, the existing vault, and the new vault.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting the Cox Communications permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- 07.22.22_Cox Communications_S Scenic Drive (PDF)

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

Project Number: NS-31421 S. Scenic Dr.

Requesting Party: Cox Communications, 901 George Washington Blvd, Wichita, KS 67211

Processing Procedure: Date and initial completed steps.

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

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

Signature:  7/26/22

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

Comments: NA

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

Date _____ by _____

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

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

Date _____ by _____

Submitted by: S. Sterling

Date Submitted: 7-25-22

Attachment: 07.22.22_Cox Communications_S Scenic Drive (12317 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Cox Communications

Underground Construction

Applicant Name

Type of Construction

901 George Washington Blvd

Wichita

KS

67211

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to Cox will remove current aboveground cabinet and replace it with a smaller Doghouse pedestal. Cox will also set a underground vault and run a 2" conduit between the Doghouse pedestal, the existing vault and the new vault. along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

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

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

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

Submitted by:


 Submitter's signature

07/22/2022

Date

James Walburn Land Use Agent

Printed Name & Title

316-260-7491

Statton Communications

Submitter's Telephone Number

james.walburn@cox.com

Contractor Name

817-374-9611

Submitter's Email Address

08/01/2022

Contractor Telephone Number

60

Proposed Date of Construction

Estimated Duration of Construction

RECOMMENDED BY:


 Riley County Engineer

Permit granted this ____ day of _____, 20____.

 BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson

Page 1 of 2

OFFICE USE ONLY:

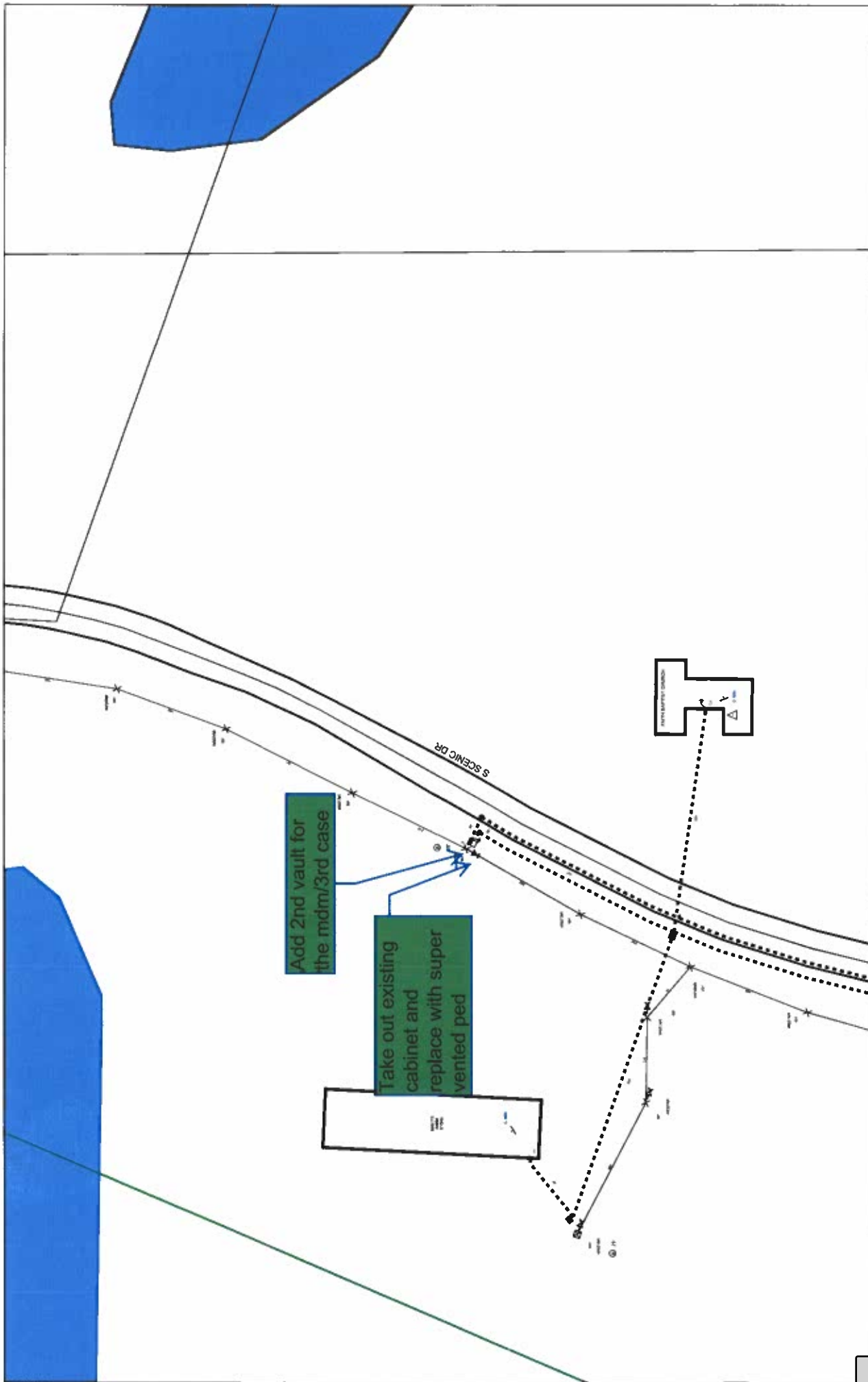
Application Fee: \$100.00

\$1,000 Deposit ☒ Bond ☐ Letter ☐

Receipt No. 128108 Date: 7/25/22

Signature: S. Sterling

Attachment: 07.22.22_Cox Communications_S Scenic Drive (12317 : Highway Use Permit)



Notes: NS-31421



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: July 28, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-07 A Johnson (green) (PDF)
- 2022-07 A Saenger-Parker(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add	Supervisor: Jeremy Noll	Fill Request Date: 07/28/2022
☐ Change	Dept Head: John Ellermann	Employee #

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

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

Johnson	Anne		
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Name: Last

First

Middle

Home Phone

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Address: Street

City

State

Zip

Custodian I	Public Works/Facilities	001-040
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Position Title

Department

Fund

08/08/2022	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
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Effective Date

Exempt

Non-Exempt

Ending Date For Temporary

Is this a budgeted position?

D	4	\$16.77	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step

Pay Rate

Hours Per Workweek

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 7-22-2022
☒ Change	Dept Head: Katharine Hensler	Employee #

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

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

Saenger-Parker	Allana		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Curator of Design	Museum	0001-000017
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Position Title Department Fund

8-5-2022	☒	☐		☒ Yes	☐ No
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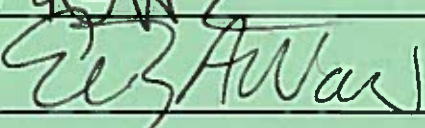
Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

N	9	\$	☐ Hour	\$ 2,532.43	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 26 JUL 2022

Personnel:  July 26, 2022

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 01, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Immunization Awareness Month Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Amanda Webb, Planning/Special Projects Director

3. Request to place battery recycling stickers on county vehicles

9:30 AM

Press Conference

4. RCPD update - Captain Greg Steere (3-5 minutes)
5. Downtown Manhattan update - Gina Snyder (5 minutes)
6. Presentation of Immunization Awareness Month Proclamation - Greg McKinley and Julie Gibbs (3-5 minutes)
7. Primary Election August 2, 2022 - Rich Vargo (1-2 minutes)
8. Revenue Neutral Rate Mailings to ALL Riley County Taxpayers - Rich Vargo (2-3 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

9. Staff update

Adjournment

Attachment: 08-01-22 tentative agenda (11684 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 04, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Michael Boller, Noxious Weed Director

1. Staff update

9:30 AM

Anna Burson, Appraiser

2. Staff update

9:55 AM

Break

10:00 AM

Amanda Webb, Planning/Special Projects Director

3. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

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: 08-04-22 tentative agenda (11684 : Tentative Agenda)



IT/GIS
Staff Update

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Cory Meyer

MEETING: July 28, 2022

SUBJECT: IT/GIS Staff Update - July 2022

PRESENTER: Cory Meyer

Information Technology (IT)

- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Continue to assist District Court with Wareham jury selection site, as needed.
- Finishing the Office 365 migration.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Review and Work on Cyber Insurance
- Transfer Station Internet & Connection to RCOB
- Countywide Internet Review
- Equipment Rotations & Long Range Planning
- PC Rotation: Public Works Rotation
- District Court Clerks Office Update & Courtroom Update
- Leonardville EMS Location Startup
- Security Option Research: County Vehicles, Office Panic Buttons
- Budget Update: Review, Pricing, Quotes
- Preparing for Elections
- AS400 Replacement Planning and Scheduling
- Internal and External Security Review
- Emergency Action Guide

- Register of Deeds Fraud Alert, Public Works Fuel System, Public Works Image Software Replacement,
- Appraiser Orion Server Replacement
- RC Fair: Equipment Setup and Tear Down for Extension
- Assist with Tax Sale
- Storm Damage Assessment, Equipment Repair & Replace

Geographic Information Systems (GIS)

- Sanborn Ortho flight - 3 inch and 6 inch image review
- Participate in NG911 road renaming committee meeting.
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and also attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Use Changes from 2021 Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Participated in Riley County Township meeting as an available resource for GIS related/maps questions
- Migrated GIS content/services over to arcgis pro
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- Working with Susan in Clerk's office to determine population of precincts where population changes have occurred from Census 2010 to Census 2020.
- Primary Zoning Analysis for Appraisers office with new zoning changes from city/county
- Finalized county road id map (last update was in 2014)

Cory Meyer

Enclosures:



COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: Clerk's Office

MEETING: July 28, 2022

SUBJECT: July 2022 Monthly Communications Update

PRESENTER: Vivienne Uccello - Public Information Officer

Collaboration Opportunities

Active Violence Training July 12-14

In collaboration with Manhattan Fire Department, Riley County Police Department, and USD383, the members of the Flint Hills PIO group created a module for Unified Command Staff and Public Information Officers. The objectives were to respond to a full-scale exercise and perform crisis communication duties, integrate PIOs into the command structure according to the National Incident Management System (NIMS), and hold a mock press briefing on-site with command staff. The exercise was very successful and we hope to expand on the training each year.

Staff representing emergency response organizations are also working to develop a crisis communications plan. The FHPIO group does an admirable job of providing mutual support during emergency situations and we are formalizing some of those processes so the response can be immediate, even when only limited staff are available.

Yesterday, we also participated in a media luncheon hosted by City, County, and Emergency Response personnel. About 25 people were in attendance to help strengthen relationships with area media partners, learn more about what they need from us in both regular and crisis situations, and introduce them to organization leaders.

News Releases

-May: 15

-June: 12

-July: 7

Several of the announcements in July involved work by Riley County Fire District #1. They responded to an overturned cattle trailer and two structure fires this month.

Advance voting also started July 13 and I have been sharing information about the voting process and educating people about the Kansas Statute regarding electioneering at polling locations.

The Health Department always has a lot of information to share. They are partnering with USD383 to provide immunizations to students before classes start in August, COVID-19 case numbers have been on the rise, COVID-19 vaccines are now available for children as young as 6 months of age, and Kansas had its first monkeypox case in Johnson County.

I am grateful for all the efforts of Riley County staff. They have been excellent communication partners, always quick to help answer questions from the public, creating content for social media and the website, granting media interviews, and taking photos.

Enclosures:

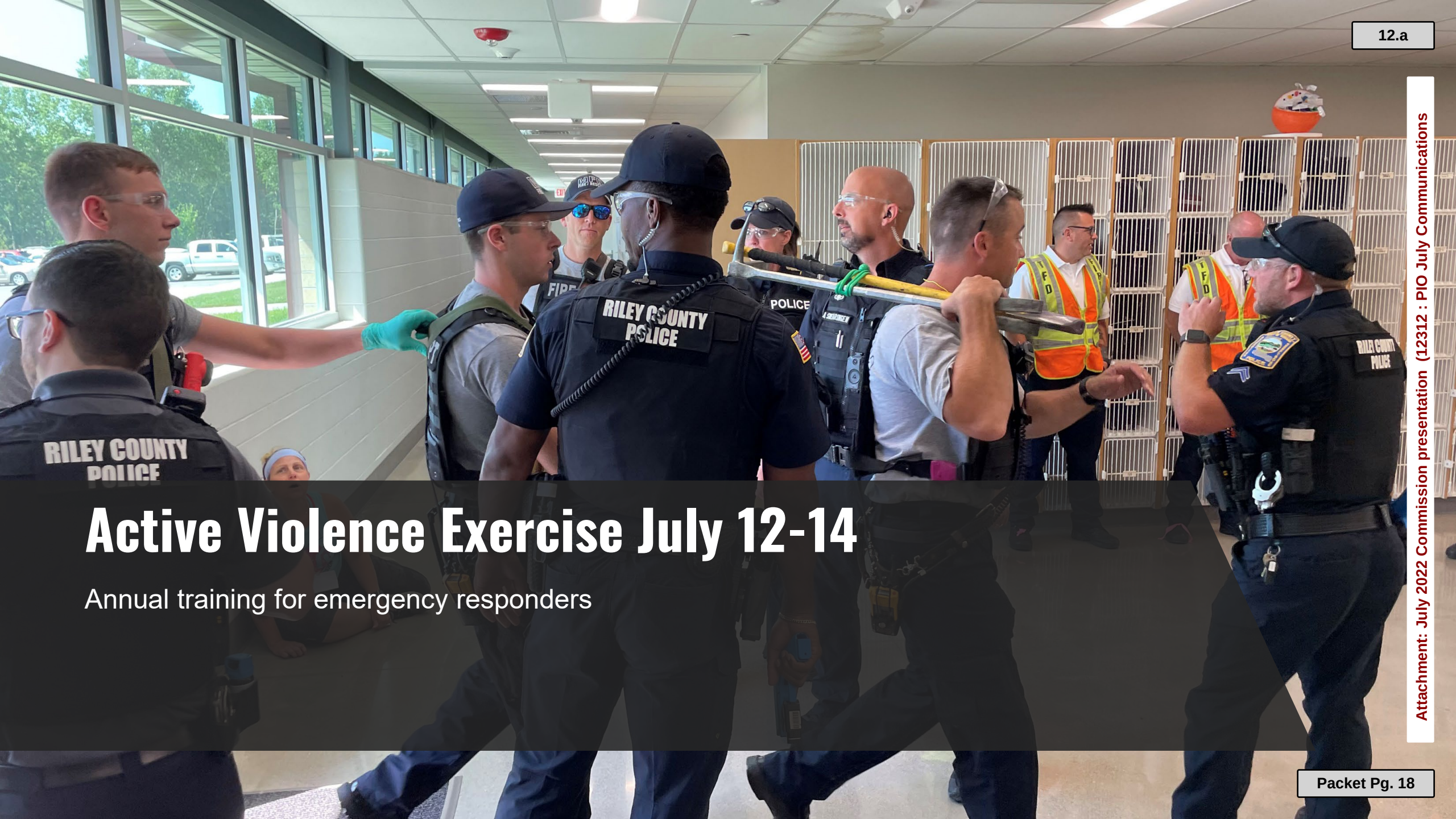
- July 2022 Commission presentation (PDF)



COMMUNICATIONS UPDATE

July 2022

Vivienne Uccello

A group of Riley County Police officers and emergency responders are participating in an active violence exercise. They are in a hallway with large windows on the left and a row of white wire cages on the right. One officer is carrying a person on a stretcher. The officers are wearing dark blue uniforms with "RILEY COUNTY POLICE" on the back. Some are wearing tactical vests and carrying equipment. A person in a white shirt and orange safety vest is also visible. The scene is brightly lit by natural light from the windows.

Active Violence Exercise July 12-14

Annual training for emergency responders

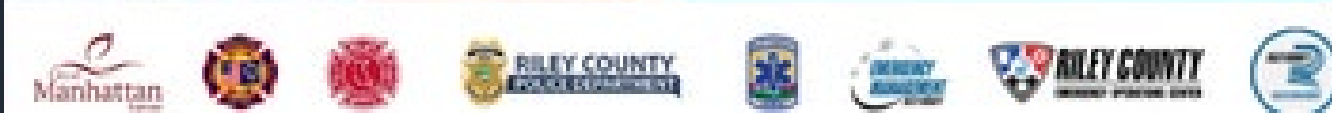
Crisis Communications Plans with FHPIO



MEDIA APPRECIATION LUNCHEON

JULY 27, 2022

Noon - 2:00 p.m.
Manhattan Fire Department
2000 Denison Ave, MHK



COLLABORATION

- Media Luncheon coordinated with multiple agencies and local news representatives
- Meetings with Historical Museum, EMS, and Public Works to discuss communication needs
- Collaboration with departments and workgroups

News Releases

- 15 in May
- 12 in June
- 7 in July



HOW TO RETIRE A U.S. FLAG

When a U.S. flag is so damaged that it can no longer serve as a symbol of the country, it should be retired in a dignified way:

- Burning is the preferred method
- Bring to a community flag retirement box
- Bury a folded flag in a wooden box
- Recycle with a flag company

Info from the National Flag Foundation



RCFD#1

Overtaken cattle trailer



Structure Fire

Due to lighting strike

Structure Fire

Abandoned home in Randolph





Health Department

- Immunizations
- COVID-19 vaccines for tender age
- Rising COVID-19 case numbers
- Monkeypox



It's time for
back-to-school
immunizations



HEALTH DEPARTMENT



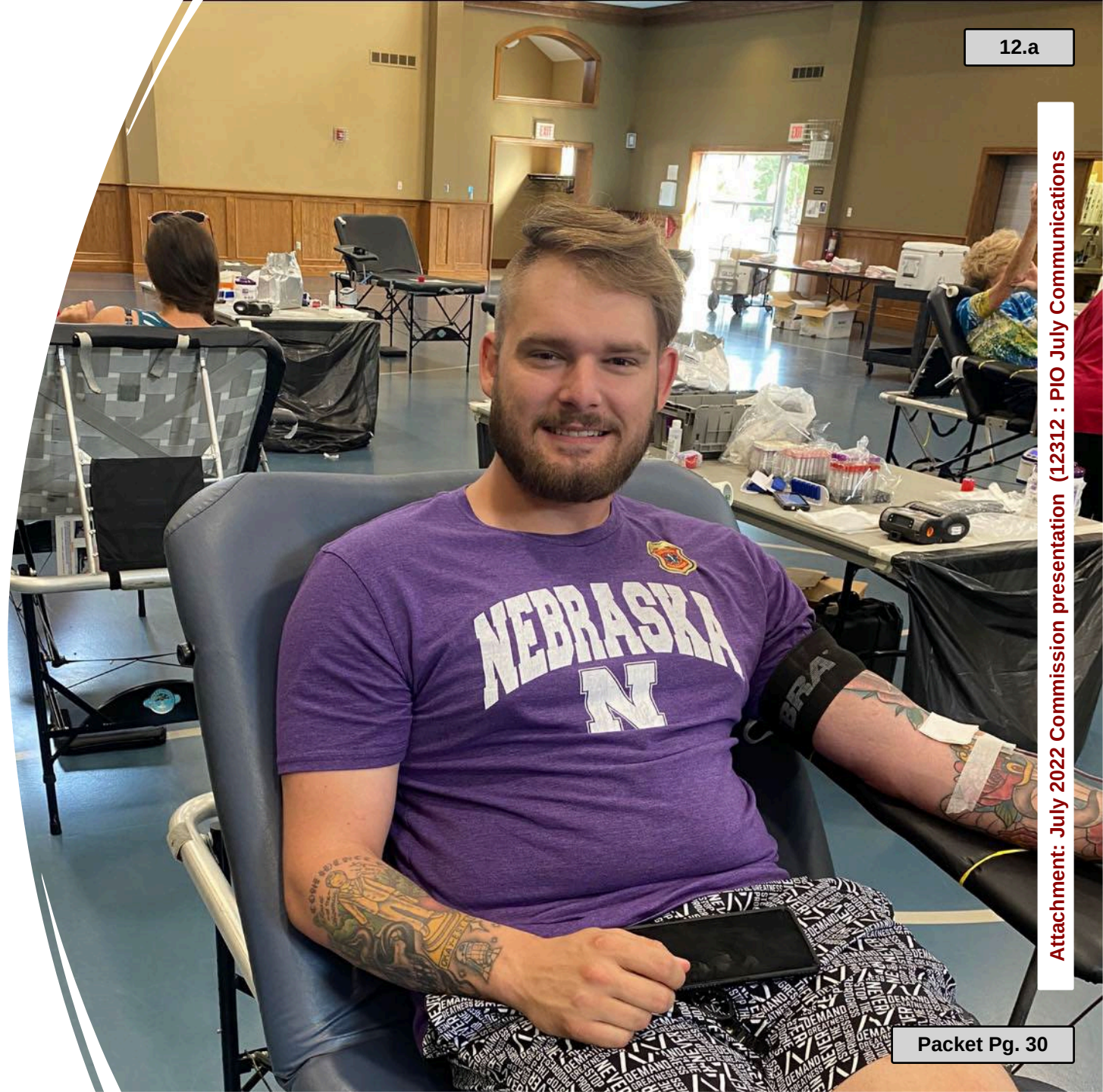
Public Health
Prevent. Promote. Protect.



Community Outreach

Battle of the Badges

- 202 pints of blood donated
- MFD – 63 votes
- RCEMS – 58 votes
- RCPD – 47 votes





RILEY COUNTY FIRE DISTRICT #1



VOLUNTEER TODAY

APPLY NOW



[RILEYCOUNTYKS.GOV/FIRE](https://rileycountyks.gov/fire)

785-537-6333

Riley County Social Media

Twitter Followers

- RCEMS: 35
- RCEM: 948
- RC: 333
- RCHD: 1,279
- RCFD#1: 610

Facebook Followers

- RCEMS: 3,510
- RCEM: 2,882
- RC: 2,807
- RCHD: 12,611
- RCFD#1: 2,927

Website Information

- 25,550 unique users in June
- July search terms
 - Divorce
 - Tax Sale
 - Sample Ballot



Thank You



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Lisa Daily, Administrative Asst II

MEETING: July 28, 2022

SUBJECT: Rezone a tract of land from "AG" (Agricultural District) to "SF-1" (Single Family Residential) and plat the tract into a single lot.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

On July 11, 2022, the Riley County Planning Board forwarded a recommendation to the Board of County Commissioners of Riley County to approve the request to rezone an unplatted tract of land from "AG" (Agricultural District) to "SF-1" (Single Family Residential), as it was found to be in general conformance with the comprehensive plan.

The Board also approved the concurrent plat of Payne Estates as it was found to meet the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

Staff recommends the Board of County Commissioners approve the request to rezone the subject property from “AG” (Agricultural District) to “SF-1” (Single Family Residential), as it was found to be in general conformance with the comprehensive plan.

Staff also recommends that the Board of County Commissioners acknowledge the approved Final Plat of Payne Estates, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR REZONING (AG to SF-1):

- . **Move** to sign Resolution 072822- _____ approving the request to rezone a tract of land from “AG” (Agricultural District) to “SF-1” (Single Family Residential).
- . **Move** to sign Resolution 072822- _____ denying the request to rezone a tract of land from “AG” (Agricultural District) to “SF-1” (Single Family Residential).
- . **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

ACTION NEEDED FOR PLAT:

- . **Move** to approve Resolution 072822- _____ acknowledging the approved Final Plat of Payne Estates and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

- . **Move** to sign Resolution 072822- _____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Payne Estates, as it has been determined that it does not meet the requirements of the Riley County Subdivision Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- RCPB Minutes (PDF)
- Resolution Rezone (PDF)
- Resolution Plat (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Plat and Rezone

PETITION: #22-0034

APPLICANT: Robert J. & Joanne M. Springer Trust
6535 Tuttle Creek Blvd.
Manhattan, KS 66503

PROPERTY OWNER: Robert J. & Joanne M. Springer Trust
6535 Tuttle Creek Blvd.
Manhattan, KS 66503

REQUEST: Rezone a tract of land from “AG” (Agricultural District) to “SF-1” (Single Family Residential) and plat the tract into a single lot.

SIZE OF TRACT: The subject site is approximately 3.00 acres.

LOCATION: Generally located approximately 200 feet south of the intersection of W. 59th Avenue and N. 52nd Street, on the east side of W. 59th Avenue; Section 20, Township 9 South, Range 7 East; Grant Township.

JURISDICTION: This application is subject to the requirements of the Riley County Land Development Regulations.



BACKGROUND: The subject site is an approximately 3-acre portion of a larger approximately 26-acre parent tract. The applicant is requesting to rezone the 3-acre portion from “AG” (Agricultural District) to “SF-1” (Single Family Residential) and plat it into a single lot. A portion of the remaining parent tract was rezoned from “G-1” (General Agricultural) to “C-4” (Highway Business) November 1991 for the existing car dealership. The rest of the remainder of the parent tract is zoned “AG” (Agricultural District) and will remain undeveloped.

DESCRIPTION:

Physical site characteristics: The proposed lot is undeveloped and consists primarily of grassland, with several mature trees situated along the north and east property lines. The proposed lot gently slopes toward the north. No portion of the property is located within the regulatory floodplain, however, the site, in its entirety, is located within the LUPZ (Land Use Planning Zone), a noise zone associated with Fort Riley.

General character of the area: The general character of the area is a mix of large lot single family residential development and agricultural uses.

SUITABILITY OF ZONING:

Zoning History: (see background)

Current zoning: (see background)

Proposed zoning: Due to the proposed construction of a single-family home within a geographical area that has a mix of single-family zoning and single family uses, the applicant was advised to plat the proposed tract and rezone it from “AG” (Agricultural District) to “SF-1” (Single Family Residential).

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	“SF-2” (Single Family Residential)	residential
SOUTH	“AG” (Agricultural District)	grass
EAST	“AG” (Agricultural District)	grass
WEST	“SF-1” (Single Family Residential)	residential

POTENTIAL IMPACT:

Public facilities and services:

Streets and bridges: The subject site directly abuts and will have direct access to W. 59th Avenue, a gravel two-lane local road maintained by the Township. The applicant will be responsible for contacting Grant Township for an entrance approval permit.

Water and sewer: The applicant is proposing to connect to Rural Water District #1. A soil profile was conducted for the site by the Riley County Environmental Engineer and it was determined that a private wastewater lagoon would serve the site.

Fire: Riley County Fire District #1 will serve the site. The nearest County fire station is the Keats Fire Station, located at 3141 W. 69th Avenue. However, the Tuttle Creek Fire Station,

located at 4120 Hwy. 13 may still have the faster response time. The subject site is located within five (5) road miles of a fire station.

Effect on public facilities and services: It is not anticipated that platting and rezoning the subject property will have a detrimental impact on public facilities or services.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2009 Vision 2025 Riley County Comprehensive Plan, specifically the Development Guidance System (Chapter 12). The analysis is as follows:

Conformance to the Goals, Objectives and Policies

Goal for residential:

To allow for the development of a diversity of housing types, sizes and price levels to meet the changing needs of all county residents.

Objective R4: Allow for adequate amounts of single-family housing in suitable locations throughout the county.

Policies:

R4.2 Roads serving residential developments should safely accommodate anticipated traffic.

Future Land Use Map

According to the Future Land Use Map North (Figure 11.2) found in the Plan, the subject property is not located within a designated growth area.

The Land Evaluation/Site Assessment (LESA) Score

According to the final score of the LESA analysis, the subject property achieved **4554 points (Strong for Development)**. No bonus points were factored into the analysis.

Hardship on the landowner

The Applicant did not express a hardship as a reason for this request.

Staff analysis: The request to plat and rezone the subject property is consistent with goals and objectives of the Plan.

RILEY COUNTY ZONING REGULATIONS:

Agricultural Buffer: N/A

Riparian Buffer: N/A

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: Environmental Health has reviewed the petition and found it to be in compliance with the Riley County Sanitary Code and may proceed.

COUNTY ENGINEER: The County Engineer has reviewed the request and recommended that staff investigate and confirm the status of the right-of-way as it relates to the section line. Staff completed investigation and found that 40 feet of the required right-of-way width was already dedicated through the Sedalia Heights Subdivision plat (1985). The County Engineer stated that an additional 20 feet of right-of-way dedication would be needed to fulfill the 60-ft. right-of-way requirement for a local road.

EMERGENCY MANAGEMENT: The Deputy Rural Fire Chief has reviewed the request and reported there are no concerns from RCFD#1, assuming existing driveway entrance/exit is suitable for fire apparatus and emergency vehicles.

FORT RILEY: A development memo was sent to Fort Riley Public Works. Fort Riley officials stated that this site is located near the Fort Riley Military Installation which generates noise by the firing of weapons systems and detonation of explosives on the installation. The site lies entirely within what is known as the Land Use Planning Zone (shown in blue) and is located within an area modeled to be at a “Moderate Complaint Risk”. They stated that the property is located approximately 3700 meters from noise Zone II and approximately 5700 meters from noise Zone III. The zone boundaries are determined from the modeling of noise generated by the Fort Riley Military Installation's operations during the period of October 2011 - September 2013, which is the most recent period of time for which the modeled magnitude of noise due to the operations is available.

RILEY COUNTY PLANNING BOARD

On July 11, 2022, the Riley County Planning Board forwarded a recommendation to the Board of County Commissioners of Riley County to approve the request to rezone an unplatted tract of land from “AG” (Agricultural District) to “SF-1” (Single Family Residential), as it was found to be in general conformance with the comprehensive plan.

The Board also approved the concurrent plat of Payne Estates as it was found to meet the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends the Board of County Commissioners approve the request to rezone the subject property from “AG” (Agricultural District) to “SF-1” (Single Family Residential), as it was found to be in general conformance with the comprehensive plan.

Staff also recommends that the Board of County Commissioners acknowledge the approved Final Plat of Payne Estates, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR REZONING (AG to SF-1):

- A. **Move** to sign Resolution 072822-_____ approving the request to rezone an unplatted tract from “AG” (Agricultural District) to “SF-1” (Single Family Residential).
- B. **Move** to sign Resolution 072822-_____ denying the request to rezone an unplatted tract from “AG” (Agricultural District) to “SF-1” (Single Family Residential).
- C. **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

REASONS TO CONSIDER WHEN DECIDING A REZONING PETITION:

- ☐ Is the rezoning compatible with the character of the neighborhood?
- ☐ Is the rezoning compatible with the zoning and uses of properties nearby?
- ☐ Is the subject property not suitable for the uses allowed by the current zoning?
- ☐ Will the removal of the current restrictions by rezoning detrimentally affect nearby property?
- ☐ Has the subject property remained vacant as zoned for a substantial time period?
- ☐ Is the gain to the public health, safety and welfare by denying rezoning not as great as the hardship imposed upon the individual landowner?

- ☐ Is the rezoning consistent with the recommendations of permanent or professional staff?
- ☐ Does the rezoning conform to the adopted comprehensive plan?
- ☐ Will the rezoning detrimentally affect the conservation of the natural resources of the County?
- ☐ Will the rezoning result in the efficient expenditure of public funds?
- ☐ Will the rezoning promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County?

ACTION NEEDED FOR PLAT:

A. **Move** to approve Resolution 072822- _____ acknowledging the approved Final Plat of Payne Estates and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. **Move** to sign Resolution 072822- _____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Payne Estates, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations or Sanitary Code.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire Stations map
- LESA
- Preliminary Plat
- Final Plat
- Fort Riley Development Review

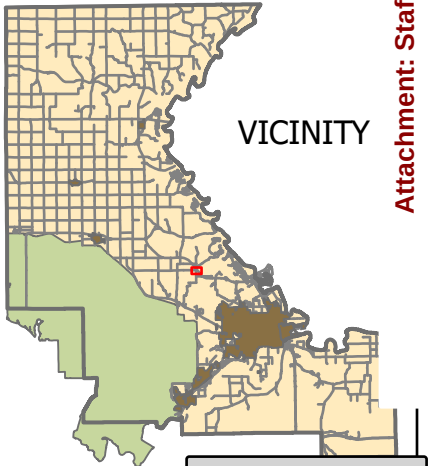
Prepared by: Bob Isaac, Planner
July 12, 2022



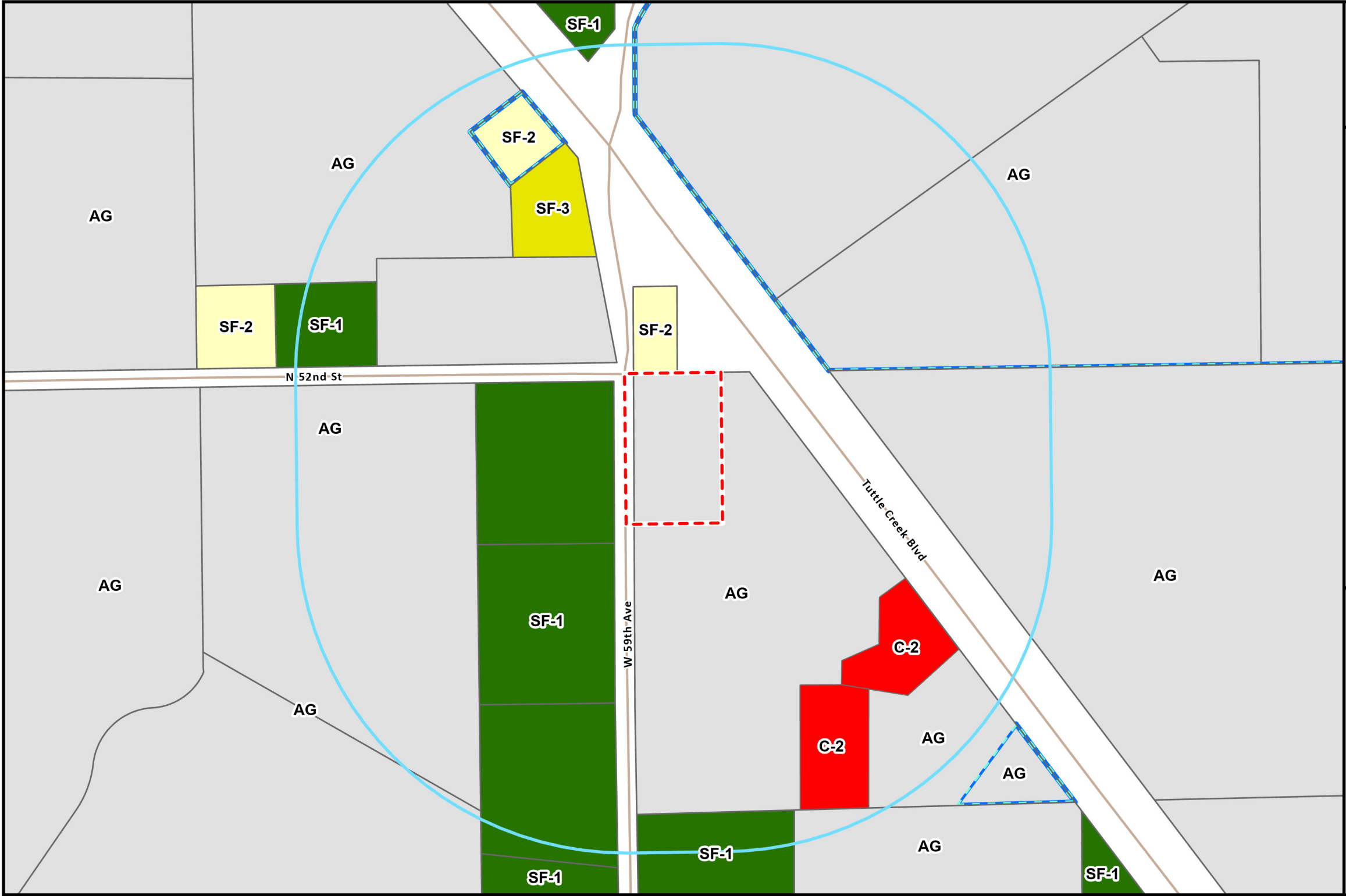
VICINITY AND SITE

Springer
#22-0034
Plat
Payne Estates
Rezone
AG to SF-1
20-9-7

1000' Buffer
Site



Attachment: Staff Report (12307 : Rezone & Plat Payne Estates (Springer))

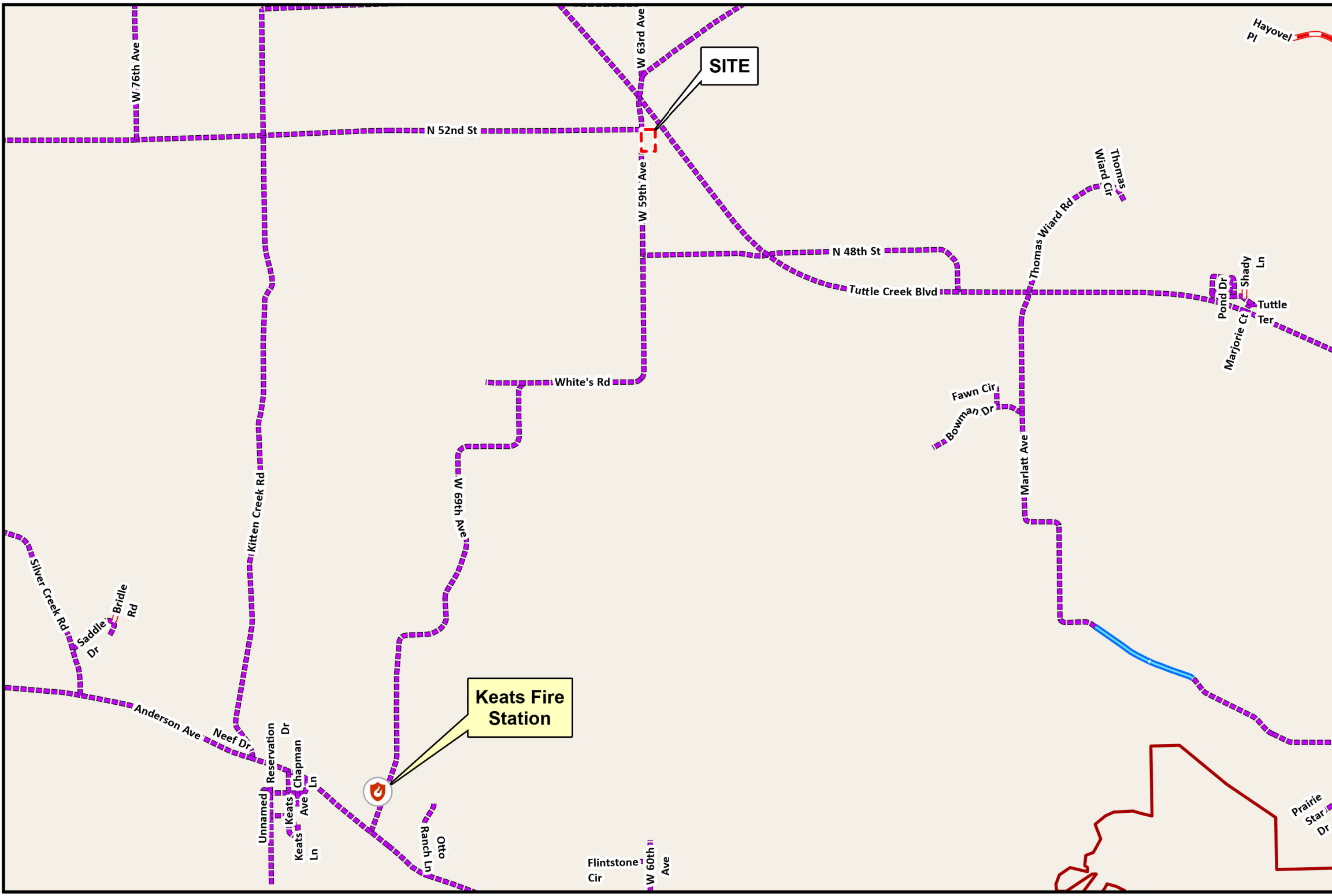


SURROUNDING ZONING

Springer
 #22-0034
 Plat
 Payne Estates
 Rezone
 Ag to SF-1
 20-9-7

 1000' Buffer
 Site

-  AG Agricultural
-  AG-R AG/Residential
-  C-1 General Business
-  C-2 Highway Business
-  Fort Riley
-  I-1 Light Industrial
-  I-2 Heavy Industrial
-  MF Multi-Family
-  MHP Manufactured Home Park
-  PUD Planned Unit Development
-  SF-1 Single Family
-  SF-2 Single Family
-  SF-3 Single Family
-  TF Two-Family
-  U University
-  Special Zoning



FIRE STATIONS

Springer
#22-0034
Plat
Payne Estates
Rezone
Ag to SF-1
20-9-7

-  Fire Stations
- ISO Rating**
-  5 (within 1000' of a hydrant)
 -  6 (within 5 road miles of 6 fire station)
 -  10 (outside 5 road miles OR road is not paved/gravel)
 -  Springer_22_0034_Poly

FACTOR 1

CHARACTER OF THE NEIGHBORHOOD (Surrounding Area within 1/4 Mile)

Agricultural Character Test

	Points	Score
• Percent of Cropland/Grassland		
☐ More than 95%	0	
☒ 80% to 95%	80	80
☐ 60% to 79.99%	165	
☐ Less than 60%	250	
TOTAL		80
• Overall Housing Density		
☐ Greater than 160 acres/residence	0	
☐ 80 to 160 acres/residence	65	
☐ 40 to 79.99 acres/residence	130	
☐ 20 to 39.99 acres/residence	195	
☒ Less than 20 acres/residence	250	250
TOTAL		250
• Number of Non-Farm Residences		
☐ 0	0	
☐ 1	50	
☐ 2	100	
☐ 3	150	
☐ 4	200	
☒ 5 or more	250	250
TOTAL		250
• Number of Tracts Less Than 20 acres		
☐ 0	0	
☐ 1	50	
☐ 2	100	
☐ 3	150	
☐ 4	200	
☒ 5 or more	250	250
TOTAL		250

GRAND TOTAL **830**

SCALE	Points
Strongly Agricultural	0
	50
Moderately-Strong Agricultural	100
	150
Moderately Agricultural	200
	250
Moderately-Mild Agricultural	300
	350
Mildly Agricultural	400
	450
Mildly Non-Agricultural	500
	550
Mildly Non-Ag Residential	600
	650
Moderately-Mild Non-Ag Res.	700
	750
Moderately Non-Ag Res.	800
	850
Moderately-Strong Non-Ag Res.	900
	950
Strongly Non-Ag Residential	1000

Rural Character Test

- Development conforms to rural character guidelines

	Bonus Points	Score
☒ Conforms to guidelines	500	500
☐ Does not conform to guidelines	0	
TOTAL		500

TOTAL POINTS AVAILABLE:

(Not Including Bonus Points)

1000 Points

Attachment: Staff Report (12307 : Rezone & Plat Payne Estates (Springer))

FACTOR 2

THE ZONING AND USES OF NEARBY PROPERTY (Surrounding Area within 1 Mile)

Compatible Zoning Test

Perimeter Component

- Percent of Perimeter Adjacent to Similar Zoning

	Points	Score
☐ No Adjacency	0	
☐ 1% - 9.99%	50	
☐ 10% - 24.99%	100	
☒ 25% - 50%	200	200
☐ Over 50%	250	
TOTAL		200

Proximity Component

- Number of Acres of Similar Zoning Within Certain Distances

Acres	Points	Within 1000'	Between 1000' and ½ mile	Between ½ mile and 1 mile
0	0			
.1-2	10			
2.1-5	20			
5.1-10	30			
10.1-15	40			
Over 15	50	50	50	50
Weighting		2.5	1.5	1
SUBTOTAL		125	75	50
TOTAL				250

Compatible Land Use Test

Perimeter Component

- Percent of Perimeter Adjacent to Similar Land Use

	Points	Score
☐ No Adjacency	0	
☐ 1% - 9.99%	50	
☐ 10% - 24.99%	100	
☒ 25% - 50%	200	200
☐ Over 50%	250	
TOTAL		200

Proximity Component

- Number of Acres of Similar Land Use Within Certain Distances

Acres	Points	Within 1000'	Between 1000' and ½ mile	Between ½ mile and 1 mile
0	0			
.1-2	10			
2.1-5	20			
5.1-10	30			
10.1-15	40			
Over 15	50	50	50	50
Weighting		2.5	1.5	1
SUBTOTAL		125	75	50
TOTAL				250

TOTAL POINTS AVAILABLE:

1000 Points

FACTOR 3

THE SUITABILITY OF THE PROPERTY FOR THE USES ALLOWED UNDER THE CURRENT ZONING

Crop Capability Test

LAND CAPABILITY CLASS	RELATIVE VALUE (RV)	NUMBER OF ACRES IN SITE	PRODUCT OF RV & NO. OF ACRES
1	0		
2	25		
3	50		
4	75	3.29	246.75
5	150		
6	225		
7	300		
8	375		
TOTALS		3.29	246.75

Product of RV & Acres / Number of
Acres in Site = Average Site Value

Average Site Value **75**

Rangeland Productivity Test

TOTAL DRY WEIGHT PRODUCTION - NORMAL YEAR (lbs)	RELATIVE VALUE (RV)	NUMBER OF ACRES IN SITE	PRODUCT OF RV & NO. OF ACRES
8500+	0		
7500-8499	50		
6500-7499	100		
5500-6499	150		
4500-5499	225		
3500-4499	300	2.9	870
2500-3499	375	0.39	146.25
TOTALS		3.29	1016.25

Product of RV & Acres / Number of
Acres in Site = Average Site Value

Average Site Value **309**

Site Suitability Test

- Attributes Reducing Agricultural Site Suitability

Size of site (in acres)

- ☐ 0-3
- ☒ 3.1-5
- ☐ 5.1-10
- ☐ Over 10

Points	Score
125	
90	90
45	
0	
TOTAL	90

Isolation of site from other agricultural land

(Site must be < than 10 acres; isolation may be created by ownership
or physical features, e.g. riparian areas, roads, topography, etc.)

- ☒ Isolated
- ☐ Not Isolated

Points	Score
125	125
0	
TOTAL	125

TOTAL POINTS AVAILABLE:

1000 Points

Attachment: Staff Report (12307 : Rezone & Plat Payne Estates (Springer))

FACTOR 4

Agricultural Conflict Test

• Proximity of Residence to Confined Animal Feeding Operation (CAFO)

	Points	Score
☒ More than 1 mile from CAFO	250	250
☐ Between 1 mile and 1/4 mile	0	
☐ Within 1/4 mile	-250	
TOTAL		250

• Proximity of Site to Other Agricultural Activities

DISTANCE	POINTS	Permanently Preserved Land	Cropping Operation	Grassland Tract (>20 acres, no home)
Over 1000'	125	125		125
500 - 999'	100			
250 - 499'	75			
50 - 249'	50		50	
Less than 50'	0			
SUBTOTALS		125	50	125
TOTAL				300

DISTANCE	POINTS	Livestock Enclosure (No
Over 2000'	125	
1000 - 1999'	100	100
500 - 999'	75	
100 - 499'	50	
Less than 100'	0	
TOTAL		100

Non-Agricultural Conflict Test

• Proximity of Site to Fort Riley Noise Zones

	Points	Score
☐ Outside of Noise Zone II and LUPZ	250	
☒ Within LUPZ	125	125
☐ Within Noise Zone II	0	
TOTAL		125

ADDITIONAL POSITIVE/NEGATIVE POINTS FOR MITIGATIVE/DETRIMENTAL IMPACTS

• Effect of Rezoning on Valuation of Adjoining Property*

	Points	Score
☐ Evidence that rezoning will increase value of adjoining property	250	
☐ Evidence that rezoning will not devalue adjoining property	125	
☒ No evidence that rezoning will/will not devalue adjoining property	0	0
☐ Evidence that rezoning will devalue adjoining property	-250	
TOTAL		0

* Evidence must be from a professional source

TOTAL POINTS AVAILABLE:

1000 Points

Attachment: Staff Report (12307 : Rezone & Plat Payne Estates (Springer))

FACTOR 5

Public Health Test

• Availability of and Connection to Public Sanitary Sewer System

	Points	Score
☐ Available at site	200	
☐ Within 400'	175	
☐ 400' - .24 mile	150	
☐ .25 - .49 mile	100	
☐ .5 miles - .99 mile	50	
☒ More than 1 mile	0	0
TOTAL		0

• Availability of and Connection to Public Water Systems

	Points	Score
☒ Available at site	200	200
☐ Within 400'	175	
☐ 400' - .24 mile	150	
☐ .25 - .49 mile	100	
☐ .5 miles - .99 mile	50	
☐ More than 1 mile	0	
TOTAL		200

BONUS POINTS

• Development will result in the creation/extension of new/additional public sewer system

Points	Score
500	0

• Development will result in the creation/extension of new/additional public water system

Points	Score
150	0

Public Safety Test

• Public Protection Classification (Fire Insurance Rating)

	Points	Score
☐ Within ISO Class 5	200	
☒ Within ISO Class 5Y	100	100
☐ Within ISO Class 9 or 10	0	
TOTAL		100

• Location of building site relative to floodplain

	Points	Score
☒ Not in the floodplain	200	200
☐ Within 0.2% annual chance floodplain	0	
☐ Within 1% annual chance floodplain	-200	
TOTAL		200

• Access to building site relative to floodplain

	Points	Score
☒ Not in the floodplain	200	200
☐ Within 0.2% annual chance floodplain	0	
☐ Within 1% annual chance floodplain	-200	
TOTAL		200

• Expected Impact of Proposed Development on Existing Road*

	Points	Score
☒ Current Road Adequate, No Changes Required	150	150
☐ Minor Improvements Needed	0	
☐ Major Improvements Needed	-150	
☐ Additional Off-Site Improvements Needed**	-150	
TOTAL		150

* Determination of anticipated traffic impacts from traffic study using assumed trip generation models. Minor/major improvements determined by County Engineer based on evaluation of degree of surface alterations required to meet the impact. Maximum points given for improvements funded by developer.

** Additional off-site improvements include addition of turning lanes, improvement of drainage structures and similar improvements that are not re-surfacing improvements. If alteration of surface and additional off-site improvements are needed, both point totals shall apply. No points subtracted for improvements funded by developer.

TOTAL POINTS AVAILABLE:

1150 Points

Attachment: Staff Report (12307 : Rezone & Plat Payne Estates (Springer))

FACTOR 6

Transportation Test

• Adequacy of the Access Road Surface

	Points	Score
☐ Paved	150	
☐ Gravel w/ 24' roadbed	100	
☒ Gravel w/ 22' roadbed	50	50
☐ Gravel w/ 20' roadbed	0	
☐ Gravel w/ 18' or less roadbed	-50	
☐ Unimproved	-100	
☐ Trail or Undeveloped	-150	
TOTAL		50

• Distance from site to Paved Road

	Points	Score
☐ Direct access onto paved road	150	
☒ Within .25 mi	100	100
☐ .25 to .49 mi	50	
☐ .50 to .99 mi	0	
☐ 1-3 miles	-50	
☐ Over 3 miles	-100	
TOTAL		100

• Distance from site to a Major Collector (or higher rated classification) or Frontage Rd

	Points	Score
☐ Direct access	150	
☒ Within .5 mi	100	100
☐ .51 to .99 mi	50	
☐ 1 to 2.9 mi	0	
☐ 3-5 miles	-50	
☐ Over 5 miles	-100	
TOTAL		100

Efficient Development Test

• Distance from a City*

	Points	Score
☐ Contiguous to City Limit	200	
☐ Within .25 mile of City Limit	150	
☐ .26 to .5 mile from City Limit	100	
☐ .51 to 1 mile from City Limit	50	
☐ 1.1 to 3 miles from City Limit	0	
☒ Beyond 3 miles from City Limit	-50	-50
TOTAL		-50

* Any Incorporated City within Riley County

• Distance from Nearest Public School*

	Points	Score
☐ Within 1 mile	200	
☐ 1.1 mile - 2 miles	100	
☐ 2.1 miles - 3 miles	0	
☒ Beyond 3 miles	-100	-100
TOTAL		-100

* Distance to Either Elementary or Secondary School
Using the Shortest Travel Distance Via Improved Roads

TOTAL POINTS AVAILABLE:

850

Attachment: Staff Report (12307 : Rezone & Plat Payne Estates (Springer))

FACTOR 7

CONFORMANCE TO THE COMPREHENSIVE PLAN

Future Land Use Map Test

• Conformance of the Proposal to the Future Land Use Map

- ☐ Within a Designated Growth Area (DGA)
- ☐ Within ¼ mile of DGA
- ☐ Between ¼ and ½ mile of DGA
- ☒ Over ½ mile from DGA

Points	Score
1000	
500	
250	
0	0
TOTAL	0

TOTAL POINTS AVAILABLE:

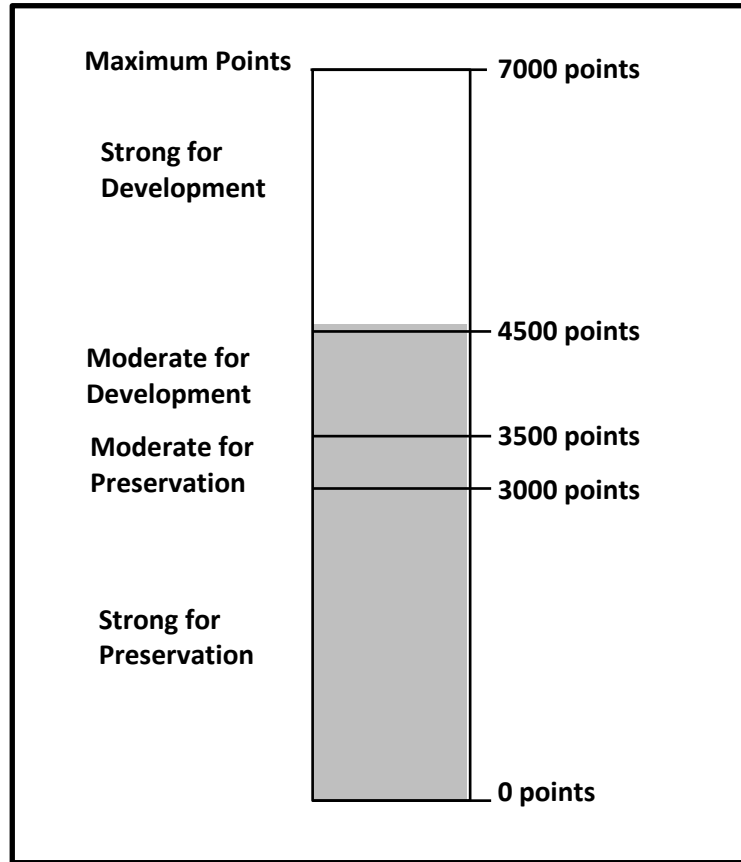
1000 Points

SUMMARY SCORESHEET

Factor	Score
1 <u>Agricultural Character Test</u>	
Percent of Cropland/Grassland	80
Overall Housing Density	250
Number of Non-Farm Residences	250
Number of Tracts Less Than 20 acres	250
2 <u>Compatible Zoning Test</u>	
Perimeter Component	200
Proximity Component	250
<u>Compatible Land Use Test</u>	
Perimeter Component	200
Proximity Component	250
3 <u>Crop Capability Test</u>	75
<u>Rangeland Productivity Test</u>	309
<u>Site Suitability Test</u>	
Site Size	90
Site Isolation	125
4 <u>Agricultural Conflict Test</u>	
Proximity to CAFO	250
Proximity to Other Ag Activities	300
Proximity to Livestock Enclosures	100
<u>Non-Agricultural Conflict Test</u>	
Proximity to Fort Riley Noise Zones	125
5 <u>Public Health Test</u>	
Availability of Sewer	0
Availability of Water	200
<u>Public Safety Test</u>	
Fire Protection Rating	100
Site to Floodplain	200
Access in Floodplain	200
6 <u>Transportation Test</u>	
Adequacy of Road Surface	50
Distance to Paved Road	100
Distance to Trafficways	100
Impact on Existing Road	150
<u>Efficient Development Test</u>	
Distance to City Limits	-50
Distance to Schools	-100
7 <u>Future Land Use Map Test</u>	0
SUBTOTAL	4054
ADDITIONAL POSITIVE/NEGATIVE POINTS	
1 <u>Rural Character Test</u>	500
4 <u>Additional +/- Points</u>	
Effect on Valuation	0
5 <u>New/Additional Public Sewer System</u>	0
<u>New/Additional Public Water System</u>	0
SUBTOTAL:	500
GRAND TOTAL:	4554

Final Score:
4554

Final Scoring Chart





DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT
RILEY 500 HUEBNER ROAD
FORT RILEY, KS 66442

June 10, 2022

Bob Isaac
 Planner-Planning & Development
 Manhattan Urban Area Planning Board
 110 Courthouse Plaza
 Manhattan, KS 66502

Dear Mr. Isaac:

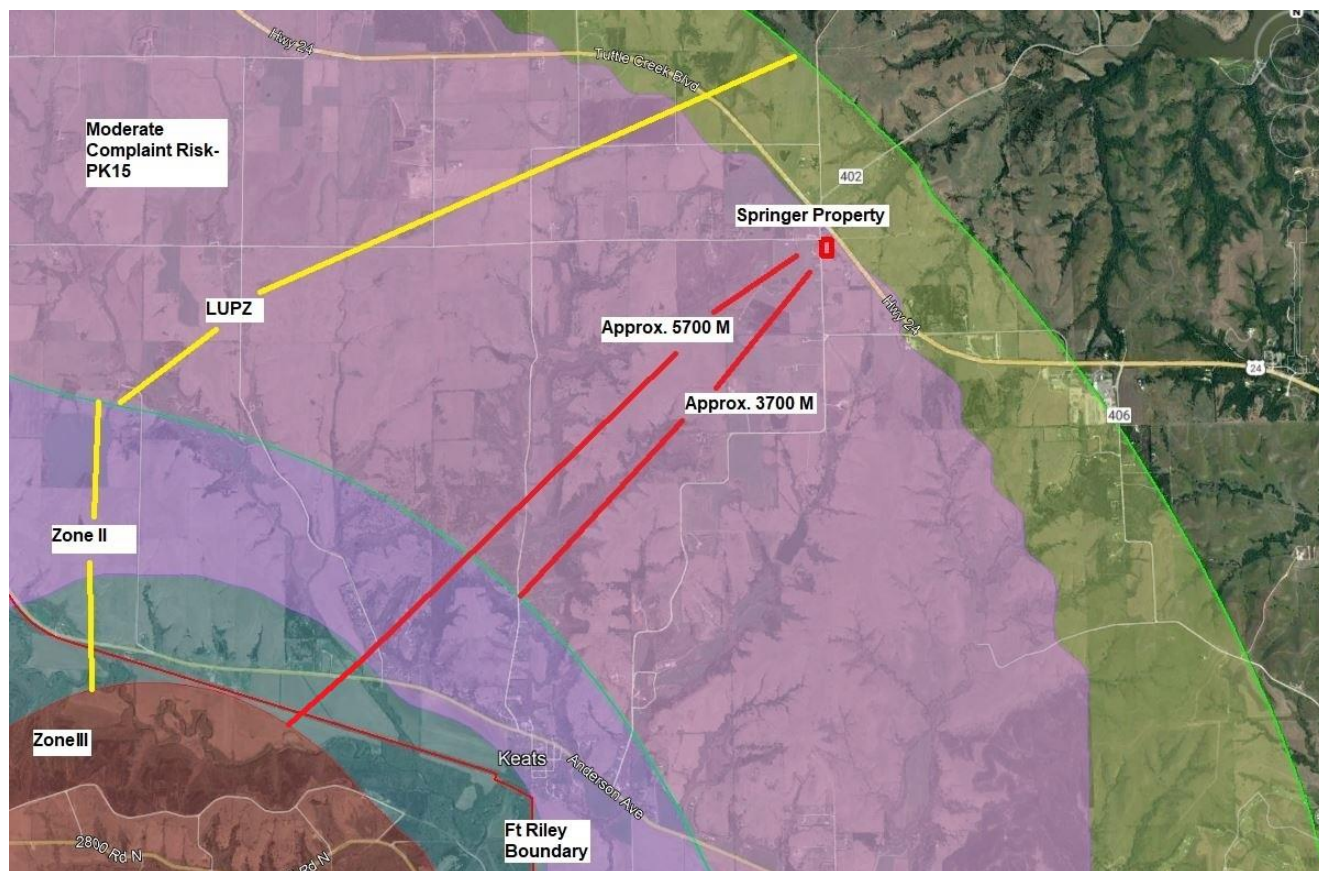
Thank you for the opportunity to provide information concerning the request by the Mr. & Mrs. Robert Springer Trust to rezone a tract of land from “AG” (Agricultural District) to “SF-1” (Single Family Residential) and plat the tract into a single lot. The request is generally located approximately 200 feet south of the intersection of W. 59th Avenue and N. 52nd Street, on the east side of W. 59th Avenue; Section 20, Township 9 South, Range 7 East; Grant Township.

This site is located near the Fort Riley Military Installation that generates noise by the firing of weapons systems and detonation of explosives on the installation. The site lies entirely within the Land Use Planning Zone (LUPZ) and is determined to be within the Moderate Risk for Noise Complaints-PK15. The property is located approximately 3700 meters from noise Zone II and approximately 5700 meters from noise Zone III. The zone boundaries are determined from the modeling of noise generated by the Fort Riley Military Installation's operations during the period of October 2011 - September 2013, which is the most recent period of time for which the modeled magnitude of noise due to the operations is available.

Generally speaking, military operations for demolition and large caliber weapons, as well as for aviation maneuvers, will be produced at a level to be heard, or even judged as loud on occasion, within the LUPZ or slightly beyond. During periods of increased military operations at the Fort Riley Military Installation, community annoyance because of the noise generated by the increased operations can be expected, especially during large arms weapons operations during unfavorable weather conditions which allow noises to travel further and/or sound louder. According to Fort Riley's Installation Operational Noise Management Plan 2015, noise-sensitive land uses are generally acceptable within the LUPZ. However, communities and individuals often have different views regarding what level of noise is acceptable or desirable. The picture on the following page depicts the zone boundaries in relation to the property.

Attachment: Staff Report (12307 : Rezone & Plat Payne Estates (Springer))

Figure 1: Fort Riley Noise Zones

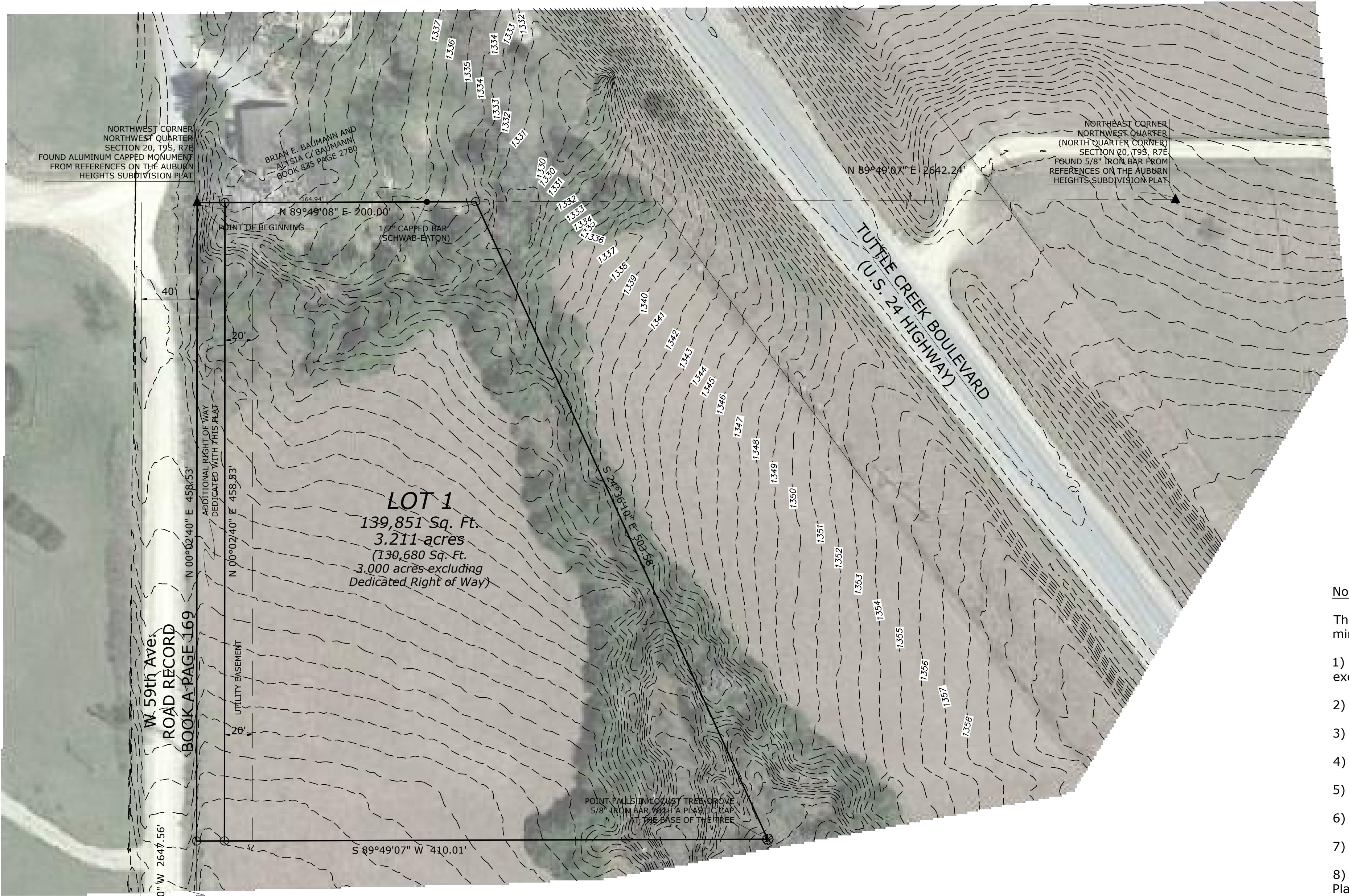


If you have any questions about this information, please feel free to contact me at 785-239-8663, or via email at joshua.pease.civ@army.mil.

Sincerely,

Joshua Pease
Environmental, Environmental
Division

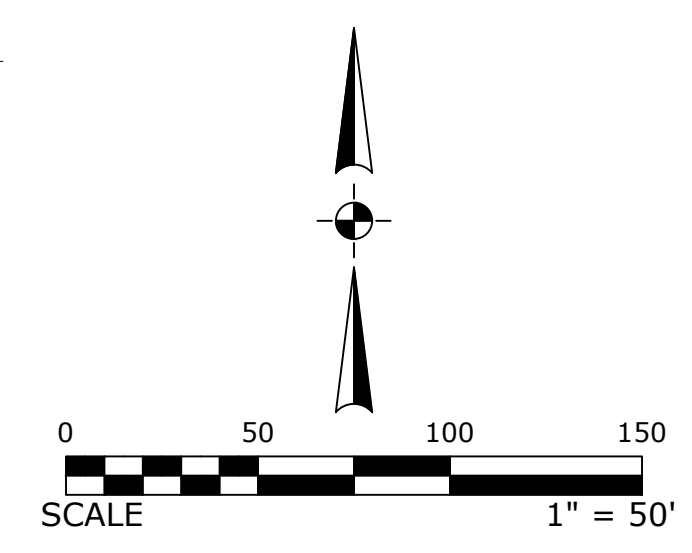
Attachment: Staff Report (12307 : Rezone & Plat Payne Estates (Springer))



W 59th Ave.
ROAD RECORD
BOOK A - PAGE 169

S 00°02'40" W 2647.56'

SOUTHWEST CORNER
NORTHWEST QUARTER
(WEST QUARTER CORNER)
SECTION 20, T9S, R7E
FOUND 3/4" IRON BAR FROM
REFERENCES ON THE AUBURN
HEIGHTS SUBDIVISION PLAT



- LEGEND**
- ▲ FOUND MONUMENT (AS INDICATED)
 - SET 3/4" IRON BAR WITH PLASTIC CAP STAMPED "FORCE LS-811"
 - x COMPUTED POINT
 - UTILITY EASEMENT

DESCRIPTION:

A TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 9 SOUTH, RANGE 7 EAST OF THE SIXTH PRINCIPAL MERIDIAN, IN RILEY COUNTY, KANSAS, MORE PARTICULARLY DESCRIBED BY TERRY FORCE, LS-811, ON JULY 7, 2022 AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 20, SAID CORNER BEING MARKED BY AN ALUMINUM MONUMENT; THENCE EASTERLY ON THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 20 ON AN ASSUMED BEARING OF NORTH 89 DEGREES 49 MINUTES 07 SECONDS EAST A DISTANCE OF 200.00 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP; THENCE LEAVING SAID NORTH LINE SOUTHEASTERLY ON A BEARING OF SOUTH 24 DEGREES 36 MINUTES 10 SECONDS EAST A DISTANCE OF 503.58 FEET TO A POINT; THENCE WESTERLY ON A BEARING OF SOUTH 89 DEGREES 49 MINUTES 07 SECONDS WEST A DISTANCE OF 410.01 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP ON THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 20; THENCE NORTHERLY ON SAID WEST LINE ON A BEARING OF NORTH 00 DEGREES 02 MINUTES 40 SECONDS EAST A DISTANCE OF 458.83 FEET TO THE POINT OF BEGINNING, CONTAINING 3.211 ACRES, SUBJECT TO ANY EASEMENTS AND RESTRICTIONS OF RECORD.

- Notes:**
- The basis of bearings are assumed. The West line of the Northwest Quarter of Section 20, T9S, R7E is assumed North 00 degrees 02 minutes 40 seconds East.
- 1) No easements, restrictions, reservations, setbacks or other matter of record, if any, affecting the Title of this property are shown, except as platted, as per agreement with the landowner.
 - 2) No gaps or overlaps exist.
 - 3) There are no lines of possession that affect this survey.
 - 4) The Parent Tract is recorded in Book 860 on Page 8346 in the Riley County, Kansas, Register of Deed's office.
 - 5) All building setback requirements shall be determined by the zoning district, unless otherwise noted.
 - 6) Contour lines and elevations are from Lidar data, NAVD 88 datum.
 - 7) This lot shall be in compliance with the Riley County Sanitary Code.
 - 8) If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Road Designs in Platted Subdivisions. In no case, shall the diameter of the pipe be less than 15 inches.
 - 9) Property owner is required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.

ZONING
CURRENT ZONING: "AG" (Agricultural District)

PROPOSED ZONING: "SF-1" (Single Family Residential)

FLOODPLAIN NOTE:
This property in its entirety, lies in Flood Zone X which is an area designated by the Federal Emergency Management Agency having a minimal risk of flooding. Flood Insurance Rate Map Community Panel Number 20161C0250G with an effective date of March 16, 2015.

UTILITY NOTE:
Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines and brush on lands adjacent to the utility easement whenever, in the utility company's judgment, such may interfere with or endanger the construction, operation or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing and with or endangering the construction, operation and maintenance of said facilities.

OWNER:
Robert J. Springer and
Joanne M. Springer
6535 Tuttle Creek Blvd.
Manhattan, Kansas 66502
(785) 539-8003

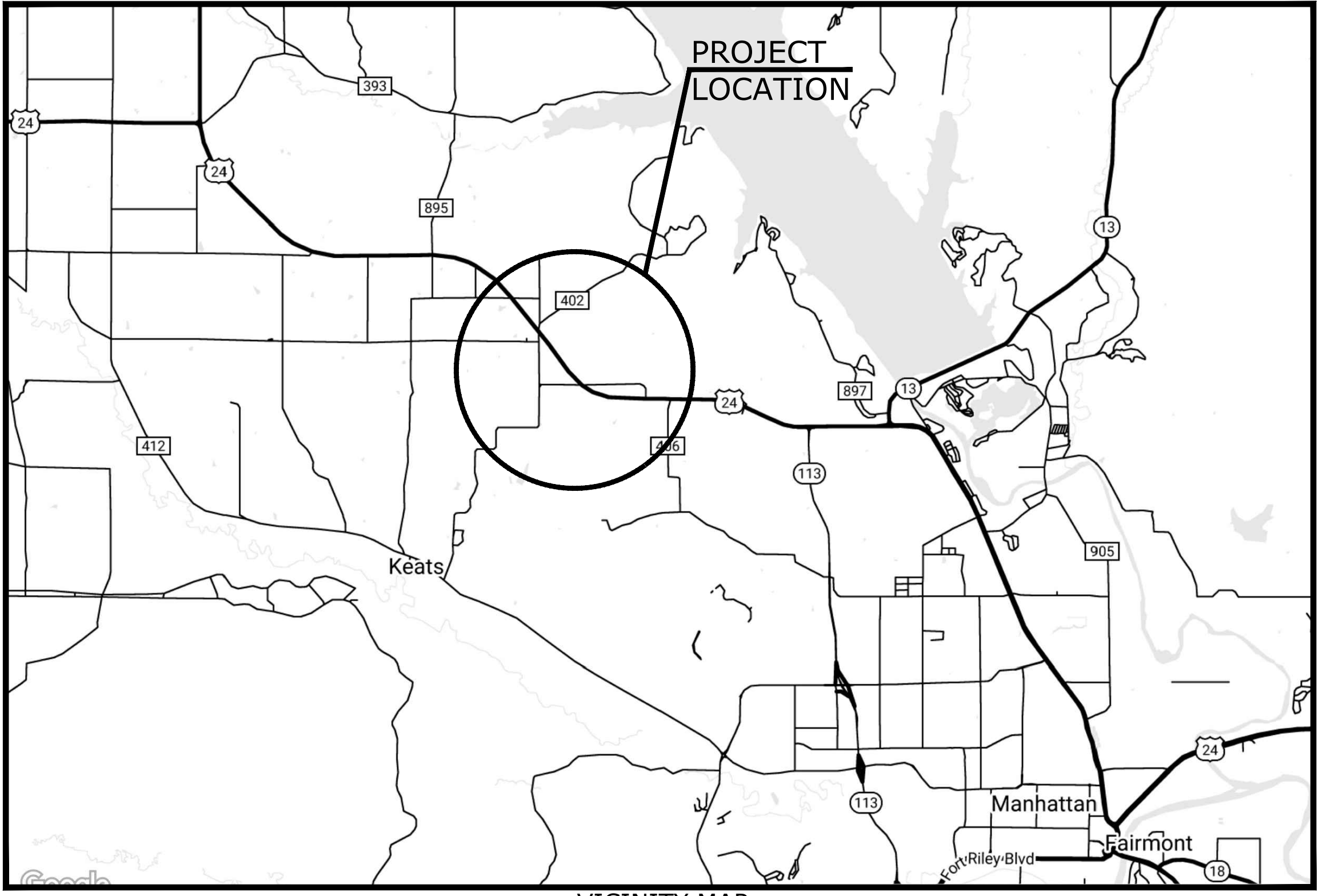
SURVEYOR:
Force Land Surveying
Terry Force
342 Main Street
Wheaton, Kansas 66521
(785) 396-4480

PRELIMINARY PLAT
of
PAYNE ESTATES
a subdivision in
Section 20, Township 9 South, Range 7 East
of the Sixth Principal Meridian in
Riley County, Kansas

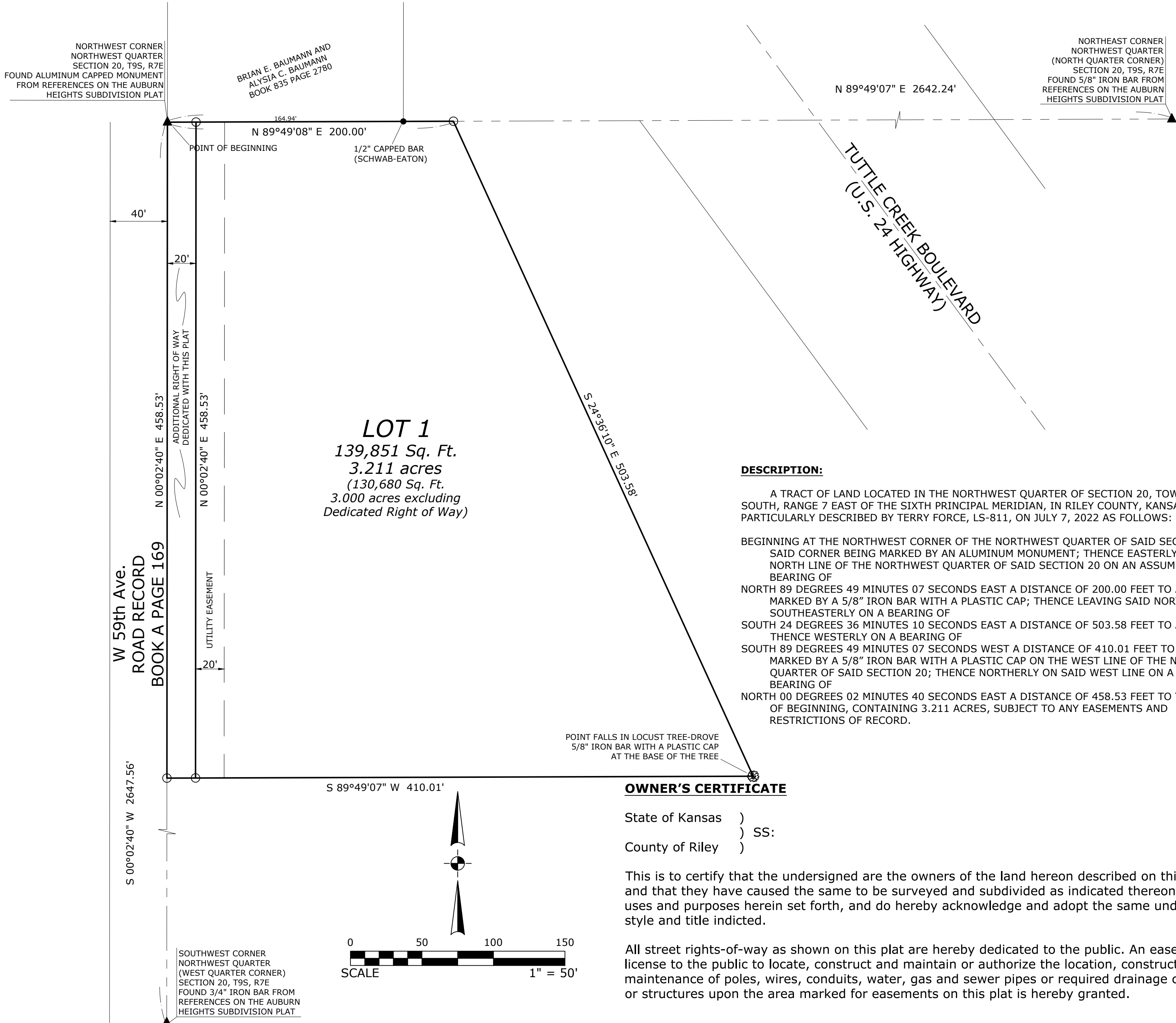
PREPARED BY
TERRY FORCE, RLS
342 MAIN STREET
WHEATON, KANSAS 66521
Phone: 785-396-4480
Email: tforce@bluevalley.net

FORCE LAND SURVEYING

JULY 2022
PROJECT No. 99464



VICINITY MAP
(NOT TO SCALE)



CERTIFICATE OF COUNTY COMMISSION

State of Kansas)
County of Riley) SS:
Approved this _____ day of _____, 2022 A.D.
BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS
Chairman _____
Member _____
Member _____
ATTEST: _____
County Clerk _____

Notes:
The basis of bearings are assumed. The West line of the Northwest Quarter of Section 20, T9S, R7E is assumed North 00 degrees 02 minutes 40 seconds East.
1) No easements, restrictions, reservations, setbacks or other matter of record, if any, affecting the Title of this property are shown, except as platted, as per agreement with the landowner.
2) No gaps or overlaps exist.
3) There are no lines of possession that affect this survey.
4) The Parent Tract is recorded in Book 860 on Page 8346 in the Riley County, Kansas, Register of Deed's office.
5) All building setback requirements shall be determined by the zoning district, unless otherwise noted.
6) Contour lines and elevations are from Lidar data, NAVD 88 datum.
7) This lot shall be in compliance with the Riley County Sanitary Code.
8) If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Road Designs in Platted Subdivisions. In no case, shall the diameter of the pipe be less than 15 inches.
9) Property owner is required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.

ZONING
CURRENT ZONING: "AG" (Agricultural District)
PROPOSED ZONING: "SF-1" (Single Family Residential)

FLOODPLAIN NOTE:
This property in its entirety, lies in Flood Zone X which is an area designated by the Federal Emergency Management Agency having a minimal risk of flooding. Flood Insurance Rate Map Community Panel Number 20161C0250G with an effective date of March 16, 2015.

UTILITY NOTE:
Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines and brush on lands adjacent to the utility easement whenever, in the utility company's judgment, such may interfere with or endanger the construction, operation or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing and with or endangering the construction, operation and maintenance of said facilities.

CERTIFICATE OF THE REGISTER OF DEEDS

State of Kansas)
County of Riley) SS:
This instrument was filed for record on the _____ day of _____ A.D. 2022, at _____ O'clock _____ M. and duly recorded in Book _____ on Page _____.
Register of Deeds _____
Deputy _____

FINAL PLAT
of
PAYNE ESTATES
a subdivision in
Section 20, Township 9 South, Range 7 East
of the Sixth Principal Meridian in
Riley County, Kansas

PREPARED BY
TERRY FORCE, RLS
342 MAIN STREET
WHEATON, KANSAS 66521
Phone: 785-396-4480
Email: tforce@bluevalley.net

JULY 2022
PROJECT No. 99464

EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

July 11, 2022

Page 1

Springer – Plat & Rezone

Chairman Hoobler opened the public hearing at the request of Robert J. & Joanne M. Springer Trust, petitioners, and owners, to **rezone** a tract of land from "AG" (Agricultural District) to "SF-1" (Single Family Residential) and **plat** the tract into a single lot in Grant Township, Section 20, Township 9 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request and described the background, location, and physical layout of the property. He handed out new maps of the final plat and explained that the shape of the proposed lot had changed. Mr. Isaac stated the subject site is an approximately 3-acre portion of a larger approximately 26-acre parent tract. He said the applicant is requesting to rezone the 3-acre portion from "AG" (Agricultural District) to "SF-1" (Single Family Residential) and plat it into a single lot.

Staff recommended the Planning Board forward a recommendation of approval to the Board of County Commissioners to rezone the subject property from "AG" (Agricultural District) to "SF-1" (Single Family Residential), as it has been determined that it is in general conformance with the goals and objectives of the comprehensive plan and meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

Staff also recommended the Planning Board approve the Concurrent Plat of Payne Estates, as it has been determined that it also meets the minimum requirements of the Riley County Land Development Regulations and Sanitary Code.

Chairman Hoobler opened the public hearing and asked if the applicant wanted to speak.

Robert Springer stated he asked the surveyor to correct the lot lines to exclude the meadow. He said the reason for subdividing the property is so his close friends can live close to them and assist them as they age.

There were no proponents or opponents.

Joe Gelroth moved to close the public hearing. Nathan Larson seconded. Carried 5-0.

John Wienck moved to forward a recommendation of approval of the request to the Board of County Commissioners to rezone a portion of the subject property from "AG" (Agricultural District) to "SF-1" (Single Family Residential). Joe Gelroth seconded. Carried 5-0.

John Wienck moved to approve the final plat of Payne Estates, as it had been determined to meet the requirements of the Riley County Land Development Regulations. Rita Cassida seconded. Motion carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on July 28, 2022, at 10:20 am, in the County Commission Chambers.

Attachment: RCPB Minutes (12307 : Rezone & Plat Payne Estates (Springer))

RESOLUTION NO. 072822-

**RESOLUTION AMENDING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN GRANT TOWNSHIP**

WHEREAS, pursuant to the provision of Section 3.9 - Rezonings (Zoning Map Amendments), Robert J. & Joanne M. Springer Trust, petitioners and owners, have requested that the classification of the below described Riley County real property, be changed from Zone “AG” (Agricultural District) to Zone “SF-1” (Single Family Residential); and

WHEREAS, Riley County Planning Board, after appropriate notice conducted a public hearing on July 11, 2022; and

WHEREAS, the Riley County Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending APPROVAL of the application;

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

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

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be consistent with one or more of the following criteria as set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.
- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.
- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.
- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.

- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

The zoning classification of the following described real estate in Riley County, Kansas:

A TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 9 SOUTH, RANGE 7 EAST OF THE SIXTH PRINCIPAL MERIDIAN, IN RILEY COUNTY, KANSAS, MORE PARTICULARLY DESCRIBED BY TERRY FORCE, LS-811, ON JULY 7, 2022 AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 20, SAID CORNER BEING MARKED BY AN ALUMINUM MONUMENT; THENCE EASTERLY ON THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 20 ON AN ASSUMED BEARING OF NORTH 89 DEGREES 49 MINUTES 07 SECONDS EAST A DISTANCE OF 200.00 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP; THENCE LEAVING SAID NORTH LINE SOUTHEASTERLY ON A BEARING OF SOUTH 24 DEGREES 36 MINUTES 10 SECONDS EAST A DISTANCE OF 503.58 FEET TO A POINT; THENCE WESTERLY ON A BEARING OF SOUTH 89 DEGREES 49 MINUTES 07 SECONDS WEST A DISTANCE OF 410.01 FEET TO A POINT MARKED BY A 5/8" IRON BAR WITH A PLASTIC CAP ON THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 20; THENCE NORTHERLY ON SAID WEST LINE ON A BEARING OF NORTH 00 DEGREES 02 MINUTES 40 SECONDS EAST A DISTANCE OF 458.53 FEET TO THE POINT OF BEGINNING, CONTAINING 3.211 ACRES, SUBJECT TO ANY EASEMENTS AND RESTRICTIONS OF RECORD

is hereby changed from Zone "AG" (Agricultural District) to Zone "SF-1" (Single Family Residential), that the Riley County Official Zoning Map shall be changed to reflect the amendment, that the original resolution incorporating the said official map by reference is hereby amended and that said official map be reincorporated by reference as amended.

This resolution shall take effect and be in force from and after its publication in the official county newspaper.

GRANTED this 28th day of July, 2022

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

ATTEST:

Kathryn G. Focke, Vice Chair

Rich Vargo, Riley County Clerk

John Ford, Member

RESOLUTION NO. 072822-**A RESOLUTION APPROVING PAYNE ESTATES AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of Payne Estates; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on July 11, 2022; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of the Riley County Land Development Regulations, approved said plat; and

WHEREAS, all required signatures have been obtained.

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

That the final plat of Payne Estates is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

Adopted this 28th day of July, 2022.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn G. Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution Plat (12307 : Rezone & Plat Payne Estates (Springer))



HEALTH DEPARTMENT
Update

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: July 28, 2022
SUBJECT: RCHD Update
PRESENTER: Julie Gibbs

Budget to Actual, Staff Updates, Programs, Events, Conference Summary

Enclosures:

- BOHmonthlypreJuly2022 (PDF)



BOH Monthly Report July 2022

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: BOHmonthlypreJuly2022 (12313 : RCHD Update)

Budget to Actual June 2022

Explanations

14.a

Revenues:

- PHEP-timing of grant payments
- CCL-timing of grant payments
- FP-timing of grant payments
- MCH-timing of grant payments
- WIC-timing of payments (reimbursement-based grant)
- BaM-timing of payments
- Wildcat PHEP-timing of payments (reimbursement-based grant)

Expenses:

- General: Contact tracers were not budgeted for 2022-thought that would be done when we did the budget, RADX not budgeted (original contract ended in 2021), ELC staff not budgeted
- KCCTF-timing of expenses (grant year ended in April so expenses were higher in order to get more of grant spent-unspent rolls over into next grant year)

Attachment: BOHmonthlypreJuly2022 (12313 : RCHD Update)

New Staff

Skylar German, MPH

PHEP
Coordinator

Raising Riley Updates

Camp Kindergarten is complete! – 34 kids total and 21 transported

Provider Appreciation Dinner – June 7 – 10 providers attended

FY22 = 277 children and 252 families

Clinic Updates

Vaccines for school age kids at Central Enrollment
(USD 383) – July 28 and 29



Childhood vaccines at Everybody Counts – Aug. 6



KDHE Covid site visit – Aug. 4

WIC Updates

Power of Produce!



Nutrition in the Childcare Setting

- 160 people
- 10 new clients!

Kancare Training

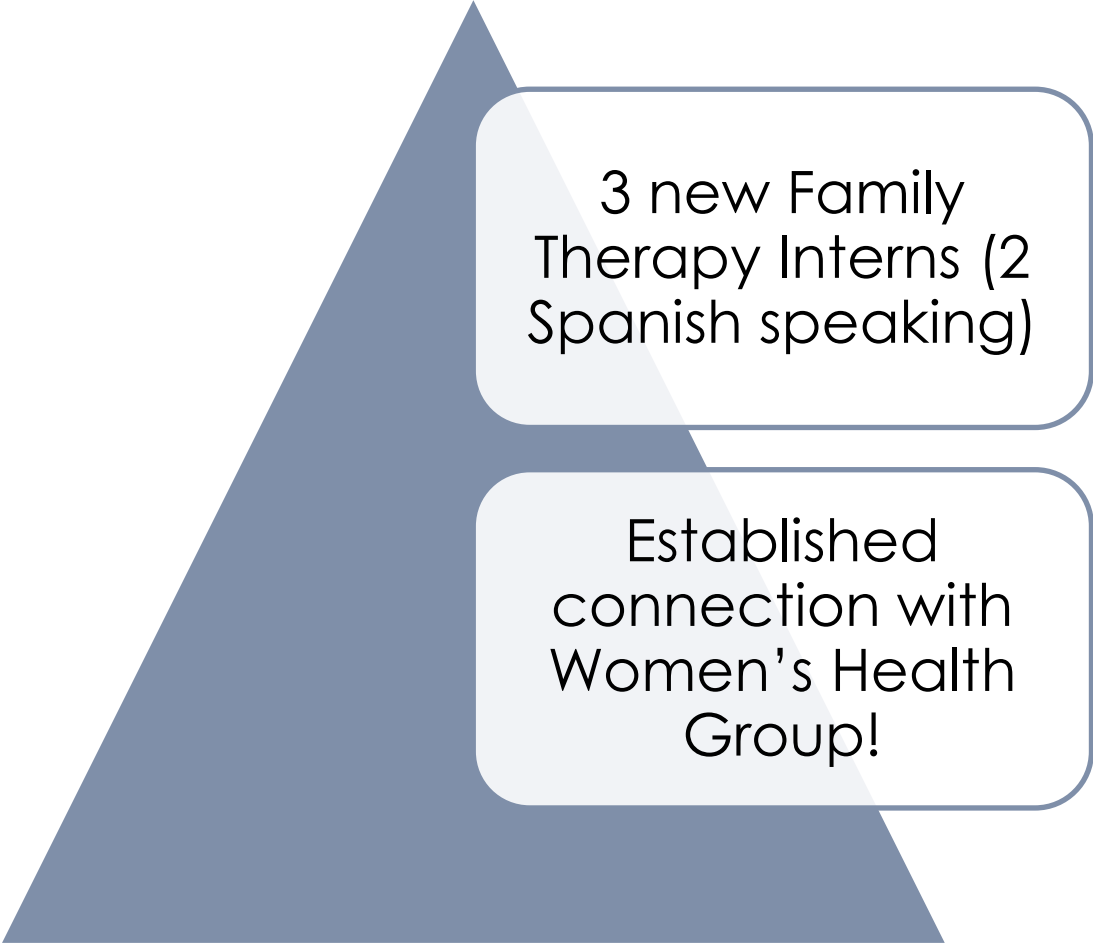
- 5 applications

CCL June Facility Numbers

Jun-22	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections					1	1
Initial Compliance					2	2
Annual Inspections	12	2			2	16
Annual Compliance	1	1		1	2	5
KDHE compliance Inspections		1		1	4	6
Complaint First Visit	3	4		1	4	12
Complaint Second Visit						
Illegal Care Complaints						
TOTAL VISITS	16	8		3	15	42
Home Orientation	2		2	1	1	6
Center Orientation	2					2

Attachment: BOHmonthlypreJuly2022 (12313 : RCHD Update)

MCH Updates



3 new Family
Therapy Interns (2
Spanish speaking)

Established
connection with
Women's Health
Group!

Outreach

Family Day at
Sunset Zoo – July 30

Everybody Counts –
August 6

Family Day at Sunset Zoo

**FREE ADMISSION AND PRIZES
WHILE SUPPLIES LAST!**



When:
Saturday,
July 30th

Where:
Sunset Zoo,
2333 Oak St,
Manhattan, KS
66502

Time:
10am – 12pm

HOSTED BY RILEY COUNTY HEALTH DEPARTMENT
MATERNAL AND CHILD HEALTH PROGRAM AND RAISING
RILEY!

LEARN MORE ABOUT OUR SERVICES AT THE RILEY
COUNTY HEALTH DEPARTMENT, MEET OTHER FAMILIES,
AND PARTICIPATE IN A SCAVENGER HUNT!



Community Event

Saturday, August 6th
9:00 am - 1:00 pm
Douglass Recreation Complex
900 Block of Yuma Street

**Food
Distribution**

Free ATA Rides

**Free Health
Screenings**

Kids Activities

**Community
Booths**

Free Brunch



Flint Hills Wellness Coalition Update



RECOVERY UNIT

www.nourishtogether.org

NACCHO Conference Recap

Challenges and Lessons Following Implementation of an Opioid Overdose Spike Alert Protocol at a Large County Health Department

NACCHO 360 Annual 2022

July 19, 2022



Cook County DEPT. of
Public Health



COOK COUNTY
HEALTH

NACCHO Conference Recap

The Role of Effective Communications in Rebuilding Trust in Public Health:

- Meeting them where they are.
- Making it easy for them to access services.
- Providing services in a way that makes them want to come back.
- Facts driven by understandable data is key in communicating!

NACCHO Conference Recap

Data: Trusted, Accessible, and Actionable

“How can data be used to improve public health?”



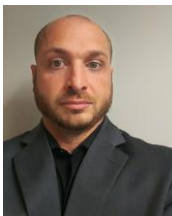
Chris Alibrandi O'Connor, JD

Deputy Director, Mid-States Region Office
The Network for Public Health Law



Philip Huang, MD, MPH

Director
Dallas County Health and Human Services
University of Texas School of Public Health



Todd Davies, PhD

Associate Director of Research, Addiction Sciences
Marshall University

NACCHO Conference Recap

LEVERAGING CROSS-SECTOR DATA TO SOLVE UNANSWERED QUESTIONS ON HEALTH AND HOUSING

Alastair Matheson
NACCHO Annual
July 2022



NACCHO Conference Recap

Award-winning Model and Innovative Practices from Local Health Departments

- **LA County, CA – The Trauma Prevention Initiative**
- **Duval County, FL – Peer Overdose Interventions**
- **Fairfax County, VA – Community Health Workers**
- **City of San Antonio – PH as a Team Sport**
- **Wake County, NC – Equitable Vaccine Distribution**
- **Genesee County, MI – Reaching Highest Risk**



NACCHO Conference Recap

Promoting Local Harm Reduction Efforts: NACCHO Policy Statement Launch

Syringe
Services
Programs

Diversion
Programs in
lieu of arrests

Weekly free STI
checks in
neighborhoods

Increased
targeted
education

Thank You!!



EMS/AMBULANCE
Project Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director

MEETING: July 28, 2022

SUBJECT: EMS/Ambulance Facility Update

PRESENTER: David Adams, EMS/Ambulance Director

See attached documents.

Enclosures:

- Construction Project Update 7.28.22 (DOCX)
- Leonardville EMS Station Location (DOCX)

North County EMS Station

Current Status:

The BOCC signed the design proposal and fees on 6/30/2022.

County staff and Anderson Knight are working to finalize the AIA document between the Owner and the Architect. This document outlines the Architects responsibilities, scope of their service, supplemental services, owners' responsibilities, cost of the work, miscellaneous provisions, and compensation timelines. This document along with the counties Contractual Provisions Attachment will be presented to you today for consideration and signatures.

Have contacted the Leonardville City Council with intent for acquisition of Lot #1 of Nelson Subdivision #2. Their next scheduled meeting is Tuesday August 2nd and we hope this will be discussed. I have offered to make myself available if they would like for me to be in attendance.

Costs associated/paid

None to this point.

Upcoming:

Once land has been acquired or seems to be imminent and the contract has been signed, we will begin the process of construction planning.

Public Safety Headquarters

Current Status:

Received Dispatch Study and a briefing from Fitch and Associates and it is ready for presentation by Archimages. This will include data collection, a baseline assessment as well as workload statistics, future demands, and future requirement projections.

The Space needs study of current and future needs of EMS has been completed. County staff (EMS Administration, Rural Fire/EM administration, County Engineer) have reviewed, made changes, asked clarifying questions. Changes were made and incorporated into the study.

Site layout options have been presented for consideration and we have decided on the block layout that is in this packet along with a conceptual map of the entire lot.

Have agreed the Construction Manager at Risk (CM@R) is the preferred method of construction management. Archimages will assist county staff in developing the RFP and we expect this draft soon.

County staff and Archimages staff met virtually with City of Manhattan Staff to let them know what we are planning.

- We will change the designation of the land that encompasses this project from 'Residential' to 'Municipal Facilities'.

- Discussed entry points into the parking lot, landscaping, drainage, etc. One of the concerns was related to the amount of increased traffic and the potential need for a traffic study.
- Archimages will lead in any public comment discussions.

Costs associated/Paid:

Space Needs Study of \$32, 181.25

Dispatch Study of \$ 9,250.00

Site Layout Options of \$14,600

Survey of FCRC and Current and Proposed Headquarters locations of \$17,680.00

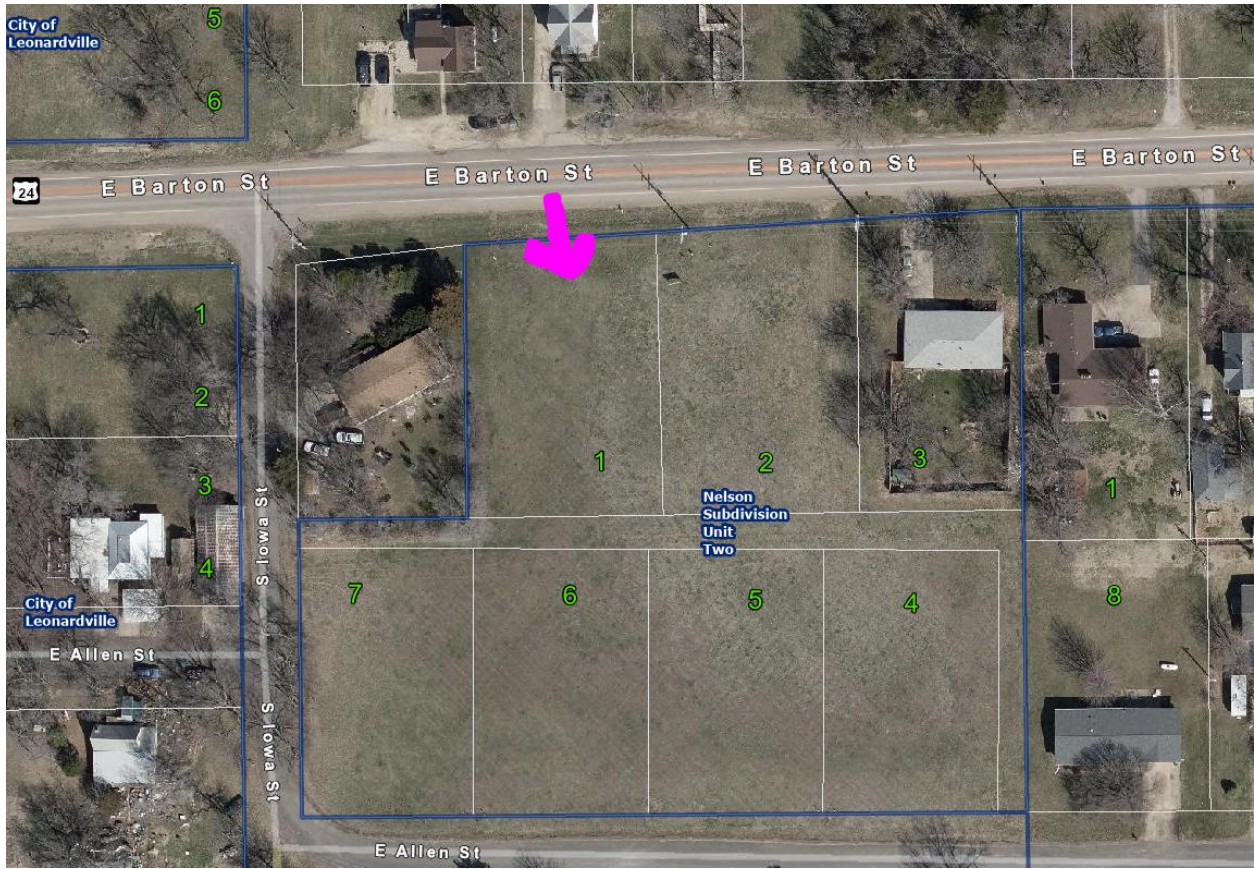
Reimbursables of \$138.06

Total to date: \$73,849.31

Upcoming:

Cost projections

CM@R selection process





EMS/AMBULANCE
Project

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: July 28, 2022
SUBJECT: Contract with Anderson Knight Architects
PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

On June 30th of this year the Board of County Commissioners signed the Design Proposal from Anderson Knight Architects for the North Riley County EMS Station to be constructed in Leonardville. The next step in this process is for the county and Anderson Knight Architects to agree to a contract between the two parties as well as to the Counties Contractual Provisions Attachment. Both are in this packet along with Appendix A, a breakdown of the building interior layout.

DISCUSSION

The AIA document, proposed by Anderson Knight outlines the Architects responsibilities, scope of their service, supplemental services, owners' responsibilities, cost of the work, miscellaneous provisions, and compensation timelines among other items.

County staff have reviewed and agree with the plan as outlined.

FISCAL IMPACT

The total fiscal impact for the work outlined in the contract is the amount the BOCC approved on June 30th, 2022, which is \$87,875.00. Thirty percent (30%) is to be paid upon completion of the design phase; fifty percent (50%) is to be paid once construction documents have been completed and the remaining twenty percent (20%) is to be paid at the end of the construction phase.

Two additional costs that may become necessary but are not included are rezoning services (estimated at \$1,300) as well as KDOT Permitting (estimated at \$900) but believe that county staff can do the majority of this work.

RECOMMENDATION(S)

County staff recommend the Board of County Commissioners approve the contract with Anderson Knight Architects.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- AIA B104 North Riley County EMS- AKA signed (PDF)
- Appendix 'A' (DOCX)



AIA Document B104™ – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the twenty eighth day of July
in the year two thousand twenty two
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)
Board of Riley County Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

and the Architect:
(Name, legal status, address and other information)
Anderson Knight Architects, LLC
2505 Anderson Avenue, Suite 201
Manhattan, KS 66502

for the following Project:
(Name, location and detailed description)
North Riley County EMS Station
Leonardville, Kansas

The Owner and Architect agree as follows.

Attachment: AIA B104 North Riley County EMS- AKA signed (12316 : North County EMS Station Contract)

Init.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

The project site is located on the south side of East Barton Road in Leonardville, Kansas on one of the two lots currently owned by the City of Leonardville. The program was provided by the Owner and is attached as Exhibit A. The Project will be competitively bid.

The Architect's consultants include SMH Consultants for survey and civil engineering, KDK Engineers for structural engineering and PKMR Engineers for mechanical/electrical/plumbing engineering.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

- .1 General Liability
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
- .2 Automobile Liability
 - \$1,000,000 Combined Single Limit (Each Accident)
- .3 Workers' Compensation
 - Workers' Compensation statutory limit
 - Employers' Liability \$1,000,000 Each Accident
- .4 Professional Liability
 - \$1,000,000 Each Claim
 - \$1,000,000 Annual Aggregate

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

§ 3.4 Construction Phase Services

§ 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the

Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

§ 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the

Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.4.6 Project Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include programming, site evaluation and planning, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.2, value analysis, interior architectural design, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Agreement. *(Identify below the Supplemental Services that the Architect is required to provide and insert a description of each Supplemental Service, if not further described in an exhibit attached to this document.)*

Supplemental Services included for this project are Site Survey and Civil Engineering.

§ 4.2 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service

§ 4.2.2 The Architect has included in Basic Services fifteen (15) visits to the site by the Architect during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.2.3 The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

§ 4.2.4 If the services covered by this Agreement have not been completed within twenty four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums when due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

- ☐ Arbitration pursuant to Section 8.3 of this Agreement
- ☒ Litigation in a court of competent jurisdiction
- ☐ Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim,

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dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

Nothing in addition to Section 9.6.

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

One half of the percentage of the percentage (noted in Section 11.5) of the total fee for the work yet to be completed by the Architect.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104–2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

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§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

N/A

Employee or Category

Rate

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .3 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 11.9 Payments to the Architect

§ 11.9.1 Initial Payment

An initial payment of
zero dollars

(\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.9.2 Progress Payments

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

1.5 % per month

Attachment: AIA B104 North Riley County EMS- AKA signed (12316 : North County EMS Station Contract)

Init.

§ 11.9.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.2.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

Attachment B, Contractual Provisions - which controls over any conflicting term of this Agreement.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B104™-2017, Standard Abbreviated Form of Agreement Between Owner and Architect
- .2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this agreement.)

AIA E203 will not be utilized.

- .3 Exhibits:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)

Exhibit A, Owner provided space program with strikethroughs.

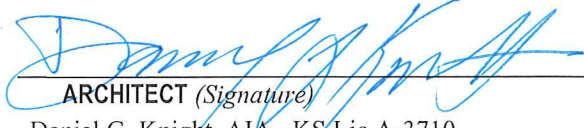
- .4 Other documents:
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

Attachment B, Contractual Provisions - which controls over any conflicting term of this Agreement.

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)


ARCHITECT (Signature)

Daniel G. Knight, AIA KS Lic A-3710

(Printed name, title, and license number, if required)

ATTACHMENT B

Attachment B to “Contract” Between Riley County, KS (hereinafter “County”), and Anderson Knight Architects (hereinafter “Architect”).

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Architect agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1. **Service Standards and Procedures.** Architect shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2. **Compliance with Law.** Architect shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to

violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.

5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Architect. In the event of such termination, County agrees to give written notice of termination to Architect. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Architect.
6. **ANTI-DISCRIMINATION CLAUSE.**
 - 6.1. In carrying out the Contract, Architect shall comply with K.S.A. 44-1001 *et seq.*
 - 6.2. Architect shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
 - 6.3. In all solicitations or advertisements for employees, Architect shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
 - 6.4. If Architect fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Architect shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
 - 6.5. If Architect is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Architect shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.
 - 6.6. Architect shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Architect.
 - 6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Architect employs fewer than four employees or if Architect's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.
8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Architect thereby represents that such person is duly authorized by Architect to execute the document on behalf of Architect and Architect agrees to be bound by the provisions thereof. Architect shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.
10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Architect for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Architect shall bear the risk of any loss or damage to any personal property to which Architect holds title.
12. **TERM AND TERMINATION.**
 - 12.1. **Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.
 - 12.2. **Termination for Cause.** If Architect shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Architect shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Architect of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.

- 12.3. Notwithstanding the above, Architect shall not be relieved of liability to County by virtue of any breach of the Contract by Architect.
- 12.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Architect, stating the effective date of the termination for convenience.
- 12.5. **Payment Calculation upon Termination.** In the event of termination under the Contract by either party, any amount owed Architect will be calculated based solely upon payment for fair value of acceptable services provided by Architect to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.
13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Architect and County is of a contractual nature. Both parties assert and believe that Architect is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Architect is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Architect, and employees of Architect, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Architect, and employees of Architect, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Architect. Architect shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Architect's sole expense.
14. **PERSONNEL.**
- 14.1. **Qualified Personnel.** Architect represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.
- 14.2. **Minimum Wages.** Architect will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
- 14.3. **Employee Conflict of Interest.** Architect shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

15. PROHIBITION OF CONFLICTS OF INTEREST.

- 15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.
 - 15.2. **Interest of Architect.** Architect covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.
 - 15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Architect to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.
16. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.
17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

18. RECORDS, REPORTS AND INSPECTION.

- 18.1. **Documentation of Costs.** All costs incurred by Architect for which Architect purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.
- 18.2. **Maintenance of Records.** Except as otherwise authorized by County, Architect shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract,

unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

- 18.3. **Reports.** During the term of this contract, Architect shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Architect will be withheld by County if Architect fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.
- 18.4. **Audit.** Architect shall provide for an annual independent audit of its financial records which apply to this Contract only and shall provide a copy of said audit to County, if requested.
- 18.5. **Availability of Records.** Upon advance written notice Architect agrees to make any and all of its records, books, papers, documents and data, related to the project, available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.
- 18.6. **Confidentiality.** Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.
- 18.7. **Architect's Purchasing Procedure.** Architect certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Architect agrees to make available a written description of its purchasing procedures if requested by County.

19. **METHOD OF BILLING AND PAYMENT.**

- 19.1. **Billing Procedures.** Architect agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.
- 19.2. **Support Documentation.** Billing shall be supported with documentation required by the County including, but not necessarily limited to, that documentation described in paragraph 18, above.
- 19.3. **Reimbursement Restrictions.** Payments shall be made to Architect only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County

reserves the right to disallow reimbursement for any item or service billed by Architect if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.

- 19.4. **Pre-disbursement Requirements.** Architect must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Architect.
- 19.5. **Mailing Address.** Payments shall be mailed to Architect's address as set forth herein.
20. **LICENSES AND PERMITS.** Architect shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Architect shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.
23. **MERGER/SALE/TRANSFER OF ARCHITECT ASSETS.** Architect will notify County in writing at least thirty (30) calendar days in advance of Architect's merger with any other business entity, or of any sale or other transfer of Architect's assets to any other business entity. In the event of any such merger, sale or other transfer of Architect assets, Architect will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Architect assets. After such merger, sale or other transfer of Architect assets, Architect will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Architect under this Contract.
24. **LIABILITY INSURANCE.** Architect agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal and/or the contract or agreement to which this is attached. Liability insurance coverage must be considered as primary and not as excess insurance (excluding Workers' Compensation and Professional Liability). Architect shall furnish a certificate evidencing such coverage, with County named as an additional insured (excluding Workers' Compensation and Professional Liability), which shall be delivered to the Office of the Riley County Counselor for approval. Such certificate shall contain a provision that coverage afforded

under the policies will not be canceled, or non-renewed until thirty (30) days after County receives notice of such change by registered mail.

25. **REMOVAL OF REPRESENTATIVE.** Should County reasonably object to an individual employed or engaged by Vendor to perform the services hereunder, Vendor agrees to promptly replace that person with an individual approved by County.
26. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.
27. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

Anderson Knight Architects

BOARD OF COUNTY
COMMISSIONERS OF
RILEY COUNTY, KANSAS

By: 
Dan Knight, Principal

By: _____
Greg McKinley, Chairman

7-25-2022

Date

Date

ATTEST:

(seal)

Rich Vargo, County Clerk

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____

Attachment: AIA B104 North Riley County EMS- AKA signed (12316 : North County EMS Station Contract)



RILEY COUNTY

Emergency Medical Service
2011 Claflin Road
Manhattan, KS 66502

The station will house 2 personnel 24/7/365, I envision an open floor plan:

- Window coverings throughout
- Phone line
- Ceiling fans throughout
- Overhead paging throughout
- Generator back up

Laundry Room:

- Standard washer and dryer
- Small linen cabinet

Exercise Room:

- TV
- Treadmill and/or elliptical
- Free weights

Medication/Supply Room/Safe Room

- 10'x10'?
- Climate controlled or ventilated?
- Shelving
- Access from bays

Office:

- Office with room for desk, computer, printer
- WiFi/internet for building
- Small storage cabinet for office products
- Cleaning supply cabinet?

Kitchen:

- Full kitchen with a small pantry cabinet?
- Kitchen table w/chairs
- Commercial vs standard appliances
 - Automatic Shut off?
- Silverware, pots/pans, utensils
- Microwave
- Air fryer
- Mop

- Ceiling fans

Living Area:

- TV with cable/satellite
- Recliners
- Table

Bays:

- Oversized single bay with room for storage of excess equipment
- Truck cleaning supplies cabinet
- 2- 110 drop down plug ins, drivers' side
- 1, maybe 2 drains, sloped floor?
- Hose and hose reel
- Extra oxygen bottles
- Eye wash/Decon station
- Heat (not directly over the top of the ambulance)
- WiFi
- Drive thru? (Not a deal breaker)
- Water (hot and cold)
- Slop sink
- Table to clean and store equipment for drying
- Concrete apron
- Fan/Ventilation

Bathroom:

- Standard with a shower
- Vent fan
- Towels and wash cloths

Bedrooms:

- 10' x 10'
- Lockers
- Bed side table with lamp
- Ceiling fan
- Natural light if possible



EMS/AMBULANCE
Project

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director

MEETING: July 28, 2022

SUBJECT: Public Safety Headquarters Report and Preliminary Site Plan

PRESENTER: David Adams, EMS/Ambulance Director; Kile Morrison, Archimages

Attached are the preliminary report and site plan for the Public Safety Headquarters.

Enclosures:

- 2022-07-26 RC PSHQ STUDY REPORTS (PDF)
- Preliminary Site Plan (PDF)



Riley County Public Safety Headquarters

July 26, 2022



14205 West 95th Street

Lenexa, KS 66215

July 26, 2022

Public Safety Headquarters
Riley County, Kansas

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July 26, 2022

Riley County Public Safety Headquarters

Introduction and Summary

Background: Archimages was engaged by Riley County to provide preliminary study of space needs, 911 Dispatch, suitability of the proposed site, and budget projection for a new building to house a Public Safety Headquarters and EMS Station. The following pages provide the results of the study efforts.

Space Needs: Archimages toured the existing facilities and interviewed staff to determine existing conditions and to forecast facility needs. A tabulation of spaces is provided to summarize space needs in square feet. In this tabulation it is assumed that the Emergency Communication Center (911 Dispatch) will remain at the Police Department and the new building will include a smaller backup site for the ECC. Following the tabulation, a detailed description of each space is provided. Adjacency diagrams and potential block & stack diagrams are also included at the end of the report.

The result is a projected need for a building of approximately 18,000 square feet.

There are also three optional considerations for additional space. If all three options are included, the building would grow to about 26,000 square feet. The options are described at the end of the tabulation of spaces.

A parking space needs project is also included at the end of the study. This information is needed to inform parking needs for the site layout.

911 Dispatch: Archimages worked with Fitch and Associates to provide an assessment of current and projected staffing needs for the ECC. This assessment uses projected population growth at low, medium, and high levels to forecast future staffing needs. The required staffing is used in the Space Needs study to forecast the building square feet that will be needed for the ECC.

The Fitch report indicates that, based on the last three years of data, the Riley County ECC has been, on average, responding to calls within the times recommended by NFPA 1225, which is the industry standard for Emergency Services Communications. The report suggests that future planning for the ECC should include one supervisor, six personnel consoles and three spare consoles.

Site Study: Site drawings were developed using the above information, drone aerial imagery, and a site survey provided by Riley County. The building size is based on the

area of the space needs study and the assumption that the EMS Station is on the first floor with administrative space above it. If an “extra” floor is added, it would be the 3rd floor. These drawings show that the proposed building project and its required parking can fit of the site.

Budget Projection: At this stage we can quantify approximate square feet of building and sitework. However, much design work is still required to fully define the project scope, and therefore budget projections must be based rough unit costs and historical data. It is well known that we are in a rapidly inflationary time in construction costs, making the projection more challenging. The budget projection indicates a projected cost if the project were to start construction in July 2022 and an inflation factor of 1% per month. Many in the industry are using 1% per month at this time, but of course no one knows whether actual inflation will be higher or lower.

The budget projection indicates an \$11 million to \$13 million project.

Schedule: From the time the Architect is released to start the full design process, we would expect the project to take 18-19 months, broken down as follows:

- 6 months design
- 1 month bidding
- 1 month procurement and mobilization
- 10 months construction
- 1 month project closeout and move in

TABULATION OF SPACES

July 26, 2022

**Public Safety Headquarters
Riley County, Kansas**

	Current Staff	Future Staff	Wkstn / Office	Max Occ.	Qty.	SF Ea.	Area (Sq. Ft.)	Remarks
EMERGENCY MANAGEMENT & FIRE DISTRICT ADMINISTRATION								
Clerk	1	1	☒ W ☐ O	5	2	160	320	
Emergency Management Director	1		☐ W ☒ O	4	1	154	154	
Deputy Chief	2		☐ W ☒ O	4	2	154	308	
Coordinator	1		☐ W ☒ O	4	1	154	154	
Extra office		1	☐ W ☐ O	4	1	154	154	
Planner	1		☐ W ☒ O	1	1	154	154	
Intern	1		☒ W ☐ O	1	1	80	80	
Storage					1	500	500	
Net total - EM & FD Administration							1,824	
EMERGENCY MEDICAL SERVICES ADMINISTRATION								
EMS Director	1		☐ W ☒ O	4	1	154	154	
EMS Assistant Director	1		☐ W ☒ O	4	1	154	154	
EMS Training Officer	1		☐ W ☒ O	4	1	154	154	
Extra office		1	☐ W ☒ O	4	1	154	154	
Net total - EMS Administration							616	
EM, FD & EMS SHARED SPACE								
Small Conference Room				8	1	280	280	Two rooms that can be opened into one
Large Conference Room				15	1	392	392	
Server Room					1	120	120	
Break Room				6	1	162	162	
Copy/Workroom					1	320	320	
Lactation room					1	70	70	
Toilets - visitors & staff					2	168	336	
Net total - EM, FD, EMS Shared Spaces							1,680	
TRAINING ROOM / EMERGENCY OPERATIONS CENTER								
Training room & EOC combined				30	2	1332	2,664	Two rooms that can be opened into one
Kitchenette - coffee bar					1	84	84	
E.O.C. Storage					1	120	120	
Training storage & SIM Lab					1	256	256	

Attachment: 2022-07-26 RC PSHQ STUDY REPORTS (12315 : Public Safety HQ Study Report and Preliminary Site Plan)

TABULATION OF SPACES

July 26, 2022

Public Safety Headquarters Riley County, Kansas

	Current Staff	Future Staff	Wkstn / Office	Max Occ.	Qty.	SF Ea.	Area (Sq. Ft.)	Remarks
Training storage					1	150	150	
Toilets					2	350	700	
Net total - Training Room & EOC							3,974	See below for option to split the training & EOC functions.

EMS STATION - BAYS & SUPPORT SPACE

Ambulance Bays					2	1200	2,400	Two 16 X 75 drive-through bays to house four ambulances
Decontamination					1	121	121	Commercial washer & dryer for EMS
EM Bay					1	1200	1,200	One bay for 45' mobile command post and EMS SUV
Extractor - decon					1	121	121	Turnout gear extractor for EMS/Fire
Med Room					1	100	100	
Ambulance Resupply					1	140	140	
Equipment Storage					1	224	224	
Turnout Gear Storage					1	340	340	
Oxygen Bottle Refill & Storage					1	64	64	
Repair Shop & Tool Storage					1	48	48	
Growth space					1	200	200	
Janitorial & cleaning supplies					1	48	48	
Ice maker					1	40	40	
Net total - bays & support spaces							5,046	

EMS STATION - STAFF AREA & CREW QUARTERS

Dayroom					1	352	352	
Dining					1	192	192	
Kitchen					1	192	192	
Bunkrooms					7	120	840	
Toilet/shower					2	96	192	
Report writing			☒ W ☐ O		3	36	108	Three workstations in one room.
Radio Charging Desk			☒ W ☐ O		1	30	30	
Fitness Room					1	384	384	
Supervisor Office			☐ W ☒ O		1	154	154	

Attachment: 2022-07-26 RC PSHQ STUDY REPORTS (12315 : Public Safety HQ Study Report and Preliminary Site Plan)

TABULATION OF SPACES

July 26, 2022

Public Safety Headquarters
Riley County, Kansas

	Current Staff	Future Staff	Wkstn / Office	Max Occ.	Qty.	SF Ea.	Area (Sq. Ft.)	Remarks
Laundry					1	120	150	
Net Total - staff/crew area							2,594	
EMERGENCY COMMUNICATIONS CENTER / 911 DISPATCH (BACKUP SITE)								
Dispatchers	3		☒ W ☐ O		3	140	420	
Dispatch server room			☒ W ☐ O		1	225	225	
Dispatch storage					1	100	100	
Net total Dispatch							745	
BUILDING SERVICES AND SHARED SPACE								
Entrance lobbies & vestibules							650	
Elevator & elevator room							150	
Building mechanical/electrical							400	
Net total							1,200	
Total net area							12,633	
Circulation factor						20%	2,527	
Gross area factor						15%	2,274	
Total projected gross building area							17,434	
OPTIONAL CONSIDERATIONS								
Additional gross area if ECC/911 is relocated to new building							1,526	
Dedicated EOC separate from the Training Rooms							1,000	
Additional floor as shell space only							5,686	
Alternate total projected gross building area							25,645	

Attachment: 2022-07-26 RC PSHQ STUDY REPORTS (12315 : Public Safety HQ Study Report and Preliminary Site Plan)

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters**Riley County, Kansas****UNIT:** Administration – Emergency Management

OF ROOMS | 1

USERS | 1 now + 1 future

ROOM NAME: Clerk & Receptionist

AREA (SQ. FT.) | 320

DIMENSIONS | 16 X 20

FUNCTIONAL DESCRIPTION

Receives visitors, administers permit requests, and performs administrative duties.

The most frequent visitors are seeking burn permits and need a space to sit and fill out forms.

TECHNOLOGY

Dual screen desktop computer, telephone. Paging speaker.

FURNITURE & EQUIPMENT

Workstation in reception area. Separate table for filling out permit applications.

Provide space for a brochure rack.

FINISHES

Suspended acoustical ceiling
Painted walls
Carpet tile floor

ADJACENCIES

In the central entrance point to the EM and EMS administration areas.

CONSIDERATIONS/POSSIBILITIES

This position could also provide support to EMS Administration. Planning should consider a workstation that could accommodate two positions in the future.

Consider a configuration that is open to the planner and intern workstations.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Emergency Management

OF ROOMS

1

USERS

1

ROOM NAME: Emergency Management Director

AREA (SQ. FT.)

154

DIMENSIONS

11X14

FUNCTIONAL DESCRIPTION

The Director also serves as the Fire Chief for Fire District #1. Requires private office. Often meets with 4-6 people, which could occur in a small conference room within an administrative suite.

TECHNOLOGY

2-screen desktop computer. Telephone. Wall clock. Wall-mounted television/monitor. Paging speaker.

FURNITURE & EQUIPMENT

U-shaped workstation
Task chair
2 guest chairs
2-drawer lateral file with storage cabinet above.
Wall maps and markerboard.

FINISHES

Suspended acoustical ceiling
Painted walls
Carpet tile floor

ADJACENCIES

Conference rooms
Deputy chiefs
Accessible to internal and external visitors

CONSIDERATIONS/POSSIBILITIES

Private office

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

**Public Safety Headquarters
Riley County, Kansas****UNIT:** Administration – Emergency Management

# OF ROOMS	2
USERS	1

ROOM NAME: Deputy Chief

AREA (SQ. FT.)	154
DIMENSIONS	11X14

FUNCTIONAL DESCRIPTION

One Deputy Chief – Operations and one Deputy Chief Administration. Full time positions over the 15-station volunteer fire department. Out of the office frequently. Receive visitors frequently.

TECHNOLOGY

Dual screen computer monitors, telephone, radio charger. Paging speaker.

FURNITURE & EQUIPMENT

U-shaped desks, 8.5' X 6'. Need storage for a variety of small equipment and gear.

Currently, six 4-drawer vertical file cabinets are in this room. However, some of the contents of these file cabinets is being digitized and/or purged.

FINISHES

Suspended acoustical ceiling
Painted walls
Carpet tile floor

ADJACENCIES

EM Director
Conference Rooms
Accessible to internal and external visitors.

CONSIDERATIONS/POSSIBILITIES

Currently the two Deputy Chief's share a room. Private offices would be a better solution.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Emergency Management

OF ROOMS | 1

USERS | 1

ROOM NAME: Coordinator

AREA (SQ. FT.) | 154

DIMENSIONS | 11 X 14

FUNCTIONAL DESCRIPTION

Office functions. In addition to other activities, is associated with 911 center.

TECHNOLOGY

Dual screen desktop computer, telephone. Paging speaker.

FURNITURE & EQUIPMENT

U-shaped desk, 8.5' X 6'.

FINISHESSuspended acoustical ceiling
Painted walls
Carpet tile floor**ADJACENCIES**EM Director
Reception**CONSIDERATIONS/POSSIBILITIES**

Private office

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Emergency Management

OF ROOMS | 1

USERS | 1

ROOM NAME: Planner

AREA (SQ. FT.) | 154

DIMENSIONS | 11 X 14

FUNCTIONAL DESCRIPTION

Office functions. Also sees outside visitors who are seeking I.D. cards.

TECHNOLOGY

Dual screen desktop computer, telephone. Paging speaker.

FURNITURE & EQUIPMENTU-shaped desk, 8.5' X 6'.
Photo station and printer for I.D. cards.**FINISHES**Suspended acoustical ceiling
Painted walls
Carpet tile floor**ADJACENCIES**Reception
Accessible to internal and external visitors**CONSIDERATIONS/POSSIBILITIES**

Currently shares a room with the coordinator. At times this is problematic and should be in private office.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Emergency Management

OF ROOMS

1

USERS

1

ROOM NAME: Intern

AREA (SQ. FT.)

48

DIMENSIONS

6X8

FUNCTIONAL DESCRIPTION

EM Administration frequently has an intern.

TECHNOLOGY

Computer, telephone, paging speaker.

FURNITURE & EQUIPMENT

Open office workstation

FINISHESSuspended acoustical ceiling
Painted walls
Carpet tile floor**ADJACENCIES**

Accessible to all in this unit.

CONSIDERATIONS/POSSIBILITIES

Open office workstation

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Emergency Management

OF ROOMS | 1

USERS

ROOM NAME: Storage

AREA (SQ. FT.) | 500

DIMENSIONS

FUNCTIONAL DESCRIPTION

Storage for turn out gear, office materials, and file cabinets. Current area includes 11.5 X 13.5 EM storage and 11.5 X 18 FD storage.

An off-site space that currently has about 50-feet of shelving will continue to be used and does not need to be accommodated in the new building.

TECHNOLOGY

Paging speaker.

FURNITURE & EQUIPMENT

Primarily open shelving and file cabinets. Fire Dept. turn out gear should be stored in closed cabinets for UV protection.

FINISHES

Suspended acoustical ceiling
Painted walls
Carpet tile floor

ADJACENCIES**CONSIDERATIONS/POSSIBILITIES**

A windowless space is preferable for turnout gear storage.

Acoustical ceiling might not be necessary.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – EMS**ROOM NAME:** EMS Director

# OF ROOMS	1
USERS	1
AREA (SQ. FT.)	154
DIMENSIONS	11 X 14

FUNCTIONAL DESCRIPTION

Leads the EMS Department
Private office

TECHNOLOGY

Dual screen computer monitors, telephone,
radio charger.
Paging speaker.

FURNITURE & EQUIPMENT

U-shaped workstation
Task chair
2 guest chairs
2-drawer lateral file with storage cabinet
above.
Wall maps and markerboard.

FINISHES

Suspended acoustical ceiling
Painted walls
Carpet tile floor

ADJACENCIES

Conference rooms
Admin. staff
Accessible to internal and external visitors

CONSIDERATIONS/POSSIBILITIES

Private office

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters**Riley County, Kansas****UNIT:** Administration – EMS

# OF ROOMS	1
USERS	1
AREA (SQ. FT.)	154
DIMENSIONS	11 x 14

ROOM NAME: Assist. Director**FUNCTIONAL DESCRIPTION**

Operations lead for EMS
Private office

TECHNOLOGY

Dual screen computer monitors, telephone,
radio charger.
Paging speaker.

FURNITURE & EQUIPMENT

U-shaped workstation
Task chair
2 guest chairs

FINISHES

Suspended acoustical ceiling
Painted walls
Carpet tile floor

ADJACENCIES

Conference rooms
Admin. staff
Accessible to internal and external visitors

CONSIDERATIONS/POSSIBILITIES

A window to provide line of sight into the
ambulance bays is desirable.

Private office

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – EMS

OF ROOMS | 1

ROOM NAME: Training Officer

USERS | 1

AREA (SQ. FT.) | 154

DIMENSIONS | 11 X 14

FUNCTIONAL DESCRIPTION

Prepares and conducts training for individuals and groups. Receives frequent visitors for impromptu training on specific situations.

TECHNOLOGY

Multi-screen computer with set up for training video production.

FURNITURE & EQUIPMENT

U-shaped workstation
Task chair
2 guest chairs
Larger presentation monitor – wall mounted

FINISHES

Suspended acoustical ceiling
Painted walls
Carpet tile floor

ADJACENCIES

Conference rooms
Admin. staff
Accessible to internal and external visitors
Training room
Exterior training apron

CONSIDERATIONS/POSSIBILITIES

Private office.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas

UNIT: Administration – Shared Space

ROOM NAME: Extra Office

# OF ROOMS	
USERS	
AREA (SQ. FT.)	154
DIMENSIONS	11 X 14

FUNCTIONAL DESCRIPTION

Office space for future expansion

TECHNOLOGY

FURNITURE & EQUIPMENT

FINISHES

ADJACENCIES

CONSIDERATIONS/POSSIBILITIES

Attachment: 2022-07-26 RC PSHQ STUDY REPORTS (12315 : Public Safety HQ Study Report and Preliminary Site Plan)

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Shared Space

OF ROOMS

1

USERS

Up to 8

ROOM NAME: Small Conference Room

AREA (SQ. FT.)

280

DIMENSIONS

14 X 20

FUNCTIONAL DESCRIPTION

Shared conference space

TECHNOLOGY

Large TV/Monitor set up for Zoom type meetings. Paging speaker.

FURNITURE & EQUIPMENT

8-foot conference table. Credenza for conference related storage. White board.

FINISHESSuspended acoustical ceiling
Painted walls
Carpet tile floor**ADJACENCIES**

Centrally accessible for Emergency Management and EMS Administration.

CONSIDERATIONS/POSSIBILITIES

Shared conference room. Consider a movable wall between this room and an adjacent larger conference room.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters**Riley County, Kansas****UNIT:** Administration – Shared Space

OF ROOMS

1

USERS

15

ROOM NAME: Large Conference Room

AREA (SQ. FT.)

392

DIMENSIONS

14 X 28

FUNCTIONAL DESCRIPTION

Shared Conference Space.

TECHNOLOGY

Large TV/Monitor set up for Zoom type meetings. Paging speaker.

FURNITURE & EQUIPMENT

16-foot conference table. Credenza for conference related storage. White board.

FINISHESSuspended acoustical ceiling
Painted walls
Carpet tile floor**ADJACENCIES**

Centrally accessible for Emergency Management and EMS Administration.

CONSIDERATIONS/POSSIBILITIES

Shared conference room for use by Emergency Management and EMS Administration. Consider a movable wall between this room and an adjacent smaller conference room.

The room could also serve as a policy room during a major EOC event.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters**Riley County, Kansas****UNIT:** Administration – Shared Space**ROOM NAME:** I.T.

# OF ROOMS	1
USERS	
AREA (SQ. FT.)	120
DIMENSIONS	10 X 12

FUNCTIONAL DESCRIPTION

Dmarc point and rack(s)

TECHNOLOGY

Dedicated HVAC

FURNITURE & EQUIPMENT**FINISHES****ADJACENCIES**

Centrally located to minimize length of wire runs.

CONSIDERATIONS/POSSIBILITIES

Shared with EMS Administration and EMS Station. Depending on building layout, it could be necessary to provide additional points.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Shared Space

OF ROOMS

1

USERS

6

ROOM NAME: Break Room

AREA (SQ. FT.)

192

DIMENSIONS

12 X 16

FUNCTIONAL DESCRIPTION

Kitchenette with microwave, coffee maker, and refrigerator. Table to seat six.

TECHNOLOGY

Wall mounted TV, paging speaker.

FURNITURE & EQUIPMENT

6-foot table and six chairs.

FINISHES

Suspended acoustical ceiling
 Painted walls
 LVT floor
 Plastic laminate cabinets
 Ceramic tile backsplash
 Solid surface or granite countertops

ADJACENCIES

Shared with EMS Administration.

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Shared Space

OF ROOMS | 1

USERS |

ROOM NAME: Copy/Workroom

AREA (SQ. FT.) | 320

DIMENSIONS | 16 X 20

FUNCTIONAL DESCRIPTION

Printer/copier, office supply storage, counter surface for working with documents.

TECHNOLOGYMulti-function printer/copier.
Paging speaker.**FURNITURE & EQUIPMENT**Paper & toner storage
Work surfaces
Storage for office supplies, etc.**FINISHES**Suspended acoustical ceiling
Painted walls
Carpet tile floor**ADJACENCIES**

Central location in the admin area

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Administration – Shared Space

OF ROOMS | 2

USERS |

ROOM NAME: Toilets

AREA (SQ. FT.) | 168

DIMENSIONS | 10.5X16

FUNCTIONAL DESCRIPTION

Toilets for office staff

TECHNOLOGY

Paging speaker

FURNITURE & EQUIPMENT**FINISHES**Suspended acoustical ceiling
Ceramic tile/painted walls
Ceramic tile floor**ADJACENCIES****CONSIDERATIONS/POSSIBILITIES**

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters**Riley County, Kansas****UNIT:** Training & EOC

# OF ROOMS	1
USERS	60

ROOM NAME: Training Room / EOC

AREA (SQ. FT.)	1152
DIMENSIONS	32X36

FUNCTIONAL DESCRIPTION

Normally set up as training room for 30. May occasionally be used for up to 45 people.

During emergency occasions can be quickly reconfigured to be an Emergency Operations Center (EOC).

TECHNOLOGY

Training: Display monitors on main teaching wall and side walls. "Smart" podium to control and project to the various components.

EOC: Outlets for multiple users to plug in laptops. Training monitors may be repurposed for displaying various information.

FURNITURE & EQUIPMENT

Training tables and stacking chairs that can be easily reconfigured.

FINISHES

Suspended acoustical ceiling
Painted walls
Carpet tile floor

ADJACENCIES

Direct access to storage for EOC and training.

Both functions need to be close to an outside entrance and parking lot.

Nearby parking should accommodate an ambulance for training events.

CONSIDERATIONS/POSSIBILITIES

Consider providing two separate 30-person training rooms. One room will also be used for EOC. During a major event, when the EOC is in full operation, the second training room could serve as a press room.

It is desirable to consider a dedicated EOC as an additional space.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Training & EOC

OF ROOMS | 1

USERS

ROOM NAME: Kitchenette – coffee bar

AREA (SQ. FT.) | 84

DIMENSIONS

FUNCTIONAL DESCRIPTION

Refreshment area directly accessible to Training Room, EOC.

TECHNOLOGY**FURNITURE & EQUIPMENT**

Microwave oven, refrigerator, cabinets, countertop, and sink.

FINISHESSuspended acoustical ceiling
Painted walls
LVT floor**ADJACENCIES**

Training room & EOC

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas

UNIT: Training & EOC

ROOM NAME: EOC Storage

# OF ROOMS	1
USERS	
AREA (SQ. FT.)	120
DIMENSIONS	

FUNCTIONAL DESCRIPTION

Storage for furniture and equipment items used during EOC events.

TECHNOLOGY

FURNITURE & EQUIPMENT

FINISHES

ADJACENCIES

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Training & EOC**ROOM NAME:** Training Storage & Simulation Lab

# OF ROOMS	1
USERS	
AREA (SQ. FT.)	256
DIMENSIONS	8' X 32'

FUNCTIONAL DESCRIPTION

Storage for training supplies, hardware, and mannequins.

Space to simulate the ambulance patient compartment.

TECHNOLOGY**FURNITURE & EQUIPMENT**

Reconfigurable shelving in the storage room.

8' table

FINISHES

Suspended acoustical ceiling

Painted walls

Carpet tile floor

ADJACENCIES

Adjacent to or within the training room.

CONSIDERATIONS/POSSIBILITIES

8X12 Patient compartment

8X10 Storage

8X10 Space between

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters**Riley County, Kansas****UNIT:** Training & EOC**ROOM NAME:** Toilets

# OF ROOMS	1 pair
USERS	
AREA (SQ. FT.)	525
DIMENSIONS	21X25 for both

FUNCTIONAL DESCRIPTION

Toilets for training and EOC events

TECHNOLOGY

Paging speaker

FURNITURE & EQUIPMENT**FINISHES**

Suspended acoustical ceiling
 Ceramic tile/painted walls
 Ceramic tile floor

ADJACENCIES

EOC/Training

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 2

USERS |

ROOM NAME: Ambulance Bays

AREA (SQ. FT.) | 1200

DIMENSIONS | 16-0 X 75-0

FUNCTIONAL DESCRIPTION

Bays for four ambulances.

Sloped floor with drains. Water hookup inside and outside bays. Eye wash. Fans/ventilation. Exhaust ventilation system. Heated bay floor. 12-foot wide sectional doors.

TECHNOLOGY

Power drops for each ambulance.
Paging speakers.
Dispatch monitors.

FURNITURE & EQUIPMENT

Compressed air drops.

FINISHES

Sealed concrete floor, epoxy painted walls, painted, open structure.

ADJACENCIES

Oxygen bottle storage.
Supply storage.
Medication room.
Turnout gear storage.
Decontamination area.

CONSIDERATIONS/POSSIBILITIES

Drive-through configuration is preferred if site layout allows. In a drive-through configuration with double-stacked bays, the cot space can be shared between two ambulances allowing two bays to be 16 X 75.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station**ROOM NAME:** Decontamination

# OF ROOMS	1
USERS	2
AREA (SQ. FT.)	121
DIMENSIONS	11X11

FUNCTIONAL DESCRIPTION

Room for cleaning gear and equipment following calls.

TECHNOLOGY

Paging speaker.

FURNITURE & EQUIPMENT

Large sink with side layoff.
Commercial washing machine.
Commercial dryer.
An extractor is not required.

FINISHES

Sealed concrete floor, epoxy painted walls, painted, open structure.

ADJACENCIES

Ambulance bays.

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 1

USERS |

ROOM NAME: EM Bay

1200

DIMENSIONS | 16-0 X 75-0

FUNCTIONAL DESCRIPTION

Bay for 45-foot mobile command vehicle and EMS SUV.

Sloped floor with drains.

TECHNOLOGY

Power drops
Paging speakers.
Dispatch monitors.

FURNITURE & EQUIPMENT

Compressed air drops.

FINISHES

Sealed concrete floor, epoxy painted walls, painted, open structure.

ADJACENCIES

EM extractor/decontamination area

CONSIDERATIONS/POSSIBILITIES

Drive-through configuration.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS

1

USERS

2

ROOM NAME: Extractor/Decon.

AREA (SQ. FT.)

121

DIMENSIONS

11X11

FUNCTIONAL DESCRIPTION

Room for cleaning gear and equipment following calls.

TECHNOLOGY

Paging speaker.

FURNITURE & EQUIPMENT

Large sink with side layoff.
Commercial washing machine.
Commercial dryer.
An extractor is not required.

FINISHES

Sealed concrete floor, epoxy painted walls, painted, open structure.

ADJACENCIES

EM bay

CONSIDERATIONS/POSSIBILITIES

Consider combining this space with EMS decontamination area.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 1

USERS |

ROOM NAME: Med Room Storage

AREA (SQ. FT.) | 100

DIMENSIONS | 10X10

FUNCTIONAL DESCRIPTION

Secure room for medication storage and dispense. Climate controlled.

TECHNOLOGYData connection for medication dispenser system.
Paging speaker.
Climate control.**FURNITURE & EQUIPMENT**Refrigerator
Controlled medication dispenser system
Narcotics safe**FINISHES**

Sealed concrete floor, epoxy painted walls, painted, open structure.

ADJACENCIESAmbulance bays
Ambulance supply storage**CONSIDERATIONS/POSSIBILITIES**

Four controlled medication dispenser machines would aid in inventory control.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS

1

USERS

ROOM NAME: Ambulance Resupply

AREA (SQ. FT.)

140

DIMENSIONS

10X14

FUNCTIONAL DESCRIPTION

Storage for resupply of ambulances with products other than medication.

TECHNOLOGY

Paging speaker.
Data drops may be needed.

FURNITURE & EQUIPMENT

Wire shelving

FINISHES

Sealed concrete floor, epoxy painted walls, painted, open structure.

ADJACENCIES

Ambulance bays
Medication Room

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS

1

USERS

ROOM NAME: Misc. Equipment Storage

AREA (SQ. FT.)

224

DIMENSIONS

14X16

FUNCTIONAL DESCRIPTION

Storage for gear and equipment to supply all EMS stations.

TECHNOLOGY

Paging speaker.

FURNITURE & EQUIPMENT**FINISHES**

Sealed concrete floor, epoxy painted walls, painted, open structure.

ADJACENCIES

Outside receiving area. Semi-truck delivery is unusual. Most shipments come via USPS, UPS or FedEx. Loading dock is not required.

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS

1

USERS

ROOM NAME: Turnout Gear Storage

AREA (SQ. FT.)

340

DIMENSIONS

17X20

FUNCTIONAL DESCRIPTION

Storage for personal turnout gear and go bags.

TECHNOLOGY

Paging speaker.

FURNITURE & EQUIPMENT

24 Wire mesh lockers for PPE
24 Wall shelves for go bags

FINISHES

Sealed concrete floor, epoxy painted walls, painted, open structure.

ADJACENCIES

Outside receiving area. Semi-truck delivery is unusual. Most shipments come via USPS, UPS, or FedEx. Loading dock is not required.

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS

USERS

ROOM NAME: Oxygen Bottle Refill &
Storage

AREA (SQ. FT.)

64

DIMENSIONS

8X8

FUNCTIONAL DESCRIPTION

Space for Oxygen Cascade Cylinder Filling System and storage racks for oxygen bottles.

TECHNOLOGY

Paging speaker

FURNITURE & EQUIPMENT**FINISHES****ADJACENCIES****CONSIDERATIONS/POSSIBILITIES**

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 1

USERS | 1

ROOM NAME: Repair shop/tool storage

AREA (SQ. FT.) | 48

DIMENSIONS | 6X8

FUNCTIONAL DESCRIPTION

Space for repairing small gear and equipment.

TECHNOLOGYPaging speaker.
Data drop.**FURNITURE & EQUIPMENT**Work bench with vise.
Tool storage.**FINISHES**Sealed concrete floor, epoxy painted walls,
painted, open structure.**ADJACENCIES**

Open to apparatus bays

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas

UNIT: EMS Station

ROOM NAME: Growth Space

OF ROOMS

USERS

AREA (SQ. FT.) 200

DIMENSIONS

FUNCTIONAL DESCRIPTION

TECHNOLOGY

FURNITURE & EQUIPMENT

FINISHES

ADJACENCIES

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 1

USERS | 8

ROOM NAME: Dayroom

AREA (SQ. FT.) | 352

DIMENSIONS | 16X22

FUNCTIONAL DESCRIPTION

Crew space for gathering and relaxing between calls. Also used for meetings and training.

TECHNOLOGY

Television
Paging speaker
Charging outlets for personal devices

FURNITURE & EQUIPMENT

Six recliners with side tables
Credenza under TV

FINISHES

Acoustical ceiling
Painted walls
Carpet floor

ADJACENCIES

Direct access to apparatus bays.
Outside patio.

CONSIDERATIONS/POSSIBILITIES

Kitchen, dining, and dayroom should be one open space.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 1

USERS | 8

ROOM NAME: Dining

AREA (SQ. FT.) | 192

DIMENSIONS | 12X16

FUNCTIONAL DESCRIPTION

Dining area for crew

TECHNOLOGY

Paging speaker

Wall telephone

FURNITURE & EQUIPMENT

8-foot table

8 chairs

White board

FINISHES

Acoustical ceiling

Painted walls

Wainscot

LVT floor

ADJACENCIES

Direct access to apparatus bays

CONSIDERATIONS/POSSIBILITIES

Kitchen, dining, and dayroom should be one open space.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 1

USERS |

ROOM NAME: Kitchen

AREA (SQ. FT.) | 192

DIMENSIONS | 12X16

FUNCTIONAL DESCRIPTION

Crew kitchen for preparing meals

TECHNOLOGY

Paging speaker

FURNITURE & EQUIPMENT

Gas range
 Large crew refrigerator
 Smaller refreshment refrigerator
 Commercial type coffee maker (plumbed)
 Microwave oven
 Garbage disposer
 Large 2-compartment sink

FINISHES

Suspended acoustical ceiling
 Painted walls
 LVT floor
 Plastic laminate cabinets
 Ceramic tile backsplash
 Solid surface or granite countertops

ADJACENCIES

Direct access to apparatus bays

CONSIDERATIONS/POSSIBILITIES

Kitchen, dining, and dayroom should be one open space.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS

USERS

AREA (SQ. FT.)

DIMENSIONS

REQUIREMENT: Staff patio**FUNCTIONAL DESCRIPTION**

Outdoor space

TECHNOLOGY

Paging speaker

FURNITURE & EQUIPMENT

Gas grille

Table for six

FINISHES**ADJACENCIES**

Day room

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station**ROOM NAME:** Bunk Rooms

# OF ROOMS	6
USERS	1
AREA (SQ. FT.)	120
DIMENSIONS	10X12

FUNCTIONAL DESCRIPTION

Private, individual crew sleeping room.

TECHNOLOGY

Data drop at desk
Location for wall-mounted television

FURNITURE & EQUIPMENT

Extra long twin bed with headboard.
Nightstand.
Three 24" X 24" lockers

FINISHES

Acoustical ceiling
Painted walls
Carpet floor

ADJACENCIES

Toilet/shower rooms
Direct access to apparatus bays

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 2

USERS | 1

ROOM NAME: Toilet/shower

AREA (SQ. FT.) | 96

DIMENSIONS | 8X12

FUNCTIONAL DESCRIPTION

Individual, unisex bathrooms with shower.
 Vanity with sink
 Hooks to hang clothing
 Space for personal items

TECHNOLOGY

Paging speaker

FURNITURE & EQUIPMENT

Chair or bench

FINISHES

Moisture resistant acoustical ceiling
 Ceramic tile & painted walls
 Epoxy floor6

ADJACENCIES

Bunk rooms

CONSIDERATIONS/POSSIBILITIES

Consider locating these rooms in an interior location with bunk rooms surrounding.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 2

USERS | 1

ROOM NAME: Report writing

AREA (SQ. FT.) | 6X6

DIMENSIONS | 36

FUNCTIONAL DESCRIPTION

Space for crew members to write reports and access computers

TECHNOLOGYPaging speaker
Data connection for computers**FURNITURE & EQUIPMENT**

30 X 60 desk with task chair

FINISHESAcoustical ceiling
Painted walls
Carpet floor**ADJACENCIES****CONSIDERATIONS/POSSIBILITIES**

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 1

USERS |

ROOM NAME: Radio charging

AREA (SQ. FT.) | 30

DIMENSIONS |

FUNCTIONAL DESCRIPTION

Counter with power outlets for charging radios.

TECHNOLOGY**FURNITURE & EQUIPMENT**

6-foot counter

FINISHES**ADJACENCIES**

Between apparatus bays and dayroom area

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

OF ROOMS | 2

USERS | 1

ROOM NAME: Fitness Room

AREA (SQ. FT.) | 16X24

DIMENSIONS | 384

FUNCTIONAL DESCRIPTION

Crew's workout area

TECHNOLOGYPaging speaker
Wall-mounted television**FURNITURE & EQUIPMENT**Free weights
Weight bench
Elliptical machine
Treadmill
Wall-mounted fan or ceiling fan
Drinking fountain**FINISHES**Ceiling open to structure
Painted walls
Mirrored walls at weight bench
Sports flooring**ADJACENCIES****CONSIDERATIONS/POSSIBILITIES**

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station**ROOM NAME:** Supervisor Office

# OF ROOMS	2
USERS	1
AREA (SQ. FT.)	154
DIMENSIONS	11 X 14

FUNCTIONAL DESCRIPTION

EMS Station Supervisor

TECHNOLOGY

Paging speaker
Data for computer
Wall mounted TV

FURNITURE & EQUIPMENT

L-shaped desk
Task chair
Two guest chairs
White board
Map

FINISHES

Acoustical ceiling
Painted walls
Carpet floor

ADJACENCIES

Next to a supervisor-dedicated bunk room.
Bunk should not be in the office.

CONSIDERATIONS/POSSIBILITIES

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** EMS Station

# OF ROOMS	1
------------	---

ROOM NAME: Laundry

USERS	2
-------	---

AREA (SQ. FT.)	150
----------------	-----

DIMENSIONS	10X15
------------	-------

FUNCTIONAL DESCRIPTION

Laundry facilities for crew, separate from commercial washer in the decontamination room.

TECHNOLOGY

Paging speaker

FURNITURE & EQUIPMENT

2 sets washer/dryer, storage, table for folding

FINISHES

Acoustical ceiling
Painted walls
LVT floor

ADJACENCIES**CONSIDERATIONS/POSSIBILITIES**

Access from inside and outside crew quarters

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Dispatch**ROOM NAME:** Supervisor Office

# OF ROOMS	1
USERS	1-3
AREA (SQ. FT.)	180
DIMENSIONS	12X15

FUNCTIONAL DESCRIPTION

Supervisor can also function as a dispatcher.

TECHNOLOGY

3 keyboards, 5 screens, telephone

FURNITURE & EQUIPMENT

U-Shape desk
Task chair
Two guest chairs
Current desk is built-in with storage cabinets above.

FINISHES

Acoustical ceiling
Painted walls
Carpet floor

ADJACENCIES

Adjacent to dispatcher room

CONSIDERATIONS/POSSIBILITIES

Window to dispatcher room

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Dispatch

OF ROOMS | 1

USERS |

ROOM NAME: Dispatchers

AREA (SQ. FT.) | 600

DIMENSIONS |

FUNCTIONAL DESCRIPTION

Backup site for Emergency Communications Center

Open office for dispatchers. Three consoles

Secure, storm-resistant area.

TECHNOLOGY

Five screen consoles for each dispatcher.

Six wall mounted screens

Digital wall clock

FURNITURE & EQUIPMENT

Console workstations, built for 24/7 dispatcher operations, with internal wire management, and personal storage. Task chairs.

FINISHES

Acoustical ceiling

Painted walls

Carpet floor

ADJACENCIES

EOC

Dispatch Supervisor

CONSIDERATIONS/POSSIBILITIES

Higher ceiling and daylight preferred.

Consider an option for the ECC to move to the new building.

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Dispatch

OF ROOMS | 1

USERS |

ROOM NAME: I.T.

AREA (SQ. FT.) | 225

DIMENSIONS | 15X15

FUNCTIONAL DESCRIPTION

Secure area for dispatch servers. Could be a separate segregated area in the main server room.

TECHNOLOGY**FURNITURE & EQUIPMENT****FINISHES****ADJACENCIES****CONSIDERATIONS/POSSIBILITIES**

DEPARTMENT AND SPACE CRITERIA

July 26, 2022

Public Safety Headquarters

Riley County, Kansas**UNIT:** Dispatch

OF ROOMS

USERS

ROOM NAME: Dispatch Storage

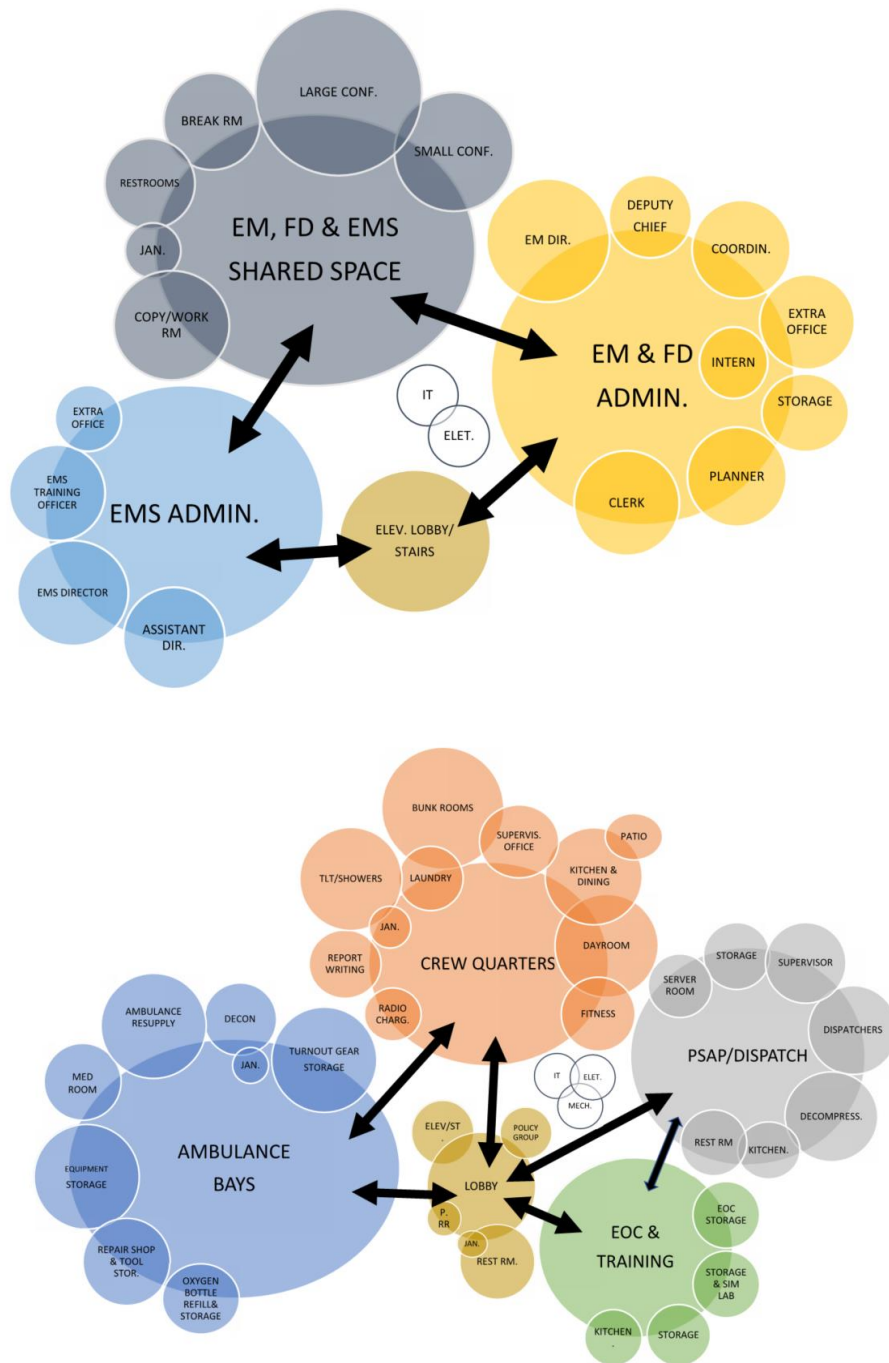
AREA (SQ. FT.) 100

DIMENSIONS

FUNCTIONAL DESCRIPTION**TECHNOLOGY****FURNITURE & EQUIPMENT****FINISHES****ADJACENCIES****CONSIDERATIONS/POSSIBILITIES**

ADJACENCY DIAGRAMS

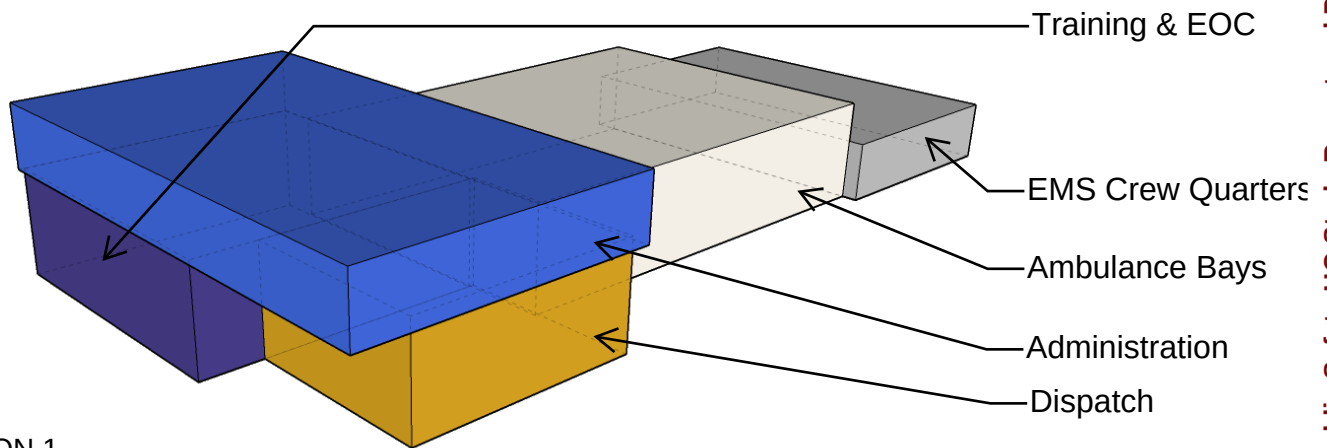
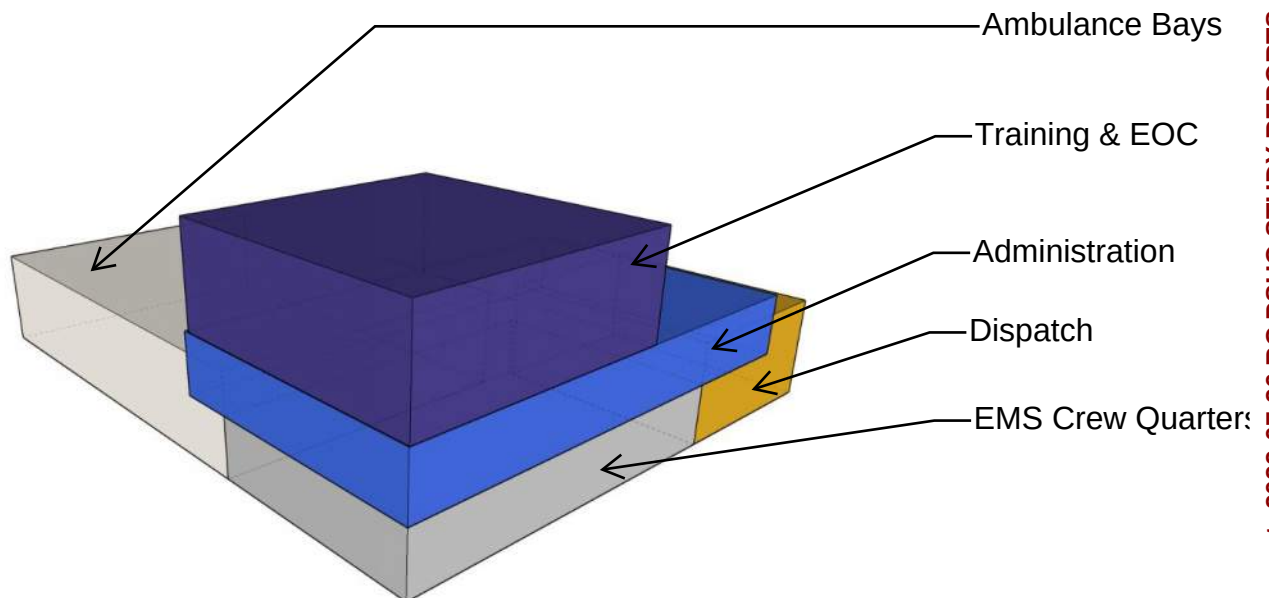
These diagrams are a visual representation of the space adjacencies that are desirable for the project. Once confirmed as correct, these diagrams will inform the floor plan for the building.



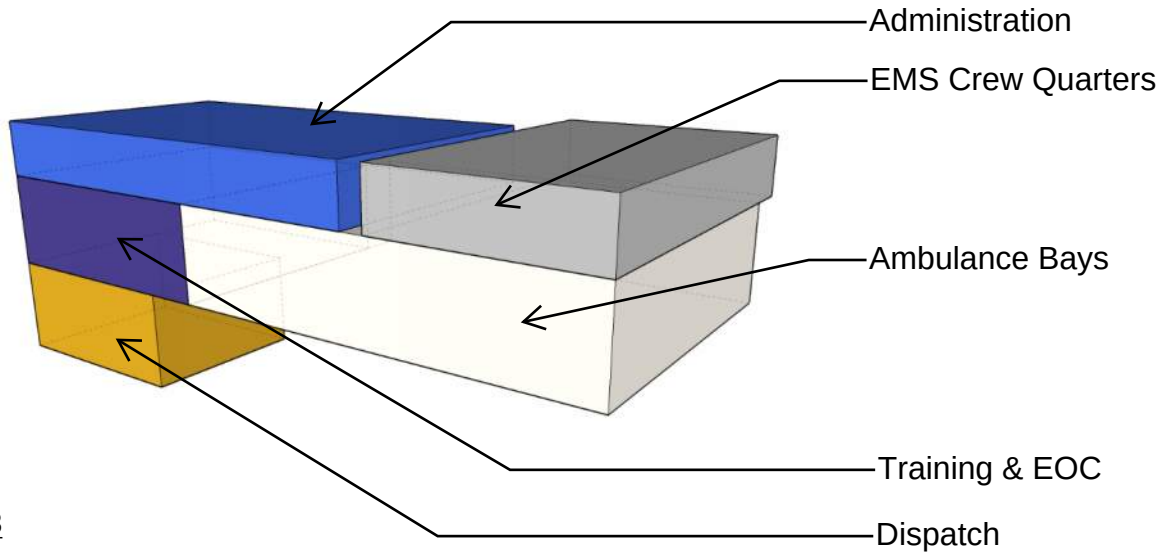
BLOCK AND STACK OPTIONS

Below are examples of how the overall blocks of space, organized by department, could be laid out. The blocks as shown are sized to represent the relative size and volume of each space.

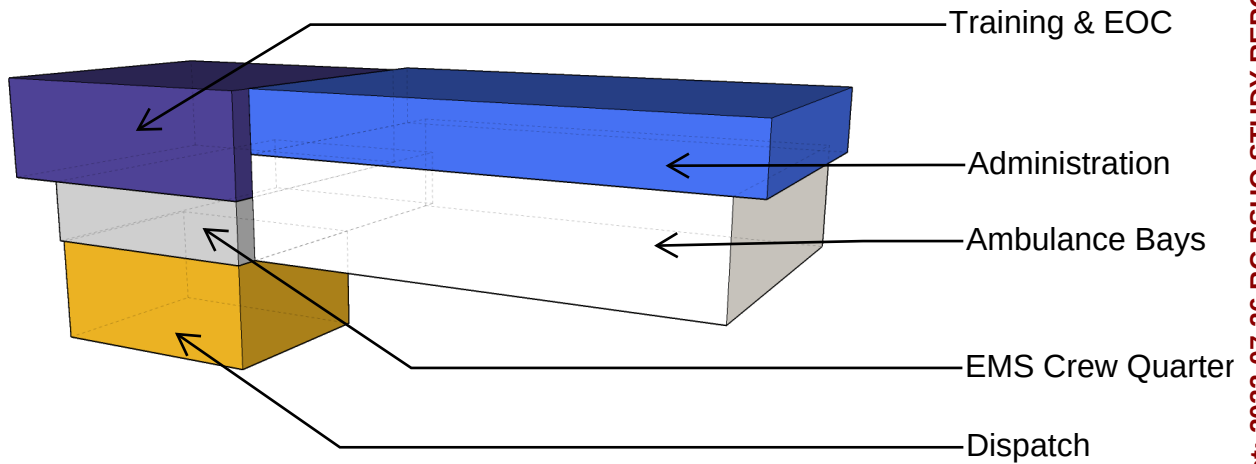
Option 1 has been selected as the preferred option and is used in the site layout drawing.

OPTION 1OPTION 2

OPTION 3



OPTION 4



Final Report
911 Staffing Assessment

July 2022



Riley County, Kansas

Prepared by:



FITCH & ASSOCIATES, LLC

2901 Williamsburg Terrace #G ■ Platte City ■ Missouri ■ 64079

816.431.2600 ■ www.fitchassoc.com

CONSULTANT REPORT

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INTRODUCTION

Fitch was contracted by Archimages, Inc. to assist in a review of the Riley County Emergency Communications Center (ECC), or 911 Dispatch center. Fitch was asked to assist with two components of this dispatch study. The first component was data collection and baseline assessment of the current system performance. For this task, the 911 call intake and radio dispatch processes were examined separately. Quantitative performance metrics are reported in the context of national recommendations, best practices, and experience in similar communities. The second component was to specifically explore actual demand in the ECC, project future demands, and assess future staffing requirements that may be needed over the next three decades.

The National Fire Protection Association (NFPA) Standard on Emergency Services Communications (NFPA 1225) offers the most detailed national recommendation for the construction and operation of ECCs. Should Riley County consider relocating the existing 911 operations into a new facility, NFPA 1225: Standard for Emergency Services Communications¹ should be consulted for various building, equipment, and operation recommendations.

¹ National Fire Protection Association. (2022). *NFPA 1225: Standard for Emergency Services Communications*. Quincy, MA.

METHODOLOGY-CAD DATA

Fitch received three full years of computer-aided dispatch (CAD) data for calendar years 2019 thru 2021. There was a total of 856,453 records reflecting a total of 149,326 unique incidents or events, which generated 257,001 unit assignments. Telephone call answering performance reports from Motorola Vesta's management information system were provided for the 12-month period of May 1, 2021, through April 30, 2022. In addition, standardized reports from the Harris radio system were also provided to assess the amount of airtime utilized by public safety personnel.

The CAD data provided utilized a non-typical output format not typically seen in public safety systems. A single event or incident had only one associated incident number regardless of the number of agencies or disciplines that responded. It was unclear if individual agencies employed this single incident number for their agency-specific records management system (RMS), or if their RMS generated its own internal agency-specific record number. Regardless, CAD data for 2021 reflected a total of 50,181 incidents which generated 86,906 unit responses.

The following sections provide a historical perspective on the three-year community demand as reflected in CAD. This is then followed by a more granular analysis of workload, temporal distribution, and time-on-task demands on the ECC during the calendar year 2021.

COMMUNITY DEMAND AND TIME-ON-TASK

Historical Community Demand – 2019 through 2021

As reflected in the figure below, the total number of incidents handled by the ECC fluctuated between 2019 through 2021. As noted, the calendar year 2020 saw a moderate decrease in total incidents. Reflective of the pandemic, this pattern is not surprising and a partial increase back to the 2019 level was seen in 2021.

Figure 1: 2019 thru 2021: Total Incidents

Year	Incident Count
2019	53,141
2020	46,004
2021	50,181
Grand Total	149,326

Incidents within the CAD system were coded to reflect a single discipline response (i.e., "I" for law enforcement) or if multiple disciplines were required to manage the event (i.e., "Ife" reflecting law, fire, and EMS response). The resulting permutations from this coding and the associated number of incidents for each permutation are reported in the figure below for the calendar years 2019 through 2021.

Figure 2: 2019 thru 2021 Incidents by Agency Types

	2019	2020	2021	Total
Law Alone	46,710	39,803	43,113	129,626
Fire Alone	1,125	1,097	1,257	3,479
EMS Alone	2,401	2,174	2,589	7,164
Law & Fire	180	163	189	532
Law & EMS	668	541	765	1,974
Fire & EMS	1,513	1,485	1,582	4,580
Law, Fire, & EMS	529	523	659	1,711
Other	15	218	27	260
Total Incidents	53,141	46,004	50,181	149,326

Based on the earliest "logdate" found in the CAD data file, the primary agency responsible for a specific incident is reflected in the figure below. Incident counts by the agency above do not equal total incidents over the three-year period, as some agency identifier fields were blank.

Figure 3: 2019 thru 2021 Incident by Agency

Agency	2019	2020	2021	Total
RCP1	45,512	39,095	42,405	127,012
EMS	3,131	3,008	3,403	9,542
MFD	1,501	1,366	1,595	4,462
PW	256	1,281	1,978	3,515
RMMC	1,859	569		2,428
RCRF	240	241	298	779
PEMS	159	146	165	470
OPTS	128	91	64	283
OKSU	84	70	99	253
OKHP	28	35	51	114
GE	24	22	26	72
OGES	18	24	29	71
RCHD	65			65
RCF1	8	13	33	54
RCPO	20	1	3	24
OFRP	4	2	6	12
OJUN	2	1	7	10
OWBS	2	3	2	7
NA		2	2	4
OCLS	2		2	4
FBI		1		1
OW+P			1	1
Total	53,043	45,971	50,169	149,183

2021 Community Demand

Focusing on the calendar year 2021 alone, the following analyses reflect community demand during that year.

The figure below reflects the total number of incidents and the affiliated unit responses by agency for the calendar year 2021. Not surprisingly, Riley County Police represented the significant majority of both incidents and unit responses during the calendar year. A detailed breakdown of the call nature by discipline can be found in Appendix A.

Figure 4: Incident Counts & Units Assigned by Agency - 2021

Agency	Incidents	Unit Responses
RCP1	42,405	68,689
EMS	3,403	6,959
MFD	1,595	4,962
PW	1,978	2,373
RCRF	298	2,111
OJ		319
OKSU	99	246
PEMS	165	243
OPTS	64	177
OKHP	51	130
GE	26	116
COR		59
RCF1	33	56
OGES	29	35
NA	2	27
OJUN	7	8
OFRP	6	7
OWBS	2	7
RCPO	3	6
OCLS	2	2
OMAS		2
OW+P	1	1
[BLANK]		371
Grand Total	50,169	86,906

An assessment of ECC workload requires an understanding of how incidents are initially reported. The figure below reflects that information for the calendar year 2021.

Figure 5: How Incident Was Reported

How Reported	Count
Officer Report	19,711
Telephone	17,664
911	9,293
Email/Internet	1,278
A	1,218
Front Counter	705
Radio	193
State TT/NLETS	76
Text-to-911	27
In-Person	11
Management	5
Total	50,181

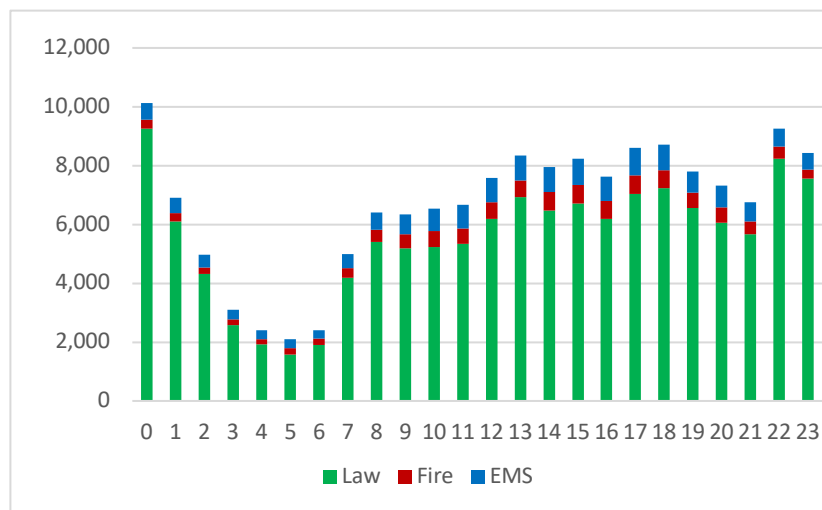
Radio positions must continuously monitor public safety units while those field units handle emergency incidents. It is typical for radio operators to handle multiple units – and multiple incidents – simultaneously. The exception to this general rule occurs when a major incident requires the attention of a single, fully dedicated radio operator because of the severity of the event. For example, national recommendations require a dedicated radio operator when the fire department incident commander requests a dedicated tactical or operating channel.²

Staffing needs within the ECC also fluctuate based on the hour of the day, as reflected in the figures below. Monthly and day of the week demand variances are typically quite small. By contrast, call volume in the late afternoon is typically 3 to 4 times greater than that in the early morning hours. This hour of the day pattern, seen across the nation, is evident in Riley County as well.

² NFPA 1225, Section 15.3.2 states “[w]hen requested by the incident commander, a telecommunicator shall be dedicated to the incident and relieved of other duties within the communications center.”

Figure 6: Incident Counts by Hour of Day

Hour of Day	Law	Fire	EMS
0	9256	315	546
1	6100	283	523
2	4310	219	443
3	2580	184	346
4	1930	176	289
5	1578	210	309
6	1912	208	289
7	4180	325	495
8	5401	415	582
9	5185	475	690
10	5230	550	763
11	5341	531	788
12	6180	575	827
13	6935	553	845
14	6479	620	849
15	6711	622	908
16	6189	601	833
17	7027	635	936
18	7233	602	880
19	6557	528	724
20	6063	520	737
21	5664	438	655
22	8242	414	611
23	7560	303	561

Figure 7: Incidents by Hour of Day

To understand the time-on-task for various types of incidents, and therefore the time radio operators within the ECC must monitor active incidents in the field, the figure below reflects the average times by discipline for the calendar year 2021.

Figure 8: Average Time-on-Task for Incidents by Discipline

Call Type	Average Time-on-Task
Law	00:54:27
Fire	00:39:55
EMS	01:32:23

Erlang Calculations

In assessing performance within the ECC and model future needs and staffing, we employ Erlang-C calculations. The following modeling considers call intake separately from radio operations. While this delineation is convenient for purposes of modeling, smaller volume ECCs, as seen here in Riley County, are typically able to have personnel seamlessly transition from one role to the other based on minute-to-minute needs. These dual-role telecommunicators are actually more efficient than if personnel were assigned to a single role for their shift.

Call-Intake Performance

Two organizations, the National Fire Protection Association (NFPA) and the National Emergency Number Association (NENA), set standards for emergency call answering and/or call processing. NFPA standards on dispatch (NFPA 1221) define both the flow of calls and the allotted time for high-performance dispatching. A summary of relevant standards regarding the dispatch process and performance is provided in the tables below.

Figure 9: NFPA 1221 Dispatch Standards³

NFPA 1221 Section #	Standard
Section 7.4.1*	Ninety- percent of events received on emergency lines shall be answered within 15 seconds, and 95 percent of alarms shall be answered within 20 seconds. <i>(For documentation requirements, see 12.5.2.)</i>
Section 7.4.1.1	Compliance with 7.4.1 shall be evaluated monthly using data from the previous month.
Section 7.4.2*	Call processing time shall include the time from the call answer to initial notification of the responding ERU(s) [emergency response units].
Section 7.4.3	Emergency alarm processing for the highest prioritization level emergency events listed in 7.4.3.1 through 7.4.3.2 shall be completed within 60 seconds, 90 percent of the time.
Section 7.4.4*	For law enforcement purposes, the AHJ [authority having jurisdiction] shall determine time frames allowed for completion of dispatch.

NENA standards are consistent with NFPA 1221 with some additional detail, as noted in the table below.

³ NFPA [2019]. National Fire Protection Association, NFPA 1221: Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, Chapter 7 Operations, 7.4 Operating Procedures, Sub-Section 7.4.1*, A.7.4.1.1, 7.4.2*, 7.4.3, 7.4.4* Operating Procedures, 2019 Edition, p. 21,47. Quincy, MA: National Fire Protection Association.

Figure 10: NENA Call Taking Operational Standards

NENA-STA-020.1-2020. ⁴	Standard
Section 2.2.1 Ninety percent (90%) of all 9-1-1 calls arriving at the Public Safety Answering Point (PSAP) SHALL be answered within ($\leq$) fifteen (15) seconds. Ninety-five (95%) of all 9-1-1 calls SHOULD be answered within ($\leq$) twenty (20) seconds.	

Answering of 911 calls was assessed using the historical number of calls from May 1, 2021, through April 30, 2022. This included 22,732 9-1-1 calls and 2,013 calls on emergency 10-digit lines. For calls on 911 trunks, the average call length was just under 130 seconds. Emergency 10-digit calls had a shorter duration. A 10-second wrap-up of the call to finish entering any additional CAD notes is assumed in the model. The following two figures reflect the Erlang modeling output for answering 911/emergency lines. As can be seen, performance remained above the 90th percentile goal outlined nationally. For the 15-second target and utilizing only a single agent, the predicted performance was 90.8%. The actual performance reported during this period was approximately 99%. These results support two conclusions. First, actual performance exceeding the model was likely based on more than one telecommunicator answering emergency phones when the primary call-intake position was busy. Second, based on the foregoing discussion, the model offers a good yet conservative representation of actual system performance.

The first figure reflects average call volumes by the hour of the day, while the second figure surges the system to reflect increased demand, by the hour, of 150% of the normal workload.

⁴ NENA (2020) Standard for 9-1-1 Call Processing. NENA-STA-020.1-2020.

Figure 11: Erlang Modeling of 911 Call Answering

Average Demand						
Time	Incidents per Hour	Agents	Erlang	Prob wait	Average Answer Time	Answer Within Target
00:00	3.9	1	0.15	0.15	25	86.0%
01:00	2.7	1	0.10	0.10	16	90.5%
02:00	1.9	1	0.08	0.08	11	93.2%
03:00	1.2	1	0.05	0.05	7	95.7%
04:00	0.9	1	0.04	0.04	5	96.7%
05:00	0.8	1	0.03	0.03	5	97.1%
06:00	0.9	1	0.04	0.04	5	96.7%
07:00	2.0	1	0.08	0.08	11	93.1%
08:00	2.5	1	0.10	0.10	15	91.2%
09:00	2.5	1	0.10	0.10	15	91.3%
10:00	2.6	1	0.10	0.10	15	91.0%
11:00	2.6	1	0.10	0.10	16	90.8%
12:00	3.0	1	0.12	0.12	18	89.5%
13:00	3.3	1	0.13	0.13	20	88.5%
14:00	3.1	1	0.12	0.12	19	89.0%
15:00	3.2	1	0.13	0.13	20	88.6%
16:00	3.0	1	0.12	0.12	18	89.5%
17:00	3.4	1	0.13	0.13	21	88.1%
18:00	3.4	1	0.13	0.13	21	87.9%
19:00	3.0	1	0.12	0.12	19	89.2%
20:00	2.9	1	0.11	0.11	17	89.9%
21:00	2.6	1	0.10	0.10	16	90.7%
22:00	3.6	1	0.14	0.14	23	87.2%
23:00	3.3	1	0.13	0.13	21	88.4%
24-Hour Average	2.6	1	0.10	0.10	0	90.8%

Figure 12: Erlang Modeling of 911 Call Answering - Surge Conditions

Surged Demand (Average @ 150%)						
Time	Incidents per Hour	Agents	Erlang	Prob wait	Average Answer Time	Answer Within Target
00:00	5.9	1	0.23	0.23	42	78.8%
01:00	4.0	1	0.16	0.16	26	85.6%
02:00	2.9	1	0.11	0.11	18	89.7%
03:00	1.8	1	0.07	0.07	11	93.6%
04:00	1.4	1	0.05	0.05	8	95.1%
05:00	1.2	1	0.05	0.05	7	95.7%
06:00	1.4	1	0.05	0.05	8	95.0%
07:00	2.9	1	0.11	0.11	18	89.6%
08:00	3.7	1	0.15	0.15	24	86.7%
09:00	3.7	1	0.14	0.14	24	86.8%
10:00	3.8	1	0.15	0.15	25	86.4%
11:00	3.9	1	0.15	0.15	25	86.2%
12:00	4.4	1	0.17	0.17	29	84.2%
13:00	4.9	1	0.19	0.19	33	82.6%
14:00	4.7	1	0.18	0.18	31	83.4%
15:00	4.8	1	0.19	0.19	32	82.8%
16:00	4.5	1	0.17	0.17	29	84.1%
17:00	5.0	1	0.20	0.20	34	82.0%
18:00	5.1	1	0.20	0.20	35	81.8%
19:00	4.6	1	0.18	0.18	30	83.7%
20:00	4.3	1	0.17	0.17	28	84.8%
21:00	4.0	1	0.15	0.15	25	86.0%
22:00	5.4	1	0.21	0.21	37	80.6%
23:00	4.9	1	0.19	0.19	33	82.4%
24-Hour Average	3.9	1	0.15	0.15	0	86.2%

Radio Workstations

The following two figures reflect radio staffing requirements for law enforcement. Since this position represents 82.8% of all incidents by discipline, the findings easily apply to both fire and EMS.

The assumptions include the average calls per hour with an assumed ten push-to-talks (PTTs) per incident. The average radio airtime was estimated at 4.5 seconds for all talkgroups⁵. It is recognized that PD1_DISP has a reported average PTT of 4.00 seconds, though other talkgroups had average PTT intervals of up to 5.66 seconds. The 4.5-second PTT interval was used to strike a conservative yet representative metric for use in the modeling.

To further define the base level of service for radio workstations, FITCH took note of a guidance document from the Office of the Canadian Minister of Industry (Industry Canada) titled "Spectrum Management and Telecommunications Policy Guidelines, Channel Loading Guidelines." This document is formally intended to assess the need for radio spectrum – essentially the determination of how many radio channels (talkgroups) can be accommodated with an allocation of "x" spectrum. However, this document is also insightful for framing the question asked herein – how much workload can a single radio operator handle?

The Ministry specifies that the channel loading analysis of a system that places blocked calls in a queue will be based on a traffic theory model that uses a probability of delay and will be normally calculated using the Erlang C formula. Exactly this approach was used in the preparation of these analyses.

The Grade of Service (GOS) for systems with queues is the probability of a response to a call being delayed by busy radio dispatchers and is associated with latency. The Grade of Service is expressed as a decimal multiple of the Holding Time (HT) on the channel. The Holding Time is the average duration that the radio dispatcher is busy on the call. In the context of radio channels, Holding Time is equivalent to the average duration of the Xmit/Rcv communication cycles on the channel in question. Overall, this is 9 seconds based on the earlier assumption typically found in other systems.

The Ministry of Industry recommends for public safety services using queued systems, the grade of service should be:

$$\text{GOS} = 0.03 @ 1 \text{ HT}$$

What the recommended GOS means in the context of radio channels is that responses to 97% of field-initiated transmissions be responded to by the radio dispatcher in less than the duration of the average Xmit/Rcv cycle on the channel or within 10 seconds.

⁵ These assumptions align with Fitch's experience in other North American PSAPs. The average airtime of 4.5 seconds is typically found in the fire service, while law enforcement is generally between 3.5 to 4.0 seconds. Nonetheless, we take the more conservative approach here.

Operational Targets for Radio Workstations

Evaluation of the 911 system's current workload performance, as expressed in Erlangs, was the primary criteria for determining maximum radio workstation performance. This was further tempered by consideration of the maximum Answer Delay as framed in the Ministry of Industry document. This approach is intuitively appropriate as Erlangs are strongly correlated with Answer Delay. Finally, the following operational target for radio workstations is evaluated within any sequential 4-hour period. Applying criteria on an hour-by-hour basis is not practical from a scheduling perspective. Accordingly, the following target is recommended as the base level of service for radio workstations:

A single radio talkgroup, staffed with a single radio operator, should not exceed during any 4-hour block a weighted 0.4 Erlangs and during that same 4-hour block a weighted Answer Delay of 9 seconds or greater at the 97th percentile.

Figure 13: Erlang Modeling of Law Radio Channel

Average Demand						
Time	Incidents per Hour	Agents	Erlang	Prob wait	Average Answer Time	Answer Within Target
00:00	25.4	1	0.32	0.32	2	91.9%
01:00	16.7	1	0.21	0.21	1	95.7%
02:00	11.8	1	0.15	0.15	1	97.3%
03:00	7.1	1	0.09	0.09	0	98.6%
04:00	5.3	1	0.07	0.07	0	99.0%
05:00	4.3	1	0.05	0.05	0	99.2%
06:00	5.2	1	0.07	0.07	0	99.0%
07:00	11.5	1	0.14	0.14	1	97.4%
08:00	14.8	1	0.18	0.18	1	96.4%
09:00	14.2	1	0.18	0.18	1	96.6%
10:00	14.3	1	0.18	0.18	1	96.5%
11:00	14.6	1	0.18	0.18	1	96.4%
12:00	16.9	1	0.21	0.21	1	95.6%
13:00	19.0	1	0.24	0.24	1	94.8%
14:00	17.8	1	0.22	0.22	1	95.3%
15:00	18.4	1	0.23	0.23	1	95.1%
16:00	17.0	1	0.21	0.21	1	95.6%
17:00	19.3	1	0.24	0.24	1	94.7%
18:00	19.8	1	0.25	0.25	1	94.5%
19:00	18.0	1	0.22	0.22	1	95.2%
20:00	16.6	1	0.21	0.21	1	95.7%
21:00	15.5	1	0.19	0.19	1	96.1%
22:00	22.6	1	0.28	0.28	2	93.3%
23:00	20.7	1	0.26	0.26	2	94.1%
24-Hour Average	15.3	1	0.19	0.19	0	99.7%

Figure 14: Erlang Modeling of Law Radio Channel - Surge Conditions

Surged Demand (Average @ 150%)						
Time	Incidents per Hour	Agents	Erlang	Prob wait	Average Answer Time	Answer Within Target
00:00	38.0	1	0.48	0.48	4	83.3%
01:00	25.1	1	0.31	0.31	2	92.1%
02:00	17.7	1	0.22	0.22	1	95.3%
03:00	10.6	1	0.13	0.13	1	97.7%
04:00	7.9	1	0.10	0.10	0	98.4%
05:00	6.5	1	0.08	0.08	0	98.7%
06:00	7.9	1	0.10	0.10	0	98.4%
07:00	17.2	1	0.21	0.21	1	95.5%
08:00	22.2	1	0.28	0.28	2	93.5%
09:00	21.3	1	0.27	0.27	2	93.9%
10:00	21.5	1	0.27	0.27	2	93.8%
11:00	21.9	1	0.27	0.27	2	93.6%
12:00	25.4	1	0.32	0.32	2	91.9%
13:00	28.5	1	0.36	0.36	2	90.2%
14:00	26.6	1	0.33	0.33	2	91.2%
15:00	27.6	1	0.34	0.34	2	90.7%
16:00	25.4	1	0.32	0.32	2	91.9%
17:00	28.9	1	0.36	0.36	3	89.9%
18:00	29.7	1	0.37	0.37	3	89.4%
19:00	26.9	1	0.34	0.34	2	91.1%
20:00	24.9	1	0.31	0.31	2	92.1%
21:00	23.3	1	0.29	0.29	2	93.0%
22:00	33.9	1	0.42	0.42	3	86.6%
23:00	31.1	1	0.39	0.39	3	88.6%
24-Hour Average	22.9	1	0.29	0.29	0	99.6%

Projected Demands

Riley County's Vision 2025 Comprehensive Plan, prepared in 2009, articulates a Vision that emphasizes agricultural land preservation, ensuring existing rural character and heritage are preserved, and where conservation of natural resources is valued. This planning document does not anticipate nor encourage rapid population growth. For the past 50 years, growth within the County has averaged an annualized 0.52% increase in population.⁶ The figure below extends that assumption based on historical growth as well as providing estimates assuming a 1% growth and a 1.5% growth projected out through 2060.

Figure 15: Historical Populations Trends & Projections

Year	Population	Historical Change @ 0.5%	Moderate Growth @ 1.0%	Rapid Growth @ 1.5%
1970	56,788			
1980	63,505			
1990	67,139			
2000	62,843			
2010	71,115			
2020	72,208			
2030		72,569	72,930	73,291
2040		72,932	73,659	74,390
2050		73,297	74,396	75,506
2060		73,663	75,140	76,639

We now assess the rate of incidents per 1,000 population in order to understand potential future demand. The following figure assesses the incidents that occur by discipline – in essence, 'double-counting' or 'triple-counting' incidents where two or three different disciplines are required to respond. The most recognizable such event is a major traffic accident with injuries and the need to extricate a victim from a severely damaged vehicle. Such an event will require law enforcement, fire, and EMS responses. We then calculate the rate of incidents for each discipline based on the 2020 population.

⁶ Vision 2025 - Comprehensive Plan for Riley County. Accessed at <https://www.rileycountyks.gov/DocumentCenter/View/1538/J--V2025-Chapter-4-Demographic-Context> on June 27, 2022

Figure 16: Incidents by Discipline Type & Rates / 1,000 Population

	Law	Fire	EMS
Discipline Alone	43,113	1,257	2,589
Discipline w/ Law		189	765
Discipline w/ Fire	189		1,582
Discipline w/ EMS	765	1,582	
All Disciplines	659	659	659
Total	44,726	3,687	5,595
Demand per 1,000 Population (2020)	619.41	51.06	77.48

A summary of potential future community demand for public safety services is reflected in the figure below, derived from the prior two figures. As reflected below, depending on the growth assumption – historical, moderate, or rapid – the total increases through 2060 will be 22.48% based on historical growth, 46.1% based on moderate growth projections, or 74.90% assuming a more rapid growth projection.

Figure 17: Projected Future Calls Volumes - by Discipline

Year	Law	Fire	EMS	Total
Historical Growth				
2020	44,726	3,687	5,595	54,008
2030	47,052	3,879	5,886	56,816
2040	49,499	4,080	6,192	59,771
2050	52,073	4,293	6,514	62,879
2060	54,781	4,516	6,852	66,149
Moderate Growth				
2020	44,726	3,687	5,595	54,008
2030	49,199	4,056	6,154	59,409
2040	54,119	4,461	6,770	65,350
2050	59,531	4,907	7,447	71,885
2060	65,484	5,398	8,191	79,073
Rapid Growth				
2020	44,726	3,687	5,595	54,008
2030	51,435	4,240	6,434	62,109
2040	59,151	4,876	7,399	71,426
2050	68,023	5,607	8,509	82,139
2060	78,227	6,448	9,785	94,460

Conclusion

The analyses of current demand and performance, national recommendations and industry best practices, and projections of future demand through the year 2060 suggest a rational planning assumption for an ECC will require the following number of telecommunicator positions:

Figure 18: Future Telecommunicator Workstations

Function	Positions
Call Intake	2
Law Radio	2
Fire Radio	1
EMS Radio	1
Supervisor	1
Spare Consles	3
Total	10

Appendix A: Incident Types 2021 by Discipline Call Nature

Figure 19: Law Enforcement Incident Types - 2021

Incident Type	Count
TRAFFIC STOP	6,595
SPEAK W/ OFC	2,937
PB-GENERAL PLAY	2,480
WELFARE CHECK	2,328
PB-BURG PREVENT	2,234
PB-LASER POINT	2,162
ACCIDENT-NONINJ	1,936
PUBLIC CONTACT	1,202
ASSIST FLIGHT	1,184
PARKING PROBLEM	1,137
SUSPICION	1,071
DIST-PEAC/NOISE	980
DOMESTIC	949
PB-TRAFFIC PROB	921
LARCENY	788
UNWANTED SUBJ	753
PB-LARC MV PREV	727
ANIMAL AT LARGE	654
ALARM FIRE	612
ALARM BUSINESS	584

INVESTIGATE VEH	558
FOUND PROPERTY	552
MOTORIST ASSIST	541
TRAFFIC HAZARD	514
RECKLESS DRIVE	451
WARRANT	437
PUBLIC SERVICE	432
CDP	406
ANIMAL WELFARE	359
FRAUD	336
ALARM RESIDENTI	308
LARCENY-MTR VEH	302
ANIMAL CONFINED	282
BURGLARY	266
DISABLED VEH	261
SPEAK W/ AW	234
ABANDONED VEH	233
VERBAL ARGUMENT	227
FIGHT IP	202
JUVENILE PROBLM	200
DRUGS	192
BATTERY	191
ANIMAL BARKING	183
TRF DEV MALF	180
STANDBY	178
OJ-WARRANTS	168

JUV CINC-OTHER	160
VIOL CRT ORDER	160
ACCIDENT-INJURY	158
CRIMINAL THREAT	158
ASSIST OJ	157
SHOTS FIRED	150
TRESPASS	146
ALARM MEDICAL	145
ANIMAL LOST	145
ANIMAL OTHER	141
ANIMAL DECEASED	140
MOTOR VEH THEFT	140
OTHR TRF VIOL	128
ESCORT	122
PB-ARC	119
UNSECURE PREMIS	118
ANIMAL BITE	113
JUV CINC-RUNAWY	110
TOW	105
MISC ORD/RESOL	90
UTILITY PROBLEM	83
PHONE HARRASMNT	81
FIREWORKS	80
INFORMATION	80
LOST PROPERTY	76
ALCH-MIP/MIC	73

SEX OFFENSE	73
ANIMAL VICIOUS	71
ASSAULT	68
CHILD SEAT	63
DUI-ALC OR DRUG	56
ASSIST PTO	51
ALCH-OPEN CONT	50
TOBACCO PROBLEM	39
TRANSPORT	34
FIGHT PAST	32
MISSING PERSON	31
DELIVER MESSAGE	29
TESTING CALL	29
STALKING	27
LITTERING	25
TRF DVC MISSING	23
OJ-REPORTS	21
UNATTENDED DEATH	21
DISORD CONDUCT	19
PB-PREVENT PART	19
REPOSSESSED PROP	18
SUICIDE	17
LEWD/LASCIVIOUS	16
SEARCH WARRANT	16
FLEE & ELUDE	15
PARKING AUTH	15

WEAPON VIOL	15
CONT BURN-GRASS	14
INTER W/ CHILD	14
RAPE	14
ASSIST K-9	13
CHILD ABUSE	13
EXTRA PATROL	13
FAMILY-OTHER	13
URINATE IN PUB	13
PB-ARC2	11
ROBBERY	11
UNLAW USE DL/ID	11
48 HR SANCTION	10
CONTROLLED BURN	10
DEPRIVATION	10
OFFENDER REGIST	10
BLACKMAIL/EXTOR	9
INVESTIGATE HZD	9
ARSON	8
ATL PERSON	8
TRAFFIC ADVISRY	8
ATL VEHICLE	6
FISH & GAME	6
JUVENILE TRANSP	6
CODE VIOLATION	5
OBSCENITY	5

PROTECT CUSTODY	4
STOLEN PROPERTY	4
WINDOW PEEPING	4
ARREST	3
ASSIST CO-RESPO	3
BAR CHECK	3
INTIMIDATION	3
KIDNAPPING	3
RECOVERED PROP	3
ASSIST EMS	2
CONT BURN-INFO	2
CURFEW/LOITERNG	2
ESCAPE FRM CUST	2
FORGERY	2
LIQ LAWS-OTHER	2
PB-CITIZEN EXCH	2
PB-REPEAT OFFDR	2
WPN/CONT-JAIL	2
DISORDERLY HOUS	1
FILE A FLSE RPT	1
FLOODING	1
FURN TO MINORS	1
SUS/CANC/REV-DL	1
Total	44,801

Figure 20: Fire Incident Types - 2021

Incident Type	Count
FIRE-OUTSIDE	129
FIRE-ELECTRICAL	115
FIRE-STRUCTURE	111
FIRE-GAS LEAK	105
FIRE-ASSIST	73
FIRE-ELEVATOR	71
FIRE-GRASS BRUS	68
FIRE-STANDBY	53
FIRE-VEHICLE	45
FIRE-SMOKE	28
FIRE-MUTUAL AID	23
FIRE-ODOR	23
FIRE-LOST PERSON	14
FIRE-PR	13
FIRE-OVERCROWD	11
FIRE-FUEL SPILL	5
FIRE-AIRCRAFT	3
FIRE-WTR RESCUE	3
FIRE	2
FIRE-EXPLOSION	2
FIRE-PKG/BOMB	2
FIRE-BACK RESCU	1
FIRE-EXTRICATIO	1
FIRE-HAZMAT	1

FIRE-LIGHTNING	1
FIRE-SINK VEH	1
FIRE-WATERCRAFT	1
Total	905

Figure 21: EMS Incident Types - 2021

Incident Type	Count
MED-FALL	757
MED-SICK PERSON	687
MED-TRANSFER	578
MED-BREATHING	387
MED-UNCONSCIOUS	352
MED-CHEST PAIN	216
MED-SEIZURE	197
MED-STANDBY	145
MED-HEART PROB	121
MED-UNKNOWN	114
MED-TRAUMA(OTH)	100
MED-HEMORRHAGE	94
MED-DIABETIC	82
MED-PSYCHIATRIC	81
MED-STROKE(CVA)	78
MED-OVERDOSE	76
MED-ABDOMINAL	70
MED-INJURY ACC	49

MED-ALERG/BITES	44
MED-BACK PAIN	37
MED-FLIGHT	31
MED-CARDIAC/RES	29
MED-HEAT/COLD	22
MED-CHOKING	20
MED-HEADACHE	18
MED-OBSTETRICAL	18
MEDICAL(OTHER)	18
MED-ASSAULT	11
MED-STAB/GUNSHT	11
MED-EYE PROBLEM	9
MED-PR	8
MED-BURN/EXPLOS	5
MED-OJ	5
MED-ANIMAL BITE	2
MED-CRBN MONOXD	2
MED-FLU	1
Total	4,475



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CONCEPT PHASE BUDGETING

July 26, 2022

Public Safety Headquarters

Riley County, Kansas

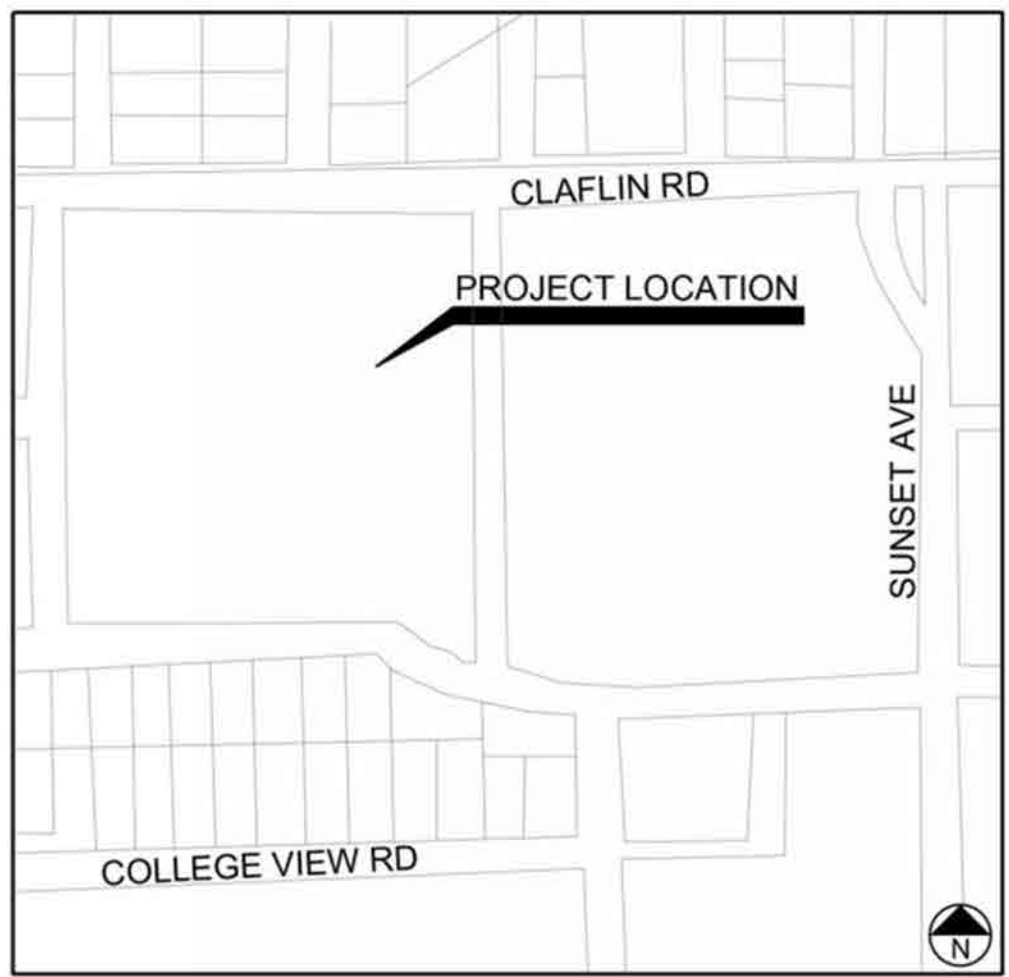
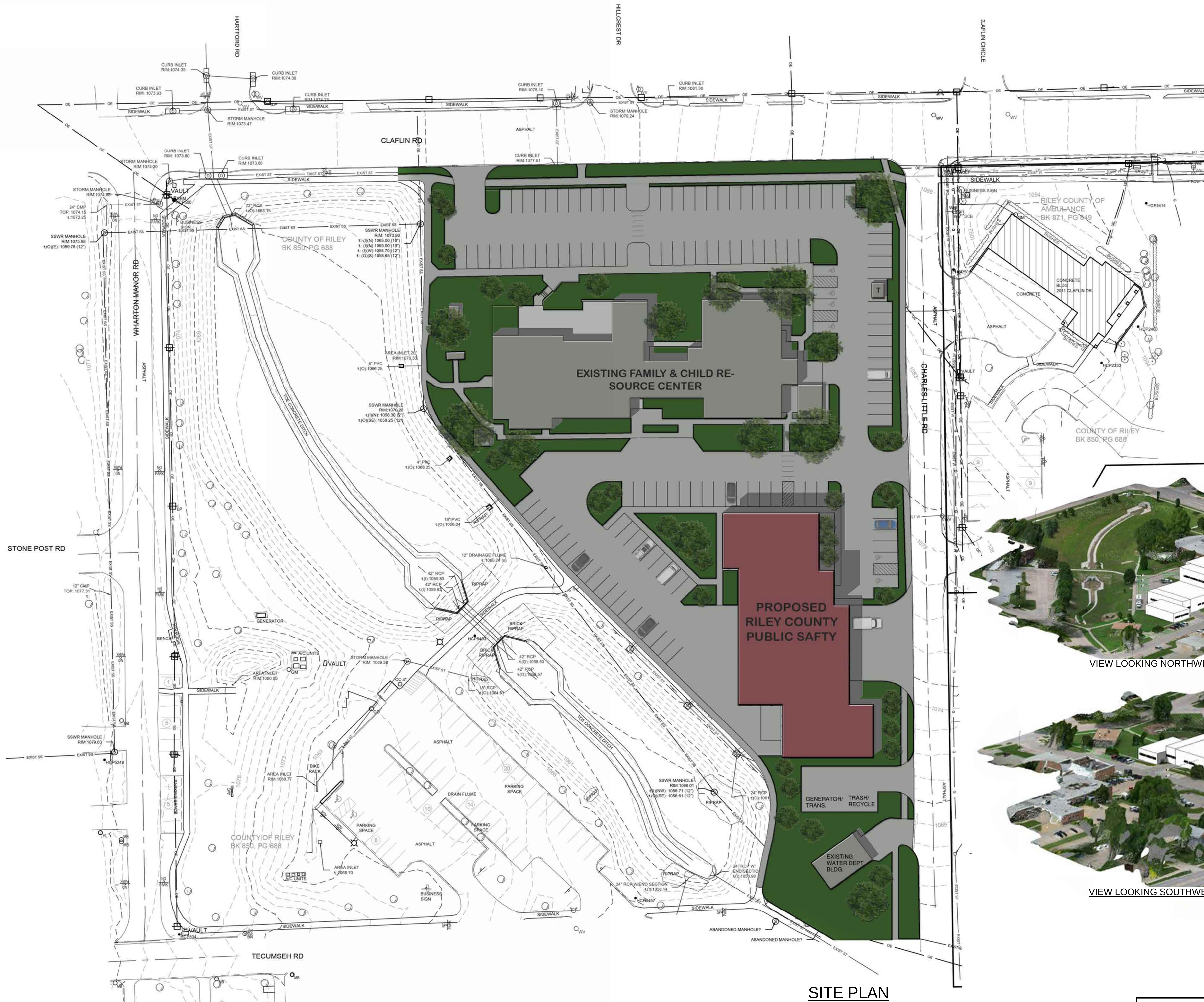
At the time of this writing, the construction industry is experiencing volatile price fluctuations unlike anything seen since the late 1979-1981. The budget opinion, therefore, includes a line item for inflation factored at one percent per month. This figure is commonly used in the industry at this time; however, we cannot know what actual pricing will be in the future. Some are suggesting that we should consider a 1.5% per month inflation rate.

This is a budget opinion based on Archimages recent experience in the marketplace and discussions with contractors about the project. It is based on rough unit costs for sitework, building construction, interior items, and professional fees as we currently understand them.

The following does not include budget for technology items such as audio-visual, computers, servers, radio, telecommunications, etc.

BUDGET ESTIMATE

Sitework	\$ 1,190,000.00
Building construction - 17,500 SF	7,875,000.00
Furniture and appliances	381,690.00
Services (Design, Geotech, Survey, Inspection, etc.)	790,000.00
SUBTOTAL	10,236,690.00
Inflation - 8 months at 1% per month	848,178.00
TOTAL PROPOSED BUDGET	11,084,868.00
If additional 5,700 SF 3rd floor shell space is added	1,294,000.00
REVISED TOTAL	\$ 12,378,868.00



VICINITY MAP

BLOCK PLANNING VIEWS:

THE TWO VIEWS BELOW SHOW VOLUME OF SPACE IN BLOCKS TO REPRESENT THE POTENTIAL SCALE OF THE BUILDING DEVELOPMENT. THEY ARE SHOWN HERE TO HELP CONVEY THE SCALE OF THE PROPOSED BUILDING IN ITS SETTING. BUILDING DESIGN WILL FOLLOW IN SUBSEQUENT PHASES OF THE PROJECT.



VIEW LOOKING NORTHWEST



VIEW LOOKING SOUTHWEST

RILEY COUNTY PUBLIC SAFETY HEADQUARTERS
CONCEPTUAL SITE PLAN
JULY 26, 2022

Archimages
architecture | interiors