



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 20, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Bid Recommendation for Transfer Station Truck Scale
4. Sign Riley County Personnel Action Form(s)

Elizabeth Ward, Human Resource Manager

5. Riley County Summer Intern Introduction

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Sep 16, 2021 9:00 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

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

9. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

10. Staff Update
11. Position Request

9:30 AM

Press Conference

- 10:00 AM Bob Isaac, Planner**
12. Public Hearing to plat a tract of land into one (1) residential lot.
- 10:10 AM Clancy Holeman, Counselor/Director of Administrative Services**
13. Administrative Work Session
14. Pending County Projects County Counselor
- 10:45 AM Tami Robison, Budget and Finance Officer**
15. 2022 Riley County RNR Hearing
- 11:00 AM Tami Robison, Budget and Finance Officer**
16. 2022 Riley County Fire District #1 RNR Hearing
- 11:15 AM Tami Robison, Budget and Finance Officer**
17. 2022 Riley County Public Hearing
- 12:00 PM Law Enforcement Agency Meeting**
18. Law Board Meeting Agenda
- Adjournment**

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



PUBLIC WORKS
Recommendations

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

MEETING: September 20, 2021

SUBJECT: Bid Recommendation for Transfer Station Truck Scale

PRESENTER: John Ellermann, County Engineer

Riley County Public Works staff has reviewed the bids for the above referenced project and found them to be in order. Scales, Sales & Service, LLC. of Omaha, NE, submitted the low bid in the amount of \$38,500.00. Representatives from Scales, Sales & Services, LLC. have informed staff the installation of the scales over the weekend would incur an additional fee of \$1,500.00. This additional fee would not impact the outcome of the bid.

Staff recommends awarding the contract to Scales, Sales & Service, LLC. in the amount of \$38,500.00 plus \$1,500.00 for weekend installation for a total of \$40,000.00.

The vendor anticipates delivery in 8 to 10 weeks after acceptance. This will be paid from the Solid Waste Fund.

POSSIBLE MOTION(S)

Move to approve the bid from Scales, Sales & Service, LLC. in the amount of \$38,500.00 plus \$1,500.00 for weekend installation for a total of \$40,000.00.

Move to deny

Move to table for further discussion

Enclosures:

- Bid Tab_TS Truck Scale_090221 (PDF)

BID TABULATION SHEET

Riley County Public Works

2021 Transfer Station Truck Scale

Date: September 2, 2021

	Scale, Sales & Service LLC 8615 Vernon Ave Omaha, NE 68134	Scale, Sales & Service LLC 8615 Vernon Ave Omaha, NE 68135	Salina Scale Sales and Service, Inc 415 N. 9th St Salina, KS 67401	Fairbanks Scales 6601 Royal St Pleasant Valley, MO 64068	W H Scale 4145 NW 25th St Topeka, KS 66618
Bid Amount	\$38,500.00	\$39,500.00	\$58,420.50	\$69,558.00	\$51,491.00
Delivery Date	8-10 weeks from acceptance	8-10 weeks from acceptance	12/31/2021	12/7/2021	3/1/2022
Est. length of time to install	3-4 days	3-4 days	36 hours	2 days	2 days



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: September 20, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-09 L Flores (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Fill Request Date: 9-9-2021 Employee #
--	---

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

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

Flores	Lindsay		
Name: Last	First	Middle	Home Phone

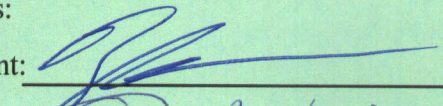
Address: Street	City	State	Zip

Office Assistant II	Attorney	00001-000001
Position Title	Department	Fund

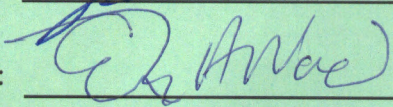
10/4/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

E	4	\$15.78	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step	Pay Rate	Hours Per Workweek					

Approvals:

Department: 

Date: 9-14-2021

Personnel: 

9/14/2021

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 23, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Amanda Smeller, Planning/Special Projects Director

6. CDBG - CV Grant Close Out

Adjournment

Attachment: 09-23-21 tentative agenda (10496 : 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
September 27, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

1. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

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: 09-27-21 tentative agenda (10496 : Tentative Agenda)



EMS
Staff Update

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

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: September 20, 2021

SUBJECT: Staff Update

PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service

August- 465

North County- 27

Call volume by station:

Medic 11 located at 2011 Claflin Rd: 151

Medic 21 located at 11th & Poyntz: 149

Medic 31 located at 3060 TCB (Riley County Public Works): 89

Medic 41 located at Manhattan Regional Airport: 70

The last 6 are standbys or EMS Supervisors taking a call and doing patient reports for a crew

We are still staying extremely busy with calls. Still seeing 1-2 potential COVID calls a day.

Staff have continued to wear masks while in the public and on all calls. We continue with the recently reinstated mask wearing whenever there is staff interaction among crews from different stations or shifts.

We have submitted all of the necessary policies to HR for review with the 3rd party.

Busy with event standbys; High School Football, Middle School football, Cross Country events, KSU Football. We saw 12 patients at the first KSU home football game with 3 persons transported.

John Ellerman and I attended the Station Design Conference in St. Louis. It was very informative and we came back with a much better understanding of the process and points to consider.

Education

Hosted 2 classes for RCFD #1 with one more pending.

Hosting an Advanced Medical Life Support class for our staff with 8 Physician Assistants from Ft. Riley participating as well.

Community Outreach:

Have participated in several small PR events in the community. We have one or two more scheduled in the next few weeks.

Car seat check lanes are back up and running. We are assigned the 2nd Tuesday of each month.

Enclosures:

- Aug 2021 Stats (PDF)

Runs by Responding Unit

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	151	32.47
MED21	149	32.04
MED31	89	19.14
MED41	70	15.05
MED12	5	1.08
MED35	1	0.22
Total: 465		Total: 100.00

Attachment: Aug 2021 Stats (11129 : EMS/Ambulance Staff Update)

Runs By Day of Week

10.a

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	63	13.55%
02 - Monday	85	18.28%
03 - Tuesday	77	16.56%
04 - Wednesday	54	11.61%
05 - Thursday	71	15.27%
06 - Friday	59	12.69%
07 - Saturday	56	12.04%
Total: 465		Total: 100.00%

Attachment: Aug 2021 Stats (11129 : EMS/Ambulance Staff Update)

Runs by Hour of Day

10.a

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	12	2.58%
01:00:00 - 01:59:59	20	4.30%
02:00:00 - 02:59:59	10	2.15%
03:00:00 - 03:59:59	5	1.08%
04:00:00 - 04:59:59	7	1.51%
05:00:00 - 05:59:59	8	1.72%
06:00:00 - 06:59:59	9	1.94%
07:00:00 - 07:59:59	18	3.87%
08:00:00 - 08:59:59	20	4.30%
09:00:00 - 09:59:59	22	4.73%
10:00:00 - 10:59:59	23	4.95%
11:00:00 - 11:59:59	27	5.81%
12:00:00 - 12:59:59	20	4.30%
13:00:00 - 13:59:59	29	6.24%
14:00:00 - 14:59:59	16	3.44%
15:00:00 - 15:59:59	29	6.24%
16:00:00 - 16:59:59	29	6.24%
17:00:00 - 17:59:59	29	6.24%
18:00:00 - 18:59:59	22	4.73%
19:00:00 - 19:59:59	28	6.02%
20:00:00 - 20:59:59	20	4.30%
21:00:00 - 21:59:59	20	4.30%
22:00:00 - 22:59:59	24	5.16%
23:00:00 - 23:59:59	18	3.87%
Total: 465		Total: 100.00%

Report Criteria

Incident Month Name - Year: Is In August 2021

Attachment: Aug 2021 Stats (11129 : EMS/Ambulance Staff Update)



EMS
Personnel

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: September 20, 2021
SUBJECT: Position Request
PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

This request is to fill the vacant Emergency Medical Technician (EMT) position caused by the recent resignation from full time service of an EMS staff member.

DISCUSSION

This is a full time EMT position that we are wanting to fill with another EMT. We did solicit interest from our PRN staff and feel that at this time we are best served by opening this position up to external candidates. I'm not taking the possibility of a PRN staff member being hired for this position, but am not confident that this will happen.

FISCAL IMPACT

There will be no negative impact in our budget as this full time position is already budgeted. Failure to fill this position will result in increased overtime costs in order to have the position staffed on the scheduled days when PRN staff are not available.

RECOMMENDATION(S)

Fill this Emergency Medical Technician position with an internal or external candidate.

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:

- 2021-09 EMS FT EMT (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department EMS/Ambulance Date 9/23/2021 Job Title EMT

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	56	End Date		☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request	Non-Budgeted Position Request
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets
1. Name of former incumbent or current employee: <u>Johnatta Candido</u>	2. Requested hours per year: 3200
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:

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

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: High School diploma or equivalent; Valid Drivers License, Kansas certified KSBEMS as EMT; BLS provider credentialed from within 45 days of hire date.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: September 20, 2021

SUBJECT: Public Hearing to plat a tract of land into one (1) residential 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 September 9, 2021, the Manhattan Urban Area Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator - Extraneous Farmstead and approved the Concurrent Plat of Callaghan Ranch Subdivision.

STAFF RECOMMENDATIONS:

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

POSSIBLE MOTION(S)**ACTION NEEDED FOR PLAT:**

A. Motion to approve Resolution 092021-___ acknowledging the approved Final Plat of Callaghan Ranch Subdivision and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. Motion to sign Resolution 092021-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Callaghan Ranch Subdivision, 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 BOCC (PDF)
- MUAPB Minutes (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Residential Use Designator & Plat

PETITION: #21-0066 Residential Use Designator & Plat

APPLICANT: Deam & Cook LC
2450 Rosencutter Rd
Manhattan, KS 66502-8115

PROPERTY OWNERS: Deam & Cook LC
2450 Rosencutter Rd
Manhattan, KS 66502-8115

CONTRACT PURCHASERS: Patrick and Fran Callahan
1659 Moehlman Rd.
Manhattan, KS 66502

REQUEST: Receive a Residential Use Designator-Reconversion Lot for an unplatted tract of land and plat the tract into one (1) lot.

SIZE OF TRACT: The subject site is approximately 2.59 acres.

LOCATION: Generally located approximately 850 feet north of the intersection of Moehlman Road and Priboth Road, on the east side of Moehlman Road; Section 30, Township 10 South, Range 10 East; Manhattan Township.

JURISDICTION: This application is subject to the requirements of the Manhattan Urban Area Subdivision Regulations.



BACKGROUND: The subject site is a relatively small, 2.6-acre portion of a larger 53-acre parent tract, all of which is owned by Deam & Cook LC. The northwest corner of the parent tract is leased to Patrick Callaghan, contract purchaser, and developed with Mr. Callaghan's 24'x 38' manufactured home, permitted in August 2014. Mr. Callaghan wishes to simply purchase the property underneath his home and on-site systems. The applicant stated that the remainder of the parent tract will remain in agricultural production.

DESCRIPTION:

Physical site characteristics: The site, bordering the old Kansas River channel, is relatively flat and located entirely within the 1% annual chance floodplain. There several mature trees occupy the area directly east of the home, with cropland situated to the south.

General character of the area: The general character of the area is very rural, consisting predominantly of agricultural uses such as hay and crops.

SUITABILITY OF ZONING:

Zoning History: The subject property is currently zoned "AG" (Agricultural District) and has been since at least 1974. There are no variances, conditional uses or special uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	"AG" (Agricultural District)	Crops/open space
SOUTH	"AG" (Agricultural District)	Crops/open space
EAST	"AG" (Agricultural District)	Crops/open space
WEST	"AG" (Agricultural District)	Crops/open space

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site currently has direct access to Moehlman Road; a paved, two-lane local road maintained by the County. No additional points of ingress/egress are being proposed.

Water and sewer: The subject property is currently served by a septic system/lateral field and City of Manhattan water.

Fire: Riley County Fire District #1 will serve the site. The nearest County fire station is the Hunter's Island Fire Station (Station #16), located at 1314 Collins Lane.

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

CONFORMANCE TO THE LAND USE PLAN:**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 located within a designated growth area.

The Land Evaluation/Site Assessment (LESA) Score

Due to the type and nature of the request, a LESA was not generated.

Hardship on the landowner

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

Staff analysis:

The request is in general conformance to the goals, objectives and policies of the Plan.

RILEY COUNTY ZONING REGULATIONS:

The zoning regulations describe the Residential Use Designator–Reconversion Lot. The conditions for approval are as follows:

1. The reconversion lot to be created should be the minimum required to accommodate the existing or future residence and any existing or future outbuildings or to accommodate a site that is logically separated from the remaining tract. Inclusion of existing productive agricultural land should be avoided.
2. The site shall be large enough to meet sanitary code minimum requirements.
3. A residential use designator for a reconversion lot is limited to one per original parent tract.
4. The reconversion lot must be platted and must meet all requirements for a plat, including adequate public road access as specified in the subdivision regulations. The platted lot may not be further subdivided unless approved through the standard platting/rezoning process. The remainder of the tract is not required to be rezoned or platted.
5. An Agricultural Protection Easement (APE), as specified in Section 21A, shall be filed with the plat.

Staff analysis: The request is consistent with the above criteria.

Agricultural Buffer: Non-applicable.

Riparian Buffer: Non-applicable.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Environmental Health Specialist has reviewed the request and reported that it is in compliance with the Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported no concerns.

EMERGENCY MANAGEMENT: The Riley County Rural Fire Chief has reviewed the request and reported no issues.

MANHATTAN TOWNSHIP OFFICER: The request was reviewed by Manhattan Township and they reported that there were no concerns.

FORT RILEY: The request was reviewed by Fort Riley's Environmental Division (see attached).

MANHATTAN URBAN AREA PLANNING BOARD:

On September 9, 2021, the Riley County Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator – Reconversion Lot and approved the Concurrent Plat of Callaghan Ranch Addition.

STAFF RECOMMENDATIONS:

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

ACTION NEEDED FOR PLAT:

A. **Motion** to approve Resolution 092021-___ acknowledging the approved Final Plat of Callaghan Ranch Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

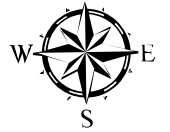
Or

B. **Motion** to sign Resolution 092021-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Callaghan Ranch Addition, as it has been determined that it does not meet the requirements of the Manhattan Urban Area Subdivision Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire stations map
- Floodplain map
- Preliminary Plat
- Final Plat

Prepared by: Bob Isaac, Planner
September 13, 2021



VICINITY AND SITE

Cook

#21-0066

Plat

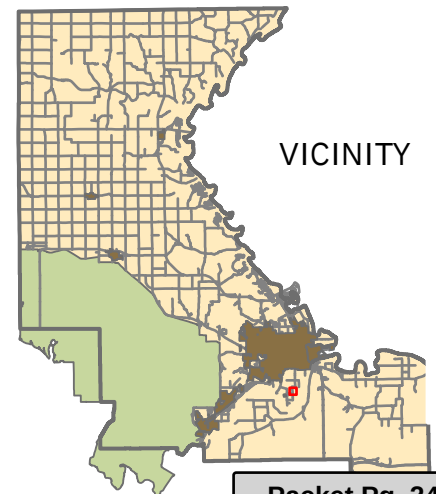
Callaghan Ranch Subdivision

Residential Use Designator
Reconversion Lot

30-10-8

 1000' Buffer

 Site





SURROUNDING ZONING

Cook

#21-0066

Plat
Callaghan Ranch Subdivision

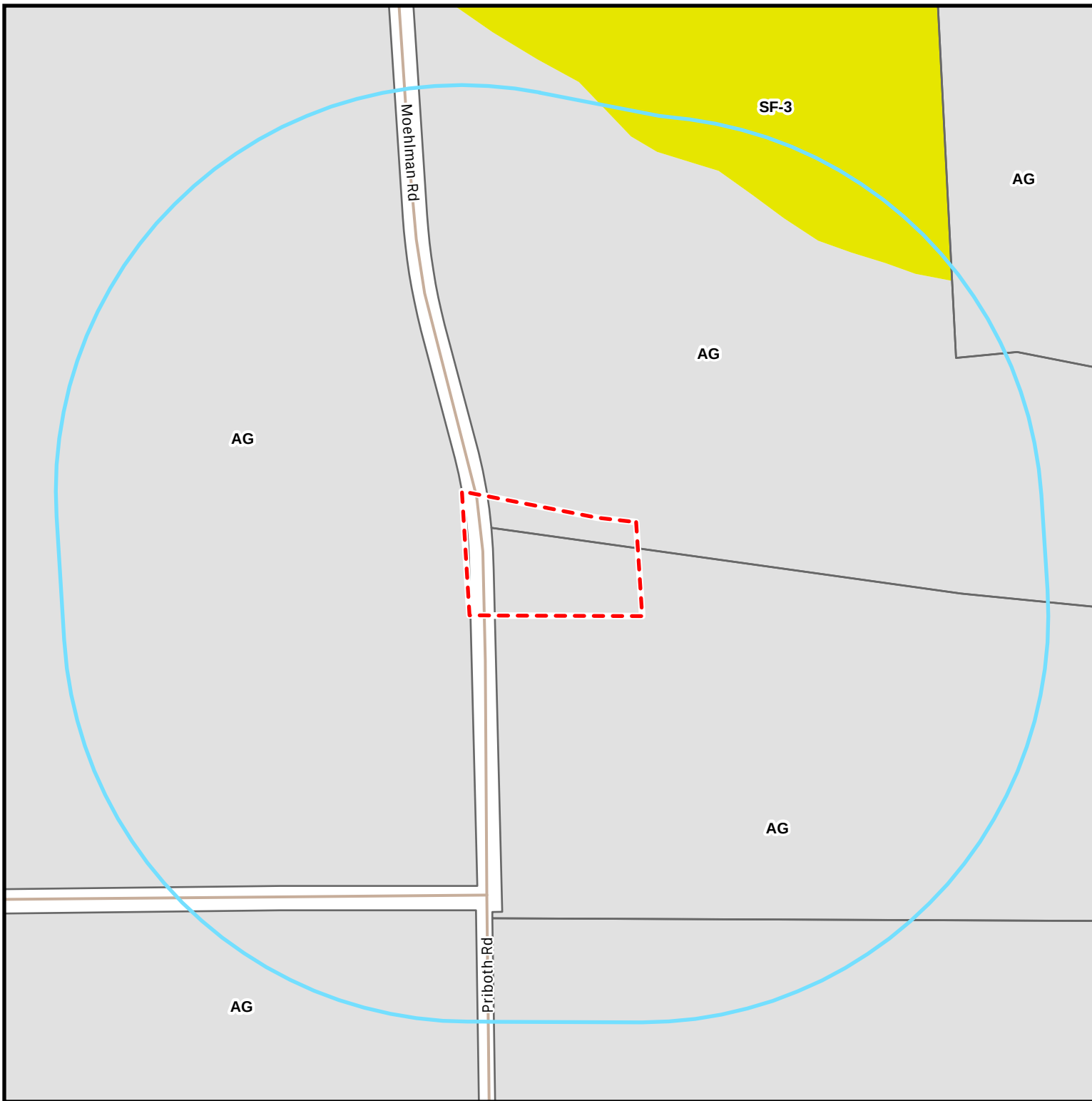
Residential Use Designator
Reconversion Lot

30-10-8

 1000' Buffer

 Site

-  AG Agricultural
-  AG-R AG/Residential
-  B-1 Two Family Residential
-  B-2 Multiple Family Residential
-  B-3 Mobile Home Park
-  C-3 General Business
-  C-4 Highway Business
-  D-1 Industrial Park
-  D-2 Light Industrial
-  D-3 Heavy Industrial
-  Fort Riley
-  N-1 Noise Hazard
-  PUD Planned Unit Development
-  SF-1 Single Family Residential
-  SF-2 Single Family Residential
-  SF-3 Single Family Residential
-  SF-4 Single Family Residential
-  SF-5 Single Family Residential
-  U University
-  Special Zoning:
-  Conditional Use
-  Special Use
-  Variance





FLOODPLAIN

Cook

#21-0066

Plat

Callaghan Ranch Subdivision

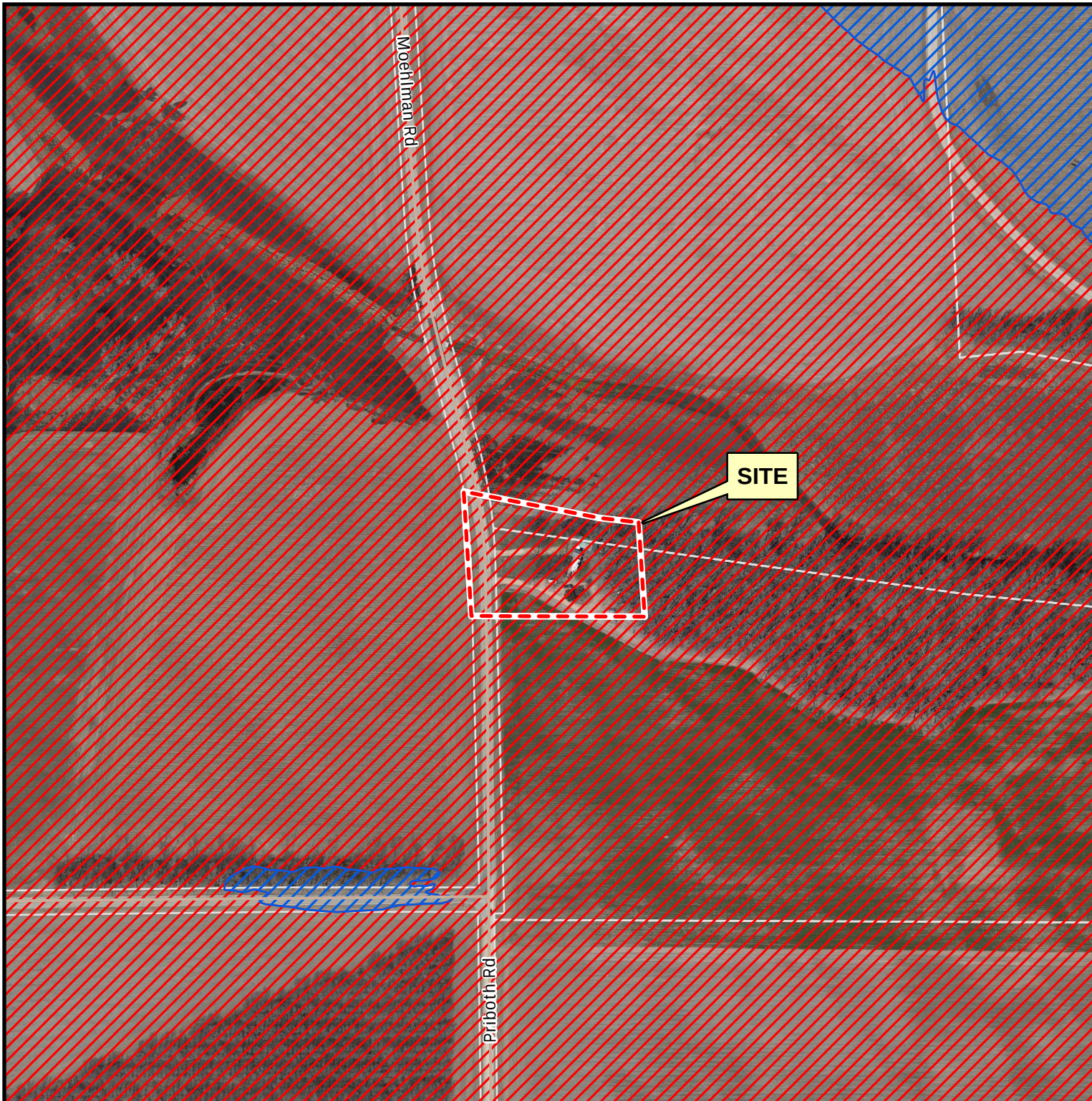
Residential Use Designator
Reconversion Lot

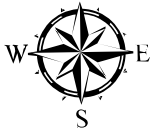
30-10-8

Floodplain

- 1% Annual Chance Flood (Unnumbered)
- 1% Annual Chance Flood (Numbered)
- Floodway
- 1% Annual Chance Flood (1'-3' Depth)
- 0.2% Annual Chance Flood

Attachment: Staff Report BOCC (11128 : Callaghan Ranch Subdivision)





FIRE STATIONS

Cook

#21-0066

Plat
Callaghan Ranch Subdivision

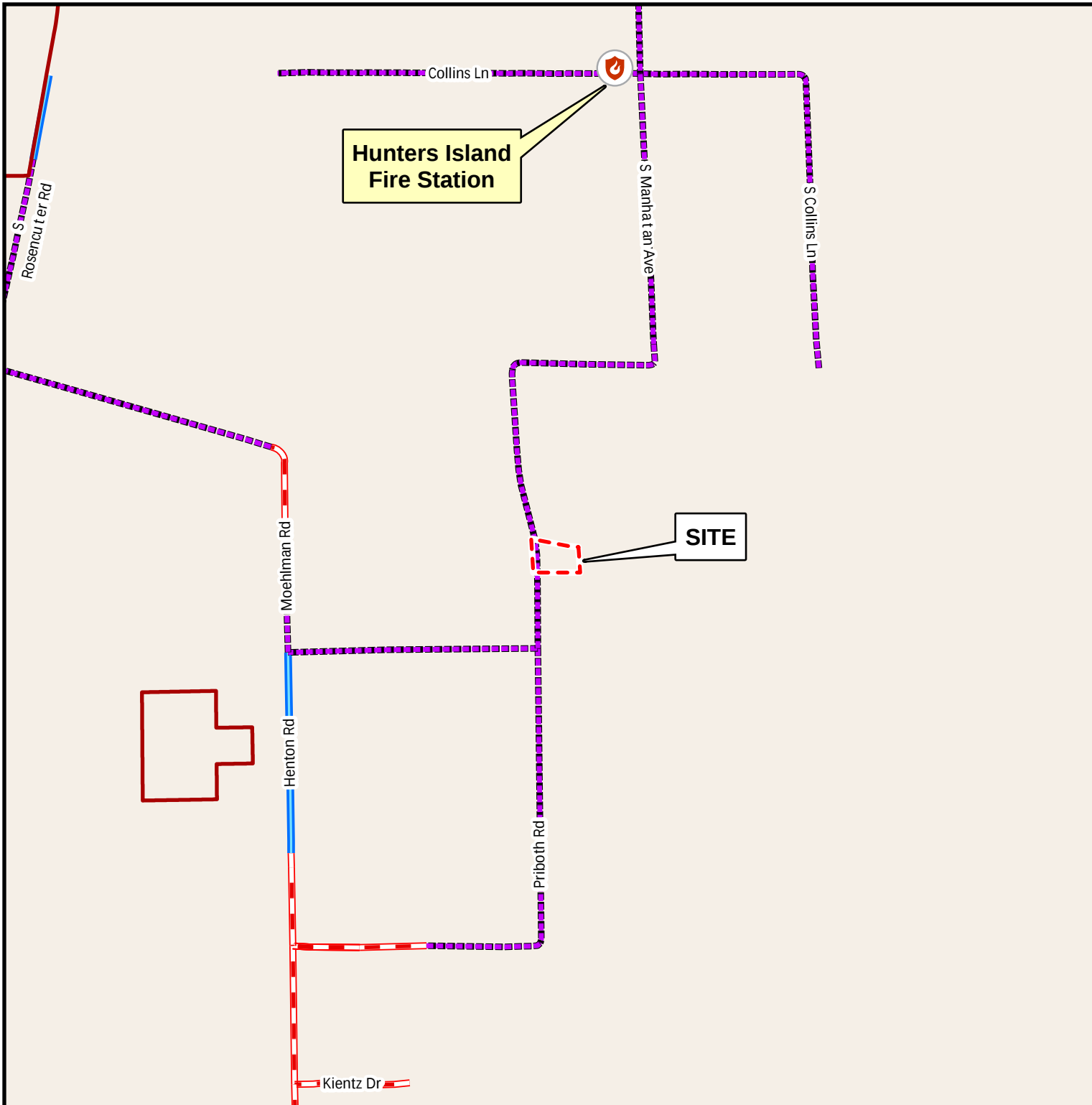
Residential Use Designator
Reconversion Lot

30-10-8



ISO Rating

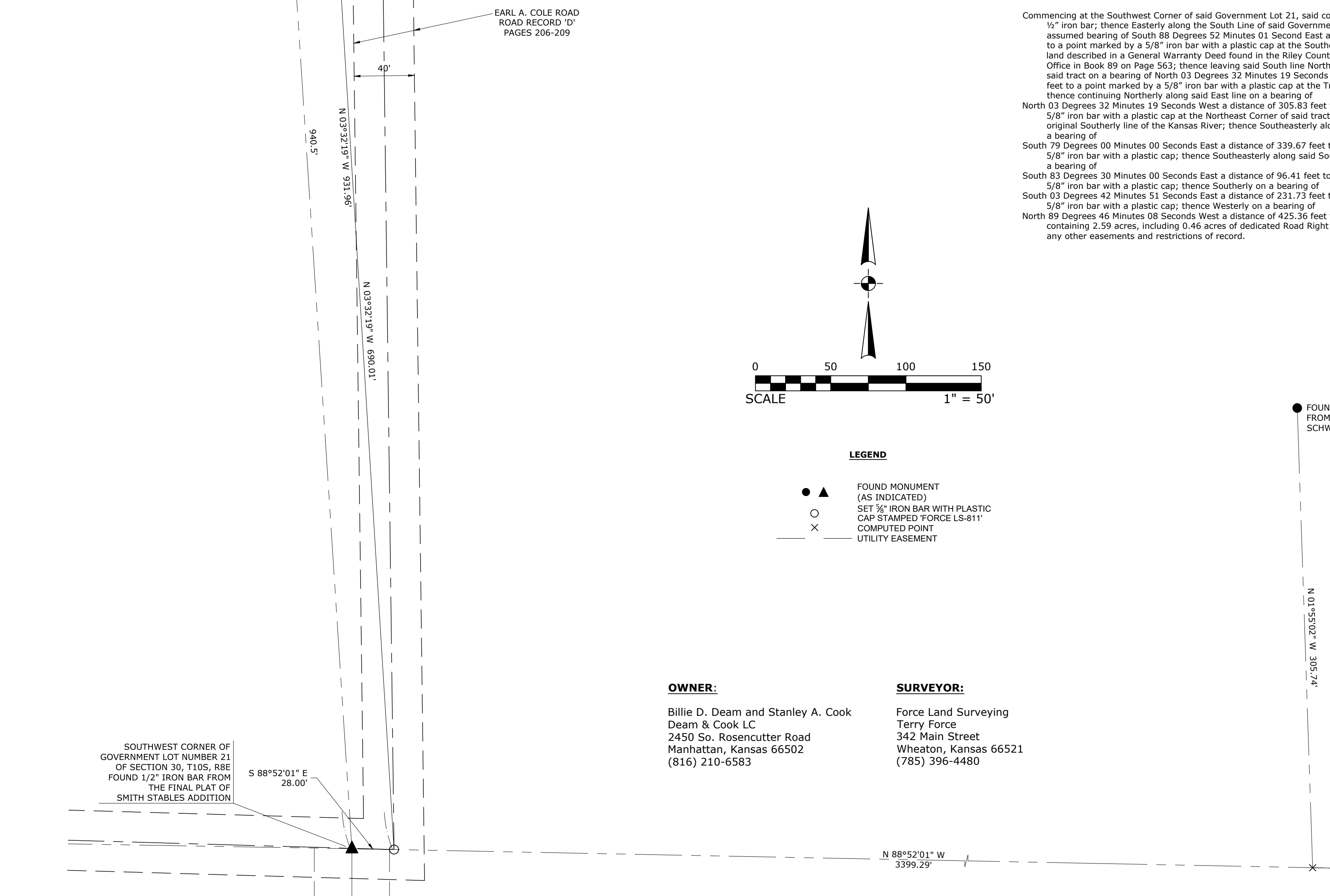
-  5 (within 1000' of a hydrant)
-  6 (within 5 road miles of 6 fire station)
-  10 (outside 5 road miles OR road is not paved/gravel)



SITE

Hunters Island
Fire Station

Attachment: Staff Report BOCC (11128 : Callaghan Ranch Subdivision)



PRELIMINARY PLAT
of
CALLAGHAN RANCH SUBDIVISION
a subdivision in Government Lot 21 of
Section 30, Township 10 South, Range 8 East
of the Sixth Principal Meridian in
Riley County, Kansas

Phone:
785-396-4480
Email:
tforce@bluevalley.net

SEPTEMBER 2021

- 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 849 on Page 5425 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 actual ground elevations. The benchmark utilized was the Coast and Geodetic Survey marker K 263, elevation 1027.64 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.
- 10) The line depicted above as the South line of the abandoned Kansas Riverbed described in the Warranty Deed mentioned, was a result a 1929 survey of the Relocation of the Kansas River, Township 10S Range 8E of the 6th PM, Riley County by the S.A. Sulentic Consulting Engineer Co. commissioned by the State of Kansas State Auditor's Office.

However, this location varied greatly from a well established fence line that had been honored as the accepted property line by the local land owners for a great number of years on the North side of the trimber. The decision was made to use the remnants of this well established fence line as the North line of Government Lot 21.

ZONING
CURRENT ZONING: "AG" (Agricultural District)

PROPOSED ZONING: "AG" (Agricultural District) WITH RESIDENTIAL USE DESIGNATOR - EXTRANEEOUS FARMSTEAD

FLOODPLAIN NOTE:

This property in its entirety, lies in Flood Zone AE which is an area inundated by a 1% annual chance flooding, for which Base Flood Elevations have been determined. Flood Insurance Rate Map Community Panel Number 20161C0364G 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.

SOUTHWEST CORNER
GOVERNMENT LOT 5
SECTION 30, T10S, R8E
FOUND 1/2" IRON BAR
FROM ORIGINAL PLAT
OF SCULLEY ADDITION

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	1213.50'	182.97'	182.80'	N 04°05'18" W	8°38'21"

POINT OF BEGINNING
QUIT CLAIM DEED

RIGHT OF WAY
DEDICATED THIS PLAT

N 03°42'31" W 30.50.83'

GENERAL WARRANTY DEED
BOOK 89 PAGE 563

POINT OF BEGINNING

MOEHLMAN ROAD

EARL A. COLE ROAD
ROAD RECORD 'D'
PAGES 206-209

N 03°32'19" W 93.16'96"
S 01°06' W 46.17E±60 N
S 01°06'

S 88°52'01" E
28.00'

SOUTHWEST CORNER OF
GOVERNMENT LOT NUMBER 21
OF SECTION 30, T10S, R8E
FOUND 1/2" IRON BAR FROM
THE FINAL PLAT OF
SMITH STABLES ADDITION

LOT 1
112,676 Sq. Ft.
2.59 acres
(92,683 Sq. Ft.
2.13 acres excluding
Right of Way)

CERTIFICATION:

State of Kansas)
County of Riley) SS:

I the undersigned do hereby certify that I am a registered Land Surveyor in the State of Kansas, with experience and proficiency in land surveying; and that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal at Manhattan, Kansas this _____ day

of _____, 2021, A.D.

Terry Force, R.L.S. 811

OWNER'S CERTIFICATE

State of Kansas)
County of Riley) SS:

This is to certify that the undersigned are the owners of the land hereon described on this plat, and that they have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and do hereby acknowledge and adopt the same under the style and title indicted.

All street rights-of-way as shown on this plat are hereby dedicated to the public. An easement or license to the public to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat is hereby granted.

Given under my hand at _____, Kansas this

_____ day of _____, 2021 A.D.

Billie D. Deam - Managing Member, Deam & Cook LC

Stanley A. Cook - Managing Member, Deam & Cook LC

NOTARY CERTIFICATE:

State of Kansas)
Riley County) SS

BE IT REMEMBERED, That on this _____ day of _____, 2019 before me, the undersigned, a notary public in and for the County and State aforesaid came Billie D. Deam and Stanley A. Cook, Managing Members of Deam & Cook LC, a Limited Liability Company duly organized, incorporated and existing under and by virtue of the laws of Kansas, Id No. 3746559 who are personally known to me to be such Managing Members, and who are personally known to me to be the same persons who executed, as such members, the within instrument of writing on behalf of said Limited Liability Company, and such persons duly acknowledge the execution of the same to be the act and deed of said Limited Liability Company.

Given under my hand and Notarial Seal this _____ day of _____ A.D., 2021

My commission expires _____

Notary Public

SOUTH LINE OF ABANDONED RIVER BED AS
DESCRIBED IN A WARRANTY DEED FOUND IN
THE RILEY COUNTY REGISTER OF DEEDS' OFFICE
IN BOOK 520 ON PAGE 327. (SEE NOTES)

CERTIFICATE OF COUNTY COMMISSION

State of Kansas)
County of Riley) SS:

Approved this _____ day of _____, 2021 A.D.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Chairman

Member

Member

ATTEST:

County Clerk

MANHATTAN URBAN AREA PLANNING BOARD

State of Kansas)
County of Riley) SS:

Approved this _____ day of _____, 2021 A.D.

Manhattan Urban Area Planning Board

Chairperson

Member

Member

Member

Member

Member

Member

APPROVAL OF COUNTY OFFICIALS

County Counselor

County Engineer

Environmental Health Specialist

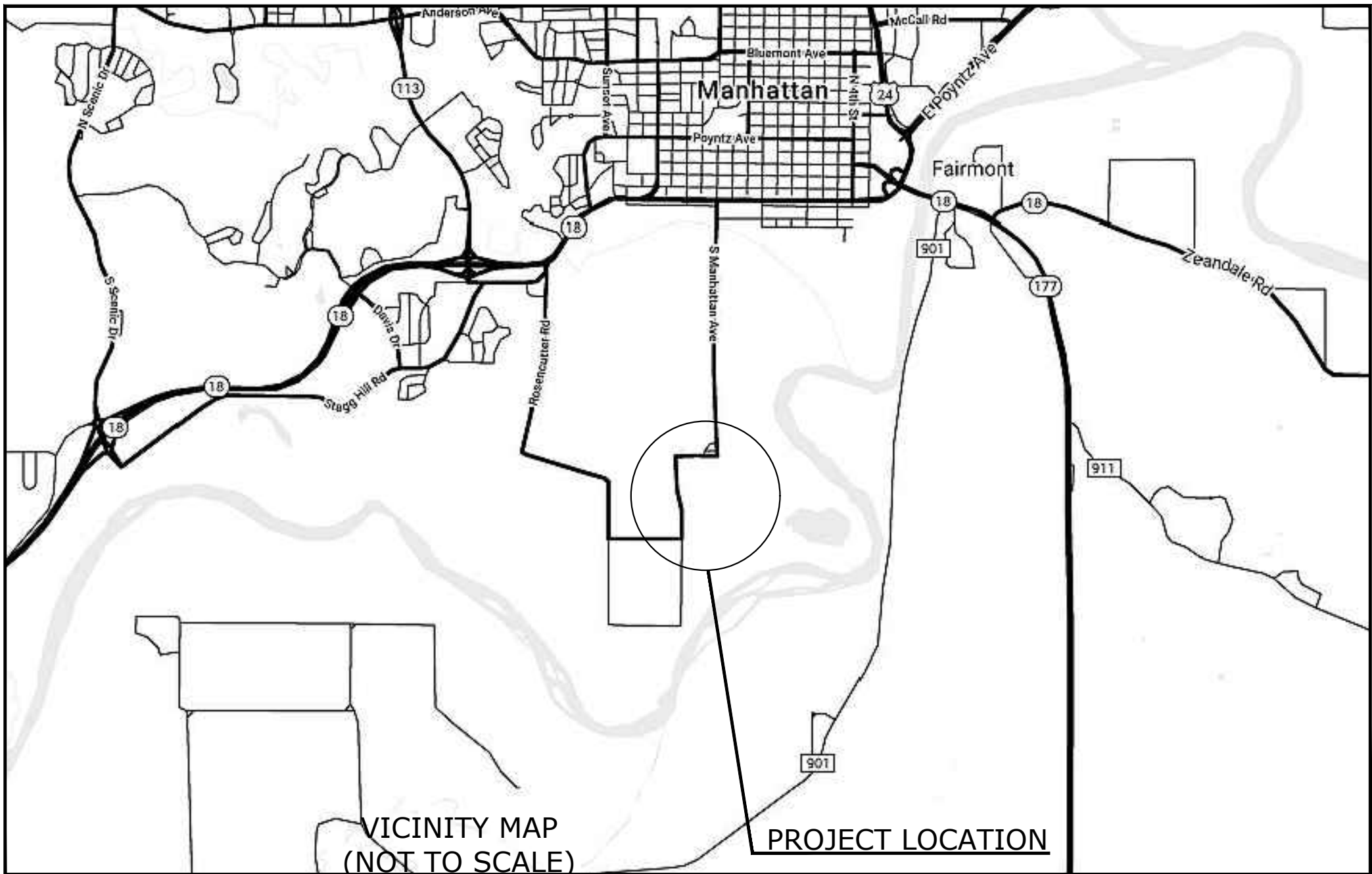
FOUND 1/2" CAPPED BAR
FROM PREVIOUS
SCHWAB-EATON SURVEY

DESCRIPTION:

A tract of land located in a portion of Government Lot 21 of Section 30, Township 10 South, Range 8 East of the Sixth Principal Meridian, in Riley County, Kansas, more particularly described as follows:

Commencing at the Southwest Corner of said Government Lot 21, said corner being marked by a 1/2" iron bar; thence Easterly along the South Line of said Government Lot 21 on an assumed bearing of South 88 Degrees 52 Minutes 01 Second East a distance of 28.00 feet to a point marked by a 5/8" iron bar with a plastic cap at the Southeast corner of a tract of land described in a General Warranty Deed found in the Riley County Register of Deeds' Office in Book 89 on Page 563; thence leaving said South line Northerly along the East line of said tract on a bearing of North 03 Degrees 32 Minutes 19 Seconds West a distance of 690.01 feet to a point marked by a 5/8" iron bar with a plastic cap at the True Point of Beginning; thence continuing Northerly along said East line on a bearing of North 03 Degrees 32 Minutes 19 Seconds West a distance of 305.83 feet to a point marked by a 5/8" iron bar with a plastic cap at the Northeast Corner of said tract, being the apparent original Southerly line of the Kansas River; thence Southeasterly along said Southerly line on a bearing of South 79 Degrees 00 Minutes 00 Seconds East a distance of 339.67 feet to a point marked by a 5/8" iron bar with a plastic cap; thence Southeasterly along said Southerly line on a bearing of South 83 Degrees 30 Minutes 00 Seconds East a distance of 96.41 feet to a point marked by a 5/8" iron bar with a plastic cap; thence Southerly on a bearing of South 03 Degrees 42 Minutes 51 Seconds East a distance of 231.73 feet to a point marked by a 5/8" iron bar with a plastic cap; thence Westerly on a bearing of North 89 Degrees 46 Minutes 08 Seconds West a distance of 425.36 feet to the Point of Beginning, containing 2.59 acres, including 0.46 acres of dedicated Road Right of Way, and subject to any other easements and restrictions of record.

COMPUTED POINT FROM 1960 SURVEY BY
PALMER MELGREN ACCORDING TO
PREVIOUS SCHWAB-EATON SURVEY
(POINT FALLS UNDER LARGE SAND PILE)



VICINITY MAP
(NOT TO SCALE)

Notes:

The basis of bearings are from the final plat of Priboth Acres Subdivision.

- 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.
- No gaps or overlaps exist.
- There are no lines of possession that affect this survey.
- The Parent Tract is recorded in Book 849 on Page 5425 in the Riley County, Kansas, Register of Deed's office.
- All building setback requirements shall be determined by the zoning district, unless otherwise noted.
- Contour lines and elevations are from actual ground elevations. The benchmark utilized was the Coast and Geodetic Survey marker K 263, elevation 1027.64 NAVD 88 datum.
- This lot shall be in compliance with the Riley County Sanitary Code.
- 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.
- 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.
- The line depicted above as the South line of the abandoned Kansas Riverbed described in the Warranty Deed mentioned, was a result a 1929 survey of the Relocation of the Kansas River, Township 10S Range 8E of the 6th PM, Riley County by the S.A. Sulentic Consulting Engineer Co. commissioned by the State of Kansas State Auditor's Office. However, this location varied greatly from a well established fence line that had been honored as the accepted property line by the local land owners for a great number of years on the North side of the timber. The decision was made to use the remnants of this well established fence line as the North line of Government Lot 21.

ZONING

CURRENT ZONING: "AG" (Agricultural District)

PROPOSED ZONING: "AG" (Agricultural District) WITH RESIDENTIAL USE DESIGNATOR - EXTRANEIOUS FARMSTEAD

FLOODPLAIN NOTE:

This property in its entirety, lies in Flood Zone AE which is an area inundated by a 1% annual chance flooding, for which Base Flood Elevations have been determined. Flood Insurance Rate Map Community Panel Number 20161C0364G 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. 2021, at _____ O'clock _____ M. and duly recorded in Book _____ on Page _____.

Register of Deeds

Deputy

FINAL PLAT
of
CALLAGHAN RANCH SUBDIVISION
a subdivision in Government Lot 21 of
Section 30, Township 10 South, Range 8 East
of the Sixth Principal Meridian in
Riley County, Kansas

FORCE
LAND
SURVEYING

PREPARED BY
TERRY FORCE, RLS
342 MAIN STREET
WHEATON, KANSAS 66521

Phone:
785-396-4480
Email:
tforce@bluevalley.net

SEPTEMBER 2021

EXCERPT OF MINUTES MANHATTAN URBAN AREA PLANNING BOARD

September 9, 2021

Page 1

- 3.1. A PUBLIC HEARING to consider the request for a RESIDENTIAL USE DESIGNATOR – RECONVERSION LOT, for a 2.59-acre tract of land, generally located approximately 850 feet north of the intersection of Moehlman Road and Priboth Road, on the east side of Moehlman Road; Section 30, Township 10 South, Range 10 East; Manhattan Township (applicant: Cook; file no. RCF-21-064)

Action needed: Consider the request based on the criteria set forth in Section 8 – “AG” (Agricultural District) of the Riley County Zoning Regulations, and approve, approve with conditions, or deny the request

- 3.2. A Public Hearing to consider the CONCURRENT PLAT for a 2.59-acre tract of land into a single lot, generally located approximately 850 feet north of the intersection of Moehlman Road and Priboth Road, on the east side of Moehlman Road; Section 30, Township 10 South, Range 10 East; Manhattan Township (applicant: Cook; file no. RCF-21-065)

Action needed: Consider the request based on the Riley County Zoning Regulations Manhattan Urban Area Subdivision Regulations, and approve, approve with conditions, or deny the plat based on conformance with the Manhattan Urban Area Subdivision Regulations

Isaac stated on behalf of Deam & Cook LC, Stan Cook has made application requesting a Residential Use Designator - Reconversion Lot for an unplatted tract of land and to plat that tract into a single lot. He explained the purpose of the reconversion lot designation is that there are situations where there maybe individuals who have purchased a 20-acre or larger tract for the purpose of establishing a nonagricultural home site but now desire smaller acreage. Mr. Isaac stated this allows those individuals to easily transfer the unwanted/unneeded acreage to an agricultural producer for the purposes of re-establishing or maintaining an agricultural use.

He explained this is a slightly different situation whereas this agricultural tract has an existing house which is not involved in the agricultural operation, but the designator accomplishes the same objective.

Isaac stated the subject site is a 2.6-acre portion of a larger 53-acre parent tract. The applicant is requesting to receive a residential use designator – reconversion lot for that 2.6-acre portion occupied the single family home.

Staff recommended that the Board approve the request to receive a Residential Use Designator–Reconversion Lot, as it has been determined that it meets the minimum requirements of the Riley County Zoning Regulations. Staff also recommends that the Planning Board approve the Concurrent Plat of Callaghan Ranch Subdivision, as it has been determined that all requirements of the Manhattan Urban Area Subdivision Regulations, Riley County Zoning Regulations and Sanitary Code have been met.

Attachment: MUAPB Minutes (11128 : Callaghan Ranch Subdivision)

John Ball asked if the applicant wished to speak.

Stan Cook, applicant, stated that he thought it would be good for the tenant/owner of the home occupying the subject site, to own the land under his home.

John Ball closed the public hearing.

Anderson motioned to approve the request to receive a Residential Use Designator – Reconversion Lot as it was determined that it met the requirements of the Riley County Zoning Regulations.

Parikh seconded.

Motion carried 4-0

Anderson motioned to approve the Concurrent Plat of Callaghan Ranch Subdivision, as it has been determined that all requirements of the Manhattan Urban Area Subdivision Regulations, Riley County Zoning Regulations and Sanitary Code have been met.

Parikh seconded.

Motion carried 4-0

Isaac announced the Board of County Commissioners will hear the plat request September 20, 2021 at 10:00 am in the County Commission chambers.

RESOLUTION NO. 092021-**A RESOLUTION APPROVING THE CALLAGHAN RANCH SUBDIVISION 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 the Callaghan Ranch Subdivision; 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 Manhattan Urban Area Planning Board, after appropriate notice, conducted a public hearing on September 9, 2021; and

WHEREAS, the Manhattan Urban Area Planning Board, after making a determination that said plat meets the minimum requirements of the Manhattan Urban Area Subdivision 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 Callaghan Ranch Subdivision plat 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 20th day of September, 2021.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (11128 : Callaghan Ranch Subdivision)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: September 20, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 09.20.2021 (DOC)

PENDING COUNTY PROJECTS ▪ Beginning September 10, 2021 and through September 17, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes or additions from previous entries or in the items listed are shown in italics.

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

COMMISSION LIST

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21).

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21.

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue.

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting.

“Dark Store”: Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of “Dark Store,” to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Dark Store”; recording scheduled for September 17, 2021.

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021.

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.)

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

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's \$14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

DEPARTMENTAL LIST

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021).

Riley County Museum: Provide legal advice.

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement.

Riley County Public Works: Provide legal advice on project.

Riley County Planning & Development: Provide legal advice on 2 projects.

Riley County Emergency Management: Provide legal advice on 1 project.

Riley County Health Department: Provide legal advice on projects.

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21).

Riley County Ambulance Service: Will provide legal advice (8-20-21).

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval (8-23-21).

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21).



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: September 20, 2021

SUBJECT: 2022 Riley County RNR Hearing

PRESENTER: Tami Robison, Budget & Finance Officer

BACKGROUND

On August 5, 2021, the Riley County Commission approved the 2022 Riley County Budget and instructed the Budget and Finance Officer to input the budget information into the State of Kansas budget form and submit for review by James Gordon & Associates, CPA, P.A.

On September 2, 2021, the Notice of Budget Hearing and Notice of Revenue Neutral Rate Hearing-Budget Summary was submitted for review and approval to be published in the local newspaper ten days prior to scheduling a budget hearing.

The Notice of Budget Hearing and Notice of Revenue Neutral Rate Hearing-Budget Summary was published in the *Manhattan Mercury* on September 9, 2021.

DISCUSSION

Open the 2022 Riley County Revenue Neutral Rate Hearing. A vote to consider "Exceeding Revenue Neutral Rate" is required. If approved, adoption of Resolution to Exceed Revenue Neutral Rate is required.

FISCAL IMPACT

The proposed 2022 mill levy for Riley County is 42.285. This is a flat levy from the 2021 adopted budget.

RECOMMENDATION(S)

N/A

POSSIBLE MOTION(S)

Move to approve and adopt the Resolution to Exceed the Revenue Neutral Rate in its Property Tax Levy for Riley County for the tax year 2022.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022 Notice of RNR and Budget Hearing (PDF)
- Resolution RNR Exceeding (PDF)

2022

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

The governing body of

Riley County

will meet on September 20, 2021 beginning at 10:45 a.m. at Riley County Commission Chambers, 115 N. 4th Street for the purpose of hearing and answering objections of taxpayers in Riley County and in Riley County Fire District #1 relating to the revenue neutral rate and proposed tax rate as required by 2021 Kansas Senate Bill 13 and the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at Riley County Clerk's Office and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2022 Expenditures and Amount of 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget.

Proposed Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Proposed Tax Rate*
General Fund -001	31,419,530	36.160	47,745,139	35.374	42,148,527	23,798,682	35.128
Bond & Interest Fund - 181	527,092	0.066	3,013,752	0.025	615,303		
Health Department - 030	4,550,891		4,759,660		4,610,403		
County Building Fund - 152	392,812	0.489	393,000	0.513	393,000	356,151	0.526
RCPD Fund - 173	5,393,491	6.360	4,892,440	6.380	4,907,175	4,492,682	6.631
Special Alcohol Programs Fund - 132	4,650		5,000		4,863		
EMS Grant Fund - 52			1,000		5,068		
Economic Development Fund -146	306,817		325,786		309,048		
Emergency 911 Fund - 148	409,063		486,577		943,613		
Solid Waste Disposal Fund - 150	2,347,631		2,414,227		2,735,000		
Register of Deeds Technology Fund - 106	33,913		91,568		166,459		
County Clerk Tech Fund - 107					132,210		
County Treasurer Tech Fund - 108	9,900				77,860		
War Memorial Fund - 112	300		500		11,800		
County Auction Fund - 118	24,820		86,238		9,583		
Motor Vehicle Operations Fund - 130	356,882		428,988		390,679		
Community Corrections Fund - 144	910,167		986,628		951,362		
Capital Improvements Fund - 145	5,406,963		4,316,027		7,554,156		
Road & Bridge 1/2 Cent Sales Tax Fund - 157	1,119,023		643,700		7,028,195		
Landfill Closure Fund - 180	30,446		52,789		49,293		
Rural Fire Capital Outlay Fund - 184	606,390		200,000		95,706		
CDBG Fund - 005	86,200						
Fire Station Projects Fund - 185	1,465,410		501,155		1,000,000		
Special Parks & Recreation - 155							
Disaster Fund - 003	12,193,831		10,016,756		7,209,348		
Radio Infrastructure Project - 147	3,147,131		83,504				
Non-Budgeted Funds-A	26,118						
Totals	70,769,471	43.075	81,444,434	42.292	81,348,651	28,647,515	42.285
Revenue Neutral Rate **							41.791
Less: Transfers	6,861,375		15,887,180		11,378,728		
Net Expenditure	63,908,096		65,557,254		69,969,923		
Total Tax Levied	28,297,344		28,312,598		xxxxxxxxxxxxxxxxxxx		
Assessed Valuation	656,936,940		669,445,216		677,488,007		

Outstanding Indebtedness,

January 1,

G.O. Bonds

Revenue Bonds

Other

Lease Pur. Princ.

Total

2019
5,381,360
0
456,017
5,909,641
11,747,018

2020
4,932,183
0
1,706,000
5,448,206
12,086,389

2021
5,698,095
0
525,000
5,359,626
11,582,721

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

Clerk

Page No.

55

Riley County
2022

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

Other County Special District Funds	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022				Revenue Neutral Rate**
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	July 1, 2021 Estimated Valuation	Proposed Tax Rate*	
Fire District Fund - 183	936,288	6.44400	1,109,179	7.62300	1,230,506	1,086,505	133,272,034	8.153	7.431
University Park Water and Sewer Fund - 230	128,363	5.50600	136,421	5.37400	146,743	10,416	1,941,026	5.366	5.366
University Park Water and Sewer Reserve - 284	16,813		83,100		128,142	0			
Hunter's Island Water District Fund - 238	29,920		29,421		29,280	0			
Hunter's Island Reserve Fund - 241	0		9,027		7,886	0			
Moehlman Bottoms Water District Fund - 244	14,349		17,140		19,155	0			
Moehlman Bottoms Reserve Fund - 245	0		5,410		8,290	0			
Terra Heights Sewer Fund - 252	27,157	3.90700	33,953	3.90600	38,236	5,058	1,279,844	3.952	3.952
Terra Heights Sewer Sinking Fund - 254	31,968		50,000		92,895	0			
Valleywood Combined Operations - 248	49,996	15.76700	35,980	15.54800	37,276	22,715	1,500,987	15.133	15.133
Valleywood Combined Reserve - 282	1,299		81,672		87,256	0			
Konza Water District Fund - 256	102,060		103,005		95,280	0			
Konza Water Reserve Fund - 257	3,465		149,874		107,748	0			
Deep Creek Reserve Fund - 243	0		27,705		21,587	0			
Deep Creek Sewer Fund - 242	5,065		13,115		10,713	0			
Mertz/McGehee Drainage Fund - 322	0		0		6,183	0			
Carson Sewer Fund - 239	26,517	3.37000	45,485	3.37600	71,046	3,933	1,181,850	3.328	3.328
Carson Sewer Reserve Fund - 237	1,524		29,555		47,703	0			
University Park Sewer Capital - 233	9,127		0		0	0			
Expansion of University Park/Lakeside Heights - 235	0		499,000		0	0			
Lakeside Heights Sewer Capital Reserve - 286	0		5,000		7,328	0			
Keats Sewer Capital Project - 236	12,575		804,816		0	0			
Lakeside Heights Sewer District - 285	631		1,690		3,361	0			
Fairmont Heights Capital Project - 231	502,222		530,758		0	0			
Bala Cemetery	1,890	1.43600	3,000	1.66300	6,061	2,667	1,756,455	1.518	1.518
Bellegard Cemetery	2,158	3.31600	3,333	3.31600	3,864	2,772	875,312	3.167	3.167
Crooked Creek Cemetery	1,400	1.59200	2,655	1.55300	3,691	1,107	735,187	1.506	1.506
E.F. & G. Cemetery	10,907	0.63400	15,361	0.63300	19,699	10,100	16,298,627	0.620	0.620
Fancy Creek - Randolph Cemetery	10,630	2.10800	12,464	2.11000	14,577	10,694	5,167,956	2.069	2.070
Lasita Cemetery	1,718	0.72300	3,000	0.75200	2,906	1,855	2,514,848	0.738	0.738
May Day Cemetery #1	4,759	2.24300	5,030	2.31900	6,988	4,235	1,857,519	2.280	2.280
Rose Hill Cemetery	1,350	1.45700	4,241	1.43200	4,045	1,429	1,055,050	1.354	1.355
Swede Creek Cemetery	880	1.00300	8,550	0.98500	3,065	1,394	1,422,769	0.980	0.980
Walsburg Cemetery #5	4,460	0.89300	6,650	0.98100	7,706	4,652	4,883,288	0.953	0.953
Riley Cemetery #3	24,285	1.64100	25,295	1.63200	19,601	15,406	9,609,456	1.603	1.603
Totals	1,963,776	52.040	3,890,885	53.203	2,288,817	1,184,938		52.720	

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

RESOLUTION NO. 092021-____**A RESOLUTION OF RILEY COUNTY, KANSAS TO EXCEED THE REVENUE NEUTRAL RATE IN ITS PROPERTY TAX LEVY FOR THE TAX YEAR OF 2022**

WHEREAS, the Riley County Board of County Commissioners is statutorily required to provide notice and hearing prior to exceeding the Revenue Neutral Rate; and

WHEREAS, the Riley County Clerk provided notice of the hearing on the Revenue Neutral Rate on September 7, 2021; and

WHEREAS, the Revenue Neutral Rate for tax year 2022 for Riley County was calculated as 41.791 mills by the County Clerk; and

WHEREAS, the budget proposed by the Riley County Board of County Commissioners for tax year 2022 will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Riley County Board of County Commissioners held a hearing on September 20, 2021 allowing all interested taxpayers an opportunity to be heard at the hearing; and

WHEREAS, the Riley County Board of County Commissioners having heard testimony, has determined it is in the best interests of Riley County to exceed the Revenue Neutral Rate.

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

Riley County shall levy a property tax rate exceeding the Revenue Neutral Rate of 42.285 mills for Tax Year 2022.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Riley County Board of County Commissioners.

ADOPTED this 20th day of September, 2021.

**THE BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

John Ford, Chairman

Greg McKinley, Vice Chairman

Kathryn Focke, Member

ATTEST:

(Seal)

Rich Vargo, Riley County Clerk

Attachment: Resolution RNR Exceeding (11097 : 2022 Riley County RNR Hearing)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: September 20, 2021

SUBJECT: 2022 Riley County Fire District #1 RNR Hearing

PRESENTER: Tami Robison, Budget & Finance Officer

BACKGROUND

On August 5, 2021, the Riley County Commission approved the 2022 Riley County Budget and instructed the Budget and Finance Officer to input the budget information into the State of Kansas budget form and submit for review by James Gordon & Associates, CPA, P.A.

On September 2, 2021, the Notice of Budget Hearing and Notice of Revenue Neutral Rate Hearing-Budget Summary was submitted for review and approval to be published in the local newspaper ten days prior to scheduling a budget hearing.

The Notice of Budget Hearing and Notice of Revenue Neutral Rate Hearing-Budget Summary was published in the *Manhattan Mercury* on September 9, 2021.

DISCUSSION

Open the 2022 Riley County Fire District #1 Revenue Neutral Rate Hearing. A vote to consider "Exceeding Revenue Neutral Rate" is required. If approved, adoption of Resolution to Exceed Revenue Neutral Rate is required.

FISCAL IMPACT

The Riley County Fire District #1 proposed 2022 mill levy is 8.153. This is an increase of 0.526 mills from the 2021 adopted budget.

RECOMMENDATION(S)

N/A

POSSIBLE MOTION(S)

Move to approve and adopt the Resolution to Exceed the Revenue Neutral Rate in its Property Tax Levy for Riley County Fire District #1 for the tax year 2022.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022 Notice of RNR and Budget Hearing (PDF)
- RNR.resolution.fire.district (PDF)

2022

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

The governing body of

Riley County

will meet on September 20, 2021 beginning at 10:45 a.m. at Riley County Commission Chambers, 115 N. 4th Street for the purpose of hearing and answering objections of taxpayers in Riley County and in Riley County Fire District #1 relating to the revenue neutral rate and proposed tax rate as required by 2021 Kansas Senate Bill 13 and the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at Riley County Clerk's Office and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2022 Expenditures and Amount of 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget.

Proposed Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Proposed Tax Rate*
General Fund -001	31,419,530	36.160	47,745,139	35.374	42,148,527	23,798,682	35.128
Bond & Interest Fund - 181	527,092	0.066	3,013,752	0.025	615,303		
Health Department - 030	4,550,891		4,759,660		4,610,403		
County Building Fund - 152	392,812	0.489	393,000	0.513	393,000	356,151	0.526
RCPD Fund - 173	5,393,491	6.360	4,892,440	6.380	4,907,175	4,492,682	6.631
Special Alcohol Programs Fund - 132	4,650		5,000		4,863		
EMS Grant Fund - 52			1,000		5,068		
Economic Development Fund -146	306,817		325,786		309,048		
Emergency 911 Fund - 148	409,063		486,577		943,613		
Solid Waste Disposal Fund - 150	2,347,631		2,414,227		2,735,000		
Register of Deeds Technology Fund - 106	33,913		91,568		166,459		
County Clerk Tech Fund - 107					132,210		
County Treasurer Tech Fund - 108	9,900				77,860		
War Memorial Fund - 112	300		500		11,800		
County Auction Fund - 118	24,820		86,238		9,583		
Motor Vehicle Operations Fund - 130	356,882		428,988		390,679		
Community Corrections Fund - 144	910,167		986,628		951,362		
Capital Improvements Fund - 145	5,406,963		4,316,027		7,554,156		
Road & Bridge 1/2 Cent Sales Tax Fund - 157	1,119,023		643,700		7,028,195		
Landfill Closure Fund - 180	30,446		52,789		49,293		
Rural Fire Capital Outlay Fund - 184	606,390		200,000		95,706		
CDBG Fund - 005	86,200						
Fire Station Projects Fund - 185	1,465,410		501,155		1,000,000		
Special Parks & Recreation - 155							
Disaster Fund - 003	12,193,831		10,016,756		7,209,348		
Radio Infrastructure Project - 147	3,147,131		83,504				
Non-Budgeted Funds-A	26,118						
Totals	70,769,471	43.075	81,444,434	42.292	81,348,651	28,647,515	42.285
Revenue Neutral Rate **							41.791
Less: Transfers	6,861,375		15,887,180		11,378,728		
Net Expenditure	63,908,096		65,557,254		69,969,923		
Total Tax Levied	28,297,344		28,312,598		xxxxxxxxxxxxxxxxx		
Assessed Valuation	656,936,940		669,445,216		677,488,007		

Outstanding Indebtedness,

January 1,

G.O. Bonds

Revenue Bonds

Other

Lease Pur. Princ.

Total

2019
5,381,360
0
456,017
5,909,641
11,747,018

2020
4,932,183
0
1,706,000
5,448,206
12,086,389

2021
5,698,095
0
525,000
5,359,626
11,582,721

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

Riley County
2022

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

Other County Special District Funds	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022				Revenue Neutral Rate**
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	July 1, 2021 Estimated Valuation	Proposed Tax Rate*	
Fire District Fund - 183	936,288	6.44400	1,109,179	7.62300	1,230,506	1,086,505	133,272,034	8.153	7.431
University Park Water and Sewer Fund - 230	128,363	5.50600	136,421	5.37400	146,743	10,416	1,941,026	5.366	5.366
University Park Water and Sewer Reserve - 284	16,813		83,100		128,142	0			
Hunter's Island Water District Fund - 238	29,920		29,421		29,280	0			
Hunter's Island Reserve Fund - 241	0		9,027		7,886	0			
Moehlman Bottoms Water District Fund - 244	14,349		17,140		19,155	0			
Moehlman Bottoms Reserve Fund - 245	0		5,410		8,290	0			
Terra Heights Sewer Fund - 252	27,157	3.90700	33,953	3.90600	38,236	5,058	1,279,844	3.952	3.952
Terra Heights Sewer Sinking Fund - 254	31,968		50,000		92,895	0			
Valleywood Combined Operations - 248	49,996	15.76700	35,980	15.54800	37,276	22,715	1,500,987	15.133	15.133
Valleywood Combined Reserve - 282	1,299		81,672		87,256	0			
Konza Water District Fund - 256	102,060		103,005		95,280	0			
Konza Water Reserve Fund - 257	3,465		149,874		107,748	0			
Deep Creek Reserve Fund - 243	0		27,705		21,587	0			
Deep Creek Sewer Fund - 242	5,065		13,115		10,713	0			
Mertz/McGehee Drainage Fund - 322	0		0		6,183	0			
Carson Sewer Fund - 239	26,517	3.37000	45,485	3.37600	71,046	3,933	1,181,850	3.328	3.328
Carson Sewer Reserve Fund - 237	1,524		29,555		47,703	0			
University Park Sewer Capital - 233	9,127		0		0	0			
Expansion of University Park/Lakeside Heights - 235	0		499,000		0	0			
Lakeside Heights Sewer Capital Reserve - 286	0		5,000		7,328	0			
Keats Sewer Capital Project - 236	12,575		804,816		0	0			
Lakeside Heights Sewer District - 285	631		1,690		3,361	0			
Fairmont Heights Capital Project - 231	502,222		530,758		0	0			
Bala Cemetery	1,890	1.43600	3,000	1.66300	6,061	2,667	1,756,455	1.518	1.518
Bellegard Cemetery	2,158	3.31600	3,333	3.31600	3,864	2,772	875,312	3.167	3.167
Crooked Creek Cemetery	1,400	1.59200	2,655	1.55300	3,691	1,107	735,187	1.506	1.506
E.F. & G. Cemetery	10,907	0.63400	15,361	0.63300	19,699	10,100	16,298,627	0.620	0.620
Fancy Creek - Randolph Cemetery	10,630	2.10800	12,464	2.11000	14,577	10,694	5,167,956	2.069	2.070
Lasita Cemetery	1,718	0.72300	3,000	0.75200	2,906	1,855	2,514,848	0.738	0.738
May Day Cemetery #1	4,759	2.24300	5,030	2.31900	6,988	4,235	1,857,519	2.280	2.280
Rose Hill Cemetery	1,350	1.45700	4,241	1.43200	4,045	1,429	1,055,050	1.354	1.355
Swede Creek Cemetery	880	1.00300	8,550	0.98500	3,065	1,394	1,422,769	0.980	0.980
Walsburg Cemetery #5	4,460	0.89300	6,650	0.98100	7,706	4,652	4,883,288	0.953	0.953
Riley Cemetery #3	24,285	1.64100	25,295	1.63200	19,601	15,406	9,609,456	1.603	1.603
Totals	1,963,776	52.040	3,890,885	53.203	2,288,817	1,184,938		52.720	

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

RESOLUTION NO. 092021-_____**A RESOLUTION OF RILEY COUNTY, KANSAS TO EXCEED THE REVENUE
NEUTRAL RATE IN THE PROPERTY TAX LEVY OF RILEY COUNTY FIRE
DISTRICT NO. 1 FOR THE TAX YEAR OF 2022**

WHEREAS, the Riley County Board of County Commissioners, sitting as the governing body of Riley County Fire District No. 1, is statutorily required to provide notice and hearing prior to the Fire District exceeding the Revenue Neutral Rate; and

WHEREAS, the Riley County Clerk provided notice of the hearing on the Revenue Neutral Rate on September 7, 2021; and

WHEREAS, the Revenue Neutral Rate for tax year 2022 for Riley County Fire District No. 1 was calculated as 7.431 mills by the County Clerk; and

WHEREAS, the budget proposed by Riley County Fire District No. 1 for tax year 2022 will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Riley County Board of County Commissioners, sitting as the governing body of Riley County Fire District No. 1, held a hearing on September 20, 2021 allowing all interested taxpayers an opportunity to be heard at the hearing; and

WHEREAS, the Riley County Board of County Commissioners, sitting as the governing body of Riley County Fire District No. 1, having heard testimony, has determined it is in the best interests of Riley County Fire District No. 1 to exceed the Revenue Neutral Rate.

**NOW, THEREFORE, BE IT RESOLVED BY THE RILEY COUNTY BOARD OF
COUNTY COMMISSIONERS, SITTING AS THE GOVERNING BODY OF RILEY
COUNTY FIRE DISTRICT NO. 1:**

Riley County Fire District No. 1 shall levy a property tax rate exceeding the Revenue Neutral Rate of 8.153 mills for Tax Year 2022.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Riley County Board of County Commissioners, sitting as the governing body of Riley County Fire District No. 1.

ADOPTED this 20th day of September, 2021.

**THE BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS,
SITTING AS THE GOVERNING BODY
OF RILEY COUNTY FIRE DISTRICT
NO. 1**

John Ford, Chairman

Greg McKinley, Vice Chairman

Kathryn Focke, Member

ATTEST:

(Seal)

Rich Vargo, Riley County Clerk

Attachment: RNR.resolution.fire.district (11132 : 2022 Riley County Fire District #1 RNR Hearing)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: September 20, 2021

SUBJECT: 2022 Riley County Public Hearing

PRESENTER: Tami Robison, Budget & Finance Officer

BACKGROUND

On August 5, 2021, the Riley County Commission approved the 2022 Riley County Budget and instructed the Budget and Finance Officer to input the budget information into the State of Kansas budget form and submit for review by James Gordon & Associates, CPA, P.A.

On September 2, 2021, the Notice of Budget Hearing and Notice of Revenue Neutral Rate Hearing-Budget Summary was submitted for review and approval to be published in the local newspaper ten days prior to scheduling a budget hearing.

The Notice of Budget Hearing and Notice of Revenue Neutral Rate Hearing-Budget Summary was published in the *Manhattan Mercury* on September 9, 2021.

DISCUSSION

The Chairman will open the 2022 Budget-Public Hearing. Budget and Finance Officer will present the 2022 proposed budget summary as published in the *Manhattan Mercury* and answer any questions.

FISCAL IMPACT

The proposed 2022 mill levy for Riley County is 42.285. This is a flat levy from the 2021 adopted budget.

The Riley County Fire District #1 proposed 2022 mill levy is 8.153. This is an increase of 0.526 mills from the 2021 adopted budget.

RECOMMENDATION(S)

N/A

POSSIBLE MOTION(S)

Move to approve and sign the 2022 Riley County Budget Certificate as published in the amount of \$81,348,651 and the Special District Funds Certificate totaling \$2,288,817.

Move to approve the 2022 Riley County Agency appropriations as listed below:

AGENCY:	FINAL:
Emergency Shelter	\$ 11,000
Genealogical Society	\$ 3,500
Animal Shelter	\$ 60,000
Riley County Extension	\$ 599,645
Riley County Council on Aging	\$ 275,000
Pawnee Mental Health	\$ 300,000
Big Lakes Development	\$ 217,260
Community Corrections	\$ 7,081
Riley County Conservation District	\$ 55,136
ATA Bus	\$ 120,000
Chamber of Commerce	\$ 55,000
Flint Hill's Veteran's Coalition	\$ 1,015
Downtown Manhattan, Inc.	\$ 5,000
Riley County General Eco Devo	\$ 132,850

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022 Notice of RNR and Budget Hearing (PDF)
- 2022 Budget Certificate (PDF)

2022

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

The governing body of

Riley County

will meet on September 20, 2021 beginning at 10:45 a.m. at Riley County Commission Chambers, 115 N. 4th Street for the purpose of hearing and answering objections of taxpayers in Riley County and in Riley County Fire District #1 relating to the revenue neutral rate and proposed tax rate as required by 2021 Kansas Senate Bill 13 and the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at Riley County Clerk's Office and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2022 Expenditures and Amount of 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget.

Proposed Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Proposed Tax Rate*
General Fund -001	31,419,530	36.160	47,745,139	35.374	42,148,527	23,798,682	35.128
Bond & Interest Fund - 181	527,092	0.066	3,013,752	0.025	615,303		
Health Department - 030	4,550,891		4,759,660		4,610,403		
County Building Fund - 152	392,812	0.489	393,000	0.513	393,000	356,151	0.526
RCPD Fund - 173	5,393,491	6.360	4,892,440	6.380	4,907,175	4,492,682	6.631
Special Alcohol Programs Fund - 132	4,650		5,000		4,863		
EMS Grant Fund - 52			1,000		5,068		
Economic Development Fund -146	306,817		325,786		309,048		
Emergency 911 Fund - 148	409,063		486,577		943,613		
Solid Waste Disposal Fund - 150	2,347,631		2,414,227		2,735,000		
Register of Deeds Technology Fund - 106	33,913		91,568		166,459		
County Clerk Tech Fund - 107					132,210		
County Treasurer Tech Fund - 108	9,900				77,860		
War Memorial Fund - 112	300		500		11,800		
County Auction Fund - 118	24,820		86,238		9,583		
Motor Vehicle Operations Fund - 130	356,882		428,988		390,679		
Community Corrections Fund - 144	910,167		986,628		951,362		
Capital Improvements Fund - 145	5,406,963		4,316,027		7,554,156		
Road & Bridge 1/2 Cent Sales Tax Fund - 157	1,119,023		643,700		7,028,195		
Landfill Closure Fund - 180	30,446		52,789		49,293		
Rural Fire Capital Outlay Fund - 184	606,390		200,000		95,706		
CDBG Fund - 005	86,200						
Fire Station Projects Fund - 185	1,465,410		501,155		1,000,000		
Special Parks & Recreation - 155							
Disaster Fund - 003	12,193,831		10,016,756		7,209,348		
Radio Infrastructure Project - 147	3,147,131		83,504				
Non-Budgeted Funds-A	26,118						
Totals	70,769,471	43.075	81,444,434	42.292	81,348,651	28,647,515	42.285
Revenue Neutral Rate **							41.791
Less: Transfers	6,861,375		15,887,180		11,378,728		
Net Expenditure	63,908,096		65,557,254		69,969,923		
Total Tax Levied	28,297,344		28,312,598		xxxxxxxxxxxxxxxxx		
Assessed Valuation	656,936,940		669,445,216		677,488,007		

Outstanding Indebtedness,

	2019	2020	2021
January 1,			
G.O. Bonds	5,381,360	4,932,183	5,698,095
Revenue Bonds	0	0	0
Other	456,017	1,706,000	525,000
Lease Pur. Princ.	5,909,641	5,448,206	5,359,626
Total	11,747,018	12,086,389	11,582,721

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

Clerk

Page No.

55

Riley County
2022

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

Other County Special District Funds	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022				Revenue Neutral Rate**
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	July 1, 2021 Estimated Valuation	Proposed Tax Rate*	
Fire District Fund - 183	936,288	6.44400	1,109,179	7.62300	1,230,506	1,086,505	133,272,034	8.153	7.431
University Park Water and Sewer Fund - 230	128,363	5.50600	136,421	5.37400	146,743	10,416	1,941,026	5.366	5.366
University Park Water and Sewer Reserve - 284	16,813		83,100		128,142	0			
Hunter's Island Water District Fund - 238	29,920		29,421		29,280	0			
Hunter's Island Reserve Fund - 241	0		9,027		7,886	0			
Moehlman Bottoms Water District Fund - 244	14,349		17,140		19,155	0			
Moehlman Bottoms Reserve Fund - 245	0		5,410		8,290	0			
Terra Heights Sewer Fund - 252	27,157	3.90700	33,953	3.90600	38,236	5,058	1,279,844	3.952	3.952
Terra Heights Sewer Sinking Fund - 254	31,968		50,000		92,895	0			
Valleywood Combined Operations - 248	49,996	15.76700	35,980	15.54800	37,276	22,715	1,500,987	15.133	15.133
Valleywood Combined Reserve - 282	1,299		81,672		87,256	0			
Konza Water District Fund - 256	102,060		103,005		95,280	0			
Konza Water Reserve Fund - 257	3,465		149,874		107,748	0			
Deep Creek Reserve Fund - 243	0		27,705		21,587	0			
Deep Creek Sewer Fund - 242	5,065		13,115		10,713	0			
Mertz/McGehee Drainage Fund - 322	0		0		6,183	0			
Carson Sewer Fund - 239	26,517	3.37000	45,485	3.37600	71,046	3,933	1,181,850	3.328	3.328
Carson Sewer Reserve Fund - 237	1,524		29,555		47,703	0			
University Park Sewer Capital - 233	9,127		0		0	0			
Expansion of University Park/Lakeside Heights - 235	0		499,000		0	0			
Lakeside Heights Sewer Capital Reserve - 286	0		5,000		7,328	0			
Keats Sewer Capital Project - 236	12,575		804,816		0	0			
Lakeside Heights Sewer District - 285	631		1,690		3,361	0			
Fairmont Heights Capital Project - 231	502,222		530,758		0	0			
Bala Cemetery	1,890	1.43600	3,000	1.66300	6,061	2,667	1,756,455	1.518	1.518
Bellegard Cemetery	2,158	3.31600	3,333	3.31600	3,864	2,772	875,312	3.167	3.167
Crooked Creek Cemetery	1,400	1.59200	2,655	1.55300	3,691	1,107	735,187	1.506	1.506
E.F. & G. Cemetery	10,907	0.63400	15,361	0.63300	19,699	10,100	16,298,627	0.620	0.620
Fancy Creek - Randolph Cemetery	10,630	2.10800	12,464	2.11000	14,577	10,694	5,167,956	2.069	2.070
Lasita Cemetery	1,718	0.72300	3,000	0.75200	2,906	1,855	2,514,848	0.738	0.738
May Day Cemetery #1	4,759	2.24300	5,030	2.31900	6,988	4,235	1,857,519	2.280	2.280
Rose Hill Cemetery	1,350	1.45700	4,241	1.43200	4,045	1,429	1,055,050	1.354	1.355
Swede Creek Cemetery	880	1.00300	8,550	0.98500	3,065	1,394	1,422,769	0.980	0.980
Walsburg Cemetery #5	4,460	0.89300	6,650	0.98100	7,706	4,652	4,883,288	0.953	0.953
Riley Cemetery #3	24,285	1.64100	25,295	1.63200	19,601	15,406	9,609,456	1.603	1.603
Totals	1,963,776	52.040	3,890,885	53.203	2,288,817	1,184,938		52.720	

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

CERTIFICATE

2022

To the Clerk of Riley County, State of Kansas

We, the undersigned, officers of

Riley County

- certify that: (1) the hearing mentioned in the attached publication was held;
 (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2022; and
 (3) the Amount(s) of 2021 Ad Valorem Tax are within statutory limitations.

Table of Contents:		Page No.	2022 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	County Clerk's Use Only
Allocation of Vehicle Taxes		2			
Schedule of Transfers		3			
Statement of Indebtedness		4			
Statement of Lease-Purchases		5			
Fund	K.S.A.				
General Fund -001	79-1946	6	42,148,527	23,798,682	
Bond & Interest Fund - 181	10-113	7	615,303		
Health Department - 030	65-204	8	4,610,403		
County Building Fund - 152	19-15,116	9	393,000	356,151	
RCPD Fund - 173		9	4,907,175	4,492,682	
Special Alcohol Programs Fund - 132	79-41a01	10	4,863		
EMS Grant Fund - 52	***	10	5,068		
Economic Development Fund -146	19-4102	10	309,048		
Emergency 911 Fund - 148	12-5301	11	943,613		
Solid Waste Disposal Fund - 150	65-3410	11	2,735,000		
Register of Deeds Technology Fund - 106	***	12	166,459		
County Clerk Tech Fund - 107	***	12	132,210		
County Treasurer Tech Fund - 108	***	13	77,860		
War Memorial Fund - 112	***	13	11,800		
County Auction Fund - 118	***	14	9,583		
Motor Vehicle Operations Fund - 130	***	14	390,679		
Community Corrections Fund - 144	***	15	951,362		
Capital Improvements Fund - 145	***	15	7,554,156		
Road & Bridge 1/2 Cent Sales Tax Fund - 157	***	16	7,028,195		
Landfill Closure Fund - 180	***	16	49,293		
Rural Fire Capital Outlay Fund - 184	***	17	95,706		
CDBG Fund - 005	***	17			
Fire Station Projects Fund - 185	***	17	1,000,000		
Special Parks & Recreation - 155	***	18			
Disaster Fund - 003	***	18	7,209,348		
Radio Infrastructure Project - 147	***	18			
Non-Budgeted Funds-A	***	54			
Totals		xxxxx	81,348,651	28,647,515	
Budget Summary		55			
Budget Summary2		56			
Neighborhood Revitalization Rebate					
Resolution					

Assisted by:

James Gordon & Associates CPA, P.A.

Public Accountants

Address:

Commerce Bank Tower

Manhattan, KS 66502

Email:

jkujath@jga-cpas.com

*** Fund not legally required to be budgeted

Attest: _____

2021

Governing Body

Governing Body

Governing Body

County Clerk

CERTIFICATE (2)

		2022 Proposed Budget				
		Page No.	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	November 1st Valuation	County Clerk's Use Only
Other County						
<u>Special District Funds</u>	<u>K.S.A.</u>					
Fire District #1 Fund - 183	19-3610	19	1,230,506	1,086,505		
University Park Water and Sewer Fund - 230	19-27a09	20	146,743	10,416		
University Park Water and Sewer Reserve - 284	***	21	128,142	0		
Hunter's Island Water District Fund - 238	19-3541	22	29,280	0		
Hunter's Island Reserve Fund - 241	***	23	7,886	0		
Moehlman Bottoms Water District Fund - 244	19-3541	24	19,155	0		
Moehlman Bottoms Reserve Fund - 245	***	25	8,290	0		
Terra Heights Sewer Fund - 252	19-27a09	26	38,236	5,058		
Terra Heights Sewer Sinking Fund - 254	19-27a09	27	92,895	0		
Valleywood Combined Operations - 248	19-27a09	28	37,276	22,715		
Valleywood Combined Reserve - 282	***	29	87,256	0		
Konza Water District Fund - 256	19-3541	30	95,280	0		
Konza Water Reserve Fund - 257	***	31	107,748	0		
Deep Creek Reserve Fund - 243	***	32	21,587	0		
Deep Creek Sewer Fund - 242	19-27a09	33	10,713	0		
Mertz/McGehee Drainage Fund - 322	24-407	34	6,183	0		
Carson Sewer Fund - 239	19-27a09	35	71,046	3,933		
Carson Sewer Reserve Fund - 237	***	36	47,703	0		
University Park Sewer Capital - 233	19-27a09	37	0	0		
Expansion of University Park/Lakeside Heights - 235	***	38	0	0		
Lakeside Heights Sewer Capital Reserve - 286	***	39	7,328	0		
Keats Sewer Capital Project - 236	***	40	0	0		
Lakeside Heights Sewer District - 285	19-27a09	41	3,361	0		
Fairmont Heights Capital Project - 231	***	42	0	0		
Bala Cemetery	17-1330	43	6,061	2,667		
Bellegard Cemetery	17-1330	44	3,864	2,772		
Crooked Creek Cemetery	17-1330	45	3,691	1,107		
E.F. & G. Cemetery	17-1330	46	19,699	10,100		
Fancy Creek - Randolph Cemetery	17-1330	47	14,577	10,694		
Lasita Cemetery	17-1330	48	2,906	1,855		
May Day Cemetery #1	17-1330	49	6,988	4,235		
Rose Hill Cemetery	17-1330	50	4,045	1,429		
Swede Creek Cemetery	17-1330	51	3,065	1,394		
Walsburg Cemetery #5	17-1330	52	7,706	4,652		
Riley Cemetery #3	17-1330	53	19,601	15,406		
TOTALS		xxxxxx	2,288,817	1,184,938		0.000

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
Riley County Police Department Range
1256 Tabor Valley Road
Manhattan, KS
September 20, 2021 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Vice Chairperson Ward

II. PLEDGE OF ALLEGIANCE- Assistant Director Moldrup

III. CONSENT AGENDA

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

- | | |
|-------------|---|
| Pages 3-6 | A. Approval of August 16, 2021 Law Board Meeting Minutes |
| Pages 7-19 | B. Approve 2021 Expenditures/Credits |
| Page 20 | C. Juvenile Transport Reimbursement |
| Pages 21-24 | D. RCPD Related County Expenditures- (<i>Review</i>) |
| Page 25 | E. Riley County Jail Average Daily Inmate Population- (<i>Review</i>) |
| Pages 26-27 | F. Seizure Expenditures- (<i>Review</i>) |
| | G. Reports- (<i>Review</i>) |
| | 1. Monthly |
| Pages 28-41 | a) Monthly Crime Report |

IV. GENERAL AGENDA

- | | |
|--------------|--|
| | H. Additions or Deletions |
| | I. Public Comment |
| | J. Fraternal Order of Police Lodge #17 Comments |
| | K. Board Member Comments |
| | L. Community Advisory Board Update- CAB Chairperson Sigle- (<i>Discussion</i>) |
| Pages 42-51 | M. General Order 2020-133 Promotion Process- Assistant Director Moldrup- (<i>Vote Required</i>) |
| Pages 52-61 | N. 2022 Vehicle Purchase- Captain Kyle (<i>Discussion</i>) |
| Pages 62-67 | O. DEA Task Force Officer Agreement- Captain Kyle- (<i>Vote Required</i>) |
| Pages 68-95 | P. 2021 Midwest High Intensity Drug Trafficking Area (HIDTA) Topeka DEA Task Force Agreement- Captain Kyle- (<i>Vote Required</i>) |
| Pages 96-106 | Q. American Rescue Plan Act Update- Captain Kyle & Board (<i>Discussion</i>) |
| | R. Executive Session- (<i>Vote Required</i>) |
| | 1. Non-Elected Personnel Matters |
| | 2. Attorney Client Privilege |
| | S. Affirmation or Revocation of Discipline- (<i>Vote Required</i>) |
| | T. Adjournment |

NOTE: Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/about-us/law-board-0>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Assistant Nichole Glessner at (785) 537-2112, ext. 2468, for assistance. The Meeting of the Riley County Law Enforcement Agency will be live-streamed on Facebook at <https://www.facebook.com/RileyCountyPD>.



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

**Monday, September 20, 2021
12:00 p.m.**

**Riley County Police Department Range
1256 Tabor Valley Road
Manhattan, Kansas**

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

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

August 31, 2021		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	August	8 Months	66.67%	Actual	4 Months	33.33%
01	Salaries-Full Time	13,401,286.38	1,030,842.95	8,541,239.93	63.73%	8,416,673.81	4,860,046.45	36.27%
02	Salaries-Part Time	125,000.00	7,356.27	75,314.83	60.25%	74,172.43	49,685.17	39.75%
03	Salaries-Overtime	471,762.00	51,227.14	320,181.84	67.87%	235,574.82	151,580.16	32.13%
TOTAL SALARIES		13,998,048.38	1,089,426.36	8,936,736.60	63.84%	8,726,421.06	5,061,311.78	36.16%
36	Kansas Police & Fire	1,864,647.00	-46,946.60	972,367.15	52.15%	1,098,626.83	892,279.85	47.85%
37	KPERS	564,141.00	-27,693.92	274,386.65	48.64%	342,104.97	289,754.35	51.36%
38	Social Security	559,569.00	42,379.18	343,368.99	61.36%	338,527.70	216,200.01	38.64%
39	Health Insurance	1,537,150.00	90,376.92	930,376.92	60.53%	960,000.00	606,773.08	39.47%
40	Workers Compensation Insurance	300,000.00	18,233.37	209,614.02	69.87%	161,681.28	90,385.98	30.13%
41	Unemployment Compensation	13,998.00	1,043.71	8,564.70	61.19%	8,353.29	5,433.30	38.81%
TOTAL EMPLOYEE BENEFITS		4,839,505.00	77,392.66	2,738,678.43	56.59%	2,909,294.07	2,100,826.57	43.41%
TOTAL PERSONNEL COSTS		18,837,553.38	1,166,819.02	11,675,415.03	61.98%	11,635,715.13	7,162,138.35	38.02%
04	Utilities	205,000.00	20,003.52	103,503.18	50.49%	95,956.62	101,496.82	49.51%
05	Insurance	267,000.00	846.00	411,035.00	153.95%	382,894.00	-144,035.00	-53.95%
06	Legal & Accounting	85,000.00	8,839.19	51,112.83	60.13%	69,584.15	33,887.17	39.87%
07	Training & Travel	90,000.00	25,745.86	83,263.79	92.52%	33,901.85	6,736.21	7.48%
08	Postage	7,400.00	45.85	3,192.72	43.14%	3,046.31	4,207.28	56.86%
09	Printing	7,500.00	1,780.31	3,784.03	50.45%	2,323.23	3,715.97	49.55%
10	Rentals-Maint Agreements	60,000.00	3,990.83	26,308.08	43.85%	28,369.98	33,691.92	56.15%
11	Building & Grounds	30,000.00	2,145.53	27,826.35	92.75%	31,465.13	2,173.65	7.25%
12	Equipment Repair & Maintenance	85,000.00	4,108.20	62,310.89	73.31%	60,020.86	22,689.11	26.69%
13	Vehicle Maintenance	90,000.00	12,226.91	64,980.48	72.20%	50,619.69	25,019.52	27.80%
14	Telephone Service	62,000.00	8,408.94	54,687.37	88.21%	47,146.76	7,312.63	11.79%
16	Medical Fees	15,000.00	2,560.00	18,564.00	123.76%	11,087.00	-3,564.00	-23.76%
19	Contractual Services-Computers	690,000.00	76,270.37	338,509.93	49.06%	346,470.23	351,490.07	50.94%
20	Other Contractual Services	314,000.00	55,009.87	342,379.46	109.04%	406,714.37	-28,379.46	-9.04%
TOTAL CONTRACTUAL SERVICES		2,007,900.00	221,981.38	1,591,458.11	79.26%	1,569,600.18	416,441.89	20.74%
17	Prisoner Food & Care	195,000.00	38,304.91	126,426.30	64.83%	100,271.54	68,573.70	35.17%
21	Community Services	17,500.00	3,280.43	11,734.77	67.06%	4,216.10	5,765.23	32.94%
22	Books, Subscriptions, Memberships	10,000.00	1,681.88	6,516.14	65.16%	5,865.68	3,483.86	34.84%
23	Uniforms & Accessories	40,000.00	13,976.69	30,818.75	77.05%	29,206.02	9,181.25	22.95%
25	Maintenance Supplies	29,500.00	4,911.59	14,253.18	48.32%	19,617.03	15,246.82	51.68%
26	Fuel & Lubrication	163,000.00	19,465.66	111,670.12	68.51%	83,778.31	51,329.88	31.49%
27	Vehicle Tires	17,000.00	562.44	5,540.20	32.59%	6,219.04	11,459.80	67.41%
28	Office Supplies	24,000.00	3,054.66	19,350.30	80.63%	24,017.00	4,649.70	19.37%
29	Replenishment Supplies	45,000.00	4,166.69	36,320.93	80.71%	29,368.77	8,679.07	19.29%
TOTAL COMMODITIES		541,000.00	89,404.95	362,630.69	67.03%	302,559.49	178,369.31	32.97%
30	Communications Equipment	10,000.00	0.00	22,984.85	229.85%	694,557.52	-12,984.85	-129.85%
31	Guns & Crime Equipment	60,000.00	31,160.88	145,570.79	242.62%	132,302.52	-85,570.79	-142.62%
32	Furniture	15,000.00	129.98	2,775.39	18.50%	15,178.21	12,224.61	81.50%
33	Office Equipment	452,000.00	389.68	76,320.45	16.89%	35,942.97	375,679.55	83.11%
34	Vehicles and Equipment	270,000.00	0.00	309,529.18	114.64%	53,921.28	-39,529.18	-14.64%
35	Reserves & Contingencies	0.00	0.00	0.00	#DIV/0!	185,000.00	0.00	#DIV/0!
TOTAL CAPITAL OUTLAY		807,000.00	31,680.54	557,180.66	69.04%	1,116,902.50	249,819.34	30.96%
TOTAL NON-PERSONNEL COSTS		3,355,900.00	343,066.87	2,511,269.46	74.83%	2,989,062.17	844,630.54	25.17%
TOTAL EXPENDITURES		22,193,453.38	1,509,885.89	14,186,684.49	63.92%	14,624,777.30	8,006,768.89	36.08%

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
August 16, 2021 12:00 p.m.
Minutes**

Members Present: Chairperson Linda Morse Vice Chairperson Robert Ward
Secretary Barry Wilkerson (left at 1:11 p.m.) Member Kathryn Focke
Member John Ford Member Patricia Hudgins

Absent: Member BeEtta Stoney

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

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

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

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

III. Consent Agenda:

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

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

IV. General Agenda:

H. Additions or Deletions: Chairperson Morse noted the need for additional executive sessions. Vice Chairperson Ward commented that at the appropriate time, the Board will recess into executive session for the purpose of discussing non-elected personnel matters and attorney client privilege. Director Butler added that he did not have any additions or deletions to the General Agenda; however, he did have two executive session requests involving non-elected personnel matters.

I. Public Comment: None.

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

K. Board Member Comments: None.

L. American Rescue Plan Act Update: In June, the RCPD received guidance from the Law Board to add American Rescue Plan Act (ARPA) funding as a discussion topic for future meetings to allow for regular updates to be provided as information becomes available. Director Butler commented that he and staff did not have an update on the application guidelines at this time. He noted that there is no specific funding set aside for law enforcement that would not have to first pass through or be a part of the City of Manhattan (City) or Riley County (County).

Chairperson Morse previously discussed the matter with City Manager Ron Fehr. Mr. Fehr indicated to her that the City is waiting for the regulations to be finalized. To his knowledge, the regulations are still considered tentative.

Member Ford added that he listens to the biweekly conversation from their national association that deals with this topic. In his estimation, the City and County may start to receive more specifics concerning the guidelines during the fall months. Administration and Congress had other objectives to work through before addressing ARPA funding. The interim rule is being discussed, and the particular infrastructure of what is declared an emergency or critical service have not yet been defined. In his opinion, law enforcement would have to be included in one or both of those categories.

M. Approval of Edward Byrne Memorial Justice Assistance Grant: At the July 19, 2021 Law Board Meeting, the Board was briefed on the Edward Byrne Memorial Justice Assistance Grant (JAG) opportunity that is available to the RCPD each year. Director Butler explained that the grant is based on population and crime statistics. Riley County Police Department administration submitted application for the grant funding to the Riley County Board of County Commissioners (BOCC). The BOCC reviewed the application and approved it at their July 22, 2021 public meeting. Director Butler recapped that once received, the entire grant allocation will be used to equip department issued handguns with flashlights and purchase accompanying holsters.

Vice Chairperson Ward moved to approve the Department's application for the 2021 Edward Byrne Memorial Justice Assistant Grant for the purposes previously stated. Member Ford seconded the motion.

Member Ford remarked that he believes it is a viable and useful purchase that will hopefully provide great benefit to officers assigned to the Patrol Division, specifically those who work at night.

Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

N. RCLEA 2021 Meeting Resolution No. 21-03: Director Butler directed the Board to Resolution No. 21-03 contained in their packet. He explained the purpose of the resolution which is to announce the change of meeting location for the next two regularly scheduled Law Board Meetings. The meeting of the Law Board scheduled for 12:00 Noon on September 20, 2021 shall be held at the Riley County Police Department Range, 1256 Tabor Valley Road, Manhattan, KS 66502, and the monthly meeting of the Law Board scheduled for 12:00 Noon on October 18, 2021 shall be held at the City Government Office, 222 S. Broadway, Street, Riley, KS 66531.

Member Focke announced that on October 18, 2021 she and Member Ford will be attending a two-day event hosted by the Kansas Association of Counties.

Chairperson Morse asked that RCPD administration provide Members Focke and Ford with the opportunity to participate virtually so that they may attend if they become available.

Vice Chairperson Ward moved to adopt Resolution No. 21-03 establishing the meeting locations for the regularly scheduled September and October Law Board Meetings. Member Hudgins seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

O. Executive Session: At 12:19 p.m. Vice Chairperson Ward moved to recess into Executive Session until 12:29 p.m. to discuss a non-elected personnel matter. Secretary Wilkerson seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:29 p.m. the open meeting reconvened.

Secretary Wilkerson moved to return to Executive Session until 12:40 p.m. to discuss a non-elected personnel matter. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:40 p.m. the open meeting reconvened.

Secretary Wilkerson moved to return to Executive Session until 12:50 p.m. to discuss a non-elected personnel matter with Law Board Attorney Michael Gillespie present. Member Hudgins seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:50 p.m. the open meeting reconvened.

Secretary Wilkerson moved to return to Executive Session until 12:56 p.m. to discuss a non-elected personnel matter with Director Dennis Butler present. Vice Chairperson Ward seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

Members of the Board were unable to access the Executive Session Chambers. The Executive Session expired and the open meeting reconvened at 12:56 p.m.

Secretary Wilkerson moved to return to Executive Session until 1:05 p.m. to discuss a non-elected personnel matter with Director Dennis Butler present. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 1:09 p.m. the open meeting reconvened.

Secretary Wilkerson moved to return to Executive Session until 1:25 p.m. to discuss a non-elected personnel matter. Member Focke seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 1:26 p.m. the open meeting reconvened.

P. Adjournment: Member Hudgins moved to adjourn the meeting. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse and Ward voting in favor, and no one voting against. The motion passed 5-0. The August 16, 2021 Law Board Meeting adjourned at 1:27 p.m.

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9001	ADP	20	payroll processing fees	4,917.14	4,917.14
9002	Nationwide	06	notary renewal	50.00	
		06	notary renewal	50.00	100.00
9003	Arthur-Green Attorneys	06	retainer	2,750.00	2,750.00
9004	Baysinger Police Supply	23	uniform accessories	12,011.23	12,011.23
9005	Bob Barker	17	prisoner supplies	42.98	
		17	prisoner supplies	2,716.00	
		17	replenishment supplies	1,149.00	3,907.98
9006	Cat Cans Portable Svcs	20	grease trap inspection	300.00	300.00
9007	Clark, Mize, & Linville	06	legal fees	247.00	247.00
9008	Economy Electric	11	electrical repairs	630.00	630.00
9009	EMC Risk Svcs	40	wc loss fund	5,503.10	5,503.10
9010	Empower Flex	06	admin fees	1,074.40	1,074.40
9011	Evco	17	inmate food	3,712.98	
		17	laundry soap	825.45	
		17	inmate food	2,218.02	
		17	inmate food	2,124.86	
		17	inmate food	2,085.75	
		17	inmate food	1,569.96	12,537.02
9012	Law Office of M Gillespie	06	legal fees	1,500.00	1,500.00
9013	Godfrey's	23	uniforms	53.99	53.99
9014	Grant Petroleum	26	fuel	11,710.64	
		26	fuel	17,066.63	28,777.27
9015	Growing Concerns	11	landscape maintenance	510.00	510.00
9016	Gary Grubbs	20	pre-employment screening	150.00	
		20	pre-employment screening	1,050.00	1,200.00

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
9017	Harris Technologies	30	radios/accessories	13,667.23	13,667.23
9018	Hiland Dairy	17	inmate food	102.57	
		17	inmate food	170.86	
		17	inmate food	102.57	
		17	inmate food	102.57	
		17	inmate food	102.57	
		17	inmate food	85.48	
		17	inmate food	102.57	
		17	inmate food	205.14	
		17	inmate food	136.76	
		17	inmate food	205.14	1,316.23
9019	Ka-Comm	12	warranty repair	20.00	
		12	equipment maint/repair	82.50	
		12	warranty repair	20.00	
		12	warranty repair	20.00	
		12	warranty repair	20.00	
		12	equipment removal	532.00	
		34	new build	4,680.11	
		34	equipment maint/repair	30.00	
		12	monthly svc contract fee	613.50	
		34	new builds	48,430.21	
		34	new build	5,386.45	
		34	equipment maint/repair	2,317.00	
		30	radio parts	62.70	
		34	new build	1,305.67	
		12	vehicle equipment	769.25	64,289.39
9020	Kansas Gas	04	lec gas	860.01	
		04	garage gas	30.86	
		04	aggieville gas	30.86	921.73
9021	KPOA	22	membership	20.00	
		22	membership	20.00	
		22	membership	20.00	60.00
9022	KS Sheriffs Assn	22	membership	25.00	25.00
9023	KDOR	13	tag renewals	575.00	
		13	tag renewals	125.00	700.00
9024	KOVA	22	membership	25.00	25.00

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
9025	Key Staffing	20	custodian	830.40	
		20	custodian	830.40	
		20	custodian	830.40	
		20	custodian	664.32	3,155.52
9026	Konza Lab	16	drug screens	350.00	
		16	drug screens	105.00	455.00
9027	Little Apple Lawn	11	landscape maintenance	805.00	805.00
9028	Manhattan Wrecker	20	towing	50.00	
		20	towing	50.00	
		20	towing	50.00	
		20	towing	75.50	
		20	towing	50.00	
		20	towing	50.00	325.50
9029	Mathis Rehab Center	16	pre-employment screening	250.00	250.00
9030	MC2 Windows & More	11	lec window cleaning	772.50	772.50
9031	Midwest Hardware	29	keys	17.14	17.14
9032	Kim (Hank) Nelson	20	pre-employment screenings	1,500.00	1,500.00
9033	Optiv Security	19	software renewal	27,934.01	27,934.01
9034	Pawnee Mental Health	20	co-responder salaries	13,886.26	13,886.26
9035	Petty Cash	28	office supplies	31.04	
		07	training	31.74	62.78
9036	Phillips 66	26	fuel	107.97	107.97
9037	Pro Copy	10	copier use fees	180.57	
		10	copier use fees	254.73	
		10	copier use fees	59.56	494.86
9038	Quaker State	26	oil change	37.00	
		26	oil change	37.00	
		26	oil change	42.00	

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9038	Quaker State cont'd	26	oil change	37.00	
		26	oil change	42.00	
		26	oil change	32.00	
		26	oil change	42.00	
		26	oil change	42.00	
		26	oil change	37.00	
		26	oil change	37.00	
		26	oil change	32.00	417.00
9039	RAZ Automotive	26	oil change	42.45	
		27	vehicle maint/repair	18.43	60.88
9040	Riley Co General Fund	14	phone fees	182.32	182.32
9041	Riley Co Public Works	26	fuel	374.65	
		26	fuel	425.53	
		26	fuel	656.65	
		26	fuel	432.41	1,889.24
9042	RCPD Health Plan	39	dept health plan	120,000.00	120,000.00
9043	RCPD Workers Comp Rsrv	40	wc special request payment	5,791.34	5,791.34
9044	Nadene A. Riley	20	reimbursement	1,240.00	1,240.00
9045	Robbins Motor	13	vehicle maint/repair	1,497.88	
		13	vehicle maint/repair	358.66	
		13	vehicle maint/repair	2,622.75	
		13	vehicle maint/repair	1,880.90	
		13	vehicle maint/repair	94.94	
		13	vehicle maint/repair	175.00	
		27	vehicle maint/repair	398.00	7,028.13
9046	Hali Rowland	20	pio consultation svcs	2,810.50	2,810.50
9047	Safe Restraints	17	prisoner safety gear	3,194.24	3,194.24
9048	Secretary of State, KS	06	notary renewal	25.00	
		06	notary renewal	25.00	50.00

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
9049	J Gordon & Assoc CPA	06	audit svcs	3,000.00	3,000.00
9050	Sir Speedy	09	printing svcs	123.00	
		09	printing svcs	38.39	161.39
9051	Waxie Sanitary Supply	29	replenishment supplies	684.32	684.32
9052	Carla Swartz	20	pre-employment screenings	2,500.00	2,500.00
9053	Tommy's Express	13	car washes	345.00	345.00
9054	TravAlum	13	vehicle maint/repair	190.00	190.00
9055	Travelers Insurance	06	legal fees	49.50	49.50
9056	Tri-Tech Forensics	29	replenishment supplies	599.20	599.20
9057	University Printing Svcs	21	designated driver wristbands	152.48	152.48
9058	US Foodservice	17	kitchen supplies	166.54	
		17	kitchen supplies	134.88	
		17	inmate food	1,443.09	
		17	inmate food	23.73	
		17	inmate food	929.68	
		17	inmate food	1,440.20	
		17	inmate food	1,226.54	
		17	inmate food	1,644.65	
		17	inmate food	199.50	7,208.81
9059	USI Insurance Svcs	20	policy installment	3,071.25	3,071.25
9060	Via Christi	16	pre-employment medical	174.00	174.00
9061	Wage Works	06	admin fees	168.49	168.49
9062	Evergy	04	garage electric	76.44	
		04	lec electric	16,371.19	
		04	aggieville electric	170.74	16,618.37

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
9063	Xerox Corporation	10	copier lease/usage fees	744.47	
		10	copier lease/usage fees	750.13	
		10	copier lease/usage fees	265.74	
		10	copier lease/usage fees	704.92	2,465.26
9064	Xerox Financial Svcs	10	copier lease	588.03	
		10	copier lease	602.28	1,190.31
			Subtotal		<u>\$388,032.28</u>
9201	Academy Sports	21	community event supplies	19.96	19.96
9202	Adobe	19	monthly svc fee	16.33	16.33
9203	Allegiant Technology	14	att flex plan	1,328.86	1,328.86
9204	Amazon	32	office furniture	194.99	
		29	replenishment supplies	29.99	
		33	office furniture	149.99	
		11	return	(781.00)	
		28	computer supplies	49.00	
		28	computer supplies	75.94	
		29	office supplies	26.88	
		21	office supplies	55.48	
		33	return	(173.70)	
		25	maintenance supplies	268.80	
		32	office supplies	192.95	
		31	drone supplies	222.92	312.24
9205	Apple	19	cloud storage	9.99	9.99
9206	Arrowhead Forensic	29	replenishment supplies	22.98	
		29	replenishment supplies	294.48	317.46
9207	AT&T	14	long distance	443.36	443.36
9208	Bluestem Electric	04	range electric	793.87	793.87

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
9209	Briggs	13	vehicle maint/repair	1,000.00	
		13	decal removal	308.00	
		13	vehicle maint/repair	229.00	
		13	vehicle maint/repair	184.50	
		13	vehicle maint/repair	826.67	
		13	vehicle maint/repair	789.96	
		13	vehicle maint/repair	84.55	
		13	vehicle maint/repair	194.90	
		13	vehicle maint/repair	1,284.68	
		13	vehicle maint/repair	2,904.30	
		13	vehicle maint/repair	141.95	
		26	vehicle maint/repair	59.95	
		13	vehicle maint/repair	24.95	
		13	vehicle maint/repair	436.90	
		13	vehicle maint/repair	687.69	
		13	vehicle maint/repair	24.95	
		13	vehicle maint/repair	719.97	9,902.92
9210	Burnett Automotive	27	vehicle maint/repair	2,333.28	2,333.28
9211	City of MHK, Utilities	04	lec water	2,778.57	
		04	aggieville water	43.24	2,821.81
9212	CMI	29	sales tax	6.76	
		29	sales tax refund	(6.76)	0.00
9213	Cox Communications	19	aggieville internet	84.57	
		19	jail cable	234.03	
		19	lec internet & cable	2,197.61	
		19	jttf internet	79.38	2,595.59
9214	Underground Vaults	20	document destruction	300.00	300.00
9215	Dry Clean City	20	uniform cleaning	265.50	265.50
9216	Enterprise	20	car rental	873.99	873.99
9217	E-Seek	28	computer supplies	163.11	163.11

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9218	Express Office	32	office furniture	110.58	110.58
9219	Facebook	20	post boosts	20.86	20.86
9220	Gall's	23	credits	(27.44)	
		23	credits	(30.65)	
		23	credits	(12.69)	
		23	uniforms	137.88	
		23	credits	(36.42)	
		23	credits	(47.43)	
		23	uniforms	108.52	
		23	uniforms	65.94	
		23	credit	(15.81)	
		23	uniforms	70.78	212.68
9221	GFOA	22	membership	150.00	150.00
9222	Grainger	11	plumbing supplies	142.62	142.62
9223	GT Distributors	31	sales tax	190.56	190.56
9224	Home Depot	25	plumbing supplies	51.89	
		25	maintenance supplies	5.72	
		21	community event supplies	125.59	
		31	office supplies	47.42	
		12	bike team maintenance	99.60	
		11	painting supplies	205.56	
		11	painting supplies	9.94	545.72
9225	Hy-Vee	21	community event supplies	17.50	
		21	community event supplies	170.35	187.85
9226	ICG Link	19	email hosting	25.00	25.00
9227	Insight Public Sector	33	computer supplies	33.27	
		19	software license	92.08	
		19	software subscription	579.15	
		19	software svc agreement	7,104.69	
		33	computer equipment	3,439.44	
		33	computer equipment	576.82	
		19	software	13,398.00	25,223.45

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
9228	KTA	07	tolls	24.65	24.65
9229	Kully Supply	25	plumbing supplies	57.50	
		11	plumbing supplies	50.40	107.90
9230	Language Line Svcs	20	translation svcs	309.68	309.68
9231	Lexis Nexis	20	user fee	133.31	
		20	analyst for hire	7,711.07	7,844.38
9232	Lynn Peavey	29	replenishment supplies	188.40	188.40
9233	Menards	29	replenishment supplies	109.40	
		13	vehicle supplies	40.66	
		25	replenishment supplies	167.62	
		25	replenishment supplies	79.99	
		11	electrical repair supplies	10.98	408.65
9234	Natchez Shooters Supply	29	replenishment supplies	3,762.98	3,762.98
9235	Net@Work	19	software	115.00	115.00
9236	Optiv Security	33	computer supplies	5,851.14	5,851.14
9237	P-Card Misc Vendors	07	dale carnegie course	1,685.00	
		07	glock armorers course	250.00	
		07	glock armorers course	1,500.00	
		07	emd/efd recert	93.00	
		07	cab meeting lunch	43.20	
		20	cc annual fee x5	50.00	
		07	aba meeting lunch	13.98	
		07	emd/efd training	562.22	
		07	nawlee conference	924.19	
		07	ks shrm state conference	469.00	
		07	cit coordinators course	892.04	
		07	police fleet expo	1,200.92	
		26	fuel	50.00	
		07	calea conf cancellation	(2,513.60)	
		07	calea conf cancellation	(2,513.60)	

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES	SEPTEMBER 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT
9237	P-Card Misc Vendors cont'd	07	calea conf cancellation	(1,256.80)
		07	civil process training	215.09
		07	iapc conf cancellation	(175.00)
		07	iapc conf cancellation	(387.81)
		07	advanced liability training	350.00
		07	peer support training	933.36
		07	peer support training	116.66
		07	peer support training	116.66
		07	peer support training	233.34
		07	peer support training	349.98
		07	military relations lunch	20.00
		07	emd test	30.00
		29	sales tax refund	(6.76)
				3,245.07
9238	Petsmart	20	dog food	105.98
				105.98
9239	Pitney Bowes	10	mail machine lease	408.99
				408.99
9240	PWS-The Laundry Co	12	electrical repair supplies	166.51
				166.51
9241	Reconyx	20	device/image charges	110.00
				110.00
9242	RedBox	17	inmate movies	7.30
		17	inmate movies	7.52
		17	inmate movies	10.79
		17	inmate movies	4.03
				29.64
9243	Riley Co Planning & Develop	04	range water test	17.43
				17.43
9244	Rock Auto	13	vehicle maint/repair	1,447.85
		13	vehicle maint/repair	207.48
				1,655.33
9245	Sage Software	19	monthly software fee	117.00
				117.00
9246	Shurle's Water Conditioning	29	water	36.00
				36.00
9247	Shop Quick	17	inmate food	21.08
				21.08
9248	Square	33	computer equipment/supplies	1,054.64
				1,054.64

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
9249	Staples	28	computer supplies	79.99	
		28	office supplies	52.06	
		28	office supplies	119.39	251.44
9250	T38 Fax	14	fax svcs	16.14	16.14
9251	Target	29	replenishment supplies	7.62	7.62
9252	Terminix	11	pest control svcs	69.00	
		11	pest control svcs	69.00	
		04	pest control svcs	94.82	232.82
9253	TLOxp	20	database access fee	306.30	306.30
9254	Tru-Spec	23	uniforms	111.31	111.31
9255	Twin Valley	14	riley substation internet	79.99	
		14	randolph substation phone	45.29	
		14	riley substation phone	58.77	184.05
9256	Ubiquiti	33	computer equipment	358.00	358.00
9257	UPS	08	shipping fees	59.30	
		08	shipping fees	75.88	135.18
9258	Verizon Wireless	14	dept cell phones	5,021.41	5,021.41
9259	Wal-Mart	17	inmate food	110.00	
		29	replenishment supplies	43.92	
		17	inmate food	106.20	
		29	office supplies	92.61	
		21	community event supplies	169.60	
		21	community event supplies	29.56	
		21	community event supplies	37.40	
		17	inmate food	16.80	
		17	inmate food	132.00	
		17	inmate food	131.60	
		17	prisoner supplies	149.40	
		17	inmate food	145.20	
		28	community event supplies	67.20	1,231.49

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		SEPTEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
9260	Waste Management	20	lec trash svc	280.94	
		04	range trash svc	55.49	336.43
9261	WTC	19	lec internet	594.70	594.70
Subtotal					<u>\$83,674.93</u>
Total					<u>\$471,707.21</u>

Chair, Riley County Law Enforcement Agency

**Riley County Police Department
Cash Receipts
Net Changes from 8/1/2021 to 8/31/2021**

Account Number	Description	August	YTD
600100-00	Manhattan	1,463,915.17	11,711,321.36
600200-00	Riley County	0.00	3,293,811.00
610110-00	Copy Fees-Discovery, etc.	190.00	1,425.00
610112-00	Copy Fees-Records	210.00	2,026.00
610113-00	Fingerprint Fees-Records	1,005.00	1,865.00
		1,465,320.17	15,010,448.36
620900-01	Misc Reimbursements-salaries	0.00	1,366.22
620900-04	Misc Reimbursements-utilities	17.00	17.00
620900-07	Misc Reimbursements-training	4,539.22	7,991.62
620900-08	Misc Reimbursements-postage	0.00	203.31
620900-12	Misc Reimbursements-eq maint	947.50	947.50
620900-13-130	Misc Reimbursements-vehicles	0.00	309.00
620900-14	Misc Reimbursements-phone	166.28	1,625.67
620900-17-170	Misc Reimbursements-jail	0.00	3,563.09
620900-20-400	Misc Reimbursements-Car Lease HIDTA	1,500.56	5,700.00
620900-23	Misc Reimbursements-Uniforms	0.00	17.50
620900-29	Misc Reimbursements-Supplies	0.00	359.86
620900-31	Misc Reimbursements-crime eq	38,261.94	38,315.10
620900-33	Misc Reimbursements-equip	345.40	345.40
620900-34-130	Misc Reimbursements-vehicles	14,900.00	27,504.00
630400-03	IDDP-overtime	514.48	1,667.68
632500-03	JTTF Grant-OT	0.00	3,653.45
632600-03	HIDTA Grant-OT	841.68	11,041.58
632700-03	STEP Grant-OT	0.00	4,761.65
632800-01-411	VOCA 2020 Grant Reimb	0.00	69,322.00
632800-01-412	VOCA 2021 Grant Reimb	11,888.00	29,684.00
632800-02-410	VOCA 2019 Grant Reimb	0.00	4,179.00
632800-02-412	VOCA 2021 Grant Reimb	0.00	29,461.00
		73,922.06	242,035.63
640900-00	Misc Non-Budget Credit Reimb	0.00	1,620.75
640902-00	Prior year Restitution	22.15	743.35
		22.15	2,364.10
		1,539,264.38	15,254,848.09

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT 21-228
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

To: Director Butler *Comments:*
Noted: dpb 9/15/21
Thru: Assistant Director Moldrup *KMM 9.14.21*
From: Captain Derek Woods
Ref: Juvenile Transportation Report for August 2021
Date: September 9, 2021

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

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru AUGUST Version Date- 3/21 Year 2021				RILEY COUNTY Fund Summary of Revenue/Expense Percent of Year 66.7%		Date. 9/01/21 Page. 159 Time.13.45.57			
DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund									
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	Remaining		
Department.142 Riley Co Police Dept									
402		Investment Interest	R	.00	.00	65.20	.00		
Department Revenue @.. #142				.00	.00	65.20 *	.00		
Total Revenue Fund.... 168				.00	.00	65.20 **			
Total Trans. IN Fund.. 168				.00	.00	.00 **			
Total Rev. & Trans. .. 168				.00	.00	65.20 **			
Total Disbursements... 168				.00	.00	.00 **			
BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund 168			.00	.00	.00		.00	.00	.00 **
SUMMARY for - Fund 168 RCPD Federal Seizure Fund									
Beginning Year Balance.....		156,157.89							
YTD Revenue.....		65.20							
YTD Reported Expenses.....		.00							
YTD Non-Reported Expenses...		.00							
YTD Treasurer Disbursements..		.00							
YTD Transfers In.....		.00							
YTD Transfers Out.....		.00							
Prior Year Voided Checks....		.00							
Prior Year Expenses		.00							
Prior Year Revenues		.00							
Prior Year Corrections.....		.00							
Ending Fund Balance.....		156,223.09 ***							

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 66.7%

Date. 9/01/21 Page. 160
Time.13.45.57

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	Remaining
<u>Department.142</u> Riley Co Police Dept							
875		Misc. Expenses	D	.00	7,327.50-	12,479.58-	.00
602		Miscellaneous Collection	R	.00	36.80	36.80	.00
402		Investment Interest	R	.00	.00	10,934.52	.00
Department Revenue.. #142				.00	36.80	10,971.32 *	.00
Department Dsbmnts.. #142				.00	7,327.50-	12,479.58-*	
Total Revenue Fund.... 169				.00	36.80	10,971.32 **	
Total Trans. IN Fund.. 169				.00	.00	.00 **	
Total Rev. & Trans. .. 169				.00	36.80	10,971.32 **	
Total Disbursements... 169				.00	7,327.50-	12,479.58-**	

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

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

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	121,689.60
YTD Revenue.....	10,971.32
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements..	12,479.58-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	120,181.34 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 66.7%

Date. 9/01/21 Page. 1
Time.13.47.03

Beginning Fund..... 173 RCPD Levy/Op
Ending Fund..... 173 RCPD Levy/Op
Last Month Included..... 08 Print Revenue... Y Print Disbursements.. Y
Print Department Detail.. Y Print Expenses.. Y
Exclude Non-Active..... Y Separate Pages.. Y

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department. 0 Not Designated</u>								
180		Distr - Real Current	R	4,271,376.00	.00	4,128,632.39	96.66	142,743.61
182		Distr - Oil & Gas Curr.	R	.00	.00	225.52		.00
184		Distr - P.P. Current	R	.00	.00	35,279.39		.00
190		Distr - 16/20M Trucks Cur	R	2,970.00	.00	2,788.92	93.90	181.08
193		Distr - Watercraft Cur	R	2,008.00	.00	1,821.60	90.72	186.40
181		Distr - Real Delq.	R	83,752.00	.00	39,508.97	47.17	44,243.03
183		Distr - Oil & Gas Delinq	R	.00	.00	9.69		.00
185		Distr - P.P. Delq.	R	.00	.00	3,178.01		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	188.48		.00
194		Distr - Watercraft Del	R	.00	.00	336.51		.00
102		Distr - Motor Vehicle Tax	R	369,002.00	.00	195,558.01	53.00	173,443.99
103		Vehicle Rental Excise Tax	R	6,265.00	.00	1,134.14	18.10	5,130.86
113		Distr - RV Tax	R	3,305.00	.00	1,799.87	54.46	1,505.13
130		Distr - Commercial Veh	R	15,305.00	.00	12,851.65	83.97	2,453.35
191		Distr - TIF Adjustment	R	.00	.00	94,519.59		.00
Department Revenue.. # 0				4,753,983.00	.00	4,328,793.56 *		369,887.45
<u>Department.171 RCPD Operations</u>								
Total Revenue Fund.... 173				4,753,983.00	.00	4,328,793.56 **	91.06	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				4,753,983.00	.00	4,328,793.56 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
<u>Department. 0 Not Designated</u>									
<u>Department.171 RCPD Operations</u>									
2220		Building Space Rental	10,500.00	875.00	7,000.00	66.67	3,500.00	.00	3,500.00
2330		Transportation Servic	6,000.00	.00	152.22	2.54	5,847.78	.00	5,847.78
2480		Repair/Maint Build/Gr	120,000.00	5,653.75	49,691.21	41.41	70,308.79	.00	70,308.79
2650		Physician Fees	150,269.00	12,595.76	120,017.62	79.87	30,251.38	.00	30,251.38
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2810		Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00	10,000.00

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 66.7%

Date. 9/01/21 Page. 2
Time.13.47.03

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)									
2830		Water	10,000.00	32.00	316.00	3.16	9,684.00	.00	9,684.00
2840		Sewage Charges	2,200.00	.00	.00		2,200.00	.00	2,200.00
2900		Budget Appropriations	4,391,746.00	.00	3,293,811.00	75.00	1,097,935.00	.00	1,097,935.00
Total Contractual Expenses			4,710,715.00	19,156.51	3,470,988.05	73.68	1,239,726.95	.00	1,239,726.95
3010		Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060		Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070		Prescriptions	500.00	.00	.00		500.00	.00	500.00
3990		Other Supplies & Material		75.00	75.00		75.00-	.00	75.00-
Total Commodities Expense			1,500.00	75.00	75.00	5.00	1,425.00	.00	1,425.00
Department Expense # 171			4,712,215.00	19,231.51	3,471,063.05	73.66	1,241,151.95	.00	1,241,151.95 *
Expense & Transfers# 171			4,712,215.00	19,231.51	3,471,063.05				
Total Expenditures Fund 173			4,712,215.00	19,231.51	3,471,063.05	73.66	1,241,151.95	.00	1,241,151.95 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	305,512.74
YTD Revenue.....	4,328,793.56
YTD Reported Expenses.....	3,471,063.05-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,163,243.25 ***

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

RILEY COUNTY POLICE DEPARTMENT **Report Submission**

To: Director Butler *Noted: dpb 9/15/21*
Thru: AD Moldrup KMM 9.14.21
From: Cpt. Derek Woods
Position: Commander **Division:** Jail
Report Title: Monthly Inmate Population Report
Rpt Freq./Year: July 2021
Date: August 31, 2021

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

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
JAN	99.7	105.3	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3
FEB	105.3	110.3	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1
MAR	97.2	106.7	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6
APR	90.6	103.9	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4
MAY	96.4	101.4	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2
JUN	95.7	102.0	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0
JUL	97.1	96.1	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5
AUG	89.5	114.1	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2
SEPT	87.1	101.6	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	
OCT	93.6	93.9	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	
NOV	92.4	102.0	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	
DEC	95.4	95.7	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	
YADP	95.0	102.7	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	73.78

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

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

Voucher

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

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

Dennis P. Butts 9/11
Director

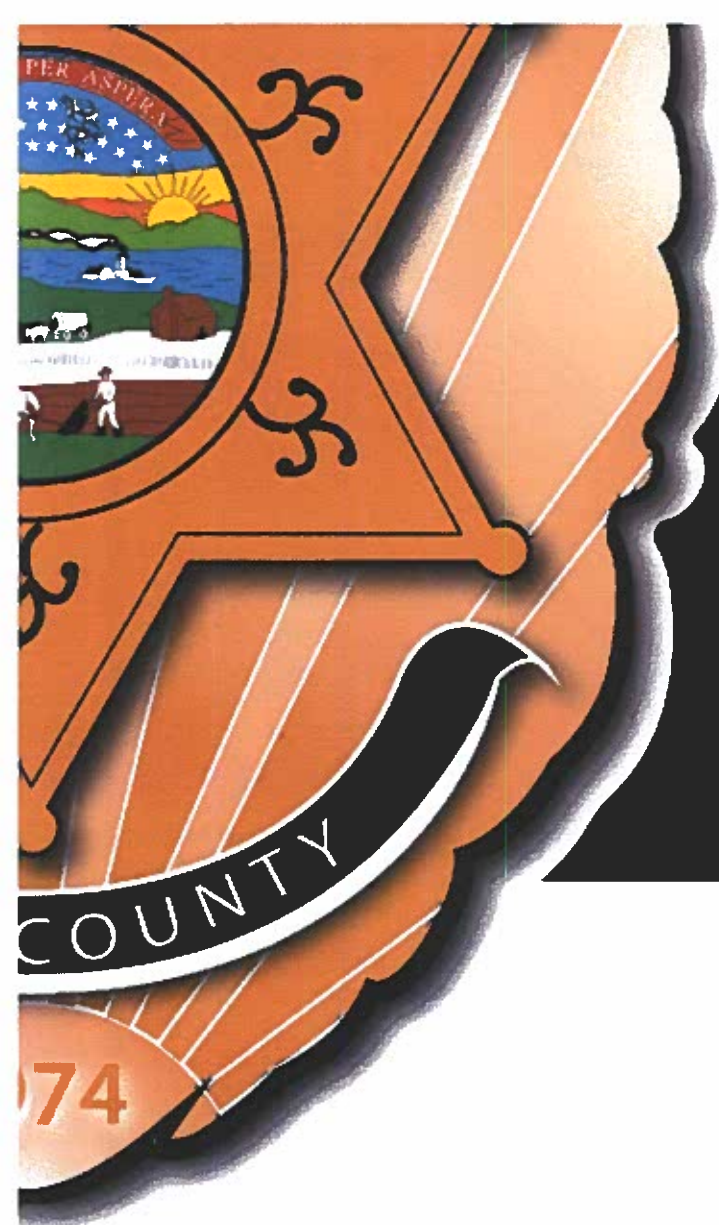
To reduce crime and improve the quality of life for the citizens we serve

Voucher

Acct. Name: State Seizure Acct.

[illegible]

James P. Butler 91
Director

The seal of Riley County, Kansas, is partially visible on the left side of the page. It features a circular emblem with a landscape scene including a sun, clouds, a river, and a bridge. The words "PER ASPERA" are at the top, and "RILEY COUNTY" is written in a banner across the middle. The number "74" is at the bottom.

Monthly Report

August 2021

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

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

Data Disclaimer

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

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

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

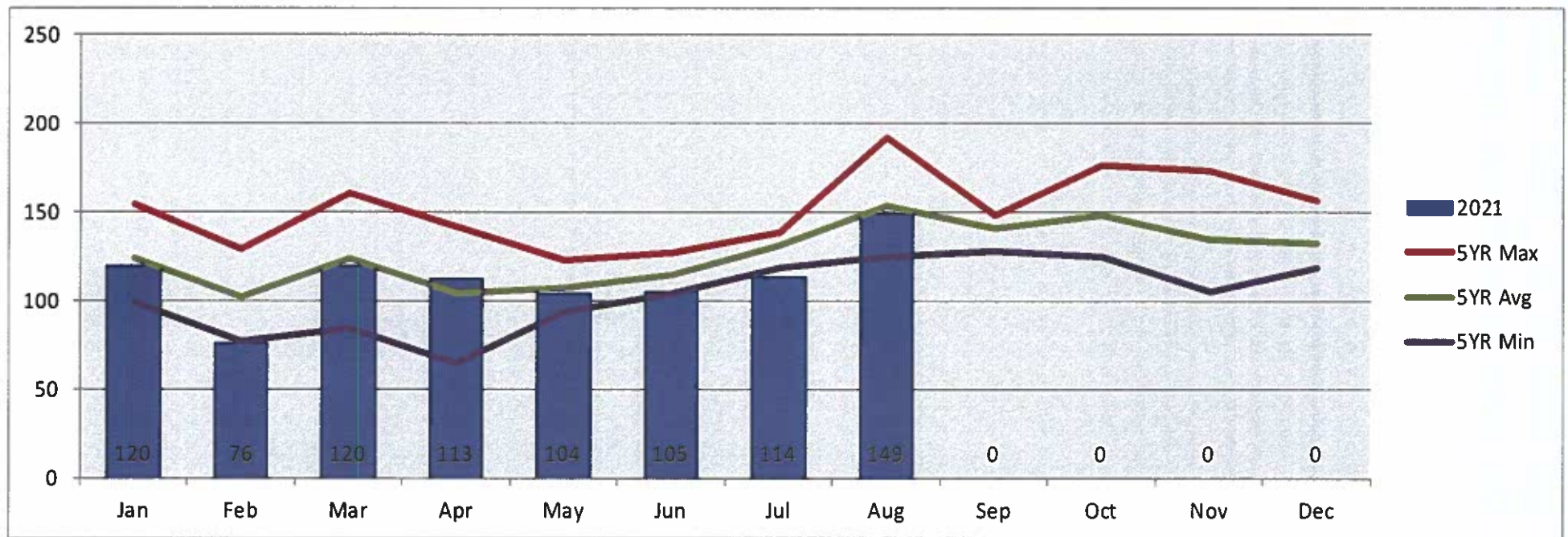
Part I Crime

Offense Codes: 0100-0810

All Data As Of: 8/31/21 11:59 PM

	Aug	Year to Date	Yearly Total
2016	148	949	1450
2017	192	1021	1593
2018	134	909	1475
2019	167	1038	1582
2020	125	894	1493
2021	149	901	
% Change	+19.2%	+0.8%	-4.7%
Yearly Projection:			1423

- Part I crime in August 2021 was 2.7% below the 5 year average. Compared to August 2020 there was an 19.2% increase.
- Year to date, 2021 is 6.4% below the 5 year average.
- Part I total crime is projected to be 6.3% lower than the 5 year average.
- In August, Part I violent crime was below the 5 year average, and Part I property crime was right at the 5 year average.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	99	121	125	107	109	104	136	148	143	125	114	119
2017	132	99	161	97	94	127	119	192	137	148	166	121
2018	108	84	124	113	100	123	123	134	128	176	105	157
2019	154	77	124	142	123	113	138	167	148	143	116	137
2020	130	129	85	65	113	108	139	125	148	151	173	127
2021	120	76	120	113	104	105	114	149	0	0	0	0

Includes Part 1 crimes that were the primary offense only.

Part 1 Violent Crimes

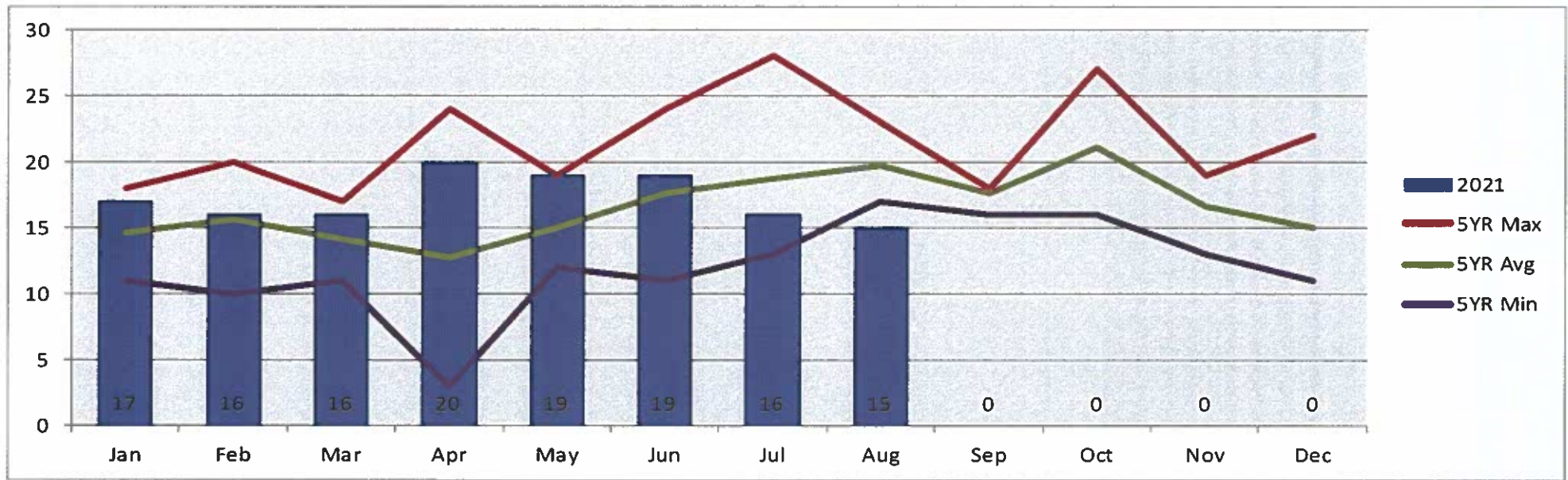
Offense Codes: 0100-0440

All Data As Of: 8/31/21 11:59 PM

18.a

- August 2021 was 24.2% lower than the 5 year average in Part I violent crime.
- It is projected that Part I violent crime will be 7.7% higher than the 5 year average.
- There were 9 aggravated assaults / batteries, 4 rapes, 2 robberies, and 0 homicides reported during August 2021.

	Aug	Year to Date	Yearly Total
2016	18	110	167
2017	21	120	198
2018	17	142	218
2019	23	141	216
2020	20	129	195
2021	15	138	
% Change	-25.0%	+7.0%	+9.5%
Yearly Projection:			214



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

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

31.



Robbery

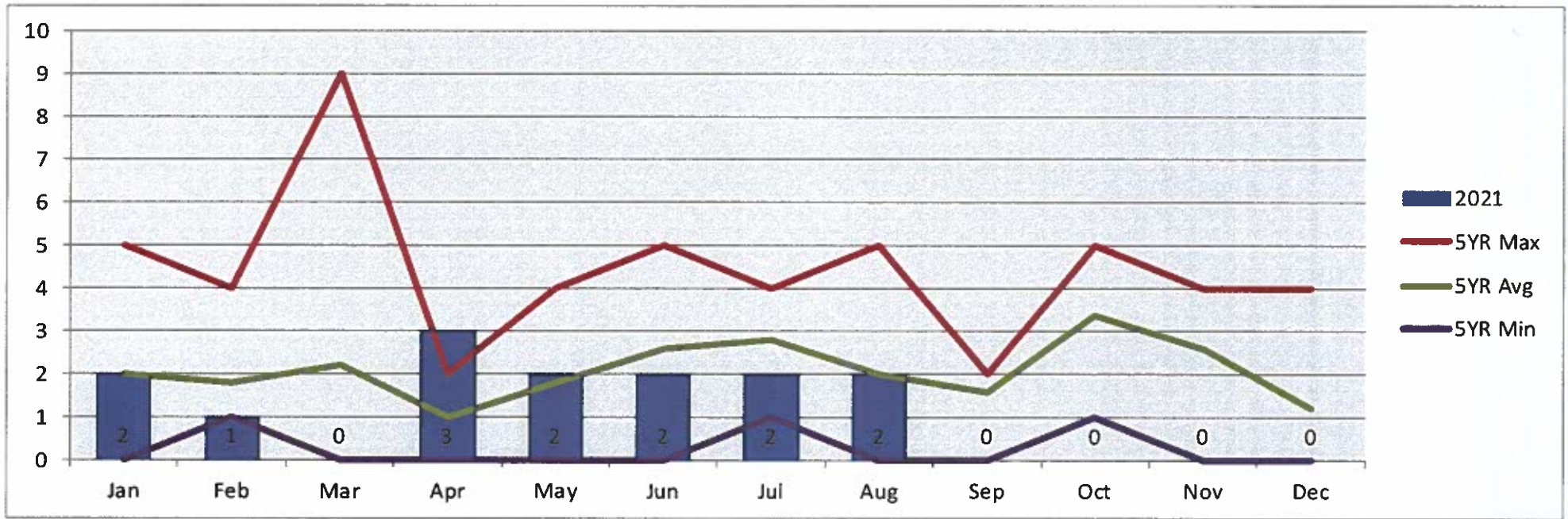
Offense Codes: 0310

All Data As Of: 8/31/21 11:59 PM

18.a

- There were 2 robberies reported in August 2021 which is right at the 5 year average.
- It is projected that robberies will be 16.0% lower than the 5 year average.
- As of 9/9/2021, one of the cases is still active and the other is inactivated.

	Aug	Year to Date	Yearly Total
2016	2	21	29
2017	5	15	23
2018	2	19	30
2019	0	13	26
2020	1	13	17
2021	2	14	
% Change	+100.0%	+7.7%	+25.8%
Yearly Projection:			21



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

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

Aggravated Assault and Battery

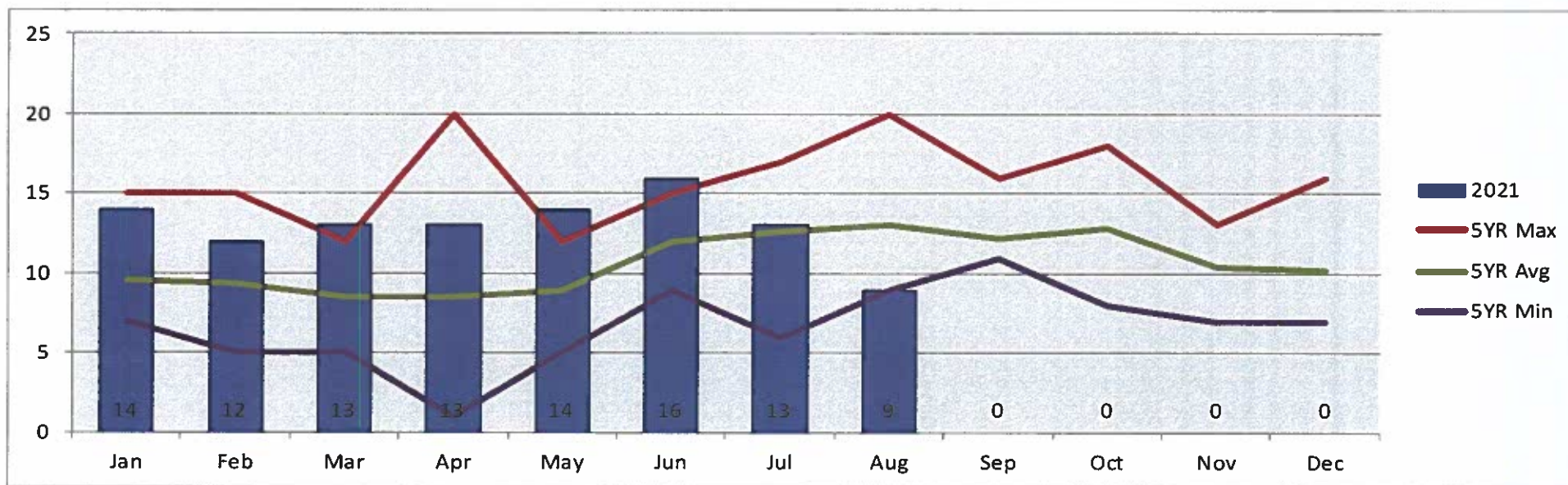
Offense Codes: 0410-0440

All Data As Of: 8/31/21 11:59 PM

18.a

- There were 3 aggravated assaults and 6 aggravated batteries reported during the month of August.
- This is 30.8% lower than the 5 year average.
- The aggravated assault and battery total is projected to be 26.2% above the 5 year average.
- Six of the incidents were domestic incidents.

	Aug	Year to Date	Yearly Total
2016	11	68	102
2017	11	66	116
2018	9	82	126
2019	20	103	154
2020	14	95	144
2021	9	104	
% Change	-35.7%	+9.5%	+12.3%
Yearly Projection:			162



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

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

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)



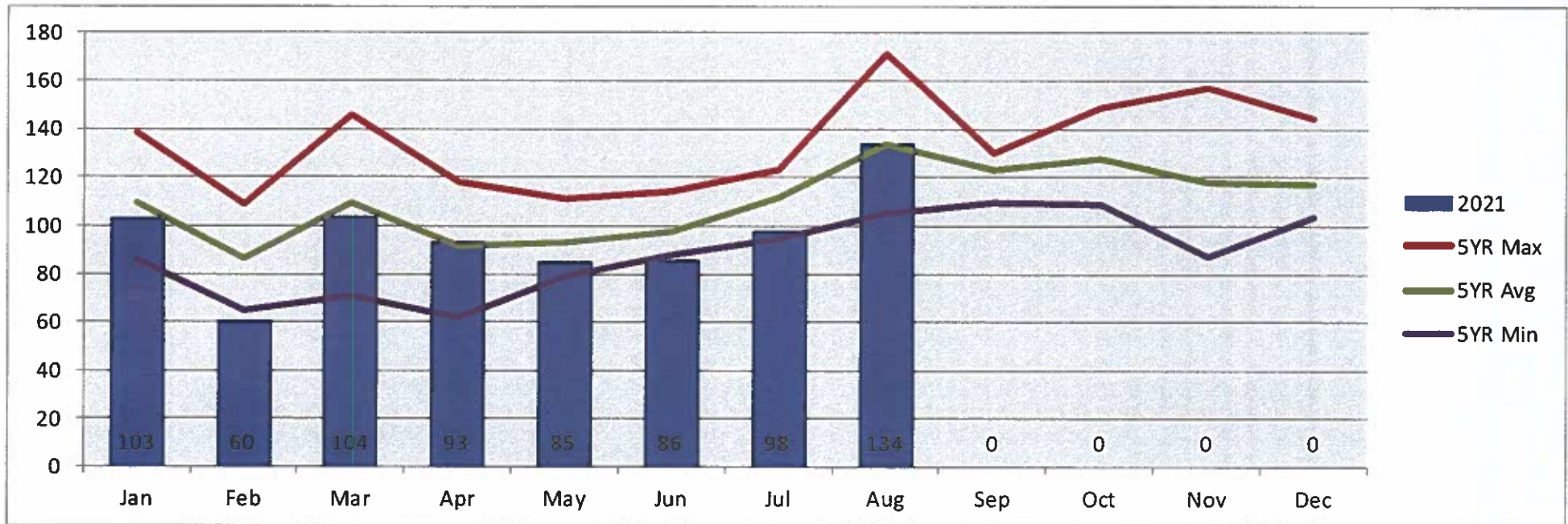
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of: 8/31/21 11:59 PM

- For August, Part I property crime was up 0.5% from the 5 year average. Compared to August 2020, there was an 27.6% increase.
- Part I property crime is projected to be 8.4% below the 5 year average.
- The property crime for August 2021 included 9 structural burglaries, 39 larcenies from motor vehicle, 8 auto thefts, and 2 arson. The rest of the incidents were larcenies (76 incidents).

	Aug	Year to Date	Yearly Total
2016	130	839	1283
2017	171	901	1395
2018	117	767	1257
2019	144	897	1366
2020	105	765	1298
2021	134	763	
% Change	+27.6%	-0.3%	-6.9%
Yearly Projection:			1209



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	86	108	114	95	90	93	123	130	127	109	101	107
2017	121	83	146	84	79	114	103	171	119	124	147	104
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	0	0	0	0

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

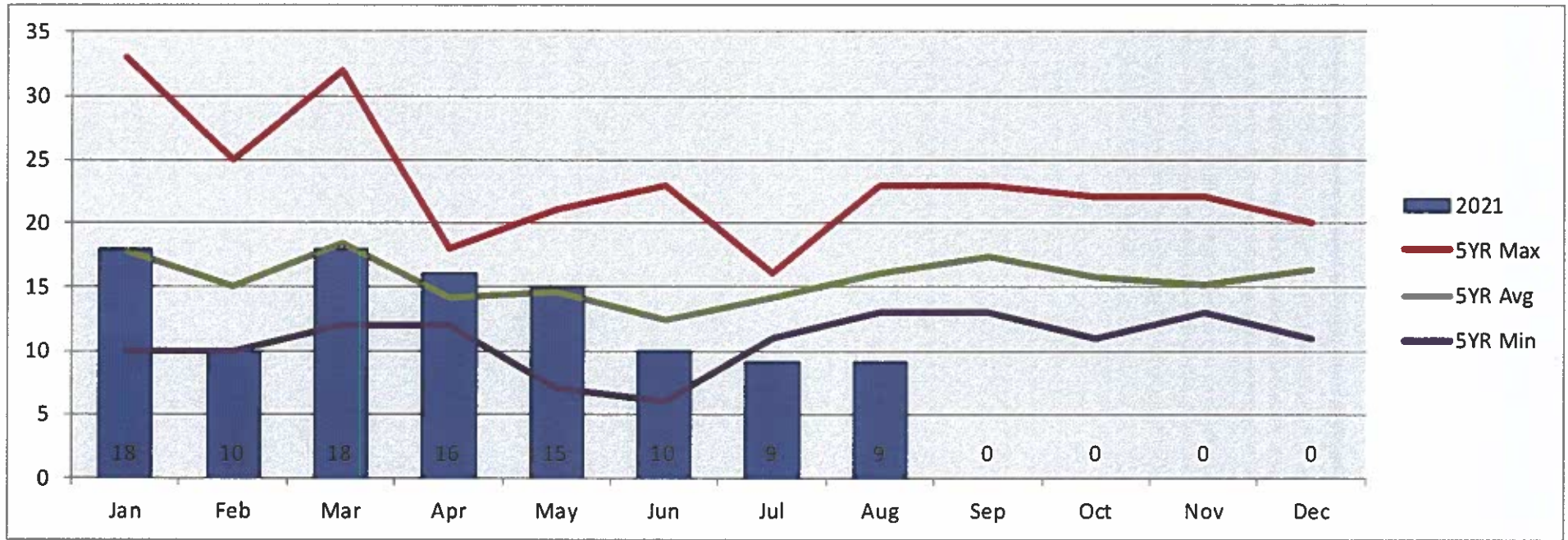
Structural Burglary

Offense Code: 0510

All Data As Of: 8/31/21 11:59 PM

- Structural burglaries were 43.8% below the 5 year average for August.
- The burglary total is projected to be 13.6% below the 5 year average.
- There were 6 residential burglaries, and 3 non-residential burglaries, 2 of those from storage units and the other a shed.

	Aug	Year to Date	Yearly Total
2016	13	112	179
2017	23	180	244
2018	16	106	168
2019	15	109	171
2020	13	106	175
2021	9	105	
% Change	-30.8%	-0.9%	-7.3%
Yearly Projection:			162



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	10	16	16	14	17	11	15	13	23	14	13	17
2017	33	14	32	18	21	23	16	23	13	18	22	11
2018	13	10	12	12	17	11	15	16	18	11	13	20
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	6	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	0	0	0	0

18.a



Vehicle Burglary

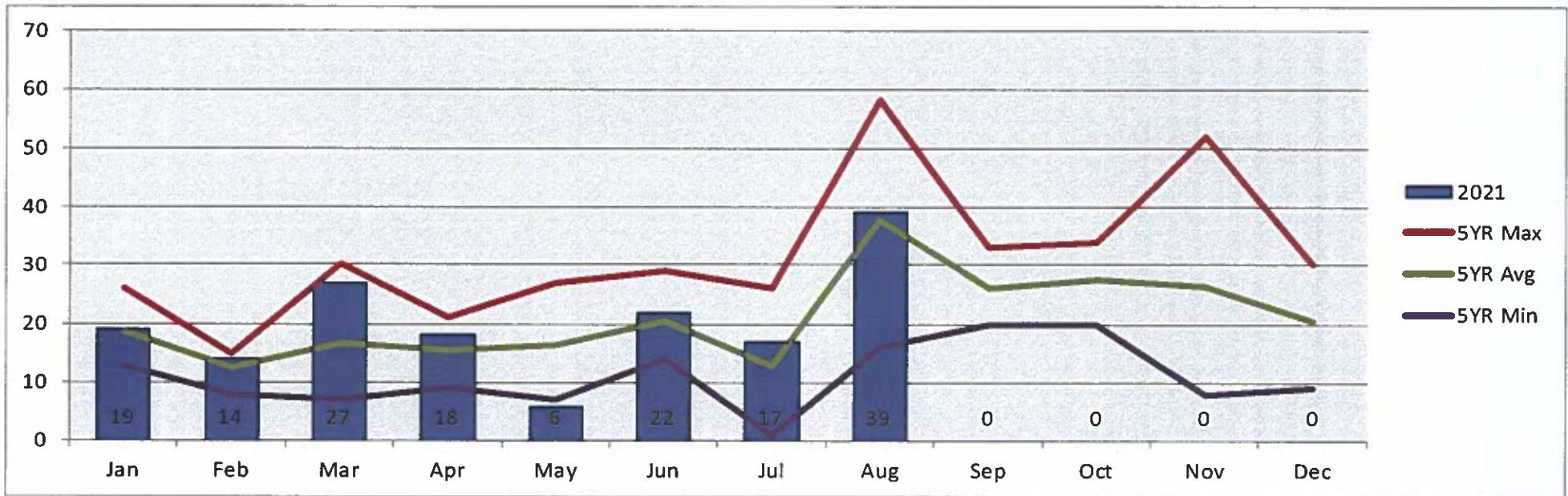
Offense Code: 0640

All Data As Of: 8/31/21 11:59 PM

18.a

- August 2021 was 3.2% above the 5 year average.
- The vehicle burglary total is projected to be 7.6% above the 5 year average.
- In 29 of the incidents the vehicle was unsecured when the items were taken.

	Aug	Year to Date	Yearly Total
2016	53	185	272
2017	58	188	289
2018	28	128	212
2019	34	142	228
2020	16	112	254
2021	39	162	
% Change	+143.8%	+44.6%	+6.4%
Yearly Projection:			270



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	19	13	20	18	15	21	26	53	26	30	14	17
2017	18	15	30	21	14	16	16	58	20	21	42	18
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	19	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	17	39	0	0	0	0

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

Motor Vehicle Thefts

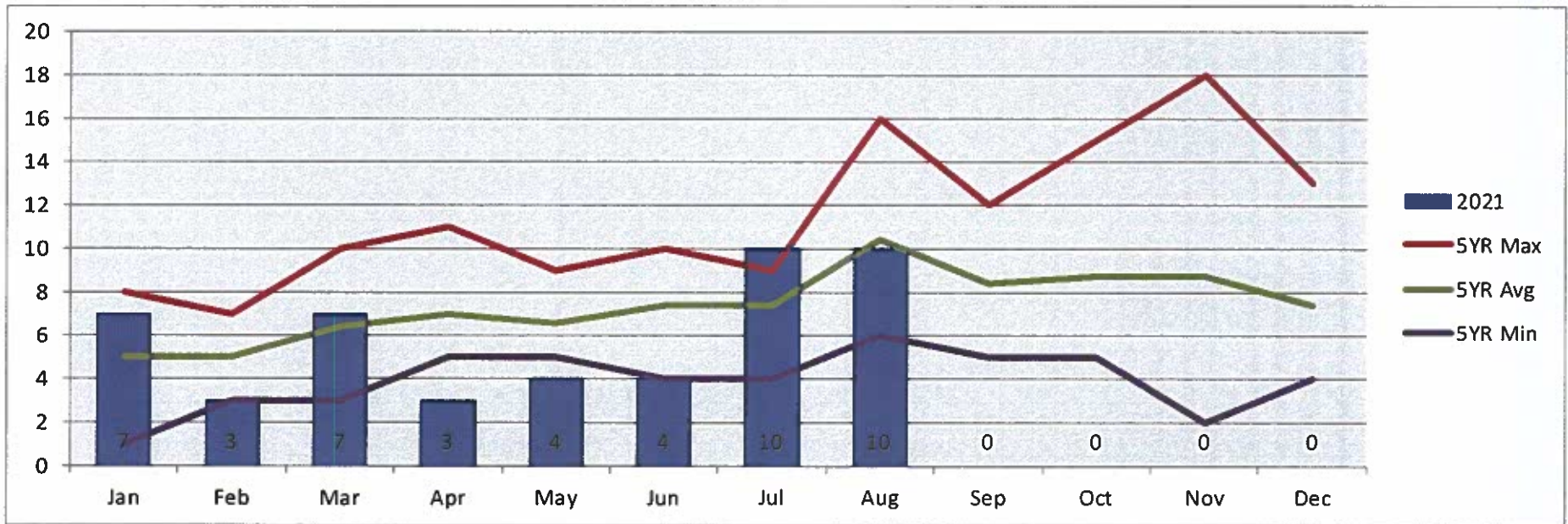
Offense Code: 0710

All Data As Of: 8/31/21 11:59 PM

18.a

- For August, motor vehicle thefts were down 3.9% from the 5 year average.
- It is projected that the motor vehicle theft total will be 14.2% below the 5 year average.
- Keys were left in seven of the vehicles.
- Eight of the vehicles have been recovered as of 9/9/2021.

	Aug	Year to Date	Yearly Total
2016	11	53	71
2017	16	61	86
2018	10	56	86
2019	9	62	104
2020	6	44	96
2021	10	48	
% Change	+66.7%	+9.1%	-20.9%
Yearly Projection:			76



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

37.



DUIs

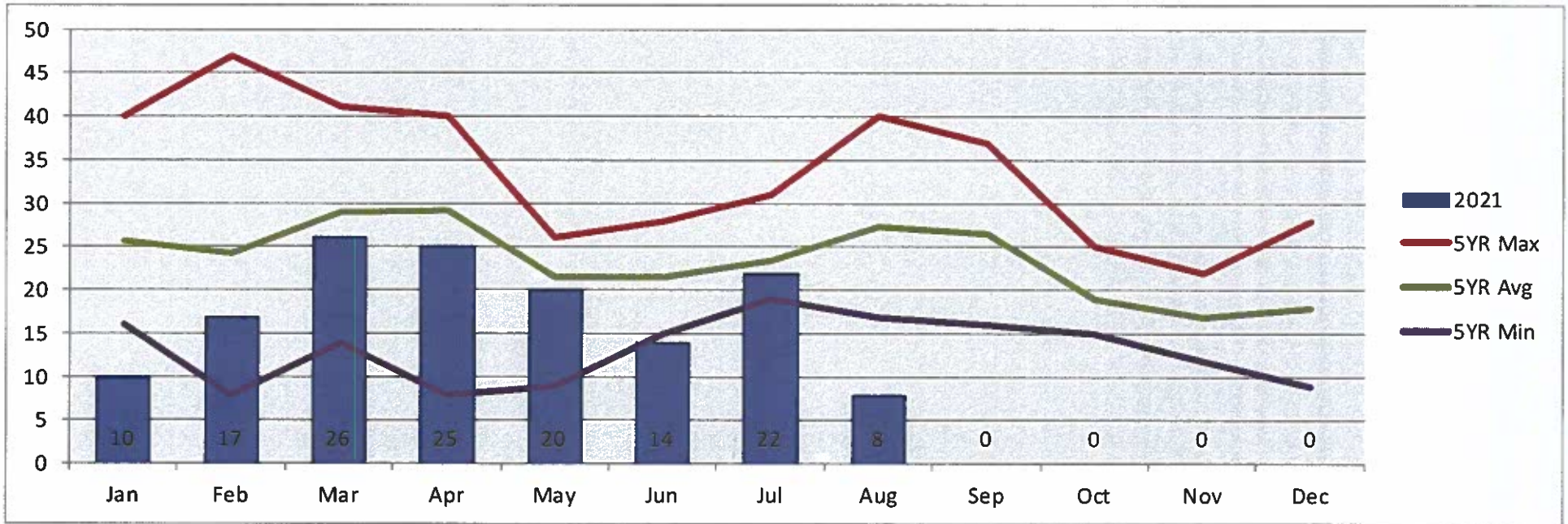
Offense Code: 2110

All Data As Of: 8/31/21 11:59 PM

18.a

- The number of DUIs for August 2021 is 70.8% below the 5 year average.
- The DUI total is projected to be 29.1% below the 5 year average.

	Aug	Year to Date	Yearly Total
2016	40	277	380
2017	18	186	266
2018	30	225	312
2019	32	204	285
2020	17	116	168
2021	8	142	
% Change	-52.9%	+22.4%	+18.9%
Yearly Projection:			200



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

Traffic Accidents

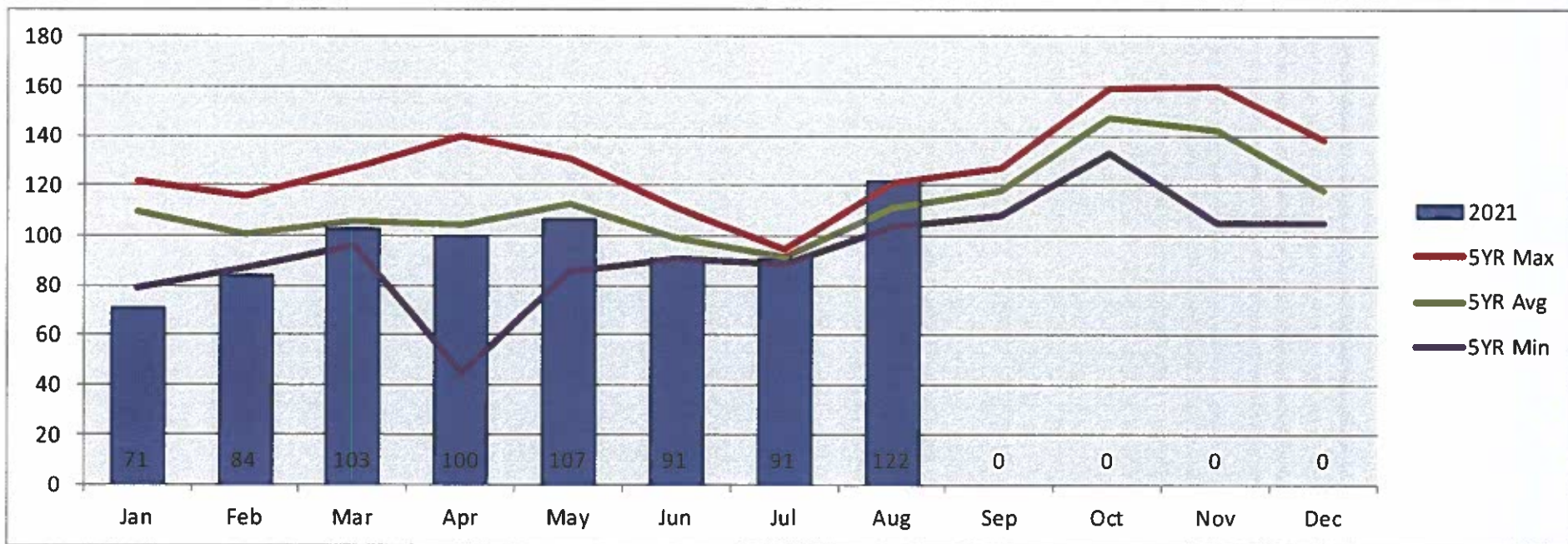
Offense Codes: 5000-5139

All Data As Of: 8/31/21 11:59 PM

18.a

- The number of traffic accidents in August 2021 is 9.5% above the 5 year average.
- It is projected that the traffic accident total will be 8.0% below the 5 year average.

	Aug	Year to Date	Yearly Total
2016	104	821	1364
2017	112	832	1387
2018	109	878	1397
2019	121	899	1436
2020	111	749	1220
2021	122	769	
% Change	+9.9%	+2.7%	+2.7%
Yearly Projection:			1252



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	110	93	101	107	100	111	95	104	127	133	145	138
2017	79	87	101	140	127	97	89	112	124	159	157	115
2018	119	98	127	115	121	97	92	109	108	140	160	111
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	0	0	0	0

39



Preventable Traffic Accidents

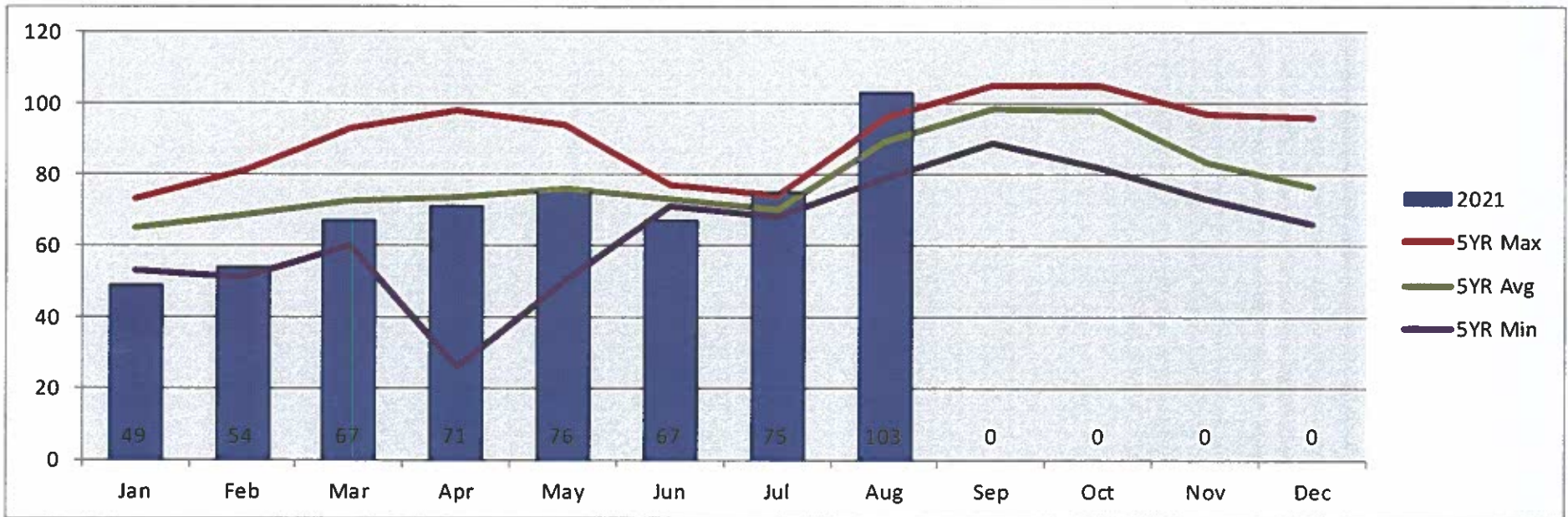
Offense Codes: 5000-5139

All Data As Of: 8/31/21 11:59 PM

➤ The number of preventable traffic accidents in August 2021 is 14.7% above the 5 year average.

➤ Number may change as data entry corrections continue.

	Aug	Year to Date	Yearly Total
2016	90	598	998
2017	96	617	991
2018	79	617	944
2019	93	594	945
2020	91	521	854
2021	103	562	
% Change	+13.2%	+7.9%	+5.7%
Yearly Projection:			902



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	69	81	74	80	61	74	69	90	105	102	97	96
2017	53	67	70	98	92	73	68	96	104	104	90	76
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	91	89	105	73	66
2021	49	54	67	71	76	67	75	103	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY POLICE DEPARTMENT

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

Policy Title: 0.0.0 Applicability And Change		
Policy & Procedures	Approved On: 04-13-2011	Order: GO 2011-001
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: <i>B. Schoen</i>	
	Brad Schoen Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	N/A	
Chapter: 0 – Introduction – General Provisions		

1. **Applicability:** The policies and procedures annotated in the following Chapters and Sections are applicable to all personnel of the Riley County Police Department and are hereby referred to collectively as the RCPD Policy Manual.
2. **Change:** The Policy Manual is a living document that requires modification as legal guidelines, legislation, common practice, and professional standards change. When alteration is necessary, the following procedures will be observed to affect those changes:
 - A. All content written in *blue/green* font with grey background shading requires the review and approval (by a majority consensus) of an established group of Department employees, hereinafter referred to as the Policy Review Committee (PRC). (*blue FOP Sworn Contract wording/green FOP Non-Sworn Contract wording*) Further, such content may not be altered – permanently or temporarily – without the approval of the Riley County Law Enforcement Agency (Law Board).
 - B. All other content may be altered in accordance with Policy 12.2.1, Written Directive System.
 - C. All changes become effective when approved in writing by the Director or the authorized signatory of the Law Board.
3. **CALEA On-Site Assessment:** If needed, the Director may authorize minor policy changes during an on-site assessment to allow the Department to successfully complete the accreditation process. Any changes authorized will be routed through the above listed procedures as soon as applicable.

☒ **GENERAL ORDER** (Requires Law Board Approval)

NUMBER: 2020-133

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 34.1.2 - Promotion Process

PURPOSE: Policy revised per the Director

Date Proposed Policy Disseminated: 4/5/2021

Date Approved Policy Disseminated: 8/12/2021

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☒ Non-Sworn - Jail Lieutenants

☒ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☒ Non-Sworn - Communication Mgr.

☒ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

 Approved: ☒ Revision Suggested: ☐

Initials:

Date:

via PDMS

9/11/2020

APPROVALS:

Sec PowerDMS

Policy Review Committee Chair Approval

See PowerDMS

Assistant Director's Approval

See PowerDMS

Director's Approval

Law Board Chair Approval (General Orders Only)

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

8/12/2021

Date

8/12/2021

Date

8/12/2021

Date

Date

☒ **A RCPD-All**
☐ **B1 Sworn - Command Staff** [Captains, Asst. Director, Director]

☐ **B2 Sworn - Command Level** [Lieutenants]

☐ **B3 Sworn** [Police Officers, Sergeants]

☐ **B4 Sworn - Court Security** [Sworn, Sgt, Court Screeners]

☐ **B5 Sworn - Patrol Sergeants**
☐ **C Investigations - Other** [Evidence Technician, Evidence Supervisor, CSI Technician]

☐ **C2 Investigations - Other** [Crime Analyst]

☐ **D Admin - Non-Sworn - Clerical** [Accountant, Accreditation Manager, Executive Secretary, HR Coordinator, HR Technician, PIO]

☐ **E Admin -** [Supply Technician, Maintenance Technician I & II, Custodian, Maintenance Supervisor]

☐ **F Admin - Other**
☐ **G1 Support - Dispatch** [Communication Manger]

☐ **G2 Support - Dispatch** [Dispatcher, Dispatch Supervisor]

☐ **H1 Support - Clerical** [RMS Supervisor]

☐ **H2 Support - Clerical** [Clerk, Secretary, RMS Technician]

☐ **I Support - Other**
☐ **J Support - IT** [Computer Technician I & II, Systems Administrator]

☐ **K1 Jail** [Lieutenants]

☐ **K2 Jail** [Correction Officers, Sergeants]

☐ **L Jail - Support Staff** [Jail Assistant]

☐ **M Jail** [Lieutenants]

☐ **N PSA's**
☐ **O Legal Counsel** [Derrick Roberson]

☐ **P READ ALL PROPOSED POLICIES** [Includes PRC members and other employees at their request]

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

Policy Title: 34.1.23 Promotion Process		
Policy & Procedures	Approved On: 10-24-2018	Order: GO 2018-018
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: <i>B. Schoen</i>	
	Brad Schoen Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	34.1.3 a - h	
Chapter: 34 – Promotion – Professional And Legal Requirements		

1. **Promotion – Eligibility Requirements:** All employees meeting established eligibility requirements are encouraged to compete for promotion. Eligibility requirements for promotion to positions within the Department are as follows:

- A. **Assistant Director:** Minimum one year experience as a sworn Captain with the Department at the time of the initial promotional activity. *In accordance with K.S.A. 19-4430, the Assistant Director position is by appointment of the Director. Internal and external candidates may be considered at the Director's discretion. A Bachelor degree from a regionally accredited college or university is required at the time of appointment.*
- B. **Sworn Captain:** Minimum one year experience as a sworn Lieutenant with the Department at the time of the initial promotional activity. *The Captain position is appointed by the Director. A Bachelor degree from a regionally accredited college or university is required. As of 08/01/2021, captains holding this rank are not required to earn a Bachelor degree to retain their rank. Lieutenants appointed to this rank after 08/01/2021 must earn a Bachelor degree by 01/01/2026 or revert to their previous rank and grade. The reclassification will be at the highest step of the lower grade and equivalent to, or close to, their salary at the time of the reversion in accordance with Department's salary chart in effect at the time.*
- C. **Lieutenant:** Minimum one year of experience as a sworn sergeant with the Department at the time of the initial promotional ~~test~~ process. *Possessing or earning a Bachelor degree from a regionally accredited college or university is strongly encouraged and highly desired.*
- D. **Sergeant:** Minimum one year of experience as a Corporal with the Department at the time of the initial promotional ~~test~~ process.
- E. **Corporal:** Minimum two years of experience as a police officer with the Department at the time of the initial promotional ~~test~~ process.
- F. **Corrections Captain:** Minimum one year of experience as a Corrections Lieutenant or Sworn Lieutenant (See Paragraph 3.A. for more details) with the Department at the time of the initial promotion process. *The Captain position is appointed by the Director. A Bachelor degree from a regionally accredited college or university is required. As of 07/01/2021, captains holding this rank are not required to earn a Bachelor degree to retain their rank. Lieutenants appointed to this rank after 07/01/2021 must earn a Bachelor degree by 07/01/2025 or revert to their previous rank and grade. The reclassification will be at the highest step of the lower grade and equivalent to, or close to, their salary at the time of the reversion in accordance with Department's salary chart in effect at the time.*

Policy Title: 34.1.23 Promotion Process
--

F. G. Correction Lieutenant: Minimum one year of experience as a Corrections Sergeant with the Department at the time of the initial promotional ~~test~~ *process. Possessing or earning a Bachelor degree from a regionally accredited college or university is strongly encouraged and highly desired.*

G. H. Corrections Sergeant: Minimum two years of experience as a correction officer with the Department at the time of the initial promotional ~~test~~ *process.*

H. I. Dispatch Shift Supervisor: Minimum two years' experience as a dispatcher with the Department at the time of the initial promotional ~~test~~ *process.*

I. J. Evidence Supervisor: Minimum three years' experience in the evidence section with the Department at the time of the initial promotional ~~test~~ *process.*

If there are less than two eligible applicants for a promotion the Director may consider equivalent service or education and award service credit to otherwise eligible candidates.

2. Promotion - Process Described:

A. Promotional Potential of Candidates: Evaluation criterion will include the candidate's demonstrated abilities in a number of leadership areas, including: oral communication; written communication; interpersonal insight; problem analysis; judgment; decision making; ability to plan and organize; and the ability to delegate tasks and control activities. (CALEA 34.1.-32a)

B. Rating of Candidates: Procedures used for promotion will be job related and nondiscriminatory. With the exception of the positions of Assistant Director and Captain, whose selection and appointment is made solely at the discretion of the Director, those eligible employees who desire to be considered for such promotion will be rated on a competitive basis as follows:

- 1) Written examination
- 2) Oral Interview
- 3) Assistant Director's assessment of past evaluations and work performance

C. Written Examination: The written examination will have a value of thirty percent (30%). Each question may be valued no more than five (5) points and no less than one (1) point. Questions will be selected from the designated available materials and other sources available to all employees competing for the promotion. An updated bibliography of reading materials to be used as sources of questions will be provided to each candidate. The examination may also contain questions of decision and sound law enforcement practices. Employees scoring a 70% or higher on the written examination will progress to the Oral Interview portion of the promotion. Notes or references will not be allowed while taking the test, unless provided by the test administrator. All examinations will be conducted with decorum by Human Resource personnel. Any form of cheating will be grounds for dismissal from the Department. (CALEA 34.1.-32b)

D. Oral Interviews: Oral interviews will be given a value of forty-five percent (45%). Oral interview questions will be pre-determined and worded to be pertinent to the particular vacancy to be filled. Each candidate will be asked the same questions during the oral interview. Oral interviews will be conducted by the promotion board. Members of the promotion board will be selected by the Assistant Director of the Department and approved by the Director. If possible, a person from outside the Department should be on the board. (CALEA 34.1.-32d)

E. Work Assessment Review/Assistant Director's Assessment: This assessment will be given a value of 25%. The Assistant Director will make a promotion recommendation to the Director based on a review of

Policy Title: 34.1.23 Promotion Process
--

candidates past evaluations, work performance and official personnel file. The Assistant Director will develop the recommendation upon the following criteria:

- 1) 50% Evaluations, Leadership Potential, Enthusiasm, Integrity
- 2) 25% Discipline and Awards
- 3) 25% Education, Training and initiative within the Department.

F. Assessment Centers: In lieu of a promotion board, the Director may use an assessment center. The assessment center may be conducted by the department or a reputable organization.

G. Review Board and Assessment Center Personnel: When an assessment center is utilized during the promotion process, the Department will employ non-departmental personnel to serve as assessors. When promotion boards or panels are utilized, the Department will attempt to employ at least one non-department member. Department personnel may substitute for non-departmental personnel in the event of a last minute cancellation or some other unforeseen emergency situation that might result in the postponement of the process. Assessment centers may also include an assessment of past evaluations and work performance by the Assistant Director. (CALEA 34.1.32c)

H. Employee Review and Appeal of the Promotion Process: (CALEA 34.1.32e)

1) Review: Employees competing for promotion may, after completing the promotion process, review test results and composite rating forms for the group competing for promotion and the form questions utilized by the oral review board. All identifying information shall be removed from the results except that of the employee requesting the review.

2) Appeal: Employees have the right to appeal adverse decisions regarding their test results. *For the purposes of this policy any appeal is limited to whether or not the testing process was adhered to. The concerned employee will make their appeal in writing and submit it to the Human Resources Manager and the assessment center vendor (if applicable). In the case of an assessment center, the vendor will be given the opportunity to address the appeal utilizing their internal policies and procedures. If the Human Resource Manager (and/or vendor) is unable to resolve the appeal to the satisfaction of the concerned employee, it will be forwarded to the Director. Any employee who decides to appeal their results on any portion of the promotion process will immediately initiate a written grievance through the Assistant Director. The Director will be notified immediately of any grievances related to the promotion process. The Director will determine the most appropriate procedure in regards to continuing or suspending the promotional process. Should the appeal grievance be shown to be valid, the candidate(s) may be re-tested or reevaluated under conditions of impartiality as established by the Human Resources Coordinator Manager and approved by the Director. Appeals of the testing process itself, along with the Director's final promotion decision, are not subject to the provisions of the grievance procedures found in policy 22.4.1 - Grievances. Each promotional announcement will include the provisions found in this appeals policy.*

I. Procedures for Reapplication: Employees failing to meet eligibility due to length of service shall be permitted to apply for the first available promotional process occurring after the requisite length of service is met. Other candidates who were not promoted are eligible to participate in the next available promotional process if they met all eligibility requirements. (CALEA 34.1.32f)

J. Appointed Promotions: *Selection and appointment to Assistant Director and Captain (Sworn and Non-Sworn) positions are at the sole discretion of the Director. The Director has the authority to determine the method by which appointments to the Assistant Director and Captain positions are accomplished.*

K. Lateral Entry Opportunities: As a guideline, vacancies will be filled by promotions within the Department whenever possible. Human Resources personnel will specify positions open to lateral entry in

Policy Title: 34.1.23 Promotion Process
--

the published announcement. (CALEA 34.1.-32g) *The Director can authorize lateral hires from other law enforcement agencies if the pool of qualified applicants for a position is not sufficient in number, not sufficient in leadership abilities (see Paragraph 2.A. above) as demonstrated by past performance, or when doing so would further the department's objectives in accomplishing its mission.*

K. L. Promotion Materials: Human Resources personnel are responsible for the security of promotional related materials. All promotional process material will be evaluated on order of the Director and revised as necessary. (CALEA 34.1.-32h)

L. M. Veteran's Preference: Candidates competing for first line promotions who are claiming veterans' preference in accordance with K.S.A. 73-201 as amended by the 2008 Legislature must notify the Human Resource Coordinator and provide supporting documentation at the time the candidate expresses intent to participate in the promotion process.

3. Captain Appointments:

A. Corrections: *The preference for the Corrections Captain is to be filled by non-sworn corrections personnel meeting the established criterion. However, if the pool of qualified applicants is not sufficient in number or in leadership abilities (see Paragraph 2.A. above) as demonstrated by past performance, then Sworn Lieutenants may be considered for Corrections Captain.*

In the event the pool of internal applicants is not sufficient, or if no applications are received for the position available, the promotion process will be re-advertised to publicly solicit qualified applicants. In order to meet the needs of the Department, the Director can authorize lateral hires from other law enforcement agencies within the State of Kansas.

B. Sworn: *If the pool of internal applicants is not sufficient or if no applications are received for the sworn Captain position, the promotion process will be re-advertised to publicly solicit qualified applicants. In order to meet the needs of the Department, the Director can authorize lateral hires from other law enforcement agencies within the State of Kansas.*

C. *The Captain's position is an executive level promotion. The Director has the authority to determine the selection method for promotion and the sufficiency of the candidate pool as outlined in this policy. In the event a formal process is utilized as part of the method, the elements will be designed by the Director to assist in assessing a candidate's potential for promotion (see Paragraph 2.A. above).*

D. *Internal written announcements for consideration for appointment to Captain will follow the provisions of Policy 34.1.4 – Promotion Written Announcement.*

E. *External written announcements will follow the provisions of Policy 31.3.1 – Job Announcement and Recruitment Notices with executive level law enforcement resources being utilized for recruitment of candidates.*

4. *The Director retains the authority and autonomy to appoint the Assistant Director and Command level positions in accordance with K.S.A. 19-4430. The Director has the sole authority to determine candidates for consideration and may require the Human Resources Manager or other designee to conduct and complete an Executive Review of Candidates as part of any final selection process.*

Policy Title: 34.1.2 Promotion Process		
Policy & Procedures	Approved On: 11-05-2020	Order: GO 2020 - 133
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: <i>Dennis P. Butler</i>	
	Dennis P. Butler, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	34.1.2	
Chapter: 34 – Promotion – Professional And Legal Requirements		

1. **Promotion – Eligibility Requirements:** All employees meeting established eligibility requirements are encouraged to compete for promotion. Eligibility requirements for promotion to positions within the Department are as follows:

A. **Assistant Director:** Minimum one-year experience as a sworn Captain with the Department at the time of the initial promotional activity. In accordance with K.S.A. 19-4430, the Assistant Director position is by appointment of the Director. Internal and external candidates may be considered at the Director's discretion. A Bachelor degree from a regionally accredited college or university is required at the time of appointment.

B. **Sworn Captain:** Minimum one-year experience as a sworn Lieutenant with the Department at the time of the initial promotional activity. The Captain position is appointed by the Director. A Bachelor degree from a regionally accredited college or university is required. As of 08/01/2021, captains holding this rank are not required to earn a Bachelor degree to retain their rank. Lieutenants appointed to this rank after 08/01/2021 must earn a Bachelor degree by 01/01/2026 or revert to their previous rank and grade. The reclassification will be at the highest step of the lower grade and equivalent to, or close to, their salary at the time of the reversion in accordance with Department's salary chart in effect at the time.

C. **Lieutenant:** Minimum one year of experience as a sworn sergeant with the Department at the time of the initial promotional process. Possessing or earning a Bachelor degree from a regionally accredited college or university is strongly encouraged and highly desired

D. **Sergeant:** Minimum one year of experience as a Corporal with the Department at the time of the initial promotional process.

E. **Corporal:** Minimum two years of experience as a police officer with the Department at the time of the initial promotional process.

F. **Corrections Captain:** Minimum one year of experience as a Corrections Lieutenant or Sworn Lieutenant (See Paragraph 3.A. for more details) with the Department at the time of the initial promotion process. The Captain position is appointed by the Director. A Bachelor degree from a regionally accredited college or university is required. As of 07/01/2021, captains holding this rank are not required to earn a Bachelor degree to retain their rank. Lieutenants appointed to this rank after 07/01/2021 must earn a Bachelor degree by 07/01/2025 or revert to their previous rank and grade. The reclassification will be at the highest step of the lower grade and equivalent to, or close to, their salary at the time of the reversion in accordance with Department's salary chart in effect at the time.

Policy Title: 34.1.2 Promotion Process

G. Corrections Lieutenant: Minimum one year of experience as a Corrections Sergeant with the Department at the time of the initial promotional process. Possessing or earning a Bachelor degree from a regionally accredited college or university is strongly encouraged and highly desired.

H. Corrections Sergeant: Minimum two years of experience as a correction officer with the Department at the time of the initial promotional process.

I. Dispatch Shift Supervisor: Minimum two years experience as a dispatcher with the Department at the time of the initial promotional process.

J. Evidence Supervisor: Minimum three years experience in the evidence section with the Department at the time of the initial promotional process.

If there are less than two eligible applicants for a promotion the Director may consider equivalent service or education and award service credit to otherwise eligible candidates.

2. **Promotion - Process Described:**

A. Promotional Potential of Candidates: Evaluation criterion will include the candidate's demonstrated abilities in a number of leadership areas, including: oral communication; written communication; interpersonal insight; problem analysis; judgment; decision making; ability to plan and organize; and the ability to delegate tasks and control activities. (CALEA 34.12a)

B. Rating of Candidates: Procedures used for promotion will be job related and nondiscriminatory. With the exception of the positions of Assistant Director and Captain, whose selection and appointment is made solely at the discretion of the Director, those eligible employees who desire to be considered for such promotion will be rated on a competitive basis as follows:

- 1) Written examination
- 2) Oral Interview
- 3) Assistant Director's assessment of past evaluations and work performance

C. Written Examination: The written examination will have a value of thirty percent (30%). Each question may be valued no more than five (5) points and no less than one (1) point. Questions will be selected from the designated available materials and other sources available to all employees competing for the promotion. An updated bibliography of reading materials to be used as sources of questions will be provided to each candidate. The examination may also contain questions of decision and sound law enforcement practices. Employees scoring a 70% or higher on the written examination will progress to the Oral Interview portion of the promotion. Notes or references will not be allowed while taking the test, unless provided by the test administrator. All examinations will be conducted with decorum by Human Resource personnel. Any form of cheating will be grounds for dismissal from the Department. (CALEA 34.1.2b)

D. Oral Interviews: Oral interviews will be given a value of forty-five percent (45%). Oral interview questions will be pre-determined and worded to be pertinent to the particular vacancy to be filled. Each candidate will be asked the same questions during the oral interview. Oral interviews will be conducted by the promotion board. Members of the promotion board will be selected by the Assistant Director of the Department and approved by the Director. If possible, a person from outside the Department should be on the board. (CALEA 34.1.2d)

Policy Title: 34.1.2 Promotion Process

- E. Work Assessment Review/Assistant Director's Assessment: This assessment will be given a value of 25%. The Assistant Director will make a promotion recommendation to the Director based on a review of candidates past evaluations, work performance and official personnel file. The Assistant Director will develop the recommendation upon the following criteria:
- 1) 50% Evaluations, Leadership Potential, Enthusiasm, Integrity
 - 2) 25% Discipline and Awards
 - 3) 25% Education, Training and initiative within the Department.
- F. Assessment Centers: In lieu of a promotion board, the Director may use an assessment center. The assessment center may be conducted by the department or a reputable organization.
- G. Review Board and Assessment Center Personnel: When an assessment center is utilized during the promotion process, the Department will employ non-departmental personnel to serve as assessors. When promotion boards or panels are utilized, the Department will attempt to employ at least one non-department member. Department personnel may substitute for non-departmental personnel in the event of a last minute cancellation or some other unforeseen emergency situation that might result in the postponement of the process. Assessment centers may also include an assessment of past evaluations and work performance by the Assistant Director. (CALEA 34.1.2c)
- H. Employee Review and Appeal of the Promotion Process: (CALEA 34.1.2e)
- 1) Review: Employees competing for promotion may, after completing the promotion process, review test results and composite rating forms for the group competing for promotion and the form questions utilized by the oral review board. All identifying information shall be removed from the results except that of the employee requesting the review.
 - 2) Appeal: Employees have the right to appeal adverse decisions regarding their test results. For the purposes of this policy any appeal is limited to whether or not the testing process was adhered to. The concerned employee will make their appeal in writing and submit it to the Human Resources Manager and the assessment center vendor (if applicable). In the case of an assessment center, the vendor will be given the opportunity to address the appeal utilizing their internal policies and procedures. If the Human Resource Manager (and/or vendor) is unable to resolve the appeal to the satisfaction of the concerned employee, it will be forwarded to the Director. The Director will determine the most appropriate procedure in regards to continuing or suspending the promotional process. Should the appeal be shown to be valid, the candidate(s) may be re-tested or reevaluated under conditions of impartiality as established by the Human Resources Manager and approved by the Director. Appeals of the testing process itself, along with the Director's final promotion decision, are not subject to the provisions of the grievance procedures found in policy 22.4.1 – Grievances. Each promotional announcement will include the provisions found in this appeals policy.
- I. Procedures for Reapplication: Employees failing to meet eligibility due to length of service shall be permitted to apply for the first available promotional process occurring after the requisite length of service is met. Other candidates who were not promoted are eligible to participate in the next available promotional process if they met all eligibility requirements. (CALEA 34.1.2f)
- J. Appointed Promotions: Selection and appointment to Assistant Director and Captain (Sworn and Non-Sworn) positions are at the sole discretion of the Director. The Director has the authority to determine the method by which appointments to the Assistant Director and Captain positions are accomplished.

Policy Title: 34.1.2 Promotion Process

K. Lateral Entry Opportunities: As a guideline, vacancies will be filled by promotions within the Department whenever possible. Human Resources personnel will specify positions open to lateral entry in the published announcement. (CALEA 34.1.2g) The Director can authorize lateral hires from other law enforcement agencies if the pool of qualified applicants for a position is not sufficient in number, not sufficient in leadership abilities (see Paragraph 2.A. above) as demonstrated by past performance, or when doing so would further the department's objectives in accomplishing its mission.

L. Promotion Materials: Human Resources personnel are responsible for the security of promotional related materials. All promotional process material will be evaluated on order of the Director and revised as necessary. (CALEA 34.1.2h)

M. Veteran's Preference: Candidates competing for first line promotions who are claiming veterans' preference in accordance with K.S.A. 73-201 as amended by the 2008 Legislature must notify the Human Resource Manager and provide supporting documentation at the time the candidate expresses intent to participate in the promotion process.

3. Captain Appointments:

A. Corrections: The preference for the Corrections Captain is to be filled by non-sworn corrections personnel meeting the established criterion. However, if the pool of qualified applicants is not sufficient in number or in leadership abilities (see Paragraph 2.A. above) as demonstrated by past performance, then Sworn Lieutenants may be considered for Corrections Captain.

In the event the pool of internal applicants is not sufficient, or if no applications are received for the position available, the promotion process will be re-advertised to publicly solicit qualified applicants. In order to meet the needs of the Department, the Director can authorize lateral hires from other law enforcement agencies within the State of Kansas.

B. Sworn: If the pool of internal applicants is not sufficient or if no applications are received for the sworn Captain position, the promotion process will be re-advertised to publicly solicit qualified applicants. In order to meet the needs of the Department, the Director can authorize lateral hires from other law enforcement agencies within the State of Kansas.

C. The Captain's position is an executive level promotion. The Director has the authority to determine the selection method for promotion and the sufficiency of the candidate pool as outlined in this policy. In the event a formal process is utilized as part of the method, the elements will be designed by the Director to assist in assessing a candidate's potential for promotion (see Paragraph 2.A. above).

D. Internal written announcements for consideration for appointment to Captain will follow the provisions of Policy 34.1.4 – Promotion Written Announcement.

E. External written announcements will follow the provisions of Policy 31.3.1 – Job Announcement and Recruitment Notices with executive level law enforcement resources being utilized for recruitment of candidates.

4. The Director retains the authority and autonomy to appoint the Assistant Director and Command level positions in accordance with K.S.A. 19-4430. The Director has the sole authority to determine candidates for consideration and may require the Human Resources Manager or other designee to conduct and complete an Executive Review of Candidates as part of any final selection process.



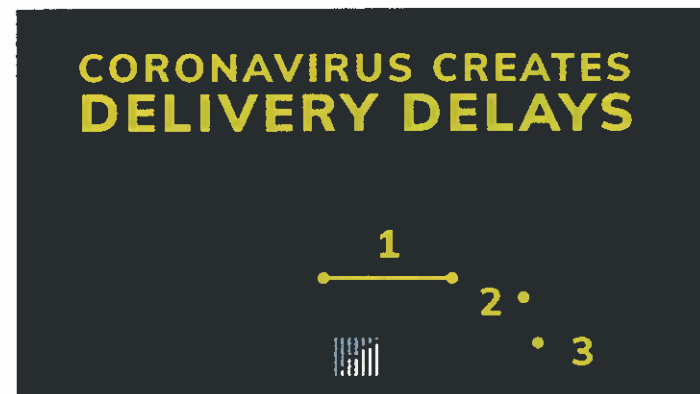
2022 Vehicle Purchases

Capt. Josh Kyle
Capt. Greg Steere

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

Why Now?

- Vehicle Ordering Issue
 - Known costs under state contract
 - Order in 2021; pay in 2022
 - Consistent with modified cash basis system



State Contract

- Stated price (increases about 5% per year)
- Specific vehicle
- Specific dealer
- Fixed for 5 years
- Best pricing available



Vehicle Replacement Index (VRI)

- Same standard as used by the City of Manhattan
- Weighted heavily on mileage
- Mileage projected due to time between authorization to field ready

Point Ranges

Under 19 points	Condition I	Excellent	Code = Exc.
20-24 points	Condition II	Good	Code = Good
25-29 points	Condition III	Qualifies for replacement	Code = QFR
30 points and above	Condition IV	Needs immediate consideration	Code = NIC

VEHICLE REPLACEMENT INDEX MODEL GUIDELINES

MAKE Ford
MODEL F250 Cargo Van
DEPARTMENT Jail
PURCHASED 2000
CLASSIFICATION Van

Price in Vehicle **\$2,200** <http://www.kbb.com/> Kelley Blue

Number of Miles **73,000**
Annual Mileage **4,056**
Life of Vehicle **90,000**
Vehicle (in years) **18**
Prior Condition **4**
Type of Use **5**

"Current Number of Miles" divided by
"Average Annual Mileage" times "Exp
Scale of 1-5, with 1 being excellent
Scale based on type of service. Vehicle
are rated 1, moderate use 3, and heavy

2018 Dodge Chargers (2)

- Front Line – Patrol (513, 517)
- Average 19,150 miles per year
- VRI = 28.99
- VRI = 28.58
- "Qualifies for replacement"



2017/18 Ford Explorers (3)

- Front Line – Patrol (510, 524, 530)
- Average 19,150 miles per year
- VRI = 25.59
- VRI = 25.51
- VRI = 25.45
- "Qualifies for replacement"



2022 Dodge Durango Pursuit (1)

- Front Line – Patrol: Additional vehicle
 - Additional Assignments
 - (e.g. NC supervisor)
 - Squad-based scheduling
 - Down time



2016 Ford Transit Van

- Front Line – Civil Process (540)
- VRI = 29.43
- "Qualifies for replacement"



Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

Expenditures

Year	Make	Model	#	Contract Price	Sub Total
2022	Dodge	Durango	6	\$35,412	\$212,472
		Equipment		\$20,000	\$20,000
2022	Ford	Transit Van	1	\$44,817	\$44,817
			7	Total	\$277,289

- Vehicles and Equipment (Acct. 34): \$270,000
- 2022 vehicle purchases: \$277,289
- Amount remaining: **\$-7,289**
- 5 Year average actual expenditure: \$322,000
- Estimated underfunding (5 YR AVG): \$75,000

Thank You!



Riley County Police Department

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

(785) 537-2112

www.RileyCountyPolice.org

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



U. S. Department of Justice
Drug Enforcement Administration
St. Louis Division
317 South 16th Street
St. Louis, Missouri 63103

www.dea.gov

August 6, 2021

Dennis P. Butler
Director
Riley County, KS Police Department
1001 Seth Child Rd.
Manhattan, KS 66502

Dear Director Butler:

The U.S. Drug Enforcement Administration (DEA) – St. Louis Division has completed the Task Force Officer (TFO) agreements for Fiscal Year (FY) 2022, which begins October 1, 2021 and concludes on September 30, 2022. This agreement ensures that funding to reimburse your department for overtime expenses incurred by your personnel is obligated prior to the beginning of FY-2022.

In an effort to avoid any disruptions in the payment of overtime to your department, I am requesting the enclosed agreement along with the OJP Form 4061/6 (if applicable) be returned prior to August 30, 2021. You may send the document via email to STL-TASK.FORCE.AGREEMENTS@dea.usdoj.gov or mail to Ms. Clarissa Hutchinson at 317 South 16th Street, St. Louis, MO 63103. Ms. Hutchinson is available to answer any questions and may be reached at 571-362-7536.

I am looking forward to continuing our fine working relationship and I am grateful for your unwavering support of the DEA.

Sincerely,

Todd L. Zimmerman
Special Agent in Charge

TLZ:clh

Attachments

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

HIDTA STATE AND LOCAL TASK FORCE AGREEMENT

**Drug Enforcement Administration
St. Louis Division
Topeka Post of Duty (TPOD)
Riley County, Kansas Police Department**

This agreement is made this 1st day of October, 2021, between the United States Department of Justice, Drug Enforcement Administration (hereinafter "DEA"), and the Riley County, Kansas Police Department, ORI# KS0810000, (hereinafter "RCPD"). The DEA is authorized to enter into this cooperative agreement concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. § 873.

Whereas there is evidence that trafficking in narcotics and dangerous drugs exists in the Topeka area and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of Topeka, the parties hereto agree to the following:

1. The DEA Task Force will perform the activities and duties described below:
 - a. disrupt the illicit drug traffic in the Topeka area by immobilizing targeted violators and trafficking organizations;
 - b. gather and report intelligence data relating to trafficking in narcotics and dangerous drugs; and
 - c. conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the task force's activities will result in effective prosecution before the courts of the United States and the States of Kansas and Missouri.
2. To accomplish the objectives of the DEA Task Force, the RCPD agrees to detail one (1) experienced officer(s) to the task force for a period of not less than two years. During this period of assignment, the RCPD officers will be under the direct supervision and control of DEA supervisory personnel assigned to the task force.
3. The RCPD officers assigned to the task force shall adhere to all DEA policies and procedures. Failure to adhere to DEA policies and procedures shall be grounds for dismissal from the task force.
4. The RCPD officers assigned to the task force shall be deputized as task force officers of DEA pursuant to 21 USC 878.
5. To accomplish the objectives of the task force, DEA will assign five (5) Special Agents to the task force. HIDTA will also, subject to the availability of annually appropriated funds or any continuing resolution thereof, provide necessary funds and equipment to support the activities of the DEA Special Agents and RCPD officers assigned to the task force. This support will

include: office space, office supplies, travel funds, funds for the purchase of evidence and information, investigative equipment, training and other support items.

6. During the period of assignment to the Task Force, the RCPD will remain responsible for establishing the salary and benefits, including overtime, of the officers assigned to the Task Force, and for making all payments due them. HIDTA will, subject to availability of funds, reimburse the RCPD for overtime payment. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-12, Step 1, of the general pay scale for the Rest of United States. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted **monthly or quarterly** on a fiscal year basis, and which provides the names of the investigators who incurred overtime for DEA during the invoiced period, the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator, and the total cost for the invoiced period. Invoices must be submitted at least quarterly within 30 days of the end of the invoiced period. **Note: Task Force Officer's overtime "shall not include any costs for benefits, such as retirement, FICA, and other expenses."**

7. In no event will the RCPD charge any indirect cost rate to DEA for the administration or implementation of this agreement.

8. The RCPD shall maintain on a current basis complete and accurate records and accounts of all obligations and expenditures of funds under this agreement in accordance with generally accepted accounting principles and instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.

9. The RCPD shall permit and have readily available for examination and auditing by DEA, the United States Department of Justice, the Comptroller General of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts or expenditures relating to this agreement. The RCPD shall maintain all such reports and records until all litigation, claim, audits and examinations are completed and resolved, or for a period of six (6) years after termination of this agreement, whichever is later.

10. The RCPD shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the United States Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H and I.

11. The RCPD agrees that an authorized officer or employee will execute and return to DEA the attached OJP Form 4061/6, Certification Regarding Lobbying; Debarment, suspension and Other Responsibility Matters; and drug-Free Workplace Requirements. The RCPD acknowledges that this agreement will not take effect and no federal funds will be awarded until the completed certification is received.

12. When issuing statements, press releases requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or part with federal money, the RCPD shall clearly state: (1) percentage of the total cost of the program or project which will be

financed with federal money and (2) the dollar amount of federal funds for the program or project.

13. The RCPD understands and agrees that HIDTA will provide the RCPD Task Force Officers with vehicles suitable for surveillance. HIDTA through DEA will furnish mobile radios for installation in the HIDTA Task Force vehicles and HIDTA will assume the cost of installation and removal. HIDTA will be financially responsible for the purchase of fuel for the leased vehicles and for providing routine maintenance, i.e., oil changes, lubes and minor tune-ups via the HIDTA lease contractor. DEA and HIDTA procedures for reporting and investigating automobile accidents involving Official Government Vehicles (OGV'S)- HIDTA lease vehicles shall apply to accidents involving the leased vehicles furnished to the RCPD personnel, in addition to whatever accident reporting requirements the RCPD may have.

14. While on duty and acting on task force business, the RCPD officers assigned to the HIDTA task force shall be subject to all DEA and federal government rules, regulations and procedures governing the use of OGV's for home to work transportation and for personal business. The HIDTA Executive Committee acknowledges that the United States is liable for the actions of task force officer, while on duty and acting within the scope of their federal employment, to the extent permitted by the Federal Torts Claim Act.

15. The term of this agreement shall be effective from the date in paragraph number one until September 30, 2022. This agreement may be terminated by either party on 30 days advance written notice. Billing for all outstanding obligations must be received by DEA within 90 days of the date of termination of this agreement. HIDTA will be responsible only for obligations incurred by RCPD during the term of this agreement.

For the Drug Enforcement Administration:



Todd L. Zimmerman
Special Agent in Charge

Date: AUG 06 2021

For the Riley County, Kansas Police Department:

Chairperson
Riley County Law Enforcement Agency

Date: _____

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Department and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities, in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drugs abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site (s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, country, state, zip code)

DEA/Topeka POD/
444 SE Quincy, Room 185
Topeka, KS 66683

Check ☐ if there are workplace on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in connection any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Riley County, Kansas Police Department 1001 Seth Child
Rd
Manhattan, KS 66502

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

Chairperson, Riley County Law Enforcement Agency

5. Signature

6. Date



Kansas Bureau of Investigation

Kirk D. Thompson
Director

Derek Schmidt
Attorney General

April 29, 2021

Dennis Butler, Director
Riley County Police Department
1001 S. Seth Child
Manhattan, KS 66502

Dear Director Butler:

Attached for your review and signatures are documents relating to Riley County Police Department's 2021 operating budget for the Midwest HIDTA Topeka DEA Task Force.

Please review the package carefully, as signatures are required on several separate documents.

Return to our office a copy of the original signature pages and after all other signatures are acquired a copy of the signature pages only will be returned for your files.

If your agency has any prior year HIDTA funds available, those funds must be exhausted before the 2021 funds can be used.

Please forward a copy of this MOU to your fiscal office.

Thank you for your support of the Midwest HIDTA.

Award #: G21MW0003A

Initiative: Topeka DEA Task Force

Award Maximum: \$6,160.00

Award Period: January 1, 2021 - December 31, 2022

Sincerely,

Teresa Goza
HIDTA Accountant IV
Kansas Bureau of Investigation

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

**MIDWEST HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)
MEMORANDUM OF UNDERSTANDING
TOPEKA DEA TASK FORCE**

**G21MW0003A
01-01-2021 / 12-31-2022
CFDA number 95.001**

The Office of National Drug Control Policy (ONDCP) has awarded HIDTA funding to federal, state and local law enforcement agencies in the region comprised of the states of Kansas, Missouri, Nebraska, Iowa, South Dakota and North Dakota for the purpose of combating the manufacture and importation of methamphetamine and the disruption of poly-drug trafficking organizations. The Kansas Bureau of Investigation (KBI) has been designated as the fiscal agent for award proceeds to be distributed to state and local agencies participating in the Midwest HIDTA program within Kansas and in selected regional initiatives. These funds shall be used for purposes designated in the TOPEKA DEA TASK FORCE INITIATIVE (Appendix A) and associated budget (Appendix B), as approved by ONDCP.

Scope of Service

The services carried out under this Memorandum of Understanding shall be consistent with those contained in the initiative proposal and budget as approved for funding by ONDCP. Changes shall not be made in the subject or the proposed objectives of the initiative without prior written approval from The Midwest HIDTA State Coordinator for Kansas, the Midwest HIDTA Executive Director and the Midwest HIDTA Executive Committee.

The signatories agree to provide written notice to the KBI and to the Midwest HIDTA Kansas State Coordinator, at least (30) days in advance of any planned withdrawal from this agreement. In the event of withdrawal from this initiative by any party, all property and equipment acquired with HIDTA funds by the withdrawing party shall be re-distributed as per Midwest HIDTA policy and procedure. Upon the date specified in the written notice of withdrawal, this agreement shall become void with respect to the agency giving notice but shall remain in effect for all other participants. The KBI shall process all allowable reimbursement requests for the withdrawing agency through the date of the withdrawal.

Reprogramming of Funds

Reprogramming of funds within a HIDTA award requires different levels of approval based upon the amount to be reprogrammed and whether the reprogramming is inter-agency or inter-initiative. In all cases the recipient agency is responsible for forwarding a request for authorization for reprogramming to the KBI to be forwarded to the Midwest HIDTA State Coordinator for Kansas, the Midwest HIDTA Executive Director and Midwest HIDTA Executive Committee. The recipient agency is also responsible for maintaining detailed records of any reprogramming activities.

Reporting Requirement

All participants may be required to prepare a final report of initiative expenditures, which shall be submitted to the KBI within 30 days of the close of the program fiscal year. The financial report will be of a form approved by the KBI and shall contain a listing of expenditures/costs by cost category from the approved initiative budget (Appendix B). The report shall also contain a comparison of actual costs/expenditures against budget estimates. Failure to submit reports on a timely basis may result in the interruption or termination of the initiative funding for your agency. Detailed information on the financial reporting requirements is found in

G21MW0003A

the HIDTA Program Policy and Budget Guidance (PPBG) publication and the Midwest HIDTA Policies and Standard Operating Procedures document (SOP).

Program Standards

Each agency agrees to abide by the standards and rules defined in the HIDTA Program Policy and Budget Guidance (PPBG) publication and the Midwest HIDTA Policies and Standard Operating procedures document as well as all formal written program guidance regarding financial management standards, reporting, records retention, equipment, vehicles, and procurement and supplanting requirements for any agency accepting HIDTA funds. You can download the full version from National HIDTA Assistance Center (NHAC) at nhac.org.

Assurances

Each agency agrees to abide by the terms and conditions set out in Application for Federal Assistance SF 424, Assurances - Non-Construction Programs (Appendix D) and Assurances – Construction Programs (Appendix E). Each agency will also submit the signed OMB forms, Certification Regarding Lobbying (Appendix F) and Disclosure of Lobbying Activities (Appendix G) and will abide by all applicable special conditions included as a part of the award agreement (Appendix I).

Invoicing

Each agency receiving reimbursements will invoice on the fifteenth of every month for expenditures incurred during the prior month. Reimbursement form shall be a form approved by the KBI (Appendix H) and shall contain a listing of expenditures by category. Each agency shall retain the original supporting documentation and provide a copy to the KBI with the monthly report. Each agency agrees that the NHAC and Midwest HIDTA Executive Director and Midwest HIDTA Executive Committee have the right to terminate suspend or delay any payment to sub-recipient if the reimbursements clearly fails to meet HIDTA PPBG. In the event that such an act is necessary the agency will be notified within three days of the decision.

Inventory

Equipment purchased with HIDTA funds shall be identified by cost, type and serial number and reported to the Kansas State Coordinator on the Midwest HIDTA Inventory Form (Appendix C). The Kansas State Coordinator shall maintain an inventory of all equipment purchased and provide the same to HIDTA. A copy of all inventory transactions shall be provided to the KBI. Any change to the inventory of HIDTA purchased equipment shall be reported promptly and in writing to the KBI.

Audit Readiness and Compliance

Each agency agrees to maintain appropriate and detailed records of its receipt and use of the funds, in accordance with the generally accepted accounting principles applying to government agencies. Each agency understands that it may be subject to an audit. Each agency also understands that there will be a site audit every two years for awardees that receive \$25,000 or more, and every three years for awardees that receive \$25,000 or less.

As the fiduciary, the KBI is required to provide certain information in an audit. The Single Audit Certification (Appendix K) provides part of the information needed. The Risk Assessment Tool (Appendix J) helps to ensure proper accountability and compliance with the program.

Operations

1. Individual agencies shall be responsible for the initial payment of costs for phones, pagers, travel and overtime associated with their agent/officer. All equipment purchases shall be made in accordance with the HIDTA program policy. Each agency agrees to compile those costs on a monthly basis and submit the same to the KBI for reimbursement as per the section of this document titled Invoicing.

G21MW0003A

Reimbursement to each agency is limited to the amount specified in the respective funding category, for that agency, as set out in the approved initiative budget and this agreement.

2. Signatories agree to provide all required statistical, financial and programmatic documentation to the Midwest HIDTA, including but not limited to non-supplanting agreements, monthly performance reports and yearly threat assessment information.
3. Signatories agree to participate in and support all Midwest HIDTA information and intelligence programs, including but not limited to, HIDTA SAFETNET, EPIC NCLSS.
4. The signatories agree that in event that any additional funds are received from HIDTA for the benefit of the initiative, those funds shall be distributed pursuant to the written award authorizing those additional funds.
5. **Riley County Police Department** shall agree to designate one commissioned officer to the Topeka DEA HIDTA Task Force.

Acceptance

Acceptance of this MOU by participating agencies is acceptance of all standards and conditions of the HIDTA Award, included as Appendix A, B, C, D, E, F, G, H, I, J and K.

Appendix A: Task Force Initiative

Appendix B: Task Force Budget

Appendix C: Midwest HIDTA Inventory Form

Appendix D: OMB Form 4040-0007, Assurances – Non-Construction Programs

Appendix E: OMB Form 4040-0009, Assurances – Construction Programs

Appendix F: OMB Form, Certification Regarding Lobbying

Appendix G: OMB Form, Disclosure of Lobbying Activities

Appendix H: HIDTA Reimbursement Form

Appendix I: HIDTA Award Agreement

Appendix J: FAPO Risk Assessment Tool

Appendix K: HIDTA Single Audit Certification

Fiscal Contact KBI:

Teresa Goza
Kansas Bureau of Investigation
15700 College Blvd., Suite 100
Lenexa, KS 66219-1473
913-942-3020
teresa.goza@kbi.sks.gov

Project Manager KBI:

Kelly Ralston, Assistant Director
Kansas Bureau of Investigation
625 Washington
Great Bend, KS 67530-5442
kelly.ralston@kbi.ks.gov

G21MW0003A

State Coordinator: Steve Riley
 Midwest HIDTA
 10220 NW Ambassador Dr., Suite 700
 Kansas City, MO 64153
 816-891-5217
 sriley@midwest-hidta.org

Participating Agency: Dennis P. Butler, Director
 Riley County Police Department
 1001 S. Seth Child
 Manhattan, KS 66502

Fiscal Contact RCPD: Jennifer Reifschneider
 Riley County Police Department
 1001 S. Seth Child
 Manhattan, KS 66502
 785-473-2307
 785-565-6559 (FAX)
 jreifschneider@rileycountypolice.org

Participating Agency:
 Riley County Law Enforcement Agency

 Linda Morse, Chairperson
 Or Vice-Chairperson

 Date

Fiscal Agent:
 Kansas Bureau of Investigation

 Kirk D. Thompson, Director

 Date

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

G21MW0003A

72

APPENDIX A

FY 2021 ENFORCEMENT INITIATIVE DESCRIPTION BUDGET PROPOSAL (INVESTIGATIVE)

HIDTA: Midwest HIDTA

INITIATIVE TITLE: Topeka DEA Task Force

LEAD AGENCY(S): Drug Enforcement Administration

CO-LOCATION SITE: Topeka, KS

1. DESCRIPTION

Initiative Purpose

The Topeka DEA Task Force is a DEA led initiative that was created in 2015. The Initiative is a cooperative partnership between federal and state and local law enforcement agencies in the Topeka and Manhattan areas. The Initiative is comprised of a single enforcement group that shares collocated space at the DEA's Topeka Post of Duty. The task force focuses on mid to upper level Mexican methamphetamine and poly-drug trafficking organizations (DTOs) operating in its area of responsibility. All enforcement and investigative operations are coordinated through the deconfliction services provided by the Midwest HIDTA ISC, which assist in enhancing officer safety and increase efficiency by reducing duplication of effort.

Threat Focus

International, regional and local DTOs affiliated with Mexican transnational criminal organizations (TCOs) that distribute methamphetamine, as well as heroin/synthetic opioids and other drugs are the primary threat in the Initiative's area of responsibility. The task force initiates investigations of DTOs operating in its area of responsibility, which primarily consists of the greater Topeka and Manhattan areas.

Personnel Structure and Participating Agencies

The Topeka DEA Task Force is a DEA managed full-time collocated, federal, state and local task force located in Topeka, Kansas. It is led by group supervisor, who oversees the day-to-day investigative and enforcement activities. The task force consists of DEA special agents, and investigators from the Shawnee County Sheriff's Office, Jackson County Sheriff's Office and the Riley County Police Department. This multi-agency approach brings investigators from both of these metropolitan areas together to identify, target and investigate Mexican DTOs and TCOs. Partnerships with the US Attorney's office and SAUSA in the District of Kansas (Topeka) further enhance investigations through Title IIIs and OCDETF designated cases. This multi-agency approach significantly assists in the identification, targeting and ultimate disruption/dismantlements of these DTOs/MLOs.

Investigative Approach

The Topeka DEA Task Force utilizes a variety of investigative techniques that include traditional undercover operations where controlled substances are purchased from investigative targets, physical and electronic surveillance and Title IIIs. HIDTA funding is used to enhance the Initiative's efforts and consists of PE/PI, overtime for state and local investigators, investigative supplies and various office supplies and services.

The Topeka DEA Task Force is expected to disrupt/dismantle two DTOs/MLOs during FY-2021, which is the same as the expectation for FY-2020.

2. INITIATIVE PARTICIPANTS

HIDTA Participating Agency Positions, Summary			
	Full Time	Part Time	Total

APPENDIX A

Co-Located	6	0	6
Non-Co-Located	1	0	1
Total	7	0	7

HIDTA Participating Agency Positions					
Quantity	Title	Agency	HIDTA Funded	Co-Located	Fulltime
3	Special Agent	Drug Enforcement Administration	No	Yes	Yes
1	Supervisory Special Agent	Drug Enforcement Administration	No	Yes	Yes
1	Task Force Officer	Jackson County Sheriffs Office	No	Yes	Yes
1	Task Force Officer	Riley County Police Department	No	No	Yes
1	Task Force Officer	Shawnee County Sheriffs Office	No	Yes	Yes

3. INITIATIVE BUDGET (Pulled automatically from FMS)FY 2021 Request for initiative: **\$102,916.00**Approved Budget: **\$102,916.00**Current Budget: **\$102,916.00****DESIGNATED COUNTIES OF PRIMARY FOCUS:**

Shawnee, Kansas

4. DESCRIPTION (Check all that apply)**Organization Focus**

- | | | |
|---|---|---|
| ☒ International DTO Focus | ☒ Multi-State DTO Focus | ☒ Local DTO Focus |
| ☐ International MLO Focus | ☐ Multi-State MLO Focus | ☐ Local MLO Focus |
| ☐ Gang Focus | ☐ Fugitive Focus | |

Interdiction Modalities

- | | | |
|------------------------------|-------------------------------|----------------------------------|
| ☐ Air | ☐ Rail | ☐ Highway |
|------------------------------|-------------------------------|----------------------------------|

APPENDIX A

☐ Parcel (Commercial) ☐ Parcel (Postal) ☐ Maritime
☒ Other ☐ N/A

Drug Focus

☐ Cocaine/Crack ☒ Fentanyl ☒ Heroin
☒ Methamphetamine ☐ Marijuana ☐ Other

5. INITIATIVE COMPLIANCE

Does the initiative provide information to the HIDTA Investigative Support Center and ancillary intelligence initiatives as requested?

☒ Yes ☐ No

Is this initiative a multi-agency effort comprised of Federal, state, local, and tribal law enforcement personnel who are assigned full-time, collocated, and commingled?

☒ Yes ☐ No

Does this initiative fund all or part of the salary (not including overtime) of a state or local law enforcement officer?

☐ Yes ☒ No

Does this initiative use the HIDTA's ISC and/or ancillary intelligence and information sharing initiative for event and target/investigative information deconfliction?

☒ Yes ☐ No

APPENDIX A

Expected And Actual Disruptions/Dismantlements				
Outputs	2017 - 2019 Average	2018 Actual	2019 Actual	2021 Expected
Drug Trafficking Organizations				
International DTOs	1	0	0	
Multi-State DTOs	1	2	1	
Local DTOs	0	0	1	
TOTAL	2	2	2	2
Money Laundering Organizations				
International MLOs	0	0	0	
Multi-State MLOs	0	0	0	
Local MLOs	0	0	0	
TOTAL	0	0	0	0
GRAND TOTAL	2	2	2	2

Topeka DEA Task Force: The "expected" number of DTO disruptions/dismantlements will be increased to 2 based on past activity by the Initiative.

Drug Seizures				
Drug Seizures (Units)	2017 Actual	2018 Actual	2019 Actual	2017 - 2019 Average
Alprazolam (DU)	0.000	8.000	0.000	2.667
Cocaine (kg)	0.032	0.140	0.375	0.182
Fentanyl (kg)	0.000	0.298	0.000	0.099
Heroin (kg)	0.000	1.097	0.202	0.433

APPENDIX A

Drug Seizures				
Drug Seizures (Units)	2017 Actual	2018 Actual	2019 Actual	2017 - 2019 Average
Ice (kg)	614.024	7.541	7.118	209.561
LSD (DU)	60.000	0.000	0.000	20.000
Marijuana Plants - Indoors (kg)	0.454	0.000	0.000	0.151
Marijuana, Sinsemilla high-grade (kg)	2.671	4.894	5.504	4.356
MDMA (DU)	0.000	19.000	0.000	6.333
Oxycodone (DU)	0.000	41.000	0.000	13.667

Cash and Other Asset Seizures				
	2017 Actual	2018 Actual	2019 Actual	2017 - 2019 Average
Cash Assets	\$189,554.00	\$177,324.00	\$18,849.00	\$128,575.67
Other Assets	\$4,751.00	\$600.00	\$0.00	\$1,783.67
Total Assets Seized	\$194,305.00	\$177,924.00	\$18,849.00	\$130,359.33

Analytical Support				
Output	2017 Actual	2018 Actual	2019 Actual	2021 Expected
HIDTA Cases Provided Analytical Support	0	0	1	0

Law Enforcement Activity			
Other Outputs	2017 Actual	2018 Actual	2019 Actual
Arrests	53	40	67
Wiretaps (Lines)	4	0	7
Firearms Seized	110	3	12
Vaping Cartridges Seized	0	0	0

APPENDIX B

Budget Detail

2021 - Midwest

Initiative - Topeka DEA Task Force

Investigation

Award Recipient - Kansas Bureau of Investigation (G21MW0003A)

Resource Recipient - Kansas Bureau of Investigation

Indirect Cost: 0.0%

Awarded Budget (as approved by ONDCP)		\$3,798,000.00
Services	Quantity	Amount
Vehicle lease - passenger	3	\$18,480.00
Total Services		\$18,480.00
Total Budget		\$18,480.00

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

APPENDIX C

**Midwest HIDTA Equipment Inventory
Additions/Transfers/Disposals**

Purchase Date:	
Manufacturer's Serial Number:	
Manufacturer/Vendor:	
Cost:	
Purchase Condition:	
HIDTA #:	
Description:	
Purchasing Agency:	
HIDTA Funding %:	
Agency Asset #:	
Title Holder:	
Initiative:	
Custodian Agency:	
Physical Location:	
City:	
State	
Transferred From:	
Current Condition:	
Surplus Date:	
Reason for Disposal:	
Disposal Method:	
Notes:	
Name:	

APPENDIX D

View Burden Statement

OMB Number: 4040-0007

Expiration Date: 02/28/2022

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

APPENDIX D

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
X _____	Chairperson, or Vice-Chairperson
APPLICANT ORGANIZATION	DATE SUBMITTED
Riley County Law Enforcement Agency	

APPENDIX E

View Burden Statement

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

APPENDIX E

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
X _____	Chairperson, or Vice-Chairperson
APPLICANT ORGANIZATION	DATE SUBMITTED
Riley County Law Enforcement Agency	

APPENDIX F

CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
X _____	Chairperson, or Vice-Chairperson
APPLICANT ORGANIZATION	DATE SUBMITTED
Riley County Law Enforcement Agency	

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

1. * Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. * Status of Federal Action: ☐ a. bid/offer/application ☒ b. initial award ☐ c. post-award	3. * Report Type: ☒ a. initial filing ☐ b. material change
--	--	--

4. Name and Address of Reporting Entity:
☐ Prime ☒ SubAwardee Tier if known: ☐

*** Name** Riley County Police Department
*** Street 1** 1001 S. Seth Child Rd. **Street 2** _____
*** City** Manhattan **State** KS: Kansas **Zip** 66502-3115
 Congressional District, if known: _____

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:
*** Name** Kansas Bureau of Investigation
*** Street 1** 1620 SW Tyler St. **Street 2** _____
*** City** Topeka **State** KS: Kansas **Zip** 66612-1837
 Congressional District, if known: _____

6. * Federal Department/Agency: ONDCP	7. * Federal Program Name/Description: HIDTA CFDA Number, if applicable: 95.001
---	--

8. Federal Action Number, if known: G21H0003A	9. Award Amount, if known: \$ _____
---	---

10. a. Name and Address of Lobbying Registrant:
Prefix _____ *** First Name** _____ **Middle Name** _____
*** Last Name** _____ **Suffix** _____
*** Street 1** _____ **Street 2** _____
*** City** _____ **State** _____ **Zip** _____

b. Individual Performing Services (including address if different from No. 10a)
Prefix _____ *** First Name** _____ **Middle Name** _____
*** Last Name** _____ **Suffix** _____
*** Street 1** _____ **Street 2** _____
*** City** _____ **State** _____ **Zip** _____

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*** Signature:** _____
*** Name:** **Prefix** _____ *** First Name** Linda **Middle Name** _____
*** Last Name** Morse **Suffix** _____
Title: Chairperson **Telephone No.:** _____ **Date:** _____

81a

Midwest HIDTA Reimbursement Request Form

Agency

Riley County Police Department
1001 S. Seth Child Rd.
Manhattan, KS 66502-3115

Dept. Code

KBI use only

63126-18-002
Grant #2119

Invoice for the month of: _____

2021 Funding Year 01/01/2021 to 12/31/2022

Initiative: Topeka DEA Task Force G21MW0003A

CFDA # 95.001

Enter data in this
column only

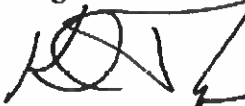
Category	Beginning Allocation	Cumulative Expenses through	Expenditures This Month	Remaining Balance
Vehicle Lease	\$ 6,160.00			\$ 6,160.00
Total	\$ 6,160.00	\$ -	\$ -	\$ 6,160.00

Agency Authorization / Date	Midwest HIDTA Authorization/Date	KBI Authorization / Date
Lt. Daryl Ascher 785-537-2112 X 2473		
Finance Officer Please Print Jennifer Reifschneider	Email form to: jreifschneider@rileycountypolice.org	

Reimbursement forms are due by the 15th of the month.

Please attach all supporting documents

Appendix H

Executive Office of the President Office of National Drug Control Policy		Grant Agreement	
1. Recipient Name and Address Kirk D. Thompson Director Kansas Bureau of Investigation 1620 SW Tyler Topeka, KS 66612-1837		4. Award Number (FAIN): G21MW0003A	
		5. Period of Performance: From 01/01/2021 to 12/31/2022	
2. Total Amount of the Federal Funds Obligated: \$3,798,000	6. Federal Award Date: March 1, 2021	7. Action: Initial	
2A. Budget Approved by the Federal Awarding Agency \$3,798,000	8. Supplement Number		
3. CFDA Name and Number: <i>High Intensity Drug Trafficking Areas Program - 95.001</i>	9. Previous Award Amount:		
3A. Project Description <i>High Intensity Drug Trafficking Areas (HIDTA) Program</i>	10. Amount of Federal Funds Obligated by this Action: \$3,798,000.00		
	11. Total Amount of Federal Award: \$3,798,000.00		
12. This Grant is non-R&D and approved subject to such conditions or limitations as are set forth on the attached pages.			
13. Statutory Authority for Grant: <i>Public Law 116-260 H.R.133</i>			
AGENCY APPROVAL		RECIPIENT ACCEPTANCE	
14. Typed Name and Title of Approving Official Shannon Kelly National HIDTA Director Office of National Drug Control Policy		15. Typed Name and Title of Authorized Official Kirk D. Thompson Director Kansas Bureau of Investigation	
16. Signature of Approving ONDCP Official 		17. Signature of Authorized Recipient/Date  03/2/2021	
AGENCY USE ONLY			
18. Accounting Classification Code DUNS: 150943496 EIN: 1486029925L2		19. HIDTA AWARD OND1070DB2122XX OND6113 OND2000000000 OC 410001	

GRANT CONDITIONS

A. General Terms and Conditions

1. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. § 200 (the “§ 200 Uniform Requirements”), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. §3603. For this award, the § 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. §§ 66 and 70, as well as those of 2 C.F.R. §§ 215, 220, 225, and 230. For more information on the § 200 Uniform Requirements, see <https://cfo.gov/cofar/>. For specific, award-related questions, recipients should contact ONDCP promptly for clarification.
2. This award is subject to the following additional regulations and requirements:
 - 28 C.F.R. § 69 – “New Restrictions on Lobbying”
 - 2 C.F.R. § 25 – “Universal Identifier and System of Award Management”
 - Non-profit Certifications (when applicable)
3. Audits conducted pursuant to 2 C.F.R. § 200, Subpart F, “Audit Requirements” must be submitted no later than 9 months after the close of the grantee’s audited fiscal year to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb>
4. Grantees are required to submit Federal Financial Reports (FFR) to the Department of Health and Human Services, Division of Payment Management (HHS/DPM). The Federal Financial Report is required to be submitted quarterly and within 90 days after the grant is closed out.
5. The recipient gives the awarding agency or the Government Accountability Office, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.
6. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent(s), employees, contractors, as well as state, local, and Federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.
7. These general terms and conditions, as well as archives of previous versions of these general terms and conditions, are available online at www.whitehouse.gov/ondcp/.

8. Mandatory Disclosure Requirement

As a non-federal entity, you must disclose, in a timely manner, in writing to ONDCP all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a federal award including the terms and conditions outlined in appendix XII of this part are required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM), currently the Federal Awardee Performance and Integrity Information System. Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 C.F.R. §180, 31 U.S.C. § 3321, and 41 U.S.C. § 2313.)

9. Federal Funding Accountability and Transparency (FFATA) / Digital Accountability and Transparency Act (DATA Act). Each applicant is required to (i) be registered in SAM before submitting its application; (ii) provide a valid DUNS number in its application; (iii) continue to maintain an active SAM registration with current information at all times during which it has an active federal award; and (iv) provide all relevant grantee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.
10. Subawards are authorized under this grant award. Subawards must be monitored by the award recipient as outlined in 2 C.F.R. § 200.331.
11. Recipients must comply with the Government-wide Suspension and Debarment provision set forth at 2 C.F.R. §180, dealing with all sub-awards and contracts issued under the grant.
12. Recipients are prohibited from using federal grant funds to purchase certain telecommunication and video surveillance services or equipment in alignment with § 889 of the National Defense Authorization Act of 2019, Pub. L. No. 115-232. See 2 C.F.R. § 200.216. See also, HIDTA PPBG, § 7.20, Prohibited Uses of HIDTA Funds.
13. Grantees should provide a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States. See 2 C.F.R. § 200.322.
14. Failure to adhere to the General Terms and Conditions as well as the Program Specific Terms and Conditions may result in the termination of the grant or the initiation of administrative action. ONDCP may also terminate the award if it no longer effectuates program goals or agency priorities. See 2 C.F.R. § 200.340.

B. Recipient Integrity and Performance Matters

Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then you as the recipient during that period of time must maintain the currency of information reported to SAM that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under § 872 of Public Law 110-417, as amended (41 U.S.C. § 2313). As required by § 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for federal procurement contracts, will be publicly available. See 41 U.S.C. § 417b(e)(1).

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

- a. Contract from the federal government;
- b. Reached its final disposition during the most recent 5 year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

- (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
- (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. *Reporting Procedures*

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under federal procurement contracts that you were awarded.

4. *Reporting Frequency*

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. *Definitions*

For purposes of this award term and condition:

- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and state level, but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
 - (1) Only the federal share of the funding under any federal award with a recipient cost share or match; and

- (2) The value of all expected funding increments under a federal award and options, even if not yet exercised.

C. Program Specific Terms and Conditions

The grant condition is as follows:

1. This award is subject to the requirements in the SUPPORT for Patients and Communities Act, 21 U.S.C. §§ 1701 *et seq.* and in the ONDCP National HIDTA Program Office HIDTA *Program Policy and Budget Guidance* (Jan. 6, 2020) (PPBG). The HIDTA PPBG is issued pursuant to authority granted the Director of ONDCP by the SUPPORT for Patients and Communities Act (21 U.S.C. § 1706) and the Uniform Administration Requirements (2 C.F.R. § 200) which provide the Director of ONDCP authority to coordinate funds and implement oversight and management function with respect to the HIDTA Program. The HIDTA PPBG can be accessed at the following website;
https://www.nhac.org/hidta_guidance/Program_Policy_and_Budget_Guidance2020.pdf

D. Federal Award Performance Goals

HIDTA award recipients must adhere to the performance measures, goals and requirements set forth in the PPBG Performance Management chapter (§ 10.0) and the HIDTA Performance Management Process (PMP) database.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
X _____	Chairperson, or Vice-Chairperson
APPLICANT ORGANIZATION	DATE SUBMITTED
Riley County Law Enforcement Agency	

FAPO RISK ASSESSMENT TOOL

Key Risk Areas and Underlying Factors	EXAMPLES				Lower 1	Risk Level			Higher 5
	Lower Risk State	Moderate Risk State	Higher Risk State	2		3	4		
AREA 1: COMPLIANCE – risk of non-compliance with specific laws, regulations and other rules affecting this process and its financial reporting									
Characteristics of the applicable laws, regulations, policies & rules impacting financial reporting for this business process									
Level of Clarity	Clear & precise	Open to interpretation/generic	Unclear and imprecise						
Degree of maturity/stability	Well-established & time-tested	Recently enacted/evolving (<3 years)	Brand New or unestablished						
Complexity	Simple & straight forward	Involves judgement & some complexity	Highly complicated or judgmental						
AREA 2: HUMAN CAPTIAL – risk posed by the knowledge, skills and capacities of the people involved in this process who can effect financial assistance									
Knowledge/familiarity of staff with process	Highly knowledgeable & familiar	Average familiarity	Staff are new or unfamiliar						
Degree of management process ownership/control	Processes fully in-sourced and under management’s direct control	Mixed in & out-sourced processing or some control delegated to others	Significant outsourcing or delegation of processes to others’ control						
Workload Stress	Low staff turnover; no workforce constraints or other stressors	Moderate staff turnover: some workforce constraints	High staff turnover; notable workforce constraints adding stress						
AREA 3: OPERATIONS – risk posed by the characteristics of the manual/automated activities & IT applications involved in this process impacting financial assistance									
Characteristics of the manual and automated activities & technology applications comprising this business process									
Uniformity	Highly standardized	Some variations occur	Highly variable						
Complexity	Simple & straightforward	Moderately complicated	Complicated/cumbersome/ error prone						
Regularity	Routine	Periodic/infrequent	Non-routine/Rare						
Maturity or Stability	Stable, well-established, time-tested	Evolving/in transition (<3 years)	Brand new, unestablished, unstable						
Extent of handling	One/two “Touch-points”	Multiple processing steps/applications	Many people/steps/apps involved						
Dispersion	Centralized within one location/function	Moderately dispersed among multiple locations/function	Highly dispersed among many different location/functions						
AREA 4: NATURE OF TRANSACTIONS – risk posed by the qualitative and quantitative characteristics of transactions generated by the process									
Transaction volume	Extensive transactions (1000+)	Many transactions (100+)	Few transactions (10+)						
Transaction Frequency	Systematic/recur on a regular basis	Happens periodically/cyclically	Happens infrequently or rarely						
Individual transaction sizes	Small dollar (< 1/1000 th of materiality)	Moderate dollar (>1/1000 th of materiality & <1/100 th of materiality)	Large dollar (>1/100 th of materiality)						
Impact of estimates on financial reporting transactions	Little/no impact of estimates/all transaction variable are known/no estimation judgement involved	Moderate impact of estimates/most transaction variables are known/some estimation judgement involved	Significant impact of estimates/some transaction variables are derived amounts/high judgement required						
Propensity for fraud, waste or misappropriation of assets or information given safeguarding or other security issues	Assets are immoveable or have no intrinsic value/information is easily safeguarded/low risk of concealable theft or diversion	Assets are moveable and have some intrinsic value/information is capable of diversion/moderate risk of concealable theft or diversion	Assets are moveable and have a significant intrinsic valuable/information is capable of diversion/high risk of concealable theft or diversion						

94

FAPO RISK ASSESSMENT TOOL

AREA 5: MANAGEMENT'S RECENT EXPERIENCE – indications of possible lingering risks based upon management's experience with events during the pasts 3 years							
Prior annual financial statement or other audit results							
Controls & Compliance issues raised	No findings related to this process	Management letters comments or other similar findings provided by auditors for this process	Reportable conditions, material weaknesses, non-compliance or "high-risk" matters cited by auditors for this process				
Adjustments by auditors	None	Few adjustments/not material in the aggregate	Significant number of adjustments; aggregate value of adjustments exceed planning materiality				
Adjustments by management	Few adjustments/routine in nature/small dollar amounts involved	Moderate adjustments/moderate dollar amounts involved	Significant number or dollar amount of adjustments required/non-routine in nature				
Results of management's recent Statement of Assurance assessments	No findings related to this process	Some findings, though insignificant in scale/impact	Reportable conditions, material weaknesses & no-compliance matters found by management for this process				
Management's day-to-day experience							
Accounting errors or irregularities (known fraud)	Few error/adjustments	adjustments	Significant errors/adjustments				
Information available to monitor performance	Readily available/useable by management on a timely basis	Somewhat available for use by management/information is of mixed quality or is untimely	Unavailable for use by management/information is hard to understand or apply on a timely basis				
Typical accounting analysis needed by management in this area	Few calculations/analysis	Moderate calculations/analysis	Extensive calculations/analysis				
Overall nature of issues, errors or adjustments	A virtually problem free area	Problems occur from time to time of varying significance	Problems persist, can be significant/demand high management intervention				
AREA 6: MANAGEMENT'S CURRENT OUTLOOK – overall perceived likelihood of material adverse financial reporting risks within the next year for this process							
Management overall prognosis of material adverse risks for this process	Remote	Reasonably Possible	More Likely than Not				

Assessment performed by: _____

Date: _____

Attachment: 09-20-21 law board packet (9889 : Law Board Meeting Agenda)

Single Audit Certification

Sub-Recipient Audit Requirements of the A-133

Single Audit (2 C.F.R. Part 200, Subpart F)

Agreement between the Riley County Police Department and the Kansas Bureau of Investigation under the Midwest HIDTA CFDA #95.001 for the period of 01/01/2021 to 12/31/2022 in the amount of \$6,160.00.

The Kansas Bureau of Investigation is subject to the requirements of the U.S. Office of Management and Budget (OMB) Circular A-133: Audits of States, Local Governments and Nonprofit Organizations. As such, OMB Circular A-133 requires the Kansas Bureau of Investigation to monitor our sub recipients of federal awards and determine whether they have met the audit requirements of the circular and whether they are in compliance with federal laws and regulations. This document must be completed and signed by the fiscal agent's organization.

Accordingly, we are requesting that you circle one of the numbers below, provide all appropriate documentation regarding your organization's compliance with the audit requirements. This is part of the sub recipient's grant agreement with the Kansas Bureau of Investigation.

Name of organization: Riley County Police Department

Sub recipient's DUNS # _____ expires _____

Federal Employer Identification Number (FEIN): _____

Signature: _____

1. We have completed our OMB Circular A-133 audit for the fiscal year ending _____
 Here is the link to our audit report. _____ If material exceptions were noted please enclose a copy of the responses and corrective actions taken.
2. We expect our OMB Circular A-133 audit for the fiscal year ending _____
 to be completed by _____. A copy of our audit report will be forwarded to the Kansas Bureau of Investigation within 30 days of receipt of the report.
3. We are not subject to Circular A-133 audit because:
 - a) We are a for-profit organization.
 - b) We expend less than \$750,000 in federal awards annually.
 - c) Other (please explain): _____



2021 ARPA Requests

Capt. Josh Kyle

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

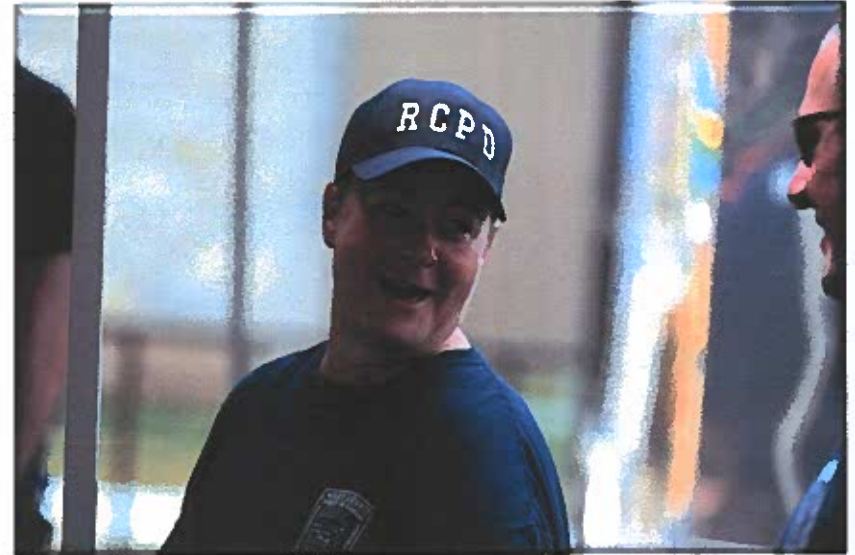
ARPA

- Two distributions during 2021 & 2022 totaling:
 - City of Manhattan \$13.9M
 - Riley County \$14.3M
 - Expenditures authorized until the end of 2024



ARPA

- Allowable expenses under review
 - Respond to COVID-19 or its negative economic impacts
 - Provide premium pay to eligible workers or grants to eligible employers
 - Provide government services affected by reduction in revenue due to COVID-19
 - Make investments in water, sewer or broadband infrastructure



ARPA

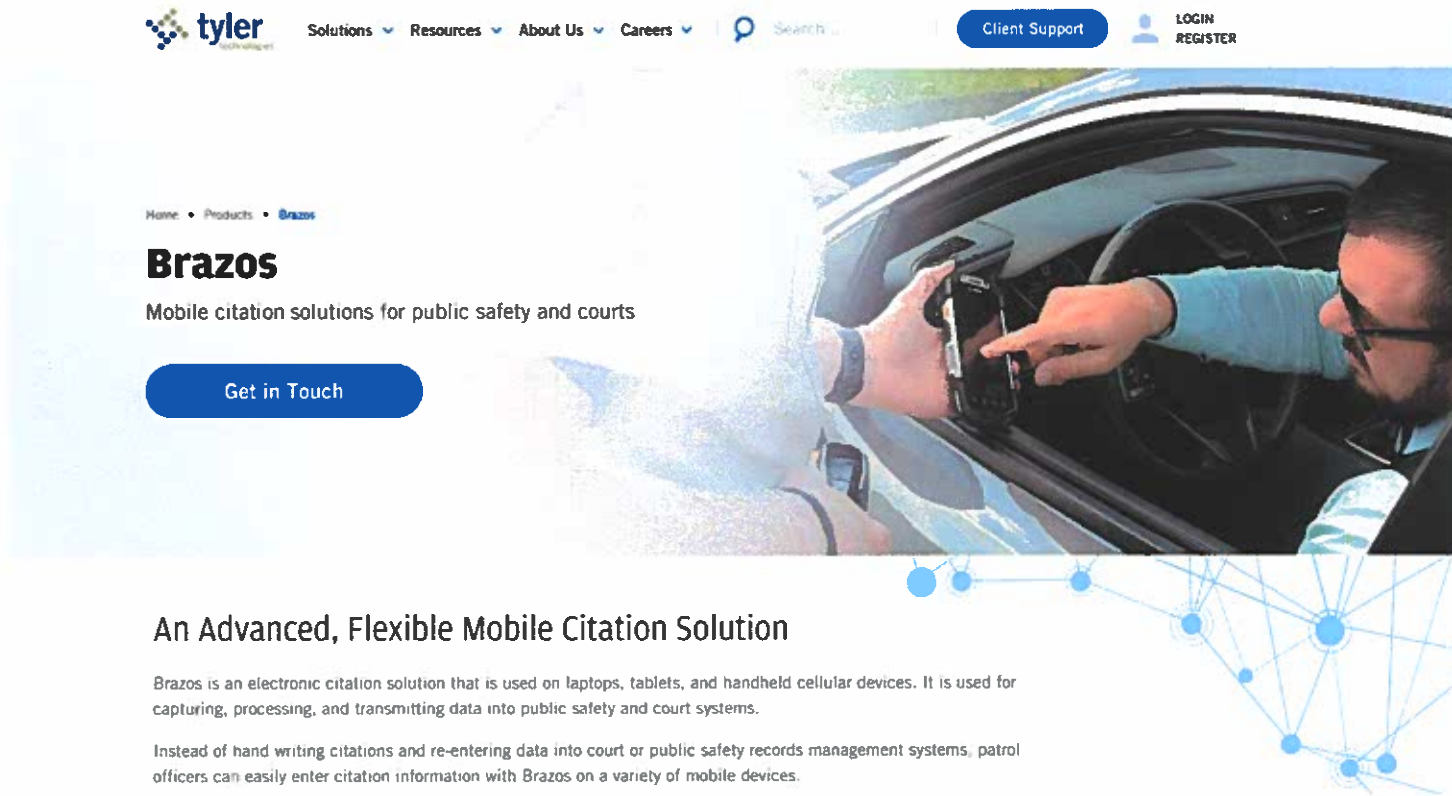
- Law Board does not receive direct funding from this grant
 - A county/municipality MAY transfer these funds to a special purpose unit of state or local government
 - Advocate for funds
 - Funding as a proportion of budgets
 - No grants on the horizon for law enforcement



ARPA-Related Expenses

PRIORITY	ITEM	COST (est.)
1	2% Pay Adjustment - 2021	\$137,000
2	Unreimbursed Emergency COVID Leave - 2020	\$54,734
3	E-Citations	\$150,000
4	HERT Truck	\$325,000

E-Citations



The screenshot shows the Tyler Technologies website. The header includes the Tyler Technologies logo, navigation links for Solutions, Resources, About Us, and Careers, a search bar, and buttons for Client Support, LOGIN, and REGISTER. The main content area features a large image of a police officer using a handheld device to enter citation information into a car. Below the image, the text reads: "Home • Products • Brazos", "Brazos", "Mobile citation solutions for public safety and courts", and a "Get in Touch" button. Further down, the heading "An Advanced, Flexible Mobile Citation Solution" is followed by two paragraphs of text describing the Brazos system.

tyler technologies

Solutions ▾ Resources ▾ About Us ▾ Careers ▾

Search

Client Support

LOGIN
REGISTER

Home • Products • **Brazos**

Brazos

Mobile citation solutions for public safety and courts

[Get in Touch](#)

An Advanced, Flexible Mobile Citation Solution

Brazos is an electronic citation solution that is used on laptops, tablets, and handheld cellular devices. It is used for capturing, processing, and transmitting data into public safety and court systems.

Instead of hand writing citations and re-entering data into court or public safety records management systems, patrol officers can easily enter citation information with Brazos on a variety of mobile devices.



HERT Truck



ARPA

- Letter of Endorsement
 - MCC
 - BOCC



104.

Thank You!



Riley County Police Department

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

(785) 537-2112

www.RileyCountyPolice.org

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



RILEY COUNTY POLICE DEPARTMENT

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

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

September 20, 2021

Manhattan City Commission
Manhattan, Kansas

It has come to the attention of the Riley County Law Enforcement Agency (Law Board) that the City of Manhattan and the County of Riley have received and/or will receive funds under the American Rescue Plan Act (ARPA). As you are aware the Law Board will not receive any funds directly under the act, but may apply for funds as a political subdivision of the County of Riley and City of Manhattan. Riley County Police Department (RCPD) staff have approached us with financial needs which we feel should be at least considered for funding and/or reimbursement with the ARPA funds you hold.

Therefore, at the regularly scheduled meeting of the Law Board on September 20, 2021, we voted unanimously to endorse the following RCPD endeavors and ask that you allow the RCPD the opportunity to formally apply for some of ARPA funds that you hold:

PRIORITY	ITEM	COST (est.)
1	2% Pay Adjustment - 2021	\$137,000
2	Unreimbursed Emergency COVID Leave - 2020	\$54,734
3	E-Citations	\$150,000
4	HERT Truck	\$325,000

A copy of this letter will be sent to the Riley County Board of County Commissioners. Additional details are available for each item upon request.

We appreciate your consideration in this matter.

Sincerely,

Linda Morse
Chair
Riley County Law Enforcement Agency



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991



RILEY COUNTY POLICE DEPARTMENT

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

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

September 20, 2021

Board of County Commissioners
Riley County, Kansas

It has come to the attention of the Riley County Law Enforcement Agency (Law Board) that the City of Manhattan and the County of Riley have received and/or will receive funds under the American Rescue Plan Act (ARPA). As you are aware the Law Board will not receive any funds directly under the act, but may apply for funds as a political subdivision of the County of Riley and City of Manhattan. Riley County Police Department (RCPD) staff have approached us with financial needs which we feel should be at least considered for funding and/or reimbursement with the ARPA funds you hold.

Therefore, at the regularly scheduled meeting of the Law Board on September 20, 2021, we voted unanimously to endorse the following RCPD endeavors and ask that you allow the RCPD the opportunity to formally apply for some of ARPA funds that you hold:

PRIORITY	ITEM	COST (est.)
1	2% Pay Adjustment - 2021	\$137,000
2	Unreimbursed Emergency COVID Leave - 2020	\$54,734
3	E-Citations	\$150,000
4	HERT Truck	\$325,000

A copy of this letter will be sent to the Manhattan City Commission. Additional details are available for each item upon request.

We appreciate your consideration in this matter.

Sincerely,

Linda Morse
Chair
Riley County Law Enforcement Agency



106
First CALEA Law Enforcement Agency in Kansas Accredited Since 1991

From: Nichole Glessner
To: Nichole Glessner
Date: 9/4/2021 11:23 AM
Subject: Fwd: Form submission from: Citizen Compliment

Submitted on Friday, August 27, 2021 - 7:26am
 Submitted by anonymous user: [129.130.18.78]
 Submitted values are:

--Contact Information--

Name: Stephen Higgs

--Incident Information--

Date of Incident: August 26, 2021
 Case # (If applicable): 21-004554
 Employee's Name: Officer in patrol car 520
 Comments:
 Sorry but I cannot remember his name, but he was courteous, knowledgeable and professional. Asked questions, was attentive and listened to our answers and provided good information/advice.
 A credit to the force and much appreciated. Thanks for the great work that you do.

The results of this submission may be viewed at:
<http://www.rileycountypolice.org/node/178/submission/2481>

>>> "Riley County Police Department" <contact_rcpd@rileycountypolice.org> 8/27/2021 7:34 AM >>>
 Submitted on Friday, August 27, 2021 - 7:34am
 Submitted by anonymous user: [129.130.18.78]
 Submitted values are:

--Contact Information--

Name: Stephen Higgs
 State: KS

--Incident Information--

Date of Incident: August 26, 2021
 Case # (If applicable): 21-004554
 Employee's Name: Officer Spade
 Comments:
 Just a follow up that my compliment was for Officer Spade.
 Great job!
 Thank you.

The results of this submission may be viewed at:
<http://www.rileycountypolice.org/node/178/submission/2482>

From: Nichole Glessner
To: Nichole Glessner
Date: 9/4/2021 11:22 AM
Subject: Re: Form submission from Citizen Compliment

>>> "Riley County Police Department" <contact_rcpd@rileycountypolice.org> 9/3/2021 9:30 AM >>>
 Submitted on Friday, September 3, 2021 - 9:30am
 Submitted by anonymous user: [68.171.186.75]
 Submitted values are:

--Contact Information--

Name: Janelle Harris
 State: KS

--Incident Information--

Date of Incident: August 31, 2021
 Case # (If applicable):
 Employee's Name: Officer Holly
 Comments:
 Hi
 My grandson's car broke down by the city park early evening.
 The tow company suggested we call and let the police dept. know as not to get
 towed as wouldnt get that
 evening.
 Officer Holly is the officer who came.
 She advised him what to do.

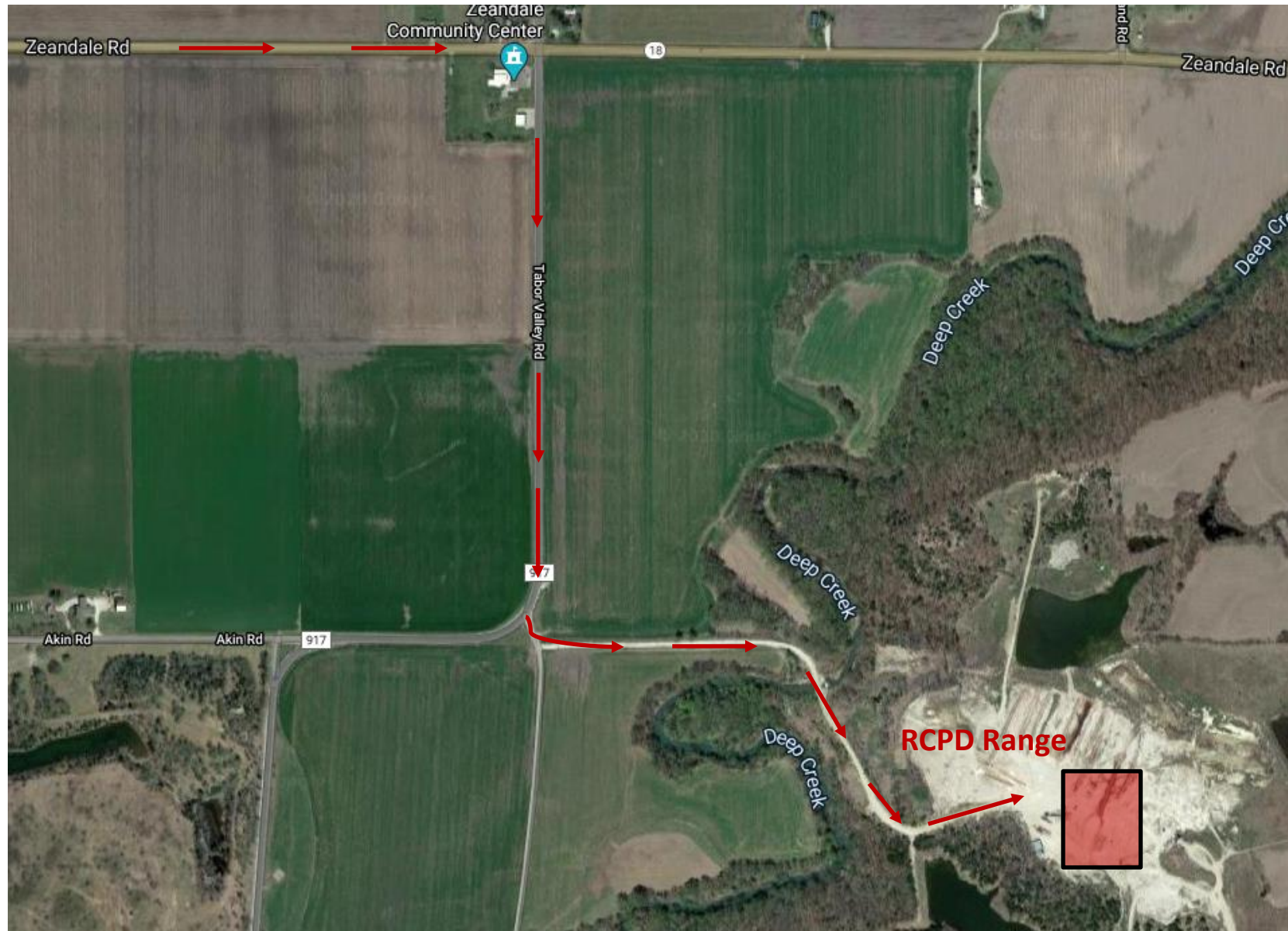
Thank you for your assistance.

Much appreciated from me and my grandson

Janelle Harris

The results of this submission may be viewed at:
<http://www.rileycountypolice.org/node/178/submission/2485>

RCPD Range Facility
1256 Tabor Valley Road Manhattan, KS
(Zeandale)



Attachment: directions to firing range (9889 : Law Board Meeting Agenda)

RCPD Range Facility
1256 Tabor Valley Road Zeandale, KS

From Pillsbury Drive:

1. Turn Left onto Zeandale Road.
2. Turn Right onto Tabor Valley Road (at the old Zeandale Community Building)
3. At the first curve, turn left onto the gravel drive.
4. Follow the gravel drive across the creek and to the top of the hill where the range is located.