



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 16, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Notice to Township Board - Cereal Malt Beverage License for Chad Myers (Stagg Hill Golf Club)
4. Bid Award for RCFD #1, St. 102, Ashland
5. National Hospice and Palliative Care Month - November 2023 Proclamation
6. Proclamation for Veterans Day 2023

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Oct 12, 2023 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Dani Hallgren, Konza Prairie Community Health and Dental Center

10. Konza Prairie Community Health and Dental Center update

9:15 AM

Vernon Turner, Flint Hills Veterans Coalition

11. Flint Hills Veterans Coalition update

9:30 AM

Press Conference

12. Presentation of National Hospice and Palliative Care Month Proclamation - Kathryn Focke and Rhys Baker (2-3 minutes)

13. Presentation of Veterans Day Proclamation - Kathryn Focke and Vernon Turner (2-3 minutes)
14. Fall Soil Preparations program - Gregg Eyestone (2-3 minutes)
15. General Election - Rich Vargo (2 minutes)

9:40 AM**Amanda Webb, Planning/Special Projects Director**

16. Amend the Manhattan Urban Area Comprehensive Plan to amend the Future Land Use Map and remove reference to three separately bound documents.

10:10 AM**Rich Vargo, County Clerk**

17. Security of Election's Division Space-CPE 4th Floor Renovation

10:25 AM**Clancy Holeman, Counselor/Director of Administrative Services**

18. Administrative Work Session
19. Pending County Projects County Counselor

10:30 AM**Emily Wagner, Emergency Shelter Director**

20. Emergency Shelter update

10:40 AM**Cory Meyer, IT/GIS Director**

21. Imagery Flight Agreement

10:55 AM**Heather Germann, Leonardville Nursing Home**

22. Letter of Support for a grant application for the Leonardville Nursing Home

11:10 AM**Clancy Holeman, Counselor/Director of Administrative Services**

23. Executive session to discuss confidential legal advice regarding pending litigation issues

12:00 PM**Law Enforcement Agency Meeting**

24. Law Board Meeting Agenda

Adjournment

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



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Annaliese Trout, Account Clerk/License

MEETING: October 16, 2023

SUBJECT: Notice to Township Board - Cereal Malt Beverage License for Chad Myers (Stagg Hill Golf Club)

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign the Notice to Township Board - Cereal Malt Beverage License for Chad Myers (Stagg Hill Golf Club), 4441 Stagg Hill Road Manhattan, Kansas 66502.

Move to deny

Enclosures:

- Notice to Township Board Stagg Hill Golf Club (PDF)

The board of county commissioners in any county shall not issue a license without giving the clerk of the township board in the township where the applicant desires to locate, written notice by registered mail, of the filing of such application.

NOTICE TO TOWNSHIP BOARD

State of Kansas, Riley County, ss.

To the Township Clerk, Manhattan Township, in said County:

This is to notify the members of your Township Board that application has been filed with the County Commissioners by Chad Myers (Stagg Hill Golf Club)

for a license to sell cereal malt beverages at retail in said Township, at _____

4441 Stagg Hill Rd Manhattan, KS 66502

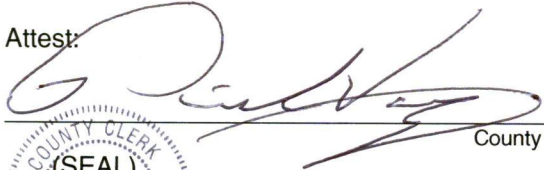
(Location as stated in application)

such sales* _____ to be broken case lots.

The Township Board may within ten (10) days file advisory recommendations as to the granting of such license and such advisory recommendations shall be considered by said Board of County Commissioners before such license is issued—K.S.A. 41-2702.

Done by the Board of County Commissioners, this 16th day of October 2023

Attest:



County Clerk.

Chair .



*If sales are in original and unbroken case lots, insert the word "not" before "to be in broken case lots."

Attachment: Notice to Township Board Stagg Hill Golf Club (13796 : Notice to Township Board Cereal Malt Beverage License)



**EMERGENCY
MANAGEMENT/FIRE**
Bid

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey RCFD #1 Chief
MEETING: October 16, 2023
SUBJECT: Bid Award for RCFD #1, St. 102, Ashland
PRESENTER: Russel Stukey RCFD #1 Chief

BACKGROUND

BOCC opened bids October 12th and referred them to staff for review.

DISCUSSION

This will be the bid awarding for RCFD #1, St. 102, Ashland.

FISCAL IMPACT

Funding will come from RCFD #1 reserve funds.

RECOMMENDATION(S)

Staff reviewed bids and have returned with a recommendation.

POSSIBLE MOTION(S)

Move to approve Riley Construction base bid as the best bid and direct staff to proceed with project.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- AKA Bid Tabulation Form-Rebid#2 (PDF)

Bid Tabulation Form

Date: 12-Oct-23
 Project: Riley County Fire District #1
 Address: Ashland Bottoms #102
 Owner: Riley County Fire District #1
 Project No.: 21-022

General Contractor/ Bidder	Bid Bond (Y/N)	Addendums Received (#)	Days for construction	Base Bid	ALT. #1 Mechanical	ALT. #2 Electrical	ALT. #3 Post Frame Building	ALT. #4 Paint	PEMB Manufacturer
K-Construction	Y	2	210	\$ 232,623.00	\$ 27,624.00	\$ 61,393.00	\$(33,269.00)	\$(1,285.00)	American
Schultz Construction	Y	2	75*	\$195,000.00	\$19,600.00	\$31,900.00	No Bid	\$ (625.00)	Chief
Riley Construction	Y	2	160	\$199,200.00	\$11,900.00	\$48,500.00	\$(17,050.00)	\$ 900.00	Varco Pruden
Riley Construction - plumbing and paint bid clarification*				\$191,700.00	\$20,300.00			\$ (900.00)	
Architects Estimate				\$200,000.00	\$15,000.00	\$50,000.00	\$(17,500.00)	\$ 1,000.00	

Paint was not in base bid
 Plumbing (\$8400) was in base bid

*Riley construction included the plumbing in their base bid and did not include the paint in their base bid.

This adjustment moves the plumbing into the mechanical alternate and the paint into the base bid to have even comparison with other bidders.



OUTSIDE AGENCY
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel

MEETING: October 16, 2023

SUBJECT: National Hospice and Palliative Care Month - November 2023
Proclamation

PRESENTER: Rhys Baker, Volunteer Coordinator Meadowlark Hospice

Move to sign the Sign National Hospice and Palliative Care Month - November 2023
Proclamation for Meadowlark Hospice.

Enclosures:

- Meadowlark palliative care (DOC)

PROCLAMATION

WHEREAS, for more than 40 years, hospice has helped provide comfort and dignity to millions of people, allowing them to spend their final months at home, surrounded by their loved ones;

WHEREAS, the hospice model involves an interdisciplinary, team-oriented approach to treatment, including expert medical care, quality symptom control, and comprehensive pain management as a foundation of care;

WHEREAS, beyond providing physical treatment, hospice attends to the patient's emotional, spiritual, and family needs, and provides family services such as respite care and bereavement counseling;

WHEREAS, since its conception, the hospice benefit's holistic approach has helped patients prepare for and face death, and their loved ones carry on supported in the wake of it;

WHEREAS, 1.72 million Medicare beneficiaries living with life-limiting illness and their families received care from the nation's hospice programs in communities throughout the United States in 2020;

WHEREAS, hospice and palliative care organizations are advocates and educators regarding advance care planning that help individuals make decisions about the care they want;

WHEREAS, the central philosophy of hospice care puts patients first, ensuring a coordinated and person-centered approach to care, protecting patient choice and access to individualized services based on a patient's unique care needs and wishes.

WHEREAS, since 1985, Meadowlark Hospice continues to meet patients where they are in Clay, Cloud, Marshall, Republic, Western Riley, and Washington Counties;

WHEREAS, Meadowlark Hospice is ranked 2nd for quality of all not-for-profit hospice organizations in the state of Kansas by the National Hospice Locator;

NOW, THEREFORE, be it resolved that we, the Riley County Board of County Commissioners, by the authority vested in us by Riley County, do hereby proclaim November 2023 as **National Hospice and Palliative Care Month** and encourage citizens to increase their understanding and awareness of care at the end of life, discuss their end of life wishes with their families, and observe this month with appropriate activities and programs.

IN WITNESS WHEREOF, we have hereunto set our hands this 16th day of October 2023 and caused this seal to be affixed.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairwoman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk



OUTSIDE AGENCY
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel
MEETING: October 16, 2023
SUBJECT: Proclamation for Veterans Day 2023
PRESENTER: Flint Hills Veterans Coalition

POSSIBLE MOTION(S)

Move to approve the Veterans Day Proclamation 2023.

Move to deny

Move to modify

Enclosures:

- Veterans Day 2023 Proclamation (DOC)

VETERANS DAY PROCLAMATION

2023

WHEREAS, The men and women who have served in the Armed Forces of the United States of America have made major contributions toward the preservation of the freedom of this Nation and its people; and

WHEREAS, The services performed by these millions of gallant Americans have demonstrated the willingness of our nation to meet the challenges of those forces wishing to subjugate individual determination through armed conflict; and

WHEREAS, Honorable service performed in the defense of our nation and her cause in time of war is the highest form of citizenship; and

WHEREAS, The Congress of the United States of America has designated the eleventh day of November of each year as Veterans Day; and

WHEREAS, Veterans Day has become a significant part of our American heritage as we recognize the millions of our citizens whose military service has had a profound effect on history; and

WHEREAS, Veterans Day offers us as a County as a State and as a Nation an opportunity to rededicate ourselves to Abraham Lincoln's call to Congress and the American people "to care for him who shall have borne the battle, and for his widow and his orphan;" and

WHEREAS, This Nation and the free world are eternally grateful for the contributions of America's veteran—men and women—to the advancement of the cause of an honorable world peace;

NOW, THEREFORE, We, the Riley County Board of County Commissioners, do hereby call upon all citizens to observe Saturday, November 11, 2023, as

VETERANS DAY

and ask that the day be observed with appropriate ceremonies in honor of those who have served to preserve our principles of Justice, Freedom, and Democracy.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the County of Riley, to be affixed this 16th of October, 2023.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

Member

Member

ATTEST: _____
Rich Vargo, Riley County Clerk

Attachment: Veterans Day 2023 Proclamation (13792 : Veterans Day Proclamation)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 19, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Change Order #1 with Shilling Construction for 2023 asphalt program
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Katharine Hensler, Museum Director

3. Staff update

9:15 AM

Amy Manges, Register of Deeds

4. Staff update

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

6. Staff update

Adjournment

Attachment: 10-19-23 tentative agenda (12879 : 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
October 23, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Order to Credit Allowed Claim to Delinquent Taxes

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

2. Pawnee Mental Health Services update

9:15 AM

Brian Peete, RCPD Director

3. RCPD update

9:30 AM

Press Conference

9:40 AM

Amanda Webb, Planning/Special Projects Director

4. Comprehensive Plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Brittany Phillips, Budget and Finance Officer

6. CIP Work Session

11:00 AM

Russel Stukey, Emergency Management Director

7. Position upgrade

Attachment: 10-23-23 tentative agenda (12879 : Tentative Agenda)

11:10 AM Elizabeth Ward, Human Resources Director

8. Executive session to discuss a performance matter involving non-elected personnel

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.



PLANNING & DEVELOPMENT
Amendment

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: October 16, 2023

SUBJECT: Amend the Manhattan Urban Area Comprehensive Plan to amend the Future Land Use Map and remove reference to three separately bound documents.

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Manhattan Urban Area Comprehensive Plan was adopted by the Riley County Board of Commissioners in March 2015 and by the Manhattan City Commission in April 2015.

The City of Manhattan desires to amend the Manhattan Urban Area Comprehensive Plan to amend the Future Land Use Map (FLUM) to update the Urban Service Area Boundary (USAB). The USAB is an area the City is able to reasonably extend city services and utilities. The USAB has been modified in two locations, in the northwest and southwest areas to reflect previous annexations, and to square off the boundary. Also as part of the desired amendment is the removal of three separately bound documents amended into the plan by reference: the 1994 Poyntz Avenue Corridor District Plan, the 2005 Aggieville-Campus Edge District Plan, and the 2015 Hartford Hills Master Plan.

The Manhattan Urban Area Planning Board recommended approval of this request during their September 28, 2023 meeting. The proposal must go before both the City Commission and the Board of County Commissioners.

DISCUSSION

Several documents are attached that provide additional information and explanation to the proposal: amended Future Land Use Map, City staff report to the Manhattan Urban Area Planning Board, MUAPB resolution number 092823-A, and draft minutes from the September 28, 2023 MUAPB meeting,

Also attached is a resolution for the Board of County Commissioners to sign to complete the amendment process. The City of Manhattan commissioners will review the first reading of the proposal at their regular meeting on October 17, 2023.

FISCAL IMPACT

None.

RECOMMENDATION(S)

Staff recommends approving the amendment to the MUACP.

POSSIBLE MOTION(S)

Move to approve the proposed amendment to the Manhattan Urban Area Comprehensive Plan.

Enclosures:

- 1. Map from MUAPB RES (PDF)
- 2. report_pb_USAB and FLUM amd_CPA-23-097 (PDF)
- 3. Reso no 092823-A_FLUM amd (PDF)
- 4. Minutes_pb_2023-09-28 (PDF)
- Res 101623 Amend MUACP (PDF)

PB reso. no. 092823-A
Exhibit A

Keats

Fort Riley
Military
Reservation

Ogden



FUTURE LAND USE MAP

Legend

Residential

- Urban Core Residential
- Residential High Density
- Residential Medium to High Density
- Residential Low to Medium Density
- Rural Residential
- Potential Growth Area (contingent upon preparation of a detailed plan for circulation and infrastructure provision)

Commercial / Mixed Use

- Future Community Commercial Center
- Future Neighborhood Commercial Center
- Central Core District
- Community Commercial
- Neighborhood Commercial

Industrial/Office

- Service Commercial
- Industrial
- Office-Research Park

Public/Institutional

- Kansas State University
- Parks and Recreation
- Public/Semi-Public
- Preserved Open Space
- Environmentally Sensitive Areas *
- Special Floodway Overflow Area **
- Agriculture
- Flood Hazard Area (Floodway and 1993 Event) ***
- Wetlands and Streams

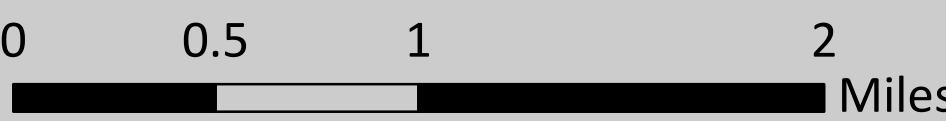
- Comprehensive Plan Boundary
- Manhattan city limits
- County Line
- Urban Service Area Boundary
- Potential Future Urban Service Area
- Blue Township Urban Growth Area

* Environmentally Sensitive Areas are areas identified in previous Comprehensive Plan efforts, consisting of steep slopes (>20%) and riparian corridors; and natural areas of the high priority for preservation identified by the Northern Flint Hills Audubon Society.

** Special Floodway Overflow Area: This area is proposed to be Preserved Open Space and has been identified as part of a series of recommendations to protect the levee and bridges from being overtopped by flood events. Strategies to ensure the permanent protection of these areas will be identified as part of the Manhattan Urban Area Comprehensive Plan Update process.

*** Flood Hazard Areas include designated FEMA floodway and areas inundated during the 1993 Flood Event where new development would be prohibited.

Source: City of Manhattan, Riley County, Pottawatomie County



The Future Land Use map is not intended to provide specific land use designations for individual parcels. Instead, it establishes broad guidelines for land use patterns and should be applied in combination with the guiding principles, goals, and policies contained throughout the Comprehensive Plan.

Amended DATE, 2023
by Ordinance no. 7----

staff report



COMPREHENSIVE PLAN AMENDMENT

Future Land Use Map amendment

file no. CPA-23-097

To: Planning Board
 From: John Adam, Assistant Director
 Meeting date: September 28, 2023
 Applicant: City of Manhattan

PROPOSAL

Amend the Urban Service Area boundary (USAB) to square it off in the northwest corner of the City and extend it in the southwest to encompass the area annexed earlier this year north of Skyway Drive at the west end of the airport property, and also change its future land use designation to match its current zoning. The other amendment proposal is to remove the Hartford Hills master plan and change the future land use designation to reflect the density shown in that plan.

Appendix B of the Comprehensive Plan lists related plans and policy documents. With the removal of Hartford Hills master plan, the listing and description of it needs to be removed. There will also be a listing included for the Housing Market Analysis, which should have been included when the HMA was adopted last year but was overlooked.

BACKGROUND

Area 1. Northwest

Burton Land Company plans to build out the next phase of the Hartford Hills master plan and then stop at that point. The map amendment would indicate the change by removing the hatching and showing the westerly half as "agriculture". The half being brought into the USAB would be changed to "Medium- to High-Density Residential" to accommodate the range of densities envisioned for this part of Hartford Hills.

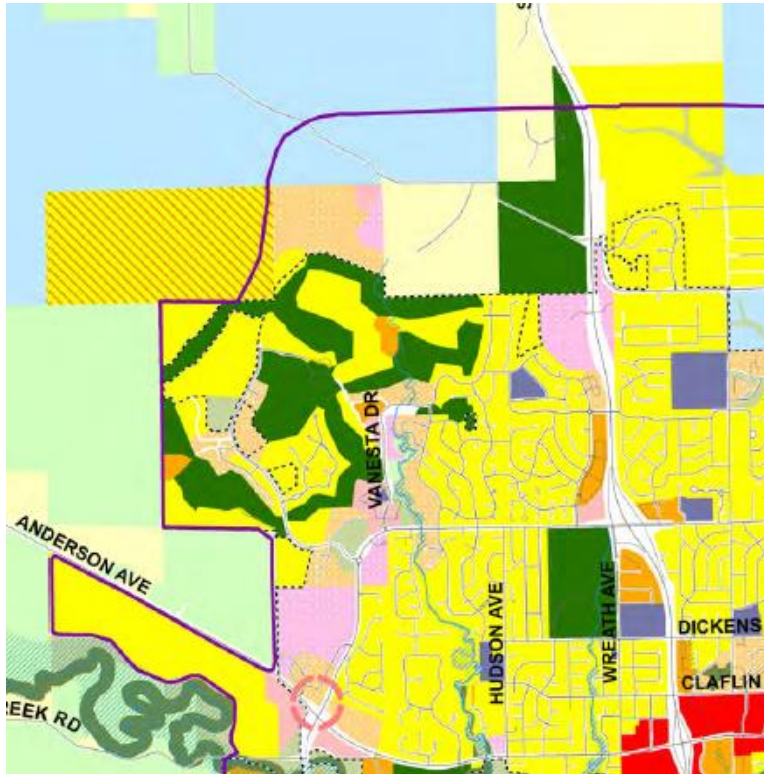
The USAB is also being squared off along the west side to include the area north of Anderson Avenue. On the north side the USAB is being extended to include an area shown as "Low- to Medium-Density Residential". See illustrations on next page.

Area 2. Southwest by the Airport

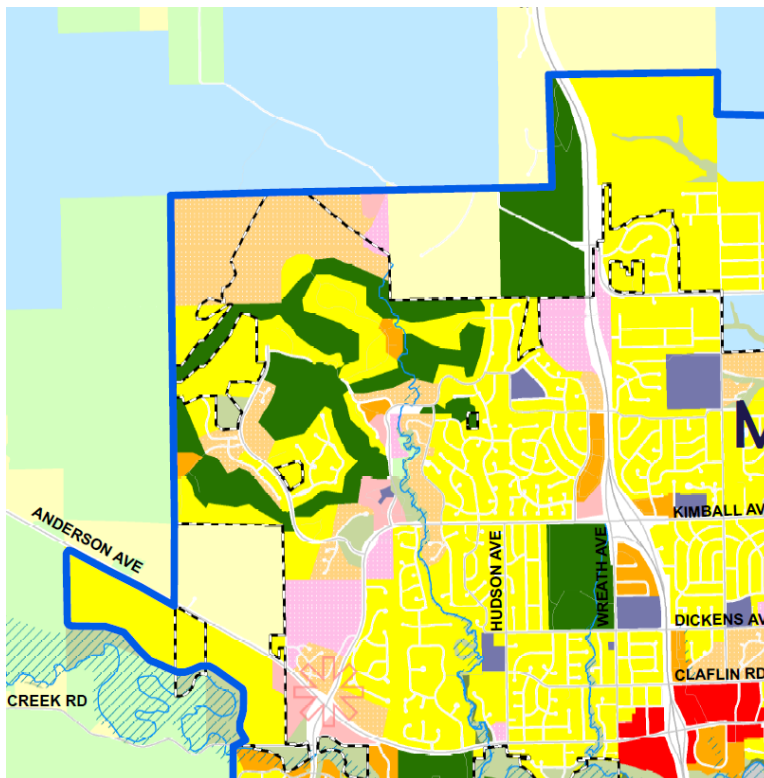
A tract owned Midwest Concrete Materials (MCM) was annexed earlier this year and zoned to ICS, Industrial/Commercial Services (Ordinance no. 7632, 3/7/2023). The FLUM amendment will reflect that zoning.

Attachment: 2. report_pb_USAB and FLUM amd_CPA-23-097 (13791 : Amend MUACP for FLUM)

Current USAB and future land uses in the northwest



Proposed USAB and future land uses in the northwest



ANALYSIS

Findings

Manhattan Development Code (MDC) Section 26-9B-3 contains the review factors for Comprehensive Plan amendments. In this analysis the criteria appear in italics, followed by staff findings in Roman type. Staff's conclusions follow afterward.

- D. Review Criteria. The Planning Board and the Commission must base their approval, conditional approval, or denial on the following relevant factors:*

- 1. Future Land Use Map Amendment*

- A. The proposed map amendment is compatible with existing or planned land uses on adjacent properties.*

Findings Area 1 would be amended to correspond to the already-adopted Hartford Hills master plan. It is adjacent to other low-, medium-, and high-density residential in the city. Area 2 would be amended to correspond to its current zoning, which is compatible with adjacent airport zoning.

- B. Adequate public utilities, facilities, and/or services are available or may be extended in a cost-effective and efficient manner to serve development of the type and scope suggested by the proposed amendment.*

Findings Public Works and Fire have indicated that they currently have capacity to adequately serve both amendment areas.

- C. The proposed map amendment is warranted by changing conditions in the area, or it corrects an error in fact concerning the property's future land use classification at the time of the original plan adoption.*

Findings There are no changing conditions or corrections of errors for either Area 1 or Area 2.

- D. The proposed map amendment is warranted by changing conditions or a current need.*

Findings There are no changing conditions or current need warranting an amendment in the southwest area. In the northwest the land owner wants to remove the Hartford Hills master plan because the western half of it will not be developed. In place of the master plan, the FLUM needs to be updated to show the appropriate future land use.

- E. If the proposed map amendment is approved, there will be an adequate supply of land remaining in the category being changed to meet future needs.*

Findings This criterion does apply: the Hartford area is already shown for development in the existing FLUM and the southwest area was already annexed and zoned.

- F. *The proposed plan amendment conforms to the applicable growth vision, goals, key objectives, guiding principles, and policies of the Comprehensive Plan.*

Findings The part of the growth vision applicable here reads “An economically vital community providing attractive growth opportunities for local, national, and global companies”. The change to the future land use designation for Area 2 creates more business opportunities.

Among the pertinent key objectives (*in italics*; Comp Plan, pp. 11–15) are the following:

A coordinated and efficient pattern of growth. Area 1 satisfies this objective because the City foresaw growth when it adopted the Hartford Hills plan. Area 2 does not really meet the objective because the City did not anticipate growth in this location, but it is now in the city limits.

Preserve and enhance natural resources and promote resiliency. Neither Area 1 nor Area 2 will preserve natural resources or promote resiliency. That is unavoidably in the nature of development. On the other hand, since the adoption of the Comprehensive Plan, the City has implemented policies and regulations to lessen the impact on the environment and development more resiliently: better stormwater quality and detention standards; cluster subdivision standards, to name two examples.

Efficient use and expansion of public facilities and services. Both areas are at the edge of the City, where it becomes less efficient to keep extending services, but both areas are serviceable. Area 1 is, as stated before, part of a master plan. Area 2 is a better position for transportation because it is on a major street and near both the airport and the interstate.

Active community involvement and regional cooperation. This objective is aimed at a broader involvement of several regional partners and stakeholders. It does not apply for either of these areas.

A balanced multi-modal transportation system. This objective does not apply, but it is worth noting that ATA has a route that passes by Area 2 along Skyway Drive.

Healthy, livable neighborhoods offering a variety of lifestyle options.

This does not apply to either area since its focus is on infill development and redevelopment.

An active community recognized for its quality of life and strong sense of place. Also not applicable.

A strong, diversified economic base. Does not apply to Area 1. Area 2, as noted earlier, would provide another location to site businesses and manufacturing.

Conclusions

Area 1 is at the edge of developable land. Beyond it the noise impacts from operations at Fort Riley increase. Beyond it the need for connectivity to other municipal streets becomes more important. But the area is all serviceable and it is part of an adopted master plan.

Area 2 was not an anticipated growth area in the Comprehensive Plan but it has a transportation advantage that makes it feasible for commercial services growth. It also adjacent to other areas identified for industrial and heavy commercial.

RECOMMENDATION

Staff recommends that the Planning Board initiate proposed amendments to the Comprehensive Plan and adopt Resolution no. 092823-A.

RECOMMENDED MOTIONS

1. Move to initiate the proposed amendments to the Comprehensive Plan
2. Move to adopt Planning Board Resolution no. 092823-A

EXHIBITS

1. [Link to current FLUM](#)
2. Resolution no. 092823-A, with Exhibit A, Proposed FLUM, and Exhibit B, Proposed Appendix B in tracked changes

Dated: September 21, 2023

MUAPB RESOLUTION NO. 092823-A

A RESOLUTION AMENDING THE FUTURE LAND USE MAP OF THE MANHATTAN URBAN AREA COMPREHENSIVE PLAN, DATED MARCH 2015, TO AMEND FUTURE LAND USES AND EXTEND THE URBAN SERVICE AREA BOUNDARY IN THE NORTHWEST AND SOUTHWEST PORTIONS OF THE CITY

WHEREAS, following a public hearing on March 2, 2015, the document known as the “Manhattan Urban Area Comprehensive Plan, dated March 2015” (MUACP) was adopted as the current comprehensive plan for the development and redevelopment of the Manhattan Urban Area and the City of Manhattan, Kansas, by the Manhattan Urban Area Planning Board (the “MUAPB”) with the adoption of MUAPB Resolution No. 030215-A; and

WHEREAS, the Governing Body of the City of Manhattan, Kansas, pursuant to K.S.A. 12-747, approved and adopted the MUACP by City Ordinance No. 7131 on April 7, 2015; and

WHEREAS, the MUACP currently consists of the base document and fifteen other separately bound documents, which were incorporated into the base document by the approval and adoption of Ordinance No. 7613, which adopted the “Housing Market Analysis”; and

WHEREAS, the Manhattan Urban Area Planning Board wishes to amend the Manhattan Urban Area Comprehensive Plan in order to better guide the development and redevelopment of the City of Manhattan, Kansas, and

WHEREAS, one of the amendments is an extension of the Urban Service Area boundary (USAB) in the northwest part of the City to straighten the western edge, and changes to the future land use designations from “Agriculture” to “Medium- to High-Density Residential” and “Rural Residential”; and

WHEREAS, another amendment is to remove the Hartford Hills master plan from the Comprehensive Plan and update Appendix B accordingly, in addition to a few other corrections and updates; and

WHEREAS, a third amendment is an extension of the USAB in the southwest part of the City on the north side of Skyway Drive, west of the airport, and a change to the future land use designation from “Agriculture” to “Service Commercial”; and

WHEREAS, pursuant to provisions of K.S.A. 12-747, the Manhattan Urban Area Planning Board gave proper notice in the official City newspaper and held a public hearing on Thursday, September 28, 2023, at which time due consideration was given to all comments and remarks relating to this amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE MANHATTAN URBAN AREA PLANNING BOARD:

- SECTION 1. The amendment of the Future Land Use map (Exhibit A) and of the text of Appendix B (Exhibit B) is hereby approved and adopted.
- SECTION 2. The Manhattan Urban Area Planning Board hereby recommends that the Governing Body of the City of Manhattan, Kansas, amend the Future Land Use map and Comprehensive Plan text as shown in Exhibits A and B, as adopted by the Manhattan Urban Area Planning Board by this Resolution.

PASSED AND ADOPTED THIS TWENTY-EIGHTH DAY OF SEPTEMBER, 2023, BY A MAJORITY VOTE OF THE MEMBERS OF THE MANHATTAN URBAN AREA PLANNING BOARD

Ben Burton, Chair
Manhattan Urban Area Planning Board

ATTEST: _____
John Adam, Secretary
Manhattan Urban Area Planning Board

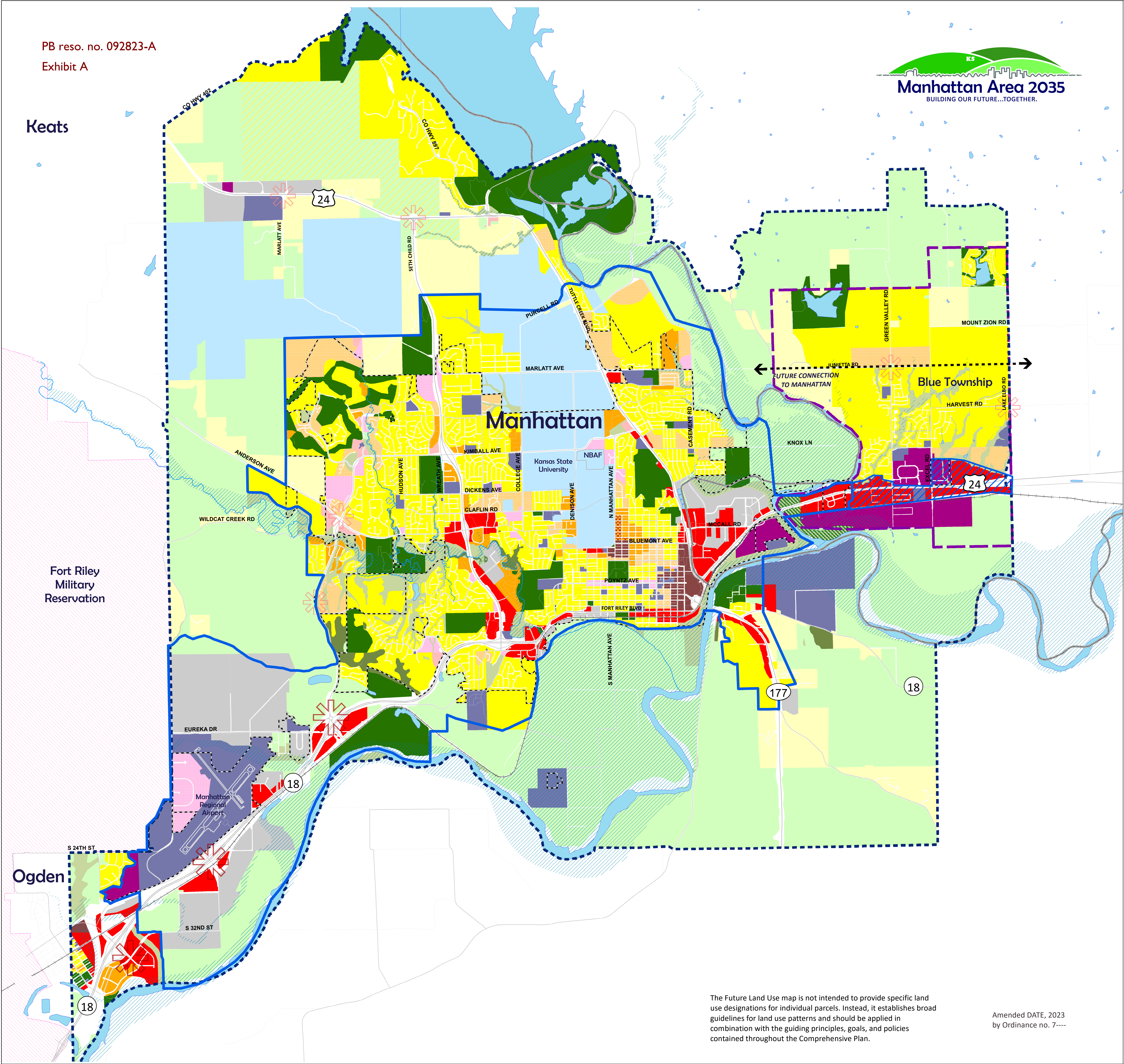
Attachment: 2: report_pb_USAB and FLUM amd_CPA-23-097 (13791 : Amend MUACP for FLUM)

PB reso. no. 092823-A
Exhibit A

Keats

Fort Riley
Military
Reservation

Ogden



FUTURE LAND USE MAP

- Legend**
- Residential**
- Urban Core Residential
 - Residential High Density
 - Residential Medium to High Density
 - Residential Low to Medium Density
 - Rural Residential
 - Potential Growth Area (contingent upon preparation of a detailed plan for circulation and infrastructure provision)
- Commercial / Mixed Use**
- Future Community Commercial Center
 - Future Neighborhood Commercial Center
 - Central Core District
 - Community Commercial
 - Neighborhood Commercial
- Industrial/Office**
- Service Commercial
 - Industrial
 - Office-Research Park
- Public/Institutional**
- Kansas State University
 - Parks and Recreation
 - Public/Semi-Public
 - Preserved Open Space
 - Environmentally Sensitive Areas *
 - Special Floodway Overflow Area **
 - Agriculture
 - Flood Hazard Area (Floodway and 1993 Event) ***
 - Wetlands and Streams
- Boundary and Planning**
- Comprehensive Plan Boundary
 - Manhattan city limits
 - County Line
 - Urban Service Area Boundary
 - Potential Future Urban Service Area
 - Blue Township Urban Growth Area

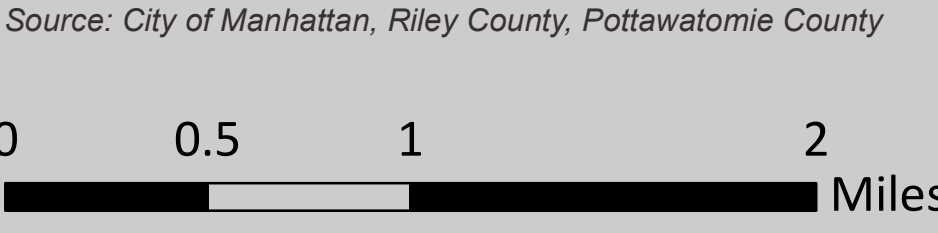
* Environmentally Sensitive Areas are areas identified in previous Comprehensive Plan efforts, consisting of steep slopes (>20%) and riparian corridors; and natural areas of the high priority for preservation identified by the Northern Flint Hills Audubon Society.

** Special Floodway Overflow Area: This area is proposed to be Preserved Open Space and has been identified as part of a series of recommendations to protect the levee and bridges from being overtopped by flood events. Strategies to ensure the permanent protection of these areas will be identified as part of the Manhattan Urban Area Comprehensive Plan Update process.

*** Flood Hazard Areas include designated FEMA floodway and areas inundated during the 1993 Flood Event where new development would be prohibited.

The Future Land Use map is not intended to provide specific land use designations for individual parcels. Instead, it establishes broad guidelines for land use patterns and should be applied in combination with the guiding principles, goals, and policies contained throughout the Comprehensive Plan.

Amended DATE, 2023
by Ordinance no. 7----



Attachment: 2, report_pb_USAB and FLUM and_CPA-23-097 (13791 : Amend NUACP for FLUM)

Appendix B: Related Plans and Policy Documents

PB reso. no. 092823-A
Exhibit B

Introduction

The following plans and policy documents may or may not have been formally adopted as a part of the Comprehensive Plan; however they provide important background information and policy direction to support the implementation of the Plan.

~~Kansas State University North Corridor Plan~~ (under development)

~~Kansas State University, in partnership with local stakeholders, is developing a corridor plan for the north campus area located along Kimball Avenue to address future development related to KSU and NBAF research.~~

~~Parks and Recreation Strategic Facility Improvement Plan~~ (under development)

~~Manhattan Parks and Recreation is evaluating existing indoor and outdoor recreation facilities, assessing the community's needs for improved places to play, and developing strategies to enhance existing (and possibly build new) sport courts, fields and gyms that the entire community will benefit from.~~

~~Flint Hills Transportation Plan~~ (under development)

~~The Flint Hills Metropolitan Planning Organization, in cooperation with other regional partners is developing the MPO's first long-range transportation plan. By evaluating issues and needs, the Plan will identify potential multi-modal transportation projects.~~

~~Housing Matters: The Flint Hills Frontiers Fair Housing Equity Assessment / Regional Analysis of Impediments~~ (under development)

~~The Flint Hills Frontiers Fair Housing Equity Assessment/Regional Analysis of Impediments (FHEA/RAI) is being conducted by the Flint Hills Regional Council (FHRC) in partnership with regional stakeholders. The FHEA/RAI is both regional and local in scope, requires engagement, and considers issues of fair housing in a broader framework. The resulting FHEA/RAI can be used by communities to challenge existing impediments to fair housing at the local level; for developing partnerships across multiple sectors and issue areas to create a shared understanding of equity and opportunity; and to help local policymakers make informed and targeted decisions about policy and investment to advance fair housing opportunity throughout the region. The FHRC is working in its seven-county region.~~

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Housing Market Analysis **2022**

This was a two-year study into historical and recent challenges of Manhattan's housing market and stemmed from community conversations and a voter approved ballot measure focused on "workforce housing initiatives". The HMA provided base line data for a Workforce Housing Steering Committee to a recommend to the City Commission how to allocate the portion of the Economic Recovery & Relief sales tax dedicated to workforce housing initiatives, informing the shortage of housing supply in all price ranges, correlated national, state, and regional challenges with the local market issues, and next steps for further research. The study will inform the city's future policy and programs to improve housing market conditions, as well as identify opportunities that will be reliant on the non-profit and private sectors to work towards solutions independently or cooperatively. The HMA was adopted by Ordinance no. 7613 on November 1, 2022.

Bicycle & Pedestrian Systems Plan **2020**

The BPSP establishes a long-term vision to improve walking and bicycling in Manhattan by updating the previous Bicycle Master Plan, created in 1998. The Plan also updates the 1998 Linear Trail Phase II Master Plan to coordinate recreational and active transportation uses for multi-use paths and trails. The BPSP includes the vision and goals established by a steering committee; assessment of existing walking and bicycling infrastructure and programs; summary of the public engagement process; recommended projects, programs, and policies to improve walking and biking; and an implementation plan for the next 10 to 20 years. This plan was adopted and incorporated by Ordinance no. 7473 on March 3, 2020. It was amended by Ordinance no. 7589 on September 6, 2022 to add a "Safety Action Plan" appendix.

Flint Hills–Fort Riley Joint Land Use Study **2017**

The Joint Land Use Study was developed as a result of regional growth and issues of land use compatibility between Fort Riley and adjacent land owners. The study's purpose was to identify tools that would help Fort Riley maintain its mission while protecting the property rights of adjacent owners.

The study conducted a land use compatibility analysis which organized the study area into land use categories, including: operational issues, environmental issues, current growth patterns, and existing community boundaries. A significant regional growth compatibility issue for Manhattan is the continued growth westward. The results were the foundation for the Plan's compatibility recommendations, which include policy compliance, the creation of real estate disclosures and noise easements, and planning for Blue Township area to absorb some of the growth demand. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 7326, dated December 5, 2017.

Aggieville Community Vision Plan **2017**

This District Plan updates and replaces the earlier 2005 Aggieville–Campus Edge District Plan. The Plan provides a highly detailed level of policy guidance for the

redevelopment of Aggieville into a more intensive, pedestrian-oriented urban environment with more housing and retail opportunities, while preserving the look and feel of the Moro Street “historic core”. A key first step is to assess circulation, parking, and other infrastructure needs prior to the District redevelopment. The document provides specific goals and principles for three sub-areas (Bluemont/Aggieville Corridor, Historic Core, and Laramie Corridor), a Strategic Action Plan, and Design Guidelines for mixed-use planned unit developments. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 7280, dated April 18, 2017.

Big Blue & Kansas River Floodplain Management Plan **2016**

The Big Blue and Kansas Rivers Floodplain Management Plan is a guiding document for the management of flood risks along the Kansas and Big Blue Rivers and maintenance and enhancement of the environmental assets found in the Rivers’ floodplains. The management and reduction of flood risks is a shared responsibility with the city, counties, state and federal agencies. The Big Blue and Kansas Rivers Floodplain Management Plan was developed in partnership by the City of Manhattan, Pottawatomie County, Riley County, the Kansas Hazard Mitigation Team and the U.S. Army Corps of Engineers. The Management Plan inventories the risk of flooding in several sub-watersheds and tributaries of the Big Blue and Kansas Rivers, describes the public engagement process involved in creating the plan, goals and objectives, strategies and tools available to mitigate the flood risks and the Action Plan to achieve the Management Plan’s goals. The Wildcat Creek Floodplain Management Plan is adopted and incorporated into the Manhattan Urban Area Comprehensive Plan, by City Ordinance No. 7270, dated January 3, 2017.

Hartford Hill Master Plan **2015**

~~The Hartford Hill Master Plan provides additional guidance for development of a 320-acre site located generally northwest of Grand Mere, which was identified as a future growth area in the Manhattan Urban Area Plan update process. The Hartford Hill Master Plan includes guidance on development phasing; access and traffic improvements; storm drainage and utility services; parks, open space and trails; pedestrian and bicycle facilities; land use; and strategies for disclosure and mitigation of Fort Riley Noise impact. The Hartford Hill Master Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan, by City Ordinance No. 7170, dated October 20, 2015, and by Riley County Resolution No. 092115, dated September 21, 2015.~~

Manhattan Area Transportation Strategy **2015**

Originally adopted on April 4, 2000 and updated in 2015, as the Transportation Element of the Comprehensive Plan, the Manhattan Area Transportation Strategy (MATS) provides a long-range strategy for managing the transportation needs of the Manhattan Urban Area. The strategy emphasizes the need for a multi-modal transportation plan that addresses a range of issues, including: infrastructure and service needs for streets, pedestrians, bicycles, parking, and public transit.

Riley County Community Needs Assessment**2020¹⁴**

The Flint Hills Wellness Coalition provided project management support for the 2020 Riley County Community Needs Assessment which includes a compilation of selected secondary data, administration of a community survey, community member interviews, and focus groups. The community survey was conducted online and through administration at public locations or meetings to gather input from residents regarding their perceptions of community strengths and needs in ten topic areas. Similar to the findings of the community needs assessment conducted in 2014–2015, the overarching themes for all of the data collected are that Riley County is a community that enjoys a high quality of life and vibrancy, but is beginning to show more negative signs of growth, such as increased housing and property costs, too few living wage jobs, and an expanding gap between “haves” and “have nots” with a resulting need for more resources for those in need.

~~The Riley County Seniors’ Service Center, in conjunction with other social service agencies and community organizations, coordinated a comprehensive community needs assessment for Riley County. The goals of the needs assessment were to: 1) identify the assets of the community; 2) identify unmet community needs; and 3) initiate discussions to identify possible solutions to address the unmet needs. It has been more than 20 years since the last comprehensive community needs assessment.~~

Advance Pottawatomie County**2013**

Understanding that government services can be a catalyst for the development of a strong, diversified economy, Pottawatomie County Economic Development Corporation commenced a relationship with private and public sector development partners and Pottawatomie County to create a plan for a funded economic development initiative. The Corporation has 13 members that include representatives from the core segments of the economy, including representatives from local government. Over 500 stakeholders were involved in developing the 2014-2018 Economic Development Action Plan. The Plan provides mechanisms to expand and attract new industry and businesses to the county. The Board, in addition to recognizing niche markets, has provided five interrelating industries to target: (1) agri-business, (2) bio-technology, (3) health care and education, (4) advanced manufacturing, and (5) tourism and recreation.

Airport Master Plan Update and Terminal Master Plan 2009 & 2013

These master plans provide guidance for the future expansion and enhancement of air service facilities at the Manhattan Regional Airport.

Eureka Valley–Highway K-18 Corridor Plan**2013**

The Eureka Valley–Highway K-18 Corridor Plan addresses anticipated growth of the Eureka Valley resulting from the realignment of Highway K-18 and the expansion of the Manhattan Regional Airport and the surrounding communities. The Plan establishes a vision along with goals, objectives and action plans in eight key areas to promote the orderly growth and development of the Valley and the protection of community assets. The Eureka Valley–Highway K-18 Corridor Plan is a joint planning initiative of the City of Manhattan, Riley County and

the City of Ogden. The Plan updates the Eureka Valley Special Planning Area of the 2003 Manhattan Urban Area Comprehensive Plan. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 7003, dated May 21, 2013, and by Riley County Resolution No. 050213-28, dated May 2, 2013. It was also adopted by the City of Ogden and incorporated into the Comprehensive Plan of the City of Ogden, by Ordinance No. 694, dated July 17, 2013.

New Horizon: Education, Entrepreneurship and Environment in the Flint Hills **2013**

Recognizing the need for a diversified regional economy, the Flint Hills Economic Development District, along with the help of a Citizen Strategy Committee, created a Comprehensive Economic Development Strategy plan to identify goals and actions which are meant to enhance the existing regional economy and cooperation. Five goals and nine actions resulted from a SWOT analysis completed by a citizen action committee, and over 50 regional stakeholders from seven counties. The five goals include:

- Regional collaboration;
- Regional branding;
- Encourage regional and national tourism;
- Encourage new and existing innovative businesses;
- Create and maintain a well-educated population.

Wildcat Creek Floodplain Management Plan **2013**

The Wildcat Creek Floodplain Management Plan provides guidance for managing and reducing flood hazards along Wildcat Creek, and for maintaining and enhancing natural floodplain assets and related land resources within the floodplain. Managing and reducing flood risk is a shared responsibility of local communities, the county, state, and federal agencies. The Management Plan was developed by the City of Manhattan, Riley County, the Kansas Hazard Mitigation Team, and the U.S. Army Corps of Engineers (USACE). The Plan inventories flood hazards along various reaches of Wildcat Creek and its tributaries and provides a description of the public engagement process, goals and objectives, strategies and tools, and the Action Plan for achieving the goals. The Wildcat Creek Floodplain Management Plan is a sub-part of the Riley County Multi-Jurisdiction Hazard Mitigation Plan, which is the local comprehensive emergency response and mitigation plan. The Wildcat Creek Floodplain Management Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan, by City Ordinance No. 7047, dated May 5, 2013, and by Riley County Resolution No. 112513-73, dated November 25, 2013.

City of Manhattan Economic Development Policy **2002, revised 2010, 2014**

The City of Manhattan works in conjunction with the Manhattan Area Chamber of Commerce on several economic development initiatives in support of the City's economic development policy, established in 2002 and revised in 2010 and 2014. The City's economic development goals are the following:

Appendix B: Related Plans and Policy Documents

- Create quality jobs with corresponding wages, benefits, and working conditions.
- Diversify the property-tax base in Manhattan.
- Decrease reliance on federal, state, and local government for jobs.
- Maintain, stabilize, and build on the existing strengths of the community.
- Invest public funds in ways that create self-sustaining economic development activities.
- Use public funds to leverage private investment in economic development.

African American Cultural Resources Survey

2012

The purpose of the survey was to identify the types of properties that have significant ties to the African-American community and which may be eligible for the National Register of Historic Places. The project was funded through a Historic Preservation Fund grant from the Kansas State Historical Society and highlights and documents a significant part of Manhattan's history about which there is limited community-wide awareness. Of particular interest is information about where people have lived, significant buildings and community gathering places, and the history of individual churches, schools and community groups.

Kansas State University 2025 Campus Master Plan

2012

The University embarked on a comprehensive update of the Campus Master Plan, which was last updated in 2004. The Campus Plan is a comprehensive document that covers all aspects of the Kansas State University campus' design criteria. In addition to providing design guidelines, it also maps out the current needs and future growth of the campus so Kansas State University can meet its goal to be a Top 50 public research university by 2025.

Pottawatomie County Multi-Jurisdiction Hazard Mitigation Plan

2012

This Hazard Mitigation Plan is a guide for Pottawatomie County citizens to prepare for possible natural disaster events by taking action to help mitigate the effects of potential hazards. The plan was prepared for Pottawatomie County and participating local jurisdictions as part of an overall multi-jurisdictional planning effort. The plan was created by the participating entities to comply with the Disaster Mitigation Act of 2000.

Gateway to Manhattan Plan

updated 2011

The original Gateway Plan was developed in 1998 as a joint effort between Manhattan and Riley County to evaluate the physical, visual, and economic impacts of future growth and potential annexation of land along the K-177 Corridor, which had just been widened to a four-lane corridor to I-70. The Plan was adopted by the City as a part of the Comprehensive Plan and Riley County adopted a slightly modified version as an update of the Riley County Comprehensive Plan. In 2009 and 2010, Manhattan and Riley County developed cooperative agreements to extend sanitary sewer and water service to the corridor to provide essential utility

services for new development. In April 2011, the City and County adopted an update of the Gateway to Manhattan Plan, which replaced the original document. The update reassessed the original goals and revised the plan to reflect community vision for the corridor and to address anticipated changes resulting from the new utility infrastructure being extended to the area. Although the boundaries of the plan remain unchanged for the update, the primary focus area is the commercial and residential core along the K-177 Corridor in the northern half of the plan area. The updated Gateway Plan includes goals, objectives, action plans and a Future Land Use map to guide development and redevelopment along the K-177 Corridor. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 6893, dated May 17, 2011, and by Riley County Resolution No. 042511-08, dated April 25, 2011.

Riley County Economic Development Strategic Plan 2011

The Riley County Economic Development Strategic Plan establishes nine goals in which will promote projects important to the public, and can be implemented in an effort to ensure a balanced and vigorous economic climate. The nine goals include: Continue Comprehensive Growth Planning; Strengthen Economic Development Activities; Implement Building Improvements; Improve Technology Capabilities; Promote Infrastructure Improvements; Plan for Staffing and Facility Needs; Develop New Revenue Sources; Develop Government Leaders; and Improve Government Efficiency.

Manhattan Archaeological Survey: Phases I and II 2009

The City of Manhattan was awarded a Historic Preservation Fund grant in 2008 to initiate the Manhattan Archaeological Survey. The objectives of this project were to identify archaeological resources in the Manhattan Urban Area, assist in creating community awareness about the importance of significant cultural resources and their protection, identify needs for future archaeological study and preservation, and provide information to elected officials through the Historic Resources Board and to City staff for making meaningful choices for preservation of resources.

US-24 Corridor Management Plan 2009

This Corridor Plan was developed in partnership between the Kansas Department of Transportation, Pottawatomie County, St. George, Wamego and Manhattan. The Plan extends from Manhattan to Wamego and provides guidance on coordinated access management among the partner agencies and includes: updated land use and market analyses; transportation engineering and planning; infrastructure planning; implementation strategies and regulatory analysis; and specific enhancement recommendations. This Plan is a separate document from the previous 2002 Highway 24 Corridor Plan developed by Pottawatomie County, listed below. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 6792, dated November 3, 2009.

VISION 2025: A Comprehensive Plan for Riley County, Kansas 2009

VISION 2025 serves as the definitive guide for the future development of the

Appendix B: Related Plans and Policy Documents

unincorporated area to the year 2025. The Plan addresses a number of important land use issues facing Riley County and establishes a framework to guide decisions about where development should take place. This is particularly important as Manhattan grows as a “metropolitan” designated area and the growth pushes outward into the rural areas. The purpose of the Plan is to act as a guidebook; an aid for reviewing or initiating change by placing all aspects of the County in perspective, while establishing the principles and policies necessary for sound, logical decision-making.

Water Distribution System and Sanitary Collection System Master Plan Update **2009**

This Utility Master Plan Update was developed concurrently with the 2003 Manhattan Urban Area Comprehensive Plan and updated in 2009. The Plan shows how growth areas identified in the Comprehensive Plan will be served through expansions to the existing utility systems. This Master Plan Update includes evaluation criteria; design flow data and development; water distribution system modeling; sanitary sewer collection system modeling; assessments of the existing water and sanitary sewer systems; a capital improvements program for the proposed system expansions; utilities operation evaluations; and an evaluation of maintenance planning.

Flint Hills Regional Growth Plan **2008**

In 2008, regional population and economic impacts were expected, in anticipation of additional U.S. brigades. The Flint Hills Regional Growth Plan, created by the Flint-Hills Regional Task Force, predicted that various Department of Defense (DOD) initiatives would heavily impact the regional population and economy. In an effort to conduct advanced planning and provide appropriate strategies for the affected communities, the task force completed multiple plans. The Regional Growth Plan builds from the “Expected Growth Scenario” and the “Strategic Action Plan,” both of which predict large population and economic growth. The Growth Plan is meant to encourage regional coordination and inform the decision-making process when determining the best steps moving forward. The Plan addresses questions of growth management, and identifies priorities and actions to address shortfalls. Priorities include: land use and planning, housing, education, health care and mental health care, social services and child care, workforce, transportation and transit, utilities and infrastructure, public safety, regional collaboration, quality of life, and fiscal considerations.

National Register Multiple Property Documentation Forms: Late 19th and Early 20th Century Residential Resources; Late 19th Century Vernacular Stone Houses **2006**

Two National Register multiple property documentation forms were approved by the National Park Service for Manhattan. The documentation forms simplify the process for owners of potentially historic structures, under the categories of Late 19th and Early 20th Century Residential Resources or Late 19th Century Vernacular Stone Houses, to nominate their properties to the National Register of Historic Places. These documents are based on information resulting from two field surveys initiated by the City of Manhattan and extensive archival research.

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Cultural Resources Survey: Wards 1 and 2**2004**

This is a reconnaissance-level historic resources survey of Manhattan's Wards 1 and 2. The goal of the survey was to identify and evaluate architectural and historic cultural resources in the survey area and its immediate vicinity, and to ascertain any individual properties and/or groups of properties that may be potentially eligible for listing in the National Register of Historic Places. In addition, the survey information contributes to City and neighborhood planning activities.

Fire Station Location Plan Update**2003**

This plan analyzes the distribution of fire stations and evaluates requests for service by existing stations and locations of structure fires. The plan also evaluates typical fire station location standards as a general guide for determining potential need for additional services as the community continues to grow. These standards include such factors as response time, character of streets, grades, and weather conditions, potential fire severity and life hazards, and insurance service-office fire insurance rating. Based on these criteria and overall perceived community acceptance, the document identifies three additional station facilities to be built. One of these, at Manhattan Regional Airport, has been completed. The plan also outlines staffing requirements and additional equipment necessary to outfit the proposed stations. The update of the plan recommends that two additional stations be built over the next 5 years, and that one existing station be closed. The exact locations of the stations will be determined based on growth rates and locations of growth, but will generally be in the southwest and northwest parts of the city.

Highway 24 Corridor Plan**2002**

The future use of land located in that portion of the Planning Area that is east of the Blue River in Pottawatomie County, as shown on the Future Land Use map, is in large part based on the Highway 24 Corridor Plan 2002, which was developed by Pottawatomie County in a separate planning initiative focusing on future land use patterns along the Highway 24 Corridor between Manhattan and Wamego. The corridor is divided into three Strategic Planning Areas, based on historic growth patterns: the West Corridor, extending from the City of Manhattan to the Flush Road; the Center Corridor, beginning at Flush Road and extending eastward to Flint Rock Road and Hwy 24; and the East Corridor, which includes the area between Flint Rock Road to the east boundary of Wamego. While this document is not formally a part of this Comprehensive Plan, it provides additional background information and policy direction, to be used by Pottawatomie County in its decision making process.

Traditional Neighborhood Planning Initiative**2002**

In December 2002, the City completed a two-year study of infill housing and neighborhood stability issues in the older traditional neighborhoods, encompassing the grid-street portion of the community. The study identified several implementation strategies for addressing the housing and neighborhood issues that were identified by the community, including the use of two overlay districts, the TNO, Traditional Neighborhood Overlay District and the M-FRO,

Appendix B: Related Plans and Policy Documents

Multi-Family Redevelopment Overlay District, as well as potential concurrent down zonings and up zonings of portions of these older neighborhoods. The TNO District was adopted as a part of the Manhattan Zoning Regulations, in December 2002. The M-FRO District was adopted in July 2003. The Future Land Use map contained in this Comprehensive Plan, reflects the current concept for the proposed expansion of the M-FRO area located generally east of the Kansas State University Campus, as well as continued stabilization of other blocks east of City Park.

Transit Implementation Plan

2001

This plan, dated April 2001, was developed as the implementation plan for a public transit system, as outlined in the MATS document. This Plan looks at how to implement a bus transit system, including service areas, management, marketing, funding and budget, start-up check list, and a detailed operating plan.

City of Manhattan Water Facilities Plan and Cost of Services Study

2001

The objective of the Water Facilities Plan was to identify necessary system improvements that would allow the City to develop a reliable water treatment system to accommodate future growth within two planning horizons, 2025 and 2040 or ultimate buildout, while keeping their facilities level with the standard of the industry. The Plan identifies short-term improvements for the system currently under construction, addresses well field and water rights issues, and evaluates water supply and treatment alternatives.

Downtown Tomorrow—A Redevelopment Plan for Downtown Manhattan, Kansas

2000

This plan was adopted on May 2, 2000, as a part of the Comprehensive Plan, by Ordinance No. 6132. The Downtown Tomorrow Plan reviewed and updated the goals, objectives, and land use assumptions of the 1983 Redevelopment Plan and the Central Business District Plan for Downtown Manhattan, and provides updated policy direction and implementation strategies for redevelopment of the Downtown area. The Plan also expands the identified Central Business District, northward to Bluemont Avenue, and defines the proposed North Third and Fourth Street Redevelopment area, as well as a redevelopment area generally south of Pierre Street, along the east side of South Fourth Street.

Grand Mere Community Master Plan

2000

This Master Plan was adopted on April 4, 2000, by Ordinance No. 6127, as a part of the Comprehensive Plan. This plan provides a more detailed neighborhood level master plan for the Grand Mere Community, located on about 1,000 acres at the northwest edge of Manhattan, in conjunction with the Colbert Hills Golf Course. The Grand Mere Master Plan includes a number of residential neighborhoods ranging from 1 to 20 dwelling units per acre; a mixed-use neighborhood center with retail shops and live/work spaces; office areas; hotel-lodging; an elder care development; park and open space areas; a pedestrian and bicycle circulation system; and a recreation area.

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Strategic Park Plan**1999**

This intent of this plan is to provide implementation strategies for the recommendations of the 1992 Comprehensive Park Master Plan. The process included a significant public participation process to verify and update needs and priorities. From that process, goals and strategies were developed for a 15-year period, including guidelines for establishment of a Parks and Recreation Foundation and strategies for the acquisition and development of future park and recreation facilities. Among the priorities identified were the phased construction of an Indoor Recreational Center and improvements to outdoor pool facilities, implementation of the Linear Park Master Plan recommendations, continued improvements to Fairmont and Northeast Community Parks, and the general locations of additional park sites and sites for future acquisition.

Corporate Technology Park Master Plan & Comprehensive Plan Update**1998**

Finalized in 1998, this document provides guidance for the overall planning and layout for the new Corporate Technology Park, located west of the Manhattan Regional Airport. The document also provides guidance on marketing, and land use and development controls within the park.

Linear Park Master Plan, Phase II**1998**

The purpose of this plan was to provide routing recommendations and design guidance for the development of Phase II of the Linear Park trail system across the northern portions of the community, with linkages to school sites, commercial areas, and places of special interest in and around the city. In addition to the primary route, the plan calls for several secondary “neighborhood loops”. Each segment was designed so that its route incorporates significant views and landscapes of the area. The secondary loops include: an extension from the Blue River Area to Tuttle Creek, a route along the Blue River through the Northview area, segments through the Seth Child Road and Anthony Middle School area, segments from the Top of the World north to Tuttle Creek Reservoir, and segments through Colbert Hills and within the residential area east of Scenic Drive. To support the proposed routes, the plan also provides a right-of-way acquisition plan and cost estimates for each trail segment.

Fairmont Park Master Plan**1997**

This Master Plan was developed by Riley County and the City of Manhattan, following extensive flooding in 1993 at the northeast intersection of K-177 and the Kansas River. In conjunction with FEMA, Riley County purchased approximately 63 acres of the former residential land for open space purposes and combined their parcel with an additional 40 acres owned by the City. Working within stipulations of the FEMA buy-out and lease proposal, passive park uses (picnicking, walking, informal play spaces, etc...) and the preservation/conservation of the parks natural resources were identified as appropriate uses.

Storm Water Management Master Plan**1995**

Developed in 1995, this is a policy and implementation document which provides

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design guidance to developers, engineers, the Planning Board and public regarding alternative methods for addressing storm water runoff, and the planning and programming of storm water infrastructure in Manhattan.

Poyntz Avenue Corridor District Plan

1994

This district plan was adopted on Feb. 1, 1994, by Ordinance No. 4839, as a part of the Comprehensive Plan. This focused district plan for the Poyntz Avenue Corridor was intended to build on the Land Use Element by providing corridor specific goals, objectives and implementation strategies. The Plan evaluated past and present conditions related to land use, zoning and development issues, building age and condition, pedestrian and traffic facilities, historic structures, visual perceptions and non-conforming uses, to determine strengths and weaknesses and to identify actions to promote and build upon positive features of the corridor in its role as Manhattan's "Main Street."

Comprehensive Parks Master Plan

1992

The Plan was developed as a ten-year guide for the development of parks, recreational facilities, and open space for the City of Manhattan. The plan's Priority Elements included: possible locations of future Neighborhood and Community Level Parks, responding to growth and deficiencies in the current system, recommended an increase in the number and usability of the City's Green Space and Natural Area parks, the expansion of the pedestrian and bicycle trail system as a means of alternative transportation, and the development of an Indoor Recreation Facility. In addition, the Plan recommended Plan Support Activities to include parkway development and city entryways and street tree planting and boulevard development.

Kansas State University North Corridor Plan

(under development)

Kansas State University, in partnership with local stakeholders, is developing a corridor plan for the north campus area located along Kimball Avenue to address future development related to KSU and NBAR research.

Parks and Recreation Strategic Facility Improvement Plan

(under development)

Manhattan Parks and Recreation is evaluating existing indoor and outdoor recreation facilities, assessing the community's needs for improved places to play, and developing strategies to enhance existing (and possibly build new) sport courts, fields and gyms that the entire community will benefit from.

Flint Hills Transportation Plan

(under development)

The Flint Hills Metropolitan Planning Organization, in cooperation with other regional partners is developing the MPO's first long-range transportation plan. By evaluating issues and needs, the Plan will identify potential multi-modal transportation projects.

Housing Matters: The Flint Hills Frontiers Fair Housing Equity

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Assessment / Regional Analysis of Impediments (under development)

The Flint Hills Frontiers Fair Housing Equity Assessment/Regional Analysis of Impediments (FHEA/RAI) is being conducted by the Flint Hills Regional Council (FHRC) in partnership with regional stakeholders. The FHEA/RAI is both regional and local in scope, requires engagement, and considers issues of fair housing in a broader framework. The resulting FHEA/RAI can be used by communities to challenge existing impediments to fair housing at the local level; for developing partnerships across multiple sectors and issue areas to create a shared understanding of equity and opportunity; and to help local policymakers make informed and targeted decisions about policy and investment to advance fair housing opportunity throughout the region. The FHRC is working in its seven-county region.

MUAPB RESOLUTION NO. 092823-A

A RESOLUTION AMENDING THE FUTURE LAND USE MAP OF THE MANHATTAN URBAN AREA COMPREHENSIVE PLAN, DATED MARCH 2015, TO AMEND FUTURE LAND USES AND EXTEND THE URBAN SERVICE AREA BOUNDARY IN THE NORTHWEST AND SOUTHWEST PORTIONS OF THE CITY

WHEREAS, following a public hearing on March 2, 2015, the document known as the “Manhattan Urban Area Comprehensive Plan, dated March 2015” (MUACP) was adopted as the current comprehensive plan for the development and redevelopment of the Manhattan Urban Area and the City of Manhattan, Kansas, by the Manhattan Urban Area Planning Board (the “MUAPB”) with the adoption of MUAPB Resolution No. 030215-A; and

WHEREAS, the Governing Body of the City of Manhattan, Kansas, pursuant to K.S.A. 12-747, approved and adopted the MUACP by City Ordinance No. 7131 on April 7, 2015; and

WHEREAS, the MUACP currently consists of the base document and fifteen other separately bound documents, which were incorporated into the base document by the approval and adoption of Ordinance No. 7613, which adopted the “Housing Market Analysis”; and

WHEREAS, the Manhattan Urban Area Planning Board wishes to amend the Manhattan Urban Area Comprehensive Plan in order to better guide the development and redevelopment of the City of Manhattan, Kansas, and

WHEREAS, one of the amendments is an extension of the Urban Service Area boundary (USAB) in the northwest part of the City to straighten the western edge, and changes to the future land use designations from “Agriculture” to “Medium- to High-Density Residential” and “Rural Residential”; and

WHEREAS, another amendment is to remove the Hartford Hill Master Plan, dated September 2015, from the Comprehensive Plan and update Appendix B accordingly, in addition to a few other corrections and updates; and

WHEREAS, a third amendment is an extension of the USAB in the southwest part of the City on the north side of Skyway Drive, west of the airport, and a change to the future land use designation from “Agriculture” to “Service Commercial”; and

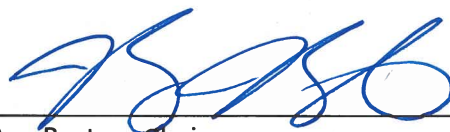
WHEREAS, pursuant to provisions of K.S.A. 12-747, the Manhattan Urban Area Planning Board gave proper notice in the official City newspaper and held a public hearing on Thursday, September 28, 2023, at which time due consideration was given to all comments and remarks relating to this amendment.

Attachment: 3. Reso no 092823-A_FLUM amd (13791 : Amend MUACP for FLUM)

NOW, THEREFORE, BE IT RESOLVED BY THE MANHATTAN URBAN AREA PLANNING BOARD:

- SECTION 1. The amendment of the Future Land Use map (Exhibit A) and of the text of Appendix B (Exhibit B) is hereby approved and adopted.
- SECTION 2. The Manhattan Urban Area Planning Board hereby recommends that the Governing Body of the City of Manhattan, Kansas, amend the Future Land Use map and Comprehensive Plan text as shown in Exhibits A and B, as adopted by the Manhattan Urban Area Planning Board by this Resolution.

PASSED AND ADOPTED THIS TWENTY-EIGHTH DAY OF SEPTEMBER, 2023, BY A MAJORITY VOTE OF THE MEMBERS OF THE MANHATTAN URBAN AREA PLANNING BOARD



Ben Burton, Chair
Manhattan Urban Area Planning Board

ATTEST:



John Adam, Secretary
Manhattan Urban Area Planning Board

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Exhibit A

Keats

Fort Riley
Military
Reservation

Ogden



FUTURE LAND USE MAP

Legend

Residential

- Urban Core Residential
- Residential High Density
- Residential Medium to High Density
- Residential Low to Medium Density
- Rural Residential
- Potential Growth Area (contingent upon preparation of a detailed plan for circulation and infrastructure provision)

Commercial / Mixed Use

- Future Community Commercial Center
- Future Neighborhood Commercial Center
- Central Core District
- Community Commercial
- Neighborhood Commercial

Industrial/Office

- Service Commercial
- Industrial
- Office-Research Park

Public/Institutional

- Kansas State University
- Parks and Recreation
- Public/Semi-Public
- Preserved Open Space
- Environmentally Sensitive Areas *
- Special Floodway Overflow Area **
- Agriculture
- Flood Hazard Area (Floodway and 1993 Event) ***
- Wetlands and Streams

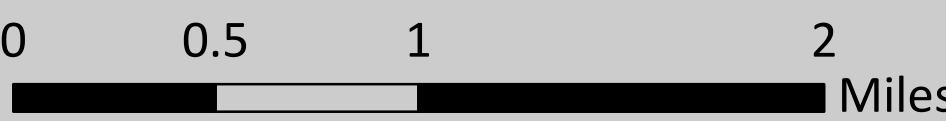
- Comprehensive Plan Boundary
- Manhattan city limits
- County Line
- Urban Service Area Boundary
- Potential Future Urban Service Area
- Blue Township Urban Growth Area

* Environmentally Sensitive Areas are areas identified in previous Comprehensive Plan efforts, consisting of steep slopes (>20%) and riparian corridors; and natural areas of the high priority for preservation identified by the Northern Flint Hills Audubon Society.

** Special Floodway Overflow Area: This area is proposed to be Preserved Open Space and has been identified as part of a series of recommendations to protect the levee and bridges from being overtopped by flood events. Strategies to ensure the permanent protection of these areas will be identified as part of the Manhattan Urban Area Comprehensive Plan Update process.

*** Flood Hazard Areas include designated FEMA floodway and areas inundated during the 1993 Flood Event where new development would be prohibited.

Source: City of Manhattan, Riley County, Pottawatomie County



The Future Land Use map is not intended to provide specific land use designations for individual parcels. Instead, it establishes broad guidelines for land use patterns and should be applied in combination with the guiding principles, goals, and policies contained throughout the Comprehensive Plan.

Amended DATE, 2023
by Ordinance no. 7----

Appendix B: Related Plans and Policy Documents

PB reso. no. 092823-A
Exhibit B

Introduction

The following plans and policy documents may or may not have been formally adopted as a part of the Comprehensive Plan; however they provide important background information and policy direction to support the implementation of the Plan.

~~Kansas State University North Corridor Plan~~ (under development)

~~Kansas State University, in partnership with local stakeholders, is developing a corridor plan for the north campus area located along Kimball Avenue to address future development related to KSU and NBAF research.~~

~~Parks and Recreation Strategic Facility Improvement Plan~~ (under development)

~~Manhattan Parks and Recreation is evaluating existing indoor and outdoor recreation facilities, assessing the community's needs for improved places to play, and developing strategies to enhance existing (and possibly build new) sport courts, fields and gyms that the entire community will benefit from.~~

~~Flint Hills Transportation Plan~~ (under development)

~~The Flint Hills Metropolitan Planning Organization, in cooperation with other regional partners is developing the MPO's first long-range transportation plan. By evaluating issues and needs, the Plan will identify potential multi-modal transportation projects.~~

~~Housing Matters: The Flint Hills Frontiers Fair Housing Equity Assessment / Regional Analysis of Impediments~~ (under development)

~~The Flint Hills Frontiers Fair Housing Equity Assessment/Regional Analysis of Impediments (FHEA/RAI) is being conducted by the Flint Hills Regional Council (FHRC) in partnership with regional stakeholders. The FHEA/RAI is both regional and local in scope, requires engagement, and considers issues of fair housing in a broader framework. The resulting FHEA/RAI can be used by communities to challenge existing impediments to fair housing at the local level; for developing partnerships across multiple sectors and issue areas to create a shared understanding of equity and opportunity; and to help local policymakers make informed and targeted decisions about policy and investment to advance fair housing opportunity throughout the region. The FHRC is working in its seven-county region.~~

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Housing Market Analysis **2022**

This was a two-year study into historical and recent challenges of Manhattan's housing market and stemmed from community conversations and a voter approved ballot measure focused on "workforce housing initiatives". The HMA provided base line data for a Workforce Housing Steering Committee to a recommend to the City Commission how to allocate the portion of the Economic Recovery & Relief sales tax dedicated to workforce housing initiatives, informing the shortage of housing supply in all price ranges, correlated national, state, and regional challenges with the local market issues, and next steps for further research. The study will inform the city's future policy and programs to improve housing market conditions, as well as identify opportunities that will be reliant on the non-profit and private sectors to work towards solutions independently or cooperatively. The HMA was adopted by Ordinance no. 7613 on November 1, 2022.

Bicycle & Pedestrian Systems Plan **2020**

The BPSP establishes a long-term vision to improve walking and bicycling in Manhattan by updating the previous Bicycle Master Plan, created in 1998. The Plan also updates the 1998 Linear Trail Phase II Master Plan to coordinate recreational and active transportation uses for multi-use paths and trails. The BPSP includes the vision and goals established by a steering committee; assessment of existing walking and bicycling infrastructure and programs; summary of the public engagement process; recommended projects, programs, and policies to improve walking and biking; and an implementation plan for the next 10 to 20 years. This plan was adopted and incorporated by Ordinance no. 7473 on March 3, 2020. It was amended by Ordinance no. 7589 on September 6, 2022 to add a "Safety Action Plan" appendix.

Flint Hills–Fort Riley Joint Land Use Study **2017**

The Joint Land Use Study was developed as a result of regional growth and issues of land use compatibility between Fort Riley and adjacent land owners. The study's purpose was to identify tools that would help Fort Riley maintain its mission while protecting the property rights of adjacent owners.

The study conducted a land use compatibility analysis which organized the study area into land use categories, including: operational issues, environmental issues, current growth patterns, and existing community boundaries. A significant regional growth compatibility issue for Manhattan is the continued growth westward. The results were the foundation for the Plan's compatibility recommendations, which include policy compliance, the creation of real estate disclosures and noise easements, and planning for Blue Township area to absorb some of the growth demand. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 7326, dated December 5, 2017.

Aggieville Community Vision Plan **2017**

This District Plan updates and replaces the earlier 2005 Aggieville–Campus Edge District Plan. The Plan provides a highly detailed level of policy guidance for the

redevelopment of Aggieville into a more intensive, pedestrian-oriented urban environment with more housing and retail opportunities, while preserving the look and feel of the Moro Street “historic core”. A key first step is to assess circulation, parking, and other infrastructure needs prior to the District redevelopment. The document provides specific goals and principles for three sub-areas (Bluemont/Aggieville Corridor, Historic Core, and Laramie Corridor), a Strategic Action Plan, and Design Guidelines for mixed-use planned unit developments. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 7280, dated April 18, 2017.

Big Blue & Kansas River Floodplain Management Plan **2016**

The Big Blue and Kansas Rivers Floodplain Management Plan is a guiding document for the management of flood risks along the Kansas and Big Blue Rivers and maintenance and enhancement of the environmental assets found in the Rivers’ floodplains. The management and reduction of flood risks is a shared responsibility with the city, counties, state and federal agencies. The Big Blue and Kansas Rivers Floodplain Management Plan was developed in partnership by the City of Manhattan, Pottawatomie County, Riley County, the Kansas Hazard Mitigation Team and the U.S. Army Corps of Engineers. The Management Plan inventories the risk of flooding in several sub-watersheds and tributaries of the Big Blue and Kansas Rivers, describes the public engagement process involved in creating the plan, goals and objectives, strategies and tools available to mitigate the flood risks and the Action Plan to achieve the Management Plan’s goals. The Wildcat Creek Floodplain Management Plan is adopted and incorporated into the Manhattan Urban Area Comprehensive Plan, by City Ordinance No. 7270, dated January 3, 2017.

Hartford Hill Master Plan **2015**

~~The Hartford Hill Master Plan provides additional guidance for development of a 320-acre site located generally northwest of Grand Mere, which was identified as a future growth area in the Manhattan Urban Area Plan update process. The Hartford Hill Master Plan includes guidance on development phasing; access and traffic improvements; storm drainage and utility services; parks, open space and trails; pedestrian and bicycle facilities; land use; and strategies for disclosure and mitigation of Fort Riley Noise impact. The Hartford Hill Master Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan, by City Ordinance No. 7170, dated October 20, 2015, and by Riley County Resolution No. 092115, dated September 21, 2015.~~

Manhattan Area Transportation Strategy **2015**

Originally adopted on April 4, 2000 and updated in 2015, as the Transportation Element of the Comprehensive Plan, the Manhattan Area Transportation Strategy (MATS) provides a long-range strategy for managing the transportation needs of the Manhattan Urban Area. The strategy emphasizes the need for a multi-modal transportation plan that addresses a range of issues, including: infrastructure and service needs for streets, pedestrians, bicycles, parking, and public transit.

Riley County Community Needs Assessment**2020¹⁴**

The Flint Hills Wellness Coalition provided project management support for the 2020 Riley County Community Needs Assessment, which includes a compilation of selected secondary data, administration of a community survey, community member interviews, and focus groups. The community survey was conducted online and through administration at public locations or meetings to gather input from residents regarding their perceptions of community strengths and needs in ten topic areas. Similar to the findings of the community needs assessment conducted in 2014–2015, the overarching themes for all of the data collected are that Riley County is a community that enjoys a high quality of life and vibrancy, but is beginning to show more negative signs of growth, such as increased housing and property costs, too few living wage jobs, and an expanding gap between “haves” and “have nots” with a resulting need for more resources for those in need.

~~The Riley County Seniors’ Service Center, in conjunction with other social service agencies and community organizations, coordinated a comprehensive community needs assessment for Riley County. The goals of the needs assessment were to: 1) identify the assets of the community; 2) identify unmet community needs; and 3) initiate discussions to identify possible solutions to address the unmet needs. It has been more than 20 years since the last comprehensive community needs assessment.~~

Advance Pottawatomie County**2013**

Understanding that government services can be a catalyst for the development of a strong, diversified economy, Pottawatomie County Economic Development Corporation commenced a relationship with private and public sector development partners and Pottawatomie County to create a plan for a funded economic development initiative. The Corporation has 13 members that include representatives from the core segments of the economy, including representatives from local government. Over 500 stakeholders were involved in developing the 2014-2018 Economic Development Action Plan. The Plan provides mechanisms to expand and attract new industry and businesses to the county. The Board, in addition to recognizing niche markets, has provided five interrelating industries to target: (1) agri-business, (2) bio-technology, (3) health care and education, (4) advanced manufacturing, and (5) tourism and recreation.

Airport Master Plan Update and Terminal Master Plan 2009 & 2013

These master plans provide guidance for the future expansion and enhancement of air service facilities at the Manhattan Regional Airport.

Eureka Valley–Highway K-18 Corridor Plan**2013**

The Eureka Valley–Highway K-18 Corridor Plan addresses anticipated growth of the Eureka Valley resulting from the realignment of Highway K-18 and the expansion of the Manhattan Regional Airport and the surrounding communities. The Plan establishes a vision along with goals, objectives and action plans in eight key areas to promote the orderly growth and development of the Valley and the protection of community assets. The Eureka Valley–Highway K-18 Corridor Plan is a joint planning initiative of the City of Manhattan, Riley County and

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the City of Ogden. The Plan updates the Eureka Valley Special Planning Area of the 2003 Manhattan Urban Area Comprehensive Plan. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 7003, dated May 21, 2013, and by Riley County Resolution No. 050213-28, dated May 2, 2013. It was also adopted by the City of Ogden and incorporated into the Comprehensive Plan of the City of Ogden, by Ordinance No. 694, dated July 17, 2013.

New Horizon: Education, Entrepreneurship and Environment in the Flint Hills **2013**

Recognizing the need for a diversified regional economy, the Flint Hills Economic Development District, along with the help of a Citizen Strategy Committee, created a Comprehensive Economic Development Strategy plan to identify goals and actions which are meant to enhance the existing regional economy and cooperation. Five goals and nine actions resulted from a SWOT analysis completed by a citizen action committee, and over 50 regional stakeholders from seven counties. The five goals include:

- Regional collaboration;
- Regional branding;
- Encourage regional and national tourism;
- Encourage new and existing innovative businesses;
- Create and maintain a well-educated population.

Wildcat Creek Floodplain Management Plan **2013**

The Wildcat Creek Floodplain Management Plan provides guidance for managing and reducing flood hazards along Wildcat Creek, and for maintaining and enhancing natural floodplain assets and related land resources within the floodplain. Managing and reducing flood risk is a shared responsibility of local communities, the county, state, and federal agencies. The Management Plan was developed by the City of Manhattan, Riley County, the Kansas Hazard Mitigation Team, and the U.S. Army Corps of Engineers (USACE). The Plan inventories flood hazards along various reaches of Wildcat Creek and its tributaries and provides a description of the public engagement process, goals and objectives, strategies and tools, and the Action Plan for achieving the goals. The Wildcat Creek Floodplain Management Plan is a sub-part of the Riley County Multi-Jurisdiction Hazard Mitigation Plan, which is the local comprehensive emergency response and mitigation plan. The Wildcat Creek Floodplain Management Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan, by City Ordinance No. 7047, dated May 5, 2013, and by Riley County Resolution No. 112513-73, dated November 25, 2013.

City of Manhattan Economic Development Policy **2002, revised 2010, 2014**

The City of Manhattan works in conjunction with the Manhattan Area Chamber of Commerce on several economic development initiatives in support of the City's economic development policy, established in 2002 and revised in 2010 and 2014. The City's economic development goals are the following:

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- Create quality jobs with corresponding wages, benefits, and working conditions.
- Diversify the property-tax base in Manhattan.
- Decrease reliance on federal, state, and local government for jobs.
- Maintain, stabilize, and build on the existing strengths of the community.
- Invest public funds in ways that create self-sustaining economic development activities.
- Use public funds to leverage private investment in economic development.

African American Cultural Resources Survey

2012

The purpose of the survey was to identify the types of properties that have significant ties to the African-American community and which may be eligible for the National Register of Historic Places. The project was funded through a Historic Preservation Fund grant from the Kansas State Historical Society and highlights and documents a significant part of Manhattan's history about which there is limited community-wide awareness. Of particular interest is information about where people have lived, significant buildings and community gathering places, and the history of individual churches, schools and community groups.

Kansas State University 2025 Campus Master Plan

2012

The University embarked on a comprehensive update of the Campus Master Plan, which was last updated in 2004. The Campus Plan is a comprehensive document that covers all aspects of the Kansas State University campus' design criteria. In addition to providing design guidelines, it also maps out the current needs and future growth of the campus so Kansas State University can meet its goal to be a Top 50 public research university by 2025.

Pottawatomie County Multi-Jurisdiction Hazard Mitigation Plan

2012

This Hazard Mitigation Plan is a guide for Pottawatomie County citizens to prepare for possible natural disaster events by taking action to help mitigate the effects of potential hazards. The plan was prepared for Pottawatomie County and participating local jurisdictions as part of an overall multi-jurisdictional planning effort. The plan was created by the participating entities to comply with the Disaster Mitigation Act of 2000.

Gateway to Manhattan Plan

updated 2011

The original Gateway Plan was developed in 1998 as a joint effort between Manhattan and Riley County to evaluate the physical, visual, and economic impacts of future growth and potential annexation of land along the K-177 Corridor, which had just been widened to a four-lane corridor to I-70. The Plan was adopted by the City as a part of the Comprehensive Plan and Riley County adopted a slightly modified version as an update of the Riley County Comprehensive Plan. In 2009 and 2010, Manhattan and Riley County developed cooperative agreements to extend sanitary sewer and water service to the corridor to provide essential utility

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services for new development. In April 2011, the City and County adopted an update of the Gateway to Manhattan Plan, which replaced the original document. The update reassessed the original goals and revised the plan to reflect community vision for the corridor and to address anticipated changes resulting from the new utility infrastructure being extended to the area. Although the boundaries of the plan remain unchanged for the update, the primary focus area is the commercial and residential core along the K-177 Corridor in the northern half of the plan area. The updated Gateway Plan includes goals, objectives, action plans and a Future Land Use map to guide development and redevelopment along the K-177 Corridor. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 6893, dated May 17, 2011, and by Riley County Resolution No. 042511-08, dated April 25, 2011.

Riley County Economic Development Strategic Plan 2011

The Riley County Economic Development Strategic Plan establishes nine goals in which will promote projects important to the public, and can be implemented in an effort to ensure a balanced and vigorous economic climate. The nine goals include: Continue Comprehensive Growth Planning; Strengthen Economic Development Activities; Implement Building Improvements; Improve Technology Capabilities; Promote Infrastructure Improvements; Plan for Staffing and Facility Needs; Develop New Revenue Sources; Develop Government Leaders; and Improve Government Efficiency.

Manhattan Archaeological Survey: Phases I and II 2009

The City of Manhattan was awarded a Historic Preservation Fund grant in 2008 to initiate the Manhattan Archaeological Survey. The objectives of this project were to identify archaeological resources in the Manhattan Urban Area, assist in creating community awareness about the importance of significant cultural resources and their protection, identify needs for future archaeological study and preservation, and provide information to elected officials through the Historic Resources Board and to City staff for making meaningful choices for preservation of resources.

US-24 Corridor Management Plan 2009

This Corridor Plan was developed in partnership between the Kansas Department of Transportation, Pottawatomie County, St. George, Wamego and Manhattan. The Plan extends from Manhattan to Wamego and provides guidance on coordinated access management among the partner agencies and includes: updated land use and market analyses; transportation engineering and planning; infrastructure planning; implementation strategies and regulatory analysis; and specific enhancement recommendations. This Plan is a separate document from the previous 2002 Highway 24 Corridor Plan developed by Pottawatomie County, listed below. This Plan was adopted and incorporated into the Manhattan Urban Area Comprehensive Plan by City Ordinance No. 6792, dated November 3, 2009.

VISION 2025: A Comprehensive Plan for Riley County, Kansas 2009

VISION 2025 serves as the definitive guide for the future development of the

Appendix B: Related Plans and Policy Documents

unincorporated area to the year 2025. The Plan addresses a number of important land use issues facing Riley County and establishes a framework to guide decisions about where development should take place. This is particularly important as Manhattan grows as a “metropolitan” designated area and the growth pushes outward into the rural areas. The purpose of the Plan is to act as a guidebook; an aid for reviewing or initiating change by placing all aspects of the County in perspective, while establishing the principles and policies necessary for sound, logical decision-making.

Water Distribution System and Sanitary Collection System Master Plan Update **2009**

This Utility Master Plan Update was developed concurrently with the 2003 Manhattan Urban Area Comprehensive Plan and updated in 2009. The Plan shows how growth areas identified in the Comprehensive Plan will be served through expansions to the existing utility systems. This Master Plan Update includes evaluation criteria; design flow data and development; water distribution system modeling; sanitary sewer collection system modeling; assessments of the existing water and sanitary sewer systems; a capital improvements program for the proposed system expansions; utilities operation evaluations; and an evaluation of maintenance planning.

Flint Hills Regional Growth Plan **2008**

In 2008, regional population and economic impacts were expected, in anticipation of additional U.S. brigades. The Flint Hills Regional Growth Plan, created by the Flint-Hills Regional Task Force, predicted that various Department of Defense (DOD) initiatives would heavily impact the regional population and economy. In an effort to conduct advanced planning and provide appropriate strategies for the affected communities, the task force completed multiple plans. The Regional Growth Plan builds from the “Expected Growth Scenario” and the “Strategic Action Plan,” both of which predict large population and economic growth. The Growth Plan is meant to encourage regional coordination and inform the decision-making process when determining the best steps moving forward. The Plan addresses questions of growth management, and identifies priorities and actions to address shortfalls. Priorities include: land use and planning, housing, education, health care and mental health care, social services and child care, workforce, transportation and transit, utilities and infrastructure, public safety, regional collaboration, quality of life, and fiscal considerations.

National Register Multiple Property Documentation Forms: Late 19th and Early 20th Century Residential Resources; Late 19th Century Vernacular Stone Houses **2006**

Two National Register multiple property documentation forms were approved by the National Park Service for Manhattan. The documentation forms simplify the process for owners of potentially historic structures, under the categories of Late 19th and Early 20th Century Residential Resources or Late 19th Century Vernacular Stone Houses, to nominate their properties to the National Register of Historic Places. These documents are based on information resulting from two field surveys initiated by the City of Manhattan and extensive archival research.

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Cultural Resources Survey: Wards 1 and 2

2004

This is a reconnaissance-level historic resources survey of Manhattan's Wards 1 and 2. The goal of the survey was to identify and evaluate architectural and historic cultural resources in the survey area and its immediate vicinity, and to ascertain any individual properties and/or groups of properties that may be potentially eligible for listing in the National Register of Historic Places. In addition, the survey information contributes to City and neighborhood planning activities.

Fire Station Location Plan Update

2003

This plan analyzes the distribution of fire stations and evaluates requests for service by existing stations and locations of structure fires. The plan also evaluates typical fire station location standards as a general guide for determining potential need for additional services as the community continues to grow. These standards include such factors as response time, character of streets, grades, and weather conditions, potential fire severity and life hazards, and insurance service-office fire insurance rating. Based on these criteria and overall perceived community acceptance, the document identifies three additional station facilities to be built. One of these, at Manhattan Regional Airport, has been completed. The plan also outlines staffing requirements and additional equipment necessary to outfit the proposed stations. The update of the plan recommends that two additional stations be built over the next 5 years, and that one existing station be closed. The exact locations of the stations will be determined based on growth rates and locations of growth, but will generally be in the southwest and northwest parts of the city.

Highway 24 Corridor Plan

2002

The future use of land located in that portion of the Planning Area that is east of the Blue River in Pottawatomie County, as shown on the Future Land Use map, is in large part based on the Highway 24 Corridor Plan 2002, which was developed by Pottawatomie County in a separate planning initiative focusing on future land use patterns along the Highway 24 Corridor between Manhattan and Wamego. The corridor is divided into three Strategic Planning Areas, based on historic growth patterns: the West Corridor, extending from the City of Manhattan to the Flush Road; the Center Corridor, beginning at Flush Road and extending eastward to Flint Rock Road and Hwy 24; and the East Corridor, which includes the area between Flint Rock Road to the east boundary of Wamego. While this document is not formally a part of this Comprehensive Plan, it provides additional background information and policy direction, to be used by Pottawatomie County in its decision making process.

Traditional Neighborhood Planning Initiative

2002

In December 2002, the City completed a two-year study of infill housing and neighborhood stability issues in the older traditional neighborhoods, encompassing the grid-street portion of the community. The study identified several implementation strategies for addressing the housing and neighborhood issues that were identified by the community, including the use of two overlay districts, the TNO, Traditional Neighborhood Overlay District and the M-FRO,

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Multi-Family Redevelopment Overlay District, as well as potential concurrent down zonings and up zonings of portions of these older neighborhoods. The TNO District was adopted as a part of the Manhattan Zoning Regulations, in December 2002. The M-FRO District was adopted in July 2003. The Future Land Use map contained in this Comprehensive Plan, reflects the current concept for the proposed expansion of the M-FRO area located generally east of the Kansas State University Campus, as well as continued stabilization of other blocks east of City Park.

Transit Implementation Plan

2001

This plan, dated April 2001, was developed as the implementation plan for a public transit system, as outlined in the MATS document. This Plan looks at how to implement a bus transit system, including service areas, management, marketing, funding and budget, start-up check list, and a detailed operating plan.

City of Manhattan Water Facilities Plan and Cost of Services Study

2001

The objective of the Water Facilities Plan was to identify necessary system improvements that would allow the City to develop a reliable water treatment system to accommodate future growth within two planning horizons, 2025 and 2040 or ultimate buildout, while keeping their facilities level with the standard of the industry. The Plan identifies short-term improvements for the system currently under construction, addresses well field and water rights issues, and evaluates water supply and treatment alternatives.

Downtown Tomorrow—A Redevelopment Plan for Downtown Manhattan, Kansas

2000

This plan was adopted on May 2, 2000, as a part of the Comprehensive Plan, by Ordinance No. 6132. The Downtown Tomorrow Plan reviewed and updated the goals, objectives, and land use assumptions of the 1983 Redevelopment Plan and the Central Business District Plan for Downtown Manhattan, and provides updated policy direction and implementation strategies for redevelopment of the Downtown area. The Plan also expands the identified Central Business District, northward to Bluemont Avenue, and defines the proposed North Third and Fourth Street Redevelopment area, as well as a redevelopment area generally south of Pierre Street, along the east side of South Fourth Street.

Grand Mere Community Master Plan

2000

This Master Plan was adopted on April 4, 2000, by Ordinance No. 6127, as a part of the Comprehensive Plan. This plan provides a more detailed neighborhood level master plan for the Grand Mere Community, located on about 1,000 acres at the northwest edge of Manhattan, in conjunction with the Colbert Hills Golf Course. The Grand Mere Master Plan includes a number of residential neighborhoods ranging from 1 to 20 dwelling units per acre; a mixed-use neighborhood center with retail shops and live/work spaces; office areas; hotel-lodging; an elder care development; park and open space areas; a pedestrian and bicycle circulation system; and a recreation area.

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Strategic Park Plan**1999**

This intent of this plan is to provide implementation strategies for the recommendations of the 1992 Comprehensive Park Master Plan. The process included a significant public participation process to verify and update needs and priorities. From that process, goals and strategies were developed for a 15-year period, including guidelines for establishment of a Parks and Recreation Foundation and strategies for the acquisition and development of future park and recreation facilities. Among the priorities identified were the phased construction of an Indoor Recreational Center and improvements to outdoor pool facilities, implementation of the Linear Park Master Plan recommendations, continued improvements to Fairmont and Northeast Community Parks, and the general locations of additional park sites and sites for future acquisition.

Corporate Technology Park Master Plan & Comprehensive Plan Update**1998**

Finalized in 1998, this document provides guidance for the overall planning and layout for the new Corporate Technology Park, located west of the Manhattan Regional Airport. The document also provides guidance on marketing, and land use and development controls within the park.

Linear Park Master Plan, Phase II**1998**

The purpose of this plan was to provide routing recommendations and design guidance for the development of Phase II of the Linear Park trail system across the northern portions of the community, with linkages to school sites, commercial areas, and places of special interest in and around the city. In addition to the primary route, the plan calls for several secondary “neighborhood loops”. Each segment was designed so that its route incorporates significant views and landscapes of the area. The secondary loops include: an extension from the Blue River Area to Tuttle Creek, a route along the Blue River through the Northview area, segments through the Seth Child Road and Anthony Middle School area, segments from the Top of the World north to Tuttle Creek Reservoir, and segments through Colbert Hills and within the residential area east of Scenic Drive. To support the proposed routes, the plan also provides a right-of-way acquisition plan and cost estimates for each trail segment.

Fairmont Park Master Plan**1997**

This Master Plan was developed by Riley County and the City of Manhattan, following extensive flooding in 1993 at the northeast intersection of K-177 and the Kansas River. In conjunction with FEMA, Riley County purchased approximately 63 acres of the former residential land for open space purposes and combined their parcel with an additional 40 acres owned by the City. Working within stipulations of the FEMA buy-out and lease proposal, passive park uses (picnicking, walking, informal play spaces, etc...) and the preservation/conservation of the parks natural resources were identified as appropriate uses.

Storm Water Management Master Plan**1995**

Developed in 1995, this is a policy and implementation document which provides

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design guidance to developers, engineers, the Planning Board and public regarding alternative methods for addressing storm water runoff, and the planning and programming of storm water infrastructure in Manhattan.

Poyntz Avenue Corridor District Plan 1994

~~This district plan was adopted on Feb. 1, 1994, by Ordinance No. 4839, as a part of the Comprehensive Plan. This focused district plan for the Poyntz Avenue Corridor was intended to build on the Land Use Element by providing corridor specific goals, objectives and implementation strategies. The Plan evaluated past and present conditions related to land use, zoning and development issues, building age and condition, pedestrian and traffic facilities, historic structures, visual perceptions and non-conforming uses, to determine strengths and weaknesses and to identify actions to promote and build upon positive features of the corridor in its role as Manhattan's "Main Street."~~

Comprehensive Parks Master Plan 1992

The Plan was developed as a ten-year guide for the development of parks, recreational facilities, and open space for the City of Manhattan. The plan's Priority Elements included: possible locations of future Neighborhood and Community Level Parks, responding to growth and deficiencies in the current system, recommended an increase in the number and usability of the City's Green Space and Natural Area parks, the expansion of the pedestrian and bicycle trail system as a means of alternative transportation, and the development of an Indoor Recreation Facility. In addition, the Plan recommended Plan Support Activities to include parkway development and city entryways and street tree planting and boulevard development.

Kansas State University North Corridor Plan (under development)

Kansas State University, in partnership with local stakeholders, is developing a corridor plan for the north campus area located along Kimball Avenue to address future development related to KSU and NBAF research.

Parks and Recreation Strategic Facility Improvement Plan (under development)

Manhattan Parks and Recreation is evaluating existing indoor and outdoor recreation facilities, assessing the community's needs for improved places to play, and developing strategies to enhance existing (and possibly build new) sport courts, fields and gyms that the entire community will benefit from.

Flint Hills Transportation Plan (under development)

The Flint Hills Metropolitan Planning Organization, in cooperation with other regional partners is developing the MPO's first long-range transportation plan. By evaluating issues and needs, the Plan will identify potential multi-modal transportation projects.

Housing Matters: The Flint Hills Frontiers Fair Housing Equity

Attachment: 3. Reso no 092823-A_FLUM amd (13791 : Amend MUACP for FLUM)

Assessment / Regional Analysis of Impediments (under development)

The Flint Hills Frontiers Fair Housing Equity Assessment/Regional Analysis of Impediments (FHEA/RAI) is being conducted by the Flint Hills Regional Council (FHRC) in partnership with regional stakeholders. The FHEA/RAI is both regional and local in scope, requires engagement, and considers issues of fair housing in a broader framework. The resulting FHEA/RAI can be used by communities to challenge existing impediments to fair housing at the local level; for developing partnerships across multiple sectors and issue areas to create a shared understanding of equity and opportunity; and to help local policymakers make informed and targeted decisions about policy and investment to advance fair housing opportunity throughout the region. The FHRC is working in its seven-county region.

~~Fehr asked if there would be any conflicts with the interior renovations of the project considering the building being listed on the Historic Register. Richards said this was favorable in this case due to the expansive and open warehouse design that will be utilized for the new program. He said they wouldn't be limited from this perspective.~~

~~Public hearing closed~~

~~Ball moved to recommend approval of the rezoning; Anderson seconded.~~

~~Nuss commended the applicant for taking on the project and their methods for doing so. She said she was concerned for the intersection at Martin Luther King Jr. Drive and Yuma Street in the future if traffic were to increase due to the project. Addressing possible concerns to the surrounding neighborhood, Nuss said she felt this could bring stabilization to the neighborhood.~~

~~Ball reiterated his concerns about parking but said this would not stop him from supporting the proposal.~~

~~Ebert said while this proposal may not be conventionally located in this type of area but felt this was a very good alternative use of the existing industrial type building.~~

~~Anderson said he thought the reuse of a historic building like this was gratifying and looked forward to the project.~~

~~Christian said she was in support of this project and had seen similar projects have success.~~

~~Motion carried 7-0.~~

- 3.2 PUBLIC HEARING to consider a COMPREHENSIVE PLAN AMENDMENT to update the Future Land Use map to modify the Urban Service Area Boundary and remove Hartford Hills master plan (*file no. CPA-23-097*)

Adam said the board had looked at the proposed amendments previously at a work session and reminded them of the proposed changes.

Public hearing opened

There were no comments.

Public hearing closed

Ball moved to initiate the proposed amendments of the Comprehensive Plan Amendment; Anderson seconded. Motion carried 7-0.

Ball moved to adopt the planning board resolution; Anderson seconded. Motion carried 7-0.

RESOLUTION NO. 101623-

A RESOLUTION AMENDING THE MANHATTAN URBAN AREA COMPREHENSIVE PLAN, DATED MARCH 2015, BY AMENDING THE FUTURE LAND USE MAP AND ELIMINATING REFERENCE TO THREE SEPARATELY BOUND DOCUMENTS.

WHEREAS, following a public hearing on March 2, 2015, the publication known as the “Manhattan Urban Area Comprehensive Plan, dated March 2015” (the “MUACP”) was adopted as the current comprehensive plan for the development or redevelopment of the Manhattan Urban Area and the City of Manhattan, Kansas, by the Manhattan Urban Area Planning Board (the “MUAPB”) with the adoption of MUAPB Resolution No. 030215-A; and

WHEREAS, the MUACP was approved and adopted pursuant to K.S.A. 12-747 by the Governing Body of the City of Manhattan, Kansas, when it passed and adopted Ordinance No. 7131 on April 7, 2015 and by the Riley County Board of Commissioners when it passed and adopted Resolution No. 032315-07 on March 23, 2015; and

WHEREAS, the MUACP, as approved and adopted by the Governing Body of the City, originally consisted of the base document, which is entitled the Manhattan Urban Area Comprehensive Plan, dated March 2015, and fourteen other separately bound documents which were incorporated into the base document at the time of its approval and adoption through Ordinance No. 7131, and subsequently through Ordinance Nos. 7170, 7269, 7280, 7326, 7473, 7589, and 7613; and,

WHEREAS, the Manhattan Urban Area Planning Board desires to amend the Manhattan Urban Area Comprehensive Plan in order to guide the development or redevelopment of the Manhattan Urban Area and the City of Manhattan, Kansas by amending the Future Land Use Map (FLUM) and eliminating the reference to three separately bound documents: the Poyntz Avenue Corridor District Plan, as approved and adopted by City Ordinance No. 4839 on February 1, 1994; the Aggieville-Campus Edge District Plan, as approved and adopted by City Ordinance No. 6498 on October 11, 2005; and The Hartford Hill Master Plan, dated September 2015, as approved and adopted by City Ordinance No. 7170 on October 20, 2015; and

WHEREAS, pursuant to provisions of K.S.A. 12-747, the Manhattan Urban Area Planning Board gave proper notice in the official City newspaper and held a public hearing on Monday, September 28, 2023 at which time due consideration was given to all comments and remarks relating to this amendment; and

WHEREAS, following said public hearing, the Manhattan Urban Area Planning Board voted (7-0) to adopt MUAPB Resolution No. 092823-A, amending the MUACP by amending the FLUM and removing the reference to three separately bound documents; and

WHEREAS, the Governing Body of the City of Manhattan, Kansas, desires to approve and adopt by ordinance the amendment of the MUACP by amending the FLUM and removing the reference to four separately bound documents in accordance with the recommendation for its approval and adoption made by the Manhattan Urban Area Planning Board.

Attachment: Res 101623 Amend MUACP (13791 : Amend MUACP for FLUM)

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

Section 1. The amendment of the “Manhattan Urban Area Comprehensive Plan, dated March 2015” (the “MUACP”) to amend the Future Land Use Map adopted by the Manhattan Urban Area Planning Board, is hereby approved, adopted, and incorporated into this resolution by reference.

SECTION 2. Following this amendment, the MUACP shall consist of the base document, entitled the Manhattan Urban Area Comprehensive Plan, dated March 2015, and twelve other separately bound documents, which are incorporated into the base document, and which are entitled:

1. The Grand Mere Community Master Plan, as approved and adopted by City Ordinance No. 6127, on April 4, 2000.
2. Downtown Tomorrow, A Redevelopment Plan for Downtown Manhattan, Kansas, as approved and adopted by City Ordinance No. 6132, on May 2, 2000.
3. The US-24 Corridor Management Plan, as approved and adopted by City Ordinance No. 6792, on November 3, 2009.
4. The Gateway to Manhattan Plan, dated April 2011, as approved and adopted by City Ordinance No. 6893, on May 17, 2011.
5. The Eureka Valley–Highway K-18 Corridor Plan, as approved and adopted by City Ordinance No. 7003, on May 21, 2013.
6. The Wildcat Creek Floodplain Management Plan, dated November 2013, as approved and adopted by City Ordinance No. 7047, on November 5, 2013.
7. The Manhattan Area Transportation Strategy, dated March 2015, as approved and adopted by Ordinance No. 7131, on April 7, 2015.
8. The Big Blue and Kansas Rivers Floodplain Management Plan, dated November 2016, as approved and adopted by City Ordinance No. 7269, on January 3, 2017.
9. The Aggieville Community Vision Plan, dated March 2017, as approved and adopted by City Ordinance No. 7280, on April 18, 2017.
10. The Flint Hills/Fort Riley JLUS Update, dated August 2017, as approved and adopted by City Ordinance No. 7326, on December 5, 2017.
11. The amended Bicycle and Pedestrian Systems Plan, dated September 2022, as approved and adopted by City Ordinance No. 7589, on September 6, 2022.
12. The Housing Market Analysis, dated October 2022, as approved and adopted by City Ordinance No. 7613, on November 1, 2022.

SECTION 3. All prior Resolutions in conflict herewith are hereby repealed.

SECTION 4. This Resolution shall take effect and be in force from and after its passage and publication in *The Manhattan Mercury*.

ADOPTED this 16th day of October, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Kathryn Focke, Chair

John Ford, Vice Chair

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Res 101623 Amend MUACP (13791 : Amend MUACP for FLUM)



COUNTY CLERK & ELECTIONS
Project

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: October 16, 2023

SUBJECT: Security of Election's Division Space-CPE 4th Floor Renovation

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

Elections Office space separate from the rest of the functions of the Clerk's Office responsibilities has been a priority for many years now.

As the Board knows, Riley County was one of the 13 counties selected to participate in the State Legislative Post Audit. Through the audit process and in the audit report of all counties the number one priority emphasis is on election security. Meaning every single aspect of the election process. This includes computer hardware/software, supplies, election equipment, paper ballots and even access to ANY space used in the election process.

Last year I had asked the Board to consider moving the BOCC Chambers to the vacated 4th floor of the CPE Building and allowing the Elections Division to utilize the current BOCC Chambers. This is primarily due to the proximity of the election equipment and 1st floor customer access. The Board at the time seemed more open to consider moving the Election Division to the 4th floor. Doing so would also allow for much needed space and reorganization of the Customer Service Division, Tax Roll Division, Budget and Finance, Payroll and Human Resources Division.

DISCUSSION

The scope of elections has changed so much during my tenure. It has outgrown the existing office space to administer elections. This year, a smaller City/School Election, has required the full time usage of the Clerk's Office conference room and 3 temporary work stations in the back section of the office. All this makes for a very cramped space for personnel, equipment and supplies. In 2024, with 3 large elections, it will not be a good situation with the amount of space needed when we will need more temporary election staff.

Moving Elections would benefit the rest of the office space needs as well.

The Secretary of State's Office announced on Thursday, October 5, 2023 they will have a Physical Security Grant Program for which counties can apply for election security. (Please see attachments). I do believe if Elections only is allowed to move to the 4th floor of the CPE building we would be eligible for some of the remodeling cost to be reimbursed through this new program. Deadline to submit the application is Friday, October 20, 2023. All improvements and upgrades should be purchased and installed or implemented by February 1, 2024. Waivers may be submitted for delayed implementation.

I feel this is Riley County's best opportunity to enhance the mandated security provisions of election at a reduced cost.

I am asking the Board to approve John Ellermann to work with me in obtaining estimates and plans to remodel the 4th floor of the CPE Building for the Elections Division.

FISCAL IMPACT

Estimated at \$10,000 for architect to develop plans for remodel of the 4th floor of the CPE Building for the Elections Division.

RECOMMENDATION(S)

Approve John Ellermann, Public Works Director/County Engineer and Rich Vargo, County Clerk hire an architect to develop plans for remodel of the 4th floor of the CPE Building for the Elections Division.

POSSIBLE MOTION(S)

Approve John Ellermann, Public Works Director/County Engineer and Rich Vargo, County Clerk hire an architect to develop plans for remodel of the 4th floor of the CPE Building for the Elections Division.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Physical Security Grant Program (PDF)

PHYSICAL SECURITY GRANT PROGRAM

DATE – 10/05/2023

FROM – Bryan A. Caskey, Director of Elections; Kansas Secretary of State

PURPOSE – The Secretary of State’s office is announcing a 2023 grant program using federal HAVA security funds for the express purpose to facilitate upgrades and improvements to each of the 105 county election offices. The upgrades and improvements will be in the areas of physical security of election equipment, ballots, election offices, and staff.

REQUIREMENTS:

- Each county must submit an application [see enclosed] to apply for reimbursement for approved expenses related to physical security. The deadline to submit the application will be Friday, October 20th at 5:00 p.m. Submit the application to Phill Hall at Phill.Hall@ks.gov.
- All applications will be reviewed and approval notices will be sent no later than October 31st.
- Examples of allowable expenses include [This is not an exhaustive list]:
 - o Improved access to secured rooms – keys, badges, locks, etc.
 - o Monitoring of rooms – video, fire detection, etc.
 - o Seals, locks, containers of equipment.
 - o Improvements in storage of equipment.
- Each county will be responsible for the procurement of any approved upgrades and improvements.
- Detailed receipts must be submitted to the Secretary of State for reimbursement. The Secretary of State will provide reimbursement up to 90 percent of allowable expenses. Insufficient documentation of expenses will prevent applicable reimbursements.

All improvements and upgrades should be purchased and installed or implemented by February 1st, 2024. Waivers may be submitted for delayed implementation.

All questions concerning this program should be directed to Phill Hall at [785] 296-0080 or Bryan Caskey.



Kansas Secretary of State
Security Regulation Grant Program
Grant Application Form

Please provide the following information:

1. Applicant Information

- Date of Application _____
- County Name _____
- Grant Amount Requested \$ _____
- Contact Name _____
- Contact Email _____
- Address _____
- Phone Number _____

2. Proposal Summary

- Briefly describe how the Grant funds will be used:

[illegible]

(Continue onto reverse as needed)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: October 16, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL Commission List 10.16.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ May, 2023 and through October 11, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers’ meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county’s insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week’s City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work

on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place “Interlocal Service Agreement” signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county “road and bridge” sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23; 4-10-23; 4-11-23; 4-12-23) Attend and participate in BOCC public meetings (4-13-23; 4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23)) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed “Interlocal Services Agreement” (Small Cities Sales Tax Reimbursement Agreement). (4-26-23) Attend and participate in previously described “Teams” meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming ‘field trip’ by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23; 5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue. (5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings. (6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23; 7-10-23) Register for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend and participate in Hopkins/Pralle fence

views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23;7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23;7-31-23) Work on Hopkins/Pralle fence view. (7-28-23) Attend and participate in BOCC meetings. (8-10-23;8-14-23) Work on commission agenda report for draft fence view order on Hopkins/Pralle view. (8-14-23; 8-15-23) Attend and participate in BOCC meetings. (8-17-2023; 8-21-23;8-24-23; 8-28-23; 8-31-23) *Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.)*

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

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

“Dark Store”:

District Court: Discuss potential creation of “resolution docket” to reduce or eliminate COVID-caused backlog of identified criminal cases. (4-27-23; 4-28-23)

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) Work with opposing counsel on Court of Appeals request for additional document

from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for extension of time to file brief in support of County's position. (7-31-23) *Work on record on appeal.* (9-11-23;9-12-23;9-13-23)**Work on Appeal.** (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4.

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay

to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 "competition" and a host of other legislative issues. (4-27-23) Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23;8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23) Meeting with member of state legislative delegation and BOCC member. (8-21-23) Attend and participate in first KAC legislative policy committee meeting. (8-30-23)

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally "opening" alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to "opt in" to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding "opt in" to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our "opt in" to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that "opt in" accomplished. (4-14-23)

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Riley County District Court: Discussion regarding BOCC consideration of funding potential "resolution docket" to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department:

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

Riley County Appraiser's Office: Assist with legal issue. (12-1-22) Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23) Communicate with Department Head and this office's Deputies regarding property tax exemption issue. (8-13-23) Communicate with Department Head and this offices Deputies regarding property tax valuation issue. (8-13-23) Discuss with Department Head and advise on legal issue. (8-14-23; 8-15-23)

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract

with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) Work with staff and advise on open records act issue. (7-24-23;7-25-23;7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23) *Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23)*

Riley County Community Corrections:

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23) Forward

to Shelley KORA issue. Advise Dept. Head and Staff Shelley will be contacting them. (8-2-23)

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23) Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22) Advise Department Head on issue involving small city. (6-19-23)

Riley County Historical Museum:

Riley County Human Resources: (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and

advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff “COVID” working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23) Communicate with HR regarding search to fill vacant Legal Assistant Position. (8-13-23) *Finalize Greed Dot Contract.* (9-12-23)

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22) Follow up on “shapefile” request from company. (6-5-23)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23)

Riley County Planning & Development: Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department

Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23) Work on Prairiewood appeal to District Court. (8-10-23; 8-11-23; 8-12-23; 8-13-23; 8-14-23; 8-15-23; 8-16-23) Work on Prairiewood appeal to District Court. (8-17-23; 8-18-23; 8-19-23; 8-20-23; 8-21-23; 8-22-23; 8-23-23; 8-24-23; 8-25-23; 8-26-23; 8-27-23; 8-28-23) Represent County in District Court hearing on Prairiewood appeal. (8-29-23)

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23) Respond to PIO question to staff working group about possible informational program for county employees. (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works: Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23; 3-7-23; 3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom

with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve "as to form" term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23) Review for BOCC signature at this Thursday's scheduled public meeting, proposed

final contract returned today by transfer station operator. (8-14-23)

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

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

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

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

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) Advise staff of information provided by Clerk's office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff. (4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office's staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office's 2024 budget request. (4-26-23) Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23) Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition

Attachment: FINAL Commission List 10.16.2023 (13799 : Clancy's Commission List)

of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas: Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) Discuss with membership possible hypothetical for CLE presenter's use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23) Confirm with Jay Hall presenter's availability to present during June 16th "virtual" mid-year association CLE. (4-28-23)

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23) Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23)

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

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties:

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

Staff Riley County Employee Recognition Day Planning Committee: Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23) Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue

contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) *Attend and participate in Employee Day.* (10-9-23.)

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



IT/GIS
Purchase > \$10K

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

COMMISSION AGENDA REPORT

FROM: Cory Meyer
MEETING: October 16, 2023
SUBJECT: Imagery Flight Agreement
PRESENTER: Cory Meyer

BACKGROUND

For the past 2 Imagery Flights (2020 & 2022), our vendor has been Sanborn which was selected from an RFP that was in 2019. That RFP was for 2 flights and Sanborn was selected based on a large cost saving in comparison to the other vendor who responded to the RFP. Over the last year I've met with Jacob Gaylon in GIS, Anna Burson in the Appraiser's Office, and Elias Martinson the GIS Coordinator at the City of Manhattan to discuss Sanborn as our vendor and determine if they were a fit for our needs going forward. I also reached out to numerous counties and the state to find the vendors that are being used by counties accross Kansas for imagery flights. In that discovery it was clear that 2 vendors Sanborn and EagleView are the imagery flight vendors used by counties in Kansas. We were previously a customer of EagleView and liked their product over Sanborn but the RFP pricing from 2019 resulted in a switch. In my meetings with Jake and Anna they had some clear reasons why they preferred a switch back to EagleView if it was affordable. I scheduled a presentation with EagleView, we reviewed their product and pricing. After the review of EagleView application, their product clearly met the needs and wants of functionality and capabilities that we wanted from our meetings. This functionality is not available with the Sanborn product. Based on the functionality review this makes them a clear "Sole Source" vendor that we would like to choose as our imagery vendor and not go to RFP in accordance with Article 2, Section 2.205 of our Procurement Code Policy.

2.205 Sole Source Procurement.

A contract may be awarded for equipment, a supply, service, or construction item without competition when the Department head reports in writing there is only one source for the required supply, service or construction item.

Here are some of the features that EagleView provides that the other vendors do not:

1. Single Oblique Viewer for multiple years of Imagery: Currently we have 9 viewers just for 2 flights of imagery. These are viewers that we host for RCPD and KSU. This allows for seamless viewing of imagery.
2. Eagleview supports live data connection through ArcGIS. Right now our GIS staff has to complete daily and weekly manual updates and these updates will be automated. Currently this take 1 GIS staff member 1 hour a day to keep data current. 5 hours a week at a conservative \$20 per hour times 52 weeks a year is \$5200.
3. Eagleview hosts the Oblique imagery that RCPD and KSU access which means we can stop using a dedicated server and storage for our current obliques. This server and storage are scheduled for replacement in 2025 which would cost \$20,000.
4. EagleView has a mobile application that can be used by Appraiser Staff, Fire, Public Works, Safety Responders, etc.
5. Eagleview integrates with the Tyler Orion Appraiser application.
6. Dual Pane Viewer allows for 2 imagery flights to be viewed side by side.
7. There are several others that go into further detail like creating custom views, setting permissions, and usage reports. Jake in GIS and Anna in the Appraiser's office did a full comparison of both products.

DISCUSSION

To determine if the BOCC will allow IT/GIS to move forward with EagleView for our imagery flight for the next 6 years or 3 flights without going to RFP based on our "Sole Source" language in Article 2, Section 2.205 of our Procurement Code Policy.

FISCAL IMPACT

The purchase price for working with EagleView is \$89, 157.75 and we would not receive any billing until the 2024 year when we have full completed delivery. In the approved 2024 IT/GIS budget we have a budgeted amount of \$190,000.

I have discussed the purchase with Brittany Phillips and she approved this from a budgetary standpoint and we will let the remaining money from that line item roll back into the General Fund. Going forward in 2025 through 2029, I will have \$90,000 on that budget line vs \$190,000 or more every 2 years unless Appraiser or GIS offices need changes to the 3" or 6" grid.

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)

The IT/GIS Director and staff recommend that the BOCC approve the contract agreement and purchase of imagery flights for the next 6 years or 3 flight which would be completed in 2024, 2026, and 2028 to be paid for from the IT/GIS Budget starting in 2024.

POSSIBLE MOTION(S)

1. Allow IT/GIS to proceed with this purchase.
2. Disallow IT/GIS to proceed with this purchase.
3. Table the decision for more discussion at a later time.

Enclosures:

- CAR-10162023 EagleView Imagery Proposal (PDF)



Budget Proposal

Proposal For: Riley County, KS
 Project Name: Biennial 3"/6" Certified 4-Band Ortho/Oblique
 Initial Term: 6 Years

EagleView Rep: Ryan Poots
 Phone: (402) 416-3618
 Email: ryan.poots@eagleview.com

Quote Date: 10/2/2023
 Expiration Date: 12/31/2023

QTY	PRODUCT NAME	SALES PRICE
272	EagleView Cloud - Imagery - Certified - Four Band GSD: 3in Refresh Frequency: 2-Year Refresh Four Band Upgrade: Yes Certified Orthomosaic Upgrade: Yes Start Year: 2024 End Year: 2028	
302	EagleView Cloud - Imagery - Certified - Four Band GSD: 6in Refresh Frequency: 2-Year Refresh Four Band Upgrade: Yes Certified Orthomosaic Upgrade: Yes Start Year: 2024 End Year: 2028	
1	EagleView Cloud - Physical Delivery - Ortho	
1	EagleView Cloud - Physical Delivery - Ortho and Oblique Image	
1	EagleView Cloud - Software	
1	EagleView Cloud - Comprehensive Integration Bundle	
1	EagleView Cloud - Authorized Subdivisions	
1	EagleView Cloud - Early Access	
25000	EagleView Cloud - ChangeFinder Refresh Frequency: 2-Year Refresh EagleView Cloud - Disaster Response Program	
9	EagleView Cloud - Years Capture History	
Total Annual Price		\$89,157.75

Attachment: CAR-10162023 EagleView Imagery Proposal (13797 : Imagery Flight Agreement)



OUTSIDE AGENCY
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel

MEETING: October 16, 2023

SUBJECT: Letter of Support for a grant application for the Leonardville Nursing Home

PRESENTER: Heather Germann, Leonardville Nursing Home

POSSIBLE MOTION(S)

Move to approve a Letter of Support for a grant application for the Leonardville Nursing Home.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 10-16-23 Letter of Support LNH (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 6650
 Phone: 785-565-684
 Fax: 785-565-684
 E-mail: boccc@rileycountyks.go

October 16, 2023

Kansas Department of Transportation
 700 SW Harrison St, 2nd Floor
 Topeka, KS 66603

To Whom it May Concern:

It has come to our attention that the Leonardville Nursing Home is applying for a U.S.C. 49-5310 federal capital grant fund provided through your department.

We would like to extend our support of the grant application for the Leonardville Nursing Home. They have served Leonardville and the surrounding area since 1966. Awarding them a grant would benefit the seniors in their town greatly. They are one of five PEAK person-centered facilities in the state so we know that they provide great care to those in their facility. If awarded a grant to purchase a bus they will be able to enrich their lives even more.

Sincerely,

THE BOARD OF COUNTY COMMISSIONERS
 OF RILEY COUNTY, KANSAS

Kathryn Focke, Chairwoman

John Ford, Member

Greg McKinley, Member

Attachment: 10-16-23 Letter of Support LNH (13801 : Letter of Support - Leonardville Nursing Home)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
Riley County Police Department Range
1256 Tabor Valley Road
Zeandale, KS
October 16, 2023 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

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

- | | | |
|-------------|----|--|
| Pages 4-6 | A. | Approve September 18, 2023 Law Board Meeting Minutes |
| Pages 7-18 | B. | Approve 2023 Expenditures/Credits |
| Pages 19-22 | C. | 2023 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Page 23 | D. | Juvenile Transport Reimbursement |
| Pages 24-27 | E. | RCPD Related County Expenditures- <i>(Review)</i> |
| Page 28 | F. | Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Pages 29-31 | G. | Seizure Expenditures- <i>(Review)</i> |
| | H. | Approval of Department Policies |
| Pages 32-50 | 1. | Policy 22.1.1 Salary Program |
| Pages 51-55 | 2. | Policy 22.4.1 Grievances |
| Pages 56-57 | 3. | Policy 32.2.10 Entry Level Probation |
| Pages 58-73 | I. | Monthly Crime Report- <i>(Review)</i> |

IV. GENERAL AGENDA

- J. Additions or Deletions
- K. Public Comment
- L. Fraternal Order of Police Lodge #17 Comments
- M. Board Member Comments
- N. Domestic Violence Awareness Month- Victim Advocate Coordinator Melissa Mosher- *(Discussion)*
- O. Genesis Health Clubs Corporate Partnership Program- Vice Chairperson Ford- *(Discussion)*
- P. Executive Session- *(Vote Required)*
 - 1. Non-Elected Personnel Matters
 - 2. Attorney Client Privilege
- Q. Affirmation or Revocation of Discipline- *(Vote Required)*
- R. Adjournment

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



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

**Monday, October 16, 2023
12:00 p.m.**

Riley County Police Department Range
1256 Tabor Valley Road
Zeandale, KS

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

September 30, 2023		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	September	9 Months	75.00%	Actual	3 Months	25.00%
01	Salaries-Full Time	15,637,969.00	1,199,204.17	11,070,089.74	70.79%	9,748,917.26	4,567,879.26	29.21%
02	Salaries-Part Time	125,000.00	8,027.25	61,877.27	49.50%	55,487.13	63,122.73	50.50%
03	Salaries-Overtime	471,762.00	81,194.77	514,613.51	109.08%	478,849.07	-42,851.51	-9.08%
TOTAL SALARIES		16,234,731.00	1,288,426.19	11,646,580.52	71.74%	10,283,253.46	4,588,150.48	28.26%
36	Kansas Police & Fire	2,155,361.00	171,867.40	1,611,250.78	74.76%	1,332,864.55	544,110.22	25.24%
37	KPERS	646,542.00	48,378.73	465,661.39	72.02%	387,419.65	180,880.61	27.98%
38	Social Security	654,574.00	49,332.04	450,957.98	68.89%	402,891.49	203,616.02	31.11%
39	Health Insurance	1,537,150.00	320,000.00	1,280,000.00	83.27%	1,080,000.00	257,150.00	16.73%
40	Workers Compensation Insurance	380,000.00	7,623.34	163,041.65	42.91%	105,280.89	216,958.35	57.09%
41	Unemployment Compensation	16,234.00	1,230.85	11,148.13	68.67%	9,843.71	5,085.87	31.33%
TOTAL EMPLOYEE BENEFITS		5,389,861.00	598,432.36	3,982,059.93	73.88%	3,318,300.29	1,407,801.07	26.12%
TOTAL PERSONNEL COSTS		21,624,592.00	1,886,858.55	15,628,640.45	72.27%	13,601,553.75	5,995,951.55	27.73%
04	Utilities	205,000.00	25,752.09	175,550.16	85.63%	181,556.67	29,449.84	14.37%
05	Insurance	320,000.00	0.00	474,705.00	148.35%	499,617.00	-154,705.00	-48.35%
06	Legal & Accounting	85,000.00	6,625.49	61,465.61	72.31%	55,554.56	23,534.39	27.69%
07	Training & Travel	108,000.00	20,476.68	92,798.76	85.92%	131,791.26	15,201.24	14.08%
08	Postage	7,400.00	832.19	5,772.78	78.01%	4,134.36	1,627.22	21.99%
09	Printing	7,500.00	3,062.25	5,047.11	67.29%	2,733.66	2,452.89	32.71%
10	Rentals-Maint Agreements	60,000.00	4,823.74	39,288.65	65.48%	36,614.35	20,711.35	34.52%
11	Building & Grounds	30,000.00	2,238.96	24,716.78	82.39%	20,598.02	5,283.22	17.61%
12	Equipment Repair & Maintenance	85,000.00	1,370.89	16,232.53	19.10%	43,424.67	68,767.47	80.90%
13	Vehicle Maintenance	90,000.00	11,805.11	93,400.01	103.78%	131,882.31	-3,400.01	-3.78%
14	Telephone Service	62,000.00	5,300.01	53,612.21	86.47%	65,534.76	8,387.79	13.53%
16	Medical Fees	15,000.00	1,553.99	14,789.41	98.60%	21,348.15	210.59	1.40%
19	Contractual Services-Computers	690,000.00	4,310.24	377,515.58	54.71%	648,001.70	312,484.42	45.29%
20	Other Contractual Services	314,000.00	40,610.30	650,350.21	207.12%	457,834.80	-336,350.21	-107.12%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	128,761.94	2,085,244.80	100.31%	2,300,626.27	-6,344.80	-0.31%
17	Prisoner Food & Care	195,000.00	40,184.58	286,369.40	146.86%	264,202.01	-91,369.40	-46.86%
21	Community Services	17,500.00	0.00	8,262.92	47.22%	10,159.27	9,237.08	52.78%
22	Books, Subscriptions, Memberships	10,000.00	60.00	6,578.06	65.78%	6,972.31	3,421.94	34.22%
23	Uniforms & Accessories	40,000.00	780.49	33,348.33	83.37%	70,057.66	6,651.67	16.63%
25	Maintenance Supplies	29,500.00	491.26	11,002.74	37.30%	15,819.73	18,497.26	62.70%
26	Fuel & Lubrication	163,000.00	22,149.04	170,490.29	104.60%	203,981.90	-7,490.29	-4.60%
27	Vehicle Tires	17,000.00	2,327.54	6,538.70	38.46%	9,940.90	10,461.30	61.54%
28	Office Supplies	24,000.00	912.94	23,427.79	97.62%	35,525.28	572.21	2.38%
29	Replenishment Supplies	45,000.00	3,207.31	25,838.72	57.42%	48,741.23	19,161.28	42.58%
TOTAL COMMODITIES		541,000.00	70,113.16	571,856.95	105.70%	665,400.29	-30,856.95	-5.70%
30	Communications Equipment	10,000.00	29.90	230.33	2.30%	18,267.17	9,769.67	97.70%
31	Guns & Crime Equipment	60,000.00	0.00	34,244.23	57.07%	60,401.41	25,755.77	42.93%
32	Furniture	15,000.00	71.41	3,984.24	26.56%	6,340.04	11,015.76	73.44%
33	Office Equipment	452,000.00	5.98	69,487.12	15.37%	57,563.10	382,512.88	84.63%
34	Vehicles and Equipment	270,000.00	867.96	171,151.24	63.39%	296,514.83	98,848.76	36.61%
TOTAL CAPITAL OUTLAY		807,000.00	975.25	279,097.16	34.58%	439,086.55	527,902.84	65.42%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	199,850.35	2,936,198.91	85.68%	3,405,113.11	490,701.09	14.32%
TOTAL EXPENDITURES		25,051,492.00	2,086,708.90	18,564,839.36	74.11%	17,006,666.86	6,486,652.64	25.89%

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

September 30, 2023		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	9 Months		To Date	To Date	Available
01	Salaries-Full Time	15,637,969.00	73,381.28	15,711,350.28	11,070,089.74	0.00	11,070,089.74	70.46%	4,641,260.54
02	Salaries-Part Time	125,000.00	0.00	125,000.00	61,877.27	0.00	61,877.27	49.50%	63,122.73
03	Salaries-Overtime	471,762.00	48,785.17	520,547.17	514,613.51	0.00	514,613.51	98.86%	5,933.66
TOTAL SALARIES		16,234,731.00	122,166.45	16,356,897.45	11,646,580.52	0.00	11,646,580.52	71.20%	4,710,316.93
36	Kansas Police & Fire	2,155,361.00	0.00	2,155,361.00	1,611,250.78	0.00	1,611,250.78	74.76%	544,110.22
37	KPERS	646,542.00	0.00	646,542.00	465,661.39	0.00	465,661.39	72.02%	180,880.61
38	Social Security	654,574.00	0.00	654,574.00	450,957.98	0.00	450,957.98	68.89%	203,616.02
39	Health Insurance	1,537,150.00	200,000.00	1,737,150.00	1,280,000.00	0.00	1,280,000.00	73.68%	457,150.00
40	Workers Compensation Insurance	380,000.00	11,096.00	391,096.00	163,041.65	0.00	163,041.65	41.69%	228,054.35
41	Unemployment Compensation	16,234.00	0.00	16,234.00	11,148.13	0.00	11,148.13	68.67%	5,085.87
TOTAL EMPLOYEE BENEFITS		5,389,861.00	211,096.00	5,600,957.00	3,982,059.93	0.00	3,982,059.93	71.10%	1,618,897.07
TOTAL PERSONNEL COSTS		21,624,592.00	333,262.45	21,957,854.45	15,628,640.45	0.00	15,628,640.45	71.18%	6,329,214.00
04	Utilities	205,000.00	222.74	205,222.74	175,550.16	0.00	175,550.16	85.54%	29,672.58
05	Insurance	320,000.00	33.00	320,033.00	474,705.00	0.00	474,705.00	148.33%	-154,672.00
06	Legal & Accounting	85,000.00	25.00	85,025.00	61,465.61	0.00	61,465.61	72.29%	23,559.39
07	Training & Travel	108,000.00	5,678.42	113,678.42	92,798.76	0.00	92,798.76	81.63%	20,879.66
08	Postage	7,400.00	214.22	7,614.22	5,772.78	0.00	5,772.78	75.82%	1,841.44
09	Printing	7,500.00	0.00	7,500.00	5,047.11	0.00	5,047.11	67.29%	2,452.89
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	39,288.65	0.00	39,288.65	65.48%	20,711.35
11	Building & Grounds	30,000.00	4,634.36	34,634.36	24,716.78	0.00	24,716.78	71.36%	9,917.58
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	16,232.53	0.00	16,232.53	19.10%	68,767.47
13	Vehicle Maintenance	90,000.00	1,689.75	91,689.75	93,400.01	0.00	93,400.01	101.87%	-1,710.26
14	Telephone Service	62,000.00	1,321.70	63,321.70	53,612.21	0.00	53,612.21	84.67%	9,709.49
16	Medical Fees	15,000.00	0.00	15,000.00	14,789.41	0.00	14,789.41	98.60%	210.59
19	Contractual Services-Computers	690,000.00	8,136.95	698,136.95	377,515.58	0.00	377,515.58	54.07%	320,621.37
20	Other Contractual Services	314,000.00	5,850.88	319,850.88	650,350.21	0.00	650,350.21	203.33%	-330,499.33
TOTAL CONTRACTUAL SERVICES		2,078,900.00	27,807.02	2,106,707.02	2,085,244.80	0.00	2,085,244.80	98.98%	21,462.22
17	Prisoner Food & Care	195,000.00	5,676.73	200,676.73	286,369.40	0.00	286,369.40	142.70%	-85,692.67
21	Community Services	17,500.00	0.00	17,500.00	8,262.92	0.00	8,262.92	47.22%	9,237.08
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	6,578.06	0.00	6,578.06	65.78%	3,421.94
23	Uniforms & Accessories	40,000.00	0.00	40,000.00	33,348.33	0.00	33,348.33	83.37%	6,651.67
25	Maintenance Supplies	29,500.00	0.00	29,500.00	11,002.74	0.00	11,002.74	37.30%	18,497.26
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	170,490.29	0.00	170,490.29	104.60%	-7,490.29
27	Vehicle Tires	17,000.00	0.00	17,000.00	6,538.70	0.00	6,538.70	38.46%	10,461.30
28	Office Supplies	24,000.00	0.00	24,000.00	23,427.79	0.00	23,427.79	97.62%	572.21
29	Replenishment Supplies	45,000.00	408.30	45,408.30	25,838.72	0.00	25,838.72	56.90%	19,569.58
TOTAL COMMODITIES		541,000.00	6,085.03	547,085.03	571,856.95	0.00	571,856.95	104.53%	-24,771.92
30	Communications Equipment	10,000.00	0.00	10,000.00	230.33	0.00	230.33	2.30%	9,769.67
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	34,244.23	0.00	34,244.23	57.07%	25,755.77
32	Furniture	15,000.00	1,188.00	16,188.00	3,984.24	0.00	3,984.24	24.61%	12,203.76
33	Office Equipment	452,000.00	0.00	452,000.00	69,487.12	0.00	69,487.12	15.37%	382,512.88
34	Vehicles and Equipment	270,000.00	16,671.60	286,671.60	171,151.24	0.00	171,151.24	59.70%	115,520.36
TOTAL CAPITAL OUTLAY		807,000.00	17,859.60	824,859.60	279,097.16	0.00	279,097.16	33.84%	545,762.44
TOTAL NON-PERSONNEL COSTS		3,426,900.00	51,751.65	3,478,651.65	2,936,198.91	0.00	2,936,198.91	84.41%	542,452.74
TOTALS		25,051,492.00	385,014.10	25,436,506.10	18,564,839.36	0.00	18,564,839.36	72.99%	6,871,666.74

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
Keats Park
Pavilion Meeting Room
3221 Reservation Drive
Manhattan, KS
September 18, 2023 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson John Ford
Secretary Barry Wilkerson Member Wynn Butler
Member Patricia Hudgins Member Betty Mattingly-Ebert
Member Kaleb James

Absent:

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

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

- I. Establish Quorum:** By Chairperson Matta at 12:00 p.m.
- II. Pledge of Allegiance:** Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.
- III. Consent Agenda:**
- A.** Approve August 21, 2023 Law Board Meeting Minutes
 - B.** Approve 2023 Expenditures/Credits
 - C.** Juvenile Transport Reimbursement
 - D.** RCPD Related County Expenditures (*Review*)
 - E.** Riley County Jail Average Daily Inmate Population- (*Review*)
 - F.** Seizure Expenditures
 - G.** Approval of Department Policies
 - 1. Policy 6.4.4 Independent Backup Communications System
 - 2. Policy 22.1.1 Salary Program
 - 3. Policy 44.2.0 Children in Need of Care
 - H.** Monthly Crime Report- (*Review*)

Vice Chairperson Ford moved to approve Policy 22.1.1, Salary Program, and table paragraph 3F section 1C within the policy. Member Hudgins seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

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

IV. General Agenda:

I. Additions or Deletions: None.

J. Public Comment: None.

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

L. Board Member Comments: Vice Chairperson Ford mentioned that the City of Ogden was grateful for the law enforcement presence at Saturday's Fall Fest.

M. Community Advisory Board Update: Dennis Cook, Chairperson, Community Advisory Board (CAB), shared that the group was established in 2009 with the primary purpose of acting as a communication bridge between the RCPD and the public. He explained that the mission of the CAB is to provide a community perspective in advising the Director of the RCPD on issues, opportunities, and policies/procedures. Currently, the CAB consists of 10 members.

CAB Vice Chairperson Cook explained that during their most recent meeting, they had the opportunity to hear from Captain Mark French, Commander of the Jail Division. Captain French provided an overview of the corrections division and discussed the challenges facing the jail, to include the rising inmate population. Additionally, they delved into topics such as the installation of cameras in Aggieville, updates on the substance abuse task force, recruitment efforts, and concerns related to homelessness in Manhattan. He added that the CAB encourages anyone with questions or concerns to get in touch with them.

Chairperson Matta inquired if Cook could provide more details about the conversations that took place concerning homelessness in Manhattan.

Cook replied, expressing that the issue of homelessness is a growing concern. Specifically, within Aggieville, there has been an observed increase in homelessness, although there haven't been instances of people setting up camp. In his estimation, the consensus is that homelessness is a growing concern in the community.

Vice Chairperson Ford brought up the possibility that homeless individuals might be finding shelter in older, abandoned houses and the City Park.

Director Peete extended his appreciation to Mel Nudson and his wife for their warm hospitality and for providing food to both the Board and staff members. Director Peete also took a moment to commend RCPD Public Information Officer (PIO) Aaron Wintermote for his dedicated service to the police department and the citizens of Manhattan and Riley County. Director Peete noted that this would be PIO Wintermote's final Law Board Meeting as he would be relocating to the Wichita area. Director Peete

jokingly remarked that during his short time at the department, PIO Wintermote had managed to keep him out of trouble. He added that Wintermote's wealth of knowledge would be challenging to replace.

Vice Chairperson Ford acknowledged PIO Wintermote's presence during significant past events such as the COVID-19 pandemic, tornadoes, and wildfires, commending his excellent performance. He added that PIO Wintermote would be missed and wished him the best of luck in his future endeavors.

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

O. Adjournment: At 12:08 p.m. Vice Chairperson Ford moved to adjourn the meeting. Member James seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 7-0. The September 18, 2023 Law Board Meeting adjourned at 12:08 p.m.

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10001	ADP LLC	20	Payroll	5,122.80	5,122.80
10002	Arthur-Green Attorneys at Law	06	Legal Fees	160.00	
		06	Legal Retainer	2,750.00	2,910.00
10003	Flint Hills ATA	07	Bus Passes	50.00	50.00
10004	Bob Barker Co Inc	17	Inmate Supplies	771.20	771.20
10005	Calibre Press	07	Women In Command	987.20	
		07	Women In Command	328.75	1,315.95
10006	Candlewood Vet Clinic	20	Animal Care	311.56	
		20	Animal Care	386.34	697.90
10007	Charm-Tex Inc	17	Inmate Supplies	139.30	139.30
10008	Clark, Mize, & Linville	06	Legal Fees	126.00	126.00
10009	CALEA	20	Contact Extension	2,316.00	2,316.00
10010	Cortech USA	32	Trays/Lids	327.00	327.00
10011	DeepRoots	11	Irrigation Repair	153.29	153.29
10012	Defense Solutions Group, Inc	31	Simulation Protective Equip/Cartridges	9,930.11	
		31	7 Simulation Protective Equipment	371.00	10,301.11
10013	Krispy Clean Cleaners #1	20	Dry Cleaning	293.71	293.71
10014	OneNetGlobal	19	Ecessa Powerlink Device Support	4,437.00	4,437.00
10015	Economy Electric, Inc.	12	Equipment Repair/Maint	735.77	735.77
10016	Empac	06	EAP Services	1,650.00	1,650.00

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

2023 EXPENDITURES

OCTOBER 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10017	Empower Flex	06	Admin Services	1,255.90	1,255.90
10018	Evco Wholesale Food Corp	17	Inmate Food	67.48	
		17	Inmate Food	1,840.10	
		17	Inmate Food	2,534.90	
		17	Inmate food	2,507.44	
		17	Inmate Food	3,136.03	
		17	Inmate Food	2,184.57	12,270.52
10019	Feld Fire	12	Equipment Repair/Maint	239.81	239.81
10020	Flint Hills Neuropsychology	16	Employee Medical	290.00	
		16	Employee Medical	410.00	700.00
10021	GeoComm	19	Spillman CAD	29,056.00	29,056.00
10022	Law Office of Michael Gillespie	06	Law Board Legal Fees	1,500.00	1,500.00
10023	Andy Girard	20	Pre-employment	3,000.00	
		20	Pre-employment	1,500.00	4,500.00
10024	Grainger	25	Maintenance Supplies	95.00	95.00
10025	Grant Petroleum, Inc	26	Fuel	21,280.62	21,280.62
10026	Gary Grubbs	20	Pre-employment	1,050.00	
		20	Pre-employment	875.00	
		20	Pre-employment	1,050.00	
		20	Pre-employment	787.50	3,762.50
10027	Hiland Dairy	17	Inmate Milk	231.23	
		17	Inmate Milk	225.86	
		17	Inmate Milk	210.82	
		17	Inmate Milk	225.86	
		17	Inmate Milk	210.82	
		17	Inmate Milk	206.85	
		17	Inmate Milk	219.82	
		17	Inmate Milk	216.85	1,748.11

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10028	Hobart Service	12	Equipment Repair/Maint	391.18	391.18
10029	Interstate Glass Co.	13	Vehicle Maintenance	557.00	557.00
10030	Ka-Comm, Inc	34	Equipment New Build	3,722.02	
		12	Equipment Repair/Maint	30.00	
		12	Equipment Repair/Maint	25.00	
		12	Equipment Repair/Maint	100.00	3,877.02
10031	KDOR, Office of Special Invest	13	Vehicle Maintenance	730.00	730.00
10032	Konza Lab Inc	16	Employee Medical	605.00	
		16	Pre-Employment Medical	50.00	655.00
10033	Language Line Services	20	Translation Services	488.22	488.22
10034	LeadsOnline	20	Total Track Invest System	7,667.00	7,667.00
10035	Manhattan Wrecker Service Inc	20	Towing	50.00	50.00
10036	Marta's & Son, Inc	20	LEC Cleaning	1,957.00	1,957.00
10037	Midwest Hardware	25	Maintenance Supplies	24.14	24.14
10038	NAPA of Manhattan	13	Vehicle Maintenance	194.99	194.99
10039	Kim (Hank) Nelson	20	Pre-employment	2,500.00	
		20	Pre-employment	1,000.00	3,500.00
10040	N Zone Sportswear	23	Uniforms	239.16	239.16
10041	Pawnee Mental Health Services	20	Mental Health Co-Responder	8,998.82	8,998.82
10042	Petty Cash	07	ARIDE Training for LEO	22.40	
		07	KS APCO Conference	12.00	
		26	Fuel	30.00	64.40

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10043	Phillips 66 Fleet Service	26	Fuel	60.00	60.00
10044	Phil Brannen Ford of Perry	34	Ford - Police Interceptor	46,800.00	46,800.00
10045	Pro Copy Inc	10	Evidence Copier	33.43	
		10	Patrol Copier	449.66	
		10	Jail Copier	671.03	
		10	Dispatch Copier	478.88	
		10	Civil Process Copier	104.28	
		10	Investigation Copier	306.95	2,044.23
10046	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	452.00
10047	Riley County General Fund	14	SW Plexar AT&T	187.00	187.00
10048	Riley County Public Works	26	Fuel	825.69	
		26	Fuel	757.35	
		26	Fuel	462.23	
		26	Fuel	705.32	2,750.59
10049	RCPD Health Plan	39	Health Insurance	120,000.00	120,000.00
10050	RCPD Workers Comp Reserve	40	Workers Comp	12,833.70	
		40	Workers Comp	7,482.00	20,315.70
10051	Robbins Motor Co.	13	Vehicle Maintenance	-347.00	
		13	Vehicle Maintenance	332.52	
		13	Vehicle Maintenance	358.20	
		13	Vehicle Maintenance	293.40	637.12
10052	Hali Rowland	20	PIO Consulting	2,700.00	2,700.00

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10053	Secretary of State, Kansas	06	Notary	25.00	25.00
10054	Security Transport Services Inc	20	Transport	2,538.30	
		20	Transport	1,120.20	3,658.50
10055	Smith Plumbing	11	Jail Repairs	232.50	
		11	Plumbing Repairs	155.00	
		11	Plumbing Repairs	501.90	889.40
10056	Waxie Sanitary Supply	29	Replenishment Supplies	533.20	
		29	Replenishment Supplies	766.20	
		29	Replenishment Supplies	172.64	
		29	Replenishment Supplies	191.10	1,663.14
10057	Carla Swartz	20	Pre-employment	1,800.00	
		20	Pre-employment	2,500.00	
		20	Pre-employment	1,500.00	5,800.00
10058	Sysco Kansas City, Inc	17	Inmate Food	3,277.47	
		17	Inmate Food	-94.49	
		17	Inmate Food	2,363.29	
		17	Inmate Food	2,792.81	8,339.08
10059	Tommy's Express Car Wash	13	Vehicle Maintenance	350.00	
		13	Vehicle Maintenance	325.00	
		13	Vehicle Maintenance	255.00	
		13	Vehicle Maintenance	225.00	1,155.00
10060	UCG Technologies	19	Cyber Security Silver Program	2,750.00	2,750.00
10061	US Foodservice	17	Inmate Food	321.85	
		17	Inmate Food	1,349.31	
		17	Inmate Food	36.95	
		17	Inmate Food	1,598.98	
		17	Inmate Food	608.52	
		17	Inmate Food	892.26	
		17	Inmate Food	50.62	
		17	Inmate Food	673.80	
		17	Inmate Food	71.98	5,604.27

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10062	Wabaunsee RWD #2	04	Range Electric	35.00	35.00
10063	Wage Works Inc	06	Admin Services	168.49	168.49
10064	Evergy	04	LEC Garage Electric	28.62	
		04	LEC Electric	17,412.64	
		04	Moro Electric	143.68	17,584.94
10065	Xerox Financial Services	10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	
		10	Invest/Dispatch Copier	566.89	
		10	Recors Copier	602.28	2,133.41
			Subtotal	382,902.29	
10201	Adobe Systems Inc	19	Adobe	21.82	
		19	Adobe - Photography	130.85	152.67
10202	Allegiant Technology	14	Phones	1,225.00	
		14	AT&T Interent and Services	1,300.04	
		14	October AT&T	1,300.04	3,825.08
10203	Amazon.com	28	Office Supplies	43.52	
		28	Office Supplies	345.26	
		28	Office Supplies	16.97	
		28	Computer Supplies	35.98	
		17	Inmate Supplies	69.94	
		11	Supplies for Repairs	225.50	737.17
10204	Apple ITunes Store	19	iCloud	9.99	9.99
10205	Bandit Locksmith Service	20	Locksmith	10.00	10.00
10206	Best Buy	12	Equipment Repair/Maint	349.99	
		12	Equipment Repair/Maint	349.99	699.98
10207	Bluestem Electric Co-op Inc	04	Range Aug Electric	283.12	283.12

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10208	Briggs	13	Vehicle Maintenance	69.95	
		13	Vehicle Maintenance	482.63	
		13	Vehicle Maintenance	414.59	
		13	Vehicle Maintenance	350.00	
		13	Vehicle Maintenance	149.95	
		13	Vehicle Maintenance	148.34	
		13	Vehicle Maintenance	1,405.22	
		13	Vehicle Maintenance	1,730.03	
		13	Vehicle Maintenance	170.00	
		13	Vehicle Maintenance	170.00	
		13	Vehicle Maintenance	588.87	
		13	Vehicle Maintenance	69.95	
		13	Vehicle Maintenance	660.95	
		13	Vehicle Maintenance	588.87	6,999.35
10209	Burnett Automotive	27	Tires	1,947.00	1,947.00
10210	Chewy.com	20	Animal Care	87.00	87.00
10211	City of Manhattan, Utilities	04	LEC Water/Sewer	5,136.63	
		04	LEC MHK Utility fee	2.48	
		04	Moro Water/Sewer Utilities	50.90	
		04	Moro Water/Sewer Utility Fee	2.48	5,192.49
10212	City of Manhattan	12	Equipment Repair/Maint	25.00	25.00
10213	CMI Inc	12	Equipment Repair/Maint	242.14	242.14
10214	Cox Communications, Inc	17	Inmate Cable	210.95	
		19	LEC Internet and Cable	2,338.94	2,549.89
10215	Cummins-Allison Corporation	31	ERU Repair to Genset	2,786.59	2,786.59
10216	Dale Carnegie	07	Dale Carnegie Course	1,995.00	1,995.00
10217	Dicks Sporting Goods	17	Inmate Supplies	32.88	32.88
10218	Underground Vaults	20	Shredding	117.50	117.50

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10219	Dollar Tree Stores	12	Equipment Repair/Maint	16.37	16.37
10220	Krispy Clean Cleaners #1	17	Inmate Supplies	50.00	50.00
10221	Facebook	20	Pre-Employment	12.29	
		20	Pre-Employment	115.67	127.96
10222	Gall's Inc.	23	Uniforms	63.16	63.16
10223	GT Distributors Inc	23	Riot Helmets	2,651.52	
		23	Uniforms	114.59	
		23	Vest Panels	3,696.75	
		23	Uniforms	66.00	6,528.86
10224	Headsets.com Inc	30	Headset	139.00	139.00
10225	Hertz - LAG Rentals LLC	20	HIDTA Car rental	650.00	650.00
10226	Home Depot	25	Maintenance Supplies	21.09	
		25	Maintenance Supplies	65.58	
		25	Maintenance Supplies	35.99	
		25	Maintenance Supplies	220.90	
		25	Maintenance Supplies	134.25	
		29	Replenishment Supplies	29.88	
		25	Maintenance Supplies	34.95	
		25	Maintenance Supplies	25.47	
		25	Maintenance Supplies	74.98	
		25	Maintenance Supplies	117.23	760.32
10227	Howie's Trash Service	20	LEC Trash	822.64	
		20	LEC Trash	830.91	1,653.55
10228	Indeed	20	Pre-Employment	176.85	
		20	Pre-Employment	120.00	
		20	Pre-Employment	503.15	800.00
10229	Insight Public Sector Inc	19	SmartDeploy	618.80	
		33	HP Probooks & Care	2,209.28	
		19	Red Hat Enterprise Linux Server	1,015.02	
		33	HP Elitebooks, Care/docking stations	7,089.80	10,932.90

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
10230	Kansas Turnpike Authority	07	Tolls	51.15	51.15
10231	Karsmizki Locksmith	20	Locksmith services	13.00	13.00
10232	Lexis Nexis Risk Solutions	20	License	141.43	
		20	Analyst	8,260.09	8,401.52
10233	LinkedIn	20	Pre-Employment	551.34	551.34
10234	Manh Area Chamber of Commerce	07	GoodMorning Manhattan	25.00	
		07	Military Relations	20.00	
		07	Military Relations	20.00	
		22	Military Relations	20.00	
		07	Military Relations	20.00	105.00
10235	Manhattan Mercury	22	Mercury Subscription	38.85	38.85
10236	Menards	25	Maintenance Supplies	81.03	81.03
10237	NAPA of Manhattan	13	Vehicle Maintenance	267.99	
		13	Vehicle Maintenance	-18.00	
		13	Vehicle Maintenance	45.99	
		13	Vehicle Maintenance	226.00	521.98
10238	Nat'l Academy Emergency Dispatch	07	EFD Recert test	30.00	30.00
10239	O'Reilly Auto Parts	13	Vehicle Maintenance	5.29	
		13	Vehicle Maintenance	138.98	144.27
10240	Parts Warehouse	25	Maintenance Supplies	47.44	47.44
10241	P-Card Misc Vendors	07	K9 Patrol Training	75.75	
		07	(CHNT Team) Hostage Negotiations	56.69	
		07	KAPIO Conference	-115.95	
		21	Mental Health Summit Lunch	595.00	
		07	KS APCO Conf	50.00	
		07	KLETC Profiling Dangerous People	55.00	
		07	From Kingpin to Educator	700.00	

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RILEY COUNTY POLICE DEPARTMENT

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>2023 EXPENDITURES</u> <u>DESCRIPTION</u>	<u>OCTOBER 2023</u> <u>AMOUNT</u>	
10241	P-Card Misc Vendors	07	KPOA Training Conf	476.37	
		07	KS APCO Fall Conf	36.12	
		07	Travel for Vehicle Maintenance	87.83	
		07	Travel to KSNT/KTMJ/Fox Interview	22.63	
		07	ARIDE Training	360.00	
		07	FBI Fall Conference	76.23	
		07	Narcotics Training	555.67	
		07	Narcotics Training	555.68	
		07	KS Comm on Peace Officers	55.52	
		07	Law Enforcement Breakfast	37.26	
		07	ICE Sheild Instructor	228.17	
		07	KS Comm on Peace Officers	20.01	
		07	CAB Meeting	30.00	
		07	FBINAA Fall Conf	449.28	
		07	Turnkey Training	780.73	
		07	KLETC Graduation	10.01	
		07	K-9 Certification	146.18	
		07	Women in Command	152.00	
		07	Women in Command	456.00	5,952.18
10242	Pitney Bowes, Inc.	28	Computer Supplies	408.99	408.99
10243	Plumbzilla	11	Plumbing Repairs	240.61	240.61
10244	Precision Explosives	31	Testing kits for K9's	642.00	642.00
10245	Radwell	12	Equipment Repair/Maint	221.90	221.90
10246	Reconyx	20	Device and Images	40.00	40.00
10247	reMarkable	20	Subscription	2.99	
		20	Subscription	2.99	5.98
10248	Rock Auto	13	Vehicle Maintenance	244.83	244.83
10249	Sharps Compliance	17	Sharps disposal	55.00	55.00
10250	SHRM	07	SHRM-CP Certification Exam	335.00	335.00

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RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES		OCTOBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
10251	Staples Advantage	28	Computer Supplies	242.07		
		28	Office Supplies	99.22		341.29
10252	T38 Fax	14	Fax	17.22		17.22
10253	Target	29	Replenishment Supplies	109.10		109.10
10254	Terminix	11	Range Pest Control	185.00		
		11	LEC Pest Control	69.00		254.00
10255	TLOxp	20	Access	300.00		300.00
10256	T-Mobile US Inc	14	Patrol Car Phones	43.65		43.65
10257	Twin Valley Telephone, Inc	14	Riley - Internet	79.99		
		14	Riley - Phone	48.02		
		14	Riley - Phone	53.96		
		14	Riley Internet	79.99		261.96
10258	Verizon Wireless	14	Phones/MDTs	4,568.25		4,568.25
10259	Wal-Mart	29	Replenishment Supplies	99.14		99.14
10260	Waters True Value	25	Maintenance Supplies	5.36		5.36
10261	WTC	19	LEC - Internet	222.25		
		19	Aggieville - Internet	80.00		
		19	Downtown - Internet	80.00		
		19	Downtown - Internet	80.00		
		19	Aggieville - Internet	80.00		
		19	LEC - Internet	335.95		878.20
				Subtotal	74,425.21	
				Total	457,327.50	

Chair, Riley County Law Enforcement Agency

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Riley County Police Department
Net Changes from 9/1/2023 to 9/30/2023
Credits Report

From Year - Period [2023 - 09] To [2023 - 09]
Account. No. [600100-00] To [640902-00]

Account Number	Description	Net Changes	Credits
600100-00	Manhattan	1,666,672.00	15,000,048.00
600200-00	Riley County	0.00	3,750,012.00
610110-00	Copy Fees-Discovery, etc.	0.00	1,885.00
610112-00	Copy Fees-Records	677.68	5,341.15
610113-00	Fingerprint Fees-Records	1,073.44	9,566.97
Budget:		1,668,423.12	18,766,853.12
610220-03	KSU Contracts-Overtime	0.00	24,680.00
620200-13	Current Restitution-vehicles	0.00	1,078.65
620900-01	Misc Reimbursements-salaries	0.00	6,750.28
620900-03	Misc Reimbursements-overtime	0.00	8,010.00
620900-04	Misc Reimbursements-utilities	0.00	222.74
620900-05	Misc Reimbursements-insurance	0.00	33.00
620900-06	Misc Reimbursements-legal fees	25.00	25.00
620900-07	Misc Reimbursements-training	1,205.00	5,678.42
620900-08	Misc Reimbursements-postage	0.00	214.22
620900-11	Misc Reimbursements-building & grounds	0.00	4,634.36
620900-13-130	Misc Reimbursements-vehicles	0.00	611.10
620900-14	Misc Reimbursements-phone	41.43	1,321.70
620900-17-170	Misc Reimbursements-jail	451.98	5,676.73
620900-19	Misc Reimbursements-Computer svc	3,226.95	8,136.95
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	5,850.88
620900-29	Misc Reimbursements-Supplies	0.00	408.30
620900-32	Misc Reimbursements-Furniture	0.00	1,188.00
620900-34-130	Misc Reimbursements-vehicles	0.00	16,671.60
620900-39	Misc Reimbursements-health plan	0.00	200,000.00
620900-40	Misc Reimbursements-Work Comp Prem	0.00	11,096.00
632500-03	JTTF Grant-OT	0.00	2,345.72
632600-03	HIDTA Grant-OT	0.00	6,610.52
632700-03	STEP Grant-OT	0.00	7,138.93
632800-01-414	VOCA 2023 Grant Reimb	6,185.00	66,631.00
Budget Credits:		11,135.36	385,014.10
640900-00	Misc Non-Budget Credit Reimb	597.50	3,123.55
640901-00	Prior Year Reimbursements	0.00	1,539.00
640902-00	Prior year Restitution	6.79	5,334.17
Non-Budget Credits:		604.29	9,996.72
Totals:		1,680,162.77	19,161,863.94

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Riley County Police Department Journal Entries

From Account No. [7] To [744100-41-454]
From Fiscal Period [2023-06] To [2023-09]

Acct #/Ref	Description	Date	Year	Prd	Source Code	Debits	Credits
700101-01-454	Salaries-Full Time VOCA Grant 2023 Match						
Salary June	M Mosher	6/30/2023	2023	06	GL-JE	1,189.00	
Salary July	M Mosher	7/31/2023	2023	07	GL-JE	1,189.00	
Salary August	M Mosher	8/30/2023	2023	08	GL-JE	1,189.00	
Salary Sept	M Mosher	9/30/2023	2023	09	GL-JE	1,234.00	
Total:	Salaries-Full Time VOCA Grant 2023 Match					4,801.00	0.00
700120-01	Regular Salaries-----INVEST'N						
Salary June	M Mosher	6/30/2023	2023	06	GL-JE		5,947.00
Salary July	M Mosher	7/31/2023	2023	07	GL-JE		5,947.00
Salary August	M Mosher	8/30/2023	2023	08	GL-JE		5,947.00
Salary Sept	M Mosher	9/30/2023	2023	09	GL-JE		6,174.00
Total:	Regular Salaries-----INVEST'N					0.00	24,015.00
700122-01-414	VOCA Grant Salaries 2023						
Salary June	M Mosher	6/30/2023	2023	06	GL-JE	4,758.00	
Salary July	M Mosher	7/31/2023	2023	07	GL-JE	4,758.00	
Salary August	M Mosher	8/30/2023	2023	08	GL-JE	4,758.00	
Salary Sept	M Mosher	9/30/2023	2023	09	GL-JE	4,940.00	
Total:	VOCA Grant Salaries 2023					19,214.00	0.00
Adjust VAC Salary entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer R. Schneider</i> Approved by: <i>[Signature]</i>							
710700-07-700-I	Training & Travel-Invest'n						
Conference VOCA	M Mosher	9/30/2023	2023	09	GL-JE		150.00
Hotel/Meals/Travel	M Mosher	9/30/2023	2023	09	GL-JE		487.00
Total:	Training & Travel-Invest'n					0.00	637.00
710708-07-414	Training/Travel VOCA 2023						
Conference VOCA	M Mosher	9/30/2023	2023	09	GL-JE	120.00	
Hotel/Meals/Travel	M Mosher	9/30/2023	2023	09	GL-JE	390.00	
Total:	Training/Travel VOCA 2023					510.00	0.00
710708-07-454	Training/Travel VOCA 2023 - Match						
Conference VOCA	M Mosher	9/30/2023	2023	09	GL-JE	30.00	
Hotel/Meals/Travel	M Mosher	9/30/2023	2023	09	GL-JE	97.00	
Total:	Training/Travel VOCA 2023 - Match					127.00	0.00
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer R. Schneider</i> Approved by: <i>[Signature]</i>							

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [7] To [744100-41-454]
From Fiscal Period [2023-06] To [2023-09]

Acct #/Ref	Description	Date	Year	Prd	Source Code	Debits	Credits
743700-37	KPERS						
KPERS June	M Mosher	6/30/2023	2023	06	GL-JE		589.00
KPERS July	M Mosher	7/31/2023	2023	07	GL-JE		589.00
KPERS August	M Mosher	8/31/2023	2023	08	GL-JE		589.00
KPERS Sept	M Mosher	9/30/2023	2023	09	GL-JE		360.00
Total:	KPERS					0.00	2,127.00
743700-37-414	KPERS - VOCA Grant 2023						
KPERS June	M Mosher	6/30/2023	2023	06	GL-JE	471.00	
KPERS July	M Mosher	7/31/2023	2023	07	GL-JE	471.00	
KPERS August	M Mosher	8/31/2023	2023	08	GL-JE	471.00	
KPERS Sept	M Mosher	9/30/2023	2023	09	GL-JE	290.00	
Total:	KPERS - VOCA Grant 2023					1,703.00	0.00
743700-37-454	KPERS - VOCA Grant Match 2023						
KPERS June	M Mosher	6/30/2023	2023	06	GL-JE	118.00	
KPERS July	M Mosher	7/31/2023	2023	07	GL-JE	118.00	
KPERS August	M Mosher	8/31/2023	2023	08	GL-JE	118.00	
KPERS Sept	M Mosher	9/30/2023	2023	09	GL-JE	70.00	
Total:	KPERS - VOCA Grant Match 2023					424.00	0.00
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by: <i>[Signature]</i>							
743800-38	Social Security						
June SS	M Mosher	6/30/2023	2023	06	GL-JE		369.00
July SS	M Mosher	7/31/2023	2023	07	GL-JE		369.00
VOCA SS Aug	M Mosher	8/31/2023	2023	08	GL-JE		369.00
SS Sept	M Mosher	9/30/2023	2023	09	GL-JE		383.00
Total:	Social Security					0.00	1,490.00
743800-38-414	Social Security - VOCA Grant 2023						
June SS	M Mosher	6/30/2023	2023	06	GL-JE	295.00	
July SS	M Mosher	7/31/2023	2023	07	GL-JE	295.00	
VOCA SS Aug	M Mosher	8/31/2023	2023	08	GL-JE	295.00	
SS Sept	M Mosher	9/30/2023	2023	09	GL-JE	306.00	
Total:	Social Security - VOCA Grant 2023					1,191.00	0.00
743800-38-454	Social Security - VOCA Grant Match 2023						
June SS	M Mosher	6/30/2023	2023	06	GL-JE	74.00	
July SS	M Mosher	7/31/2023	2023	07	GL-JE	74.00	
VOCA SS Aug	M Mosher	8/31/2023	2023	08	GL-JE	74.00	
SS Sept	M Mosher	9/30/2023	2023	09	GL-JE	77.00	
Total:	Social Security - VOCA Grant Match 2023					299.00	0.00
Adjust VAC SS entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by: <i>[Signature]</i>							

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [7] To [744100-41-454]
From Fiscal Period [2023-06] To [2023-09]

Acct #/Ref	Description	Date	Year	Prd	Source Code	Debits	Credits
743810-38	Medicare Tax						
Medicare June	M Mosher	6/30/2023	2023	06	GL-JE		86.00
July Medicare	M Mosher	7/31/2023	2023	07	GL-JE		86.00
Aug Medicare	M Mosher	8/31/2023	2023	08	GL-JE		86.00
Sept Medicare	M Mosher	9/30/2023	2023	09	GL-JE		90.00
Total:	Medicare Tax					0.00	348.00
743810-38-414	Medicare Tax- VOCA Grant 2023						
Medicare June	M Mosher	6/30/2023	2023	06	GL-JE	69.00	
July Medicare	M Mosher	7/31/2023	2023	07	GL-JE	69.00	
Aug Medicare	M Mosher	8/31/2023	2023	08	GL-JE	69.00	
Sept Medicare	M Mosher	9/30/2023	2023	09	GL-JE	72.00	
Total:	Medicare Tax- VOCA Grant 2023					279.00	0.00
743810-38-454	Medicare Tax- VOCA Grant Match 2023						
Medicare June	M Mosher	6/30/2023	2023	06	GL-JE	17.00	
July Medicare	M Mosher	7/31/2023	2023	07	GL-JE	17.00	
Aug Medicare	M Mosher	8/31/2023	2023	08	GL-JE	17.00	
Sept Medicare	M Mosher	9/30/2023	2023	09	GL-JE	18.00	
Total:	Medicare Tax- VOCA Grant Match 2023					69.00	0.00

Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by: *[Signature]*

743900-39	Health Insurance						
June Health Ins	M Mosher	6/30/2023	2023	06	GL-JE		594.00
July Health Ins	M Mosher	7/31/2023	2023	07	GL-JE		594.00
Aug Health Ins	M Mosher	8/31/2023	2023	08	GL-JE		594.00
Sept Health Ins	M Mosher	9/30/2023	2023	09	GL-JE		154.00
Total:	Health Insurance					0.00	1,936.00
743900-39-414	Health Insurance - VOCA Grant 2023						
June Health Ins	M Mosher	6/30/2023	2023	06	GL-JE	475.00	
July Health Ins	M Mosher	7/31/2023	2023	07	GL-JE	475.00	
Aug Health Ins	M Mosher	8/31/2023	2023	08	GL-JE	475.00	
Sept Health Ins	M Mosher	9/30/2023	2023	09	GL-JE	124.00	
Total:	Health Insurance - VOCA Grant 2023					1,549.00	0.00
743900-39-454	Health Insurance - VOCA Grant Match 2023						
June Health Ins	M Mosher	6/30/2023	2023	06	GL-JE	119.00	
July Health Ins	M Mosher	7/31/2023	2023	07	GL-JE	119.00	
Aug Health Ins	M Mosher	8/31/2023	2023	08	GL-JE	119.00	
Sept Health Ins	M Mosher	9/30/2023	2023	09	GL-JE	30.00	
Total:	Health Insurance - VOCA Grant Match 2023					387.00	0.00

Adjust VAC Health Ins entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by: *[Signature]*

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [7] To [744100-41-454]
From Fiscal Period [2023-06] To [2023-09]

Acct #/Ref	Description	Date	Year	Prd	Source Code	Debits	Credits
744000-40	Workers Comp Insured deductibles						
WC June	M mosher	6/30/2023	2023	06	GL-JE		140.00
WC July	M Mosher	7/31/2023	2023	07	GL-JE		140.00
WC Aug	M Mosher	8/31/2023	2023	08	GL-JE		140.00
WC Sept	M Mosher	9/30/2023	2023	09	GL-JE		141.00
Total:	Workers Comp Insured deductibles					0.00	561.00
744000-40-414	Workers Comp - VOCA Grant 2023						
WC June	M mosher	6/30/2023	2023	06	GL-JE	112.00	
WC July	M Mosher	7/31/2023	2023	07	GL-JE	112.00	
WC Aug	M Mosher	8/31/2023	2023	08	GL-JE	112.00	
WC Sept	M Mosher	9/30/2023	2023	09	GL-JE	113.00	
Total:	Workers Comp - VOCA Grant 2023					449.00	0.00
744000-40-454	Workers Comp - VOCA Grant Match 2023						
WC June	M mosher	6/30/2023	2023	06	GL-JE	28.00	
WC July	M Mosher	7/31/2023	2023	07	GL-JE	28.00	
WC Aug	M Mosher	8/31/2023	2023	08	GL-JE	28.00	
WC Sept	M Mosher	9/30/2023	2023	09	GL-JE	28.00	
Total:	Workers Comp - VOCA Grant Match 2023					112.00	0.00

Adjust VAC WC entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by: *[Signature]*

744100-41	Unemployment Compensation						
June Unemployment Ins	M Mosher	6/30/2023	2023	06	GL-JE		6.00
July Unemployment Ins	M Mosher	7/31/2023	2023	07	GL-JE		6.00
Aug Unemployment Ins	M Mosher	8/31/2023	2023	08	GL-JE		6.00
Sept Unemployment Ins	M Mosher	9/30/2023	2023	09	GL-JE		5.00
Total:	Unemployment Compensation					0.00	23.00
744100-41-414	Unemployment Compensation - VOCA Grant 2023						
June Unemployment Ins	M Mosher	6/30/2023	2023	06	GL-JE	5.00	
July Unemployment Ins	M Mosher	7/31/2023	2023	07	GL-JE	5.00	
Aug Unemployment Ins	M Mosher	8/31/2023	2023	08	GL-JE	5.00	
Sept Unemployment Ins	M Mosher	9/30/2023	2023	09	GL-JE	4.00	
Total:	Unemployment Compensation - VOCA Grant					19.00	0.00
744100-41-454	Unemployment Compensation - VOCA Grant Match 2023						
June Unemployment Ins	M Mosher	6/30/2023	2023	06	GL-JE	1.00	
July Unemployment Ins	M Mosher	7/31/2023	2023	07	GL-JE	1.00	
Aug Unemployment Ins	M Mosher	8/31/2023	2023	08	GL-JE	1.00	
Sept Unemployment Ins	M Mosher	9/30/2023	2023	09	GL-JE	1.00	
Total:	Unemployment Compensation - VOCA Grant					4.00	0.00

Adjust VAC Unemployment Comp entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by: *[Signature]*

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

Assigned Report #

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

Comments:

To: Director Peete
Thru: Assistant Director Moldrup
From: Captain Mark French
Ref: Juvenile Transportation Report for September 2023
Date: October 5, 2023

Total Number of Juveniles Transported:	0
Total Mileage for Transports 76 X \$.65.5 (Cents per mile)	\$0
Total Pay Amount for 1 Transport Officers Hours:	\$0
Total:	\$0

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 75.0%

Date.10/02/23 Page. 162
Time.16.21.16

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	.00	30,998.45-		.00
402		Investment Interest	R	.00	.00	4,883.27		.00
		Department Revenue.. #142		.00	.00	4,883.27 *		.00
		Department Dsbmnts.. #142		.00	.00	30,998.45-*		
		Total Revenue Fund.... 168		.00	.00	4,883.27 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	4,883.27 **		
		Total Disbursements... 168		.00	.00	30,998.45-**		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

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

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	159,315.25
YTD Revenue.....	4,883.27
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	30,998.45-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	133,200.07 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 75.0%

Date.10/02/23 Page. 163
Time.16.21.16

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	6,198.15-	28,471.89-		.00
602		Miscellaneous Collection	R	.00	11,797.00	23,170.90		.00
402		Investment Interest	R	.00	.00	6,196.04		.00
Department Revenue.. #142				.00	11,797.00	29,366.94 *		.00
Department Dsbmnts.. #142				.00	6,198.15-	28,471.89-*		
Total Revenue Fund.... 169				.00	11,797.00	29,366.94 **		
Total Trans. IN Fund.. 169				.00	.00	.00 **		
Total Rev. & Trans. .. 169				.00	11,797.00	29,366.94 **		
Total Disbursements... 169				.00	6,198.15-	28,471.89-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

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

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	175,548.83
YTD Revenue.....	29,366.94
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	28,471.89-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	176,443.88 ***

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 75.0%

Date.10/02/23 Page. 166
Time.16.21.16

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	4,878,478.00	136,842.42	4,853,073.41	99.48	25,404.59
182		Distr - Oil & Gas Curr.	R	.00	.00	647.21		.00
184		Distr - P.P. Current	R	.00	1,470.39	45,305.40		.00
190		Distr - 16/20M Trucks Cur	R	3,025.00	111.21	2,429.90	80.33	595.10
193		Distr - Watercraft Cur	R	1,450.00	52.20	2,092.09	144.28	642.09-
181		Distr - Real Delq.	R	.00	10,519.36	45,535.17		.00
183		Distr - Oil & Gas Delinq	R	.00	2.38	11.24		.00
185		Distr - P.P. Delq.	R	.00	768.22	4,258.21		.00
192		Distr - 16/20M Trucks Del	R	.00	47.68	305.84		.00
194		Distr - Watercraft Del	R	.00	66.59	509.02		.00
102		Distr - Motor Vehicle Tax	R	383,909.00	146,694.33	342,212.81	89.14	41,696.19
103		Vehicle Rental Excise Tax	R	3,994.00	5,126.74	8,962.48	224.40	4,968.48-
113		Distr - RV Tax	R	3,562.00	1,450.28	3,225.75	90.56	336.25
130		Distr - Commercial Veh	R	15,173.00	1,167.96	15,778.14	103.99	605.14-
191		Distr - TIF Adjustment	R	.00	689.04-	134,425.59-		.00
Department Revenue.. # 0				5,289,591.00	303,630.72	5,189,921.08 *		61,816.42
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
Total Revenue Fund.... 173				5,289,591.00	303,630.72	5,189,921.08 **	98.12	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,289,591.00	303,630.72	5,189,921.08 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
<u>Department. 0</u> Not Designated									
<u>Department.171</u> RCPD Operations									
2220		Building Space Rental	10,500.00	900.00	8,100.00	77.14	2,400.00	.00	2,400.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	90,000.00	2,850.18	90,633.27	100.70	633.27-	.00	633.27-
2650		Physician Fees	165,000.00	16,162.45	168,145.65	101.91	3,145.65-	.00	3,145.65-
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2810		Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00	10,000.00
2830		Water	5,000.00	.00	169.00	3.38	4,831.00	.00	4,831.00

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 SEPTEMBER
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 75.0%

Date.10/02/23 Page. 167
Time.16.21.16

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)							
2840 Sewage Charges	2,000.00	.00	.00		2,000.00	.00	2,000.00
2900 Budget Appropriations	5,000,016.00	.00	3,750,012.00	75.00	1,250,004.00	.00	1,250,004.00
Total Contractual Expenses	5,298,516.00	19,912.63	4,017,059.92	75.81	1,281,456.08	.00	1,281,456.08
3010 Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060 Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3990 Other Supplies & Mate	500.00	.00	.00		500.00	.00	500.00
Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
Department Expense # 171	5,300,016.00	19,912.63	4,017,059.92	75.79	1,282,956.08	.00	1,282,956.08 *
Expense & Transfers# 171	5,300,016.00	19,912.63	4,017,059.92				
Department.416 HD-KCCTF							
Total Expenditures Fund 173	5,300,016.00	19,912.63	4,017,059.92	75.79	1,282,956.08	.00	1,282,956.08 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	241,235.15
YTD Revenue.....	5,189,921.08
YTD Reported Expenses.....	4,017,059.92-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	9,001.17-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,405,095.14 ***

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To: Director Peete
Thru: Assistant Director Moldrup
From: Cpt. Mark French
Position: Commander **Division:** Jail
Report Title: Monthly Inmate Population Report
Rpt Freq./Year: September 2023
Policy #: N/A
Date: October 1, 2023

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

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
JAN	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3
FEB	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5
MAR	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0
APR	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5
MAY	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4
JUN	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6
JUL	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0
AUG	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5
SEPT	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6
OCT	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	
NOV	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	
DEC	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	
YADP	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.7

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

Riley County Police Department

To Reduce Crime And Improve The Quality Of Life For The Citizens We Serve

Vendor: RCPD - General Fund

Date:	September 27, 2023
Voucher #:	23-012
Check #:	100025
Acct. Name:	State Seizure Funds Acct

Invoice #:	Services Provided:	RCPD Case #:	Description:	Cost/Split:	Payment Amount:
	Reimbursement of Funds. Racklyeft K9 Training hotel				\$985.66
				TOTAL	\$985.

Approved By:

27 sep 23

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

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

Voucher

Acct. Name: Federal Seizure

Briggs
2312 Stagg Hill Road
Manhattan, KS 66502

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)


Director

Packet Pg. 115

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

Voucher

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: N/A

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 22.1.1 - Salary Program
PURPOSE: Numerous changes

 Date Proposed Policy Disseminated: 6/13/2023

 Date Approved Policy Disseminated: 9/18/2023

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:

8/31/2023

APPROVALS:

Brad Ingalls

Policy Review Committee Chair Approval

AD Moldrup

Assistant Director's Approval

Director Peete

Director's Approval

Law Board Chair Approval (General Orders Only)

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

8/31/2023

Date

8/31/2023

Date

9/14/2023

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]

Policy Title: 22.1.1 Salary Program		
Policy & Procedures	Approved On: 02-21-2018	Order: GO 2019-027
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	<i>22.1.1 a-g, 35.1.3, COMM 3.2.1</i>	
Chapter: 22 – Compensation, Benefits, And Conditions of Work - Compensation		

1. General:

- A. Compensation and benefit programs are documented, equitably applied, and competitive with those offered in the labor market.
- B. The salary program is reviewed periodically and includes provisions for entry level salary; salary differential within and between grades; salary levels for those with special skills; compensatory time policy; overtime policy; and a provision for salary augmentation.

2. Definitions:

- A. Actual Time: The actual time an employee is engaged in activity related to official Department business.
- B. Break Time: Time granted by supervisors to allow employees to be away from their duty station briefly.
- C. Bumped Employee: An employee who has been bumped according to the below definition; also an employee who has been laid off.
- D. Bumping: The process under which a full-time employee may choose to move to a lower level position for which the employee has been properly trained and certified, in the event the employee is scheduled to be laid off pursuant to the provisions of paragraph 2. P. of this policy.
- E. Callback Pay: Compensation paid to an employee required to return to work unexpectedly while on scheduled days off, on approved leave, or more than one hour following the normal end of shift assignment when the employee has departed the work place.
- F. Compensatory Time: Time worked that is compensated by leave time instead of paid overtime.
- G. Cost of Living Adjustment (COLA): The Law Board will review and establish the amount of such payment annually.
- H. Court Show-Up Pay: Compensation paid to employees required to attend court outside their assigned duty shift.
- I. Earned Leave: All hours accrued to an employee's leave bank.
- J. Employee: As used in this chapter of policy, "employee" describes a full time, compensated, member of the Riley County Police Department, unless otherwise indicated.
- K. Flextime: Reduction of the total number of regularly scheduled work hours of an employee within a work week in order to offset the addition of non-scheduled hours worked.

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- L. Grade: A level of pay that indicates employees within a given grade are performing essentially similar tasks with similar responsibilities.
- M. Hire Date: The date on which an employee is initially hired.
- N. Hours Between Shifts: At least a seven (7) hour period in an off-duty status between normally scheduled shifts.
- O. Injured on Duty (IOD) Pay: The amount paid by the Department to an employee who suffers a bona fide injury that arises out of and in the course of the employee's employment. The amount of this pay is equal to the difference between the employee's regular pay and any Worker's Compensation pay paid to the employee.
- P. Layoff: A reduction of staff or the elimination of a classification, position or job for any reason the Department may deem necessary for the efficient and economical operation of the Department. No classification will drop below a minimum level of staffing, as determined by the Director.
- Q. Lodge: Fraternal Order of Police Lodge #17.
- R. Meal Time: one-half (½) hour paid break, one (1) hour unpaid break, or one (1) hour paid break depending upon an employee's assignment.
- S. Merit Pay: A pay raise paid to full-time employees from a given step to a subsequent higher step within the same grade based upon job performance. Part-time employees may also be awarded a step increase within the same grade based upon job performance and the current pay scale.
- T. Merit Date: The date an employee is hired, promoted, changes grade or classification, or a date designated by the Director.
- U. On-Call (paid): Off-duty status in which the employee's activities and/or ability to move around is restricted because the employee is required to report for duty if needed.
- V. On-Call (unpaid): Off-duty status in which the employee may move around without restriction but must keep the Department informed of their location, phone number, or be available by mobile phone or radio for recall to duty if necessary.
- W. Overtime: The time worked by a full-time or part-time, non-exempt employee in excess of forty (40) hours in a week.
- X. Overtime/Leave Cycle: A 4-5-week period running approximately mid-month to mid-month. Its purpose is to pay out part time hours, overtime hours, and apply leave taken.
- Y. Overtime Rate: Regular rate of pay multiplied by 1.5.
- Z. Paid Status: The normal work status of an employee during which the employee actively works within a work week, utilizes some type of earned leave such as leave bank, sick leave, shared leave, or compensatory time, is on paid suspension, or any combination of the above.
- AA. Pay Period: A calendar month beginning on the first day of the month and ending on the last day of the same month.
- BB. Training Officer (TO) Pay: Compensation paid in addition to an individual's regular monthly salary while designated as a TO.
- CC. Probationary Period: A period of conditional employment for a minimum of one (1) year, unless extended by the Director which commences upon completion of the position's established training program . (CALEA 35.1.3)

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- DD. Reduction In Force: A reduction of the number of employees in a classification.
- EE. Regular Rate: The effective hourly rate of compensation based upon fifty-two (52) 40-hour workweeks, i.e., annual gross salary divided by 2080 hours. Rate includes base pay and salary augmentation pay.
- FF. Salary Augmentation: Pay added to an employee's base salary, i.e., TO pay, hazardous duty pay, shift differential pay, etc. (CALEA 22.1.1g) (COMM 3.2.1g)
- GG. Scheduled Period of Duty: Period of time between scheduled arrival and departure, or periods of a shift such as special detail involving an athletic event or a parade.
- HH. Seniority, Classification: Classification seniority will be the most recent service which occurs continuously in a particular job classification without a break or interruption except that Priority A re-hires who return to work within their last held classification will retain the seniority they held at the time of their departure. Any suspension for disciplinary purposes for six (6) months or less will not constitute a break or interruption of service within the meaning of this section. Classification seniority will be calculated from the most recent date an employee enters a particular job classification within the Department except that Priority A re-hire classification seniority will be calculated to include the re-hire's previous service in the same classification.
- II. Seniority, Departmental: Department seniority will be the most recent service which occurs unbroken and continuous with the Department except as noted in paragraph HH (Seniority, Medical Disability Retirement) below; provided that any suspension for disciplinary purposes for six (6) months or less will not constitute a break or interruption of service within the meaning of this section. Departmental seniority will commence from the most recent date an employee enters the Department except that Priority A re-hire seniority will be calculated to include the re-hire's previous service.
- JJ. Seniority List: A list of employees arranged in order of Departmental seniority and a list of employees arranged in order of classification seniority
- KK. Seniority, Medical Disability Retirement: If classification seniority is broken by medical retirement but the employee is subsequently rehired in the same classification through the selection process, upon completion of one (1) year in a full-time law enforcement capacity following the last date of hire, the previous employment period will be added to the employee's continuous service and will be considered as part of seniority. Only one (1) such allowance will be made per employee, and he must be rehired within five (5) years to be eligible for former service seniority credit.
- LL. Seniority, Probation: Based upon date of hire and successful completion of the probationary period.
- MM. Shift: Regularly scheduled hours an employee works.
- NN. Show Up Time, Pay: Defined as a two (2) hour period of time for pay purposes, regardless of the actual amount of time spent on official Department business except scheduled training activities.
- OO. Standby: Any time an employee is officially notified that the employee is waiting to work, thus restricting his ability to use the time effectively for their own purposes.
- PP. Step: A pay level within a grade.
- QQ. Teleconference Pay: Compensation paid to employees required to engage in teleconference while off-duty.
- RR. Time Worked: All time that an employee is required to be on duty; on Department premises; at a prescribed work place; all times during which an employee is permitted to work.

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SS. Trading Time: Voluntary exchange of regularly scheduled work days between employees in the same classification.

TT. Unsatisfactory Performance: Employee behavior or work performance that is below standard and may lead to disciplinary action.

UU. Unscheduled Period of Duty: A period of time spent in court by police officers; time spent handling emergency situations; or time spent after a shift to complete required work.

VV. Witness Fee: Monetary compensation provided to a person appearing before a court of law.

WW. Work Day: The work day may consist of eight (8), ten (10) or twelve (12) consecutive hours.

XX. Work Week: An established, regularly recurring period of seven (7) consecutive days beginning on Sunday morning at 0001 hours and ending on the following Saturday night at 2400 hours.

3. **Elements**: Provisions of the salary program are determined on the following elements: payroll plan in use by the Department; position Classification Plan; and job specifications. Salary program elements include the following:

A. Entry Level Salary: The Law Board sets entry-level salary for positions annually. (CALEA 22.1.1a)(COMM 3.2.1a)

B. Salary Differential within Grade: Set annually by the Law Board. (See Salary Schedule for current year). (CALEA 22.1.1b)(COMM 3.2.1b)

C. Salary Differential between Grades: Set annually by the Law Board. Salary differential between grades will reflect differences in rank (grade) and will be congruent with the Department's Classification Plan. A lower grade indicates positions that require less training or discretion on the employee's part. (CALEA 22.1.1c)(COMM 3.2.1c)

D. Special Skill Salary Level: The Director may authorize employees to be placed in a salary grade greater than their peers due to special skills and/or jobs performed for the Department. (CALEA 22.1.1d)(COMM 3.2.1c)

E. Experience Salary Level: The Director may authorize employees to be placed in a salary grade greater than their peers due to prior experience in a similar position. Placement will be considered based upon a number of factors inclusive of, but not limited to, the duties and responsibilities of the former position, the pay level of the former position, and the length of service in the former position.

F. Compensatory (Comp) Time:

1) Compensatory (Comp) time is earned at a rate equivalent to the overtime rate, i.e. one (1) hour of OT equals one and one-half (1.5) hours of comp time. A maximum of eighty (80) hours will be allowed to accrue. Thereafter, all overtime will be paid at the overtime rate as it is worked. (CALEA 22.1.1e)(COMM 3.2.1e)

a. An employee may choose between taking overtime as pay or as comp time (up to the maximum allowable limit), when it is earned. The Director may, in advance, designate pay only for voluntarily/assigned overtime. Only RCPD overtime may be allowed as comp time. All other overtime will be paid as such.

b. Comp time will be posted to the earning employee's account when payroll is processed and deducted when a requested leave for which the comp time will be used is approved.

c. In order to encourage employees to volunteer in community events, ensure that employees are recognized as on-duty during these events, and to ensure the consistent handling

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of volunteer hours, the Director or Designee may, in advance, designate an event as Department-sanctioned. To be considered for classification as a Department-sanctioned event, it should: be open to the public, be consistent with the mission statement of the RCPD, or enhance the recruiting and community engagement efforts of the RCPD. Employees voluntarily participating in Department-sanctioned community events ~~will~~ may receive comp time for their involvement if the employee or their supervisor are unable to adjust their weekly schedule to account for the hours volunteered at the Department-sanctioned event. Employees who volunteer for these events cannot exceed maximum comp bank hours. If necessary, a supervisor may assign or authorize an employee to work a Department-sanctioned event on an on-duty or paid overtime status.

d. It should be noted that comp time accruals are different and distinct from other leave accruals in the leave bank, as addressed in [Policy 22.1.2](#), Leave Program.

2) Payment to employees for accrued comp time may be accomplished according to either (or both) of the following methods:

a. Prior to November 1 of any given year, employees may request payout of all (subject to a cap) or a portion of their accrued comp time. The request may not exceed \$1,000 and must be submitted in writing to the Commander of the Administrative Division. Upon verification that sufficient comp time exists in the employee's account, the requested amount will be included in the November paycheck.

b. All unused or unpaid comp time in the employee's account (up to the 80 hour limit) will carry over until the employee's separation from the Department at which time it will be paid at the contemporary hourly.

G. Overtime: (CALEA 22.1.1f)(COMM 3.2.1f)

1) The Director, Assistant Director and Captains are classified as Executives, as defined by the Fair Labor Standards Act. The Department exempts Lieutenants (sworn and non-sworn), the Accreditation Manager, the Communication Center Manager, the IT Manager, the RMS Supervisor, Human Resources Manager, Finance Manager, and the PIO as Administrative Officers, as defined by the Fair Labor Standards Act, amended ([FLSA 29 C.F.R. 778](#)). These positions are FLSA exempt and therefore not eligible to receive overtime.

2) Non-exempt employees who work more than forty (40) hours in a seven (7) day work week are entitled to overtime. For purposes of computing overtime, leave bank time will be considered time worked unless otherwise stated. Compensatory time, sick leave, injury leave, and other administrative leave will not be considered as time worked. The work week will be the determining factor in computing overtime, not the work day. The Department will not reduce the total number of regularly scheduled work hours of an employee within a work week (40 hours) or work day (commonly referred to as flextime) for the purpose of relieving the Department for payment of overtime, except as otherwise provided in policy. Employees may elect to flex their time after they have worked forty (40) hours and manpower would allow them to do so.

3) Non-exempt employees' overtime rate includes allowances for benefits earned by the employee, but not for those assigned to the employee. Earned benefits are education pay, clothing allowance, longevity pay, base pay, etc. Assigned benefits are health insurance, workers compensation insurance, unemployment, retirement, Social Security and Medicare.

4) Non-exempt employees who work contract assignments apart from their normally assigned duties are eligible for compensation at their overtime rate. If leave time was used during that work

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week it is deducted from the employee's accrued leave and overtime will remain in effect. Supervisors will not adjust an employee's work schedule in those circumstances in order to reduce overtime.

5) An employee may be required or authorized to work overtime under the following conditions, restrictions, and limitations:

- a. Overtime is required and performed by order of the Watch Supervisor of the shift to which the employee is assigned, or an officer of the rank of Lieutenant or above.
- b. Overtime is required because in the opinion of the appropriate supervisor such overtime is necessary.

6) No overtime may be claimed when the overtime worked is less than fifteen (15) minutes pre- or post-shift.

7) Supervisors will closely monitor employees' activities while on Department premises before, during, and after their duty schedule. The Department of Labor recognizes that all occupations have brief preliminary or subsequent activities that are not compensable; court decisions generally limit this to fifteen (15) minutes before and/or after schedule duty time. When it is apparent an employee is engaged in productive work or providing a service to the Department, supervisors must inquire into the nature of the work and determine whether it is or should be authorized for overtime, based upon guidelines established above. Inaction on a supervisor's part in controlling employees' productive labors does not limit the Department's responsibility under FLSA, since by the supervisor's inaction the Department would be "suffering or permitting" the employee to work. ([29 C.F.R. 785.11](#))

8) Supervisors have an affirmative duty to monitor employees' anticipated overtime during a work week as established by other Department policies.

H. [Salary Augmentation \(Longevity Pay\):](#)

1) All non-sworn employees whose cumulative years of service credited with the Department exceeds five (5) years (60 months), will be entitled to longevity service pay. Eight dollars (\$8.00) per month will be paid for each year of credited service. Each non-sworn employee will receive full credit for all employment served with the Department, whether or not continuous, as recorded with the [Kansas Police and Firemen's Retirement System](#) or the [Kansas Public Employees Retirement System](#). Employees whose anniversary date occurs at any time during a month will receive credit for the entire month for the purpose of this policy. (CALEA 22.1.1g)(COMM 3.2.1g)

2) Longevity pay will be paid monthly at a rate equal to eight dollars (\$8.00) per month for each year of service, including the five (5) years (60 months) of credited service of eligibility. No employee will be paid more than two hundred dollars (\$200.00) per month longevity pay under the current program (\$8.00 per month X 25 years).

I. [Step Movement:](#) Only employees who receive an overall "meeting expectation" or better rating on their annual evaluation shall be eligible for step increases.

J. [Merit Pay:](#) Upon hire all employees receive a merit date which coincides with their hire date. Upon successful completion of their established training program and the probationary period, said employees will be authorized a step increase as established by the Assistant Director and salary charts and, if appropriate, a new merit date will be assigned. (See also [Policy 32.2.10 – Entry Level Probation Policy 33.4.3 – Field Training Programs](#)).

K. Pay Process:

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- 1) Employees are paid once a month, on the last business day of the month.
- 2) All full-time employees are paid a set salary for the pay period.
- 3) Non-exempt employees will have any overtime or part time hours earned in the Overtime/Leave Cycle applied to their Pay Period salary.

4. **Other Provisions:**

A. Travel and Training: General: A number of circumstances may require employees to travel. Generally, payment for such travel is made in accordance with Federal guidelines concerning FLSA rules and regulations. Specific guidance follows.

- 1) **Travel to/from a work assignment (Not Training):** Such travel, whether by public carrier such as an airplane, a train, or a motorized vehicle is considered work time. With respect to motor vehicles, this rule applies not only to the driver, but all passengers on the assignment as well.
- 2) **Travel to/from Training:**
 - a. If done during an employee's scheduled duty time, all travel to and from training is compensable, regardless of the employee's activity during the travel.
 - b. Such travel, whether by public carrier or department or private auto, if done outside regularly scheduled duty time, is not considered work time. The exception applies to the driver of a vehicle who is performing work and will therefore be compensated accordingly. Any work performed by an employee who is concurrently acting as a passenger will cause the non-paid travel time to convert to paid work time. Such work must be pre-approved by the employee's Division Commander.
- 3) **Basic Academy:** Officers who attend the Basic Academy are on a flexible schedule varying between classroom, study time, and down time. Their work schedules will be monitored and approved by the Department's Training Officer.
- 4) **Call Back Travel:** Employees who are called back by the Department after their routine hours of work to assist with an emergency or developing situation may count travel time as time worked. Employees who are called back by the Department in non-emergency situations (report corrections, etc.) will be compensated from the time they reach the Department, which does not include travel time.
- 5) **Instructional and Study Time:** Field or classroom instructional activities during Department assigned or mandated training whether as an instructor or a student is compensable. After-hours study time is not, unless such study time or class work is required.
- 6) **Personally owned vehicles and mileage reimbursement:** The preferred form of vehicle usage for work or training is a Department vehicle. Personally owned vehicles may be used as a last resort but only upon approval of the Division Commander. The authorized mileage reimbursement rate for the use of personal vehicles will be the current State of Kansas authorized mileage reimbursement rate.
- 7) **Meal Reimbursement:** Employees may be reimbursed directly or use a Department credit card for meals that are closely associated with official Department business and/or training and no reasonable alternatives exist outside of the employee personally paying for the meals.
 - 1) Exceptions may be made by the Director or Assistant Director.
 - 2) Prior approval by a division commander or higher is required prior to reimbursement or use of a Department credit card for meals.

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- 3) Employees using Department credit cards for meals will complete a Credit Card Checklist form.
- 4) Grant funds may not be used for entertainment, including drinks and meals.

B. Training Pay: An employee designated by the Director (named on a Personnel Order) as a training officer (a trainer of newly hired mission-critical personnel) will receive a payment in addition to the employee's regular monthly salary. Training Officers are responsible for the informal education of recruit and probationary employees - also known as field training - as well as the performance of the responsibilities inherent in the trainer's job classification. Training may include monitoring, testing, counseling, observing, instructing, evaluating and other activities associated with the learning process. Any employee trained and designated by the Director as an active Training Officer will receive \$75.00 per month in addition to their regular monthly salary. The authorized number of full-time trainers for each program follows.

- 1) Police Training Officer: 16
- 2) Correction Training Officer: 12
- 3) Dispatch Training Officer: 6

C. Hazardous Duty (HD) Pay: A designated Officer who actively participates in a specialized assignment that routinely involves duties of a dangerous nature will be awarded a monthly stipend for such hazardous duty. Authorized hazardous duty positions and the maximum number of officers authorized to receive the pay (\$75.00 per month) are listed below. An Officer serving in more than one of these assignments will receive no more than a single monthly HD payment.

- 1) Tactical Team - 12 Members.
- 2) Special Investigative Unit (SIU) - 7 Members.
- 3) Hazardous Material Response Team (HMRT) - 4 Members.
- 4) Bomb Team - 4 Trained/Certified Bomb Technicians.

D. Recruiter Pay: A designated employee who actively participates in a specialized assignment that routinely involves recruiting, maintaining contact with potential recruits and participates in approved recruitment activities (Recruitment Team). Any employee designated by the Director (named on a Personnel Order as an active Recruitment Team member will receive \$75.00 per month in addition to their regular monthly salary. The authorized number of active Recruitment Team members is six (6).

E. Medical Officer: A designated and specially trained Corrections Officer who packages and dispenses medications and conducts generalized triage of inmates. Any employee trained and designated by the Director as an active Medical Officer will receive \$75.00 per month in addition to their regular monthly salary. The authorized number of active Medical Officers is six (6).

F. Clothing Allowance and Cleaning Benefit:

- 1) Officers assigned to the Investigation Division and Internal Affairs as detectives will receive a clothing allowance as follows:
 - a) Officers authorized to receive \$100 per month: Investigations Commander, Internal Affairs Lt., CIU Sgt, Investigations Sgt, Detectives, and JTTF Officer.
 - b) Officers authorized to receive \$35 per month: Investigations Lt, SIU Detectives, HIDTA Officer, and ROP Detectives

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2) Sworn personnel will follow the manufacturer's recommendations for the laundering of the standard issued duty uniform. Sworn personnel may have their standard issue dress uniform pants (traditional wool pants) dry-cleaned and standard issue dress uniform shirts (traditional light blue shirt) laundered as appropriate (not dry-cleaned) at Departmental expense and this should occur on an occasional and as-needed basis at the dry-cleaning business authorized by the Department. Special issue clothing may, upon approval of a supervisor, be cleaned on an occasional basis. Personally owned clothing items do not apply. See also [policy 22.2.5](#) – Provisions for Clothing and Equipment

3) Non-Sworn personnel required by the Department to wear Department issued uniforms may have their standard issue uniform pants laundered and standard issue uniform shirts laundered as appropriate (not dry-cleaned unless recommended by the manufacturer) at Departmental expense at the cleaning business authorized by the Department. The frequency for each will be established by the Department; that currently being: two (2) of each article, per week Non-sworn employees may elect to have uniforms cleaned biweekly, with the cumulative total of four (4) each. Cooks may use the Department washers to clean their uniforms if they choose. Special issue clothing may, upon approval of a supervisor, be cleaned on an occasional basis. Personally owned clothing items will not be covered by this section.

E. Shift Differential Pay:

1) Any employee who is regularly assigned to a shift that starts before midnight (2400 hrs.) and extends to at least 0200 hrs. is entitled to an additional \$52.00 per pay period. This rate applies to all shifts that encompass the overnight hours within all divisions of the department. Eligible positions and the amount paid are approved by the Law Board.

F. Callback Pay:

1) Employees who are required to return to duty as directed by appropriate supervisory personnel while on scheduled days off, leave, or after at least one (1) hour has elapsed since the normal end of their shift assignment and the member has departed the work place, will be paid the greater of two (2) hours show up time or actual hours worked. Depending on the nature of the callback and Department need, the employee may be required to work the minimum two (2) hour show up time.

Scheduled training, testing, etc., is not considered callback, and employees who are scheduled for such activity will be compensated on a basis of actual time worked.

G. Standby Pay:

a. Standby is not to be confused with being placed on unpaid on-call, i.e., a status where an employee can move around without restriction but must keep the Department aware of their location or phone number where they can be reached in the event of the Department's need to call them back to duty from such off-duty status.

b. Official notification of standby status requires action by the appropriate supervisor or his designee, either in person or by telephone. Notifications will not be left on answering machines, voice mail, etc. In routine matters, employees will be afforded a minimum of twelve (12) hours advance notification when placed on standby. In emergency circumstances, employees may be placed on standby with little or no advance notification. In all cases, the Department will

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endeavor to notify the employee at the earliest possible time. No one other than the Director, or Assistant Director in the Director's absence, may authorize the placement of employees on standby.

- c. If an employee placed on standby fails to respond when called, it may result in disciplinary action. Any employee placed on standby is entitled to two (2) hours pay for every twenty-four (24) hours on standby. Employees placed on standby for periods less than twenty-four (24) hours will be compensated at the one twelfth ($\frac{1}{12\text{th}}$) rate. Court appearance pay is exempt from this section.
 - d. Standby is in addition to any hours worked after being called back to duty. Standby will not be considered hours worked unless so required by [FLSA](#). Except in matters of major proportion, e.g., disasters, etc., no employee will be required or allowed to be on call and standby during the same time period, excluding court standby.
- H. Court Appearance Pay: An employee required to attend court as a witness pertaining to their Department duties will be paid for the time spent performing their court related duties. Employees attending court as a witness while on-duty will not receive any additional pay.
- 1) Employees will not be compensated for time spent in court on cases that are a result of secondary employment, are self-serving or in their personal interest, or not duty-related.
 - 2) An employee required to attend court during their off-duty hours will receive court appearance pay at the overtime rate for two (2) hours or the actual time performing their court related duties, whichever is greatest, subject to the following:
 - a. An employee subpoenaed for more than one case at different times the same day will receive court appearance pay for each separate court appearance as long as the court appearance times do not overlap.
 - b. An employee subpoenaed for a time falling at the end of his shift will be paid as if the regular shift had been extended.
 - c. An employee subpoenaed for a time prior to the beginning of the employee's shift will be paid the greater of two hours court appearance pay or for actual time in court up to the beginning of their shift. Should court time overlap shift time employees will not be paid for court time and shift time concurrently.
 - d. An employee will be paid court appearance pay in the event the employee is subpoenaed to court and appears during off-duty time and is subsequently advised that the employee is not needed as a witness and is released; provided however, the employee will not receive pay if the employee has failed to contact the prosecutor and/or court within two (2) hours of the scheduled court appearance and has been advised that the appearance is still scheduled. Failure to make the pre-appearance check or showing up when unnecessary may subject the employee to disciplinary action. No payment will be allowed if the employee was notified in advance that the employee was not needed.
 - e. All witness fees received will be turned over to the Department. Failure to turn in witness fees may result in disciplinary action, including possible termination from employment.
 - f. The Department will pay travel expenses for employees unexpectedly subpoenaed for court when they are out of the immediate area on vacation. This applies only to court appearances that were not coordinated or scheduled in advance of the employee's vacation. The Department will reimburse the employee for travel to court and return to their vacation

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site. The Department will credit the employee's leave balance for time spent traveling and appearing in court.

I. **Education Incentive Pay:** Education incentive pay is compensation paid to any full-time employee who has achieved a 4-year "Bachelor's Degree" from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations.

1) During the hiring process, the Human Resources Specialist will verify all higher education claimed on the application. Verification may be accomplished through receipt of an official transcript (photocopies are not accepted). Upon verification, the Human Resources Specialist shall place the original transcript in the employee's personnel file. Personnel hired with a verified baccalaureate degree will begin to receive education incentive pay in the amount of \$200.00 per month upon their employment.

2) Personnel who obtain a bachelor's degree during the course of their employment must submit a request to receive education incentive pay to the Director through the HR Specialist and the chain of command. An official transcript from the institution must be provided to the HR Specialist. If subsequently approved by the Director, the Payroll Technician will issue a personnel order authorizing education pay.

3) Education incentive pay will be allowed in the amount as approved by the Law Board. Any incentive pay amount authorized to Sworn Officers on December 31, 2017 that exceeds the amount set by the Law Board will be "frozen" until such time as the Law Board may increase the authorized pay above the frozen level.

J. **Acting Position Pay:** In the event an employee is required to assume all the duties and responsibilities of a higher ranking position or position identified as a hazardous duty position in excess of one month, the employee will be entitled to the pay of the higher ranking or hazardous duty position.

K. **Teleconference Pay:** Employees who are required to participate in teleconferences of at least 15 minutes in duration while off-duty and away from the work place will be paid the actual time worked. Should the off-duty employee be called to the work place to engage in the teleconference, policy regarding Callback Pay will determine time paid.

L. **Injured on Duty (IOD) Pay:**

1) An employee who sustains a bona fide injury that arises out of and in the course of the employee's employment will be covered by the provisions of the Worker's Compensation Act of the State of Kansas. (*See Policy 22.1.2 Injury Leave.*)

2) If the injury results in a temporary total disability of the employee as defined by the Kansas Workers Compensation Act, the employee will be placed on injured status and may utilize injury and

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sick leave to recuperate. At such time as an employee receives workers compensation payments as a result of being temporarily totally disabled, the employee will receive IOD pay from the Department, provided the employee turns over to the Department any such Workers Compensation payments. The employee will continue to receive from the Department the full amount of the employee's regular salary. It will be evident on the employee's monthly earnings statement that the total amount paid to the employee includes the worker's compensation payment received from the employee and the difference between the employee's regular pay and said Worker's Compensation pay. This difference which varies case by case on the amount of the Worker's Compensation payment is hereinafter referred to as IOD pay.

3) IOD pay is a Department benefit provided only to an employee injured on-duty that ensures the employee receives their full compensation during the time they are unable to work. No employee is entitled to receive more compensation as a result of their involvement in a Workers Compensation injury claim than the employee would have received had they worked in a regular status for an identical period of time at the employee's regular rate.

4) Permanent partial disability settlement or award payments are excluded from the terms of this policy.

M. Lodge Membership Dues Withdrawal: Employees may authorize the Department to withdraw Lodge membership dues from their monthly salary to be remitted to the Treasurer of Lodge #17. The authorization may be adjusted or revoked upon written notice to the Department's Payroll Technician.

N. Applicant Referral Incentive Pay: The Director may elect to establish an incentive pay program which financially rewards employees who successfully encourage people to apply with the Department. The precise nature of the program will be determined by the Director and communicated to employees in writing. The Director may establish, modify, and terminate the program (in writing) at any time.

5. Hours of Work:

A. Hours of Work: Work assignments may consist of eight (8), ten (10), or twelve (12) hour shifts to accommodate the Department's staffing needs. It is recognized that the Department conducts periodic statistical analysis of calls for service by hour/time of day, day of week and week of month. Scheduling of work days is based on the collected data.

1) Patrol officers, correctional officers and dispatchers working ten (10) hour and eight (8) hour work days will receive a one-half (½) hour paid meal break as the workload allows; twelve (12) hour shifts will include a sixty (60) minute paid meal break as the workload allows. Dispatchers, regardless of shift length, will be allowed two fifteen (15) minute breaks, generally before and after the meal break as workload allows.

2) Those employees of the Department who work assigned hours closely resembling typical routine office hours, i.e., "8 to 5" will generally work an eight (8) hour day with a one (1) hour unpaid lunch break mid-way through the day, i.e., work four (4) hours, have a one (1) hour lunch break and then work the remaining four (4) hours. Their work day will commence as scheduled by the Department. All such employees are authorized two paid 15-minute breaks each work day to be taken separately in each of the four (4) hour work periods.

3) Officers of the Department assigned to general investigative positions will generally work hours closely resembling typical routine office hours, i.e., "8 to 5." They will work an eight (8) hour day with a one hour unpaid meal break at midpoint through the day, i.e., work four (4) hours, have a one (1) hour meal break and then work the remaining four (4) hours. Two paid fifteen (15) minute

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breaks each work day to be taken separately in each of the four (4) hour work periods are also authorized. Should work hours be adjusted to encompass a ten (10) hour work day, officers will be allotted the aforementioned one-half (½) hour meal break and the two fifteen (15) minute breaks. Regardless of its length, the work day will commence as scheduled by the Department. Other adjustments to work schedules may be made by the Department as needed.

4) In positions such as public information, civil process, court security, and some investigation division positions, the nature of the work will dictate working hours, however, those hours will conform loosely around the eight (8) hour, 8-5 work schedule. It is recognized that occasionally, given the nature of police work, exceptions must be made. Work hours will be posted with the notice of job openings for the above mentioned positions as part of the job's working requirements. Any officer who applies for these positions or is non-voluntarily transferred into them is understood to have accepted these working hours and the Department's authority to vary from those hours. The Department will make reasonable and concerted efforts to stabilize routine shift hours to minimize disruption to employees.

5) School resource officers' (SRO) hours will conform loosely around the eight (8) hour work day of officers assigned to the Patrol Division, allowing for a one-half (½) hour paid meal break when the workload allows. The normal work week for officers assigned to SRO will be the same as the schools to which they are assigned. SRO's will return to their assigned patrol shift during periods when school is not in session. Time off requests during a school semester will be considered with the school schedule. Requests for time off during periods between semesters will be considered with the patrol schedule.

6) Canine officers (K-9) will conform loosely around the patrol work schedule. They will work a seven (7) hour work day, with a one-half (½) hour paid meal break when the workload allows. They will be responsible for their canine's needs within the remaining five (5) hours of the work week. Should a ten (10) hour or twelve (12) hour work day be adopted, officers will be authorized a daily one-half (½) hour or one (1) hour meal break respectively as the workload allows, as well as four(4) hours weekly for animal care. It will be the handler's responsibility to notify the Department in writing, should this time not be adequate for the proper care and handling of the dogs they are responsible for. The normal work week for officers assigned to this duty will be set to provide the coverage during hours of which their canines will best provide for the Department's needs. The officers handling canines will be expected to work a schedule which may frequently change as needed. The Department will strive to keep these officer's schedules as static as possible and still meet the needs of the Department and the community.

B. Hours between Shifts: Employees will be given at least seven (7) hours off between their normally scheduled shift and the beginning of the next scheduled/assigned work shift. Exceptions to this provision may be made by the Director.

C. Advanced Posting of Work Schedules: When possible, the Department will post the monthly schedules at least seven (7) days in advance of the start of the schedule. Also, whenever possible, the Department will give employees fourteen (14) days' notice in advance of changes in work assignments or days off, and thirty (30) days' notice in advance of a shift or division change. Further, when possible, the Department will notify employees of special assignments such as schools, seminars, in-service training etc., at least fourteen (14) days in advance of the start of the assignment. It is understood that on occasion abrupt changes must be made to address matters, policing requirements, etc., that come up suddenly.

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D. On-Call Pay: The Department elects to recognize employees whose activities and/or ability to move about are restricted because they are required to report for duty when needed. Employees subject to on-call pay status will be clearly identified as such by supervisors through work schedules.

- 1) On-call pay will be roughly calculated at a one twelfth (1/12) rate. In other words, for every twelve (12) hours of on-call status the employee will receive about one full hour of pay. However, on-call pay is calculated on an average basis:
 - i. Major factors in the calculation of on-call pay are:
 1. Frequency in which employee is placed in on call status;
 2. Schedule outlining exact period of on call time; and
 3. Approximate rate of pay for position of employee
- 2) The purpose of this methodology is to prevent the administrative burden for all parties of tracking each individual employee's precise on-call hours. Instead, groups of employees subject to paid on-call status receive a stable monthly stipend based on assignment and rank. This approach allows for modest fluctuations in paid on-call status without the need to recalculate pay on a day to day, week to week basis.
- 3) It is imperative that supervisors of positions that are eligible for on-call pay clearly delineate any changes in on-call status on work schedules. Since on-call pay is impacted by the number of employees subject to duty rotations, supervisors must inform payroll personnel of any changes in the number of employees regularly assigned to paid on-call status within a given work group.
- 4) Significant absences. An employee experiences a significant absence from paid on-call status when other employees are scheduled to cover for the absence across an entire pay period or four (4) consecutive weeks. In these situations, on-call pay will be recalculated with ability to increase or decrease current rates using the above methodology accordingly.
- 5) Positions authorized to receive on-call pay:
 - i. Canine Officers
 - ii. Detectives
 - iii. Investigations SIU
 - iv. Investigations Sergeant
- 6) Disputes: The Human Resources Manager (HRM) administers the assignment of on-call pay. Employees with concerns about their on-call pay may meet with the HRM. If the matter is not resolved, the employee may appeal through the grievance process (See [Grievances – Policy 22.4.1](#))
- 7) Only non-exempt employees are eligible for on-call pay.
- 8) Employees in a paid on-call status must:
 - i. Maintain a continuous communication link via telephone or radio ~~and/or pager~~ with the Department twenty-four (24) hours a day, or until the time limits established by directive have expired.
 - ii. Must respond within one (1) hour, in a safe manner to any request for assistance by the Director or designee.

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- iii. Off-duty, on-call employees may be precluded from participation in non-police, personal or social functions if they interfere with the employee's ability to report for duty if needed.
- iv. If an employee is unable to meet the requirements listed because of exigent circumstances, they must notify their immediate supervisor.

E. On-Call Employee Requirements (unpaid):

- 1) Maintain a continuous communication link via telephone, radio with the Department twenty-four (24) hours a day, or until the time limits established by directive have expired.
- 2) Off-duty, on-call employees are not precluded from participation in non-police, personal or social functions.
- 3) If an employee is unable to meet the requirements listed because of personal commitments or other exigent circumstances, they must notify their immediate supervisor. If possible, the supervisor will arrange for alternate personnel to be available or temporarily excuse the affected employee.

6. Jury Duty:

- A. Employees will be granted administrative leave with pay for time used in the performance of jury duty. An employee summoned to serve as a juror will, upon exhibiting the summons to the employee's immediate supervisor, be excused from employment for the time required to serve in such capacity.
- B. Employees will notify their supervisor as soon as practical after receiving notification for jury duty if requested.
- C. Employees will be compensated for work during the time they are required to serve in court as a juror. If the employee is released from jury duty for any part of the workday he must return to work.
- D. No Department issued uniforms will be worn while performing jury duty.
- E. An employee serving as a juror will transmit fees/wages received to the Department's Finance Manager for deposit to the appropriate fund. Reimbursement for mileage may be kept by the employee.
- F. Any employee normally assigned to a shift that begins after 12:00 p.m., but before 3:00 a.m., who is selected to serve on a jury will be given special consideration for a temporary assignment to second shift. The temporary assignment will be only for the duration the employee is actually selected to serve on a jury and will not change his normally scheduled days off and will not be considered time worked for FLSA.

7. Layoff/Bumping:

- A. Layoff Procedures: In the event of a layoff, the employee(s) to be laid off within a classification will be determined by the "last hired first to be released" basis, and will be subject to reemployment as provided for in this policy.
- B. Bumping Procedures: An employee scheduled to be laid off may bump into any level previously held by the employee; provided however, that another employee within that classification has less seniority than the employee making the bump. The bumping process may continue until there are no employees within a classification with less seniority than other employees within the same classification who are scheduled for layoff. A bumped employee is also an employee who has been laid off.

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- C. Short-Term Reduction in Force: A layoff is a reduction in the work force due to a shortage of funds, lack of work or other material change in the duties or organization of the Department. It differs from other forms of separation in that there is an anticipated reinstatement of the employee as soon as the Department determines that the conditions which necessitated the layoff are no longer needed and reinstatement is in the best interest of the Department. A short-term layoff is intended to protect a regular, full-time employee's tenure, related benefits and privileges.
- D. Notice of Layoff: An employee scheduled for layoff will be given at least one week notice of layoff and the reasons therefore. The one week may be waived by the payment of one week of pay at the employee's regular rate of pay.
- E. Benefits During Layoff:
- 1) An employee on layoff may elect to take any vacation time and/or comp time which the employee has accrued prior to layoff. Vacation time will not accrue during the period of layoff.
 - 2) An employee may elect to continue group health insurance for eighteen (18) months from the date of layoff, per COBRA rules. Timely payments of the employee's full insurance premiums will be the responsibility of the employee.
 - 3) Additional benefits will not accrue nor will they be paid to an employee during the layoff period.
- F. Reemployment:
- 1) An employee who has been laid off will have his name entered on a reemployment eligibility list which will be arranged based on the classification seniority of the laid off employees.
 - 2) Classification seniority will be the determining criteria in returning employees to work after a reduction in work force. Unless employees have otherwise disqualified themselves during the layoff, they will be called back to work in reverse order of their layoff. Upon determination of Department needs, the Director may bypass the classification seniority system and use other criteria, such as specialized training, job skills or assignments, to return employees to work.
- G. Removal From Reemployment Eligibility:
- 1) The names of employees laid off will remain on the reemployment eligibility list for a maximum period of forty-eight (48) weeks.
 - 2) Employees may elect to waive the right to recall after having been laid off for a period of eight (8) weeks by signing a waiver from provided by the Department.
 - 3) Employees forfeit the right to recall if they:
 - a. Refuse call within five (5) days of notice;
 - b. Fail to answer written inquiries from the Department when proper notice is given; or
 - c. Fail to advise the Department of a change in address.
- H. Order of Recall: Employees will be recalled in accordance with paragraph 7-F of this policy.
- I. Wages Upon Recall: Employees recalled within six (6) months of the date of the layoff will be given credit for their accrued seniority for the purposes of determining salary.
- J. Benefits Upon Recall:
- 1) **Vacation**: Employees recalled within forty-eight (48) weeks of layoff will commence accruing vacation leave upon returning to duty.

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2) **Sick Leave:** Any sick leave accumulated but not used at the time of layoff will be reinstated at the time of recall if the recall is within forty-eight (48) weeks of layoff. If the sick time was not used, but purchased at the time of layoff, this section will not apply.

3) **Seniority:** Employees recalled within forty-eight (48) weeks of the layoff will be given both classification and Departmental seniority credit for the entire time of the layoff.

K. **Grievance:** Layoff and demotions by the conditions noted paragraph 2-P of this policy will not be subject to grievance except to contest the order of layoff or recall among affected employees.

8. Trading Time:

A. Section 7 Paragraph 3 of the [FLSA](#) provides that two individuals employed in any occupation by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for another during scheduled work hours in performance of work in the same capacity. The hours worked will be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the Act. Where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift.

B. The provisions of Section 7 Paragraph 3 apply only if employees' decisions to substitute for one another are made freely and without coercion, direct or implied. An employer may suggest that an employee substitute or "trade time" with another employee working in the same capacity during regularly scheduled hours, but each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision. An employee's decision to substitute will be considered to have been made at the employee's sole option when:

- 1) It has been made without fear of reprisal or promise of reward by the employer; and
- 2) Exclusively for the employee's own convenience.

C. Requirements, which must be met before "trade time" can be approved are:

- 1) Employee must have been denied earned time off, due to manpower needs.
- 2) Employees trading time will trade in only full workday increments.
- 3) Employees trading must be from the same Watch, Shift, or Section.
- 4) Employees trading time must complete both sides of trades during the same pay periods.
- 5) To ensure Departmental needs are addressed both parties' supervisors must approve all trades.
- 6) Exceptions to any of the above requirements may be considered and approved by Division Commanders.

D. The option of using leave time by employees working a trade shift will only be considered after that employee reports for work and the supervisor assesses manpower needs and if other requests have been received from employees normally scheduled to work that shift.

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

NUMBER: N/A

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 22.4.1 - Grievances
PURPOSE: Numerous changes

 Date Proposed Policy Disseminated: 6/13/2023

 Date Approved Policy Disseminated: 9/18/2023

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:

8/31/2023

APPROVALS:

Brad Ingalls
Policy Review Committee Chair Approval
AD Moldrup
Assistant Director's Approval
Director Peete
Director's Approval
Law Board Chair Approval (General Orders Only)

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

8/31/2023

Date

8/31/2023

Date

9/14/2023

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]

Policy & Procedures		Approved On: 10-19-2020	Order: GO 2021-015
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve		Approved: 	
		Brian R. Peete, Director	
Riley County Police Department		CALEA Standard:	
Manhattan, KS		22.4.1; 25.1.2, COMM 3.5.1, COMM 3.5.2	
Chapter: 22 – Grievance Procedures and Coordination and Responsibility			

1. Grievances – General:

A. A grievance may be brought by an employee or the FOP. Only matters involving the interpretation, application or enforcement of Department policies, procedures, rules, regulations are grievable. Employees will bring grievances only on their own behalf, without legal representation, to redress alleged wrongs against themselves by another Department employee acting in a supervisory/management capacity. Employees may make complaints concerning actions of other non-supervisory Department personnel which may be addressed by the Department through the internal investigatory process. Matters pertaining to sexual and/or unlawful harassment are not grievable offenses under this policy. Refer to [Policy 26.1.3](#) for reporting matters of sexual and unlawful harassment. (CALEA 22.4.1a, 26.1.6)(COMM 3.5.1a).

B. Employees should immediately notify their supervisor if they believe they have an issue or concern that may constitute a grievable offense. Every effort will be made through discussions between the supervisor and employee to resolve issues prior to the employee initiating the formal grievance procedures. Employees have the right to skip this informal problem solving step and file a formal written grievance. (CALEA 26.1.6)

2. Grievances – Coordination Responsibility (CALEA 22.4.2)

A. The Human Resources Manager is responsible for:

- 1) Coordination of grievance procedures and, if requested, an FOP Lodge representative will monitor the process.
- 2) Maintenance of all grievance related records. The Director, Assistant Director, Division Commanders and Division Lieutenants have access to grievance records. Access is coordinated through the Human Resources Manager.
- 3) Grievances involving the Director or Assistant Director require Director notification and must be reported to the Riley County Law Board for review and determination of the grievance process.

3. **Grievances – Application:**

A. At the initiation of Step One of the grievance procedure and all succeeding steps, a copy of the grievance and responses will be forwarded to the Human Resources Manager and Lodge representative, if one has been requested, who will monitor the timely progress of the grievance through succeeding steps.

B. Content of Grievance: All grievances will be in writing and will contain: (CALEA 22.4.1c)(COMM 3.5.1c)

- 1) A statement of the grievance and the facts upon which it is based;
- 2) The alleged violation of the rule, regulation, procedure or employee right;
- 3) The remedy or adjustment sought;
- 4) The signature of the aggrieved and the date of submission.

C. Time Limitations: Time limitations are maximum. Time limitations outlined in the steps are firm. (CALEA 22.4.1b) (COMM 3.5.1b)

- 1) Failure by the aggrieved employee or the FOP to follow the time limits will void the grievance.
- 2) Failure of a supervisor to follow the time limits will be reported to the Director, in writing, by the aggrieved employee. The Director will take steps to ascertain the validity of the time violation and may either address the grievance complaint personally or assign the grievance to his designee. Supervisors who deliberately or carelessly disregard the time limitation will be subject to disciplinary action.
- 3) The time limit may be waived in writing by the aggrieved employee. In the event any of the individuals having responsibility or relevant knowledge for a response to any grievance in the various steps, as set out herein, are absent from duty for any portion of the time limits established, the time limits will be adjusted to meet Departmental needs. If the supervisory employee is scheduled or is on an extended absence, at the discretion of the Director it may be reassigned.

4. **Grievances – Resolution Steps:** Grievances will be resolved in a timely and orderly manner as outlined in the following procedures: (CALEA 22.4.1b)(COMM 3.5.1b)

A. **Step One:** The immediate supervisor will respond in writing to this grievance within ~~five (5)~~ seven (7) calendar days ~~working days~~. The written response at this and subsequent steps will contain the following information: (CALEA 22.4.1d)(COMM 3.5.1d)

- 1) Notation of time, date and person receiving the grievance;
- 2) An affirmation or denial of the facts upon which this grievance is based;
- 3) An analysis of the alleged violation;
- 4) A statement affirming or denying the allegations in the grievance;
- 5) The remedy or adjustment, if any, to be made;
- 6) The signature of the supervisor and the date.
- 7) At this and subsequent steps the supervisor may meet with the aggrieved and others to resolve the grievance. If it is apparent that the immediate supervisor has no authority or responsibility to act on the particular grievance, that supervisor may identify and with the

authority of the responsible supervisor forward the grievance to the responsible supervisor for any of the succeeding steps. This decision will be communicated to the aggrieved employee or the FOP as applicable in writing, as well as the responsible supervisor.

B. **Step Two:** If the grievance is not resolved with Step One, aggrieved employees or the FOP as applicable will submit the written grievance with a completed copy of Step One to their second line supervisor within ~~five (5)~~ **seven (7) working-calendar** days following receipt of their immediate supervisor's written response. The intermediate supervisor will respond in writing to this grievance within ~~five (5)~~ **seven (7) calendar working** days.

C. **Step Three:** If the grievance is not resolved at Step Two, the aggrieved will submit the written grievance with a completed copy of Steps One and Two to the Division Commander within ~~five (5)~~ **seven (7) working-calendar** days following the receipt of this intermediate supervisor's written response. The Division Commander will respond in writing to this grievance within ~~five (5) working days~~ **seven (7) calendar days**.

D. **Step Four:** If the grievance is not resolved at Step Three, the aggrieved employee or FOP as applicable will submit the written grievance, with copies of Steps One, Two, and Three attached, to the Assistant Director within ~~five (5)~~ **seven (7) working-calendar** days of the Division Commander's response. The Assistant Director will respond in writing to this grievance within ~~then (10) working days~~ **fourteen (14) calendar days**.

E. **Step Five:** If the grievance is not resolved in the preceding steps, the aggrieved employee or the FOP will submit the written grievance, along with copies of all preceding documents to the Director within ~~five (5)~~ **seven (7) working-calendar** days of the Assistant Director's response. The Director will review the grievance and may conduct a hearing within fourteen (14) **calendar** days of receiving the grievance with the aggrieved employee, **if applicable, and the FOP, and Human Resources Manager**, and others whom the Director may designate. If it is determined by the Director to conduct a meeting, the aggrieved employee, if they desire, may have a **Lodge** representative present during the meeting. The representative will be present to monitor the hearing and will not participate in the hearing unless requested to participate by the Director. The Director will determine resolution, in writing, of the grievance within ~~ten (10) working days~~ **fourteen (14) calendar days**. ~~This~~ **The Director's resulting** resolution is final and the grievance will be considered resolved.

5. **Grievances – Appeals Process:** (CALEA 26.1.6)

A. If the aggrieved employee or FOP is not satisfied with the Director's decision, they may request in writing, **within seven (7) calendar days**, a review of the findings by the Multipurpose Committee. The Multipurpose Committee will then submit their findings and recommendation to the Director **within fourteen (14) calendar days**. The Director will initiate a sincere, good faith second review of the matter and reply in writing to the grievant within **ten (10) calendar days**. If the Director's decision remains the same, the decision is final. The Director constitutes final Departmental authority in grievance matters. **A copy of the Appeals determination will be provided to the Human Resources Manager for filing with the grievance record. If any employee in the grievance review process is subject of the grievance (not pertaining to the application of policy) they will not participate in the Steps I-V described in 22.4.1. (4)(A-E). In these circumstances any allegations of policy violations should be addressed by an Administrative Action (A.A.). If the Director is subject of the grievance (not pertaining to the application of policy, but based upon allegations of personal behavior that violates policy) a complaint will be forwarded directly to the Law Board by the MPC Chair as soon as practical.**

B. Except for a recognized judicial appeal process, no grievances will be reviewed and/or decided outside the Department or Law Board, except by a court having jurisdiction to hear such appeals.

6. Grievances – Suspension and Termination:

A. Pursuant to [K.S.A. 19-4432](#), the Director may suspend or remove a sworn employee for cause. The Law Board will affirm or revoke all suspensions or removals (termination). The Law Board will determine the manner in which this review is conducted.

B. The Director may suspend or terminate a non-sworn employee for cause. Non-sworn employees may grieve these disciplinary actions. [Suspension of a non-sworn member for more than forty hours may be reviewed by the Law Board.](#)

C. Grievances pertaining to suspensions and terminations will be in accordance with [Policy 26.1.6](#).

7. Grievances – Employee Representation: If the employee requests assistance from a FOP representative, that representative is authorized access to the employee's grievance related records. The representative may assist the Human Resource ~~Specialist~~ Manager in monitoring the timely progress of the grievance through the succeeding steps. (CALEA 22.4.1e)(COMM 3.5.1e)

8. The Human Resources Manager will complete an annual analysis of employee grievances for any identifiable trends.

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

NUMBER: N/A

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 32.2.10 - Entry Level Probation
PURPOSE: Numerous changes

 Date Proposed Policy Disseminated: 6/13/2023

 Date Approved Policy Disseminated: 9/18/2023

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:

8/31/2023

APPROVALS:

Brad Ingalls

Policy Review Committee Chair Approval

AD Moldrup

Assistant Director's Approval

Director Peete

Director's Approval

Law Board Chair Approval (General Orders Only)

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

8/31/2023

Date

8/31/2023

Date

9/14/2023

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]

56.

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

Packet Pg. 141

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

Policy Title: 32.2.10 Entry Level Probation		
Policy & Procedures	Approved On: 01-20-2022	Order: GO 2021-070
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	32.2.10	
Chapter: 32 – Selection – Administrative Practices And Procedures		

1. **New Employee's Probation:**

- 1) ~~1) — New sworn employees will be considered probationary employees throughout their entire initial training period, regardless of the pay grade/step into which they are initially placed and for 6 consecutive months following their release from training status.~~
- 2) ~~2) New non-sworn employees will be considered probationary employees throughout their initial training period regardless of the pay grade/step into which they are initially placed and for 12 consecutive months following their release from training status.~~
- 3) ~~3) New non-sworn~~ All new employees hired into positions without a formal training program will be considered probationary employees during their first twelve (12) consecutive months of employment. Employees hired into positions with a formal training program (PTO, DTO, CTO) whose training has been extended beyond their first twelve (12) consecutive months will be considered probationary until they have successfully completed their training program.
- 4) Extension of Probation: In unusual or extraordinary circumstances probationary periods may be extended at the discretion of the Director.



Monthly Report

September 2023

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

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

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

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

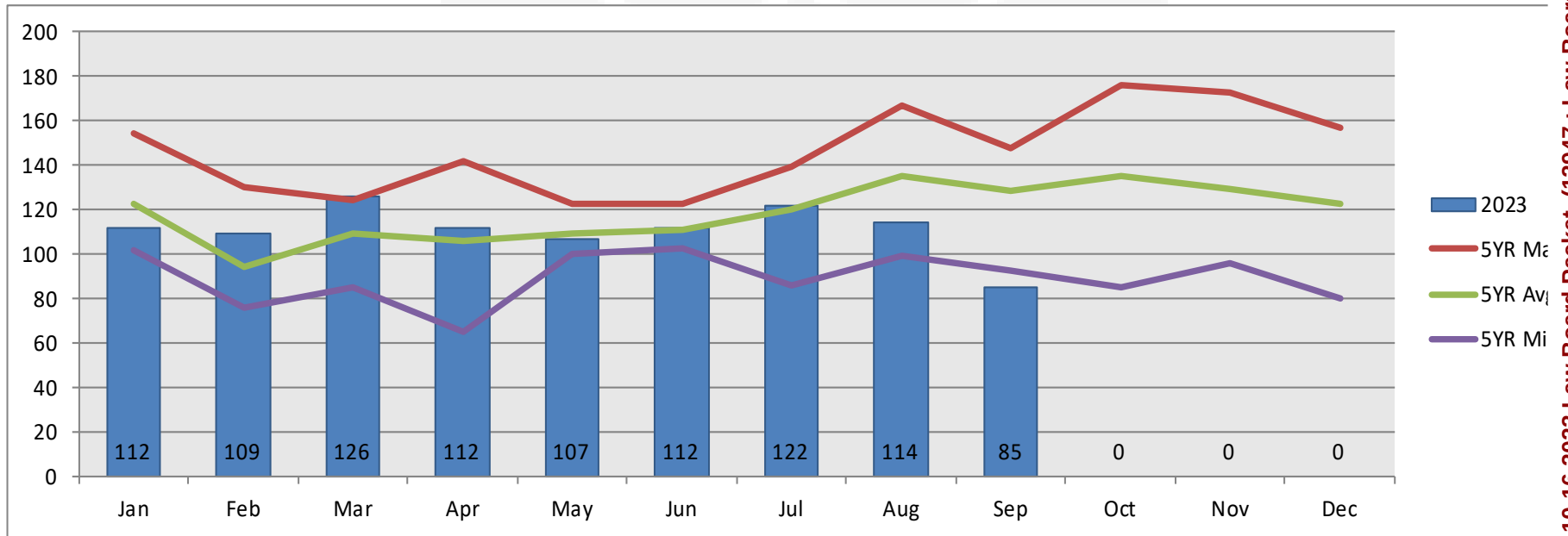
Offense Codes: 0100-0810

All Data As Of: 10/1/23 12:00 AM

24.a

- Part I crime in September 2023 was 34.0% below the 5 year average. Compared to September 2022 there was a 8.6% decrease.
- It is projected that year end 2023 will be 4.0% below the five year average.
- In September, both Part I violent and property crimes were below the 5 year average.

	Sep	Year to Date	Yearly Total
2018	128	1038	1476
2019	148	1187	1583
2020	148	1043	1494
2021	127	1028	1421
2022	93	892	1153
2023	85	999	
% Change	-8.6%	+12.0%	+18.7%
Yearly Total Projection:			1369



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	108	84	124	114	100	123	123	134	128	176	105	151
2019	154	77	124	142	123	114	138	167	148	143	116	131
2020	130	130	85	65	113	108	139	125	148	151	173	121
2021	121	76	120	111	104	106	114	149	127	123	157	111
2022	102	106	95	100	108	103	86	99	93	85	96	80
2023	112	109	126	112	107	112	122	114	85	0	0	0

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

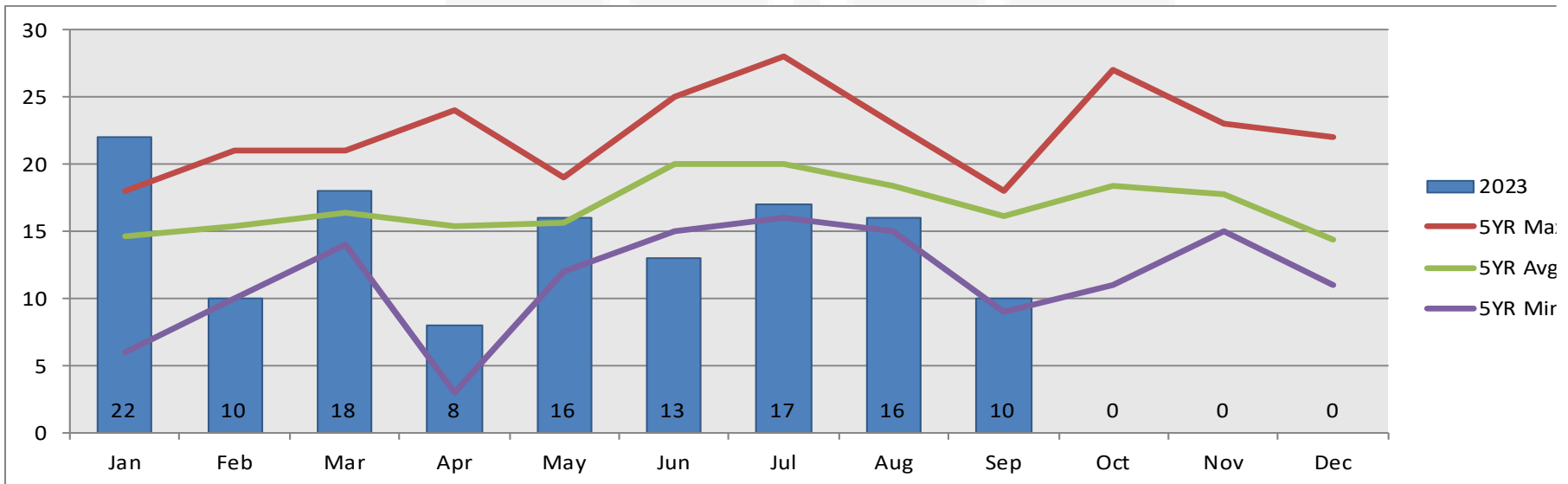
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 10/1/23 12:00 AM

- September 2023 was 38.3% below the 5 year average in Part I violent crime.
- Part I violent crime is projected to be 14.6% below the 5 year average for 2023.
- There were 5 aggravated assaults / batteries, 4 rapes, 1 robbery, and 0 homicides reported during September 2023.

	Sep	Year to Date Ye	24.a
2018	18	161	219
2019	18	160	217
2020	18	148	196
2021	9	147	199
2022	18	144	182
2023	10	130	
% Change	-44.4%	-9.7%	-5.0%
Yearly Total Projection:			173



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	15	19	17	13	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	21	16	11
2021	18	16	16	18	19	20	16	15	9	15	23	14
2022	6	11	21	19	18	15	19	17	18	11	15	12
2023	22	10	18	8	16	13	17	16	10	0	0	0

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

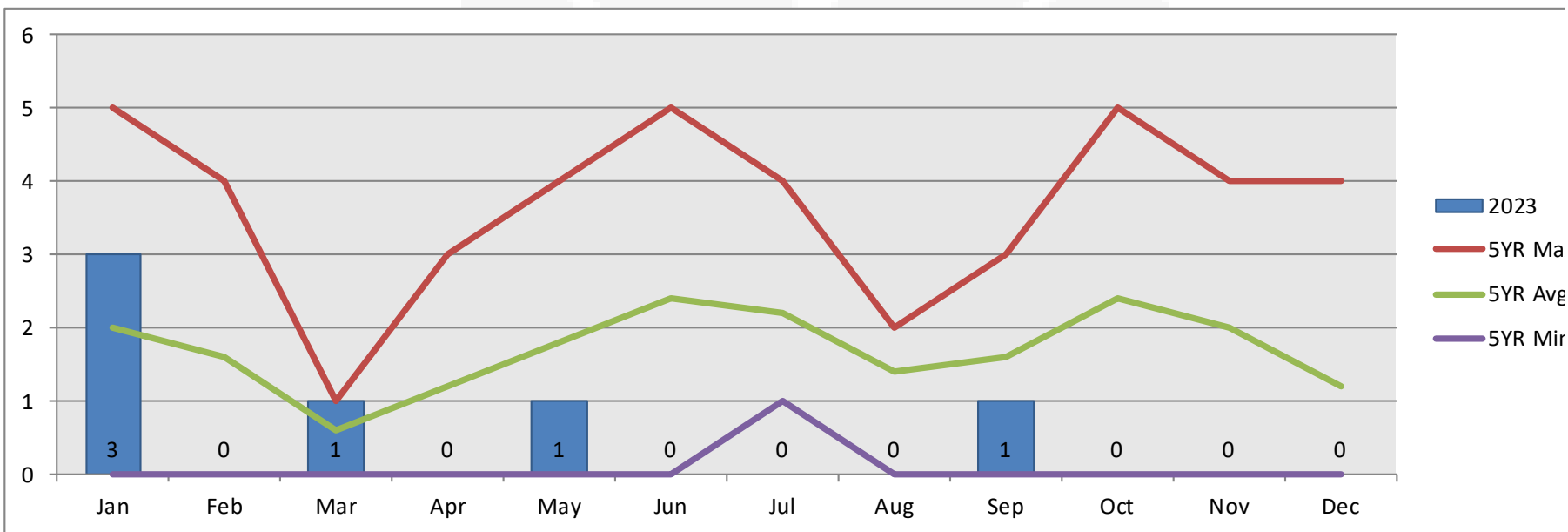
Robbery

Offense Codes: 0310

All Data As Of: 10/1/23 12:00 AM

	Sep	Year to Date	Year
2018	2	21	30
2019	2	15	26
2020	0	13	17
2021	1	15	18
2022	3	10	11
2023	1	6	
% Change	-66.7%	-40.0%	-27.9%
Yearly Total Projection:			8

- There was one robbery reported in September 2023.
- It is projected that robberies will be 60.8% below the five-year average at the end of 2023.



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

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

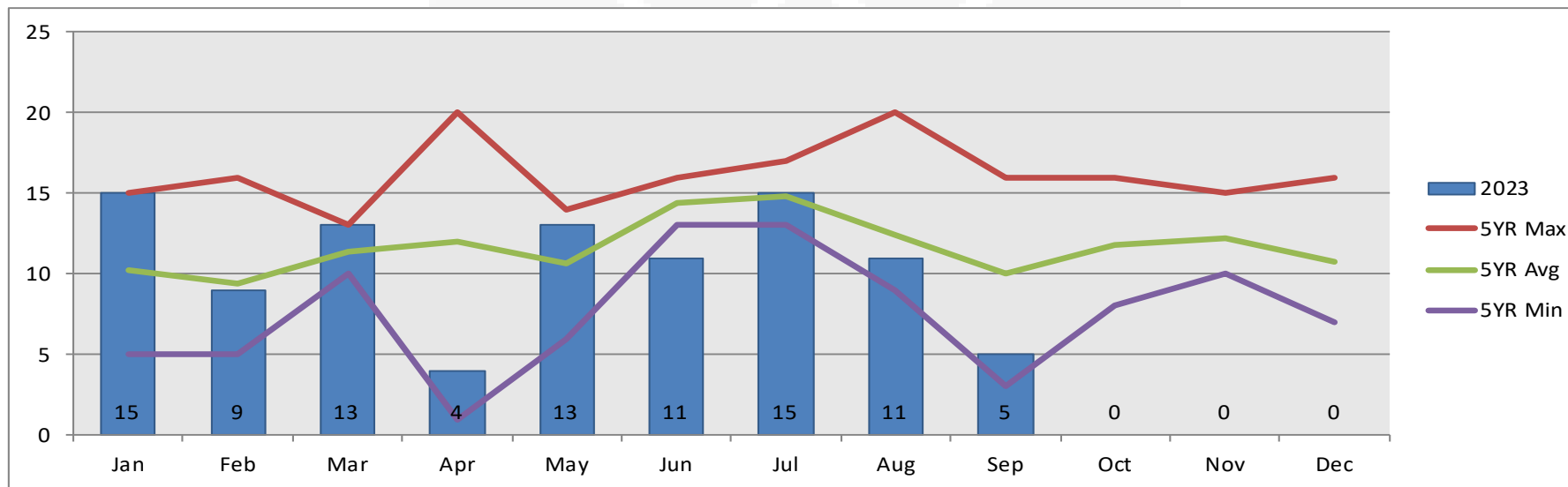
Aggravated Assault and Battery

Offense Codes: 0410-0440

All Data As Of: 10/1/23 12:00 AM

- There were 4 aggravated batteries and 1 aggravated battery reported during the month of September. This is 50.0% below the 5 year average.
- It is projected that the year end total for aggravated assaults and aggravated batteries will be 8.6% below the 5 year average.
- Three of the incidents in September were domestic.
- As of 10/9/2023 there were arrests in 2 of the incidents.

	Sep	Year to Date	Yearly Total
2018	11	94	127
2019	11	115	155
2020	16	112	145
2021	3	107	145
2022	9	98	128
2023	5	96	
% Change	-44.4%	-2.0%	-0.2%
Yearly Total Projection:			128



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	9	8	10	9	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	14	15	20	11	11	13	16
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	10	9	8	11	11
2023	15	9	13	4	13	11	15	11	5	0	0	0

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

Part I Property Crime

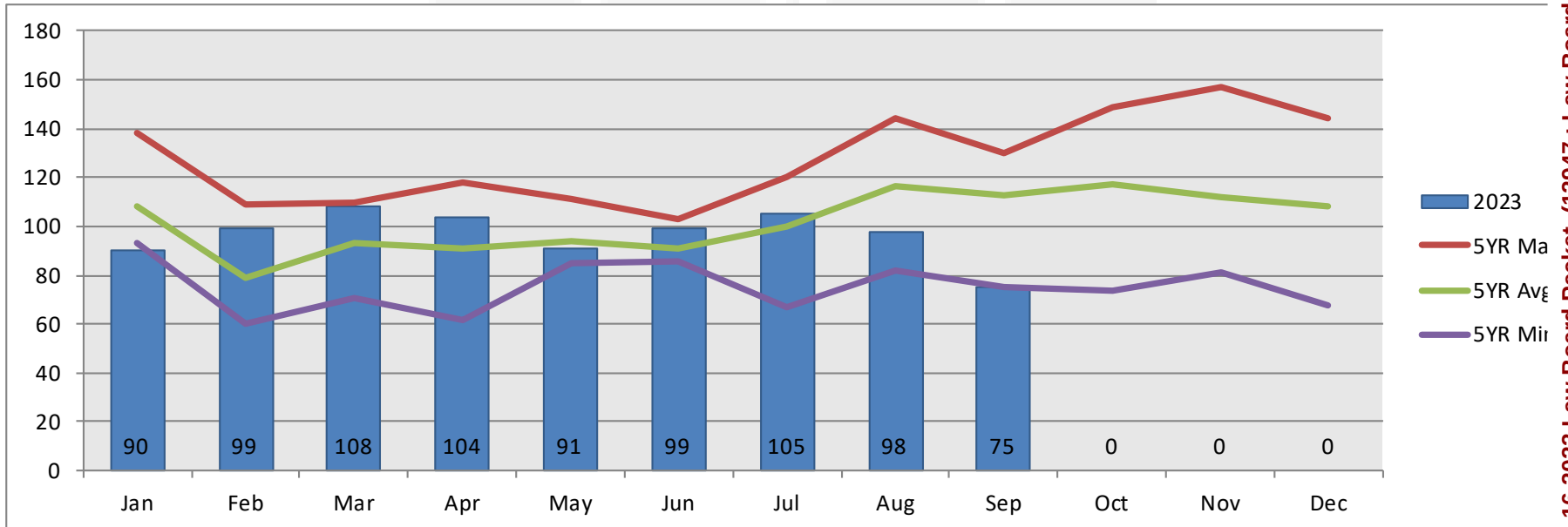
Offense Codes: 0500-0810

All Data As Of: 10/1/23 12:00 AM

24.a

- For September, Part I property crime was down 33.4% from the 5 year average.
- It is projected that property crime will be down 2.1% at the end of 2023.
- The property crime for September 2023 included 9 structural burglaries, 7 larcenies from motor vehicle, 1 auto theft, and 2 arson incidents. The rest of the incidents were larcenies (56 incidents).

	Sep	Year to Date	Yearly Total
2018	110	877	1257
2019	130	1027	1366
2020	130	895	1298
2021	118	881	1222
2022	75	748	971
2023	75	869	
% Change	0.0%	+16.2%	+23.3%
Yearly Total Projection:			1197



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	91	99	105	98	75	0	0	0

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

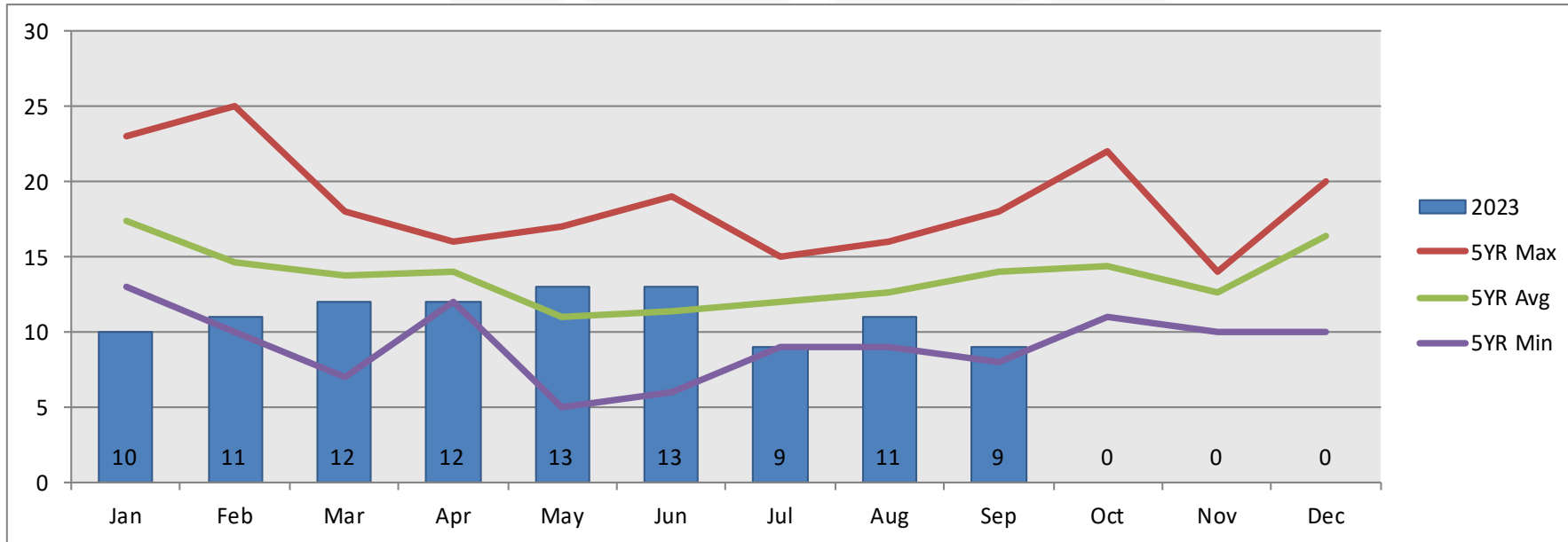
Structural Burglary

Offense Code: 0510

All Data As Of: 10/1/23 12:00 AM

- Structural burglaries were 35.7% below the 5 year average for September.
- Structural burglaries are projected to be down 17.2% at the end of 2023.
- There were 5 residential and 4 non-residential burglaries.
- All of the burglaries occurred in Manhattan.

	Sep	Year to Date	Year	24.a
2018	18	124	168	
2019	18	127	171	
2020	15	121	175	
2021	11	116	157	
2022	8	116	150	
2023	9	100		
% Change	+12.5%	-13.8%	-9.5%	
Yearly Total Projection:			136	



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

Vehicle Burglary

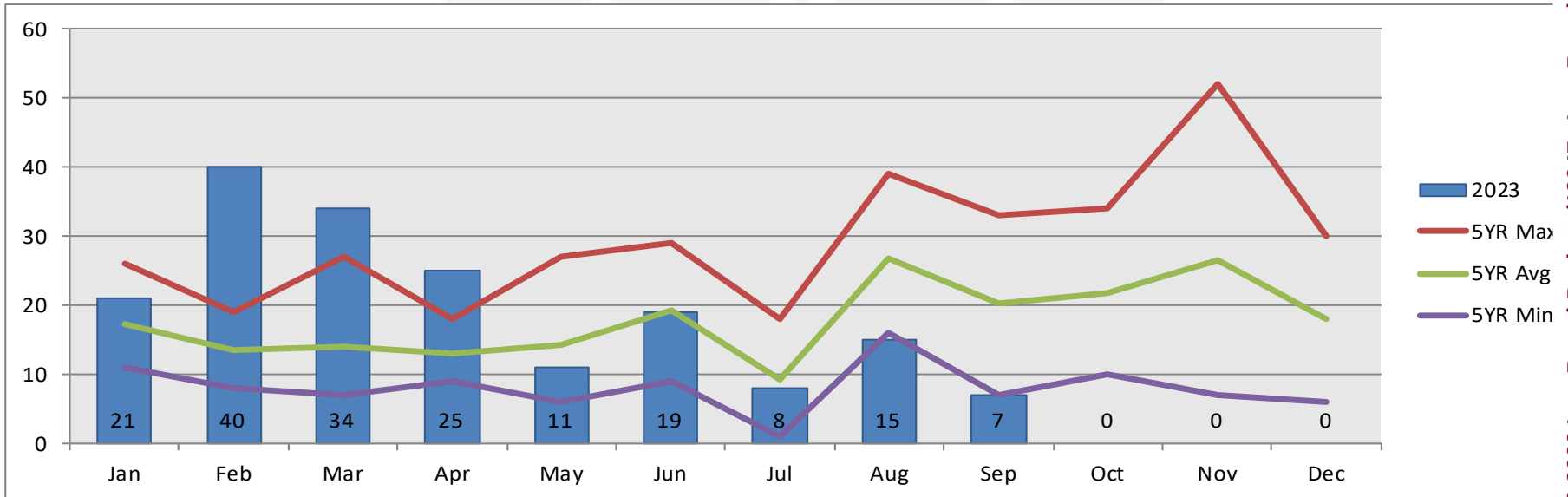
Offense Code: 0640

All Data As Of: 10/1/23 12:00 AM

24.a

- September 2023 was 65.7% below the 5 year average for vehicle burglary.
- At the end of 2023 vehicle burglary is projected to be up 18.9%.
- In 6 out of the 7 vehicle burglary incidents there were no signs of forced entry noted in the report.

	Sep	Year to Date	Yearly Total
2018	33	161	212
2019	23	165	228
2020	28	141	255
2021	11	174	255
2022	7	99	122
2023	7	180	
% Change	0.0%	+81.8%	+109.0%
Yearly Total Projection:			255



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	17	7	10	7	6
2023	21	40	34	25	11	19	8	15	7	0	0	0

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

Motor Vehicle Thefts

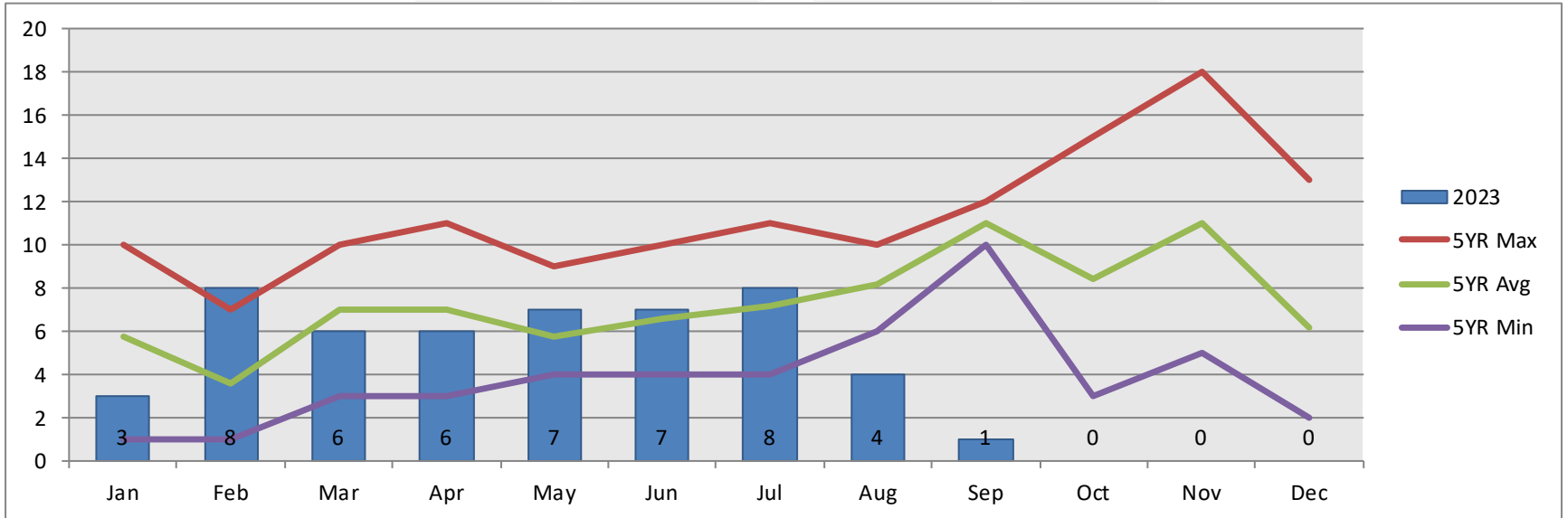
Offense Code: 0710

All Data As Of: 10/1/23 12:00 AM

- Motor vehicle thefts were down 90.9% from the 5 year average in September.
- Motor vehicle theft is projected to be down 20.3% from the five year average at the end of the year.
- The vehicle has been recovered as of 10/9/2023.

	Sep	Year to Date	Yearly
2018	10	66	86
2019	12	74	104
2020	10	54	96
2021	11	60	86
2022	12	57	67
2023	1	50	
% Change	-91.7%	-12.3%	+3.9%
Yearly Total Projection:			70

24.a



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

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

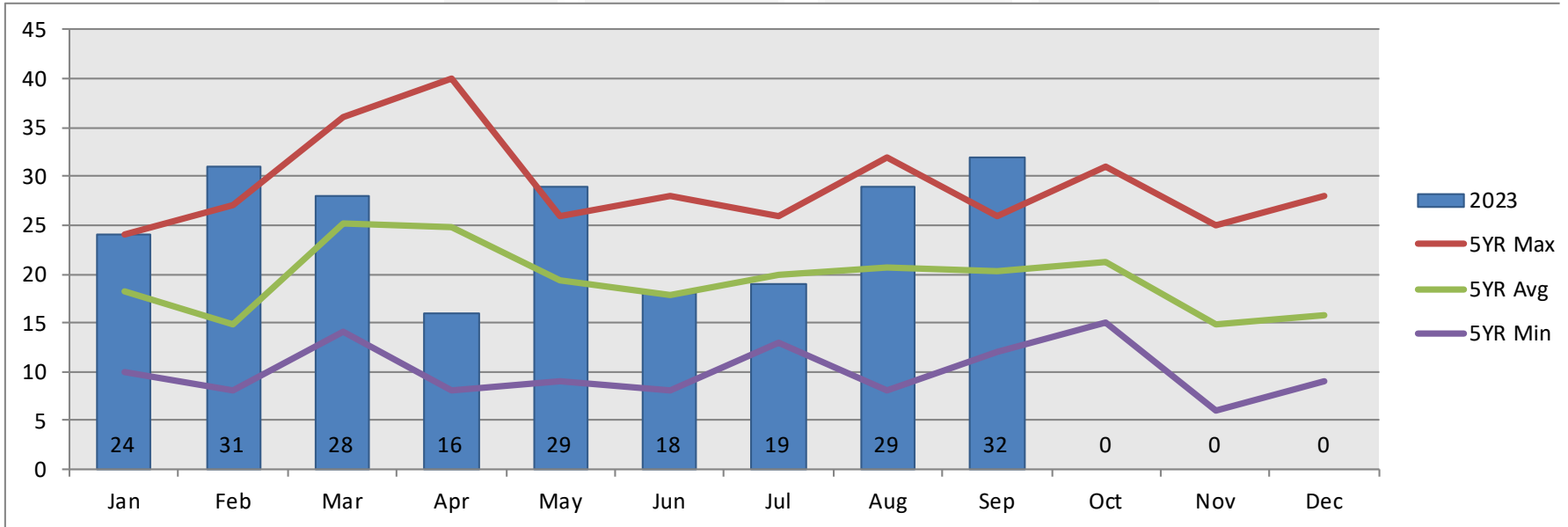
DUIs

Offense Code: 2110

All Data As Of: 10/1/23 12:00 AM

- The number of DUIs for September 2023 was 58.4% above the 5 year average.
- DUIs are projected to be up 25.4% at the end of the year.

	Sep	Year to Date	Year
2018	25	250	312
2019	26	230	285
2020	16	132	168
2021	12	154	191
2022	22	139	208
2023	32	226	
% Change	+45.5%	+62.6%	+40.4%
Yearly Total Projection:			292



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	16	27	36	40	22	28	26	30	25	19	15	28
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	0	0	0

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

Traffic Accidents

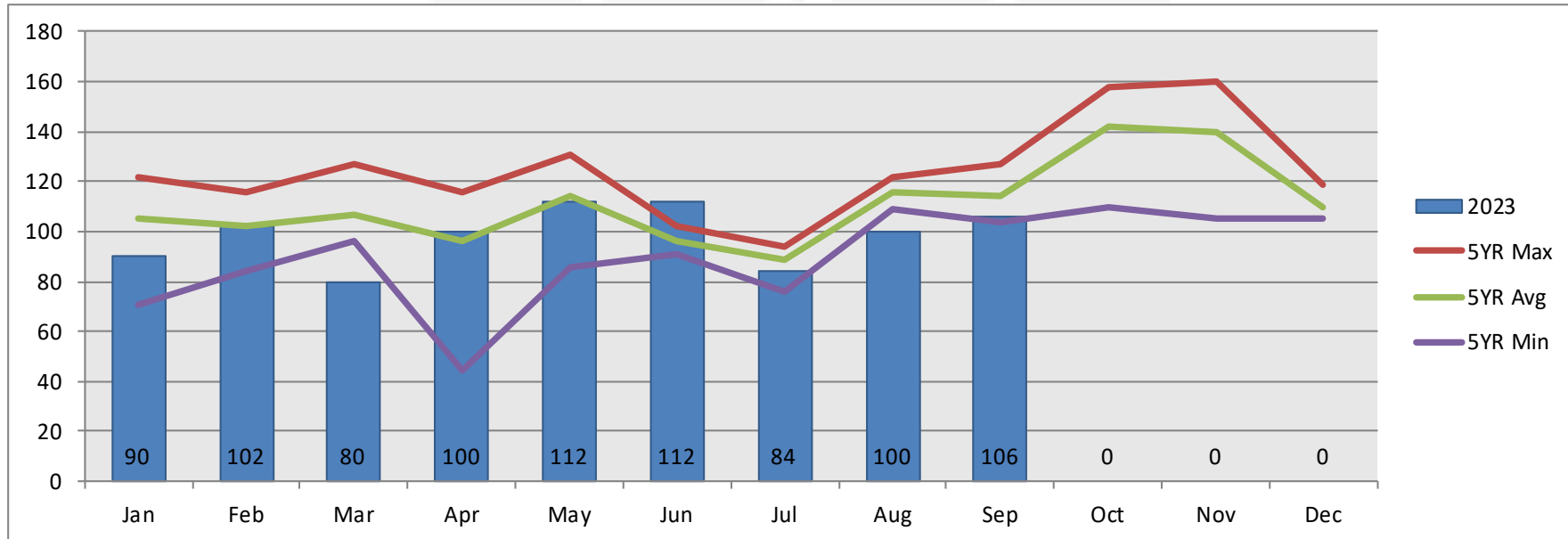
Offense Codes: 5000-5139

All Data As Of: 10/1/23 12:00 AM

24.a

- The number of traffic accidents in September 2023 was 7.0% below the 5 year average.
- It is projected that the total of accidents at the end of the year will be 5.6% below the 5 year average.

	Sep	Year to Date	Yearly Total
2018	108	986	1397
2019	117	1016	1436
2020	114	863	1220
2021	127	896	1314
2022	104	932	1283
2023	106	886	
% Change	+1.9%	-4.9%	-2.2%
Yearly Total Projection:			1255



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	119	98	127	115	121	97	92	109	108	140	160	111
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	0	0	0

Attachment: 10-16-2023 Law Board Packet (12947 : Law Board Meeting Agenda)

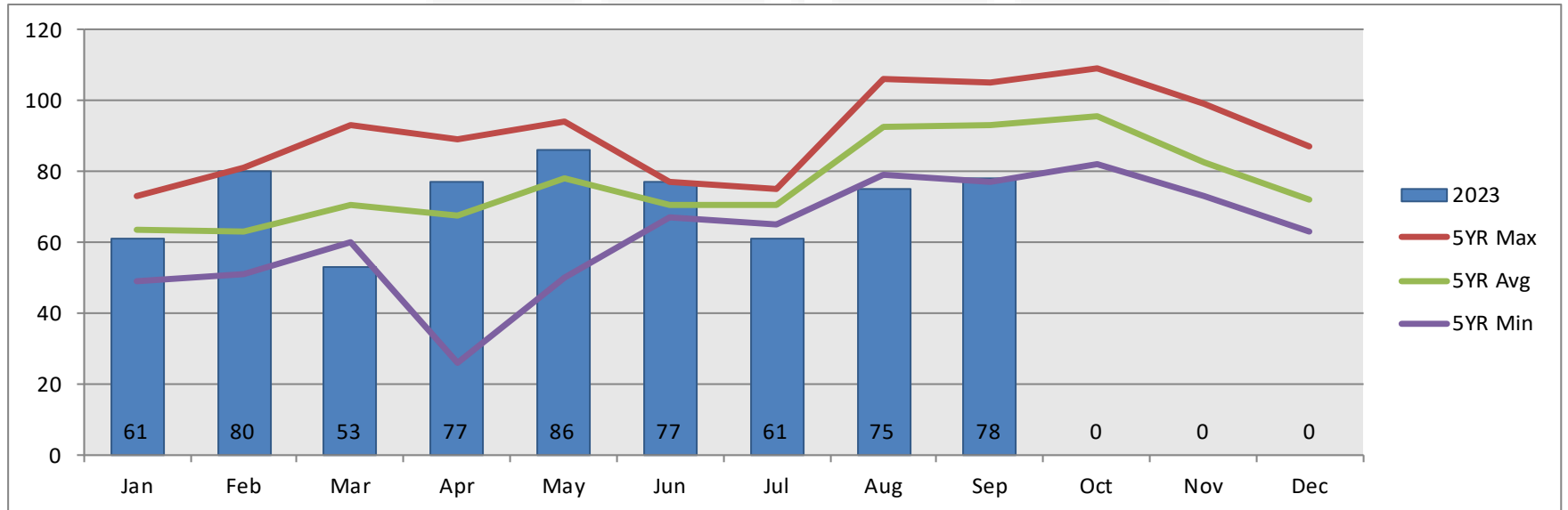
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 10/1/23 12:00 AM

- The number of preventable traffic accidents in September 2023 was 16.3% below the 5 year average.
- Preventable accidents are projected to be down 3.4% from the 5 year average at the end of the year.
- Number may change as data entry corrections continue.

	Sep	Year to Date	Yearly Total
2018	93	710	944
2019	102	696	945
2020	89	611	855
2021	105	670	965
2022	77	667	897
2023	78	648	
% Change	+1.3%	-2.8%	-0.8%
Yearly Total Projection:			890



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	78	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

In the FBI's Uniform Crime Reporting (UCR) Program, Part I offenses are broken down into two categories (Violent Crimes and Property Crimes):

Part I Violent Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, violent crime is composed of four offenses: murder and nonnegligent manslaughter, rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses that involve force or threat of force.

Murder and nonnegligent manslaughter: the willful (nonnegligent) killing of one human being by another.

Forcible rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Part 1 Property Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims. The property crime category includes arson because the offense involves the destruction of property; however, arson victims may be subjected to force.

Burglary: Unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The UCR Program has three subclassifications for burglary: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes an apartment, barn, house trailer, or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, or vessel (i.e., ship).

Larceny-theft: (except motor vehicle theft)—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Traffic Related Definitions

In the Kansas Legislature uniform act regulating traffic; rules of the road, 8-1567 DUI is the following: (a) Driving under the influence is operating or attempting to operate any vehicle within this state while:

- (1) The alcohol concentration in the person's blood or breath as shown by any competent evidence, including other competent evidence, as defined in paragraph (1) of subsection (f) of K.S.A. 8-1013, and amendments thereto, is .08 or more;
- (2) the alcohol concentration in the person's blood or breath, as measured within three hours of the time of operating or attempting to operate a vehicle, is .08 or more;
- (3) under the influence of alcohol to a degree that renders the person incapable of safely driving a vehicle;
- (4) under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving a vehicle; or
- (5) under the influence of a combination of alcohol and any drug or drugs to a degree that renders the person incapable of safely driving a vehicle.

Traffic Accidents: All accidents.

Preventable Traffic Accidents: Accidents that are not weather and/or animal related.

Citizen Compliment

The Riley County Police Department strives to reduce crime and improve the quality of life for the citizens we serve.

Citizens often have positive interactions with members of our department and the Director welcomes hearing from citizens about these experiences.

Please provide all requested information so we may contact you if additional details are needed.

Contact Information

Name

Email Address

Address

City Fort Riley

State KS

Zip Code

Phone Number

Incident Information

Date of Incident 10/10/2023

Case Number (if Applicable) *Field not completed.*

Employee's Name Officer Nelson #81

Comments Citizen called and reported my trunk was open with my OCP backpack and military gear unsecured in my vehicle (probably due to my backpack getting caught in the trunk).

Officer Nelson secured my equipment, closed my trunk, and left a note. Very appreciative of Officer Nelson and the Riley County Police Department for helping me out.

Director Peete,

On behalf of the Little Apple Pilot Club,
Thank you for your impressive presentation.

You were inspiring! Our community is fortunate
to have you and your family as a part of our
Manhattan - Riley County family.

I look forward to meeting your wife. She is
welcome to contact me anytime.

Best wishes for a great week. Judy

Judy Hughey