



**Board of Riley County
Commissioners
Regular Meeting
Agenda
November 15, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Great American Smoke Out
4. Transfer Station Truck Scale - Change Order #1
5. 2021 GAAP Waiver Resolution
6. Sign Tax Roll Corrections
7. Sign Riley County Personnel Action Form(s)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Nov 8, 2021 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session
12. Pending County Projects County Counselor
13. Nationwide Settlement Agreement of Opioid Litigation--Opportunity to "Opt In"

9:15 AM

David Adams, EMS/Ambulance Director

14. EMS/Ambulance Staff Update

9:30 AM

Press Conference

15. Presentation of Proclamation for the Great American Smokeout - John Ford and Julie Gibbs (3 minutes)

9:45 AM Shilo Heger, Treasurer

16. October 2021 Revenue Reporting - Riley County Treasurer

10:00 AM General Election Canvass

10:30 AM Russel Stukey, Emergency Management Director

17. Present Monthly October Staff Update for EM/Fire/911

10:45 AM Clancy Holeman, Counselor/Director of Administrative Services

18. Executive session to discuss confidential legal advice regarding potential litigation issues

11:15 AM Anne Smith, aTa Bus Director

19. Letter of support for aTa Bus for a grant application

11:20 AM John Ellermann, Public Works Director/County Engineer

20. Wildcat Creek Park Bridge Replacement CIP Amendment

12:00 PM Law Enforcement Agency Meeting

21. 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.



HEALTH DEPARTMENT
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: November 15, 2021
SUBJECT: Great American Smoke Out
PRESENTER: Julie Gibbs

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- great american smokeout.09.18.2021docx (DOCX)

PROCLAMATION

WHEREAS, smoking remains the leading cause of preventable death in the United States; and

WHEREAS, second-hand smoke is a major health hazard, proven to cause lung cancer, heart disease and emphysema; and

WHEREAS, for years, millions of smokers have participated in the American Cancer Society's Great American Smokeout, a day on which they give up cigarettes for 24 hours; in the hope they may stay quit for good

WHEREAS, a significant number of those who gave up cigarettes for the day were able to give up the habit entirely

WHEREAS, this demonstration of success suggests that the Great American Smokeout has potential for improving health

THEREFORE, we, the Board of County Commissioners of Riley County Kansas do hereby proclaim November 18th, 2021 as

GREAT AMERICAN SMOKEOUT

In **WITNESS WHEREOF**, we have hereunto set our hands and caused the seal of Riley County Kansas to be affixed this 18th day of November 2021

**The Board of County
Commissioners of Riley County, Kansas**

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO, Riley County Clerk

Attachment: great american smokeout.09.18.2021docx (11245 : GASO Proclamation)



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director
MEETING: November 15, 2021
SUBJECT: Transfer Station Truck Scale - Change Order #1
PRESENTER: John Ellermann, Public Works Director

Attached for your approval is Change Order #1 for the Transfer Station Truck Scale.

***Performance Bond**

The County requires a Performance Bond for this project. The bonding requirement was not included in the bid documents. Increase to contract was \$1,200.00

Change Order #1 increases the contract amount for the Transfer Station Truck Scale by \$1,200.00. Cost of the total contract will be \$41,200.00.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve Change Order #1 for the Transfer Station Truck Scale.

Move to deny Change Order #1 for the Transfer Station Truck Scale.

Move to table for further discussion.

Enclosures:

- Change Order 1_110321 (PDF)



CHANGE ORDER

Riley County, Kansas

CHANGE ORDER NUMBER: 1

CONTRACTOR: Scales Sales & Service, LLC

ADDRESS: 8615 Vernon Avenue
Omaha, NE 68134

PROJECT NO. :
PROJECT : Transfer Station Truck Scale

DESCRIPTION: Install new truck scale

BID ITEMS

ITEM NO	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
Subtotal						\$	-

NEW ITEMS

ITEM NO	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	NET INCREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
	Performance Bond	LSUM	0	1.0	1.0	\$ 1,200.00	\$ 1,200.00
Subtotal						\$	1,200.00
TOTAL						\$	1,200.00

Amount of Original Bid:	\$ 40,000.00
Total of Previous Change Orders:	\$ -
Amount of Change Order No. 1:	\$ 1,200.00
Total Adjusted Contract Price:	\$ 41,200.00

BY: _____
PROJECT ENGINEER DATE

BY: *John Ellerman* 11-5-2019
DIRECTOR OF PUBLIC WORKS DATE

BY: *SEAN E. RUSHER* 11.03.21
CONTRACTOR DATE

SEAN E. RUSHER
Scales, Sales & Service.

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: Change Order 1_110321 (11250 : Transfer Station Truck Scale - Change Order #1)



COUNTY CLERK & ELECTIONS
Audit

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: November 15, 2021

SUBJECT: 2021 GAAP Waiver Resolution

PRESENTER: Tami Robison, Budget & Finance Officer

POSSIBLE MOTION(S)

Move to approve "Resolution No. 111521-____, A Resolution exempting Riley County, Kansas, from the provisions of KSA 75-1120a(a)" (2021 GAAP Waiver Resolution)

Move to deny

Enclosures:

- GAAP waiver 2021 (PDF)

RESOLUTION NO. 111521-____

A RESOLUTION EXEMPTING RILEY COUNTY, KANSAS, FROM THE PROVISIONS OF K.S.A. 75-1120a (a).

WHEREAS, the County of Riley is now subject to the provisions of K.S.A. 75-1120a(a).

WHEREAS, the Board of County Commissioners of Riley County, Kansas, has determined that the financial statements and financial reports prepared in conformity to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants and adopted by rules and regulations of the director of accounts and reports are not relevant to the requirements of the cash basis and budget laws of this State and are of no significant value to the governing body or members of the general public of Riley County, Kansas.

WHEREAS, there are no revenue bond resolutions or any other resolutions which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended 2021.

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

That the Riley County Commissioners shall cause the financial statements and financial reports of Riley County, Kansas to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

Dated this 15th day of November, 2021

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chairman

Greg McKinley, Vice Chairman

Kathryn Focke, Member

ATTEST: _____
Riley County Clerk

Attachment: GAAP waiver 2021 (11193 : 2021 GAAP Waiver Resolution)



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: November 15, 2021

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image17640 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMJIR

2021/11/08

6.a

Taxpayer ID THEH0006
Owner ID THEH0006

Control # 2021001184

Tax Year 2021
Tract # OC00070

THE HOUSE CAFE INC

CAMA # 251-12-0-10-07-009-00-0-01

OGDEN CITY
BLK 13 LOTS 31 32 33
34 35 36

PO BOX 9

TU 5 Ogden City
Parcel 900

OGDEN, KS 66517-0009

USD 383

Property Address 301 RILEY AVE

APPRAISER SECTION (Value)

2021/11/08 LMJIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	37800	37200	75000
Total	37800	37200	75000

Assessed Prior to Correction:

CU			
	9450	9300	18750
Total	9450	9300	18750
SB41			

Appraised After Correction:

CL	Land	Imp	Total
EO	37800	37200	75000
Total	37800	37200	75000

Assessed After Correction:

EO			
	37800	37200	75000
Total	37800	37200	
SB41			

Net Change

Net Change

56250

Total 18750-
SB41

CLERK SECTION (Tax)

2021/11/08 LMJIR

ORDER PRINTED

Tax Prior to Correction:

Levy 158.14000	Gen Tax	2965.14
	SB41 \$	
SB41 Tax Dollars		2965.14

Tax After Correction:

Levy 158.14000	Gen Tax	
	SB41 \$	
SB41 Tax Dollars		

Net Change

2965.14-

2965.14-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy
Net Change in Levied Tax Dollars

18750-

158.14000

2965.14-

Type of Correction DECREASE

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

Tax Statement # 29187

Comments EXEMPT PER BOTA 2020-7648-TX

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

2965.14-

Owner THEH0006

THE HOUSE CAFE INC

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image17640 (11249 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2021/11/08

6.a

Taxpayer ID ASCE0001
Owner ID ASCE0001

Control # 2021001185

Tax Year 2021
Tract # R15646

ASCENSION VIA CHRISTI
HOSPITAL MANHATTAN INC
1823 COLLEGE AVE

CAMA # 211-12-0-20-01-027-00-0-01

MERCY REGIONAL
HEALTH CTR PT LOT 1

TU 2 Manhattan City
Parcel 61580
USD 383

MANHATTAN, KS 66502-3381

Property Address 1823 COLLEGE AVE

APPRAISER SECTION (Value)

2021/11/08 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
EO	1671010	38458410	40129420

Total	1671010	38458410	40129420
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Assessed Prior to Correction:

EO	Land	Imp	Total
EO	1671010	38458410	40129420

Total	1671010	38458410	
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	1144527	26341377	27485904
EO	526483	12117033	12643516

Total	1671010	38458410	40129420
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Assessed After Correction:

CU	Land	Imp	Total
CU	286132	6585344	6871476
EO	526483	12117033	12643516

Total	812615	18702377	6871476
SB41			

Net Change	
	12643516-
	12643516

Net Change	
	33257944-
	12643516

Total	6871476
SB41	

CLERK SECTION (Tax)

2021/11/08 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	
	SB41 \$	
SB41 Tax Dollars		

Tax After Correction:

Levy 157.46100	Gen Tax	1081989.48
	SB41 \$	
SB41 Tax Dollars		1081989.48

Net Change	
	1081989.48
	1081989.48

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

6871476

Applicable Mill Levy

157.46100

Net Change in Levied Tax Dollars

1081989.48

Net Change in SB41 Exemption

Type of Correction INCREASE

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

Tax Statement # 82163

Comments TRANSFER OWNERSHIP 4/26/21

CHANGED CLASS BACK TO
COMMERCIAL

Owner ASCE0001

ASCENSION VIA CHRISTI

Net Change in Total Tax Dollars	1081989.48
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image17640 (11249 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: November 15, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-11 D Schmidt (green) (PDF)
- 2021-11 E McMillan (green) (PDF)
- 2021-11 S Bassler (PDF)
- 2021-C Meyer (green) (PDF)
- 2021-11 V Uccello (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 11/9/2021
☐ Change		Employee #

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

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

Schmidt	Dillon		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

EMT	EMS/Ambulance	0001-000020
Position Title	Department	Fund

11/15/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

EMT	2	\$14.30	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

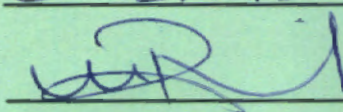
Department:

DAVID A. ADAMS

Date:

11-9-2021

Personnel:



11-10-21

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 11/10/2021
☐ Change		Employee #

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

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

McMillan	Evan		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Asst. PW Director/Asst. County Engineer	Public Works	001-40
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Position Title Department Fund

12/01/2021	☒	☐		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

	\$	☐ Hour	\$ 3,759.04	☒ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:

Date: 11-10-2021

Personnel:

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 11/5/2021
☐ Change		Employee #

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

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

Bassler	Sheyenne		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Public Health Nurse	Health Department	0030-000422
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Position Title Department Fund

11/22/2021	☒	☐		☒ Yes	☐ No
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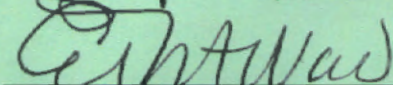
Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

S	2	\$	☐ Hour	\$ 2,339.20	☒ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 11-8-21

Personnel:  11/10/2021

BOCC
Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Fill Request Date: 11/9/2021 Employee #
--	--

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

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

Meyer	Cory		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

IT/GIS Director	IT/GIS	0001-000029
Position Title	Department	Fund

11-15-2021	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

FF	\$	☐ Hour	\$ 4,153.85	☒ Bi-weekly	☐ 40	☐
Grade/Step			Pay Rate		Hours Per Workweek	

Approvals:

Department:

Personnel:

BOCC

Chairman:

Member:

Member:

Date:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Fill Request Date: 11/9/2021 Employee #
--	--

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

☒ Full Time ☐ Part Time	☐ Regular ☐ Grant Funded	☐ As-Needed ☐ Intern	☐ Seasonal ☐ Temporary
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Uccello	Vivienne		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Public Information Officer	Clerk	0001-000002
Position Title	Department	Fund

11/29/2021	☒ Exempt ☐ Non-Exempt	Ending Date For Temporary	☒ Yes ☐ No
Effective Date			Is this a budgeted position?

S 9	☒ Hour ☐ Bi-weekly	\$ 2,896.80	☐ 40 ☐
Grade/Step	Pay Rate	Hours Per Workweek	

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 18, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amy Manges, Register of Deeds

2. Request to fill a position

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Bob Isaac, Planner

4. Public hearing for Special Use Authorization to establish and operate an electrical substation

10:00 AM

Gary Fike, County Extension Director

5. Staff update

10:15 AM

Dennis Butler, RCPD Director

6. RCPD update

10:30 AM

Amanda Smeller, Planning and Development Director

7. Public hearing to repeal the Riley County Subdivision Regulations and Riley County Zoning Regulations, including Floodplain Regulations,

Attachment: 11-18-21 tentative agenda (10509 : Tentative Agenda)

in their entirety, and replace said documents with a single document entitled “Riley County Land Development Regulations”

11:00 AM Tami Robison, Budget and Finance Officer

8. CIP Work Session

11:30 AM Budget and Planning Committee - Tami Robison, Budget and Finance Officer

9. Monthly Cash Flow Reports

11:45 AM Julie Gibbs, Health Department Director

10. Staff update

4:00 PM Joint City/County/County Meeting (at City Offices)

Adjournment

Announcement

Good Morning Manhattan Virtual Meeting will be held today 7:30 - 8:30 a.m. via Zoom.

Beginning at 7:30 a.m. Thursday, November 18, 2021 lasting until approximately 8:30 a.m., the BOCC will be in its usual public meeting location, joining a Zoom meeting hosted by the Chamber of Commerce. This Chamber of Commerce Zoom call will be placed on a speaker phone, so BOCC members can “listen” to the presentations made by the scheduled speakers. But BOCC members will not participate in the Chamber of Commerce meeting. BOCC members will be “muted” during the Chamber of Commerce Zoom call.

Members of the Public are welcome to attend, in the BOCC Chambers, beginning at 7:30 a.m., on the above date, in order to listen to the Chamber of Commerce Zoom call.

At the conclusion of the Chamber of Commerce’s Zoom call, the BOCC will be on break until 9:00 a.m., when the regular meeting of the BOCC will begin at the BOCC’s same usual public meeting location. Riley County will begin its live stream of its regular meeting beginning at 9:00 a.m.

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
November 22, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Small Business Saturday Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Tami Robison, Budget and Finance Officer

2. 2021 Budget Amendment

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

3. Big Lakes Developmental Center update

9:30 AM

Press Conference

4. Presentation of Proclamation for Small Business Saturday - John Ford
(3 minutes)

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

Attachment: 11-22-21 tentative agenda (10509 : Tentative Agenda)

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

Attachment: 11-22-21 tentative agenda (10509 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: November 15, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 11.15.2021 (DOC)

PENDING COUNTY PROJECTS • Beginning November 4, 2021 and through November 10, 2021

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

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

COMMISSION LIST

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

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with

presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

"Dark Store": Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of "Dark Store," to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Dark Store"; recording scheduled for September 17, 2021. Reschedule "Dark Store" podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of "Dark Store." (Week of 9-29-21) Work with KAC recording podcast on "Dark Store". (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on "Dark Store" at KAC annual meeting. (10-18-21)

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

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) *Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)*

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

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

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21)

Budget and Planning Committee: Attend meeting 9-28-21.

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.”

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) *Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21)*

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21.

Federal Rules on Vaccination Mandate: *Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21)*

DEPARTMENTAL LIST

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21)

Riley County Museum: Provide legal advice. *Prepare for BOCC candidate interview Director/Curator position. (11-7-21)*

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) *Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21)*

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21)

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

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) *Prepare for BOCC candidate interview IT/GIS Director.*

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

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

Riley County Clerk: Advise on .02 countywide retailers’ sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21)

Riley County Treasurer: Advise on property tax issue. (10-6-21)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff’s Office for testing of Community Corrections’ clients. (10-26-21)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Work Session

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: November 15, 2021

SUBJECT: Nationwide Settlement Agreement of Opioid Litigation--Opportunity to "Opt In"

PRESENTER: Clancy Holeman

BACKGROUND

Attached for your review is a notice from the Kansas Attorney General's office. It gives Riley County the opportunity to "opt in" to potentially receive proceeds from funds created by settlement of litigation across the country of "opioid" litigation claims. Three settling defendants are the pharmaceutical distributors McKesson, Cardinal Health and AmerisourceBergen. One settling defendant is a manufacturer, Janssen Pharmaceuticals, Inc., and its parent company Johnson & Johnson.

This settlement opportunity is available even to local governments such as Riley County which did not participate in any of the lawsuits across the country.

DISCUSSION

This settlement "opt in" opportunity requires that Riley County "register" as described in the attached notice. At the time of such registration, the person registering must provide an email address for someone who will have authority to sign future settlement documents for Riley County.

FISCAL IMPACT

Unknown at this time.

RECOMMENDATION(S)

I recommend you authorize me to register on behalf of Riley County and to provide the email address of the Chairman as the person with authority to sign settlement documents on behalf of Riley County. If you prefer, I am willing to be designated as the person to sign settlement documents on behalf of Riley County, in my capacity as your counsel. Alternatively, you may decide to have another person, such as your Budget and finance Officer, sign settlement documents on behalf of Riley County.

POSSIBLE MOTION(S)

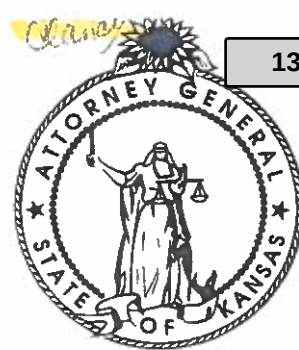
A. "I move the Board authorize counsel to register Riley County as described in the notice and that counsel be authorized to sign settlement documents on behalf of Riley County."

B. "I move the Board authorize counsel to register Riley County as described in the notice and that ____ be authorized to sign settlement documents on behalf of Riley County."

C. "I move the Board not authorize counsel to register Riley County as described in the notice."

Enclosures:

- National Opioids Settlements (PDF)



NPD

1239



122810003385

Postal Service: Please do not mark barcode

NPD AD-679-536

Rich Vargo

Rm B118

110 Courthouse Plaza 1st Floor

Manhattan, KS 66502

TO LOCAL POLITICAL SUBDIVISIONS:

IMPORTANT INFORMATION ABOUT THE NATIONAL OPIOID SETTLEMENT.

SUBDIVISIONS MUST SUBMIT SIGNED DOCUMENTATION TO PARTICIPATE.

THE DEADLINE FOR PARTICIPATION TO MAXIMIZE SETTLEMENT BENEFITS IS JANUARY 2, 2022.

If your subdivision is represented by an attorney with respect to opioid claims, please immediately contact them.

SETTLEMENT OVERVIEW

After years of negotiations, two proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve all opioid litigation brought by states and local political subdivisions against the three largest pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen (“Distributors”), and one manufacturer, Janssen Pharmaceuticals, Inc., and its parent company Johnson & Johnson (collectively, “Janssen”).

The proposed Settlements require the Distributors and Janssen to pay billions of dollars to abate the opioid epidemic. Specifically, the Settlements require the Distributors to pay up to \$21 billion over 18 years and Janssen to pay up to \$5 billion over no more than 9 years, for a total of \$26 billion (the “Settlement Amount”). Of the Settlement Amount, approximately \$22.7 billion is earmarked for use by participating states and subdivisions to remediate and abate the impacts of the opioid crisis.

The Settlements also contain injunctive relief provisions governing the opioid marketing, sale and distribution practices at the heart of the states’ and subdivisions’ lawsuits and further require the Distributors to implement additional safeguards to prevent diversion of prescription opioids.

Each of the proposed Settlements has two key participation steps. First, each state decides whether to participate in the Settlements. Kansas has joined both Settlements. Second, the subdivisions within each participating state must then decide whether to participate in the Settlements. Generally, the more subdivisions that participate, the greater the amount of funds that flow to that state and its participating subdivisions. Any subdivision that does not participate cannot directly share in any of the settlement funds, even if the subdivision’s state is settling and other participating subdivisions are sharing in settlement funds.

This letter is part of the formal notice required by the Settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

You are receiving this letter because Kansas has elected to participate in both of the two national Settlements against (1) the Distributors, and (2) Janssen, and your subdivision may participate in the Settlements. This notice is being sent directly to subdivisions and also to attorneys for subdivisions that we understand are litigating against these companies. If you are represented by an attorney with respect to opioid claims, please immediately contact them. Please note that there is no need for subdivisions to be represented by an attorney or to have filed a lawsuit to participate in the Settlements.

WHERE CAN YOU FIND MORE INFORMATION?

This letter is intended to provide a brief overview of the Settlements. Detailed information about the Settlements may be found at: <https://nationalopioidsettlement.com/>. This national settlement website also includes links to information about how the Settlements are being implemented in your state and how settlement funds will be allocated within your state. This website will be supplemented as additional documents are created.

HOW DO YOU PARTICIPATE IN THE SETTLEMENTS?

You must go to the national settlement website to register to receive in the coming weeks and months the documentation your subdivision will need to participate in the Settlements (if your subdivision is eligible). All required documentation must be executed and submitted electronically through the website and must be executed using the “DocuSign” service. As part of the registration process, your subdivision will need to identify, and provide the email address for, the individual who will be authorized to sign formal and binding documents on behalf of your subdivision.

Your unique Subdivision Registration Code to use to register is: HHV1EF

HOW WILL SETTLEMENT FUNDS BE ALLOCATED IN EACH STATE?

The settlement funds are first divided among the participating states according to a formula developed by the Attorneys General that considers population and the severity of harm caused by the opioid epidemic in each participating state. Each state’s share of the abatement funds is then further allocated within each state according to agreement between the state and its subdivisions, applicable state allocation legislation, or, in the absence of these, the default provisions in the agreements.

Many states have or are in the process of reaching an agreement on how to allocate abatement funds within the states. Allocation agreements/legislation and other information about Kansas’s allocation agreement or legislation can be found on the national settlement website. The allocation section of the website will be supplemented as more intra-state allocation arrangements are finalized.

In reviewing allocation information, please note that while all subdivisions may participate in the Settlements, not all subdivisions are eligible to receive direct payments. To promote efficiency in the use of abatement funds and avoid administratively burdensome disbursements that would be too small to add a meaningful abatement response, certain smaller subdivisions do not automatically receive a direct allocation. However, participation by such subdivisions will help maximize the amount of abatement funds being paid in the Settlements, including those going to counties, cities, parishes, and other larger subdivisions in their communities.

To determine your eligibility to receive, directly or indirectly, any of the funds allocated to your state should you elect to participate in the settlements in which your state participates, you should first visit <https://nationalopioidsettlement.com/> to determine if your state has entered into a state-subdivision agreement or has an allocation statute and/or a statutory trust. If so, then the terms of the state-subdivision agreement, allocation statute, and/or statutory trust (as applicable) will govern your eligibility to receive funds directly or indirectly from the share that is allocated to your state under the national settlement agreements. In some states there will be a proposed state-subdivision agreement that is in the process of being adopted by subdivisions. Any questions concerning the status or terms of the state-subdivision agreement, allocation statute, and/or statutory trust in your state, if applicable, can be directed to the Attorney General’s Office.

You may be contacted by the Attorney General’s Office with additional information regarding the allocation of settlement funds in Kansas. Subdivisions with representation can expect information from their attorneys as well. We encourage you to review all materials and to follow up with any questions. The terms of these Settlements are complex and we want to be sure you have all the information you need to make your participation decision.

A vast majority of states have joined the Settlements and attorneys for many subdivisions have already announced support for them. For example, the Plaintiffs' Executive Committee, charged with leading the litigation on behalf of more than 3,000 cities, counties and others against the opioid industry, and consolidated in the national multi-district litigation ("MDL") pending before Judge Dan Aaron Polster in the Northern District of Ohio, recommends participation in these Settlements.

Subdivision participation is strongly encouraged, for the following reasons:

First, the amounts to be paid under the Settlements, while insufficient to abate the epidemic fully, will allow state and local governments to commence with meaningful change designed to curb opioid addiction, overdose and death;

Second, time is of the essence. The opioid epidemic continues to devastate communities around the country and it is critical that the funds begin to flow to allow governments to address the epidemic in their communities *as soon as possible*;

Third, if there is not sufficient subdivision participation in these proposed Settlements, the Settlements will not be finalized, the important business practice changes will not be implemented, the billions of dollars in abatement funds will not flow to communities, and more than 3,000 cases may be sent back to their home courts for trial, which will take many years;

Fourth, the extent of participation also will determine how much money each state and its local subdivisions will receive because approximately half of the abatement funds are in the form of "incentive payments," *i.e.*, the higher the participation of subdivisions in a state, the greater the amount of settlement funds that flow into that state;

Fifth, you know first-hand the effects of the opioid epidemic on your community. Funds from these Settlements will be used to commence abatement of the crisis and provide relief to your citizens while litigation and settlement discussions proceed against numerous other defendants in the opioid industry; and

Sixth, because pills do not respect boundaries, the opioid epidemic is a national crisis that needs a national solution.

NEXT STEPS

These Settlements require that you take affirmative steps to "opt in" to the Settlements. If you do not act, you will not receive any settlement funds and you will not contribute to reaching the participation thresholds that will deliver the maximum amount of abatement funds to your state.

First, register your subdivision on the national settlement website so that information and documents required to participate can be sent to you. You will need the email address of the person who will be authorized to sign on behalf of your subdivision. This is the only action item needed at this time.

Second, have your authorizing person(s) or body begin to review the materials on the websites concerning the settlement agreement terms, allocation and other matters. Develop a list of questions for your counsel or the Attorney General's Office. In the very near future, your subdivision will need to begin the process of deciding whether to participate in the proposed Settlements and subdivisions are encouraged to work through this process well before the January 2, 2022 deadline to be an initial participating subdivision. Again, the Attorney General's Office, your counsel, and other contacts within the state are available to discuss the specifics of the Settlements within your state and we encourage you to discuss the terms and benefits of the Settlements with them.

Third, monitor your email for further communications, which will include a Participation Agreement, Release, (where applicable) a model Resolution, and instructions on executing and submitting electronically using DocuSign.

We urge you to view the national settlement website at your earliest convenience. Information and documents regarding the national Settlements and your state allocation can be found on the settlement website at <https://nationalopioidsettlement.com>.

For further information, please contact:

Christopher Teters
Assistant Attorney General
Consumer Protection Division
Office of the Kansas Attorney General
120 SW 10th Ave., Fl. 2,
Topeka, KS 66612
chris.teters@ag.ks.gov
785-368-3751



EMS
Staff Update

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

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: November 15, 2021

SUBJECT: EMS/Ambulance Staff Update

PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service

October- 465

North County- 21

Call volume by station:

Medic 11 located at 2011 Claflin Rd: 171

Medic 21 located at 11th & Poyntz: 126

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

Medic 41 located at Manhattan Regional Airport: 49

The rest of the calls were event standbys and supervisors writing reports for crews.

With the approval of Human Resources we have altered our mask wearing on shift. Unvaccinated staff must still be in masks at all times unless in their bunk rooms alone. Vaccinated staff can remove masks as long as they are not a close contact with an exposed person and not showing signs of influenza like illness.

John Ellerman, Rich Vargo, Russel Stukey and myself are continuing to work on the new station project.

Hiring process went very well, the process has concluded and academy starts this week.

Football season is winding down, we continue to see 3-5 patients a game.

Education

Credentialing has started and we continue with the EPC course.

Academy and driver training, along with credentialing has been the focus.

Community Outreach:

Participated in multiple events including a mock crash at Blue Valley High School, trick or treating events, and on site demonstrations.

Enclosures:

- Oct 2021 Stats (PDF)

Runs By Day of Week

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	71	15.27
02 - Monday	56	12.04
03 - Tuesday	47	10.11
04 - Wednesday	45	9.68
05 - Thursday	72	15.48
06 - Friday	79	16.99
07 - Saturday	95	20.43
Total: 465		Total: 100.00

Attachment: Oct 2021 Stats (11256 : Staff Update)

Runs by Hour of Day

14.a

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	20	4.30%
01:00:00 - 01:59:59	19	4.09
02:00:00 - 02:59:59	18	3.87
03:00:00 - 03:59:59	8	1.72
04:00:00 - 04:59:59	9	1.94
05:00:00 - 05:59:59	3	0.65
06:00:00 - 06:59:59	12	2.58
07:00:00 - 07:59:59	25	5.38
08:00:00 - 08:59:59	16	3.44
09:00:00 - 09:59:59	21	4.52
10:00:00 - 10:59:59	23	4.95
11:00:00 - 11:59:59	13	2.80
12:00:00 - 12:59:59	23	4.95
13:00:00 - 13:59:59	34	7.31
14:00:00 - 14:59:59	24	5.16
15:00:00 - 15:59:59	31	6.67
16:00:00 - 16:59:59	31	6.67
17:00:00 - 17:59:59	18	3.87
18:00:00 - 18:59:59	31	6.67
19:00:00 - 19:59:59	17	3.66
20:00:00 - 20:59:59	21	4.52
21:00:00 - 21:59:59	18	3.87
22:00:00 - 22:59:59	10	2.15
23:00:00 - 23:59:59	20	4.30
Total: 465		Total: 100.00

Attachment: Oct 2021 Stats (11256 : Staff Update)

Runs by Responding Unit

14.a

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	171	36.77%
MED21	126	27.10%
MED31	89	19.14%
MED41	49	10.54%
MED12	12	2.58%
MED13	9	1.94%
MED1	5	1.08%
MED2	2	0.43%
MED10	1	0.22%
MED58	1	0.22%
Total: 465		Total: 100.00%

Report Criteria

Incident Month Name - Year: Is In October 2021

Attachment: Oct 2021 Stats (11256 : Staff Update)



COUNTY TREASURER'S OFFICE
Staff Update

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

STAFF REPORT

FROM: Shilo Heger

MEETING: November 15, 2021

SUBJECT: October 2021 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- October Financials (PDF)

Riley County Balance Sheet
October 31, 2021

16.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	38,398,393.97	County General		19,103,659.99
KS State Bank-ARP	7,112,182.16	Disaster Fund (ARPA Funds)		7,112,182.16
Riley State Bank	121,255.64	Health Department		1,443,175.99
Leonardville State Bank	5,000.00	Capital Improvements Fund		8,573,714.18
Sunflower Bank	0.00	Economic Development		130,849.83
Cash on Hand	39,650.32	RCPD Levy/Inmate Medical		1,444,037.57
CD/CDARS	6,500,000.00	Radio Infrastructure Project		0.00
		Bond & Interest		229,727.62
		Road & Bridge Capital Projects		5,959,879.91
		Landfill Closure		52,865.93
		County Building		161,172.92
		County Auction		12,579.59
		Solid Waste		684,397.44
		Emergency Management		737,008.57
		Fire District #1		642,639.04
		Register of Deeds Tech Fund		194,195.39
		Clerk Tech Fund		125,175.71
		Treasurer Tech Fund		72,997.80
		Motor Vehicle Operations		83,138.96
		RCPD Ops/IT Reserve/Seizure		2,354,494.34
		District Court-Technology		178,913.13
		Court Services		3,155.20
		EMS Grants		6,067.64
		Museum Bequest		6,582.25
		War Memorial Fund		10,670.07
		Miscellaneous		39,387.35
		Community Corrections		234,254.28
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		4,190.36
		Special Prosecutor Trust	PATF	
		Benefit Districts		959,727.13
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		72,883.26
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		1,542,758.48
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 52,176,482.09	TOTAL LIABILITIES & FUND BAL		52,176,482.09

Attachment: October Financials (11247 : October Treasurer's Report-2021)

Investments and Interest
October 31, 2021
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2020 Interest
KS State Bank	\$0.00	\$45,510,576.13	\$35,776.95	
Riley State Bank	\$500,000.00	\$121,255.64	\$7,761.57	
Leonardville State Bank	\$0.00	\$5,000.00	\$5.50	
Sunflower	\$0.00	\$0.00	\$2,504.31	
UMB	\$1,900,000.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$1,000,000.00	\$0.00	\$2,541.90	
Capitol Federal	\$0.00	\$0.00	\$2,393.42	
Community 1st National Bank	\$0.00	\$0.00	\$41,086.89	
United Bank	\$0.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$2,600,000.00	\$0.00	\$1,215.83	
Central National Bank	\$500,000.00	\$0.00	\$10,564.80	
US Bancorp	\$0.00	\$0.00	\$0.00	
Total	\$6,500,000.00	\$45,636,831.77	\$103,851.17	\$575,159.53
Cash & Transfer items	\$39,650.32			
Total on Deposit	\$52,176,482.09			
			2021	2020
Interest Transfers				
Capital Improvements #145			\$4,539.98	\$66,724.57
Emergency 911 #148			\$433.22	\$5,550.50
Reg of Deeds Technology #106			\$91.16	\$939.02
Clerk Technology #107			\$58.95	\$630.69
Treasurer Technology #108			\$30.58	\$307.27
RCPD Seizure Funds			\$156.09	\$184.89
Total Transfers			\$5,309.98	\$74,336.94
Net Interest to County General			\$96,036.88	\$479,949.50
Budget			\$ 200,000.00	\$450,000.00
% Collected			48.02%	106.66%
% Over(Under Budget)			-35.31%	
Interest to CIP - Radio Project			\$2,504.31	\$20,873.09
Interest - ARPA Fund			\$334.16	\$0.00
Interest rate on active checking account		0.05%		
Interest rate on one year investments		0.05%		

Attachment: October Financials (11247 : October Treasurer's Report-2021)

**General Fund Revenue Detail
Through October 31, 2021**

	October		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	245,549.08	188,827.12	2,125,801.95	2,098,100.26	27,701.69
Vehicle Rental Excise	0.00	0.00	15,085.08	35,605.00	-20,519.92
Recreational Vehicle	1,962.52	1,690.53	20,660.38	18,790.06	1,870.32
Commercial Vehicles	616.89	0.00	82,258.17	87,016.00	-4,757.83
Ad Valorem					
RL/Oil/PP	4,633.20	0.00	23,170,428.43	23,681,103.60	-510,675.17
Intangible	0.00	0.00	294,854.80	199,173.10	95,681.70
16/20 M Trucks	7.95	0.00	15,963.14	16,887.25	-924.11
Watercraft	-25.47	0.00	10,733.71	11,419.60	-685.89
Delinquent Tax	85,259.65	0.00	423,575.55	0.00	423,575.55
Sales Tax	184,747.23	125,000.00	1,697,184.86	1,250,000.00	447,184.86
Payment In Lieu of Tax	0.00	0.00	39,132.00	18,500.00	20,632.00
City/County Highway	272,251.26	276,261.00	1,108,097.76	1,105,011.00	3,086.76
Interest/Penalties	50,261.58	16,666.67	365,788.75	166,666.67	199,122.08
Investment Interest	1,060.62	16,666.67	96,036.88	166,666.67	-70,629.79
Recording Fees	48,480.00	22,916.67	561,637.00	229,166.67	332,470.33
Hertiage Trust Fund	3,538.00	0.00	41,614.00	0.00	41,614.00
Juvenile Supervision Fees	0.00	41.67	301.39	416.67	-115.28
Diversion Fees	4,289.12	4,333.33	56,767.83	43,333.33	13,434.50
Franchise Fees	7,612.95	10,000.00	33,963.67	40,000.00	-6,036.33
Miscellaneous	42.34	0.00	2,719.03	0.00	2,719.03
Departments					
Clerk	88.04	291.67	1,207.79	2,916.67	-1,708.88
Register of Deeds	1,947.50	3,750.00	38,993.25	37,500.00	1,493.25
Treasurer	415.03	625.00	3,063.47	6,250.00	-3,186.53
Clerk of the District Court	426.50	3,750.00	26,011.48	37,500.00	-11,488.52
Emergency Management	14,807.61	2,500.00	46,466.61	25,000.00	21,466.61
Coroner	0.00	0.00	3,952.41	0.00	3,952.41
Fair	0.00	2,500.00	11,359.00	25,000.00	-13,641.00
Museum	0.00	0.00	19,015.00	0.00	19,015.00
Election	455.87	166.67	56,911.74	1,666.67	55,245.07
Ambulance/EMS	103,682.29	92,535.17	1,096,952.92	925,351.67	171,601.25
Appraiser	25.50	1,166.67	9,740.42	11,666.67	-1,926.25
Planning & Development	1,754.50	2,916.67	32,335.49	29,166.67	3,168.82
Information Systems	0.00	0.00	19,414.21	0.00	19,414.21
General-General	59,489.45	0.00	120,108.08	0.00	120,108.08
Public Works	30,347.63	40,000.00	357,147.08	400,000.00	-42,852.92
Noxious Weed	4,828.31	10,000.00	96,416.51	100,000.00	-3,583.49
Total Before Transfers	1,128,555.15	822,605.48	32,101,699.84	30,769,874.20	1,331,825.64
Transfers In	50,085.73		2,896,188.01	0.00	0.00
Total After Transfers	1,178,640.88	822,605.48	34,997,887.85	30,769,874.20	4,228,013.65
Over/Under Budget Before Transfers	37.19%		4.33%		
Over/Under Budget After Transfers	43.28%		13.74%		

Attachment: October Financials (11247 : October Treasurer's Report-2021)

**2021 General Fund Revenue
Year To Date**

16.a

	October		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	245,549.08	188,829.09	2,125,801.95	2,098,101.00	101.32%
Vehicle Rental Excise	0.00	0.00	15,085.08	35,605.00	42.37%
Recreational Vehicle	1,962.52	1,691.10	20,660.38	18,790.00	109.95%
Commercial Vehicles	616.89	0.00	82,258.17	87,016.00	94.53%
Ad Valorem					
RL/Oil/PP	4,633.20	0.00	23,170,428.43	23,681,104.00	97.84%
Intangible	0.00	0.00	294,854.80	199,173.00	148.04%
16/20 M Trucks	7.95	0.00	15,963.14	16,887.00	94.53%
Watercraft	-25.47	0.00	10,733.71	11,419.00	94.00%
Delinquent Tax	85,259.65	0.00	423,575.55	0.00	0.00%
Sales Tax	184,747.23	125,000.00	1,697,184.86	1,500,000.00	113.15%
Payment In Lieu of Tax	0.00	0.00	39,132.00	37,000.00	105.76%
City/County Highway	272,251.26	276,260.00	1,108,097.76	1,105,010.00	100.28%
Interest/Penalties	50,261.58	16,666.67	365,788.75	200,000.00	182.89%
Investment Interest	1,060.62	16,666.67	96,036.88	200,000.00	48.02%
Recording Fees	48,480.00	22,916.67	561,637.00	275,000.00	204.23%
Hertiage Trust Fund	3,538.00	0.00	41,614.00	0.00	0.00%
Juvenile Supervision Fees	0.00	41.67	301.39	500.00	60.28%
Diversion Fees	4,289.12	4,333.33	56,767.83	52,000.00	109.17%
Franchise Fees	7,612.95	10,000.00	33,963.67	40,000.00	84.91%
Miscellaneous	42.34	0.00	2,719.03	0.00	0.00%
Departments					
Clerk	88.04	291.67	1,207.79	3,500.00	34.51%
Register of Deeds	1,947.50	3,750.00	38,993.25	45,000.00	86.65%
Treasurer	415.03	625.00	3,063.47	7,500.00	40.85%
Clerk of the District Court	426.50	3,750.00	26,011.48	45,000.00	57.80%
Emergency Management	14,807.61	2,500.00	46,466.61	30,000.00	0.00%
Coroner	0.00	0.00	3,952.41	0.00	0.00%
Fair	0.00	2,500.00	11,359.00	30,000.00	37.86%
Museum	0.00	0.00	19,015.00	0.00	0.00%
Election	455.87	166.67	56,911.74	2,000.00	2845.59%
Ambulance/EMS	103,682.29	92,535.17	1,096,952.92	1,110,422.00	98.79%
Appraiser	25.50	1,166.67	9,740.42	14,000.00	69.57%
Planning & Development	1,754.50	2,916.67	32,335.49	35,000.00	92.39%
Information Systems	0.00	0.00	19,414.21	0.00	0.00%
General-General	59,489.45	0.00	120,108.08	0.00	0.00%
Public Works	30,347.63	40,000.00	357,147.08	480,000.00	74.41%
Noxious Weed	4,828.31	10,000.00	96,416.51	120,000.00	80.35%
Total Before Transfers	1,128,555.15	822,607.02	32,101,699.84	31,480,027.00	101.97%
Transfers In	50,085.73		2,896,188.01	0.00	0.00%
Total After Transfers	1,178,640.88	822,607.02	34,997,887.85	31,480,027.00	111.17%
Over/Under Budget Before Transfers	37.19%				
Over/Under Budget After Transfers	43.28%				
October = 83.33% of the budget					

Attachment: October Financials (11247 : October Treasurer's Report-2021)

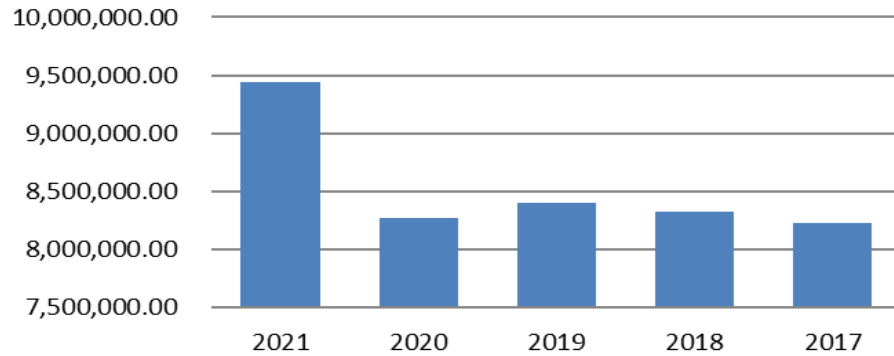
**Sales Tax Received
October 31, 2021**

	County General		Road & Bridge Cap Fund		Prior Year Variance	Total Collected	2021 Budget	% Over Budget
	2020	2021	2020	2021				
January (Nov Sales)	157,610.46	158,605.23	157,610.46	158,605.22	0.63%	317,210.45	250,000.00	26.88%
February (Dec sales)	175,524.77	166,103.83	175,524.76	166,103.82	-5.37%	332,207.65	250,000.00	32.88%
March (Jan sales)	141,647.43	166,534.18	141,647.42	166,534.17	17.57%	333,068.35	250,000.00	33.23%
April (Feb sales)	138,252.67	152,296.10	138,252.66	152,296.09	10.16%	304,592.19	250,000.00	21.84%
May (Mar sales)	133,567.21	176,602.73	133,567.21	176,602.72	32.22%	353,205.45	250,000.00	41.28%
June (Apr sales)	126,023.04	176,260.61	126,023.03	176,260.61	39.86%	352,521.22	250,000.00	41.01%
July (May sales)	144,801.12	176,957.79	144,801.12	176,957.78	22.21%	353,915.57	250,000.00	41.57%
August (June sales)	170,498.20	166,514.97	170,498.20	166,514.96	-2.34%	333,029.93	250,000.00	33.21%
September (July sales)	131,862.24	172,562.19	131,862.23	172,562.18	30.87%	345,124.37	250,000.00	38.05%
October (Aug sales)	167,930.55	184,747.23	167,930.54	184,747.23	10.01%	369,494.46	250,000.00	47.80%
November (Sept sales)	154,998.26		154,998.25		-100.00%	0.00	250,000.00	-100.00%
December (Oct sales)	164,742.15		164,742.15		-100.00%	0.00	250,000.00	-100.00%
Year to Date	\$1,807,458.10	\$1,697,184.85	\$1,807,458.03	\$1,697,184.78	-6.10%	\$3,394,369.63	\$3,000,000.00	13.15%

	2020	2021
Sales Tax Collected	\$3,614,916.13	\$3,394,369.63
Budget	\$3,000,000.00	\$3,000,000.00
% of Budget Collected	120.50%	113.15%
% Over Budget	20.50%	29.81%

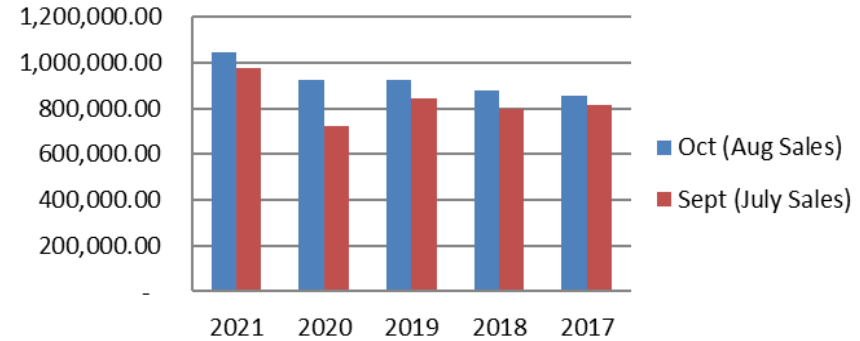
Attachment: October Financials (11247 : October Treasurer's Report-2021)

Sales Tax History Year to Date Oct (Aug Sales)



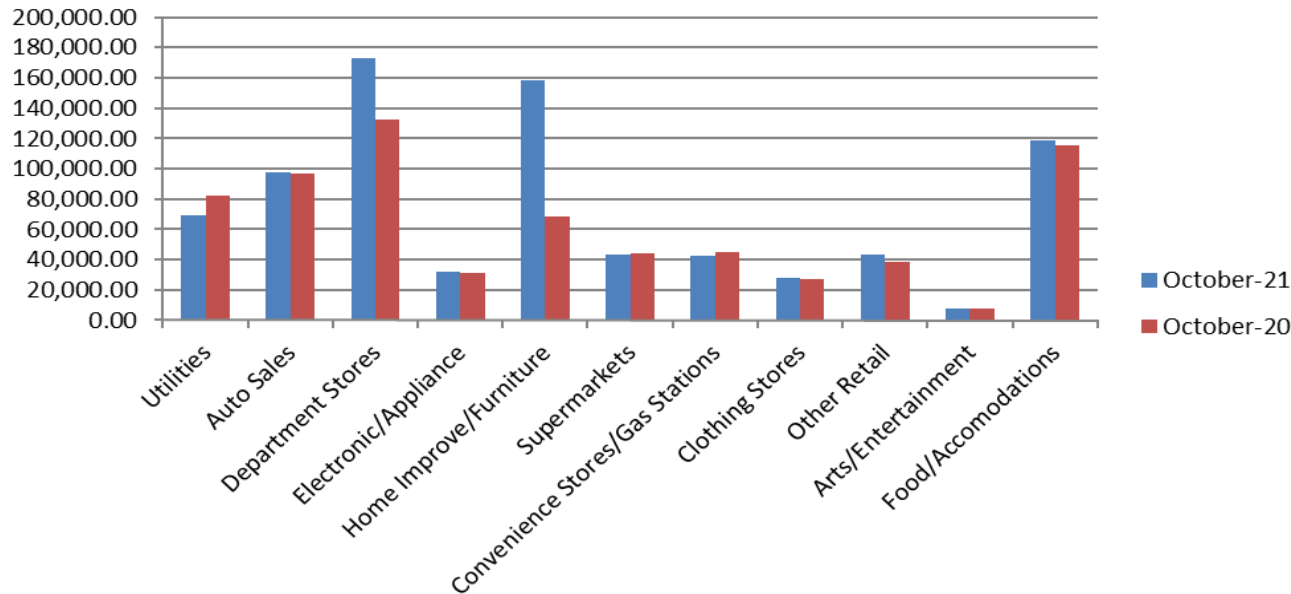
Year to Date Sales Tax is up 14.09% compared to Oct 2020

Sales Tax History Prior month comparison



October 2021 Sales Tax is up 7.06% compared to September 2021

Prior Year Comparison October 2020-October 2021



October 2021 Sales Tax is up 13.11% compared to October 2020

Auto/RV/MC Dealers	0.3
Department Stores/Specialty Stores	30.4
Electronic/Appliance	3.1
Home Improve/Furniture	132.9
Supermarkets	-3.0
Convenience Stores/Gas Stations	-5.2
Clothing Stores	5.4
Other Retail	12.8
Utilities	-16.0
Arts/Entertainment/ Recreation	7.4
Accommodation/Food Services	2.4

**Sales Tax/Use Tax Comparison
2020/2021**

	2020	2021		2020	2021		2020	2021	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	113,497.53	140,065.96	23.41%	780,092.69	731,676.02	-6.21%	893,590.22	871,741.98	-2.44%
February (Dec Sales)	136,599.50	140,908.95	3.15%	842,707.15	777,357.41	-7.75%	979,306.65	918,266.36	-6.23%
March (Jan Sales)	114,829.14	161,815.02	40.92%	675,465.39	758,830.43	12.34%	790,294.53	920,645.45	16.49%
April (Feb Sales)	92,653.89	174,167.99	87.98%	678,700.29	667,765.52	-1.61%	771,354.18	841,933.51	9.15%
May (Mar Sales)	103,698.89	112,712.06	8.69%	641,513.61	863,595.03	34.62%	745,212.50	976,307.09	31.01%
June (Apr Sales)	111,757.65	148,631.96	32.99%	591,363.58	825,783.79	39.64%	703,121.23	974,415.75	38.58%
July (May Sales)	142,828.87	152,751.87	6.95%	665,061.20	825,518.10	24.13%	807,890.07	978,269.97	21.09%
August (Jun Sales)	174,712.05	171,338.18	-1.93%	762,397.36	769,597.25	0.94%	937,109.41	940,935.43	0.41%
September (Jul Sales)	123,569.05	159,656.02	29.20%	601,185.50	815,450.80	35.64%	724,754.55	975,106.82	34.54%
October (Aug Sales)	137,659.60	192,104.36	39.55%	785,337.13	851,857.11	8.47%	922,996.73	1,043,961.47	13.11%
November (Sep Sales)	132,966.28		-100.00%	718,950.79		-100.00%	851,917.07	0.00	-100.00%
December (Oct Sales)	142,786.84		-100.00%	762,685.56		-100.00%	905,472.40	0.00	-100.00%

Year	Acres	Payment	Prior Year % Change
1999	13076	9,796.00	
2000	13369	10,546.00	7.66%
2001	13369	15,098.00	43.16%
2002	13635	16,199.00	7.29%
2003	13635	18,549.00	14.51%
2004	13635	19,025.00	2.57%
2005	13635	19,444.00	2.20%
2006	13641	19,783.00	1.74%
2007	13641	19,689.00	-0.48%
2008	13641	31,247.00	58.70%
2009	13641	31,987.00	2.37%
2010	13641	32,716.00	2.28%
2011	13641	32,987.00	0.83%
2012	13641	33,669.00	2.07%
2013	13641	32,860.00	-2.40%
2014	13641	35,172.00	7.04%
2015	13641	34,765.00	-1.16%
2016	13641	35,404.00	1.84%
2017	13641	36,192.00	2.23%
2018	13641	36,949.00	2.09%
2019	13538	37,471.00	1.41%
2020	13537	38,281.00	2.16%
2021	13645	39,132.00	2.22%

*Payment in Lieu of Taxes (PILT) are Federal payments to local governments to help offset losses in property taxes due to the existence of nontaxable Federal lands within their boundaries.

*PILT payments help local governments carry out vital services such as firefighting, police protection, and construction and maintenance of roads.

*PILT payments are made annually by the Department of Interior

*The formula to compute the payments are based on population, revenue-sharing payments, and the amount of Federal land within an affected county.



EMERGENCY MANAGEMENT
Staff Update

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

STAFF REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: November 15, 2021

SUBJECT: Present Monthly October Staff Update for EM/Fire/911

PRESENTER: Russel Stukey

Monthly staff time report to BOCC,

During October departmental staff have been involved in the following items:

911

- Working with Councilor Holeman to finish up Next Gen 911 agreement with KSU
- 911 Working group monthly meeting

Fire

- Attended several department head meetings
- Participated in several evening sessions of county fire training
- Working with Anderson Knight Architects for fire station construction projects
- Continue to accept and process applications for volunteer firefighters
- Dealing with staff and volunteer personnel issues
- Working with RC EMS on medical first responder program
- Deputy Chief Russell is working on getting the “new to us” forestry truck into service
- Working with HR to update policy manual
- Working with HR on several personnel issues
- Was not able to negotiate an acceptable price with Georgia FD for used KME fire truck, we will keep looking
- Having numerous discussions with new Deputy Chiefs about direction we want to go with fire department
- Working with Public Works for road maintenance to county radio towers
- Deputy Chief Russell is working hard on equipment and building maintenance.

- Deputy Chief Martens is working hard updating administrative procedures, social media and online incident reporting

Deputy Chief Russell

- Responding to multiple calls
- Assisted FT Riley with a grass fire
- Station repairs
- Installed air compressor at Station 107
- Ladder 103 repairs were completed and it was placed back into service
- Getting Brush 114 ready for new Skid Unit that we ordered.
- Getting new equipment ordered for new Chiefs vehicles.
- Scheduled and arranging County fire trainings.
- Attended county trainings
- Assisted PD with a few calls.
- Set up extrication equipment demos
- Participated in equipment committee meeting
- Planning for a mock vehicle crash extrication demonstration for north schools

Deputy Chief Martens

- We are still working on the relabeling of several trucks and station signs across the district to complete this transition
- Developed a plan to digitize and better store/backup fire district important documents including former personnel files, old incident reports, and inspection data through support from Riley County IT.
- Working with RCEMS on mutual aid agreement regarding medical calls
- Working on Fire Inspector I educational class to better serve the county in future education, code enforcement, and inspection duties
- Participated with RCFD #1 and EM in national night out event and Manhattan City Park
- Participated in equipment committee meeting
- Planning for a mock vehicle crash extrication demonstration for north schools
- Planned a large training exercise/demonstration night for 11/11/21 to test, evaluate and review several rescue and extrication tools (jaws of life) to ensure our future purchase decisions are sound and fit our department needs
- Updating new hire process to focus more detail on firefighters specific station assignment, updated orientation process, and onboarding test to ensure readiness
- Working on draft of updated Fire District SOG's specific to fire ground operations for December 1st review

Emergency Management

- Still dealing covid issues
- Monitored severe weather moving through the area
- Participated in Riley County "training" day committee meetings to review training day comments and start planning for next year
- Mobile command post is at repair shop in Kansas City

- Constantly working on radio system management, signing agreements with neighboring agencies to share talkgroups, updating older radios with new software so that they can operate on the new system, analyzing opportunities to lower the annual operating costs of the 911 system
- Have had numerous discussion with fellow EM's and state personnel about the status of the IMT/IST team and KDEM's apparent desire to control it, this is an ongoing issue we will be dealing with for the foreseeable future
- I completed a questionnaire for the Flint Hills regional planning committee, it discussed Ft. Riley resilience, in particular the off base aspects
- Worked several KSU football games
- Participated in NEKHSC meeting in Topeka
- Working with Public Works to figure out best way to maintain access roads to radio towers.
- Attended multiple commission meetings
- Working with David Adams and John Ellerman on proposed Emergency Services building
- Participated in LEPC meeting
- Participated with RCFD #1 and EM in national night out event and Manhattan City Park
- Attended KEMA board meeting in Salina and numerous ZOOM meetings for KEMA
- Participated in Employee Day
- Attended ESD meeting at MFD
- Prepared for and participated in Advisory board meeting
- Had a meet and greet with NBAF staff
- Attended KS State Fire Chiefs Conference
- Preparing for RCFD awards Banquet

EM Coordinator Laurie Harrison activity EM/911 Aug and Sep 2021:

- Conducted monthly siren test
- Participated in LEPC with IPPW
- Participated in 911 working group
- Staffed info booth at National Night Out
- Participated in KEMA Board meeting
- Attended IPAWS webinar
- Attended NE regional KEMA meeting
- Attended software training for KEMA treasurer position
- Attended KEMA conference planning meeting
- Attended NE regional Homeland Security Council meeting
- Attended winter weather shelter planning meeting
- Scheduled shelter operations training with American Red Cross and other volunteer agencies in the community
- Updating shelter facilities contacts
- Completed and submitted 2021 Emergency Management Performance Grant (EMPG) documents
- Met new staff from USDA/NBAF

Staff Report (ID # 11236)

Meeting of November 15, 2021

- Continue to review Emergency Operations Plan
- Update COOP plans
- Continue to work with grad student on project in county training day

Baldwin Fisher

- Complete review of FD#1 COOP Plan
- Update ESF 2 with partner agencies
- Update Tier II reporting files for 2020

Russel Stukey, Emergency Services Director

Enclosures:



OUTSIDE AGENCY
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Anne Smith, aTa Bus Director

MEETING: November 15, 2021

SUBJECT: Letter of support for aTa Bus for a grant application

PRESENTER: Anne Smith, aTa Bus Director

POSSIBLE MOTION(S)

Move to approve a letter of support for a grant for aTa Bus.

Enclosures:

- 2023 Rural County Request for Support Letter (2) (PDF)
- 11-15-21 Letter of Support for aTa Bus (PDF)



Flint Hills Area Transportation Agency

5815 Marlatt Ave. Manhattan, Kansas 66503 • (785) 537-6345 • www.flinthillsatabus.com

- Courteous
- Reliable
- Safe

8 November 2021

Board of County Commissioners
Of Riley County Kansas
115 N 4th St
Manhattan, Kansas 66502

Dear County Commissioners:

The Flint Hills Area Transportation Agency has been providing public transportation to the citizens of Manhattan and Riley County since 1976.

We are currently preparing application for Federal and State grants for the State FY 2023. Thanks to the support of the City of Manhattan, Riley County and the citizens of our community we are able to meet local matching requirements.

In this current grant application cycle we will seek funding to meet the growing demand for public transportation service.

The primary rural Federal and State transit program we participate in is called Section 5311.

The §5311 program pays for 80% of the cost of new vehicles and reimburses the organization for 50% of our vehicle operating expenses and KDOT may contribute up to an additional 20%. It also provides reimbursement for a portion our administrative expenses. This program provides funding to services that are outside of the Manhattan urbanized area.

We are requesting operating and administrative reimbursement funds of approximately \$138,833 for services in northern Riley County and in support of the "Inter City" shuttle, which provides services to and from Manhattan-Fort Riley-Ogden and Junction City. The Geary County Commission provides half of the local match for the "Inter-City" shuttle and Riley County provides the other half.

We are required in these application processes to inform our City and County governments of our transportation proposals. This process offers you the opportunity to review and comment on our proposal.

Attachment: 2023 Rural County Request for Support Letter (2) (11252 : Grant Application for aTa Bus)

We welcome your comments and will be glad to answer additional questions about our service that you may have.

On behalf of the staff and Board of Directors we would like to express our gratitude to you for the support that you have shown in your commitment to public transportation in Manhattan and Riley County.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Smith", written in a cursive style.

Anne Smith
Director
Flint Hills Area Transportation Agency



BOARD OF COMMISSIONERS

19.b

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

November 15, 2021

Bureau of Transportation, Planning
700 SW Harrison Street
Topeka, KS 66603

To Whom It May Concern:

We are pleased to write this letter of support for the Flint Hills Area Transportation Agency (aTa Bus). Since 1976 Riley County aTa has provided safe reliable and affordable public transportation to the citizens of Riley County.

Riley County has for many years provided financial assistance to allow this agency to operate, and we assure you that any funding provided by the state to this agency will be gratefully received and used solely to complete its mission.

The test of the character of a community can be seen most clearly in the efforts it makes to provide for those who are unable to help themselves. Your support in this endeavor is an indication that in this case it is not only the local community but also the State of Kansas that meets the test.

In 2022, Riley County has allocated funding in the amount of \$90,000. These funds are distributed quarterly. An ADA grant of \$20,000 has been allocated to aTa Bus through Riley County Roads and Bridges. These funds are distributed annually.

Riley County anticipates continuing to support funding for aTa Bus in 2023. In the coming months Riley County will begin its annual budget process. At present, Riley County cannot commit to a specific funding level prior to the completion of the annual budget process.

We wholeheartedly support aTa Bus and its mission. Thank you very much for the assistance you may provide for this essential community service.

Sincerely,

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

John Ford, Chair

Greg McKinley, Member

Kathryn Focke, Member

Attachment: 11-15-21 Letter of Support for aTa Bus (11252 : Grant Application for aTa Bus)



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: November 15, 2021

SUBJECT: Wildcat Creek Park Bridge Replacement CIP Amendment

PRESENTER: John Ellermann

BACKGROUND

The Wildcat Park Bridge Replacement project was approved by the BOCC in 2020 as a CIP project. The design has been completed and we are ready to order steel. Over the past year, year and a half, steel prices, along with other commodities, have increased dramatically. Therefore we are asking today for an increase in the CIP budget amount of \$50,000. The original request was for \$100,000.

DISCUSSION

The original project requested \$100,000. Design was \$18,300. Steel is estimated at \$85,000 and concrete at \$5,500. Along with any incidental expenses, including driving of pile.

FISCAL IMPACT

A total of \$150,000 from CIP

RECOMMENDATION(S)

It is recommended to increase the CIP Budget \$50,000 for the Wildcat Park Bridge Replacement project.

POSSIBLE MOTION(S)

Move to approve the increase of CIP budget \$50,000 for the Wildcat Park Bridge Replacement Project.

Move to deny the increase of CIP budget \$50,000 for the Wildcat Park Bridge Replacement Project.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
November 15, 2021 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Morse

II. PLEDGE OF ALLEGIANCE- Director Butler

III. CONSENT AGENDA

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

A. Approval of Minutes

1. October 14, 2021 Special Law Board Meeting
2. October 18, 2021 Law Board Meeting

B. Approve 2021 Expenditures/Credits

C. Juvenile Transport Reimbursement

D. RCPD Related County Expenditures- (*Review*)

E. Riley County Jail Average Daily Inmate Population- (*Review*)

F. Seizure Expenditures- (*Review*)

G. Reports: Synopsis- (*Review*)

1. Monthly

a) Monthly Crime Report

2. Quarterly

a) 3rd Quarter Uniform Crime Report (82.1.4)- Captain Jager

b) 3rd Quarter Traffic Accident & Enforcement Analysis (61.1.1 A & C)- Captain Steere

c) 3rd Quarter Seizure & Forfeiture Report (84.1.8)- Captain Freidline

IV. GENERAL AGENDA

H. Additions or Deletions

I. Public Comment

J. Fraternal Order of Police Lodge #17 Comments

K. Board Member Comments

L. Life Saving Award Presented to Officer Jake Shailer & Dispatcher Teresa Taitano- Director Butler & Assistant Director Moldrup

M. 2020 RCPD Audit-Board & Director Butler- (*Discussion*)

Report by James Gordon & Associates CPA, PA

N. GAAP Waiver- Director Butler- (*Vote Required*)

O. RCPD Audit Bids- Captain Kyle- (*Vote Required*)

P. 2021-2022 Special Traffic Enforcement Program Grant Agreement- Captain Kyle- (*Vote Required*)

Q. American Rescue Plan Act Update- Captain Kyle & Board (*Discussion*)

R. End of Year Expenditures- Captain Kyle- (*Discussion*)

S. Executive Session- (*Vote Required*)

1. Non-Elected Personnel Matters

2. Attorney Client Privilege

T. Adjournment

Continued on reverse

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Pages 101-111

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 Nichole Glessner at (785) 537-2112, ext. 2468, for assistance. Reminder: Riley County Law Enforcement Agency Meetings are now televised live on cable Channel 3 and live-streamed at <https://www.facebook.com/RileyCountyPD> and <https://boxcast.tv/channel/uit4zpviaoueycatomj5>. The public may also view past meetings at <http://www.rileycountypolice.org/about-us/law-board-0>.



**Riley County Law Enforcement Agency
Law Board Meeting**

**Monday, November 15, 2021
12:00 p.m.**

**City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas**

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

October 31, 2021		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	October	10 Months	83.33%	Actual	2 Months	16.67%
01	Salaries-Full Time	13,401,286.38	1,039,776.06	10,624,187.08	79.28%	10,542,059.73	2,777,099.30	20.72%
02	Salaries-Part Time	125,000.00	6,307.35	86,969.13	69.58%	96,133.32	38,030.87	30.42%
03	Salaries-Overtime	471,762.00	78,517.74	451,107.66	95.62%	316,999.31	20,654.34	4.38%
TOTAL SALARIES		13,998,048.38	1,124,601.15	11,162,263.87	79.74%	10,955,192.36	2,835,784.51	20.26%
36	Kansas Police & Fire	1,864,647.00	151,516.79	1,460,052.58	78.30%	1,378,442.71	404,594.42	21.70%
37	KPERS	564,141.00	40,128.92	422,039.49	74.81%	430,188.58	142,101.51	25.19%
38	Social Security	559,569.00	42,853.63	428,918.41	76.65%	425,654.94	130,650.59	23.35%
39	Health Insurance	1,537,150.00	120,000.00	1,200,000.00	78.07%	1,200,000.00	337,150.00	21.93%
40	Workers Compensation Insurance	300,000.00	14,380.18	235,288.64	78.43%	206,449.29	64,711.36	21.57%
41	Unemployment Compensation	13,998.00	1,077.10	10,697.21	76.42%	10,484.62	3,300.79	23.58%
TOTAL EMPLOYEE BENEFITS		4,839,505.00	369,956.62	3,756,996.33	77.63%	3,651,220.14	1,082,508.67	22.37%
TOTAL PERSONNEL COSTS		18,837,553.38	1,494,557.77	14,919,260.20	79.20%	14,606,412.50	3,918,293.18	20.80%
04	Utilities	205,000.00	21,941.36	146,768.06	71.59%	132,889.30	58,231.94	28.41%
05	Insurance	267,000.00	68,615.96	479,650.96	179.64%	449,704.00	-212,650.96	-79.64%
06	Legal & Accounting	85,000.00	9,581.04	69,633.26	81.92%	82,000.98	15,366.74	18.08%
07	Training & Travel	90,000.00	16,449.93	102,921.94	114.36%	43,479.92	-12,921.94	-14.36%
08	Postage	7,400.00	1,069.75	4,397.65	59.43%	4,269.92	3,002.35	40.57%
09	Printing	7,500.00	31.13	3,976.55	53.02%	3,210.35	3,523.45	46.98%
10	Rentals-Maint Agreements	60,000.00	4,452.42	35,319.92	58.87%	37,087.47	24,680.08	41.13%
11	Building & Grounds	30,000.00	1,889.76	32,991.11	109.97%	37,248.34	-2,991.11	-9.97%
12	Equipment Repair & Maintenance	85,000.00	3,777.00	68,431.25	80.51%	86,388.86	16,568.75	19.49%
13	Vehicle Maintenance	90,000.00	5,955.25	90,339.82	100.38%	72,030.47	-339.82	-0.38%
14	Telephone Service	62,000.00	5,747.57	67,611.08	109.05%	62,330.24	-5,611.08	-9.05%
16	Medical Fees	15,000.00	2,473.41	21,916.41	146.11%	15,047.00	-6,916.41	-46.11%
19	Contractual Services-Computers	690,000.00	57,937.91	449,029.38	65.08%	376,762.65	240,970.62	34.92%
20	Other Contractual Services	314,000.00	48,254.87	436,008.13	138.86%	521,046.17	-122,008.13	-38.86%
TOTAL CONTRACTUAL SERVICES		2,007,900.00	248,177.36	2,008,995.52	100.05%	1,923,495.67	-1,095.52	-0.05%
17	Prisoner Food & Care	195,000.00	18,938.55	174,371.05	89.42%	123,729.10	20,628.95	10.58%
21	Community Services	17,500.00	560.73	13,073.42	74.71%	6,950.96	4,426.58	25.29%
22	Books, Subscriptions, Memberships	10,000.00	425.00	7,201.14	72.01%	7,827.67	2,798.86	27.99%
23	Uniforms & Accessories	40,000.00	12,135.72	55,343.68	138.36%	37,533.65	-15,343.68	-38.36%
25	Maintenance Supplies	29,500.00	902.52	15,787.22	53.52%	21,996.52	13,712.78	46.48%
26	Fuel & Lubrication	163,000.00	16,296.73	159,310.73	97.74%	105,086.49	3,689.27	2.26%
27	Vehicle Tires	17,000.00	1,983.00	10,272.91	60.43%	7,091.80	6,727.09	39.57%
28	Office Supplies	24,000.00	1,540.75	20,970.70	87.38%	27,542.76	3,029.30	12.62%
29	Replenishment Supplies	45,000.00	4,876.68	47,154.19	104.79%	43,382.32	-2,154.19	-4.79%
TOTAL COMMODITIES		541,000.00	57,659.68	503,485.04	93.07%	381,141.27	37,514.96	6.93%
30	Communications Equipment	10,000.00	304.58	37,019.36	370.19%	696,434.02	-27,019.36	-270.19%
31	Guns & Crime Equipment	60,000.00	2,464.30	148,225.65	247.04%	155,586.09	-88,225.65	-147.04%
32	Furniture	15,000.00	2,337.06	5,437.27	36.25%	20,741.36	9,562.73	63.75%
33	Office Equipment	452,000.00	107,125.28	194,909.03	43.12%	48,738.32	257,090.97	56.88%
34	Vehicles and Equipment	270,000.00	2,954.29	374,632.91	138.75%	248,536.92	-104,632.91	-38.75%
35	Reserves & Contingencies	0.00	0.00	0.00	#DIV/0!	185,000.00	0.00	#DIV/0!
TOTAL CAPITAL OUTLAY		807,000.00	115,185.51	760,224.22	94.20%	1,355,036.71	46,775.78	5.80%
TOTAL NON-PERSONNEL COSTS		3,355,900.00	421,022.55	3,272,704.78	97.52%	3,659,673.65	83,195.22	2.48%
TOTAL EXPENDITURES		22,193,453.38	1,915,580.32	18,191,964.98	81.97%	18,266,086.15	4,001,488.40	18.03%

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
KSU Research Foundation
Institute for Commercialization
2005 Research Park Circle
Manhattan, KS
October 14, 2021 4:00 p.m.
Minutes**

Members Present: Chairperson Linda Morse
Vice Chairperson Robert Ward
Secretary Barry Wilkerson (arrived at 4:06 p.m.)
Member Kathryn Focke (arrived at 4:30 p.m.)
Member John Ford
Member Patricia Hudgins
Member BeEtta Stoney (arrived at 4:27 p.m.)

Absent:

Staff Present: Director Dennis Butler

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

I. Establish Quorum: By Chairperson Morse at 4:04 p.m.

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

III. General Agenda:

A. Public Comment: None.

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

C. Board Member Comments: Member Ford announced that on October 18, 2021 he and Member Focke will be attending a two-day event hosted by the Kansas Association of Counites and unable to attend the regularly scheduled Law Board Meeting. The option for the two to attend virtually will be explored.

D. Executive Session: At 4:06 p.m. Vice Chairperson Ward moved to recess into Executive Session for the purpose of discussing non-elected personnel matters and attorney client privilege. Member Ford second the motion. Chairperson Morse polled the Board and the motion passed with Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor and no one voting against. The motion passed 5-0.

Member Ford moved to amend the original motion to go into Executive Session for the purposes previously stated until 4:40 p.m. with Director Butler and Law Board Attorney Michael Gillespie present.

At 4:42 p.m. the open meeting reconvened.

Secretary Wilkerson moved to return to Executive Session for the purpose of discussing non-elected personnel matters and attorney client privilege with Director Butler and Michael Gillespie present to return at 5:10 p.m. Member Hudgins seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor and no one voting against. The motion passed 6-0 (Member Stoney was not present for the vote).

At 5:12 p.m. the open meeting reconvened.

Secretary Wilkerson moved to return to Executive Session for the purpose of discussing non-elected personnel matters and attorney client privilege until 5:40 p.m. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward, and Wilkerson voting in favor and no one voting against. The motion passed 7-0.

At 5:43 p.m. the open meeting reconvened.

E. Director Position: No action was taken.

F. Adjournment: Vice Chairperson Ward moved to adjourn the meeting. Secretary Wilkerson seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward, and Wilkerson voting in favor and no one voting against. The motion passed 7-0. The October 14, 2021 Special Law Board Meeting adjourned at 5:45 p.m.

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Government Office
222 S. Broadway Street
Riley, KS
October 18, 2021 12:00 p.m.
Minutes**

Members Present: Chairperson Linda Morse Vice Chairperson Robert Ward
Member Kathryn Focke (attended virtually) Member John Ford (attended
Member Patricia Hudgins virtually/arrived at 12:03 p.m.)

Absent: Secretary Barry Wilkerson Member BeEtta Stoney

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

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

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

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

III. Consent Agenda:

- A. Approval of September 20, 2021 Law Board Meeting Minutes
- B. Approve 2021 Expenditures/Credits
- C. Juvenile Transport Reimbursement
- D. RCPD Related County Expenditures (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Reports- (*Review*)
 - 1. Monthly
 - a) Monthly Crime Report
 - 2. Annual
 - a) 2020 Annual Use of Force Report

Tim Sharp, Mayor, City of Riley, welcomed members of the Law Board, RCPD staff, and community to the city of Riley. He commented how pleased he was with the increased presence of the RCPD, specifically Director Butler, at Riley City Council Meetings over the past three years.

Vice Chairperson Ward moved to approve the Consent Agenda as presented. Member Hudgins seconded the motion.

Member Hudgins sought additional information regarding Voucher #10004 in the amount of \$66,000 payable to Assurance Partners for svc agreement renewal.

Director Butler explained that Assurance Partners is the health insurance broker for the RCPD. Throughout the year, Assurance Partners advises RCPD staff on market conditions and they go out to the market for the Department's health insurance the following year. The voucher referenced in the expenditures list is the annual payment for that agreement.

Chairperson Morse inquired about Voucher #10020 payable to Insight Public Sector, Inc., for toughpads.

Director Butler responded that the toughpads are essentially laptop computers that are installed in the patrol units which allow officers to receive and send information, view maps, write reports, and send messages to the communications center, to name only a few. The expenditure is for the toughpads that are on rotation to be replaced.

Chairperson Morse wished to know if the older toughpads are sold or returned to the vendor for credit.

Captain Jager commented that the toughpads are replaced every four or five years and the old ones are sold at auction. The Department would receive very little in the way of credit if returned to the vendor.

Chairperson Morse asked about Voucher #10049 payable to Evergy. She noted that charges for electricity included within the expenditure are for the law enforcement center, garage and Aggieville substation, but not the RCPD range.

Captain Jager clarified that Bluestem Electric Co-op Inc., is the vendor for the RCPD range which is listed as Voucher #10205 on the following page of the packet.

Vice Chairperson Ward requested a briefing from Captain Kyle on the 2020 Annual Use of Force Report.

The 2020 Use of Force Report, authored by Captain Kyle, Captain Jager, and Lieutenant Breault, is an annual report that details all documented Use of Force (UOF) activities with regard to the characteristics of the incident, factors such as number of incidents, type of incidents, number and demographics of subjects (including race, age, and gender), occurrence date/time/location, type of force, and injuries. The review includes an assessment to attempt to determine if the Department's UOF varied significantly by race.

Captain Kyle explained that every UOF report filed by RCPD employees are reviewed by at least seven supervisors to determine if the force used met the legal standard of "objective reasonableness." Supervisors also examine whether the force used is consistent with training. In 2020, every UOF was found to be lawful and appropriate. He noted that there was a 6% increase in total UOF incidents and a 4% increase in application of force from 2019 to 2020. However, this may be due to a new Commission on Accreditation for Law Enforcement (CALEA) standard which required the reporting of Taser warnings, not just deployments.

Captain Kyle went on to explain that the Department utilizes the Force Continuum, a standard that provides law enforcement officers with guidelines as to how much force may be used against a resisting subject in a given situation. The Force Continuum consists of many levels of escalating actions and allows an officer to

move from one level to another level as necessary, even skipping a level if specific circumstances warrant it. Under the guidelines of the Force Continuum officers are justified and permitted to use equal force to what they are encountering or even one level above the force they are encountering to de-escalate or neutralize the force that is being used against them.

Riley County Police Department officers are taught that a certain level of threat/resistance should generally result in the application of a certain level of force. However, exceptions are made as the circumstances dictate. The question posed during the annual UOF review was whether or not the officers force varied substantially by race in view of the Force Continuum. Although the 2020 UOF data showed some signs of variance by race, the variance did not appear pronounced and it was based on limited data sets (only one year's worth of data). A more comprehensive view through three years of combined data did not reveal substantial differences in RCPD's UOF by race.

Captain Kyle explained that there is no methodology currently available to tell law enforcement precisely and without a doubt whether or not police bias is at work and responsible for the variances by race. Although an examination of race and UOF revealed no deeply concerning patterns, continued evaluation is warranted.

Director Butler commented how uncommon it is for police departments to release this much detail in their UOF reports. Even though presently the RCPD cannot determine through a proven methodology whether or not police bias is at work, the data has been collected and made available to the public. There may come a time when someone develops that methodology and the data collected by the RCPD will be available for use. At that time, the RCPD could have more answers about issues with training, implicit bias, and other factors that could lead to disparity.

Member Hudgins thanked Director Butler and RCPD staff for their transparency and hard work to produce the 2020 Use of Force Report.

Chairperson Morse echoed the comments made by Member Hudgins and added that she was impressed with the analysis conducted on the data that was collected. Members Ford and Focke agreed.

Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, and Ward voting in favor and no one voting against. The motion passed 5-0.

IV. General Agenda:

G. Additions or Deletions: Chairperson Morse requested and the Board agreed to remove item O. Executive Session from the General Agenda.

H. Public Comment: None.

I. Fraternal Order of Police Lodge#17 Comments: Rachel Pate, President, Fraternal Order of Police (FOP) Lodge #17, informed the Law Board of the Cops N' Kids program that supports families in the community that cannot afford holiday presents. The program will take place toward the beginning of December. The date has yet to be finalized. She stated that the FOP has already begun receiving donations to support the program which will be used to buy holiday presents for local children.

FOP President Pate commented on the upcoming retirement of Director Butler and expressed interest among the Lodge to be involved in the selection process for the next director, similar to years past.

J. Board Member Comments: Chairperson Morse mentioned that there have been some who have criticized the Law Board for approving the 2% pay adjustment for RCPD employees. She wished to address those comments, and offer another perspective by providing a few statistics from the Kansas City Star. She reported that Kansas City home prices are expected to rise by 9.2% next year which could be interpreted as a 4-6% increase locally. Over the past year, inflation across the country has increased 5.4% which is at a 13 year high. Additionally, Social Security beneficiaries and those on disability are anticipated to see an increase of around 5.9% around January 2022. That is a big difference from the Cost of Living Adjustments (COLAs) that have been given to the RCPD in the past (average of 1.65% annually). She concluded by stating that the Law Board is doing its very best to try to figure out what would be appropriate for 2022 with respect to merits and COLAs.

K. Community Advisory Board Update: Tim Sigle, Chairperson, Community Advisory Board, briefed the Law Board on CAB activities to date. Since his last update to the Law Board, the CAB has received a tour of the new RCPD range and a demonstration from the Unmanned Ariel Systems (UAS/drone) Team. With regard to membership, there were two extremely qualified Kansas State University student representatives serving on the CAB. However, one member recently found employment which was not going to permit him to continue to serve on the CAB. Sigle informed members of the Law Board and listening public that meetings of the CAB are open to the public and they are held on the first Tuesday of every month at 11:30 a.m. The locations of the meetings vary; however, the next meeting will be held at the K-State Office Park, 1880 Kimball Avenue (Event Space near Rockin K's).

L. Records Services Credit Card Payment Option: Captain Jager thought it important to inform the Law Board and community that the RCPD recently implemented a new point of sale system through Square. In addition to the previously accepted methods of payment (cash, check, money order), the records section will begin accepting credit cards. This will allow the public, especially those out of town/state, to provide payment over the telephone for various records such as accident or criminal reports.

Director Butler stated that initiatives such as this and the expanded fingerprinting services for general licensing applications originate as suggestions from employees within the Department. It is common for employees to bring forward ideas, flesh out the details, and make proposals. It is the job of Command Staff to implement them. Staff are always looking for opportunities to provide better and more convenient services to the citizens.

M. American Rescue Plan Act: In June, the RCPD received guidance from the Law Board to add American Rescue Plan Act (ARPA) funding as a discussion topic for future meetings to allow for regular updates to be provided as information becomes available. At the September Law Board Meeting, the Board authorized Chairperson Morse to sign letters endorsing the Departments application for ARPA funds to both the Board of County Commissioners and Manhattan City Commission. Captain Kyle stated that the letters have been provided to the persons responsible for developing commission meeting agendas for both entities. To date, the RCPD has not received a response.

N. Kansas Bureau of Investigation 2020 Crime Index: State/County Crime Comparison:

Nathan Boeckman, Sergeant, Criminal Intelligence Unit, provided the Law Board with overview of the Kansas Bureau of Investigation (KBI) 2020 crime index and state/county crime comparison. He noted a decrease in every violent crime category for Riley County except for homicide which had an increase from one in 2019 to three in 2020. Sergeant Boeckman clarified that with respect to the homicides there were two incidents, one of which involved two victims.

Director Butler discussed the state and national homicide rates, noting that last year was the largest increase in homicides since the Federal Bureau of Investigation (FBI) began maintaining those records. Unfortunately, the RCPD was unable to escape the state and national trend. Though Manhattan/Riley County did not experience a large number of homicides, it is a statistic that the Department is displeased to report. In his experience, homicide rates often follow the trend in aggravated assaults and batteries.

Sergeant Boeckman briefed the Law Board on the crime rate for Kansas law enforcement agencies compared to Riley County. He reported that the difference between Riley County's violent crime rate and Kansas is 44.2%. The property crime rate for Riley County is 39.8% different than Kansas. There is a 40.5% difference between the Riley County and Kansas total crime rate. Also provided as part of the presentation was a chart comparing Riley County's crime rate per 1,000 to the state's crime rate since 2003. He noted that Riley County has consistently had a lower crime rate in violent, property, and total crime than Kansas since 2003. Full crime index reports published by the KBI can be viewed at https://www.kansas.gov/kbi/stats/stats_crime.shtml.

O. Executive Session: This item was removed from the General Agenda.

P. Adjournment: Vice Chairperson Ward moved to adjourn the meeting. Member Hudgins seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, and Ward voting in favor and no one voting against. The motion passed 5-0. The October 18, 2021 Law Board Meeting adjourned at 1:03 p.m.

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11001	ADP	20	payroll software fees	4,940.20	4,940.20
11002	Assurance Partners	05	Q3 medcor calls	630.00	630.00
11003	Baysinger Police Supply	31	guns & crime equipment	2,181.57	2,181.57
11004	BHS Construction	11	accoustic panel install	27,696.09	27,696.09
11005	Bob Barker	17	prisoner supplies	579.32	579.32
11006	Candlewood Vet Clinic	20	k9 vet svcs	702.50	
		20	account credit for medication	-61.00	641.50
11007	Clark, Mize, & Linville	06	wc legal fees	156.00	
		06	wc legal fees	104.00	260.00
11008	RCPD Employee Health	16	employee medical	176.99	176.99
11009	EMC Risk Services	40	loss fund	5,806.05	5,806.05
11010	Empower Flex	06	hra/hsa/fsa admin fees	1,102.00	1,102.00
11011	Evco Wholesale Food	17	inmate food	2,911.87	
		17	account credit for return	-80.75	
		17	inmate food	1,825.17	
		17	inmate food	1,918.52	
		17	inmate food	2,239.49	8,814.30
11012	Flint Hills Neuro	16	pre-employment medical	650.00	
		16	pre-employment screening	350.00	
		16	employee medical	210.00	
		16	pre-employment medical	350.00	1,560.00

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11013	Law Office of M Gillespie	06	legal fees	1,500.00	1,500.00
11014	Godfrey's	23	uniforms	98.98	
		23	uniforms	368.93	
		23	uniforms	368.93	
		23	uniforms	639.87	
		23	uniforms	233.98	
		23	uniforms	116.99	1,827.68
11015	Grant Petroleum	26	fuel	15,259.48	15,259.48
11016	Growing Concerns	11	landscaping fees	200.00	200.00
11017	Gary Grubbs	20	cvsa	150.00	150.00
11018	Guardian Tracking	19	annual renewal	5,100.00	5,100.00
11019	Hiland Dairy	17	inmate food	102.48	
		17	inmate food	136.76	
		17	inmate food	102.57	
		17	inmate food	106.40	
		17	inmate food	85.48	
		17	inmate food	68.38	
		17	inmate food	144.81	
		17	inmate food	140.76	887.64
11020	ImageQUEST	19	office supplies	8.95	8.95
11021	Ka-Comm	12	radar certification	30.00	
		12	equipment repair/maint	462.50	
		12	equipment repair/maint	40.50	
		12	equipment repair/maint	46.25	
		12	equipment repair/maint	30.10	
		12	equipment repair/maint	29.50	
		12	radar certification	30.00	
		12	equipment removal	485.50	
		34	new build	5,571.48	
		34	new build	5,774.98	
		12	equipment repair/maint	100.00	12,600.81

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11022	Kansas Gas Service	04	garage gas	30.86	
		04	lec gas	1,317.00	
		04	aggieville gas	30.86	1,378.72
11023	Karsmizki Locksmith	20	duplicate key	5.20	5.20
11024	Key Staffing	20	custodian	830.40	
		20	custodian	612.42	
		20	custodian	830.40	
		20	custodian	830.40	3,103.62
11025	Konza Lab	16	employee screens	650.00	
		16	pre-employment screens	105.00	755.00
11026	Manhattan Wrecker	20	towing	50.00	
		20	towing	50.00	
		20	towing	50.00	
		20	towing	50.00	
		20	towing	50.00	
		20	towing	50.00	
		20	towing	50.00	
		20	towing	100.00	
		20	towing	101.00	
		20	towing	50.00	601.00
11027	Kim (Hank) Nelson	20	backgrounds	1,500.00	
		20	backgrounds	3,000.00	4,500.00
11028	Olympic Uniforms	23	uniform accessories	48.00	48.00
11029	The Parking Lot Guys	11	lane line painting - range	1,638.35	1,638.35
11030	Pawnee Mental Health	20	co-responders	13,886.26	13,886.26

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11031	Petty Cash	26	fuel	54.50	
		07	travel/training	42.50	
		07	travel/training	12.50	
		29	assessment center	26.40	135.90
11032	Phillips 66 Fleet Service	26	fuel	279.57	279.57
11033	Pro Copy	10	copier usage fees	263.74	
		10	copier usage fees	280.35	
		10	copier usage fees	73.16	617.25
11034	Quaker State Express	26	oil change	32.00	
		26	oil change	32.00	
		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	264.00
11035	RAZ Automotive	26	oil change	42.45	42.45
11036	Riley Co General Fund	14	att long distance	199.88	199.88
11037	RCPD Special Activities	21	citizen reimbursement	860.33	860.33
11038	RCPD Health Plan	39	department health insurance	120,000.00	120,000.00
11039	RCPD IT Reserve Fund	35	reserve fund payment	69,338.00	69,338.00
11040	Robbins Motor	13	vehicle repair/maint	1,749.95	
		13	vehicle repair/maint	341.85	
		13	vehicle repair/maint	265.95	2,357.75

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11041	Hali Rowland	20	pio consulting fees	3,157.00	3,157.00
11042	RCPD Employee Health	16	employee medical	33,300.00	33,300.00
11043	Smith Plumbing	12	sink/valve replacement	820.33	
		11	pressure tank install	429.34	1,249.67
11044	Waxie Sanitary Supply	29	replenishment supplies	369.67	
		29	replenishment supplies	42.63	412.30
11045	Carla Swartz	20	backgrounds	4,500.00	4,500.00
11046	Sysco Food Services	17	inmate food	718.28	
		17	inmate food	622.16	1,340.44
11047	Tommy's Express	13	car washes	305.00	305.00
11048	Travelers Insurance	06	legal fees	99.00	99.00
11049	Tri-Tech Forensics	29	replenishment supplies	35.40	35.40
11050	US Foodservice	17	inmate food	1,346.66	
		17	inmate food	1,831.80	
		17	inmate food	1,195.10	
		17	inmate food	1,050.89	5,424.45
11051	Verizon Wireless-VSAT	20	search fee	50.00	50.00
11052	Wage Works	06	cobra admin fee	168.49	168.49

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11053	Dustin Weiszbrod	07	training reimbursement	556.55	556.55
11054	Evergy	04	lec electric	12,654.44	
		04	garage electric	64.19	
		04	aggieville electric	85.22	12,803.85
11055	Xerox Corporation	10	copier usage/lease fees	791.18	
		10	copier usage/lease fees	690.54	
		10	copier usage/lease fees	279.52	
		10	copier usage/lease fees	724.91	2,486.15
			Subtotal		<u>\$377,822.16</u>
11201	Adobe Systems	19	monthly svc fee	16.33	16.33
11202	Allegiant Technology	14	att ip flex plan	1,328.86	1,328.86
11203	All Mobile Video	31	equipment	950.00	
		31	equipment return	-950.00	0.00
11204	Amazon	28	office supplies	144.61	
		29	maintenance supplies	61.92	
		28	office supplies	15.98	
		25	computer supplies	94.00	
		28	office supplies	27.35	
		28	computer supplies	36.17	
		11	range supplies	30.45	
		28	computer supplies	128.37	538.85
11205	Apple iTunes Store	28	reception supplies	3.87	
		19	cloud storage	9.99	13.86
11206	Arrowhead Forensic	29	replenishment supplies	764.34	
		29	replenishment supplies	53.52	817.86

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11207	AT&T	14	phone lines	443.36	
		14	phone lines	443.36	886.72
11208	Best Buy	33	computer equipment	319.00	319.00
11209	Bluestem Electric	04	range electric	526.17	526.17
11210	Briggs	13	decals removal	308.00	
		13	decals removal	308.00	
		26	oil change	71.80	
		13	vehicle repair/maint	432.89	
		13	vehicle repair/maint	2,949.45	
		26	vehicle repair/maint	67.30	
		13	vehicle repair/maint	113.40	
		13	vehicle repair/maint	29.45	
		13	vehicle repair/maint	704.61	
		13	vehicle repair/maint	168.08	
		13	vehicle repair/maint	29.45	
		13	vehicle repair/maint	611.86	
		13	vehicle repair/maint	206.01	
		13	vehicle repair/maint	633.22	
		13	vehicle repair/maint	966.00	
		13	vehicle repair/maint	378.69	
		13	vehicle repair/maint	29.45	
		13	vehicle repair/maint	29.45	
		13	vehicle repair/maint	1,798.52	
		26	vehicle repair/maint	67.30	
		13	vehicle repair/maint	29.45	
		13	vehicle repair/maint	199.40	
		13	vehicle repair/maint	231.21	
		13	vehicle repair/maint	915.42	11,278.41
11211	Burnett Automotive	27	tires	374.44	374.44
11212	City of MHK, Utilities	04	lec water	3,704.74	
		04	aggieville water	43.24	3,747.98

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION		AMOUNT
11213	Cox Communications	19	aggieville internet	84.57	
		19	jail cable	234.03	
		19	lec internet/cable	2,203.50	
		19	jttf internet	79.38	2,601.48
11214	Dillons	21	community svc supplies	19.95	
		21	community svc supplies	37.15	
		21	community svc supplies	57.96	115.06
11215	DJI	19	protection plan	16.00	
		33	computer equipment	159.00	175.00
11216	Underground Vaults	20	document destruction	67.50	67.50
11217	Dry Clean City	20	uniform cleaning	316.20	316.20
11218	Enterprise	20	car rental	904.58	904.58
11219	Emergency Lighting	11	emergency lighting repair	107.60	107.60
11220	Facebook	21	post boosts	75.00	
		21	post boosts	26.23	101.23
11221	Gall's	23	credit on account	-135.81	
		31	guns & crime equipment	285.95	150.14
11222	Global Industrial	11	bulletin boards	1,625.74	1,625.74
11223	Grainger	29	safety glasses	35.52	35.52
11224	Harbor Freight Tools	29	storage bin	9.99	9.99

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11225	Home Depot	28	office supplies	7.59	
		11	maintenance supplies	10.48	
		25	maintenance supplies	34.98	
		25	maintenance supplies	29.97	
		25	maintenance supplies	159.00	
		29	maintenance supplies	13.94	
		25	maintenance supplies	62.71	
		25	maintenance supplies	31.93	
		33	office equipment	229.00	
		25	it supplies	54.97	
		21	community svc supplies	19.88	
		25	maintenance supplies	25.86	
		25	maintenance supplies	31.67	
		25	maintenance supplies	53.30	765.28
11226	Hy-Vee	21	community svc supplies	1,109.99	
		21	community svc supplies	50.70	
		21	community svc supplies	40.07	1,200.76
11227	ICG Link	19	domain hosting	25.00	25.00
11228	iKey	12	equipment repair	126.00	126.00
11229	Insight Public Sector	19	software support	38,146.31	
		33	computer equipment	5,006.22	
		19	software license	11,877.11	55,029.64
11230	IACP	22	annual subscription	1,225.00	1,225.00
11231	Jon-Don	25	maintenance supplies	37.93	37.93
11232	Kansas Turnpike Authority	07	tolls	53.15	53.15
11233	Karsmizki Locksmith	20	duplicate keys	20.75	20.75
11234	Language Line Services	20	translation svcs	137.46	137.46
11235	Lexis Nexis Risk Solutions	20	user fee	133.31	
		20	analyst for hire	7,711.07	7,844.38

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11236	Lynn Peavey Company	29	replenishment supplies	278.20	278.20
11237	Menards	29	replenishment supplies	164.10	
		13	vehicle supplies	135.72	299.82
11238	1000Bulbs.com	25	sales tax refund	-16.66	
		25	lights	200.75	
		25	lights	485.32	669.41
11239	O'Reilly Auto Parts	13	vehicle repair/maint	16.49	16.49
11240	P-Card Misc Vendors	20	extradition	176.99	
		31	all mobile video return	-950.00	
		20	cc fee	10.00	
		07	kapio conference	135.03	
		07	cab meeting	174.61	
		07	ntoa team leader course	524.65	
		07	aride training	650.76	
		07	special law board meeting	101.05	
		07	narcotics officer training	802.63	
		07	leadership training	758.91	
		07	axon conference	598.96	
		07	travel w/ county attorney for case	176.70	
		07	military relations luncheon	20.00	
		07	military relations luncheon	20.00	
		07	aja health & wellness summit	858.91	
		07	lab safety certification course	463.14	
		07	turnkey training	630.55	
		07	annual k9 certification	1,130.54	
		07	cps certification	95.00	
		07	cps certification	475.00	
		07	cps certification	95.00	
		07	service academy selection panel	102.72	
		07	axon conference cancel	-598.96	
		07	emd/efd recerts	427.00	
		07	cbrne conference	-1,957.21	
		07	radar-lidar training	65.00	4,986.98
11241	Pizza Hut	17	inmate care	80.57	80.57

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RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11242	Pocket Press	22	ks criminal laws	1,328.67	1,328.67
11243	Reconyx	20	access fee	10.00	10.00
11244	RedBox	17	inmate movies	11.33	
		17	inmate movies	4.03	
		17	inmate movies	3.49	
		17	inmate movies	3.49	
		17	inmate movies	4.03	26.37
11245	Restaurant Parts	12	equipment repair/maint	59.00	59.00
11246	Ryco Gun Works	23	supplies	75.00	75.00
11247	Safeware	29	replenishment supplies	998.40	998.40
11248	Sage Software	19	accounting software fee	117.00	
		19	accounting software fee	117.00	234.00
11249	Staples	28	office supplies	321.92	
		28	office supplies	176.86	
		28	office supplies	185.50	
		28	office supplies	185.50	
		28	office supplies	415.23	
		28	office supplies	12.79	1,297.80
11250	T38 Fax	14	fax svcs	15.95	15.95
11251	Target	28	office supplies	39.99	39.99
11252	Terminix	11	termite baiting svc	404.20	
		11	pest control svcs	69.00	
		11	pest control svcs	69.00	542.20

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RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
11253	Konza Sign	13	vehicle repair/maint	2,536.50	
		13	vehicle repair/maint	107.20	2,643.70
11254	TLOxp	20	database access	330.00	330.00
11255	T-Mobile	14	dept cell phones	1.14	1.14
11256	Twin Valley Telephone	14	riley substation phone	47.10	
		14	randolph substation phone	45.03	
		14	riley substation internet	79.99	172.12
11257	ULINE	29	replenishment supplies	177.88	177.88
11258	UPS	08	shipping fees	21.42	
		08	shipping fees	14.89	
		08	shipping fees	7.56	
		08	shipping fees	89.21	
		08	shipping fees	14.36	147.44
11259	Verizon Wireless	14	dept cell phones	4,934.91	4,934.91
11260	Wal-Mart	21	community svc supplies	19.75	
		17	inmate food	137.28	
		29	replenishment supplies	37.63	
		17	inmate food	33.60	
		17	inmate food	158.40	
		29	replenishment supplies	33.08	
		17	inmate food	145.20	
		21	community svc supplies	132.32	
		29	replenishment supplies	91.36	
		17	inmate food	148.40	
		29	replenishment supplies	36.22	
		29	merchandise return	-54.76	918.48

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		NOVEMBER 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
11261	Waste Management	20	garbage svc	414.15	
		04	garbage svc	55.72	469.87
11262	Waters True Value	21	community svc supplies	78.51	78.51
11263	WTC	19	internet svc	594.70	
		19	internet svc	594.70	1,189.40
11264	Zero9 Holsters	23	uniform accessories	75.00	75.00
Subtotal				\$114,621.17	
Total				\$492,443.33	

Chair, Riley County Law Enforcement Agency

**Riley County Police Department
Credits Report
Net Changes from 10/1/2021 to 10/31/2021**

Account Number	Description	October	YTD
600100-00	Manhattan	1,463,915.17	14,639,151.70
600200-00	Riley County	0.00	3,293,811.00
610110-00	Copy Fees-Discovery, etc.	0.00	1,782.00
610112-00	Copy Fees-Records	414.18	2,595.18
610113-00	Fingerprint Fees-Records	1,384.30	3,944.30
Budget:		1,465,713.65	17,941,284.18
620900-01	Misc Reimbursements-salaries	0.00	1,366.22
620900-04	Misc Reimbursements-utilities	0.00	17.00
620900-07	Misc Reimbursements-training	0.00	7,991.62
620900-08	Misc Reimbursements-postage	14.23	217.54
620900-12	Misc Reimbursements-eq maint	0.00	947.50
620900-13-130	Misc Reimbursements-vehicles	11,073.84	11,382.84
620900-14	Misc Reimbursements-phone	124.53	1,791.77
620900-17-170	Misc Reimbursements-jail	865.07	4,828.16
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	5,700.00
620900-23	Misc Reimbursements-Uniforms	7.00	24.50
620900-29	Misc Reimbursements-Supplies	8.50	368.36
620900-31	Misc Reimbursements-crime eq	0.00	38,378.62
620900-33	Misc Reimbursements-equip	0.00	345.40
620900-34-130	Misc Reimbursements-vehicles	0.00	27,504.00
630400-03	IDDP-overtime	0.00	2,381.40
632500-03	JTTF Grant-OT	110.63	5,079.13
632600-03	HIDTA Grant-OT	2,010.65	14,392.66
632700-03	STEP Grant-OT	0.00	4,761.65
632800-01-411	VOCA 2020 Grant Reimb	0.00	69,322.00
632800-01-412	VOCA 2021 Grant Reimb	0.00	29,684.00
632800-02-410	VOCA 2019 Grant Reimb	0.00	4,179.00
632800-02-412	VOCA 2021 Grant Reimb	0.00	29,461.00
Budget Credits:		14,214.45	260,124.37
640900-00	Misc Non-Budget Credit Reimb	501.00	2,539.03
640902-00	Prior year Restitution	100.00	1,343.35
Non-Budget Credits:		601.00	3,882.38
Totals:		1,480,529.10	18,205,290.93

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

To: Director Butler
Thru: Assistant Director Moldrup
From: Captain Derek Woods
Ref: Juvenile Transportation Report for October 2021
Date: November 1, 2021

Comments:
Noted: dpb 11/4/21
KMM 11.4.21

Total Number of Juveniles Transported:	0
Total Mileage for Transports 41 X \$.56 (Cents per mile)	\$0.00
Total Pay Amount for Transport Officers Hours:	\$0.00
Total:	\$0.00

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 83.3%

Date.11/01/21 Page. 1
Time.12.26.32

Beginning Fund..... 173 RCPD Levy/Op
Ending Fund..... 173 RCPD Levy/Op
Last Month Included..... 10 Print Revenue... Y Print Disbursements. Y
Print Department Detail. Y Print Expenses.. Y
Exclude Non-Active..... Y Separate Pages.. Y

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	Remaining
<u>Department. 0 Not Designated</u>							
180		Distr - Real Current	R	4,271,376.00	812.04	4,240,862.62	30,513.38
182		Distr - Oil & Gas Curr.	R	.00	.00	225.52	.00
184		Distr - P.P. Current	R	.00	24.29	36,053.69	.00
190		Distr - 16/20M Trucks Cur	R	2,970.00	1.54	2,985.55	15.55-
193		Distr - Watercraft Cur	R	2,008.00	4.48-	1,888.32	119.68
181		Distr - Real Delq.	R	83,752.00	15,335.77	71,743.70	12,008.30
183		Distr - Oil & Gas Delinq	R	.00	4.25	14.62	.00
185		Distr - P.P. Delq.	R	.00	152.92	4,004.21	.00
192		Distr - 16/20M Trucks Del	R	.00	5.57	257.40	.00
194		Distr - Watercraft Del	R	.00	8.77	459.41	.00
102		Distr - Motor Vehicle Tax	R	369,002.00	43,188.40	378,428.02	9,426.02-
103		Vehicle Rental Excise Tax	R	6,265.00	.00	2,720.54	3,544.46
113		Distr - RV Tax	R	3,305.00	345.17	3,680.97	375.97-
130		Distr - Commercial Veh	R	15,305.00	108.50	14,474.70	830.30
191		Distr - TIF Adjustment	R	.00	.28-	98,151.59-	.00
Department Revenue.. # 0				4,753,983.00	59,982.46	4,659,647.68 *	37,198.58
<u>Department.171 RCPD Operations</u>							
Total Revenue Fund.... 173				4,753,983.00	59,982.46	4,659,647.68 **	98.02
Total Trans. IN Fund.. 173				.00	.00	.00 **	
Total Rev. & Trans. .. 173				4,753,983.00	59,982.46	4,659,647.68 **	
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
<u>Department. 0 Not Designated</u>							
<u>Department.171 RCPD Operations</u>							
2220		Building Space Rental	10,500.00	875.00	8,750.00	83.33	1,750.00
2330		Transportation Servic	6,000.00	.00	152.22	2.54	5,847.78
2480		Repair/Maint Build/Gr	120,000.00	3,417.76	55,456.93	46.21	64,543.07
2650		Physician Fees	150,269.00	12,972.96	162,529.70	108.16	12,260.70-
2655		Hospital Fees	10,000.00	.00	.00		10,000.00
2810		Electric/Gas Services	10,000.00	.00	.00		10,000.00

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 83.3%

Date.11/01/21 Page. 2
Time.12.26.32

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)									
2830		Water	10,000.00	.00	348.00	3.48	9,652.00	.00	9,652.00
2840		Sewage Charges	2,200.00	.00	.00		2,200.00	.00	2,200.00
2900		Budget Appropriations	4,391,746.00	.00	3,293,811.00	75.00	1,097,935.00	.00	1,097,935.00
Total Contractual Expenses			4,710,715.00	17,265.72	3,521,047.85	74.75	1,189,667.15	.00	1,189,667.15
3010		Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060		Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070		Prescriptions	500.00	.00	.00		500.00	.00	500.00
3990		Other Supplies & Material		.00	75.00		75.00-	.00	75.00-
Total Commodities Expense			1,500.00	.00	75.00	5.00	1,425.00	.00	1,425.00
Department Expense # 171			4,712,215.00	17,265.72	3,521,122.85	74.72	1,191,092.15	.00	1,191,092.15 *
Expense & Transfers# 171			4,712,215.00	17,265.72	3,521,122.85				
Total Expenditures Fund			173 4,712,215.00	17,265.72	3,521,122.85	74.72	1,191,092.15	.00	1,191,092.15 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	305,512.74
YTD Revenue.....	4,659,647.68
YTD Reported Expenses.....	3,521,122.85-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,444,037.57 ***

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 OCTOBER Version Date- 3/21 Year 2021				RILEY COUNTY Fund Summary of Revenue/Expense Percent of Year 83.3%			Date.11/01/21 Page. 162 Time.12.28.18	
DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D		Remaining
Department.142 Riley Co Police Dept								
402		Investment Interest	R	.00	19.73	84.93		.00
		Department Revenue.. #142		.00	19.73	84.93 *		.00
		Total Revenue Fund....	168	.00	19.73	84.93 **		
		Total Trans. IN Fund..	168	.00	.00	.00 **		
		Total Rev. & Trans. ...	168	.00	19.73	84.93 **		
		Total Disbursements...	168	.00	.00	.00 **		
BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund								
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance Available
Total Expenditures Fund		168	.00	.00	.00		.00	.00 **
SUMMARY for - Fund 168 RCPD Federal Seizure Fund								
Beginning Year Balance.....		156,157.89						
YTD Revenue.....		84.93						
YTD Reported Expenses.....		.00						
YTD Non-Reported Expenses...		.00						
YTD Treasurer Disbursements.		.00						
YTD Transfers In.....		.00						
YTD Transfers Out.....		.00						
Prior Year Voided Checks....		.00						
Prior Year Expenses		.00						
Prior Year Revenues		.00						
Prior Year Corrections.....		.00						
Ending Fund Balance.....		156,242.82 ***						

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 83.3%

Date.11/01/21 Page. 163
Time.12.28.18

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department.142 Riley Co Police Dept</u>								
875		Misc. Expenses	D	.00	.00	14,637.36-		.00
602		Miscellaneous Collection	R	.00	.00	36.80		.00
402		Investment Interest	R	.00	15.64	10,950.16		.00
Department Revenue.. #142				.00	15.64	10,986.96 *		.00
Department Dsbmnts.. #142				.00	.00	14,637.36-*		
Total Revenue Fund.... 169				.00	15.64	10,986.96 **		
Total Trans. IN Fund.. 169				.00	.00	.00 **		
Total Rev. & Trans. .. 169				.00	15.64	10,986.96 **		
Total Disbursements... 169				.00	.00	14,637.36-**		

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 .00 .00 **									

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	121,689.60
YTD Revenue.....	10,986.96
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements..	14,637.36-
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.....	118,039.20 ***

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

RILEY COUNTY POLICE DEPARTMENT **Report Submission**

To:	Director Butler	<i>Noted: dpb 11/4/21</i>
Thru:	AD Moldrup	KMM 11.3.21
From:	Cpt. Derek Woods	
Position:	Commander	Division: Jail
Report Title:	Monthly Inmate Population Report	
Rpt Freq./Year:	October 2021	
Date:	November 1, 2021	

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

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
JAN	99.7	105.3	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3
FEB	105.3	110.3	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1
MAR	97.2	106.7	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6
APR	90.6	103.9	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4
MAY	96.4	101.4	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2
JUN	95.7	102.0	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0
JUL	97.1	96.1	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5
AUG	89.5	114.1	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2
SEPT	87.1	101.6	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2
OCT	93.6	93.9	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5
NOV	92.4	102.0	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	
DEC	95.4	95.7	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	
YADP	95.0	102.7	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	77.2

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

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

Voucher

Acct. Name: Seizure Funds - Acct. 1

Best Buy
7601 Penn. Ave. S
Minneapolis, MN 55423

\$1,312.98

Dennis P. Butler
Director

Director

11/9/21

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

To: Riley County Law Enforcement Agency
From: Director Butler
Ref: Quarterly Report Synopsis
Date: November 10, 2021

At the Law Board's request, below is a synopsis of the department's quarterly reports, while the actual reports are on the pages immediately following this memo. Due to the volume and self-evident nature of some data, one of the reports (Monthly Crime Report) contains an array of data for which no synopsis is reported.

Monthly Crime Report
 See report.

3rd Quarter Uniform Crime Report (UCR)

For the third quarter of 2021, when compared to the third quarter of 2020, Part I crimes overall decreased by 6.3% (a difference of 26 crimes). Part I violent crimes decreased by 29.0% (a difference of 18 crimes) and Part I property crimes decreased by 2.3% (a difference of 8 crimes).

3rd Quarter Traffic Accident & Enforcement Analysis

There were 286 preventable accidents reported in the third quarter of 2021. This is the highest third quarter count and a 13.0% increase from previous third quarter averages.

3rd Quarter Seizure & Forfeiture Report

During the third quarter one (1) seizure was made and four (4) seizure cases were completed.

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

Monthly Report

October 2021

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

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





Data Disclaimer

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

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

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

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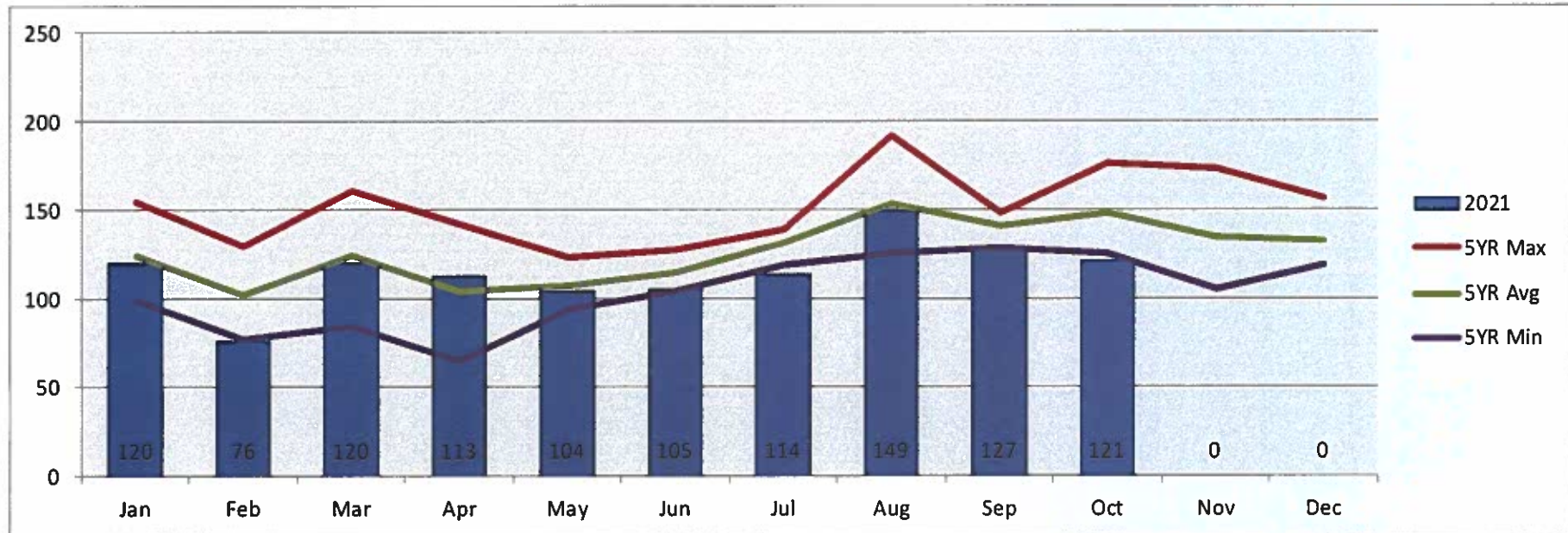
Part I Crime

Offense Codes: 0100-0810

All Data As Of: 10/31/21 11:59 PM

- Part I crime in October 2021 was 18.6% below the 5 year average. Compared to October 2020 there was an 19.9% decrease.
- Year to date, 2021 is 8.2% below the 5 year average.
- Part I total crime is projected to be 8.2% lower than the 5 year average.
- In October, both the Part I violent and property crime totals were below the 5 year average.

	Oct	Year to Date	Yearly Total
2016	125	1217	1450
2017	148	1306	1593
2018	176	1213	1475
2019	143	1329	1582
2020	151	1193	1493
2021	121	1149	
% Change	-19.9%	-3.7%	-6.6%
Yearly Projection:			1394



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

Includes Part 1 crimes that were the primary offense only.



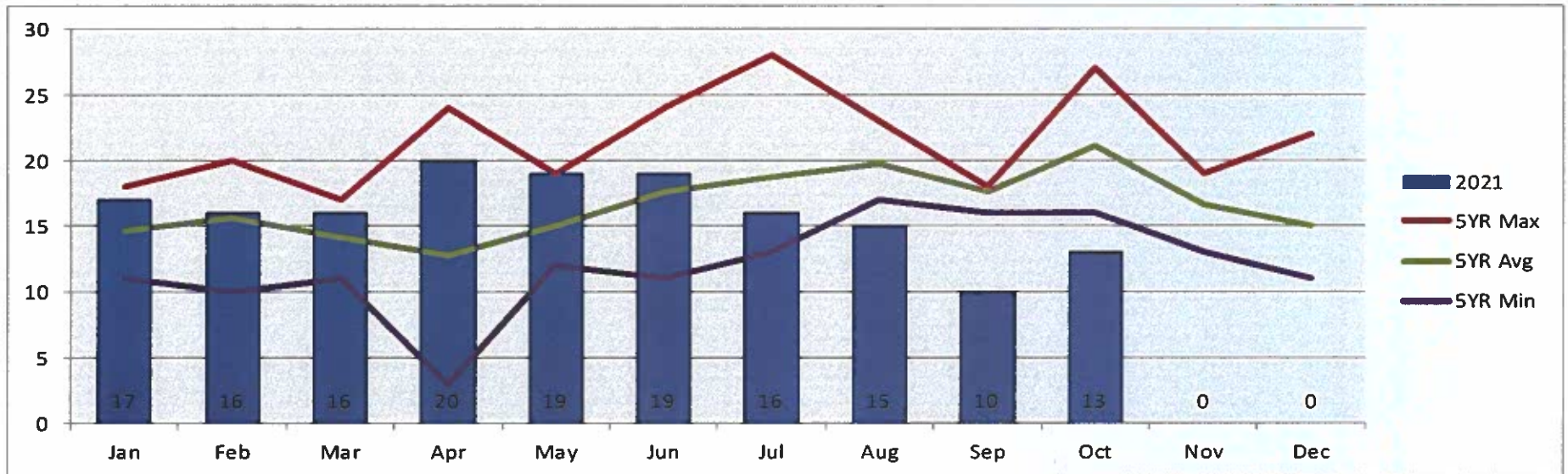
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 10/31/21 11:59 PM

- October 2021 was 38.7% lower than the 5 year average in Part I violent crime.
- It is projected that Part I violent crime will be 3.9% lower than the 5 year average.
- There were 12 aggravated assaults / batteries, 1 rape, 0 robberies, and 0 homicides reported during October 2021.

	Oct	Year to Date	Yearly Total
2016	16	142	167
2017	24	162	198
2018	27	187	218
2019	18	177	216
2020	21	168	195
2021	13	161	
% Change	-38.1%	-4.2%	-1.9%
Yearly Projection:			191



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

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



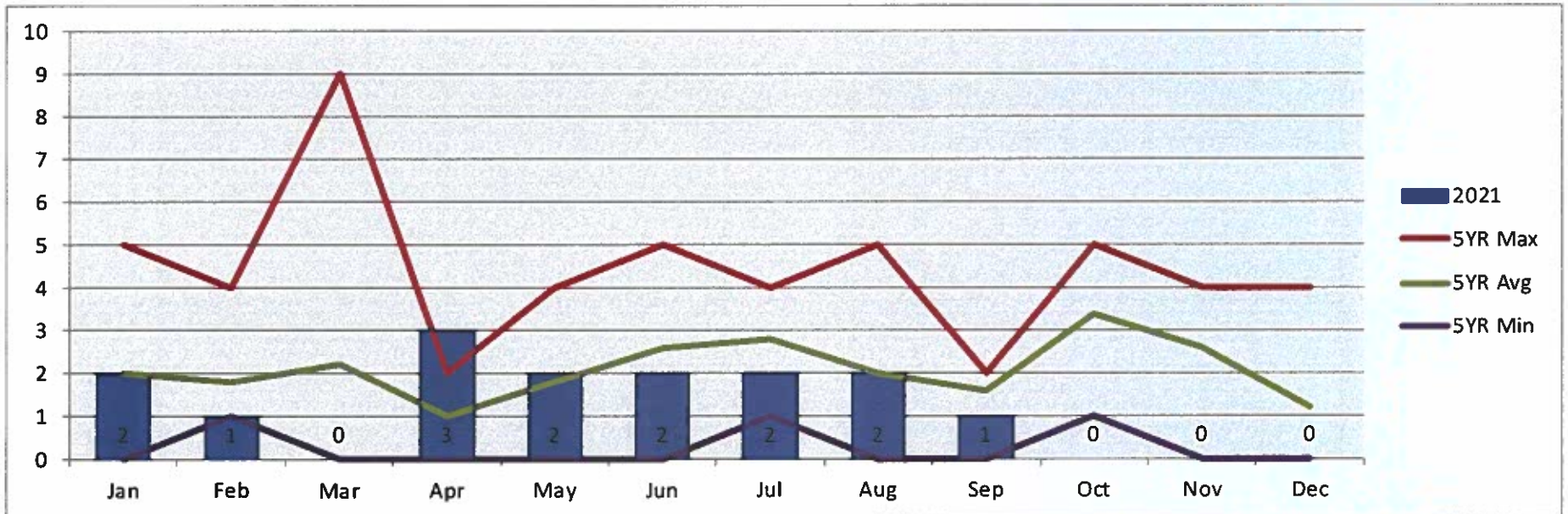
Robbery

Offense Codes: 0310

All Data As Of: 10/31/21 11:59 PM

	Oct	Year to Date	Yearly Total
2016	4	27	29
2017	1	18	23
2018	5	26	30
2019	3	18	26
2020	4	17	17
2021	0	15	
% Change	-100.0%	-11.8%	+3.3%
Yearly Projection:			18

- There were no robberies reported in October 2021.
- It is projected that robberies will be 28.0% lower than the 5 year average at the end of the year.



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



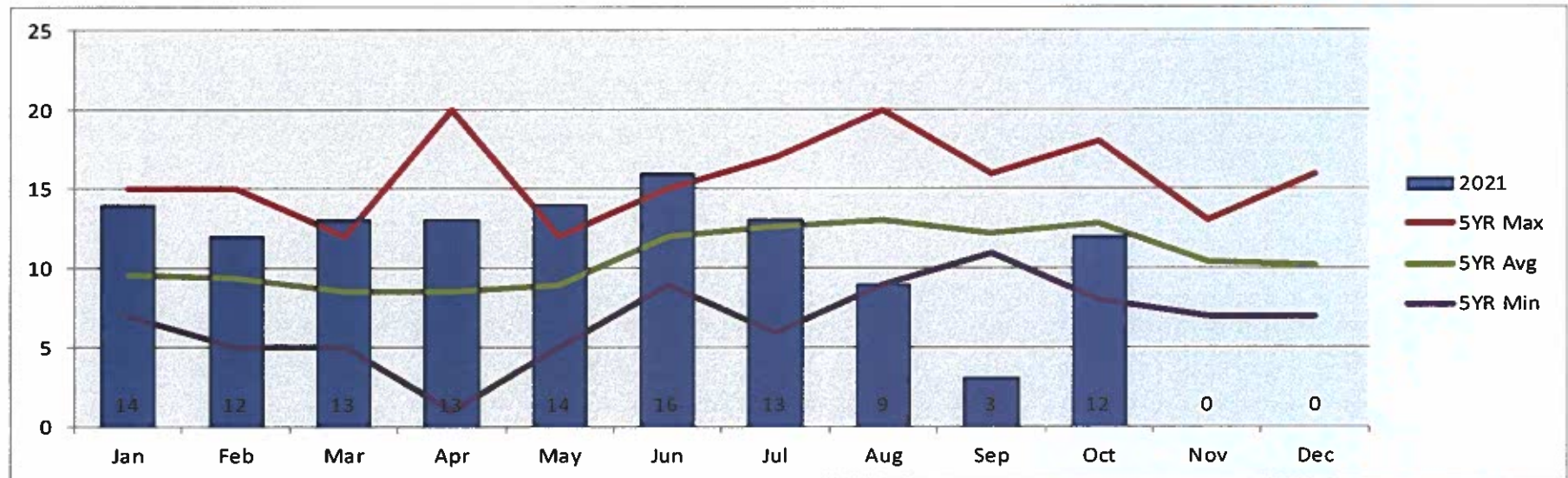
Aggravated Assault and Battery

Offense Codes: 0410-0440

All Data As Of: 10/31/21 11:59 PM

- There were 9 aggravated batteries and 3 aggravated assault reported during the month of October.
- This is 6.3% lower than the 5 year average.
- The aggravated assault and battery total is projected to be 10.6% above the 5 year average.
- Ten of the incidents were domestic incidents.

	Oct	Year to Date	Yearly Total
2016	8	87	102
2017	18	96	116
2018	11	104	126
2019	11	125	154
2020	16	127	144
2021	12	119	
% Change	-25.0%	-6.3%	-1.6%
Yearly Projection:			142



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	7	9	5	9	12	9	6	11	11	8	7	8
2017	9	10	5	5	5	10	11	11	12	18	10	10
2018	9	8	10	8	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	13	15	20	11	11	13	16
2020	15	15	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	12	0	0

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



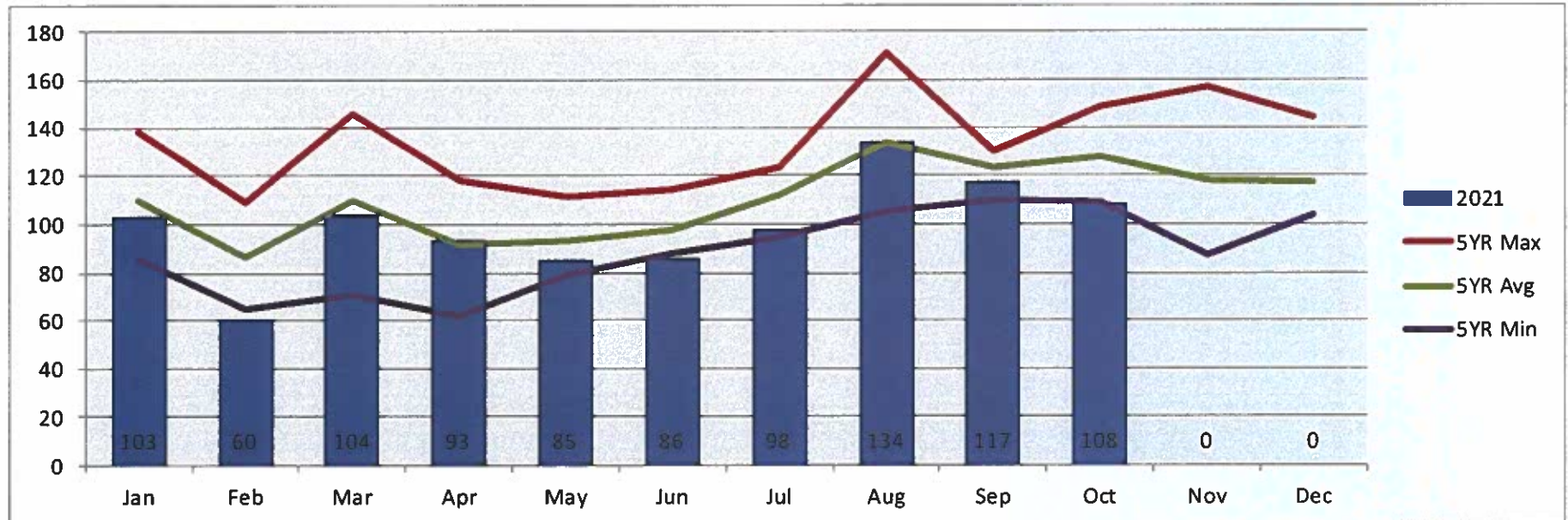
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of: 10/31/21 11:59 PM

	Oct	Year to Date	Yearly Total
2016	109	1075	1283
2017	124	1144	1395
2018	149	1026	1257
2019	125	1152	1366
2020	130	1025	1298
2021	108	988	
% Change	-16.9%	-3.6%	-7.3%
Yearly Projection:			1203

- For October, Part I property crime was down 15.2% from the 5 year average. Compared to October 2020, there was an 16.9% decrease.
- Part I property crime is projected to be 8.9% below the 5 year average.
- The property crime for October 2021 included 12 structural burglaries, 12 larcenies from motor vehicle, 7 auto thefts, and 4 arson. The rest of the incidents were larcenies (73 incidents).



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

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



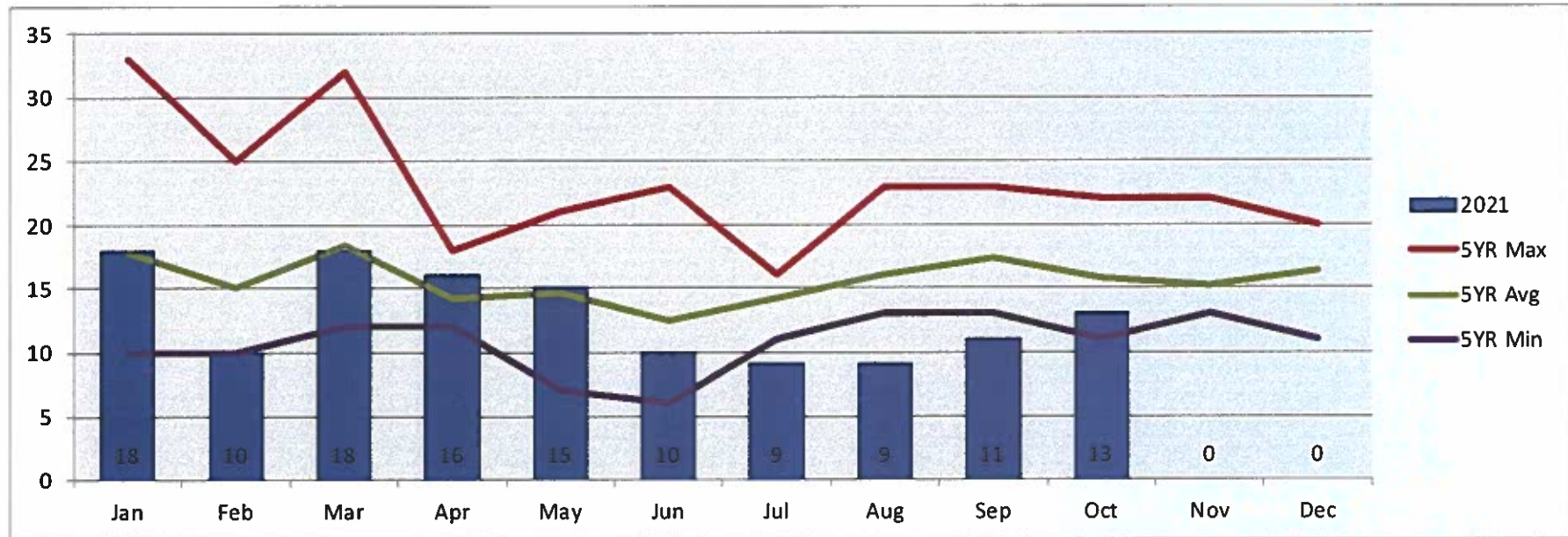
Structural Burglary

Offense Code: 0510

All Data As Of: 10/31/21 11:59 PM

- Structural burglaries were 17.7% below the 5 year average for October.
- The burglary total is projected to be 16.8% below the 5 year average.
- There were 9 residential burglaries and 4 non-residential burglaries.

	Oct	Year to Date	Yearly Total
2016	14	149	179
2017	18	211	244
2018	11	135	168
2019	14	141	171
2020	22	143	175
2021	13	129	
% Change	-40.9%	-9.8%	-11.0%
Yearly Projection:			156



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

39.



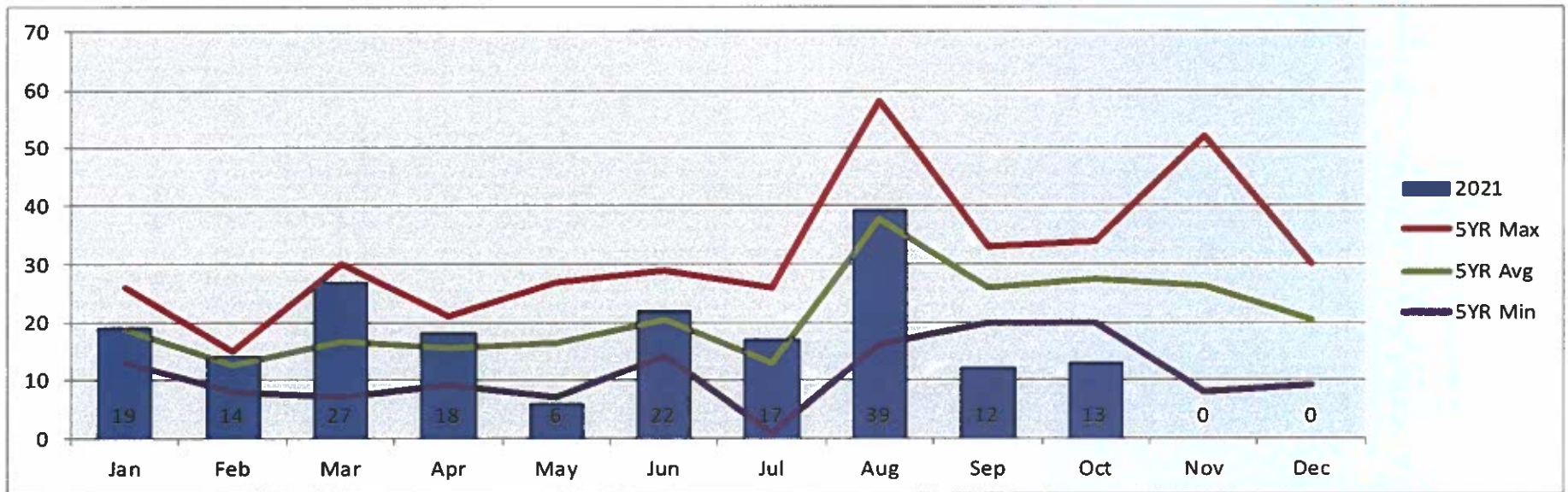
Vehicle Burglary

Offense Code: 0640

All Data As Of: 10/31/21 11:59 PM

- October 2021 was 52.6% below the 5 year average.
- The vehicle burglary total is projected to be 8.8% below the 5 year average.
- In 10 of the incidents the vehicle was unsecured when the items were taken.

	Oct	Year to Date	Yearly Total
2016	30	241	272
2017	21	229	289
2018	34	195	212
2019	20	185	228
2020	32	172	254
2021	13	187	
% Change	-59.4%	+8.7%	-9.9%
Yearly Projection:			229



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	19	13	20	18	15	21	26	53	26	30	14	17
2017	18	15	30	21	14	16	16	58	20	21	42	18
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	19	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	17	39	12	13	0	0



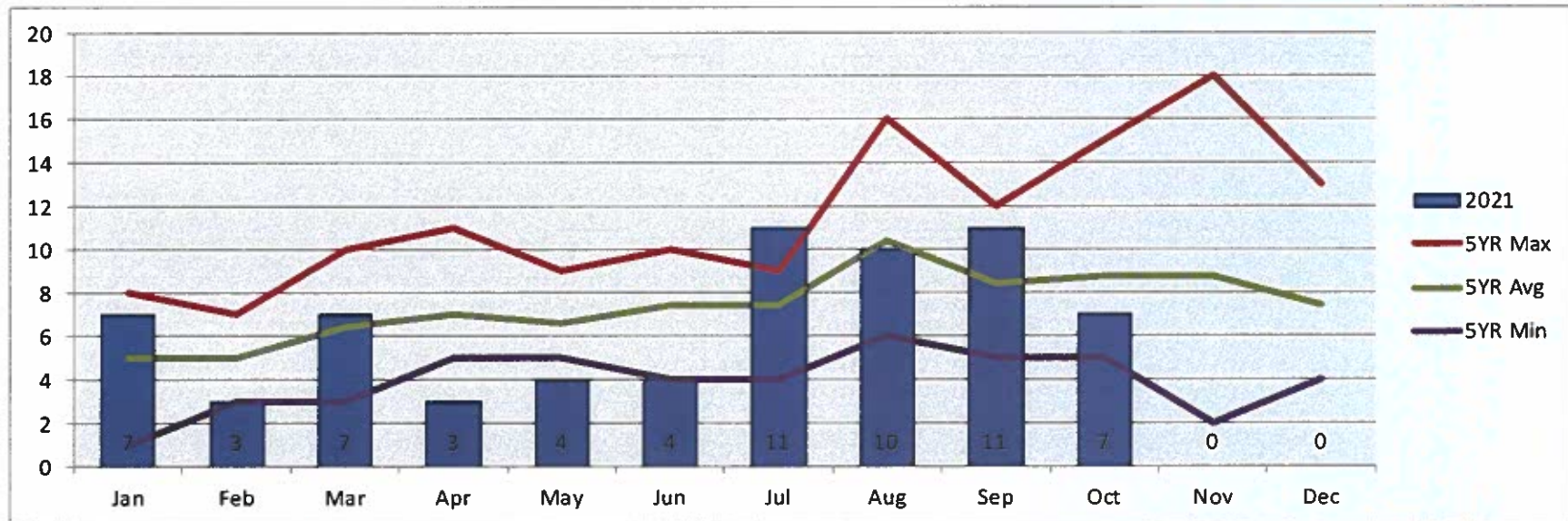
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 10/31/21 11:59 PM

- For October, motor vehicle thefts were down 20.5% from the 5 year average.
- It is projected that the motor vehicle theft total will be 7.5% below the 5 year average.
- Keys were left in two of the vehicles.
- Two of the incidents were deprivation of property.
- Four of the vehicles have been recovered as of 11/8/2021.

	Oct	Year to Date	Yearly Total
2016	5	63	71
2017	7	73	86
2018	6	72	86
2019	15	89	104
2020	11	65	96
2021	7	67	
% Change	-36.4%	+3.1%	-15.0%
Yearly Projection:			82



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



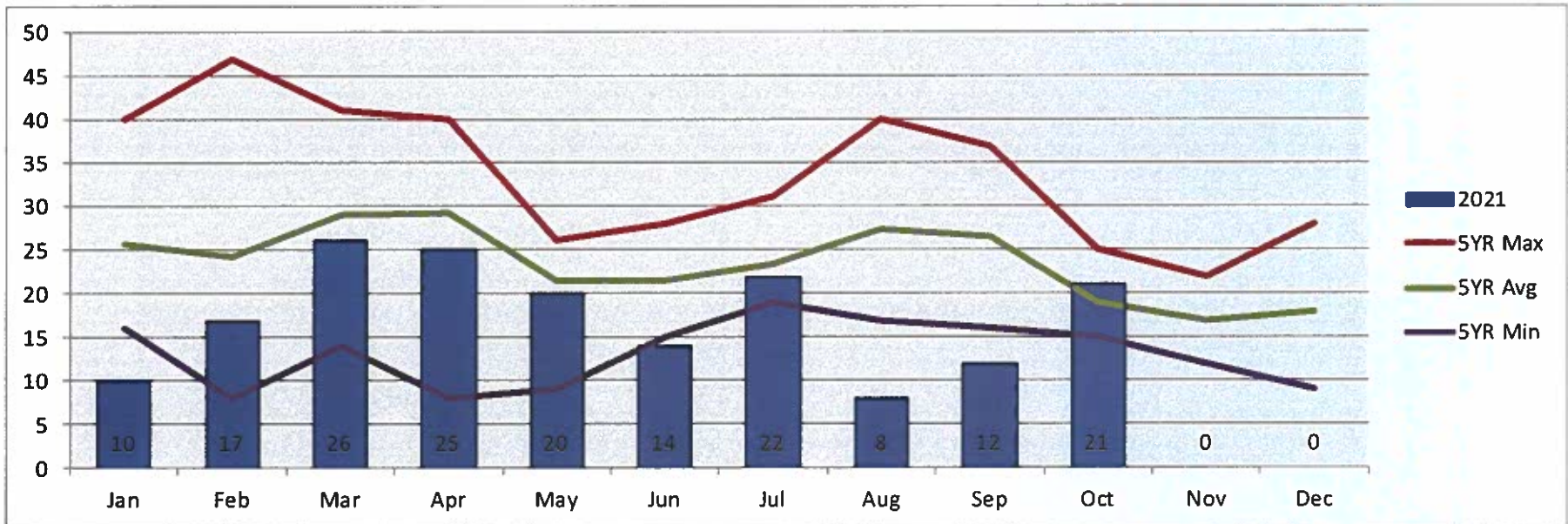
DUIs

Offense Code: 2110

All Data As Of: 10/31/21 11:59 PM

- The number of DUIs for October 2021 is 10.5% above the 5 year average.
- The DUI total is projected to be 29.1% below the 5 year average.

	Oct	Year to Date	Yearly Total
2016	25	339	380
2017	16	231	266
2018	19	269	312
2019	20	250	285
2020	15	147	168
2021	21	175	
% Change	+40.0%	+19.0%	+19.1%
Yearly Projection:			200



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



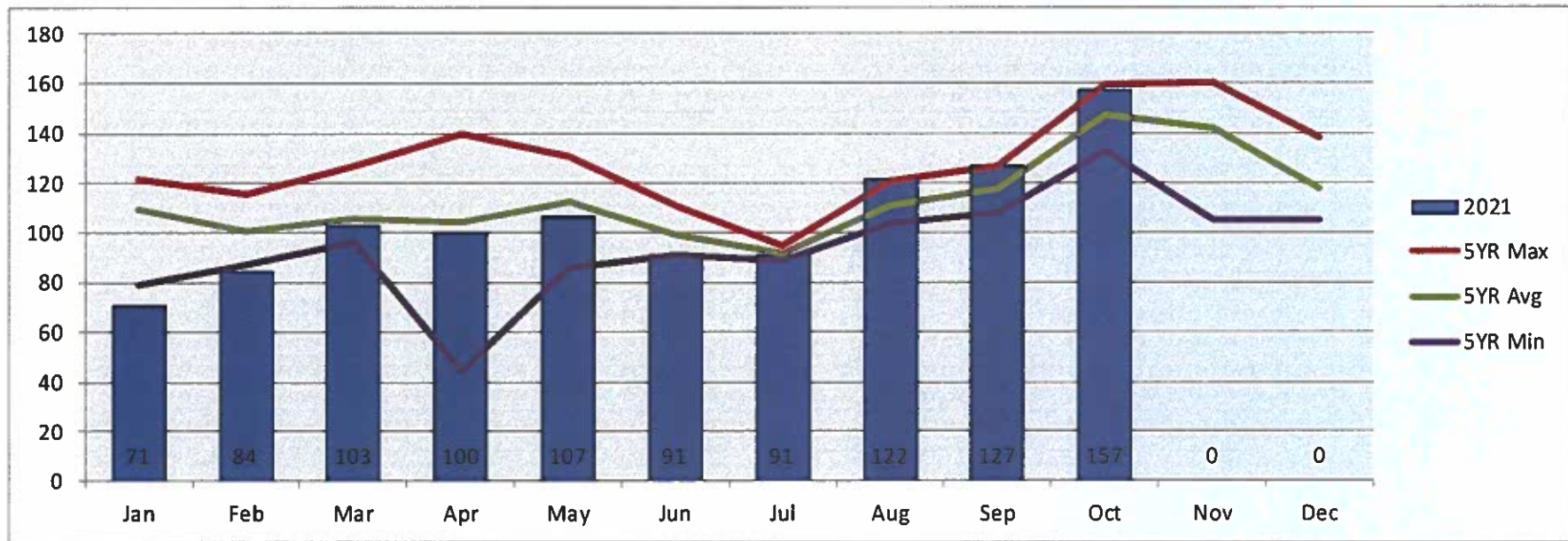
Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 10/31/21 11:59 PM

- The number of traffic accidents in October 2021 is 6.5% above the 5 year average.
- It is projected that the traffic accident total will be 4.4% below the 5 year average.

	Oct	Year to Date	Yearly Total
2016	133	1081	1364
2017	159	1115	1387
2018	140	1126	1397
2019	158	1174	1436
2020	147	1010	1220
2021	157	1053	
% Change	+6.8%	+4.3%	+6.6%
Yearly Projection:			1301



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

7/7



Preventable Traffic Accidents

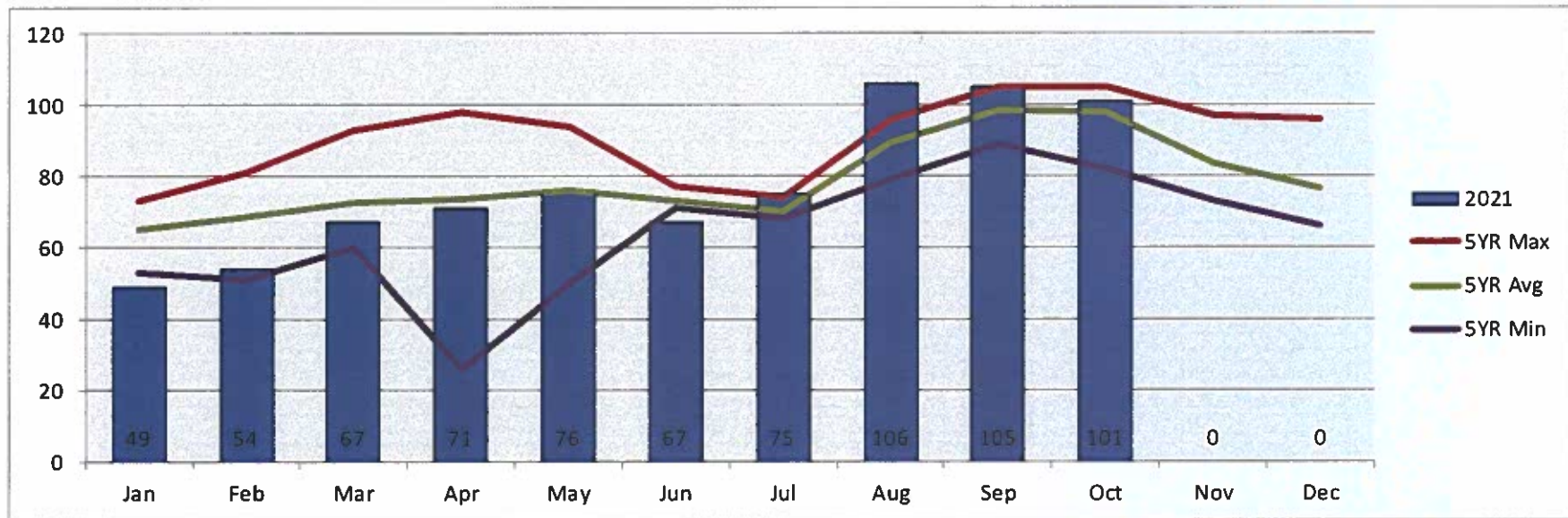
Offense Codes: 5000-5139

All Data As Of: 10/31/21 11:59 PM

➤ The number of preventable traffic accidents in October 2021 is 2.9% above the 5 year average.

➤ Number may change as data entry corrections continue.

	Oct	Year to Date	Yearly Total
2016	102	805	998
2017	104	825	991
2018	82	792	944
2019	98	794	945
2020	105	715	854
2021	101	771	
% Change	-3.8%	+7.8%	+8.6%
Yearly Projection:			928



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	69	81	74	80	61	74	69	90	105	102	97	96
2017	53	67	70	98	92	73	68	96	104	104	90	76
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	91	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	101	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

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

RILEY COUNTY POLICE DEPARTMENT Report Submission

To:	Director Butler	<i>Noted: dpb 10/18/21</i>
Thru:	Assistant Director Moldrup	KMM 10.18.21
From:	Captain Jager	
Position:	Commander	Division: Support
Report Title:	September/3 rd Quarter 2021 UCR Report	
Rpt Freq./Year:	Monthly / September 2021	
Policy #:	82.1.4 & 82.3.2	
Date:	October 14, 2021	

September 2021:

Riley County experienced a 16.1% decrease (a difference of 24 crimes) in the analyzed Part 1 UCR crimes in September 2021 when compared to September 2020. Year to date, compared to the same time frame in 2020, Part 1 UCR crimes are down 1.3%.

In September 2021, when compared to September 2020, Part 1 violent crimes decreased by 45.0% (a difference of 9 crimes) and Part 1 property crimes decreased by 11.6% (a difference of 15 crimes). Year to date, when compared to the same time frame in 2020, Part 1 violent crimes increased by 0.6% (a difference of 1 crime) and Part 1 property crimes decreased by 1.7% (a difference of 15 crimes).

3rd Quarter 2021:

For the 3rd Quarter of 2021, when compared to the 3rd Quarter of 2020, Part 1 crimes overall decreased by 6.3% (a difference of 26 crimes). Part I violent crimes decreased by 29.0% (a difference of 18 crimes) and Part 1 property crimes decreased by 2.3% (a difference of 8 crimes).

RILEY COUNTY POLICE DEPARTMENT

Report Submission

September 2021

RILEY COUNTY ALL JURISDICTION

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE %	
Year	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021
Murder	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0.0%	100.0%
Rape	2	5	150.0%	24	26	8.3%	10	10	0.0%	1	4	300.0%	7	10	42.9%	2	4	100.0%	29.2%	38.5%
Robbery	0	1	100.0%	12	15	25.0%	3	5	66.7%	0	3	300.0%	7	7	0.0%	3	5	66.7%	58.3%	46.2%
Ag. Asslt	18	4	-77.8%	123	118	-4.1%	49	28	-42.9%	6	4	-33.3%	64	75	17.2%	25	15	-40.0%	52.0%	63.0%
Total	20	11	-45.0%	159	160	0.6%	62	44	-29.0%	7	12	71.4%	78	93	19.2%	30	25	-16.7%	49.1%	58.0%
Burglary	15	11	-26.7%	116	113	-2.6%	37	29	-21.6%	1	0	-100.0%	31	9	-71.0%	2	0	-100.0%	26.7%	8.0%
Larceny	104	92	-11.5%	715	695	-2.8%	293	281	-4.1%	50	12	-76.0%	257	155	-39.7%	108	48	-55.6%	35.9%	22.0%
Auto Theft	10	11	10.0%	52	60	15.4%	20	32	60.0%	2	1	-50.0%	17	15	-11.8%	6	3	-50.0%	32.7%	25.0%
Total	129	114	-11.6%	883	868	-1.7%	350	342	-2.3%	53	13	-75.5%	305	179	-41.3%	116	51	-56.0%	34.5%	20.0%
Overall Total	149	125	-16.1%	1042	1028	-1.3%	412	386	-6.3%	60	25	-58.3%	383	272	-29.0%	146	76	-47.9%	36.8%	26.0%

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

Report Submission

September 2021

RILEY COUNTY EXCLUDING MANHATTAN & OGDEN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE F	
Year	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Rape	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Robbery	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0.0%	100.0%
Ag. Asslt	0	0	0.0%	2	3	50.0%	0	1	100.0%	0	0	0.0%	1	2	100.0%	0	1	100.0%	50.0%	66.7%
Total	0	1	100.0%	2	4	100.0%	0	2	200.0%	0	1	100.0%	1	3	200.0%	0	2	200.0%	50.0%	75.0%
Burglary	1	1	0.0%	11	14	27.3%	2	4	100.0%	0	0	0.0%	2	1	-50.0%	0	0	0.0%	18.2%	7.7%
Larceny	3	3	0.0%	22	20	-9.1%	11	7	-36.4%	1	0	-100.0%	5	3	-40.0%	3	1	-66.7%	22.7%	15.4%
Auto Theft	0	0	0.0%	0	3	300.0%	0	2	200.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Total	4	4	0.0%	33	37	12.1%	13	13	0.0%	1	0	-100.0%	7	4	-42.9%	3	1	-66.7%	21.2%	10.0%
Overall Total	4	5	25.0%	35	41	17.1%	13	15	15.4%	1	1	0.0%	8	7	-12.5%	3	3	0.0%	22.9%	17.6%

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

September 2021

MANHATTAN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE %	
Year	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021
Murder	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0.0%	100.0%
Rape	2	5	150.0%	23	25	8.7%	10	10	0.0%	1	4	300.0%	7	8	14.3%	2	4	100.0%	30.4%	32.0%
Robbery	0	0	0.0%	10	13	30.0%	2	3	50.0%	0	2	200.0%	5	6	20.0%	2	4	100.0%	50.0%	46.0%
Ag. Asst	16	2	-87.5%	116	99	-14.7%	47	22	-53.2%	4	1	-75.0%	59	64	8.5%	23	10	-56.5%	50.9%	64.0%
Total	18	8	-55.6%	149	138	-7.4%	59	36	-39.0%	5	8	60.0%	71	79	11.3%	27	19	-29.6%	47.7%	57.0%
Burglary	12	8	-33.3%	95	80	-15.8%	30	23	-23.3%	1	0	-100.0%	27	5	-81.5%	2	0	-100.0%	28.4%	6.0%
Larceny	101	87	-13.9%	670	649	-3.1%	281	264	-6.0%	48	11	-77.1%	247	145	-41.3%	103	45	-56.3%	36.9%	22.0%
Auto Theft	10	11	10.0%	52	55	5.8%	20	30	50.0%	2	1	-50.0%	17	14	-17.6%	6	3	-50.0%	32.7%	25.0%
Total	123	106	-13.8%	817	784	-4.0%	331	317	-4.2%	51	12	-76.5%	291	164	-43.6%	111	48	-56.8%	35.6%	20.0%
Overall Total	141	114	-19.1%	966	922	-4.6%	390	353	-9.5%	56	20	-64.3%	362	243	-32.9%	138	67	-51.4%	37.5%	26.0%

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT Report Submission

September 2021

OGDEN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE	
Year	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021	-%+	2020	2021
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Rape	0	0	0.0%	1	1	0.0%	0	0	0.0%	0	0	0.0%	0	2	200.0%	0	0	0.0%	0.0%	200.0%
Robbery	0	0	0.0%	2	1	-50.0%	1	1	0.0%	0	0	0.0%	2	0	-100.0%	1	0	-100.0%	100.0%	0.0%
Ag. Asst	2	2	0.0%	5	16	220.0%	2	5	150.0%	2	3	50.0%	4	9	125.0%	2	4	100.0%	80.0%	56.0%
Total	2	2	0.0%	8	18	125.0%	3	6	100.0%	2	3	50.0%	6	11	83.3%	3	4	33.3%	75.0%	61.0%
Burglary	2	2	0.0%	10	19	90.0%	5	2	-60.0%	0	0	0.0%	2	3	50.0%	0	0	0.0%	20.0%	15.0%
Larceny	0	2	200.0%	23	26	13.0%	1	10	900.0%	1	1	0.0%	5	7	40.0%	2	2	0.0%	21.7%	26.0%
Auto Theft	0	0	0.0%	0	2	200.0%	0	0	0.0%	0	0	0.0%	0	1	100.0%	0	0	0.0%	0.0%	50.0%
Total	2	4	100.0%	33	47	42.4%	6	12	100.0%	1	1	0.0%	7	11	57.1%	2	2	0.0%	21.2%	23.0%
Overall Total	4	6	50.0%	41	65	58.5%	9	18	100.0%	3	4	33.3%	13	22	69.2%	5	6	20.0%	31.7%	33.0%

Note: "JUVENILE CLEARANCES" are included in the total of "OFFENSES CLEARED"

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

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.

RILEY COUNTY POLICE DEPARTMENT Report Submission

To:	Director Butler	<i>Noted: dpb 11/10/21</i>
Thru:	Assistant Director Moldrup	KMM 11.10.21
From:	Captain Steere	
Position:	Division Commander	Division: Patrol
Report Title:	Traffic Analysis	
Rpt Freq./Year:	3 rd Quarter 2021	
Policy #:	61.1.1	
Date:	November 8, 2021	

1. Selective Enforcement Activities - Enforcement:

The Department will vigorously enforce all traffic laws and ordinances to prevent crashes, and assist citizen's movement about the roadways in an orderly and safe manner and encourage voluntary compliance to traffic regulations. The Patrol Division Commander is responsible for the administration of traffic enforcement. The Patrol Division Commander will designate sufficient staff within the patrol section to plan, review, inspect and coordinate the agency's traffic activities.

2. Selective Enforcement Activities - Crash Causation Comparison/Review:

A. The Patrol Division will compile and review traffic collision data available data to attempt to determine traffic crashes causes. This data will be used to develop strategies and plans for reducing instances of automobile collisions. This data includes: (CALEA 61.1.1a)

- 1) Locations;
- 2) Time of day;
- 3) Day of the week;
- 4) Traffic violations; and
- 5) Enforcement actions.

B. The Patrol Division will deploy officers for traffic enforcement in:

- 1) Areas of high crash occurrence;
- 2) Areas of high traffic flow;
- 3) Areas of increased pedestrian activity.

C. The crash comparison and review will attempt to determine whether high crash locations result from environmental factors requiring traffic engineering notification or poor driving habits requiring increased enforcement. The Patrol Division will coordinate with the appropriate traffic engineers to correct engineering problems.

RILEY COUNTY POLICE DEPARTMENT Report Submission

3. Selective Enforcement Activities - Patrol Division Procedures:

Watch supervisors will establish targeted enforcement locations in order to address and rectify perceived and actual traffic problems. As time and workload allows, officers should monitor targeted enforcement locations in their patrol areas and take enforcement action as warranted. (CALEA 61.1.1d)

A. Selective enforcement locations will be determined by patrol supervisors according to the following criteria. (CALEA 61.1.1e)

- 1) Comparison of crash locations;
- 2) Past enforcement locations;
- 3) Response to citizen complaints;
- 4) DUI arrests.

B. The Patrol Division Commander, or designee, will analyze and evaluate the effectiveness of targeted enforcement in reducing crashes at selected locations. Officers will facilitate this analysis by documenting their targeted enforcement activities in a quarterly report to the Director. (CALEA 61.1.1b, 61.1.1c, 61.1.1f)

3rd Quarter Synopsis:

This report is an overview of preventable crashes reported in the 3rd quarter of 2021. A preventable accident is an accident that occurs on a public roadway and is not caused by weather or animal related factors.

There were 286 preventable accidents reported in the third quarter of 2021. This is the highest 3rd quarter count and a 13.0% increase from previous 3rd quarter averages.

Injuries and Fatalities

- There were 2 fatal crashes and 73 injury crashes reported in the 3rd quarter of 2021 with 96 injuries.
- This is the third highest quarterly injury count in the tracking period.
- There were 2 fatal accidents with 2 fatalities during the 3rd quarter of 2021.

Year	2018				2019				2020				2021			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Preventable Accidents	226	240	243	235	176	253	267	249	215	146	249	244	169	214	286	
Accident Rates per 1,000 Inhabitants	12.81				12.73				11.67				Projected 12.45			
Preventable Injury Accidents	39	70	77	47	33	50	56	59	39	34	63	50	30	56	73	
Injury Rates per 1,000 Inhabitants	3.16				2.67				2.54				Projected 2.92			
Persons Injured in Preventable Accidents	46	98	110	64	48	71	71	82	55	50	86	64	35	72	96	
Fatalities in Preventable Accidents	0	0	1	3	1	3	1	0	4	0	1	1	1	1	2	

Color coding (Green Lowest, Red Highest) is for each individual row in the chart

RILEY COUNTY POLICE DEPARTMENT Report Submission

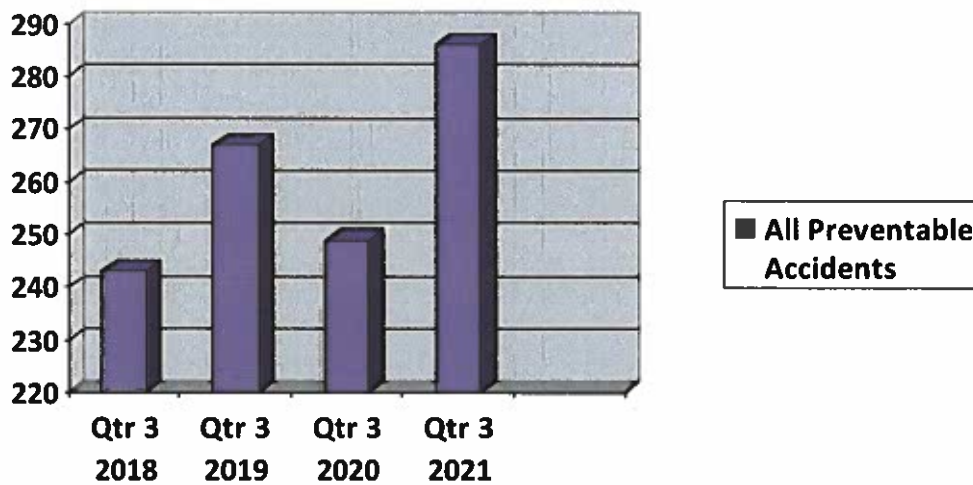
Driver Actions

- The chart below shows the top five driver actions leading to preventable accidents.
- Inattention, Failed to Yield Right of Way, and Followed Too Closely historically are the top three.
- Under the Influence of Alcohol and Improper Lane Change rounded out the Top 5 list again this quarter.

Year	2018				2019				2020				2021			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Inattention (General Sense)	60	76	75	54	31	60	64	61	52	37	63	68	42	58	74	
Failed to Yield Right of Way	58	53	39	59	33	47	57	49	46	24	54	54	32	46	61	
Followed Too Closely	31	39	52	37	23	44	46	36	33	18	34	20	24	16	33	
Under the Influence of Alcohol	11	15	9	9	7	13	15	5	8	11	12	12	6	12	14	
Improper Lane Change	4	5	8	14	6	12	9	12	12	10	12	11	6	10	10	

The color coding (Green Lowest, Red Highest) is for each individual charge,
not the table as a whole.

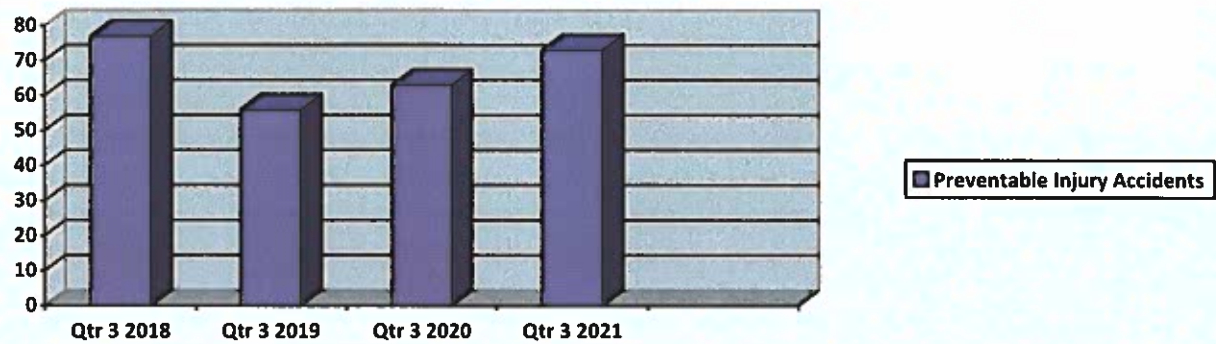
All Preventable Crashes During the 3rd Quarter of 2021



2018 – 243 Preventable Crashes
 2019 – 267 Preventable Crashes
 2020 – 249 Preventable Crashes
 2021 – 286 Preventable Crashes

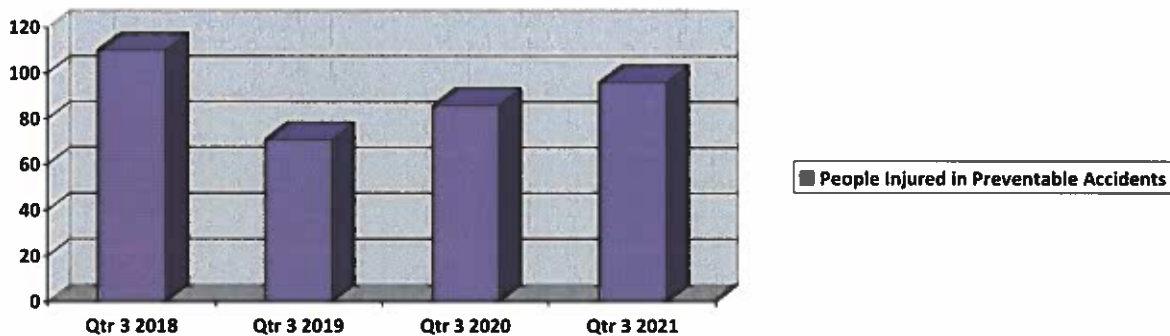
RILEY COUNTY POLICE DEPARTMENT Report Submission

All Preventable Injury Crashes During the 3rd Quarter of 2021



2018 – 77 Preventable Injury Crashes
 2019 – 56 Preventable Injury Crashes
 2020 – 63 Preventable Injury Crashes
 2021 – 73 Preventable Injury Crashes

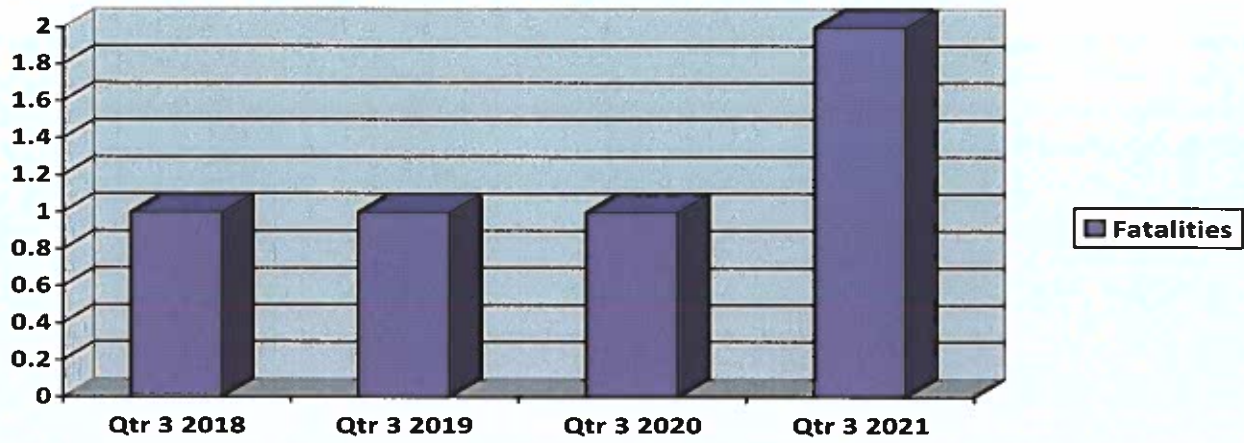
Total number of People Injured from Preventable Crashes During the 3rd Quarter of 2021



2018 – 110 People injured in crashes
 2019 – 71 People injured in crashes
 2020 – 86 People injured in crashes
 2021 – 96 People injured in crashes

RILEY COUNTY POLICE DEPARTMENT
Report Submission

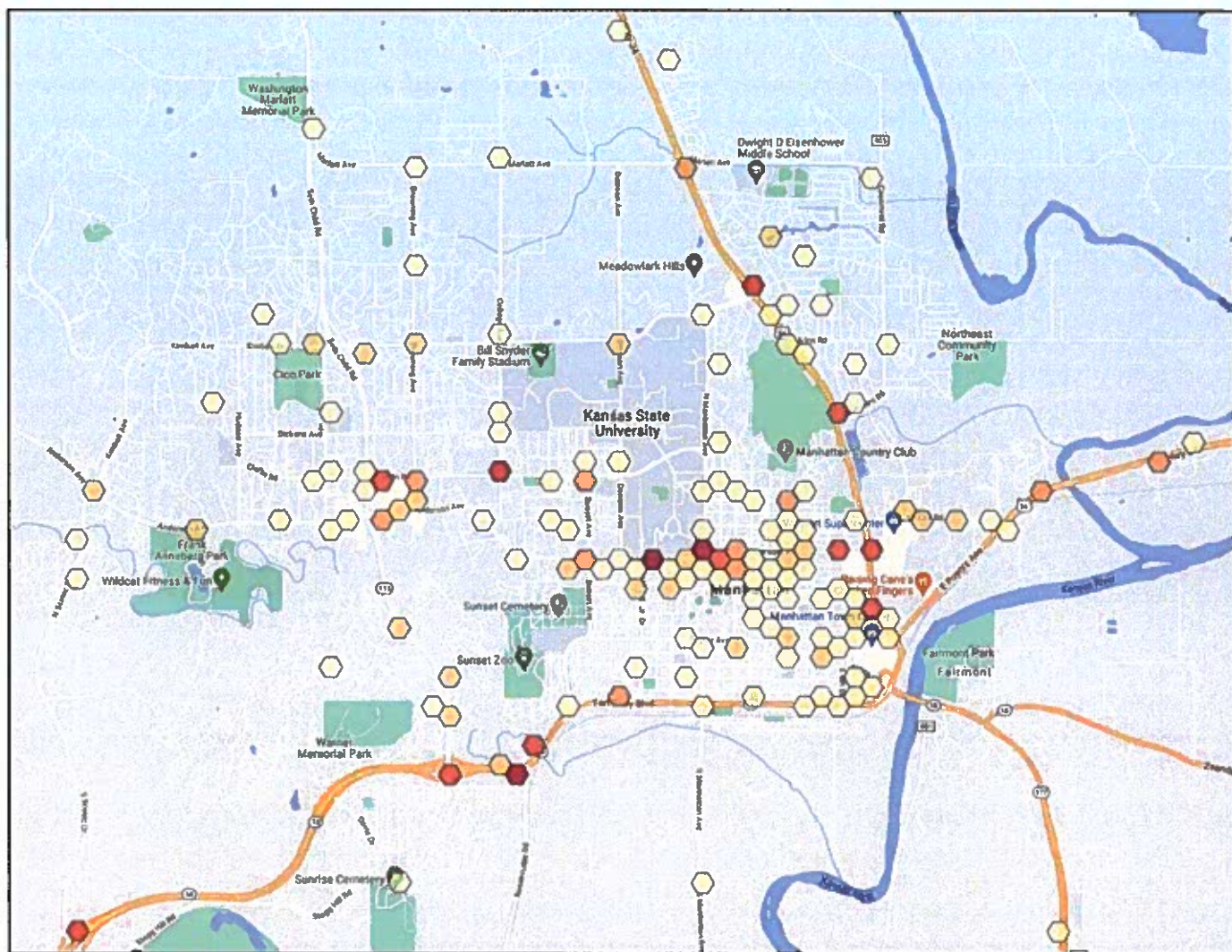
All Preventable Fatal Crashes during the 3rd Quarter of 2021



2018 – 1 Fatal crash
2019 - 1 Fatal crash
2020 - 1 Fatal crash
2021 – 2 Fatal crash

**RILEY COUNTY POLICE DEPARTMENT
Report Submission**

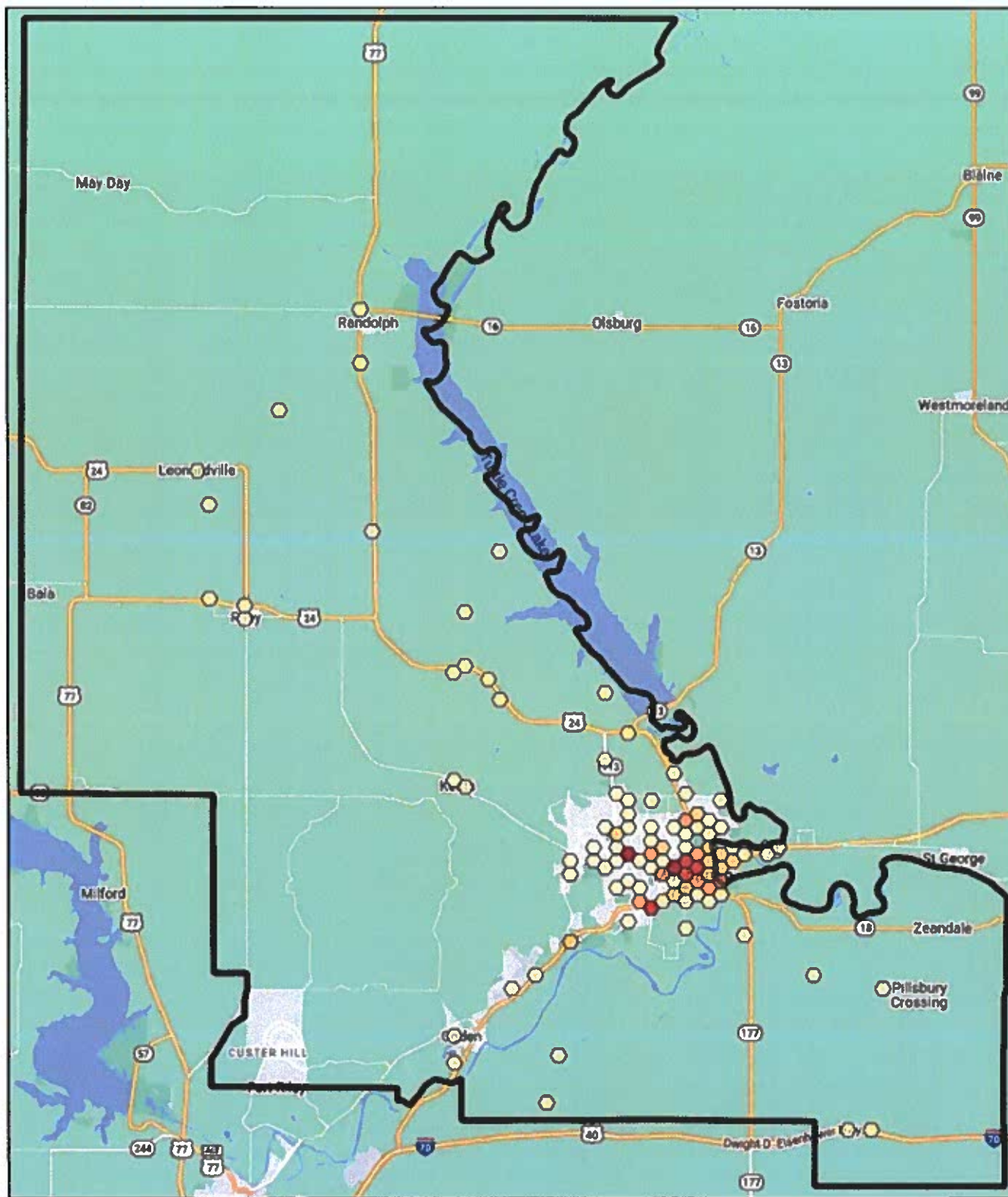
**MANHATTAN AREA DENSITY MAP OF TRAFFIC CRASHES IN THE
3rd QUARTER 2021**



Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

COUNTY WIDE DENSITY MAP OF TRAFFIC CRASHES IN THE 3rd QUARTER 2021



Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT Report Submission

Temporal Density

- 62% of all crashes occurred between 10:00 AM – 6:59 PM.
- 31% of crashes occurred between 3:00 PM – 6:59 PM.
- Tuesdays during the 5 PM hour had the highest amount of crashes with 8. Monday during the 4 PM hour and Thursday during the 7 AM hour had the next highest amount with 7.
- Tuesday had the highest amount of crashes and the 5 PM hour had the most crashes followed by 3 PM and 4 PM.

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Count	Percentage
Sunday	1	2	2	2	0	0	1	0	1	1	2	1	1	2	2	0	1	2	3	1	1	1	0	0	27	9%
Monday	1	0	1	0	0	0	2	2	3	1	4	5	2	3	0	4	7	1	4	1	2	0	0	1	44	15%
Tuesday	0	0	0	0	0	0	2	2	2	3	2	5	6	3	3	5	3	8	2	1	0	0	0	0	47	16%
Wednesday	1	2	0	0	0	0	1	3	3	2	2	2	2	0	0	5	2	3	3	3	2	1	0	1	38	13%
Thursday	1	0	0	0	0	0	0	7	0	1	3	3	1	2	4	3	2	3	3	2	1	4	1	1	42	15%
Friday	1	2	0	0	0	0	1	3	2	4	5	1	1	4	1	2	2	6	3	3	1	1	3	0	46	16%
Saturday	0	1	0	1	0	0	0	1	0	3	2	4	4	5	2	4	6	1	1	1	1	3	0	2	42	15%
Count	5	7	3	3	0	0	7	18	11	15	20	21	17	19	12	23	23	24	19	12	8	10	4	5	286	
Percentage	2%	2%	1%	1%	0%	0%	2%	6%	4%	5%	7%	7%	6%	7%	4%	8%	8%	8%	7%	4%	3%	3%	1%	2%		

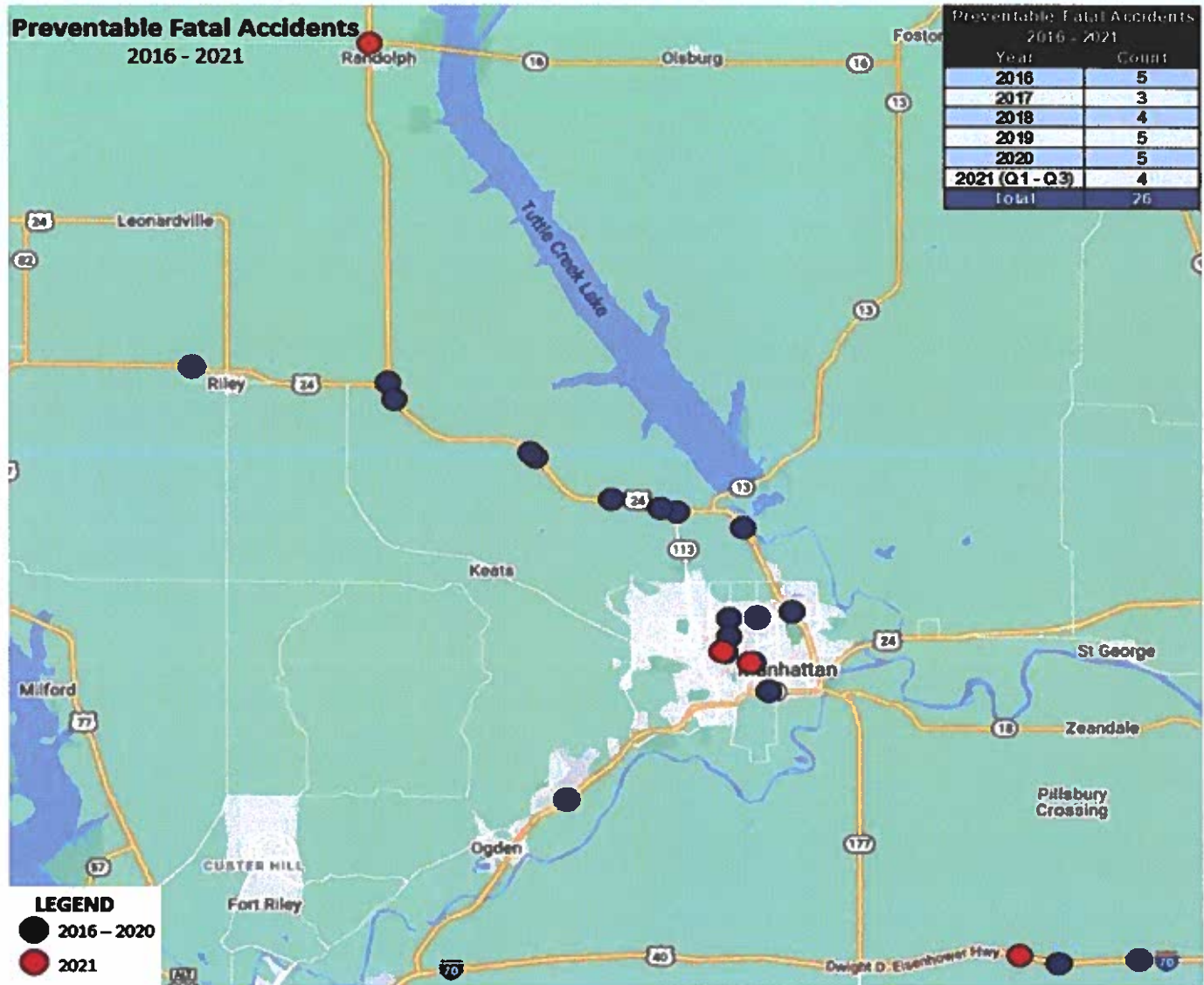
Geographic Hot Spots All Accidents

- There were 5 crashes at the intersections of Anderson Ave & N Martin Luther King Jr Dr, Fort Riley Blvd & Richards Dr, Tuttle Creek Blvd & Kimball Ave, Claflin Rd & College Ave.
- Below is a list of areas with 4 crashes:
 - Tuttle Creek Blvd & Leavenworth St
 - Tuttle Creek Blvd & Bluemont Ave
 - Bluemont Ave & N 4th St Roundabout
 - Fort Riley Blvd & Poliska Ln
 - Claflin Rd & Beechwood Ter / West Loop
 - Fort Riley Blvd & Seth Child Rd
 - Fort Riley Blvd & S Scenic Dr

RILEY COUNTY POLICE DEPARTMENT Report Submission

PREVENTABLE FATAL ACCIDENTS

Below are the mapped locations of the preventable fatal accidents that have occurred in Riley County during 2016 through the third quarter of 2021. There was a total of 26 fatal accidents during this time frame. The accidents that occurred in 2021 so far are symbolized by a red dot. The accidents that occurred in 2016 – 2020 are blue dots.



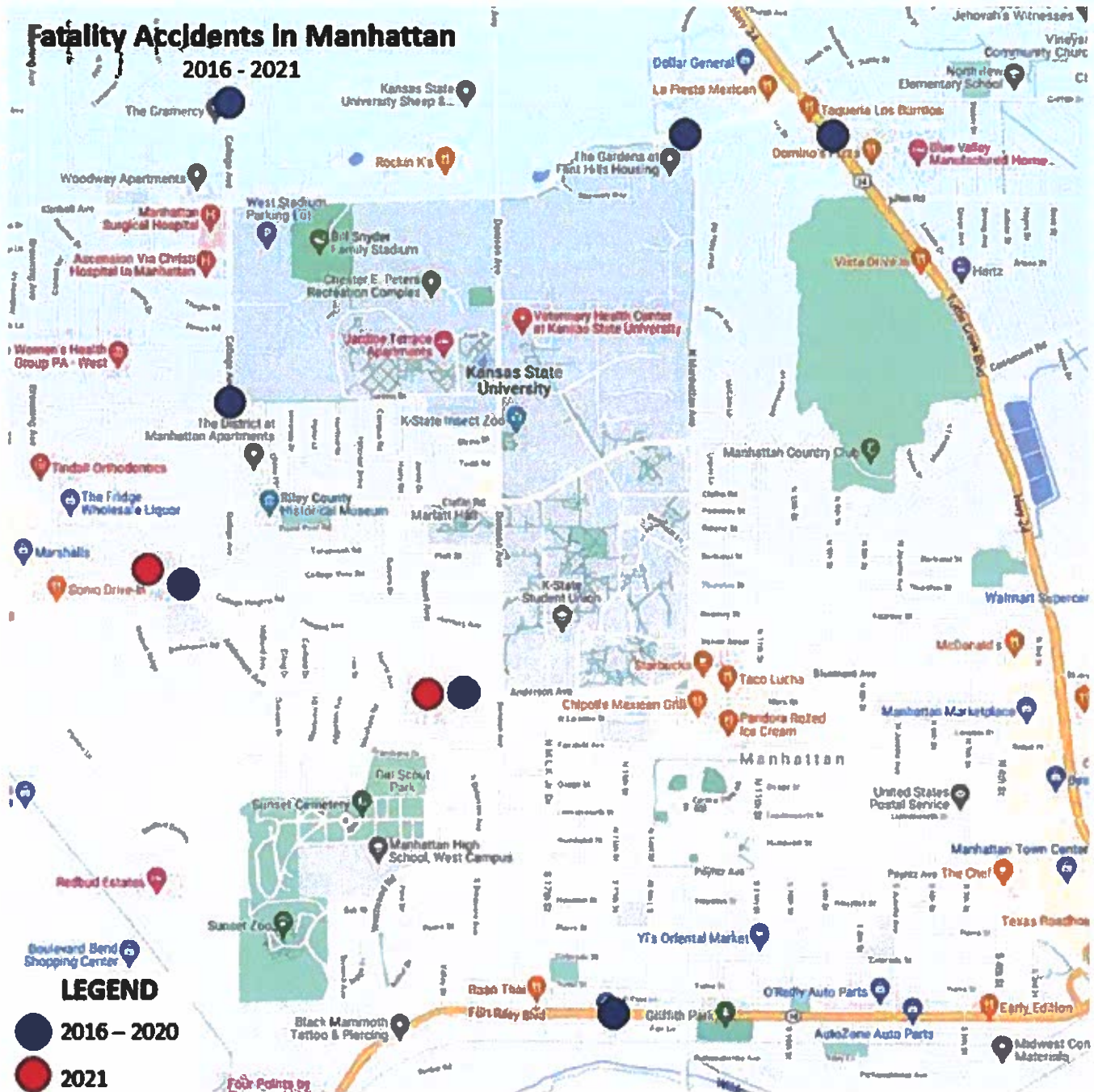
NOTES:

- Two accidents occurred at the intersection of Tuttle Creek Blvd & Seth Child Road (2017 & 2019) and Tuttle Creek Blvd & Madison Rd (2018 & 2019).
- The fatal accidents in Q3 of 2021 occurred at the intersection of Green-Randolph Rd & Tuttle Creek Blvd and MM 318 on Interstate 70.
- Tuttle Creek Blvd had the most fatal accidents during this time frame. Specifically, the most occurred on TCB between Seth Child Road and Madison Rd (8 fatal crashes).

RILEY COUNTY POLICE DEPARTMENT

Report Submission

PREVENTABLE FATAL ACCIDENTS IN CITY OF MANHATTAN



Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission



The Criminal Intelligence Unit (CIU) on a weekly basis determines all Traffic Playbook areas. These areas are selected based upon frequency and seriousness of crashes in a single location. Some enforcement areas are based upon citizen complaints.

Our strategy for crash reduction in 2021 is to continue enhanced enforcement of traffic laws relevant to the primary causes of crashes in our cities and county. Special attention will also be directed toward the morning and afternoon work and school rush with a focus on driving behaviors that most commonly cause crashes (inattention, failure to yield and following too close). It is our goal to keep the number of preventable crashes below **13 per one thousand residents**. For 2020 our rate, was **11.5 preventable accidents per one thousand residents**. This was the lowest rate in the past four years. Through the first 3 quarters of 2021, we are projected to have **12.45 per one thousand residents**. This would project to be an increase over 2020 but slightly lower than 2018 and 2019.

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

**RILEY COUNTY POLICE DEPARTMENT
Report Submission**

To: Director Dennis P. Butler *Noted: dpb 10/14/21*
Thru: Assistant Director Kurt Moldrup KMM 10.13.21
Thru: Captain Erin Freidline Noted. EKF #6 10/12/21
From: Lieutenant Tim Schuck
Position: SIU Supervisor **Division:** Investigations
Report Title: Seizure and Forfeiture Report
Rpt Freq./Year: 3rd Quarter, 2021
Policy #: 84.1.8
Date: October 7, 2021

Seizures made during the 3rd Quarter of 2021

CASE	DESCRIPTION OF PROPERTY	OWNER	SENT TO COLIN WOOD
21-004882	\$4860 +/- US Currency		9/28/2021

Active Seizures as of 3rd Quarter of 2021

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE

Completed Seizures 3rd Quarter of 2021

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
21-000943	\$1,410 +/- US Currency, Ruger 57, Glock 19, Heritage .22		Power DMS and KSASFR incident report completed on 7/14/2021.
21-000093 / 21-000100	\$29,652 +/- US Currency		KSASFR incident report completed on 8/12/2021.
21-001377	\$4,602 +/- US Currency \$2000.00 US Currency returned to defendant per settlement agreement.		KSASFR incident report completed on 9/24/2021.
20-000907	\$3,065 +/- US Currency, Paletto PA15 Rifle, Glock 23 Handgun, S&W SD40VE Handgun		Power DMS and KSASFR incident report completed on 9/24/2021.

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Officer Jake Shailer

The Riley County Police Department Life Saving Award is presented to Officer Jake Shailer and Dispatcher Teresa Taitano in recognition of their efforts while providing critical lifesaving assistance to a woman in cardiac distress. During the evening of July 9, 2021, Dispatcher Taitano received a 911 call from a family reporting that their mother was unresponsive and not breathing. Officer Shailer was one of the officers dispatched to the emergent call. Dispatcher Taitano stayed on the phone with the family members who were present and, over the course of the next several minutes, provided crucial step-by-step instructions on how to perform CPR. Dispatcher Taitano was able to do all of this while remaining calm and clearly counted out loud with the family members to help gauge the proper pace for chest compressions. A short time later, Officer Shailer arrived on scene and began assisting the family members performing CPR. Officer Shailer took over all CPR efforts and continued them for several more minutes until Emergency Medical Service (EMS) personnel arrived. At this time, the patient was not breathing and had a very weak to no pulse and was transported to Topeka for significant medical care.

The woman survived and was eventually released to return home and continue her recovery. Following this event, the family reached out to the Riley County Police Department to express their gratitude and strong belief that the actions of all of the first responders helped save her life. I agree that the actions of Officer Shailer and Dispatcher Taitano contributed significantly to this team effort. On behalf of the citizens of Manhattan and Riley County I am with pleasure that I present this Life Saving Award to Police Officer Jake Shailer.

Presented this 15th day of November, 2021



Dennis P. Butler

Dennis P. Butler

Director

Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Dispatcher Teresa Taitano

The Riley County Police Department Life Saving Award is presented to Officer Jake Shailer and Dispatcher Teresa Taitano in recognition of their efforts while providing critical lifesaving assistance to a woman in cardiac distress. During the evening of July 9, 2021, Dispatcher Taitano received a 911 call from a family reporting that their mother was unresponsive and not breathing. Officer Shailer was one of the officers dispatched to the emergent call. Dispatcher Taitano stayed on the phone with the family members who were present and, over the course of the next several minutes, provided crucial step-by-step instructions on how to perform CPR. Dispatcher Taitano was able to do all of this while remaining calm and clearly counted out loud with the family members to help gauge the proper pace for chest compressions. A short time later, Officer Shailer arrived on scene and began assisting the family members performing CPR. Officer Shailer took over all CPR efforts and continued them for several more minutes until Emergency Medical Service (EMS) personnel arrived. At this time, the patient was not breathing and had a very weak to no pulse and was transported to Topeka for significant medical care.

The woman survived and was eventually released to return home and continue her recovery. Following this event, the family reached out to the Riley County Police Department to express their gratitude and strong belief that the actions of all of the first responders helped save her life. I agree that the actions of Officer Shailer and Dispatcher Taitano contributed significantly to this team effort. On behalf of the citizens of Manhattan and Riley County I am with pleasure that I present this Life Saving Award to Dispatcher Teresa Taitano.

Presented this 15th day of November 2021



Dennis P. Butler

Dennis P. Butler
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

Comments:

To: Riley County Law Board

From: Director Dennis P Butler *DAB 11/10/21*

Ref: 2020 Financial Audit Results

Date: November 10, 2021

The 2020 financial audit by James Gordon & Associates is complete. Overall the auditors state that they found no material issues which require reporting (this is as close as you can get to a clean bill of accounting health.) However, as is the case with most audits, four relatively minor issues were noted which require our attention.

First, the auditors once again noted that RCPD's accounting section size is not optimal for the size of the agency. This creates challenges when building the internal controls necessary to prevent one person from completing financial transactions on their own. As a result, the auditors still encourage RCPD management and the Law Board to continue regular oversight (e.g. multiple signatures on checks, expenditure review). It should be noted that in 2021 the Law Board authorized the creation of an additional part-time position in accounting that is currently going through a hiring process.

Secondly, as communicated during budget discussions, the RCPD maintains several funds (from general to medical funds). The recommendation is to have one accounting software across the department. The Riley County Police Department purchased software in 2019 that the department is in the process of planning the implementation.

Lastly, there were two items noted to strengthen internal controls and operating efficiency. It has been requested by the auditor that monthly checks across subsidiary ledgers be conducted to discover any discrepancies. They further request a process for adjusting entries be identified and put into practice. Therefore, the department will not only begin monthly and quarterly checks across department accounts, but also ensure adjusted ledger entries are reviewed by the appropriate staff ending with director approval.

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

RESOLUTION 21-04

WHEREAS the Riley County (Kansas) Law Enforcement Agency, has determined that the financial statements and financial reports for the year ended December 31, 2021, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Riley County Law Enforcement Agency or the members of the general public of Riley County, Kansas; and

WHEREAS there are no revenue bond ordinances or resolutions, or other ordinances or resolutions of the Riley County Law Enforcement Agency which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended December 31, 2021;

NOW, THEREFORE BE IT RESOLVED by the Riley County (Kansas) Law Enforcement Agency in regular meeting duly assembled this 15th day of November, 2021 that the Riley County Law Enforcement Agency waives the requirements of K.S.A. 75-1120a(a) as they apply to the Riley County Law Enforcement Agency of Riley County, Kansas for the year ended December 31, 2021.

BE IT FURTHER RESOLVED that the Riley County Law Enforcement Agency shall cause the financial statements and financial reports of the Riley County Law Enforcement Agency to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this state.

Wherefore I set my hand this 15th day of November, 2021.

Linda Morse, Chair
Riley County Law Enforcement Agency

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____

Action: Finance

Copy to: _____

To: Director Dennis P. Butler
Thru: AD Kurt Moldrup
Thru: Captain Josh Kyle
From: Jennifer Reifschneider
Ref: Audit Bids 2021-2024
Date: 10-27-2021

*Comments:**Approve the recommendation: dpb 11/4/21**I agree with recommendation and recommend approval.
KMM 11.3.21**Concur with recommendation. JDK#5, 11-03-21*

All,

I sent out Request for Proposal letters to 7 accounting firms in the Manhattan area. We received 3 bids for the 2021-2023 audits contract. The sealed bids were opened by me, witnessed by AD Moldrup. We received bids from Vonfeldt, Bauer & Vonfeldt, Shipley CPA, and James Gordon & Associates.

Below are the comparative costs and breakdown of the companies:

James Gordon & Associates, CPA, P.A.: Current auditors for RCPD, Riley County, Marysville, Ogden, Blue Rapids. Experienced Staff in governmental operations and Riley County.

- Cost:

	2021	2022	2023	Total
Audit Fee	7,500	8,000	8,300	23,800
Single Audit*	4,100	4,100	4,100	12,300
Total	11,600	12,100	12,400	36,100

*: Single Audit ONLY if required

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

Shipley CPA, LLC: Experience in nonprofit and government operations. Firm has one auditor, Russell Shipley, formally employed by James Gordon & Associates (our most recent auditors.)

- Cost:

	2021	2022	2023	Total
Audit Fee	9,300	9,000	9,200	27,500
Single Audit*	4,500	4,500	4,500	13,500
Total	13,800	13,500	13,700	41,000

*: Single Audit ONLY if required

Vonfeldt, Bauer & Vonfeldt, CHTD: Current auditors for Riley, Larned, St. George, Westmorland, Wakefield, 15(+) USDs in Kansas. Did not provide Single Audit costs as requested in RFP.

- Cost:

	2021	2022	2023	Total
Audit Fee	11,250	11,250	11,250	33,750
Single Audit*				
Total	11,250	11,250	11,250	33,750

*: Single Audit cost not included in audit Bid

Recommendation:

James Gordon & Associates is the overall low bidder for all three (3) years. Based on that information and their detail in completing our Request for Proposal, I recommend we select them for our auditors for 2021-2023.

Jennifer Reifschneider
Finance Manager

Agreement No. PT-0096-22
 Project No. SP-1300-22
 Bureau of Transportation Safety

PROJECT NO. SP-1300-22
 SPECIAL TRAFFIC ENFORCEMENT PROGRAM (STEP)
 RILEY COUNTY POLICE DEPARTMENT

SUBAWARD AGREEMENT

This Subaward Agreement (“**Agreement**”) is entered into by and between the **Secretary of Transportation**, Kansas Department of Transportation (“**KDOT**”) (the “**Secretary**”), and the **Riley County Police Department** (“**Subrecipient**”) collectively referred to as the “**Parties**.” This **Agreement** shall govern certain activities and responsibilities to be carried out by the **Subrecipient** on behalf of the **Secretary**, a grantee of the National Highway Traffic Safety Administration (“**NHTSA**”).

RECITALS:

- A. The **Secretary** operates a Special Traffic Enforcement Program (STEP), which is a public education and enforcement partnership aimed at increasing highway safety and compliance with occupant restraint and impaired driving laws, and has been awarded funds to implement the Program by the **NHTSA**, with a funding period of October 1, 2020 to September 30, 2024, Federal Award Identification No. 69A37521300004020KS0, CFDA # 20.600 – State and Community Highway Safety, (the “**Prime Award**”), pursuant to the provisions of Section 402 of the Fixing America’s Surface Transportation Act (“**FAST Act**”) (23 U.S.C. § 101, *et seq.*) and the regulations promulgated thereunder.
- B. The **Subrecipient** is a Kansas public law enforcement agency that seeks an award of § 402 funds to participate in the Special Traffic Enforcement Program (STEP) and has been determined by the **Secretary** to be eligible for such an award.
- C. The **Secretary** desires to grant a subaward of the Prime Award (the “**Subaward**”) to the **Subrecipient** to reimburse the costs incurred in the performance of this **Agreement** and **Approved Services** from October 1, 2021 to September 30, 2022 (the “**Contract Period**”) for a maximum amount of \$18,000.00 (“**Total Agreement Funds**”) during the Contract Period and in accordance with **federal, state, and local laws** and guidelines promulgated thereunder.
- D. Certain information required by 2 CFR 200.332(a)(1) to be included in this **Agreement** with respect to the Subaward is set forth in the “Award Data Elements” attached hereto as **Exhibit A** and is incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the Parties hereby agree as follows:

ARTICLE I: DEFINITIONS

The terms as defined in this Article when written in bold text in this **Agreement** shall have the following designated meanings:

1. **"Agreement"** means this written document, including all Attachments and Exhibits, evidencing the legally binding terms and conditions of the agreement between the Parties.
2. **"Approved Services"** means the Program Specific expectations set forth in the Agency Information & Contract Summary (**Attachment No. 1**), which is attached to and made a part of this **Agreement**.
3. **"Continuation Award"** means an extension or renewal of existing **Program** funding for an additional one-year period based on the availability of **Program** funds and the **Subrecipient's** adequate performance of **Approved Services**.
4. **"Effective Date"** means the date this **Agreement** is signed by the **Secretary** or the **Secretary's** designee.
5. **"Federal, state, and local laws"** means all applicable statutes, rules, regulations, executive orders, directives, and other laws, including all laws as presently in effect and as may be amended or otherwise altered during the term of this **Agreement**, and all such laws which may be enacted or otherwise become effective during the term of this **Agreement**. The term "federal, state and local laws" shall include the following:
 - a. Authorizations. Moving Ahead for Progress in the 21st Century (P.L. 112-141), Title I- Motor Vehicle and Highway Safety Improvement Act of 2012, Section 31105, Title Fixing America's Surface Transportation Act (FAST Act), Public Law 114-94, 23 U.S.C. § 402, and K.S.A. § 75-5023.
 - b. Policy Requirements. The following 2 CFR policy requirements: Subpart B, General provisions; Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards; Subpart D, Post Federal; Award Requirements; Subpart E, Cost Principles; Subpart F, Audit Requirements. *See also* **Exhibit B**, "Federal Requirements for Fixed Amount Awards."
 - c. Regulations, Guidelines, and Literature. 23 CFR Chapter II, State and Community Highway Safety Grant Program; Manual on Uniform Traffic Control Devices; Handbook of Highway Safety Design and Operating Practice, available from Government Printing Office, Washington, DC 20402; 23 U.S.C. § 402 as amended by the Fixing America's Surface Transportation Act (FAST Act), Pub. L. 114-94.
6. **"KDOT"** means the Kansas Department of Transportation, an agency of the State of Kansas, with its principal place of business located at 700 SW Harrison Street, Topeka, KS, 66603-3745.

Agreement No. PT-0096-22
Project No. SP-1300-22
Bureau of Transportation Safety

7. **“NHTSA”** means the National Highway Traffic Safety Administration, a federal agency of the United States.
8. **“Notice to Proceed”** means a written notification from the **Secretary** that the Recipient is authorized to proceed with performing the **Approved Services** for the **Program**.
9. **“Program”** or **“Special Traffic Enforcement Program (STEP)”** means a KDOT sponsored partnership with safety advocates targeted to reduce crashes and motor vehicle fatalities
10. **“Secretary”** means the **Secretary** of Transportation of the State of Kansas, and the **Secretary’s** successors and assigns, and **KDOT**, individually and collectively. The **Secretary** may also be referred to as Pass Through Entity “PTE” in this **Agreement**.
11. **“Subrecipient”** means **Riley County Police Department** with its place of business located at 1001 S. Seth Child Road, Manhattan, KS 66502. The **Subrecipient** may also be referred to as “Participant” or “Lower-Tier Participant” in this **Agreement**.
12. **“Total Agreement Funds”** means the maximum dollar amount the **Subrecipient** may be reimbursed by the **Secretary** during the Contract Period for the **Subrecipient’s** performance of **Program Approved Services** in accordance with this **Agreement** in the amount of \$18,000.00, which is to be determined before the end of the previous fiscal year.

ARTICLE II: FUNDING

1. Payment of Funds. The **Secretary** agrees to reimburse the **Subrecipient** for costs actually incurred and paid by **Subrecipient** in the performance of **Approved Services** under this **Agreement** in an amount not to exceed \$18,000.00 and in accordance with Article III, paragraph 2.

2. Adjustment of Funds. The amount of **Total Agreement Funds** is subject to adjustment by the **Secretary** if a change is made in the **Approved Services** due to data driven problem identification that affects this **Agreement** or if this **Agreement** is terminated prior to the expiration of the **Agreement**.

3. Costs Incurred; Expenditure of Funds. **Program** funds shall not be expended prior to the **Effective Date**, or following the earlier of the expiration or termination of this **Agreement**. Costs incurred shall only be as necessary and allowable to carry out the purposes and activities of the **Approved Services** and may not exceed the **Total Agreement Funds**. Expenses charged against the **Total Agreement Funds** shall be incurred in accordance with the Prime Award, and the authorizations, restrictions, and requirements contained in the notice of Prime Award and any amendments thereto and other applicable laws, regulations, grant terms and conditions, and policies.

4. Contingency. The payment of funds to the **Subrecipient** under the terms of this **Agreement** shall be contingent on the receipt of such funds by the **Secretary** from applicable state

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and federal funding sources and shall be subject to **Subrecipient's** continued eligibility to receive funds under the applicable provisions of state and federal laws and the Notice of Prime Award. If the amount of funds that the **Secretary** receives from state and federal funding sources is reduced, the **Secretary** reserves the right to reduce the amount of funds awarded under, or to terminate, this **Agreement**. The **Secretary** also reserves the right to deny payment for the **Subrecipient's** expenditures where invoices and/or other reports are not submitted in accordance with this **Agreement**.

5. Continuation of Award. The **Secretary** may grant the **Subrecipient** a **Continuation Award of Program** funds upon expiration of the current **Contract Period**. Any such grant of a **Continuation Award** by the **Secretary** shall be based on the availability of **Program** funds and the **Subrecipient's** adequate performance of **Approved Services** as determined by the **Secretary**.

6. Indirect Cost Rate. The Award Data Elements attached hereto as Exhibit A contains information on the **Secretary's** indirect cost rate under the Prime Award. The indirect cost rate information, if any, indicated in Exhibit A shall apply to the Subaward.

7. Unallowable Costs. Commercial Driver's License, Defensive Driving, and Motorcycle training are not eligible for reimbursement under this **Program**. In addition, federal funds cannot be used to supplant the **Subrecipient's** regular operating expenditures.

ARTICLE III: SECRETARY'S RESPONSIBILITIES

1. Authorization to Proceed. The **Secretary** will issue a written **Notice to Proceed** to the **Subrecipient** regarding the approved date for the **Subrecipient** to begin work.

2. Grant Payment. The **Secretary** agrees to reimburse the **Subrecipient** in accordance with this **Agreement** only after receipt of proper billing from the **Subrecipient**.

3. Monitoring and Evaluation. The **Secretary** shall monitor, evaluate, and provide guidance and direction to the **Subrecipient** in the conduct of performance under this **Agreement**. The **Secretary** has the responsibility to determine whether the **Subrecipient** has spent funds in accordance with applicable laws, regulations, including the federal audit requirements and agreements and shall monitor the activities of the **Subrecipient** to ensure that the **Subrecipient** has met such requirements. The **Secretary** may require the **Subrecipient** to take corrective action if deficiencies are found.

ARTICLE IV: SUBRECIPIENT'S RESPONSIBILITIES

In executing this **Agreement**, the **Subrecipient** acknowledges and agrees to comply with the following:

1. Scope of Services. The **Subrecipient** shall furnish the necessary personnel, facilities, and such other professional services as may be required to perform the **Approved Services**.

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2. Authorization to Proceed. The **Subrecipient** may begin performance of the **Approved Services** upon receipt of the **Secretary's** written **Notice to Proceed**.

3. Limitation on Incurred Expenditures. The **Subrecipient** shall not incur **Program** expenditures prior to the **Effective Date** of this **Agreement** and receipt of the **Notice to Proceed**.

4. Reimbursement of Costs. This is a reimbursement grant for which, after submitting a reimbursement claim to the **Secretary**, the **Subrecipient** may be reimbursed with **Program** funds for its payment of any actual **Project** costs. Reimbursement of actual **Project** costs incurred by the **Subrecipient** shall be made in accordance with this **Agreement**.

5. Salary Expenditures. The **Subrecipient** shall not supplant any salary expenditure provided for by the **Subrecipient's** current budget with any funds provided under this **Agreement**.

6. Retention of Records. The **Subrecipient** shall maintain records relating to this **Agreement** and performance of the **Approved Services** for a period of five (5) years from the end date of the funding period (September 30, 2027). The **Subrecipient** shall make all records, books, papers, and other documents that relate to this **Agreement** available at all reasonable times for inspection, review, and audit by the **Secretary**, the United States Department of Transportation, **NHTSA**, the U.S. Government Accountability Office, the Office of Inspector General, the Comptroller General of the United States, or each of their authorized representatives.

7. Improper Payments. Any item of expenditure by the **Subrecipient** under the terms of this **Agreement** found by auditors, investigators, or other authorized representatives of the **Secretary**, **NHTSA**, the U.S. Government Accountability Office, or the Comptroller General of the United States to be improper, unallowable, in violation of federal or state law, the terms of the Prime Award, or this **Agreement**, or involving any fraudulent, deceptive, or misleading representations or activities of the **Subrecipient**, shall become the **Subrecipient's** liability, to be paid by the **Subrecipient** from funds other than those provided by the **Secretary** under this **Agreement** or any other agreements between the **Secretary** and the **Subrecipient**. This provision shall survive the expiration or termination of this **Agreement**.

8. Closeout. Final payment request(s) under this **Agreement** must be received by the **Secretary** within (30) days from the earlier of the expiration of the Contract Period or termination date of this **Agreement**. Untimely payment requests will not be accepted by the **Secretary** without authorization from the **Secretary**. The **Subrecipient's** acceptance of final payment from the **Secretary** shall constitute an agreement by the **Subrecipient** to release and forever discharge the **Secretary**, and the **Secretary's** agents, employees, representatives, affiliates, successors and assigns from any and all claims, demands, damages, liabilities, actions, causes of action, or suits of any nature whatsoever, which the **Subrecipient** has at the time of acceptance of final payment or may have thereafter, arising out of or in any way relating to any and all injuries and damages of any kind as a result of or in any way relating to this **Agreement**. The **Subrecipient's** obligations to the **Secretary** under this **Agreement** shall not terminate until all closeout requirements are completed to the satisfaction of the **Secretary**. Such requirements include submitting final reports to the **Secretary** and providing any closeout-related information requested by the **Secretary** by

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the deadlines specified by the **Secretary**. This provision shall survive the expiration or termination of this **Agreement**.

9. Prior Approval for Changes. The **Subrecipient** shall not transfer allocated funds among cost categories within a budgeted program account or make any changes, directly or indirectly, in program design or the **Approved Services** without the prior written approval of the **Secretary**.

10. Cooperation in Monitoring and Evaluation. The **Subrecipient** shall permit the **Secretary** to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, funding sources guidelines or by the terms and conditions of the Prime Award, the **Subrecipient** shall ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of this **Agreement**.

11. Audit.

- a. Audit Requirements for Federal Awards. The **Subrecipient** shall comply with Federal-Aid Transportation Act and the requirements of 2 C.F.R. Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (commonly known as the "Supercircular"). The Audit Standards set forth in 2 C.F.R. Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," and specifically the requirements in Subpart F, 2 C.F.R. §200.500 *et seq.*, require either a single or program specific audit be performed by an independent certified public accountant in accordance with these standards. All information audited and audit standards and procedures shall comply with 2 C.F.R. §200.500 *et seq.*
- b. Agency Audit. If the Audit Standards set forth in 2 C.F.R. Part 200 do not apply, the **Secretary** and/or the **NHSTA** may request, in their sole discretion, to conduct an audit of the **Program**. Upon the request of the **Secretary** and/or the **NHTSA** for an audit, the **Subrecipient** shall participate and cooperate with any reviews or audits of the activities under this **Agreement**; make its records and books available to representatives of the requesting agency for a period of five (5) years from the date of final payment under this **Agreement**; and ensure to the extent possible the cooperation of its agents, employees, and board members in any such reviews and audits. If an audit reveals the **Subrecipient** has expended grant funds in any manner not authorized under this **Agreement**, the **Subrecipient** shall promptly reimburse the **Secretary** for such funds upon notification by the **Secretary**.

12. Compliance with Prime Award and Subaward. The **Subrecipient** shall perform all activities funded by this **Agreement** in accordance with this **Agreement** and cooperate fully with the **Secretary** in efforts to comply with the requirements of the Prime Award, including any amendments thereto.

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13. Licenses, Certifications, Permits, Accreditation. The **Subrecipient** shall procure and keep current any license, certification, permit, or accreditation required by federal, state, or local law and shall submit to the **Secretary** proof of any licensure, certification, permit, or accreditation upon request.

14. Safety Belt Usage. The **Subrecipient** has and operates under, or within one year of this **Agreement**, shall have in place and operate under, a policy which requires its employees to comply with the Kansas Safety Belt Use (K.S.A. § 8-2501, *et seq.*) and Child Passenger Safety (K.S.A. § 8-1344) Acts when engaged in official travel by public or private vehicle. The **Subrecipient** may request a model policy from the **Secretary**.

15. Dun & Bradstreet. If it has not already done so, the **Subrecipient** shall obtain a Data Universal Numbering System (DUNS) number, which may be obtained from Dun and Bradstreet, Inc. (D & B) by telephone (currently 866-705-5711) or the Internet (currently <http://fedgov.dnb.com/webform>).

16. System for Award Management. The **Subrecipient** shall maintain current registrations in the System for Award Management (<http://www.sam.gov>) at all times during which it has active federal awards.

17. Certification Regarding Sexual Harassment. The **Subrecipient** shall comply with Executive Order 18-04 (February 5, 2018), by signing the Policy Regarding Sexual Harassment Special Attachment, which is attached to and made a part of this **Agreement**. (**Attachment No. 2**)

18. Certifications and Assurances. The **Subrecipient** shall comply with the provisions found in the most current version of **Exhibit C** "Certifications and Assurances," which is attached to and made a part of this **Agreement**.

19. Federal Requirements for Fixed Amount Awards. The **Subrecipient** shall comply with the applicable provisions of 2 C.F.R. Part 200 listed on the attached **Exhibit B** "Federal Requirements for Fixed Amount Awards."

20. Confidentiality; Protection of Personally Identifiable Information. The **Subrecipient** shall maintain as confidential all information and records relating to this **Agreement** and shall not disclose or otherwise release the same unless authorized under the Kansas Open Records Act (K.S.A. 45-215, *et seq.*), the Freedom of Information Act (5 U.S.C.A. § 552), or a current and valid court order.

21. Prohibited Use of Certain Technologies. The **Subrecipient** shall comply with 2 CFR 200.216 and 2 CFR 200.471, which prohibit recipients and subrecipients of federal funds from obligating or expending loan or grant funds, if any, to 1) procure or obtain; 2) extend or renew a contract to procure or obtain, or; 3) or enter into a contract to procure or obtain telecommunication or video surveillance equipment, services, or systems produced by: Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); and Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). Any expenditures for

such telecommunication or video surveillance equipment, services or systems are unallowable costs and will not be reimbursed.

22. Covenant Against Contingent Fees. The **Subrecipient** represents and warrants that no person or entity has been employed or retained to solicit or secure this **Agreement** upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. In the event of a breach or violation of this representation and warranty, the **Secretary** shall have the right to annul this **Agreement** without liability or, in its discretion, to offset against amounts it owes the **Subrecipient** under this **Agreement** or otherwise recover from the **Subrecipient** the full amount of such commission, percentage, brokerage, or contingent fee, and to seek any other legal remedies available to it as a result of such breach. The Certification of the Subrecipient, **Attachment No. 3**, is attached to and made a part of this **Agreement**.

23. No Assignment. The **Approved Services** to be performed under the terms of this **Agreement** shall be performed by the **Subrecipient** and shall not be assigned, sublet, or transferred to any other party without the written consent of the **Secretary**.

24. Accounting. Upon the **Secretary's** request, the **Subrecipient** shall provide the **Secretary** an accounting of all actual **Program** costs to enable the **Secretary** to report all costs of the **Program** to the legislature.

ARTICLE V: GENERAL PROVISIONS:

1. Acceptance. No contract provision or use of items by the **Secretary** shall constitute acceptance or relieve the **Subrecipient** of liability in respect to any expressed or implied warranties.

2. Amendment. Any amendment to this **Agreement** shall be in writing and signed by the Parties.

3. Binding Agreement. This **Agreement** and all contracts entered into under the provisions of this **Agreement** shall be binding upon the **Secretary** and the **Subrecipient** and their successors in office.

4. Civil Rights Act. The "Special Attachment No. 1" pertaining to the implementation of the Civil Rights Act of 1964, is attached and made a part of this **Agreement**.

5. Contract Summary. The Agency Information & Contract Summary (**Attachment No. 1**) is attached and made a part of this **Agreement**.

6. Contractual Provisions. The provisions found in the current version of the "Contractual Provisions Attachment (Form DA-146a)," which is attached hereto, are hereby incorporated into this **Agreement**, and made a part thereof.

7. Correspondence. Any notice required or submitted under this **Agreement** shall be deemed given if personally delivered or mailed by registered or certified mail, return receipt

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Bureau of Transportation Safety

requested and postage prepaid, to the following addresses of the Parties or such other addresses as either party shall from time to time designate by written notice.

The Secretary:

Kansas Department of Transportation
ATTN: Amy J Sims-Shonka
Bureau of Transportation Safety
700 SW Harrison Street
Topeka, KS 66603-3754

The Subrecipient:

Riley County Police Department
ATTN: Daryl Ascher
1001 S. Seth Child Rd
Manhattan, KS 66502

8. Counterparts. This **Agreement** may be executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same agreement.

9. Entire Agreement. This **Agreement**, with all attached exhibits, expresses the entire agreement between the Parties with respect to the **Subrecipient's** participation in the **Program**. No representations, promises, or warranties have been made by the Parties that are not fully expressed or incorporated by reference in this **Agreement**.

10. Headings. All headings in this **Agreement** have been included for convenience of reference only and are not to be deemed to control or affect the meaning or construction or the provisions herein.

11. Independent Contractor Relationship. The relationship of the **Subrecipient** to the **Secretary** is that of an independent contractor and not of an employee/employer. It is expressly understood that any individual performing services under this **Agreement** on behalf of the **Subrecipient** shall not be deemed to be an employee or independent contractor of the **Secretary**, and such individual shall not be entitled to tax withholding, workers' compensation, unemployment compensation or any employee benefits, statutory or otherwise, from the **Secretary**. The **Subrecipient** agrees that it is solely responsible for the reporting and payment of income, social security, and other employment taxes due to the proper taxing authorities with respect to such personnel. The **Subrecipient** agrees to indemnify, defend and hold harmless the **Secretary** and its directors, officers, employees, and agents from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, relating to the reporting and payment of income, social security, and other employment taxes and the provision of employee benefits (including but not limited to workers' compensation, unemployment insurance, and health insurance coverage or assessable payments required under state or federal) with respect to such individual performing services under this **Agreement** on behalf of the **Subrecipient**. This provision shall survive the expiration or termination of this **Agreement**.

12. Integration. This **Agreement** supersedes all oral agreements, negotiations, and representations between the Parties pertaining to the subject matter of this **Agreement**.

13. No Third-Party Beneficiaries. No third-party beneficiaries are intended to be created by this **Agreement** and nothing in this **Agreement** authorizes third parties to maintain a suit for damages pursuant to the terms or provisions of this **Agreement**.

14. Nondiscrimination and Workplace Safety. The **Subrecipient** shall comply with all **federal, state, and local laws**, and rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules, or regulations may result in termination of this **Agreement**.

15. Restriction on State Lobbying. Funds provided by the **Secretary** under this **Agreement** shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this **Agreement** shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

16. Retainage. In the event the **Subrecipient** is awarded \$100,000.00 or more by the **Secretary** under this **Agreement**, the **Subrecipient** acknowledges and agrees the **Secretary** may retain up to five percent (5%) of the **Total Agreement Funds** by executing this **Agreement**. Any such retainage will be deducted from the first reimbursement voucher and returned to the **Subrecipient** upon submission of all activity and financial supporting documentation at the end of the fiscal year.

17. Severability. If any provision of this **Agreement** is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this **Agreement** shall not be affected, and each provision of this **Agreement** shall be enforced to the fullest extent permitted by law.

18. Technical Advice and Assistance; Limitations. Technical advice, assistance, or both, provided by the **Secretary** under this **Agreement** shall not be construed as an undertaking by the **Secretary** of the duties of the **Subrecipient** or any other individual or entity, or the duties of any Consultant, Contractor, licensed professional engineer, or inspector hired by the **Subrecipient**.

19. Termination by Either Party. Either Party may terminate this **Agreement** upon thirty (30) days written notice to the other party for any reason; provided, however, the **Subrecipient** shall not be paid more than it would receive under the terms of the **Agreement** for that portion of **Approved Services** rendered to the date of termination.

20. Termination by the Secretary. If, in the judgment of the **Secretary**, sufficient funds are not appropriated to continue the function performed in this **Agreement** and for the payment of the charges hereunder, the **Secretary** may terminate this **Agreement**. The **Secretary** will participate in all costs approved by the **Secretary** incurred prior to the termination of the **Agreement**.

21. Waiver. A Party's failure to exercise or delay in exercising any right, power, or privilege under this **Agreement** shall not operate as a waiver. Further, no single or partial exercise of any right, power, or privilege shall preclude any other or further exercise thereof.

The signature pages immediately follow this paragraph.

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Bureau of Transportation Safety

IN WITNESS WHEREOF the Parties have caused this **Agreement** to be signed by their duly authorized officers as of the **Effective Date**.

SUBRECIPIENT

Print Name: Linda Morse
Title: Chair of Riley County Law Enforcement Law Board
Date: _____

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

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Kansas Department of Transportation
Secretary of Transportation

By: _____
Burt Morey, P.E. (Date)
Deputy Secretary and
State Transportation Engineer

Index of Exhibits and Attachments

Attachment No. 1 – Agency Information & Contract Summary
Attachment No. 2 – Certification regarding Sexual Harassment
Attachment No. 3 – Certification of the Subrecipient - Covenant Against Contingent Fees
DA – 146a
Special Attachment No. 1 – Civil Rights Act
Exhibit A – Award Data Elements
Exhibit B – Federal Requirements for Fixed Amount Awards
Exhibit C – Certifications and Assurances
Attachment No. 4 – Certification by Subrecipient Regarding Debarment, Eligibility, Indictments,
Convictions, or Civil Judgements (if over \$25,000)
Attachment No. 5 – Disclosure of Lobbying Activities (if over \$100,000)

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

Special Traffic Enforcement Program (STEP)

Agency Information & Contract Summary

Kansas Department of Transportation, Bureau of Transportation Safety
Eisenhower State Office Building, 700 SW Harrison St., 6th Floor South
Topeka, KS 66603

SP-1300-22

Section 1 Subrecipient Information

1. Name of Subrecipient: Riley County Police Department	2. Mailing Address (Street, City, Zip Code): 1001 S Seth Child Rd Manhattan, KS 66502
3. Name and Title of Head: Dennis P. Butler, Director 4. Phone: 785-473-2468 5. Email: dbutler@rileycountypolice.org	6. Name and Title of person authorized to commit Subrecipient into contracts (City Manager, Chief, Sheriff, etc.): Linda Morse, Chair of Riley County Law Enforcement Law Board or Vice-Chair
7. Project Contact Person: Daryl Ascher 8. Contact's Phone: 785-473-2347 9. Cell: 785-341-1924 10. Contacts Email: dascher@rileycountypolice.org 11. Contacts Fax: 785-565-6559	11a. Reimbursement Instructions: Direct Deposit: ☒ * Check: ☐ 11b. *If "Check" was selected, to whom will check be made out to? Address (If different from above):
12. FEIN ID No. 48-0802343 13. *DUNS No. 137394321 14. *SAM expiration date: 10/19/2022	15. Name of Financial Contact person (Optional): Jennifer Reifschneider 16. Phone: 785-473-2307 17. Email: jreifschneider@rileycountypolice.org

Approved Services and Expectations:

- ✓ Subrecipient will make every reasonable effort to participate in at least three (3) STEP enforcements per Federal Fiscal Year. This will include at least one (1) of the winter holiday campaigns as well as *Click It or Ticket* and *You Drink. You Drive. You Lose.*
- ✓ Over the term of the STEP year a Subrecipient will average a minimum of two contacts/stops per hour of reimbursed STEP enforcement.
- ✓ Subrecipient will adhere to the dates posted on the STEP schedule and to the requirements included on the STEP Fact Sheet.
- ✓ No STEP expenditures may be incurred prior to the completion of a fully executed agreement and the receipt of the Notice to Proceed letter.
- ✓ All enforcement must be done utilizing overtime hours. Instructions can be found on the STEP Fact Sheet available from KDOT.

Subrecipient may be provided additional funds for equipment and/or training to support enforcement efforts if all STEP expectations are met.

Special Traffic Enforcement Program (STEP)

Agency Information & Contract Summary

Kansas Department of Transportation, Bureau of Transportation Safety
Eisenhower State Office Building, 700 SW Harrison St., 6th Floor South
Topeka, KS 66603

FOR KDOT USE ONLY

Award Information:

Fed. Awarding Agency:
National Highway Traffic
Safety Administration

Federal Funding Source:
Section 402

CFDA: 20.600
State and Community Highway
Safety

☐ check for Continuation of Award

Current Contract Period / Amount:

10/1/2021 to 9/30/2022 / \$18,000

Full Project Period / Amount:

10/1/2021 to 9/30/2024 / \$54,000

Contract No. PT-0996-22

*Federal Funds Obligated for current year only. Each remaining year shall be based upon contract amount and may include any remaining funds from the previous year(s). Contracting agencies shall not exceed the Section 402 funds allotted for the current fiscal year nor the total for the full grant period.

Project:

Project No. SP-1300-22
Fed. Funding Source: Sec. 402
CMS No: 035
Fed. Award ID No. (FAIN)
69A37521300004020KS0
Fed. Award Date: 11/10/2020

Recipient Match: None

Research and Development funds:
None
Indirect Costs: NA
Local Benefit %: 100%

***SAM Expiration Date:**

The System for Award Management (SAM) is a central registry the federal government has established to record the DUNS# and other information. Your financial office should know the date of their most recent registration in this system. KDOT must have this information up to date.

***DUNS:**

9-digit Data Universal Numbering System (DUNS)

Preferred Payment Method (11a Reimbursement Instructions):

KDOT strongly encourages direct deposit. Any questions, please contact: amy.sims-shonka1@ks.gov.

No incurred expenditures, including those for which reimbursement would be requested, may take place prior to the completion of a fully executed agreement. A fully executed agreement is a legal contract that has become effective as a result of the signatures of authorized representatives of the parties to the agreement.

Special Traffic Enforcement Program (STEP)

Agency Information & Contract Summary

Kansas Department of Transportation, Bureau of Transportation Safety
Eisenhower State Office Building, 700 SW Harrison St., 6th Floor South
Topeka, KS 66603

Section 2- Problem Identification, Proposed Solution & Enforcement Objective

18. Problem Identification: Every year in Kansas, about 50% of traffic fatalities are unbelted, 25% of crashes are directly due to inattentive driving and/ or speeding, and 20% of crashes involve alcohol.

Kansas provides four federally funded Special Traffic Enforcement Program (STEP) enforcement opportunities. While all Kansas Traffic Laws are enforced in a STEP mobilization, each campaign has a primary focus:

1. ***Thanksgiving Safe Arrival***- Primary Focus: Occupant Protection
2. ***Taking Down DUI*** (Christmas to New Year's)- Primary Focus: DUI/DUID
3. ***Click It or Ticket*** (2 weeks straddling Memorial Day)- Primary Focus: Occupant Protection
4. ***You Drink. You Drive. You Lose.*** (Labor Day)-Primary Focus: DUI/DUID

19. Proposed Solution: Our agency shall make every effort to engage in ***Click It or Ticket, You Drink. You Drive. You Lose*** and at least one of the Winter Holiday campaigns for a minimum 3 of the 4 STEP campaigns annually. Our agency's focus shall be to target the specific traffic safety issues as identified above. We will tailor the location of our STEP enforcements utilizing a data-driven approach. Using data driven analysis will ensure that our mobilizations target the areas in our locale where traffic safety infractions are a serious issue. Special attention shall be made to the Primary Focus as outlined in each individual campaign while increasing compliance with all Kansas Traffic Safety laws.

20. Enforcement Objective. Over the course of the Federal Fiscal Year, through our agency's participation in the STEP program and enforcement efforts, we will contribute to the state's target of reducing traffic fatalities by 2% annually.

Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available, and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.
7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination, and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons, and is not intended to create any new right or benefit enforceable against the State of Kansas.
9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation.

I hereby acknowledge that I have read the above State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.

Contractor Name (Type or Print) _____

By: _____

Signature

Printed Name

Title

Date

CERTIFICATION OF CONTRACTOR

I hereby certify that I am _____ and duly authorized representative of _____ (CONTRACTOR) and that neither I nor the above agency I here represent has:

- (a) employed or retained for the payment of a commission, percentage, brokerage, contingent fee, or other consideration, any person (other than a bona fide employee working solely for me or the CONTRACTOR) to solicit or secure this Agreement,
- (b) agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the agreement, or
- (c) paid, or agreed to pay, to any firm, organization of persons (other than a bona fide employee working solely for me or the CONTRACTOR) any fee, contribution, donation, or consideration of any kind, for, or in connection with, procuring or carrying out the Agreement;

except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Secretary of Transportation of the State of Kansas in connection with this Agreement and is subject to applicable State and Federal laws, both criminal and civil.

(Date)

Name:

Title:

State of Kansas
Department of Administration DA-146a
(Rev. 07-19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment
To Contracts or Agreements Entered Into
By the Secretary of Transportation of the State of Kansas

PREAMBLE

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d to 2000d-4) and other nondiscrimination requirements and the Regulations, hereby notifies all contracting parties that it will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, color, national origin, sex, age, disability, income-level or Limited English Proficiency ("LEP").

CLARIFICATION

Where the term "contractor" appears in the following "Nondiscrimination Clauses", the term "contractor" is understood to include all parties to contracts or agreements with the Secretary of Transportation, Kansas Department of Transportation. This Special Attachment shall govern should this Special Attachment conflict with provisions of the Document to which it is attached.

ASSURANCE APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in its Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration (FHWA), the Federal Transit Administration ("FTA") or the Federal Aviation Administration ("FAA") as they may be amended from time to time which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontractors, Including Procurements of Material and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA, Federal Transit Administration ("FTA"), or Federal Aviation Administration ("FAA") to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or, the FHWA, FTA, or FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA, FTA, or FAA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of the paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any

subcontract or procurement as the Recipient or the FHWA, FTA, or FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

ASSURANCE APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- The Federal Aid Highway Act of 1973 (23 U.S.C. § 324 et. seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et. seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et. seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL No. 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with LEP, and resulting agency guidance, national origin discrimination includes discrimination because of LEP. To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681)

Exhibit A
Contract No. PT-0996-22
Project No. SP-1300-22

EXHIBIT A - AWARD DATA ELEMENTS¹

Subrecipient Name	Riley County Police Department
Subrecipient Unique Entity Identifier:	137394321
Federal Award Identification Number (FAIN):	69A37521300004020KS0
Assistance Listing:	SAM.gov
Federal Award Date of Award to the Recipient by the Federal Agency:	11/10/2020
Subaward Period of Performance Start Date:	10/01/2021
Subaward Period of Performance End Date:	09/30/2022
Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$18,000
Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	\$18,000
Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	\$18,000
Federal Award Project Description:	STEP – Special Traffic Enforcement Program
Name of Federal Awarding Agency:	NHTSA
Name of Pass-Through Entity:	The Secretary
Contact Information for Federal Awarding Official:	Lori Haskett, NHTSA Regional Program Manager Lori.haskett@dot.gov
Contact Information for the Secretary Authorizing Official:	Burt Morey, Deputy Secretary Burt.morey@ks.gov
Contact Information for the Secretary Project Director:	Chris Bortz, KDOT Traffic Safety Manager Chris.bortz@ks.gov
CFDA Number and Name:	20.600; State and Community Highway Safety
Identification of Whether Subaward is R&D:	No
Indirect Cost Rate for the Secretary Federal Award:	\$0.00
Subrecipient Indirect Costs:	N/A

¹ 2 CFR 200.332(a)(1)

Exhibit B

EXHIBIT B - FEDERAL REQUIREMENTS FOR FIXED AMOUNT AWARDS¹

The following provisions of 2 C.F.R. Part 200 shall apply to this Agreement:

1. Subpart A – Acronyms and Definitions (2 C.F.R. § 200.0, *et seq.*).
2. Subpart B – General Provisions (2 C.F.R. § 200.100, *et seq.*).
3. Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards (2 C.F.R. § 200, *et seq.*).
4. Subpart D – Post Federal Award Requirements (2 C.F.R. § 300, *et seq.*).
5. Subpart E – Cost Principles (2 C.F.R. § 200.400, *et seq.*).
6. Subpart F – Audit Requirements.

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)

¹ 2 C.F.R. § 200.101

EXHIBIT C - CERTIFICATIONS AND ASSURANCES²

1. **General Requirements.** The Subrecipient shall comply with applicable statutes and regulations, including, but not limited to:

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended.
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94.
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs.
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2. **Federal Funding Accountability and Transparency Act (FFATA).** The Subrecipient shall provide the Secretary with all information requested by the Secretary to enable the Secretary to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 and associated amendments.

3. **Nondiscrimination.** The Subrecipient shall comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21.
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and Projects).
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex).
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27.
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age).
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not).
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38.

² 23 C.F.R. § 1300, App. A.

Exhibit C

- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations).
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100)).

The Subrecipient —

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the **Program** is Federally-assisted;
- Will administer the **Program** in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this **Program** will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require any of its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Will insert in all contracts and funding agreements with other State or private entities the following clause:

“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT, or NHTSA;

Exhibit C

- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs a through e, in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement that receives Federal funds under this program."

4. **Political Activity (Hatch Act)**. The Subrecipient shall comply with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

5. **Certification Regarding Federal Lobbying**. If the total value of this agreement exceeds \$100,000.00, a Certification for Federal Aid Contracts and Accompanying Disclosure of Lobbying Activities will be included as **Attachment 5** to this Agreement and be attached and made a part of this Agreement. The Subrecipient certifies, to the best of its knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

6. **Restriction on State Lobbying**. None of the funds under this Program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such

Exhibit C

activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

7. **Certification Regarding Debarment and Suspension.** If the total value of this Agreement exceeds \$25,000.00, this Agreement is a covered transaction for purposes of 2 C.F.R. Parts 180 and 1200. Therefore, the **Subrecipient** is required to verify that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any federal department or agency. A Certification by the **Subrecipient** as to History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgments will be included as **Attachment 6** to this Agreement and be attached and made a part of this Agreement.

Instructions for Lower Tier Certification

- By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
- The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under

Exhibit C

48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

- The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

8. **Buy America Act.** The Subrecipient shall comply with the Buy America requirement (23 U.S.C. § 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall Project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

9. **Prohibition on Using Grant Funds to Check for Helmet Usage.** The Subrecipient shall not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

10. **Prohibition on Using Grant Funds for Automated Traffic Enforcement Systems.** The Subrecipient shall not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system. (23 U.S.C. 402(c)(4)).

**CERTIFICATION BY PARTICIPANTS AS TO CURRENT HISTORY
REGARDING DEBARMENT, ELIGIBILITY, INDICTMENTS, CONVICTIONS, OR
CIVIL JUDGMENTS**

By signing this certificate, the Participant certifies that neither it nor its principals (owner, partner, director, officer, principal investigator, project director, manager, auditor, or any other position involving the administration of federal funds) is:

- (1) not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- (2) has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- (3) does not have a proposed debarment pending;
- (4) and has not been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past three years.

List any exceptions here: _____

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder or respondent responsibility. For any exceptions noted, indicate below to whom it applies, initiating agency, and dates of action.

Providing false information may result in criminal prosecution or administrative sanctions.

Participant/Firm's Name: _____

Address: _____

City/State/Zip: _____

Authorized Company Official's Name and Title: _____
(Typed or Printed)

Signature of Authorized Representative: _____
(Date)

Sworn to before me, a Notary Public in and for
the County of _____, State of _____,
this _____ day of _____, 20____.

Notary Public

My Commission expires _____

**Certification -- Federal Funds -- Lobbying
Required Contract Provision**

Definitions

1. **Designated Entity:** An officer or employee of any agency, a Member of Congress or any state legislature, an officer or employee of Congress or any state legislature, or an employee of a Member of Congress or any state legislature
2. **Federal Grant:** An award of financial assistance by the Federal government (Federal Aid Highway Program is considered a grant program)
3. **Influencing (or attempt):** Making, with the intent to influence, any communication to or appearance before any designated entity in connection with the making of any Federal grant
4. **Person:** An individual, corporation, company, association, authority, firm, partnership, society, state or local government
5. **Recipient:** All contractors, subcontractors or subgrantees, at any tier, of the recipient of fund received in connection with a Federal grant.

Explanation

As of December 23, 1989, Title 31 U.S.C. (new) Section 1352 limits the use of appropriated Federal funds to influence Federal contracting. Under this new section no appropriated funds may be used by the recipient of a Federal grant to pay any person to influence or attempt to influence a designated entity in connection with the naming of a Federal grant or the extension, renewal, amendment or modification of any grant. These restrictions apply to grants in excess of \$100,000.00. Submission of this Certification is required for participation in this Project by Federal Law. For each failure to file, a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 may be imposed.

Note: If funds other than appropriated Federal funds have or will be paid to influence or attempt to influence a designated entity it must be reported. If required, the reporting shall be made on KDOT Form No. 401, "Disclosure of Lobbying Activities", in accordance with its instructions. KDOT Form No. 401 is available through the Bureau of Design.

THE ABOVE DEFINITIONS, EXPLANATION AND NOTE ARE ADOPTED AND INCORPORATED BY REFERENCE IN THIS CERTIFICATION FOR ALL PURPOSES THE SAME AS IF SET OUT IN FULL IN IT.

The maker of this Certification states that it has been signed on the maker's behalf or, if on behalf of some other person, that the maker is vested with legal right and authority to bind and obligate the other person in the making of this Certification submitted in regard to this Agreement.

The maker certifies that: No Federal appropriated funds have been paid or will be paid by or on behalf of the maker, to any person, for influencing or attempting to influence any designated person in connection with the awarding of any Federal grant or the extension, continuation, renewal, amendment or modification of any Federal grant.

In the event that the maker subcontracts work in this Agreement, the maker will provide to and require the signing of this Certification by the subcontractor, and shall keep and maintain the original signed form as part of the contract with the subcontractor.

The maker understands that this Certification is a material representation of fact upon which reliance was placed as part of this transaction.

(Date)

By: _____



End of Year Expenditures 2021

Director Dennis P. Butler
RCPD Captains

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

Unused Personnel Funds

- Anticipate \$500K
- *18 Open Positions**
 - Police Officers – 4
 - Corrections – 12
 - Communications – 1
 - Civilians – 1



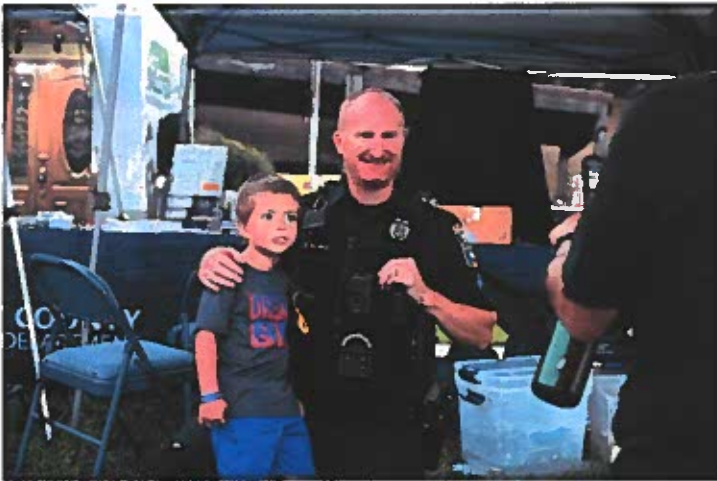
Needs and Priorities

- RCPD staff met:
 - Reviewed anticipated end of year funds
 - Reviewed RCPD needs
 - Prioritized needs and assigned funds



Health Fund

Priority #1



- Self-insured
- \$1M reserve
 - 180 members
 - \$125K stop loss
 - Losses in Health Fund
- Current balance \$1,045,000
 - Consume \$100K/year
- Add \$100K

Financial Software

Priority #2



- Needed to allow the cost coding and contract tracking project to progress
- \$22.5K for 3 year contract

E-Citations

Priority #3



- Allows officers to auto fill citations.
- Reduces downstream data entry.
- \$85K for 3 year contract



Maintenance Truck

Priority #4



- Maintenance truck
 - 2018 Ram 1500
- \$50K

Dually Truck

Priority #5



- Gasoline Dually
 - 2011 Ford F-350
- \$70K

Worker's Compensation

Priority #6



- Self-insured
- \$1.8M reserve recommended
- Current balance \$1.3M
- Insurance costs for police increasing
- Stop loss from \$450K to \$600K
- Add \$121,900K

EOY Expenditures

End of Year Proposal	
Unused Personnel Funds	End of Year Items
Anticipated remaining funds	\$500,000
Priorities:	
1 – Health Fund	100,000
2 – Finance Software Update	22,500
3 – E-Citation Project	85,000
4 – Vehicles: Maintenance Truck	50,000
5 – Vehicles: Dually Truck	70,000
6 – Worker’s Comp. Fund	121,900
Salary Survey (encumbered)	15,600
Promotion Center (encumbered)	35,000
Totals	\$500,000 \$(500,000)
	Difference \$0
Minimum Carry Over*	\$80,000 - \$120,000



Thank You!



Riley County Police Department

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

(785) 537-2112

www.RileyCountyPolice.org

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

MANHATTAN OPTIMIST CLUB
 KANSAS CITY 640
 4401 NATURE AVE
 21 OCT 2021 PM 6 L
 MANHATTAN, KS



OCT 25 2021

SRO. Sonia Gregoire
 c/o Riley County PD
 1001 S. Seth Child Rd.
 MANHATTAN, KS
 66502

502-311501



Sonia:

Thank you so very much for the
 Program you presented to us at
 Optimist last Wednesday. Please thank
 Officers Brackensio and Sheldon as well.
 We now know better what you do each
 Day and very much appreciate your
 efforts. Please contact me as you find
 use for the funds set aside for your
 programs.

Sincerely,

Steve HAUENSTEIN
 MANHATTAN OPTIMIST CLUB

Nichole Glessner - Form submission from: Citizen Compliment

From: Nichole Glessner
To: Contact_RCPD
Date: 10/25/2021 8:39 AM
Subject: Form submission from: Citizen Compliment

>>> "Riley County Police Department" <contact_rcpd@rileycountypolice.org> 10/25/2021 8:39 AM >>>

Submitted on Monday, October 25, 2021 - 8:39am

Submitted by anonymous user: [70.179.170.98]

Submitted values are:

--Contact Information--

Name: Sarah W.
State: KS

--Incident Information:--

Date of Incident: October 25, 2021

Case # (If applicable):

Employee's Name:

Comments: My 14-year old son, Wilson, missed the bus today so I had him drive to school. Apparently, he'd only turned on his parking lights* so he ended up getting pulled over near the corner of 11th and Poyntz. The officer was really great, explaining his concern about the lights, giving Wilson positive feedback on his driving and pointers on things to improve. Thankful to the RCPD for making Wilson's first experience of being pulled over a positive one.

Attachment: 11-15-21 law board packet (9890 : Law Board Meeting Agenda)