

# City of Manhattan

## City Manager's Monthly Report

### AUGUST 2021

#### City Commission:

Submitted is a report of the various departments and divisions of the City of Manhattan for August.

## FINANCE DEPARTMENT

**FINANCE and ACCOUNTING** – Rina Neal, Director of Finance

[www.cityofmnhk.com/finance](http://www.cityofmnhk.com/finance)

### City of Manhattan

### Financial Snapshot

*As of August 31, 2021*

#### Selected Funds

Fund	Beginning Balance as of January 1	Revenues	Expenditures	Current Balance
001 General Fund	6,020,370	21,428,896	18,351,416	9,097,849
105 Economic Development	8,113,132	1,557,306	1,568,166	8,102,271
106 Employee Benefits	0	4,714,580	3,613,929	1,100,651
108 Kansas Police & Fire	0	682,675	808,075	(125,400)
110 Industrial Promotion	439,019	57,373	59,348	437,044
118 Special Street & Highway	2,236,660	1,329,190	2,356,303	1,209,546
301 Bond & Interest	3,999,758	11,399,232	2,432,837	12,966,153
501 Water Fund	6,977,152	7,799,065	10,092,329	4,683,888
521 Sanitary Sewer Fund	2,920,171	8,243,190	8,588,800	2,574,561
531 Stormwater Fund	3,371,067	2,639,099	1,268,649	4,741,517

#### Selected City Debt

Current	2021 YTD	2020 YTD
Temporary Notes	108,515,000	49,560,000
General Obligation Debt	68,630,946	73,628,890
Special Assessment Debt	52,399,054	54,586,110

TIF Bonds

	Project Fund	Cost of Issuance Fund	Capitalized Interest Fund	Debt Service Reserve Fund	Totals
Bond Proceeds	17,784,633	815,632	497,734	2,122,000	21,220,000
Revenues to Date	31,941	-	1,662	442,299	475,902
Expenditures to Date	(17,816,574)	(815,632)	(499,396)	(442,163)	(19,573,766)
<b>Balance</b>	-	-	-	\$ 2,122,136	\$ 2,122,136

Revenue Collections	2021 Current	2020 Current	Percent Change	2020 Total
City Sales & Use Tax (North)	468,184	346,888	34.97%	450,529
City's Share of County Sales & Use Tax (North)	142,291	105,891	34.37%	137,285
Incremental Property Tax (North & South)	1,979,178	2,100,752	-5.79%	2,132,479
<b>Totals</b>	\$ 2,589,652	\$ 2,553,531		\$ 2,720,293

Debt Service	2021 Current	2020 Current
February 1	226,875	1,472,167
June 1	263,250	303,875
December 1	-	-
<b>Totals</b>	\$ 490,125	\$ 1,776,042
<b>Balance</b>	\$ 2,099,527	\$ 777,490
<b>Remaining Debt Payments for Fiscal Year</b>	\$ 1,783,250	\$ 1,703,875

Selected Financial Information

	2021 YTD	2020 YTD
<b>City</b>		
City Property Taxes	3,770,199	3,705,708
City Sales Taxes	7,444,064	6,813,809
City Compensating Use Taxes	1,144,706	976,535
City Franchise Taxes	2,093,544	1,740,747
<b>Riley County</b>		
Riley County Sales Taxes	1,805,312	1,655,404
Riley County Compensating Use Taxes	364,041	301,334
<b>Pottawatomie County</b>		
Sales Taxes	230,179	202,801
Compensating Use Taxes	35,645	29,482
<b>Investments</b>		
City Investment Portfolio	0	3,000,000
City Checking Account Balance	97,540,944	66,282,544
Interest Rate (weighted average)	0.07%	0.11%

**STAR Bonds**

	Project Fund	Cost of Issuance Fund	Capitalized Interest Fund	Totals
Bond Proceeds	48,407,507	583,911	1,008,582	50,000,000
Revenues to Date	511,238	-	-	511,238
Expenditures to Date	(48,918,745)	(583,911)	(1,008,582)	(50,511,238)
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Revenue Collections	2021 Current	2020 Current	Percent Change	2020 Total
Excess Sales Tax from Prior Years	-	-		-
State Sales Tax (North & South)	3,630,396	3,232,777	12.30%	4,975,291
City Sales and Use Tax (South)	61,304	51,218	19.69%	81,155
City's Share of County Sales and Use Tax (South)	18,761	15,542	20.71%	24,721
<b>Totals</b>	<b>\$ 3,710,461</b>	<b>\$ 3,299,537</b>		<b>\$ 5,081,167</b>

Debt Service (Net of Federal Subsidy)	2021 Current	2020 Current
June 1	6,238,233	227,193
December 1	-	-
<b>Totals</b>	<b>\$ 6,238,233</b>	<b>\$ 227,193</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 3,072,344</b>

Remaining Debt Payments for Fiscal Year      \$ -      \$ 5,027,416

**TDD Bonds**

*North & South*

	Project Fund	Cost of Issuance Fund	Debt Service Reserve Fund	Totals
Bond Proceeds	5,469,356	171,025	512,500	6,152,881
Revenues to Date	-	-	-	-
Expenditures to Date	(5,380,047)	(149,655)	-	(5,529,702)
<b>Balance</b>	<b>\$ 89,308</b>	<b>\$ 21,370</b>	<b>\$ 512,500</b>	<b>\$ 623,178</b>

Revenue Collections	2021 Current	2020 Current	Percent Change	2020 Total
TDD Sales Tax	268,748	240,378	11.8%	368,804

Debt Service	2021 Current	2020 Current
June 1	103,213	106,963
December 1	-	-
<b>Total</b>	<b>\$ 103,213</b>	<b>\$ 106,963</b>
<b>Balance</b>	<b>\$ 165,536</b>	<b>\$ 133,416</b>

Remaining Debt Payments for Fiscal Year      \$ 318,213      \$ 306,963

# MANHATTAN FIRE DEPARTMENT

**MANHATTAN FIRE DEPARTMENT** – Scott French, Director of Fire Services  
[www.cityofmnhk.com/fire](http://www.cityofmnhk.com/fire)

**OPERATIONS DIVISION** – Sam Dameron, Assistant Chief [www.cityofmnhk.com/fire](http://www.cityofmnhk.com/fire)

Incident Type	Current Year		Previous Year	
	August	YTD	August	YTD
Fires	10	76	8	69
Overpressure, Rupture, Explosion	2	5	1	6
Rescue & EMS	143	1,048	134	893
Hazardous Condition	18	117	27	132
Service Call	12	78	8	59
Good Intent	27	218	25	139
False Alarm/False Call	53	350	57	301
Weather/Disaster	0	1	0	1
Special Incident Type	0	3	0	0
<b>Total Incidents</b>	<b>265</b>	<b>1,896</b>	<b>260</b>	<b>1,600</b>

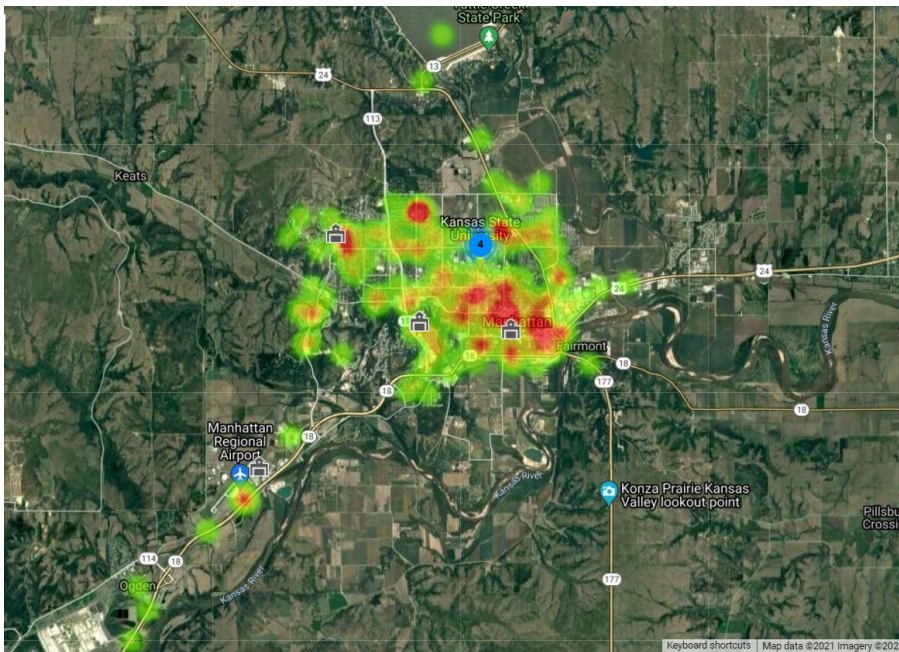
Average Response Time (From page time till on scene)	Current Year		Previous Year	
	August	YTD	August	YTD
Firehouse 1	4:46	5:33	5:14	5:24
Firehouse 2	5:02	4:59	4:34	4:35
Firehouse 3	5:45	6:06	5:56	5:49
Firehouse 4	5:50	6:21	9:14	7:47
Firehouse 5	5:20	5:33	5:22	5:19
<b>Total</b>	<b>5:11</b>	<b>5:30</b>	<b>5:23</b>	<b>5:14</b>

Day of Week	Current Year		Previous Year	
	August	YTD	August	YTD
Sunday	32	227	32	188
Monday	54	294	42	226
Tuesday	39	274	42	241
Wednesday	31	280	39	289
Thursday	35	280	28	230
Friday	42	261	38	237
Saturday	32	280	39	188
<b>Total</b>	<b>265</b>	<b>1,896</b>	<b>260</b>	<b>1,599</b>

Fire Incident Casualty Type	Current Year		Previous Year	
	August	YTD	August	YTD
Civilian Injury	0	4	0	3
Civilian Death	0	1	0	0
Fire Service Injury	0	2	0	0
Fire Service Death	0	0	0	0

Other Statistics	Current Year		Previous Year	
	August	YTD	August	YTD
Average Scene Time	26:10	23:22	20:23	22:23
Aid Given	7	34	4	25
Aid Received	0	3	0	0

Heat Map of this Month's Calls



**Risk Reduction and Code Services Section** – Ryan Courtright, Assistant Chief

[www.cityofmhc.com/codeservices](http://www.cityofmhc.com/codeservices)

**Building Permits**

	Total for Month	Same Month Last Year	Current YTD	YTD Last Year
Building Permits	23	15	231	206
Valuation	\$2,240,265	\$2,616,000	\$67,052,590	\$118,191,147
BP Fees	\$14,083.15	\$14,762.47	\$224,650.18	\$151,881.23
New Living Units	5	4	44	96

Single Family	5	4	42	20
Duplex units	0	0	2	14
Multi-Family units	0	0	0	62
New Non-Residential	0	0	11	11
Additions	0	2	23	18
Alterations	14	8	136	112
Demolitions	1	0	13	21
Repair	3	1	18	15
Misc Permits	57	64	503	457

<b>Blue Township</b>	<b>This Month</b>	<b>Current YTD</b>	<b>YTD Last Year</b>
Building Permit Fees	\$6,714.67	\$91,358.01	\$35,212.45
Building Permits	6	73	32
New Living Units	4	58	21
Single Family	4	58	21
Duplex units	0	0	0
Multi-Family units	0	0	0
New Non-Residential	0	1	1
Construction Insp - Bldg	124	924	-
Construction Insp - Fire	4	11	-

#### **Construction Inspections, Plan Review and Contractor Licensing**

	<b>This Month</b>	<b>Same Month Last Year</b>	<b>Current To-Date</b>	<b>To-Date Last Year</b>
Construction Insp - Building	313	361	2774	2593
Construction Insp – Fire	20	33	221	182
Residential Plan Review	25	38	271	212
Commercial Plan Review	10	4	60	53
Misc Plan Review	10	7	94	92
Contractor & Trade Licenses Issued	10	4	88	64

#### **Property Maintenance and Zoning Enforcement**

	<b>This Month</b>	<b>Same month Last Year</b>	<b>Current YTD</b>	<b>YTD Last Year</b>
<b><i>Notices and Orders:</i></b>	<b>15</b>	<b>19</b>	<b>161</b>	<b>112</b>
to Repair	14	17	144	105
to Repair or Demolish	0	0	2	2
to Demolish	0	0	0	0
to Vacate	1	2	16	5
<b><i>Appeals Heard:</i></b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>
Variances Granted	0	0	2	1

Variances Denied	0	0	0	0
Variances Conditionally Approved	0	0	0	1
Variances Tabled	0	0	0	1
<b>Nuisance Inspections Total:</b>	<b>153</b>	<b>228</b>	<b>1,100</b>	<b>1,355</b>
<b>Broken Down by Type:</b>				
<b><i>Weed Notices</i></b>	<b>58</b>	<b>94</b>	<b>409</b>	<b>513</b>
By Complaint	28	54	182	184
By Code Office	30	40	227	329
Property Mowed by Contractor	4	5	25	14
<b><i>Trash/Debris Notices</i></b>	<b>62</b>	<b>89</b>	<b>440</b>	<b>487</b>
By Complaint	37	44	162	179
By Code Office	25	45	278	308
Nuisances abated by Code	1	0	5	9
<b><i>Inoperable Vehicles</i></b>	<b>3</b>	<b>5</b>	<b>24</b>	<b>42</b>
By Complaint	1	4	13	9
By Code Office	2	1	11	33
<b>Second Notices</b>	0	0	2	0
<b><i>Sidewalk Notices</i></b>	<b>6</b>	<b>1</b>	<b>23</b>	<b>17</b>
By Complaint	5	1	15	15
By Code Office	1	0	8	2
<b>Second Notices</b>	0	0	0	1
<b><i>Parking in Front Yard</i></b>	<b>8</b>	<b>12</b>	<b>37</b>	<b>56</b>
By Complaint	4	8	12	18
By Code Office	4	4	25	38
<b><i>Miscellaneous Notices</i></b>	<b>5</b>	<b>17</b>	<b>116</b>	<b>193</b>
By Complaint	0	9	39	97
By Code Office	5	8	77	96
<b>Closed Inspections</b>	<b>148</b>	<b>220</b>	<b>1,123</b>	<b>1,521</b>
<b>Sign Inspections</b>	<b>0</b>	<b>5</b>	<b>39</b>	<b>48</b>
<b>Citations Issued:</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>

**Alarm Permit/False Alarm Ordinance Program**

<b>August 2021</b>	<b>This Month</b>	<b>Same Month Last Year</b>	<b>Current To-Date</b>	<b>To-Date Last Year</b>
Alarm Permits	14	13	77	60
Intrusion Alarms	36	47	393	350
Fire Alarms	14	34	133	124
Total Alarms	50	81	526	474

**Existing Structures Inspections**

	<b>This Month</b>	<b>Current YTD</b>	<b>YTD Last Year</b>
<b>Dwelling Units Inspected</b>	<b>8</b>	<b>43</b>	<b>36</b>
Owners Volunteering	2	3	2
Referral	0	2	0
Complaint	6	38	34
Other	0	0	0
Exterior Inspections	3	18	26
Fire prevention inspections	460	1,981	1,096
Rental units registered	1	-46	76
Rental owners registered	2	32	62
Rental addresses registered	9	-2	66
Rental registration violations	11	51	47

### Public Education Activities

	<b>This Month</b>	<b>Same Month Last Year</b>	<b>Current To-Date</b>	<b>To-Date Last Year</b>
Events	8	1	41	24
Total Time (hrs.)	71.75	.5	161	39
Adults Reached	787	2	948	285
Children Reached	738	0	851	99

### Support and Training Section – Mike Kaus, Battalion Chief of Training

[www.cityofmnhk.com/fire](http://www.cityofmnhk.com/fire)

The Department's goal for training hours for full time firefighting personnel in 2021 is an average of 240 hours per person. For the year-to-date, the Department has recorded 152.8 training hours per person, which is 63.6% of the goal for the year.

The Department's goal for training hours for student firefighting personnel in 2021 is an average of 60 hours per person. For the year-to-date, the Department has recorded 93.2 training hours per person, which is 155% of the goal for the year.

The Department's goal for training hours for Risk Reduction personnel in 2021 is an average of 600 hours for the division. For the year-to-date, the division is at 86% of the goal for the year.

- The Manhattan Fire Department conducted a complex structural shoring training event at Firehouse 3. The objectives were to identify the best techniques for shoring simulated weakened structures from manmade or natural disasters. Crews had to then build the shore from wood or specialized equipment within the national standard for time.



<b>Training</b>	<b>August</b>	<b>Same Month Last Year</b>	<b>YTD 2021</b>	<b>YTD 2020</b>
Hazardous Materials	222.75	237.5	818.5	616.5
Rescue/Extrication	491	236	2,451.5	1,641
Medical	87	97	1,307	1,110
Fire ground	412.25	971	3,874.25	3,800
Professional Development	38.75	33	243.25	590
Other training topics	378.25	253.25	3,816.25	3,645.5
ICC Continuing Education	8	0	134	12
Total Hours for Ops personnel	1,630	1827.75	12,227.25	11,403
Total Hours for SFF personnel	46.5	7	1,118.25	486.75
Total Hours for Risk Reduction personnel	19.5	30.5	517.75	316.5
Total Hours	1,696	1,865.25	13,642.75	12,206.25

**Exercises/Tabletops Conducted this Month**

- None

**Building Maintenance**

- None

**Health and Safety**

- None

**Fleet Out of Service**

<b>Apparatus</b>	<b>Year Purchased</b>	<b>August Hours</b>	<b>Hours YTD 2021</b>	<b>Days YTD 2021</b>	<b>Comments</b>
Engine 1	2012	48	435	18.13	Service, engine repairs, seat replacement
Quint 2	2017	101	216.25	9.01	Suspension repairs
Quint 3	2020	7	41	1.71	Service, lighting repairs
Engine 4	2015	32	96.25	4.01	Tire install, air system repairs
Quint 5	2009	5	863	35.96	Door repairs
Engine 14	1997	-	-	-	-
Quint 13	2003	-	29.0	1.21	-
Ladder 1	1995	-	886.50	36.94	-
Hazmat 1	1992	-	3.5	.12	-
Brush 1	2019	-	-	-	-
ARFF 1	2018	-	102.5	4.27	-
ARFF 2	1999	-	765.25	31.89	-
Rescue 1	2003	-	16	.67	-
Rescue 2	2012	-	26	1.08	-
Old Engine 1	-	-	-	-	-
<b>Average Year Purchased</b>	<b>2008</b>	-	-	-	-
<b>Total Hours</b>	-	<b>193.0</b>	<b>3508.5</b>	-	-
<b>Total Days</b>	-	-	-	<b>146.19</b>	-

# COMMUNITY DEVELOPMENT DEPARTMENT

**COMMUNITY DEVELOPMENT ADMINISTRATION** - Eric Cattell, Director of  
*www.cityofmhk.com/communitydevelopment* Community Development

**2020 CDBG Allocation:** The 2020 CDBG allocation from the Department of Housing and Urban Development (HUD) was \$559,144. The 2020 program year ended on June 30, 2021, and the Community Development Department is in the process of closing out the files and developing the Consolidated Annual Performance and Evaluation Report (CAPER).

**2021 CDBG Action Plan:** The City's 2021 CDBG allocation is \$542,228. In March, the Community Development Dept. utilized suggestions from the local social service agencies and the public to finalize the draft 2021 Action Plan, based on the 2021 allocation. [The City Commission held a public hearing in May and adopted the 2021 Action Plan, which is](#) posted on the City website at [www.cityofmhk.com/CDBG](http://www.cityofmhk.com/CDBG). In July, the City awarded a construction contract for replacement of the eastern leg of the City Park sidewalk/Clarenburg Trail. This project was on hold during the pandemic and is being paid for entirely with CDBG 2019 Program Year funds. The preconstruction meeting was held in August and construction is expected to start on September 7th. The Leavenworth entrance to City Park will be closed to the Public for the duration of construction, and 11th Street will experience temporary lane closures for crosswalk painting.

**CDBG-CV CARES Act Funds:** The City received \$328,976, under Round 1 of the Coronavirus Aid, Relief and Economic Security Act (CARES Act). In July 2020, the City amended the 2020-2024 Consolidated Plan and 2020 Action Plan, to identify how these funds will be used to address impacts from the pandemic. In September 2020, HUD notified the City of its Round 3 CDBG-CV allocation of \$305,067 to primarily assist renters and homeowners who are behind on monthly rental, utility and/or mortgage payments due to financial hardship caused by COVID-19. The City is working with local social service agencies to backfill eligible lost revenues from the Special Alcohol Tax, as well as to address other pandemic impacts on their services and clients, including Sunflower CASA, the Riley County Senior's Service Center, Boys & Girls Club, Pawnee Mental Health, Manhattan Emergency Shelter, and the Manhattan Public Housing Authority. The City is also developing bid documents and plans to replace the commercial outdoor freezer at the Flint Hills Breadbasket.

**Housing Rehabilitation and Public Improvement Projects:** In August one rehab project was complete on a mobile home, there was one project under construction, and 4 applications were being processed.

**Emergency Solutions Grant (ESG):** In February, the Kansas Housing Resources Corporation awarded the City \$164,427.00 in 2020 Emergency Solution Funds for the grant period running from January to December 31, 2021. ESG grants assist program activities at the Manhattan Emergency Shelter, Inc., and the Crisis Center. In February, the CD Dept. also submitted a supplemental application that was approved for \$8,039.81 in 2019 ESG funding for MESI, to cover unreimbursed expenses in the 2019 ESG program year. In May 2021, the City Commission approved submission of the 2021 ESG application for \$283,750, on behalf of MESI and the Crisis Center. In July, the CD Department was notified that KHRC had approved a request submitted on behalf of MESI for \$29,332.74 in additional 2020 ESG-CV funds to cover expenses incurred for staffing, cleaning, and repairs during the pandemic.

**PLANNING DIVISION - Chad Bunger, AICP, Assistant Director of Community Development**

**Manhattan Urban Area Planning Board (MUAPB) Activity**

		<b>This Month</b>	<b>2021 Year-to-Date</b>	<b>2020 Year-to-Date</b>
Annexations		0	(44.2 Acres)	2 (.27 acres)
Rezoning		0		6
Preliminary Plats		0		5
Final Plats		0		13
Planned Unit Developments	Residential	0	Residential	0
<u>Preliminary Plan</u>	Comm./Ind.	0	Comm./Ind.	0
Planned Unit Developments	Residential	0	Residential	0
<u>Final Plan</u>	Comm./Ind.	0	Comm./Ind.	0
Planned Unit Development Amendments	Comm./Ind.	0	Comm./Ind.	6
	Residential	0	Residential	2
Zoning Regulations Amendments		0		0
Municipal Facility Review		1		1
Comprehensive Plan Adopt/Amendment		0		0

**Board of Zoning Appeals (BZA) Activity**

	<b>This Month</b>	<b>2021 Year-to-Date</b>	<b>2020 Year-to-Date</b>
Exceptions	2	18	9
Variances	0	2	2
Conditional Uses	0	2	7
Appeals	0	0	0

**Historic Resources Board (HRB)**

	<b>This Month</b>	<b>2021 Year-to-Date</b>	<b>2020 Year-to-Date</b>
SHPO/HRB Reviews	0	14	11

**Bicycle and Pedestrian Advisory Committee (BPAC)**

The committee discussed potential sidewalk gap projects for next year.

**Planning Division—Administrative Activity**

	<b>This Month</b>	<b>2021 Year-to-Date</b>	<b>2020 Year-to-Date</b>
Pre-application Meetings	1	47	25
Flood Plain Permits	0	10	16
Citizen Informational Meetings	2	12	4

**Other Planning Activity.**

**Housing Market Analysis and Policy Strategy:** The Community Development Department finalized the Scope of Work and contract with Development Strategies, Inc., which were approved by the City Commission, to conduct the Housing Market Analysis and Policy Strategy. The consultant held a meeting with City Administration to begin coordinating initial background data collection and administrative coordination for the project.

**Kansas Housing Conference:** The Director of Community Development attended several virtual sessions of the Kansas Housing Conference hosted by the Kansas Housing Resource Corporation; as well as webinars on the

Bridge to Housing Stability program, which provides emergency funding in concert with the Kansas Emergency Rental Assistance program (KERA); and the Kansas Homeowner Assistance Fund (KHAF).

**Flood Mitigation Fee Work Session:** The Community Development Department, along with Headwaters Economics, an independent, nonprofit research group, presented alternatives to the City Commission for establishing a dedicated flood mitigation fee, to be used for the local match requirement for state and federal grants for flood mitigation projects and also pay for planning projects for mitigation or emergency response, funding equipment purchases (e.g., more early warning systems), service agreements for emergency response and mitigation, maintenance of existing stream gauges and sirens, maintenance of acquired open space properties from buyout projects, and informational and educational initiatives involving CRS and other activities. City Administration determined that the most viable funding option is to establish a flood mitigation enterprise fund, similar to that of the stormwater utility fee. These fees would be based on a Residential Equivalent Unit, similar to the how the stormwater utility fee is generated.

**Manhattan Urban Area Planning Board Annual Organizational Meeting:** John Ball was elected chairperson and Phil Anderson was elected Vice Chairmen.

**Manhattan Development Code (MDC) formerly known as the Unified Development Ordinance (UDO):** The Community Development (CD) Department completed final editing to the public review draft of the Manhattan Development Code (MDC), which is posted online at <https://engagemhk.org/manhattan-development-code>. The Department continued finalizing videos of various articles to help educate the community on the draft regulations. In August, the CD Department conducted wrap-up work sessions with the Planning Board and City Commission to discuss any final issues that had been identified and how they were being addressed. The Department also conducted two educational meetings on the MDC with various community groups and stakeholders. The MDC updates and reformats the Manhattan Zoning Regulations and the Manhattan Urban Area Subdivision Regulations into a Unified Development Ordinance that is anticipated to be adopted in December 2021. One of the goals of the project will be to make the development regulations more user friendly and searchable on a mobile and web-based platform.

**Plaza West Area Plan:** Stantec, the consultant working on the Plaza West Area Plan finalized conceptual redevelopment scenarios for the shopping center to make it more flood resistant, held the final Steering Committee meeting, and worked on the final report. The Community Development Department is coordinating with the Flint Hills Regional Council and Stantec on the project. The Flint Hills Regional Council received a Brownfield Community Wide Assessment Grant from the Environmental Protection Agency (EPA) to aid in the revitalization of brownfield sites and other underutilized properties throughout the community.

**In-Person Advisory Board Meetings and Public Hearings:** The Manhattan Urban Area Planning Board, Board of Zoning Appeals, and Bicycle – Pedestrian Advisory Committee and Historic Resources Board continued in-person public meetings in the City Commission Room.

**Community Development Department Teleworking During Pandemic:** In August 80% of the Community Development Department staff worked predominately in City Hall and 20% continued working remotely to various extents.

# PUBLIC WORKS DEPARTMENT

**PUBLIC WORKS ADMINISTRATION** - Rob Ott, P.E., Director of Public Works  
[www.cityofmnhk.com/publicworks](http://www.cityofmnhk.com/publicworks)

**ENGINEERING DIVISION** – Brian Johnson, P.E., City Engineer

## Projects under Design

- Genesis Sidewalk Addition
- Marlatt Avenue Bank Stabilization
- Kimball Avenue, College Avenue to Grain Science Entrance (North Campus Corridor, Phase 9)
- N. Manhattan, Old Claflin to Kimball Streetscaping, (North Campus Corridor, Phase 8)
- S. Manhattan Stormsewer Improvements (Downtown CIP #5)
- Tuttle Creek Boulevard, North Ditch Improvements
- Stonehaven Subdivision
- Elijah Subdivision
- Kimball Avenue, Vanesta to Berkshire
- Poyntz and Juliette Intersection
- E.J. Frick Stormsewer
- 1200 Block Alley
- Hays Drive Trail
- Safe Routes to School, Phase IIC
- Marlatt Extension west of Seth Child
- US24/Levee Drive Signalization
- Aggieville, N. Manhattan
- Fremont Street Improvements (14<sup>th</sup> to 11<sup>th</sup>)
- Anderson Avenue Waterline, (Connecticut to Sunset)
- Americare Drainage and Utilities
- Stormont Vail Buildings on N. Manhattan

## Projects To Bid/Request for Qualifications

- USACE Levee Rehabilitation
- Kimball Avenue, Denison Avenue to N. Manhattan Avenue, (North Campus Phase 10)

## Public Outreach/Neighborhood Meetings

- Levee Rehabilitation
- Erosion Control and NPDES Permitting
- North Campus Corridor Schedules and Impacts

## Projects Under Construction

- Kimball Avenue Repair/Candlewood Entrance
- Research Park Subdivision
- Evergy Underground bury, N. Manhattan, Old Claflin to Kimball Avenue.
- Concrete Street Repair, 2021 Phase I (Cherry Hill/Kings Road/Cedar Crest)
- Scenic Crossing, Unit 4
- Stonehaven Watermain
- Amherst Avenue Extension
- Stonehaven Amherst Grading
- Stonehaven Sanitary Sewer

- Kirkwood Extension, Eisenhower Gymnasium
- K-18 Bridge Replacement
- Kimball and College Intersection (North Campus Corridor, Phase 6)
- Chapel Hill Subdivision
- Westwood Stormsewer
- Kimball Avenue, Seth Child to Candlewood
- Laramie Street improvements (Aggieville)
- 14<sup>th</sup> Street Improvement (Aggieville)

**WATER AND WASTEWATER DIVISION** – Randy D. DeWitt, P.E., Assistant Director of  
Public Works for Water and Wastewater

**Projects Under Design**

- Water Booster Pump Station Upgrades
- Levee Improvements – Water and Sewer Utility Relocations
- Water and Sewer Master Plan Update
- College Heights Road Waterline Improvements
- Northwest Water Transmission Main
- Water Treatment Plant – Lime Sludge Lagoons Improvements
- Anderson Avenue Waterline Improvements
- 2020 Waterline Improvements
- 2019 Water and Sewer Master Plan Update
- West Anderson Sanitary Sewer Extension
- Seth Child Sanitary Sewer Trunk Main Improvements
- Wastewater Treatment Plant Final Clarifier Basin No. 3 Upgrade

**Projects Pending Design**

- 2021 Waterline Improvements
- MFRO Area Waterline Improvements
- Poyntz and Delaware Sanitary Sewer Improvements
- Water Treatment Plant – Well 15 Electrical Service Raise
- Sanitary Sewer Interceptor Inspection and Cleaning Project

**Projects Pending Construction**

- Butterfield Neighborhood Waterline Improvements

**Projects Under Construction**

- 2021 Sanitary Sewer Manhole Rehabilitation
- 2021 Sanitary Sewer CIPP
- Meadowlark Centerpointe Physicians Clinic - Public Water and Sanitary Sewer Improvements (Development Agreement)
- Americare at Stonehaven - Public Water and Sanitary Sewer Improvements (Development Agreement)
- 2021 Water Treatment Plant Well Rehabilitation
- 2021 Water Treatment Plant Pump and Motor Rehabilitation

**Pending Project RFQ/RFP**

- Wastewater Treatment Plant – 2022 Solids Treatment Upgrade and Expansion

**Pending Projects Miscellaneous**

- Asset Management Data Collection and Implementation Project

**Agreements and Other**

- Interlocal Agreement – Riley County Keats Sewer District
- Memorandum of Understanding - KSU – Grease Management

**WASTEWATER TREATMENT PLANT** – Russell Still  
Wastewater Treatment Plant Superintendent

- Total Wastewater Treated (Year-To-Date) – 2,836.94 MG
- Maximum Daily Flow Influent – 5.82 MG
- Total Monthly Sludge Wasted to Digesters – 616.486 Gal
- Average Percent % Solids, Biosolids – 2.05%

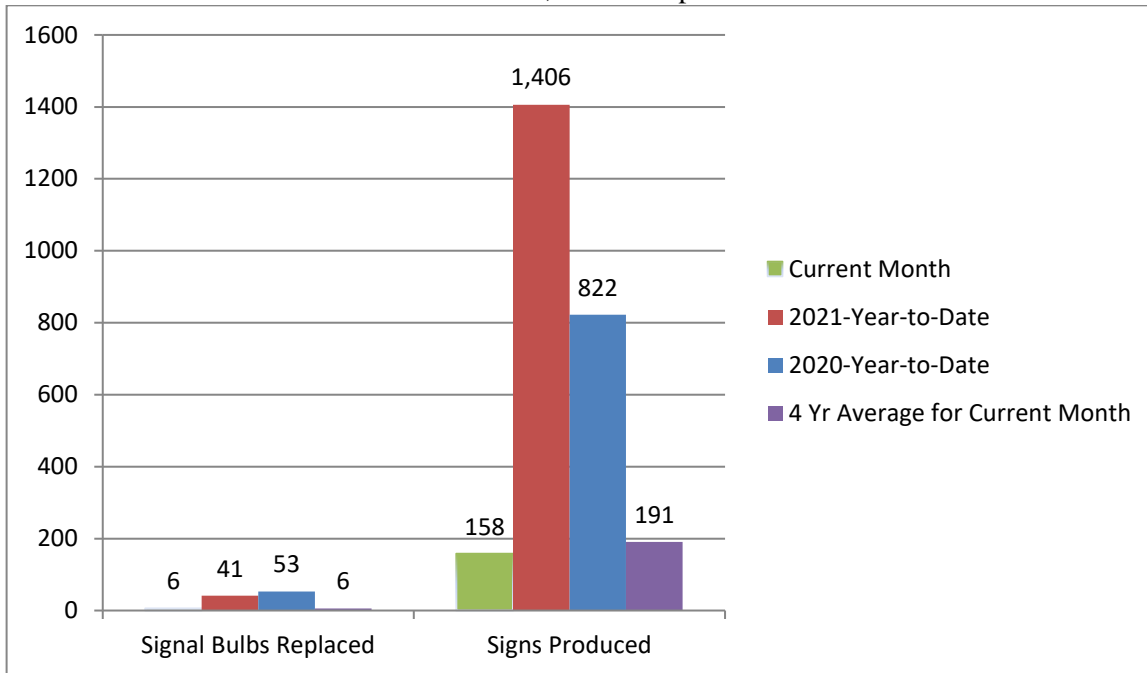
**ENVIRONMENTAL COMPLIANCE SECTION** – Abdu Durar, Ph.D., Environmental Compliance Manager

- Bacteriological Samples Taken – 60
- Chloramines Samples Taken – 28
- Industrial Pretreatment Program Inspections – 1
- Backflow Preventers Test Reports Received – 322

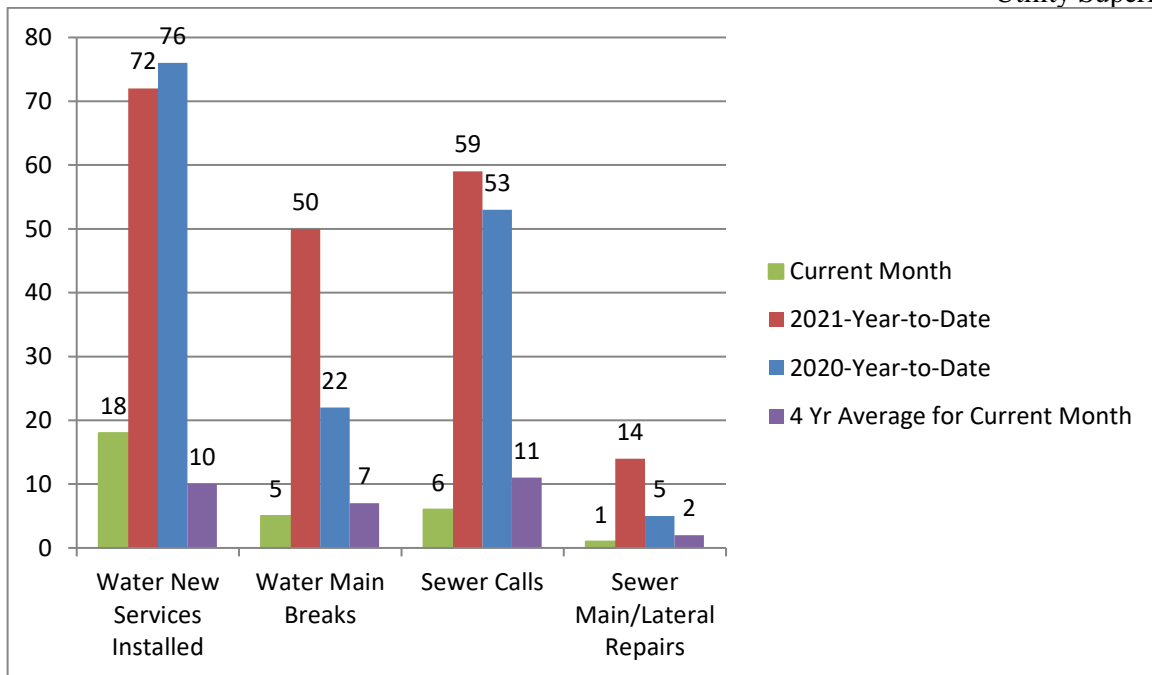
**PUBLIC WORKS OPERATIONS** - Jeff Davis, Public Works Superintendent

<b>Public Works Operations</b>	<b>August 2021</b>	<b>2021 Year-To-Date</b>	<b>2020 August Year-To-Date</b>	<b>4 Year Average for August</b>
Concrete Poured (CY)	270	1,506.25	255	293
Asphalt Placed (tons)	123	380.66	159	166
Blocks Swept (Emphasis on Residential/Arterial)	9,142	42,758	5,020	4,879
Salt Spread (tons)	0	329	0	0
Potholes Filled	436	8,781	123	846

**TRAFFIC SECTION - Bill Dickinson, Traffic Supervisor**



**WATER DISTRIBUTION/ SEWER MAINTENANCE SECTION - Norm Francis, Utility Superintendent**



**Other Notables** After Hours Service Calls –11



<b>Water Meter Department</b>	<b>August 2021</b>	<b>2021 Year-To-Date</b>	<b>2020 August Year-To-Date</b>
Delinquent Turn-Offs	84	580	487
Delinquent Turn-Ons	68	468	395
Temporary Offs for Plumbers	5	81	36
Meter Repairs	144	872	593
Replace Meters	67	340	198
Customer complaints (pressure/water quality/re-reads/stuck meter)	32	190	145
Turn Off Orders	679	4,180	3,951
Turn On Orders	735	4,326	4,098
Meter Reads	16,650	133,239	132,244

<b>Miscellaneous Information</b>	<b>August 2021</b>	<b>2021 Year-To-Date</b>	<b>2020 August Year-To-Date</b>
Sewer Line Maintenance/Sq.Ft.	10,898	159,792	177,648
Utility Locates	1,133	6,456	6,206
Sewer Line Maintenance – SLRAT	0	37,796	75,960

**WATER TREATMENT PLANT** – Ethan Kloster, Water Treatment Plant Superintendent

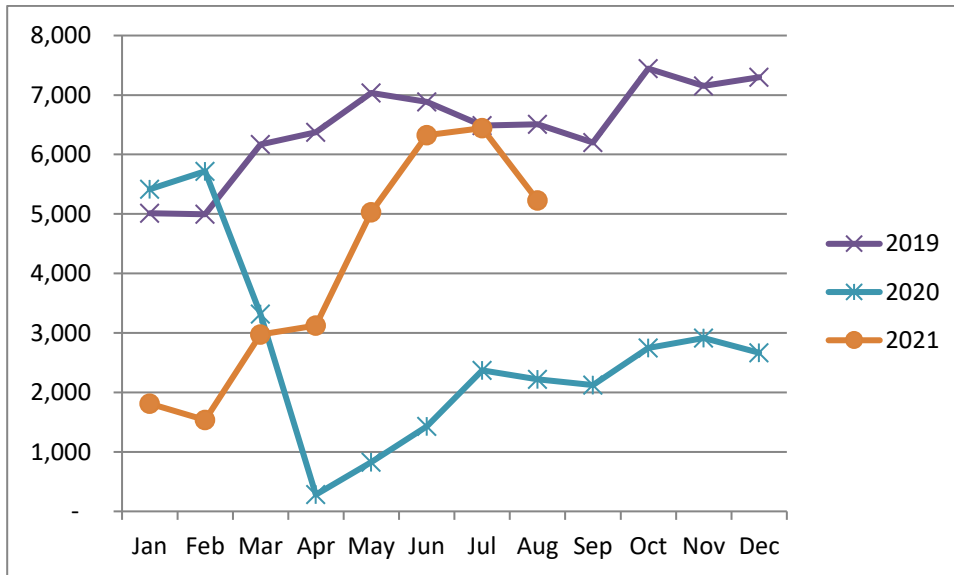
<b>Water Production</b>	<b>2021 August</b>	<b>2021 Year-To- Date</b>	<b>2020 August</b>	<b>2020 Year-To- Date</b>
Total Pumped to Distribution (MG)	336.3	1,734.6	304.2	1,495.2
High Day – Pumped to Distribution (MG)	14.2	14.3	13.3	63.3
Low Day – Pumped to Distribution (MG)	8.3	3.3	6.7	35.1
Average Daily Pumped (MG)	10.9	7.0	9.8	48.8
Total Backwashed Water Recycled (MG)	5.1	28.6	5.5	30.1

# MANHATTAN REGIONAL AIRPORT

**MANHATTAN REGIONAL AIRPORT** – Jesse Romo, Airport Director

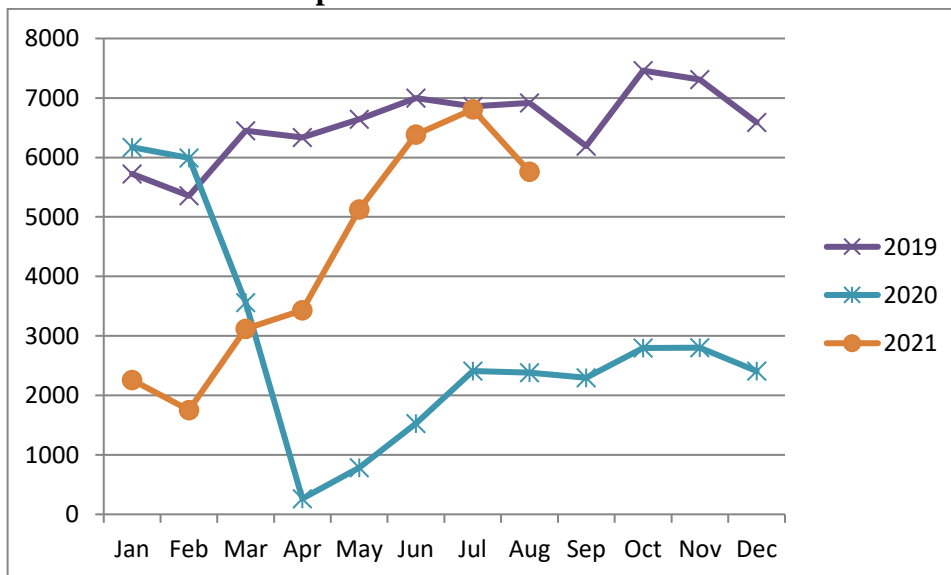
[www.flymhk.com](http://www.flymhk.com)

## Commercial Airline Enplanements



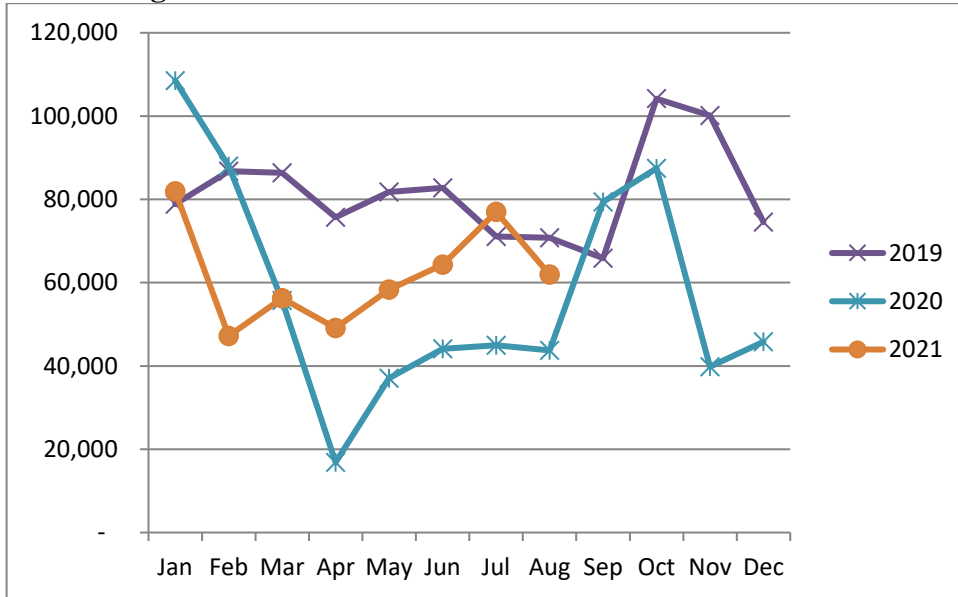
\*August 2021 American Eagle Enplanements: 5,227

## Commercial Airline Deplanements

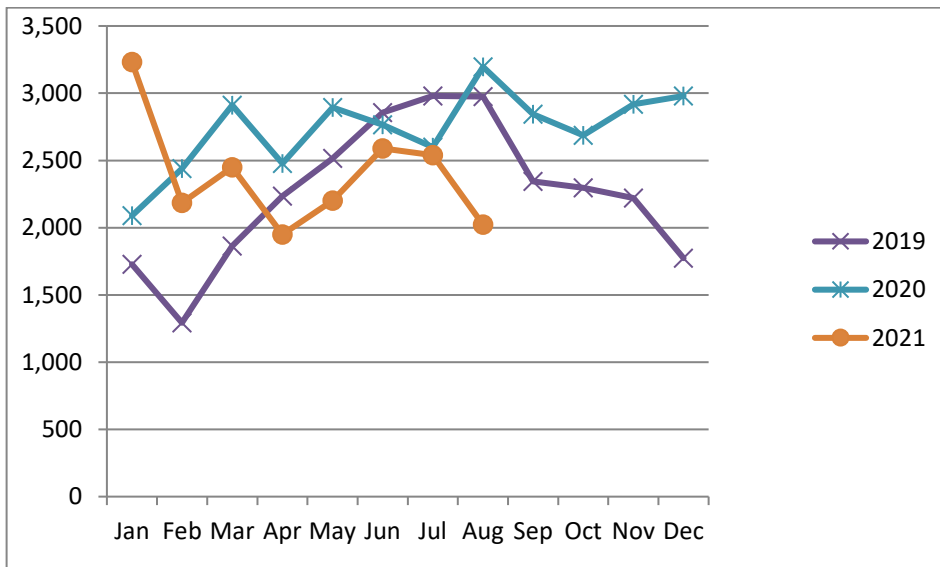


\*August 2021 American Eagle Deplanements: 5,763

### Fuel Flowage



### Total Aircraft Operations



### Calendar Year Comparison

	Enplanements	Deplanements	Fuel Flowage	Aircraft Operations
2016	60,035	61,666	877,287	22,349
2017	66,026	67,759	1,007,412	24,260
2018	70,705	71,915	1,016,938	30,933
2019	77,553	78,834	978,913	27,078
2020	32,035	33,392	691,419	32,802
2021*	32,467	34,643	496,147	19,168

\*Denotes Year to Date figures

# LEGAL DEPARTMENT

## Municipal Court

### Charges Filed

<b>TYPES OF CASES</b>	<b>August 2021</b>	<b>August 2020</b>
<b><i>Selected Specific Offenses</i></b>		
Driving Under the Influence	10	13
Driving While Suspended/Habitual Violator	12	17
Marijuana Possession	6	4
Theft	10	17
<b>Total Month Specific Offenses</b>	<b>38</b>	<b>51</b>
<b>Total Year-to-Date Specific Offenses</b>	<b>303</b>	<b>324</b>
<b>Total Year-to-Date Non-Specific Offenses (All Other)</b>	<b>2,133</b>	<b>1,992</b>
<b><i>Parking Violations</i></b>		
Riley County Police Department current month	580	436
City Parking Control current month	263	425
Other	1	0
<b>Total Year-to-Date Parking Violations</b>	<b>4,173</b>	<b>3,193</b>

### Disposition of Cases

<b>DISPOSITION</b>	<b>August 2021</b>	<b>August 2020</b>
<b>Total Month Cases Disposed</b>	<b>279</b>	<b>313</b>
<b>Total Year-to-Date Cases Disposed</b>	<b>2,570</b>	<b>2,354</b>

### Number of Persons Placed on Supervision for Diversion, Probation, or Parole

<b>ACTION</b>	<b>August 2021</b>	<b>August 2020</b>
New Diversions	35	9
New Probation/Parole	30	36
Pending Diversions	1,095	1,053
Terminated Diversions	21	31
<b>Total Month New Diversions/Probations</b>	<b>65</b>	<b>45</b>
<b>Total Year-to-Date New Diversions/Probations</b>	<b>504</b>	<b>410</b>

### Cases assigned to the Public Defender

<b>INFORMATION</b>	<b>August 2021</b>	<b>August 2020</b>
New Cases	42	68
<b>Total Year-to-Date New Cases</b>	<b>433</b>	<b>331</b>

### Fines, Fees, & Costs Received

<b>REVENUE</b>	<b>August 2021</b>	<b>August 2020</b>
<b>Total Monthly Receipts Received</b>	<b>\$88,323.27</b>	<b>\$88,882.28</b>
<b>Total, Year-to-Date, Receipts Received</b>	<b>\$575,080.89</b>	<b>\$615,316.67</b>
<b>Total Monthly General Fund</b>	<b>\$82,955.03</b>	<b>\$82,434.65</b>
<b>Total, Year-to-Date, General Fund</b>	<b>\$646,574.43</b>	<b>\$633,548.38</b>

## Civil Cases Pending

*Wickham v. City of Manhattan*: The case is scheduled for a bench trial on October 26, 2021. The City's litigation counsel and City Attorney will represent the City.

*Walter Dodds, et al et. al. vs. Rich T. Vargo, et al et. al.*: The City was added as a defendant in a case between two private parties. The City's insurance defense attorney has filed a motion to dismiss the City from the lawsuit. The motion to dismiss hearing was held on March 11, 2021. The judge has not yet issued a decision.

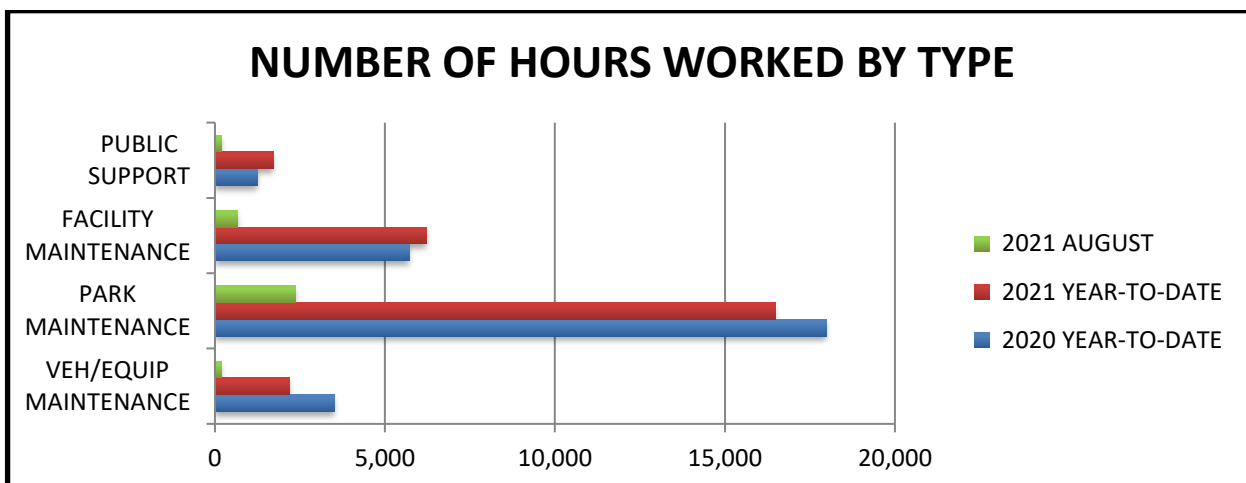
# PARKS AND RECREATION DEPARTMENT

**PARKS & RECREATION DEPARTMENT** – Edward Eastes, Director

[www.cityofmnhk.com/parksandrec](http://www.cityofmnhk.com/parksandrec)

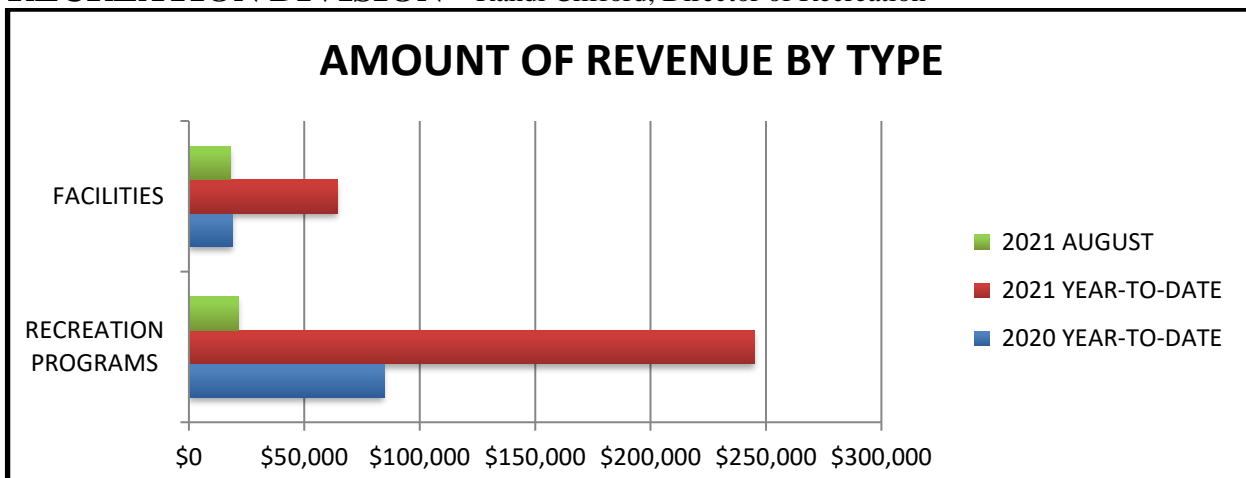
**PARKS DIVISION** – Casey Smithson, Park Superintendent

[www.cityofmnhk.com/parks](http://www.cityofmnhk.com/parks)



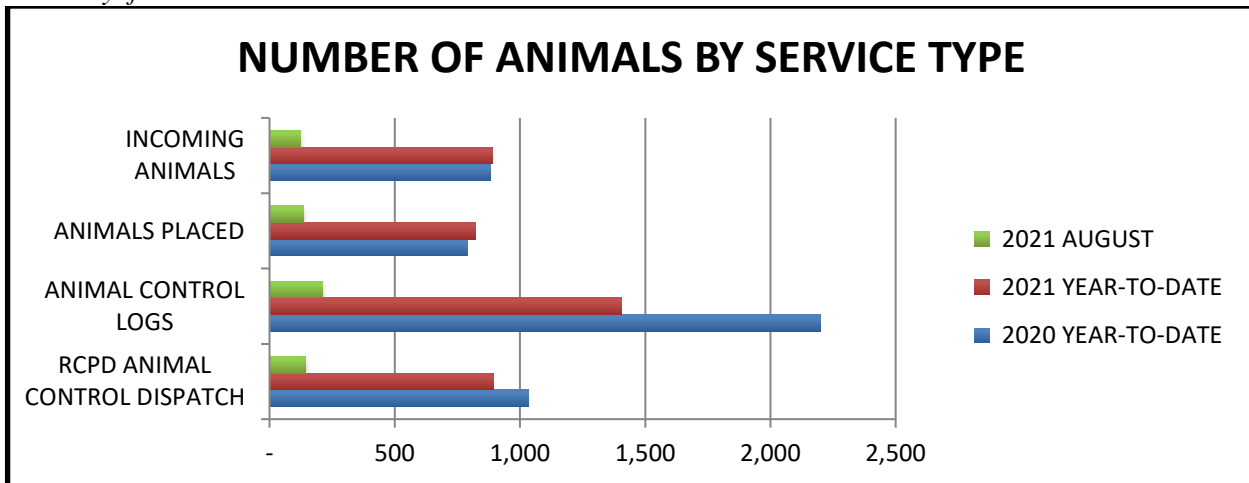
*NOTE: Public support includes calls for forestry service and cemetery funeral preparations*

**RECREATION DIVISION** – Randi Clifford, Director of Recreation

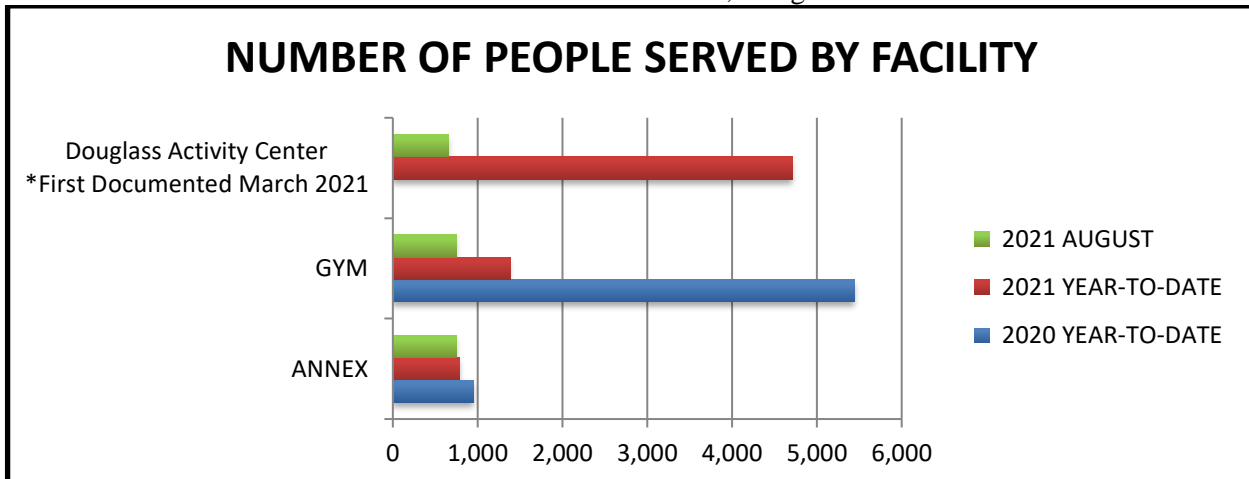


## ANIMAL SHELTER DIVISION

[www.cityofmhk.com/animalshelter](http://www.cityofmhk.com/animalshelter)

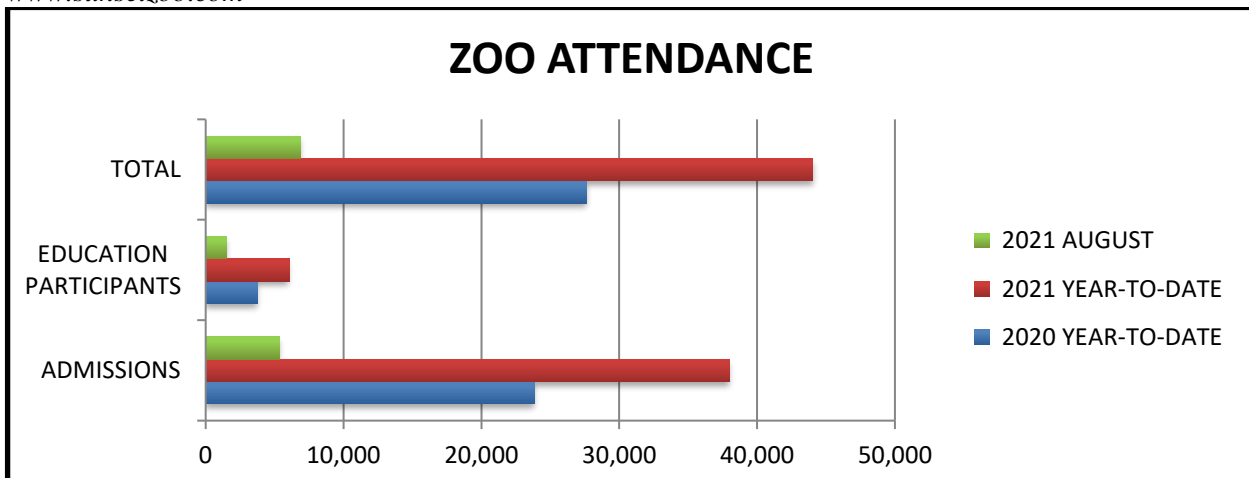


## DOUGLASS CENTER DIVISION - Dave Baker, Douglass Center Director

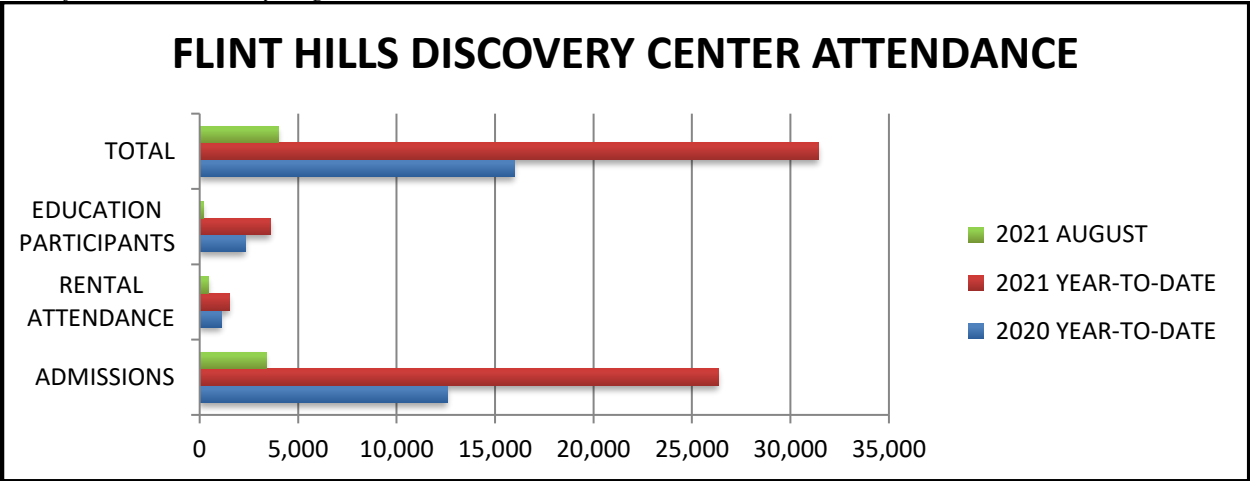


## SUNSET ZOO DIVISION - Scott Shoemaker, Zoo Director

[www.sunsetzoo.com](http://www.sunsetzoo.com)



**FLINT HILLS DISCOVERY CENTER DIVISION** – Susan Adams, Discovery Center  
Director  
[www.flinthillsdiscovery.org](http://www.flinthillsdiscovery.org)





Revenues	2018 Actual	2019 Actual	2020 Actual	-----2021-----		Percent of Budget to Date
				Budget	Actual to Date	
Admission Fees	\$ 216,879	\$ 153,481	\$ 57,429	\$ 250,000	\$ 117,279	46.9%
Gift Shop	86,784	63,445	32,153	100,000	49,237	49.2%
Educational Programs	56,112	56,332	19,243	67,000	25,605	38.2%
Facility Rental	92,848	89,938	7,813	100,000	22,650	22.7%
Memberships	73,378	69,829	36,394	70,000	34,921	49.9%
Contributions/Donations	29,650	22,157	6,679	56,000	3,787	6.8%
Sponsorships and Grants *	40,870	71,908	12,741	60,000	39,852	66.4%
Special Park and Recreation **	260,000	260,000	260,000	260,000	195,000	75.0%
<b>TOTAL REVENUES</b>	<b>\$ 856,521</b>	<b>\$ 787,088</b>	<b>\$ 432,452</b>	<b>\$ 963,000</b>	<b>\$ 488,331</b>	<b>50.7%</b>

## Expenses

Personnel Services - Full Time	\$ 435,534	\$ 455,222	\$ 449,105	\$ 474,600	\$ 254,816	53.7%
Personnel Services - Part Time	94,417	106,110	104,504	94,000	48,730	51.8%
Personnel Services - All Other	58,591	45,186	15,414	47,000	16,163	34.4%
Contractual Services	378,118	396,996	269,658	360,800	144,473	40.0%
Commodities	100,906	79,052	46,106	99,375	38,078	38.3%
Capital Outlay	-	312	-	1,000	-	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 1,067,566</b>	<b>\$ 1,082,877</b>	<b>\$ 884,787</b>	<b>\$ 1,076,775</b>	<b>\$ 502,260</b>	<b>46.6%</b>

## FHDC Volunteers

Number of Active Volunteers	<b>14</b>
Total Volunteer Hours	<b>78</b>

## Explanatory Footnotes

Sponsorship revenues or grants that accompany these planned exhibits may not be realized until that year the exhibit actually occurs at the FHDC. As a result, revenues will be credited to the 'Sponsorships and Grants' \* revenue line item when they are received. In the case of the planned exhibits above, these revenues likely will appear as sponsorship revenues or grants in future budget years.

In short, both revenues and associated expenses for planned exhibits will be 'booked' in the current budget year they are received or incurred. This change will allow for better transparency and will hopefully make the annual budgeting process for the Flint Hills Discovery Center easier to understand.

Prior to 2019, revenue was received from Transient Guest Tax \*\*



# HUMAN RESOURCES DEPARTMENT

## HUMAN RELATIONS and PERSONNEL DIVISION – Tammy Galvan, Director

[www.cityofmnhk.com/hr](http://www.cityofmnhk.com/hr)

	August 2021	2021 Year- To-Date	2020 Year- To-Date
Number of voluntary separations (excludes temporaries)	2	35	19
Number of involuntary separations (excludes temporaries)	0	3	3
Turnover	.5%	5.41%	5.2%
New hires filled within 45 days of recruitment*(year-to-c	22.22%	11.68%	59.8%
Number of employee reviews past due**	15	25	0
Accident/Injury frequency rate	10	58	35
Accident/Injuries resulting in medical treatment/lost time	4	21	13
Landlord/Tenant inquiries or assistance	1	10	9
Citizen referrals provided	0	0	2
Workers' compensation costs as % of payroll	.28%	.88%	.93%
Sick leave used per 1000 hours worked	28.9	23.78	32

\*Does not include Firefighter / Student Firefighter recruitment as it is intended to take longer.

\*\*Indicates the number of evaluations past due at the end of the month – 2021 YTD number is # of evaluations over 30 days past due.

### Trainings provided in current month:

- Managing Performance Training was provided to 10 employees
- Performance Evaluations Training was provided to 20 employees

# CITY MANAGER'S OFFICE

[www.cityofmnhk.com/citymanager](http://www.cityofmnhk.com/citymanager)

Open Records Request:	August 2021	August 2020	2021 Year- To-Date	2020 Year- To-Date
<b>Internal</b>	3( 1:30 hr)	2( :30 hr)	8( 3:30 hrs)	16( 6:25 hrs)
<b>External</b>	41(14:00 hrs)	12(10:00 hrs)	117(69:15 hrs)	105(94:15 hrs)
<b>Consent Agenda Items Processed:</b>	22	20	179	228
<b>Public Hearing Items Processed</b>	2	4	8	9
<b>General Agenda Items Processed:</b>	5	4	37	45
<b>Work Session Items Processed:</b>	2	3	22	31
<b>Items filed at Register of Deeds Office</b>	2	0	50	46

<b>Communications</b>	<b>August 2021</b>	<b>August 2020</b>	<b>2021 Year-to-Date</b>	<b>2020 Year-to-Date</b>
<b>Facebook Followers</b>	54	152	13,693	12,577
<b>Twitter Followers</b>	38	45	9,163	n/a
<b>Report It!</b>	<b>August 2021</b>		<b>August 2020</b>	
<b>Number of Issues Reported</b>	290		170	
<b>Number of Mobile App Downloads</b>	23		2	
<b>Top Issue Types</b>	1. grass/weeds/trees 2. streets/potholes 3. parking/vehicles		1. streets/potholes 2. parking/vehicles 3. traffic lights/signs	

In addition to departmental activities, various boards and committees met during August.

Respectfully submitted,

**CITY OF MANHATTAN**



Ron R. Fehr  
City Manager

Enclosure:

1. Manhattan Area Chamber of Commerce Reports