

# City of Manhattan

## City Manager's Monthly Report

### SEPTEMBER 2021

#### City Commission:

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

## 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 September 30, 2021*

#### Selected Funds

Fund	Beginning Balance as of January 1	Revenues	Expenditures	Current Balance
001 General Fund	6,020,370	23,745,540	20,753,238	9,012,671
105 Economic Development	8,113,132	1,760,712	1,600,090	8,273,755
106 Employee Benefits	0	5,135,230	4,056,233	1,078,997
108 Kansas Police & Fire	0	731,662	908,604	(176,942)
110 Industrial Promotion	439,019	61,568	63,716	436,871
118 Special Street & Highway	2,236,660	1,772,983	2,433,346	1,576,297
301 Bond & Interest	3,999,758	11,872,305	2,432,837	13,439,227
501 Water Fund	6,977,152	9,306,849	10,719,903	5,564,097
521 Sanitary Sewer Fund	2,920,171	9,513,018	9,115,622	3,317,567
531 Stormwater Fund	3,371,067	2,974,749	1,358,117	4,987,700

#### Selected City Debt

Current	2021 YTD	2020 YTD
Temporary Notes	108,515,000	76,880,000
General Obligation Debt	68,630,946	73,628,890
Special Assessment Debt	52,399,054	56,276,110

## Selected Financial Information

	2021 YTD	2020 YTD
<b>City</b>		
City Property Taxes	3,861,093	3,869,182
City Sales Taxes	8,399,297	7,655,827
City Compensating Use Taxes	1,220,577	1,091,830
City Franchise Taxes	2,344,821	2,172,575
<b>Riley County</b>		
Riley County Sales Taxes	2,044,521	1,832,019
Riley County Compensating Use Taxes	412,979	338,639
<b>Pottawatomie County</b>		
Sales Taxes	258,874	232,641
Compensating Use Taxes	40,276	33,446
<b>Investments</b>		
City Investment Portfolio	0	0
City Checking Account Balance	82,804,747	94,008,534
Interest Rate <i>(weighted average)</i>	0.07%	0.04%

## City of Manhattan

## Downtown Redevelopment Bond Issues

As of September 30, 2021

### 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	442,344	475,947
Expenditures to Date	(17,816,574)	(815,632)	(499,396)	(442,163)	(19,573,766)
<b>Balance</b>	-	-	-	\$ 2,122,181	\$ 2,122,181

	2021 Current	2020 Current	Percent Change	2020 Total
<b>Revenue Collections</b>				
City Sales & Use Tax <i>(North)</i>	524,309	371,841	41.00%	450,529
City's Share of County Sales & Use Tax <i>(North)</i>	159,559	113,450	40.64%	137,285
Incremental Property Tax <i>(North &amp; South)</i>	2,055,253	2,132,479	-3.62%	2,132,479
<b>Totals</b>	\$ 2,739,120	\$ 2,617,770		\$ 2,720,293

	2021 Current	2020 Current
<b>Debt Service</b>		
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>	\$ 2,248,995	\$ 841,729
<b>Remaining Debt Payments for Fiscal Year</b>	\$ 1,783,250	\$ 1,703,875

**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)	4,092,805	3,643,337	12.34%	4,975,291
City Sales and Use Tax (South)	72,159	57,491	25.51%	81,155
City's Share of County Sales and Use Tax (South)	22,119	17,476	26.57%	24,721
<b>Totals</b>	<b>\$ 4,187,083</b>	<b>\$ 3,718,304</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>\$ 3,491,111</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	302,625	270,626	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>\$ 199,413</b>	<b>\$ 163,664</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	
	September	YTD	September	YTD
Fires	8	84	7	76
Overpressure, Rupture, Explosion	0	5	1	7
Rescue & EMS	152	1,200	110	1,003
Hazardous Condition	19	136	27	159
Service Call	18	96	9	68
Good Intent	34	252	17	156
False Alarm/False Call	47	397	54	355
Weather/Disaster	0	1	1	1
Special Incident Type	0	3	0	1
<b>Total Incidents</b>	<b>278</b>	<b>2,174</b>	<b>226</b>	<b>1,826</b>

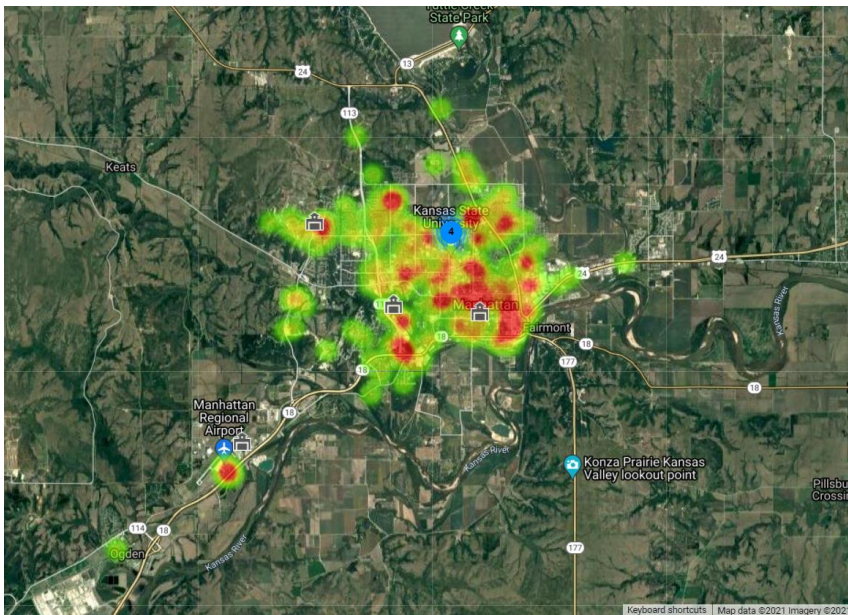
Average Response Time (From page time till on scene)	Current Year		Previous Year	
	September	YTD	September	YTD
Firehouse 1	6:41	5:43	4:54	5:20
Firehouse 2	5:07	5:00	4:55	4:37
Firehouse 3	4:47	5:55	6:13	5:52
Firehouse 4	7:28	6:26	5:48	7:32
Firehouse 5	5:34	5:33	6:06	5:24
<b>Total</b>	<b>5:39</b>	<b>5:31</b>	<b>5:17</b>	<b>5:14</b>

Day of Week	Current Year		Previous Year	
	September	YTD	September	YTD
Sunday	40	267	23	211
Monday	36	330	25	251
Tuesday	48	322	38	279
Wednesday	43	323	43	332
Thursday	43	323	33	263
Friday	28	289	32	269
Saturday	40	320	32	220
<b>Total</b>	<b>278</b>	<b>2,174</b>	<b>226</b>	<b>1,825</b>

Fire Incident Casualty Type	Current Year		Previous Year	
	September	YTD	September	YTD
Civilian Injury	0	4	0	4
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	
	September	YTD	September	YTD
Average Scene Time	40:31	25:42	32:31	23:39
Aid Given	4	38	4	29
Aid Received	0	3	0	0

Heat Map of this Month's Calls



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

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

**Building Permits**

	Total for Month	Same Month Last Year	Current YTD	YTD Last Year
Building Permits	30	23	261	229
Valuation	\$6,045,716	\$3,251,540	\$73,098,306	\$121,442,687
BP Fees	\$29,477.94	\$18,333.26	\$254,128.12	\$170,214.49
New Living Units	9	4	53	100
Single Family	9	4	51	24
Duplex units	0	0	2	14

Multi-Family units	0	0	0	62
New Non-Residential	1	2	12	13
Additions	1	1	24	19
Alterations	18	11	154	123
Demolitions	1	5	14	26
Repair	0	0	18	15
Misc Permits	61	63	564	520

<b>Blue Township</b>	<b>This Month</b>	<b>Current YTD</b>	<b>YTD Last Year</b>
Building Permit Fees	\$21,117.62	\$112,475.63	\$55,437.28
Building Permits	4	77	46
New Living Units	3	61	35
Single Family	3	61	35
Duplex units	0	0	0
Multi-Family units	0	0	0
New Non-Residential	0	1	1
Construction Insp - Bldg	127	1,051	-
Construction Insp - Fire	0	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	279	290	3,053	2,883
Construction Insp – Fire	15	18	236	200
Residential Plan Review	27	27	298	239
Commercial Plan Review	11	10	71	63
Misc Plan Review	3	16	97	108
Contractor & Trade Licenses Issued	18	8	106	72

### **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>19</b>	<b>21</b>	<b>180</b>	<b>133</b>
to Repair	17	20	161	125
to Repair or Demolish	1	0	3	2
to Demolish	0	0	0	0
to Vacate	1	1	17	6
<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>55</b>	<b>141</b>	<b>1155</b>	<b>1496</b>
<b>Broken Down by Type:</b>				
<b>Weed Notices</b>	<b>20</b>	<b>20</b>	<b>429</b>	<b>533</b>
By Complaint	14	12	196	196
By Code Office	6	8	233	337
Property Mowed by Contractor	1	1	26	15
<b>Trash/Debris Notices</b>	<b>21</b>	<b>50</b>	<b>461</b>	<b>537</b>
By Complaint	10	21	172	200
By Code Office	11	29	289	337
Nuisances abated by Code	0	0	5	9
<b>Inoperable Vehicles</b>	<b>1</b>	<b>2</b>	<b>25</b>	<b>44</b>
By Complaint	1	1	14	10
By Code Office	0	1	11	34
<b>Second Notices</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>
<b>Sidewalk Notices</b>	<b>1</b>	<b>14</b>	<b>24</b>	<b>31</b>
By Complaint	1	12	16	27
By Code Office	0	2	8	4
<b>Second Notices</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Parking in Front Yard</b>	<b>2</b>	<b>7</b>	<b>39</b>	<b>63</b>
By Complaint	2	0	14	18
By Code Office	0	7	25	45
<b>Miscellaneous Notices</b>	<b>2</b>	<b>45</b>	<b>118</b>	<b>138</b>
By Complaint	2	25	41	122
By Code Office	0	20	77	116
<b>Closed Inspections</b>	<b>34</b>	<b>185</b>	<b>1,157</b>	<b>1,706</b>
<b>Sign Inspections</b>	<b>0</b>	<b>6</b>	<b>39</b>	<b>54</b>
<b>Citations Issued:</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>

**Alarm Permit/False Alarm Ordinance Program**

<b>September 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	18	15	95	75
Intrusion Alarms	60	43	453	393
Fire Alarms	23	20	156	144
Total Alarms	83	63	609	537

## 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>51</b>	<b>48</b>
Owners Volunteering	0	3	3
Referral	0	2	0
Complaint	8	46	45
Other	0	0	0
Exterior Inspections	1	19	30
Fire prevention inspections	296	2,277	1,259
Rental units registered	0	-46	104
Rental owners registered	43	32	69
Rental addresses registered	7	-2	77
Rental registration violations	8	51	50

## 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	10	5	51	29
Total Time (hrs.)	70.25	4.25	231.25	43.25
Adults Reached	763	152	1711	437
Children Reached	441	3,622	1,292	3,721

## Support and Training Section – Mike Kaus, Assistant Chief

[www.cityofmhc.com/Fire](http://www.cityofmhc.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 173.9 training hours per person, which is 72.5% 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 94.2 training hours per person, which is 157% 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 106% of the goal for the year.

- The Kansas University Fire/Rescue Training Institute delivered a two-week driver/operator course for pumpers and aerial firetrucks, seven Firefighters took the course.
- The Manhattan Fire Department sent four personnel to the Hazardous Materials Technician Course in Salina. This two-week course that was funded by the Office of the State Fire Marshal.



<b>Training</b>	<b>September</b>	<b>Same Month Last Year</b>	<b>YTD 2021</b>	<b>YTD 2020</b>
Hazardous Materials	473.25	187	1,291.75	803.5
Rescue/Extrication	99	196.25	2,550.5	1,837.25
Medical	63	113.5	1,370	1,223.5
Fire ground	686.75	585.25	4,561	4,385.25
Professional Development	0	61	243.25	651
Other training topics	361.5	461.25	4,177.75	4,106.75
ICC Continuing Education	1	6	135	18
Total Hours for Ops personnel	1,683.5	1,604.25	13,910.75	13,007.25
Total Hours for SFF personnel	11.75	11.5	1,130	498.25
Total Hours for Risk Reduction personnel	120	69	637.75	385.5
Total Hours	1,815.25	1,684.75	15,458	13,891

**Exercises/Tabletops Conducted this Month**

- Crew participated in the annual Airport tabletop exercise.

**Building Maintenance**

- None

**Health and Safety**

- None

**Fleet Out of Service**

<b>Apparatus</b>	<b>Year Purchased</b>	<b>September Hours</b>	<b>Hours YTD 2021</b>	<b>Days YTD 2021</b>	<b>Comments</b>
Engine 1	2012	7	442	18.42	Electrical repairs
Quint 2	2017	3	219.25	9.13	Hydraulic repairs
Quint 3	2020	-	41	1.71	-
Engine 4	2015	-	96.25	4.01	-
Quint 5	2009	32	895	37.29	Batteries, AC repairs, electrical 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>42.0</b>	<b>3,550.5</b>	-	-
<b>Total Days</b>	-	-	-	<b>147.94</b>	-

# COMMUNITY DEVELOPMENT DEPARTMENT

**COMMUNITY DEVELOPMENT ADMINISTRATION** - Eric Cattell, Director of  
[www.cityofmhk.com/communitydevelopment](http://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 closed out the program year and submitted 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 Department 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. Construction began on September 7<sup>th</sup> and is anticipated to be completed by the end of the year. The Leavenworth Street entrance to City Park will be closed to vehicular traffic 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 has been in discussions with Be Able on possible applications for CDBG CARES Act funding. The city is also developing bid documents to replace the commercial outdoor freezer at the Flint Hills Breadbasket.

**Housing Rehabilitation and Public Improvement Projects:** In September one rehab project was under construction, one was under contract and two 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 Community Development Department 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		0		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	1	19	10
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	3	17	11

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

The committee continued to discuss 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	4	51	25
Flood Plain Permits	4	14	17
Citizen Informational Meetings	0	12	4

**Other Planning Activity**

**Housing Market Analysis and Policy Strategy:** The Community Development Department continued coordinating with Development Strategies, Inc., to launch the Housing Market Analysis and Policy Strategy project and prepare for the first Steering Committee meeting and roundtable discussions in early October. Work continued on assembling background data for the project, which is anticipated to take approximately one year to complete. A project website is being established on the EngageMHK website and should go live in early October.

**Manhattan Development Code MDC formerly known as the Unified Development Ordinance (UDO):** The Community Development 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. 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, that will be presented to the City Commission in November. 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 September 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.cityofnhk.com/publicworks](http://www.cityofnhk.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
- Henry 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> Streets)
- Anderson Avenue Waterline, (Connecticut to Sunset)
- Americare Drainage and Utilities
- Stormont Vail Buildings on N. Manhattan

#### **Projects To Bid/Request for Qualifications**

- US Army Corps of Engineers Levee Rehabilitation
- Kimball Avenue, Denison Avenue to N. Manhattan Avenue, (North Campus Corridor, Phase 10)
- Street Maintenance, 2021, Phase III, Allison and Dehoff

#### **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
- 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
- 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**

- Stadel Road and Johnson Road (Konza) Sanitary Sewer Benefit District
- 2021 Waterline Improvements
- MFRO Area Waterline Improvements
- 1900 Poyntz Sanitary Sewer Improvements
- Water Treatment Plant – Well 15 Electrical Service Raise
- Sanitary Sewer Interceptor Inspection and Cleaning Project

### **Projects Pending Construction**

- Biosolids Farm – Biosolids Distribution System Expansion
- Bisolids Farm – Structure Demolition Project
- 2020 Waterline Improvements
- Butterfield Neighborhood Waterline Improvements
- Browning Waterline Improvements

### **Projects Under Construction**

- 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)-2,987.86 MG
- Maximum Daily Flow Influent– 6.54 MG
- Total Monthly Sludge Wasted to Digesters- 718,312 Gal
- Average Percent % Solids, Biosolids –2.02 %

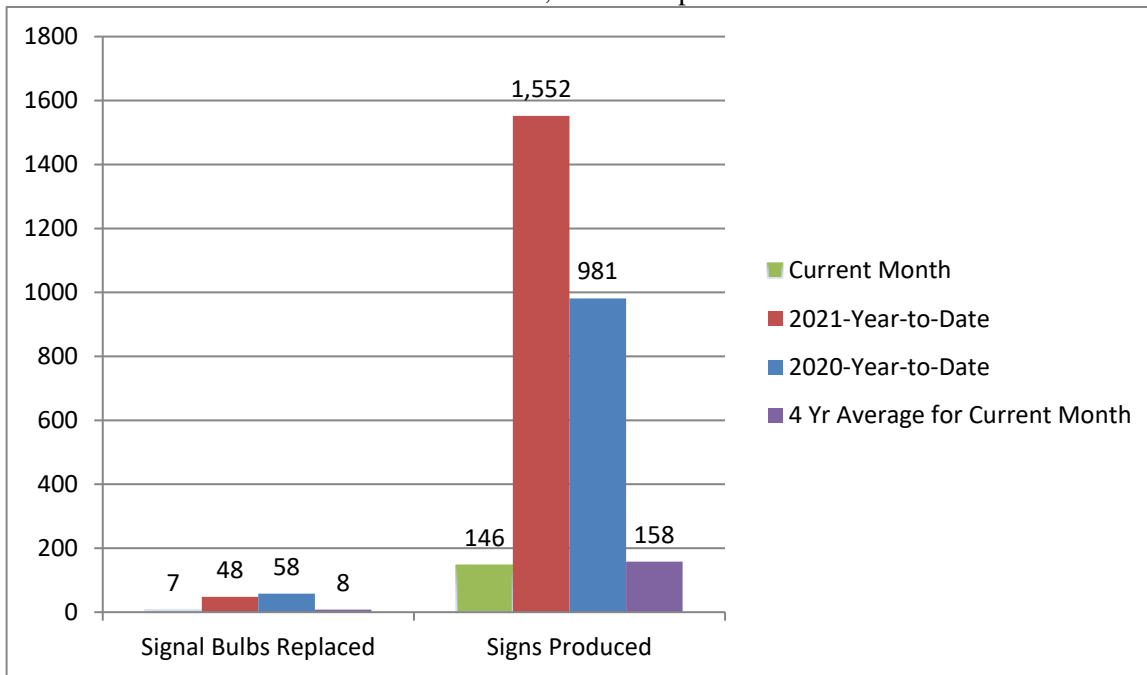
## **ENVIRONMENTAL COMPLIANCE SECTION – Abdu Durar, Ph.D., Environmental Compliance Manager**

- Bacteriological Samples Taken – 60
- Chloramines Samples Taken – 35
- Industrial Pretreatment Program Inspections – 0
- Backflow Preventers Test Reports Received – 93

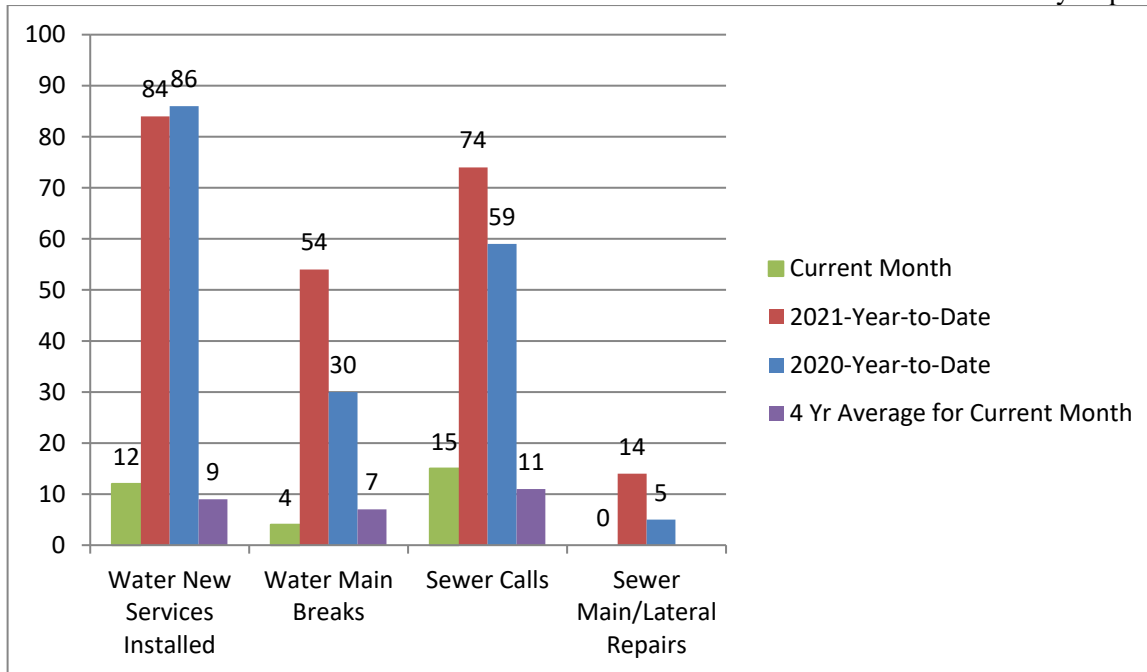
**PUBLIC WORKS OPERATIONS** - Jeff Davis, Public Works Superintendent

<b>Public Works Operations</b>	<b>September 2021</b>	<b>2021 Year-To-Date</b>	<b>2020 September Year-To-Date</b>	<b>4 Year Average for September</b>
Concrete Poured (CY)	182	1,688	1,739	222
Asphalt Placed (tons)	135	516.12	714	115
Blocks Swept (Emphasis on Residential/Arterial)	3,730	46,488	42,183	3,502
Salt Spread (tons)	0	329	960.43	0
Potholes Filled	65	8,846	13,804	1,019

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



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



**Other Notables** After Hours Service Calls – 8

<b>Water Meter Department</b>	<b>September 2021</b>	<b>2021 Year-To-Date</b>	<b>2020 September Year-To-Date</b>
Delinquent Turn-Offs	74	654	572
Delinquent Turn-Ons	65	533	467
Temporary Offs for Plumbers	4	85	41
Meter Repairs	105	977	743
Replace Meters	37	377	216
Customer Complaints (pressure/water quality/re-reads/stuck meter)	33	223	180
Turn Off Orders	283	4,463	4,243
Turn On Orders	297	4,623	4,403
Meter Reads	16,674	149,913	148,826

<b>Miscellaneous Information</b>	<b>September 2021</b>	<b>2021 Year-To-Date</b>	<b>2020 September Year-To-Date</b>
Sewer Line Maintenance/Sq.Ft.	16,416	176,208	189,477
Utility Locates	882	7,338	6,946
Sewer Line Maintenance – SLRAT	5,066	48,862	82,160



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

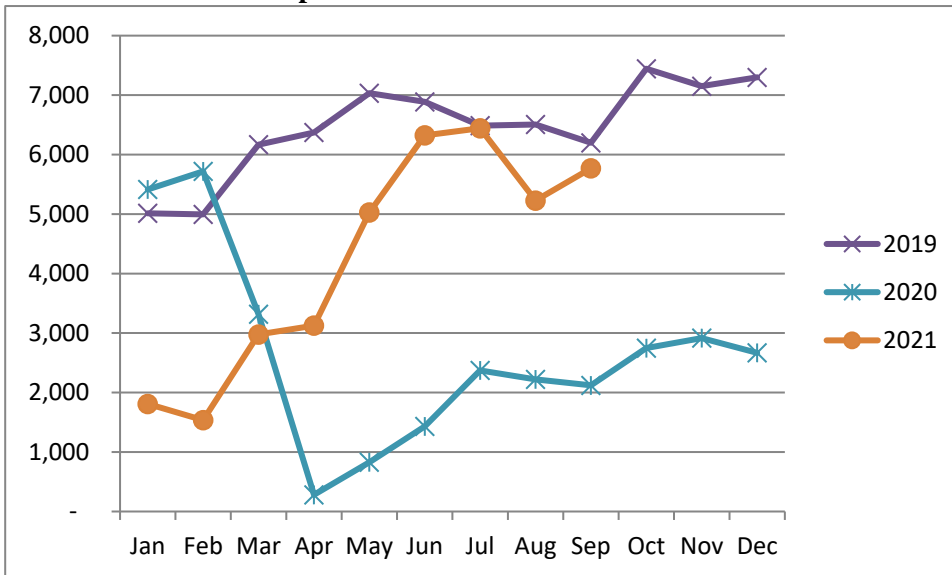
Water Production	2021 September	2021 Year-To- Date	2020 September	2020 Year-To- Date
Total Pumped to Distribution (MG)	304.9	2,039.5	269.8	1,765
High Day – Pumped to Distribution (MG)	12.4	14.3	11.5	74.8
Low Day – Pumped to Distribution (MG)	6.3	3.3	5.9	41.0
Average Daily Pumped (MG)	10.2	7.4	9.0	57.8
Total Backwashed Water Recycled (MG)	5.3	33.9	5.1	35.2

**MANHATTAN REGIONAL AIRPORT**

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

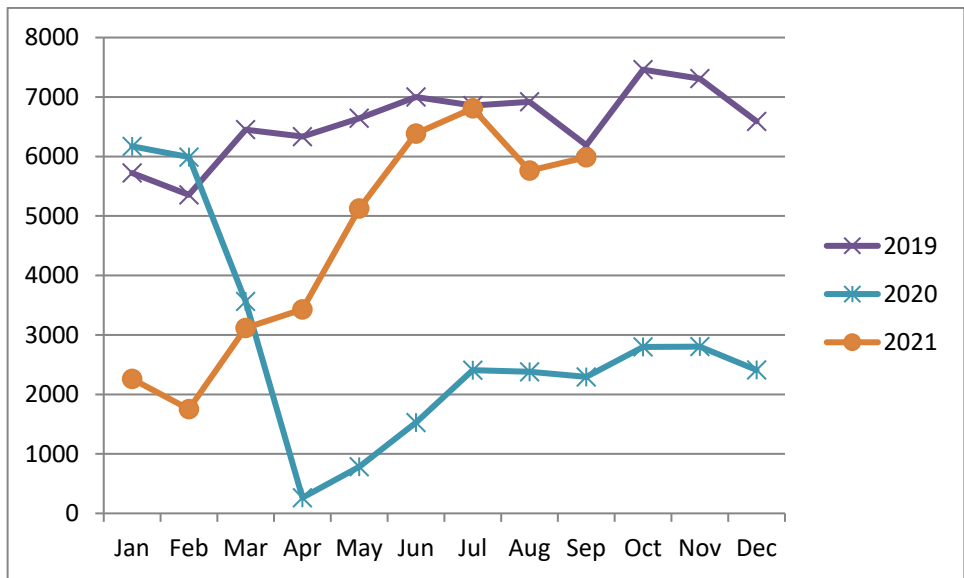
[www.flymhk.com](http://www.flymhk.com)

**Commercial Airline Enplanements**



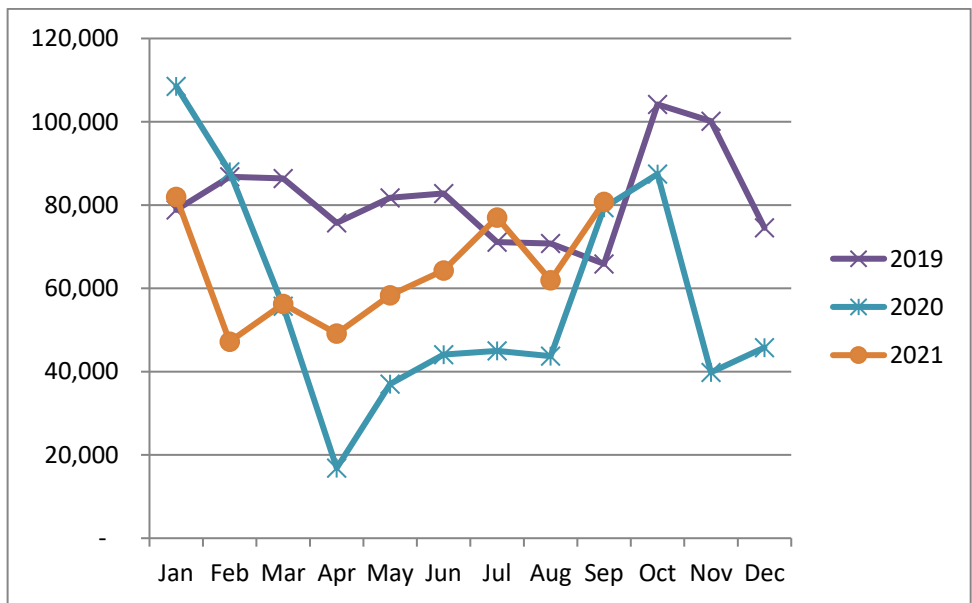
\*September 2021 American Eagle Enplanements: 5,769

### Commercial Airline Deplanements

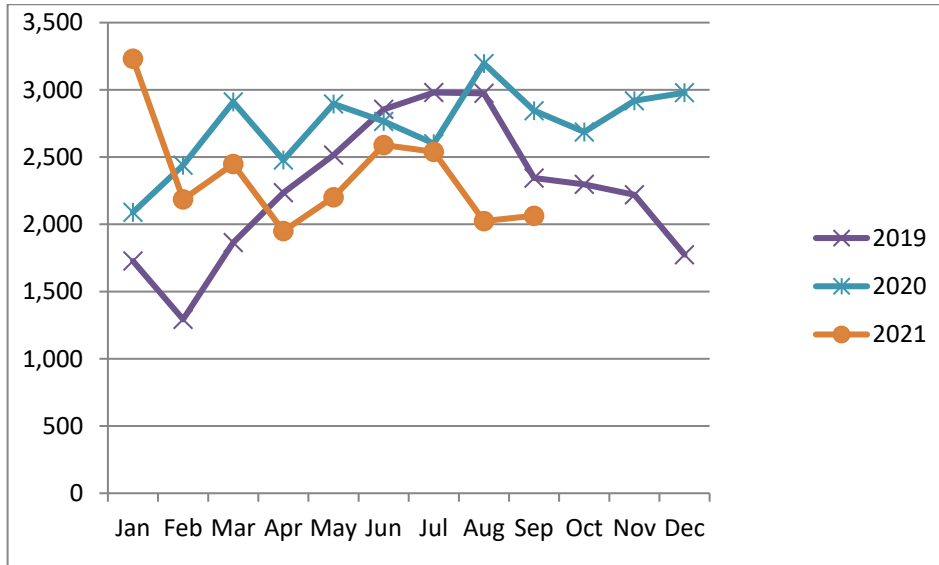


\*September 2021 American Eagle Deplanements: 5,987

### 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*	38,236	40,630	576,911	21,231

\*Denotes Year to Date figures

# LEGAL DEPARTMENT

## Municipal Court

### Charges Filed

TYPES OF CASES	September 2021	September 2020
<b><i>Selected Specific Offenses</i></b>		
Driving Under the Influence	9	13
Driving While Suspended/Habitual Violator	18	15
Marijuana Possession	3	4
Theft	6	20
<b>Total Month Specific Offenses</b>	<b>36</b>	<b>52</b>
<b>Total Year-to-Date Specific Offenses</b>	<b>339</b>	<b>376</b>
<b>Total Year-to-Date Non-Specific Offenses (All Other)</b>	<b>2,472</b>	<b>2,269</b>
<b><i>Parking Violations</i></b>		

Riley County Police Department current month	932	401
City Parking Control current month	464	366
Other	1	0
<b>Total Year-to-Date Parking Violations</b>	<b>5,570</b>	<b>3,960</b>

### Disposition of Cases

DISPOSITION	September 2021	September 2020
<b>Total Month Cases Disposed</b>	<b>334</b>	<b>435</b>
<b>Total Year-to-Date Cases Disposed</b>	<b>2,904</b>	<b>2,789</b>

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

ACTION	September 2021	September 2020
New Diversions	31	33
New Probation/Parole	42	54
Pending Diversions	1054	1043
Terminated Diversions	30	43
<b>Total Month New Diversions/Probations</b>	<b>73</b>	<b>87</b>
<b>Total Year-to-Date New Diversions/Probations</b>	<b>577</b>	<b>497</b>

### Cases assigned to the Public Defender

INFORMATION	September 2021	September 2020
New Cases	39	68
<b>Total Year-to-Date New Cases</b>	<b>472</b>	<b>399</b>

### Fines, Fees, & Costs Received

REVENUE	September 2021	September 2020
<b>Total Monthly Receipts Received</b>	<b>\$89,190.27</b>	<b>\$75,759.09</b>
<b>Total, Year-to-Date, Receipts Received</b>	<b>\$664,271.16</b>	<b>\$691,075.76</b>
<b>Total Monthly General Fund</b>	<b>\$97,885.78</b>	<b>\$87,768.53</b>
<b>Total, Year-to-Date, General Fund</b>	<b>\$744,460.21</b>	<b>\$721,316.91</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

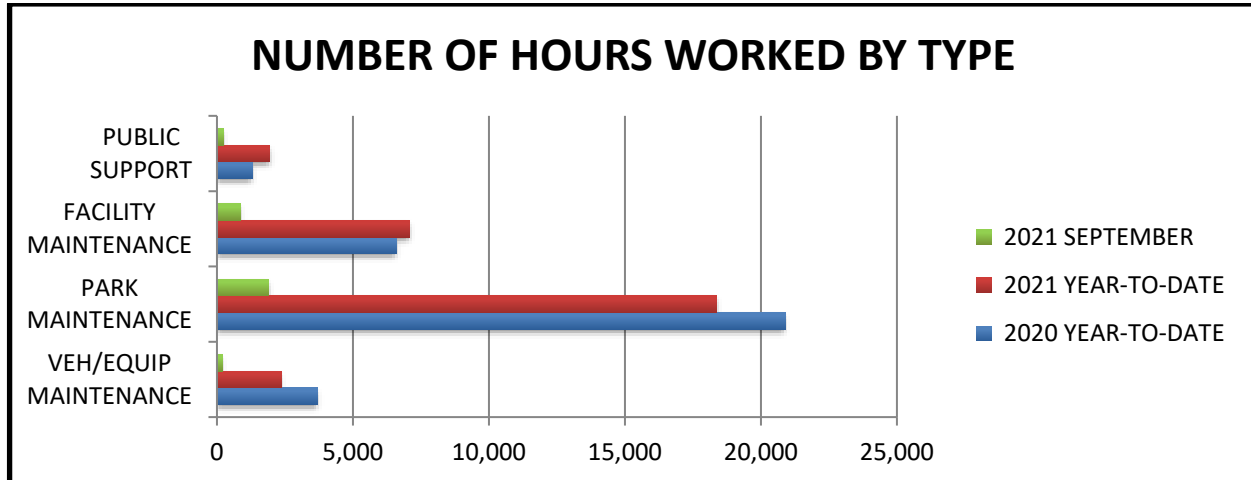
# PARKS AND RECREATION DEPARTMENT

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

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

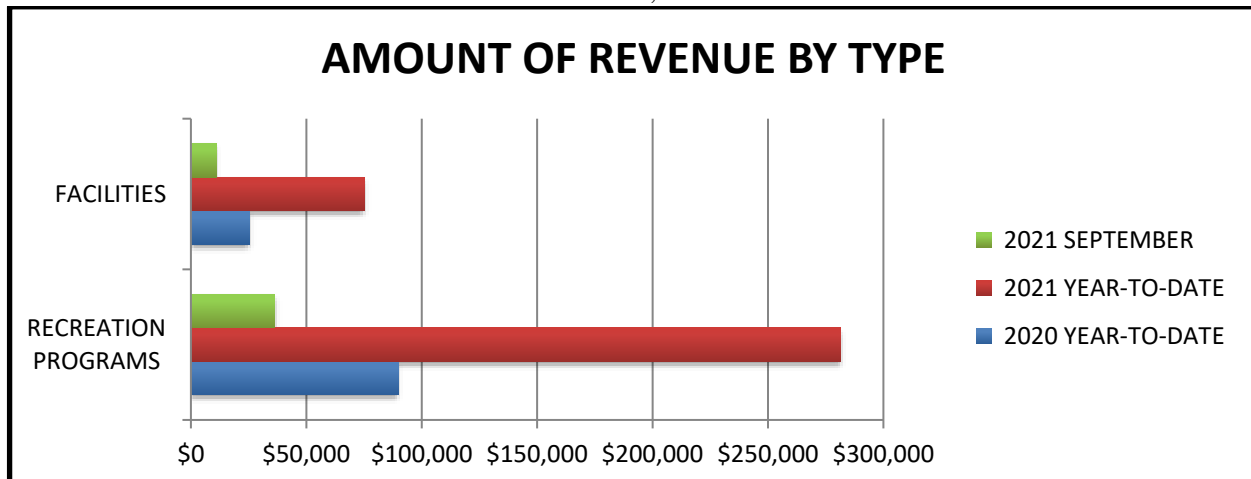
**PARKS DIVISION** – Casey Smithson, Park Superintendent

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



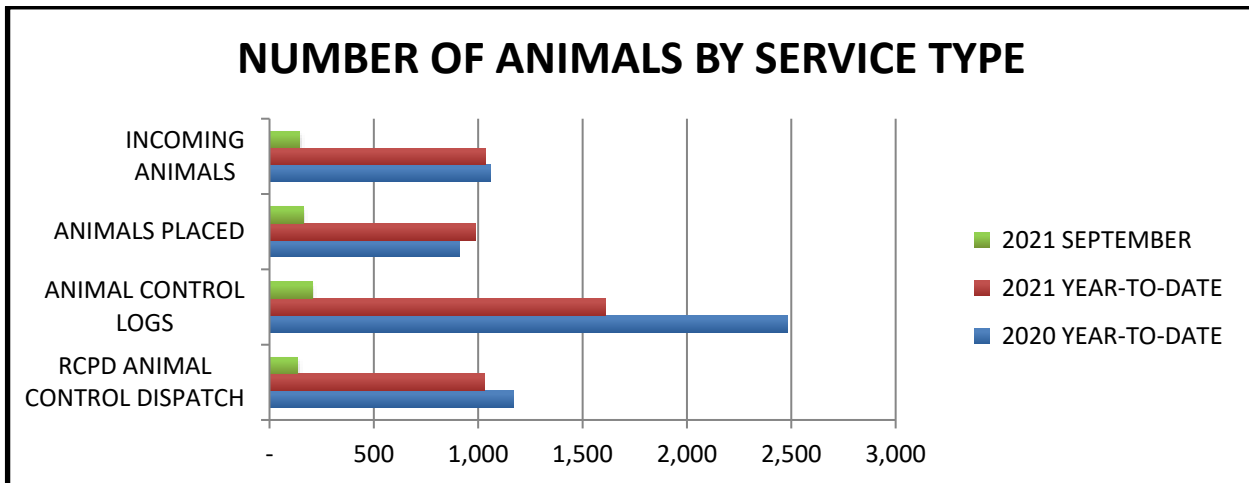
*NOTE: Public support includes calls for forestry service and cemetery funeral preparations*

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

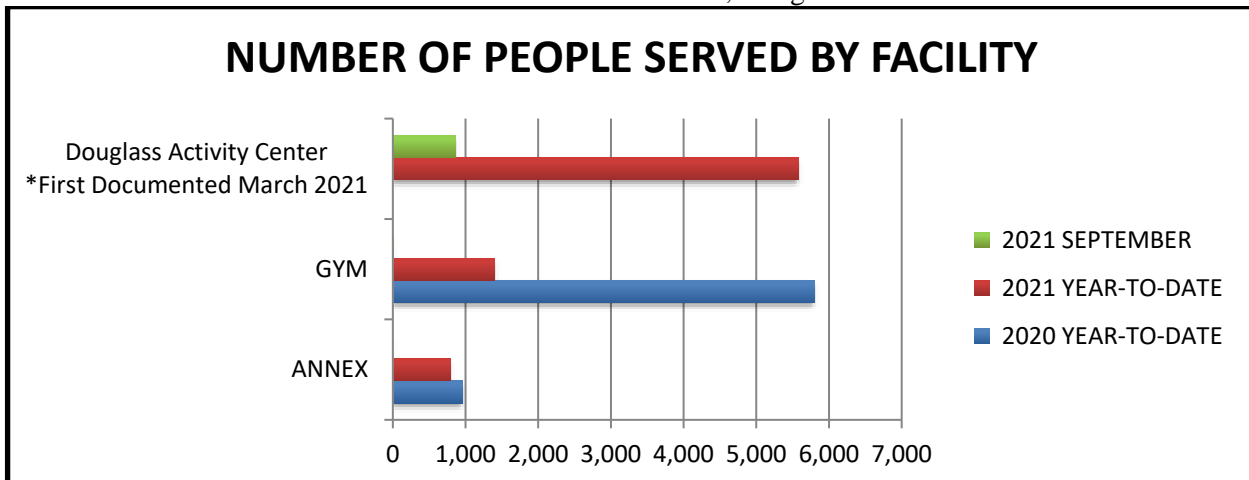


## ANIMAL SHELTER DIVISION

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

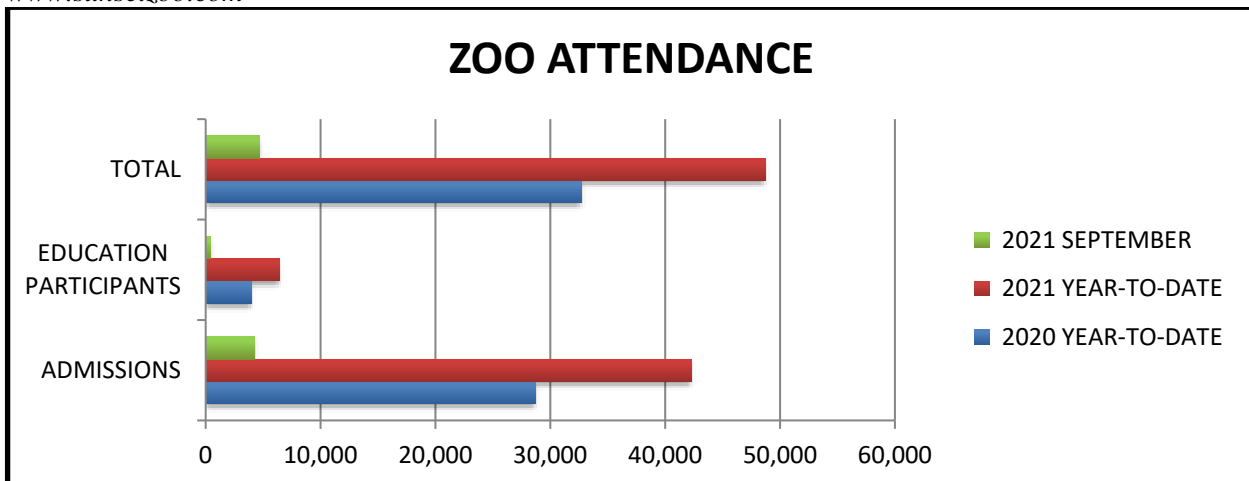


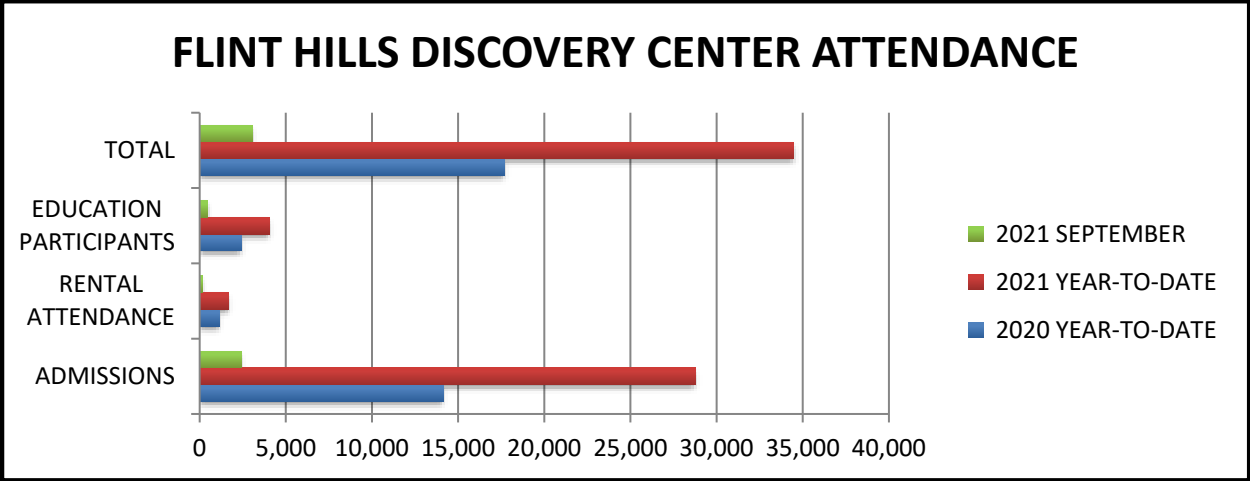
## DOUGLASS CENTER DIVISION - Dave Baker, Douglass Center Director



## SUNSET ZOO DIVISION - Scott Shoemaker, Zoo Director

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





# HUMAN RESOURCES DEPARTMENT

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

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

	September 2021	2021 Year- To-Date	2020 Year- To-Date
Number of voluntary separations (excludes temporaries)	4	35	28
Number of involuntary separations (excludes temporaries)	1	3	3
Turnover	1%	6.41%	7.33%
New hires filled within 45 days of recruitment*(year-to-c	14.29%	11.97%	58.09%
Number of employee reviews past due**	15	23	0
Accident/Injury frequency rate	7	65	37
Accident/Injuries resulting in medical treatment/lost time	5	26	15
Landlord/Tenant inquiries or assistance	1	13	11
Citizen referrals provided	1	11	4
Workers' compensation costs as % of payroll	.42%	.83%	.87%
Sick leave used per 1000 hours worked	36.8	25.1	31.5

\*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:

No trainings were provided in September

# CITY MANAGER'S OFFICE

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

Open Records Request:	September 2021	September 2020	2021 Year- To-Date	2020 Year- To-Date
<b>Internal</b>	1( :30 hr)	1(2:00 hrs)	9( 4:00 hrs)	17(8:15 hrs)
<b>External</b>	13(14:30 hrs)	10(7:15 hrs)	130(83:45 hrs)	115(101:30 hrs)
<b>Consent Agenda Items Processed:</b>	36	15	215	191
<b>Public Hearing Items Processed*</b>	1		9	8
<b>General Agenda Items Processed:</b>	3	7	48	49
<b>Work Session Items Processed:</b>	3	3	25	21
<b>Items filed at Register of Deeds Office</b>	2	3	52	33

\*Tracking began May 2018 and reflected on this report beginning October 2018.



<b>Communications</b>	<b>September 2021</b>	<b>September 2020</b>	<b>2021 Year-to-Date</b>	<b>2020 Year-to-Date</b>
<b>Facebook Followers</b>	907*	218	14,600	12,795
<b>Twitter Followers</b>	54	30	9,199	12,761
<b>Report It!</b>	<b>September 2021</b>		<b>September 2020</b>	
<b>Number of Issues Reported</b>	171		142	
<b>Number of Mobile App Downloads</b>	30		5	
<b>Top Issue Types</b>	1. grass/weeds/trees 2. streets/potholes 3. parking/vehicles		1. streets/potholes 2. grass/weeds/trees 3. other code violation	
*changes to FB reporting may be impacting the reliability of this figure				

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

Respectfully submitted,

**CITY OF MANHATTAN**



Ron R. Fehr  
City Manager

Enclosure:

1. Manhattan Area Chamber of Commerce Reports