

City Advisory Boards and Committees

There are numerous advisory boards and committees, which assist the City Commission by providing recommendations on various policy issues. The City makes appointments to more than twenty advisory boards and committees. The Mayor, with the advice and consent of the City Commission, makes all appointments. Volunteer board and committee members provide a valuable service to the community by dedicating hundreds of hours each year.

On June 3, 1997, the City Commission passed a policy resolution outlining the standard procedures for the appointment and orientation of persons on the advisory boards, to establish attendance requirements and to implement a process for the Governing body to review advisory board by-laws.

Aggieville Business Improvement District Advisory Board

Purpose: To monitor and oversee the provision of services within the Aggieville Business Improvement District by submitting a recommended program of services and proposed budget to the City Commission. In addition, the Board submits a proposed schedule of fees for assessment on the businesses in the District and may recommend consideration of changes to the district boundaries.

Related budget information found on page 176.

City Staff Liaison: Karen Davis, Director, Community Development

Airport Advisory Board

Purpose: To recommend policies regarding the Manhattan Regional Airport to the City Commission. In addition, the Board prepares an annual written report to the City Commission, aids the City in developing community awareness of airport operations and aids and advises the City Commission and the Airport Director regarding planning, capital improvements and negotiation of major contracts.

Related budget information found on pages 85-89.

City Staff Liaison: Peter Van Kuren, Director, Airport

Arts & Humanities Advisory Board

Purpose: To promote and support arts and humanities by providing an annual report and plan to the City Commission of opportunities including activities, programs, projects and collaborations. To annually review the CIP to make recommendations to incorporate arts and humanities elements into these projects. To develop guidelines related to selection and placement of public displays,

performances, exhibitions and similar arts and humanities activities.

City Staff Liaisons: Eddie Eastes, Assistant Director, Parks and Recreation; Mike Buchanan, Recreation Superintendent

Bicycle Advisory Committee

Purpose: To make recommendations to the City Commission consistent with the policies and objectives set forth in the Bicycle Master Plan. Plan, develop, promote, and coordinate community cycling activities. Review proposals from individual associations or other institutions for joint programs and assist in effective coordination of such activities. Conduct fund raising for cycling activities and programs.

City Staff Liaison: Peter Clark, Civil Design Engineer

Board of Zoning Appeals

Purpose: Set forth by Manhattan Zoning Ordinance, Article XIV, Administration, Part 3. To hear and decide on appeals subject to the procedures and standards set out in the Zoning Ordinance where it is alleged that there is an error in any order, requirement, decision or determination made by the Zoning Administrator. To hear and pass upon applications for variances from the regulations and restrictions imposed by the Zoning Ordinance subject to the procedures and standards for variances. To hear and decide upon applications for conditional use permits subject to the procedures and standards for conditional uses. To hear and decide if any legally non-conforming use shall be deemed to be a conditional use of the zoning district in which it is located and any related exceptions. To hear and decide upon applications for exceptions of the regulations subject to the

procedures and standards for exceptions. To hear and decide all matters referred to it.

Related budget information found on pages 154-156.

City Staff Liaison: Chad Bunger, Planner, Community Development

Cemetery Board

Purpose: To make recommendations to the City Commission regarding rules, regulations and improvements to the City's cemeteries through the Parks and Recreation Advisory Board.

City Staff Liaison: Mike Mohler, Cemetery Sexton, Parks and Recreation

City Convention and Tourism Committee

Purpose: To make recommendations to the City Commission and the Convention and Visitors' Bureau regarding the programs and expenditures for promotion of conventions and tourism in the City of Manhattan. For the purpose of promoting conventions and tourism in the City, the City of Manhattan levies a transient guest tax upon guests lodging at Manhattan hotels and motels.

Related budget information found on page 202.

City University Projects Fund Committee

Purpose: To review recommendations forwarded from the President of Kansas State University for projects and programs that are deemed to have a mutual benefit to both the City and the University. The Committee will make recommendations to the City Commission to budget the projects and programs in the City University Fund.

Related budget information found on page 174-175.

City Staff Liaison: Lauren Palmer, Assistant City Manager

Code Appeals Board

Purpose: To provide for determination of the suitability of alternate materials and methods of construction or installation in order to provide for reasonable interpretations of the City's building, electrical, plumbing, sign, abatement of dangerous buildings, mechanical, and gas fitting codes.

Related budget information found on pages 94-97.

City Staff Liaison: Brad Claussen, Building Official, Code Services

Douglass Center Advisory Board

Purpose: To make recommendations to the City Commission regarding the operation and annual budget for the operation of the Douglass Community Center. The Board advises the City Commission on the scope and content of programs to be initiated and staff at the Douglass Center. The Board also submits monthly and annual reports regarding operations.

Related budget information found on pages 125-127.

City Staff Liaison: David Baker, Director, Douglass Center

Downtown Business Improvement District Advisory Board

Purpose: To monitor and oversee the provision of services within the Downtown Business Improvement District. The Board submits a recommended program of services to be performed and provided and a proposed budget to the City Commission. In addition, the Board submits a proposed schedule of fees for assessment on the businesses in the District and may recommend consideration of changes to the district boundaries.

Related budget information found on page 177.

City Staff Liaison: Karen Davis, Director, Community Development

Flint Hills Discovery Center Advisory Board

Purpose: To make recommendations related to the operation of the Flint Hills Discovery Center, or the scope and content of programs and exhibits. To approve an annual report on all Flint Hills Discovery Center activities, programs, and operations developed by the director and submit to the City Commission.

Related budget information found on page 146-149.

City Staff Liaison: Bob Workman, Director, Flint Hills Discovery Center

Historic Resources Board

Purpose: To encourage the preservation, restoration and rehabilitation of historic properties within the City through the designation of Historic

Sites, Structures, and Districts as per Ordinance No. 6065. The Board also advises the City Commission on matters related to historic preservation and issues Certificates of Appropriateness on locally designated historic properties.

City Staff Liaison: Kevin Credit, Long Range Planner, Community Development

Housing Appeals Board

Purpose: To protect existing structures in the jurisdiction of the Property Maintenance Code. The Board makes final determinations regarding requests from property owners for variances to the code.

City Staff Liaison: Jim McDiffett, Officer I, Code Services

Housing Authority Board of Commissioners

Purpose: To set the overall goals, objectives, planning, development, operation, and maintenance of the Public Housing and Section 8 programs in the City of Manhattan. To aid in formulating, developing, and updating the Housing Assistance Plan and Admissions and Continued Occupancy Policy. To encourage, assimilate, and coordinate citizen participation in the planning and development of the local Housing plan and program. To carry out other duties as delegated by the local Housing plan and other duties as mandated by the Department of Housing and Urban Development.

Human Rights and Services Board

Purpose: To administer and further the policies of the City Commission regarding civil rights. Duties of the Board are set forth in the City's ordinance on civil rights. These duties generally include addressing complaints alleging unlawful discrimination in employment, public accommodations and housing, and making recommendations to the City Commission regarding human rights and services policies, procedures, and programs which will help foster good will, cooperation and conciliation among the groups and elements of the population of the City of Manhattan.

City Staff Liaison: Larry Hackney, Human Resources Specialist

Library Board

Purpose: To exercise statutory authority to employ a librarian, secure and maintain a suitable site and building for library service, adopt policy for operation, acquire materials and equipment to facilitate modern library service, receive and administer gifts, grants and other revenues, and make annual reports to the state and the municipal governing authority.

Related budget information found on pages 187-189.

Manhattan Urban Area Planning Board

Purpose: To provide for coordinated planning within a jurisdictional area called the Manhattan Urban Area, which includes the Manhattan City limits and the surrounding urbanizing areas, through an inter-local agreement between the Manhattan City Commission and the Riley County Commission. The focus is to develop, adopt, and update the Comprehensive Land Use Plan and other policy documents for the Board's jurisdictional area, and the formulation of Subdivision and Zoning Regulations for the area. The Board also reviews development applications and planning and zoning proposals and forwards recommendations to the City or County Commission for final action.

Related budget information found on pages 154-156.

City Staff Liaison: Eric Cattell, Assistant Director for Planning, Community Development

Municipal Audit Committee

Purpose: To recommend to the City Commissioners an independent Certified Public Accounting firm for the annual audit. To meet with auditors during the annual audit to discuss the auditing process including examination of internal controls. To make recommendations regarding financial documents including annual audited financial statements, financial management policies, and management letters.

City Staff Liaison: Bernie Hayen, Director of Finance

Municipal Band Advisory Board

Purpose: To make reports and recommendations to the City Commission on all matters referred to it and any other recommendations as the Board

deems advisable regarding the operation of the Municipal Band.

City Staff Liaison: Kathryn Swan, Recreation Supervisor, Parks and Recreation

Parks and Recreation Advisory Board

Purpose: To consider all major proposals and propositions for the construction, reconstruction, and improvement of public parks and recreation facilities including the acquisition of land for park purposes and major recreational equipment and facilities, the institution of new programs in the recreational system, and to make recommendations on these items to the City Commission.

Related budget information found on pages 121-153, 190, 194-195, and 199-201.

City Staff Liaison: Curt Loupe, Director, Parks and Recreation

Partner City Advisory Board

Purpose: To recommend to the City Commission the policies and objectives for the overall sister cities program including selection of sister cities; develop, promote and coordinate sister city activities; develop goals and work plans regarding activities of the Board; review proposals from individual associations or other institutions for joint programs and assist in effective coordination of such activities; and conduct fund raising for sister city activities and programs when applicable.

City Staff Liaison: Gary Fees, City Clerk

Riley County Law Enforcement Board

Purpose: Set by Kansas Statute 19-4429. To be responsible for the enforcement of the law and provide police protection. To appoint and establish salary and compensation of a law enforcement director, law enforcement officers, and other personnel. To authorize and provide appointment for law enforcement officers and other personnel deemed necessary. To establish a job classification and merit system. To authorize the acquisition and disposition of equipment and supplies. To hear and affirm or revoke orders of the director providing for suspension or dismissal of law enforcement officers. To require the keeping of proper law enforcement records. To enter into contracts for receiving moneys from any private organization or agency for use by the agency and departments. To receive

vehicles, equipment, and supplies from the County Sheriff's Department for use in law enforcement. To enter into contracts with any political or taxing subdivisions or cities within the county. To adopt rules and regulations necessary for the agency. To perform other such duties as may be provided by law.

Related budget information found on page 204.

Social Services Advisory Board

Purpose: To establish and recommend a framework which the City government may use to determine guidelines for providing funds to social services agencies, which serve the City and the amounts to be allocated to each of these agencies. To evaluate the social service needs of the City and what role the City should play in funding those needs, establish guidelines for determining whether or not a particular activity is a social service and whether City funds should be used to fund the activity, and make written reports to the governing body as requested. The Board also provides on-going review of all social services funded by the City to determine the effectiveness, quality of service, ongoing needs, and other matters the Board deems appropriate.

Related budget information found on page 165-166.

City Staff Liaison: Bernie Hayen, Director of Finance

Special Alcohol Funds Advisory Committee

Purpose: To solicit proposals for the use of the funds in the City's Special Alcohol Fund. To evaluate the proposals to ensure conformance to community objectives and help secure the coordination of the programs and services dealing with the abuse of alcohol and drugs that may now or in the future be provided by existing or new public, nonprofit and private agencies. To evaluate the quality of the programs provided through the assistance of these funds.

Related budget information found on page 192-193.

City Staff Liaison: Robyn O'Connell-Tatum, Staff Accountant