

## City Commission Goals and Priorities for 2015

The City Commission goals and top priorities for 2015 were developed during the annual City Commission Retreat and Goal Setting Session on January 22, 2015. The Commission revisited the goals and top priorities during a Work Session on May 12, 2015. The status of each goal and priority has been updated.

### LOCAL AND REGIONAL PLANNING, COOPERATION AND COORDINATION

- **Implement the Manhattan Urban Area Comprehensive Plan Update to maximize strengths of the community and region**
  - ✓ Execute the adopted Comprehensive Plan and the Manhattan Area Transportation Strategy. *(Ongoing. Down-zoning east of City Park area completed in December 2015. Westside up-zonings completed in September 2015. Eastside M-FRO up-zonings planned for early 2016; drafting Urban Core Residential District for adoption and implementation in spring 2016. Community Development)*
  - ✓ Work cooperatively with planning staffs and engage Kansas State University in the coordination and implementation of the Campus Master Plan with the Comprehensive Plan. *(Ongoing. Monthly meetings with K-State facilities staff to coordinate growth issues. City Departments)*
  - ✓ Evaluate opportunities for infill redevelopment, parking considerations, and utility requirements. *(Parking study completed; ongoing analysis will continue with implementation of Comprehensive Plan. Community Development and Public Works)*
  - ✓ Review infrastructure needs for growth areas involving the City, Counties, Kansas State University, and Fort Riley. *(Ongoing)*
  - ✓ Continue efforts to revitalize older neighborhoods in the community with the use of CDBG funds and implementation of the Comprehensive Plan redevelopment areas. *(Ongoing. Priorities established in the CDBG Consolidated Plan and annually budgeted funds. Community Development)*
  - ✓ Add Pottawatomie County representative to the Manhattan Urban Area Planning Board (MUAPB). *(Ongoing. Discussions have occurred with Pottawatomie County and Riley County elected officials and initial discussions with staff have occurred. Community Development and City Manager's Office)*
  
- **Develop plan to address high density housing**
  - ✓ Continue to work with Kansas State University planning staff and officials to address and plan for the growing demands of student housing near the campus, urban core and M-FRO areas as part of the Comprehensive Plan. *(Implementation of Comprehensive Plan to address expansion of the M-FRO, Urban Core Residential District and selected areas of high density housing on west side of campus. Community Development)*
  
- **Continue to increase cooperation and communication with Fort Riley and regional units of government to develop partnerships that contribute to regional growth, collaboration and cost savings**
  - ✓ Continue efforts with the Inter-Governmental Support Partnership Core Advisory Group and shared services for mutual aid, joint staff training and cost saving measures. *(Ongoing. Discussions with Fort Riley and the Governor's Military Liaison taking the lead to coordinate these efforts. Currently awaiting clarifications from the Department of Army and Department of Defense. City Administration and staff)*

# City Commission Goals and Priorities for 2015

## LOCAL AND REGIONAL PLANNING, COOPERATION AND COORDINATION (continued)

- **Continue to increase cooperation and communication with Fort Riley and regional units of government to develop partnerships that contribute to regional growth, collaboration and cost savings (continued)**
  - ✓ Continue regional collaboration efforts with public entities and private partners. *(Ongoing. City staff interacts with regional counterparts in a variety of areas including members of the Technical Advisory group as well as FHRTA, FHRC, and regional planning meetings with Fort Riley)*
- **Complete the recently approved sign ordinance and revisit compliance requirements at future City Commission meeting** *(Modifications to the Signage chapter of the Zoning Ordinance are complete; advertising for public hearing to occur in early 2016. Community Development and Legal Department)*
- **Continue to update inventory of historic city-owned properties and assets** *(Historic Resources Board has completed a city-owned property inventory to identify historic significance and prioritize properties with recommendations and preservation strategies. Historic Resources Board and Community Development)*

## ECONOMIC DEVELOPMENT INITIATIVES

- **Support the growth and improvements for the Manhattan Regional Airport (MHK)**
  - ✓ Finalize Phase I of the MHK Terminal remaining project punch list and resolve outstanding change orders. *(Ongoing. Completion targeted early 2016. Airport and Consultants)*
  - ✓ Continue with Phase II of the MHK Terminal project with the FAA grant received and accepted in September 2014. *(Ongoing. Construction in progress, scheduled to be completed June 2016. Airport)*
  - ✓ Continue to evaluate and address future parking expansion improvements and provide an analysis on how to pay for the improvements. *(Ongoing. Design nearing completion and future Work Session to review, with completion scheduled fall 2016. Airport)*
  - ✓ Complete design work for the Airport Road and Utility improvements in conjunction with relocating General Aviation Services. *(Ongoing. Project scheduled to begin December 2015. Public Works and Airport)*
  - ✓ Continue efforts to finalize an agreement for service with the Fixed Based Operator (FBO) and design and build the FBO facility. *(Ongoing. Construction has begun and is scheduled for completion June 2016. FBO service agreement executed September 2015. Airport and Legal)*
  - ✓ Complete design work to develop land and market to airport service related businesses on the land west of the Airport Terminal and along Skyway Drive. *(Ongoing. Design of access road underway in conjunction with new military access. Airport)*
  - ✓ Complete design work for the Military Access Road. *(Ongoing. Targeted a February 2016 bid date. Public Works and Airport)*

# City Commission Goals and Priorities for 2015

## ECONOMIC DEVELOPMENT INITIATIVES (continued)

### ▪ **National Bio and Agro-Defense Facility (NBAF)**

- ✓ Continue to assist with the final completion of the Central Utility Plant and facility coordination with NBAF/Department of Homeland Security, Kansas State University, and BRI. *(Ongoing. Coordination efforts continues with consultant and staff to examine infrastructure improvements at Denison Avenue and Kimball Avenue. Public Works and City Manager's Office)*
- ✓ Continue to advocate and support NBAF with Kansas State University, the State of Kansas, our Federal partners, and especially our congressional delegation. *(Ongoing. National League of Cities and AUSA trips to Washington, D.C. provided opportunities to interact with our elected delegation. City Manager's Office and City Commission)*
- ✓ Continue to assist in providing secondary development opportunities. *(Ongoing. Knowledge Based Economic Development (KBED) staff continues to meet bi-monthly to explore options. City Manager's Office)*
- ✓ Continue efforts with Kansas State University officials to study and develop design plans for the North Campus Corridor. *(Ongoing. President Schulz presented results of a preliminary conceptual master plan for the North Campus Corridor on May 26. A request was made to continue the partnership by generating 30% construction plans for Kimball Avenue and North Manhattan Avenue, and develop a landscape plan for College Avenue, Kimball Avenue, Denison Avenue and North Manhattan Avenue. A Work Session occurred on December 22 with an update from President Kirk Schulz, Kansas State University. City Manager's Office and Public Works)*
- ✓ Continue to enhance regional planning and marketing initiatives to attract related companies with Kansas State University, Kansas State University Foundation and the Manhattan Area Chamber of Commerce. *(Ongoing. KBED is currently exploring a website to promote and market real estate opportunities for K-State and the community. City Manager's Office and the Manhattan Area Chamber of Commerce)*

### ▪ **Economic Development Fund, Expenses and Future Use**

- ✓ Evaluate and report quarterly on the use of Economic Development Funds and evaluate the projected uses and potential allocations of the Economic Development Funds in concert with the annual City Budget. *(Ongoing. City Administration approached the Commission in the first quarter of 2015 about the funding and allocation breakdown for the Fund. Presented the forecast, budget and options for the Fund during the 2016 Budget work sessions. Presented the 2014 Economic Development Annual Report and update for 2015 on September 15, 2015. City Manager's Office and Finance Department)*

## PARKS AND RECREATION PLANNING AND FACILITY IMPROVEMENTS

- **Monitor progress and complete Parks and Recreation Administrative Offices at City Hall** *(Ongoing. Construction substantial completion scheduled for December 28, with move-in targeted for week of January 11, 2016. Parks and Recreation and City Administration)*

## City Commission Goals and Priorities for 2015

### PARKS AND RECREATION PLANNING AND FACILITY IMPROVEMENTS (continued)

- **Monitor progress and complete improvements to Peace Memorial Auditorium and foyer with private fundraising efforts** *(Ongoing. Friends of Peace Memorial Auditorium recently presented to the Commission and to-date have raised approximately \$20,000 towards improvements. Friends of Peace Memorial Auditorium private fundraising group, Parks and Recreation and City Administration)*
- **Continue efforts with RDG Planning and Design to update the Parks and Recreation Strategic Facilities Improvement Plan** *(Completed the Strategic Facility Improvement Plan (SFIP) and have entered into further refinement process of the priorities developed in the SFIP. The Report will address the topics below. Parks and Recreation Administration)*
  - ✓ Prioritize Capital Improvements Program to further study indoor and outdoor facilities as part of scope with RDG Planning and Design.
  - ✓ Continue to assess sports facilities and venues in the region as part of the scope with RDG Planning and Design and with collaboration with the Manhattan and Junction City/Geary County Convention and Visitors Bureau and other collaborators.
  - ✓ Continue to engage USD 383 officials in coordinating indoor and outdoor use and improvements to athletic facilities, scheduling, etc., that will meet the needs of school patrons and athletics as well as recreational aspirations of residents and those of organized sporting groups as part of the scope with RDG Planning and Design.
- **Evaluate the utilization and repurposing of City-owned facilities** *(Ongoing)*
  - ✓ Evaluate the current and potential use of the Community House with CDBG funds and provide report and options to the Commission. *(Community House Conversion Planning Study completed in July 2015. City Administration currently surveying local service providers to determine needs for space. Community Development)*
  - ✓ Evaluate the potential use of the Bluemont Cabin with a solicitation of interest and report outcome to the Commission. *(Advertised a request for potential uses of the facility with no results. Parks and Recreation Advisory Board recommended to the Commission that the Parks and Recreation Department continue to manage the facility. Parks and Recreation)*

### DOWNTOWN REDEVELOPMENT

- **Develop plans to improve and expand parking**
  - ✓ Continue to facilitate discussions with stakeholders, explore public/private partnerships and develop financing strategies that include programming of design funds in the 2016 Capital Improvements Program and as part of the Budget discussion process. *(Ongoing. Downtown Manhattan Inc. requested 10% of the total parking garage estimate for design in 2016. The \$660,000 request would generate construction plans for a parking garage at 3<sup>rd</sup> and Houston Street, over the top of the alley and on top of AJ's Pizza. An additional request for the 2016 budget was made to renovate the City owned plaza at the terminus of Poyntz Avenue at 3<sup>rd</sup> Street—adjacent to Manhattan Town Center entry. CIP requests were not funded for 2016. City Manager's Office)*

# City Commission Goals and Priorities for 2015

## PROTECT PUBLIC SAFETY AND INFRASTRUCTURE

- **Develop a plan to address funding a multi-year street maintenance strategy to address deteriorating pavement conditions** *(Currently spending approximately \$1.1M annually for contractual street maintenance funded through the Special Streets and Highway Fund. Work Session held April 28, 2015, with City staff presenting alternatives, including, consideration as part of a funding election question for tax payers. The Commission appointed a Street Maintenance Steering Committee and charge on December 15, 2015. The Committee will meet during the first quarter of 2016 and report to the Commission their recommendations in April 2016. Public Works and City Manager's Office)*
- **Ensure adequate infrastructure for future infill development and conduct modeling of water, sanitary sewer, and stormwater systems**
  - ✓ Continue to facilitate stormwater modeling and analysis to identify infrastructure deficiencies in the system in concert with future projected growth and sustainability in the community. *(Awarded engineering contract; completed initial hydrologic/hydraulic model; approved Capital Improvement Projects in the downtown watersheds; and finalized CIP projects. The engineering consultant has completed the stormwater modeling. A Work Session is scheduled for January 26, 2016, to provide an update on the Downtown East Watershed Study. In the 2016 CIP, there is an update programmed for the Waste Water Treatment Plant and Water Treatment Plant master plans and will start the process of selection of an engineering firm in 2016. Public Works)*

## MITIGATE FLOODING IN OUR COMMUNITY

- **Provide education on the Floodplain Regulations and updated Flood Insurance Study and the Flood Insurance Rate Maps**
  - ✓ Adopt Blue River Floodplain Management Plan *(Finalizing for adoption in early 2016. Community Development)*
  - ✓ Conduct flood mitigation study-cost estimates for flood mitigation strategies with the Corps of Engineers *(Completion summer 2016. Community Development)*
  - ✓ Participate in the HUD National Disaster Resiliency Competition *(Phase II application completed in October 2015. Waiting on funding notice from HUD, expected in January 2016. Community Development)*
- **Determine a funding strategy for Levee raise and renovations to match future US Army Corps of Engineers Cost Share Grant**
  - ✓ Continue planning discussions with the Corps of Engineers and program design and construction costs in future CIP's. *(City share of design funds programmed in 2016 Budget and waiting on federal funding to start design on levee. Public Works)*

# City Commission Goals and Priorities for 2015

## BUDGET, DEBT MANAGEMENT AND EFFICIENCIES

- **Budget and debt management**
  - ✓ Continue to provide clear and concise financial planning and management of City debt. *(Ongoing)*
  - ✓ Continue to develop and provide revenue and expenditure projections and trend lines; focusing on long-term fiscal planning. *(Ongoing)*
- **Evaluate the current utility billing process and continue to expand the use of on-line utility billing to achieve savings**
  - ✓ Achieve goal of 50 percent of the City's billing customers using on-line utility billing. *(Ongoing. Marketing of program started in June 2015 and are continuing efforts in working towards a target of 50% for e-billing. As of November 2015, the City sent out 16,091 total utility bills of which 3,755 were via e-mail. Finance Department)*
- **Continue to incorporate the Baldrige principles for organizational improvement**
  - ✓ Begin citizen survey process to better understand needs and expectations of customers, citizens, and stakeholders. *(Ongoing. Citizen surveys were sent in October 2015 and are in the process of compiling the returned surveys. To-date, have received approximately a 25% return rate. Once completed, findings will be presented to the Commission during the first quarter of 2016. City Manager's Office and K-State)*
  - ✓ Analyze and implement principles on an ongoing basis and as issues present themselves. *(City Manager's Office)*
- **Evaluate and develop a plan to replace and construct a new public works garage facility** *(Feasibility Study in 2016 CIP. The Commission will consider a Request for Qualifications for professional services in first quarter of 2016. The feasibility study is for water, wastewater, street, forestry, and park maintenance facility as well as possible other community partners. (Public Works and City Administration)*
- **Expand recycling efforts in City Parks/Shelters and continue green initiatives at Sunset Zoo** *(Ongoing. Added receptacles in the parks; initiated Cans for Conservation program at the Zoo; and installed a 10KW solar array with grant received from Westar at Nature Exploration Center. Parks and Sunset Zoo staff)*

*The mission of the City of Manhattan is to sustain order and protect public safety, promote public health, preserve the built environment, and enhance economic vitality. The City supports a regional community in which individuals and families develop and thrive.*