

City of Manhattan

City Manager's Monthly Report

AUGUST 2016

City Commission:

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

FINANCE DEPARTMENT

FINANCE and ACCOUNTING - Bernie Hayen, Director of Finance

www.cityofmnhk.com/finance

City of Manhattan

Financial Snapshot

As of August 31, 2016

Selected Funds

Fund	Beginning Balance	Revenues	Expenditures	Current Balance
001 General Fund	\$ 2,009,938	\$ 19,619,922	\$ 18,382,640	\$ 3,247,220
105 Economic Development	6,898,509	1,458,397	614,442	7,742,465
106 Employee Benefits	15,205	1,965,480	1,416,687	563,998
108 Kansas Police & Fire	58,329	877,605	613,208	322,726
110 Industrial Promotion	205,887	32,433	54,408	183,913
118 Special Street & Highway	909,636	1,186,520	762,503	1,333,654
301 Bond & Interest	9,262,689	11,665,800	2,588,920	18,339,569
501 Water Fund	6,971,677	7,134,070	6,055,845	8,049,902
521 Sanitary Sewer Fund	3,535,377	6,592,584	5,472,880	4,655,081
531 Stormwater Fund	3,115,224	1,229,923	500,873	3,844,274

Selected City Debt

Current	2016 YTD	2015 YTD
Temporary Notes	\$ 57,745,000	\$ 40,780,000
General Obligation Debt	65,188,515	60,800,206
Special Assessment Debt	46,106,485	56,999,794

Selected Financial Information

	2016 YTD	2015 YTD
City		
City Property Taxes	\$ 2,046,451	\$ 1,896,484
City Sales Taxes	6,825,503	6,709,018
City Compensating Use Taxes	667,859	619,881
City Franchise Taxes	2,115,514	2,097,169
Riley County		
Riley County Sales Taxes	\$ 1,753,095	\$ 1,730,351
Riley County Compensating Use Taxes	205,174	187,240
Pottawatomie County		
Sales Taxes	\$ 194,555	\$ 180,220
Compensating Use Taxes	23,872	17,281
Investment		
City Investment Portfolio	\$ 18,460,000	\$ 18,585,000
City Checking Account Balance	53,038,665	48,061,567
Interest Rate (weighted average)	0.28%	0.22%

City of Manhattan

Downtown Redevelopment Bond Issues

As of August 31, 2016

TIF Bonds

	Project Fund	Cost of Issuance Fund	Capitalized Interest Fund	Debt Service Reserve Fund	Total
Bond Proceeds	17,784,633	815,632	497,734	2,122,000	21,220,000
Revenues to Date	31,941		1,662	272,360	305,962
Expenditures to Date	(17,816,496)	(815,632)	(499,396)	(231,405)	(19,362,929)
Remaining Balance	\$ 78	\$ -	\$ -	\$ 2,162,955	\$ 2,163,033

Revenue Collections	2016 As of August	2015 As of August	Percent Change	2015 Total
City Sales & Use Tax (North)	493,527	504,239	-2.12%	744,869
City's Share of County Sales & Use Tax (North)	150,726	154,122	-2.20%	227,754
Incremental Property Tax (North & South)	1,739,033	1,391,513	24.97%	1,444,981
Total	\$ 2,383,285	\$ 2,049,873		\$ 2,417,604

Debt Service	2016 As of August	2015 As of August
June 1	448,438	464,800
December 1	-	-
Total	448,438	464,800
Balance	1,934,848	\$ 1,585,073
Remaining Debt Payments	\$ 1,458,438	\$ 1,399,800

STAR Bonds

	Project Fund	Cost of Issuance Fund	Capitalized Interest Fund	Total
Bond Proceeds	48,407,507	583,912	1,008,582	50,000,000
Revenues to Date	511,238	-	-	511,238
Expenditures to Date	(48,916,976)	(583,912)	(1,008,582)	(50,509,469)
Remaining Balance	\$ 1,769	\$ -	\$ -	\$ 1,769

Revenue Collections	2016 As of August	2015 As of August	Percent Change	2015 Total
Excess Sales Tax from Prior Years	-	-		-
State Sales Tax (North & South)*	4,572,866 **	2,931,733	55.98%	4,763,959
City Sales and Use Tax (South)	63,569	62,340	1.97%	98,388
City's Share of County Sales and Use Tax (South)	19,613	19,053	2.94%	30,083
Total	\$ 4,656,048	\$ 3,013,126		\$ 4,892,430

* The State sales tax rate increased from 6.15% to 6.5% on July 1st, 2015.

** The State made an underpayment of sales tax revenue from October, 2014 to May, 2015. The correct amount was redistributed in February, 2016.

Debt Service (Net of Federal Subsidy)	2016 As of August	2015 As of August
June 1	615,295	693,934
December 1	-	-
Total	\$ 615,295	\$ 693,934
Balance	\$ 4,040,753	\$ 2,319,192
Remaining Debt Payments	2,985,296	3,992,576

TDD Bonds
North & South

	Project Fund	Cost of Issuance Fund	Debt Service Reserve Fund	Total
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)
Remaining Balance	\$ 89,308	\$ 21,370	\$ 512,500	\$ 623,178
	2016	2015	Percent	2015
Revenue Collections	As of August	As of August	Change	Total
TDD Sales Tax	344,166 *	228,308	50.7%	361,933
	2016	2015		
Debt Service	As of August	As of August		
June 1	117,375	118,809		
December 1	-	-		
Total	117,375	\$ 118,809		
Balance	\$ 226,791	\$ 109,498		
<i>Remaining Debt Payments</i>	<i>262,375</i>	<i>253,809</i>		

MANHATTAN FIRE DEPARTMENT

MANHATTAN FIRE DEPARTMENT – Scott French, Director of Fire Services
www.cityofmnhk.com/fire

OPERATIONS DIVISION – Sam Dameron, Assistant Chief
www.cityofmnhk.com/fire

Incident Type	Current Year		Previous Year	
	August	YTD	August	YTD
Fires	9	87	13	98
Overpressure, Rupture, Explosion	1	1	1	5
Rescue	10	96	11	83
First Responder	94	697	91	675
Hazardous Condition	8	116	13	100
Service Call	18	112	15	133
Good Intent	16	156	20	203
False Alarm/False Call	49	359	64	405
Weather/Disaster	0	2	0	3
Special Incident Type	0	6	0	0
Total Incidents	205	1,632	228	1,705
	Current Year		Previous Year	
Fire Loss Data	August	YTD	August	YTD
Property Value	\$1,052,126	\$28,850,599	\$1,373,630	\$13,634,084
Property Loss	\$427,200	\$1,687,295	\$88,530	\$593,243
Property Saved	\$624,926	\$27,163,304	\$1,285,100	\$13,040,841
Fire Incident Casualty Type	Current Year		Previous Year	

	August	YTD	August	YTD
Civilian Injury	0	1	0	3
Civilian Death	0	0	0	0
Fire Service Injury	0	0	0	0
Fire Service Death	0	0	0	0

Training Section – Mark Whitehair, Battalion Chief of Training
www.cityofmnhk.com/fire

The data collected from training records entered in August included 1,332 total hours of training. The Department’s goal for full-time firefighting personnel in 2016 is an average of 240 hours per person. Year-to-date, the Department has recorded 168.1 training hours per person, which is 70% of the goal for the year.

Training highlights for August included:

- Fire Driver Grady Wenderott attended the 48 hour course Chemistry for Emergency Response at the National Fire Academy in Emmitsburg, Maryland. In this six-day course, fire officers were introduced to the Incident Command System (ICS) and studied proper command techniques for control and extinguishment of fires ranging from small, residential structures to multi-occupancy, commercial complexes.
- Captain Kyle Voth attended the 48 hour course Electrical Aspects of Fire Investigations at the National Fire Academy in Emmitsburg, Maryland. This six-day advanced course addressed the critical skills essential to the effective investigation and evaluation of fires involving potential electrical fire causes. This course used state-of-the-art techniques, practices, protocols and standards to assist investigators to properly and effectively evaluate electrical systems and associated components to ascertain their role in a fire.
- Five department members attended the Scott Safety Self-Contained Breathing Apparatus Repair Technician course that was held at Manhattan Fire Department. This certification authorized our personnel to perform technician level repairs on all Scott respirators. This training included hands-on instruction on how to properly inspect, repair, and test all Scott SCBA.
- Four Department members attended the RAE Systems Portable Instrument Technician course that was held at the Salina Fire Department. This certification course covered how to troubleshoot problems and repair all of the portable hazardous material air monitors that the department uses.

Current totals for 2016 are:

This Month	Same Month Last Year	Current To-Date	To-Date Last Year
1,332	1,742.25	14,290	16,220.75

TECHNICAL SERVICES DIVISION

www.cityofmnhk.com/fire

Code Services Section – Brad Claussen, Building Official

www.cityofmnhk.com/codeservices

Building Permits	Number	Valuation	Permit Fees	New Units
Total for the Month	45	\$14,593,631	\$67,988.21	36
Same Month Last Year	49	\$7,376,969	\$44,963.61	26
Current Y.T.D. Totals	345	\$104,505,617	\$490,083.71	737
Previous Y.T.D. Totals	287	\$55,759,836	\$285,296.87	111

City of Manhattan, Kansas
Department of Fire Services—Code Services Department
 Building Receipts Detail
 August, 2016

General Category	No. of Permits	Improvement Valuation	Permit Fees	Living Units
Addition				
<i>Residential</i>				
Garage	1	\$15,777.00	\$214.85	
Multi Family	1	\$4,427,315.00	\$14,655.68	
One Family	3	\$122,177.00	\$1,344.19	
Alteration				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$27,000.00	\$0.00	
Office Building	5	\$251,664.00	\$2,503.03	
Restaurant	1	\$400,000.00	\$2,163.93	
School	1	\$55,000.00	\$549.78	
<i>Residential</i>				
Multi Family	1	\$3,533.00	\$78.77	
One Family	10	\$154,278.00	\$2,198.60	
Demolition				
<i>Non-Residential</i>				
Restaurant	1	\$0.00	\$50.00	
<i>Residential</i>				
Garage	3	\$0.00	\$150.00	
New				
<i>Non-Residential</i>				
Office Building	1	\$749,998.00	\$3,579.33	
Restaurant	1	\$260,469.00	\$1,534.26	
<i>Residential</i>				
Multi Family	4	\$5,144,108.00	\$21,558.92	24
One Family	10	\$2,605,369.00	\$15,347.13	10
Two Family	1	\$376,943.00	\$2,059.74	2
<hr/>				
Total for the month of August	45	\$14,593,631.00	\$67,988.21	36
Year To Date Total	345	\$104,505,617.00	\$490,083.71	737

Code Services experienced a moderate increase in the pace in building permits and dwelling units. Permits were issued for 36 new dwelling units in the month of August, ten of which were single family dwellings. Nine of the single family homes were speculative homes and one was a custom home. Through August, about 76% have been speculative. We continue to review sets of plans for upcoming projects including additional residential as well as commercial space finish and commercial renovations.

Other Misc. Permits Issued.....	41
New Construction Inspections	485
Same Month Last Year	412

The City of Manhattan, by conducting the following property maintenance inspections and issuing the following Notices and Orders, not only helped provide a minimum level of health and safety in existing structures, but it provided enhanced maintenance of property and aesthetic values. Beginning in March, we incorporated the zoning inspection duties and inspectors as part of Code Services. Those inspectors have continued to cross train, and each individual will be inspecting code and zoning items. We will continue to monitor neighborhoods for these violations. Rental inspections are currently limited to complaint and voluntary. Two structures were condemned in August, both due to fires. The following data illustrates property maintenance activities for this year comparative to last year. Code Services activities are up approximately 37% for the year in the amount of nuisance violations we have addressed. Zoning inspection data has been added, but is only listed for the time in Code Services:

	August	2016 YTD Total	2015 YTD Total
Rental Units Inspected	18	82	84
Owners Volunteering	2	4	12
Fire Department Referral	0	11	4
Complaint	10	58	61
Other	6	9	7
Notices and Orders:	20	282	140
to Repair	18	270	124
to Repair or Demolish	0	4	5
to Demolish	0	0	0
to Vacate	2	8	11
Appeals Heard:	1	2	3
Variations Granted	0	0	1
Variations Denied	0	0	0
Variations Conditionally Approved	1	2	2
Variations Tabled	0	0	0
Nuisance Inspections Total:	820	3,495	2,331
Broken Down by Type:			
Weed Notices	540	1,670	970
By Complaint	105	219	282
By Code Office	435	1,451	688
Property Mowed by Contractor	68	123	43

Trash/Debris Notices	188	1,114	646
By Complaint	40	206	228
By Code Office	148	908	418
Nuisances abated by Code	3	28	30
Inoperable Vehicles	11	103	61
By Complaint	3	19	35
By Code Office	8	84	26
Second Notices	2	17	11
Sidewalk Notices	6	85	20
By Complaint	5	64	17
By Code Office	1	21	3
Second Notices	0	2	2
Parking in Front Yard	14	60	0
By Complaint	4	6	0
By Code Office	10	54	0
Miscellaneous Notices	61	475	634
By Complaint	35	132	243
By Code Office	26	343	391
Second Notices	0	0	0
Closed Inspections	511	2,239	1,401
Sign Inspections	2	56	0
Citations Issued:	0	8	9
Dismissed	0	0	1
Fined	0	4	0
Pending	4	4	8

Fire Prevention Section – Rick Stillwagon, Fire Marshal
www.cityofmnhk.com/fire

Fire prevention personnel spent the month of August working on annual and semi-annual inspections and various construction projects that are underway.

Inspection Totals

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Fire Prevention Inspections	202	206	1,594	1,189

Training/Fire Prevention

Fire and Code Inspection personnel attended and conducted training on the code inspection process. Fire personnel provided station tours and static displays for the Back to School Bash at the Douglass Center and Water Safari at Sunset Zoo. Fire Inspection personnel provided Overcrowding Procedure Training to Manhattan Bar personnel in conjunction with Fake ID Identification Training provided by Riley County Police Department officers.

Fire Prevention Activities

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Events	9	13	87	93
Total Time (hrs.)	20	19	122	129.75

Alarm Permit Program

During August, there were 11 new Alarm User permits issued. There were a total of 76 false alarms recorded for the month, 60 of which were false intrusion alarms and 16 were false fire alarms.

False Alarm Numbers

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Alarm Permits	11	9	69	96
Intrusion Alarms	60	79	366	451
Fire Alarms	16	30	115	159
Total Alarms	76	109	481	613

Building Maintenance Section – Mike Kaus, Assistant Chief

www.cityofmnhk.com/fire

The Building Maintenance section performed its regular monthly maintenance. Building Maintenance set up a total of 49 meetings/events: 21 meetings in Commission Room, 8 events in City Auditorium, and 20 meetings at the Fire Department Headquarters Training Facility.

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
City Commission Room	21	19	196	201
City Auditorium	8	0	207	201
MFD Training Facility	20	17	175	158
Total Meetings	49	36	578	560

COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT ADMINISTRATION - Karen Davis, Director of
www.cityofmnhk.com/communitydevelopment Community Development

Administration of the Housing Rehabilitation and Emergency Solutions Programs continued in August.

The Aggieville Business Improvement District (BID) Advisory Board met on August 25, 2016, and the Downtown BID Advisory Board met on August 26, 2016, to discuss recommendations for the 2017 BID billing process. Construction of the Public Square Sidewalk Replacement Project began on Monday August 29, 2016. The Project will involve replacement of the concrete and brick sidewalks around the Square, which is bordered by Colorado Street, 6th Street, Pierre Street, and Juliette Avenue.

PLANNING DIVISION - Eric Cattell, AICP, Assistant Director for Planning

Manhattan Urban Area Planning Board (MUAPB) Activity

	This Month	2016 Year-To-Date	2015 Year-To-Date
Annexations	1	4(229.41 acres)	2 (99.49 acres)
Rezoning:	1	14	11
Preliminary Plats:	0	2	3
Final Plats:	0	15	17
Planned Unit Developments: Preliminary Plan	0-Residential 0-Comm./Ind.	1-Residential 0-Comm./Ind.	2- Residential 0-Comm./Ind.
Planned Unit Developments: Final Plan	1-Residential 0-Comm./Ind.	1-Residential 7-Comm./Ind.	2- Residential 5- Comm./Ind.
Planned Unit Development Amendments:	1-Comm./Ind. 1-Residential	6-Comm./Ind. 2-Residential	8-Comm./Ind. 3-Residential
Zoning Ordinance Amendments:	0	4	0
Municipal Facility Review	0	0	0
Comprehensive Plan Adopt/Amendment	0	0	1

Board of Zoning Appeals (BZA) Activity

	This Month	2016 Year-To-Date	2015 Year-To-Date
Exceptions:	3	19	17
Variances:	0	1	7
Conditional Uses:	0	7	6
Appeals:	0	0	0

Historic Resources Board (HRB)

	This Month	2016 Year-To-Date	2015 Year-To-Date
SHPO/HRB Reviews:	0	8	17

Planning Division-Administrative Activity

	This Month	2016 Year- To-Date	2015 Year- To-Date
Pre-application Meetings	8	29	45
Flood Plain Permits	1	5	0
Citizen Informational Meetings	4	9	13

** Note: The Zoning Inspection functions were transferred to the Code Services Division of the Fire Department in February 2016.*

Other Planning Activity.

Annual Organization Meeting: The Manhattan Urban Area Planning Board held its annual organizational meeting and elected Neil Parikh as Chairperson and Debbie Nuss as Vice Chairperson.

Aggieville Community Vision Plan: The Community Development Department held the third Steering Committee meeting and reviewed the draft State of the Ville report on existing conditions and summarizing the two online surveys. The Steering Committee also discussed the exiting Aggieville – Campus Edge Plan and reconfirmed the goals, principles and recommendations in that Plan; and also reviewed and discussed the existing Action Plan. The project is an initiative to capture a community-wide vision to guide future development of Aggieville to address and balance the needs and desires of the district and the community.

Floodplain Model Demonstration at Water Matters Event: Two representatives from the Community Development Department conducted demonstrations of a Floodplain model for children and adults attending the Water Matters event at Sunset Zoo. The model was loaned by the Kansas Department of Water Resources and demonstrates the impacts of rain events on an underdeveloped floodplain, as compared to a floodplain that has upstream development without detention, and development that includes detention.

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS ADMINISTRATION - Rob Ott, P.E., Director of Public Works
www.cityofmhk.com/publicworks

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

Projects Under Design

- Marlatt/Denison Avenues Roadway Improvements
- Poliska Stormsewer
- W. Anderson Sanitary Sewer Improvements
- Denison Avenue Watermain Improvements
- Denison Avenue Stormwater Improvements
- Grand Mere Parkway Watermain Improvements
- Sunset Lane Watermain Improvements
- Bulk Water Filling Station
- Legacy Ridge Subdivision
- 1500 Block Alley Paving
- Traffic Shop Parking lot paving
- Houston, 17th-18th ,Street Sanitary Sewer
- K-18 & K-113 Interchange
- Kimball Avenue Corridor Study Concept Study
- 11th Street and Poyntz Avenue Intersection signalization
- College Avenue and Claflin Road Intersection Signalization Improvements
- Fairmont Heights Sanitary Sewer
- Downtown Watershed Modeling
- Knox Road Sidewalk
- Allen Road Sanitary Sewer, Stormsewer, and Watermain Improvements
- North Manhattan, Phase III
- Juliette Avenue Brick Replacement, Phase I
- Bluemont Avenue and Tuttlecreek Boulevard Pedestrian Improvements
- Old Claflin Pedestrian Improvements
- Fremont Street Pedestrian Improvements
- Hartford Hill Addition
- Muirfield Landscaping Improvements

Projects out to Bid

- Ledgestone Ridge
- Ledgestone Addition
- Eureka Valley Watermain
- 17th Street and Poyntz Avenue Signalization

Projects Under Construction

- Extension of Grand Mere Parkway
- Bluetownship Watermain
- Fixed Base Operator Utilities
- Wildcat Creek Bank Stabilization
- Grande Bluffs at Mill Pointe
- Muirfield Addition

- Courtyards at Lee Mill Heights
- Scenic Crossing Addition
- Miller Parkway & Scenic Drive
- The Links
- 2016 – Street Maintenance, Asphalt
- 2016 – Street Maintenance, Concrete
- Airport Military Entrance
- Landsdowne Addition
- Pinehurst Addition
- U.S. 24 Crossings
- Clocktower Development
- W. Anderson Transportation Improvements

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

Projects Under Design

- Water Treatment Plant Clearwell and Pump Station Improvements Project
- Eureka Valley Transmission Main
- Denison Avenue Waterline Improvements
- Allen Road Sewer and Waterline Improvements
- Water Treatment Plant – Bulk Water Filling Station
- Grand Mere Parkway Waterline Improvements
- Sunset Lane Waterline Improvements
- Eureka Valley Transmission Main/Stagg Hill Booster Station Modeling Study
- Wastewater Treatment Plant – Blower Building HVAC Improvements

Projects Under Construction

- Blue Township Waterline Improvements
- Sanitary Sewer Annual CIPP Project

Projects Pending Construction

- Blue Township Waterline: US-24 Crossings – September 2016
- Wastewater Treatment Plant - Replace Davis Sanitary Sewer Lift Station – Fall 2016
- Utility Maintenance Facility Roof Replacement – September 2016
- Utility Maintenance Facility Hose Tower Demolition – September 2016
- Sanitary Sewer Annual Manhole Rehabilitation Project– Fall 2016
- Sanitary Sewer Interceptor Inspection and Cleaning Project – Fall 2016
- Large Water Meter Replacement: USD 383, AMS, Red Bud Estates Summer/Fall 2016
- Wildcat Creek Lift Station, Phase II Bank Stabilization – Fall 2016

Pending Projects to Bid

- Stone Point Lift Station Platform Construction – September 2016
- Wastewater Treatment Plant – Biosolids Lagoon Dredging – Winter 2016

Pending Project RFQ's

- Seth Child Corridor Transient Surge Study – September 2016

Pending Projects Miscellaneous

- Wastewater Treatment Plant Blower Building Evaporative Cooler Replacement – Winter 2016

- Wastewater Treatment Plant SCADA Computer and Operating System Upgrade – Fall 2016
- Water Treatment Plant Clarifier No. 2 Painting and Drive Rehabilitation – Fall 2016
- Fairmont Heights Sanitary Sewer Benefit District – Pending Riley County

Agreements/Contracts

- Riley County Riverchase Lift Station Maintenance Agreement
- Blue Township Sewer Interlocal Supplemental Agreement
- Riley County Interlocal Sewer Agreement: Riley County Shops and Fairmont Heights
- Outside City Water Agreement – Burton Land Company

Other

- Water and Wastewater Cost of Services Study
- Grease Management Permitting Program and Ordinance Update

WASTEWATER TREATMENT PLANT – Russell Still
Wastewater Treatment Plant Superintendent

- Total Wastewater Treated (Year-To-Date) – 1,252.2 million gallons
- Maximum Daily Flow Influent – 6.52 million gallons
- Total Monthly Sludge Wasted to Digesters – 1,150,325 gallons
- Average Percent % Solids, Biosolids – 1.66%

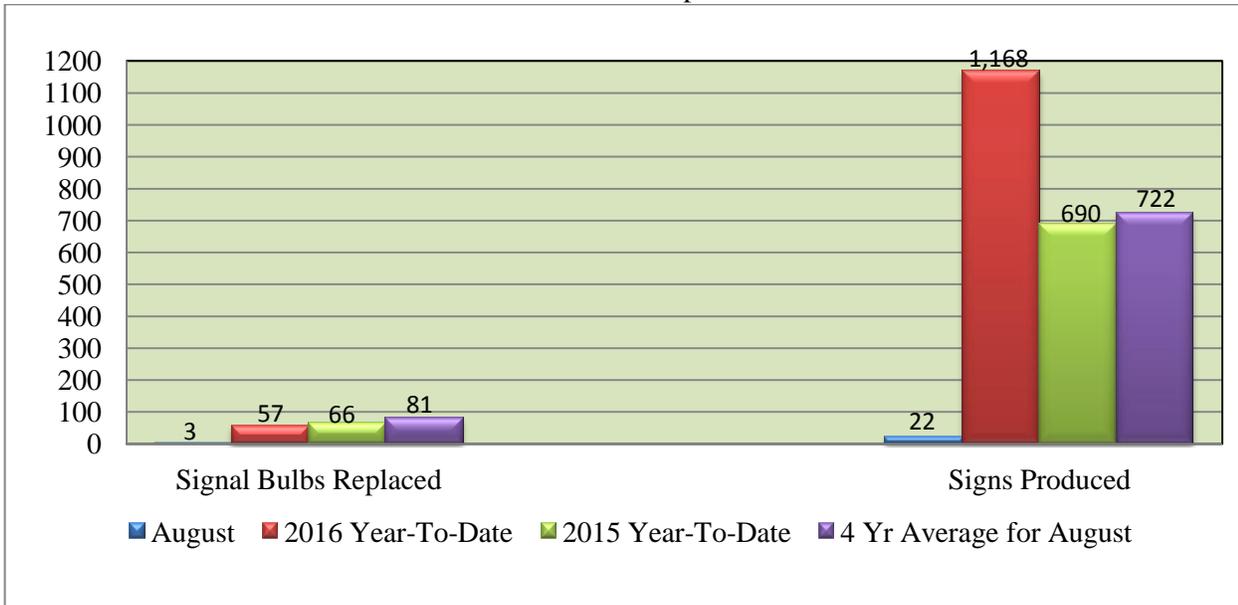
ENVIRONMENTAL COMPLIANCE SECTION – Abdu Durar, Ph.D., Environmental Compliance Manager

- Bacteriological Samples Taken – 60
- Chloramines Samples Taken – 35
- Industrial Pretreatment Program Inspections – 0
- Backflow Preventers Test Reports Received – 245

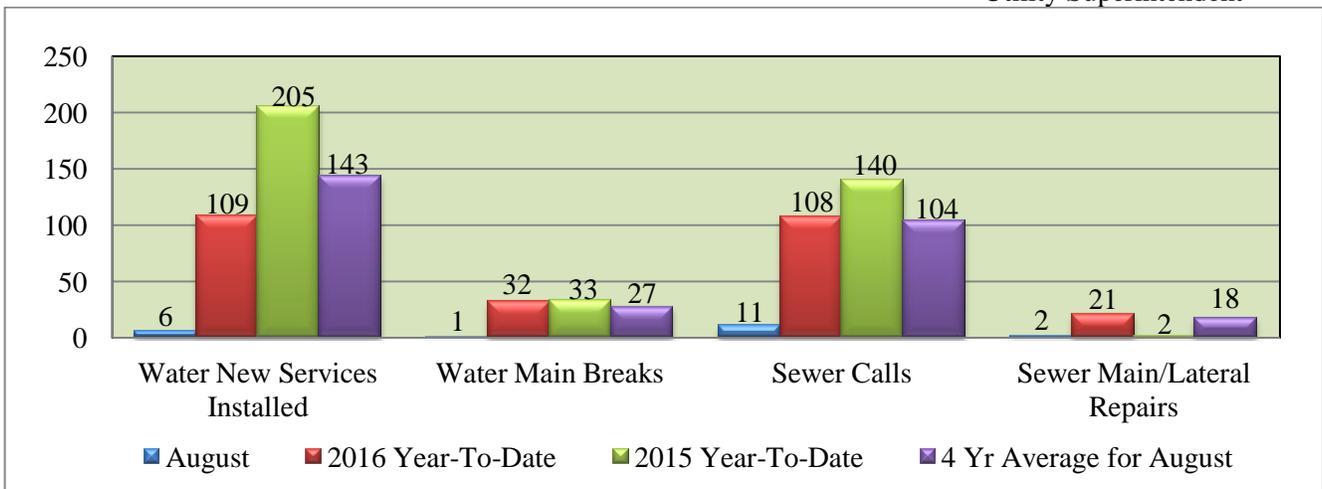
PUBLIC WORKS OPERATIONS - - Jeff Walters, Public Works Superintendent

Public Works Operations	August 2016	2016 Year-To-Date	2015 August Year-To-Date	4 Year Average for August
Concrete Poured (CY)	306	2,151	2,014	2,166
Asphalt Placed (tons)	156	787	564	536
Blocks Swept (Emphasis on Residential/Arterial)	3,893	25,864	18,701	19,527
Salt Spread (tons)	0	486	947	1,353

TRAFFIC SECTION -- Bill Dickinson, Traffic Supervisor



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



Other Notables

- After Hours Service Calls – 1

Water Meter Department	August 2016	2016 Year-To-Date	2015 August Year-To-Date
Delinquent Turn-Offs	106	771	796
Delinquent Turn-Ons	64	543	561
Temporary Offs for Plumbers	13	54	44
Meter Repairs	139	884	740
Replace Meters	19	239	222
Customer complaints (pressure/water quality/re-reads/stuck meter)	45	258	273
Turn Off Orders	1,076	4,575	4,324
Turn On Orders	1,132	4,835	4,516
Meter Reads	16,467	129,447	134,188

Miscellaneous Information	August 2016	2016 Year-To-Date	2015 August Year-To-Date
Sewer Line Maintenance/Sq.Ft.	19,677	209,604	220,374
Utility Locates	817	5,594	5,770

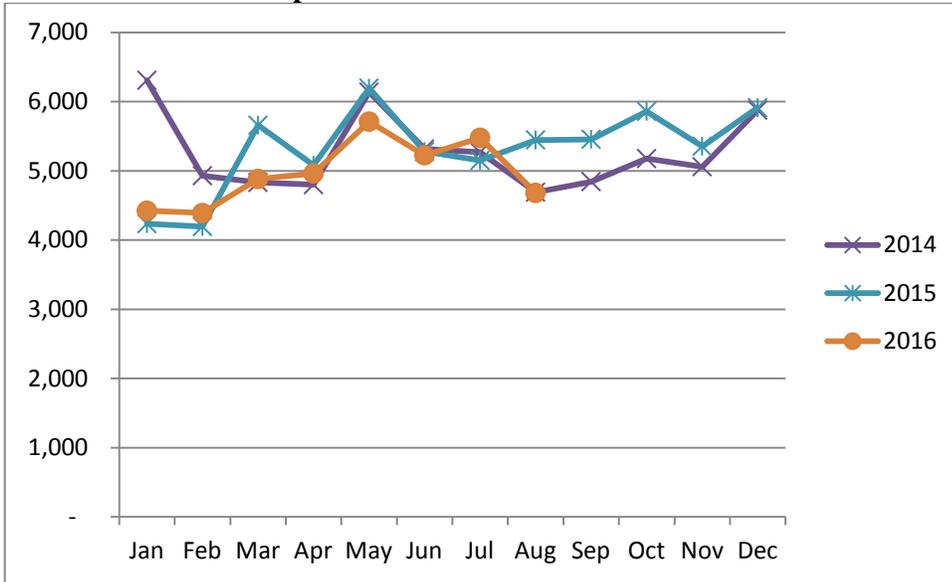
WATER TREATMENT PLANT – Randy D. Dewitt, Assistant Director of Public Works
for Water and Wastewater

Water Production	2016 August	2016 Year-To-Date	2015 August	2015 Year-To-Date
Total Pumped to Distribution (MG)	269.4	1,759.7	280.7	1,582.7
High Day – Pumped to Distribution (MG)	11.6	15.6	12.1	12.1
Low Day – Pumped to Distribution (MG)	5.4	3.6	5.2	3.7
Average Daily Pumped (MG)	8.7	7.2	9.6	6.5
Total Backwashed Water Recycled (MG)	4.8	30.2	4.3	25.6

MANHATTAN REGIONAL AIRPORT

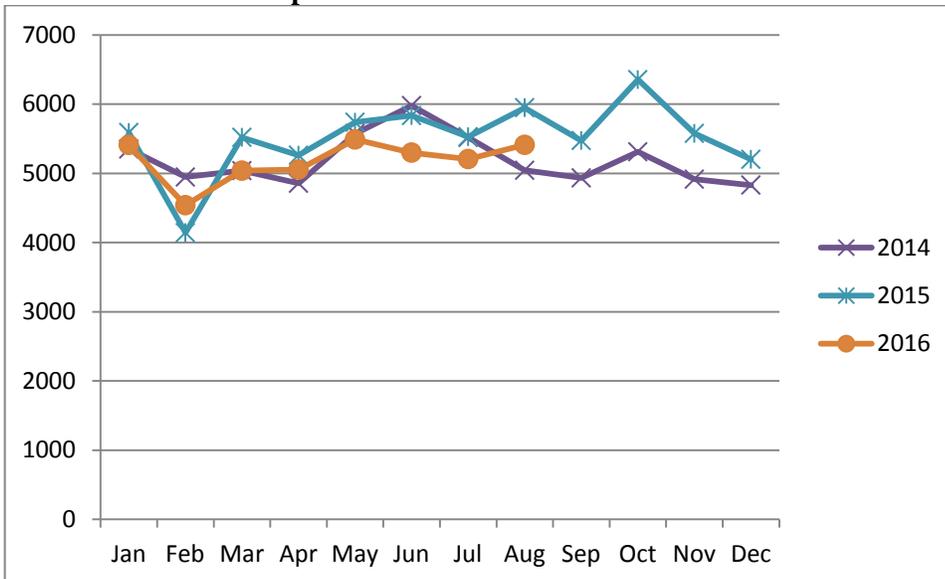
MANHATTAN REGIONAL AIRPORT – Jesse Romo, Airport Director
 www.flymhk.com

Commercial Airline Enplanements



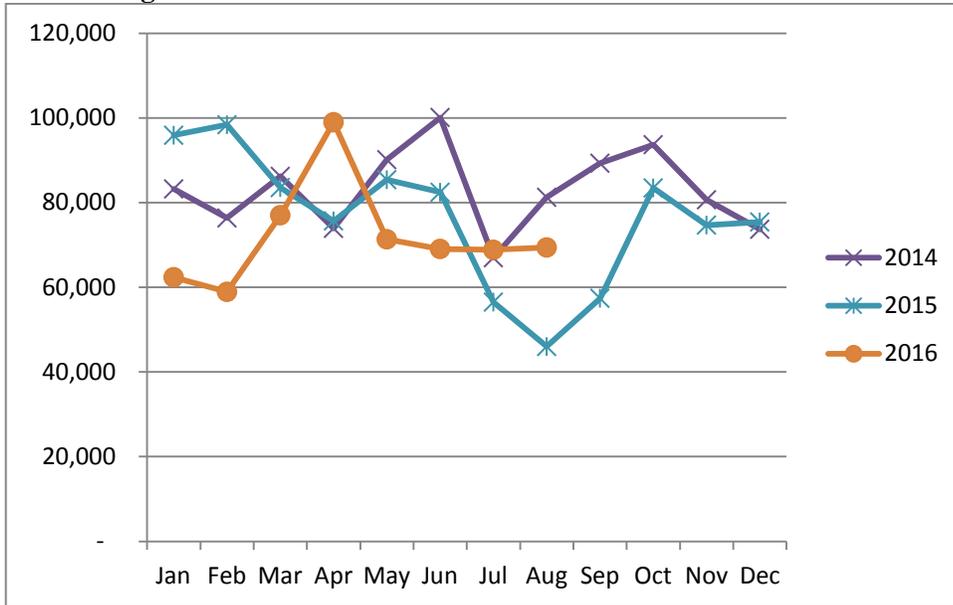
*August American Eagle Enplanements: 4,680

Commercial Airline Deplanements

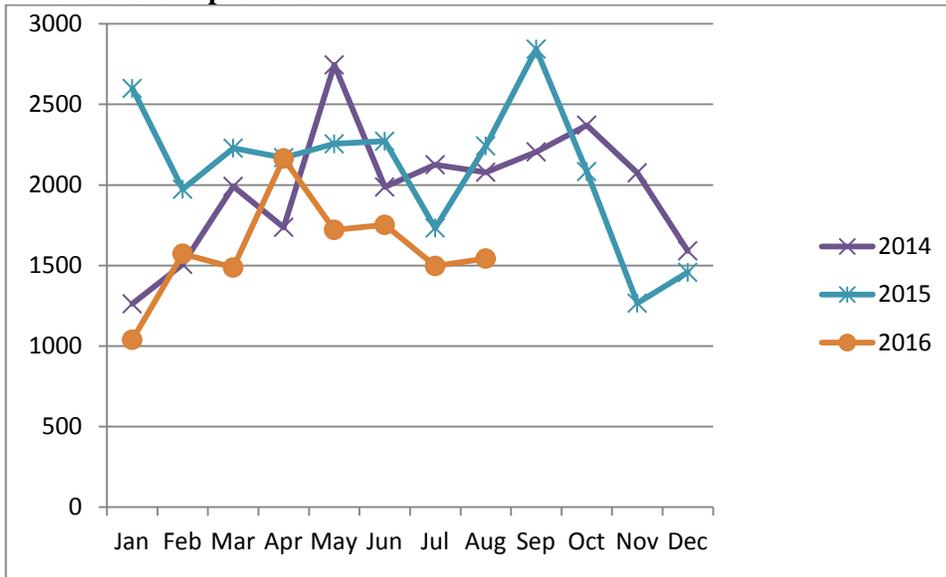


*August American Eagle Deplanements: 5,410

Fuel Flowage



Total Aircraft Operations



Calendar Year Comparison

	Enplanements	Deplanements	Fuel Flowage	Aircraft Operations
2011	54,496	54,757	763,366	20,097
2012	61,757	62,793	808,536	23,417
2013	62,459	64,031	1,028,463	23,783
2014	63,229	63,287	995,401	23,675
2015	63,814	66,158	914,664	25,119
2016*	39,744	41,438	575,863	12,776

*Denotes Year to Date figures

LEGAL DEPARTMENT

The Legal Department was involved in the following activities during August.

Municipal Court

Charges Filed

TYPES OF CASES	August 2016	August 2015
<i>Selected Specific Offenses</i>		
Driving Under the Influence	29	28
Driving While Suspended/ Habitual Violator	24	17
Marijuana Possession	15	3
Theft	1	3
Total Month Specific Offenses	69	51
Total Year-to-Date Specific Offenses	525	531
Total Year-to-Date Non-Specific Offenses (All Other)	3,685	3,948
<i>Parking Violations</i>		
Parking violations current month	917	849
Total Year-to-Date Parking Violations	4,374	5,158

Disposition of Cases

DISPOSITION	August 2016	August 2015
Total Month Cases Disposed	553	479
Total Year-to-Date Cases Disposed	4,487	4,690

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

ACTION	August 2016	August 2015
New Diversions	47	46
Pending Diversions	1,309	1,283
New Probation/Parole	44	24
Total Month New Diversions/Probations	91	70
Total Year-to-Date New Diversions/Probations	842	819

Cases assigned to the Public Defender

INFORMATION	August 2016	August 2015
New Cases	44	28
Total Year-to-Date New Cases	276	239

Fines, Fees, & Costs Received

REVENUE	August 2016	August 2015
Total Month Revenue Received	\$134,218.16	\$137,340.57
Total, Year to Date, Revenue Received	\$1,081,162.20	\$1,109,901.63

Civil Cases Pending

No cases are pending.

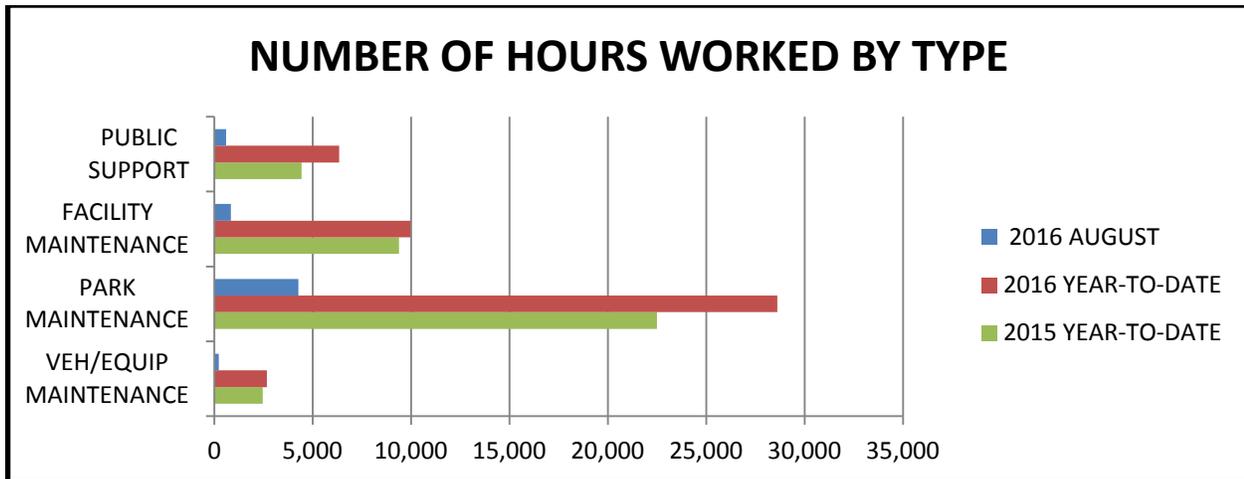
PARKS AND RECREATION DEPARTMENT

PARKS & RECREATION DEPARTMENT – Edward Eastes, Director

www.cityofmnhk.com/parksandrec

PARKS DIVISION – Casey Smithson, Park Superintendent

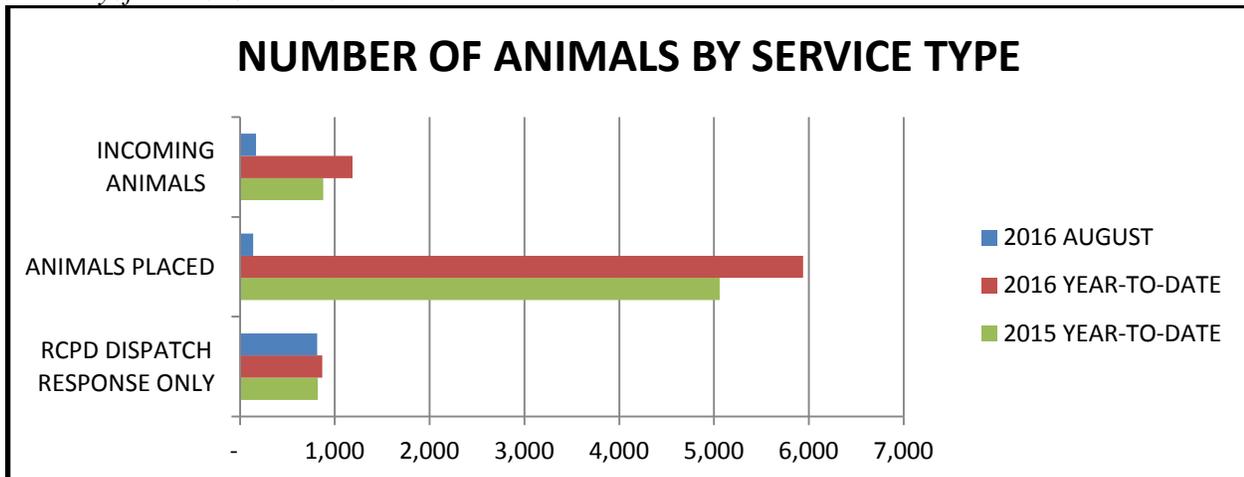
www.cityofmnhk.com/parks



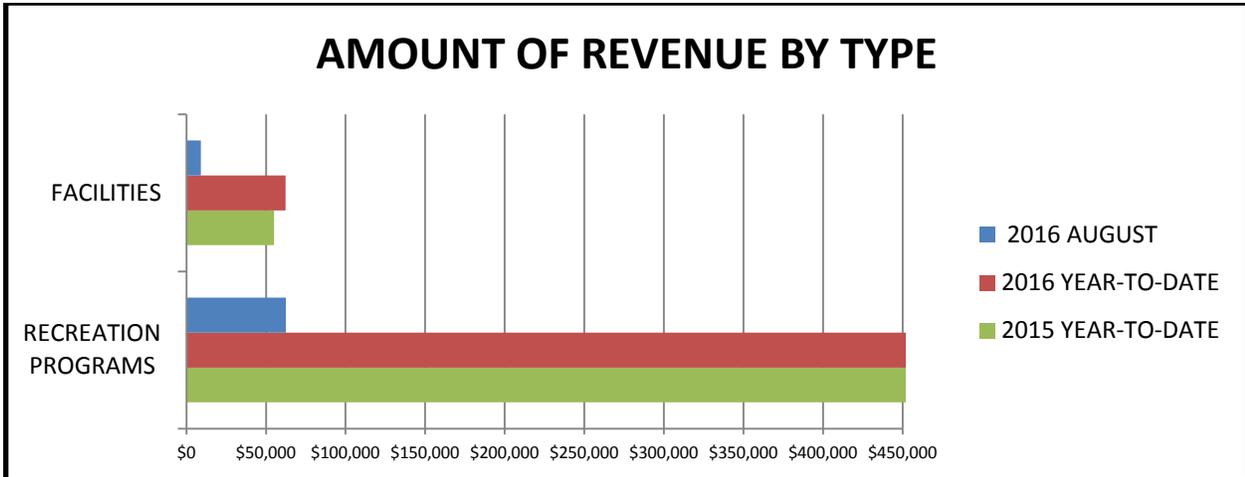
NOTE: Public support includes calls for forestry service and cemetery funeral preparations

ANIMAL SHELTER DIVISION – Willie Davila, Animal Shelter/Control Supervisor

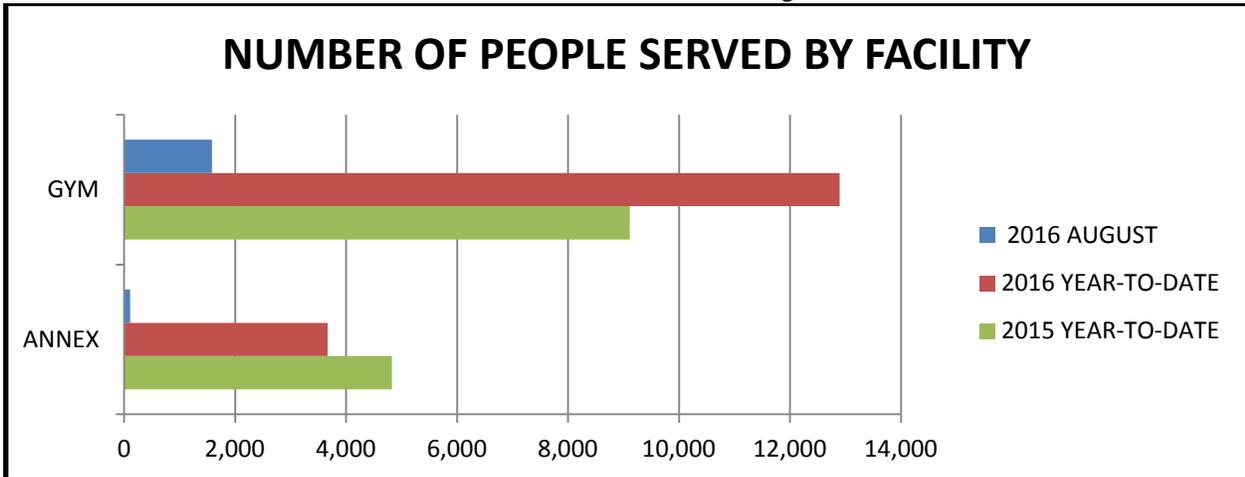
www.cityofmnhk.com/animalshelter

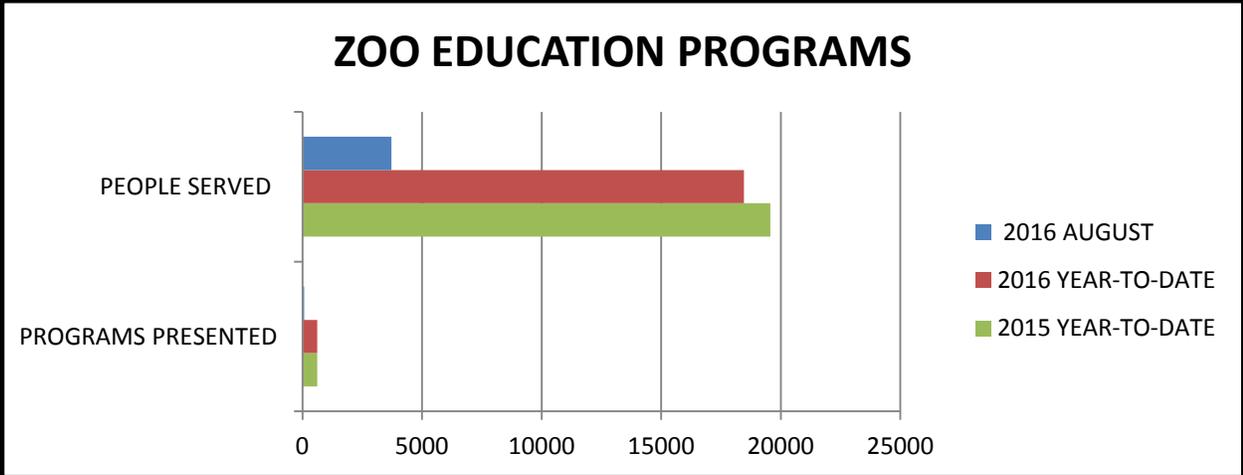
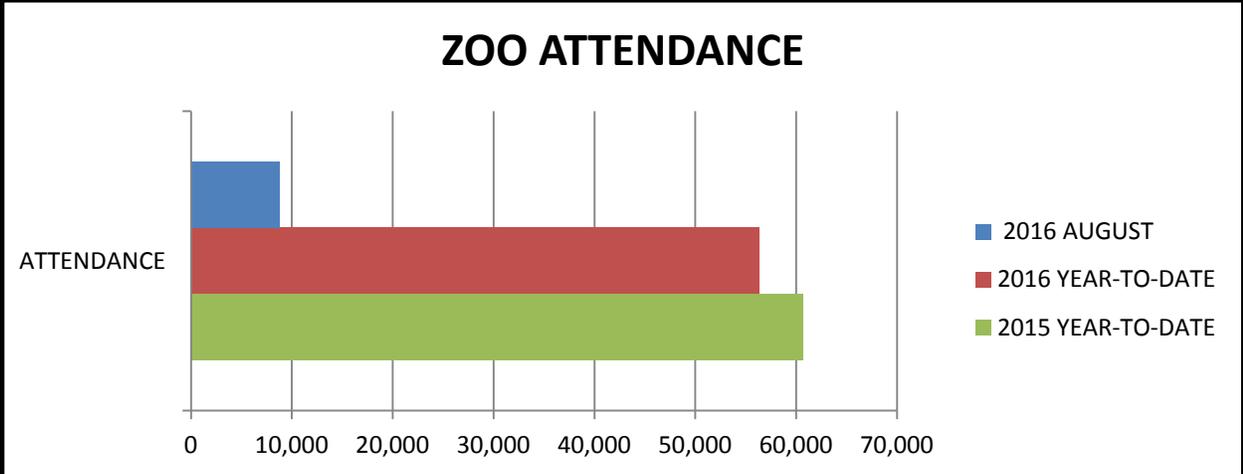


RECREATION DIVISION – Randi Clifford, Director of Recreation



DOUGLASS CENTER DIVISION - Dave Baker, Douglass Center Director





Monthly Operations Report

August 2016



Revenues	2013	2014	2015	-----2016-----		% of Budget *
	Actual	Actual	Actual	Budget	Actual	
Admission Fees	\$ 226,648	\$ 211,822	\$ 184,202	\$ 215,141	\$ 191,393	89.0%
Gift Shop	105,294	89,444	82,330	106,051	73,444	69.3%
Education	11,646	23,915	38,582	46,273	30,001	64.8%
Facility Rental	68,748	103,642	113,921	121,000	76,754	63.4%
Memberships	32,046	40,230	41,165	50,000	38,948	77.9%
Contributions / Donations	11,097	5,967	2,851	-	10,565	0.0%
Sponsorships/ Grants	-	18,725	3,725	-	-	0.0%
Transient Guest Tax Revenue	196,069	204,199	282,496	258,333	129,167	50.0%
TOTAL REVENUES	\$ 651,547	\$ 697,943	\$ 749,272	\$ 796,798	\$ 550,272	69.1%

*67% of the operating year has lapsed.

Expenses

Personnel Services	\$ 376,779	\$ 439,848	\$ 473,524	\$ 497,750	\$ 305,156	61.3%
Contractual Services	263,490	292,005	313,229	307,467	179,614	58.4%
Commodities	86,210	99,073	87,036	92,350	57,081	61.8%
Capital Outlay	11,503	6,366	7,854	2,250	2,841	126.3%
TOTAL EXPENSES	\$ 737,981	\$ 837,292	\$ 881,643	\$ 899,817	\$ 544,692	60.5%

Usage Statistics

Visitors	2013	2014	2015	-----2016-----		% of Budget
	Actual	Actual	Actual	Budget	Actual	
Attendance ~ Public Hours	50,971	48,166	43,334	49,250	45,284	91.95%
Attendance ~ Special Events	9,486	11,486	10,895	10,000	7,407	
Attendance ~ Offsite Programs	7,013	13,247	15,920	11,000	3,685	

Volunteers

Number of Active Volunteers	43	39	27	35	27
Total Volunteer Hours	6,335	6,205	4,484	5,200	2,514

Facility Use - Event Rentals

FHDC	165	196	207	185	142
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HUMAN RESOURCES DEPARTMENT

HUMAN RELATIONS and PERSONNEL DIVISION -- Cathy Harmes, Director

www.cityofmnhk.com/hr

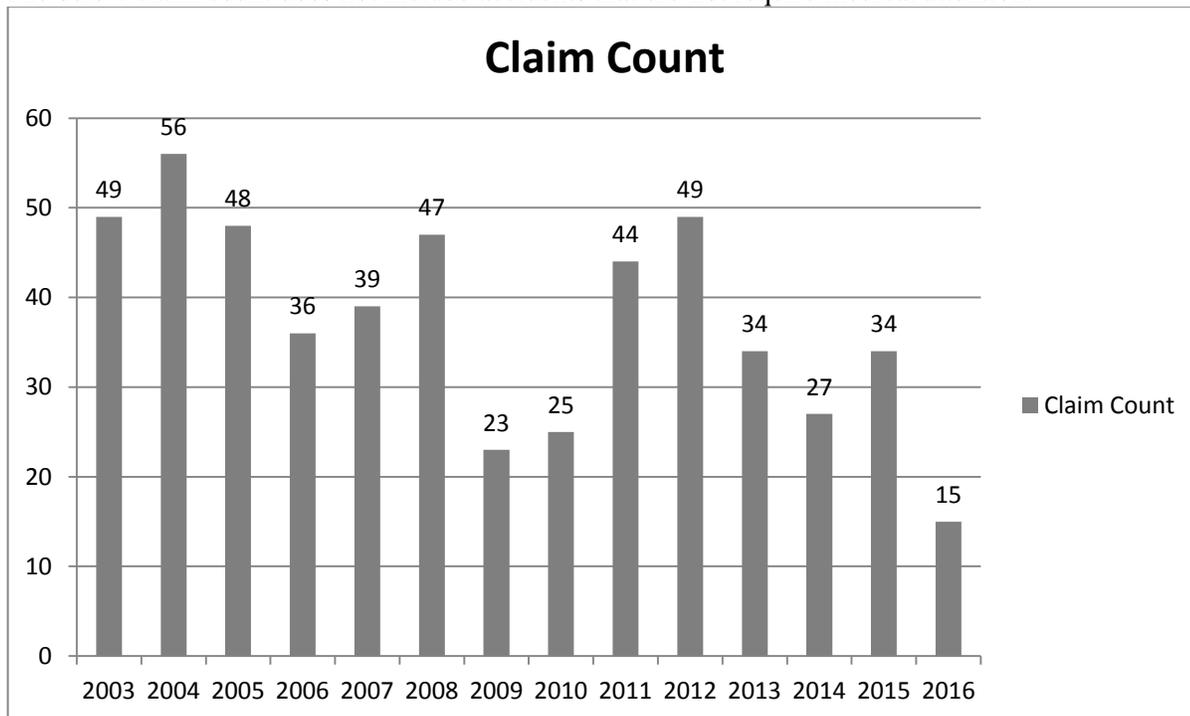
	August 2016	2016 Year- To-Date	2015 Year- To-Date
Number of voluntary separations (excludes temporaries)	7	43	38
Number of involuntary separations (excludes temporaries)	0	0	0
Turnover	1.85%	8.59%	9.8%
New hires filled within 45 days of recruitment* (year-to-date)	0	71.375%	85.3%
Number of employee reviews past due**	9	5	8
Accident/Injury frequency rate	2	23	33
Accident/Injuries resulting in medical treatment/ lost time	2	15	24
Landlord/Tenant inquiries or assistance	9	30	40
Citizen referrals provided	4	19	33
In-house training programs offered	0	13	19
Workers' compensation costs as % of payroll	.18%	.25%	.87%
Sick leave used per 1000 hours worked	27.5	27.6	31.2

*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 – 2016 YTD number is # of evaluations over 30 days past due.

Workers' compensation claim frequency 2016 year-to-date

The below claim count does not include accidents that did not require medical attention.



CITY MANAGER'S OFFICE

www.cityofmnhk.com/citymanager

Open Records Request:	August 2016	August 2015	2016 Year- To-Date	2015 Year- To-Date
Internal	1 (:15 hr)	4(1:15 hrs)	16(5:00 hrs)	32(10:45 hrs)
External	6(5:45 hrs)	4(1:45 hrs)	68(44:30 hrs)	61(32:15 hrs)
Consent Agenda Items Processed:	27	37	243	235
General Agenda Items Processed:	5	9	47	50
Work Session Items Processed:	2	1	22	16
Items filed at Register of Deeds Office	17	18	103	81

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

Respectfully submitted,

CITY OF MANHATTAN



Ron R. Fehr
City Manager

Enclosure(s):

1. Manhattan Area Chamber of Commerce Reports
2. CVB Steering Committee Minutes



AUGUST 2016

Overview from CVB Director

We've only completed August – and our community is already thinking Festival of Lights! August has been filled with events unique to Manhattan. Stay tuned – more great events to come as we finish up 2016!

- Kit Bernardi, Travel Journalist and Tourism Industry Consultant presented to the CVB Steering Committee, guiding the meeting with discussion for an Integrated Marketing Plan for 2017.
- New videos featuring Manhattan's meeting spaces and lodging venues are now featured on our YouTube Channel.
- 3rd Annual Rhythm & Brews Festival in City Park. Better promotion this year with a great partnership with Manhattan Broadcasting. Appearance on In Focus, and a live remote helped to peak interest in the event. Nearly 100 surveys collected with the average spend of attendees \$37.12 per person.
- Nearly 1,200 Country Stampede surveys were completed. The survey winner is from Clayton, New Mexico. Our winner won four – jump the line single day tickets for the 2017 Stampede.
- Meetings with Festival of Lights and Little Apple Ball Drop – working to make the 2016 Festival of Lights a true Holiday destination with shopping and lodging offerings.
- Hosted Travel Writer
- Promoted Manhattan with Kansas State University to New Faculty, International Students and Engineering Students.
- Website Training – Visit Manhattan will unveil our new website in September

Yours in Tourism,

A handwritten signature in cursive script that reads "Karen M. Hibbard".

Karen Hibbard, Vice-President
Manhattan Convention & Visitors Bureau

JULY 2016 Statistics for Manhattan

YTD Through July	Occupancy	ADR	RevPar	Supply	Demand	Revenues
2010	65.4%	\$78.04	\$51.03	174,846	114,335	\$8,923,043
2011	61.1%	\$78.38	\$47.90	221,328	132,261	\$10,601,425
2012	62.3%	\$83.50	\$51.99	249,948	155,630	\$12,995,367
2013	56.8%	\$86.51	\$49.11	262,800	149,204	\$12,907,313
2014	57.3%	\$87.60	\$50.19	267,756	153,401	\$13,437,462
2015	57.3%	\$90.13	\$51.67	300,473	172,247	\$15,524,690
2016	60.7%	\$91.07	\$55.26	307,400	186,525	\$16,986,775

SOURCE: SMITH TRAVEL RESEARCH, INC. REPUBLICATION OR OTHER RE-USE OF THIS DATA WITHOUT THE EXPRESS WRITTEN PERMISSION OF ST R IS STRICTLY PROHIBITED.

July 2016 Statistics for Kansas

YTD Through July	Occupancy	ADR	RevPar	Supply	Demand	Revenues
2016	57.5%	\$85.51	\$49.13	9,600,279	5,515,824	\$471,635,925

SOURCE: SMITH TRAVEL RESEARCH, INC. REPUBLICATION OR OTHER RE-USE OF THIS DATA WITHOUT THE EXPRESS WRITTEN PERMISSION OF ST R IS STRICTLY PROHIBITED.

<u>MHK WEEKLY OCCUPANCY</u>	<u>August 2016</u>		<u>August 2015</u>
1st Week	59.0%	↓	61.2%
2nd Week	67.7%	↑	66.0%
3rd Week	65.3%	↓	68.6%
4th Week	51.4%	↓	62.7%
5th Week	n/a		61.0%

***SOURCE: SMITH TRAVEL RESEARCH, INC. REPUBLICATION OR OTHER RE-USE OF THIS DATA WITHOUT THE EXPRESS WRITTEN PERMISSION OF STR IS STRICTLY PROHIBITED.**

Inquiry Report

Total Inquiries for August: 625

Top Inquiries by Source: Family Circle, Travel Guides Free, Midwest Living, Travel Information.com, Inquiry Reply Card, E-mail, Travel Meredith, Mail

Top 10 Inquiry producing states: Illinois, Pennsylvania, Texas, Florida, Kansas, Ohio, New York, Missouri, California, Minnesota

Top 10 Inquiry cities: Wichita, KS, Miami, FL, Spokane, WA, Brooklyn, NY, Kansas City, Mo, Springfield, MO, Chicago, IL, Denver, CO, Milwaukee, WI, Montgomery, AL

MARKETING ACTIVITY & PERFORMANCE

	<u>August 2016</u>	<u>July 2016</u>
<u>visitManhattanKS.com</u>		
Visits	6,093	5,693
Page Views	15,331	13,049
Unique Page Views	11,286	9,668
Average actions	3.1	2.7
Unique Visitors	5,180	4,570
Source of Visit		
Search Engine	1,997	2,133
Direct Entry	1,707	1,943
Website Referrals	949	940
Mobile Users	2,029	2,107

<u>Book Direct</u>		
Total Hits	<i>n/a</i>	125
Total Referrals	<i>n/a</i>	81
<u>Constant Contact</u>		
Meet in Manhattan		
Sent	1,328	1,330
Opened	206	237
Percentage	20.9%	24.3%
Manhappenins		
Sent	4,070	3,735
Opened	602	630
Percentage	16.5%	19.0%
<u>Social Media</u>		
Facebook		
Daily page Engaged Users	1,381	1,695
Daily Total Impressions	143,601	178,299
Daily Total Reach	75,892	95,713
# of Fans	5,157	5,093
Twitter		
# of followers	721	690
# of new followers	30	45
# of tweets	91	112
# of total tweets	1,371	1,280
Tweet impressions	95,220	75,766
Pinterest		
# of followers	307	301
Average daily impressions	17	12
YouTube		
# of views	836	400
<u>MHK Airport Kiosk</u>		
Total Hits	1,981	2,179
Manhattan CVB Hits	30	74
<u>Cell Phone Charger</u>		
Groups requesting charger	3	3

Hotel/Facilities Meeting:

Meeting will be held September 13th

CVB Steering Committee Meeting:

Meeting was held August 3rd. Kit Bernardi: Travel Journalist & Tourism Industry Consultant, Kittravels.com, presented an integrated marketing plan for Manhattan. This is a follow up from Randall Travel Marketing Research as we continue to market Manhattan.

Manhattan Convention & Visitors Bureau Mission Statement:

To expand the local economy by attracting visitors

Manhattan Area Chamber of Commerce Mission Statement:

Foster an environment for Business success that enhances the quality of life in our region

CVB Sales & Services Activity Report

August 01, 2016 To August 31, 2016

<u>Definite Bookings</u>	Dates	Type	Estimated Attendance	Estimated Rooms	Est. Visitor Spending
<u>New Business</u>					
Kansas Association of American Educators	11/08/2016	MC	75	48	\$23,550
various	11/09/2016				
HQ: The Bluemont					
Kansas Dental Association	01/26/2017	MC	3,000	390	\$1,884,000
Kansas Mission of Mercy	01/29/2017				
HQ: Four Points by Sheraton					
American Society of Mammalogists	06/21/2018	MC	500	1,120	\$471,000
Annual Meeting	06/26/2018				
HQ: K-State Union					
Kansas Association for Floodplain Management, Inc.	09/03/2019	MC	100	150	\$62,800
Annual Conference	09/06/2019				
HQ: Four Points by Sheraton					
Total - New Business:	4		3,675	1,708	\$2,441,350
<u>Repeat Business with Sales Involved</u>					
Feast of the Fields at River Creek Farms	10/15/2016	SE	64	0	\$9,420
Feast of the Fields	10/15/2016				
Manhattan Marlins	10/29/2016	SP	200	0	\$40,000
Monster Splash Swim Meet	10/30/2016				
Total - Repeat Business with Sales Involved:	2		264	0	\$49,420
<u>Repeat Business</u>					
Kansas Ag Bankers	03/08/2017	MC	250	170	\$78,500
Annual Conference	03/09/2017				
HQ: Hilton Garden Inn					
Kansas Rural Letter Carriers Association	06/02/2018	MC	150	145	\$70,650
Annual Convention	06/04/2018				
HQ: Four Points by Sheraton					
Total - Repeat Business:	2		400	315	\$149,150
Total Definite Bookings:	8		4,339	2,023	\$2,639,920

TYPE: MC=Meetings and Conventions; SP=Sports; SE=Special Events; GT=Group Tour

CVB Sales & Services Activity Report

August 01, 2016 To August 31, 2016

<u>Leads Issued</u>	Dates	Type	Estimated Attendance	Estimated Rooms	Est. Visitor Spending
<u>New Business</u>					
American Society of Mammalogists Annual Meeting	06/21/2018 06/26/2018	MC	500	910	\$471,000
Heart of America - Single Square Dance Association Annual Meeting	05/09/2019 05/11/2019	MC	500	600	\$314,000
Heart of America - Single Square Dance Association Annual Meeting	04/30/2020 05/02/2020	MC	500	600	\$314,000
Total - New Business:	3		1,500	2,110	\$1,099,000
<u>Repeat Business with Sales Involved</u>					
K-State Inline Hockey Club Tournament	02/17/2017 02/19/2017	SP	100	40	\$30,000
Total - Repeat Business with Sales Involved:	1		100	40	\$30,000
Total Leads Issued:	4		1,600	2,150	\$1,129,000

<u>Staff Activity Summary</u>	<u>Total</u>
No Action Code Entered	1
Bid presented/ sent	3
CVBLeads - Pickup	5
CVBLeads - Response	7
Definite Booking	13
E-Mail Received	199
E-Mail Sent	235
FYI / File Note	25
Left Message/Attempted Contact	8
Lost Business	4
Media/promo/press release	1
Personal Visit / Meeting	17
Phone Call	85
Prospecting	10
Sales Lead Sent	4
Services	23
Site Inspection	1
	641

TYPE: MC=Meetings and Conventions; SP=Sports; SE=Special Events; GT=Group Tour

CVB Sales & Services Activity Report

August 01, 2016 To August 31, 2016

<i>Bid Presentations</i>	Dates	Type	Estimated Attendance	Estimated Rooms	Est. Visitor Spending
K-State Inline Hockey Club Tournament	02/17/2017 02/19/2017	SP	100	40	\$30,000
American Society of Mammalogists Annual Meeting	06/21/2018 06/26/2018	MC	500	910	\$471,000
Heart of America - Single Square Dance Association Annual Meeting	04/30/2020 05/02/2020	MC	500	600	\$314,000
Heart of America - Single Square Dance Association Annual Meeting	05/09/2019 05/11/2019	MC	500	600	\$314,000
Total Bid Presentations:	4		1,600	2,150	\$1,129,000

TYPE: MC=Meetings and Conventions; SP=Sports; SE=Special Events; GT=Group Tour

CVB Sales & Services Activity Report

August 01, 2016 To August 31, 2016

<u>Groups Hosted</u>	<u>Dates</u>	<u>Type</u>	<u>Estimated Attendance</u>	<u>Estimated Rooms</u>	<u>Est. Visitor Spending</u>
<u>New Business</u>					
Divine Essence Spiritual Center	08/20/2016	MC	150	0	\$15,700
Spark of Life Metaphysical Fair HQ: Holiday Inn at the Campus	08/21/2016				
North American Limousin Junior Association Conference HQ: Hilton Garden Inn	08/04/2016 08/07/2016	MC	50	90	\$31,400
Manhattan High School Class of 1971 Reunion	08/13/2016 08/14/2016		60	0	\$18,840
Kansas State University Animal Sciences & Industry Mexican Short Course	08/06/2016 08/08/2016	MC	40	0	\$18,840
Army Housing the Force There is no Place like Home!	08/29/2016 09/01/2016	MC	230		\$144,440
Guardian Anti-Bullying Campaign, Inc. Ninja Turtles performance	08/29/2016 08/29/2016	SE	400	0	\$62,800
American Gelbvieh Association Juniors Power Conference	08/04/2016 08/07/2016	MC	50		\$31,400
American Association of Pesticide Safety Educators North Central Region Pesticide Applicator Certification and Training Wo HQ: The Bluemont	08/09/2016 08/11/2016	MC	35	0	\$16,485
Total - New Business:	8		1,015	90	\$339,905
<u>Repeat Business with Sales Involved</u>					
Kansas Jewelers Association Annual Convention HQ: Hilton Garden Inn	08/19/2016 08/21/2016	MC	50	60	\$23,550
4-H IFYE Association of the USA, Inc. National IFYE Conference HQ: Hilton Garden Inn	08/08/2016 08/13/2016	MC	150	390	\$141,300
Manhattan Running Company Brew 2 Shoe 10K	08/06/2016 08/06/2016	SP	800	0	\$80,000
Bank of Lee's Summit Bank Group Tour	08/24/2016 08/24/2016	GT	50	0	\$5,000
Neosho County Group Tour	08/12/2016 08/12/2016	GT	20	0	\$2,000
Little Apple Triathlon Triathlon	08/13/2016 08/13/2016	SP	250	0	\$2,500
Manhattan High School Class of 1976 Reunion	08/05/2016 08/06/2016	MC	10		\$3,140
Kansas Agribusiness Retailers Association Annual Meeting & Golf Tournament HQ: Hilton Garden Inn	08/22/2016 08/23/2016	MC	125	70	\$58,875

TYPE: MC=Meetings and Conventions; SP=Sports; SE=Special Events; GT=Group Tour

CVB Sales & Services Activity Report

August 01, 2016 To August 31, 2016

Rhythm & Brews in MHK Special Event	08/06/2016 08/06/2016	SE	700	0	\$109,900
Total - Repeat Business with Sales Involved:	9		2,155	520	\$426,265
 <u>Repeat Business</u>					
Youth and School Services	08/01/2016	MC	60	200	\$47,100
Food Service Staff Training HQ: Holiday Inn at the Campus	08/05/2016				
Youth and School Services	08/08/2016	MC	60	200	\$47,100
Food Service Staff Training HQ: Holiday Inn at the Campus	08/12/2016				
Manhattan Parks and Recreation Department	08/13/2016	SP	150		\$30,000
USSSA Mixed C & D State	08/14/2016				
Kansas State University Graduate School	08/17/2016	MC	100	0	\$15,700
Orientation HQ: K-State Union	08/17/2016				
Manhattan Christian College	08/18/2016	MC	100	0	\$62,800
Orientation HQ: Manhattan Christian College	08/21/2016				
Total - Repeat Business:	5		470	400	\$202,700
Total Definite Bookings:	22		3,640	1,010	\$968,870

TYPE: MC=Meetings and Conventions; SP=Sports; SE=Special Events; GT=Group Tour

**Manhattan Convention and Visitors Bureau
Monthly City Report**

	July 2016	Thru 7/31/16	Budget 2016
REVENUES			
TAXES & ASSESSMENTS			
TRANSIENT GUEST TAX	-	520,331	1,041,000
INVESTMENT INCOME	1,003	8,523	11,000
	1,003	528,853	1,052,000
CONTRIBUTIONS & OTHER REVENUE			
	65	100,194	161,550
	65	100,194	161,550
TOTAL REVENUE	1,069	629,047	1,213,550

	July 2016	Thru 7/31/16	Budget 2016
EXPENDITURES			
PERSONNEL SERVICES			
*The Personnel Services category includes such items as Full and Part Time employee salaries and Benefits.			
EXEMPT EMPLOYEES	25,920	170,333	334,600
VEHICLE ALLOWANCE	642	5,235	9,150
	26,561	175,568	343,750
CONTRACTUAL SERVICES			
*The Contractual Services category includes Dues & Memberships, Prof. Services, etc. that are contracted out.			
PROFESSIONAL SERVICES	18,369	53,058	105,500
CONVENTION SERVICES	84	1,137	4,200
OUTREACH PROGRAMS	157	88,666	86,400
GAS & ELECTRICITY	-	-	-
BUILDING MAINTENANCE	2,684	31,661	51,600
EQUIPMENT MAINTENANCE	-	-	-
SOFTWARE MAINTENANCE AGREEMENTS	-	2,659	2,700
OFFICE EQUIPMENT LEASE	-	-	-
INSURANCE	167	761	800
TELECOMMUNICATIONS	196	2,772	2,400
POSTAGE	813	6,652	6,200
LEGAL PUBLICATIONS	-	-	-
MARKETING/PUBLIC RELATION	17,493	267,033	514,462
PRINTING/BINDING	912	78,909	96,100
DUES & MEMBERSHIPS	-	8,491	8,425
SEMINAR & CONFERENCE REGISTRATIONS	704	5,035	16,700
	41,579	546,835	895,487

**Manhattan Convention and Visitors Bureau
Monthly City Report**

July 2016 Thru 7/31/16

Budget 2016

COMMODITIES

*The Commodities category includes inventory items such as books and supplies.

OFFICE SUPPLIES	290	4,316	7,600
EXHIBIT SUPPLIES	-	965	1,000
	290	5,281	8,600

COMMODITIES - CIP

*The Commodities - CIP category includes all inventory items which are to be capitalized.

OPERATING EQUIPMENT (INV)	1,450	42,933	44,050
	1,450	42,933	44,050

TRANSFERS

*The Transfers category includes any transfers to or from other funds.

SALES TAX	4	5	25
	4	5	25

TOTAL EXPENDITURES	69,884	770,620	1,291,912
FUND BALANCE	(68,815)	(141,573)	(78,362)

Manhattan Area Chamber of Commerce
City ED Contribution/Expenses
July 2016

	Jul 16	Jan - Jul 16
Income		
1020 · Government Contracts		
1025 · City of Manhattan	11,090.00	77,630.00
1041 · Technology Park Marketing	833.37	5,833.59
Total 1020 · Government Contracts	11,923.37	83,463.59
Total Income	11,923.37	83,463.59
Expense		
2080 · Employees		
2100 · Payroll	6,891.91	48,243.37
2105 · Payroll Taxes	742.91	3,921.68
Total 2080 · Employees	7,634.82	52,165.05
4930 · Military Relations Exp.		
4942 · Misc.	948.06	1,296.93
4960 · Supplies/Equipment	0.00	9.75
Total 4930 · Military Relations Exp.	948.06	1,306.68
9840 · Community Prosperity - AM3		
9845 · Governor's Military Council	0.00	15,000.00
9865 · Retention & Expansion	0.00	11.92
9870 · Workforce Development	0.00	2,037.66
Total 9840 · Community Prosperity - AM3	0.00	17,049.58
9880 · Enhance E.D. Capacity -AM3		
9885 · Diversify Economy	0.00	2,741.74
9893 · Research & Univ. Technolog	0.00	3,236.53
9895 · Retire to the Flint Hills	8.53	12,316.99
Total 9880 · Enhance E.D. Capacity -AM3	8.53	18,295.26
9980 · Regional Competitive - AM3		
9985 · Marketing Materials	0.23	1,506.93
9990 · Recruiting	2,971.67	3,918.93
Total 9980 · Regional Competitive - AM3	2,971.90	5,425.86
Total Expense	11,563.31	94,242.43
Net Income	360.06	-10,778.84

Manhattan Area Chamber of Commerce
City - Military Contribution/Expenses
July 2016

	<u>Jul 16</u>	<u>Jan - Jul 16</u>
Income		
3320 · Military Relations		
3328 · Government Contracts	3,333.37	23,333.59
Total 3320 · Military Relations	<u>3,333.37</u>	<u>23,333.59</u>
Total Income	<u>3,333.37</u>	<u>23,333.59</u>
Expense		
4930 · Military Relations Exp.		
4932 · AUSA	0.15	437.62
4938 · Events	0.00	904.88
4941 · Mileage	252.25	1,251.08
4945 · Postage/Mailing	0.47	41.53
4950 · Salaries/Taxes/Benefits	1,901.82	12,675.09
4957 · Staff Meals	50.00	210.00
4960 · Supplies/Equipment	37.23	314.97
4962 · Telephone	2.30	26.07
4965 · Wives Function	0.00	77.98
Total 4930 · Military Relations Exp.	<u>2,244.22</u>	<u>15,939.22</u>
Total Expense	<u>2,244.22</u>	<u>15,939.22</u>
Net Income	<u><u>1,089.15</u></u>	<u><u>7,394.37</u></u>

September 2016

Report of Economic Development Director

Knowledge-Based Economic Development:

University Economic Development Association (UEDA) Selects Finalists for 2016 Awards of Excellence; K-State has Two of Four Finalists in Innovation

ROANOKE, VIRGINIA – August 18, 2016 – The 2016 UEDA Awards of Excellence finalists have been chosen. Each year, universities and organizations across North America submit nominations for innovative programs that focus on developing economic prosperity in their communities and beyond.

The UEDA awards are designed to help accelerate these programs by recognizing cutting edge initiatives, and to promote their adoption by other universities and communities. Program categories include: Innovation, Talent, and Place, as well as the intersections of these three categories.

Criterion for judging includes initiative replicability, scalability, sustainability, impact, and originality. The Awards are the cornerstone program of the UEDA Annual Summit, whose program features best practices in economic development.

The 2016 UEDA Awards of Excellence finalists in each category are as follows:

Innovation

- **Kansas State University: TechAccel**
- Ohio University: Innovation Strategy Investment Program
- **Kansas State University: Silo-Busting Strategic Collaboration Series**
- University of Wisconsin System: University of Wisconsin Economic Development: A University-Government-Business Alignment, Threading the Triple Helix: University-Government-Business Alignment

Manhattan Area Technical College (MATC): A *WalletHub.com* study on U.S. community colleges ranked MATC # 19 out of 821 surveyed. They noted its excellent 12:1 student-faculty ratio, and the high earning power of MATC graduates. The Chamber works closely with MATC on workforce development issues for the region.

Accolades: Manhattan was ranked # 21 “Best City for Young Entrepreneurs” by *NerdWallet.com*. They factored in the education levels of the population aged 25 – 34, and parsed data from the U.S. Small Business Administration, the U.S. Census Bureau, and the U.S. Bureau of Labor Statistics.

Sales Tax: August 2016 sales were \$92.9 million, the best August ever. January – August sales since 2012:

2016 -- \$731.1 million
2015 -- \$721.2 million (full-year record of \$1.099 billion)
2014 -- \$702.2 million
2013 -- \$693.3 million
2012 -- \$706.6 million

Local Business: Kansas Department of Commerce Secretary Antonio Soave sent this email throughout the state regarding Tall Grass Brewing in a national TV spot:



Dear Friends of Kansas,

I hope this message finds you well. By way of this email, I would like to introduce you to one of our notable Kansas Commerce television commercials. This particular video features a growing Kansas company, Tallgrass Brewing. It has aired on the Fox Business television network in the morning hours more than twenty times.



If we at Commerce can be of any assistance to you or your business, please contact Martin Kupper at Martin.Kupper@ks.gov.

Thank you, and have a great day.

Antonio J. Soave
Secretary of Commerce
Kansas Department of Commerce
1000 SW Jackson Street
Topeka, KS 66612
Tel: (785) 296-2994
www.KansasCommerce.biz



Kansas Labor Report: The Kansas Department of Labor (KDOL) for July 2016 showed the following unemployment rates:

Manhattan:	3.9%
Riley County:	4.1%
Manhattan MSA:	4.1%

The Manhattan Metropolitan Statistical Area (MSA) is Riley and Pottawatomie Counties. Geary County was removed from the Manhattan MSA as of 2015. The MSA has a civilian workforce of 47,772 and employment of 45,794. Also from the report:

- In January 2002 Manhattan had **22,481** people employed
- As of July 2016 Manhattan has **28,706** employed
- The net increase of **6,381** jobs places us sixth among the 17 cities included in the report
- The percentage increase of **29%** places us second among the 17 cities (Olathe is first)

The 17 cities tracked in the KDOL report based on population are: Dodge City, Emporia, Garden City, Hutchinson, Junction City, Kansas City KS, Lawrence, Leavenworth, Leawood, Lenexa, Manhattan, Olathe, Overland Park, Salina, Shawnee, Topeka and Wichita. We keep track from January 2002, when the first Advantage Manhattan campaign began. *Junction City was included starting in 2012 so historical data is not available.*

Military Relations Committee (MRC): Despite summer vacations, training rotations to the National Training Center in California and advance parties to scout out future deployment locations, our August MRC Lunch speaker, Sustainment Brigade Commander COL Allen Cassell, packed the house addressing over 95 Manhattan and Fort Riley community members about the Sustainment Brigade's recent deployment to the Middle East.

Changes of Command slowed this month, with the return of 1st Brigade from NTC and preparing to deploy and deployment preparations for the Combat Aviation Brigade and Division Staff, senior staff are in place and working. Dental Command (DENTAC)'s Assumption of Command was the exception, at Cavalry Parade Field late in the month (Tuesday, August 30th).

A Welcome was held for Garrison Spouse, Sheila Lawrence and a Welcome Reception for Veteran Students was held at the K-State Union.

AUSA held a Family Program (the second annual) on Spouse Employment. C. Eddy Mentzer, an Associate Director in the Department of Defense's Office of Family Readiness Policy with primary responsibility for managing the Department's Spouse Education and Career Opportunities (SECO) Program as guest speaker. Several educational and not for profit groups specializing in employment opportunities and transition manned tables with many resources for the spouses in attendance.

August also featured Manhattan's Home and Home Golf. Twenty five golfers from Manhattan and Fort Riley braved an extremely we course, but no RAIN, for a great afternoon of camaraderie in the great outdoors. We were especially glad to have many of the military players attend as they were leaving for the Middle East at 4:30am the next morning!

Our September MRC Luncheon will be held at Four Points by Sheraton and features Military Police Battalion Commander LTC Alex Murray.

Programming note: there will be no October MRC Luncheon this year due to the timing of the AUSA Annual Meeting, the first week of August. MRC Lunches will resume in

November with guest speaker BG Patrick Frank, Deputy Commanding General, Sanctuary.

Leadership Manhattan (LM): The Leadership Manhattan Board finalized fall nomination and application dates and set dates for the Selection Committee to choose the next class. The Board also finalized 2017 Program Year class dates. Friends of Leadership held a highly successful Alumni Afterhours at Colbert Hills. Sixty one alumni socialized with classmates and raised \$812.00 for the Leadership Manhattan Scholarship Fund. The goal was to raise enough funds to cover one class member's tuition and the event exceeded that goal (\$650.00).



CVB Mission: To expand the local area economy by attracting visitors.

MINUTES

CVB Steering Committee

Wednesday, August 3rd, 2016

Chamber of Commerce Boardroom

MEMBERS-ATTENDANCE-MEETINGS HELD

Evan Grier, Chair, 4-4

Meridith McKee, Hotelier 2-4

Jennifer Fritchen, Hotelier 4-4

Penny Sentfen, Entertainment/MAC 2-4

Dennis Hulsing, Hotelier 0-4

Laird Veatch, Youth/Sports 3-4

Eddie Estes, MPRD 1-4

Jeff Wolfe, KSU 3-4

Ben Sigle, Athletics/Retail 3-4

Neal Farmer, Banker 4-4

Andrew Zender, Entertainment 1-4

Kevin Pierce, Retail 2-4

Usha Reddi, City of Manhattan 4-4

STAFF PRESENT

Karen Hibbard, CVB Director

Emma Hubbell, CVB Service Coordinator

Lyle Butler, Chamber President

Dena Huff, Communications Director

GUESTS PRESENT

Kit Bernardi: Travel Journalist & Tourism Industry Consultant

Dean Huff: Communications Director, Manhattan Chamber of Commerce

CALL TO ORDER

The meeting called to order at 3:35 PM

APPROVAL OF AGENDA, MINUTES, AND FINANCIALS

Laird Veatch made the motion to approve the agenda, minutes, and financials as presented.

Neal Farmer seconded. Agenda, minutes, and financials were approved.

OLD BUSINESS

- Airport Survey Update: Karen Hibbard reviewed the airport surveys and analytics. These surveys were given to travelers coming out of Manhattan and were given during all times for outgoing flights.

- CVB Budget Update: Budget will be announced on August 16th during the City Commission meeting.
- Visibility Marketing Sports Marketing: On September 2nd and 3rd _____ will be coming to evaluate the Manhattan community.

NEW BUSINESS

- Special Guest – Kit Bernardi: Travel Journalist & Tourism Industry Consultant
KitTravels.com:
 - I. Top Five Manhattan Messages were discussed. These included that Manhattan is a gateway to the nation's Tallgrass Prairie Flint Hills Region, that it is quintessential USA, it's a historic center of American exploration, expansion, and education, that it is easily accessible for conventions, and that it is a nature preservation and agri-tourism center of the Midwest region.
 - II. The target consumer audiences include local residents, k-state students/families, military residents and visitors, vacation home residents, local business, and local news media.
 - III. The visitors coming to Manhattan are within a 2-hour drive, within the state of Kansas and the Midwest region. They include convention executives, SMERF, sport teams and fans, outdoor enthusiasts, and friends/family of military personnel.
 - IV. Integrated Marketing Plan Content Categories
 - Overall-Brand Building Communities
 - Ground Transportation
 - Manhattan Regional Airport
 - Manhattan-Centric, Flint Hills Region, Midwest Region & National Tourism
 - Business to business Conventions and Meetings
 - Sports & Special Events
 - K-State Social Media Campaigns
 - Internal Communications
 - Phased Execution Timeline

ADJOURNMENT

The meeting was adjourned at 5:15 PM

Submitted by Emma Hubbell, CVB Service Coordinator/Administrative Assistant