

# City of Manhattan

## City Manager's Monthly Report

### SEPTEMBER 2016

#### City Commission:

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

## FINANCE DEPARTMENT

**FINANCE and ACCOUNTING** - Bernie Hayen, Director of Finance  
[www.cityofmhk.com/finance](http://www.cityofmhk.com/finance)

### City of Manhattan

### Financial Snapshot

*As of September 30, 2016*

#### *Selected Funds*

<b>Fund</b>	<b>Beginning Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Current Balance</b>
001 General Fund	2,009,938	\$ 21,904,377	\$ 21,182,934	2,731,381
105 Economic Development	6,898,509	1,658,746	629,698	7,927,557
106 Employee Benefits	15,205	2,120,359	1,658,232	477,332
108 Kansas Police & Fire	58,329	945,040	721,155	282,214
110 Industrial Promotion	205,887	33,801	64,488	175,200
118 Special Street & Highway	909,636	1,222,042	839,899	1,291,779
301 Bond & Interest	9,262,689	12,442,356	2,588,920	19,116,125
501 Water Fund	6,971,677	8,134,853	6,654,371	8,452,159
521 Sanitary Sewer Fund	3,535,377	7,470,620	7,583,786	3,422,211
531 Stormwater Fund	3,115,224	1,377,341	533,922	3,958,643

#### *Selected City Debt*

<b>Current</b>	<b>2016 YTD</b>	<b>2015 YTD</b>
Temporary Notes	67,930,000	51,390,000
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
<b>City</b>			
City Property Taxes	▼	2,115,909	1,937,983
City Sales Taxes	▼	7,690,251	7,552,261
City Compensating Use Taxes	▼	739,435	694,148
City Franchise Taxes	▼	2,405,216	2,354,406
<b>Riley County</b>			
Riley County Sales Taxes	▼	1,974,142	1,950,306
Riley County Compensating Use Taxes	▼	234,342	210,021
<b>Pottawatomie County</b>			
Sales Taxes		220,271	203,026
Compensating Use Taxes		26,522	19,421
<b>Investment</b>			
City Investment Portfolio		15,460,000	21,585,000
City Checking Account Balance		62,050,826	54,087,635
Interest Rate <i>(weighted average)</i>		0.28%	0.22%

## City of Manhattan

## Downtown Redevelopment Bond Issues

As of September 30, 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	274,419	308,022
Expenditures to Date	(17,816,496)	(815,632)	(499,396)	(251,693)	(19,383,217)
<b>Remaining Balance</b>	<b>\$ 78</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,144,726</b>	<b>\$ 2,144,804</b>

Revenue Collections	2016 As of September	2015 As of September	Percent Change	2015 Total
City Sales & Use Tax <i>(North)</i>	544,785	554,465	-1.75%	744,869
City's Share of County Sales & Use Tax <i>(North)</i>	168,135	169,491	-0.80%	227,754
Incremental Property Tax <i>(North &amp; South)</i>	1,739,033	1,444,981	20.35%	1,444,981
Total	<u>\$ 2,451,952</u>	<u>\$ 2,168,937</u>		<u>\$ 2,417,604</u>

Debt Service	2016 As of September	2015 As of September
June 1	448,438	464,800
December 1	-	-
Total	<u>448,438</u>	<u>464,800</u>
<b>Balance</b>	<b>2,003,515</b>	<b>\$ 1,704,137</b>
<i>Remaining Debt Payments</i>	<u>\$ 1,458,438</u>	<u>\$ 1,399,800</u>

**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	(48,918,745)	(583,912)	(1,008,582)	(50,511,238)
<b>Remaining Balance</b>	<b>\$ 0.01</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>

Revenue Collections	2016 As of September	2015 As of September	Percent Change	2015 Total
Excess Sales Tax from Prior Years	-	-		-
State Sales Tax (North & South)*	5,009,661 **	3,314,217	51.16%	4,763,959
City Sales and Use Tax (South)	71,396	69,703	2.43%	98,388
City's Share of County Sales and Use Tax (South)	22,175	21,306	4.08%	30,083
<b>Total</b>	<b>\$ 5,103,232</b>	<b>\$ 3,405,226</b>		<b>\$ 4,892,430</b>

\* 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 September	2015 As of September
June 1	615,295	693,934
December 1	-	-
<b>Total</b>	<b>\$ 615,295</b>	<b>\$ 693,934</b>
<b>Balance</b>	<b>\$ 4,487,937</b>	<b>\$ 2,711,292</b>
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)
<b>Remaining Balance</b>	<b>\$ 89,308</b>	<b>\$ 21,370</b>	<b>\$ 512,500</b>	<b>\$ 623,178</b>

Revenue Collections	2016 As of September	2015 As of September	Percent Change	2015 Total
TDD Sales Tax	376,094 *	256,219	46.8%	361,933

Debt Service	2016 As of September	2015 As of September
June 1	117,375	118,809
December 1	-	-
<b>Total</b>	<b>117,375</b>	<b>\$ 118,809</b>
<b>Balance</b>	<b>\$ 258,719</b>	<b>\$ 137,410</b>
Remaining Debt Payments	262,375	253,809

# MANHATTAN FIRE DEPARTMENT

**MANHATTAN FIRE DEPARTMENT** – Scott French, Director of Fire Services

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

**OPERATIONS DIVISION** – Sam Dameron, Assistant Chief

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

Incident Type	Current Year		Previous Year	
	September	YTD	September	YTD
Fires	9	96	15	113
Overpressure, Rupture, Explosion	2	3	2	7
Rescue	17	113	11	94
First Responder	90	787	86	761
Hazardous Condition	19	135	14	114
Service Call	36	148	48	182
Good Intent	21	177	28	231
False Alarm/False Call	37	396	46	451
Weather/Disaster	1	3	0	3
Special Incident Type	0	6	0	0
Total Incidents	232	1,864	250	1,956

Fire Loss Data	Current Year		Previous Year	
	September	YTD	September	YTD
Property Value	\$1,363,190	\$30,213,789	\$131,263,737	\$144,897,821
Property Loss	\$4,900	\$1,692,195	\$91,015	\$684,258
Property Saved	\$1,358,290	\$28,521,594	\$131,172,722	\$144,213,563

Fire Incident Casualty Type	Current Year		Previous Year	
	September	YTD	September	YTD
Civilian Injury	2	3	1	5
Civilian Death	0	0	1	1
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](http://www.cityofmnhk.com/fire)

The data collected from training records entered in September included 1,237.75 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 182.6 training hours per person, which is 76% of the goal for the year.

- Six department members attended the Campus Fire and Life Safety II: Public Education course in Emporia. The class was presented by the Kansas Fire and Rescue Training Institute. This two-day program provided students with the ability to create and implement a comprehensive campus fire and life safety public education program. The focus of the course was to look at on-campus and off-campus fire risks and to educate students, personnel and stakeholders about these risks.
- Nine department members attended the Leadership II for Fire and EMS: Strategies for Personnel Success course that was held at the Manhattan Fire Department. This course presented the company officer with the basic leadership skills and tools needed to perform effectively in the fire service environment. This course addressed ethics, use and abuse of power, creativity in the fire service environment, and management of the multiple roles of the company officer. The class was presented by the Kansas Fire and Rescue Training Institute.

Current totals for 2016 are:

<b>This Month</b>	<b>Same Month</b>		<b>To-Date Last Year</b>
	<b>Last Year</b>	<b>Current To-Date</b>	
1,237.75	1,899.5	15,527.75	18,120.25

## **TECHNICAL SERVICES DIVISION**

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

### **Code Services Section** – Brad Claussen, Building Official

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

<b>Building Permits</b>	<b>Number</b>	<b>Valuation</b>	<b>Permit Fees</b>	<b>New Units</b>
Total for the Month	29	\$5,147,449	\$23,962.08	4
Same Month Last Year	55	\$10,670,646	\$37,295.02	59
Current Y.T.D. Totals	374	\$109,653,066	\$514,045.79	741
Previous Y.T.D. Totals	343	\$66,470,482	\$322,616.89	170

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

General Category	No. of Permits	Improvement Valuation	Permit Fees	Living Units
<b>Addition</b>				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$118,663.00	\$891.00	
<b>Alteration</b>				
<i>Non-Residential</i>				
Non-Residential Misc.	2	\$33,500.00	\$436.98	
Restaurant	1	\$244,995.00	\$1,461.78	
Store	1	\$40,000.00	\$440.01	
<i>Residential</i>				
Carport	1	\$1,195.00	\$36.29	
Garage	1	\$11,162.00	\$169.49	
Multi Family	2	\$6,072.00	\$126.40	
One Family	7	\$125,018.00	\$1,433.24	
Swimming Pool	1	\$2,000.00	\$25.00	
Two Family	1	\$4,186.00	\$90.11	
<b>Demolition</b>				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$0.00	\$50.00	
Store	1	\$0.00	\$50.00	
<b>New</b>				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$2,069,350.00	\$7,699.58	
Office Building	1	\$518,016.00	\$2,692.29	
School	1	\$769,688.00	\$1,352.00	
<i>Residential</i>				
One Family	4	\$1,190,804.00	\$6,812.01	4
<b>Repair</b>				
<i>Residential</i>				
Multi Family	1	\$800.00	\$26.41	
One Family	1	\$12,000.00	\$169.49	
<hr/>				
<b>Total for the month of September</b>	29	\$5,147,449.00	\$23,962.08	4
<b>Year To Date Total</b>	374	\$109,653,066.00	\$514,045.79	741

Codes Services is ahead of the same point last year in total building permits and number of new dwelling units and valuation. Permits were issued for four new dwelling units in the month of September, all single family. Three of the single family homes were speculative homes and one custom. Through the year so far, 76% of new single family have been speculative homes. Code Services continue to review sets of plans for upcoming projects at a steady rate including several new commercial projects.

<b>Other Misc. Permits Issued.</b> .....	<b>30</b>
<b>New Construction Inspections</b> .....	<b>359</b>
<b>Same Month Last Year</b> .....	<b>470</b>

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 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. The following data illustrates property maintenance activities for this year comparative to last year. Code Services activities are up approximately 36% 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:

	<b>September</b>	<b>2016 YTD Total</b>	<b>2015 YTD Total</b>
<b>Rental Units Inspected</b>	<b>10</b>	<b>92</b>	<b>96</b>
Owners Volunteering	2	6	12
Fire Department Referral	1	12	4
Complaint	6	64	73
Other	1	10	7
<b>Notices and Orders:</b>	<b>19</b>	<b>301</b>	<b>162</b>
to Repair	19	289	144
to Repair or Demolish	0	4	5
to Demolish	0	0	0
to Vacate	0	8	13
<b>Appeals Heard:</b>	<b>0</b>	<b>2</b>	<b>3</b>
Variances Granted	0	0	1
Variances Denied	0	0	0
Variances Conditionally Approved	0	2	2
Variances Tabled	0	0	0
<b>Nuisance Inspections Total:</b>	<b>392</b>	<b>3,887</b>	<b>2,502</b>
<b>Broken Down by Type:</b>			
<b>Weed Notices</b>	<b>189</b>	<b>1,859</b>	<b>1,102</b>
By Complaint	49	268	312
By Code Office	140	1,591	790
Property Mowed by Contractor	23	146	55
<b>Trash/Debris Notices</b>	<b>106</b>	<b>1,220</b>	<b>728</b>
By Complaint	17	223	255

By Code Office	89	997	473
Nuisances abated by Code	1	29	40
<b><i>Inoperable Vehicles</i></b>	<b>8</b>	<b>111</b>	<b>64</b>
By Complaint	3	22	37
By Code Office	5	89	27
<b>Second Notices</b>	1	18	13
<b><i>Sidewalk Notices</i></b>	<b>35</b>	<b>120</b>	<b>23</b>
By Complaint	35	99	20
By Code Office	0	21	3
<b>Second Notices</b>	0	2	2
<b><i>Parking in Front Yard</i></b>	<b>14</b>	<b>74</b>	<b>0</b>
By Complaint	5	11	0
By Code Office	9	63	0
<b><i>Miscellaneous Notices</i></b>	<b>40</b>	<b>515</b>	<b>667</b>
By Complaint	21	153	271
By Code Office	19	362	396
<b>Second Notices</b>	0	0	0
<b>Closed Inspections</b>	<b>522</b>	<b>2,761</b>	<b>1,514</b>
<b>Sign Inspections</b>	<b>2</b>	<b>58</b>	<b>0</b>
<b>Citations Issued:</b>	<b>0</b>	<b>8</b>	<b>9</b>
Dismissed	0	0	1
Fined	0	0	1
Pending	4	4	7

**Fire Prevention Section** – Rick Stillwagon, Fire Marshal

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

Fire Prevention personnel spent the month of September working on annual and semi-annual inspections and various construction projects that are underway. Last year’s monthly total included 431 company inspections done by Emergency personnel as part of the building familiarization. This year the company inspections have been included in the month they were completed. Fire Prevention personnel have also been conducting overcrowding checks on home game weekends in Aggieville.

**Inspection Totals**

	<b>This Month</b>	<b>Same Month Last Year</b>	<b>Current To-Date</b>	<b>To-Date Last Year</b>
Fire Prevention Inspections	168	550	1,779	1,754

## Training/Fire Prevention

Fire and Code Inspection personnel attended and conducted training on the code inspection process. Technical Services personnel attended several pre-application meetings for new business and residential developments.

Emergency personnel attended several community activities including Purple Power Play and Family Day at the Flint Hills Discovery Center. They provided fire prevention materials and talked about fire prevention.

Emergency and Fire Prevention personnel did several home smoke alarm inspections and replacements.

The Manhattan Fire Department has been participating in USD 383 School Safety Week by conducting exit drill exercises in the schools. These drills include the use of theatrical smoke to simulate a small fire and response by the fire department.

### Fire Prevention Activities

	<b>This Month</b>	<b>Same Month Last Year</b>	<b>Current To-Date</b>	<b>To-Date Last Year</b>
Events	22	23	109	116
Total Time (hrs.)	39.5	51.25	161.5	181

### Alarm Permit Program

During September, there were five new Alarm User permits issued. There were a total of 34 false alarms recorded for the month, of which 31 were false intrusion alarms and 3 were false fire alarms.

### False Alarm Numbers

	<b>This Month</b>	<b>Same Month Last Year</b>	<b>Current To-Date</b>	<b>To-Date Last Year</b>
Alarm Permits	5	9	74	103
Intrusion Alarms	54	68	420	519
Fire Alarms	14	22	129	181
Total Alarms	68	90	519	703

## Building Maintenance Section – Mike Kaus, Assistant Chief

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

The Building Maintenance section performed its regular monthly maintenance. Building Maintenance set up a total of 98 meetings/events: 21 meetings in Commission Room, 46 events in City Auditorium, and 31 meetings at the Fire Department Headquarters Training Facility.

	<b>This Month</b>	<b>Same Month Last Year</b>	<b>Current To-Date</b>	<b>To-Date Last Year</b>
City Commission Room	21	27	217	204
City Auditorium	46	0	253	24
MFD Training Facility	31	23	206	169
Total Meetings	98	50	676	397

# COMMUNITY DEVELOPMENT DEPARTMENT

**COMMUNITY DEVELOPMENT ADMINISTRATION** - Karen Davis, Director of  
[www.cityofmnhk.com/communitydevelopment](http://www.cityofmnhk.com/communitydevelopment) Community Development

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

On September 20, 2016, the City Commission authorized submission of a Hazard Mitigation Grant application to the Kansas Department of Emergency Management. The application requests \$348,515 in funds to purchase three privately owned properties that have been subject to flooding. Once purchased, all structures on the properties will be demolished and the land will be maintained as open space. The City will contribute \$116,171 to the project through the Stormwater Fund. A notice of funding award is expected in early 2017.

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

## Manhattan Urban Area Planning Board (MUAPB) Activity

	<b>This Month</b>	<b>2016 Year-To-Date</b>	<b>2015 Year-To-Date</b>
Annexations	0	4(229.41 acres)	2 (99.49 acres)
Rezoning:	0	14	11
Preliminary Plats:	0	2	3
Final Plats:	1	16	19
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	0-Residential 0-Comm./Ind.	1-Residential 7-Comm./Ind.	2- Residential 7- Comm./Ind.
Planned Unit Development Amendments:	1-Comm./Ind. 0-Residential	7-Comm./Ind. 2-Residential	8-Comm./Ind. 3-Residential
Zoning Ordinance Amendments:	1	5	0
Municipal Facility Review	0	0	0
Comprehensive Plan Adopt/Amendment	0	0	2

## Board of Zoning Appeals (BZA) Activity

	<b>This Month</b>	<b>2016 Year-To-Date</b>	<b>2015 Year-To-Date</b>
Exceptions:	1	20	19
Variances:	0	1	7
Conditional Uses:	0	7	6
Appeals:	0	0	0

## Historic Resources Board (HRB)

	<b>This Month</b>	<b>2016 Year-To-Date</b>	<b>2015 Year-To-Date</b>
SHPO/HRB Reviews:	1	9	18

### Planning Division-Administrative Activity

	<b>This Month</b>	<b>2016 Year- To-Date</b>	<b>2015Year- To-Date</b>
Pre-application Meetings	4	33	51
Flood Plain Permits	0	5	0
Citizen Informational Meetings	2	11	14

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

### Other Planning Activity

**Planning & Zoning Presentations:** The Assistant Director made presentations providing an overview of planning and zoning issues in the Manhattan area to the Kansas League of Municipalities – Municipal Training Institute, as well as the Manhattan Association of Realtors’ continuing education seminar.

**Aggieville Community Vision Plan:** In response to the Steering Committee’s input and reconfirmation of the goals, principles and recommendations in the existing Aggieville-Campus Edge Plan, the Community Development Department met with the Technical Advisory Committee to discuss the outline of a Strategic Action Plan providing more detailed steps for implementation of the 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.

**Joint Land Use Study:** The Community Development Department participated in interviews of prospective consultants to develop an update of the 2005 Flint Hills Joint Land Use Study (JLUS). The JLUS is a joint planning initiative of Fort Riley and the surrounding communities to develop a strategy to balance issues involving accommodation of growth and development needs of the area, with reducing encroachment around the Fort that could adversely impact its training and national defense mission.

# PUBLIC WORKS DEPARTMENT

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

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

## **Projects under Design**

- Marlatt/Denison 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, 17<sup>th</sup>-18<sup>th</sup>, Street Sanitary Sewer
- K-18 and K-113 Interchange
- Kimball Avenue Corridor Study Concept Study
- 11<sup>th</sup> Street and Poyntz Avenue Intersection Signalization
- College Avenue and Claflin Road Intersection signalization Improvements
- Fairmont Heights Sanitary Sewer
- 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

## **Projects out to bid**

- 17<sup>th</sup> Street and Poyntz Avenue Signalization
- Knox Road Sidewalk
- Muirfield Landscaping Improvements

## **Projects under Construction**

- Ledgestone Ridge
- Ledgestone Addition
- Eureka Valley Watermain
- Bluetownship Watermain
- Fixed Base Operator Utilities
- Wildcat Creek Bank Stabilization

- Muirfield Addition
- Scenic Crossing Addition
- Miller Parkway and 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**

- Wastewater Treatment Plant – Blower Building Evaporative Cooler Replacement
- Water Treatment Plant Improvements Project
- 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**

- Wastewater Treatment Plant - SCADA Computer and Operating System Upgrade
- Water Treatment Plant – Clarifier No. 2 Painting and Drive Rehabilitation
- Sanitary Sewer Interceptor Inspection and Cleaning Project
- Large Water Meter Replacement: USD 383: AMS, Red Bud Estates
- Wildcat Creek Lift Station, Phase II Bank Stabilization
- Blue Township Waterline: US-24 Crossings
- Blue Township Waterline Improvements

**Projects Pending Construction**

- Eureka Valley Transmission Main – Fall 2016
- Wastewater Treatment Plant - Replace Davis Sanitary Sewer Lift Station – Fall 2016
- Utility Maintenance Facility Roof Replacement – September 2016
- Sanitary Sewer Annual Manhole Rehabilitation Project– Fall 2016
- 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**

- 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) – 1,425.14 million gallons
- Maximum Daily Flow Influent – 7.49 million gallons
- Total Monthly Sludge Wasted to Digesters – 1,587,552 gallons
- Average Percent % Solids, Biosolids – 1.41%

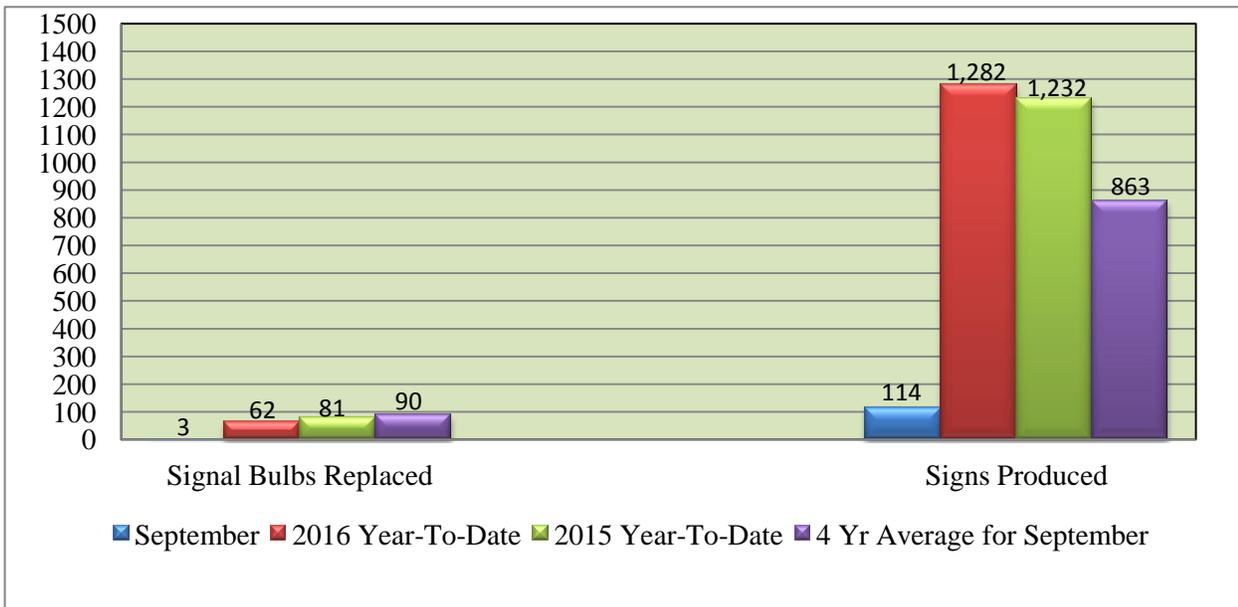
**ENVIRONMENTAL COMPLIANCE SECTION** – Abdu Durar, Ph.D., Environmental  
 Compliance Manager

- Bacteriological Samples Taken – 66
- Chloramines Samples Taken – 28
- Industrial Pretreatment Program Inspections – 1
- Backflow Preventers Test Reports Received – 221

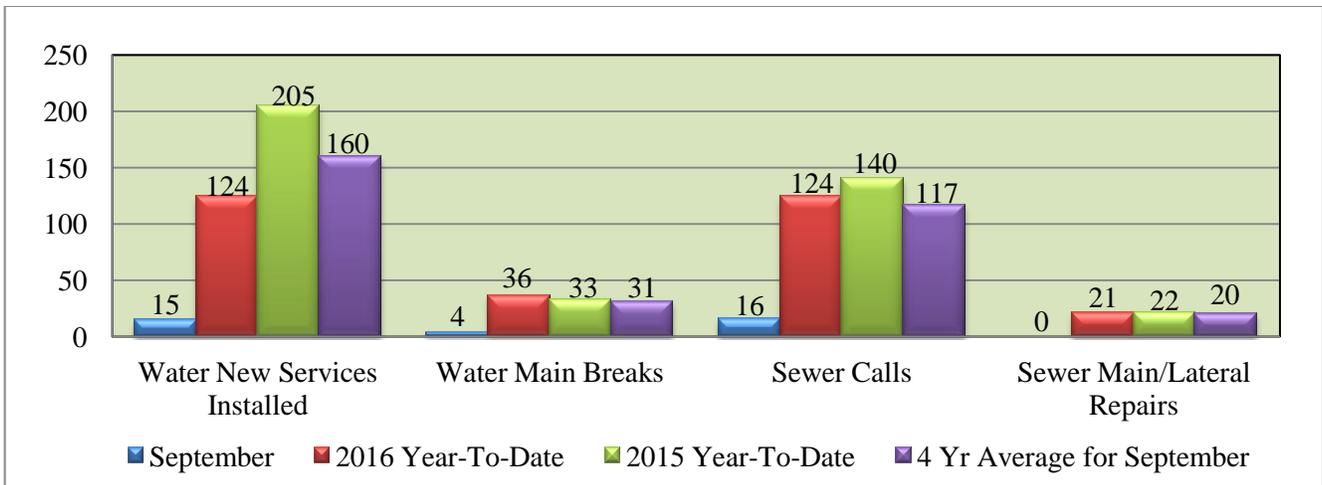
**PUBLIC WORKS OPERATIONS** - Jeff Walters, Public Works Superintendent

<b>Public Works Operations</b>	<b>September 2016</b>	<b>2016 Year-To-Date</b>	<b>2015 September Year-To-Date</b>	<b>4 Year Average for September</b>
Concrete Poured (CY)	405	2,556	2,257	2,589
Asphalt Placed (tons)	167	954	639	647
Blocks Swept (Emphasis on Residential/Arterial)	3,727	29,591	20,739	23,722
Salt Spread (tons)	0	486	947	970

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



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



**Other Notables**

- After Hours Service Calls – 5

<b>Water Meter Department</b>	<b>September 2016</b>	<b>2016 Year-To-Date</b>	<b>2015 September Year-To-Date</b>
Delinquent Turn-Offs	114	885	1,144
Delinquent Turn-Ons	89	632	821
Temporary Offs for Plumbers	3	57	57
Meter Repairs	105	989	1,040
Replace Meters	17	256	319
Customer complaints (pressure/water quality/re-reads/stuck meter)	34	292	424
Turn Off Orders	586	5,161	5,591
Turn On Orders	592	5,427	5,591
Meter Reads	16,229	145,676	198,617

<b>Miscellaneous Information</b>	<b>September 2016</b>	<b>2016 Year-To-Date</b>	<b>2015 September Year-To-Date</b>
Sewer Line Maintenance/Sq.Ft.	49,327	209,620	377,975
Utility Locates	761	6,355	8,587

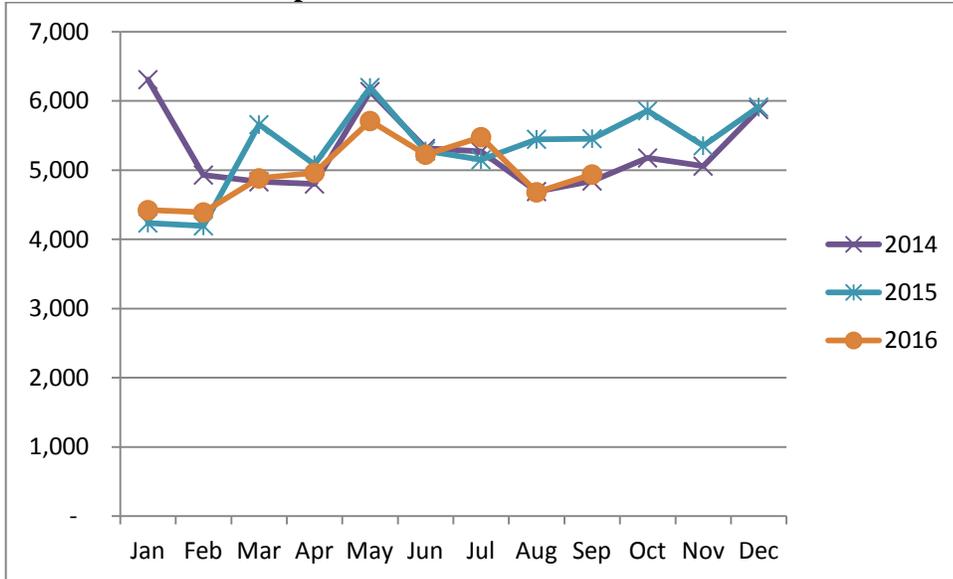
**WATER TREATMENT PLANT** – Randy D. Dewitt, Assistant Director of Public Works  
for Water and Wastewater

<b>Water Production</b>	<b>2016 September</b>	<b>2016 Year-To- Date</b>	<b>2015 September</b>	<b>2015 Year-To-Date</b>
Total Pumped to Distribution (MG)	243.8	2,003.5	280.7	1,867.8
High Day – Pumped to Distribution (MG)	10.1	15.6	12.1	12.1
Low Day – Pumped to Distribution (MG)	6.3	3.6	5.2	3.7
Average Daily Pumped (MG)	8.1	7.3	9.6	6.8
Total Backwashed Water Recycled (MG)	4.8	34.4	4.3	30.0

# MANHATTAN REGIONAL AIRPORT

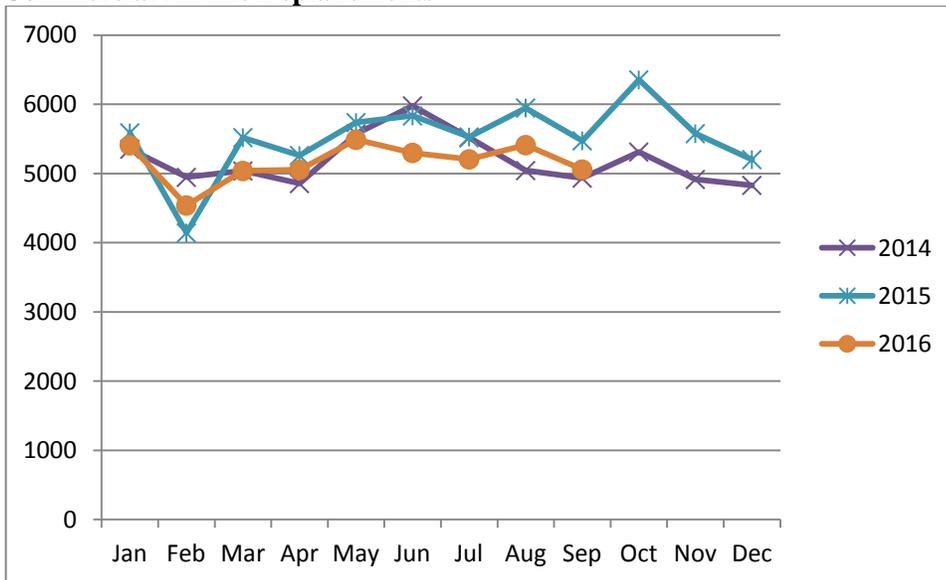
**MANHATTAN REGIONAL AIRPORT** – Jesse Romo, Airport Director  
 www.flymhk.com

## Commercial Airline Enplanements



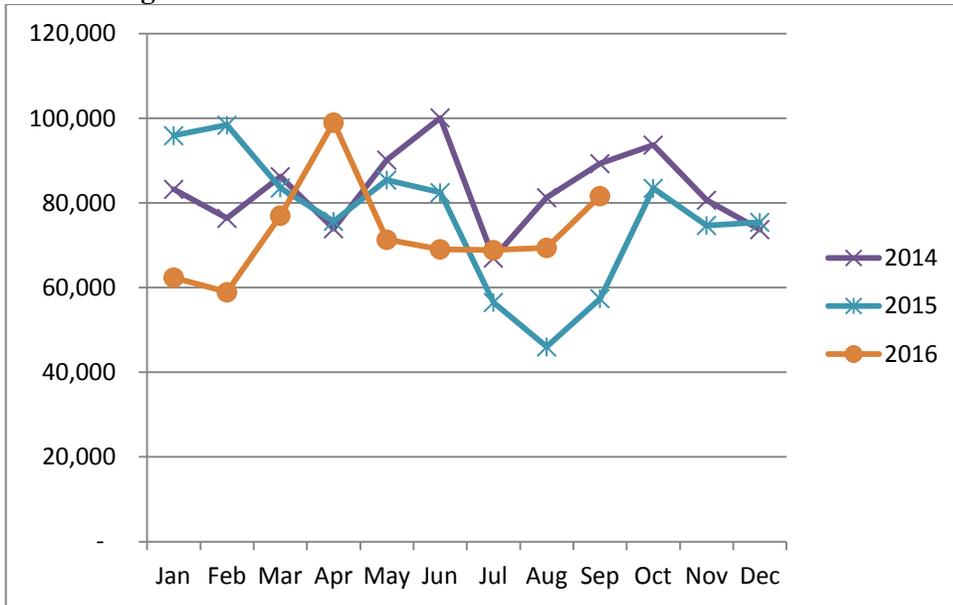
\*September American Eagle Enplanements: 4,937

## Commercial Airline Deplanements

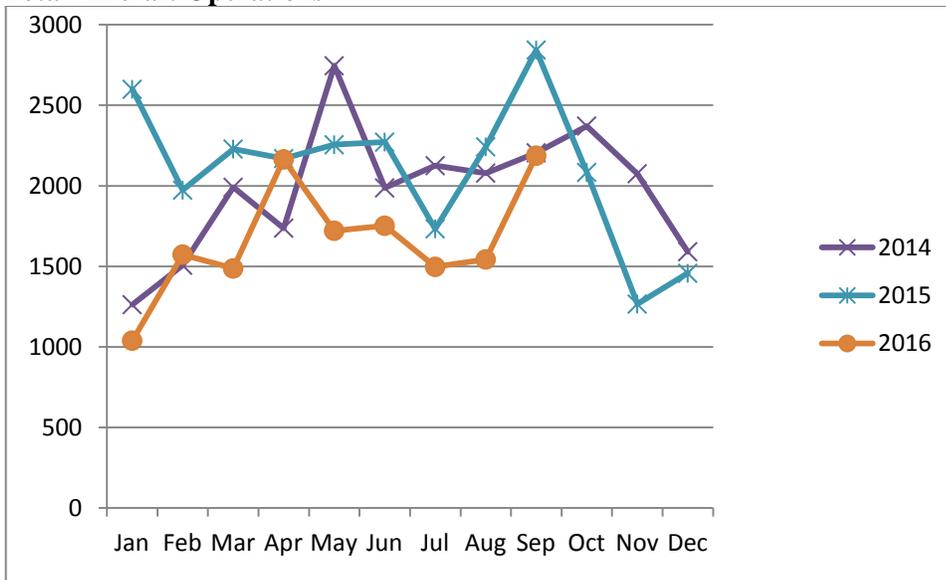


\*September American Eagle Deplanements: 5,057

### 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
<b>2016*</b>	<b>44,681</b>	<b>46,495</b>	<b>657,473</b>	<b>14,963</b>

\*Denotes Year to Date figures

# LEGAL DEPARTMENT

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

## Municipal Court

### Charges Filed

TYPES OF CASES	September 2016	September 2015
<b><i>Selected Specific Offenses</i></b>		
Driving Under the Influence	27	41
Driving While Suspended/ Habitual Violator	22	26
Marijuana Possession	9	12
Theft	5	6
<b>Total Month Specific Offenses</b>	<b>63</b>	<b>85</b>
<b>Total Year-to-Date Specific Offenses</b>	<b>588</b>	<b>616</b>
<b>Total Year-to-Date Non-Specific Offenses (All Other)</b>	<b>4,238</b>	<b>4,419</b>
<b><i>Parking Violations</i></b>		
Parking violations current month	684	743
<b>Total Year-to-Date Parking Violations</b>	<b>5,058</b>	<b>5,901</b>

### Disposition of Cases

DISPOSITION	September 2016	September 2015
<b>Total Month Cases Disposed</b>	<b>662</b>	<b>568</b>
<b>Total Year-to-Date Cases Disposed</b>	<b>5,149</b>	<b>5,258</b>

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

ACTION	September 2016	September 2015
New Diversions	47	72
Pending Diversions	1,290	1,284
New Probation/Parole	35	36
<b>Total Month New Diversions/Probations</b>	<b>82</b>	<b>108</b>
<b>Total Year-to-Date New Diversions/Probations</b>	<b>924</b>	<b>927</b>

### Cases assigned to the Public Defender

INFORMATION	September 2016	September 2015
New Cases	32	26
<b>Total Year-to-Date New Cases</b>	<b>308</b>	<b>265</b>

### Fines, Fees, & Costs Received

REVENUE	September 2016	September 2015
<b>Total Month Revenue Received</b>	<b>\$154,196.73</b>	<b>\$156,646.04</b>
<b>Total, Year to Date, Revenue Received</b>	<b>\$1,235,358.93</b>	<b>\$1,266,547.67</b>

## Civil Cases Pending

No cases are pending.

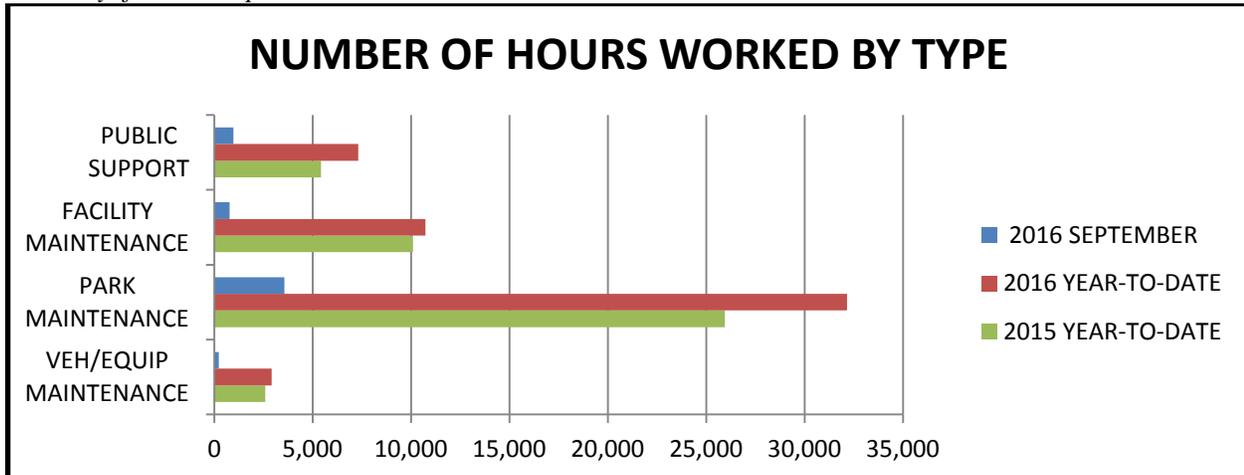
# PARKS AND RECREATION DEPARTMENT

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

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

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

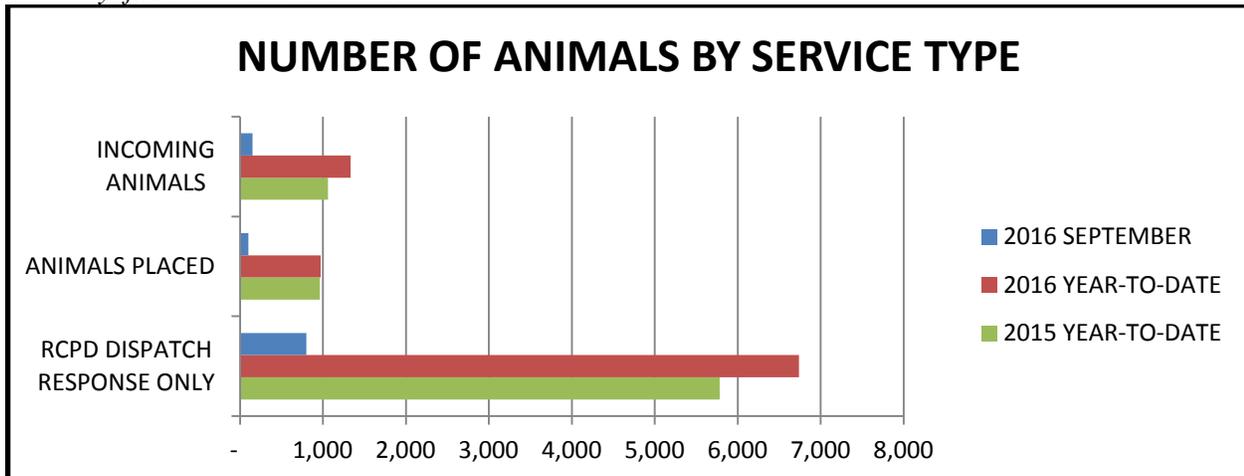
[www.cityofmnhk.com/parks](http://www.cityofmnhk.com/parks)



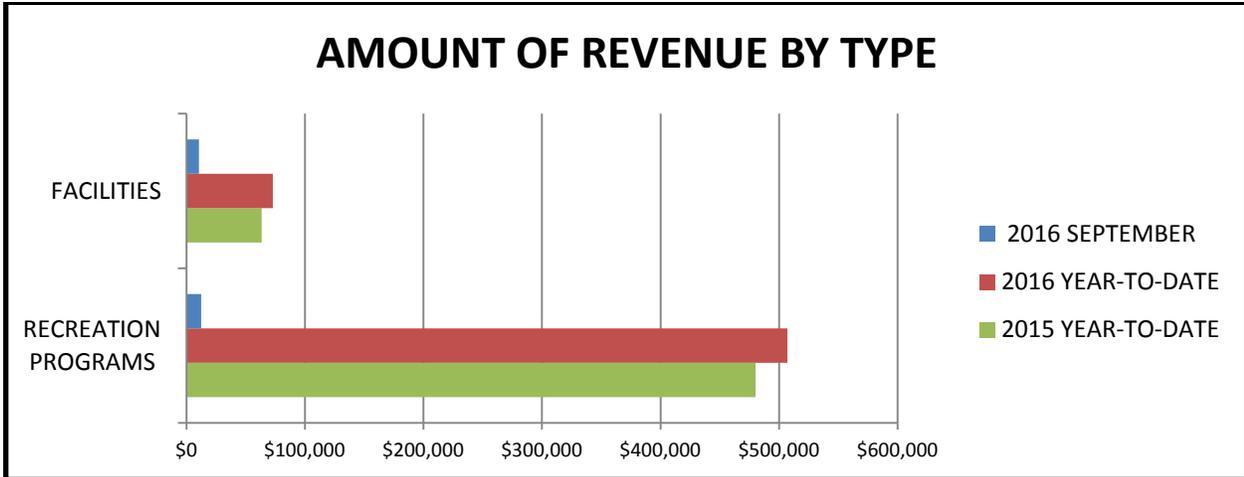
*NOTE: Public support includes calls for forestry service and cemetery funeral preparations*

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

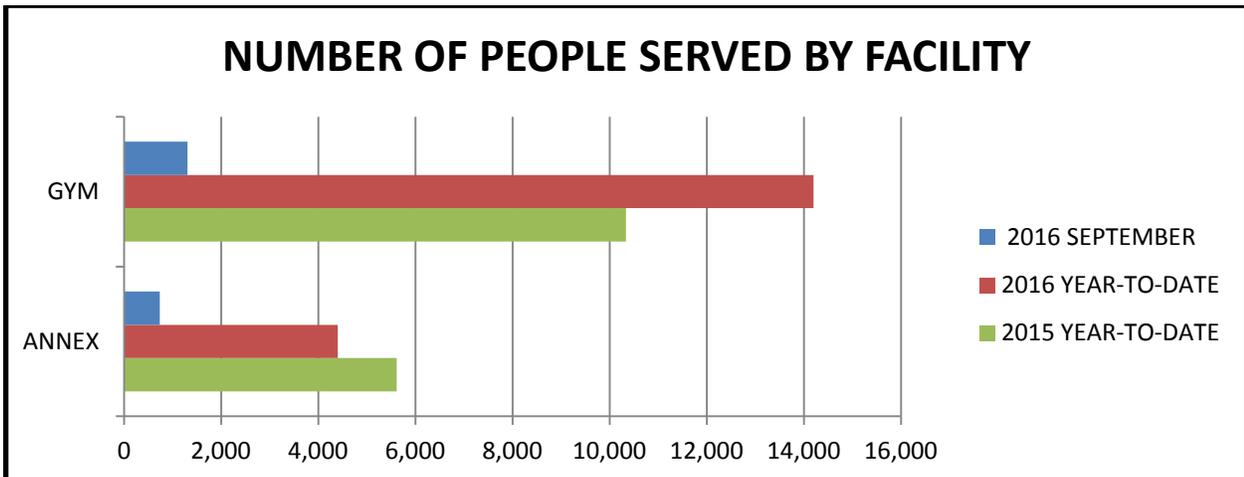
[www.cityofmnhk.com/animalshelter](http://www.cityofmnhk.com/animalshelter)

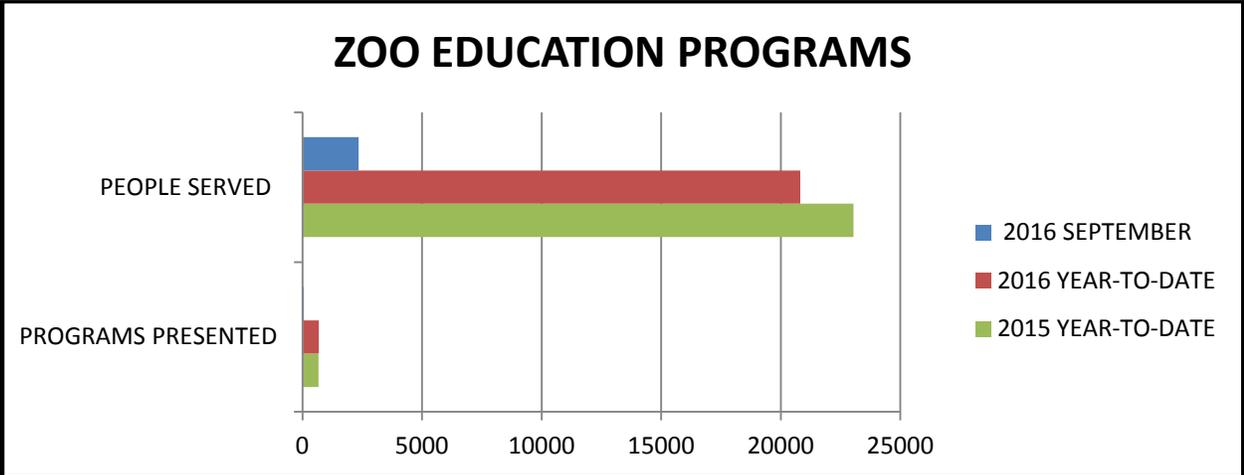
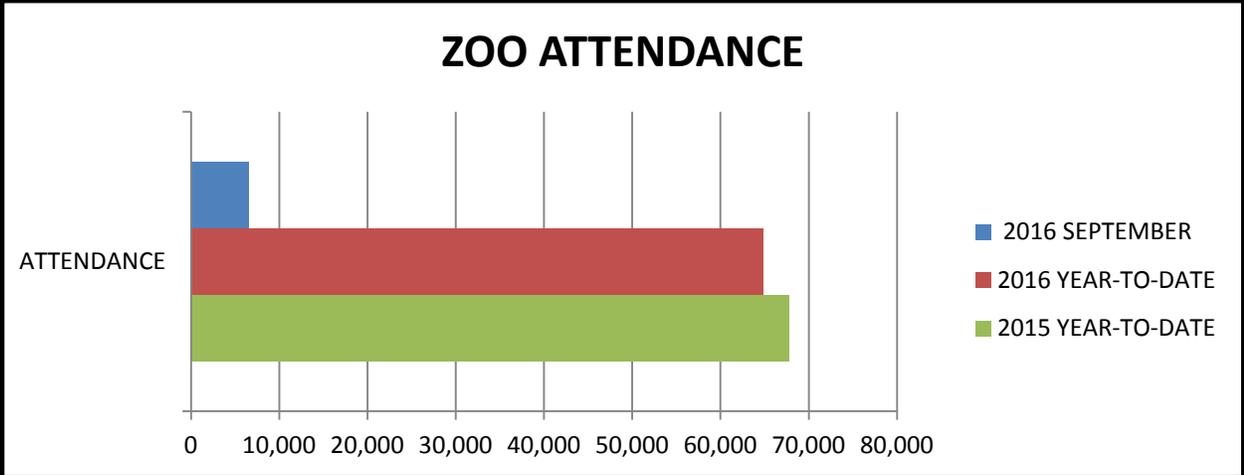


**RECREATION DIVISION** – Randi Clifford, Director of Recreation



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





# Monthly Operations Report

September 2016



Revenues	2013	2014	2015	-----2016-----		% of Budget *
	Actual	Actual	Actual	Budget	Actual	
Admission Fees	\$ 226,648	\$ 211,822	\$ 184,202	\$ 215,141	\$ 204,979	95.3%
Gift Shop	105,294	89,444	82,330	106,051	79,676	75.1%
Education	11,646	23,915	38,582	46,273	33,739	72.9%
Facility Rental	68,748	103,642	113,921	121,000	83,867	69.3%
Memberships	32,046	40,230	41,165	50,000	43,567	87.1%
Contributions / Donations	11,097	5,967	2,851	-	10,567	0.0%
Sponsorships/ Grants	-	18,725	3,725	-	-	0.0%
Transient Guest Tax Revenue	196,069	204,199	282,496	258,333	193,750	75.0%
<b>TOTAL REVENUES</b>	<b>\$ 651,547</b>	<b>\$ 697,943</b>	<b>\$ 749,272</b>	<b>\$ 796,798</b>	<b>\$ 650,145</b>	<b>81.6%</b>

\*67% of the operating year has lapsed.

## Expenses

Personnel Services	\$ 376,779	\$ 439,848	\$ 473,524	\$ 497,750	\$ 360,562	72.4%
Contractual Services	263,490	292,005	313,229	307,467	213,321	69.4%
Commodities	86,210	99,073	87,036	92,350	66,287	71.8%
Capital Outlay	11,503	6,366	7,854	2,250	4,780	212.4%
<b>TOTAL EXPENSES</b>	<b>\$ 737,981</b>	<b>\$ 837,292</b>	<b>\$ 881,643</b>	<b>\$ 899,817</b>	<b>\$ 644,950</b>	<b>71.7%</b>

## 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	50,078	101.68%
Attendance ~ Special Events	9,486	11,486	10,895	10,000	8,515	
Attendance ~ Offsite Programs	7,013	13,247	15,920	11,000	4,553	

## Volunteers

Number of Active Volunteers	43	39	27	35	28
Total Volunteer Hours	6,335	6,205	4,484	5,200	2,794

## Facility Use - Event Rentals

FHDC	165	196	207	185	160
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# HUMAN RESOURCES DEPARTMENT

## HUMAN RELATIONS and PERSONNEL DIVISION – Cathy Harmes, Director

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

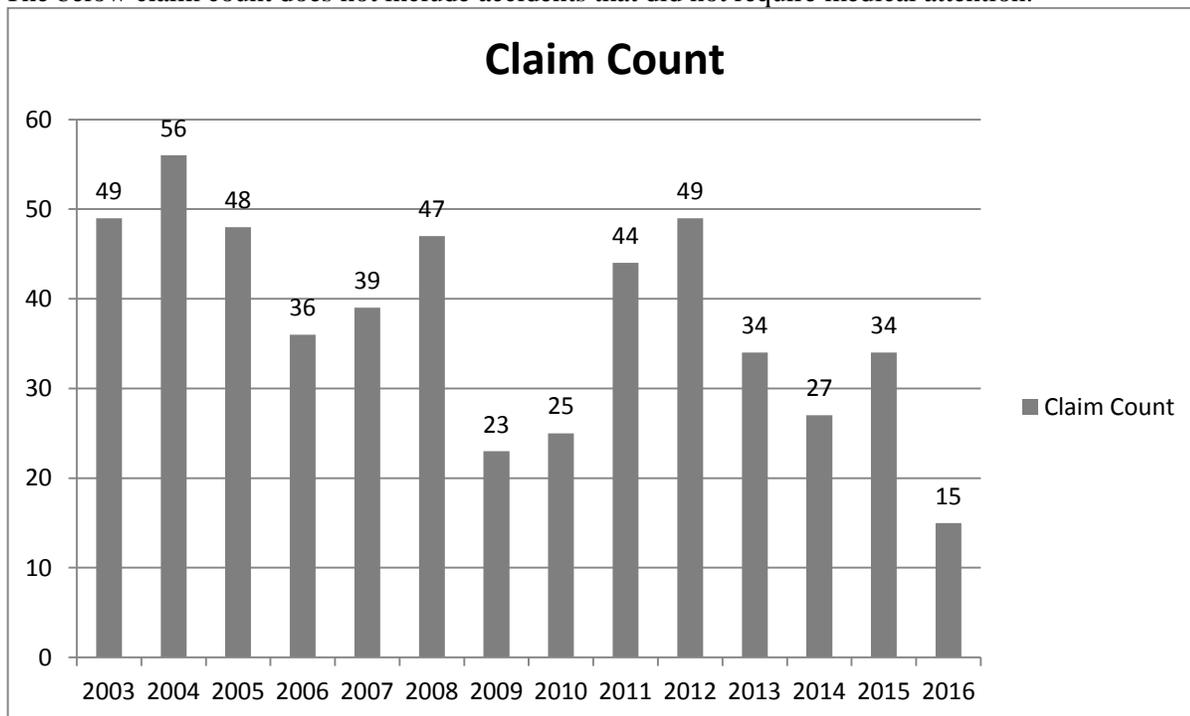
	September 2016	2016 Year- To-Date	2015 Year- To-Date
Number of voluntary separations (excludes temporaries)	3	46	43
Number of involuntary separations (excludes temporaries)	0	0	0
Turnover	.8%	9.39%	10.9%
New hires filled within 45 days of recruitment* (year-to-date)	0	72.33%	77.2%
Number of employee reviews past due**	6	1	8
Accident/Injury frequency rate	0	23	38
Accident/Injuries resulting in medical treatment/ lost time	0	15	28
Landlord/Tenant inquiries or assistance	10	40	46
Citizen referrals provided	5	24	42
In-house training programs offered	0	13	22
Workers' compensation costs as % of payroll	.17%	.24%	.92%
Sick leave used per 1000 hours worked	30.8	28.1	30.16

\*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](http://www.cityofmnhk.com/citymanager)

<b>Open Records Request:</b>	<b>September 2016</b>	<b>September 2015</b>	<b>2016 Year-To-Date</b>	<b>2015 Year-To-Date</b>
<b>Internal</b>	2( :30 hr)	1( :15 hrs)	18(5:30 hrs)	33(12:00 hrs)
<b>External</b>	6(2:30 hrs)	9(3:30 hrs)	74(47:00 hrs)	70(35:45 hrs)
<b>Consent Agenda Items Processed:</b>	37	26	280	261
<b>General Agenda Items Processed:</b>	10	8	57	58
<b>Work Session Items Processed:</b>	2	2	24	18
<b>Items filed at Register of Deeds Office</b>	22	5	125	86

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



## **SEPTEMBER 2016**

### **Overview from CVB Director**

September ushers in a plethora of activity, for Football fans - from Pop Warner to Division One football - the season is off to a start. Manhattan welcomed the season with the Zac Brown Band holding a concert in the Bill Snyder Stadium. It's fall – which means visitors – in Manhattan!

- In following Randall Travel marketing research, Mark Jackson, Visibility Sports Consultant, is reviewing Manhattan's sports supply and demand, infrastructure, target markets and our current sports marketing practices. We look forward to Visibility Sports strategic recommendation and sports marketing analysis.
- Reviewing of CVB Website updates – Website goes live in October.
- Convention Sales continues to work with meeting planners to bring city wide meetings to Manhattan in 2019. The national conference would meet over Spring Break – which is an ideal time to fill hotel rooms.
- Tourism Sales is working with organizers and venues to host a national youth archery tournament for Spring 2018.
- Inter-city Visit to Fayette, AR. Great example of an entire region working together to promote economic development and tourism.
- Simpleview Training. October 1<sup>st</sup> our new CRM system (Customer Relationship Management) database will allow us to provide detailed information to our lodging venues as well as to our customer. New communication, new reporting. Excited!
- Festival of Lights – working with Who-vile as together we market Manhattan's holiday event from November 25 – December 31.
- Continuing to develop marketing plan and details for 2017.

Yours in Tourism,

A handwritten signature in black ink that reads "Karen M. Hibbard".

Karen Hibbard, Vice-President  
Visit Manhattan  
Manhattan Convention & Visitors Bureau

## AUGUST 2016 Statistics for Manhattan

YTD Through August	Occupancy	ADR	RevPar	Supply	Demand	Revenues
2010	62.3%	\$79.11	\$49.32	237,156	155,981	\$12,058,376
2011	61.7%	\$78.13	\$48.17	253,692	156,412	\$12,220,549
2012	61.6%	\$83.63	\$51.52	286,497	176,516	\$14,761,458
2013	58.2%	\$86.74	\$50.49	301,953	175,766	\$15,245,281
2014	57.8%	\$87.74	\$50.70	306,909	177,342	\$15,559,969
2015	58.0%	\$89.78	\$52.03	345,423	200,182	\$17,971,955
2016	60.5%	\$90.63	\$54.86	352,350	213,277	\$19,329,688

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

### MHK WEEKLY OCCUPANCY

### September 2016

### September 2015

1 <sup>st</sup> Week	52.4%	↓	68.9%
2 <sup>nd</sup> Week	53.3%	↑	58.2%
3 <sup>rd</sup> Week	66.9%	↓	69.2%
4 <sup>th</sup> Week	73.9%	↑	70.9%
5 <sup>th</sup> Week	64.4%	↑	58.4%

**\*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 September:** 1,093

**Top Inquiries by Source:** Family Circle, Travel Guides Free, Midwest Living, Travel Information, Inquiry Reply Cards, Missouri Meetings, E-mail, Travel Meredith

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

**Top 10 Inquiry cities:** Chicago, IL, St. Louis, MO, Wichita, KS, New York, NY, Kansas City, MO, Rochester, NY, Topeka, KS, Columbus, OH, San Antonio, TX, Philadelphia, PA,

## **MARKETING ACTIVITY & PERFORMANCE**

**September**2016

**August**2016

<b><u>visitManhattanKS.com</u></b>		
Visits	7,166	6,093
Page Views	17,761	15,331
Unique Page Views	13,121	11,286
Average actions	2.8	3.1
Unique Visitors	6,303	5,180
Source of Visit		
Search Engine	2,408	1,997
Direct Entry	1,861	1,707
Website Referrals	1,143	949
Mobile Users	2,771	2,029
<b><u>Book Direct</u></b>		
Total Hits	371	173
Total Referrals	262	114
<b><u>Constant Contact</u></b>		
<b>Meet in Manhattan</b>		
Sent	1,338	1,328
Opened	222	206
Percentage	22.5%	20.9%
<b>Manhappenins</b>		
Sent	4,962	4,070
Opened	781	602
Percentage	18.1%	16.5%

<b><u>Social Media</u></b>		
<b>Facebook</b>		
Daily page Engaged Users	1,903	1,381
Daily Total Impressions	121,943	143,601
Daily Total Reach	59,503	75,892
# of Fans	5,216	5,157
<b>Twitter</b>		
# of followers	753	721
# of new followers	33	30
# of tweets	97	91
# of total tweets	1,475	1,371
Tweet impressions	44,276	95,220
<b>Pinterest</b>		
# of followers	306	307
Average daily impressions	19	17
<b>YouTube</b>		
# of views	675	836
<b><u>MHK Airport Kiosk</u></b>		
Total Hits	865	1981
Visit Manhattan Hits	12	30
<b><u>Cell Phone Charger</u></b>		
Groups requesting charger	6	3

**Hotel/Facilities Meeting:**

Meeting showcased our latest marketing tool for Meeting Planners with our virtual tours of hotels, as well as discussion of meeting familiarization tours for 2017.

**CVB Steering Committee Meeting:**

Meeting will be held October 5th

**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

September 01, 2016 To September 30, 2016

<u>Definite Bookings</u>	Dates	Type	Estimated Attendance	Estimated Rooms	Est. Visitor Spending
<b><u>New Business</u></b>					
U.S. Army Corps of Engineers	10/24/2016	MC	25	40	\$11,775
District Operations Resource Board Meeting HQ: Holiday Inn Express & Suites	10/26/2016				
<b>Total - New Business:</b>	<b>1</b>		<b>25</b>	<b>40</b>	<b>\$11,775</b>
<b><u>Repeat Business with Sales Involved</u></b>					
AgroBravo	09/11/2016	GT	40	0	\$18,840
Group Tour	09/13/2016				
Rolling Hills Health & Rehab Center - Sheppard Center	12/09/2016	GT	50	0	\$5,000
Group Tours	12/09/2016				
Little Apple Basketball Tournament	02/04/2017	SP	150	0	\$15,000
Boys Basketball Tournament	02/04/2017				
Little Apple Basketball Tournament	02/05/2017	SP	150	0	\$15,000
Girls Tournament	02/05/2017				
K-State Inline Hockey Club	02/17/2017	SP	100	40	\$30,000
Tournament HQ: Four Points by Sheraton (**)	02/19/2017				
<b>Total - Repeat Business with Sales Involved:</b>	<b>5</b>		<b>490</b>	<b>40</b>	<b>\$83,840</b>
<b><u>Repeat Business</u></b>					
Global Service-Learning Pedagogy & Partnership	10/23/2016	MC	150	0	\$70,650
International Service Learning Summit HQ: Hilton Garden Inn	10/25/2016				
<b>Total - Repeat Business:</b>	<b>1</b>		<b>150</b>	<b>0</b>	<b>\$70,650</b>
<b>Total Definite Bookings:</b>	<b>7</b>		<b>665</b>	<b>80</b>	<b>\$166,265</b>

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

## CVB Sales & Services Activity Report

September 01, 2016 To September 30, 2016

<b>Leads Issued</b>	<b>Dates</b>	<b>Type</b>	<b>Estimated Attendance</b>	<b>Estimated Rooms</b>	<b>Est. Visitor Spending</b>
<b><u>New Business</u></b>					
U.S. Army Corps of Engineers	10/24/2016	MC	25	40	\$11,775
District Operations Resource Board Meeting	10/26/2016				
Kansas MTSS (Multi Tier Systems of Support)	02/13/2017	MC	150	0	\$23,550
Training sessions	02/13/2017				
Kansas MTSS (Multi Tier Systems of Support)	06/08/2017	MC	150	0	\$23,550
Training sessions	06/08/2017				
Kansas Dental Association	06/15/2017	MC	85	60	\$40,035
CE Event	06/17/2017				
North American Agricultural Marketing Officials	07/09/2017	MC	100	172	\$62,800
Annual Conference	07/12/2017				
Student American Veterinary Medical Association (SVMA)	03/13/2019	MC	1,500	4,400	\$706,500
Student Symposium	03/15/2019				
<b>Total - New Business:</b>	<b>6</b>		<b>2,010</b>	<b>4,672</b>	<b>\$868,210</b>
<b><u>Repeat Business with Sales Involved</u></b>					
Kansas State Grange	10/05/2017	MC	100	95	\$62,800
Annual Convention	10/08/2017				
Gamma Sigma Delta	06/05/2018	MC	20	46	\$14,130
National Conclave	06/07/2018				
Kansas State Grange	10/04/2018	MC	100	95	\$62,800
Annual Convention	10/07/2018				
<b>Total - Repeat Business with Sales Involved:</b>	<b>3</b>		<b>220</b>	<b>236</b>	<b>\$139,730</b>
<b>Total Leads Issued:</b>	<b>9</b>		<b>2,230</b>	<b>4,908</b>	<b>\$1,007,940</b>

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

## CVB Sales & Services Activity Report

September 01, 2016 To September 30, 2016

Staff Activity Summary	Total
Bid presented/ sent	5
CVBLeads - Pickup	9
CVBLeads - Response	25
Definite Booking	11
E-Mail Received	159
E-Mail Sent	202
FYI / File Note	6
Left Message/Attempted Contact	3
Letter	1
Lost Business	2
Media/promo/press release	2
Personal Visit / Meeting	20
Phone Call	64
Prospecting	1
Sales Lead Sent	10
Services	26
Site Inspection	2
Tour	2
	550

<b>Bid Presentations</b>	Dates	Type	Estimated Attendance	Estimated Rooms	Est. Visitor Spending
North American Agricultural Marketing Officials	07/09/2017	MC	100	172	\$62,800
Annual Conference	07/12/2017				
Kansas Dental Association	06/15/2017	MC	85	60	\$40,035
CE Event	06/17/2017				
Gamma Sigma Delta	06/05/2018	MC	20	46	\$14,130
National Conclave	06/07/2018				
U.S. Army Corps of Engineers	10/24/2016	MC	25	40	\$11,775
District Operations Resource Board Meeting	10/26/2016				
<b>Total Bid Presentations:</b>	<b>4</b>		<b>230</b>	<b>318</b>	<b>\$128,740</b>

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

## CVB Sales & Services Activity Report

September 01, 2016 To September 30, 2016

<u>Groups Hosted</u>	<u>Dates</u>	<u>Type</u>	<u>Estimated Attendance</u>	<u>Estimated Rooms</u>	<u>Est. Visitor Spending</u>
<b><u>New Business</u></b>					
Association of Community Mental Health Centers of Kansas, Inc.	09/14/2016	MC	200	210	\$94,200
Annual Meeting HQ: Hilton Garden Inn	09/16/2016				
Kansas Association for Court Management	09/28/2016	MC	200	0	\$94,200
Fall Conference HQ: Holiday Inn at the Campus	09/30/2016				
Smokey Hill Education Service Center	09/12/2016	MC	100	65	\$31,400
Kansas Can...And Do Symposium HQ: Hilton Garden Inn	09/13/2016				
Sorghum Improvement Conference of North America	09/19/2016	MC	150	140	\$70,650
Annual Meeting HQ: Hilton Garden Inn	09/21/2016				
K-State College of Human Ecology - FSHS	09/13/2016	MC	150	0	\$70,650
Protection and Preventative Services Convention HQ: The Bluemont	09/15/2016				
Engineers' Foundation of Kansas	09/29/2016	MC	100	0	\$31,400
Board Meeting & Fundraiser Golf Tournament HQ: Colbert Hills	09/30/2016				
Kansas State Research and Extension	09/30/2016	MC	50	0	\$7,850
Master Gardner Seminar HQ: K-State Alumni Center	09/30/2016				
<b>Total - New Business:</b>	<b>7</b>		<b>950</b>	<b>415</b>	<b>\$400,350</b>
<b><u>Repeat Business with Sales Involved</u></b>					
Kansas Association of Collegiate Registrars and Admissions Officers	09/28/2016	MC	250	165	\$157,000
Annual Convention HQ: Hilton Garden Inn	09/30/2016				
Kansas Golf Association	09/26/2016	SP	100	40	\$20,000
Kansas Senior Championship HQ: Fairfield Inn	09/27/2016				
AgroBravo	09/11/2016	GT	40	0	\$18,840
Group Tour	09/13/2016				
Kansas Environmental Health Association	09/28/2016	MC	80	50	\$37,680
Annual Conference HQ: The Bluemont	09/30/2016				
Flint Hills Praise Fest	09/10/2016	MC	500	0	\$78,500
Praise Fest	09/10/2016				
Aggieville	09/10/2016	SE	100	0	\$15,700
Maker's Faire Event	09/10/2016				
Oz Endurance LLC	09/11/2016	SP	100	0	\$10,000
Tuttle Creek Triathlon	09/11/2016				
Manhattan Running Company	09/18/2016	SP	200		\$20,000
Konquer the Konza 25K	09/18/2016				

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

## CVB Sales & Services Activity Report

September 01, 2016 To September 30, 2016

Kansas Livestock Association	09/16/2016	MC	200	0	\$28,260
Fall Seminar/Annual Golf tournament HQ: Colbert Hills	09/16/2016				
Kansas Senior Invitational Golf Association	09/14/2016	SP	150	60	\$30,000
Kansas Senior Men's Open Championship HQ: Four Points by Sheraton	09/15/2016				
Johnson County Parks and Recreation	09/23/2016	GT	35	0	\$3,500
Group Tour	09/23/2016				
Kansas Flint Hills Quilt Trail tours	09/10/2016 09/10/2016	MC	150	0	\$23,550
<b>Total - Repeat Business with Sales Involved:</b>	<b>12</b>		<b>1,905</b>	<b>315</b>	<b>\$443,030</b>

### Repeat Business

Kansas National Association of Housing and Redevelopment Officials Fall Conference HQ: Four Points by Sheraton	09/08/2016 09/09/2016	MC	150	180	\$47,100
Kansas Motor Carriers Association Annual Convention HQ: Hilton Garden Inn	09/20/2016 09/22/2016	MC	150	165	\$70,650
Kansas Dental Association Northwest Golden Belt District Meeting HQ: Four Points by Sheraton	09/30/2016 09/30/2016	MC	150	0	\$7,850
Kansas Association for the Education of the Young Child Annual Conference HQ: Hilton Garden Inn	09/09/2016 09/10/2016	MC	300	0	\$94,200
Konza Reptile Breeders Expo Expo HQ: Four Points by Sheraton	09/04/2016 09/04/2016	MC	1,200	0	\$31,400
Petfood Forum USA Petfood Innovation Workshop & K-State Pet Food Experience HQ: Holiday Inn at the Campus	09/13/2016 09/15/2016	MC	200	80	\$78,500
Kansas Child Care Training Opportunities Code of Ethical Conduct--Train the Trainer Event HQ: Hilton Garden Inn	09/09/2016 09/10/2016	MC	250	0	\$78,500
<b>Total - Repeat Business:</b>	<b>7</b>		<b>2,400</b>	<b>425</b>	<b>\$408,200</b>
<b>Total Definite Bookings:</b>	<b>26</b>		<b>5,255</b>	<b>1,155</b>	<b>\$1,251,580</b>

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

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

	August 2016	Thru 8/31/16	Budget 2016
<b>REVENUES</b>			
TAXES & ASSESSMENTS			
TRANSIENT GUEST TAX	260,165	780,496	1,041,000
INVESTMENT INCOME	1,340	9,862	11,000
	<b>261,505</b>	<b>790,358</b>	<b>1,052,000</b>
CONTRIBUTIONS & OTHER REVENUE	1,177	100,876	161,550
	<b>1,177</b>	<b>100,876</b>	<b>161,550</b>
<b>TOTAL REVENUE</b>	<b>262,682</b>	<b>891,234</b>	<b>1,213,550</b>

	August 2016	Thru 8/31/16	Budget 2016
<b>EXPENDITURES</b>			
<b>PERSONNEL SERVICES</b>			
*The Personnel Services category includes such items as Full and Part Time employee salaries and Benefits.			
EXEMPT EMPLOYEES	23,841	194,173	334,600
VEHICLE ALLOWANCE	574	5,809	9,150
	<b>24,415</b>	<b>199,983</b>	<b>343,750</b>
<b>CONTRACTUAL SERVICES</b>			
*The Contractual Services category includes Dues & Memberships, Prof. Services, etc. that are contracted out.			
PROFESSIONAL SERVICES	5,424	58,483	105,500
CONVENTION SERVICES	206	1,343	4,200
OUTREACH PROGRAMS	646	89,312	86,400
GAS & ELECTRICITY	-	-	-
BUILDING MAINTENANCE	2,857	34,518	51,600
EQUIPMENT MAINTENANCE	-	-	-
SOFTWARE MAINTENANCE AGREEMENTS	-	2,659	2,700
OFFICE EQUIPMENT LEASE	-	-	-
INSURANCE	-	761	800
TELECOMMUNICATIONS	192	2,964	2,400
POSTAGE	639	7,290	6,200
LEGAL PUBLICATIONS	-	-	-
MARKETING/PUBLIC RELATION	31,447	298,480	514,462
PRINTING/BINDING	2,740	81,649	96,100
DUES & MEMBERSHIPS	63	8,554	8,425
SEMINAR & CONFERENCE REGISTRATIONS	1,940	6,975	16,700
	<b>46,155</b>	<b>592,989</b>	<b>895,487</b>

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

August 2016 Thru 8/31/16

Budget 2016

**COMMODITIES**

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

OFFICE SUPPLIES	851	5,167	7,600
EXHIBIT SUPPLIES	-	965	1,000
	<hr/>		
	<b>851</b>	<b>6,132</b>	<b>8,600</b>

**COMMODITIES - CIP**

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

OPERATING EQUIPMENT (INV)	19,644	62,577	44,050
	<hr/>		
	<b>19,644</b>	<b>62,577</b>	<b>44,050</b>

**TRANSFERS**

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

SALES TAX	-	5	25
	<hr/>		
	<b>-</b>	<b>5</b>	<b>25</b>

<b>TOTAL EXPENDITURES</b>	<b>91,065</b>	<b>861,685</b>	<b>1,291,912</b>
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<b>FUND BALANCE</b>	<b>171,617</b>	<b>29,549</b>	<b>(78,362)</b>
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**Manhattan Area Chamber of Commerce**  
**City ED Contribution/Expenses**  
**August 2016**

	Aug 16	Jan - Aug 16
<b>Income</b>		
1020 · Government Contracts		
1025 · City of Manhattan	11,090.00	88,720.00
1041 · Technology Park Marketing	833.37	6,666.96
<b>Total 1020 · Government Contracts</b>	<b>11,923.37</b>	<b>95,386.96</b>
<b>Total Income</b>	<b>11,923.37</b>	<b>95,386.96</b>
<b>Expense</b>		
2080 · Employees		
2100 · Payroll	6,891.91	55,135.28
2105 · Payroll Taxes	520.46	4,442.14
<b>Total 2080 · Employees</b>	<b>7,412.37</b>	<b>59,577.42</b>
4930 · Military Relations Exp.		
4960 · Supplies/Equipment	0.00	9.75
<b>Total 4930 · Military Relations Exp.</b>	<b>0.00</b>	<b>9.75</b>
9840 · Community Prosperity - AM3		
9845 · Governor's Military Council	0.00	15,000.00
9865 · Retention & Expansion	0.00	11.92
9870 · Workforce Development	2.50	2,040.16
<b>Total 9840 · Community Prosperity - AM3</b>	<b>2.50</b>	<b>17,052.08</b>
9880 · Enhance E.D. Capacity -AM3		
9885 · Diversfy Economy	15.21	2,756.95
9893 · Research & Univ. Technolog	0.00	3,236.53
9895 · Retire to the Flint Hills	4,617.57	16,934.56
<b>Total 9880 · Enhance E.D. Capacity -AM3</b>	<b>4,632.78</b>	<b>22,928.04</b>
9980 · Regional Competitive - AM3		
9985 · Marketing Materials	0.24	1,507.17
9990 · Recruiting	0.00	3,918.93
<b>Total 9980 · Regional Competitive - AM3</b>	<b>0.24</b>	<b>5,426.10</b>
<b>Total Expense</b>	<b>12,047.89</b>	<b>104,993.39</b>
<b>Net Income</b>	<b>-124.52</b>	<b>-9,606.43</b>

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10/04/16

Accrual Basis

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

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	<u>Aug 16</u>	<u>Jan - Aug 16</u>
<b>Income</b>		
3320 · Military Relations		
3328 · Government Contracts	3,333.37	26,666.96
<b>Total 3320 · Military Relations</b>	<u>3,333.37</u>	<u>26,666.96</u>
<b>Total Income</b>	3,333.37	26,666.96
<b>Expense</b>		
4930 · Military Relations Exp.		
4932 · AUSA	423.23	860.85
4938 · Events	0.00	904.88
4941 · Mileage	157.06	1,408.14
4942 · Misc.	0.00	1,296.93
4945 · Postage/Mailing	0.47	42.00
4950 · Salaries/Taxes/Benefits	1,658.80	14,333.89
4957 · Staff Meals	0.00	210.00
4960 · Supplies/Equipment	2.76	317.73
4962 · Telephone	1.88	27.95
4965 · Wives Function	0.00	77.98
<b>Total 4930 · Military Relations Exp.</b>	<u>2,244.20</u>	<u>19,480.35</u>
<b>Total Expense</b>	<u>2,244.20</u>	<u>19,480.35</u>
<b>Net Income</b>	<u><u>1,089.17</u></u>	<u><u>7,186.61</u></u>

**October 2016**

**Report of Economic Development Director**

**Manhattan Area Technical College (MATC):** MATC has been selected to receive funding under the Strengthening Institutions Program (Title III), through the U.S. Department of Education. **The grant can run for up to five years, and the funding for the first year (October 1, 2016-September 30, 2017) is about \$450,000.**

The Strengthening Institutions Programs is designed to help schools become self-sufficient and expand capacity to serve at risk students, often through improving the academic quality, institutional management, and fiscal stability of the institution.

For MATC the grant project will provide resources to improve and enhance online and hybrid learning options for students, more interactive student support services including tutoring, advising, and early academic alert.

Renovations on the campus will offer a Teaching/Learning Center for professional development for instructors, and facility areas to encourage tutoring, and collaborative learning. Technology upgrades will be part of the project, and a portion of the federal funds can be used as an endowment match to enhance the capacity of the College's Foundation for more fiscal sustainability.

**Small Business Development Center (SBDC):** The SBDC has a new full-time consultant for Manhattan, Laurie Pieper. Laurie has a successful track record of running businesses in the area (to include the Morning Star B&B on Houston Street). She has completed her initial training and is now in the office on a regular basis.

**Workforce:** The Chamber sponsored a table at the K-State All University Career Fair held at Bramlage Coliseum September 20 - 22. K-State was pleased with the number of companies and students in attendance. The event focused on different majors each day:

- Sept. 20 - Agriculture, Arts & Sciences, Business and Human Ecology
- Sept. 21 - all majors
- Sept. 22 - Engineering and Technology

**Sales Tax:** September 2016 sales were \$92.1 million, the best September ever. January – September sales since 2012:

2016 -- \$823.1 million  
2015 -- \$810.5 million (full-year record of \$1.099 billion)  
2014 -- \$785.5 million  
2013 -- \$775.9 million  
2012 -- \$780.2 million

**Accolades:** The *Princeton Review* ranked Kansas State University in 13 different categories in their 2017 edition of "**The Best 381 Colleges**," and once again K-State did extremely well:

- # 2 for student love of their school;
- # 3 best quality of life;
- # 4 best athletic facilities;
- # 5 town-gown relations;
- # 6 happiest students;
- # 7 students pack the stadiums / best fans;
- # 15 best run colleges;
- # 18 best college dorms

A tremendous showing like this helps in recruiting companies to the area, as well as recruiting talent to work in those companies.

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

Manhattan:	3.5% (second lowest; Leawood is 3.4%)
Riley County:	3.7%
Manhattan MSA:	3.8%

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 46,054 and employment of 44,293. Also from the report:

- In January 2002 Manhattan had **22,481** people employed
- As of August 2016 Manhattan has **27,276** employed
- The net increase of **5,401** jobs places us fifth among the 17 cities included in the report
- The percentage increase of **24%** places us third 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):** Our September MRC luncheon featured LTC Alex Murray, Commander of the 97th MP Battalion, and the largest Battalion in the US Army. LTC Murray discussed the history of the Military Police and detailed the many functions of the MP's both in Garrison and while deployed.

Most of this month involved planning for October's AUSA Annual Meeting.

There were two welcomes at K-State for military connected students, both in the Union Ballroom. The first, sponsored by K-State Military Affairs, was for Veteran Students and was attended by Interim President Gen (Ret) Myers. The second was put on by the

College of Education for military connected students. Both events had resources for those attending to help them in their educational journey.

First Brigade put on a Pre Deployment Fair for soldiers and spouses in preparation of their deployment to the Republic of South Korea. The MRC signed up potential Yellow Ribbon Social Group members and handed out information on all there is to do in Manhattan.

The weather was absolutely perfect for Apple Days. A light breeze and sunny skies greeted the fair goers, as did the delicious smell of Lizzie Custer's famous pies!

September 11<sup>th</sup> was memorialized at Fort Riley at the Global War on Terror Memorial by Cavalry Parade Field.

There were the following Ceremonies:

- Change of Responsibility ceremony for the Division Headquarters Battalion (DHQB) from CSM Demetrius Brown to CSM Tresia Huell.
- 2<sup>nd</sup> Brigade Redesign Ceremony inactivating 3 Companies (Delta Company, 1-18 IN; Alpha Company, 1-63 AR; and Bravo Company, 2-70 AR) and activating 1 Battalion (Delta Company, 5-4 CAV)
- 1<sup>st</sup> Brigade Deployment Casing Ceremony

Many members of the MRC and Manhattan Chamber Boards toured the new Irwin Army Community Hospital.

K-State Military Affairs hosted a Grand Opening of their new facility at the K-State Foundation Building.

K-State's Political, Diplomatic and Military lecture series welcomed guest speaker, the Honorable Patrick Murphy, Undersecretary of the Army.

K-State's Landon Lecture Series featured Landon Lecture - LTG Caslen, Dr. David Hall, and Dr. Bud Peterson. LTG Caslen is the current Superintendent of the United States Military Academy at West Point.

Most especially, the City of Manhattan held a Proclamation honoring Caregivers of wounded, injured or ill veterans. Mayor Reddi read the Proclamation and the five women recognized all said a few words. The women received a rare and well deserved standing ovation.

**Leadership Manhattan (LM)**: The Curriculum Committee continued planning in earnest for the LM 2017 Program Year. Friends of Leadership (FOL) continued raising sponsorships to support the program and began planning the 2017 class Welcome and Graduation.