

City of Manhattan

City Manager's Monthly Report

NOVEMBER 2016

City Commission:

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

FINANCE DEPARTMENT

FINANCE and ACCOUNTING - Bernie Hayen, Director of Finance

www.cityofmnhk.com/finance

City of Manhattan

Financial Snapshot

As of November 30, 2016

Selected Funds

Fund	Beginning Balance	Revenues	Expenditures	Current Balance
001 General Fund	2,009,938	26,001,865	25,217,736	2,794,068
105 Economic Development	6,898,509	2,084,910	671,462	8,311,957
106 Employee Benefits	15,205	2,272,903	1,970,940	317,168
108 Kansas Police & Fire	58,329	1,003,475	865,340	196,465
110 Industrial Promotion	205,887	76,526	71,582	210,831
118 Special Street & Highway	909,636	1,678,124	993,833	1,593,926
301 Bond & Interest	9,262,689	12,481,462	15,605,103	6,139,048
501 Water Fund	6,971,677	9,909,807	7,717,992	9,163,492
521 Sanitary Sewer Fund	3,535,377	9,110,659	8,469,421	4,176,615
531 Stormwater Fund	3,115,224	1,674,698	594,642	4,195,279

Selected City Debt

Current	2016 YTD	2015 YTD
Temporary Notes	67,930,000	49,830,000
General Obligation Debt	59,407,675	50,799,664
Special Assessment Debt	42,787,325	56,005,336

Selected Financial Information

		2016 YTD	2015 YTD
City			
City Property Taxes	▼	2,117,694	1,937,877
City Sales Taxes	▼	9,570,536	9,480,024
City Compensating Use Taxes	▼	919,805	863,144
City Franchise Taxes	▼	2,941,125	3,026,438
Riley County			
Riley County Sales Taxes	▼	2,470,122	2,429,014
Riley County Compensating Use Taxes	▼	286,522	261,993
Pottawatomie County			
Sales Taxes	▼	272,579	248,582
Compensating Use Taxes	▼	32,338	24,670
Investment			
City Investment Portfolio		15,460,000	18,585,000
City Checking Account Balance		45,367,883	38,334,195
Interest Rate <i>(weighted average)</i>		0.31%	0.24%

City of Manhattan

Downtown Redevelopment Bond Issues

As of November 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	279,793	313,396
Expenditures to Date	(17,816,496)	(815,632)	(499,396)	(269,037)	(19,400,561)
Remaining Balance	\$ 78	\$ -	\$ -	\$ 2,132,756	\$ 2,132,834

	2016 As of November	2015 As of November	Percent Change	2015 Total
Revenue Collections				
City Sales & Use Tax <i>(North)</i>	671,966	683,073	-1.63%	744,869
City's Share of County Sales & Use Tax <i>(North)</i>	207,490	208,845	-0.65%	227,754
Incremental Property Tax <i>(North & South)</i>	1,741,535	1,444,981	20.52%	1,444,981
Total	\$ 2,620,990	\$ 2,336,898		\$ 2,417,604

	2016 As of November	2015 As of November
Debt Service		
June 1	448,438	464,800
December 1	-	-
Total	448,438	464,800
Balance	2,172,553	\$ 1,872,098
<i>Remaining Debt Payments</i>	\$ 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	(48,918,745)	(583,912)	(1,008,582)	(50,511,238)
Remaining Balance	\$ 0.01	\$ -	\$ -	0

	2016 As of November	2015 As of November	Percent Change	2015 Total
Revenue Collections				
Excess Sales Tax from Prior Years	-	-		-
State Sales Tax (North & South)*	5,959,764 **	4,287,522	39.00%	4,763,959
City Sales and Use Tax (South)	86,923	87,681	-0.86%	98,388
City's Share of County Sales and Use Tax (South)	27,030	26,807	0.83%	30,083
Total	\$ 6,073,717	\$ 4,402,010		\$ 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.

	2016 As of November	2015 As of November
Debt Service (Net of Federal Subsidy)		
June 1	615,295	693,934
December 1	-	-
Total	\$ 615,295	\$ 693,934
Balance	\$ 5,458,422	\$ 3,708,076
Remaining Debt Payments	2,985,295	3,992,577

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 As of November	2015 As of November	Percent Change	2015 Total
Revenue Collections				
TDD Sales Tax	447,027 *	327,626	36.4%	361,933

	2016 As of November	2015 As of November
Debt Service		
June 1	117,375	118,809
December 1	-	-
Total	117,375	\$ 118,809
Balance	\$ 329,652	\$ 208,817
Remaining Debt Payments	262,375	253,809

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	
	November	YTD	November	YTD
Fires	7	119	7	130
Overpressure, Rupture, Explosion	0	3	0	7
Rescue	12	136	5	112
First Responder	68	959	67	925
Hazardous Condition	13	166	30	170
Service Call	24	221	16	241
Good Intent	25	250	28	283
False Alarm/False Call	42	485	34	524
Weather/Disaster	0	3	0	3
Special Incident Type	0	6	0	0
Total Incidents	191	2,348	187	2,395

Fire Loss Data	Current Year		Previous Year	
	November	YTD	November	YTD
Property Value	\$2,507,500	\$38,743,344	\$450	\$146,152,671
Property Loss	\$11,150	\$5,856,270	\$450	\$714,708
Property Saved	\$2,496,350	\$32,887,074	\$0	\$145,437,963

Fire Incident Casualty Type	Current Year		Previous Year	
	November	YTD	November	YTD
Civilian Injury	1	4	0	5
Civilian Death	0	0	0	1
Fire Service Injury	0	0	0	0
Fire Service Death	0	0	0	0

- \$4,000,000 of the year to date (YTD) property loss is from the fire at 1401 College Avenue, Founders Hill apartments, which resulted in the loss of a 28 unit apartment building.

Training Section – Mark Whitehair, Battalion Chief of Training

www.cityofmnhk.com/fire

The data collected from training records entered in November included 1,287.25 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 212.7 training hours per person, which is 88.6% of the goal for the year.

- All Department personnel participated in multi-company evolutions that were conducted in the burn building located on the training pad. The training consisted of multiple crews responding to a simulated structure fire and conducting operations. The crew members trained on incident command, fire attack, search and rescue operations and communication in a simulated smoke environment in full personal protective equipment.
- Five Department members attended the three day Building Construction for the Fire Service class at Fort Riley. This course enabled participants to learn the components of building construction as they relate to firefighter safety and life safety. The course also covered various classes of building construction and explained the theoretical concepts of how fire impacts the major types of building construction. The class was taught by instructors from the University of Texas and was free of charge.
- Members of the technical rescue team conducted three days of training with the Fort Riley Fire Department at Fort Riley. The training consisted of conducting shoring and stabilization procedures on simulated collapsed buildings and breaching through concrete to remove simulated victims that were trapped in a collapse.
- Six Department members attended the Leadership III for Fire and EMS: Strategies for Supervisory Success course that was held at the Manhattan Fire Department. This course covered when and how to delegate to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and apply coaching/motivating techniques. The class was presented by the Kansas Fire and Rescue Training Institute and was free of charge.

Current totals for 2016 are:

This Month	Same Month		To-Date Last Year
	Last Year	Current To-Date	
1,287.25	801	18,086.25	20,478

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	30	\$6,963,457	\$36,665.10	11
Same Month Last Year	31	\$6,920,765	\$34,730.39	19
Current Y.T.D. Totals	444	\$126,548,226	\$593,841.36	761
Previous Y.T.D. Totals	410	\$94,576,087	\$442,973.87	271

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

General Category	No. of Permits	Improvement Valuation	Permit Fees	Living Units
Addition				
<i>Residential</i>				
Garage	2	\$26,908.00	\$384.34	
Alteration				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$38,823.00	\$431.83	
Office Building	1	\$28,000.00	\$341.85	
Religious Building	1	\$11,000.00	\$158.15	
Restaurant	1	\$181,600.00	\$1,176.39	
Store	1	\$315,989.00	\$1,783.41	
<i>Residential</i>				
One Family	5	\$168,700.00	\$1,542.99	
Demolition				
<i>Residential</i>				
One Family	3	\$0.00	\$150.00	
Two Family	1	\$0.00	\$50.00	
New				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$2,260,323.00	\$8,263.03	
Office Building	1	\$457,959.00	\$2,426.67	
<i>Residential</i>				
One Family	11	\$2,926,955.00	\$17,152.79	11
Repair				
<i>Non-Residential</i>				
Restaurant	1	\$547,200.00	\$2,803.65	
<hr/>				
Total for the month of November	30	\$6,963,457.00	\$36,665.10	11
Year To Date Total	444	\$126,548,226.00	\$593,841.36	761

Permit numbers and total dwelling units are up considerably from last year’s pace. Permits were issued for 11 new dwelling units (all single-family) in the month of November. Of the 11 single-family, 8 were speculative homes. Through November of this year, approximately 75% have been speculative. We continue to review sets of plans for upcoming projects at a steady rate including additional commercial new and remodels and residential, both single family and multi-family.

Other Misc. Permits Issued.	48
New Construction Inspections	415
Same Month Last Year	388

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. No structures were condemned in November. The following data illustrates property maintenance activities for this year comparative to last year. Code Services Activities are up approximately 33% for the year in the amount of violations addressed. Zoning inspection data has been added but is only listed for the time in Code Services:

	November	2016 YTD Total	2015 YTD Total
Rental Units Inspected	20	118	116
Owners Volunteering	3	11	14
Fire Department Referral	3	16	5
Complaint	7	74	88
Other	7	17	9
Notices and Orders:	20	337	187
to Repair	20	323	169
to Repair or Demolish	0	4	5
to Demolish	0	0	0
to Vacate	0	10	13
Appeals Heard:	1	5	3
Variations Granted	0	0	1
Variations Denied	1	2	0
Variations Conditionally Approved	0	2	2
Variations Tabled	0	1	0
Nuisance Inspections Total:	78	4,150	2,847
Broken Down by Type:			
Weed Notices	7	1,895	1,219
By Complaint	1	276	382
By Code Office	6	1,619	837
Property Mowed by Contractor	0	152	67

Trash/Debris Notices	45	1,367	816
By Complaint	14	262	276
By Code Office	31	1,105	540
Nuisances abated by Code	1	30	44
Inoperable Vehicles	5	121	73
By Complaint	0	25	41
By Code Office	5	96	32
Second Notices	2	21	14
Sidewalk Notices	2	125	27
By Complaint	2	104	23
By Code Office	0	21	4
Second Notices	1	4	2
Parking in Front Yard	1	81	0
By Complaint	1	14	0
By Code Office	0	67	0
Miscellaneous Notices	18	573	705
By Complaint	9	182	286
By Code Office	9	391	419
Second Notices	1	1	0
Closed Inspections	79	2,927	1,655
Sign Inspections	1	59	0
Citations Issued:	0	8	9
Dismissed	0	0	1
Fined	0	4	1
Pending	4	4	7

Fire Prevention Section – Rick Stillwagon, Fire Marshal

www.cityofmnhk.com/fire

Fire prevention personnel spent the month of November working on annual and semi-annual inspections and various construction projects that are underway. Fire prevention personnel have been conducting overcrowding checks in Aggieville on KSU home game weekends.

Inspection Totals

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Fire Prevention Inspections	265	233	2,139	2,184

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.

This month we provided station tours and static displays of our equipment. We also provided an extinguisher demonstration as well as participated in the Veterans Day Parade.

Fire Prevention Activities

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Events	12	5	155	154
Total Time (hrs.)	17.5	9.5	245.5	257.75

Alarm Permit Program

During November, there were 12 new Alarm User permits issued. There were a total of 54 false alarms recorded for the month, of which 36 were false intrusion alarms and 18 were false fire alarms.

False Alarm Numbers

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Alarm Permits	12	6	95	119
Intrusion Alarms	36	31	511	604
Fire Alarms	18	13	164	211
Total Alarms	54	65	675	818

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 68 meetings/events: 25 meetings in Commission room, 24 events in City Auditorium, and 19 meetings at the Fire Department Headquarters Training Facility.

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
City Commission Room	25	31	126	262
City Auditorium	24	41	536	65
MFD Training Facility	19	29	171	221
Total Meetings	68	101	833	548

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 November.

On November 15, 2016, the City Commission held a public hearing on the development of the South East Neighborhood Recreation Center (SENRC), which will be located at the northeast corner of Fort Riley Boulevard and 10th Street. In 2015, the City undertook an analysis of its current and future needs for parks and recreation facilities improvements, through the Strategic Facility Improvement Plan. The Plan identified the need for a neighborhood recreation facility in this area. As currently proposed, the SENRC will provide a 17,000 square foot building comprised of a full-size multi-purpose court running east/west and two non-regulation size multi-purpose cross courts. An application has been prepared to request a \$3,304,000 Loan Guarantee from the U.S. Department of Housing and Urban Development (HUD), which will be repaid with proceeds from the City's annual future Community Development Block Grant (CDBG) entitlement allocations. The application will be submitted in December 2016 and review by HUD is expected to take 3-4 months.

In November, the City Commission approved the continuation of two CDBG projects. The first will be completion of designs for remodeling of the Riley County Senior Center kitchen. The Project will involve completion of construction drawing and bidding services to rehabilitate the kitchen. Funds will be provided through the City's 2016 CDBG allocation and the Senior Center. The second project is a review of ADA improvements for the Community House, located at 120 N. 4th Street. The project will provide further design analysis of the improvements necessary to update accessibility to the structure and develop cost estimates for future consideration.

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	0	5(235.851 acres)	3 (102.72 acres)
Rezoning:	2	18	13
Preliminary Plats:	0	4	5
Final Plats:	2	19	22
Planned Unit Developments: Preliminary Plan	0-Residential 1-Comm./Ind.	1-Residential 1-Comm./Ind.	2- Residential 0-Comm./Ind.
Planned Unit Developments: Final Plan	0-Residential 1-Comm./Ind.	1-Residential 8-Comm./Ind.	2- Residential 8- Comm./Ind.
Planned Unit Development Amendments:	0-Comm./Ind. 0-Residential	7-Comm./Ind. 2-Residential	9-Comm./Ind. 3-Residential
Zoning Ordinance Amendments:	0	5	0
Municipal Facility Review	0	0	0
Comprehensive Plan Adopt/Amendment	0	0	2

Board of Zoning Appeals (BZA) Activity

	This Month	2016 Year-To-Date	2015 Year-To-Date
Exceptions:	5	25	22
Variances:	1	2	7
Conditional Uses:	0	7	7
Appeals:	0	0	0

Historic Resources Board (HRB)

	This Month	2016 Year-To-Date	2015 Year-To-Date
SHPO/HRB Reviews:	0	9	19

Planning Division-Administrative Activity

	This Month	2016 Year-To-Date	2015 Year-To-Date
Pre-application Meetings	6	43	66
Flood Plain Permits	0	7	1
Citizen Informational Meetings	1	13	20

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

Other Planning Activity

Unified Development Ordinance: The City Commission approved the Selection Committee's recommendation to negotiate a final scope of services and contract with Kendig Keast to update and rewrite the Manhattan Zoning Regulations and the Manhattan Urban Area Subdivision Regulations into a Unified Development Ordinance. One of the goals of the project will be to make the development regulations more user friendly and searchable on a mobile and web based platform.

Presentation to the Campus Planning & Development Advisory Committee: The Assistant Director gave a presentation on the proposed Urban Core Residential District (UCR) to Kansas State University's Campus Planning & Development Advisory Committee. Committee members expressed general support of the UCR concept and draft district.

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
- W. Anderson Sanitary Sewer Improvements
- Denison Avenue Watermain Improvements
- Denison Avenue Stormwater Improvements
- Grand Mere Parkway Watermain Improvements
- Sunset Lane Watermain Improvements
- Berkshire Watermain
- Bulk Water Filling Station
- 1500 Block Alley Paving
- Traffic Shop Parking lot paving
- Houston, 17th-18th Street Sanitary Sewer
- Kimball Avenue Corridor Study Concept Study/N. Campus
- 11th 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
- Juliette Bricks, Phase II

Projects out to bid

- Knox Road Sidewalk
- Muirfield Landscaping Improvements
- Legacy Ridge Subdivision
- Poliska Stormsewer
- K-18 & K-113 Diverging Diamond Interchange

Projects Under Construction

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

- Berkshire Court/Wyndham Heights Waterline Improvements
- Wastewater Treatment Plant – Blower Building No. 1 Evaporative Cooler Replacement
- Water Treatment Plant Improvements Project – Electrical Upgrades and Generator Installation
- 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

Projects Under Construction

- Wastewater Treatment Plant – Biosolids Lagoon Dredging
- Wastewater Treatment Plant - SCADA Computer and Operating System Upgrade
- Water Treatment Plant – Clarifier No. 2 Painting and Drive Rehabilitation
- Large Water Meter Replacement: Red Bud Estates
- Blue Township Waterline: US-24 Crossings

Projects Pending Construction

- Water Treatment Plant – Lime Sludge Pit – Lime Disposal Project – Winter 2016

Pending Projects to Bid

- Wastewater Treatment Plant – Blower Building No. 1 Evaporative Cooler Replacement

Pending Project RFQ's

- Wastewater Treatment Plant – Pump Station Improvements Project
- Wastewater Treatment Plant – Mechanical, Electrical and Plumbing Improvements Project

Pending Projects Miscellaneous

- Fairmont Heights Sanitary Sewer Benefit District – Pending Riley County
- Fairmont Heights – Messenger Road Waterline Improvements (with KDHE)

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

Other

- Grease Management Permitting Program and Ordinance Update

WASTEWATER TREATMENT PLANT – Russell Still
Wastewater Treatment Plant Superintendent

- Total Wastewater Treated (Year-To-Date) – 1,741.14 million gallons
- Maximum Daily Flow Influent – 5.49 million gallons
- Total Monthly Sludge Wasted to Digesters – 1,190,181 gallons
- Average Percent % Solids, Biosolids – 1.65%

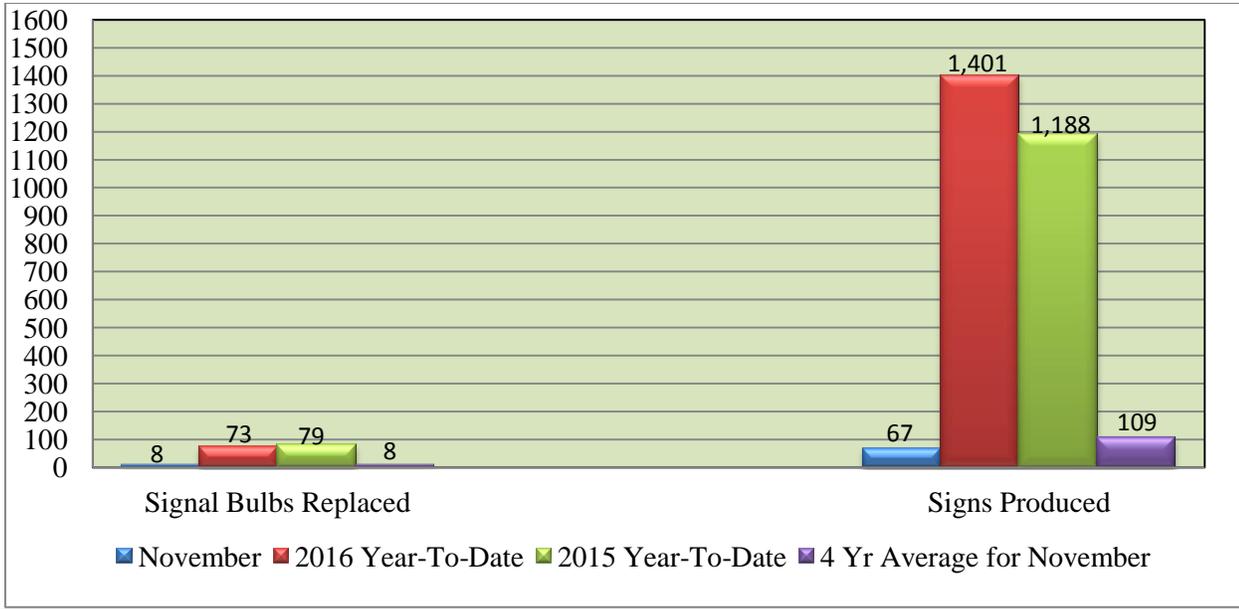
ENVIRONMENTAL COMPLIANCE SECTION – Abdu Durar, Ph.D., Environmental
Compliance Manager

- Bacteriological Samples Taken – 63
- Chloramines Samples Taken – 35
- Industrial Pretreatment Program Inspections – 0
- Backflow Preventers Test Reports Received – 220

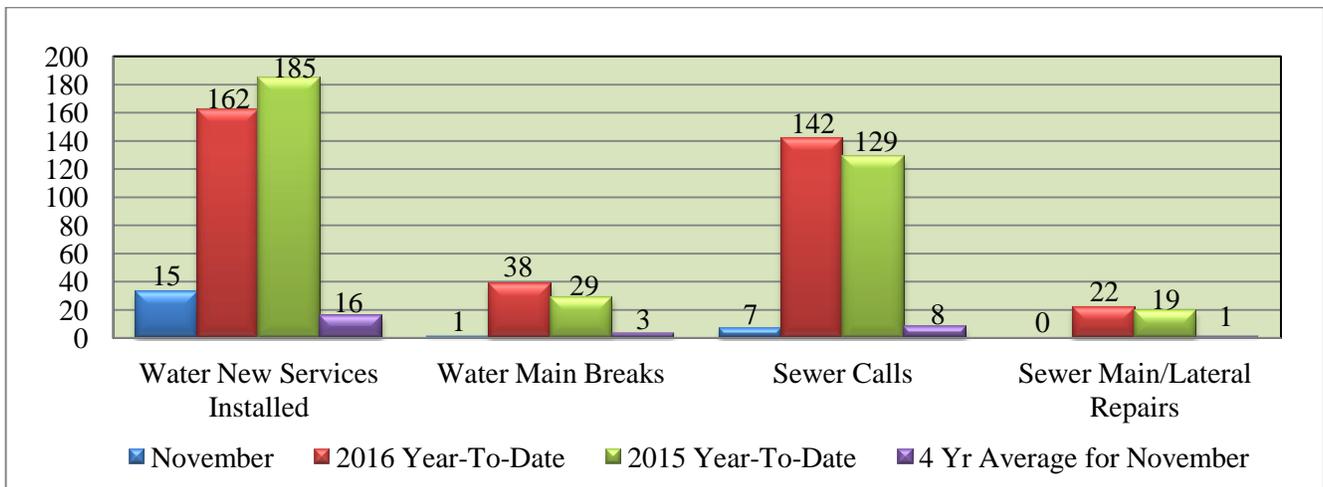
PUBLIC WORKS OPERATIONS - Jeff Walters, Public Works Superintendent

Public Works Operations	November 2016	2016 Year-To-Date	2015 November Year-To-Date	4 Year Average for November
Concrete Poured (CY)	362	3,256	2,565	204
Asphalt Placed (tons)	40	1,054	888	47
Blocks Swept (Emphasis on Residential/Arterial)	1,312	33,095	23,276	1,330
Salt Spread (tons)	0	486	947	31

TRAFFIC SECTION - Bill Dickinson, Traffic Supervisor



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



Other Notables

- After Hours Service Calls – 7

Water Meter Department	November 2016	2016 Year-To-Date	2015 November Year-To-Date
Delinquent Turn-Offs	68	1,063	1,075
Delinquent Turn-Ons	48	766	770
Temporary Offs for Plumbers	3	67	53
Meter Repairs	89	1,191	990
Replace Meters	15	300	301
Customer complaints (pressure/water quality/re-reads/stuck meter)	52	379	395
Turn Off Orders	242	5,794	5,210
Turn On Orders	186	5,912	5,314
Meter Reads	16,198	161,989	182,528

Miscellaneous Information	November 2016	2016 Year-To-Date	2015 November Year-To-Date
Sewer Line Maintenance/Sq.Ft.	21,796	320,049	356,114
Utility Locates	605	7,623	8,007

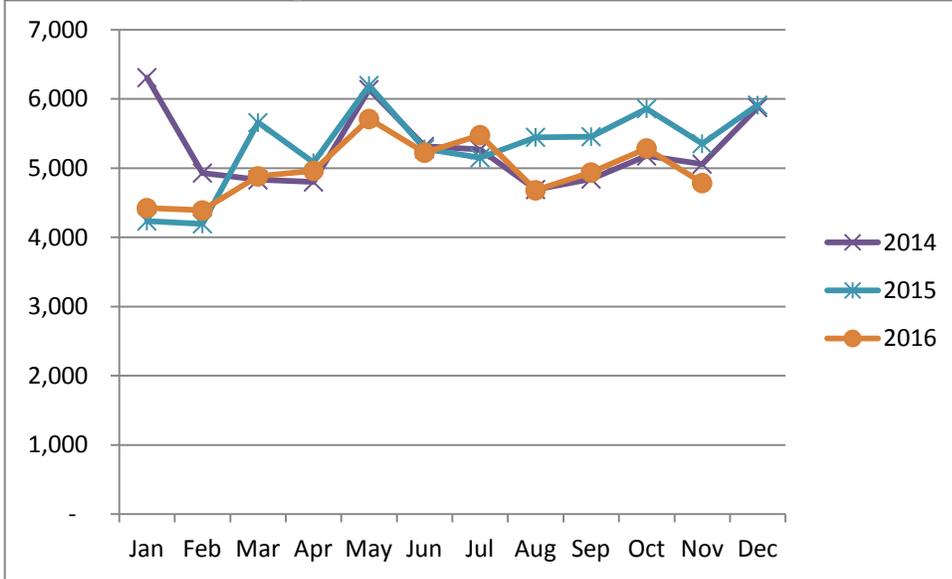
WATER TREATMENT PLANT – Randy D. Dewitt, Assistant Director of Public Works
For Water and Wastewater

Water Production	2016 November	2016 Year-To-Date	2015 November	2015 Year-To-Date
Total Pumped to Distribution (MG)	159.1	2,377.7	252.2	2,283.7
High Day – Pumped to Distribution (MG)	7.2	15.6	9.3	12.1
Low Day – Pumped to Distribution (MG)	3.8	3.6	5.2	3.2
Average Daily Pumped (MG)	5.5	7.1	8.1	6.8
Total Backwashed Water Recycled (MG)	3.3	42.1	4.1	37.0

MANHATTAN REGIONAL AIRPORT

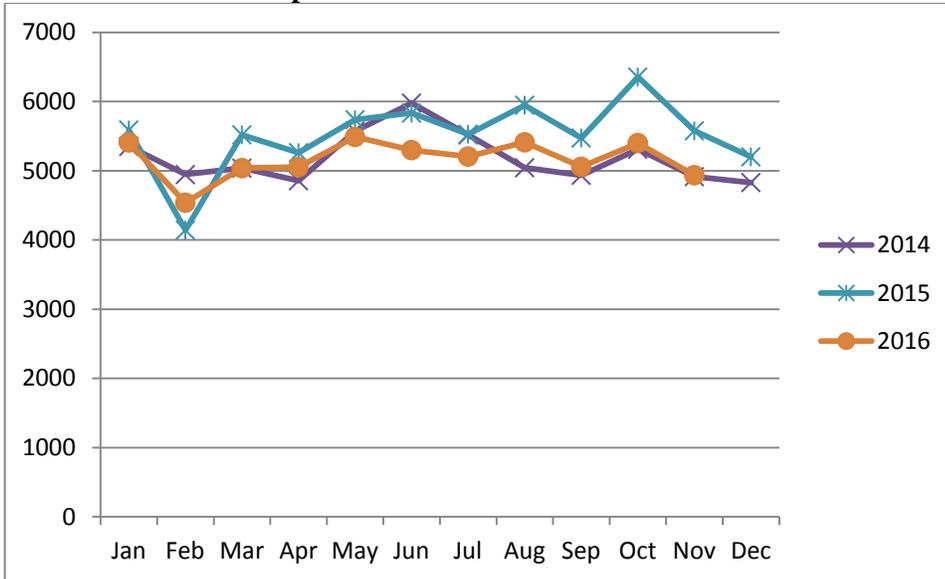
MANHATTAN REGIONAL AIRPORT – Jesse Romo, Airport Director
www.flymhk.com

Commercial Airline Enplanements



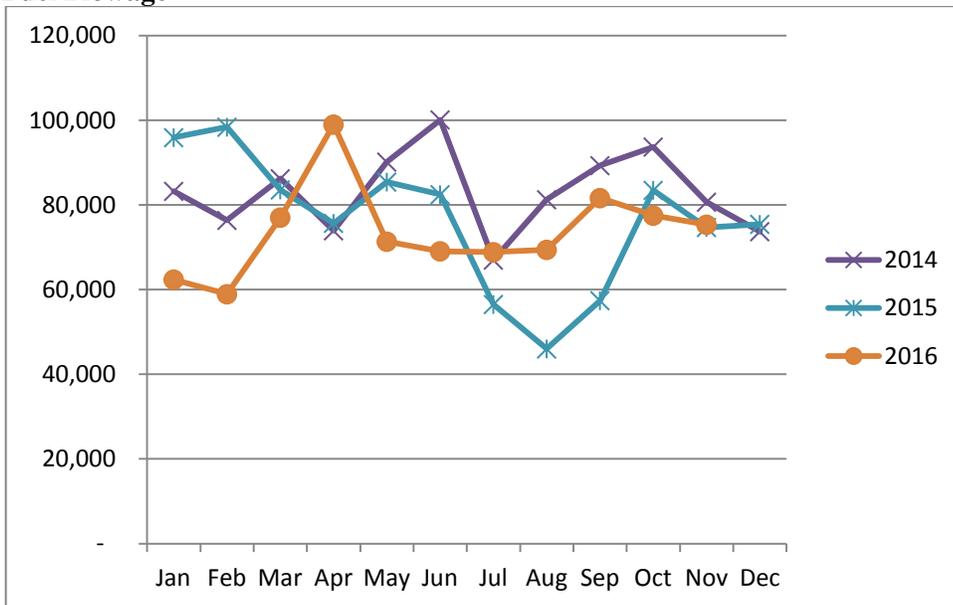
*November American Eagle Enplanements: 4,785

Commercial Airline Deplanements

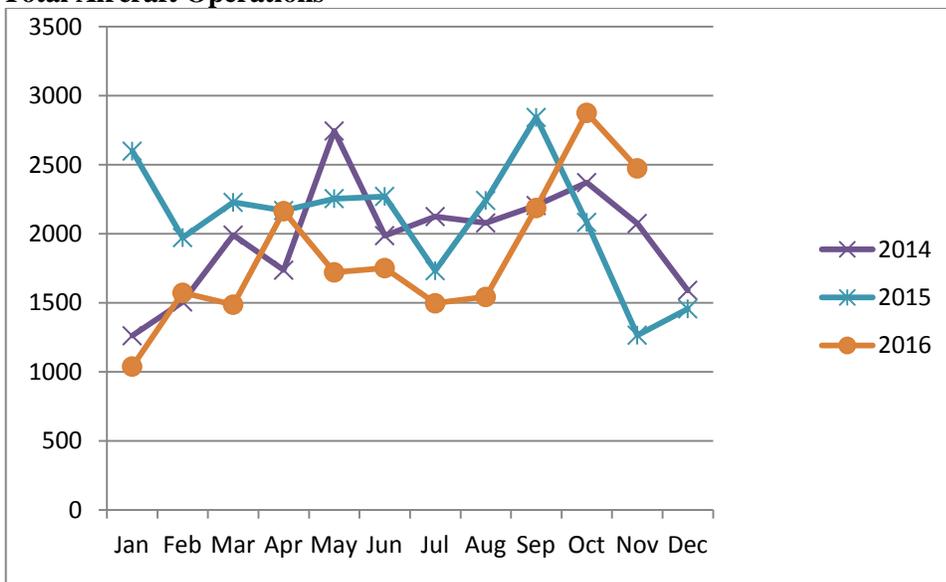


*November American Eagle Deplanements: 4,935

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*	54,751	56,830	810,287	20,313

*Denotes Year to Date figures

LEGAL DEPARTMENT

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

Municipal Court

Charges Filed

TYPES OF CASES	November 2016	November 2015
<i>Selected Specific Offenses</i>		
Driving Under the Influence	14	21
Driving While Suspended/ Habitual Violator	21	6
Marijuana Possession	6	12
Theft	1	7
Total Month Specific Offenses	42	46
Total Year-to-Date Specific Offenses	665	747
Total Year-to-Date Non-Specific Offenses (All Other)	5,028	5,219
<i>Parking Violations</i>		
Parking violations current month	263	390
Total Year-to-Date Parking Violations	5,727	7,034

Disposition of Cases

DISPOSITION	November 2016	November 2015
Total Month Cases Disposed	425	483
Total Year-to-Date Cases Disposed	6,160	6,309

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

ACTION	November 2016	November 2015
New Diversions	79	64
Pending Diversions	1331	1309
New Probation/Parole	37	36
Total Month New Diversions/Probations	116	100
Total Year-to-Date New Diversions/Probations	1,148	1,138

Cases assigned to the Public Defender

INFORMATION	November 2016	November 2015
New Cases	40	14
Total Year-to-Date New Cases	389	301

Fines, Fees, & Costs Received

REVENUE	November 2016	November 2015
Total Month Revenue Received	\$136,575.61	\$119,289.86
Total, Year to Date, Revenue Received	\$1,530,422.52	\$1,542,483.55

Civil Cases Pending

No cases are pending.

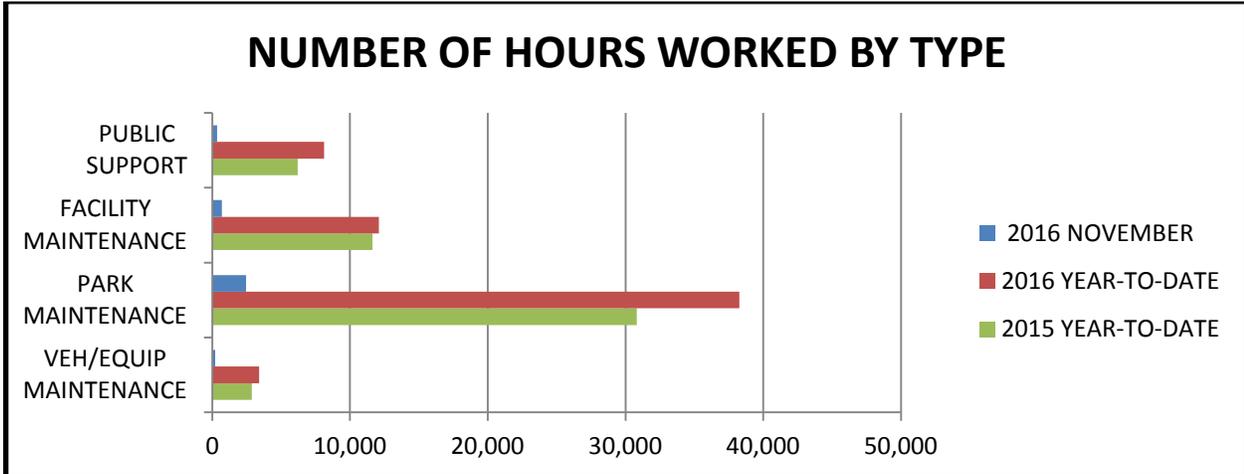
PARKS AND RECREATION DEPARTMENT

PARKS & RECREATION DEPARTMENT – Edward Eastes, Director

www.cityofmnhk.com/parksandrec

PARKS DIVISION – Casey Smithson, Park Superintendent

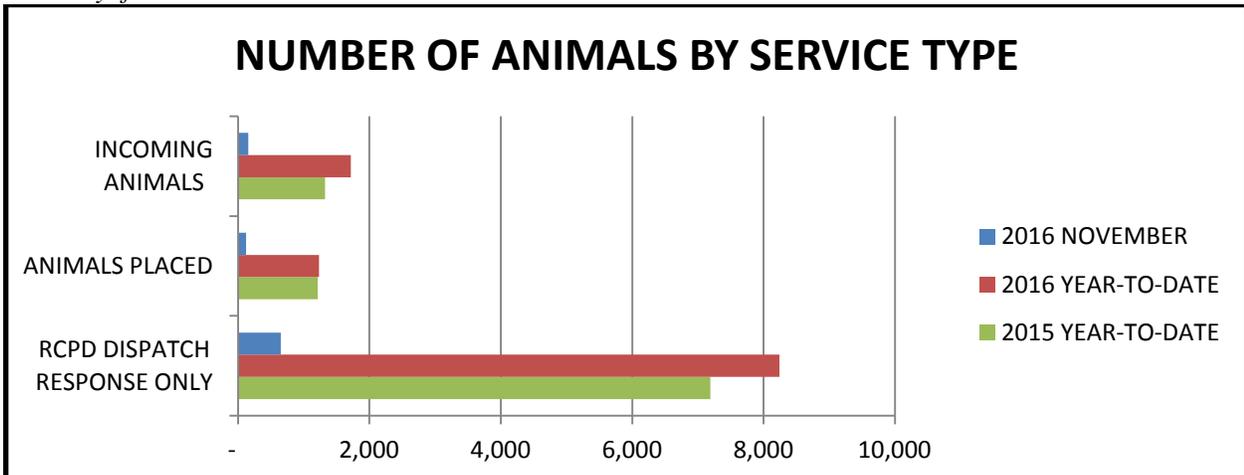
www.cityofmnhk.com/parks



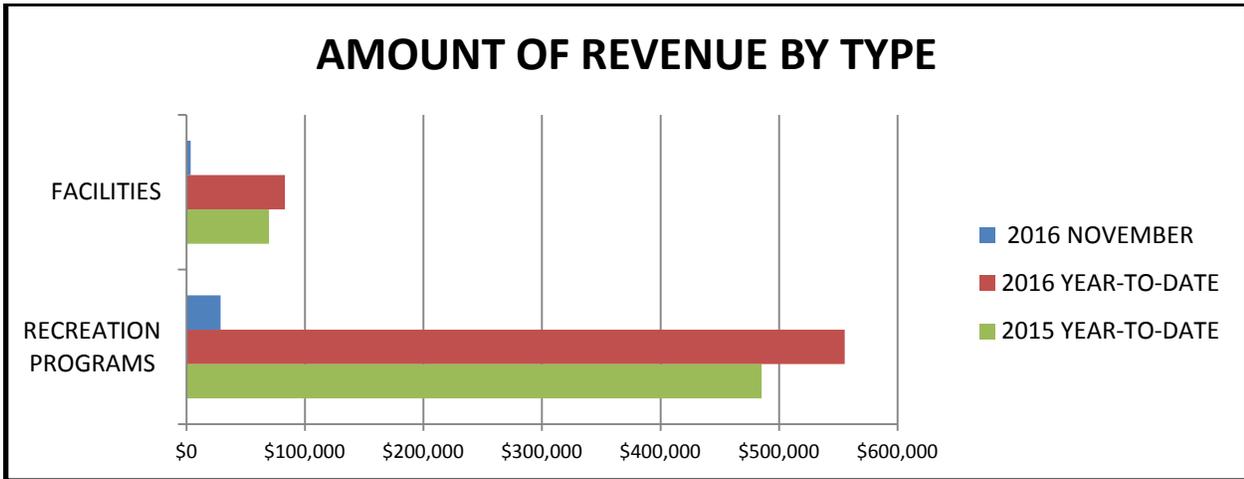
NOTE: Public support includes calls for forestry service and cemetery funeral preparations

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

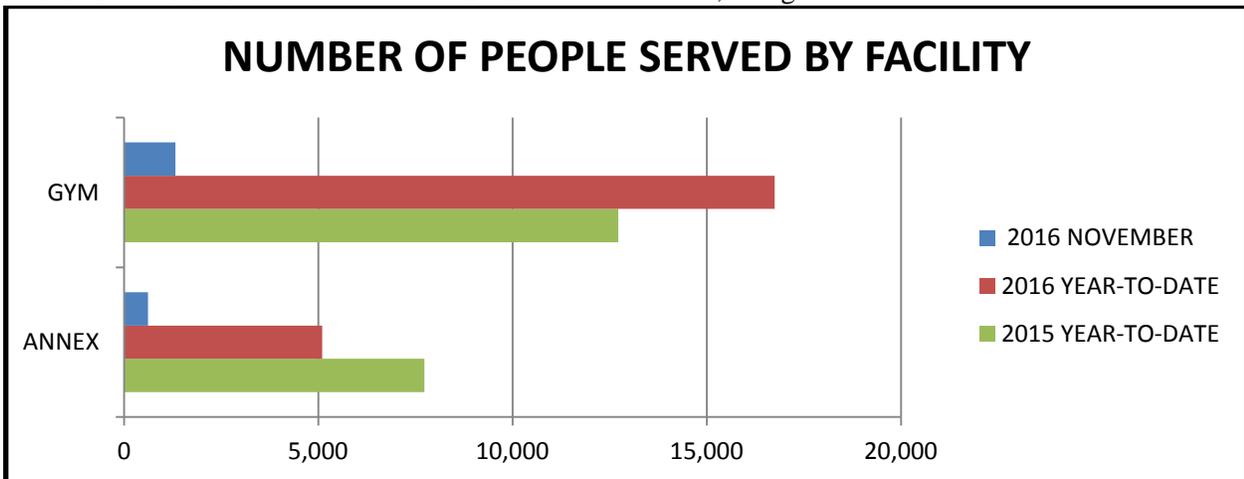
www.cityofmnhk.com/animalshelter

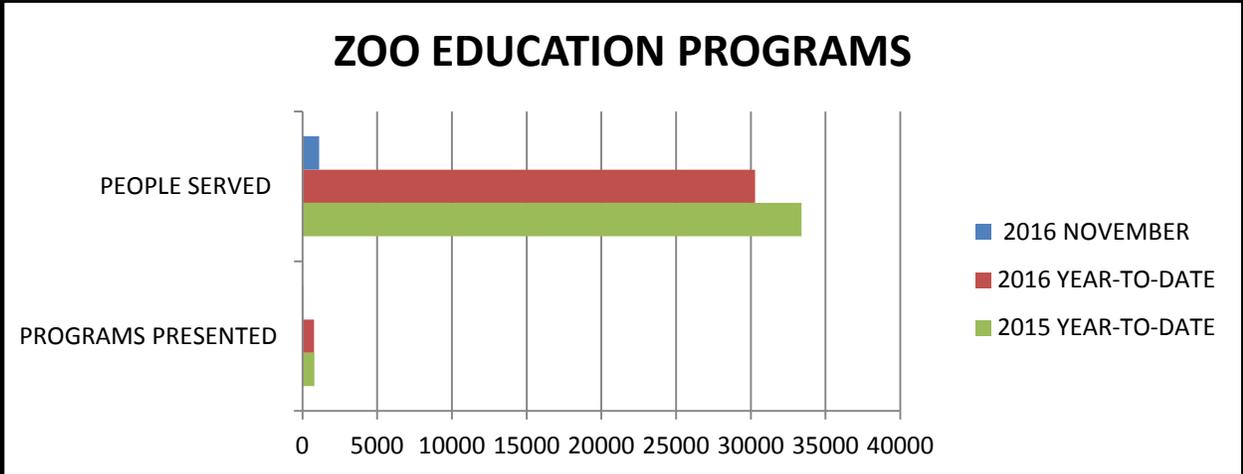
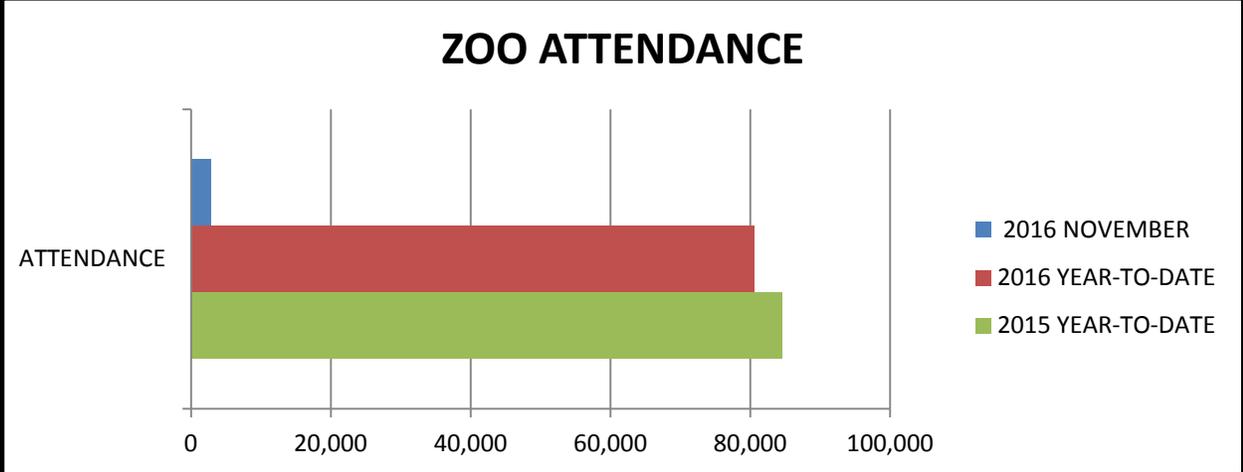


RECREATION DIVISION – Randi Clifford, Director of Recreation



DOUGLASS CENTER DIVISION - Dave Baker, Douglass Center Director





Monthly Operations Report

November 2016



Revenues	2013	2014	2015	-----2016-----		% of Budget *
	Actual	Actual	Actual	Budget	Actual	
Admission Fees	\$ 226,648	\$ 211,822	\$ 184,202	\$ 215,141	\$ 225,769	104.9%
Gift Shop	105,294	89,444	82,330	106,051	88,528	83.5%
Education	11,646	23,915	38,582	46,273	46,708	100.9%
Facility Rental	68,748	103,642	113,921	121,000	99,992	82.6%
Memberships	32,046	40,230	41,165	50,000	49,059	98.1%
Contributions / Donations	11,097	5,967	2,851	-	11,234	0.0%
Sponsorships/ Grants	-	18,725	3,725	-	-	0.0%
Transient Guest Tax Revenue	196,069	204,199	282,496	258,333	258,333	100.0%
TOTAL REVENUES	\$ 651,547	\$ 697,943	\$ 749,272	\$ 796,798	\$ 779,622	97.8%

*92% of the operating year has lapsed.

Expenses

Personnel Services	\$ 376,779	\$ 439,848	\$ 473,524	\$ 497,750	\$ 439,796	88.4%
Contractual Services	263,490	292,005	313,229	307,467	247,765	80.6%
Commodities	86,210	99,073	87,036	92,350	75,868	82.2%
Capital Outlay	11,503	6,366	7,854	2,250	5,635	250.4%
TOTAL EXPENSES	\$ 737,981	\$ 837,292	\$ 881,643	\$ 899,817	\$ 769,063	85.5%

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	55,279	112.24%
Attendance ~ Special Events	9,486	11,486	10,895	10,000	11,014	
Attendance ~ Offsite Programs	7,013	13,247	15,920	11,000	12,495	

Volunteers

Number of Active Volunteers	43	39	27	35	24
Total Volunteer Hours	6,335	6,205	4,484	5,200	3,198

Facility Use - Event Rentals

FHDC	165	196	207	185	196
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HUMAN RESOURCES DEPARTMENT

HUMAN RELATIONS and PERSONNEL DIVISION – Cathy Harmes, Director

www.cityofmnhk.com/hr

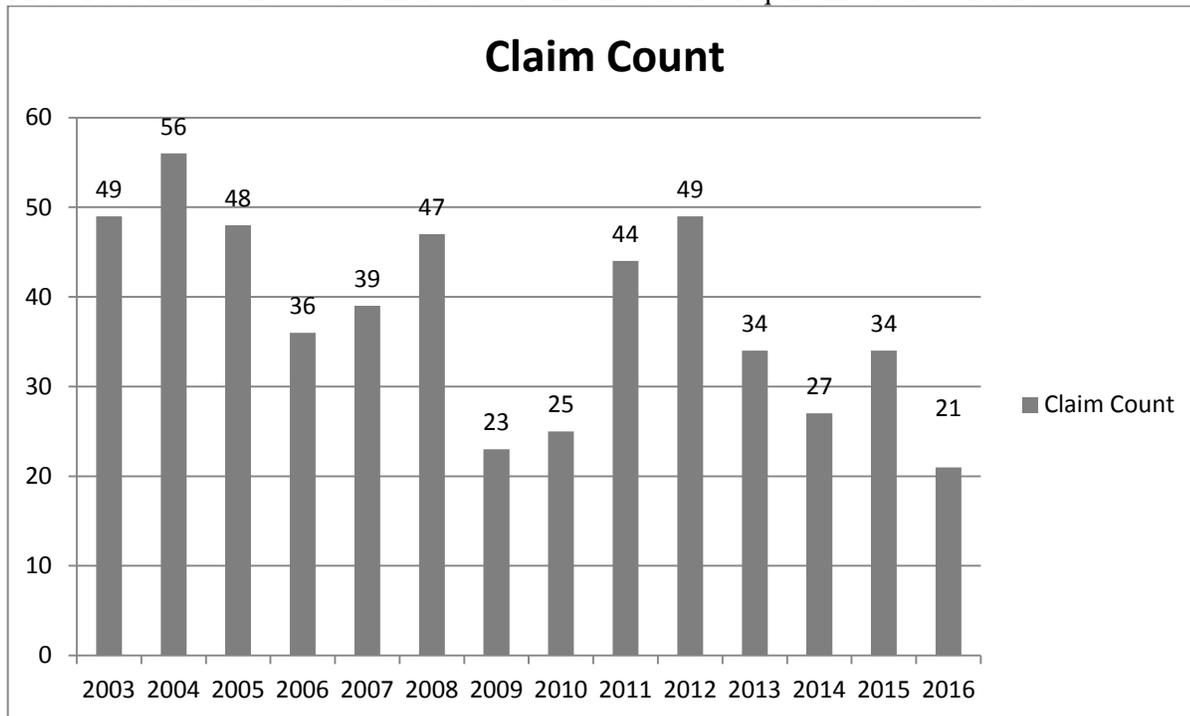
	November 2016	2016 Year-To-Date	2015 Year-To-Date
Number of voluntary separations (excludes temporaries)	3	51	48
Number of involuntary separations (excludes temporaries)	0	0	1
Turnover	.8%	10.72%	13.2%
New hires filled within 45 days of recruitment* (year-to-date)	0	72.36%	80.4%
Number of employee reviews past due**	6	1	0
Accident/Injury frequency rate	2	30	49
Accident/Injuries resulting in medical treatment/ lost time	1	21	34
Landlord/Tenant inquiries or assistance	1	44	49
Citizen referrals provided	0	25	50
In-house training programs offered	0	20	28
Workers' compensation costs as % of payroll	.87%	.3%	.87%
Sick leave used per 1000 hours worked	37	29	31.1

*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

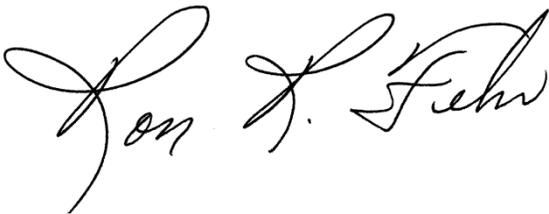
www.cityofmnhk.com/citymanager

Open Records Request:	November 2016	November 2015	2016 Year-To-Date	2015 Year-To-Date
Internal	1(:15 hr)	1(:15 hr)	22(7:30 hrs)	34(12:15 hrs)
External	5(2:15 hrs)	6(3:00 hrs)	83(50:45 hrs)	83(41:15 hrs)
Consent Agenda Items Processed:	19	27	360	327
General Agenda Items Processed:	6	4	85	68
Work Session Items Processed:	5	4	31	23
Items filed at Register of Deeds Office	5	16	141	112

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

Respectfully submitted,

CITY OF MANHATTAN



Ron R. Fehr
City Manager

Enclosure:

1. Manhattan Area Chamber of Commerce Reports



November 2016

Overview from CVB Director

November focuses on being thankful, for Freedom, our Community, and our families. Manhattan is host to a great Veterans Day parade kicking off a day filled with activities celebrating those who serve. Our community also kicks off the Holiday season with the 4th annual Festival of Lights, perfect to draw visitors to Manhattan as they make memories in The Little Apple®.

- Luke Wiggins, Convention Sales, has worked extensively with the Kansas Mission of Mercy – a program of the Kansas Dental Association. This event will bring over 1000 to our community in February to receive dental care and hundreds of dentists and dental professionals who will give of their time to provide services.
- Hosted Heartland Sports Travel writer, showcasing Manhattan's many offerings: Thanksgiving Turkey Trot, Festival of Lights, KSU – KU football game.
- Hotelier Meeting focusing on 2017 Meeting Planner event as well as preparing for the annual Kansas Society of Association Executives annual meeting in December.
- Working with Kansas Wheat as together we promote the Festival of Breads in June 2017.
- Little Apple Corps Volunteers – met and discussed the challenges and future of this program.
- Marcia Rozell, Tourism Sales, will serve as the Flint Hills Tourism Coalition chairman 2017.
- Sponsored Dave Kendall's, Prairie Hollow Productions, *The Tallgrass Prairie National Preserve Documentary, A Flint Hills Love Story.*

Yours in Tourism,

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

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

OCTOBER 2016 Statistics for Manhattan

YTD Through October	Occupancy	ADR	RevPar	Supply	Demand	Revenues
2010	66.4%	\$78.81	\$52.37	300,840	199,898	\$15,754,188
2011	63.0%	\$80.09	\$50.43	317,376	199,838	\$16,004,170
2012	61.9%	\$85.72	\$53.08	358,416	221,871	\$19,025,732
2013	58.7%	\$88.77	\$52.08	378,996	222,328	\$19,736,259
2014	57.9%	\$94.11	\$54.45	353,088	204,274	\$19,224,634
2015	60.0%	\$93.81	\$56.30	396,177	237,777	\$22,305,308
2016	62.2%	\$94.65	\$58.89	403,104	250,788	\$23,737,377

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

<u>MHK WEEKLY OCCUPANCY</u>	<u>November 2016</u>		<u>November 2015</u>
1 st Week	62.6%	↑	61.2%
2 nd Week	53.1%	↓	56.4%
3 rd Week	60.0%	↓	65.2%
4 th Week	46.2%	↑	29.1%

*Note – November 2016 reflects 1326 hotel rooms vs. November 2015 reflects 1450 hotel rooms.

***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 November: 1278

Top Inquiries: Arts, Dining, History, Outdoors

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

Top 10 Inquiry cities: New York, Kansas City, Wichita, Chicago, Philadelphia, Boston, Scranton, Minneapolis, San Francisco, Dallas

MARKETING ACTIVITY & PERFORMANCE**November 2016****October 2016**

<u>visitManhattanKS.com</u>		
Visits	5,131	7,399
Page Views	12,422	18,006
Unique Page Views	9,741	14,186
Average actions	2.8	2.8
Unique Visitors	4,504	6,305
Source of Visit		
Search Engine	2,336	2,934
Direct Entry	1,454	2,116
Website Referrals	713	1,074
Mobile Users	1,872	2,886
<u>Book Direct</u>		
Total Hits	125	231
Total Referrals	110	147
<u>Constant Contact</u>		
<u>Meet in Manhattan</u>		
Sent	30	1,015
Opened	9	215
Percentage	36.0%	22.1%
<u>Manhappenins</u>		
Sent	5,296	5,200
Opened	748	727
Percentage	16.2%	16.0%
<u>Social Media</u>		
<u>Facebook</u>		
Daily page Engaged Users	3,612	1,836
Daily Total Impressions	134,135	123,750
Daily Total Reach	84,383	70,315
# of Fans	5,662	5,495
<u>Twitter</u>		
# of followers	823	793

# of new followers	30	40
# of tweets	95	177
# of total tweets	1,749	1,654
Tweet impressions	34,275	78,698
Pinterest		
# of followers	307	306
Average daily impressions	16	11
YouTube		
# of views	455	720
<u>MHK Airport Kiosk</u>		
Total Hits	907	1,072
Visit Manhattan Hits	52	24
<u>Cell Phone Charger</u>		
Groups requesting charger	3	4

Hotel/Facilities Meeting:

Discussion for FAM tours 2017, KSAE trade show/annual meeting, overview of STR report. Review of Simpleview, our new CRM tracking system..

CVB Steering Committee Meeting:

Final Steering Committee will be held Wednesday, December 14.

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

Prepared On: 12/02/2016
 Prepared By: Karen Hibbard



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Custom Conventions Held

Account Name	Lead Name	Meeting Start Date	Meeting End Date	People	Total Rooms	EEI Value	
Wieck Family Reunion	Family Reunion	11/08/2016	11/11/2016	20	36	\$17,515.80	
Kansas Association of American Educators	various	11/08/2016	11/09/2016	75	48	\$42,865.50	
College and University Professional Association for Human Resources, Kansas Chapter	Annual Conference	11/09/2016	11/10/2016	125	100	\$39,250.00	
Kansas Water Office	Governor's Conference on the Future of Water in Kansas	11/14/2016	11/15/2016	500	188	\$392,500.00	
Kansas Rural Center	Farm & Food Conference	11/18/2016	11/19/2016	220	70	\$94,200.00	
Manhattan Christian College	Oasis Conference (Kansas Christian Teen Convention)	11/18/2016	11/19/2016	1000	320	\$314,000.00	
COUNT: 6					SUM: 1940	SUM: 762	SUM: \$900,331.30

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

	Oct. 2016	Thru 10/31/16	Budget 2016
REVENUES			
TAXES & ASSESSMENTS			
TRANSIENT GUEST TAX	-	780,496	1,041,000
INVESTMENT INCOME	1,030	12,083	11,000
	1,030	792,578	1,052,000
CONTRIBUTIONS & OTHER REVENUE	1,328	103,735	161,550
	1,328	103,735	161,550
TOTAL REVENUE	2,358	896,314	1,213,550

EXPENDITURES

Oct. 2016 Thru 10/31/16 Budget 2016

PERSONNEL SERVICES

*The Personnel Services category includes such items as Full and Part Time employee salaries and Benefits.

EXEMPT EMPLOYEES	31,189	249,994	334,600
VEHICLE ALLOWANCE	539	6,817	9,150
	31,728	256,810	343,750

CONTRACTUAL SERVICES

*The Contractual Services category includes Dues & Memberships, Prof. Services, etc. that are contracted out.

PROFESSIONAL SERVICES	9,961	69,194	105,500
CONVENTION SERVICES	234	1,744	4,200
OUTREACH PROGRAMS	10	89,510	86,400
GAS & ELECTRICITY	-	-	-
BUILDING MAINTENANCE	2,818	38,499	51,600
EQUIPMENT MAINTENANCE	-	-	-
SOFTWARE MAINTENANCE AGREEMENTS	-	2,659	2,700
OFFICE EQUIPMENT LEASE	-	-	-
INSURANCE	-	761	800
TELECOMMUNICATIONS	197	3,358	2,400
POSTAGE	2,090	10,672	6,200
LEGAL PUBLICATIONS	-	-	-
MARKETING/PUBLIC RELATION	27,710	388,744	514,462
PRINTING/BINDING	1,208	83,762	96,100
DUES & MEMBERSHIPS	362	8,917	8,425
SEMINAR & CONFERENCE REGISTRATIONS	2,993	10,940	16,700
	47,585	708,759	895,487

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

Oct. 2016 Thru 10/31/16

Budget 2016

COMMODITIES

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

OFFICE SUPPLIES	170	5,552	7,600
EXHIBIT SUPPLIES	688	1,653	1,000
	<hr/>		
	858	7,205	8,600

COMMODITIES - CIP

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

OPERATING EQUIPMENT (INV)	2,390	69,755	44,050
	<hr/>		
	2,390	69,755	44,050

TRANSFERS

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

SALES TAX	4	8	25
	<hr/>		
	4	8	25

TOTAL EXPENDITURES	82,565	1,042,538	1,291,912
FUND BALANCE	(80,207)	(146,224)	(78,362)

Manhattan Area Chamber of Commerce

City ED Contribution/Expenses

October 2016

12/02/16

Accrual Basis

	Oct 16	Jan - Oct 16
Income		
1020 · Government Contracts		
1025 · City of Manhattan	11,090.00	110,900.00
1041 · Technology Park Marketing	833.37	8,333.70
Total 1020 · Government Contracts	11,923.37	119,233.70
Total Income	11,923.37	119,233.70
Expense		
2080 · Employees		
2100 · Payroll	6,607.06	68,634.25
2105 · Payroll Taxes	447.93	5,410.73
Total 2080 · Employees	7,054.99	74,044.98
4930 · Military Relations Exp.		
4960 · Supplies/Equipment	0.00	9.75
Total 4930 · Military Relations Exp.	0.00	9.75
9840 · Community Prosperity - AM3		
9845 · Governor's Military Council	0.00	15,000.00
9865 · Retention & Expansion	0.00	2,686.92
9870 · Workforce Development	0.00	2,709.47
Total 9840 · Community Prosperity - AM3	0.00	20,396.39
9880 · Enhance E.D. Capacity -AM3		
9885 · Diversfy Economy	0.00	2,756.95
9893 · Research & Univ. Technolog	16.00	3,252.53
9895 · Retire to the Flint Hills	394.88	22,397.76
Total 9880 · Enhance E.D. Capacity -AM3	410.88	28,407.24
9980 · Regional Competitive - AM3		
9985 · Marketing Materials	0.00	1,510.47
9990 · Recruiting	22.27	4,026.78
Total 9980 · Regional Competitive - AM3	22.27	5,537.25
Total Expense	7,488.14	128,395.61
Net Income	4,435.23	-9,161.91

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

	<u>Oct 16</u>	<u>Jan - Oct 16</u>
Income		
3320 · Military Relations		
3328 · Government Contracts	3,333.37	33,333.70
Total 3320 · Military Relations	<u>3,333.37</u>	<u>33,333.70</u>
Total Income	3,333.37	33,333.70
Expense		
4930 · Military Relations Exp.		
4932 · AUSA	5,762.52	6,737.27
4938 · Events	0.00	1,401.87
4941 · Mileage	174.17	1,776.53
4942 · Misc.	0.00	1,296.93
4945 · Postage/Mailing	0.46	45.46
4950 · Salaries/Taxes/Benefits	1,468.41	17,350.87
4957 · Staff Meals	37.00	333.00
4960 · Supplies/Equipment	1.80	323.34
4962 · Telephone	2.50	32.95
4965 · Wives Function	20.00	97.98
Total 4930 · Military Relations Exp.	<u>7,466.86</u>	<u>29,396.20</u>
Total Expense	<u>7,466.86</u>	<u>29,396.20</u>
Net Income	<u><u>-4,133.49</u></u>	<u><u>3,937.50</u></u>

December 2016

Report of Economic Development Director

Business Advocacy: The new, nine-member Business Advocacy Committee (BAC), formerly the Public Affairs Committee, was approved by the Chamber Board of Directors in September. New members will be announced in January, and the committee will meet twice monthly. Committee members will serve three-year terms.

Fort Riley: The Veteran's Affairs – Member Services call center on post is adding 200 jobs. Paid training classes will begin in January, and wages will start at about \$15.40/hr. This will add over \$6.5 million in payroll to the area economy.

Sales Tax: November 2016 sales were \$1.023 billion, putting Manhattan on pace for another record sales year. January – November sales since 2012:

2016 -- \$1.023 billion
2015 -- \$1.006 billion (full-year record of \$1.099 billion)
2014 -- \$986.1 million
2013 -- \$959.7 million
2012 -- \$974.3 million

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

Manhattan:	2.8 % (lowest of cities listed)
Riley County:	3.0%
Manhattan MSA:	3.1%

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 51,755 and employment of 50,161. Also from the report:

- In January 2002 Manhattan had **22,325** people employed
- As of October 2016 Manhattan has **31,453** employed
- The net increase of **9,128** jobs places us third among the 17 cities included in the report
- The percentage increase of **41%** places us first among the 17 cities

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.*

Leadership Manhattan (LM): The Selection Committee of Leadership Manhattan undertook a blind review of applications and selected 19 members for the 2017 LM class:

Garric Baker – Bruce McMillan ATA Architects
Jennifer Butler – Kansas Farm Bureau
Jamie Coones – Technology Consultant
Allison Disbrow – ERA High-Pointe Realty
Matthew Drodge – Riley County Police Department
Shawn Dryden – New Boston Creative Group
Pamela Erickson – K-State Global Campus
Chris Fox – Fox Home Innovations
Amber Hamilton – Varney & Associates
Josh Hicks – The Fellow
Ben Kearns - Coldwell Banker Realty Group One
Matthew Kohls – BG Consultants
Blade Mages – 502 Media Group
Shelle Maginness – Farmers State Bank
Kiley Moody – K-State Institute for Commercialization
Deb Nauerth – USD 383 – Woodrow Wilson Elementary
Tracy Robinson – KSU Foundation
Michelle Sink – Commerce Bank
Abby Stitt – Community First National Bank