

City of Manhattan

City Manager's Monthly Report

MARCH 2016

City Commission:

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

FINANCE DEPARTMENT

FINANCE and ACCOUNTING - Bernie Hayen, Director of Finance

www.cityofmnhk.com/finance

Financial Snapshot – as of March 31, 2016

City of Manhattan

Selected Funds

Fund	Beginning Balance	Revenues	Expenditures	Current Balance
001 General Fund	2,009,938	7,463,877	6,007,446	3,466,369
105 Economic Development	6,898,509	597,275	194,573	7,301,211
106 Employee Benefits	15,204	1,046,769	487,631	574,342
108 Kansas Police & Fire	58,329	476,467	212,858	321,938
110 Industrial Promotion	205,887	13,376	31,855	187,408
118 Special Street & Highway	909,636	412,565	10,411	1,311,790
301 Bond & Interest	9,262,689	6,233,305	49,047	15,446,947
501 Water Fund	6,971,677	1,816,703	2,156,939	6,631,441
521 Sanitary Sewer Fund	3,535,378	2,342,776	2,678,993	3,199,161
531 Stormwater Fund	3,115,156	436,455	78,023	3,473,588

Selected City Debt

Current	2016 YTD	2015 YTD
Temporary Notes	55,635,000	40,290,000
General Obligation Debt	50,683,515	60,800,206
Special Assessment Debt	57,701,485	56,999,794

Selected Financial Information

	2016 YTD	2015 YTD
City		
City Property Taxes	1,213,403	1,096,716
City Sales Taxes	2,560,318	2,577,976
City Compensating Use Taxes	253,191	251,614
City Franchise Taxes	724,152	1,043,783
Riley County		
Riley County Sales Taxes	652,847	657,529
Riley County Compensating Use Taxes	78,681	77,835
Pottawatomie County		
Sales Taxes	70,491	68,147
Compensating Use Taxes	8,100	6,664
Investment		
City Investment Portfolio	18,585,000	19,070,000
City Checking Account Balance	49,756,661	52,312,397
Interest Rate <i>(weighted average)</i>	0.27%	0.17%

City of Manhattan

Downtown Redevelopment Bond Issues

As of March 31, 2016

TIF Bonds

	Project Fund	Cost of Issuance Fund	Capitalized Interest Fund	Debt Service Reserve Fund	Total
Bond Proceeds	17,784,633	815,632	497,734	2,122,000	21,220,000
Revenues to Date	31,941		1,662	251,693	285,295
Expenditures to Date	(17,816,496)	(815,632)	(499,396)	(231,405)	(19,362,929)
Remaining Balance	\$ 78	\$ -	\$ -	\$ 2,142,287	\$ 2,142,365

	2016 As of March	2015 As of March	Percent Change	2015 Total
Revenue Collections				
City Sales & Use Tax <i>(North)</i>	195,914	200,093	-2.1%	744,869
City's Share of County Sales & Use Tax <i>(North)</i>	60,327	61,121	-1.3%	227,754
Incremental Property Tax <i>(North & South)</i>	905,192	752,697	20.3%	1,444,981
Total	1,161,433	\$ 1,013,911		\$ 2,417,604

	2016 As of March	2015 As of March
Debt Service		
June 1	-	-
December 1	-	-
Total	-	-
Balance	1,161,433	\$ 1,013,911
<i>Remaining Debt Payments</i>	<i>\$ 1,906,875</i>	<i>\$ 1,864,600</i>

STAR Bonds

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

Revenue Collections	2016 As of March	2015 As of March	Percent Change	2015 Total
Excess Sales Tax from Prior Years	-	-		-
State Sales Tax (North & South)*	2,334,506 **	969,405	140.8%	4,763,959
City Sales and Use Tax (South)	19,082	16,846	13.3%	98,388
City's Share of County Sales and Use Tax (South)	5,874	5,144	14.2%	30,083
Total	\$ 2,359,462	\$ 991,395		\$ 4,892,430

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

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

Debt Service (Net of Federal Subsidy)	2016 As of March	2015 As of March
June 1	-	-
December 1	-	-
Total	\$ -	\$ -
Balance	\$ 2,359,462	\$ 991,395
Remaining Debt Payments	3,600,591	4,686,510

**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

Revenue Collections	2016 As of March	2015 As of March	Percent Change	2015 Total
TDD Sales Tax	179,668 *	74,415	141.4%	361,933

* 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	2016 As of March	2015 As of March
June 1	-	-
December 1	-	-
Total	\$ -	\$ -
Balance	\$ 179,668	\$ 74,415
Remaining Debt Payments		

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	
	March	YTD	March	YTD
Fires	7	32	28	50
Overpressure, Rupture, Explosion	0	0	1	3
Rescue	13	39	8	23
First Responder	91	257	81	235
Hazardous Condition	13	53	12	37
Service Call	16	32	10	41
Good Intent	23	57	24	75
False Alarm/False Call	33	120	46	128
Weather/Disaster	0	0	0	0
Special Incident Type	6	6	0	0
Total Incidents	202	596	210	592

Fire Loss Data	Current Year		Current Year	
	March	YTD	March	YTD
Property Value	\$366,370	\$4,766,330	\$9,803,536	\$11,340,924
Property Loss	\$48,200	\$187,450	\$41,610	\$266,823
Property Saved	\$318,170	\$4,578,880	\$9,761,926	\$11,074,101

Fire Incident Casualty Type	Current Year		Current Year	
	March	YTD	March	YTD
Civilian Injury	0	1	1	3
Civilian Death	0	0	0	0
Fire Service Injury	0	0	0	0
Fire Service Death	0	0	0	0

Training Section – Mark Whitehair, Battalion Chief of Training

www.cityofmnhk.com/fire

The data collected from training records entered in March included 1,560.25 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 59.7 training hours per person, which is 24.8 % of the goal for the year.

- Fire Driver Justin Newville and Fire Fighter Nick Jankovich attended a 3-day class on transporting Crude Oil by Rail at the Security and Emergency Response Training Center in Pueblo, Colorado. The program provided the first responder basic knowledge, skills, and abilities

to respond to incidents involving Crude by Rail. The program also covered the history of crude oil, chemical and physical properties of the different crude oil transported, basic site and damage assessment, tank car design, and construction. Union Pacific Railroad sponsored our personnel to attend the training at no cost to the department.

- Three Department members attended the State Capital Area Fire Fighters School in Topeka. The classes covered incident command, the art of reading smoke, and fire behavior.
- Four Department members attended the Kansas City Arson Task Force Seminar March 8-11 in Kansas City. The seminar covered various topics associated with elevated fires, preparing for testimonies, and social media.

Current totals for 2016 are:

This Month	Same Month Last Year	Current To-Date	To-Date Last Year
1,560.25	2,053.25	5,076.00	5,174.50

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	46	\$5,111,656	\$29,577.48	10
Same Month Last Year	33	\$4,505,847	\$29,162.16	15
Current Y.T.D. Totals	111	\$18,774,690	\$103,093.05	44
Previous Y.T.D. Totals	91	\$18,852,798	\$89,624.21	36

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

General Category	Improvement			Living Units
	No. of Permits	Valuation	Permit Fees	
Addition				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$5,000.00	\$90.11	
<i>Residential</i>				
One Family	4	\$110,582.00	\$1,106.50	
Alteration				
<i>Non-Residential</i>				
Hospital	1	\$61,500.00	\$532.77	
Non-Residential Misc.	3	\$71,478.00	\$634.18	
Office Building	2	\$406,000.00	\$2,292.62	
Store	2	\$206,000.00	\$1,359.38	
<i>Residential</i>				
Multi Family	1	\$3,643.00	\$78.77	
One Family	14	\$598,095.00	\$2,057.04	
Residential Misc.	1	\$35,000.00	\$399.11	
Demolition				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$0.00	\$50.00	
Store	1	\$0.00	\$50.00	
<i>Residential</i>				
One Family	1	\$0.00	\$50.00	
New				
<i>Non-Residential</i>				
Non-Residential Misc.	1	\$157,833.00	\$1,067.67	
Office Building	1	\$531,505.00	\$2,742.21	
Store	1	\$163,324.00	\$1,094.85	
<i>Residential</i>				
One Family	10	\$2,744,768.00	\$15,972.27	10
Repair				
<i>Residential</i>				
One Family	1	\$16,928.00	\$0.00	
<hr/>				
Total for the month of March	46	\$5,111,656.00	\$29,577.48	10
Year To Date Total	111	\$18,774,690.00	\$103,093.05	44

Total dwelling units, total number of permits, and permit fees are all up slightly over the same time last year. Permits were issued for 10 new dwelling units in March, all 10 of which were single family dwellings. Seven of the single family homes were speculative homes and three were custom homes. Through March, about 78% have been speculative. We continue to review sets of plans for upcoming projects at a steady rate including new commercial buildings and commercial space finish-out as well as renovations and new dwelling units. Beginning in March, Code Services assumed the role of review and issuance of sign permits from the Community Development Department. Those permits are reflected in the other miscellaneous permits below.

Other Misc. Permits Issued	31
New Construction Inspections	494
Same Month Last Year	449

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 will be cross-trained, and then each 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. One structure was condemned in March due to the dilapidated condition of the building. The following data illustrates property maintenance activities for this year comparative to last year. Zoning inspection data has been added, but is only listed for the time in Code Services:

	March	2016 YTD Total	2015 YTD Total
Rental Units Inspected	7	23	21
Owners Volunteering	0	0	7
Fire Department Referral	1	3	3
Complaint	6	19	9
Other	0	1	2
<i>Notices and Orders:</i>	50	75	37
To Repair	47	71	32
To Repair or Demolish	1	1	2
To Demolish	0	0	0
To Vacate	2	3	3
<i>Appeals Heard:</i>	0	1	2
Variances Granted	0	0	0
Variances Denied	0	0	0
Variances Conditionally Approved	0	1	2
Variances Tabled	0	0	0
Nuisance Inspections Total:	366	680	743
Broken Down by Type:			
<i>Weed Notices</i>	3	3	1
By Complaint	2	2	1
By Code Office	1	1	0
Property Mowed by Contractor	0	0	0
<i>Trash/Debris Notices</i>	172	322	202

By Complaint	39	71	63
By Code Office	133	251	139
Nuisances abated by Code	5	11	5
<i>Inoperable Vehicles</i>	30	35	23
By Complaint	4	6	15
By Code Office	26	29	8
Second Notices	1	3	3
<i>Sidewalk Notices</i>	7	61	4
By Complaint	1	48	4
By Code Office	6	13	0
Second Notices	0	0	0
<i>Parking in Front Yard</i>	26	26	-
By Complaint	0	0	-
By Code Office	26	26	-
<i>Miscellaneous Notices</i>	128	233	511
By Complaint	9	46	179
By Code Office	119	187	332
Second Notices	0	0	0
Closed Inspections	184	383	638
Sign Inspections	15	15	-
Citations Issued:	1	6	0
Total Complaints Filed	1	6	1
Dismissed	0	0	1
Fined	0	0	0
Pending	6	6	3

Fire Prevention Section – Rick Stillwagon, Fire Marshal

www.cityofmnhk.com/fire

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

Inspection Totals

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Fire Prevention Inspections	163	62	432	438

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.

Fire inspectors, shift personnel, and chief officers spent the weekend of Green Break/Fake Patty's Day conducting occupancy checks in establishments in the Aggieville area. The Manhattan Fire Department staffed personnel in the area for approximately 20 hours over the weekend.

Captains Habbart, Lunsway, Samenus, and Voth attended a four-day Fire Investigation Conference in Kansas City. This conference is sponsored by the Kansas City Arson Task Force and is attended to obtain the required continuing education hours.

Fire Prevention Activities

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Events	7	8	18	24
Total Time (hrs.)	5.5	6.25	15.75	28.75

Alarm Permit Program

During March, there were 6 new Alarm User permits issued. There were a total of 58 false alarms recorded for the month, 50 of which were false intrusion alarms and eight were false fire alarms.

False Alarm Numbers

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
Alarm Permits	6	13	27	31
Intrusion Alarms	50	51	137	138
Fire Alarms	8	15	32	30
Total Alarms	58	66	169	168

Building Maintenance Section – Mike Kaus, Assistant Chief

www.cityofmhk.com/fire

Building Maintenance Activities for March

The Building Maintenance section performed its regular monthly maintenance. Building Maintenance set up a total of 97 meetings/events: 31 meetings in the City Commission room, 38 events in the City Auditorium, and 28 meetings at the Fire Department Headquarters Training Facility.

	This Month	Same Month Last Year	Current To-Date	To-Date Last Year
City Commission Room	31	17	82	86
City Auditorium	38	38	98	160
MFD Training Facility	28	26	67	79
Total Meetings	97	81	247	325

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 March. The Department continued implementation of 2015 Community Development Block Grant (CDBG) Projects, including traffic improvement at 11th and Fremont Streets, school crossing improvements near Lee School on Anderson Avenue, a bid award for improvements to the Douglass Center, and a preliminary cost estimate for remodeling the Senior Center kitchen. Staff also continued work on the Annual Action Plan for the 2016 Program Year, in preparation for a public hearing and consideration by the City Commission.

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	1(25.7 acres)	1 (10.22 acres)
Rezoning:	0	8	3
Preliminary Plats:	0	1	1
Final Plats:	4	9	6
Planned Unit Developments: Preliminary Plan	0-Residential 0-Comm./Ind.	0-Residential 0-Comm./Ind.	1- Residential 0-Comm./Ind.
Planned Unit Developments: Final Plan	0-Residential 1-Comm./Ind.	0-Residential 3-Comm./Ind.	0- Residential 3- Comm./Ind.
Planned Unit Development Amendments:	0-Comm./Ind. 0-Residential	2-Comm./Ind. 1-Residential	2-Comm./Ind. 0-Residential
Zoning Ordinance Amendments:	0	2	0
Municipal Facility Review	0	0	0
Comprehensive Plan Adopt/Amendment	0	0	1

Board of Zoning Appeals (BZA) Activity

	This Month	2016 Year-To-Date	2015 Year-To-Date
Exceptions:	3	8	4
Variances:	0	1	1
Conditional Uses:	0	1	3
Appeals:	0	0	0

Historic Resources Board (HRB)

	This Month	2016 Year-To-Date	2015 Year-To-Date
SHPO/HRB Reviews:	2	4	4

Planning Division-Administrative Activity

	This Month	2016 Year- To-Date	2015 Year- To-Date
Pre-application Meetings	3	10	18
Flood Plain Permits	0	0	0
Citizen Informational Meetings	2	2	7

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

Other Planning Activity.

Annual Review of Comprehensive Plan: The Planning Board conducted a public input meeting as part of the annual review of the Manhattan Urban Area Comprehensive Plan. Two citizens spoke generally about preservation of older homes with architectural significance and their desire to delay implementation of the M-FRO, Multi-Family Redevelopment Overlay rezoning expansion that was identified in the Comprehensive Plan, until after a Bluemont Corridor Study is developed.

Aggieville Plan Update: The Board appointed Gary Stith to serve on the steering committee for the Aggieville Plan update. The Community Development Department met with the Aggieville Business Association Board to outline the study process and identify representatives of the association to serve on the steering committee. The Department began compiling background data such as business/property information and traffic counts to lay the foundation for development of the plan. The Department also manned a table in Triangle Park on Saturday, March 12, 2016, to hear ideas and thoughts from citizens attending Aggieville for St. Patrick's Day activities.

Clemson Visit: The Community Development Department participated in the Clemson visit to Manhattan and spent part of the day discussing and comparing planning and zoning issues with Clemson's city planner.

Flood Risk Property Mitigation Meeting: The Community Development Department, with help from the Kansas Department of Emergency Management, met with seven property owners along Wildcat Creek to discuss the possibility of applying to the FEMA Hazard Mitigation Assistance grant program to purchase properties at high risk of being flooded. The City will begin researching the possibility of this grant and if feasible work with other City Departments, the State of Kansas, and property owners to make an application to FEMA

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

- Houston 17th -18th Street Sanitary Sewer
- K-18 and K-113 Interchange
- Kimball Avenue Corridor Concept Study
- Eureka Valley Watermain Improvements
- Skyway Drive and Military Entrance Storm Sewer
- 1500 Block Alley
- 11th Street and Poyntz Avenue Intersection

- College Avenue and Claflin Road Intersection
- Fairmont Heights Sanitary Sewer
- West Anderson
- Downtown Watershed Modeling
- Knox Road Sidewalk
- Allen Road Sanitary Sewer and Stormsewer Improvements
- North Manhattan, Phase III
- Juliette Avenue Brick Replacement
- Bluemont and Tuttle Creek Boulevard Intersection Pedestrian Improvements
- Old Claflin Pedestrian Improvements
- Fremont Street Pedestrian Improvements
- Pinehurst Addition
- Ledgestone Addition
- Landsdowne Addition
- Hartford Hill Addition
- The Links at Manhattan
- Scenic Crossing Addition

Projects out to Bid

- 2016 Street Maintenance – Concrete and Asphalt

Projects under Construction

- Extension of Grand Mere Parkway
- Merion Addition
- Olympic Addition
- Blue Township Watermain
- US 24 and Leavenworth
- Poyntz Avenue Pump Station Improvements
- Fixed Base Operator (FBO) Utilities
- Airport Road Stormsewer
- Wildcat Creek Lift Station, Bank Stability
- Electrical On-Call Services
- Grand Bluffs at Mill Pointe, Unit Four
- Muirfield Addition
- Courtyards at Lee Mill Heights Addition
- Airport Road Military Entrance
- Baltursol Addition
- Scenic Crossing Public Improvements/Grading and Stormsewer
- Lee Mill, Unit 10
- Lee School/Anderson Avenue Crossing
- Interlachen Addition, Unit 3
- Miller Parkway and Scenic Drive

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

Projects Currently Under Design

- Water Treatment Plant Clearwell and Pump Station Improvements Project
- Eureka Valley Transmission Main

Projects Pending Design

- West Anderson Sanitary Sewer Extension
- Allen Road Sewer and Waterline Improvements
- Water Treatment Plant – Bulk Water Filling Station
- Grand Mere Parkway Waterline Improvements
- Sunset Lane Waterline Improvements
- Denison Avenue Waterline Improvements

Projects Currently Under Construction

- Wastewater Treatment Plant Door and Window Replacement Project
- Blue Township Waterline Improvements
- Wildcat Creek Lift Station, Phase II, Bank Stabilization

Pending Projects to Bid

- 2016 Valve and Hydrant Replacement
- 2016 Sanitary Sewer Manhole Rehabilitation
- 2016 Sanitary Sewer Cured-In-Place Pipe Rehabilitation
- 2016 Sanitary Sewer Interceptor Cleaning and Inspection
- Sanitary Sewer Easement Machine Purchase
- Water Treatment Plant – Lime Sludge Pit Lime Removal

Pending Project RFQ's

- Water and Wastewater Facilities Plan Update
- Seth Child Corridor Transient Surge Study

Pending Projects Miscellaneous

- Fairmont Heights Sanitary Sewer Benefit District – with Riley County
- Utility Maintenance Facility Hose Tower Demolition
- Utility Maintenance Facility Roof Replacement
- Wastewater Treatment Plant – Biosolids Lagoon Dredging
- Wastewater Treatment Plant – Blower Building Evaporative Cooler Replacement
- Wastewater Treatment Plant – SCADA Computer and Operating System Upgrade
- Wastewater Treatment Plant – Replace Davis Sanitary Sewer Lift Station

Agreements/Contracts

- Blue Township Water Maintenance Agreement
- Blue Township Sewer Interlocal Supplemental Agreement
- Riley County Interlocal Sewer Agreement: Riley County Shops and Fairmont Heights

Other

- Water and Wastewater Cost of Services Study
- Grease Management Permitting Program and Ordinance Update
- Emergency and On-Call Water and Sewer Repairs

WASTEWATER TREATMENT PLANT – Russell Still Wastewater Treatment Plant Superintendent

- Total Wastewater Treated (Year-To-Date) – 441.09 million gallons
- Maximum Daily Flow Influent – .47 million gallons
- Total Monthly Sludge Wasted to Digesters – 1,252,393 gallons
- Average Percent % Solids, Biosolids – 2.42

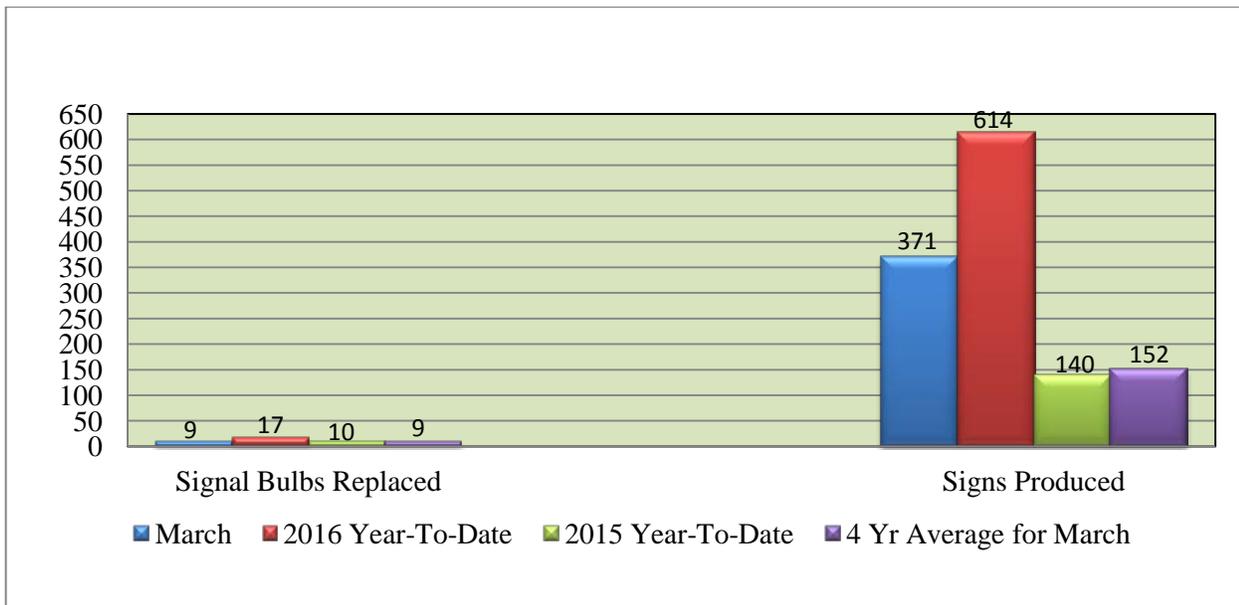
ENVIRONMENTAL COMPLIANCE SECTION – Abdu Durar, Ph.D., Environmental Compliance Manager

- Bacteriological Samples Taken – 60
- Chloramines Samples Taken – 35
- Industrial Pretreatment Program Inspections – 0
- Backflow Preventers Test Reports Received – 357

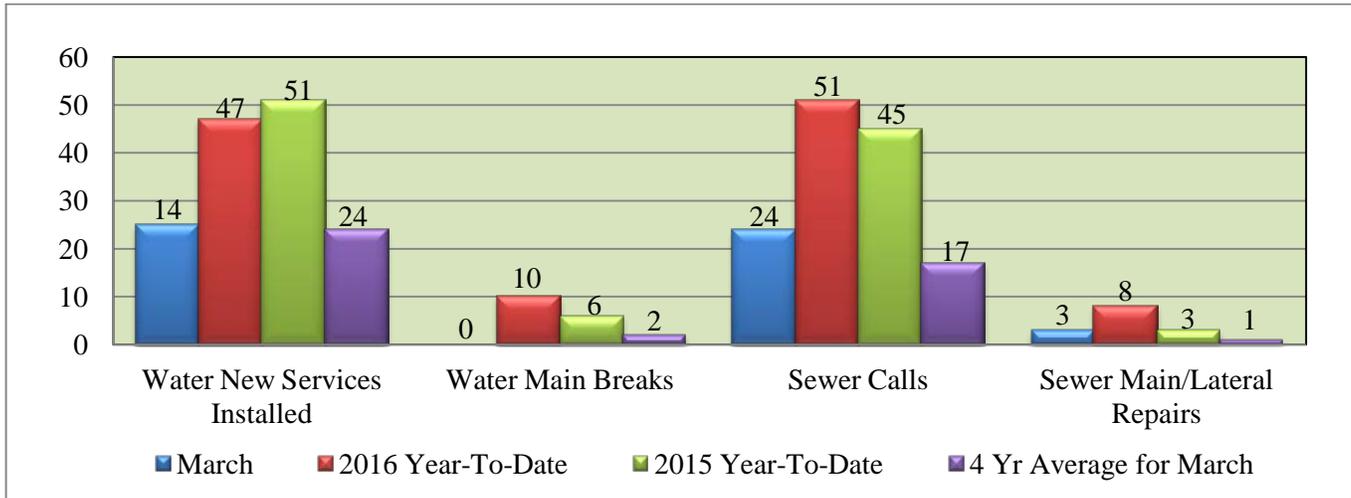
PUBLIC WORKS OPERATIONS - Jeff Walters, Public Works Superintendent

Public Works Operations	March 2016	2016 Year-To-Date	2015 March Year-To-Date	4 Year Average for March
Concrete Poured (CY)	213	280	219	114
Asphalt Placed (tons)	50	125	125	47
Blocks Swept (Emphasis on Residential/Arterial)	2,908	8,217	4,188	2,362
Salt Spread (tons)	0	486	947	135

TRAFFIC SECTION - Bill Dickinson, Traffic Supervisor



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



Other Notables

- After Hours Service Calls – 9

Water Meter Department	March 2016	2016 Year-To-Date	2015 March Year-To-Date
Delinquent Turn-Offs	85	290	170
Delinquent Turn-Ons	67	220	244
Temporary Offs for Plumbers	7	18	18
Meter Repairs	107	344	223
Replace Meters	59	155	53
Customer complaints (pressure/water quality/re-reads/stuck meter)	30	83	108
Turn Off Orders	253	820	682
Turn On Orders	333	900	745
Meter Reads	16,059	48,137	51,104

Miscellaneous Information	March 2016	2016 Year-To-Date	2015 March Year-To-Date
Sewer Line Maintenance/Sq.Ft.	27,823	64,132	59,577
Utility Locates	786	1,882	1,561

WATER TREATMENT PLANT – Kenny Henry, Water Treatment Plant Superintendent

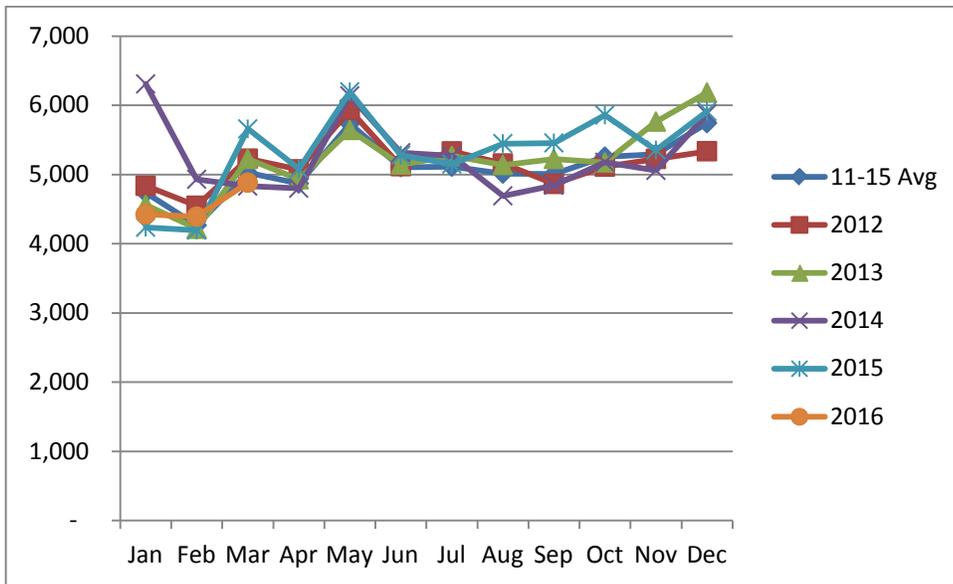
Water Production	March 2016	2016 Year-To-Date	2015 March Year-To-Date
Total Pumped to Distribution (MG)	161.3	431.70	425.1
High Day – Pumped to Distribution (MG)	6.51	6.51	6.84
Low Day – Pumped to Distribution (MG)	4.21	3.61	3.72
Average Daily Pumped (MG)	5.2	4.74	4.73
Total Backwashed Water Recycled (MG)	2.7	8.10	7.7

MANHATTAN REGIONAL AIRPORT

MANHATTAN REGIONAL AIRPORT – Jesse Romo, Airport Director

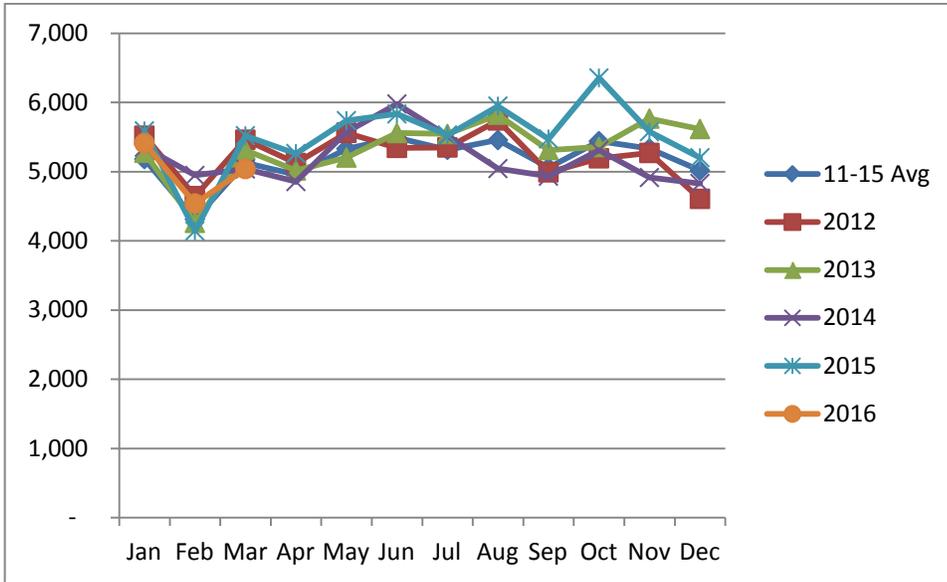
www.flymhk.com

Commercial Airline Enplanements



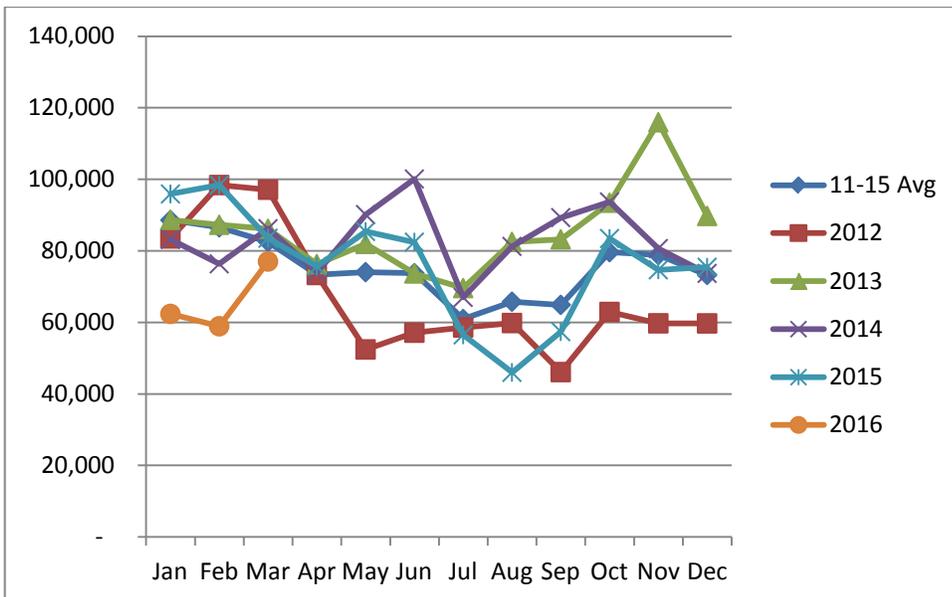
*March American Eagle Enplanements: 4,881

Commercial Airline Deplanements

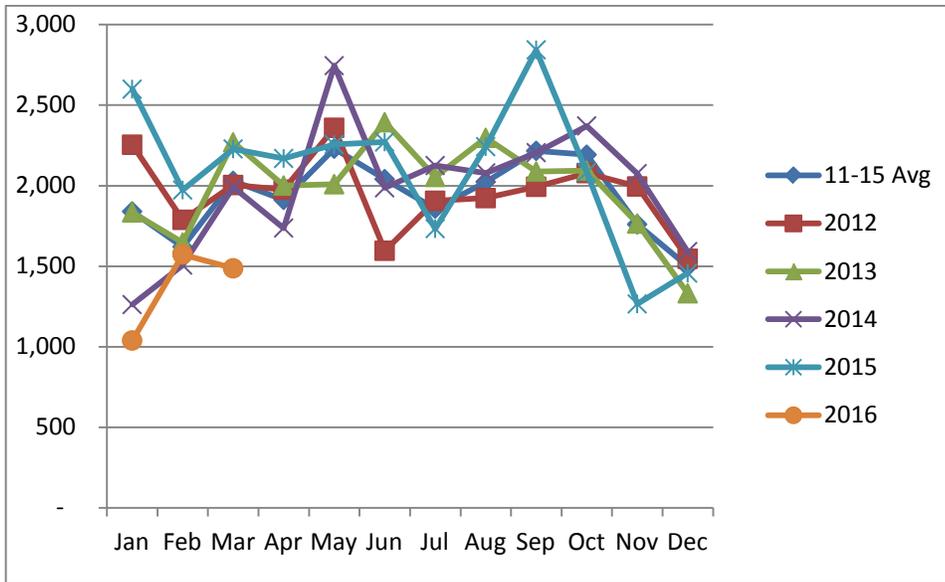


*March American Eagle Deplanements: 5,037

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*	13,692	14,984	198,289	4,099

*Denotes Year to Date figures

LEGAL DEPARTMENT

The Legal Department was involved in the following activities during March

Municipal Court

Charges Filed

TYPES OF CASES	March 2016	March 2015
<i>Selected Specific Offenses</i>		
Driving Under the Influence	37	31
Driving While Suspended/ Habitual Violator	21	22
Marijuana Possession	23	11
Theft	6	2
Total Month Specific Offenses	87	66
Total Year-to-Date Specific Offenses	232	221
Total Year-to-Date Non-Specific Offenses (All Other)	1,505	1,768
<i>Parking Violations</i>		
Parking violations current month	847	584
Total Year-to-Date Parking Violations	1,686	1,618

Disposition of Cases

DISPOSITION	March 2016	March 2015
Total Month Cases Disposed	863	774
Total Year-to-Date Cases Disposed	1,815	1,857

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

ACTION	March 2016	March 2015
New Diversions	63	88
Pending Diversions	1218	1262
New Probation/Parole	48	39
Total Month New Diversions/Probations	111	127
Total Year-to-Date New Diversions/Probations	326	345

Cases assigned to the Public Defender

INFORMATION	March 2016	March 2015
New Cases	38	26
Total Year-to-Date New Cases	121	99

Fines, Fees, & Costs Received

REVENUE	March 2016	March 2015
Total Month Revenue Received	\$192,748.57	\$197,856.36
Total, Year to Date, Revenue Received	\$481,905.00	\$488,584.29

City Attorney's Office Monthly Completed Tasks

CATEGORY	March 2016	YTD 2016
Court pleading/legal filings (litigation)	0	0
Legal research/opinion/advice/legal background/legal review (includes emails)/legal revision (commission memos, policies, etc.)	100	315
Letter drafting/letter revision/letter review	9	16
Ordinance/resolution reviewed/revised	4	12
Contract /Petition reviewed/revised	14	29
New Contract/legal document drafted	6	22
New Ordinance/resolution drafted	0	1
Monthly Overall Total	133	395

Civil Cases Pending

No cases are pending.

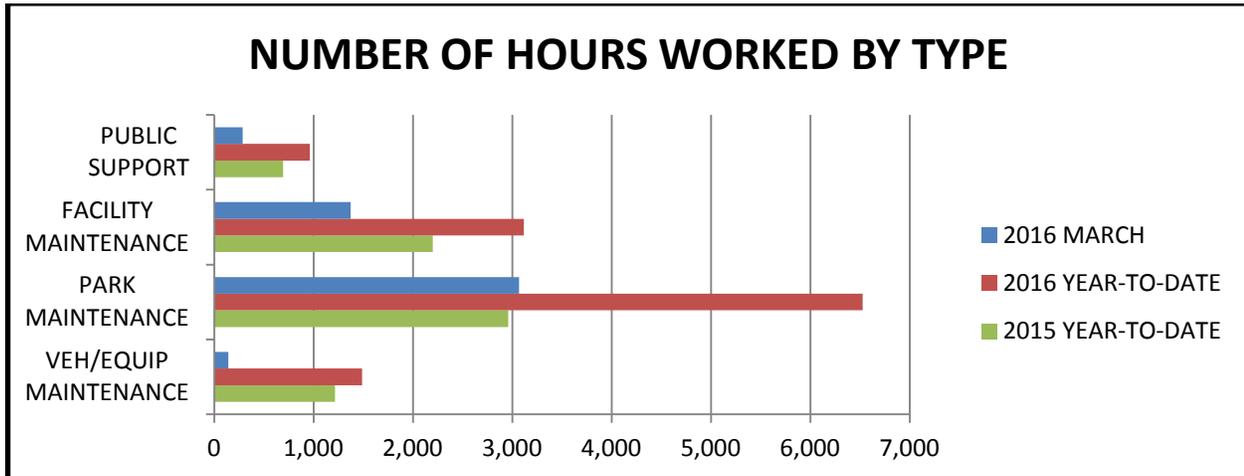
PARKS AND RECREATION DEPARTMENT

PARKS & RECREATION DEPARTMENT – Edward Eastes, Director

www.cityofmnhk.com/parksandrec

PARKS DIVISION – Casey Smithson, Park Superintendent

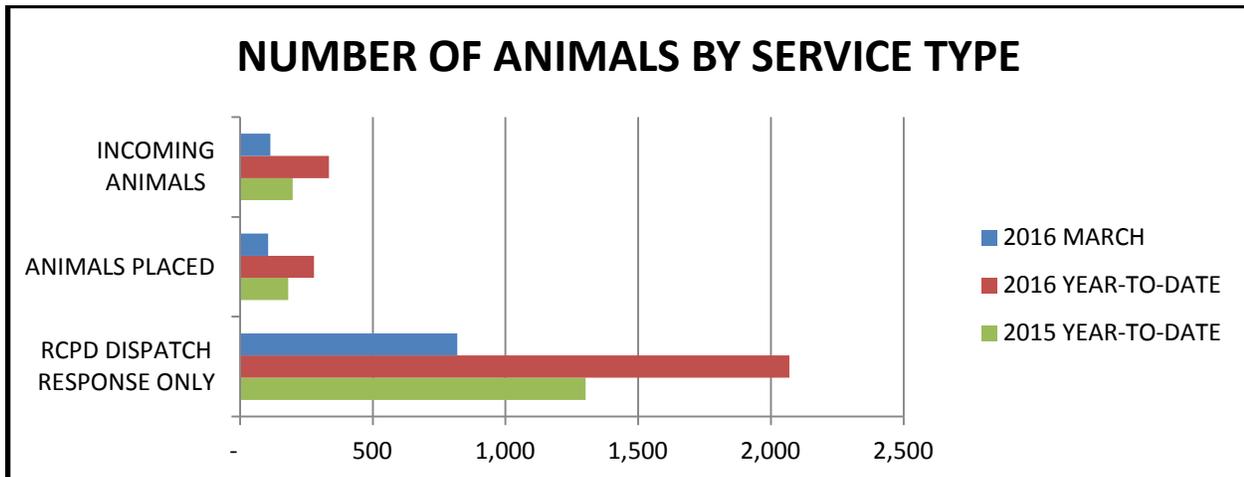
www.cityofmnhk.com/parks



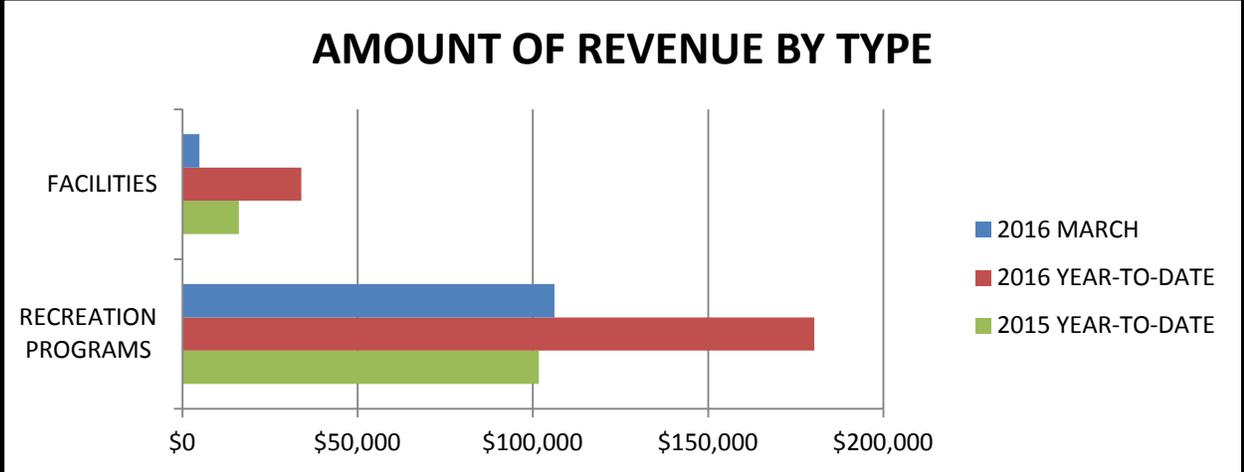
NOTE: Public support includes calls for forestry service and cemetery funeral preparations

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

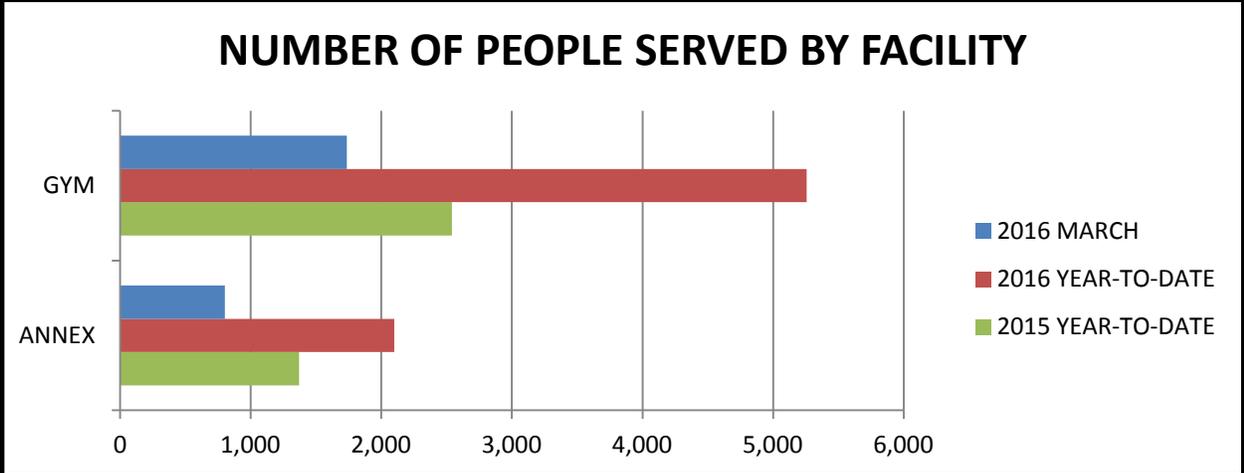
www.cityofmnhk.com/animalshelter

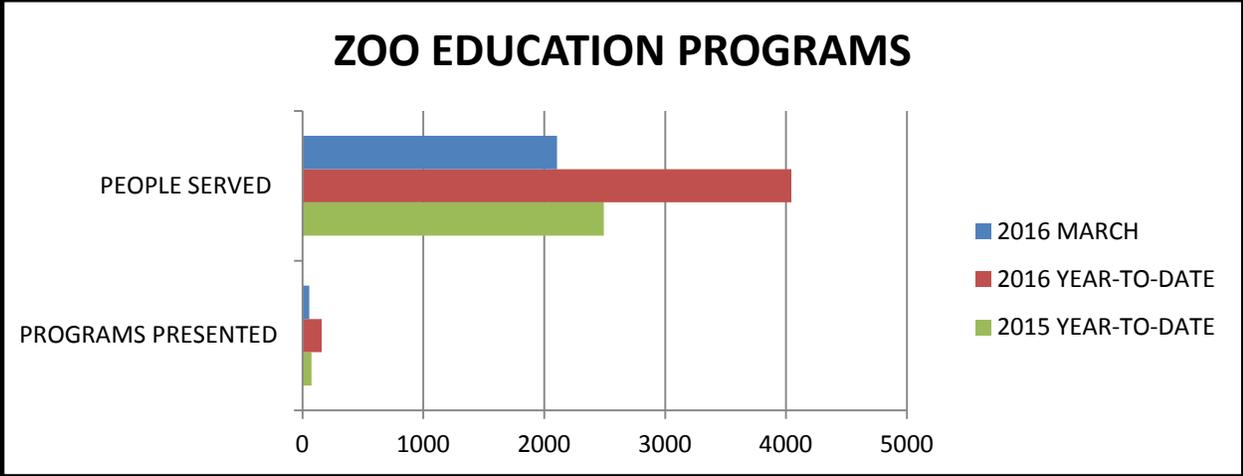
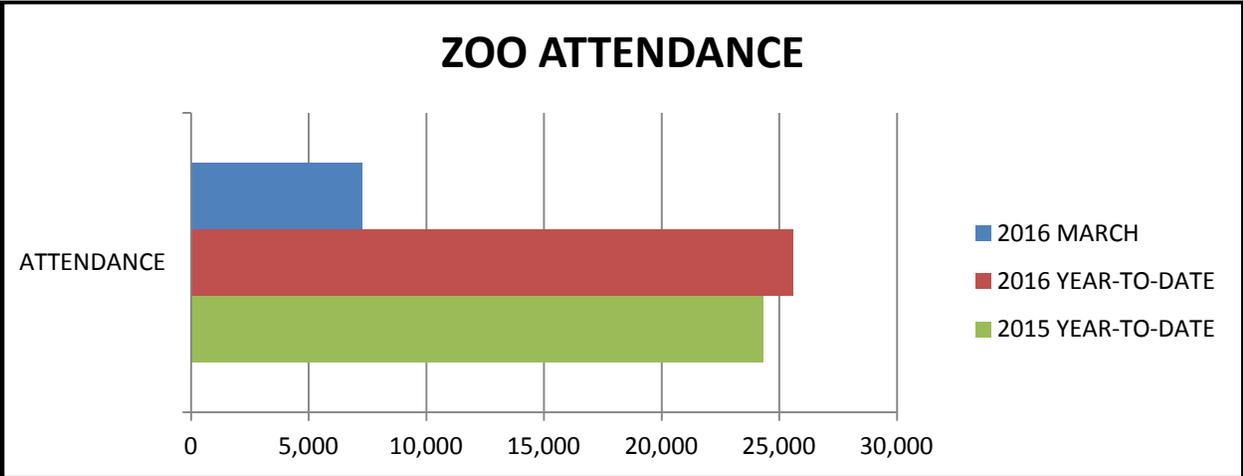


RECREATION DIVISION – Randi Clifford, Director of Recreation



DOUGLASS CENTER DIVISION - Dave Baker, Douglass Center Director





Monthly Operations Report

March 2016



Revenues	2013	2014	2015	-----2016-----		% of Budget *
	Actual	Actual	Actual	Budget	Actual	
Admission Fees	\$ 226,648	\$ 211,822	\$ 184,202	\$ 215,141	\$ 40,806	19.0%
Gift Shop	105,294	89,444	82,330	106,051	15,389	14.5%
Education	11,646	23,915	38,582	46,273	11,130	24.1%
Facility Rental	68,748	103,642	113,921	121,000	23,073	19.1%
Memberships	32,046	40,230	41,165	50,000	13,075	26.2%
Contributions / Donations	11,097	5,967	2,851	-	7,635	0.0%
Sponsorships/ Grants	-	18,725	3,725	-	-	0.0%
Transient Guest Tax Revenue	196,069	204,199	282,496	258,333	64,583	25.0%
TOTAL REVENUES	\$ 651,547	\$ 697,943	\$ 749,272	\$ 796,798	\$ 175,691	22.0%

*25% of the operating year has lapsed.

Expenses

Personnel Services	\$ 376,779	\$ 439,848	\$ 473,524	\$ 497,750	\$ 105,501	21.2%
Contractual Services	263,490	292,005	257,585	307,467	39,399	12.8%
Commodities	86,210	99,073	85,395	92,350	9,526	10.3%
Capital Outlay	11,503	6,366	7,311	2,250	2,796	124.3%
TOTAL EXPENSES	\$ 737,981	\$ 837,292	\$ 823,815	\$ 899,817	\$ 157,222	17.5%

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	10,395	21.11%
Attendance ~ Special Events	9,486	11,486	10,895	10,000	2,215	
Attendance ~ Offsite Programs	7,013	13,247	15,920	11,000	1,165	

Volunteers

Number of Active Volunteers	43	39	27	35	30
Total Volunteer Hours	6,335	6,205	4,484	5,200	852

Facility Use - Event Rentals

FHDC	165	196	207	185	42
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HUMAN RESOURCES DEPARTMENT

HUMAN RELATIONS and PERSONNEL DIVISION – Cathy Harmes, Director
www.cityofmnhk.com/hr

Human Resources Department Activity

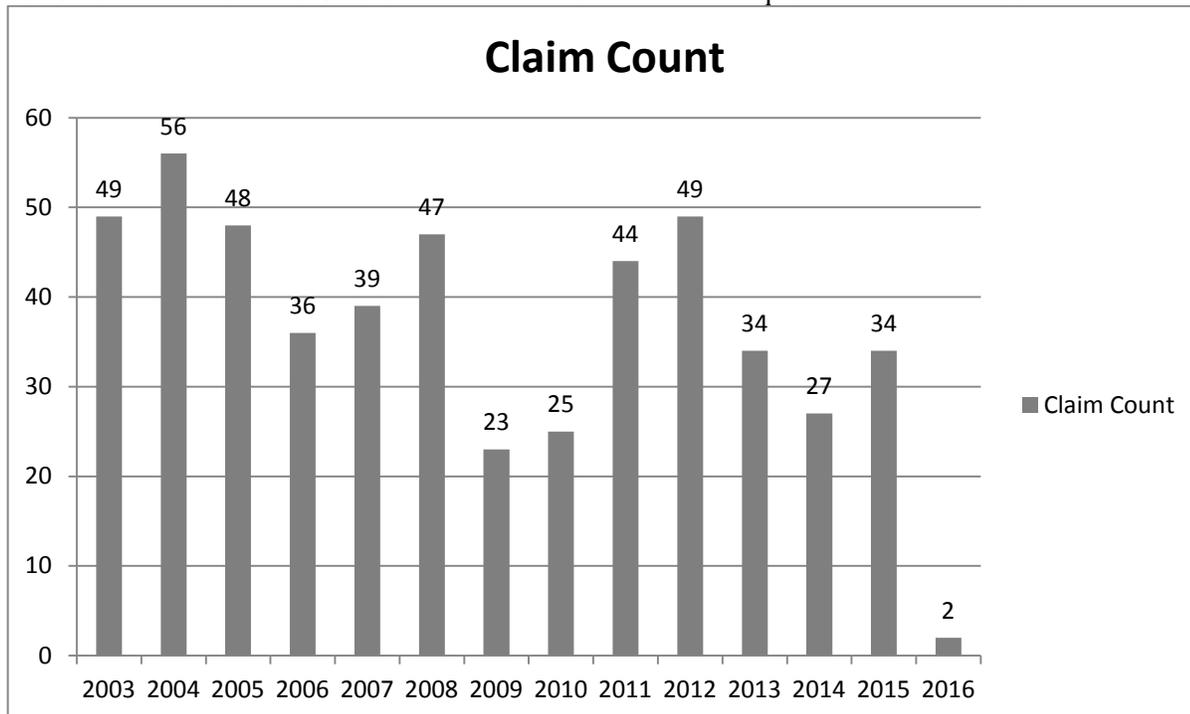
	March 2016	2016 Year- To-Date	2015 Year- To-Date
Number of voluntary separations (excludes temporaries)	3	8	9
Number of involuntary separations (excludes temporaries)	0	0	0
Turnover	.8	2.0%	2.8%
New hires filled within 45 days of recruitment* (year-to-date)		67.6	78%
Number of employee reviews past due**		5	6
Accident/Injury frequency rate	2	5	12
Accident/Injuries resulting in medical treatment/ lost time	1	2	9
Landlord/Tenant inquiries or assistance	4	12	16
Citizen referrals provided	5	6	11
In-house training programs offered	3	6	11
Workers' compensation costs as % of payroll	.34%	.42%	1.4%
Sick leave used per 1000 hours worked	34.5	34	36.6

*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:	March 2016	March 2015	2016 Year- To-Date	2015 Year- To-Date
Internal	4(1:15 hr)	5(1:30 hrs)	4(1:15 hrs)	14(6:15 hrs)
External	9(7:15 hrs)	10(3:15 hrs)	29(17:00 hrs)	31(15:45 hrs)
Consent Agenda Items Processed:	35	29	98	76
General Agenda Items Processed:	6	7	19	18
Work Session Items Processed:	3	0	10	6
Items filed at Register of Deeds Office	8	14	34	44

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

Respectfully submitted,

CITY OF MANHATTAN



Ron R. Fehr
City Manager

Enclosure:

1. Manhattan Area Chamber of Commerce Reports



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.

MARCH 2016

Overview from CVB Director

March Madness! Basketball...Spring Break...St. Patrick's Day....it's March in Manhattan! Your CVB has been busy with welcoming teams/towns/fans to The Little Apple® as we hosted 2A state for the 27th year. Quite an accomplishment which takes an entire fleet of dedicated volunteers and committed businesses to pull off a successful tourney year after year. We welcomed faithful leprechauns to town for the Annual St. Patrick's day celebration, road race and plenty of green fun!

Preparations are being made to host the 2nd annual Reel Paddle Film Festival with the Flint Hills Discovery Center in April. This festival is designed to inform the attendee to take advantage of paddling on the Kansas River throughout the warmer weather season we enjoy in Kansas. We are in the process of working on a virtual tour of all of our hotels with meeting venues. This tool will be great for meeting planners to utilize prior to coming for a site visit or choosing Manhattan as their meeting destination. Manhattan hosted the City of Clemson, SC for an inter-city visit. Great time to compare our community's offerings: size of communities, universities, meeting venues, etc. We are working with Kansas Wheat on the 2017 Festival of Breads. This event will continue to grow – bringing visitors to Manhattan from across the United States. We are always working to the future as we held a Committee Chair meeting to keep informed of Chamber/CVB activities and refreshed our entire staff with our Spring Staff Retreat by traveling and enjoying the sites along recently expanded Native Stone Scenic Byway. Happy Spring!

Yours in Tourism,

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

Karen Hibbard, Vice-President
Manhattan Convention & Visitors Bureau

February 2016 Statistics:

Total Sleeping Rooms available:

February 2016

1450

February 2015

1453

Hotel Occupancy:

	<u>February 2016</u>	<u>February 2015</u>	<u>2016 YTD</u>	<u>2015 YTD</u>
MHK	55.0%	54.9%	50.2%	48.3%
KS	50.1%	51.8%	47.0%	48.7%

Average Daily Rate:

	<u>February 2016</u>	<u>February 2015</u>	<u>2016 YTD</u>	<u>2015 YTD</u>
MHK	\$86.21	\$86.26	\$85.01	\$85.03
KS	\$82.76	\$77.77	\$81.02	\$77.17

Rev Par:

	<u>February 2016</u>	<u>February 2015</u>	<u>2016 YTD</u>	<u>2015 YTD</u>
MHK	\$47.38	\$47.33	\$42.69	\$41.06
KS	\$41.44	\$40.25	\$38.06	\$37.56

Supply – Rooms Available

	<u>February 2016</u>	<u>February 2015</u>	<u>2016 YTD</u>	<u>2015 YTD</u>
MHK	40,600	38,416	85,550	81,041
KS	1,262,128	1,235,052	2,659,515	2,602,524

Demand – Rooms Sold

	<u>February 2016</u>	<u>February 2015</u>	<u>2016 YTD</u>	<u>2015 YTD</u>
MHK	22,311	21,079	42,961	39,138
KS	632,066	639,265	1,249,262	1,266,593

***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

March 2016

March 2015

1 st Week	68.9%	↑	60.8%
2 nd Week	63.1%	↓	69.7%
3 rd Week	52.5%	↑	48.5%
4 th Week	52.0%	↓	62.1%
5 th Week	63.7%	↑	47.3%

***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 March: 642

Top Inquiries by Source: Travel Guides Free, Family Circle, Midwest Living, Travel Information.com, Missouri Meetings, Inquiry Reply Card, Travel Meredith, Website

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

Top 10 Inquiry cities: St. Louis, MO, Decatur, IL, Louisville, KY, Philadelphia, PA, Chicago, IL, New York, NY, Ottawa, KS, Pittsburgh, PA, San Antonio, TX, Houston, TX

Media Report

Media Received in March

Medium	Article	Writer	Featuring
Chicago Tribune–Travel	Head for the Flint Hills	Karen Thorme Olson	Manhattan-Flint Hills
Sycamore Living - Kentucky	Symphony in the Flint Hills	Betsa Marsh	Flint Hills Discovery Center
Collegerank.net	50 Best College Hotels		The Bluemont Hotel
USA Today travel section	Best Beer Label		Tallgrass Beer - 8-Bit
Men’s Journal	101 Best Beers in America		Tallgrass Beer - Songbird Saison

MARKETING ACTIVITY & PERFORMANCE

March 2016

February 2016

<u>visitManhattanKS.com</u>		
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Visits	11,171	7,541
Page Views	24,001	15,545
Unique Page Views	17,992	11,846
Average actions	2.4	2.4
Unique Visitors	8,856	5,755
Source of Visit		
Search Engine	2,738	2,362
Direct Entry	2,980	1,800
Website Referrals	4,410	966
Mobile Users	4,441	2,448
<u>Book Direct</u>		
Total Hits	133	133
Total Referrals	87	62
<u>Constant Contact</u>		
Meet in Manhattan		
Sent	1,336	1,340
Opened	216	215
Percentage	21.1%	20.9%
Manhappenins		
Sent	1,889	1,896
Opened	312	300
Percentage	19.3%	18.5%
<u>Social Media</u>		
Facebook		
Daily page Engaged Users	3,209	2,902
Daily Total Impressions	114,887	160,543
Daily Total Reach	52,505	53,981
# of Fans	4,736	4,661
Twitter		
# of followers	483	436
# of new followers	47	33
# of tweets	101	52
# of total tweets	789	688
Tweet impressions	33,900	17,864
Pinterest		
# of followers	302	305
Average daily impressions	12	15

YouTube		
# of views	583	697
<u>MHK Airport Kiosk</u>		
Total Hits	1,355	1,441
Manhattan CVB Hits	26	25
<u>Cell Phone Charger</u>		
Groups requesting charger	6	5

Hotel/Facilities Meeting:

Hampton Inn hosted the Bi-monthly meeting. Updates on Properties: Flint Hills Discovery Center has promoted Jonathan Mertz to Events Coordinator and Susan Adams is the 3rd Executive Director. Holiday Inn at the Campus will be renovating guestrooms soon. Motel 6 will undergo a complete renovation beginning this summer.

Discussed Fake Patty's Day 2016. Not much chaos took place in the hotels that were in attendance of the meeting. Comfort Suites and Best Western were left off of the ATA bus route that was organized by ABA. This oversight will be addressed next year.

The CVB is bidding on the Sunflower Games – final presentation to the Sunflower Games Board will be April 6th. If successful in winning this sporting event – this would be a 3 year commitment bringing competitors to our community for two weekends in July.

KSAE has announced the December annual meeting will be held in Lawrence in December 2016. This is the first time KSAE has ever been willing to move their annual meeting.

Discussion also was held on new hotel properties opening across the state of Kansas.

Next meeting will be held May 10 at the Four Points by Sheraton.

CVB Steering Committee Meeting:

Next Meeting – April 11-12 with Randall Travel Marketing.

CVB Sales & Services Activity Report

March 01, 2016 To March 31, 2016

<u>Definite Bookings</u>	Dates	Type	Estimated Attendance	Estimated Rooms	Est. Visitor Spending
<u>New Business</u>					
American Society of Landscape Architects--Prairie Gateway Chapter	04/22/2016	MC	100	75	\$31,400
Spring Meeting HQ: Parkwood Inn & Suites	04/23/2016				
Kansas Dental Association	04/29/2016	MC	150	15	\$23,550
CE Event HQ: Holiday Inn at the Campus	04/29/2016				
Kansas State High School Activities Association	05/23/2016	SP	100	0	\$10,000
Boys 6A State Golf Tournament	05/23/2016				
Total - New Business:	3		350	90	\$64,950
<u>Repeat Business with Sales Involved</u>					
WAM-SAG-MAN Trail	04/09/2016	SP	100	0	\$10,000
Cabin Fever/Yellow Brick Road Ride	04/09/2016				
Rapid Media We Paddle We Care	04/15/2016	SP	50	0	\$1,570
Reel Paddle Film Festival	04/15/2016				
Disc Fanatics of Kansas	04/23/2016	SP	100	0	\$10,000
Tournaments	04/23/2016				
Disc Fanatics of Kansas	05/14/2016	SP	100	0	\$10,000
Tournaments	05/14/2016				
Disc Fanatics of Kansas	06/11/2016	SP	100	0	\$20,000
Tournaments	06/12/2016				
Kansas Livestock Association	09/16/2016	MC	200	0	\$28,260
Fall Seminar/Annual Golf tournament HQ: Colbert Hills	09/16/2016				
Disc Fanatics of Kansas	10/15/2016	SP	100	0	\$10,000
Tournaments	10/15/2016				
Manhattan Christian College	11/18/2016	MC	1,000	320	\$314,000
Oasis Conference (Kansas Christian Teen Convention) HQ: Parkwood Inn & Suites	11/19/2016				
K-INBRE	01/13/2017	MC	250	280	\$117,750
Symposium HQ: Hilton Garden Inn	01/15/2017				
Young Farmers and Ranchers of Kansas	01/27/2017	MC	600	290	\$282,600
Annual Convention HQ: Holiday Inn Express & Suites	01/29/2017				
Total - Repeat Business with Sales Involved:	10		2,600	890	\$804,180
<u>Repeat Business</u>					
County Weed Directors Association of Kansas	03/28/2016	MC	20	80	\$15,700
Basic Training HQ: Hampton Inn	04/01/2016				
Kansas Women's Golf Association	05/21/2016	SP	60	0	\$6,000
Women's Amateur & Open Championship	05/21/2016				

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

CVB Sales & Services Activity Report

March 01, 2016 To March 31, 2016

Total - Repeat Business:	2	80	80	\$21,700
Total Definite Bookings:	15	3,030	1,060	\$890,830

<u>Leads Issued</u>	<u>Dates</u>	<u>Type</u>	<u>Estimated Attendance</u>	<u>Estimated Rooms</u>	<u>Est. Visitor Spending</u>
<u>New Business</u>					
American Society of Landscape Architects--Prairie Gateway Chapter	04/22/2016	MC	100	75	\$31,400
Spring Meeting	04/23/2016				
Kansas Dental Association	04/29/2016	MC	150	15	\$23,550
CE Event	04/29/2016				
Manhattan High School Class of 2006	07/15/2016	MC	100	20	\$31,400
Reunion	07/17/2016				
Kansas Independent College Association	10/18/2016	MC	100	20	\$15,700
Faculty of Distinction Awards Dinner	10/18/2016				
The Geological Society of America	05/18/2019	MC	1,100	340	\$1,036,200
2019 Combined Annual Meeting of the South-Central/North-Central/Ro	05/23/2019				
Total - New Business:	5		1,550	470	\$1,138,250
<u>Repeat Business with Sales Involved</u>					
Kansas Farm Bureau	12/04/2016	MC	1,000	720	\$314,000
Annual Meeting	12/06/2016				
Total - Repeat Business with Sales Involved:	1		1,000	720	\$314,000
Total Leads Issued:	6		2,550	1,190	\$1,452,250

<u>Staff Activity Summary</u>	<u>Total</u>
Bid presented/ sent	3
CVBLeads - Pickup	9
CVBLeads - Response	4
Definite Booking	26
E-Mail Received	175
E-Mail Sent	205
FYI / File Note	39
Left Message/Attempted Contact	2
Letter	1
Lost Business	3
Media/promo/press release	2
Personal Visit / Meeting	12
Phone Call	68
Prospecting	17
Sales Blitz	2
Sales Lead Sent	5
Services	40
	613

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

CVB Sales & Services Activity Report

March 01, 2016 To March 31, 2016

<u>Groups Hosted</u>	<u>Dates</u>	<u>Type</u>	<u>Estimated Attendance</u>	<u>Estimated Rooms</u>	<u>Est. Visitor Spending</u>
<u>New Business</u>					
Clemson, SC - Inter-City Exchange	03/05/2016	MC	24		\$15,072
Clemson/Manhattan Exchange Visit	03/08/2016				
Kansas Department of Wildlife, Parks & Toursim	03/10/2016	MC	500	225	\$157,000
Agency Wide Meeting HQ: Hilton Garden Inn	03/11/2016				
District of Kansas Kiwanis International	03/04/2016	MC	200	0	\$62,800
Mid-Winter Convention HQ: Four Points by Sheraton	03/05/2016				
Total - New Business:	3		724	225	\$234,872
<u>Repeat Business with Sales Involved</u>					
Heartland PETS (rotary)	03/31/2016	MC	200	180	\$94,200
President Elect Training Seminar HQ: Four Points by Sheraton	04/02/2016				
Sunny 102.5 Taste of Home	03/29/2016	MC	250	0	\$39,250
Taste of Home Cooking Demonstration	03/29/2016				
Total - Repeat Business with Sales Involved:	2		450	180	\$133,450
<u>Repeat Business</u>					
Kansas State High School Activities Association	03/09/2016	SP	2,500	0	\$1,000,000
2A State High School Basketball Tournament	03/12/2016				
Kansas Child Care Training Opportunities	03/05/2016	MC	150	0	\$23,550
Mad Hatter Tea Party HQ: Hilton Garden Inn	03/05/2016				
St. Patrick's Day Road Races	03/12/2016	SP	1,400	0	\$14,000
St. Patrick's Day Road Races	03/12/2016				
Kansas Nutrition Council	03/30/2016	MC	90	0	\$28,260
Spring Conference HQ: Hilton Garden Inn	03/31/2016				
Kansas State Fair	03/07/2016	MC	25	9	\$7,850
Board Meeting HQ: The Bluemont	03/08/2016				
Mid-America Association for Computers in Education (MACE)	03/02/2016	MC	500	0	\$157,000
Annual Convention HQ: K-State Alumni Center	03/04/2016				
Master Farmer/Master Homemaker	03/11/2016	MC	200	0	\$62,800
Annual Meeting HQ: Four Points by Sheraton	03/12/2016				
Kansas Bankers Association	03/09/2016	MC	200	150	\$47,100
Kansas Ag Bankers Conference HQ: K-State Alumni Center	03/10/2016				

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

CVB Sales & Services Activity Report

March 01, 2016 To March 31, 2016

Enactus	03/24/2016	MC	100	108	\$47,100
Kansas State & Phillips 66 Business Ethics Case Competition HQ: Holiday Inn at the Campus	03/26/2016				
County Weed Directors Association of Kansas	03/28/2016	MC	20	80	\$15,700
Basic Training HQ: Hampton Inn	04/01/2016				
Total - Repeat Business:	10		5,185	347	\$1,403,360
Constitution Bee	03/05/2016	MC	0	0	\$0
	03/06/2016				
Total - :	1		0	0	\$0
Total Definite Bookings:	16		6,359	752	\$1,771,682

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

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

	Feb. 2016	Thru 2/29/16	Budget 2016
REVENUES			
TAXES & ASSESSMENTS			
TRANSIENT GUEST TAX	-	260,165	1,041,000
INVESTMENT INCOME	2,058	3,008	11,000
	2,058	263,173	1,052,000
CONTRIBUTIONS & OTHER REVENUE			
	2,000	10,200	161,550
	2,000	10,200	161,550
TOTAL REVENUE	4,058	273,373	1,213,550

	Feb. 2016	Thru 2/29/16	Budget 2016
EXPENDITURES			
PERSONNEL SERVICES			
<i>*The Personnel Services category includes such items as Full and Part Time employee salaries and Benefits.</i>			
EXEMPT EMPLOYEES	22,944	43,920	334,600
VEHICLE ALLOWANCE	504	1,028	9,150
	23,448	44,948	343,750

CONTRACTUAL SERVICES			
<i>*The Contractual Services category includes Dues & Memberships, Prof. Services, etc. that are contracted out.</i>			
PROFESSIONAL SERVICES	3,371	6,021	105,500
CONVENTION SERVICES	24	351	4,200
OUTREACH PROGRAMS	1,531	3,402	86,400
GAS & ELECTRICITY	-	-	-
BUILDING MAINTENANCE	5,005	6,064	51,600
EQUIPMENT MAINTENANCE	-	-	-
SOFTWARE MAINTENANCE AGREEMENTS	-	-	2,700
OFFICE EQUIPMENT LEASE	-	-	-
INSURANCE	-	595	800
TELECOMMUNICATIONS	314	452	2,400
POSTAGE	1,779	2,299	6,200
LEGAL PUBLICATIONS	-	-	-
MARKETING/PUBLIC RELATION	51,549	88,074	514,462
PRINTING/BINDING	70,665	72,787	96,100
DUES & MEMBERSHIPS	405	6,346	8,425
SEMINAR & CONFERENCE REGISTRATIONS	1,842	1,947	16,700
	136,484	188,338	895,487

Manhattan Convention and Visitors Bureau Monthly City Report

Feb. 2016 Thru 2/29/16

Budget 2016

COMMODITIES

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

OFFICE SUPPLIES	175	545	7,600
EXHIBIT SUPPLIES	-	965	1,000
	175	1,510	8,600

COMMODITIES - CIP

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

OPERATING EQUIPMENT (INV)	634	26,581	44,050
	634	26,581	44,050

TRANSFERS

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

SALES TAX	-	1	25
	-	1	25

TOTAL EXPENDITURES	160,741	261,378	1,291,912
FUND BALANCE	(156,682)	11,996	(78,362)

**Manhattan Area Chamber of Commerce
 City ED Contribution/Expenses
 February 2016**

	<u>Feb 16</u>	<u>Jan - Feb 16</u>
Income		
1020 · Government Contracts		
1025 · City of Manhattan	11,090.00	22,180.00
1041 · Technology Park Marketing	833.37	1,666.74
Total 1020 · Government Contracts	<u>11,923.37</u>	<u>23,846.74</u>
Total Income	11,923.37	23,846.74
Expense		
2080 · Employees		
2100 · Payroll	6,891.91	13,783.82
2105 · Payroll Taxes	529.41	1,096.62
Total 2080 · Employees	<u>7,421.32</u>	<u>14,880.44</u>
9840 · Community Prosperity - AM3		
9865 · Retention & Expansion	0.00	5.61
9870 · Workforce Development	410.00	820.00
Total 9840 · Community Prosperity - AM3	<u>410.00</u>	<u>825.61</u>
9880 · Enhance E.D. Capacity -AM3		
9885 · Diversfy Economy	589.88	589.88
9895 · Retire to the Flint Hills	5,438.49	5,438.98
Total 9880 · Enhance E.D. Capacity -AM3	<u>6,028.37</u>	<u>6,028.86</u>
9980 · Regional Competitive - AM3		
9985 · Marketing Materials	0.00	250.00
9990 · Recruiting	0.00	693.93
Total 9980 · Regional Competitive - AM3	<u>0.00</u>	<u>943.93</u>
Total Expense	<u>13,859.69</u>	<u>22,678.84</u>
Net Income	<u>-1,936.32</u>	<u>1,167.90</u>

8:20 AM

04/05/16

Accrual Basis

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

	<u>Feb 16</u>	<u>Jan - Feb 16</u>
Income		
3320 · Military Relations		
3328 · Government Contracts	3,333.37	6,666.74
Total 3320 · Military Relations	<u>3,333.37</u>	<u>6,666.74</u>
Total Income	3,333.37	6,666.74
Expense		
4930 · Military Relations Exp.		
4932 · AUSA	0.49	0.61
4938 · Events	508.65	508.65
4941 · Mileage	169.98	320.87
4945 · Postage/Mailing	4.36	4.84
4950 · Salaries/Taxes/Benefits	1,737.10	3,649.85
4957 · Staff Meals	25.00	25.00
4960 · Supplies/Equipment	74.11	107.44
4962 · Telephone	4.31	4.31
4965 · Wives Function	29.96	44.99
Total 4930 · Military Relations Exp.	<u>2,553.96</u>	<u>4,666.56</u>
Total Expense	<u>2,553.96</u>	<u>4,666.56</u>
Net Income	<u><u>779.41</u></u>	<u><u>2,000.18</u></u>

April 2016

Report of Economic Development Director

Activity Summary:

Business Growth: The Chamber and K-State continue discussions with an international plant science company interested in moving most of their operations here based on talent that Manhattan has to offer, as well as our central U.S. location. Discussions about facilities are ongoing and we hope to have news in the near future.

Manhattan Area Technical College: The Kansas Department of Commerce is partnering with Security Benefit Corporation and Manhattan Area Technical College (MATC) to launch a new short-term training program to upskill associates by certifying them at the Foundation level in IT Service Management. **This project connects economic and workforce development under the new Workforce AID (Aligned with Industry Demand) initiative – Right Training. Right Job. NOW.**

MATC will deliver training in conjunction with Centriq Training at the Security Benefit campus in Topeka, Kansas. The training curriculum was developed under the guidance of Security Benefit and Centriq to meet the needs of Security Benefit's IT-related staff.

"This project supports Security Benefit by providing training for employees to advance their skills as well as supporting company growth," said Kansas Commerce Secretary Antonio Soave. "It also contributes to a robust Kansas economy by preparing employees with the skills and credentials required by business. We are excited to support local prosperity with this Workforce AID pilot project for Security Benefit Corporation."

MATC Job Fair: MATC had a career fair featuring 43 employers primarily in the fields of construction, business/IT and healthcare. Over 100 students attended the event and over a dozen have already accepted job offers.

Sales Tax: March 2016 sales were \$85.5 million, a 4% increase from year-ago levels. January - March sales since 2012:

2016 -- \$275.5 million
2015 -- \$277.8 million (full-year record of \$1.099 billion)
2014 -- \$266.8 million
2013 -- \$264.9 million
2012 -- \$278.5 million

Accolades: Manhattan was ranked # 26 “Best College Town to Live in Forever” by *CollegeRanker* based on quality of life, safety and academic programs:

26. Manhattan, Kansas



Manhattan is a serious college town and the site of Kansas State University. The city is known locally as “The Little Apple” thanks to its name association with Manhattan, New York. Manhattan is full of bars and restaurants that are popular among residents and college students. It is also located adjacent to Fort Riley army post which employs over 3,500 civilian personnel. Kansas State is the one of the largest college campuses in Kansas with a wealth of student life activities. The campus employs over 6,000 Manhattanites on its own. KSU is also one of the largest research universities in the country. Top degree programs at K-State include engineering and business.

Photo Credit: City of Manhattan, Kansas

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

Manhattan:	2.8% (tied with Leawood for lowest)
Riley County:	3.1%
Manhattan MSA:	3.2%

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 52,352 and employment of 50,656. Also from the report:

- In January 2002 Manhattan had **22,481** people employed
- As of February 2016 Manhattan has **31,806** employed
- The net increase of **9,325** jobs places us fourth 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.*

Military Relations Committee (MRC): Our March MRC Luncheon featured CW3 Jeff Price, former Commander of the 1st Infantry Division (1ID) Band. Performers generally know how to make an entrance, and Mr. Price did not disappoint, entering the room to begin his discussion playing the bagpipes and going on to discuss how it's important in the military, then there's a band. Mr. Price also detailed the 1st ID Bands recent deployment to the Middle East and the diplomatic role his soldiers played overseas.

It was the MRC's pleasure to once again participate in the Soldier and NCO of the Quarter Ceremony. The two soldiers awarded the honor went through rigorous mental and physical competitions to achieve this recognition. Division Command Sergeant Major Cornelison distributed the awards.

MRC attended the following Fort Riley events and ceremonies:

- 1st CAB Assumption of Responsibility
- MEDDAC Promotion of LTC Forristal to COL
- Women's History Month Luncheon
- 2 BRO Welcomes for soldiers new to Fort Riley
- FRG Round Up briefing of upcoming events in Manhattan to Family Readiness Group Leaders and Commanders from the Battalion level up
- 2 G7 Effects Planning Group calendar meetings

Our next MRC Luncheon is Wednesday, April 6th at Riley's Conference Center. CSM (Ret) Jim Champagne, Business Director of Corvias Military Living will speak about living on Fort Riley.

Leadership Manhattan (LM): The Leadership class spend a busy day at CivicPlus: starting out with a tour from Ward Morgan; the class then got an NBAF update from Dr. Ron Trewyn; learned about changing the Senior Lifestyle paradigm from Steve Shields of Action Pact Development; learned about Friends of Leadership Committee; did a workshop on Meyers Briggs (MBTI); learned about Leadership in the Age of Social Media from Dr. Michael Wesch; and took a tour of the Tallgrass Taphouse.

Six students attended K-State Leadership Seminar.

Session 5 is Thursday, April 7th, will begin on Fort Riley, move to Kansas Farm Bureau and will end with Graduation at the Manhattan Country Club.