



If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3635. Please provide advance notice of at least two (2) working days. TTY users please call 711.

**101 S. Hickory**  
**PO Box 60**  
**Ottawa, KS 66067-0060**  
Phone: 785-229-3600  
Fax: 785-229-3639  
www.ottawaks.gov  
www.facebook.com/ottawaks

**TO:** Mayor and City Commissioners  
**RE:** Study Session Meeting Agenda  
**FROM:** Richard U. Nienstedt, City Manager

A Study Session is scheduled for **October 26, 2015 at 4:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

**I. Public Comments**

**II. Interviews for Ottawa Municipal Auditorium Advisory Board**

4:00 pm - Kim Hodge *Pg. 3*  
4:10 pm - Richard Warren *Pg. 4*

**III. Items to be Placed on the Regular City Commission Agenda**

- a. Minutes from the October 10-12, 2015 Special Call Meeting for League of Kansas Municipalities Annual Meeting and the October 19, 2015 Study Session *Pgs. 5-9*
- b. Request for Approval to Submit Access Management Construction Project Application - James Haag, Franklin County Public Works Director *Pgs. 10-14*
- c. Conditional Use Permit for 1320 W. 19th Street - Wynndee Lee *Pgs. 15-22*
- d. KDOT Request for Right of Way Dedication - Wynndee Lee & Blaine Finch *Pg. 23*

**IV. Items for Presentation and Discussion**

- a. Solar Project Update - Dennis Tharp & Jeff Oleson *Pgs. 24-50*
- b. 2015 Audit Letter of Understanding - Scott Bird *Pg. 51*
- c. Monthly Reports - Staff *Pgs. 56-120*
- d. City Manager's Report
- e. Commissioner's Reports
- f. Mayor's Report

**V. Announcements**

- November 2, 2015 Study Session, 4:00 pm, City Hall
- November 4, 2015 **Regular** Meeting, 7:00 pm, City Hall
- November 4-7, 2015 Special Call Meeting, National League of Cities Conference, Nashville
- November 9, 2015 Study Session, 4:00 pm, City Hall
- November 10, 2015 Special Call Meeting, LKM Regional Supper, 5:30 pm, Olathe Community Center
- November 11, 2015 Veteran's Day, City Offices CLOSED

**VI. Adjourn**

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Time: \_\_\_\_\_

**VII. Items Already Placed**

City of Ottawa, Kansas  
Application to Serve on a Board or Commission



Name Kim Hodge

Address [REDACTED]  
Ottawa, KS 66067

Do you live within the City limits?  yes  no

Home phone number [REDACTED] Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment Ottawa University

How long have you been a resident of Ottawa? 6 years

How long have you been a resident of Franklin County? 6 years

How much time can you devote to serving each month? as much as needed

Are you related to a Board/Commission member or a City employee?  yes  no

Briefly describe why you are interested in serving on the Ottawa Municipal Auditorium Advisory Board.

I feel that we are a fortunate community to have a city auditorium available to us. It is a wonderful facility with a great historic location.

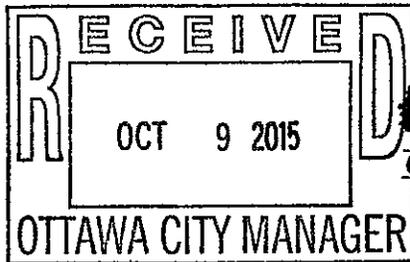
List any groups or activities to which you belong and which demonstrate your involvement in the community and an understanding of the arts/cultural sectors of our community.

My daughter is a former member of Franklin County 4-H where I also volunteered and she was also a member of the choir at OHS. We host the Suzuki Strings program each summer here at Ottawa University.

Signature Kim Hodge Date 10/7/15

Thank you for your interest in serving. Please complete this form and return to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Giora Mathews at 785-229-3637, or by email at: gmathews@ottawaks.gov

City of Ottawa, Kansas  
Application to Serve on a Board or Commission



Name RICHARD WARREN  
Address 717 W 7TH STREET  
OTTAWA

Do you live within the City limits?  yes  no

Home phone number [REDACTED] Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment retired

How long have you been a resident of Ottawa? 14 yrs

How long have you been a resident of Franklin County? 14 yrs

How much time can you devote to serving each month? as much as needed

Are you related to a Board/Commission member or a City employee?  yes  no

Briefly describe why you are interested in serving on the Ottawa Municipal Auditorium Advisory Board.

TO HELP ADVANCE THE CITY, CULTURALLY. TO BRING TALENT IN FROM OUTSIDE THE AREA AND HIGHLIGHT LOCAL TALENT. TO PROMOTE USE OF THE BUILDING WHICH EQUATES TO PRESERVATION. NON-USE WILL LEAD TO DETERIORATION. TO ADVERTISE EVENTS.

List any groups or activities to which you belong and which demonstrate your involvement in the community and an understanding of the arts/cultural sectors of our community.

ATTEND CONCERTS, INTERACT WITH CHAMBER AND OTHER ORGANIZATIONS TOS CREATE A MULTIPRONGED APPROACH TO PROMOTION.

Signature [Handwritten Signature]

Date 10/6/15

Thank you for your interest in serving. Please complete this form and return to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Glora Mathews at 785-229-3637, or by email at: gmathews@ottawaks.gov

**CITY COMMISSION  
Special Call  
October 10-12, 2015  
League of Kansas Municipality Annual Conference  
Topeka Capitol Plaza Hotel & KS Expo Centre  
1717 Southwest Topeka Blvd, Topeka, Kansas**

The City Governing Body met to travel to Topeka, Kansas, Capitol Plaza Hotel and attended the League of Kansas Municipalities Annual Conference October 10<sup>th</sup> – October 12<sup>th</sup>, 2015.

The special call meeting took Place at the Capitol Plaza Hotel in Topeka, Kansas.

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Carolyn S. Snethen, City Clerk

**Study Session Minutes  
Ottawa, Kansas  
Minutes of October 19, 2015**

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Dickinson, Commissioner Caylor, Commissioner Reed, and Commissioner Graves were all present. A quorum was present.

Mayor Skidmore called the meeting to order.

**Public Comments**

The Governing Body heard from Charlie Adamson, 2209 Nevada Rd, regarding the proposed Bike Lanes along Walnut Street. Mr. Adamson voiced concern regarding taking away parking along the 100 and 200 blocks of Walnut, stating that he regularly has four vehicles parked in front of his business, Adamson Brother Heating & Cooling, which is located at 102 S. Walnut Street. The Governing Body thanked Mr. Adamson for his concerns.

**Minutes to Review**

The Governing Body reviewed minutes from the October 5, 2015 Study Session and October 7, 2015 Regular Meeting and asked for two corrections to the October 7, 2015 Regular Meeting Minutes. The Governing Body agreed to place the corrected minutes on the next regular meeting agenda, October 21, 2015.

**Charter Ordinance—City Manager Form of Government**

The Governing Body heard from City Attorney Blaine Finch regarding a request for approval of Charter Ordinance exempting the City of Ottawa from the State Provisions of L. 2015 Ch. 88, Section 11, relating to the City Manager Form of Government. It was agreed to place this item on the next regular meeting agenda.

**Charter Ordinance—Filling of Government Vacancies**

The Governing Body heard from City Attorney Blaine Finch regarding a request for approval of Charter Ordinance exempting the City of Ottawa from the State Provisions of L. 2015, Chapter 88, Section 71, relating to the filling of Government vacancies and providing substitute provisions on the same subject. It was agreed to place this item on the next regular meeting agenda.

**Ordinance—Countryside District**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request for approval of ordinance amending Article 8, Countryside District (CS), Section 8-201, to properly clarify “limited ag”. It was agreed to place this item on the next regular meeting agenda.

**Ordinance—Accessibility Advisory Board**

The Governing Body heard from Human Resources Director Michelle Stegman regarding a request for approval of ordinance amending the size and quorum requirements of the Accessibility Advisory Board. It was agreed to place this item on the next regular meeting agenda.

### **Raw Water Line Update**

The Governing Body heard from Utilities Director Dennis Tharp and Assistant Utilities Director David Buehler regarding the Raw Water Line Update. It is being requested for approval of a 5% rate increase for each year for 3 years to pay for two proposed project: the Raw Water line from the Maris Des Cygne and an additional clear-well to be located next to the water plant The increases in water rates will allow the Utilities Department to move forward with KDHE final approval of plans and acquisition of funds through State Revolving Fund loan program and has been designed to provide funding and retire the debt on these two projects. It was agreed to place this item on the next regular meeting agenda.

### **Proclamation for National Arts and Humanities Month**

The Governing Body reviewed a proclamation recognizing the Month of October 2015 as National Arts and Humanities Month and calls upon Ottawa citizens to celebrate and promote the arts and culture in our City. It was agreed to place this item on the next regular meeting agenda.

### **Proclamation for Lights on After School Day**

The Governing Body reviewed a proclamation recognizing October 22, 2015 as Lights on After School Day and encourages the community to engage in innovative afterschool programs and activities that ensure the lights to stay on and the doors stay open for all children after school. It was agreed to place this item on the next regular meeting agenda.

### **Voting Delegates—National League of Cities Conference**

Commissioner Dickinson made a motion, seconded by Commissioner Graves, to nominate Commissioners Caylor and Reed as the voting delegates for National League of Cities Conference November 4<sup>th</sup>- 7<sup>th</sup>. The Motion was considered and upon being put, all present voted aye. The Mayor declared the nomination of Commissioner Caylor and Commissioner Reed as voting delegates duly approved.

### **City Manager's Report**

City Manager Richard U Nienstedt reported:

- Recognized City Attorney Blaine Finch for receiving the Intergovernmental Leadership Award.
- Airport Master Plan
- Encouraged the Commissioners to attend the Municipal Leadership Academy and provided a schedule for these events.
- Commission Pictures will not be on Wednesday, October 21<sup>st</sup> at the Commission Meeting due to the Mayor's absence.

### **Commissioners' Reports**

Commissioner Dickinson reported that he had attended Ottawa University's Homecoming and stated it was a great celebration. Commissioner Dickinson also attended the League Meeting and stated it went very well.

Commissioner Reed enjoyed attending the League Meeting.

Commissioner Caylor joined other Commissioners at Ottawa University's Homecoming and is expressed enthusiasm about the movement happening at Ottawa University. Commissioner Caylor thanked Community Development Director Wynndee Lee for her representation at the Ottawa University Events.

Commissioner Graves is working with Ottawa Main Street regarding pop up stores.

### **Mayor's Report**

Mayor Skidmore congratulated Ottawa University on its rich 150 history and stated that O.U. had a great turn out during the weekend celebrations.

Mayor Skidmore stated a 15 minute executive session was needed with no action to be taken afterwards.

### **Executive Session**

#### **Recess**

Commissioner Caylor made a motion, seconded by Commissioner Reed, to recess into executive session for the purpose of attorney-client privilege with City Manager Richard U Nienstedt and City Attorney Blaine Finch present. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 5:15 pm.

#### **Reconvene**

Commissioner Dickinson made a motion, seconded by Commissioner Reed, to reconvene the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 5:30 pm.

#### **Recess**

Commissioner Caylor made a motion, seconded by Commissioner Dickinson, to recess into executive session for the purpose of attorney-client privilege with City Manager Richard U Nienstedt and City Attorney Blaine Finch present. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 5:30 pm.

#### **Reconvene**

Commissioner Caylor made a motion, seconded by Commissioner Dickinson, to reconvene the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 5:35 pm.

**Adjournment**

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Dickinson, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:35 pm.

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Carolyn S. Snethen, City Clerk



ACCESS MANAGEMENT  
CONSTRUCTION PROJECT  
APPLICATION



1. General Applicant Information

- a. Local Public Authority: FRANKLIN COUNTY & CITY OF OTTAWA
- b. Primary Contact Person: JAMES HAAG JR., P.E.  
 Title: PUBLIC WORKS DIRECTOR/COUNTY ENGINEER  
 Address: 1428 S. MAIN , STE #5, OTTAWA, KS 66067  
 Phone Number: (785)-229-3550  
 Email: JHAAG@FRANKLINCOKS.ORG
- c. Secondary Contact Person: WYNNDÉE LEE  
 Title: COMMUNITY DEVELOPEMENT DIRECTOR  
 Address: 101 S HICKORY, OTAWA, KS 66067  
 Phone Number: (785)229-3620  
 Email: WLEE@OTTAWAKS.GOV

2. Project Location and Description

- a. Project Location: THE INTERSECTION OF US-59 AND KINGMAN RD  
SOUTH OF OTTAWA, KS
- b. Project Length: 2,100 FEET
- c. Project Scope: CONSTRUCT A NEW INTERSECTION AT US-59 AND  
KINGMAN RD., ADD A LEFT TURN LANE ON US-59 SOUTHBOUND, ADD A RIGHT  
TURN LANE ON US-59 NORTHBOUND, ADD 750' OF PAVING ON KINGMAN EAST  
OF US-59

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**3. Estimated Cost of the Project**

|  |                         |
|--|-------------------------|
| a. Construction:   | <u>\$1,448,800.00</u>   |
| b. Preliminary Engineering (PE):                           | <u>\$215,00.00</u>      |
| c. Construction Engineering (CE):                          | <u>\$150,00.00</u>      |
| d. Right of Way Acquisition:                               | <u>NONE ANTICIPATED</u> |
| e. Utility Relocation:                                     | <u>NONE ANTICIPATED</u> |
| f. Total Estimated Cost :<br>(Sum of Lines a thru e)       | <u>\$1,813,800.00</u>   |
| g. Total Requested from State:<br>(Line a) *               | <u>\$1,448,800.00</u>   |
| h. Local Responsibility :<br>(Subtract Line g from Line f) | <u>\$365,00.00</u>      |

\* Amount requested from state cannot exceed any of the following:

- \$2,000,000
- Construction Cost (Line a)

## NARRATIVE

Franklin County and the City of Ottawa partnered to purchase 300+ acres in the east ½ of Section 13, Township 17 South, and Range 19 East for Rock Creek Development Park. This is the new location for job creation in Ottawa. The work proposed is at the intersection of Kingman Road which is the south border of the Development Park and US-59. The Proposed improvements are construction of a new intersection, adding a left turn lane for SB US-59, adding a right turn lane for the NB Kingman Rd. traffic on US-59, installing a traffic signal and paving 750' east on Kingman. These improvements will make the traffic movements at this primary intersection much safer which is a goal of the KDOT approved US-59 Corridor Study with the City of Ottawa.

While the improvements are not warranted at this time during the next 4 years (project limit) it is anticipated that the improvements will be warranted due to traffic generated from the Development Park. Aggressive marketing to attract firms to a shovel ready facility of 300+ acres near I-35 and the BNSF Railway Intermodal facility will produce this traffic. The Franklin County Board of County Commissioners have committed in an agreement with the City of Ottawa to pave Kingman Road including a bridge from Montana Road to US-59 and paving Montana Road from Kingman Road to the I-35 bridge project. The current estimate is \$9,000,000 for this construction. This amount is more than adequate to provide the local match for the intersection project in this application.

The Kingman Road/US-59 project will be constructed in the 2019 construction season. At the present time the two partners are formulating a method to select engineering services for all phases necessary to develop a shovel ready facility. There are not any KDOT projects which would require coordination at this time.

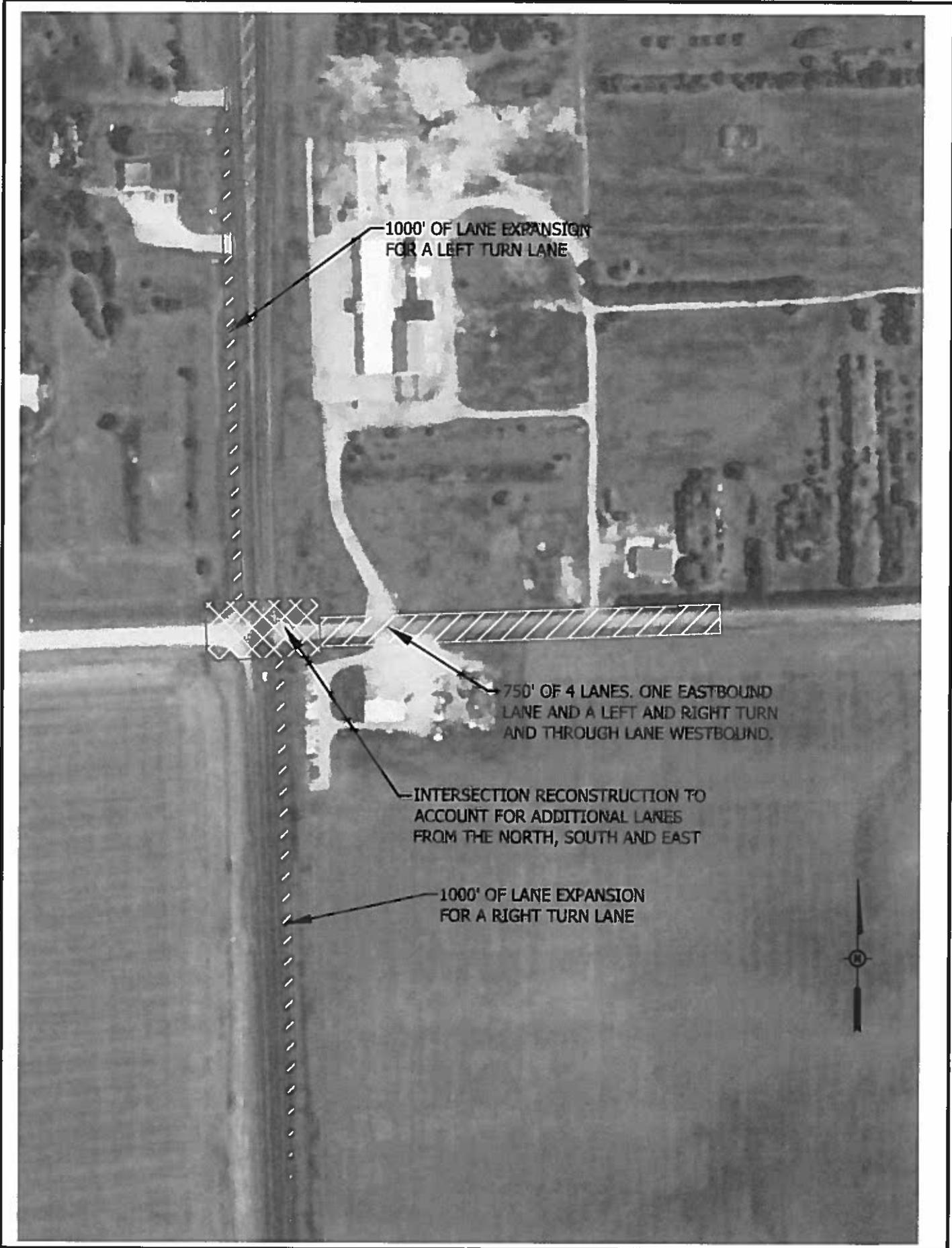
**FRANKLIN COUNTY DEVELOPMENT COUNCIL PROPOSED INDUSTRIAL PARK, SOUTH PROPERTY PRELIMINARY STREET AND STORMSEWER CONSTRUCTION COST ESTIMATE**

|                                   |                |  |
|-----------------------------------|----------------|--|
| <b>CONC. PRICE/SY</b>             | <b>\$60.00</b> | <i>Roadwork construction costs are estimated based on the total cost of concrete. Concrete costs range in 30% to 40% of the total construction cost.</i> |
| <b>CONC. PRICE/ OVERALL PRICE</b> | <b>35.0%</b>   |  |

| Phase 1   |                          |             |            |                    |
|---|--------------------------|-------------|------------|--------------------|
| Road  | Type                     | Length (FT) | Width (FT) | Concrete (SY)      |
| Kingman @ 59 Hwy Inter.*  | Arterial with Turn Lanes | 750         | 52         | 4333               |
| 59 HWY (Southbound)**   | Turn Lanes               | 960         | 14         | 1330               |
| 59 HWY (Northbound)**   | Turn Lanes               | 960         | 14         | 1330               |
| <b>TOTAL CONCRETE PAVEMENT (10" UNIFORM) (AE) (NRD)</b>         |                          |             |            | <b>6993</b>        |
| <b>TOTAL COST OF CONCRETE</b>                                   |                          |             |            | <b>\$419,580</b>   |
| <b>59 HWY &amp; KINGMAN ROAD CONSTRUCTION COST</b>              |                          |             |            | <b>\$1,198,800</b> |
| US 59 HWY. AND KINGMAN RD. TRAFFIC SIGNAL                       |                          |             |            | <b>\$250,000</b>   |
| <b>59 HWY &amp; KINGMAN ROAD INTERSECTION CONSTRUCTION COST</b> |                          |             |            | <b>\$1,448,800</b> |

\*Note: Length and width account for a right and left turn and straight lanes on westbound traffic and an eastbound lane

\*\*Note: Lengths are based on the addition of a single left turn lane from the north and a single right turn lane from the south.



1000' OF LANE EXPANSION  
FOR A LEFT TURN LANE

750' OF 4 LANES. ONE EASTBOUND  
LANE AND A LEFT AND RIGHT TURN  
AND THROUGH LANE WESTBOUND.

INTERSECTION RECONSTRUCTION TO  
ACCOUNT FOR ADDITIONAL LANES  
FROM THE NORTH, SOUTH AND EAST

1000' OF LANE EXPANSION  
FOR A RIGHT TURN LANE



## STAFF MEMORANDUM

Target Meeting Date: November 4, 2015

**TO:** Richard Nienstedt, City Manager

**FROM:** Wynndee S. Lee, AICP, Director of Planning & Codes Administration

**DATE:** October 15, 2015

**SUBJECT:** **An Ordinance** for a conditional use permit to allow an elementary school, public education facility on the property located at 1320 W. 19<sup>th</sup> St., in an R-1 Low Density Dwelling District.

USD 290 School District is seeking approval of a conditional use permit to allow for the construction of an elementary school, public education facility on the property they own at 1320 W. 19<sup>th</sup> St. The current zoning regulations require a conditional use permit for schools to be located in low and medium density residential districts.

The City of Ottawa's Planning Commission reviewed the conditional use permit request and held a public hearing. Attached is a copy of the findings. Dr. Jeanne Stroh, Superintendent, and members of their architectural and engineering firms were present at the meeting requesting approval and there were no other public comments during the hearing.

The recommendation of staff is to approve the conditional use permit with the following conditions:

1. A site plan shall be submitted for staff and planning commission review, including in addition to the typical details a completed traffic study, landscape plan, and storm water best management practices, with any changes needed to Floodplain designation identified.
2. Approved traffic plan including safety features for school zone flashers, turn lanes, and decel lanes as determined necessary by the city engineer.
3. Pedestrian and bicycle plan identified with crossing on 19<sup>th</sup> Street.
4. Approved development agreement with specifics related to the public infrastructure installations, financing, and any infrastructure allowed to be installed at a later date.
5. Any use of the facility by outside groups or individuals shall be concluded by 10 p.m., unless it is a sponsored and supervised activity by USD 290.
6. The term of the conditional use permit is not limited in time provided the ownership does not change, nor the use as an elementary school by USD 290.

The Planning Commission recommends to the City Commission by a vote of 4-0 approval of the conditional use permit.

Attachments: Ordinance  
Staff Findings  
Location Map

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT TO ALLOW AN ELEMENTARY SCHOOL, PUBLIC EDUCATION FACILITY ON THE PROPERTY LOCATED AT 1320 W. 19TH STREET, IN AN R-1 LOW DENSITY DWELLING DISTRICT REQUESTED BY USD 290 SCHOOL DISTRICT, IN THE CITY OF OTTAWA, KANSAS.

BE IT ORDAINED, By the Governing Body of the City of Ottawa, Kansas:

**Section 1.** Written findings have been made by the Planning Commission for the City of Ottawa that the application from USD 290 School District, dated September 11, 2015, for a conditional use permit is in compliance with Ordinance No. 3501-05, Article 6, Residential Zoned Districts (R-1; R-3), Table 6-1.

**Section 2.** A conditional use permit is hereby granted to allow the construction of an elementary school, public education facility on the property located at 1320 W. 19<sup>th</sup> St., in an R-1 Low Density Dwelling District with the following conditions:

1. A site plan shall be submitted for staff and planning commission review, including in addition to the typical details a completed traffic study, landscape plan, and storm water best management practices, with any changes needed to Floodplain designation identified;
2. Approved traffic plan including safety features for school zone flashers, turn lanes, and decel lanes as determined necessary by the city engineer;
3. Pedestrian and bicycle plan identified with crossing on 19<sup>th</sup> Street;
4. Approved development agreement with specifics related to the public infrastructure installations, financing, and any infrastructure allowed to be installed at a later date;
5. Any use of the facility by outside groups or individuals shall be concluded by 10 p.m., unless it is a sponsored and supervised activity by USD 290;
6. The term of the conditional use permit is not limited in time provided the ownership does not change, nor the use as an elementary school by USD 290.

A tract of land in the Northwest Corner of the Southwest Quarter of Section 11, Township 17 South, Range 19 East of the Sixth Principal Meridian, in the City of Ottawa, Franklin County, Kansas, described as follows:

Thence south 89 degrees 47 minutes 09 seconds, East for a distance of 747.78 feet along the north line of said southwest quarter to a ½ inch iron pin, thence south 00 degrees 05 minutes 42 seconds, West for a distance of 1328.95 feet, to a ½ inch iron pin on the south line of the northwest quarter of said southwest quarter; thence north 89 degrees 49 minutes 39 seconds west for a distance of 622.73 feet along said south line to a ½ inch iron pin; thence north 00 degrees 05 minutes 35 seconds east for a distance of 75.00 feet parallel with the west line of said southwest quarter to a ½ inch iron pin; thence north 89 degrees 49 minutes 39 seconds west for a distance of 125.00 feet parallel with said south line to a ½ inch iron pin on said west line; thence north 00 degrees 05 minutes 35 seconds for a distance of 1254.50 feet along said

west line to the point of beginning, said property contains 22.60 acres more or less, in the City of Ottawa, Franklin County, Kansas.

**Section 3.** A certified copy of this ordinance signed by the City Clerk for the City of Ottawa, Kansas, shall be recorded in the Office of the Register of Deeds, Franklin County, Kansas.

**Section 4.** EFFECTIVE DATE; PUBLICATION. This Ordinance shall take effect and be in full force from and after its publication in the official city newspaper.

**Section 5.** PASSED AND ADOPTED by the Governing Body of the City of Ottawa, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## STAFF & PLANNING COMMISSION REPORT

**TO:** City Commission

**FROM:** Staff & Planning Commission

**MEETING DATE:** October 14, 2015

**SUBJECT:** Hold a public hearing to consider a conditional use permit application to allow an elementary school, public education facility, in the R-1, Low Density Residential District, located at 1320 W. 19<sup>th</sup> Street.

The local public school district, USD 290, is seeking approval of a conditional use permit to allow construction of a new elementary school at 1320 W. 19<sup>th</sup> Street. The subject property is located on a tract zoned R-1, Low Density Residential. The surrounding area is either residential or vacant tracts. An area plan was created in 2006 that showed the area for Public/Semi-Public as the district owned it and has planned for a school for many years.

The current zoning regulations require a conditional use permit for schools to be located in low and medium density residential districts. The applicant proposes a school of 72,000 feet in size that “faces” Eisenhower Road. Site improvements include 100,000 square feet of grass play area, 13,500 square feet of asphalt play area, and 13,000 square feet of cushioned/pervious play area. In addition, parking is proposed in several lots for about 130 cars with the asphalt play area doing double duty for large events as overflow parking. Primary access is proposed off of a new street to be constructed, with limited bus and teacher access from 19<sup>th</sup> Street.

The conditional use is the first step in the development process for this elementary school. There will still be a formal site plan review, including traffic study results, as well as details worked out about the infrastructure development and design.

### Findings

The Planning Commission may recommend approval of a conditional use that is expressly authorized to be permitted in a particular zoning district, and the Governing Body may approve such conditional use, using the following factors as guidelines:

**1. Whether approval of the conditional use would be consistent with the intent and purpose of these regulations;**

The proposed use will comply with the regulations, which indicate that residential districts are to provide for areas of residential development including certain public or private uses which are compatible with residential development. The conditional use process allows for early concept review to ensure the compatibility, particularly related to distances to residential development, management of impact to residential, etc.

**STAFF & PLANNING COMMISSION FINDINGS:**

With appropriate site planning and traffic management, the conditional use of an elementary school is consistent with the intent and purposes of the Zoning Regulations.

**2. Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood;**

Compatibility use is the primary question for a use such as this. Educational facilities serve the residents, so allowing them within or close proximity of residential districts is essential. Compatibility can be reviewed related to the structure and the use and their impact to the area. The structure is a one-story facility, with a height of 15'4" for most portions with some pop-up areas of 18'8", with the gym at 27'4". Given the play areas and distance from property lines, even the highest area would have no impact to the neighbors. Residential structures can go even higher in this district as the maximum height is 35 feet. While the traffic with schools has increased over the recent decades, the site demonstrates attention to this with a solid plan for pick-up and drop-off. The details of the traffic study will inform the detailed site plan as well. The play areas are clearly an enhancement to the area.

**STAFF & PLANNING COMMISSION FINDINGS:**

The location of the elementary school is compatible to residential zoning and uses in the area, provided the traffic study and resulting installations properly manage the high-traffic situations.

**3. Whether the proposed use places an undue burden on the existing transportation, utility and service facilities in the area affected and, if so, whether such additional facilities can be provided;**

The construction of the school will increase traffic on Eisenhower and on 19<sup>th</sup> Streets. Currently both streets are two-lane, ditch section roads. Utilities are available with sufficiency for the proposed building. Discussions are underway about the improvements necessary for this construction and staff is confident the necessary improvements to the roads, sidewalks, and utilities will be satisfactory. Improvements include turn lanes on Eisenhower (though only one shown now, it is anticipate a left turn will be needed as well) and 19<sup>th</sup> is likely to need more improvements as well. The new road will be essential to providing access at a slower speed for the turns, stacking, and leaving of drivers delivering or picking up children to and from school. More discussions will be necessary but a plan will be developed prior to the site plan submittal and platting including dedication of rights-of-ways and easements will also be required before development.

**STAFF & PLANNING COMMISSION FINDINGS:**

The needs for transportation, including bicycling/pedestrian are underway and consensus of much of that has been reached. More discussions will be necessary but a plan will be developed along with the site plan submittal.

**4. Whether the proposed use is made necessary or desirable because of changed or changing conditions in the area affected;**

This is not a proposal related to changes in the area, but in overall development of the school district delivery of education to meet the needs for increased classes.

**STAFF & PLANNING COMMISSION FINDINGS:**

Not a factor for the area affected, though it is necessary to the community overall.

**5. The length of time the subject property has remained vacant or undeveloped as zoned;**

The parcel has never been developed with buildings, though the land was used as a tree nursery for years.

**STAFF & PLANNING COMMISSION FINDINGS:**

This is not a factor impacting this development proposal.

**6. Whether the applicant's property is suitable for the proposed conditional use;**

The property has adequate size for the development including the transportation lanes necessary for good traffic management.

**STAFF & PLANNING COMMISSION FINDINGS:**

The site is suitable for the proposed conditional use.

**7. Whether the proposed conditional use would be in conformance to and further enhance the implementation of the City's Comprehensive Plan;**

The future land use map of the Comprehensive Plan identifies this area as public/semi-public, so this site is conforming to the land use plan. In addition, the narrative section of the future land use chapter also identifies the development on major corridors (such as Eisenhower) have good access control, enhanced landscaping, and good site design.

**STAFF & PLANNING COMMISSION FINDINGS:**

The site is conforming to the future land use plan and narrative sections. Providing multiple parking areas, distributed around the site, along with landscaping, good access management, enhanced connect ability for non-motorized transportation, and strong setbacks, ensures this use will be in conformance and further enhance the city's implementation of its vision.

**8. Whether the proposed conditional use, if it complies with all the conditions upon which the approval is made contingent, will not adversely affect the property in the area affected;**

Conditions that should be considered are the submittal of a traffic study; site accommodations per the need of the study; stormwater considerations including best management practices for clean water; sidewalks/bike paths and connections to the surrounding area; good site design and conformance with the city's Comprehensive Plan vision.

**STAFF & PLANNING COMMISSION FINDINGS:**

A condition that the site plan account for the infrastructure needs, particularly as it relates to the traffic study, and all other site plan details be submitted for approval.

**9. Such other factors as the Planning Commission may deem relevant from the facts and evidence presented in the application.**

**10. The recommendations of professional staff;**

Staff recommends approval with the **following** conditions:

- 1. A site plan shall be submitted for staff and planning commission review, including in addition to the typical details a completed traffic study, landscape plan, and storm water best management practices, with any changes needed to Floodplain designation identified.**
- 2. Approved traffic plan including safety features for school zone flashers, turn lanes, and decel lanes as determined necessary by the city engineer.**
- 3. Pedestrian and bicycle plan identified with crossing on 19<sup>th</sup> Street.**
- 4. Approved development agreement with specifics related to the public infrastructure installations, financing, and any infrastructure allowed to be installed at a later date.**
- 5. Any use of the facility by outside groups or individuals shall be concluded by 10 p.m., unless it is a sponsored and supervised activity by USD 290.**
- 6. The term of the conditional use permit is not limited in time provided the ownership does not change, nor the use as an elementary school by USD 290.**

## Location & Aerial Map

Address: 1320 W. 19<sup>th</sup> Street

Owner / Applicant: USD 290

Current Use: Vacant Ground

Current Zoning: R-1, Low Density Residential District

Proposed Use: Elementary School & Public Educational Facilities



## STAFF MEMORANDUM

**TO:** Richard U. Nienstedt, City Manager/Governing Body

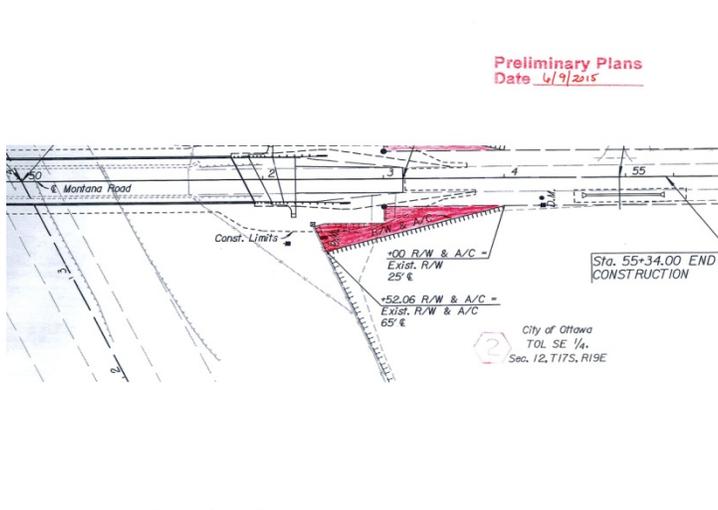
**FROM:** Wynndee S. Lee, AICP, Director of Community Development

**DATE:** October 15, 2015

**SUBJECT:** Grant of Dedication of Right of Way to Kansas Department of Transportation

KDOT has been working with the City and County for over a year related to their plan to remove the bridge over I-35 on Montana Road. As the City/County acquired ownership of land adjacent to this area, the new industrial park, there is a need for some additional right of way for the reconstruction of the bridge. We have been working with KDOT to ensure both good vehicular access as well as enough width for bike lanes. Earlier this summer, by request of the KDOT staff, a deed of right of way dedication was prepared and delivered to City Hall.

The tract of land is from the northern most piece of the industrial park and is approximately .05 acres, so very small. Here is an image:



It is staff's recommendation to dedicate this tract of land.

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## MEMORANDUM

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**To:** City Commission  
Richard U. Nienstedt, City Manager  
Dennis Tharp, Director of Utilities

**From:** Jeffrey S. Oleson, Assistant Director of Utilities

**Subject:** **Ottawa Solar Photovoltaic project**

**Date:** 10/22/2015

Attached are additional documents for review and discussion at the Monday October 26, 2015 regular study session related to the below project:

A project being planned for 2015-2016 is to install a 15.6kW Solar Photovoltaic (PV) system at the Power Plant/Water Plant location. The installation will generate electricity and send it to the City electric distribution system. The 15.6kW PV system will be the initial phase of installation, which over future years will be expanded upon to provide up to 90kW's of Solar PV renewable energy to Ottawa citizens. The planned site will provide a visible, yet secure location, for the installation. As part of the long-term plan associated with this installation is to develop educational materials, which can be made available for school districts in Ottawa, and also Franklin County. The project will involve Cromwell Solar of Lawrence, KS and City staff jointly working together on the system installation.

# SOLAR

## FUNDAMENTALS

### *Volume 1: Technology*

*Authors:*

**Becky Campbell  
Daisy Chung**



# SEPA

solar electric power association



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# INTRODUCTION

This report serves as one component of a multi-part series of publications that SEPA plans to produce throughout 2015. The purpose of this effort is to provide a broad introduction to several facets of the solar industry, including: a discussion of different technologies; an update on the current state of the U.S. market; a summary of project financing options; and, an overview of some of the solar integration challenges that utilities are encountering (or soon will be).

SEPA undertook this effort to assist in educating those seeking to become more familiar with the solar industry. Whether you are reading this publication as a new utility regulator seeking information to better inform your decision-making process or as a student researching potential career paths, the goal of this series is to distill information into short publications that any individual can use to gain practical knowledge of the industry.

This portion of the series introduces solar technologies, explaining each technology's applications. There is a brief section that describes the ancillary components that make up a photovoltaic system and explains how these components can be used to optimize energy generation. This report also describes solar insolation, explaining how it impacts energy generation and illustrating where solar energy is a viable option. A final section highlights important considerations in siting a solar project including opportunities to maximize system production and avoid unexpected project development challenges.

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## Disclaimer:

This material is based upon work supported by the U.S. Department of Energy under Award Number DE-EE0003525. The report was produced by the Solar Electric Power Association (SEPA) with the support of the following organizations as part of the SunShot Solar Outreach Partnership: ICLEI-Local Governments for Sustainability; International City/County Management Association (ICMA); North Carolina Clean Energy Technology Center; Meister Consultants Group, Inc.; Interstate Renewable Energy Council, Inc. (IREC); The Solar Foundation (TSF); American Planning Association (APA); and National Association of Regional Councils (NARC).

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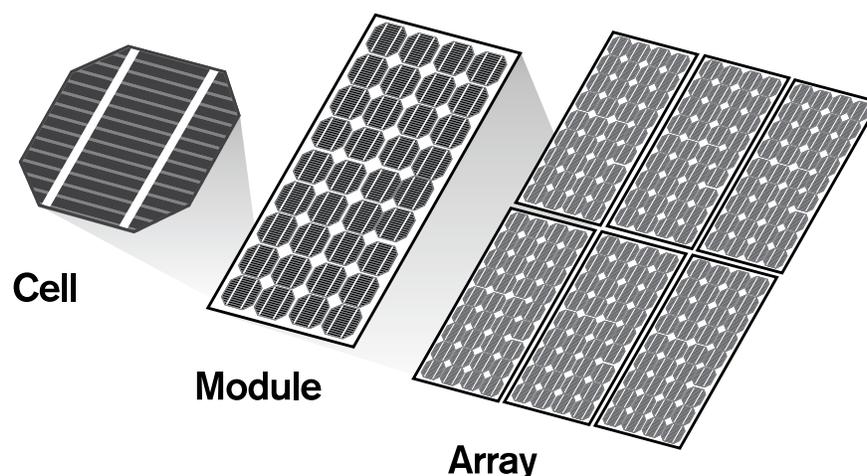
# TYPES OF TECHNOLOGY

Solar generating technologies can be generalized into two groups: photovoltaics and concentrated solar power. Photovoltaics (PV) are semiconducting materials used to convert sunlight into direct current (DC) electricity. Concentrated solar power (CSP) uses a collection of mirrors to concentrate solar thermal energy, which in most cases drives a steam turbine, thus producing alternating current (AC) electricity. This section will describe both technologies in detail, examining the various options available for each and their potential market applications.

## Photovoltaics

Put simply, PV cells are composed of semiconductor materials that exhibit the photoelectric effect – that is, materials that display properties that allow them to absorb the photons in sunlight and, in turn, release electrons which can be captured to generate electricity. As indicated in Figure 1, individual PV cells are combined to form PV modules (or panels), and modules are connected to form PV arrays.<sup>1</sup> PV arrays are connected to accessory components to form a solar system (see the Balance of System section for further discussion).

PV technologies are primarily differentiated based on the nature of the absorber material responsible for converting light into electricity. This section will focus on crystalline silicon and thin film PV technologies, which represent the most commonly used PV technologies as of this date. A brief discussion of emerging PV technologies is also included.



**Figure 1:** Illustration of PV cells, modules, and arrays

## Crystalline Silicon

Crystalline silicon (c-Si) is the most commonly used PV technology in the world. This prevalence is due, in part, to a mature process technology that greatly benefited from the knowledge of the semiconductor industry. Typically, a c-Si module consists of a dozen or more individual PV cells electrically wired together. Crystalline silicon PV can further be divided into four broad categories — monocrystalline, multicrystalline (or polycrystalline), ribbon, and ‘super’ monocrystalline. Mono- and multicrystalline technologies accounted for approximately 90 percent of the total global PV manufactured in 2013.<sup>2</sup> Monocrystalline cells are composed of a uniform material grown from a single crystal of silicon, while multicrystalline cells are made up of materials from several, smaller crystals. The process of “growing” a monocrystalline cell is slower and more expensive than the process used to create multicrystalline cells. Because the composition of monocrystalline cells is uniform throughout, they are generally more efficient at converting sunlight into electricity than multicrystalline cells.<sup>3</sup>



**Figure 2:** Left, monocrystalline PV module. Right, multicrystalline PV module.

## Thin-film

Unlike crystalline silicon, where the substrate is nearly always glass, thin-film PV can use a range of both rigid and flexible substrates, such as metal foils (steel or aluminum) or plastics. Also unlike c-Si, which requires a manufacturing process that produces modules batch by batch, thin-film manufacturing processes can, in principle, continually produce modules at higher speeds. Thin-film can be grouped into three categories: amorphous silicon (a-Si), cadmium telluride (CdTe), and copper gallium indium diselenide (CIGS). In 2013, CdTe accounted for approximately 54 percent of global thin-film production, while a-Si and CIGS accounted for 23 percent each. Collectively, thin-film technologies account for approximately 10 percent of the global PV market share.<sup>4</sup>



**Figure 3:** Example of a thin film PV module.  
Source: First Solar

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## WHAT IS THE APPROXIMATE CAPACITY OF MOST PV MODULES?

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PV modules (or panels) range in size and capacity, with some of the advanced, high-efficiency products rated as high as 440 Watts, and some of the smallest, special use products rated for as few as 6 Watts (roofing tiles). The California Energy Commission maintains a list of PV modules that have met strict safety and reliability standards.<sup>5</sup> The median capacity on that module list is approximately 217 Watts; however, it is not unusual to find monocrystalline modules that exceed that rating.

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### What is PV degradation, and how will it impact system performance over time?

Over time, PV technologies become less effective at converting sunlight into electricity. The rate at which this decline occurs is called a module's degradation rate. Degradation rates vary by technology, but the median rate for both crystalline and thin film thin-film modules is approximately 0.5 percent per year.<sup>6</sup> This means that if during the first year of installed use, one assumes that a module produces electricity at 100 percent, then applying the median degradation rate would suggest that it would produce electricity at 99.5 percent in its second year, 99.0 percent in its third year, and so on. Not all products degrade at the same rate, but most module suppliers guarantee products will degrade no more than 20 percent within their warranted lifetime.

## PV Efficiencies

Efficiency describes the effectiveness of a technology at capturing the energy in sunlight and converting it to usable electricity. The highest recorded efficiency in a laboratory environment for a c-Si PV cell is approximately 25 percent, but commercially available modules have efficiencies closer to 20 percent.<sup>7</sup> The highest observed laboratory thin film efficiencies have surpassed 21 percent, but commercially available technologies range from approximately 10 to 15 percent. Monocrystalline modules maintain a sizeable efficiency advantage to thin-film products, but some thin-film technologies have started to surpass multicrystalline modules in efficiency.

### Why are Laboratory Cells More Efficient than Commercially Available Technologies? What's the Difference?

In a laboratory environment, it is possible to make efficiency gains through the testing of small-scale R&D products. Scaling these laboratory-tested improvements into commercial mass production while maintaining efficiency gains can be technically complex and economically prohibitive. In some cases, the economic challenges outweigh the potential production benefits of laboratory technologies. Improvements in commercially available technology efficiencies tend to lag behind the efficiencies of laboratory test improvements by several years.

When comparing efficiencies of modules, it is important to take into account the price compared to the estimated lifetime generating capability. Purchasing a nominally more efficient module for a significantly higher price is not necessarily a sound investment. It may be worth exploring whether lower-cost, lower-efficiency modules will produce a more attractive return on investment over a project's lifetime. The National Renewable Energy Laboratory (NREL) has several tools that help users estimate PV production. PVWatts is a simple tool that quickly and easily estimates production based on location and efficiency assumptions.<sup>8</sup> The System Advisor Model (SAM) is a more advanced tool capable of modeling both the performance and economics of a PV system, based on inputs such as location, specific system components, and system costs.<sup>9</sup>

### What is the average cost of a PV module?

Module costs vary based on several factors, including order volume, manufacturer, and efficiency. According to GTM/SEIA, third quarter 2014 pricing ranged from \$0.72-\$0.80 per Watt.<sup>10</sup> As a frame of reference, module prices in 2006-2007 were in the range of \$4.00 per Watt.<sup>11</sup> Significant advancements in manufacturing efficiency have aided decreasing prices.<sup>12</sup>

**TABLE 1: A SUMMARY OF PV TECHNOLOGY EFFICIENCY RECORDS AND MODULE PRICES.**

| Technology                                 | Module Efficiency (Best, Laboratory) <sup>13</sup> | Price, per Watt (SEPA Market Research) |
|--|--|--|
| Monocrystalline                            | 22.9%  | \$0.72 to \$0.80                       |
| Multicrystalline                           | 18.5%  | \$0.60 to \$0.68                       |
| Cadmium Telluride Thin Film                | 16.1%  | \$0.55 to \$0.63                       |
| Copper Gallium Indium Diselenide Thin Film | 15.7%  | \$0.55 to \$0.63                       |

## PV Applications

Applications for PV technologies vary widely. This technology is easily scaled to suit energy needs of any size. In some of its smallest-scale uses, PV is used to power calculators, street lights, and water pumping stations, but it is also commonly used to meet larger energy needs. PV is widely deployed to generate on-site energy for residential and commercial users. It is also increasingly deployed through utility-scale power projects — projects that can range from five to hundreds of megawatts in capacity and directly supply power into the electric grid (similar to a traditional power plant). PV projects can easily be built and powered up in phases, making it convenient to expand projects over time as demand increases. While most PV projects are interconnected to the electric grid, off-grid PV systems are possible with proper use of storage technologies (albeit often cost prohibitive for significant energy needs).

PV can be mounted for use on rooftops or at ground-level, and is increasingly incorporated into accessory structures, such as parking canopies and pergolas. Some of the emerging technologies directly integrate PV into building materials, such as windows, roofing tiles and shingles.

## What's on the horizon for PV technologies?

### *Technologies of the future*

There are several innovations within the PV family of technologies that SEPA considers emerging, or in some cases, not quite commercially viable. These include concentrating PV (CPV), dye sensitized PV, organic PV (OPV), and nanotechnologies. Several of these technologies are undergoing significant laboratory advancements, but extremely short degradation times have limited wide-spread commercial adoption.

CPV is a commercially available technology, but it requires direct sunlight and accurate tracking that limits its geographical possibilities and adds to its cost and reliability (through increased O&M needs). CPV utilizes mirrors and lenses to concentrate direct sunlight onto small but highly efficient solar cells. CPV is best-suited for large-scale energy projects, and is not a viable technology for smaller, residential-scale power generation.



**Figure 4:** An example of a CPV solar array (Credit: Bill Timmerman/NREL)

## Concentrated Solar Power

Concentrated or concentrating solar power (CSP) refers to the general technology of redirecting sunlight via mirrors and concentrating it to a focal point, where it is used to form thermal energy. Mirrors used in CSP have specified reflectivity and are set in strategic shapes/placement. They serve as the “collector” of sunlight, and reflect it to a central “receiver.” The receiver absorbs the focused solar thermal energy, becoming a heat source. This heat source may boil water or other fluids to form steam that spins a turbine

to generate electricity. Turbine-generated electricity from CSP works in a similar manner as coal, nuclear, oil and natural gas turbine generators with the only significant difference being the heat source.

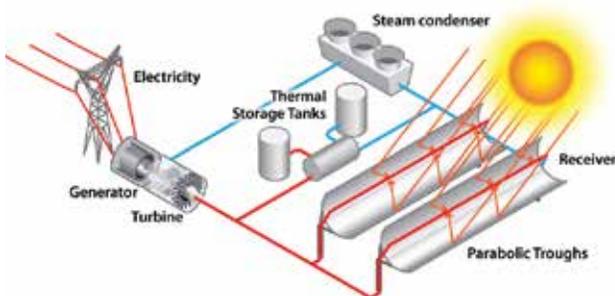
There are three main established CSP technologies, easily distinguished by their mirror configurations. In increasing complexity, these technologies are linear concentrators, dish/engines and power tower systems.

## Linear Concentrator System

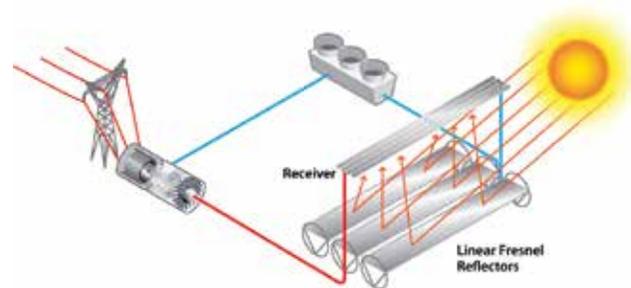
The linear concentrator system features a set of linear collectors and receiver tubes. The collectors face the sun to focus its energy on the receiver, which is placed in parallel above the collector. The linear receiver tube contains water or another heat-transfer fluid, which absorbs the heat of the focused sunlight. The heated fluid is used to generate steam, which, in turn, powers a turbine to generate electricity.

There are two types of linear concentrator systems. The most common and proven is the parabolic trough system. It consists of parabolic, or near u-shaped, mirrors placed in rows that run north-south and make use of single axis tracking to maximize sun exposure. A linear receiver tube is placed parallel to each row of mirrors. The curvature of the u-shaped mirrors collects sunlight and reflects it onto the dedicated receiver tube.

The second, newer type is called the linear Fresnel reflector system. In general, linear Fresnel systems operate similarly to parabolic trough systems; however, this system uses a shared receiver placed higher above multiple rows of mirrors, which use tracking and are flat or nearly flat. The equipment setup of the linear Fresnel reflector system is simpler than the parabolic trough system.



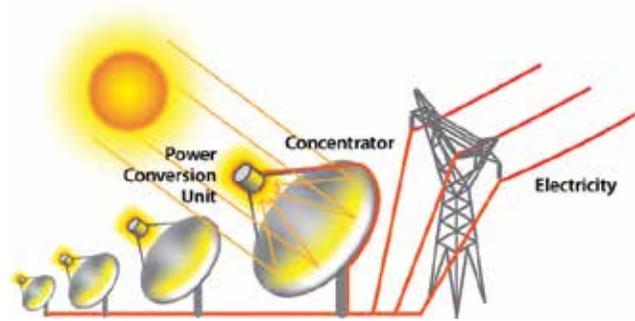
**Figure 5:** An illustration of a parabolic trough power plant. (Credit: DOE/NREL 1996)



**Figure 6:** An illustration of a linear Fresnel power plant. (Credit: DOE/NREL 2000)

## Dish/Engine System

The dish/engine system describes the combined usage of a dish-shaped collector (or “concentrator”) attached with a centrally mounted engine unit that serves as a receiver and electricity generator. Each dish apparatus tracks and concentrates sunlight onto an engine, similar to the operation of a satellite dish, and can be made of large concave mirrors or many small, flat mirrors mounted into a dish shape (often the cheaper of the configurations). The engine absorbs the thermal energy of the concentrated sunlight through its receiver, where a heat-transfer medium is heated. The heated medium then drives a spinning generator, commonly through moving pistons in an electricity-generating Stirling engine.

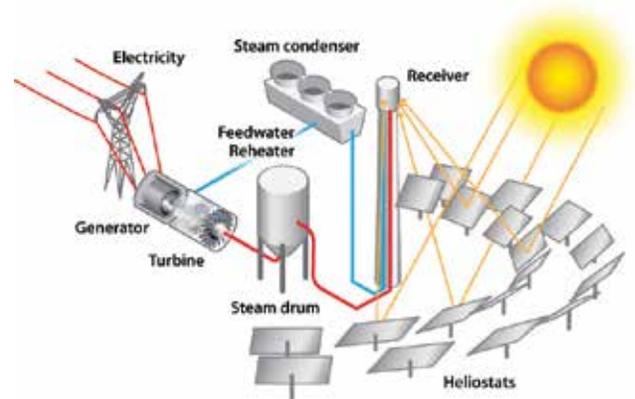


**Figure 7:** An illustration of a dish/engine power plant. (Credit: DOE/NREL 1996)

## Power Tower System

The power tower system also concentrates sunlight like the dish/engine system, but on a massive scale. It collects sunlight via many large, flat, ground-mounted mirrors, called heliostats, placed in a circular pattern around a receiver tower that can be hundreds of feet tall.

Each heliostat tracks and concentrates sunlight onto the receiver tower, where the absorbed heat produces steam to power a conventional turbine generator. Because the scalable configuration demonstrates favor in economies of scale, the power tower system exhibits the largest deployment on a per-system basis, to as large as 200 megawatts.



**Figure 8:** An illustration of a solar power tower plant. (Credit: DOE/NREL 1996)

## CSP Efficiencies and Advancements in Technology

The Department of Energy’s SunShot Vision Study compares the annual average efficiencies as well as technology improvement among CSP system designs.<sup>14</sup> Both are important factors because they directly affect project viability and upfront investment ultimately influencing delivered cost of electricity and annual revenue.<sup>15</sup>

Average annual efficiencies are used as a comparison by the Department of Energy (DOE) because they are closer to actual, rather than ideal, design-point, solar-to-electric conversions of an operating CSP facility. The table below identifies the average annual efficiencies for the CSP technologies discussed in this section.

NREL CSP experts identify that a 1 percent improvement in optical efficiency for a typical CSP plant is valued at about \$600,000 in annual revenue.<sup>15</sup>

**TABLE 2: A SUMMARY OF CSP TECHNOLOGY AVERAGE ANNUAL EFFICIENCIES.**

| CSP Technology Type               | Average Annual Efficiencies |
|-----------------------------------|-----------------------------|
| Linear Concentrator <sup>16</sup> | 13% - 15%                   |
| Dish/Engine                       | >20%                        |
| Power Tower                       | 14% - 18%                   |

Structural setup and operational limitations of each CSP type cause the noted variations in average annual efficiencies. Often, collector efficiency (i.e., from optical coating) and operating temperature are directly related to differing efficiencies across technologies.

To increase collector reflectivity and allow the receiver to capture more sunlight, researchers began replacing traditional mirrors with polymeric optical coating or thin-glass reflectors. Generally, increasing operating temperature by using better heat transfer fluids, thus creating a higher thermal-to-electric conversion ratio, is a major driver of performance advancement. Conventional CSP heat exchange fluid is synthetic oil; newer systems may use water/steam, molten salts and even experimental organic silicones to operate at higher temperatures (from less than 400°C to, in some cases, well over 500°C).

### Applications and Applicable Market Segments

Compared to PV, applications of CSP tend to remain within commercial and utility use, although there is a small portion of residential CSP systems. The dish/engine system exhibits the most scaling flexibility, because the technology allows for easy small-scale deployment through the use of a single system.

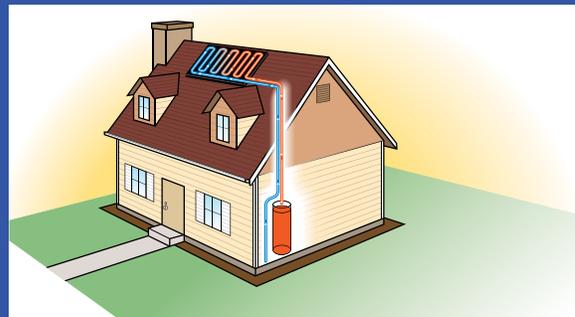
Still, CSP is typically more viable for larger commercial or utility deployments - even if hardware is simpler and cheaper than that of PV modules. Recall that most CSP systems (except the dish/engine type) operate with the use of steam turbines. Often, CSP systems are close to, and sometimes co-located with, conventional power generating facilities such as coal or natural gas.

In order for CSP to effectively concentrate sunlight, every piece of CSP equipment within a facility must be precisely set up and optimally operating to generate electricity, whereas some PV arrays more closely resemble “plug and play” systems with simplified, standard installations.

CSP can be configured to be a “firm” source of power generation - meaning that it can be paired with other technologies to provide power, even during periods without sunlight. This can be done by adding thermal energy storage or through conventional power integration. With thermal energy storage, the heat is conserved so that power generation can continue well into the evening. Another alternative is to co-locate CSP with another generating facility to create a hybrid system. CSP can be integrated with either natural gas or coal facilities, which can fuel the turbine while sunlight is lacking.

### What is Solar Water Heating?

Solar water heating (SWH) is another commonly adopted solar thermal technology. SWH takes advantage of the sun’s heat, instead of conventional fuel, to supply hot water for water heating systems. Similar to CSP technologies, SWH systems come in many different variations. The basic components of a SWH system include a solar collector, a heat exchanger, and a storage system. See below for an example of how a SWH system can be configured. SWH is commonly used to heat water on a small scale, such as residential water heating needs.



**Figure 9:** An illustration of one possible solar water heating configuration.

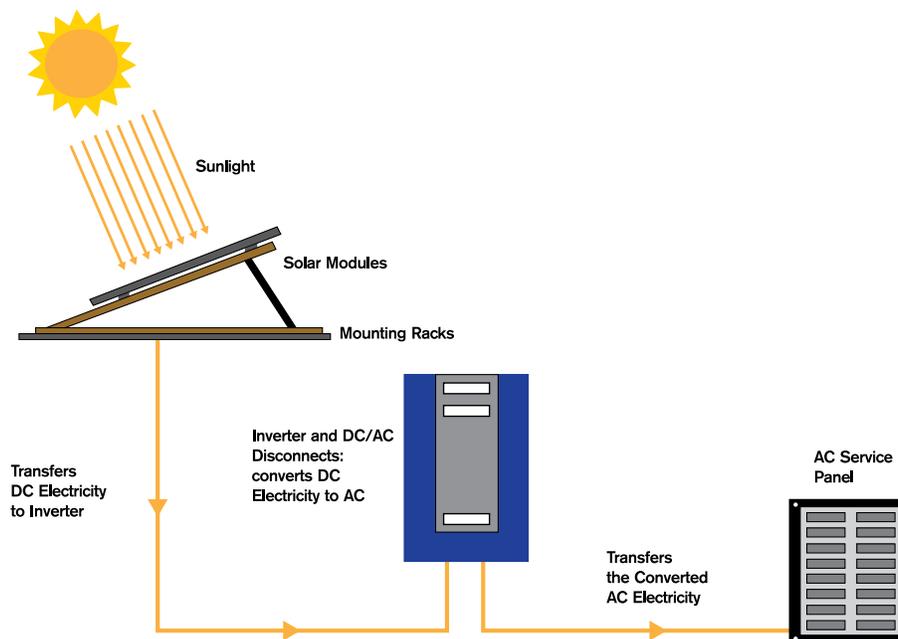
# BALANCE OF SYSTEM (BOS)

The balance of system, or BOS, is a term that refers to all ancillary components that make up a solar project. BOS is not a term that is commonly used for CSP systems. For PV systems, BOS components typically include inverters, wiring, the racking or mounting system (including tracking systems), and in some cases, monitoring equipment and energy storage systems. The simple graphic in Figure 10 below demonstrates how all components of a PV system are connected.

## Inverters

With a primary responsibility of converting the DC electricity produced by the PV system into AC, the inverter is arguably the most critical system component after the PV modules. There are essentially two options for inverters: centralized or micro. Centralized inverters are one or several (in the case of utility-scale projects) large appliances that serve multiple PV modules within a system. Microinverters are small units containing power electronics that are situated under individual PV modules. Each option has unique benefits and challenges. Inverters can fail and require replacement(s) within a PV system's expected overall lifetime. Especially for utility-

scale projects, the process of replacing centralized inverters is simpler than replacing microinverters; thus, replacements are streamlined by limiting the number of inverters. On the other hand, PV system production can be greatly impacted by shading of individual modules. Microinverters ensure that each module is producing energy at its best capability at any given point in time. With a centralized inverter, one bad apple can spoil the bunch - meaning shading of one or several modules can drag down the energy production for all of the modules connected to a shared inverter. Microinverters, on the other hand, prevent this phenomenon.



**Figure 10:** A simple illustration of all of the components of a PV system.

### What's the difference between DC and AC and why is it important?

Most PV modules produce energy in units of DC, but most energy is transmitted through the electrical grid and consumed in units of AC. Therefore, it is necessary to convert a PV module's electricity to AC for both on-site consumption and grid connection purposes.

What does that really mean? Most PV modules are rated in Watts DC. The comparable AC rating of a system is lower than the DC rating due to a number of system losses, including but not limited to: shading and soiling, module efficiency, wiring mismatch, and inverter efficiency. As mentioned above, a PV system's inverter serves the purpose of converting DC electricity into AC. When it comes to the total efficiency of a solar PV system, NREL's PVWatts tool can be used to calculate the AC energy produced, and users can even click on "derate factor help" to change the assumptions. SEPA uses a DC-to-AC derate factor of 84 percent for a typical PV system. This means that if the nameplate capacity of the typical PV panels is 2 kW, the system will produce just 84 percent (or 1.68 kW) of that amount of power in a typical installation.

In addition to converting electricity from DC to AC, inverters include important safety mechanisms that prevent grid-connected PV systems from feeding electricity onto the grid during power outages — a process known as anti-islanding. Anti-islanding is an important feature for utilities because it ensures that utility lineworkers can safely work to restore power without threat of electrocution from PV systems back-feeding energy onto power lines.<sup>17</sup>

### Smart inverters and their added system benefits

Smart inverters not only convert DC to AC for grid connectivity, they also have advanced functional capabilities that support the stability, reliability, and efficiency of the electric power grid. This is especially important to utilities as solar gains a significant share of the utility's system-wide generation capacity (referred to as high penetration of solar). Higher penetration levels along with the intermittent power production in PV systems can stress the electric grid because the output can change faster than other resources that are trying to compensate. The following enhanced capabilities are often discussed in conjunction with smart inverter capabilities: reactive power support, voltage/frequency ride-through, modification of ramp rates, and communications capabilities. For a deeper dive on these, please see SEPA's report *Unlocking Advanced Inverter Functionality: Roadmap to a Future of Utility Engagement and Ownership*.<sup>18</sup>

### Racking

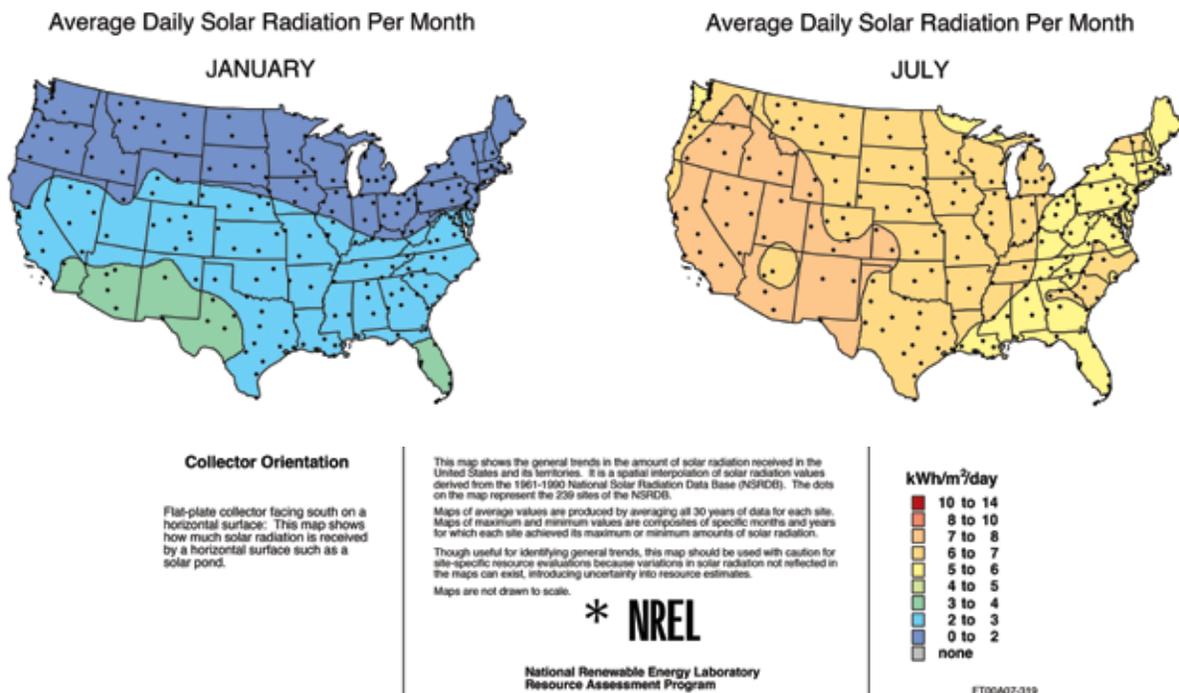
A PV array's racking system provides structural support for the modules and can also be integrated with tracking systems for increased power generation. There are a variety of options for both rooftop systems as well as ground-sited systems. For example, some racking systems might penetrate the ground or rooftop to ensure structural integrity. Ballasted options also exist for both system types to avoid penetrations.

# SOLAR IRRADIANCE

An area that receives a larger amount of sunlight, or solar irradiance, will more effectively generate solar power. Solar irradiance measures the instantaneous intensity of sunshine. Certainly, areas closer to the equator have climatic and geographical advantages over those closer to the poles.

Remember that at any given location, sunlight varies for many reasons. As a result of weather conditions, solar irradiance changes minute to minute. The intensity and angle of sunlight in the morning differs from the afternoon. Cloud cover and precipitation can also

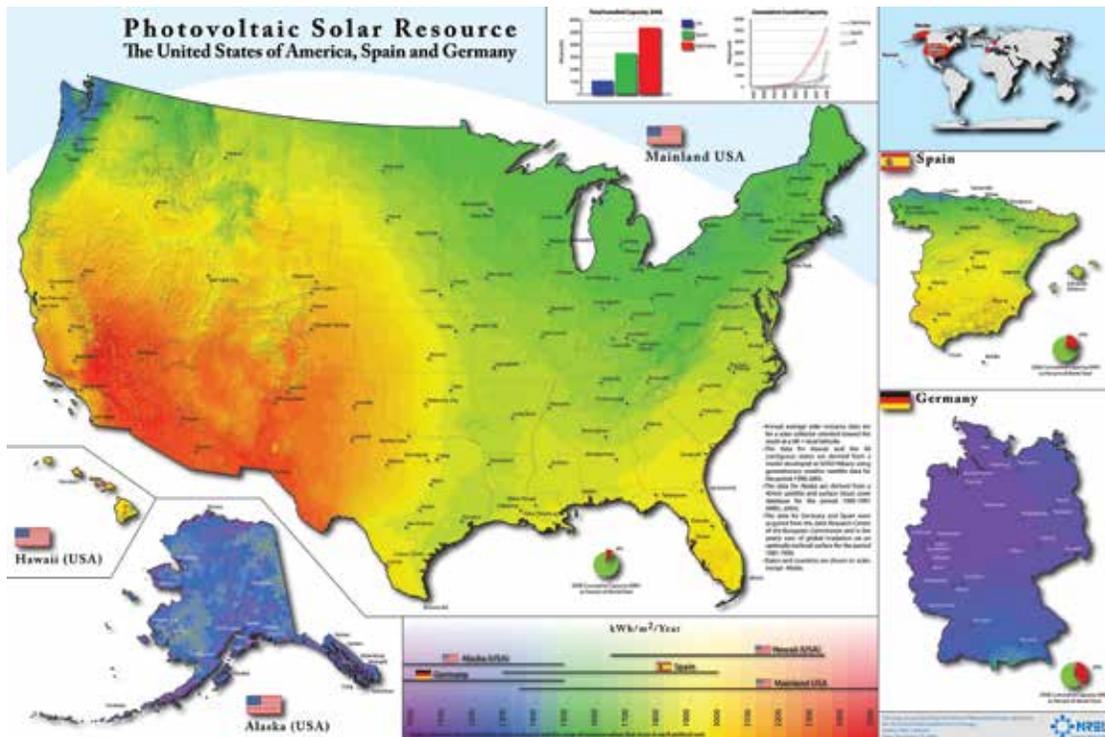
impact solar irradiance. In addition, seasonal changes affect the length of day and amount of sunlight received, measured as solar radiation, at a particular location as depicted in Figure 11, below.



**Figure 11:** Average daily solar radiation maps for the U.S. during the months of January (left) and July (right).<sup>19</sup>

Solar insolation measures irradiance over a period of time, which accounts for fluctuations caused by seasonal and weather variations. Thus, experts use solar insolation, instead of irradiance, to describe potential for solar energy production at a location.

Figure 12 shows a comparison shows a comparison of average annual solar resource between the U.S. and Germany. The figure shows continental U.S. and Hawaii having moderate to high solar potential, whereas the solar resource in Alaska is comparable to Germany. However, at the end of 2013, Germany owned more than 35 gigawatts of total PV capacity, almost three times that of the U.S. Over the course of the year, Germany generated more than 30,000 gigawatt-hours of electricity from solar energy<sup>21 22</sup>.



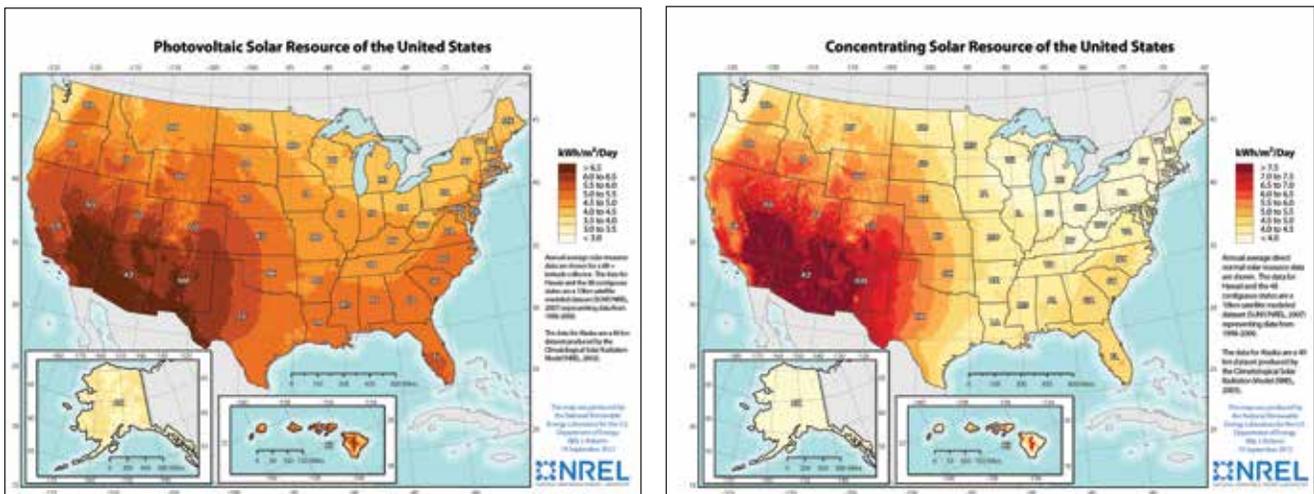
**Figure 12:** The annual solar PV resource for the U.S., as compared to Germany and Spain.<sup>20</sup> (Source: NREL)

## Photovoltaic versus Concentrated Solar Power Requirement

In practice, solar energy production will also depend on the type of applied technology. As mentioned in previous sections, PV and CSP technologies work differently to convert sunlight to electric power; and given the same solar resources, they would produce different energy output. See Figure 13 for annual average solar insolation comparisons between PV technology<sup>23</sup> and CSP technology<sup>24</sup>, respectively.

Notice when compared to CSP, PV technology generally needs less sunlight to produce an equivalent amount of solar power. This is because CSP requires prolonged collection of direct, concentrated sunlight to produce the intense heat necessary for the system to produce electricity, while PV power production is instantaneous, and does not necessarily require direct sunlight to produce power. Despite being able to generate electricity from both diffuse and direct sunlight, PV production can dramatically decrease with temporary fluctuations in sunlight (e.g. due to passing clouds). CSP systems are typically not impacted by brief fluctuations in sunlight; once the system has built up enough thermal mass to produce steam, it takes prolonged periods without sunlight to slowly dissipate the system's heat – an effect similar to touching concrete in the evening after a hot, sunny day.

In the U.S., solar resources for PV are generally very good. PV can be sited in any state. However, because the southwest region receives more intense sunlight compared to other regions, it is the most geographically and climatically advantageous location for CSP in the country.



**Figure 13:** Maps displaying U.S. solar resource for PV (left) and CSP (right). (Source: NREL)

# SITING CONSIDERATIONS

Proper siting of a solar project is important to ensure optimal power generation. Siting is determined by the situation or physical condition of a location, as well as the method of equipment mounting. PV and CSP each have unique siting limitations and challenges. This section will describe estimated land use requirements for various technologies, how system orientation might affect performance and how tracking can be used to improve power generation. It also highlights any particular limitations or challenges for specific technologies, including land gradation requirements and impacts of obstructed sunlight.

## Site Location and Scale

Rooftop sites lend themselves to both small and medium-scale PV projects. However MW-scale development is possible on large, commercial rooftops such as warehouses and retail distribution facilities. In some communities, rooftop sites may have simpler permitting and zoning requirements than would be required for ground-mounted systems; however, rooftop siting may require some specific considerations, including, but not limited to:

- » Structural condition: How old is the roof and what is its current state of repair?
- » Building codes: Are there any local roof set-back requirements for solar systems? In particular, there might be restrictions in place for fire safety purposes.
- » Orientation and slope: What is the roof orientation and slope? (See the below subsection on tilt and orientation for a further discussion of how these attributes impact system production.)
- » Aesthetics: Is the building located within a historic district? If so, there may be restrictions against making visible changes to the building.

Flat, unobstructed ground-mounted sites are suitable for both PV and CSP systems of all sizes. In fact, utility-scale solar facilities require this type of siting. Some of the considerations to keep in mind for ground-mounted projects include:

- » Land preparation: Does the project require specific land preparation activities, such as building maintenance roads, land grading, or dust control during construction? If developing on a brownfield, are there restrictions that prohibit disturbing the ground or are there remediation requirements prior to land use?
- » Neighboring properties: Does the local community support the project?<sup>25</sup> If not, are there ways that the project developer can work to proactively address the needs and concerns of the community without adversity? It is not uncommon for neighbors to raise safety concerns or inquire about property value impacts for properties adjacent to solar facilities.
- » Site security: Measures should be taken to ensure the security of the facility. It is important to protect the project from theft and vandalism, but it is also desirable to prevent unwanted guests from entering the facility for safety reasons.
- » Water access and management:<sup>26</sup> Does the local community have water use restrictions? If so, does that impact either the project's development or its long-term operating plan? What about stormwater management requirements?
- » Endangered/protected species concerns: Is the selected site a habitat for endangered or protected species - both flora and fauna? If so, there are likely options for developing the project while also protecting the local species.

- » Incentives: For large-scale development, are there incentives available for developing on underutilized land, such as brownfields? Similarly, are there disincentives for developing on greenfields, such as land that could otherwise be farmed?
- » Electrical infrastructure: For large-scale project development, is the appropriate electrical infrastructure in place for the project?
- » It will be important to ensure adequate access to transmission or distribution infrastructure for project viability.

## Project Footprint

How much land does a solar project require? It depends largely on the size of the project, the technology used, and whether a tracking system is used. The table below provides some estimated footprints for a variety of options.

**TABLE 3: ESTIMATED AREA REQUIREMENTS FOR DIFFERENT SOLAR TECHNOLOGIES AND CONFIGURATIONS.**<sup>27</sup>

| Technology*                             | Required Area    |
|---|------------------|
| Rooftop PV, without tracking            | 100 sq. ft./kWdc |
| Ground-mounted PV, without tracking     | 7.5 acres/MWac   |
| Ground-mounted PV, single-axis tracking | 8.5 acres/MWac   |
| Ground-mounted PV, dual-axis tracking   | 13 acres/MWac    |
| CSP, Parabolic Trough                   | 9.5 acres/MWac   |
| CSP, Linear Fresnal                     | 4.7 acres/MWac   |
| CSP, Dish/Engine                        | 10 acres/MWac    |
| CSP, Power Tower                        | 10 acres/MWac    |

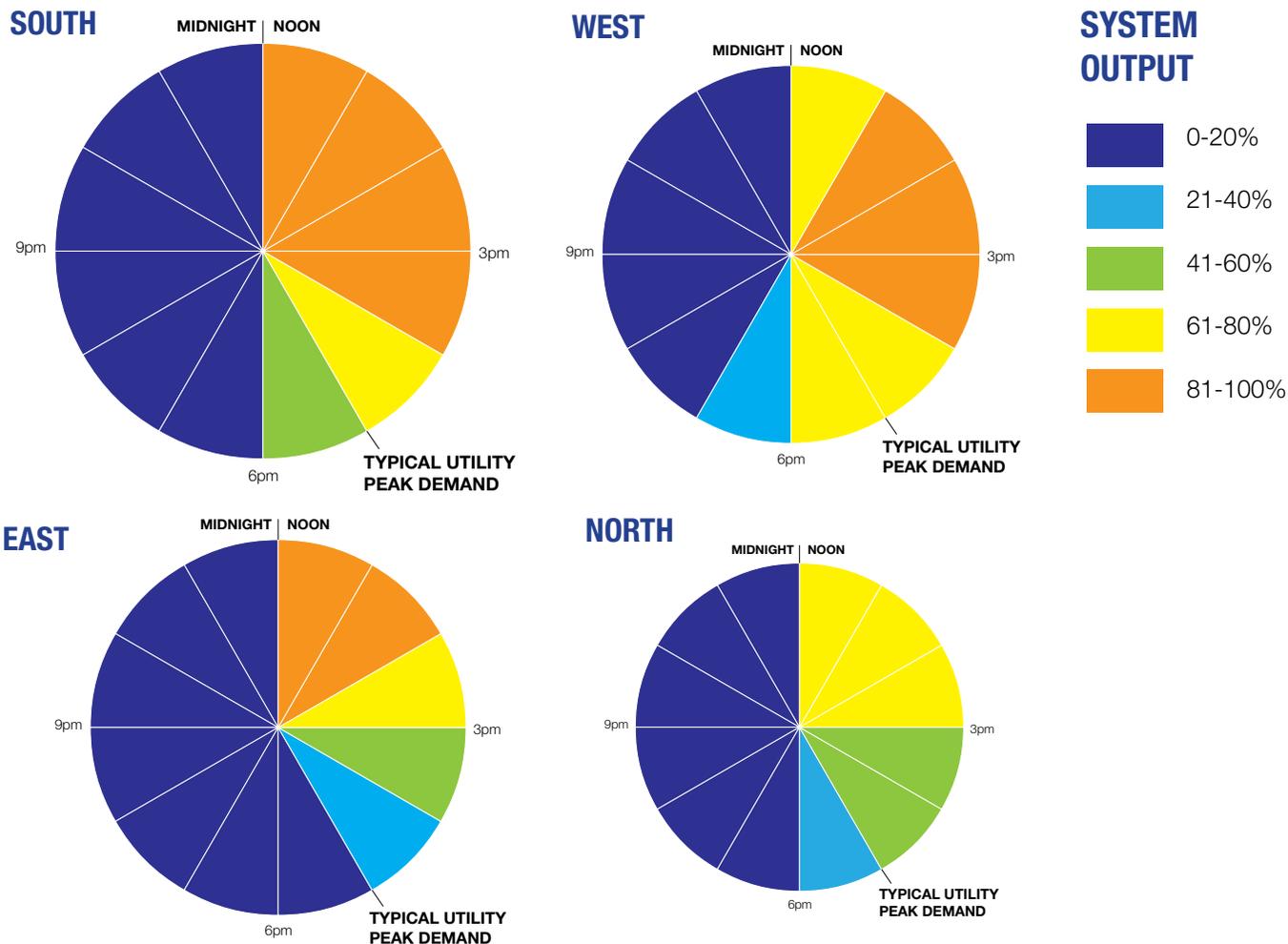
\*Note: PV technologies include c-Si and thin-film only. CPV is not included.

## Siting for Optimal Performance

Solar access of a solar power system changes according to the sun's position in the sky. Properly orienting a system will help to maximize power generation. In the Northern hemisphere, facing a PV array due south will ensure that the system receives the maximum amount of solar radiation throughout the entire year. In the U.S., the sun shines longer and sits higher in the sky during the summer months; thus, those are the months when solar energy production is highest. For PV systems, tilting is a method used by installers to adjust the angular placement of PV modules to receive more sunlight — and thus increase energy generation. For a fixed tilt PV system, the optimal tilt of the panels is just slightly less than the local latitude.<sup>28</sup>

Obstruction of sunlight, for PV or CSP, can lead to significantly lower overall system production. The exact impact of obstructed sunlight varies depending on the time and duration of shading. In the case of rooftop PV, sometimes minor shading of panels from surrounding objects, such as HVAC systems, trees, power lines, or neighboring buildings, is inevitable; however, for a well-designed solar system, shading obstructions are kept to a minimum, if not prevented completely. If it is not possible to eliminate or minimize major sources of shading, then the selected site is likely not a viable candidate for a solar project.

In the case of ground-mounted PV, tracking mechanisms can be integrated with a PV system to boost power generation. Tracking systems allow a solar array to follow the sun's path throughout the day. Tracking can be either single- or dual-axis. Dual-axis tracking ensures the highest energy generation, but also adds to the project's cost and, as noted in Table 3, land requirements. CSP projects always include tracking because of the need for prolonged, focused sunlight to generate enough thermal mass to ensure project viability. Tracking on PV systems is more common for utility-scale projects. It should be noted that tracking systems are mechanical, and therefore create an additional maintenance need for a project.



**Figure 14:** A sample illustration of amount and timing of solar PV production, based on panel orientation.

A solar system's siting and its location's solar resource are what dictate its maximum generating potential. Estimating a project's anticipated performance can get complicated, but NREL's SAM is a useful tool that provides a quick estimate of system production based on a series of user inputs. The model integrates various data libraries to assist with its calculations, including solar resource, weather, and equipment performance data. Users input location, equipment, and system siting details, and the model calculates estimated system performance. Users can take it one step further, and input project costs and financing to receive financial modeling. SAM is publicly available and can be used to model the performance of all of the solar technologies described in this report.

### The Orientation Debate: South or West?

Traditionally, the solar industry has preferred south-facing placement of PV panels because in much of the U.S., that orientation produces the highest cumulative energy production on an annual basis.

But what happens when you introduce time-of-use pricing into the equation? Many utilities have peak demand during late afternoon and early evening hours, and peak demand equates to higher energy costs. Some have raised the question as to whether a west-facing orientation provides greater value to utilities by allowing customers to produce more energy at a time that they are more likely to consume it on-site or when the utility's normal system peak demand occurs. (See Figure 14.) Even though a west-facing system produces less energy on a cumulative basis, the economic savings to both the utility and the customer may make up for the lower overall generating potential.<sup>29</sup>

# REFERENCE LIBRARY

This report is intended to provide a quick crash-course on the basics of solar technologies, system siting considerations, and some of the factors that influence energy generation from these systems. If you would like more advanced understanding of the topics included in this report, please see below for a list of recommended resources for additional reading and research.

## Additional References:

### Technology

California Energy Commission's list of eligible equipment<sup>30</sup>: [http://www.gosolarcalifornia.ca.gov/links/equipment\\_links.php](http://www.gosolarcalifornia.ca.gov/links/equipment_links.php)

Fraunhofer Institute for Solar Energy Systems ISE, *Photovoltaics Report*: <http://www.ise.fraunhofer.de/de/downloads/pdf-files/aktuelles/photovoltaics-report-in-englischer-sprache.pdf>

NREL, *Collector/Receiver Characterization*: <http://www.nrel.gov/csp/pdfs/48659.pdf>

NREL, *Photovoltaic Degradation Rates — An Analytical Review*: <http://www.nrel.gov/docs/fy12osti/51664.pdf>

SEPA, *Photovoltaic Technology Characterization Review*: <http://www.solarelectricpower.org/discover-resources/sepa-research.aspx>

SEPA, *Unlocking Advanced Inverter Technology: Roadmap to a Future of Utility Engagement and Ownership*: <http://www.solarelectricpower.org/discover-resources/sepa-research.aspx>

U.S. DOE, *Energy 101: Solar PV* (2 minute video) <https://www.youtube.com/watch?v=0elhcPVtKE>

U.S. DOE, *Energy Solar Energy Technology Basics*: <http://energy.gov/eere/energybasics/articles/solar-energy-technology-basics>

U.S. DOE, *Sunshot Vision Study*: <http://energy.gov/eere/sunshot/sunshot-vision-study>

### Codes and Safety Standards

The Solar America Board for Codes and Standards: <http://www.solarabcs.org/>

### Policies, Incentives, and Market Updates

Database of State Incentives for Renewables and Efficiency (DSIRE): <http://www.dsireusa.org/solar/>

GTM/SEIA, *U.S. Solar Market Insight Report | Q3 2014*: <http://www.greentechmedia.com/research/ussmi>

NREL, *Photovoltaic System Pricing Trends Historical, Recent, and Near-Term Projections 2014 Edition*: [http://emp.lbl.gov/sites/all/files/presentation\\_0.pdf](http://emp.lbl.gov/sites/all/files/presentation_0.pdf)

REN21, *Renewables 2014 Global Status Report*: [http://www.ren21.net/portals/0/documents/resources/gsr/2014/gsr2014\\_full%20report\\_low%20res.pdf](http://www.ren21.net/portals/0/documents/resources/gsr/2014/gsr2014_full%20report_low%20res.pdf)

SEPA, *Utility Solar Market Snapshot*: <http://www.solarelectricpower.org/discover-resources/sepa-research.aspx>

SEPA, *Utility Solar Market Trends Briefing*: <http://www.solarelectricpower.org/discover-resources/sepa-research.aspx>

Solar Energy Industries Association: [www.seia.org](http://www.seia.org)

### Siting and Solar Resource

Green Power Labs, *Solar Rating Online*: <http://solarrating.ca/index.php>

NABCEP, *Solar Installer Resource Guide*: <http://www.nabcep.org/wp-content/uploads/2012/08/NABCEP-PV-Installer-Resource-Guide-August-2012-v.5.3.pdf>

NREL, *PWwatts*: <http://pwwatts.nrel.gov/>

NREL, *System Advisor Model*: <https://sam.nrel.gov/>

SEPA, *Predicting Solar Power Production: Irradiance Forecasting Models, Applications and Future Prospects*: <http://www.solarelectricpower.org/discover-resources/sepa-research.aspx>

U.S. DOE, *Solar Energy Potential Map* (interactive): <http://energy.gov/maps/solar-energy-potential>

### General

ICLEI Local Governments for Sustainability USA, *Addressing Solar Myths and Misconceptions*: <http://www.icleiusa.org/training-events/webinar-presentations/reducing-barriers-to-solar-for-local-governments>

U.S. DOE, *Solar Energy Resource Center* (advanced): [https://www4.eere.energy.gov/solar/sunshot/resource\\_center/](https://www4.eere.energy.gov/solar/sunshot/resource_center/)

# APPENDIX 1: COMMON TERMS

**Alternating Current (AC):** A type of electrical current, the direction of which is reversed at regular intervals or cycles; in the U.S. the standard is 120 reversals or 60 cycles per second; typically abbreviated as AC.

**Capacity:** The load that a power generation unit or other electrical apparatus or heating unit is rated by the manufacturer to be able to meet or supply.

**Concentrated Photovoltaics (CPV):** A photovoltaic technology that generates electricity from sunlight using lenses and curved mirrors to focus sunlight onto small, but highly efficient, multi-junction solar cells.

**Concentrated Solar Power (CSP):** A system that generates solar power by using mirrors or lenses to concentrate a large area of sunlight, or solar thermal energy, onto a small area. Electricity is generated when the concentrated light is converted to heat, which drives a heat engine (usually a steam turbine) connected to an electrical power generator.

**Derating:** The production of energy by a system or appliance at a level less than its design or nominal capacity.

**Direct Current (DC):** A type of electricity transmission and distribution by which electricity flows in one direction through the conductor; usually relatively low voltage and high current; typically abbreviated as DC.

**Efficiency:** Under the First Law of Thermodynamics, efficiency is the ratio of work or energy output to work or energy input, and cannot exceed 100 percent. Efficiency under the Second Law of Thermodynamics is determined by the ratio of the theoretical minimum energy that is required to accomplish a task relative to the energy actually consumed to accomplish the task. Generally, the measured efficiency of a device, as defined by the First Law, will be higher than that defined by the Second Law.

**Interconnection/Interconnect:** A connection between two electric systems permitting the transfer of electric energy in either direction. Additionally, an interconnection refers to the facilities that connect a non-utility generator (including a distributed generation facility) to a Control Area or system.

**Inverter:** A device that converts direct current electricity (from for example a solar photovoltaic module or array) to alternating current for use directly to operate appliances or to supply power to an electricity grid.

**Kilowatt (kW):** A standard unit of electrical power equal to one thousand watts, or to the energy consumption at a rate of 1000 Joules per second. Small and medium-scale solar systems (e.g. residential and small commercial) are typically rated in kilowatts.

**Megawatt (MW):** One thousand kilowatts, or 1 million watts; standard measure of electric power plant generating capacity. Large and utility-scale solar systems are typically rated in megawatts.

**Nameplate Rating/Nameplate Capacity:** The full-load continuous rating of a generator, prime mover, or other electrical equipment under specified conditions as designated by the manufacturers. It is usually indicated on a nameplate attached mechanically to the individual machine or device.

**Photovoltaics (PV):** Device that produces electrical current by converting light or similar radiation.

**Power:** Energy that is capable or available for doing work; the time rate at which work is performed, measured in horsepower, Watts, or Btu per hour. Electric power is the product of electric current and electromotive force.

**Solar Water Heating (SWH):** A system that converts sunlight into renewable energy for water heating using a solar thermal collector.

**Thermal Mass:** Thermal mass is a material's resistance to change in temperature.

**Watt (W):** The rate of energy transfer equivalent to one ampere under an electrical pressure of one volt. One watt equals 1/746 horsepower, or one joule per second. It is the product of Voltage and Current (amperage). Watts are commonly used as the unit for the nameplate rating of PV modules.

# APPENDIX 2: SELECTING MAJOR PV SYSTEM COMPONENTS

How should you approach selecting components for a PV system? SEPA advises that you do your homework — research warranty lengths, efficiency ratings, and supplier history and reliability. It is suggested that PV modules carry either an ANSI or UL 1703 verification — meaning they have met basic safety standards. Inverters should similarly carry a UL 1741 certification, which also demonstrates safety standards have been met. It is common for solar incentive programs to require use of modules that carry a 20-25 year warranty, and use of inverters that carry a 10 year warranty (both minimums). The California Energy Commission maintains a list of eligible PV modules and inverters, which is widely used by utilities and solar incentive programs in the U.S.<sup>31</sup>

While SEPA does not make specific recommendations on suppliers, there are some tools that might be helpful in guiding your decision-making. The solar analysts at IHS closely track leading module and inverter suppliers, meaning those shipping the highest volume of products, on an annual basis. Please note that the solar industry is continually evolving — there are frequent mergers and acquisitions, as well as new market entrants. For that reason, another helpful tool in selecting a module supplier might be Bloomberg New Energy Finance's tiering system. This system attempts to place manufacturers into three tiers (Tier 1-3), based on estimated "bankability" — implying which manufacturers would be most likely to attract financing based on a rigorous due diligence process undertaken by financial institutions.<sup>32</sup>

## 2014 TOP PV MODULE MANUFACTURERS (BY VOLUME)

| 2014 Rank | Module Manufacturer |
|-----------|---------------------|
| 1         | Trina Solar         |
| 2         | Yingli              |
| 3         | Canadian Solar      |
| 4         | Jinko Solar         |
| 5         | JA Solar            |
| 6         | Sharp Solar         |
| 7         | ReneSola            |
| 8         | First Solar         |
| 9         | Hanwha SolarOne     |
| 10        | SunPower            |
| 10        | Kyocera             |

Source: IHS, December 2014

## 2013 TOP INVERTER SUPPLIERS (BY VOLUME)

| 2013 Rank | Supplier             |
|-----------|----------------------|
| 1         | SMA                  |
| 2         | ABB (inc. Power-One) |
| 3         | Omron                |
| 4         | TMEIC                |
| 5         | Sungrow              |
| 6         | Advanced Energy      |
| 7         | Tabuchi              |
| 8         | Schneider Electric   |
| 9         | Enphase Energy       |
| 10        | Kaco                 |

Source: IHS Technology, April 2014

### Chinese Module Trade Concerns

In late 2011, a small group of U.S. module manufacturers filed an anti-dumping dispute against Chinese module manufacturers. In late 2012, the U.S. began implementing tariffs on Chinese modules imported into the U.S. Trade investigations have continued, and focus

has expanded to Taiwanese products. The Solar Energy Industries Association is closely following the issue and sharing important updates with the solar industry. For more on this topic, please check out: <http://www.seia.org/policy/international-trade/us-china-trade-case>

# ENDNOTES

- <sup>1</sup> For a more detailed explanation of how electricity is produced through PV cells, please read more at DOE's website: <http://energy.gov/eere/energybasics/articles/photovoltaic-cell-basics>.
- <sup>2</sup> Fraunhofer Institute for Solar Energy Systems ISE 2014, *Photovoltaics Report* <http://www.ise.fraunhofer.de/de/downloads/pdf-files/aktuelles/photovoltaics-report-in-englischer-sprache.pdf>
- <sup>3</sup> This is a simplified description of the process. For a more detailed, scientific description, see <http://energy.gov/eere/energybasics/articles/photovoltaic-silicon-cell-basics>.
- <sup>4</sup> Fraunhofer Institute for Solar Energy Systems ISE 2014, *Photovoltaics Report* <http://www.ise.fraunhofer.de/de/downloads/pdf-files/aktuelles/photovoltaics-report-in-englischer-sprache.pdf>
- <sup>5</sup> [http://www.gosolarcalifornia.ca.gov/equipment/pv\\_modules.php](http://www.gosolarcalifornia.ca.gov/equipment/pv_modules.php)
- <sup>6</sup> NREL 2012, *Photovoltaic Degradation Rates — An Analytical Review* <http://www.nrel.gov/docs/fy12osti/51664.pdf>
- <sup>7</sup> Fraunhofer Institute for Solar Energy Systems ISE 2014, *Photovoltaics Report* <http://www.ise.fraunhofer.de/de/downloads/pdf-files/aktuelles/photovoltaics-report-in-englischer-sprache.pdf>
- <sup>8</sup> NREL PWWatts <http://pwwatts.nrel.gov/>
- <sup>9</sup> NREL SAM <https://sam.nrel.gov/>
- <sup>10</sup> GTM/SEIA, *U.S. Solar Market Insight Report | Q3 2014*
- <sup>11</sup> NREL, *Photovoltaic System Pricing Trends Historical, Recent, and Near-Term Projections 2014 Edition* [http://emp.lbl.gov/sites/all/files/presentation\\_0.pdf](http://emp.lbl.gov/sites/all/files/presentation_0.pdf)
- <sup>12</sup> It's important to understand that the price of modules are just one component that makes up the overall installed cost of a PV system. Further discussion of system pricing will be included in a report in this series, which will focus on the overall state of the U.S. solar market.
- <sup>13</sup> Fraunhofer Institute for Solar Energy Systems ISE 2014, *Photovoltaics Report* <http://www.ise.fraunhofer.de/de/downloads/pdf-files/aktuelles/photovoltaics-report-in-englischer-sprache.pdf>
- <sup>14</sup> SunShot, Energy Efficiency & Renewable Energy (EERE), *SunShot Vision Study: February 2012*, <http://energy.gov/eere/sunshot/downloads/sunshot-vision-study-february-2012-book-sunshot-energy-efficiency-renewable>
- <sup>15</sup> NREL 2010, *Collector/Receiver Characterization*, <http://www.nrel.gov/csp/pdfs/48659.pdf>
- <sup>16</sup> Record describes parabolic trough efficiency per publication; linear Fresnel system efficiency is lower than parabolic trough's due to fixed reflectors and/or receiver design.
- <sup>17</sup> It is important to note that because of anti-islanding requirements, PV systems without battery back-up are not able to operate during periods of power outage. If a battery system is integrated, it is possible to continue generating and using power, as long as the PV system can be temporarily disconnected from the grid.
- <sup>18</sup> <http://www.solarelectricpower.org/discoverresources/separesearch.aspx>
- <sup>19</sup> Source: NREL [http://rredc.nrel.gov/solar/old\\_data/nsrdb/1961-1990/redbook/atlas/](http://rredc.nrel.gov/solar/old_data/nsrdb/1961-1990/redbook/atlas/)
- <sup>20</sup> NREL. (2011b). Photovoltaic Solar Resource: United States – Germany. Golden, CO: NREL (Billy Roberts of NREL GIS team)
- <sup>21</sup> REN21 (2014 ). *Renewables 2014 Global Status Report*, [http://www.ren21.net/portals/0/documents/resources/gsr/2014/gsr2014\\_full%20report\\_low%20res.pdf](http://www.ren21.net/portals/0/documents/resources/gsr/2014/gsr2014_full%20report_low%20res.pdf)
- <sup>22</sup> German Solar Industry Association 2014, *Statistic data on the German Solar power (photovoltaic) industry*, [http://www.solarwirtschaft.de/fileadmin/media/pdf/2014\\_11\\_BSW-Solar\\_fact\\_sheet\\_solar\\_power.pdf](http://www.solarwirtschaft.de/fileadmin/media/pdf/2014_11_BSW-Solar_fact_sheet_solar_power.pdf)
- <sup>23</sup> [http://www.nrel.gov/gis/images/eere\\_pv/national\\_photovoltaic\\_2012-01.jpg](http://www.nrel.gov/gis/images/eere_pv/national_photovoltaic_2012-01.jpg)
- <sup>24</sup> [http://www.nrel.gov/gis/images/eere\\_csp/national\\_concentrating\\_solar\\_2012-01.jpg](http://www.nrel.gov/gis/images/eere_csp/national_concentrating_solar_2012-01.jpg)
- <sup>25</sup> Especially in the case of utility-scale solar development, it's not uncommon to encounter some opposition to the project. These issues have often been described as “NIMBY” (Not In My Back Yard), or in extreme cases as “BANANA” (Build Absolutely Nothing Anywhere Near Anything).
- <sup>26</sup> This can be especially important for CSP facilities, which often require cooling water.
- <sup>27</sup> NREL, 2013 Land-Use Requirements for Solar Power Plants in the United States <http://www.nrel.gov/docs/fy13osti/56290.pdf>
- <sup>28</sup> NABCEP 2012, PV Installer Resource Guide, <http://www.nabcep.org/wp-content/uploads/2012/08/NABCEP-PV-Installer-Resource-Guide-August-2012-v.5.3.pdf>
- <sup>29</sup> For further reading, this December 2014 blog by Opower provides a detailed discussion with useful graphical representations. <http://blog.opower.com/2014/12/solarhomesutilitieslove/>
- <sup>30</sup> Please note this list is not an endorsement of any particular equipment. Rather, the list includes equipment that meet minimum safety and warranty requirements.
- <sup>31</sup> Inverter list: <http://www.gosolarcalifornia.ca.gov/equipment/inverters.php> PV module list: [http://www.gosolarcalifornia.ca.gov/equipment/pv\\_modules.php](http://www.gosolarcalifornia.ca.gov/equipment/pv_modules.php)
- <sup>32</sup> For more information on Bloomberg New Energy Finance's tiering structure, please see [http://about.bnef.com/content/uploads/sites/4/2012/12/bnef\\_2012-12-03\\_PVModuleTiering.pdf](http://about.bnef.com/content/uploads/sites/4/2012/12/bnef_2012-12-03_PVModuleTiering.pdf)
- <sup>?</sup> SunShot, Energy Efficiency & Renewable Energy (EERE), *SunShot Vision Study: February 2012*, <http://energy.gov/eere/sunshot/downloads/sunshot-vision-study-february-2012-book-sunshot-energy-efficiency-renewable>



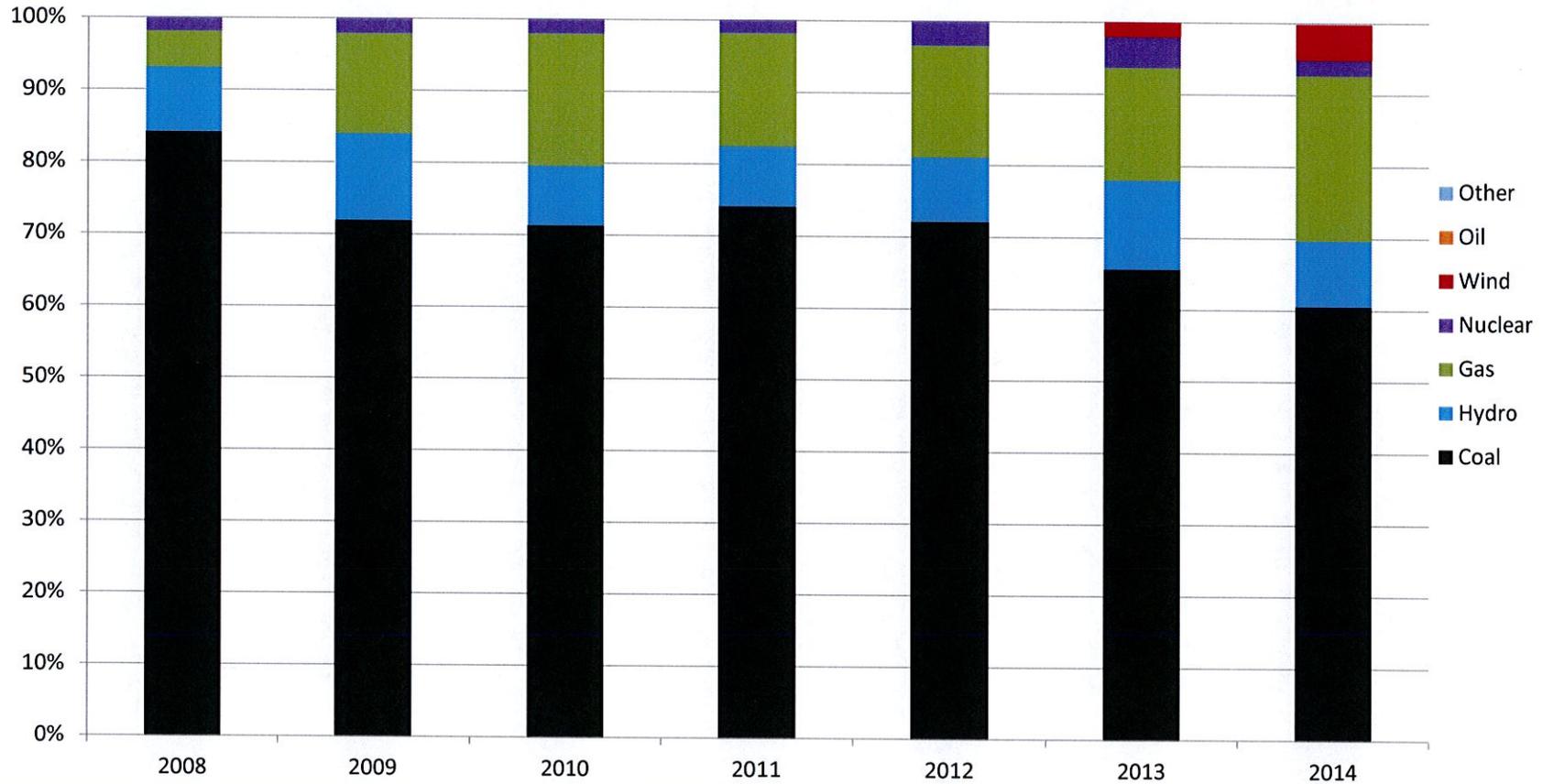
**solar electric power association**

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**[www.solarelectricpower.org](http://www.solarelectricpower.org)**

# Ottawa Electric Supply - Fuel Source Diversity



# Isn't solar expensive?

## Pricing basics

### Installed costs

| Installation category            | Capacity          | Installed cost-per-Watt |
|----------------------------------|-------------------|-------------------------|
| <b>Concentrating Solar Power</b> | 100 MW and larger | \$4.50 to \$6.00        |
| <b>Residential</b>               | 3 kW - 10 kW      | \$3.00 to \$4.50        |
| <b>Commercial</b>                | 10 kW - 1 MW      | \$2.25 to \$3.50        |
| <b>Utility-Scale</b>             | 1 MW - 10 MW      | \$1.75 to \$2.50        |
| <b>Large Utility-Scale</b>       | 10 MW and larger  | \$1.40 to \$1.75        |

Source: SEPA, 2015

As of 2015, residential systems can be installed at a national average just under \$4.00 per Watt. For commercial and industrial projects, the cost falls as low as \$2.25 per Watt. Utility-scale power plants can be installed under \$1.50 per Watt.

As referenced above, CSP plants are rare compared to PV plants. Their high cost per Watt and siting constraints have limited the growth of CSP relative to PV technology. The quoted range of installed costs includes a power plant with thermal energy storage that marginally increases cost while adding an even greater measure of dispatchability. CSP plants exhibit different operating characteristics from PV plants such as smoother **ramp rates**<sup>5</sup>, a degree of **dispatchability**<sup>6</sup> and **reactive power**<sup>7</sup> output, all of which ease grid integration. These ancillary services are noteworthy because they are more valuable to grid operators as the share of intermittent renewables on the grid continues to rise.

Based on installed costs alone, solar is among the most expensive resources: combined cycle natural gas plants and simple cycle gas turbines can be installed for \$0.94 per Watt and \$0.92 per Watt<sup>8</sup>, respectively. However, solar installed costs are only one consideration for choosing among available generating technologies.

### Component Costs

The installed cost of PV systems includes the following cost categories: modules, inverters, balance of system (BOS), and soft costs. The most recognizable system components are PV modules, also referred to as solar panels. Inverters are electronic devices that convert module output in direct current (DC) to grid-compatible alternating current (AC). BOS includes all other hardware such as racking, wiring, fasteners, etc. that are required to complete a PV installation. (See examples below for PV

<sup>5</sup> **Ramp rate** is the rate at which a power plant can increase or decrease its power output. PV can ramp nearly instantaneously while CSP ramps more gradually. High ramp rates without dispatchability challenge resource integration on the grid.

<sup>6</sup> **Dispatchability** allows the operator to control the power plant's output. PV has a very limited dispatchability because it is fully reliant upon sunlight; spinning generators including coal, natural gas, hydro and nuclear are dispatchable by controlling the amount of fuel driving the turbine.

<sup>7</sup> **Reactive power** is essential for the delivery of electricity because it enables the reliable flow of electricity. Spinning generators inherently supply reactive power, but PV generators supply only real power unless a specific setting on the inverter enables it to also deliver reactive power.

<sup>8</sup> EIA Table 8.2. Cost and performance characteristics of new central station electricity generating technologies. [http://www.eia.gov/forecasts/aeo/assumptions/pdf/table\\_8.2.pdf](http://www.eia.gov/forecasts/aeo/assumptions/pdf/table_8.2.pdf)

**SYSTEM REVIEW REPORT**

October 31, 2012

Shareholders  
Mize Houser & Company P.A.

and the  
Peer Review Committee of the Kansas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of **Mize Houser & Company P.A.** (the "Firm") in effect for the year ended September 30, 2012. Our peer review was conducted in accordance with the *Standards for Performing and Reporting on Peer Reviews* ("standards") established by the Peer Review Board of the American Institute of Certified Public Accountants. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Mize Houser & Company P.A.** in effect for the year ended September 30, 2012, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Mize Houser & Company P.A.** has received a peer review rating of *pass*.





MIZE HOUSER  
COMPANY P.A.



October 15, 2015

Mayor and City Commission  
City of Ottawa  
101 South Hickory  
Ottawa, KS 66067

We are pleased to confirm our understanding of the services we are to provide City of Ottawa, Kansas (the City) for the year ended December 31, 2015. We will audit the financial statements of the City for the year ended December 31, 2015. We understand that the financial statements will be presented in accordance with the Kansas regulatory basis of accounting.

We have also been engaged to report on Kansas regulatory required supplementary information that accompanies the City's financial statements. We will subject the following regulatory required supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: summary of regulatory basis expenditures-actual and budget, individual fund schedules of regulatory basis receipts and expenditures-actual and budget, summary of regulatory basis receipts and disbursements-agency funds.

**Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with the Kansas regulatory basis of accounting and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the Kansas Municipal Audit and Accounting Guide and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will fully discuss the reasons with you in advance. If for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

**Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws and governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of this engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures-Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of the City in conformity with the Kansas regulatory basis of accounting based on information provided by you.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the Kansas regulatory basis of accounting.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the regulatory required supplementary information in conformity with the Kansas regulatory basis of accounting. You agree to include our report on the regulatory required supplementary information in any document that contains and indicates that we have reported on the regulatory required supplementary information. You also agree to present the regulatory required supplementary information with the audited financial statements. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the regulatory required supplementary information in accordance with the Kansas regulatory basis of accounting; (b) that you believe the regulatory required supplementary information, including its form and content, is fairly presented in accordance with the Kansas regulatory basis of accounting, (c) that the methods of measurement or presentation have not changed from those used in the prior period; and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. To mitigate these risks, we offer a method for you to send sensitive information to us securely and also one for us to securely send sensitive information to you. We strongly encourage the use of these secure methods, particularly for the transmission of Personally Identifiable Information (PII).

#### **Audit Administration, Fees and Other**

When delivered to the City the audit reports and financial statements produced in connection with this engagement letter are public records and may be used (a) to fulfill the requirements of continuing disclosure under SEC Rule 15c2-12, (b) as inserts or incorporated by reference in offering documents issued by the City and (c) for any lawful purpose of the City all without subsequent consent from us. Any official statements in connection with debt issuances which include the above mentioned audit reports and financial statements shall contain the following: "Our independent auditor has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. The independent auditor also has not performed any procedures relating to this official statement."

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. Also, as part of the audit, we will prepare a draft of your financial statements and related notes. You will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

The workpapers for this engagement are our property and constitute confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available. If requested, access to such workpapers will be provided under the supervision of firm personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to governmental agencies who may intend or decide to distribute the photocopies or information contained therein to others, including other governmental agencies. You agree to reimburse us for our personnel and other costs associated with our compliance with such requests. Our policy is to retain workpapers for five years after the engagement.

During the term of this engagement, we agree to comply with the provisions of K.S.A. 44-1030.

You agree that the term "those charged with governance", as used in Statement of Auditing Standards No. 114 for defining our communication responsibilities under that standard, consists of the mayor, city commission and the city manager.

It is understood that the services provided by our firm necessarily rely, to some extent, on information provided by your organization, including management representations, as well as information and documents. Accordingly, your organization indemnifies our firm and its owners and employees, and holds them harmless from all claims, liabilities, losses or costs in connection with services provided by our firm that are affected in any way by erroneous, misleading, or incomplete information furnished by your organization. This indemnification will survive any terminations under this letter.

Mize Houser & Company P.A. and the City agree that any dispute arising hereunder (other than our efforts to collect unpaid fees and expenses) will, prior to resorting to litigation, be submitted to mediation by the parties. The parties will engage in the mediation process in good faith and such process shall be commenced by the written request by either party to the other to mediate any such dispute or alleged breach of this Agreement. Any mediation initiated as a result shall be administered within the state and county of the Mize Houser & Company P.A. office servicing the City by a mutually agreed-upon mediator in accordance with generally accepted mediation rules. Such mediation shall be binding on both parties only after execution of a written agreement setting forth the terms and conditions agreed to pursuant to such mediation. Any and all costs of mediation shall be divided equally between the parties hereto.

Audrey M. Odermann, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We agree that our gross fee, including all expenses, for the above services shall not exceed \$24,345. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit, including but not limited to delays resulting from the untimely delivery of and/or incomplete preparation of schedules and questionnaires we have requested from your staff. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our 2012 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Ottawa, Kansas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return to us.

MIZE HOUSER & COMPANY P.A.  
Certified Public Accountants

By   
Audrey M. Odermann, CPA

RESPONSE:

This letter correctly sets forth the understanding of City of Ottawa, Kansas.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# CITY OF OTTAWA

## September Monthly Reports

Presented to the City Commission  
October 26, 2015



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CITY OF OTTAWA  
 MTD TREASURERS REPORT  
 AS OF: SEPTEMBER 30TH, 2015

| FUND                           | BEGINNING<br>CASH BALANCE | M-T-D<br>REVENUES   | M-T-D<br>EXPENSES   | CASH BASIS<br>BALANCE | NET CHANGE<br>OTHER ASSETS | NET CHANGE<br>LIABILITIES | ACCRUAL ENDING<br>CASH BALANCE |
|--------------------------------|---------------------------|---------------------|---------------------|-----------------------|----------------------------|---------------------------|--------------------------------|
| 001-General Fund               | 2,498,781.11              | 701,508.30          | 623,649.96          | 2,576,639.45          | 508.55                     | ( 1,587.81)               | 2,574,543.09                   |
| 005-Gen Obl Debt Service Fund  | 632,375.05                | 1,819,460.61        | 2,070,410.00        | 381,425.66            | 0.00                       | 0.00                      | 381,425.66                     |
| 011-Community Service Support  | 315.10                    | 11,700.00           | 11,884.26           | 130.84                | 0.00                       | 0.00                      | 130.84                         |
| 013-Auditorium Fund            | 94,621.13                 | 13,436.70           | 7,031.18            | 101,026.65            | 0.00                       | ( 50.95)                  | 100,975.70                     |
| 014-Airport Fund               | 70.20                     | 6,517.45            | 6,424.38            | 163.27                | 0.00                       | 0.00                      | 163.27                         |
| 016-Special Park & Rec Fund    | 80,677.73                 | 7,159.50            | 13,384.88           | 74,452.35             | 0.00                       | 0.00                      | 74,452.35                      |
| 017-Special Drug and Alcohol   | 36,192.49                 | 7,159.50            | 0.00                | 43,351.99             | 0.00                       | 0.00                      | 43,351.99                      |
| 018-Library Fund               | 0.00                      | 70,201.46           | 70,201.46           | 0.00                  | 0.00                       | 0.00                      | 0.00                           |
| 025-Economic Development Fund  | 44,177.28                 | 1,331.00            | 33,662.83           | 11,845.45             | 0.00                       | 0.00                      | 11,845.45                      |
| 028-Special Streets Fund       | 704,184.96                | 0.00                | 11,475.50           | 692,709.46            | 0.00                       | 0.00                      | 692,709.46                     |
| 029-Stormwater Utility         | 415,693.10                | 39,676.64           | 170.10              | 455,199.64            | 0.00                       | 0.00                      | 455,199.64                     |
| 030-Water Utility              | 1,085,458.59              | 217,605.78          | 308,398.29          | 994,666.08            | 0.00                       | 3,272.05                  | 997,938.13                     |
| 036-Waste Water Utility        | 657,880.52                | 220,891.32          | 154,637.17          | 724,134.67            | 0.00                       | 0.00                      | 724,134.67                     |
| 037-Electric Utility           | 4,719,568.27              | 1,793,481.64        | 1,726,444.39        | 4,786,605.52          | 0.00                       | 39,585.01                 | 4,826,190.53                   |
| 041-Electric Power Supply Fnd  | 920,552.75                | 34,220.00           | 423,365.63          | 531,407.12            | 0.00                       | 0.00                      | 531,407.12                     |
| 045-Electric Sys Construction  | 856,247.62                | 0.00                | 0.00                | 856,247.62            | 0.00                       | 0.00                      | 856,247.62                     |
| 046-Electric CIP Fund          | 300,000.00                | 0.00                | 0.00                | 300,000.00            | 0.00                       | 0.00                      | 300,000.00                     |
| 051-Utility Credits            | 150,110.70                | 1,000.43            | 0.00                | 151,111.13            | 0.00                       | ( 7,421.65)               | 143,689.48                     |
| 053-Equipment Reserve          | 246,148.61                | 0.00                | 66,289.77           | 179,858.84            | 0.00                       | 0.00                      | 179,858.84                     |
| 054-LAW ENFORCEMENT TRUST      | 11,567.41                 | 0.00                | 0.00                | 11,567.41             | 0.00                       | 0.00                      | 11,567.41                      |
| 055-Revolving Loan Fund        | 212,338.72                | 193.12              | 0.00                | 212,531.84            | 0.00                       | 0.00                      | 212,531.84                     |
| 056-Risk Management            | 125,578.58                | 141.83              | 6,016.27            | 119,704.14            | 0.00                       | 0.00                      | 119,704.14                     |
| 058-Neighborhd Stabiliztn Grt  | 2,531.21                  | 0.00                | 0.00                | 2,531.21              | 0.00                       | 0.00                      | 2,531.21                       |
| 062-US 59 Turnback             | 12,775.00                 | 1,125.00            | 0.00                | 13,900.00             | 0.00                       | 0.00                      | 13,900.00                      |
| 063-Airport Hangars 2009/2010  | 258.10                    | 0.00                | 0.00                | 258.10                | 0.00                       | 0.00                      | 258.10                         |
| 064-K68 & MAIN ST              | 0.00                      | 0.00                | 2,187.90            | ( 2,187.90)           | 0.00                       | 0.00                      | ( 2,187.90)                    |
| 066-AIRPORT AWOS               | 0.00                      | 0.00                | 4,700.00            | ( 4,700.00)           | 0.00                       | 0.00                      | ( 4,700.00)                    |
| 070-Sidewalk Grant 15th St     | ( 990.60)                 | 0.00                | 2,851.40            | ( 3,842.00)           | 0.00                       | 0.00                      | ( 3,842.00)                    |
| 076-Loves Granger TIF          | 220,779.80                | 0.00                | 0.00                | 220,779.80            | 0.00                       | 0.00                      | 220,779.80                     |
| 077-South Hwy 59 TDD           | 7,355.92                  | 59,584.02           | 0.00                | 66,939.94             | 0.00                       | 0.00                      | 66,939.94                      |
| 078-WWTP Funding               | 1,130,874.82              | 64,000.00           | 727,110.00          | 467,764.82            | 0.00                       | 0.00                      | 467,764.82                     |
| 082-East Side Interceptor      | 61,901.11                 | 0.00                | 0.00                | 61,901.11             | 0.00                       | 0.00                      | 61,901.11                      |
| 086-Streets Construction       | 97,810.77                 | 0.00                | 0.00                | 97,810.77             | 0.00                       | 0.00                      | 97,810.77                      |
| 087-Water Construction Fund    | 0.00                      | 0.00                | 60.00               | ( 60.00)              | 0.00                       | 0.00                      | ( 60.00)                       |
| 091-TIF Program Fund           | 318,337.91                | 5,471.87            | 0.00                | 323,809.78            | 0.00                       | 0.00                      | 323,809.78                     |
| 092-Advantage Ford TIF Project | 403.75                    | 0.00                | 0.00                | 403.75                | 0.00                       | 0.00                      | 403.75                         |
| 093-SUPERMARKET PROJECT        | ( 5,614.05)               | 0.00                | 3,892.00            | ( 9,506.05)           | 0.00                       | 0.00                      | ( 9,506.05)                    |
| 095-Airport Improvements       | 10,067.03                 | 0.00                | 0.00                | 10,067.03             | 0.00                       | 0.00                      | 10,067.03                      |
| 096-Airport T-Hanger           | ( 127,941.28)             | 0.00                | 14,044.75           | ( 141,986.03)         | 0.00                       | 0.00                      | ( 141,986.03)                  |
| 099-Industrial Park            | 1,020,485.27              | 0.00                | 0.00                | 1,020,485.27          | 0.00                       | 0.00                      | 1,020,485.27                   |
| <b>GRAND TOTAL</b>             | <b>16,541,574.68</b>      | <b>5,075,866.17</b> | <b>6,288,292.12</b> | <b>15,329,148.73</b>  | <b>508.55</b>              | <b>33,796.65</b>          | <b>15,362,436.83</b>           |

\*\*\* END OF REPORT \*\*\*

**CITY OF OTTAWA, KANSAS  
INVESTMENT SCHEDULE  
SEPTEMBER 2015**

| ID NUMBER    | TP | BANK      | PURCHASE  |          | CURRENT PRINCIPAL | INTEREST RATE(%) | EARNINGS at MATURITY |
|--------------|----|-----------|-----------|----------|-------------------|------------------|----------------------|
|              |    |           | DATE      | MATURITY |                   |                  |                      |
| 62809        | S  | CD KSB    | 8/6/2015  | 11/05/15 | \$ 500,000        | 0.19%            | \$ 236.85            |
| 14000024144  | S  | CD ARVEST | 11/6/2014 | 11/05/15 | \$ 1,400,000      | 0.20%            | \$ 2,792.33          |
| 2393018      | S  | CD KSB    | 2/26/2015 | 02/25/16 | \$ 900,000        | 0.21%            | \$ 1,884.82          |
| 140000278626 | S  | CD ARVEST | 3/19/2015 | 03/18/16 | \$ 500,000        | 0.20%            | \$ 1,000.00          |
| 4200107910   | S  | CD ARVEST | 4/2/2015  | 03/31/16 | \$ 600,000        | 0.20%            | \$ 1,196.71          |
| 806272507    | S  | CD ARVEST | 6/4/2015  | 06/02/16 | \$ 1,100,000      | 0.20%            | \$ 2,193.97          |
| 2156996      | S  | CD ARVEST | 6/11/2015 | 06/09/16 | \$ 200,000        | 0.20%            | \$ 398.90            |
| 62752        | S  | CD KSB    | 8/6/2015  | 08/04/16 | \$ 500,000        | 0.21%            | \$ 1,047.12          |
| 7142         | S  | CD KS MIP | 9/9/2015  | 09/09/16 | \$ 500,000        | 0.25%            | \$ 1,253.42          |
| 7149         | S  | CD KS MIP | 9/17/2015 | 09/16/16 | \$ 500,000        | 0.27%            | \$ 1,350.00          |

Total for period ending: 9/30/2015 APY  
\$ 6,700,000 0.21%

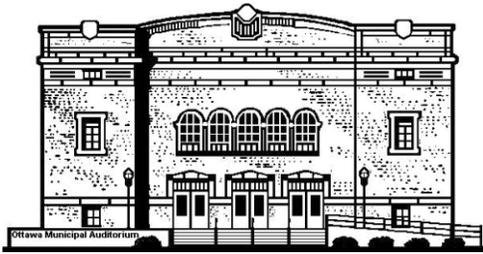
PREPARED BY: Betty K. Simpson, City Treasurer

Note: The overall APY is based on annualized interest for all investments

## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**September-15**

| COUNTY (1.0%)           | 2011             | 2012             | 2013             | 2014             | 2015             | 12 Mo Running Total |             | Change          | Change  |
|-------------------------|------------------|------------------|------------------|------------------|------------------|---------------------|-------------|-----------------|---------|
|                         |                  |                  |                  |                  |                  | 2014                | 2015        | Dollars         | Percent |
| January                 | 80,430           | 92,276           | 93,621           | 90,915           | 99,626           | 1,132,915           | 1,197,867   | \$ 8,710.88     | 9.58%   |
| February                | 95,342           | 88,325           | 96,068           | 104,501          | 117,666          | 1,141,348           | 1,211,033   | \$ 13,165.50    | 12.60%  |
| March                   | 88,872           | 88,566           | 94,235           | 95,180           | 89,795           | 1,142,294           | 1,205,648   | \$ (5,384.88)   | -5.66%  |
| April                   | 69,281           | 87,092           | 83,104           | 90,992           | 99,242           | 1,150,182           | 1,213,897   | \$ 8,249.17     | 9.07%   |
| May                     | 89,714           | 96,267           | 95,966           | 101,605          | 111,668          | 1,155,822           | 1,223,960   | \$ 10,063.04    | 9.90%   |
| June                    | 102,444          | 89,141           | 95,257           | 100,701          | 101,717          | 1,161,266           | 1,224,976   | \$ 1,015.98     | 1.01%   |
| July                    | 86,902           | 85,637           | 108,053          | 101,330          | 98,721           | 1,154,543           | 1,222,367   | \$ (2,609.63)   | -2.58%  |
| August                  | 89,754           | 93,734           | 96,875           | 99,329           | 104,245          | 1,156,998           | 1,227,282   | \$ 4,915.40     | 4.95%   |
| September               | 89,932           | 85,675           | 94,191           | 97,320           | 100,554          | 1,160,127           | 1,230,515   | \$ 3,233.41     | 3.32%   |
| October                 | 94,804           | 91,359           | 98,107           | 104,316          | 0                | 1,166,336           |             |                 |         |
| November                | 93,010           | 97,087           | 83,340           | 105,844          | 0                | 1,188,840           |             |                 |         |
| December                | 99,175           | 91,424           | 96,805           | 97,122           | 0                | 1,189,156           |             |                 |         |
| <b>SAME MO. YTD</b>     | <b>792,670</b>   | <b>806,713</b>   | <b>857,368</b>   | <b>881,875</b>   | <b>923,234</b>   |                     |             | \$ 41,358.87    | 4.69%   |
| <b>ANNUAL TOTAL</b>     | <b>1,079,659</b> | <b>1,086,583</b> | <b>1,135,620</b> | <b>1,189,156</b> |                  |                     |             |                 |         |
| <b>CITY (1.1%)</b>      | <b>2011</b>      | <b>2012</b>      | <b>2013</b>      | <b>2014</b>      | <b>2015</b>      | <b>2014</b>         | <b>2015</b> |                 |         |
| January                 | 179,538          | 203,964          | 195,321          | 201,594          | 216,451          | 2,465,421           | 2,626,783   | \$ 14,857.96    | 7.37%   |
| February                | 209,172          | 179,606          | 206,821          | 233,316          | 264,504          | 2,491,916           | 2,657,971   | \$ 31,187.81    | 13.37%  |
| March                   | 196,175          | 190,917          | 199,168          | 201,539          | 197,296          | 2,494,287           | 2,653,728   | \$ (4,242.74)   | -2.11%  |
| April                   | 147,293          | 197,369          | 186,766          | 198,680          | 225,185          | 2,506,201           | 2,680,233   | \$ 26,505.25    | 13.34%  |
| May                     | 198,268          | 212,086          | 210,835          | 231,212          | 256,081          | 2,526,578           | 2,705,103   | \$ 24,869.35    | 10.76%  |
| June                    | 235,300          | 196,629          | 212,680          | 214,012          | 227,445          | 2,527,910           | 2,718,536   | \$ 13,433.07    | 6.28%   |
| July                    | 187,599          | 196,553          | 240,050          | 225,531          | 219,710          | 2,513,390           | 2,712,715   | \$ (5,820.65)   | -2.58%  |
| August                  | 183,443          | 207,473          | 208,249          | 223,117          | 228,074          | 2,528,258           | 2,717,672   | \$ 4,956.87     | 2.22%   |
| September               | 195,331          | 183,753          | 202,765          | 203,251          | 227,370          | 2,528,744           | 2,741,791   | \$ 24,119.01    | 11.87%  |
| October                 | 203,309          | 201,037          | 214,822          | 227,666          | 0                | 2,541,589           |             |                 |         |
| November                | 204,378          | 206,969          | 173,970          | 239,249          | 0                | 2,606,868           |             |                 |         |
| December                | 223,063          | 195,390          | 207,702          | 212,759          | 0                | 2,611,925           |             |                 |         |
| <b>SAME MO. YTD</b>     | <b>1,732,118</b> | <b>1,768,350</b> | <b>1,862,654</b> | <b>1,932,250</b> | <b>2,062,116</b> |                     |             | \$ 129,865.93   | 6.72%   |
| <b>ANNUAL TOTAL</b>     | <b>2,362,868</b> | <b>2,371,746</b> | <b>2,459,148</b> | <b>2,611,925</b> |                  |                     |             |                 |         |
| <b>CITY/CO. TO DATE</b> | <b>2,524,789</b> | <b>2,575,063</b> | <b>2,720,022</b> | <b>2,814,126</b> | <b>2,985,351</b> |                     |             | \$ 171,224.80   | 6.08%   |
| <b>TOTAL</b>            | <b>3,442,528</b> | <b>3,458,329</b> | <b>3,594,768</b> | <b>3,801,081</b> | <b>0</b>         | <b>3,795,228</b>    |             | \$ 2,841,119.59 | 4.88%   |



# MUNICIPAL AUDITORIUM PERFORMANCE & RENTAL FACILITY

P.O. Box 462 301 S. Hickory Ottawa, Kansas 66067  
Box Office: 785/242-8810 Email: sstitt@ottawaks.gov  
Website: www.ottawamunicipalauditorium.com  
Shonda Stitt, Administrative Manager

## Ottawa Municipal Auditorium Staff Report for September 2015

- ❖ Grace Gospel Church held services on August 2, 6, 13, 16, 20, 23, and 27 (attendance 321).
- ❖ Cowboy Days was held at OMA on September 5<sup>th</sup>. There were numerous vendors, concessions, activities and it ended with the presentation of the “Cowboy of the Year” award and a concert. (attendance 1,100)
- ❖ A.C.T! Ottawa held rehearsals for the upcoming “The Dixie Swim Club” dinner theatre on September 6, 7, 8, 9<sup>th</sup> and performances on the 10 – 13<sup>th</sup>. (attendance 188)
- ❖ The annual meeting for the Midwest Future Farmers of America’s Greenhand conference was setup on September 15<sup>th</sup> with the conference held on September 16<sup>th</sup>. (attendance 627)
- ❖ Ottawa Municipal Auditorium Advisory Board held their monthly meeting on September 15<sup>th</sup> in the mezzanine. (attendance 12)

### September 2015 usage facts:

Attendance: 2,248  
Rentals: 4  
Days used 19 days out of 30 days

### July 2014 usage facts:

Attendance for events/rentals: 1,017  
Events/Rentals: 3  
Days used 12 days out of 31 days

### 2015 Year to date totals for OMA:

Attendance: 14,077  
Rentals: 35  
Days used: 164 out of 273

### 2014 Year to date totals for OMA:

Attendance: 11,792  
Rentals: 34  
Days used: 112 out of 273

### 2015 Volunteers/Hours:

Volunteers: 2  
Number of new volunteers: 0  
Events: 1  
Hours: 8

### 2015 Year to date Volunteers/Hours:

Number of individuals volunteering: 30  
Events: 11  
Hours: 86

Shonda Stitt

### September – December 2015:

October 4, 7, 12, 18, 21, 25, and 28 – Grace Gospel Church, rental  
October 4 – Edward Jones, private dinner/concert, rental  
October 10 – David Wooge – Marais de Cygnes Jamboree, rental  
October 11 – Ken Frank rehearsal, rental  
October 14 & 15 – Impact World, rental  
October 23 & 24 – Ken Frank concert, rental  
October 24 – Grace Gospel Church, rental  
November 1, 4, 8, 15, 18, 22, 25, and 29 – Grace Gospel Church, rental  
November 8 – 14 – OHS Fall Musical, rental  
November 21 – Private Party, rental  
November 24 & December 1 – Ottawa Suzuki Strings rehearsal, rental  
December 2, 6, 13, 16, 20, 23, 27, and 30 – Grace Gospel Church, rental  
December 4 – Ottawa Suzuki Strings Christmas concert “Ribbons and Bows”, rental  
December 13 – Ottawa City Band Christmas concert, rental

CITY OF OTTAWA  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2015

013-Auditorium Fund  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

|  | CURRENT BUDGET  | CURRENT PERIOD   | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE     | % YTD BUDGET |
|--|-----------------|------------------|---------------------|------------------|--------------------|--------------|
| <u>REVENUE SUMMARY</u>   |                 |                  |                     |                  |                    |              |
| <u>Auditorium Fund</u>   |                 |                  |                     |                  |                    |              |
| TAXES  | 138,399         | 12,285.98        | 139,080.67          | 0.00 (           | 681.67)            | 100.49       |
| LEASE & RENTAL INCOME  | 12,000          | 1,033.40         | 10,838.90           | 0.00             | 1,161.10           | 90.32        |
| CHARGES FOR SERVICES   | 17,579          | 117.32           | 4,183.67            | 0.00             | 13,395.33          | 23.80        |
| INVESTMENT INCOME  | 30              | 0.00             | 36.18               | 0.00 (           | 6.18)              | 120.60       |
| OTHER REVENUE  | 2,700           | 0.00             | 2,250.00            | 0.00             | 450.00             | 83.33        |
| MISCELLANEOUS  | 25              | 0.00             | 0.00                | 0.00             | 25.00              | 0.00         |
| TOTAL Auditorium Fund  | <u>170,733</u>  | <u>13,436.70</u> | <u>156,389.42</u>   | <u>0.00</u>      | <u>14,343.58</u>   | <u>91.60</u> |
| TOTAL REVENUE  | 170,733         | 13,436.70        | 156,389.42          | 0.00             | 14,343.58          | 91.60        |
| =====  |                 |                  |                     |                  |                    |              |
| <u>EXPENSE SUMMARY</u>   |                 |                  |                     |                  |                    |              |
| <u>Auditorium Fund</u>   |                 |                  |                     |                  |                    |              |
| PERSONNEL SERVICES   | 92,888          | 6,127.66         | 67,368.73           | 0.00             | 25,519.27          | 72.53        |
| CONTRACTUAL SERVICES   | 62,960          | 659.25           | 31,628.63           | 0.00             | 31,331.37          | 50.24        |
| COMMODITIES  | 4,700           | 166.16           | 4,553.76            | 0.00             | 146.24             | 96.89        |
| CAPITAL EXPENSES   | 31,500          | 78.11            | 14,536.56           | 0.00             | 16,963.44          | 46.15        |
| CAPITAL IMPROVEMENTS   | 0               | 0.00             | 0.00                | 0.00             | 0.00               | 0.00         |
| DEBT SERVICE   | 33,677          | 0.00             | 0.00                | 0.00             | 33,677.00          | 0.00         |
| TOTAL Auditorium Fund  | <u>225,725</u>  | <u>7,031.18</u>  | <u>118,087.68</u>   | <u>0.00</u>      | <u>107,637.32</u>  | <u>52.31</u> |
| TOTAL EXPENSES   | 225,725         | 7,031.18         | 118,087.68          | 0.00             | 107,637.32         | 52.31        |
| =====  |                 |                  |                     |                  |                    |              |
| REVENUE OVER/(UNDER) EXPENSES                                      | ( 54,992)       | 6,405.52         | 38,301.74           | 0.00 (           | 93,293.74)         | 69.65-       |
| OTHER SOURCES  | 0               | 0.00             | 0.00                | 0.00             | 0.00               | 0.00         |
| OTHER USES   | 8,000           | 0.00             | 2,000.00            | 0.00             | 6,000.00           | 25.00        |
| NET OTHER SOURCES & USES   | <u>( 8,000)</u> | <u>0.00</u>      | <u>( 2,000.00)</u>  | <u>0.00</u>      | <u>( 6,000.00)</u> | <u>25.00</u> |
| =====  |                 |                  |                     |                  |                    |              |
| REVENUES & OTHER SOURCES OVER<br>(UNDER) EXPENDITURES & OTHER USES | ( 62,992)       | 6,405.52         | 36,301.74           | 0.00 (           | 99,293.74)         | 57.63-       |

## Planning & Codes Department September 2015 Monthly Report

### **Planning Commission:**

The Planning Commission approved a site plan for Bethany Baptist Church, 131 S. Poplar Street and made recommendation to the City Commission to approve amendments to the Comprehensive Plan and a conditional use permit for 1207 S. Lincoln Street. Amendments to Article 8 were continued to the October meeting.

### **Play Task Force:**

Play Task Force met September 9<sup>th</sup> and discussed the Teen Park and its fundraising plan and budget. They also discussed the Walton Park project with an installation day planned on Halloween from 9 a.m. to 2 p.m.

### **Downtown Design Group**

This group worked on recommendation related to developing a master plan for downtown including process and steering committee membership.

### **Projects:**

**East 15th Street Sidewalk Project:** A meeting with neighbors is planned for October 8, 2015. Project next steps include easement/right-of-way acquisition. The project is expected to be bid out by KDOT next summer.

### **Neighborhood Stabilization Program:**

Construction of the new single-family structure at 727 N. Main is progressing.

### **Condemnations:**

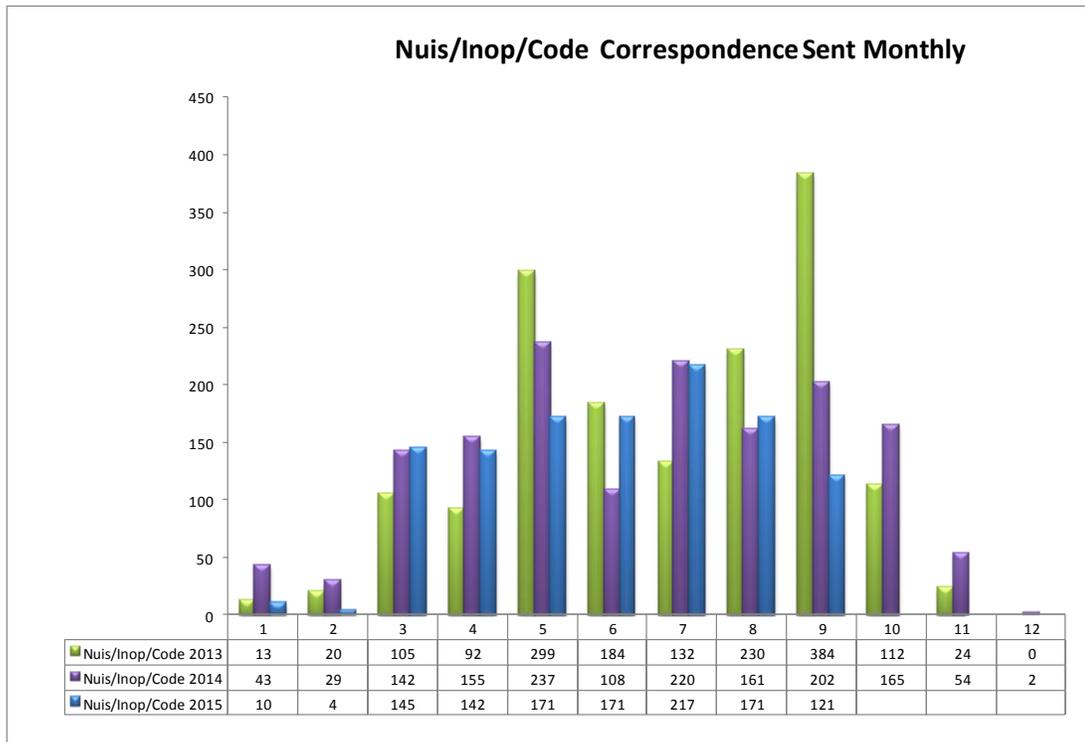
916 N. Main, repairs are done and Certificate of Occupancy issued.

935 E. 9th a new roof has been installed and work is progressing.

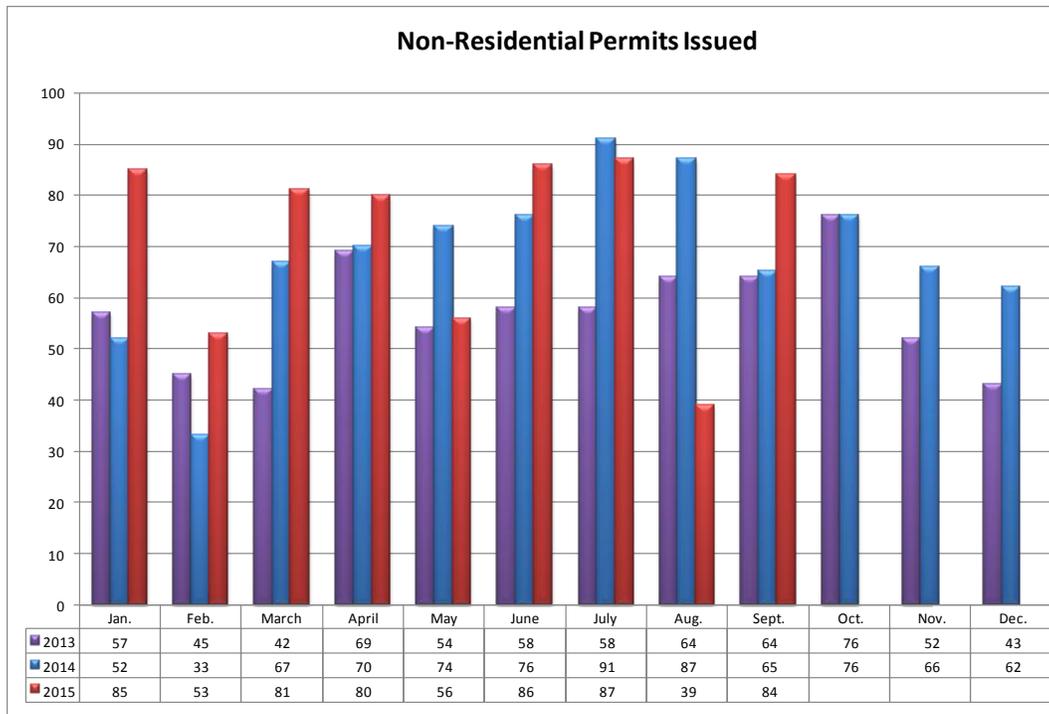
The structure at 128 N. Locust has been demolished, and clean up is progressing.

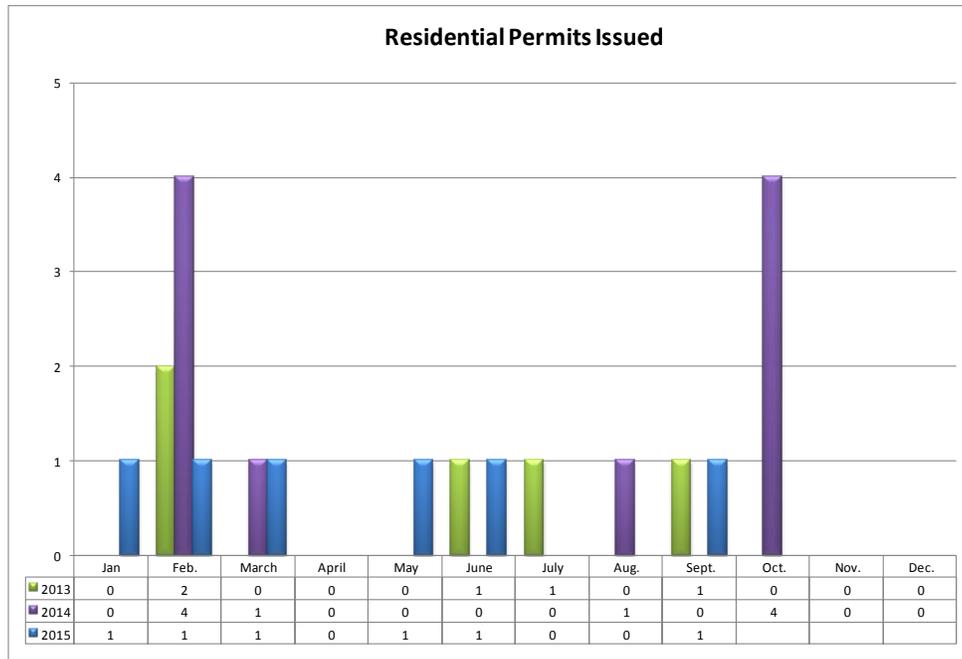
### **Code Enforcement:**

The code enforcement officer worked on sidewalk obstructions and handicap parking in September.



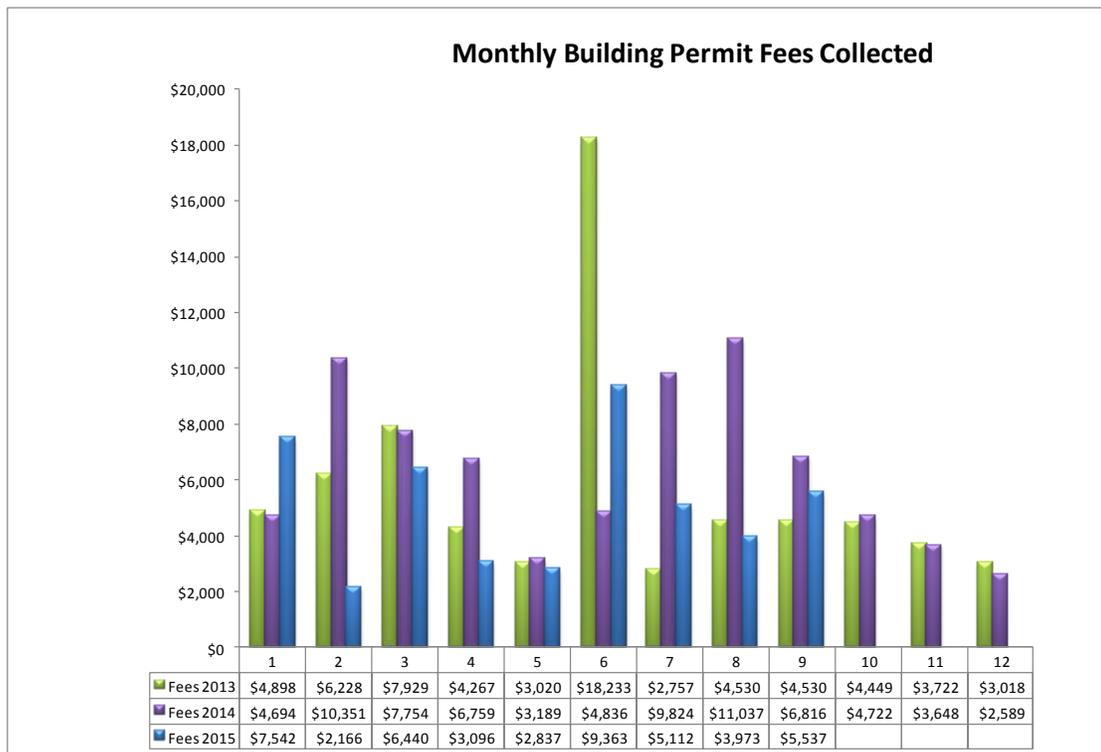
**Permits:**





The above chart includes single-family, multi-family, and manufactured home permits issued for the year.

**Fees:**



The chart above does not include planning fees.

**Revenues for 2015:**

Permit fees to date: \$ 42,094.68  
 Planning fees to date: \$ 1,925.00  
 Total received to date: \$ 44,019.68



Jeff H. Carner  
Fire Chief

## OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS

### Monthly Report September, 2015

**Calls for Service:** The department responded to 163 calls for service and experienced an estimated \$31,000 in fire loss. Included in that loss were two building fires located at: 20 Rockwood Drive and 428 S Locust.

**Inspections:** A total of 46 business and residential inspections were completed.

**Training:** Shift personnel conducted 317 hours of training with most of these hours dedicated to emergency vehicle driver training, and conducting educational programs.

**Public Education:** During the month we provided eight public education programs.

Respectfully submitted,

Jeff H. Carner

720 West Second Street  
Ottawa, Kansas 66067  
Phone 785-229-3700 / Fax 785-229-3705

OTTAWA

Incident Type Report (Summary)

Alarm Date Between {09/01/2015} And  
{09/30/2015}

| Incident Type  | Count      | Pct of Incidents | Total Est Loss  | Pct of Losses  |
|--|------------|------------------|-----------------|----------------|
| <b>1 Fire</b>  |            |                  |                 |                |
| 111 Building fire  | 2          | 1.23%            | \$31,000        | 100.00%        |
| 113 Cooking fire, confined to container                  | 1          | 0.61%            | \$0             | 0.00%          |
| 131 Passenger vehicle fire                               | 1          | 0.61%            | \$0             | 0.00%          |
| 137 Camper or recreational vehicle (RV) fire             | 1          | 0.61%            | \$0             | 0.00%          |
| 151 Outside rubbish, trash or waste fire                 | 1          | 0.61%            | \$0             | 0.00%          |
|  | <b>6</b>   | <b>3.68%</b>     | <b>\$31,000</b> | <b>100.00%</b> |
| <b>3 Rescue &amp; Emergency Medical Service Incident</b> |            |                  |                 |                |
| 311 Medical assist, assist EMS crew                      | 111        | 68.10%           | \$0             | 0.00%          |
| 321 EMS call, excluding vehicle accident with injury     | 1          | 0.61%            | \$0             | 0.00%          |
|  | <b>112</b> | <b>68.71%</b>    | <b>\$0</b>      | <b>0.00%</b>   |
| <b>4 Hazardous Condition (No Fire)</b>                   |            |                  |                 |                |
| 412 Gas leak (natural gas or LPG)                        | 3          | 1.84%            | \$0             | 0.00%          |
| 424 Carbon monoxide incident                             | 1          | 0.61%            | \$0             | 0.00%          |
| 444 Power line down                                      | 1          | 0.61%            | \$0             | 0.00%          |
| 445 Arcing, shorted electrical equipment                 | 2          | 1.23%            | \$0             | 0.00%          |
| 462 Aircraft standby                                     | 1          | 0.61%            | \$0             | 0.00%          |
|  | <b>8</b>   | <b>4.91%</b>     | <b>\$0</b>      | <b>0.00%</b>   |
| <b>5 Service Call</b>                                    |            |                  |                 |                |
| 551 Assist police or other governmental agency           | 3          | 1.84%            | \$0             | 0.00%          |
| 561 Unauthorized burning                                 | 1          | 0.61%            | \$0             | 0.00%          |
|  | <b>4</b>   | <b>2.45%</b>     | <b>\$0</b>      | <b>0.00%</b>   |
| <b>6 Good Intent Call</b>                                |            |                  |                 |                |
| 611 Dispatched & cancelled en route                      | 2          | 1.23%            | \$0             | 0.00%          |
| 6112 Medical Call - Dispatched & cancelled en route      | 1          | 0.61%            | \$0             | 0.00%          |
| 622 No Incident found on arrival at dispatch address     | 5          | 3.07%            | \$0             | 0.00%          |
| 631 Authorized controlled burning                        | 5          | 3.07%            | \$0             | 0.00%          |
| 661 EMS call, party transported by non-fire agency       | 8          | 4.91%            | \$0             | 0.00%          |
|  | <b>21</b>  | <b>12.88%</b>    | <b>\$0</b>      | <b>0.00%</b>   |
| <b>7 False Alarm &amp; False Call</b>                    |            |                  |                 |                |
| 733 Smoke detector activation due to malfunction         | 1          | 0.61%            | \$0             | 0.00%          |
| 735 Alarm system sounded due to malfunction              | 1          | 0.61%            | \$0             | 0.00%          |

OTTAWA

Incident Type Report (Summary)

Alarm Date Between {09/01/2015} And  
{09/30/2015}

| Incident Type  | Count     | Pct of Incidents | Total Est Loss | Pct of Losses |
|--|-----------|------------------|----------------|---------------|
| <b>7 False Alarm &amp; False Call</b>                  |           |                  |                |               |
| 740 Unintentional transmission of alarm, Other         | 1         | 0.61%            | \$0            | 0.00%         |
| 743 Smoke detector activation, no fire - unintentional | 1         | 4.29%            | \$0            | 0.00%         |
| 745 Alarm system activation, no fire - unintentional   | 2         | 1.23%            | \$0            | 0.00%         |
|  | <b>12</b> | <b>7.36%</b>     | <b>\$0</b>     | <b>0.00%</b>  |

Total Incident Count: 163

Total Est Loss:

\$31,000



## City of Ottawa Human Resources Department Monthly Report - September 2015

### Human Resource Management

The following recaps the various HR activities and accomplishments that occurred during September 2015.

- Michelle Stegman, Human Resources Director and several City Staff Members met with Linda Minson, Account Executive with Cretcher Heartland to discuss Flood Insurance options several times. City Staff will present a recommendation to the City Manager in October. Subsequent to that a presentation and recommendation will be made during a City Commission Study Session Meeting.
- Michelle attended First Friday Forum at NCCC on September 4, 2015.
- Michelle and Scott Bird, Finance Director met with Cretcher Heartland to begin discussions on our health insurance renewal on September 10, 2015 in Overland Park.
- Michelle and other City Staff participated in the Accessibility Advisory Board meeting on September 10, 2015.
- Michelle and City Staff attended Advisory Board training on September 11<sup>th</sup>.
- Michelle met with Glora Mathews and Jason Drayer, members of the Leadership Academy group to continue the discussion regarding the overhaul of the City Wellness Program.
- Michelle attended the State Society for Human Resource Management in Overland Park, Kansas September 23 – 25<sup>th</sup>.
- Jami participated on webinars with Finance Department staff on topics of time and attendance the 1095 form that the City will be required to distribute to all City employees in January 2015.
- Michelle participated in the annual KERIT walkthrough with Travis Bennett, Thomas McGee Loss Control Specialist as a requirement of our 2016 renewal. The hazards pointed out during the inspection were minor and many were abated on site. City Staff is waiting on report from Travis that identifies any hazards that need to be addressed.

### Recruitment

#### Laborer Maintenance Worker I

Panel interviewed 4 candidates. One offer was extended and accepted.

#### Promotions

None

#### New Hires

9/9/15 – Joshua Wilson, WC/WD Maintenance Worker I

9/9/15 – Lydia Sierra, Utilities Clerk I

9/23/15 – Amy Carlson, Special Services Officer

9/28/15 – Sarah Frazee, Police Officer

9/28/15 – Anthony Glenn, Street Laborer Maintenance Worker I

City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

[www.ottawaks.gov](http://www.ottawaks.gov)



**City of Ottawa Human Resources Department  
Monthly Report for September 2015  
Page 2**

Departures

9/15/15 – Tom Yahl, Planning/Codes Officer

**Risk Management/Safety/Loss Control:**

Training:

Rick Aguilar, Kansas Municipal Utilities Director of Job Training & Safety conducted sessions on Emergency Action and Fire Prevention along with Verbal & Non-Verbal Communication for supervisors on September 2, 2015.

Safety Committee Meeting

The Safety Committee meeting was held September 3, 2015 at the Water Plant. Staff discussed the following:

1. 2015/2016 Safety and Health objectives (Recognition and Safety Equipment Program)
2. KERIT Loss Control Incentive
3. KMU Compliance Program Update – Stretching and Back Safety Program

Workers' Compensation Injuries/Illnesses

1. 9/15/15 – A Cemetery employee sustained an adverse reaction from a bug sting/bite.
2. 9/17/15 – A Meter Reader was bit by a dog while reading a utility meter.

Vehicle Accidents

n/a

Tort Claims

6/16/15 – Haley Park, 201 S. Main – Patron of the park sustains an injury to their leg while taking a photo. Claim filed with EMC. Adjuster has determined that the City is not responsible for the injuries and was not negligent but has offered to pay for the medical bills through med pay. \$5000 exists for medical coverage. **Open**

7/22/15 – Patron of the Ottawa Library falls down stairs and sustains ankle sprain. Claim filed with EMC. The adjuster has assigned an independent appraiser to inspect the insured location and is waiting on a response from the claimant. To date, the adjuster received a medical authorization from the mother so that the adjuster can obtain the medical records and bills. . \$5,000 exists for medical coverage. **Open**

Damage to City Property

5/21/15 – OMA Roof Leak. Claim submitted to EMC. \$5,000 deductible. Roof has been replaced. City will be reimbursed the remaining replacement cost of the roof when the work is completed. Staff has received a check in the amount of \$13,416.32 with a remainder of \$25,282.53 when work is completed. The City is waiting for the remaining amount of the reimbursement as the work has been completed. **Open**

6/19/15 - 841 S. Poplar – Damage to City service cable - \$973.20. City Attorney has submitted an additional final notice to the Ottawa resident. **Open**

City of Ottawa  
101 S. Hickory  
Ottawa, KS 66067  
785.229.3600  
www.ottawaks.gov



**City of Ottawa Human Resources responsibility**  
**Monthly Report for September 2015**  
**Page 3**

8/21/15 – Police Department Roof - City Building Maintenance Supervisor was on the roof trying to repair leaks and discovered fairly significant hail damage from the past. Clancy received authorization from Scott for a minor repair on the roof at the time we filed a claim. Staff is worked with an adjuster and a roofing company to repair the roof. After the adjuster looked at the roof, EMC was initially not going to provide coverage as the damage was cosmetic only. The dimples on the roof from an old hail event were not visible from the ground. But after further review, they discovered rust and determined they would cover repair. EMC agreed to replace the roof at a cost of \$58,179.22 for an Elastomeric type. However, the City elected to go with a foam roof coating (the same as what is being put on OMA) which is more that what EMC committed to. Total cost of the repair is \$86,469.00. Staff will receive a check in the amount of \$46,488.02 from EMC and the City will be responsible for the \$39,980.88. When the job is complete the completed the City will receive \$1,691.20 even though there is a \$10,000 deductible. **Open**

Commercial Automobile

n/a

Inland Marine

8/9/15 Lightning struck the Fuel Master Card reader at the Airport and the circuit board inside was damaged beyond repair. The adjuster was sent the repair invoice and the City will receive a check in the amount of \$8,131.92 after the \$500 deductible. **Open**

Accidents on City Property

5/30/15 – While attending the Pam Tebow event, a patron tripped down the steps of the lower balcony and sustained injuries to her face. Claim submitted to EMC. Under the City's General Liability Policy, \$5,000 exists for medical coverage. While this does not constitute negligence, the medical payments coverage was offered up to a limit of \$5,000.00 to help pay for out of pocket expenses. Adjuster is still waiting for medical bills from Medicare. Handrails have been installed. EMC is holding the claim open for a short period of time in the event she elects to pursue a bodily injury claim against the City. **Open**

Claim to Local Employer's Property

7/20/15 - Local firm has filed a claim with their insurance carrier, United Fire that a lightning strike caused damage to computer equipment. The claimant's carrier has assumed the rights to any recovery, however has not advised of their subrogation intentions or theory of liability. EMC has denied liability on the part of the City. The adjuster is keeping the file open to see if the carrier makes a claim of liability. **Open**

Public Official Liability and Employment Practices Liability

6/26/15 - Garrison v. City of Ottawa Planning and Codes Department – Petition for Writ and Mandamus and Prohibition – 1223 S. Main structural repair. This has been turned over to insurance and in litigation. \$3,000 deductible. **Open**

City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

[www.ottawaks.gov](http://www.ottawaks.gov)

# Ottawa Information Technology (IT) Department

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**Date:** October 18, 2015

**To:** Richard Nienstedt, City Manager and City Commission

**From:** Chuck Bigham, IT Director

**Subject:** September IT Monthly Report

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## IT Trouble Tickets & Other-

49 new calls for Service logged, 3 still open(*examples- can't send mail, locked up, error conditions, won't power-on, Smart Phone not syncing, possible virus, can't find folder, print problems, won't boot, battery backup beeping etc.*)

## Government Access Channel (GAC)

New Programs- City and County Commission, Road to Recovery, Americana and White House Chronicle.

# of different programs played- 16 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

## Web Site

15 News articles posted. Upcoming events on new community calendar and Facebook continually updated, Crime of the Week and found property list updated. City job announcements added.

Videos posted include, 2 City Commission Meetings.

## FaceBook-

Updates Provided- Videos Posted (same as website). News Articles Linked. Promotion of upcoming car show. Crime of the week added for Crime Stoppers. Updated Found Property List added. Instagram account linked to twitter and FaceBook feeds providing announcements and photos.

Total Likes: 1,868      See attached graphs

## Other Activities-

Twitter account maintained currently at **402 followers**. Instagram followers are at **34**. Promotion of city wide events. Posted all media releases to public on Facebook, channel, website, Twitter, Instagram, Flickr & Tumblr. All job postings added to media outlets.

**Facebook August 2015**  
**Demographics and Location of people who like the City of Ottawa Facebook page.**  
**Total Likes for September 2015 were: 1,868**

Your Fans | People Reached | People Engaged

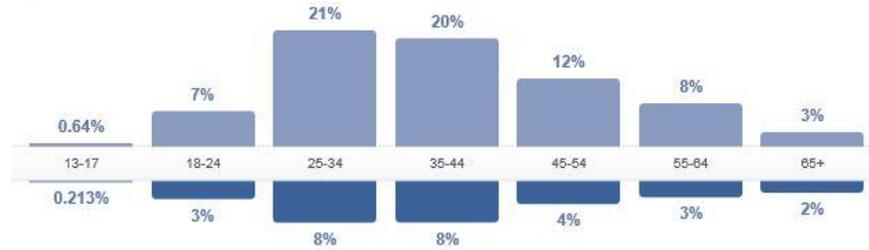
The people who like your Page

Women

71%  
Your Fans

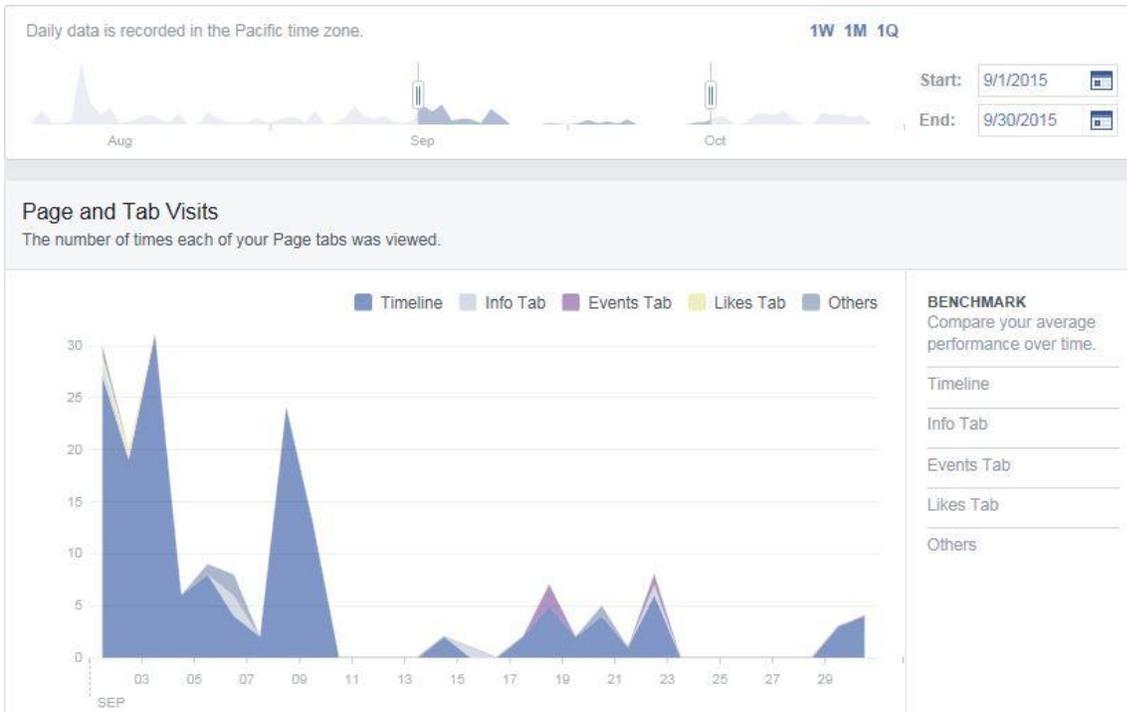
Men

28%  
Your Fans



| Country                  | Your Fans | City              | Your Fans | Language                    | Your Fans |
|--------------------------|-----------|-------------------|-----------|-----------------------------|-----------|
| United States of America | 1,843     | Ottawa, KS        | 1,121     | English (US)                | 1,819     |
| Iraq                     | 3         | Lawrence, KS      | 66        | English (UK)                | 37        |
| India                    | 3         | Pomona, KS        | 47        | Arabic                      | 4         |
| Pakistan                 | 2         | Wellsville, KS    | 38        | Spanish                     | 4         |
| Ghana                    | 2         | Kansas City, MO   | 36        | English (Pirate)            | 1         |
| Canada                   | 2         | Garnett, KS       | 23        | French (France)             | 1         |
| Japan                    | 2         | Baldwin City, KS  | 23        | Portuguese (Brazil)         | 1         |
| Turkey                   | 2         | Topeka, KS        | 23        | Portuguese (Portugal)       | 1         |
| Nigeria                  | 1         | Richmond, KS      | 20        | Traditional Chinese (Ta...) | 1         |
| Taiwan                   | 1         | Overland Park, KS | 18        | Italian                     | 1         |
| United Arab Emirates     | 1         | Princeton, KS     | 18        | Czech                       | 1         |
| Jordan                   | 1         | Paola, KS         | 17        | Japanese                    | 1         |
| Portugal                 | 1         | Olathe, KS        | 17        | German                      | 1         |





**Page views are the number of times any given site page is looked at (visited) by all users. On the other hand, unique visitors numbers report how many different visitors visited your site pages. For example, if your aunt checks out your Website 13 times in one day, she will only show as one unique visitor but she would contribute 13 page views to your reports.**

# Ustream July 2015



Export this period in CSV Day Month

| Datetime | Views |
|----------|-------|
| Sep 02   | 1     |
| Sep 03   | 2     |
| Sep 05   | 3     |
| Sep 10   | 1     |
| Sep 11   | 2     |
| Sep 12   | 1     |
| Sep 16   | 3     |
| Sep 17   | 1     |

|        |   |
|--------|---|
| Sep 18 | 1 |
| Sep 19 | 1 |
| Sep 22 | 1 |
| Sep 23 | 1 |
| Sep 24 | 1 |
| Sep 28 | 1 |

# *Police Department City of Ottawa, Kansas*

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## **MEMORANDUM**

DATE: OCTOBER 1, 2015  
TO: RICHARD U. NIENSTEDT, CITY MANAGER  
FROM: DENNIS P. BUTLER, CHIEF OF POLICE  
SUBJECT: SEPTEMBER 2015 MONTHLY REPORT

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The purpose of this memorandum is to report activities involving various police department personnel during September 2015. Employees and volunteers participated in or attended the following activities:

- Volunteers in Police Service (VIPS) provided 256 hours of service
- Tyler RMS Implementation and training started and is in progress through the October 26 “Go Live” date. Special thanks to Finance and I.T. for their ongoing assistance.
- Monthly supervisors’ meeting, Johnson County Chief’s Meeting, various Chamber events, Rotary, and other various meetings
- Police officer applicants Paola Alarcon and Joe Carrier have started training at KLETC. They join Tracy Weege who is scheduled to graduate on October 23. Tylor Wyatt and Chris Forsberg accepted conditional offers, report to work in early October, and will attend KLETC in November. Finally, Sarah Frazee began work on September 28 and she is a certified police officer who most recently worked for the KU Police Department and will start local training immediately. This fills all police officer vacancies
- Officer Jared Russell is still in field training and doing well
- Amy Carlson began work as a Special Services Officer in the administrative office. She also will serve as the parking enforcement officer. The police department has no vacant positions.
- The Annual Car Show and Power of the Past events were held with no incidents to report
- 911 Advisory Board Meeting
- Exploring on-line training options
- Transferred municipal court docket books dating back to 1905 to the Franklin County Historical Society
- Attended our first Crisis Intervention Team (CIT) Summit in KCK with staff from ELC
- Completed Firearms training
- The OHS SAFE team, State Farm and the Ottawa Police Foundation partnered in “Bucks for Buckles” at OHS
- Attended FBI training
- Completed work on Ottawa Municipal Code in conjunction with future adoption of Uniform Public Offense Code
- Met with DCF to discuss issues of mutual concern
- Attended CALEA regional meeting. Sergeant Hawkins was elected as secretary/treasurer
- Provided Cyber-threat workshop to students at Pilgrim Bible Academy

I am happy to answer any questions.  
Thank you.

**ADULT AND JUVENILE  
CRIMINAL ARRESTS  
PART ONE ARRESTS**

|                                   | SEP 2015 |          | SEP 2014 |          |
|-----------------------------------|----------|----------|----------|----------|
|                                   | ADULT    | JUVENILE | ADULT    | JUVENILE |
| Arson                             | 0        | 0        | 0        | 0        |
| Assault: Aggravated (Agg Battery) | 3        | 0        | 0        | 0        |
| Burglary                          | 0        | 0        | 0        | 0        |
| Murder                            | 0        | 0        | 0        | 0        |
| Rape                              | 0        | 0        | 0        | 0        |
| Robbery                           | 0        | 0        | 0        | 0        |
| Theft                             | 5        | 0        | 4        | 1        |
| Theft: Auto                       | 0        | 0        | 0        | 0        |
| <b>Total Part One Arrests</b>     | <b>8</b> | <b>0</b> | <b>4</b> | <b>1</b> |

**OTHER ARRESTS**

|                                |           |           |           |          |
|--------------------------------|-----------|-----------|-----------|----------|
| Assault                        | 0         | 0         | 0         | 0        |
| Assault: LEO                   | 0         | 0         | 0         | 0        |
| Battery                        | 1         | 4         | 5         | 1        |
| Battery: Domestic              | 7         | 0         | 7         | 0        |
| Battery: LEO                   | 0         | 0         | 0         | 0        |
| Criminal Damage Property       | 4         | 0         | 5         | 0        |
| Criminal Threats               | 1         | 0         | 0         | 0        |
| Disorderly Conduct             | 3         | 3         | 1         | 1        |
| Driving Under Influence        | 6         | 0         | 3         | 0        |
| Drug Offense Arrests           | 11        | 2         | 5         | 0        |
| Forgery                        | 0         | 0         | 0         | 0        |
| Homicide                       | 0         | 0         | 0         | 0        |
| Juvenile Offense Arrests       | 0         | 4         | 0         | 5        |
| Kidnapping                     | 0         | 0         | 0         | 0        |
| Kidnapping: Aggravated         | 0         | 0         | 0         | 0        |
| Liquor Related Offense Arrests | 1         | 0         | 3         | 2        |
| Phone Harassment               | 0         | 0         | 0         | 0        |
| Sexual Offense Arrests         | 1         | 0         | 0         | 0        |
| Suicide                        | 0         | 0         | 0         | 0        |
| Vehicle Related Arrests        | 15        | 0         | 13        | 0        |
| All Other Arrests              | 49        | 2         | 48        | 0        |
| <b>Total Part Two Arrests</b>  | <b>99</b> | <b>15</b> | <b>90</b> | <b>9</b> |

**TOTAL ARRESTS**

**122**

**104**

**REPORTED CRIMES  
PART ONE OFFENSES**

|                                   | SEP 2015  |           | SEP 2014  |           |
|-----------------------------------|-----------|-----------|-----------|-----------|
|                                   | REPORTED  | INACTIVE  | REPORTED  | INACTIVE  |
| Arson                             | 0         | 0         | 0         | 0         |
| Assault: Aggravated (Agg Battery) | 3         | 3         | 1         | 0         |
| Burglary                          | 3         | 0         | 12        | 3         |
| Murder                            | 0         | 0         | 0         | 0         |
| Rape                              | 0         | 0         | 0         | 0         |
| Robbery                           | 0         | 0         | 0         | 0         |
| Theft                             | 26        | 16        | 42        | 23        |
| Theft: Auto                       | 0         | 0         | 3         | 1         |
| <b>Total Part One Crimes</b>      | <b>32</b> | <b>19</b> | <b>58</b> | <b>27</b> |

**PART TWO CRIMES**

|                              |            |            |            |            |
|------------------------------|------------|------------|------------|------------|
| Assault                      | 1          | 0          | 0          | 0          |
| Assault: LEO                 | 0          | 0          | 0          | 0          |
| Battery                      | 7          | 5          | 8          | 6          |
| Battery: Domestic            | 7          | 7          | 8          | 7          |
| Battery: LEO                 | 0          | 0          | 0          | 0          |
| Criminal Damage Property     | 11         | 8          | 16         | 8          |
| Criminal Threats             | 2          | 1          | 1          | 0          |
| Disorderly Conduct           | 6          | 6          | 2          | 2          |
| Driving Under Influence      | 6          | 6          | 3          | 3          |
| Drug Offenses                | 15         | 13         | 5          | 5          |
| Forgery                      | 0          | 0          | 0          | 0          |
| Homicide                     | 0          | 0          | 0          | 0          |
| Juvenile Offenses            | 6          | 6          | 6          | 5          |
| Kidnapping                   | 0          | 0          | 0          | 0          |
| Kidnapping: Aggravated       | 0          | 0          | 0          | 0          |
| Liquor Related Offenses      | 2          | 2          | 5          | 5          |
| Phone harassment             | 0          | 0          | 1          | 0          |
| Sex Offenses                 | 1          | 1          | 1          | 0          |
| Suicide                      | 1          | 0          | 1          | 1          |
| Vehicle Related Offenses     | 31         | 26         | 14         | 14         |
| All Other Offenses           | 61         | 59         | 52         | 51         |
| <b>Total Part two crimes</b> | <b>157</b> | <b>140</b> | <b>123</b> | <b>107</b> |

**OTHER ACTIVITIES**

|                   |     |     |
|-------------------|-----|-----|
| Calls for Service | 958 | 923 |
| Traffic Accidents | 17  | 14  |
| Warrants Served   | 28  | 34  |

**TOTAL INCIDENTS / CALLS FOR SERV**

**1192**

**1152**

| <b>ANIMAL CONTROL SEPTEMBER 2015</b> |               |               |                   |
|--------------------------------------|---------------|---------------|-------------------|
| <b>ACTIVITY</b>                      | <b>Sep-15</b> | <b>Sep-14</b> | <b>Yr to Date</b> |
| Domestic animals taken to shelter    | 17            | 23            | 156               |
| Dead animals (wild) collected        | 3             | 1             | 40                |
| Dead animals (domestic) collected    | 2             | 1             | 17                |
| Wild animals trapped                 | 24            | 15            | 108               |
| Trap usage (days)                    | 63            | 24            | 379               |
| Dog ordinance violation citation     | 0             | 0             | 25                |
| Cruelty to animal violation          | 0             | 0             | 1                 |
| Calls for service (non-trap)         | 40            | 26            | 342               |

## COURT FEES SEPTEMBER 2015

| FINES |   | SEPTEMBER 2015 COURT FEES |                        |                       |                   |                        |               |                   | 2015                   |   |                    |
|-------|---|---------------------------|------------------------|-----------------------|-------------------|------------------------|---------------|-------------------|------------------------|---|--------------------|
|       | Violation   | COURT FEES<br>Misc.       | Ct. Costs<br>[\$75.00] | STATE FEES<br>[20.00] | CCSFF<br>[250.00] | Ct Training<br>[\$.50] | Fee<br>Totals | Combined<br>Total |                        |   |                    |
|       |   |                           |                        |                       |                   |                        |               |                   | <b>MUNICIPAL COURT</b> |   |                    |
|       |   |                           |                        |                       |                   |                        |               |                   | <b>CASES FILED</b>     | <b>SEPT</b>                                     |                    |
| 7     | Jan-14  | \$19,456.93               | \$1,039.57             | \$6,293.26            | \$1,589.41        | \$92.59                | \$51.74       | \$9,066.57        | \$28,523.50            |   |                    |
| 6     | Jan-15  | \$21,807.94               | \$940.06               | \$6,143.71            | \$1,535.93        | \$1,449.07             | \$51.29       | \$10,120.06       | \$31,928.00            | Crimes against persons 4                        |                    |
| 7     | Feb-14  | \$23,469.50               | \$565.10               | \$7,310.20            | \$1,655.92        | \$199.08               | \$57.30       | \$9,787.60        | \$33,257.10            | Crimes against property 5                       |                    |
| 8     | Feb-15  | \$21,187.88               | \$724.00               | \$6,339.07            | \$1,828.25        | \$865.75               | \$55.05       | \$9,812.12        | \$31,000.00            | Driving Under The Influence 6                   |                    |
| 9     | Mar-14  | \$33,998.98               | \$1,853.02             | \$9,025.59            | \$2,363.08        | \$1,800.92             | \$75.41       | \$15,118.02       | \$47,117.00            | Fleeing a Police Officer 0                      |                    |
| 10    | Mar-15  | \$29,610.27               | \$1,122.58             | \$9,411.81            | \$2,691.48        | \$1,643.52             | \$80.84       | \$14,950.23       | \$44,560.50            | Other Crimes 10                                 |                    |
| 11    | Apr-14  | \$24,063.00               | \$756.80               | \$8,223.90            | \$2,044.26        | \$115.74               | \$66.10       | \$11,206.80       | \$35,269.80            | Reckless Driving 1                              |                    |
| 12    | Apr-15  | \$22,621.77               | \$848.00               | \$5,651.38            | \$1,446.97        | \$662.03               | \$47.85       | \$8,656.23        | \$31,278.00            | Traffic Violations 186                          |                    |
| 13    | May-14  | \$21,546.00               | \$896.00               | \$7,769.04            | \$2,185.00        | \$250.00               | \$66.09       | \$11,166.13       | \$32,712.13            | Tobacco Infractions 0                           |                    |
| 14    | May-15  | \$23,495.00               | \$577.00               | \$7,703.94            | \$1,968.89        | \$361.11               | \$66.06       | \$10,677.00       | \$34,172.00            |   |                    |
| 15    | Jun-14  | \$19,915.00               | \$1,404.15             | \$5,974.50            | \$1,460.00        | \$0.00                 | \$50.50       | \$8,889.15        | \$28,804.15            |   |                    |
| 16    | Jun-15  | \$19,630.44               | \$698.50               | \$6,078.38            | \$1,524.62        | \$995.38               | \$51.62       | \$9,348.50        | \$28,978.94            |   |                    |
| 17    | Jul-14  | \$20,661.00               | \$640.63               | \$6,564.24            | \$1,438.00        | \$250.00               | \$52.76       | \$8,945.63        | \$29,606.63            |   |                    |
| 18    | Jul-15  | \$24,067.00               | \$587.00               | \$5,933.85            | \$1,568.15        | \$1,351.85             | \$50.15       | \$9,491.00        | \$33,558.00            |   |                    |
| 19    | Aug-14  | \$16,550.00               | \$1,997.60             | \$4,012.17            | \$899.00          | \$500.00               | \$33.83       | \$7,442.60        | \$23,992.60            |   |                    |
| 20    | Aug-15  | \$17,195.67               | \$2,526.85             | \$5,050.27            | \$1,349.99        | \$1,125.01             | \$43.15       | \$10,095.27       | \$27,290.94            |   |                    |
| 1     | Sep-14  | \$19,561.58               | \$605.00               | \$6,551.38            | \$1,761.33        | \$291.67               | \$55.62       | \$9,265.00        | \$28,826.58            |   |                    |
| 2     | Sep-15  | \$19,150.41               | \$1,127.92             | \$6,180.38            | \$1,606.42        | \$842.58               | \$51.62       | \$9,808.92        | \$28,959.33            |   |                    |
| 3     | Sept-14 YTD   | \$199,221.99              | \$9,757.87             | \$61,724.28           | \$15,396.00       | \$3,500.00             | \$509.26      | \$90,887.50       | \$288,109.49           |   |                    |
| 4     | Sept-15 YTD   | \$198,766.38              | \$9,151.91             | \$58,492.79           | \$15,520.97       | \$9,296.30             | \$497.63      | \$93,049.31       | \$291,725.71           |   |                    |
| 5     |   |                           |                        |                       |                   |                        |               |                   |                        |   |                    |
| 6     |   |                           |                        |                       |                   |                        |               |                   |                        |   |                    |
| 7     |   |                           |                        |                       |                   |                        |               |                   |                        |   |                    |
| 8     | ---Violation Fines-- Fine paid for violating the law.<br>---Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.).<br>---State Fees -Municipal court assessments listed and authorized by K.S.A. 12-4117<br>---Misc.-- Restitution paid to victims, Witness fees, overpayments and reinstatement fees.<br>---CCSFF--Community Corrections Supervision Fee Fund-\$250 from each D.U.I. as of 7/1/12 |                           |                        |                       |                   |                        |               |                   |                        |   |                    |
| 9     |   |                           |                        |                       |                   |                        |               |                   |                        | <b>TOTAL CASES FILED</b>                        | <b>212</b>         |
| 10    |   |                           |                        |                       |                   |                        |               |                   |                        | <b>Court Revenues (fines &amp; court costs)</b> | <b>\$25,330.79</b> |
| 11    |   |                           |                        |                       |                   |                        |               |                   |                        | Dismissals                                      | 25                 |
| 12    |   |                           |                        |                       |                   |                        |               |                   |                        | Diversion agreements                            | 2                  |
| 13    |   |                           |                        |                       |                   |                        |               |                   |                        | Guilty pleas                                    | 97                 |
| 14    |   |                           |                        |                       |                   |                        |               |                   |                        | Trials (on pleas of not guilty)                 | 3                  |
| 15    |   |                           |                        |                       |                   |                        |               |                   |                        | <b>TOTAL CASES CLOSED</b>                       | <b>127</b>         |
| 16    |   |                           |                        |                       |                   |                        |               |                   |                        |   |                    |
| 17    |   |                           |                        |                       |                   |                        |               |                   |                        |   |                    |
| 18    |   |                           |                        |                       |                   |                        |               |                   |                        |   |                    |

*Police Department*  
*City of Ottawa, Kansas*  
 MEMORANDUM

**DATE:** October 09, 2015  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** SEPTEMBER 2015 ENFORCEMENT STATISTICS

**312 CHARGES WERE ISSUED THROUGH THE MUNICIPAL COURT. SOME OF THESE ARE MULTIPLE CHARGES ON SINGLE TICKETS.**

**The breakdown is as follows:**

|  |     |   |    |
|--|-----|---|----|
| 023 LEAVING SCENE INJURY ACCIDENT          | 1   | 194 SUSPENDED OPERATORS LICENSE                 | 7  |
| 025 DUTY TO GIVE AID                       | 1   | 198 ILLEGAL TAG                                 | 11 |
| 026 DUTY UPON STRIKING UNATT VEH           | 1   | 200 KNOWINGLY OPER W/O INSURANCE                | 37 |
| 027 DUTY TO REPORT ACCIDENT                | 1   | 30.2 REFUSAL PRELIMINARY BREATH TEST            | 2  |
| 029 RECKLESS DRIVING                       | 1   | 30.3 TAMPERING WITH IGNITION INTERLOCK DEVICE   | 1  |
| 030 DUI                                    | 6   | CH10 INOPERABLE VEHICLE                         | 1  |
| 033 SPEEDING                               | 135 | 126.2 USE OF WIRELESS COMMUNICATION DEVICES     | 2  |
| 038 DRIVING LEFT SIDE ROADWAY              | 1   | 13210 SPEEDING SCHOOL ZONE                      | 1  |
| 044 DRIVING ON LEFT SIDE - NO PASSING ZONE | 1   | 182.1 SEATBELT                                  | 20 |
| 046 IMPROPER DRIVING LANED ROAD            | 4   | 3-213 KEEPING VICIOUS ANIMAL                    | 3  |
| 049 IMPROPER TURN OR APPROACH              | 2   | 3-302 DOG VACCINATION REQUIREMENTS              | 2  |
| 054 UNSAFE TURNING/STOPPING ETC            | 5   | 3-303 DOG CITY REGISTRATION FEES                | 4  |
| 058 FAIL TO YIELD VEH TURNING LEFT         | 1   | 3-309 DOG RUNNING AT LARGE                      | 2  |
| 059 FAIL TO YIELD STOP/YIELD SIGN          | 12  | 3-329 PITBULLS - KEEPING PROHIBITED             | 1  |
| 086 IMPROPER PARKING                       | 3   | 38-301 BATTERY                                  | 1  |
| 087 HANDICAPPED PARKING                    | 1   | 38-401 LEWD & LASCIVIOUS BEHAVIOR               | 1  |
| 096 PARKING IN NO PARKING ZONE             | 10  | 38-502 FURNISHING ALCOHOL TO MINOR              | 1  |
| 104 INATTENTIVE DRIVING                    | 2   | 38-503 ENDANGERING CHILD                        | 1  |
| 106 TRANSPORT OPEN CONTAINER (KSA 8-1599)  | 3   | 38-504 CURFEW                                   | 1  |
| 115 UNLAWFUL RIDING                        | 1   | 38-601 THEFT                                    | 5  |
| 117 LIMITATIONS ON BACKING                 | 1   | 38-714 RESISTING ARREST                         | 1  |
| 133 IMPROPER BIKE LAMPS/BRAKES             | 1   | 38-901 DISORDERLY CONDUCT                       | 1  |
| 147 DEFECTIVE TAIL LAMP                    | 1   | 381202 UNLAWFUL USE OF DRUG PARAPHERNALIA       | 2  |
| 176 DEFECTIVE MIRROR                       | 1   | 381208 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ | 2  |
| 192 NO OPERATOR LICENSE                    | 5   | CH10-6 NUISANCE                                 | 1  |

\*\* Report Total: 312 \*\*

**53 Charges were filed through County Attorney's office:**

|                     |                         |                                 |
|---------------------|-------------------------|---------------------------------|
| 7 Domestic Battery  | 3 Agg Assault / Battery | 5 Battery                       |
| 0 Burglary          | 5 Criminal Damage       | 0 D.U.I.                        |
| 0 Theft             | 1 Traffic               | 0 Endangering Child             |
| 1 Liquor Violations | 0 Prescription Drugs    | 22 Misc. Charges                |
|                     |                         | 9 Possession Drugs/Paraphenalia |

CITY OF OTTAWA, KANSAS  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM

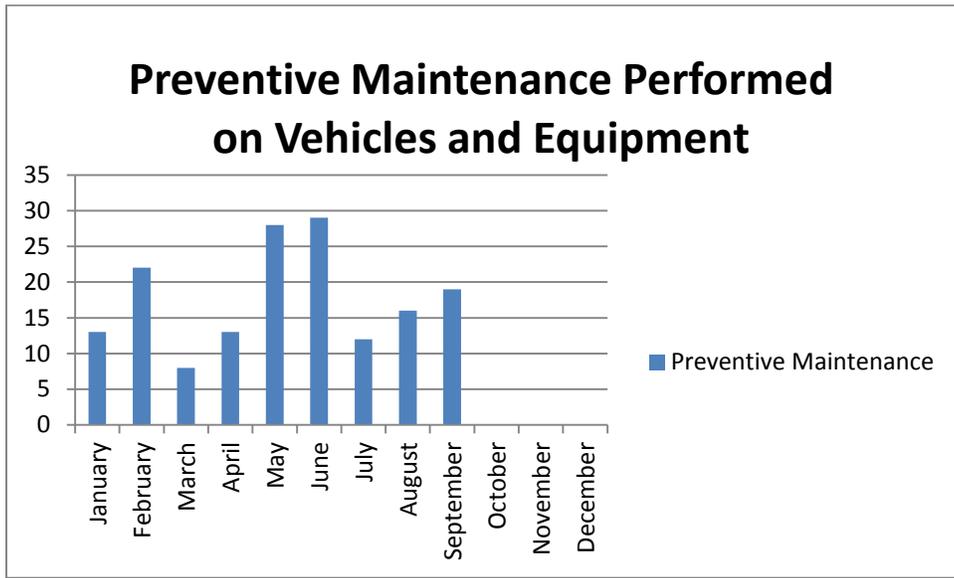
TO: City Commission  
FROM: Michael Haeffele - Director of Public Works  
COPY TO: Justin McCurdy, Chris Raby, DJ Welsh, Debbie Badders, Lisa Borjas, Glora Mathews, Richard Nienstedt  
SUBJECT: September 2015 Monthly Activity Report/Public Works Projects Update  
DATE: October 14, 2015

Project descriptions will only be included when a project first appears. Subsequent reports will only list significant activity related to an ongoing project or changes that occur during the reporting period. Ongoing projects for which there is no significant activity during the month are not listed.

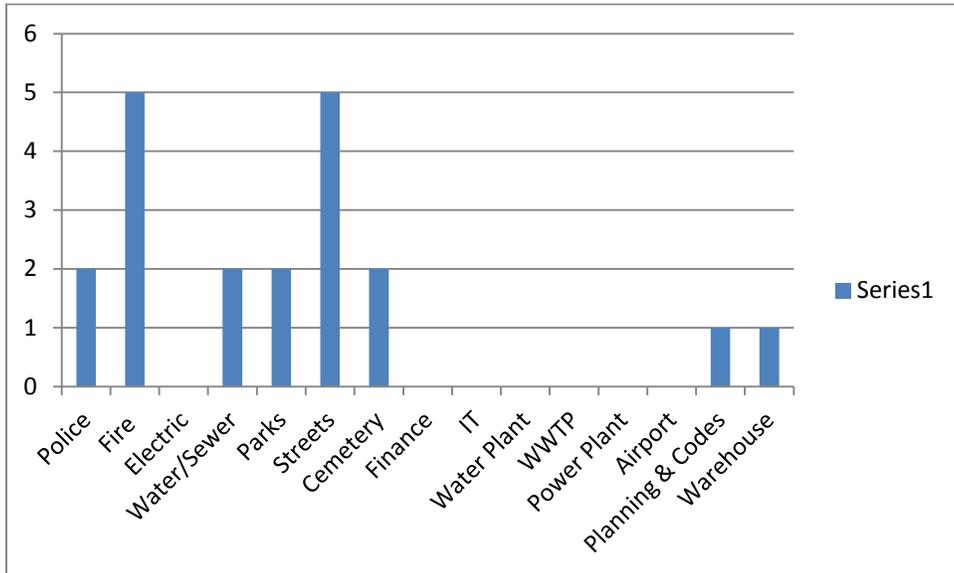
**Streets Division Projects:** The Street Crews mowed the highways and levees and weed eated for Labor Day. Ditch cleaning continued in the 700 block of Burroughs. Crews did the prep work for the chip and seal project, and the project was completed. In an effort to alleviate a drainage issue at 10<sup>th</sup> and Main the sidewalk was replaced and raised to help divert storm water runoff. Normal maintenance activities continued such as; pothole patching on the north side of town, painted street lines in the K68 and Main area, graded gravel roads and alleys, sprayed weeds and over growth on the river between the Main St. bridge and the walking bridge, and picked up brush around town. Reconstruction of the ADA ramps at 6<sup>th</sup> and Mulberry was started.

**Parks:** The Parks Crew successfully completed another year of preparation for the annual shows that take place in our parks. This includes the mowing and weedeating of all of our parks and other areas that we maintain. Trimming of the lower hanging trees and assisting the people involved in putting on the shows with moving picnic tables, curb stops, trash cans etc. Flags were put up in downtown to celebrate Labor Day and were up for the duration of the car show. The crew has begun work on the new public park that will be located on East Walton Street. They removed a dead tree from the new location as well as the old foundation that was left from the previous occupants. With help from the street crew, they started to get the dirt work done and will be ready to build this new playground on October 31<sup>st</sup>. Once again, there were a couple issues of graffiti that had to be removed from City Park and Heritage Park. The crew has taken down the canopies and the buckets that are used in the public swimming pool and added a new tennis net to the public courts. They also trimmed the trees in front of the Police Department to make them look more presentable. They started to aerate Forest Park in preparation for the weed control and over seeding that we will begin in October.

**City Garage:** The Garage routinely services vehicles and equipment for all City departments. The most typical service is a periodic oil change with associated checks and services (preventive maintenance). The chart below shows the number of PM's performed this month compared to previous months this year.

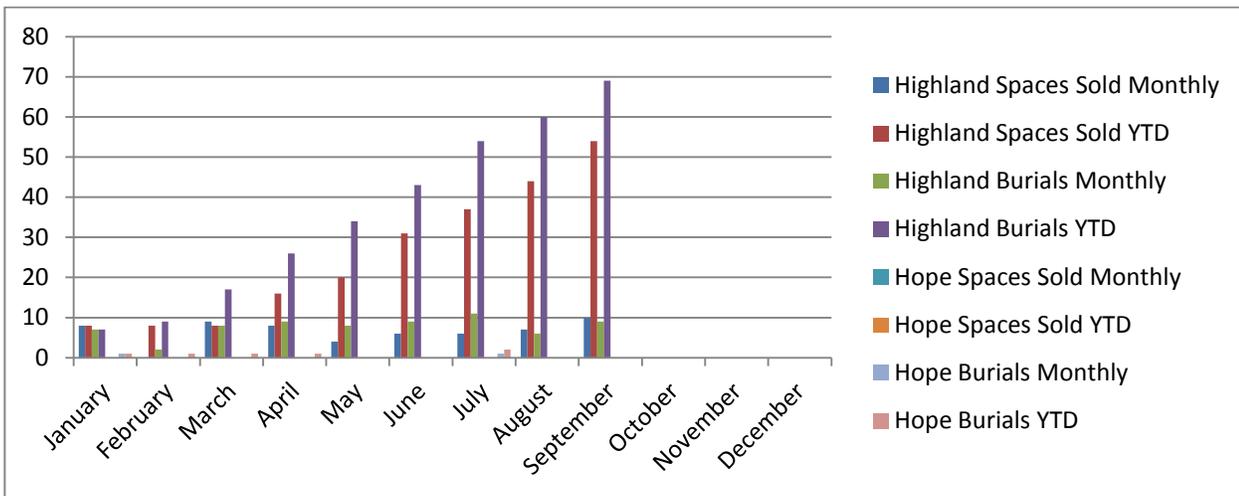


This chart shows the amount of repairs performed by the Fleet Maintenance Department, separated by department. These repairs vary from brake replacements to electrical problems.

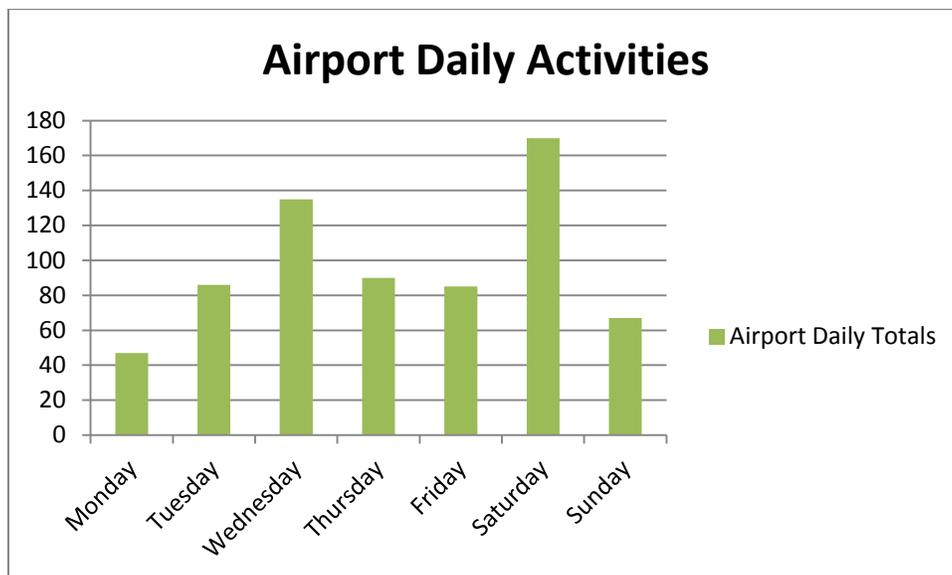


During the month of September, all repairs were performed by the city garage and nothing was sent to an outside vendor to be repaired.

**Cemeteries:** Following are excerpts from the monthly Sextons' Reports: September graph is shown below.



**Airport Activities Report.** Shown below are the daily operations reported by the Airport Manager. These are the operations witnessed by the FBO during normal operating hours. An “operation” is either a landing or a take-off (e.g. a landing to fuel and then leave is two operations, as is a touch-and-go landing). You can see in the chart below that Wednesday and Saturday were the busiest days this month.



Airport fuel sales for Aviation Gas (100LL) during September 2015 amounted to 1743 gallons (CY 2015 to date = 4,565 gal) and 102 gallons of Jet-A fuel (CY 2015 to date = 1,386 gal) were sold during the month of September. The “Courtesy Car” was used 10 times this month.

**To: City Manager**  
**From: Dennis Tharp**  
**Date: June, 2015**  
**Subject: Utilities Project Activities**

**KMEA POWER SUPPLY COMMITTEE**

The Power Supply Committee focus has shifted to joint generation possibilities that may exist within the KMEA footprint. Ottawa is one the municipals being considered as a site for a possible project and we will provide information as this endeavor moves forward. Purchase Power agreement for Marshall wind farm project has been presented and moved to City Attorney and City Manager for review. Will be presented to the commission for final approval in November. Load Following agreement is approaching final draft and will also provide details when complete.

**WATER TREATMENT PLANT RAW WATER SUPPLY LINE**

Professional Engineering Consultants (PEC) presented the results of their study of the raw water supply line, water treatment plant, regulatory and disinfection review to the City Commission on September 30, 2013. PEC established priorities and recommended, as the top two priorities, construction of a parallel raw water supply line and construction of a second clear well.

Presentation of projects scope and rate study before the commissioners at October 19, 2015 study session. Final vote scheduled for November 4, 2015 allowing time for review and questions from interested parties.

**Electric Projects**

Contracted with SEGA to begin study of electric extension into the Rock Creek Development park will provide updates as they become available. Appears a new transformer at SE substation is inevitable to support addition.

We have done all primary work necessary for the new Price Chopper. We are waiting for them at this point.

Still working on converting north of the river from 4kv to 7200kv.

**New Water Services This Year**

**3**

**Repair / replacement of Sewer lines;  
9th-10th Mulberry Sycamore 621' of 8" line**

**Water Line Repairs:**

**703 E. 1st 2-4x7 wraps 4' of pipe**

**8th Willow 6x7 wrap 3' of pipe**

**2310 S. Cedar 10x10 wrap**

**Replacement of Water Main Lines;**

**5th to 7th on Beech 890' of 6"**

**7th Across Beech st 65' of 6"**

**Fire Hydrants:**

**6th Beech pumper**

**7th Beech replaced pumper**

# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT September-15

|   | 2015        |              | 2014        |              |
|---|-------------|--------------|-------------|--------------|
|   | This Month  | Year to Date | This Month  | Year to Date |
| KILOWATT HOURS                                      |             |              |             |              |
| NET SELF GENERATION                                 | -26,261.000 | 182,950.000  | -94,075.000 | 160,629.000  |
| PURCHASED POWER:                                    |             |              |             |              |
| SWPA  | 277,000     | 2,245,000    | 91,500      | 1,085,900    |
| KMEA  | 9,469,000   | 69,943,206   | 10,451,000  | 92,982,064   |
| KCPL  | 4,057,100   | 29,289,019   | 1,847,300   | 22,458,258   |
| SUB-TOTAL ENERGY                                    | 13,776,839  | 101,660,175  | 12,295,725  | 116,686,851  |
| TOTAL ENERGY (after sales) <sup>1</sup>             | 13,776,839  | 101,660,175  | 12,295,725  | 116,686,851  |
| INCREASE / DECREASE <sup>2</sup><br>(2015 VS. 2014) | 12.05%      | -12.88%      |             |              |
| KILOWATT LOAD                                       |             |              |             |              |
| PEAK DEMAND   | 32.3        | 37.700       | 33.0        | 37.4         |
| TIME OF PEAK  | 4:00 PM     | 5:00 PM      | 3:00 PM     | 3:00 PM      |
| DAY OF PEAK   | 9/3/2015    | 7/13/2015    | 9/4/2014    | 8/25/2014    |
| <b>ENERGY SALES</b>                                 |             |              |             |              |
| KCPL (supplemental) KWh                             | 0           |              | 0           |              |
| WRI / Other (supplemental) KWh                      | 0           |              | 0           |              |
| Nearman Sales KWh <sup>3</sup>                      | 0           |              |             | 150,000      |
| <b>TOTAL SALES (KWh)</b>                            | <b>0</b>    |              | <b>0</b>    |              |

<sup>1</sup>Total energy demand of city

<sup>2</sup>After Generated Sales

<sup>3</sup>Non-Generated Sales

\*negative net generation = station power exceeded gross generation.

**WASTEWATER TREATMENT PLANT REPORT**

**Sep-15**

|                                | 2015  |         | 2014  |         |
|--------------------------------|-------|---------|-------|---------|
|                                | This  | Year    | Same  | Year    |
|                                | Month | To Date | Month | To Date |
| <b>TOTAL FLOW, MG</b>          | 15.15 | 183.25  | 18.69 | 119.49  |
| <b>PEAK DEMAND DAY, MG</b>     | 0.96  | 5.202   | 1.805 | 3.006   |
| <b>AVERAGE DAILY FLOW, MGD</b> | 0.505 | 0.67    | 0.623 | 0.437   |

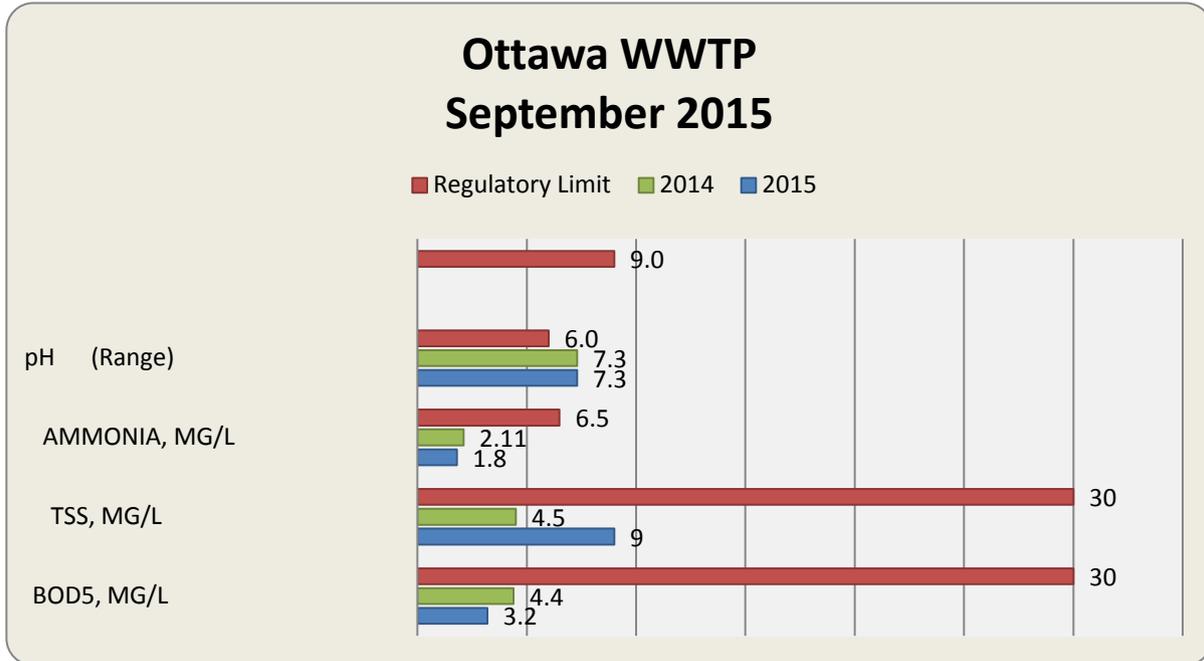
**AVERAGE PLANT INFLUENT**

|            |      |      |
|------------|------|------|
| BOD5, MG/L | 230  | 294  |
| TSS, MG/L  | 354  | 258  |
| TKN MG/L   | 37.4 | 31.8 |
| pH, SU     | 7.4  | 7.3  |

**AVERAGE PLANT EFFLUENT**

**Regulatory  
Limit**

|                        |     |            |      |      |
|------------------------|-----|------------|------|------|
| BOD5, MG/L             | 3.2 | 30         | MG/L | 4.4  |
| TSS, MG/L              | 9   | 30         | MG/L | 4.5  |
| AMMONIA, MG/L          | 1.8 | 6.5        | MG/L | 2.11 |
| pH (Range)             | 7.3 | 6.0        | 9.0  | 7.3  |
| PERCENT REDUCTION BOD5 | 99% | 85%        |      | 99%  |
| PERCENT REDUCTION TSS  | 98% | 85%        |      | 98%  |
| TOTAL PHOSPHOROUS      | 2.4 | 1.5 yr/ave | MG/L | 1.5  |



# WATER TREATMENT PLANT PRODUCTION REPORT

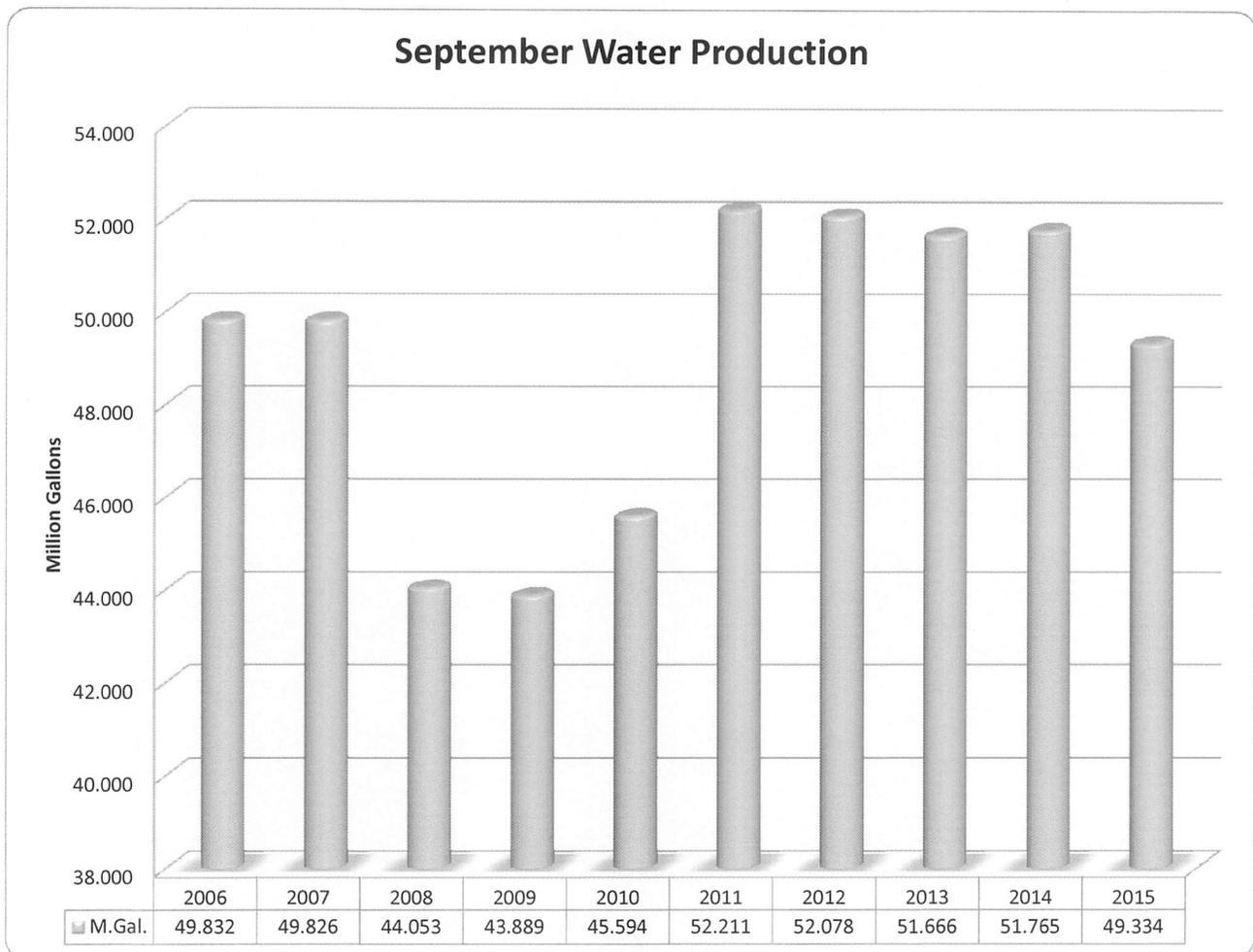
## September-2015

### Gallons of Water Produced

|                        | 2015          |                 | 2014          |                 | Year to Date<br>Percentage of<br>Increase / Decrease |
|------------------------|---------------|-----------------|---------------|-----------------|--|
|                        | This<br>Month | Year<br>to Date | This<br>Month | Year<br>to Date |  |
| Monthly Plant Influent | 54,192,000    | 451,630,000     | 56,814,000    | 477,308,000     | -6%  |
| Monthly Plant Effluent | 49,334,000    | 383,263,000     | 51,765,000    | 421,205,000     | -10%   |
| Sludge Water Reused    | 2,825,900     | 25,494,600      | 1,923,500     | 22,556,500      | 12%  |
| Average Daily Influent | 1,806,400     | 1,654,322       | 1,893,800     | 1,748,381       | -6%  |
| Average Daily Effluent | 1,644,467     | 1,403,894       | 1,725,500     | 1,542,875       | -10%   |

### Weather Information

|                          |       |       |      |       |     |
|--------------------------|-------|-------|------|-------|-----|
| Total Precipitation      | 48.72 | 81.01 | 5.63 | 23.56 | 71% |
| Average High Temperature | 84    | 70    | 78   | 69    | 2%  |
| Average Low Temperature  | 61    | 48    | 55   | 44    | 8%  |



# WATER PRODUCTION

SEPTEMBER 2015

| PUMP HOURS |                 |                 |                 |                 |              |              |              |
|------------|-----------------|-----------------|-----------------|-----------------|--------------|--------------|--------------|
|            | #1 HIGH SERVICE | #2 HIGH SERVICE | #3 HIGH SERVICE | #4 HIGH SERVICE | #1 K68 BOOST | #2 K68 BOOST | #3 K68 BOOST |
| PRESENT    | 20914.1         | 20953.0         | 21181.9         | 21218.1         | 32527.7      | 49479.5      | 51277.6      |
| PREVIOUS   | 20710.7         | 20837.8         | 21072.0         | 21095.7         | 32527.7      | 49479.5      | 51277.6      |
| HOURS ON   | 203.4           | 115.2           | 109.9           | 122.4           | 0.0          | 0.0          | 0.0          |

|          | #1 RIVER | #2 RIVER | #3 RIVER | #4 RIVER | # 1 SLUDGE | # 2 SLUDGE | BW Pump |
|----------|----------|----------|----------|----------|------------|------------|---------|
| PRESENT  | 20208.2  | 19965.7  | 20193.3  | 20215.9  | 52256.2    | 52269.6    | 564.7   |
| PREVIOUS | 20127.1  | 19718.0  | 20149.8  | 20134.7  | 51918.5    | 51919.2    | 562.2   |
| HOURS ON | 81.1     | 247.7    | 43.5     | 81.2     | 337.7      | 350.4      | 2.5     |

|          | #1 LOW LIFT | #2 LOW LIFT | #3 LOW LIFT | #4 LOW LIFT | #1 N.E BOOST | #2 N.E BOOST | #3 N.E. BOOST |
|----------|-------------|-------------|-------------|-------------|--------------|--------------|---------------|
| PRESENT  | 10689.5     | 10696.7     | 10702.3     | 10698.4     | 718.9        | 678.0        | 731.9         |
| PREVIOUS | 10581.7     | 10581.4     | 10590.8     | 10593.0     | 708.6        | 664.8        | 716.9         |
| HOURS ON | 107.8       | 115.3       | 111.5       | 105.4       | 10.3         | 13.2         | 15.0          |

| GALLONS PUMPED |              |           |            |            |              |
|----------------|--------------|-----------|------------|------------|--------------|
|                | K-68 BOOSTER | SLUDGE    | RAW WATER  | H.S. WATER | N.E. BOOSTER |
|                | x 1,000      | x100      | x 1,000    | x 1,000    | x 1,000      |
| PRESENT        | 31384.9      | 7215359   | 451630     | 383263     | 135443       |
| PREVIOUS       | 31097.3      | 7187100   | 397438     | 333929     | 133112.0     |
| DIFFERENCE     | 287.6        | 28259     | 54192      | 49334      | 2331         |
| GALLONS        | 287,600      | 2,825,900 | 54,192,000 | 49,334,000 | 2,331,000    |

| POUNDS OF CHEMICALS USED |            |           |
|--------------------------|------------|-----------|
|                          | THIS MONTH | THIS YEAR |
| CHLORINE                 | 3,329      | 24,804    |
| LIME                     | 16,392     | 116,532   |
| ALUM                     | 0          | 0         |
| AMMONIA                  | 243        | 2,968     |
| CARBON                   | 88         | 2,783     |
| FLUORIDE                 | 1,185      | 9,488     |
| POLYMER                  | 7,249      | 57,995    |
| CUSO4                    | 100        | 600       |

| TOTAL<br>KWH | ELECTRIC METER READINGS |          |             |           |              |       |              |              |
|--------------|-------------------------|----------|-------------|-----------|--------------|-------|--------------|--------------|
|              | Plant M.                | River M. | Low Lift M. | Sludge M. | Clearwell M. | Shop  | K-68 Booster | N.E. Booster |
| 93692        | X120                    | X 40     | X 40        | X 0       | X 40         | X0    | X0           | X0           |
| Present      | 71170                   | 25042    | 65828       | 91543     | 4030         | 90226 | 76360        | 99618        |
| Previous     | 71019                   | 24805    | 65650       | 90629     | 3001         | 89947 | 76051        | 83308        |
| Difference   | 151                     | 237      | 178         | 914       | 1029         | 279   | 309          | 16310        |
| KWH          | 18120                   | 9480     | 7120        | 914       | 41160        | 279   | 309          | 16310        |
| Demand       | 0.381                   | 0.85     | 0.508       | 2.4       | 4.74         |       | 0.23         | 25.898       |
| KW Dem.      | 45.72                   | 34       | 20.32       | 2.4       | 189.6        | 0     | 0.23         | 25.898       |

**SEPTEMBER 2015**  
**MONTHLY WATER TREATMENT REPORT**

| Date | Raw Water | Tap Water | Hours Ran | Lime | Alum | Chlorine | Fluoride | Carbon | Ammonia | Copper Sul. | Polymer |
|------|-----------|-----------|-----------|------|------|----------|----------|--------|---------|-------------|---------|
| 1    | 2,043,000 | 1,974,000 | 16.7      | 668  | 0    | 160      | 45       | 0      | 0       | 0           | 273.8   |
| 2    | 1,999,000 | 1,796,000 | 16.5      | 660  | 0    | 158      | 45       | 0      | 0       | 0           | 270.6   |
| 3    | 2,110,000 | 1,876,000 | 16.7      | 668  | 0    | 160      | 45       | 0      | 0       | 0           | 273.8   |
| 4    | 2,059,000 | 1,870,000 | 16.7      | 668  | 0    | 160      | 45       | 0      | 0       | 0           | 273.8   |
| 5    | 1,959,000 | 1,717,000 | 15.8      | 632  | 0    | 151      | 43       | 0      | 0       | 0           | 259.1   |
| 6    | 2,067,000 | 1,768,000 | 16.7      | 668  | 0    | 160      | 45       | 0      | 0       | 0           | 273.8   |
| 7    | 1,608,000 | 1,498,000 | 12.5      | 500  | 0    | 120      | 34       | 0      | 0       | 0           | 205     |
| 8    | 2,096,000 | 1,942,000 | 16.7      | 668  | 0    | 160      | 45       | 0      | 0       | 0           | 323.9   |
| 9    | 1,858,000 | 1,633,000 | 14.9      | 596  | 0    | 143      | 40       | 0      | 0       | 0           | 289     |
| 10   | 1,430,000 | 1,511,000 | 12.2      | 488  | 0    | 117      | 33       | 0      | 0       | 0           | 236.6   |
| 11   | 1,930,000 | 1,577,000 | 15.5      | 620  | 0    | 149      | 42       | 44     | 0       | 0           | 300.7   |
| 12   | 1,661,000 | 1,465,000 | 13.3      | 532  | 0    | 127      | 36       | 0      | 0       | 0           | 258     |
| 13   | 1,560,000 | 1,386,000 | 13.1      | 524  | 0    | 126      | 35       | 0      | 0       | 0           | 254.1   |
| 14   | 1,775,000 | 1,605,000 | 14.6      | 584  | 0    | 91       | 39       | 0      | 15      | 0           | 283     |
| 15   | 1,680,000 | 1,626,000 | 14.0      | 560  | 0    | 88       | 38       | 0      | 14      | 100         | 230.0   |
| 16   | 1,849,000 | 1,778,000 | 15.0      | 600  | 0    | 90       | 41       | 0      | 15      | 0           | 246.0   |
| 17   | 1,846,000 | 1,628,000 | 15.0      | 564  | 0    | 90       | 41       | 0      | 15      | 0           | 246.0   |
| 18   | 1,921,000 | 1,692,000 | 15.5      | 558  | 0    | 93       | 42       | 0      | 16      | 0           | 254.2   |
| 19   | 1,405,000 | 1,307,000 | 11.0      | 399  | 0    | 66       | 30       | 0      | 11      | 0           | 181.7   |
| 20   | 1,689,000 | 1,652,000 | 13.8      | 497  | 0    | 83       | 37       | 0      | 14      | 0           | 226.3   |
| 21   | 1,697,000 | 1,390,000 | 14.2      | 511  | 0    | 85       | 38       | 0      | 14      | 0           | 232.8   |
| 22   | 1,879,000 | 1,751,000 | 15.7      | 565  | 0    | 94       | 42       | 0      | 16      | 0           | 234     |
| 23   | 1,767,000 | 1,612,000 | 14.0      | 504  | 0    | 82       | 38       | 0      | 14      | 0           | 201.6   |
| 24   | 1,698,000 | 1,615,000 | 14.0      | 448  | 0    | 82       | 38       | 44     | 14      | 0           | 201.6   |
| 25   | 1,772,000 | 1,434,000 | 13.7      | 438  | 0    | 80       | 37       | 0      | 14      | 0           | 197.2   |
| 26   | 1,726,000 | 1,557,000 | 13.3      | 426  | 0    | 78       | 36       | 0      | 13      | 0           | 191.5   |
| 27   | 1,791,000 | 1,768,000 | 14.6      | 467  | 0    | 85       | 39       | 0      | 15      | 0           | 210.2   |
| 28   | 1,953,000 | 1,743,000 | 15.5      | 496  | 0    | 90       | 42       | 0      | 16      | 0           | 223.2   |
| 29   | 1,619,000 | 1,526,000 | 13.4      | 429  | 0    | 78       | 36       | 0      | 13      | 0           | 192.9   |
| 30   | 1,745,000 | 1,637,000 | 14.2      | 454  | 0    | 83       | 38       | 0      | 14      | 0           | 204.4   |

**MONTHLY TOTALS**

|                  |                  |                  |             |             |                 |                 |               |                |                    |                |
|------------------|------------------|------------------|-------------|-------------|-----------------|-----------------|---------------|----------------|--------------------|----------------|
| <b>Raw Water</b> | <b>Tap Water</b> | <b>Hours Ran</b> | <b>Lime</b> | <b>Alum</b> | <b>Chlorine</b> | <b>Fluoride</b> | <b>Carbon</b> | <b>Ammonia</b> | <b>Copper Sul.</b> | <b>Polymer</b> |
| 54,192,000       | 49,334,000       | 438.8            | 16,392      | 0           | 3,329           | 1,185           | 88            | 243            | 100                | 7,249          |
| Gallons          | Gallons          | Hours            | Pounds      | Pounds      | Pounds          | Pounds          | Pounds        | Pounds         | Pounds             | Pounds         |

**DAILY AVERAGE**

|           |           |       |        |        |        |        |        |        |        |        |
|-----------|-----------|-------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1,806,400 | 1,644,467 | 14.6  | 546    | 0      | 111    | 40     | 3      | 8      | 3      | 242    |
| Gallons   | Gallons   | Hours | Pounds |

**YEAR to DATE TOTALS**

|             |             |         |        |        |        |        |        |        |        |         |
|-------------|-------------|---------|--------|--------|--------|--------|--------|--------|--------|---------|
| 451,630,000 | 383,263,000 | 3,511.7 | 116532 | 0      | 24804  | 9488   | 2783   | 2968   | 600    | 57995.3 |
| Gallons     | Gallons     | Hours   | Pounds  |

## SEPTEMBER WEATHER 2015

| DATE | HIGH | LOW | 7 A.M. | RAIN  | SNOW  | REMARKS |
|------|------|-----|--------|-------|-------|---------|
| 1    | 90   | 66  | 69     |       |       |         |
| 2    | 89   | 69  | 71     |       |       |         |
| 3    | 89   | 69  | 70     | 0.03  |       |         |
| 4    | 91   | 68  | 68     |       |       |         |
| 5    | 90   | 68  | 70     |       |       |         |
| 6    | 92   | 70  | 71     |       |       |         |
| 7    | 94   | 71  | 75     | 0.01  |       |         |
| 8    | 94   | 69  | 71     | 0.50  |       |         |
| 9    | 83   | 68  | 68     |       |       |         |
| 10   | 84   | 64  | 64     |       |       |         |
| 11   | 89   | 61  | 62     | 1.47  |       |         |
| 12   | 72   | 47  | 47     |       |       |         |
| 13   | 69   | 47  | 57     |       |       |         |
| 14   | 78   | 57  | 64     |       |       |         |
| 15   | 83   | 57  | 67     |       |       |         |
| 16   | 83   | 65  | 65     |       |       |         |
| 17   | 88   | 65  | 73     |       |       |         |
| 18   | 88   | 71  | 71     | 0.05  |       |         |
| 19   | 81   | 53  | 53     | 0.66  |       |         |
| 20   | 70   | 51  | 52     |       |       |         |
| 21   | 76   | 51  | 63     |       |       |         |
| 22   | 77   | 62  | 64     |       |       |         |
| 23   | 86   | 64  | 66     |       |       |         |
| 24   | 84   | 65  | 65     |       |       |         |
| 25   | 84   | 62  | 62     |       |       |         |
| 26   | 83   | 53  | 53     |       |       |         |
| 27   | 81   | 53  | 55     |       |       |         |
| 28   | 81   | 55  | 57     |       |       |         |
| 29   | 83   | 56  | 58     |       |       |         |
| 30   | 76   | 52  | 72     | 46.00 | 47.00 |         |

|                                 |                |            |                 |             |
|---------------------------------|----------------|------------|-----------------|-------------|
| <b>Sep. 14</b>                  | Average Temps. |            | Total Inches of |             |
|                                 | HIGH           | <u>LOW</u> | RAIN            | SNOW        |
|                                 | 84             | 61         | 48.72           | 47.00       |
| <b>Year to Date</b>             | Average Temps. |            | Total Inches of |             |
|                                 | HIGH           | LOW        | RAIN            | SNOW        |
|                                 | <b>70</b>      | <b>48</b>  | <b>81.01</b>    | <b>4.75</b> |
| Historical September Average    |                |            |                 |             |
| Precipitation                   |                |            | <b>4.05</b>     |             |
| Historical year to Date Average |                |            |                 |             |
| Precipitation                   |                |            | <b>31.86</b>    |             |

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith MacAdoo*

Sep-15

| #  | NAME(S):       | DATE      | HOURS ACCRUED | TIME IN | TIME OUT |
|----|----------------|-----------|---------------|---------|----------|
| 1  | Bill Ferguson  | 9/5/2015  | 2             | 12am    | 2am      |
| 2  | Andrew Nitcher | 9/5/2015  | 2             | 12am    | 2am      |
| 3  | Bill Ferguson  | 9/5/2015  | 2.5           | 5pm     | 730pm    |
| 4  | Andrew Nitcher | 9/5/2015  | 2.5           | 5pm     | 730pm    |
| 5  | Bill Ferguson  | 9/6/2015  | 2             | 830pm   | 1030pm   |
| 6  | Andrew Nitcher | 9/6/2015  | 2             | 830pm   | 1030pm   |
| 7  | John Shepard   | 9/11/2015 | 2             | 330pm   | 530pm    |
| 8  | Bryan Frick    | 9/11/2015 | 2             | 330pm   | 530pm    |
| 9  | Bill Ferguson  | 9/12/2015 | 2             | 6pm     | 8pm      |
| 10 | John Shepard   | 9/12/2015 | 2             | 6pm     | 8pm      |
| 11 | Bill Ferguson  | 9/13/2015 | 2             | 730am   | 930pm    |
| 12 | John Shepard   | 9/13/2015 | 2             | 730am   | 930pm    |
| 13 | Bill Ferguson  | 9/14/2015 | 2             | 5pm     | 7pm      |
| 14 | Ed Thompson    | 9/14/2015 | 2             | 5pm     | 7pm      |
| 15 | Mike Garrett   | 9/26/2015 | 2             | 1230pm  | 230pm    |
| 16 | Bryan frick    | 9/26/2015 | 2             | 1230pm  | 230pm    |
| 17 |                |           |               |         |          |
| 18 |                |           |               |         |          |
| 19 |                |           |               |         |          |
| 20 |                |           |               |         |          |
| 21 |                |           |               |         |          |
| 22 |                |           |               |         |          |
| 23 |                |           |               |         |          |
| 24 |                |           |               |         |          |
| 25 |                |           |               |         |          |

REASON FOR OVERTIME:

|         |                        |
|---------|------------------------|
| 1and2   | 1107 w. 17th [breaker] |
| 3and4   | fuse down ORV          |
| 5and6   | emergency locate       |
| 7and8   | rehook service         |
| 9and10  | Blown fuse at ORV      |
| 11and12 | 936 e 15th blown fuse  |
| 13and14 | emergency locate       |
| 15and16 | Relaced blown fuse     |
| 17and18 |                        |
| 19-21   |                        |
| 22and23 |                        |

## SEPTEMBER WEATHER 2015

| DATE | HIGH | LOW | 7 A.M. | RAIN | SNOW | REMARKS |
|------|------|-----|--------|------|------|---------|
| 1    | 90   | 66  | 69     |      |      |         |
| 2    | 89   | 69  | 71     |      |      |         |
| 3    | 89   | 69  | 70     | 0.03 |      |         |
| 4    | 91   | 68  | 68     |      |      |         |
| 5    | 90   | 68  | 70     |      |      |         |
| 6    | 92   | 70  | 71     |      |      |         |
| 7    | 94   | 71  | 75     | 0.01 |      |         |
| 8    | 94   | 69  | 71     | 0.50 |      |         |
| 9    | 83   | 68  | 68     |      |      |         |
| 10   | 84   | 64  | 64     |      |      |         |
| 11   | 89   | 61  | 62     | 1.47 |      |         |
| 12   | 72   | 47  | 47     |      |      |         |
| 13   | 69   | 47  | 57     |      |      |         |
| 14   | 78   | 57  | 64     |      |      |         |
| 15   | 83   | 57  | 67     |      |      |         |
| 16   | 83   | 65  | 65     |      |      |         |
| 17   | 88   | 65  | 73     |      |      |         |
| 18   | 88   | 71  | 71     | 0.05 |      |         |
| 19   | 81   | 53  | 53     | 0.66 |      |         |
| 20   | 70   | 51  | 52     |      |      |         |
| 21   | 76   | 51  | 63     |      |      |         |
| 22   | 77   | 62  | 64     |      |      |         |
| 23   | 86   | 64  | 66     |      |      |         |
| 24   | 84   | 65  | 65     |      |      |         |
| 25   | 84   | 62  | 62     |      |      |         |
| 26   | 83   | 53  | 53     |      |      |         |
| 27   | 81   | 53  | 55     |      |      |         |
| 28   | 81   | 55  | 57     |      |      |         |
| 29   | 83   | 56  | 58     |      |      |         |
| 30   | 76   | 52  | 72     |      |      |         |

|                                 |                |           |                 |             |
|---------------------------------|----------------|-----------|-----------------|-------------|
| <b>Sep. 14</b>                  | Average Temps. |           | Total Inches of |             |
|                                 | HIGH           | LOW       | RAIN            | SNOW        |
|                                 | 84             | 61        | 2.72            | 0.00        |
| <b>Year to Date</b>             | Average Temps. |           | Total Inches of |             |
|                                 | HIGH           | LOW       | RAIN            | SNOW        |
|                                 | <b>70</b>      | <b>48</b> | <b>35.01</b>    | <b>4.75</b> |
| Historical September Average    |                |           |                 |             |
| Precipitation                   |                |           | <b>4.05</b>     |             |
| Historical year to Date Average |                |           |                 |             |
| Precipitation                   |                |           | <b>31.86</b>    |             |

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith MacAdoo*

|                | <b>High</b> | <b>Low</b>      |                | <b>High</b>     | <b>Low</b>      |
|----------------|-------------|-----------------|----------------|-----------------|-----------------|
| 9/1/2014       | 89          | 72              | 9/1/2014       | 78              | 65              |
| 9/2/2014       | 88          | 72              | 9/2/2014       | 80              | 69              |
| 9/3/2014       | 90          | 72              | 9/3/2014       | 87              | 63              |
| 9/4/2014       | 90          | 71              | 9/4/2014       | 91              | 74              |
| 9/5/2014       | 92          | 72              | 9/5/2014       | 80              | 63              |
| 9/6/2014       | 94          | 73              | 9/6/2014       | 72              | 60              |
| 9/7/2014       | 80          | 68              | 9/7/2014       | 76              | 55              |
| 9/8/2014       | 84          | 68              | 9/8/2014       | 84              | 58              |
| 9/9/2014       | 83          | 69              | 9/9/2014       | 90              | 72              |
| 9/10/2014      | 88          | 63              | 9/10/2014      | 80              | 61              |
| 9/11/2014      | 71          | 56              | 9/11/2014      | 62              | 55              |
| 9/12/2014      | 70          | 52              | 9/12/2014      | 56              | 48              |
| 9/13/2014      | 78          | 58              | 9/13/2014      | 63              | 40              |
| 9/14/2014      | 83          | 64              | 9/14/2014      | 73              | 54              |
| 9/15/2014      | 84          | 68              | 9/15/2014      | 74              | 56              |
| 9/16/2014      | 87          | 67              | 9/16/2014      | 73              | 51              |
| 9/17/2014      | 89          | 72              | 9/17/2014      | 76              | 62              |
| 9/18/2014      | 78          | 60              | 9/18/2014      | 75              | 63              |
| 9/19/2014      | 71          | 55              | 9/19/2014      | 80              | 62              |
| 9/20/2014      | 77          | 54              | 9/20/2014      | 84              | 67              |
| 9/21/2014      | 78          | 63              | 9/21/2014      | 76              | 59              |
| 9/22/2014      | 84          | 66              | 9/22/2014      | 73              | 51              |
| 9/23/2014      | 83          | 68              | 9/23/2014      | 76              | 54              |
| 9/24/2014      | 84          | 67              | 9/24/2014      | 73              | 58              |
| 9/25/2014      | 82          | 65              | 9/25/2014      | 81              | 61              |
| 9/26/2014      | 80          | 58              | 9/26/2014      | 81              | 60              |
| 9/27/2014      | 80          | 59              | 9/27/2014      | 80              | 58              |
| 9/28/2014      | 82          | 60              | 9/28/2014      | 82              | 58              |
| 9/29/2014      | 76          | 60              | 9/29/2014      | 83              | 58              |
| 9/30/2014      | 71          | 55              | 9/30/2014      | 82              | 60              |
| <b>Average</b> | <b>82.2</b> | <b>64.23333</b> | <b>Average</b> | <b>77.36667</b> | <b>59.16667</b> |

| OTTAWA LIBRARY          |   |                   |                   |                   |                             |                |                   |
|-------------------------|---|-------------------|-------------------|-------------------|-----------------------------|----------------|-------------------|
| General Fund            |   |                   |                   |                   |                             |                |                   |
| Receipts & Expenditures |   |                   |                   |                   |                             |                |                   |
| 9/30/2015               |   |                   |                   |                   |                             |                |                   |
| Budget Code             | Budget Amount                               | Current Month     | Yr to Date Actual | Encumb. paid in   | YTD % of Budget<br>9/12=75% | Budget Balance |                   |
|                         | <b>Beginning Cash Balance</b>               | <b>27,601.00</b>  | <b>274,901.60</b> | <b>27,601.38</b>  |                             |                |                   |
|                         | <b>Receipts:</b>                            |                   |                   |                   |                             |                |                   |
| 301.00                  | City Appropriations                         | 818,858.00        | 70,201.46         | 801,919.68        | 97.93%                      | -16,938.32     |                   |
| 303.00                  | Interest                                    | 400.00            | 24.79             | 207.84            | 51.96%                      | -192.16        |                   |
| 304.00                  | State Aid                                   | 4,513.00          | 0.00              | 4,160.40          | 92.19%                      | -352.60        |                   |
| 305.00                  | NEKLS Grants                                | 27,815.00         | 6,953.75          | 20,861.25         | 75.00%                      | -6,953.75      |                   |
| 306.00                  | Fines and Fees                              | 14,000.00         | 1,103.30          | 11,789.04         | 84.21%                      | -2,210.96      |                   |
| 307.00                  | Copiers & Computers Income                  | 7,000.00          | 645.55            | 5,885.85          | 84.08%                      | -1,114.15      |                   |
| 308.00                  | Endowment Interest                          | 8,400.00          | 0.00              | 0.00              | 0.00%                       | -8,400.00      |                   |
| 313.00                  | Gift  | 200.00            | 0.00              | 0.00              | 0.00%                       | -200.00        |                   |
| 316.00                  | Programs Income                             | 0.00              | 0.00              | 57.00             | 0.00%                       | 57.00          |                   |
| 321.00                  | General Fund Reserve                        | 0.00              | 0.00              | 0.00              | 0.00%                       | 0.00           |                   |
| 328.00                  | Erate Reimb                                 | 1,152.00          | 191.02            | 191.02            | 0.00%                       | -960.98        |                   |
| 333.00                  | Transfers In (Capital, FOL, & Endowment)    | 0.00              | 0.00              | 0.00              | 0.00%                       | 0.00           |                   |
| 334.00                  | Donations                                   | 0.00              | 7.00              | 10.00             | 0.00%                       | 10.00          |                   |
| 341.00                  | Grant/Fundraising                           | 500.00            | 0.00              | 10,628.60         | 2125.72%                    | 10,128.60      |                   |
| 343.00                  | KS Humanities Council TalkGrant             | 0.00              | 0.00              | 0.00              | 0.00%                       | 0.00           |                   |
| 345.00                  | Snack Machine Income                        | 0.00              | 215.00            | 2,666.23          | 0.00%                       | 2,666.23       |                   |
| 351.00                  | Community Reads                             | 0.00              | 610.00            | 610.00            | 0.00%                       | 610.00         |                   |
|                         | <b>Total Income</b>                         | <b>910,439.00</b> | <b>79,951.87</b>  | <b>858,986.91</b> | <b>0.00</b>                 | <b>94.35%</b>  | <b>-51,452.09</b> |
|                         | <b>Beginning Balances Restricted Funds:</b> |                   |                   |                   |                             |                |                   |
|                         | Starkey (Children's)                        | 45.00             |                   |                   |                             |                |                   |
|                         | Asa Albert Smith Memorial                   | 33.80             |                   |                   |                             |                |                   |
|                         | Clarence W. Koch                            | 50.00             |                   |                   |                             |                |                   |
|                         | Asher Leonard                               | 100.00            |                   |                   |                             |                |                   |
|                         | Wish List Fundraiser                        | 2,066.67          |                   |                   |                             |                |                   |
|                         | Webber (Children's)                         | 400.00            |                   |                   |                             |                |                   |
|                         | BBBS  | 3,701.64          |                   |                   |                             |                |                   |
|                         | Patry                                       | 25.00             |                   |                   |                             |                |                   |
|                         | <b>EXPENDITURES:</b>                        |                   |                   |                   |                             |                |                   |
|                         | <b>Salaries, etc.</b>                       |                   |                   |                   |                             |                |                   |
| 401.00                  | Staff Salaries                              | 519,329.00        | 36,298.79         | 353,978.02        | 68.16%                      | 165,350.98     |                   |
| 402.00                  | Social Security                             | 39,730.00         | 2,465.31          | 24,598.87         | 61.92%                      | 15,131.13      |                   |
| 403.00                  | KPERS                                       | 42,381.00         | 2,939.57          | 30,079.52         | 70.97%                      | 12,301.48      |                   |
| 404.00                  | Employee Insurance                          | 57,229.00         | 4,278.52          | 36,256.19         | 63.35%                      | 20,972.81      |                   |
| 405.00                  | Unemployment                                | 519.00            | 24.38             | 343.20            | 66.13%                      | 175.80         |                   |
| 407.00                  | Workers Comp Ins                            | 3,300.00          | 0.00              | 1,684.00          | 51.03%                      | 1,616.00       |                   |
| 410.00                  | Off. & Dir/Emp Prac Insurance               | 2,000.00          | 0.00              | 1,618.00          | 80.90%                      | 382.00         |                   |
|                         | <b>Subtotal Salaries, etc.</b>              | <b>664,488.00</b> | <b>46,006.57</b>  | <b>448,557.80</b> | <b>0.00</b>                 | <b>67.50%</b>  | <b>215,930.20</b> |
|                         | <b>Materials and Programs</b>               |                   |                   |                   |                             |                |                   |
| 501.00                  | Juvenile Books                              | 25,000.00         | 3,597.29          | 16,169.83         | 64.68%                      | 8,830.17       |                   |
| 502.00                  | Adult Books                                 | 51,560.00         | 3,927.92          | 35,118.25         | 68.11%                      | 16,441.75      |                   |
| 503.00                  | Periodicals                                 | 6,600.00          | 0.00              | 5,031.96          | 76.24%                      | 1,568.04       |                   |
| 506.00                  | A.V. Materials                              | 18,840.00         | 1,685.95          | 12,943.82         | 68.70%                      | 5,896.18       |                   |
| 507.00                  | Programs                                    | 3,000.00          | 180.95            | 1,764.85          | 58.83%                      | 1,235.15       |                   |
| 513.00                  | Gift  | 0.00              | 0.00              | 400.60            | 0.00%                       | -400.60        |                   |
| 518.00                  | Electronic Access Expenditures              | 1,200.00          | 28.69             | 814.61            | 67.88%                      | 385.39         |                   |
| 520.00                  | A.V. Materials-Children                     | 6,000.00          | 333.09            | 2,349.81          | 39.16%                      | 3,650.19       |                   |
| 533.00                  | Transfers Out                               | 0.00              | 0.00              | 0.00              | 0.00%                       | 0.00           |                   |
| 541.00                  | Grant Expenditures                          | 950.00            | 0.00              | 820.67            | 0.00%                       | 129.33         |                   |
| 546.00                  | Wish List Fund Expenses                     | 0.00              | 555.34            | 607.88            | 0.00%                       | 0.00           |                   |
| 549.00                  | Furn & Eq-Walmart Career Grant              | 0.00              | 0.00              | 2,159.97          | 0.00%                       | 0.00           |                   |
| 550.00                  | Furn&Equip Fr Cty Community Foundation      | 0.00              | 4,303.56          | 4,983.45          | 0.00%                       | 0.00           |                   |
| 551.00                  | Community Reads Expense                     | 0.00              | 1,497.00          | 1,497.00          | 0.00%                       | 0.00           |                   |
|                         | <b>Subtotal Materials and Programs</b>      | <b>113,150.00</b> | <b>16,109.79</b>  | <b>84,662.70</b>  | <b>0.00</b>                 | <b>74.82%</b>  | <b>28,487.30</b>  |



**Ottawa Recreation Commission  
Board Meeting Agenda  
Wednesday, October 14, 2015  
Goppert Building  
6:00 pm Board Meeting**

- I. Regular Meeting: Call to Order**
- II. Pledge of Allegiance**
- III. Moment of Silence**

**III. Declaration:** At this time, I would like to give Board Members a chance to declare any conflict or communication they have that might influence their ability to consider today's issues impartially.

**IV. Additions to Meeting Agenda**

**V. Public and/or Organizational Requests or Presentations**

**VI. Consent Agenda**

- A. Minutes for regular meeting September 9, 2015
- B. Financial statements for September 2015
- C. Bills for September 2015

**VI. Public discussion**

Public and open discussion is welcomed by the Ottawa Recreation Commission. To address the board, please notify any staff in attendance prior to the start of the meeting stating name, address and subject matter to be discussed. Public comment may be limited to 3 minutes per speaker. Please be aware that matters of a personnel nature which would, by their nature, identify any individual are prohibited by law in open discussion. Please assist us in protecting the privacy rights of our participants and staff. Information or requests presented to the board at this time will be referred to staff for future consideration, possible recommendations, or other actions. The board will take no action, nor offer any conversation in regard to issues presented. Presentations which are a repetitive perspective from previous meetings offering nothing of a new nature will be limited. This portion of the meeting is the scheduled time when members of the public may speak.

**VII. Departmental Reports**

- A. Director's Report
- B. Programming Report
- C. Facility Maintenance Report
- D. Office Manager Report

**VIII Action Items**

- A. Old Business -
  - 1.

- B. New Business

- 1. Fees for Franklin County Employees

**VIII. Adjourn**

Current Budget

|  | <u>Jul - Sep 15</u> | <u>Budget</u>    | <u>% of Budget</u> |
|--|---------------------|------------------|--------------------|
| <b>Income</b>                            |                     |                  |                    |
| 100 - Ad Valorem                         | 24,054.85           | 533,939.00       | 4.51%              |
| <b>1000 - Teens/Youth Programs</b>       |                     |                  |                    |
| 1001 - Afternoon Playground              | 1,907.28            |                  |                    |
| 1009 - United Way                        | 2,000.00            |                  |                    |
| 1017 - Entertainment U                   | 1,065.00            |                  |                    |
| 1000 - Teens/Youth Programs - Other      | 0.00                | 7,500.00         | 0.0%               |
| <b>Total 1000 - Teens/Youth Programs</b> | <b>4,972.28</b>     | <b>7,500.00</b>  | <b>66.3%</b>       |
| <b>1050 - Special Events</b>             |                     |                  |                    |
| 1051 - Pooch Plunge                      | 0.00                |                  |                    |
| 1059 - Basic Pottery                     | 675.00              |                  |                    |
| 1050 - Special Events - Other            | 0.00                | 2,000.00         | 0.0%               |
| <b>Total 1050 - Special Events</b>       | <b>675.00</b>       | <b>2,000.00</b>  | <b>33.75%</b>      |
| 1100 - Tournaments                       | 0.00                | 1,000.00         | 0.0%               |
| <b>1200 - Adult Programs</b>             |                     |                  |                    |
| 1201 - Softball                          | 2,600.00            |                  |                    |
| 1202 - Volleyball                        | 3,774.95            |                  |                    |
| 1200 - Adult Programs - Other            | 0.00                | 22,500.00        | 0.0%               |
| <b>Total 1200 - Adult Programs</b>       | <b>6,374.95</b>     | <b>22,500.00</b> | <b>28.33%</b>      |
| <b>1250 - Pre-K Programs</b>             |                     |                  |                    |
| 1256 - Little Kickers                    | 693.86              |                  |                    |
| 1260 - Micro Soccer                      | 512.82              |                  |                    |
| 1250 - Pre-K Programs - Other            | 0.00                | 5,500.00         | 0.0%               |
| <b>Total 1250 - Pre-K Programs</b>       | <b>1,206.68</b>     | <b>5,500.00</b>  | <b>21.94%</b>      |
| <b>1300 - Youth Programs</b>             |                     |                  |                    |
| 1306 - Softball                          | 55.00               |                  |                    |
| 1308 - Flag Football                     | 2,005.92            |                  |                    |
| 1309 - Basketball                        | 80.00               |                  |                    |
| 1310 - Soccer                            | 8,494.34            |                  |                    |
| 1311 - Tennis                            | -520.00             |                  |                    |
| 1324 - Picture Rebate                    | 555.00              |                  |                    |
| 1300 - Youth Programs - Other            | 0.00                | 58,000.00        | 0.0%               |
| <b>Total 1300 - Youth Programs</b>       | <b>10,670.26</b>    | <b>58,000.00</b> | <b>18.4%</b>       |
| <b>1400 - Miscellaneous Income</b>       |                     |                  |                    |
| 1402 - Scrap Metal                       | 125.00              |                  |                    |
| 1404 - Equipment                         | 400.00              |                  |                    |
| 1412 - Tax Refund                        | 3,773.74            |                  |                    |
| 1400 - Miscellaneous Income - Other      | 0.00                | 2,500.00         | 0.0%               |
| <b>Total 1400 - Miscellaneous Income</b> | <b>4,298.74</b>     | <b>2,500.00</b>  | <b>171.95%</b>     |

Current Budget

|  | <u>Jul - Sep 15</u> | <u>Budget</u>     | <u>% of Budget</u> |
|--|---------------------|-------------------|--------------------|
| <b>1600 - Adlt/Yth Fitness/Sr Prog</b>       |                     |                   |                    |
| 1601 - Zumba                                 | 239.82              |                   |                    |
| 1602 - Yoga                                  | 1,254.97            |                   |                    |
| 1603 - Martial Arts                          | 1,565.65            |                   |                    |
| 1607 - Guitar Class                          | 146.00              |                   |                    |
| 1613 - Pickleball                            | 147.00              |                   |                    |
| 1614 - PATH donation                         | 695.80              |                   |                    |
| 1600 - Adlt/Yth Fitness/Sr Prog - Other      | 20.00               | 8,250.00          | 0.24%              |
| <b>Total 1600 - Adlt/Yth Fitness/Sr Prog</b> | <u>4,069.24</u>     | <u>8,250.00</u>   | <u>49.32%</u>      |
| <b>1800 - Outdoor &amp; Nature</b>           |                     |                   |                    |
| 1802 - Hunting School                        | 19.12               |                   |                    |
| 1800 - Outdoor & Nature - Other              | 0.00                | 500.00            | 0.0%               |
| <b>Total 1800 - Outdoor &amp; Nature</b>     | <u>19.12</u>        | <u>500.00</u>     | <u>3.82%</u>       |
| <b>200 - Motor Vehicle</b>                   | 19,587.56           | 55,305.00         | 35.42%             |
| <b>300 - Delinquent Tax</b>                  | 4,775.24            | 13,363.00         | 35.74%             |
| <b>3100 - Employee Benefits Fund</b>         |                     |                   |                    |
| 3101 - Ad Valorem                            | 4,811.93            | 106,837.00        | 4.5%               |
| 3102 - Delinquent Taxes                      | 792.01              | 2,683.00          | 29.52%             |
| 3103 - Motor Vehicle                         | 3,924.40            | 11,088.00         | 35.39%             |
| <b>Total 3100 - Employee Benefits Fund</b>   | <u>9,528.34</u>     | <u>120,608.00</u> | <u>7.9%</u>        |
| <b>500 - Interest on Idle Funds</b>          | 17.16               | 60.00             | 28.6%              |
| <b>600 - Facility Rentals</b>                |                     |                   |                    |
| 601 - DWCC                                   | 125.00              |                   |                    |
| 603 - Orlis Cox                              | 1,655.00            |                   |                    |
| 604 - Goppert                                | 1,405.00            |                   |                    |
| 605 - Rent                                   | 1,200.00            |                   |                    |
| 606 - User Fees                              | 2,039.82            |                   |                    |
| 607 - Pass Cards                             | 1,338.50            |                   |                    |
| 600 - Facility Rentals - Other               | 0.00                | 35,000.00         | 0.0%               |
| <b>Total 600 - Facility Rentals</b>          | <u>7,763.32</u>     | <u>35,000.00</u>  | <u>22.18%</u>      |
| <b>700 - Concession</b>                      |                     |                   |                    |
| 701 - Pool                                   | 4,447.12            |                   |                    |
| 703 - Orlis Cox Main                         | 438.68              |                   |                    |
| 709 - Sales Tax                              | -1.68               |                   |                    |
| 711 - Goppert Soda Machine                   | 172.51              |                   |                    |
| 700 - Concession - Other                     | 0.00                | 20,000.00         | 0.0%               |
| <b>Total 700 - Concession</b>                | <u>5,056.63</u>     | <u>20,000.00</u>  | <u>25.28%</u>      |
| <b>800 - Forest Park Pool</b>                |                     |                   |                    |
| 801 - Pool Admission                         | 11,416.95           |                   |                    |

Current Budget

|  | <u>Jul - Sep 15</u> | <u>Budget</u>     | <u>% of Budget</u> |
|--|---------------------|-------------------|--------------------|
| 802 - Pool Pass                              | 120.00              |                   |                    |
| 803 - Swim Lessons                           | 630.00              |                   |                    |
| 804 - Pool Parties                           | 402.00              |                   |                    |
| 800 - Forest Park Pool - Other               | 0.00                | 40,000.00         | 0.0%               |
| <b>Total 800 - Forest Park Pool</b>          | <b>12,568.95</b>    | <b>40,000.00</b>  | <b>31.42%</b>      |
| <b>Total Income</b>                          | <b>115,638.32</b>   | <b>926,025.00</b> | <b>12.49%</b>      |
| <b>Gross Profit</b>                          | <b>115,638.32</b>   | <b>926,025.00</b> | <b>12.49%</b>      |
| <b>Expense</b>                               |                     |                   |                    |
| <b>2000 - Administration</b>                 |                     |                   |                    |
| <b>2001 - Advertising/Promotion</b>          |                     |                   |                    |
| 2001-1 - KOFO Radio                          | 1,350.00            |                   |                    |
| 2001-14 - Fr Co Ag Society                   | 250.00              |                   |                    |
| 2001-2 - Ottawa Herald                       | 1,355.12            |                   |                    |
| 2001 - Advertising/Promotion - Other         | 0.00                | 15,000.00         | 0.0%               |
| <b>Total 2001 - Advertising/Promotion</b>    | <b>2,955.12</b>     | <b>15,000.00</b>  | <b>19.7%</b>       |
| 2002 - Audit Services                        | 0.00                | 4,200.00          | 0.0%               |
| 2003 - Bank Fees                             | 53.95               | 500.00            | 10.79%             |
| 2004 - Board                                 | 0.00                | 200.00            | 0.0%               |
| 2005 - Directors & Officer Ins               | 0.00                | 3,200.00          | 0.0%               |
| <b>2006 - Equipment</b>                      |                     |                   |                    |
| 2006-1 - Copier Lease                        | 1,769.74            |                   |                    |
| 2006 - Equipment - Other                     | 0.00                | 7,500.00          | 0.0%               |
| <b>Total 2006 - Equipment</b>                | <b>1,769.74</b>     | <b>7,500.00</b>   | <b>23.6%</b>       |
| 2007 - Incentives                            | 0.00                | 1,600.00          | 0.0%               |
| <b>2008 - Insurance -Gen Liability</b>       |                     |                   |                    |
| 2008-1 - Deductibles Paid                    | 75.00               |                   |                    |
| 2008-2 - Property Liability                  | 4,711.50            |                   |                    |
| 2008-6 - Workers Compensation                | 2,712.50            |                   |                    |
| 2008 - Insurance -Gen Liability - Other      | 0.00                | 30,000.00         | 0.0%               |
| <b>Total 2008 - Insurance -Gen Liability</b> | <b>7,499.00</b>     | <b>30,000.00</b>  | <b>25.0%</b>       |
| 2009 - Internet/Web Services                 | 1,200.00            | 3,000.00          | 40.0%              |
| <b>2010 - Miscellaneous</b>                  |                     |                   |                    |
| 2010-8 Tax Liability                         | 58.23               |                   |                    |
| 2010 - Miscellaneous - Other                 | 379.49              | 1,500.00          | 25.3%              |
| <b>Total 2010 - Miscellaneous</b>            | <b>437.72</b>       | <b>1,500.00</b>   | <b>29.18%</b>      |
| <b>2011 - Office Supplies</b>                |                     |                   |                    |
| 2011-10 - Visa                               | 147.16              |                   |                    |
| 2011-3 - Wal-Mart                            | 9.79                |                   |                    |

Current Budget

|   | <u>Jul - Sep 15</u> | <u>Budget</u>     | <u>% of Budget</u> |
|---|---------------------|-------------------|--------------------|
| 2011-4 - Office Depot                         | 67.96               |                   |                    |
| 2011-5 - Ramsey Printing                      | 45.00               |                   |                    |
| 2011 - Office Supplies - Other                | 0.00                | 4,500.00          | 0.0%               |
| <b>Total 2011 - Office Supplies</b>           | <b>269.91</b>       | <b>4,500.00</b>   | <b>6.0%</b>        |
| <br>  |                     |                   |                    |
| 2012 - Postage                                | 221.48              | 1,200.00          | 18.46%             |
| 2013 - Printing & Publishing                  |                     |                   |                    |
| 2013-2 - Ottawa Herald                        | 94.08               |                   |                    |
| 2013 - Printing & Publishing - Other          | 0.00                | 750.00            | 0.0%               |
| <b>Total 2013 - Printing &amp; Publishing</b> | <b>94.08</b>        | <b>750.00</b>     | <b>12.54%</b>      |
| <br>  |                     |                   |                    |
| 2014 - Salaries                               | 95,257.49           | 372,000.00        | 25.61%             |
| 2015 - Scholarships                           |                     |                   |                    |
| 2015-1 - Soccer                               | 353.75              |                   |                    |
| 2015-10 - Flag Football                       | 43.75               |                   |                    |
| 2015-19 - ORC/OU Scholarship                  | 500.00              |                   |                    |
| 2015-4 - Instructional Sports                 | 22.50               |                   |                    |
| 2015-5 - Swim Lessons                         | 26.25               |                   |                    |
| 2015-8 - Basketball                           | 20.00               |                   |                    |
| 2015 - Scholarships - Other                   | 0.00                | 4,500.00          | 0.0%               |
| <b>Total 2015 - Scholarships</b>              | <b>966.25</b>       | <b>4,500.00</b>   | <b>21.47%</b>      |
| <br>  |                     |                   |                    |
| 2016 - Transportation & Tags                  |                     |                   |                    |
| 2016-1 - Fuel                                 | 257.64              |                   |                    |
| 2016-2 - Tags                                 | 67.50               |                   |                    |
| 2016 - Transportation & Tags - Other          | 0.00                | 2,500.00          | 0.0%               |
| <b>Total 2016 - Transportation &amp; Tags</b> | <b>325.14</b>       | <b>2,500.00</b>   | <b>13.01%</b>      |
| <br>  |                     |                   |                    |
| 2017 - Professional Development               | 36.00               | 3,500.00          | 1.03%              |
| 2018 - Uniforms                               |                     |                   |                    |
| 2018-5 - Seasonal                             | 76.50               |                   |                    |
| 2018 - Uniforms - Other                       | 0.00                | 1,200.00          | 0.0%               |
| <b>Total 2018 - Uniforms</b>                  | <b>76.50</b>        | <b>1,200.00</b>   | <b>6.38%</b>       |
| <br>  |                     |                   |                    |
| 2020 - Planning & Research                    | 102.00              | 750.00            | 13.6%              |
| 2021 - Professional Dues & Pub                | 0.00                | 1,200.00          | 0.0%               |
| <b>Total 2000 - Administration</b>            | <b>111,264.38</b>   | <b>458,800.00</b> | <b>24.25%</b>      |
| <br>  |                     |                   |                    |
| 2100 - Adult Programs                         |                     |                   |                    |
| 2101 - Seasonal/Part Time Labor               | 2,100.00            | 11,500.00         | 18.26%             |
| 2103 - Equipment                              | 0.00                | 100.00            | 0.0%               |
| 2104 - Supplies                               | 313.74              | 1,500.00          | 20.92%             |
| <b>Total 2100 - Adult Programs</b>            | <b>2,413.74</b>     | <b>13,100.00</b>  | <b>18.43%</b>      |
| <br>  |                     |                   |                    |
| 2200 - Capital Projects                       |                     |                   |                    |

Current Budget

|   | <u>Jul - Sep 15</u> | <u>Budget</u>     | <u>% of Budget</u> |
|---|---------------------|-------------------|--------------------|
| 2201 - DWCC                             | 0.00                | 5,000.00          | 0.0%               |
| 2202 - Orlis Cox                        | 0.00                | 5,000.00          | 0.0%               |
| 2203 - Forest Park Projects             | 2,528.08            | 5,000.00          | 50.56%             |
| 2204 - Recreation Facility              | 87,393.69           | 111,888.00        | 78.11%             |
| 2212 - Portable Mounds                  | 0.00                | 1,000.00          | 0.0%               |
| 2225 - Staff Vehicle                    | 20,450.00           | 20,000.00         | 102.25%            |
| 2227 - Gator                            | 0.00                | 3,500.00          | 0.0%               |
| 2240 - Cardio Machines                  | 0.00                | 7,500.00          | 0.0%               |
| 2243 - Goppert Bldg                     | 1,040.76            | 10,000.00         | 10.41%             |
| 2245 - Registration Software            | 0.00                | 15,000.00         | 0.0%               |
| 2249 - Ball field renovations           | 0.00                | 12,000.00         | 0.0%               |
| <b>Total 2200 - Capital Projects</b>    | <b>111,412.53</b>   | <b>195,888.00</b> | <b>56.88%</b>      |
| <b>2300 - Concessions</b>               |                     |                   |                    |
| 2301 - Licenses                         | 0.00                | 400.00            | 0.0%               |
| 2302 - Sales Tax                        | 0.00                | 0.00              | 0.0%               |
| <b>2303 - Seasonal Labor</b>            |                     |                   |                    |
| 2303-2 - Pool                           | 1,810.68            |                   |                    |
| 2303 - Seasonal Labor - Other           | 0.00                | 8,000.00          | 0.0%               |
| <b>Total 2303 - Seasonal Labor</b>      | <b>1,810.68</b>     | <b>8,000.00</b>   | <b>22.63%</b>      |
| 2304 - Equipment                        | 0.00                | 1,000.00          | 0.0%               |
| <b>2305 - Inventory</b>                 |                     |                   |                    |
| 2305-1 - EVCO                           | 554.30              |                   |                    |
| 2305-2 - C & G                          | 212.56              |                   |                    |
| 2305-4 - Pepsi (Pool)                   | 302.02              |                   |                    |
| 2305 - Inventory - Other                | 0.00                | 7,500.00          | 0.0%               |
| <b>Total 2305 - Inventory</b>           | <b>1,068.88</b>     | <b>7,500.00</b>   | <b>14.25%</b>      |
| 2306 - Supplies                         | 56.62               | 300.00            | 18.87%             |
| <b>Total 2300 - Concessions</b>         | <b>2,936.18</b>     | <b>17,200.00</b>  | <b>17.07%</b>      |
| <b>2400 - Facility Maintenance</b>      |                     |                   |                    |
| 2401 - Equipment                        | 0.00                | 1,250.00          | 0.0%               |
| 2404 - Grounds                          | 5,086.92            | 9,000.00          | 56.52%             |
| <b>2405 - Janitorial Supplies</b>       |                     |                   |                    |
| 2405-1 DWCC                             | 122.15              |                   |                    |
| 2405-2 Orlis Cox                        | 122.15              |                   |                    |
| 2405-3 Pool                             | 248.53              |                   |                    |
| 2405-4 Goppert                          | 140.11              |                   |                    |
| 2405 - Janitorial Supplies - Other      | 0.00                | 5,500.00          | 0.0%               |
| <b>Total 2405 - Janitorial Supplies</b> | <b>632.94</b>       | <b>5,500.00</b>   | <b>11.51%</b>      |
| 2406 - Maintenance Salaries             | 15,425.21           | 28,000.00         | 55.09%             |
| 2407 - Repairs and Services             |                     |                   |                    |

| <b>Current Budget</b>                        |                     |                  |                    |
|--|---------------------|------------------|--------------------|
|  | <b>Jul - Sep 15</b> | <b>Budget</b>    | <b>% of Budget</b> |
| 2407-2 Orlis Cox                             | 390.71              |                  |                    |
| 2407-6 Goppert                               | 3,053.79            |                  |                    |
| 2407 - Repairs and Services - Other          | 0.00                | 15,000.00        | 0.0%               |
| <b>Total 2407 - Repairs and Services</b>     | <b>3,444.50</b>     | <b>15,000.00</b> | <b>22.96%</b>      |
| <b>2408 - Maintenance Supplies</b>           |                     |                  |                    |
| 2408-1 DWCC                                  | 130.00              |                  |                    |
| 2408-2 Orlis Cox                             | 870.66              |                  |                    |
| 2408-5 Fuel                                  | 1,094.02            |                  |                    |
| 2408-6 Goppert                               | 140.00              |                  |                    |
| 2408 - Maintenance Supplies - Other          | 0.00                | 9,000.00         | 0.0%               |
| <b>Total 2408 - Maintenance Supplies</b>     | <b>2,234.68</b>     | <b>9,000.00</b>  | <b>24.83%</b>      |
| <b>Total 2400 - Facility Maintenance</b>     | <b>26,824.25</b>    | <b>67,750.00</b> | <b>39.59%</b>      |
| <b>2500 - Forest Park Pool</b>               |                     |                  |                    |
| 2501 - Equipment                             | 0.00                | 1,000.00         | 0.0%               |
| 2502 - Pool Salaries - Lessons               | 5,337.39            | 11,000.00        | 48.52%             |
| 2503 - Pool Salaries - Staff                 | 21,022.73           | 50,000.00        | 42.05%             |
| 2504 - Supplies                              | 116.98              | 1,000.00         | 11.7%              |
| 2505 - Uniforms                              | 0.00                | 1,500.00         | 0.0%               |
| 2506 - Training & Certification              | 0.00                | 2,000.00         | 0.0%               |
| <b>Total 2500 - Forest Park Pool</b>         | <b>26,477.10</b>    | <b>66,500.00</b> | <b>39.82%</b>      |
| <b>2600 - Ottawa Teens/Yth Program</b>       |                     |                  |                    |
| 2601 - Seasonal/Part Time Labor              | 4,950.50            | 18,000.00        | 27.5%              |
| 2603 - Supplies                              | 72.06               | 6,000.00         | 1.2%               |
| 2604 - Transportation                        | 0.00                | 1,000.00         | 0.0%               |
| 2605 - Equipment                             | 0.00                | 1,300.00         | 0.0%               |
| 2606 - Training & Certification              | 0.00                | 500.00           | 0.0%               |
| <b>Total 2600 - Ottawa Teens/Yth Program</b> | <b>5,022.56</b>     | <b>26,800.00</b> | <b>18.74%</b>      |
| <b>2700 - Tournaments</b>                    |                     |                  |                    |
| 2705 - Seasonal/Part Time Labor              | 20.00               |                  |                    |
| 2700 - Tournaments - Other                   | 0.00                | 1,000.00         | 0.0%               |
| <b>Total 2700 - Tournaments</b>              | <b>20.00</b>        | <b>1,000.00</b>  | <b>2.0%</b>        |
| <b>2800 - Utilities &amp; Services</b>       |                     |                  |                    |
| <b>2801 - Gas Service</b>                    |                     |                  |                    |
| 2801-1 - DWCC                                | 629.00              |                  |                    |
| 2801-3 Goppert                               | 119.88              |                  |                    |
| 2801 - Gas Service - Other                   | 0.00                | 8,000.00         | 0.0%               |
| <b>Total 2801 - Gas Service</b>              | <b>748.88</b>       | <b>8,000.00</b>  | <b>9.36%</b>       |
| <b>2802 - Phone Service</b>                  |                     |                  |                    |

Current Budget

|  | <u>Jul - Sep 15</u> | <u>Budget</u>    | <u>% of Budget</u> |
|--|---------------------|------------------|--------------------|
| 2802-1 DWCC                                  | 159.11              |                  |                    |
| 2802-2 Shop                                  | 105.00              |                  |                    |
| 2802-3 Pool                                  | 270.90              |                  |                    |
| 2802-4 Cell                                  | 297.55              |                  |                    |
| 2802-6 Goppert Building                      | 1,091.46            |                  |                    |
| 2802 - Phone Service - Other                 | 0.00                | 7,500.00         | 0.0%               |
| <b>Total 2802 - Phone Service</b>            | <b>1,924.02</b>     | <b>7,500.00</b>  | <b>25.65%</b>      |
| <b>2803 - Water &amp; Electric</b>           |                     |                  |                    |
| <b>2803-1 - Orlis Cox</b>                    |                     |                  |                    |
| 2803-1a - Infield Legion                     | 564.53              |                  |                    |
| 2803-1c - Orlis Cox Snack Bar                | 809.23              |                  |                    |
| 2803-1d - West Concession Stand              | 139.69              |                  |                    |
| 2803-1e - Batting Cages                      | 90.25               |                  |                    |
| 2803-1f - West Field Diamond                 | 135.99              |                  |                    |
| 2803-1g - Orlis Cox Restrooms                | 65.78               |                  |                    |
| <b>Total 2803-1 - Orlis Cox</b>              | <b>1,805.47</b>     |                  |                    |
| 2803-2 - DWCC                                | 2,121.09            |                  |                    |
| 2803-3 - FP Mens Diamond                     | 34.05               |                  |                    |
| 2803-4 - FP Womans Diamond                   | 34.05               |                  |                    |
| 2803-5 - Goppert                             | 10,501.07           |                  |                    |
| 2803 - Water & Electric - Other              | 0.00                | 50,000.00        | 0.0%               |
| <b>Total 2803 - Water &amp; Electric</b>     | <b>14,495.73</b>    | <b>50,000.00</b> | <b>28.99%</b>      |
| <b>Total 2800 - Utilities &amp; Services</b> | <b>17,168.63</b>    | <b>65,500.00</b> | <b>26.21%</b>      |
| <b>2804 - Trash Service</b>                  |                     |                  |                    |
| 2804-1 - Goppert                             | 95.40               |                  |                    |
| 2804 - Trash Service - Other                 | 0.00                | 600.00           | 0.0%               |
| <b>Total 2804 - Trash Service</b>            | <b>95.40</b>        | <b>600.00</b>    | <b>15.9%</b>       |
| <b>2900 -Special Events</b>                  |                     |                  |                    |
| 2902 - Equipment                             | 0.00                | 250.00           | 0.0%               |
| 2903 - Supplies                              | 24.00               | 2,000.00         | 1.2%               |
| 2904 - Seasonal/Part Time Labor              | 0.00                | 600.00           | 0.0%               |
| 2906 - transportation                        | 0.00                | 1,000.00         | 0.0%               |
| <b>Total 2900 -Special Events</b>            | <b>24.00</b>        | <b>3,850.00</b>  | <b>0.62%</b>       |
| <b>3000 - Youth Programs</b>                 |                     |                  |                    |
| 3002 - Equipment                             | 0.00                | 4,000.00         | 0.0%               |
| 3003 - Supplies                              | 3,283.46            | 17,000.00        | 19.31%             |
| 3004 - Seasonal/Part Time Labor              | 2,979.50            | 15,000.00        | 19.86%             |
| 3005 - Portable Restrooms                    | 0.00                | 1,500.00         | 0.0%               |

Current Budget

|  | <u>Jul - Sep 15</u>       | <u>Budget</u>             | <u>% of Budget</u>    |
|--|---------------------------|---------------------------|-----------------------|
| 3006 - Background Checks                     | 0.00                      | 1,000.00                  | 0.0%                  |
| <b>Total 3000 - Youth Programs</b>           | <b>6,262.96</b>           | <b>38,500.00</b>          | <b>16.27%</b>         |
| <b>3200 - Employee Benefits</b>              |                           |                           |                       |
| 3201 - FICA                                  | 11,409.42                 | 36,173.00                 | 31.54%                |
| 3202 - Medical Insurance                     | 22,283.14                 | 64,951.00                 | 34.31%                |
| 3203 - Retirement Allowance                  | 8,807.85                  | 32,000.00                 | 27.53%                |
| 3204 - Unemployment Insurance                | 65.07                     | 1,800.00                  | 3.62%                 |
| <b>Total 3200 - Employee Benefits</b>        | <b>42,565.48</b>          | <b>134,924.00</b>         | <b>31.55%</b>         |
| <b>3300 - Pre-K Programs ages 2-5</b>        |                           |                           |                       |
| 3302 - Equipment                             | 0.00                      | 500.00                    | 0.0%                  |
| 3303 - Supplies                              | 384.00                    | 3,000.00                  | 12.8%                 |
| 3304 - Seasonal/Part Time Labor              | 92.00                     | 2,000.00                  | 4.6%                  |
| <b>Total 3300 - Pre-K Programs ages 2-5</b>  | <b>476.00</b>             | <b>5,500.00</b>           | <b>8.66%</b>          |
| <b>3500 - Adlt/Yth Fitness/Sr Prog</b>       |                           |                           |                       |
| 3501 - Equipment                             | 0.00                      | 200.00                    | 0.0%                  |
| 3502 - Supplies                              | 0.00                      | 300.00                    | 0.0%                  |
| 3503 - Labor                                 | 672.00                    | 1,750.00                  | 38.4%                 |
| <b>Total 3500 - Adlt/Yth Fitness/Sr Prog</b> | <b>672.00</b>             | <b>2,250.00</b>           | <b>29.87%</b>         |
| 3600 - Outdoor & Nature                      | 0.00                      | 500.00                    | 0.0%                  |
| <b>Total Expense</b>                         | <b>353,635.21</b>         | <b>1,098,662.00</b>       | <b>32.19%</b>         |
| <b>Net Income</b>                            | <b><u>-237,996.89</u></b> | <b><u>-172,637.00</u></b> | <b><u>137.86%</u></b> |

# Prairie Paws Animal Shelter, Inc.

## End of Month – September 2015 RECAP

September adoptions about average in 2015 (50) compared to 2014 (49). 50 animals found their forever home with 11 being returned to their owner. We are very excited to announce that we currently only have 3 long terms - over 100 days at the shelter.

September continued to be a very busy month for fundraising for the shelter. We are very excited to announce that we successfully raised \$30,889.40 for our September Match Campaign. We are extremely happy and thankful for the community support we received to hit this important milestone. Plans continued for the Bow Meow dinner and silent auction and we are very excited about the auction items we have this year. We continued our gently used shoe drive through November 10th. PPAS will receive a monetary donation for the shoes and someone in another country gets much needed shoes. PPAS applied and was accepted for the ASPCA – Subaru Share the Love grant. PPAS will receive \$2,500 to purchase microchips for an event with Lawrence and Topeka Subaru. Our focus continues to be on marketing and helping to spread the word about what makes Prairie Paws different. We have created an Instagram account to expand our social media presence. We also created a new Happy Tails video (<https://www.youtube.com/watch?v=gaJDrwE1DJE>) which features 2015 statistics as well as stories from PPAS adopters about what their pets mean to them. It's sure to bring a tear to your eyes 😊

Operationally in September we had several off site adoption events. We attended Wellsville Days, Tractor Supply in Lawrence and two events at Petco. We began our partnership with Communities in Schools again this year. Twice a month students will visit the shelter to learn curriculum focused on safety and responsible pet ownership. We were honored to be accepted into the Best Friends Animal League as a partner in their No More Homeless Pets Network. This is comprised of 501(c)(3) public charity rescue groups, spay/neuter organizations and shelters actively saving lives and reducing shelter deaths locally. This membership comes with benefits like the chance to take part in national adoption promotions, as well as discounts and scholarships to educational conferences, animal rescue grants and consultations with Best Friends staff.

Our Board of Director met two Saturdays in September to create our Strategic Plan for the next 3 years. These sessions included - understanding the role of vision, reality and strategies, SWOT Analysis, 3 Year Vision, Blocks in Our Way, Strategy Thinking, Elements of the Mission Statement, Implementation planning. We now have a detailed comprehensive plan with strategy, timelines and quarterly action steps to be able to keep us moving toward the vision of PPAS. We will review this plan quarterly to make sure we have met the goals and continue to make adjustments as needed.

Total revenue for September was \$60,144. Fundraising was \$6,195. Program revenue including adoptions, microchips, grooming and other fees totaled \$8,433. Merchandise revenue was \$2,159 and Dog License revenue was \$616. Total expenses (operating plus interest expense) for the month was \$41,438, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the month of September, we had cash operating income of \$23,187. Year to date we have a cash operating income of \$64,276.

We continue to have a facility free of major disease and that is pleasing to customers that visit the shelter.

# Prairie Paws Animal Shelter, Inc.

## End of Month – September 2015 RECAP

### Volunteer Hours:

September 2015 Total Volunteer Hours Worked = 528

Total YTD volunteer hours worked = 4,579

Total registered and active volunteers = 296

### Organizations supporting PPAS through volunteerism and partnerships:

- COF
- LakeMary
- Vintage Park
- USD #290 Work Study Program
- Franklin County Court System – community service hours
- Ottawa Retirement Village
- Communities In School
- Ottawa University
- Option 4 Animals

### Community Outreach:

1. We are continuing to work with the community to provide food when we can to help them through the month if they need assistance feeding their pet.
2. We are working with the City of Pomona on a community food program for their citizens.
3. Continue to take animals to Petco for the purpose of adopting more animals in the community.
4. Partnering with COF to provide job and volunteer opportunities for their clients
5. We partner with Community in Schools to provide a weekly program to teach children about pet care and responsibility.

### September Shelter Intake Numbers:

- Total YTD Intakes: 658
- City of Ottawa (not counting Ottawa ACO) is 9% of the YTD Intake Total
- Ottawa ACO is 31% of the YTD Total
- Franklin County is 20% of the YTD Intake Total
- Primary Intake Area in August was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of August: 63
- City of Ottawa/Ottawa ACO was 40% of total intakes for the month of September.
- Franklin County was 21% of total intakes for the month of September.

### ADOPTIONS for the month of September 2015–

- Total Adoptions Month of September= 50
- Returned to Owner = 11
- YTD Transferred other Shelters or Rescues =0
- End of Month Headcount in Shelter = 93

Thank you for the opportunity to share this report with the commission. Please let us know if you have any questions.

Respectfully submitted,

*Melissa Reed*

Director

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Submitted by: Melissa Reed, Director  
Prairie Paws Animal Shelter, Inc.

# **Prairie Paws Animal Shelter, Inc.**

## **End of Month – September 2015 RECAP**

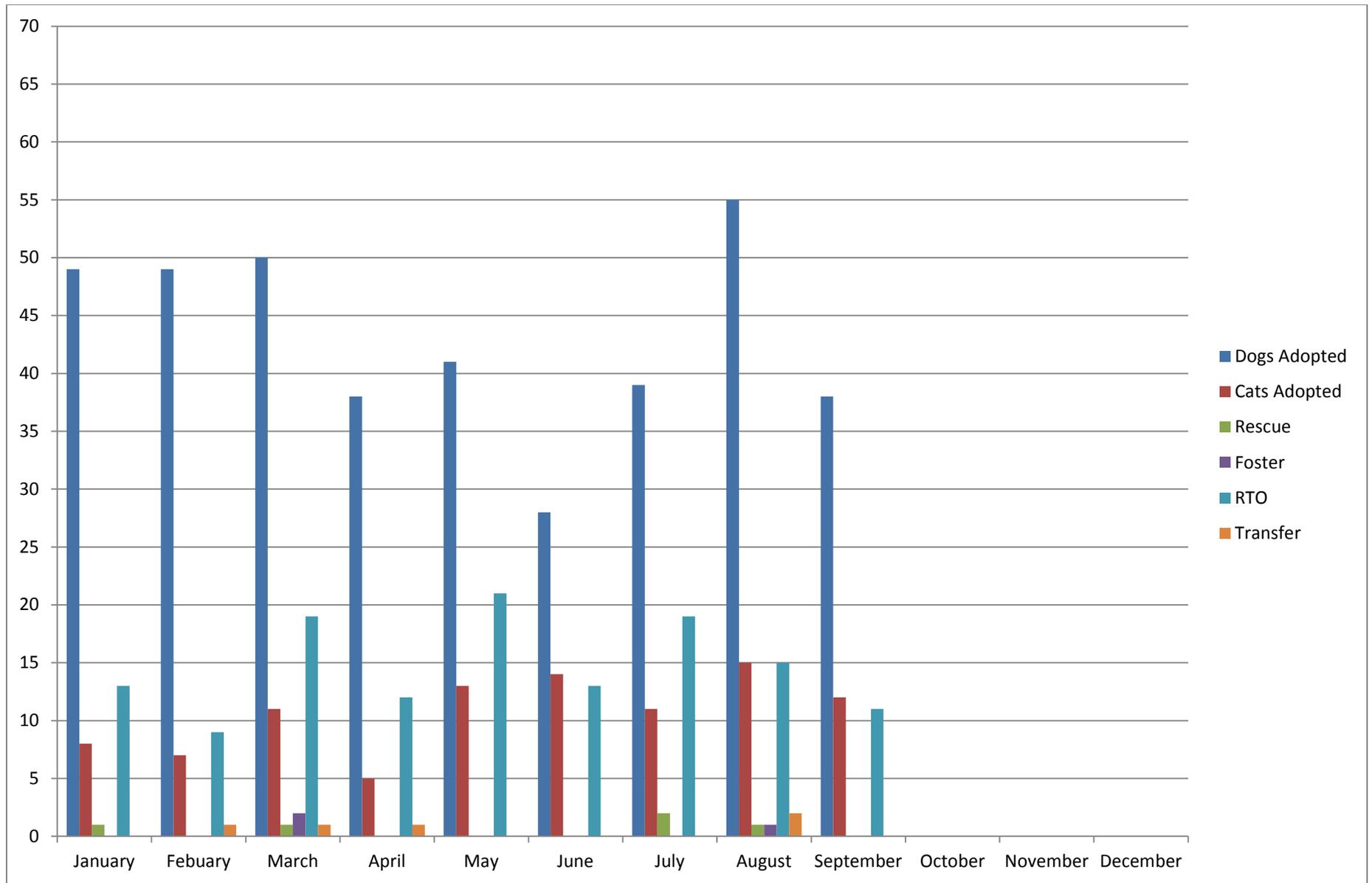
**Prairie Paws Animal Shelter, Inc.**

melissa.reed@prairiepaws.org

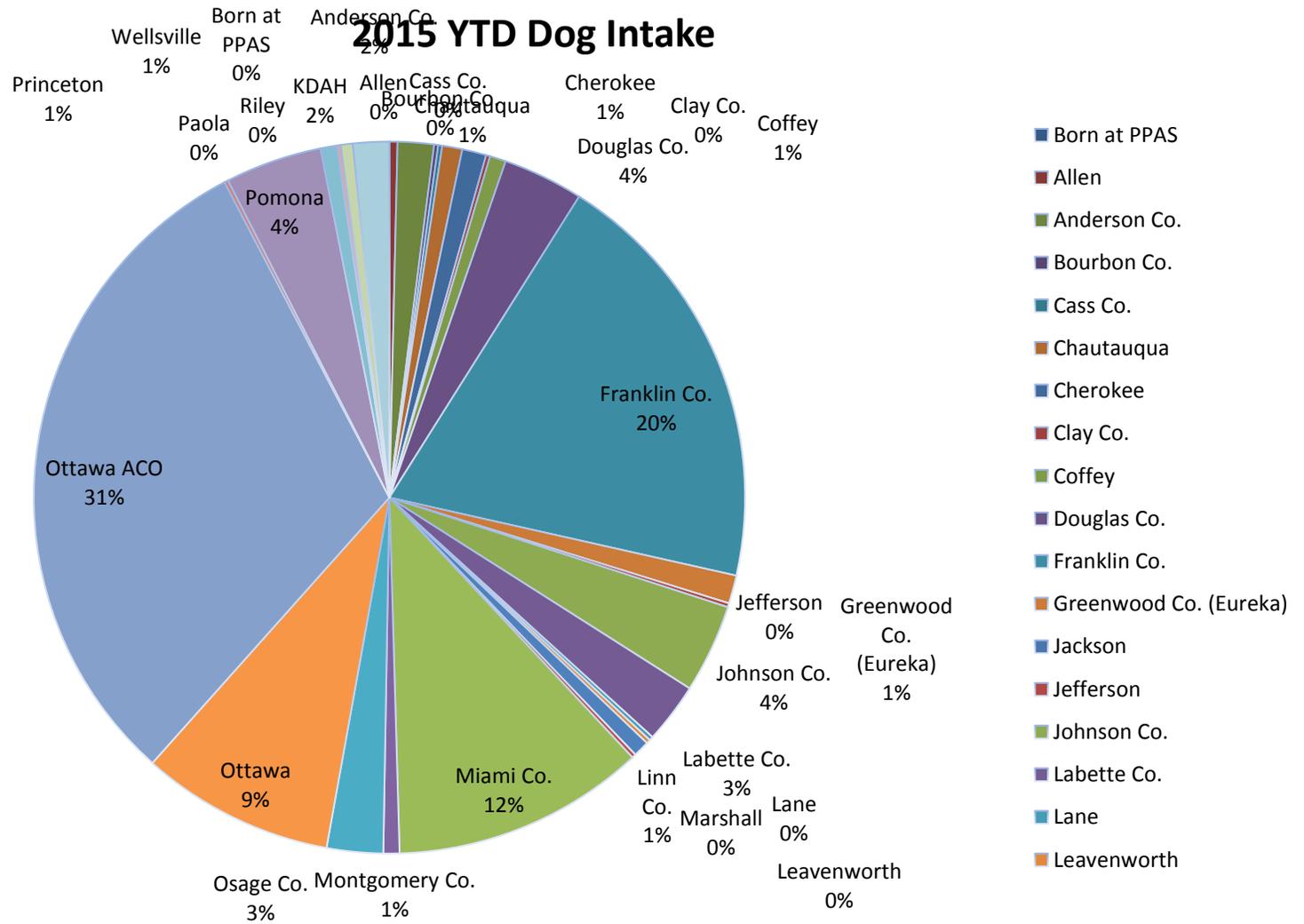
OFC: (785) 242-2967

Cell: (785) 248-3454

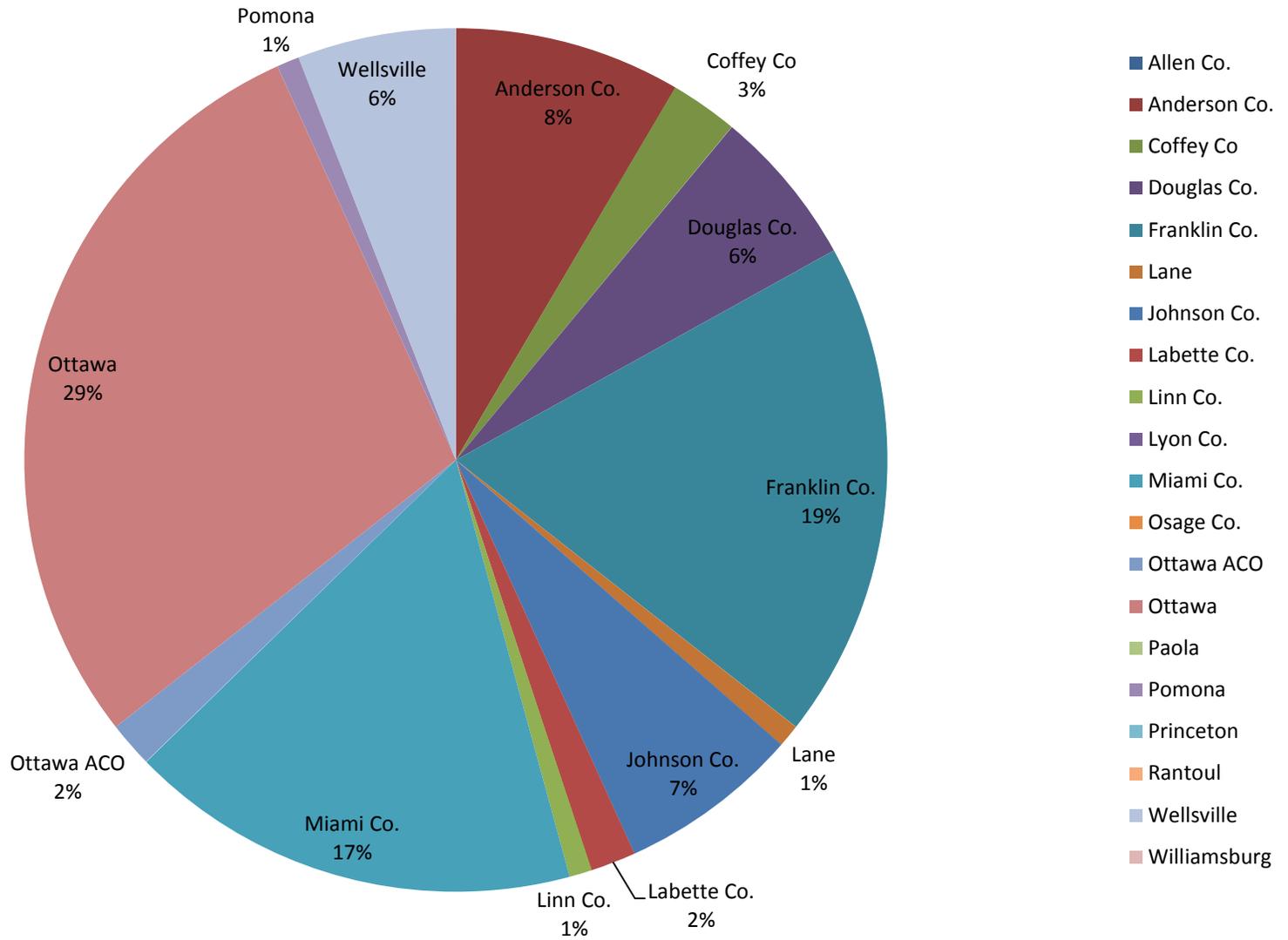
[www.prairiepaws.org](http://www.prairiepaws.org)



# 2015 YTD Dog Intake



# Cat Intake YTD 2015



Prairie Paws Animal Shelter Inc  
**Profit Loss Budget Comparison**  
 January 2011 through September 2015

|   | Jan - Dec 11     | Jan - Dec 12      | Jan - Dec 13      | Jan - Dec 14      | Jan - Sept 15     | 2015 Budget YTD   |
|---|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Ordinary Income/Expense</b>                    |                  |                   |                   |                   |                   |                   |
| <b>Income</b>                                     |                  |                   |                   |                   |                   |                   |
| <b>4 - Contributed support</b>                    |                  |                   |                   |                   |                   |                   |
| <b>40 - Unrestricted</b>                          |                  |                   |                   |                   |                   |                   |
| <b>4010 - Indiv/business cont. (unrest)</b>       |                  |                   |                   |                   |                   |                   |
| 4015 - Contributions - unrestricted               | 27,395.26        | 92,127.26         | 215,868.99        | 175,441.80        | 180,499.50        | 97,500.00         |
| 4020 - Contributions-direct mail                  | 0.00             | 0.00              | 0.00              | 22,355.05         | 19,974.27         | 40,000.00         |
| 4030 - Memorials & bequests                       | 6,148.00         | 6,992.50          | 5,523.30          | 10,917.01         | 9,466.00          | 9,000.00          |
| <b>4040 - Gifts in kind</b>                       |                  |                   |                   |                   |                   |                   |
| 4041 - Gifts in Kind - Goods                      | 4,713.00         | 7,420.29          | 2,000.55          | 0.00              | 0.00              | 90,000.00         |
| 4042 - Gifts in Kind - Services                   | 0.00             | 2,190.00          | 110.00            | 0.00              | 0.00              | 37,800.00         |
| 4044 - Gifts in Kind - Bow Meow                   | 0.00             | 75.00             | 22,242.00         | 0.00              | 0.00              | 0.00              |
| 4045 - Gifts in Kind - Run For Ben                | 0.00             | 476.80            | 0.00              | 0.00              | 0.00              | 0.00              |
| <b>Total 4040 - Gifts in kind</b>                 | <b>4,713.00</b>  | <b>10,162.09</b>  | <b>24,352.55</b>  | <b>0.00</b>       | <b>209,939.77</b> | <b>127,800.00</b> |
| 4050 - Foundations/trusts                         | 11,692.91        | 8,852.40          | 9,080.08          | 9,391.96          | 9,382.06          | 7,500.00          |
| 4060 - Grants                                     | 0.00             | 0.00              | 317.44            | 0.00              | 33,000.00         | 15,000.00         |
| 4010 - Indiv/business cont. (unrest) - Other      | -49.88           | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| <b>Total 4010 - Indiv/business cont. (unrest)</b> | <b>49,899.29</b> | <b>118,134.25</b> | <b>255,142.36</b> | <b>218,105.82</b> | <b>252,321.83</b> | <b>296,800.00</b> |
| <b>4100 - Fundraising(unrestricted)</b>           |                  |                   |                   |                   |                   |                   |
| 4105 - Spayghetti dinner                          | 7,126.25         | 7,113.00          | 6,259.53          | 0.00              | 0.00              | 0.00              |
| 4110 - T-shirt donations                          | 1,157.00         | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| 4115 - Tails on trails                            | 9,132.34         | 5,428.69          | 5,769.06          | 0.00              | 0.00              | 0.00              |
| 4120 - Shelter Birthday                           | 0.00             | 0.00              | 0.00              | 5,514.99          | 6,350.40          | 12,500.00         |
| 4125 - Circle of Compassion                       | 0.00             | 0.00              | 2,000.00          | 0.00              | 0.00              | 0.00              |
| 4150 - Recycling                                  | 533.09           | 1,245.35          | 162.50            | 0.00              | 0.00              | 0.00              |
| 4155 - Bow Meow                                   | 27,266.00        | 37,516.70         | 46,312.88         | 51,119.95         | 13,020.00         | 35,000.00         |
| 4165 - Toenail Clipping                           | 1,325.50         | 1,241.11          | 65.00             | 103.57            | 0.00              | 0.00              |
| 4166 - Pooch Plunge                               | 0.00             | 1,094.46          | 1,008.00          | 425.00            | 771.00            | 850.00            |
| 4167 - Run For Ben                                | 0.00             | 2,737.40          | 1,876.45          | 1,949.00          | 2,327.00          | 5,000.00          |
| 4168 - Calendar                                   | 0.00             | 2,329.53          | 457.10            | 0.00              | 0.00              | 0.00              |
| 4169 - Cookbook                                   | 0.00             | 1,051.20          | 120.31            | 7.50              | 0.00              | 0.00              |
| 4175 - Miscellaneous fundraising                  | 5,650.28         | 6,872.92          | 2,738.85          | 4,329.09          | 1,857.35          | 11,700.00         |
| <b>Total 4100 - Fundraising(unrestricted)</b>     | <b>52,190.46</b> | <b>66,630.36</b>  | <b>66,769.68</b>  | <b>63,449.10</b>  | <b>24,325.75</b>  | <b>65,050.00</b>  |

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
January 2011 through September 2015

|   | Jan - Dec 11 | Jan - Dec 12 | Jan - Dec 13 | Jan - Dec 14 | Jan - Sept 15 | 2015 Budget YTD |
|---|--------------|--------------|--------------|--------------|---------------|-----------------|
| <b>Total 40 - Unrestricted</b>                | 102,089.75   | 184,764.61   | 321,912.04   | 281,554.92   | 276,647.58    | 361,850.00      |
| <b>42 - Restricted funds</b>                  |              |              |              |              |               |                 |
| <b>4205 - Contributions - building</b>        | 32,381.90    | 341.37       | 300.00       | 300.00       | 225.00        | 225.00          |
| <b>4210 - Contributions S&amp;N</b>           | 2,700.95     | 9,612.50     | 6,003.09     | 2,410.20     | 500.00        | 1,800.00        |
| <b>4250 - Fundraising (restricted)</b>        |              |              |              |              |               |                 |
| <b>4270 - Gerbil</b>                          | 1,807.21     | 432.02       | 599.26       | 0.00         | 0.00          | 0.00            |
| <b>4280 - Miscellaneous fundraising (res)</b> | 0.00         | 57,394.69    | 0.00         | 0.00         | 0.00          | 0.00            |
| <b>Total 4250 - Fundraising (restricted)</b>  | 1,807.21     | 57,826.71    | 599.26       | 0.00         | 725.00        | 0.00            |
| <b>4285 - WAGS</b>                            | 0.00         | 300.00       | 0.00         | 0.00         | 0.00          | 0.00            |
| <b>Total 42 - Restricted funds</b>            | 36,890.06    | 68,080.58    | 6,902.35     | 2,710.20     | 725.00        | 2,025.00        |
| <b>Total 4 - Contributed support</b>          | 138,979.81   | 252,845.19   | 328,814.39   | 284,265.12   | 277,372.58    | 363,875.00      |
| <b>4540 - Local government support</b>        |              |              |              |              |               |                 |
| <b>4551 - Anderson County</b>                 | 4,852.00     | 3,312.00     | 2,196.00     | 6,552.00     | 6,749.00      | 6,749.00        |
| <b>4553 - City of Ottawa</b>                  | 45,540.00    | 45,540.00    | 45,540.00    | 48,748.37    | 37,760.67     | 37,884.00       |
| <b>4554 - City of Pomona</b>                  | 3,500.00     | 0.00         | 3,500.00     | 3,000.00     | 0.00          | 0.00            |
| <b>4557 - City of Richmond</b>                | 0.00         | 0.00         | 0.00         | 500.00       | 100.00        | 100.00          |
| <b>4559 - City of Wellsville</b>              | 1,296.00     | 0.00         | 3,024.00     | 0.00         | 1,000.00      | 0.00            |
| <b>4560 - City of Williamsburg</b>            | 720.00       | 976.00       | 945.00       | 0.00         | 0.00          | 0.00            |
| <b>4561 - City of Baldwin</b>                 | 0.00         | 50.00        | 0.00         | 0.00         | 0.00          | 0.00            |
| <b>4563 - Franklin County</b>                 | 37,584.88    | 37,585.00    | 37,585.00    | 39,798.75    | 30,000.01     | 30,001.00       |
| <b>4565 - Miami County</b>                    | 4,500.00     | 4,500.00     | 4,500.00     | 0.00         | 0.00          | 3,470.00        |
| <b>4780 - Other Cities/Counties</b>           | 0.00         | 150.00       | 0.00         | 0.00         | 135.00        | 0.00            |
| <b>Total 4540 - Local government support</b>  | 97,992.88    | 92,113.00    | 97,290.00    | 98,599.12    | 75,744.68     | 78,204.00       |
| <b>5 - Earned revenues</b>                    |              |              |              |              |               |                 |
| <b>5180 - Program service fees</b>            |              |              |              |              |               |                 |
| <b>5181 - Adoption PPAS</b>                   | 83,071.56    | 112,686.29   | 59,134.51    | 73,959.77    | 63,357.25     | 58,425.00       |
| <b>5182 - Microchip contribution</b>          | 0.00         | 3,350.25     | 1,042.13     | 2,085.36     | 4,031.93      | 1,236.00        |
| <b>5183 - Adoption HAHS</b>                   | 3,853.00     | 3,253.82     | 4,216.00     | 2,428.16     | 0.00          | 0.00            |
| <b>5184 - Grooming</b>                        | 994.00       | 2,485.66     | 501.26       | 505.58       | 8,933.30      | 0.00            |
| <b>5185 - Drop-off contribution</b>           | 11,943.00    | 18,211.50    | 8,185.01     | 4,419.00     | 3,909.00      | 24,000.00       |
| <b>5186 - Training</b>                        | 20.00        | 0.00         | 0.00         | 0.00         | 1,260.00      | 0.00            |

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
January 2011 through September 2015

|  | Jan - Dec 11      | Jan - Dec 12      | Jan - Dec 13      | Jan - Dec 14      | Jan - Sept 15     | 2015 Budget YTD   |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 5187 · S/N Contributions - Community     | 0.00              | 0.00              | 225.00            | 0.00              | 0.00              | 0.00              |
| 5188 · Cremation & disposal fees         | 0.00              | 0.00              | 374.99            | 423.68            | 1,439.92          | 0.00              |
| 5189 · Reclaim fees                      | 2,517.00          | 3,602.90          | 1,465.00          | 835.00            | 4,245.47          | 4,200.00          |
| <b>Total 5180 · Program service fees</b> | <b>102,398.56</b> | <b>143,590.42</b> | <b>75,143.90</b>  | <b>84,656.55</b>  | <b>87,176.87</b>  | <b>87,861.00</b>  |
| 5820 · Merchandise Sales                 | 677.14            | 2,077.67          | 2,137.86          | 830.15            | 17,123.05         | 450.00            |
| 5830 · Dog Licence Contributions         | 0.00              | 0.00              | 64.00             | 10,452.00         | 10,135.00         | 8,500.00          |
| <b>Total 5 · Earned revenues</b>         | <b>103,075.70</b> | <b>145,668.09</b> | <b>77,345.76</b>  | <b>95,938.70</b>  | <b>114,434.92</b> | <b>538,890.00</b> |
| 6710 · Interest income                   |                   |                   |                   |                   |                   |                   |
| 6720 · Interest income (Restricted)      | 363.71            | 20.10             | 9.75              | 0.00              | 0.00              | 0.00              |
| 6721 · Interest Income (Unrestricted)    | 61.09             | 351.08            | 67.17             | 2.81              | 5.62              | 0.00              |
| <b>Total 6710 · Interest income</b>      | <b>424.80</b>     | <b>371.18</b>     | <b>76.92</b>      | <b>2.81</b>       | <b>5.62</b>       | <b>0.00</b>       |
| 6810 · Unrealized gain(loss) - invest    | 297.01            | 437.38            | 593.26            | 535.72            | -124.90           | 0.00              |
| 6902 · Proceed from the sale of Land     | 45,000.00         | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| 6905 · Proceeds from Investments         | 0.00              | 0.00              | 167.59            | 0.00              | 0.00              | 0.00              |
| <b>Total Income</b>                      | <b>385,770.20</b> | <b>491,434.84</b> | <b>504,287.92</b> | <b>479,341.47</b> | <b>467,432.90</b> | <b>538,890.00</b> |
| <b>Gross Profit</b>                      | <b>385,770.20</b> | <b>491,434.84</b> | <b>504,287.92</b> | <b>479,341.47</b> | <b>467,432.90</b> | <b>538,890.00</b> |
| <b>Expense</b>                           |                   |                   |                   |                   |                   |                   |
| 7200 · Payroll expenses                  |                   |                   |                   |                   |                   |                   |
| 7250 · Wages & salary                    |                   |                   |                   |                   |                   |                   |
| 7251 · Wages                             | 21,000.00         | 62,916.01         | 80,606.22         | 108,641.59        | 101,081.67        | 99,882.00         |
| 7252 · Hourly wages                      | 109,348.55        | 137,810.81        | 161,312.52        | 155,283.50        | 114,835.36        | 112,632.00        |
| 7253 · Insurance stipend                 | 1,800.24          | 1,869.48          | 1,800.24          | 1,800.24          | 1,315.56          | 0.00              |
| 7254 · Authorized time off               | 1,658.63          | 1,197.50          | 2,956.51          | 3,065.79          | 1,277.35          | 0.00              |
| 7256 · Insurance                         | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| 7255 · Wages - Employment Service        | 0.00              | 0.00              | 47,525.25         | 0.00              | 0.00              | 0.00              |
| 7257 · Overtime Wages                    | 2,435.69          | 1,415.94          | 582.00            | 113.65            | 8.09              | 0.00              |
| 7256 · Insurance                         |                   |                   |                   | 0.00              | 0.00              | 0.00              |
| 7258 · Sunday Bonus Wages                | 1,996.03          | 3,027.38          | 1,400.87          | 0.00              | 0.00              | 0.00              |
| 7259 · Grooming Commission               | 518.55            | 1,456.95          | 98.45             | 0.00              | 4,796.79          | 0.00              |
| <b>Total 7250 · Wages &amp; salary</b>   | <b>138,757.69</b> | <b>209,694.07</b> | <b>296,282.06</b> | <b>268,904.77</b> | <b>223,314.82</b> | <b>212,514.00</b> |
| 7260 · Payroll Taxes                     |                   |                   |                   |                   |                   |                   |

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
January 2011 through September 2015

|  | Jan - Dec 11      | Jan - Dec 12      | Jan - Dec 13      | Jan - Dec 14      | Jan - Sept 15     | 2015 Budget YTD   |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 7261 · FICA taxes                            | 10,614.95         | 15,752.90         | 18,413.35         | 20,431.98         | 17,003.92         | 16,577.00         |
| 7262 · State unemployment                    | 3,147.26          | 1,772.60          | 7,114.94          | 6,414.57          | 7,911.15          | 7,438.00          |
| 7263 · Workers compensation                  | 1,522.50          | 3,505.00          | 6,185.50          | 11,396.25         | 4,602.50          | 7,010.00          |
| <b>Total 7260 · Payroll Taxes</b>            | <b>15,284.71</b>  | <b>21,030.50</b>  | <b>31,713.79</b>  | <b>38,242.80</b>  | <b>29,517.57</b>  | <b>31,025.00</b>  |
| 7200 · Payroll expenses - Other              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| <b>Total 7200 · Payroll expenses</b>         | <b>154,042.40</b> | <b>230,724.57</b> | <b>327,995.85</b> | <b>307,147.57</b> | <b>252,832.39</b> | <b>243,539.00</b> |
| <b>7500 · Other Personnel Expenses</b>       |                   |                   |                   |                   |                   |                   |
| 7510 · Accounting fees                       | 4,172.50          | 4,110.00          | 4,337.50          | 4,330.00          | 3,395.00          | 8,650.00          |
| 7511 · Professional fees - other             | 0.00              | 385.00            | 2,580.00          | 350.00            | 0.00              | 37,800.00         |
| <b>Total 7500 · Other Personnel Expenses</b> | <b>4,172.50</b>   | <b>4,495.00</b>   | <b>6,917.50</b>   | <b>4,680.00</b>   | <b>3,395.00</b>   | <b>46,450.00</b>  |
| <b>8100 · Non-personnel expenses</b>         |                   |                   |                   |                   |                   |                   |
| 8110 · Office supplies                       | 1,150.87          | 6,527.09          | 5,207.57          | 2,448.25          | 1,237.66          | 4,500.00          |
| 8115 · Telephone                             |                   |                   |                   |                   |                   |                   |
| 8118 · Internet related                      | 1,129.61          | 1,118.59          | 791.19            | 1,438.07          | 1,176.87          | 1,350.00          |
| 8115 · Telephone - Other                     | 1,759.47          | 2,032.54          | 2,746.17          | 2,665.89          | 2,270.32          | 2,160.00          |
| <b>Total 8115 · Telephone</b>                | <b>2,889.08</b>   | <b>3,151.13</b>   | <b>3,537.36</b>   | <b>4,103.96</b>   | <b>4,684.85</b>   | <b>3,510.00</b>   |
| 8120 · Postage and delivery                  | 184.80            | 256.89            | 383.88            | 1,816.93          | 907.10            | 1,200.00          |
| 8130 · Printing and reproduction             | 7.52              | 567.89            | 0.00              | 1,264.98          | 1,242.71          | 225.00            |
| 8135 · Direct Mail Expenses                  | 0.00              | 0.00              | 0.00              | 4,640.83          | 10,560.11         | 13,400.00         |
| 8140 · Equipment rental                      | 0.00              | 0.00              | 0.00              | 907.15            | 2,175.41          | 3,082.00          |
| 8150 · Computer and IT Related               | 0.00              | 0.00              | 6,994.99          | 9,722.22          | 11,234.28         | 3,000.00          |
| <b>Total 8100 · Non-personnel expenses</b>   | <b>4,232.27</b>   | <b>10,503.00</b>  | <b>16,123.80</b>  | <b>24,904.32</b>  | <b>26,119.61</b>  | <b>28,917.00</b>  |
| <b>8200 · Occupancy Expenses</b>             |                   |                   |                   |                   |                   |                   |
| 8205 · Repairs & maintenance                 | 2,994.13          | 23,617.52         | 19,068.58         | 11,378.44         | 11,465.87         | 8,730.00          |
| 8210 · Utilities                             | 25,907.45         | 25,244.80         | 30,371.95         | 30,247.02         | 22,771.33         | 24,300.00         |
| 8220 · Insurance - non employee              | 9,044.50          | 9,492.00          | 9,643.50          | 11,506.50         | 5,564.00          | 7,715.00          |
| <b>Total 8200 · Occupancy Expenses</b>       | <b>37,946.08</b>  | <b>58,354.32</b>  | <b>59,084.03</b>  | <b>53,131.96</b>  | <b>39,801.20</b>  | <b>40,745.00</b>  |
| <b>8300 · Travel &amp; meeting expenses</b>  |                   |                   |                   |                   |                   |                   |
| 8310 · Training                              | 0.00              | 0.00              | 0.00              | 29.26             | 72.57             | 0.00              |
| 8315 · Staff development/meetings            | 230.85            | 2,580.88          | 487.74            | 225.74            | 3,020.42          | 560.00            |
| 8320 · Automobile expense                    | 794.11            | 1,625.19          | 1,594.56          | 974.46            | 775.13            | 900.00            |

Prairie Paws Animal Shelter Inc  
Profit Loss Budget Comparison  
January 2011 through September 2015

|   | Jan - Dec 11 | Jan - Dec 12 | Jan - Dec 13 | Jan - Dec 14 | Jan - Sept 15 | 2015 Budget YTD |
|---|--------------|--------------|--------------|--------------|---------------|-----------------|
| <b>Total 8300 · Travel &amp; meeting expenses</b>       | 1,024.96     | 4,206.07     | 2,082.30     | 1,229.46     | 3,868.12      | 1,460.00        |
| <b>8400 · Depreciation &amp; amortization exp</b>       |              |              |              |              |               |                 |
| 8450 · Depreciation & amortization exp                  | 53,012.00    | 53,783.00    | 49,492.00    | 53,772.00    | 0.00          | 0.00            |
| <b>Total 8400 · Depreciation &amp; amortization exp</b> | 53,012.00    | 53,783.00    | 49,492.00    | 53,772.00    | 0.00          | 0.00            |
| <b>8500 · Animal expenses</b>                           |              |              |              |              |               |                 |
| 8510 · Animal expenses                                  | 3,198.17     | 7,830.09     | 4,092.81     | 3,816.86     | 15,460.88     | 18,000.00       |
| 8511 · Euthanasia expense                               | 499.93       | 905.68       | 682.75       | 165.55       | 620.56        | 1,350.00        |
| 8512 · Food expense                                     | 6,435.60     | 4,803.50     | 94.71        | 85.82        | 276.70        | 67,500.00       |
| 8513 · Vet expense                                      | 11,109.35    | 23,388.14    | 18,916.99    | 12,795.52    | 4,655.32      | 4,500.00        |
| 8514 · Spay/neuter expense                              | 27,891.56    | 38,726.69    | 39,904.35    | 27,298.41    | 13,709.00     | 19,800.00       |
| 8515 · Supplies   | 6,496.60     | 4,453.12     | 3,402.59     | 835.47       | 274.81        | 22,725.00       |
| 8516 · Cleaning supplies                                | 4,183.84     | 4,153.64     | 8,712.12     | 811.20       | 2,015.51      | 2,250.00        |
| 8517 · Microchip Supplies                               | 0.00         | 2,247.75     | 749.25       | 1,018.98     | 5,547.81      | 561.00          |
| 8518 · Grooming Supplies                                | 0.00         | 9.13         | 216.06       | 0.00         | 292.99        | 0.00            |
| 8519 · Training Expense                                 | 0.00         | 0.00         | 0.00         | 0.00         | 915.00        | 0.00            |
| 8520 · Cremation Expense                                | 0.00         | 0.00         | 0.00         | 0.00         | 1,161.53      | 0.00            |
| <b>Total 8500 · Animal expenses</b>                     | 59,815.05    | 86,517.74    | 76,771.63    | 46,827.81    | 44,930.11     | 136,686.00      |
| <b>8530 · Fundraising expenses</b>                      |              |              |              |              |               |                 |
| 8531 · Fundraisng - general                             | 2,204.23     | 2,473.63     | 1,899.79     | 1,442.30     | 4,200.76      | 900.00          |
| 8532 · Spaygetti dinner                                 | 1,041.58     | 1,479.85     | 1,416.90     | 0.00         | 0.00          | 0.00            |
| 8534 · Fundraing TOT                                    | 3,282.17     | 1,579.35     | 3,243.80     | 0.00         | 0.00          | 0.00            |
| 8535 · Fundraing - Bow Meow                             | 5,698.09     | 10,313.32    | 31,114.42    | 6,749.13     | 2,609.86      | 10,000.00       |
| 8538 · Gerbil Fund                                      | 1,929.25     | 0.00         | 0.00         | 0.00         | 0.00          | 0.00            |
| 8539 · Fundraising - Run For Ben                        | 0.00         | 966.33       | 606.03       | 600.00       | 839.19        | 1,000.00        |
| 8540 · Fundraising - Pooch Plunge                       | 0.00         | 11.99        | 123.93       | 0.00         | 0.00          | 0.00            |
| 8541 · Fundraising-Calendar                             | 0.00         | 1,712.95     | 0.00         | 0.00         | 0.00          | 0.00            |
| 8542 · Fundraising-Cookbook                             | 0.00         | 898.50       | 0.00         | 0.00         | 0.00          | 0.00            |
| 8544 · Fundraising-Shelter Birthday                     | 0.00         | 0.00         | 0.00         | 2,049.27     | 1,598.82      | 2,500.00        |
| <b>Total 8530 · Fundraising expenses</b>                | 14,155.32    | 19,435.92    | 38,404.87    | 10,840.70    | 9,248.63      | 14,400.00       |
| <b>8600 · Miscellaneous</b>                             |              |              |              |              |               |                 |
| 8605 · Advertising                                      | 1,869.50     | 2,253.17     | 1,622.11     | 368.02       | 5.16          | 55.00           |
| 8610 · Bank service charges                             | 2,595.36     | 4,821.76     | 4,677.12     | 2,806.99     | 2,992.56      | 1,800.00        |
| 8615 · Dues and subscriptions                           | 195.00       | 565.00       | 356.00       | 481.20       | 716.90        | 900.00          |

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
 January 2011 through September 2015

|   | Jan - Dec 11      | Jan - Dec 12      | Jan - Dec 13       | Jan - Dec 14      | Jan - Sept 15     | 2015 Budget YTD   |
|---|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| 8650 · Licenses and permits               | 325.00            | 285.00            | 415.00             | 485.00            | 590.00            | 900.00            |
| 8660 · Miscellaneous                      | 102.90            | 2,304.92          | 162.46             | 1,200.48          | 0.00              | 450.00            |
| 8675 · Taxes                              | -524.18           | 73.00             | 95.17              | 49.00             | 49.00             | 50.00             |
| 8600 · Miscellaneous - Other              | 0.00              | 0.00              | 25.00              | 0.00              | 0.00              | 0.00              |
| <b>Total 8600 · Miscellaneous</b>         | <b>4,563.58</b>   | <b>10,302.85</b>  | <b>7,352.86</b>    | <b>5,390.69</b>   | <b>4,353.62</b>   | <b>4,155.00</b>   |
| <b>Total Expense</b>                      | <b>332,964.16</b> | <b>478,322.47</b> | <b>584,224.84</b>  | <b>507,924.51</b> | <b>389,233.53</b> | <b>516,352.00</b> |
| <b>Net Ordinary Income</b>                | <b>52,806.04</b>  | <b>13,112.37</b>  | <b>-79,936.92</b>  | <b>-28,583.04</b> | <b>78,199.37</b>  | <b>22,538.00</b>  |
| <b>Other Income/Expense</b>               |                   |                   |                    |                   |                   |                   |
| <b>Other Income</b>                       |                   |                   |                    |                   |                   |                   |
| 6700 · Other Income                       | 0.00              | 0.00              | 0.00               | 3,575.87          | 0.00              | 0.00              |
| <b>Total Other Income</b>                 | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>        | <b>3,575.87</b>   | <b>0.00</b>       | <b>0.00</b>       |
| <b>Other Expense</b>                      |                   |                   |                    |                   |                   |                   |
| <b>9700 · Other Expenses</b>              |                   |                   |                    |                   |                   |                   |
| <b>9800 · Fixed asset purchases</b>       |                   |                   |                    |                   |                   |                   |
| 9805 · Capital purchases - building       | 0.00              | 1,600.00          | 0.00               | 0.00              | 0.00              | 11,700.00         |
| 9810 · Capital purchases - equipment      | 0.00              | 0.00              | 10,338.93          | 6,118.78          | 152.12            | 0.00              |
| 9800 · Fixed asset purchases - Other      | 911.88            | 1,692.15          | 0.00               | 0.00              | 0.00              | 0.00              |
| <b>Total 9800 · Fixed asset purchases</b> | <b>911.88</b>     | <b>3,292.15</b>   | <b>10,338.93</b>   | <b>6,118.78</b>   | <b>152.12</b>     | <b>11,700.00</b>  |
| 9910 · Interest expense                   | 16,351.62         | 14,347.00         | 14,302.55          | 13,757.98         | 13,165.54         | 10,800.00         |
| <b>Total 9700 · Other Expenses</b>        | <b>17,263.50</b>  | <b>17,639.15</b>  | <b>24,641.48</b>   | <b>19,876.76</b>  | <b>13,317.66</b>  | <b>22,500.00</b>  |
| <b>Total Other Expense</b>                | <b>17,263.50</b>  | <b>17,639.15</b>  | <b>24,641.48</b>   | <b>19,876.76</b>  | <b>13,317.66</b>  | <b>22,500.00</b>  |
| <b>Net Other Income</b>                   | <b>-17,263.50</b> | <b>-17,639.15</b> | <b>-24,641.48</b>  | <b>-16,300.89</b> | <b>-13,317.66</b> | <b>-22,500.00</b> |
| <b>Net Income</b>                         | <b>35,542.54</b>  | <b>-4,526.78</b>  | <b>-104,578.40</b> | <b>-44,883.93</b> | <b>64,881.71</b>  | <b>38.00</b>      |

**AIRPORT ADVISORY BOARD MEETING**  
**Meeting Minutes**  
September 8, 2015  
Ottawa Municipal Airport (KOWI)

Chairman Jack Miller called the meeting to order at 5:06 pm.

Board Members Present: Jack Miller, Gene Ramsey, Jen Sharp, and Chad Caylor.

Others Present: Mike Skidmore, Mayor; Michael Haeffele, Donyell Wolfe and Glora Mathews, City of Ottawa.

There were no public comments.

On a motion by Jen Sharp and second by Gene Ramsey, the agenda was approved as presented.

On a motion by Chad Caylor and second by Jen Sharp, the August 11, 2015 Meeting minutes were approved as presented.

Explorer Post Subcommittee Update - Jen Sharp and Chad Caylor

- Recently started meeting again after taking a short summer break from meetings
- Garmin donated a 796 GPS to the post
- Working on creating an airplane wash schedule
- Implementing a points system
- Explorer students will be the officers soon instead of adult sponsors
- Lots of good speakers have offered to speak to the group
- Now meeting twice a month for 2 hrs instead of weekly for 1 hr (2<sup>nd</sup> & 4<sup>th</sup> Thurs)

FBO Update - Chairman Miller

- Gave fuel sales, take offs & landings and hangar rental information for August
- Numbers were down for August

Airport Day 2016 - Chairman Miller

- Need to discuss the date and type of event for 2016
- After some discussion the board decided to move the event to the fall. On a motion by Chad Caylor with second by Gene Ramsey, the event was scheduled for Saturday, September 24, 2016.
- Discussion also included having a camp the night before or night of the event, hosting a banquet with a speaker, inviting someone to do aerobatics, and if the Grumman plane was a big enough draw to justify the expense. Michael Haeffele will

check with the City's HR Dept regarding liability for the overnight camp. Chairman Miller will check with Greg Setterly regarding the aerobatics.

- The committee decided to keep the format the same as previous years.

#### Pending Items - Chairman Miller

- Tony LeMaster Memorial Fund (\$1,707.61). Chad Caylor suggested a plaque be installed in the airport office instead of on the base of the pole as discussed previously. This would allow it to be seen by more people. On a motion by Chad Caylor with second by Jen Sharp, the current faded and torn windsock with wooden pole will be replaced with a new windsock, metal pole and light. A memorial plaque will be installed inside the airport office.

#### Master Plan – Chairman Miller

- Michael Haeffele will check with the FAA to get information on available funds. He would like to get this information before sending out requests for proposals.
- The board should think about what they want on the list
- On a motion by Chad Caylor with second by Jen Sharp, a special meeting was scheduled for 6:00 pm Tuesday, October 13, 2015 (immediately following the regular meeting). Dinner will be provided.

#### Open Discussion - Board

- No additional items to discuss

#### Officer Elections - Staff

- After some discussion, Gene Ramsey nominated Jack Miller to remain as chairman and Jen Sharp as Vice-Chairperson. Both accepted. Gene Ramsey made a motion to approve Jack Miller as Chairman. Second by Chad Caylor. Motion carried. Chad Caylor made a motion to approve Jen Sharp as Vice Chairperson. Second by Gene Ramsey. Motion carried.

#### Board Opening - Staff

- Board briefly discussed the opening and individuals who might be interested.

The next regularly scheduled meeting will be held October 13, 2015 – 5:00 pm. A special meeting to review Master Plan will be held October 13, 2015 – 6:00 pm.

The meeting adjourned at 6:13 pm on a motion by Chad Caylor, second by Jen Sharp and approval by the Board.

*Gloria Mathews, Recorder*

*Approved by the Board October 13, 2015.*

**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, September 15, 2015  
11:30 am – Ottawa Municipal Auditorium



Board Chairman Allen Campbell called the meeting to order at 11:36 am.

Board Members Present – Allen Campbell, Blake Jorgensen, Tony Brown, Tiffany Evans, Nori Hale and Jenny Obrecht.

Others Present – Shonda Stitt, Richard U. Nienstedt, Becci Shisler, Sara Caylor, Scott Bird and Glora Mathews.

Public Comments – Chairman Campbell asked for Public Comments. There were none.

Welcome New Board Members – Chairman Campbell introduced and welcomed two new Board members, Nori Hale and Jenny Obrecht.

Agenda Approval – A motion was made by Blake Jorgensen to approve the agenda as presented with second by Tony Brown. Motion carried.

Meeting Minutes – Chairman Brown asked for any changes to the minutes from the August 18, 2015 meeting. A motion was made by Tony Brown to approve the minutes as presented with a second by Blake Jorgensen. Motion carried.

Volunteer Program – Shonda will make copies of the program for the new members. The speech Tony Brown gave at the August Friday Forum about OMA and the advisory board generated two more volunteers. Sara Caylor will check into getting Allen on the Rotary Club calendar to visit with them about the program.

Staff Report – Richard U. Nienstedt reported the City Commission approved hiring an OMA Director. He is working with Human Resources on a job description and will bring back to this Board. Currently looking at a full-time position starting after the first of the year.

Board Vacancies – Richard U. Nienstedt reported that John White has resigned from this Board. The City Commission will interview as applications are received.

Chairman Campbell asked the Board to express what they feel the Board has accomplished in the past year. Items expressed included: greater general awareness of OMA, established volunteer program, OMA study conducted by WSU, improved outside appearance with flower beds, new stairs & doors, additional community buy-in through programs, greater awareness of building by community, increased days used and attendance of events.

Chairman Campbell asked the Board what they feel the goals for this Board should be for 2016.

- Blake – improvements mentioned before such as painting the lobby and replacing carpet. Suggested the Historical Society might make some recommendations as far as colors in keeping with age and historical aspects of the building. He would also like to see a director with marketing experience
- Jenny – acts booked a year in advance and possibly adding season tickets
- Tony – would like to see three projects completed: paint downstairs, bathrooms updated and with ADA access, decision of what to do with orchestra pit, update 2<sup>nd</sup> floor meeting room
- Shonda – would like to get carpet replaced
- Nori – scheduling a dinner and show event, name badges or shirts for board members.
- Tiffany – additional signage to advertise upcoming shows, donations to Friends of OMA
- Scott – community take back ownership through this group
- Sara – Board is doing an excellent job of polishing this gem. Set goals and priorities and list priorities on the monthly agenda
- Allen – diversify acts and continue to improve facility

He asked board members to each come up with a plan to accomplish their goals and bring them to the October meeting.

Veteran's Day Event – Chairman Campbell reported he spoke to Deb Barker and she is willing to do the history of the facility at no cost. A suggestion was made to put what's left of the photos of veteran's back up in the lobby (approximately 300) or install a monitor in the lobby to run these photos and other information. Tony Brown reminded the Board that the centennial anniversary of this facility is coming up. Discussion of ways to celebrate included: bringing in a series of speakers including one from the WWI museum, City Band playing patriotic music, and inviting a military band. Board agreed to move forward with plans for the event. Chairman Campbell will visit with Deb Barker, Shonda Stitt will contact the City Band, and Nori Hale will contact the Ottawa University Band (but City Band is first choice). Chairman Campbell will also contact the Sheriff's office about other events planned that day.

Other Events – Sara Caylor reported she visited with Sam Pacheco of Maria's regarding a Cinco De Mayo event and he thought it was a great idea. Tiffany Evans offered to take the lead on this event. Shonda Stitt reported she is working on a proposal for a St. Patrick's Day event. Richard U. Nienstedt asked the Board if they were okay with having beer at the St Patrick's Day event as long as a third party serves. The Board approved.

OMA Administrative Report – Shonda Stitt reviewed the usage and financial reports as well as answered questions from the Board.

The next meeting will be held on Tuesday, October 20<sup>th</sup>, 11:30 am.

On a motion by Sara Caylor and second by Blake Jorgensen, the meeting adjourned at 12:46 pm.

*Gloria Mathews, Recorder*

*Approved by the Board on October 20, 2015.*