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**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 **February 22, 2016 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. Items to be Placed on the Regular City Commission Agenda**

- a. Minutes from the February 15, 2016 Special Call Study Session and February 17, 2016 Special Call Regular Meeting *Pg. 3*
- b. Flood Insurance Recommendation - Michelle Stegman, Scott Bird and Richard U. Nienstedt *Pg. 8*
- c. Request for Approval of Ordinances Annexing Land to the City of Ottawa - Wynndee Lee and Richard U. Nienstedt *Pg. 11*
  - Rock Creek Business Development Park
  - Water Tower - 2129 E. Wilson Street
- d. Proclamation to Recognize March 6-12, 2016 as Girl Scout Week and March 12, 2016 as Girl Scout Day *Pg. 18*
- e. Proclamation to Recognize March 19, 2016 as National Quilters' Day *Pg. 19*

**III. Items for Presentation and Discussion**

- a. January Report Review - Staff *Pg. 20*
- b. City Manager's Report
  - Keim Bakery Meeting Debriefing Discussion
- c. Commissioner's Reports
- d. Mayor's Report

**52 Tips for Successful Public Service by E.A. Mosher**

**#13. Don't be afraid to change. Don't be content to just follow the routine of your predecessors. Charge your appointed officers and employees with being responsible for new ideas and better ways. Listen to what they have to say.**

**IV. Announcements**

- February 29, 2016
- February 29, 2016
- March 2, 2016
- March 7, 2016

Study Session, 4:00 pm, City Hall  
Special Call Mtg for Commission/Dept Director Retreat, 5:00 pm, City Hall  
**Regular** Commission Meeting, 7:00 pm, City Hall  
Study Session, 4:00 pm, City Hall

**V. Adjourn**

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

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

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

**VI. Items Already Placed**

**Special Call Study Session Meeting  
Carnegie Cultural Center  
501 S Main, Ottawa, Kansas  
Monday, February 15, 2016—4:00 pm**

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

Mayor Skidmore called the meeting to order.

**Public Comments**

The Governing Body heard from Daveen Holzapfel, 1544 S Apple Lane, regarding her appreciation from the Ottawa Community Arts Council in allowing them to utilize the Carnegie Building. Ms. Holzapfel is currently the president of the Ottawa Art Guild. The Ottawa Art Guild utilized Carnegie Cultural Center with their event in October.

**Minutes to Review**

The Governing Body reviewed minutes from the February 3, 2016 Regular Meeting and the February 8, 2016 Study Session. With a requested change, it was agreed to place this item on the next regular meeting agenda, February 17, 2016.

**Airport Master Plan Recommendation**

The Governing Body heard from Public Works Director Michael Haeffele regarding a recommendation of Alfred Benesch & Co as the firm to update the Airport Master Plan for the City of Ottawa. The City's current Airport Master Plan was originally completed in 2001 with a plan for it to be updated in 2016. A selection committee was established prior to sending out Requests for Qualifications to select an appropriate firm. There were 5 qualified firms that submitted Statements of Qualifications (SOQ). The selection committee respectfully request, after thorough review of each SOQ, approval of Alfred Benesch & Co to update the Airport Master Plan. Brad Waller with Alfred Benesch & Co introduced himself to the Governing Body and gave a brief background of his time and experience with Alfred Benesch & Co. It was agreed to place this item on the next regular meeting agenda.

**February 17, 2016 Regular Commission Meeting**

The Governing Body heard from City Manager Richard U. Nienstedt regarding the February 17, 2016 Regular Commission Meeting that will be held at Keim Bakery. Mr. Nienstedt gave the commission a few selected questions to help get conversation going on timely topics.

**Selection of Mayor Pro-Tem**

Mayor Skidmore nominated Commissioner Caylor as Mayor Pro-Tem. Commissioner Reed made a motion, seconded by Commissioner Graves to appoint Commissioner Caylor as Mayor Pro-Tem for the remaining term. The motion was considered and upon being put, all present voted aye. The Mayor declared the appointment duly approved.

Commissioner Caylor was sworn in by Finance Director Scott Bird.

### **Annexation Update Report**

The Governing Body heard from Community Development Director Wynndee Lee regarding the annexation update. Mrs. Lee presented a mapping of the Urban Growth Areas explaining that they have been indentifying all the parcels in this Urban Growth area, what the zoning is for these areas, as well as if these areas are receiving city utilities. The primary areas the Community Development Department is focusing on are areas already receiving utilities or areas already developed to warrant annexation. Mr. Nienstedt stated the City will be working through this very methodically with many conversations with the community within this Urban Growth Area.

### **Ottawa Community Arts Council**

The Governing Body heard from Bill Schleiter, president of the Ottawa Community Arts Council regarding their use of the Carnegie Cultural Center. Mr. Schleiter gave a brief history of the Carnegie Cultural Center, as well as events that go on throughout the year. Meg Pearson with United Way also spoke of their partnership with the Ottawa Community Arts Council and the Ottawa Library to utilize the Carnegie Cultural Center for Maker's Space. The Carnegie Building is open 6 days a week and displays art work of local owners. Randy Endicott is the Gallery Director of the Carnegie Cultural Center presenting the public with wonderful art experiences.

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

City Manager Richard U. Nienstedt reported:

- March 14, 2016: Study Session will be held at the ORC Goppert Building, 705 W 15<sup>th</sup> St, 4:00 pm
- March 16, 2016: Regular Commission Meeting will be held at Courthouse Square Apartments, 235 S Main St, 9:30 am

### **Mayor's Report**

Mayor Skidmore wished everyone a Happy President's Day.

### **Announcements**

Mayor Skidmore announced the following:

- February 17, 2016: Special Call Regular Meeting for Location Change, 9:30 am, Keim Bakery, 304 S Main
- February 17, 2016: Joint City/County/USD 290 Luncheon, 12:00 pm, City Hall
- February 22, 2016: Study Session, 4:00 pm, City Hall
- February 29, 2016: Study Session, 4:00 pm, City Hall
- February 29, 2016: Special Call Meeting for Commission/Department Director Retreat, 5:00 pm, City Hall

**Adjournment**

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 4:53 pm.

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Carolyn S. Snethen, City Clerk

**Special Call City Commission Meeting  
Keim Bakery  
304 S Main, Ottawa, Kansas  
Wednesday, February 17, 2016—9:30 am**

The Governing Body met at 9:30 am this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Caylor, and Commissioner Graves. Commissioner Reed was absent. A quorum was present.

Mayor Skidmore called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American Flag. The invocation was given by Reverend Richard Oglesby.

**Consent Agenda**

The Governing Body reviewed the consent agenda consisting of Minutes from the February 1, 2016 Study Session, February 8, 2016 Study Session and February 3, 2016 Regular Meeting and the Regular Meeting Agenda. Commissioner Graves made a motion, seconded by Commissioner Caylor to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Public Comments**

None offered at this time.

**Declaration**

None were given at this time.

**Ordinance- Industrial Revenue Bonds Series 2016**

The Governing Body heard from Finance Director Scott Bird who introduced the City Bond Council. The City Bond Council present included Dotty Riley and Tyler Ellsworth with Kutak Rock LLP. This ordinance was presented as a request in authorizing the City to issue Industrial Revenue Bonds series 2016 (Super Market Developers, Inc), in the aggregate principal amount not to exceed \$6,100,000. This ordinance is for the purpose of acquiring, constructing, and equipping a commercial facility within the City and authorizing the execution of certain documents in connection with the issuance of the bonds at 19<sup>th</sup> and Princeton Market Center. Commissioner Caylor made a motion, seconded by Commissioner Graves to adopt this ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3909-16.

**Airport Master Plan Recommendation**

The Governing Body heard from Public Works Director Michael Haeffele regarding a request to approve a recommendation of the Airport Advisory Board regarding the Airport Master Plan. The Board recommended to the Governing Body Alfred Benesch & Co to update the Ottawa Municipal Airport Master Plan. Commissioner Graves made a motion, seconded by Commissioner Caylor to approve the recommendation of Alfred Benesch & Co to update the Ottawa Municipal Airport Master Plan. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

### **Report by City Manager**

City Manager Richard U Nienstedt reported the Joint City/County/USD 290 meeting is at City Hall today at noon.

### **Report by City Commissioners**

Commissioner Caylor stated this is the second time this week for having the commission meetings at a non-traditional location due to the City taking the opportunity to reach out and meet the citizens.

### **Report by Mayor**

Mayor Skidmore reported he attended a Chamber Coffee ribbon cutting yesterday at Ransom Memorial Hospital presenting the new Cancer Treatment Center and stating it was a great event.

### **Announcements**

Mayor Skidmore announced:

- February 17, 2016: Joint City/County/USD 290 Meeting, 12:00 pm, City Hall
- February 22, 2016: Study Session, 4:00 pm, City Hall
- February 29, 2016: Study Session, 4:00 pm, City Hall
- March 14, 2016: Special Call Study Session, 4:00 pm, ORC Goppert Building
- March 16, 2016: Special Call Regular Meeting, 9:30 am, Courthouse Square Apts

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 9:44 am.

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Carolyn S. Snethen, City Clerk



City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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To: City Commission  
Through Richard U. Nienstedt, City Manager  
Date: February 8, 2016  
From: Michelle Stegman, Human Resources Director and Scott Bird, Finance Director  
RE: **City of Ottawa Flood Insurance Coverage Recommendation**

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#### **Issue**

At the January 11, 2016 Study Session, City Manager Richard U. Nienstedt, Finance Director Scott Bird, Human Resources Director Michelle Stegman along with our Truss Account Executive (property and casualty broker), Linda Minson conducted an overview on the City flood coverage policies. The City Commission requested that City Staff bring back a recommendation.

#### **Background**

During the 2016 Department Budget Study Session meetings, Mayor Mike Skidmore requested City Staff review the current flood insurance policies to determine whether premiums could be reduced by increasing deductibles. In addition, it was recommended the City evaluate whether flood coverage was needed because of the recent certification of the river levy. City Staff began working with Truss in July 2016 to evaluate the city's flood insurance policies.

Even though the City has an accredited Levy (2015), there still is a risk of a flood event. In 2007, the water level came close to topping the levy. The City has millions of dollars of equipment and buildings insured and some of which are not insured fully. Truss originally wrote the City of Ottawa policies in 2012. City facilities are primarily located in the either the 500 year flood zone (a 0.2% chance of occurring in any given year) with a few in the 100 year flood zone (a 1% probability of occurring in any given year.).

#### **Current Coverage**

The City policy covers the Warehouse, OMA, Fire Station/Business Office, Carnegie Building, Don Woodward Center (517 E. 3<sup>rd</sup> Street), City Hall/Library and the Police Station with National Flood Insurance Protection coverage for the buildings.

Because of the limitations on the NFIP limits, the City also purchased excess flood coverage to bring the value up to the same values as insured on the property policy on most of those buildings. The following buildings are covered: the Fire Station, Carnegie, OMA, City Hall/Library and the Police Station. In 2015, the City paid \$67,886.00 for all flood policies. A small portion (23%) of the general fund is used to pay for the current flood premiums. The total coverage equates to the value of what our property policy coverage limits are set at for both building and contents (with the exception of the Fire Station, Carnegie and OMA). If a flood completely destroys all the insured buildings and contents, the City would receive a maximum of \$24,270,370.00 per our coverage with the exception of everything located in the basements. The flood coverage pays claims at actual cash value (depreciation applied), subject to the maximum of the limit stated on the policy.

#### **Flood Insurance Quotes on Other City Properties.**

After reviewing the current coverage in place with City Manager, Nienstedt and Finance Director Scott Bird, it was requested that HR Director Stegman request additional NFIP quotes on the remainder of City buildings in the flood zone which were presented to the City Commission at their January 11, 2016 Study Session. The proposed additional coverage would equate to \$47,725 which would bring the total expense for flood coverage to \$115,611.



City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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**Flood Coverage Re-Assessment**

After reevaluating the current flood policies and the new quotes on City buildings, Staff recommends the following buildings be covered. If a flood completely destroys all the insured buildings and contents, the City would receive a maximum of \$16,622,597 per our coverage with the exception of everything located in the basements. The flood coverage pays claims at actual cash value (depreciation applied), subject to the maximum of the limit stated on the policy. (See Attachment 1).

<b>Building</b>	<b>NFIP</b>	<b>Excess Coverage</b>
Fire Station/Business Office	Yes	Yes
City Hall/Business Office	Yes	Yes
Police Station, Muni Court, Administrative Offices	Yes	Yes
Wastewater Treatment Plant Operations Lab	Yes	No
Wastewater Treatment Plant Storage Building 1	Yes	No
Wastewater Treatment Plant Storage Building 2	Yes	No
Wastewater Treatment Plant Dewatering	Yes	No
Wastewater Treatment Plant Headworks	Yes	No
Wastewater Treatment Plant Main Building 1	Yes	No
Water Plant High Service Building 2	Yes	No
Water Plant Shop – Sludge Lift Building 3	Yes	No
Water Plant Shop – Shop/Garage Building 4	Yes	No
Electric Production New Plant	Yes	No

**Alternatives**

1. Maintain flood insurance in place on recommended buildings, eliminate certain coverages and add NFIP coverages to previously uninsured buildings.
2. Maintain current flood insurance policies, renew in 2016 and add NFIP coverage on City buildings previously not insured.
3. Maintain current flood insurance policies, renew in 2016 and do not add NFIP coverage on City buildings previously not covered.
4. Terminate all existing flood insurance coverage policies.

**Staff Recommendation**

Staff recommends the City Commission endorse Alternative 1. "Maintain flood insurance in place on recommended buildings, eliminate certain coverages and add NFIP coverages to previously uninsured buildings." (Attachment #1).

**Fiscal Note**

Should the City Commission approve the Staff recommendation on flood insurance coverage policies, the City will pay \$69,418 in 2016 (unless our 4/1/16 renewal changes). This amount compares to \$67,886, which was the total amount paid for flood insurance in 2015. Total amount budgeted in the 2016 Risk Management budget for flood insurance is \$88,000.00.

Existing Coverage												
Address	Occupancy (How is building used)	Property Policy Limits for Building	Property Policy Limits for Contents	Property Policy Ded.	Flood Coverage Bldg	Flood Coverage Contents	Flood Ded	Flood Premium	Excess Flood Coverage Bldg	Excess Flood Coverage Contents	Excess Flood Premium Incl Terrorism	Total
		EMC Insurance Company			Selective Ins. Co. - NFIP				Lexington Ins. Co.			
324 S. Beech St.	Warehouse	529,860	619,818	5,000	500,000	500,000	1,250	\$ 3,188				
301 S. Hickory St.	Municipal Auditorium	3,649,401	17,860	5,000	500,000	100,000	1,250	\$ 2,158	3,338,196		\$ 7,397	
720 W. 2nd St	Fire Station/Business Office	1,594,832	115,147	5,000	500,000	150,000	1,250	\$ 2,311	1,094,832		\$ 2,451	
501 S. Main St.	Carnegie Hall/Public Bldg	1,029,491	5,100	5,000	500,000	50,000	1,250	\$ 1,997	888,369		\$ 1,995	
517 E. 3rd St.	Ottawa Recreation Commission/Recreation Facility	790,288		5,000	500,000	50,000	1,250	\$ 1,997				
101 S. Hickory St.	City Hall/Business Office/Public Library	4,560,025	4,060,000	5,000	500,000	500,000	1,250	\$ 3,188	4,379,133	3,560,000	\$ 23,884	
715 W. 2nd St.	Police Station, Municipal Court, Admin Offices	5,655,447	1,040,400	5,000	500,000	500,000	1,250	\$ 3,188	5,155,447	504,400	\$ 14,133	
<b>Premiums for Current Flood Coverage</b>								<b>\$ 18,027</b>			<b>\$ 49,859</b>	<b>\$ 67,886</b>
<b>Revised Premium Total for Current Coverage</b>								<b>\$ 8,687</b>			<b>\$ 40,468</b>	<b>\$ 49,155</b>

New Flood Coverage		EMC Insurance Co.			National Flood Insurance Program			
Address	Occupancy	Property Policy Building Limit	Property Policy Contents Limit	Property Policy Deductible	Flood Coverage Building Limit	Flood Coverage Contents Limit	Flood Deductible	Flood Premium
400 N. Locust St.	Forest Park Maintenance Bldg.	41,643	45,475	5,000	50,000	50,000	1,000	\$ 897
400 N. Locust St.	Forest Park Office Building	51,974	44,155	5,000	50,000	50,000	1,000	\$ 897
400 N. Locust St.	Forest Park Pool Bathhouse	230,403		5,000	250,000	50,000	1,250	\$ 1,568
400 N. Locust St.	Forest Park Pump/Filter Building	556,694		5,000	500,000	50,000	1,000	\$ 1,997
703 E. 1st	Wastewater Treatment Plant Operations Lab	367,849	12,378,555	5,000	400,000	200,000	1,250	\$ 2,291
703 E. 1st	Wastewater Treatment Plant Storage	209,753	Incl.	5,000	200,000	150,000	1,250	\$ 1,765
703 E. 1st	Wastewater Treatment Plant Storage	95,290	Incl.	5,000	100,000	100,000	1,000	\$ 1,285
703 E. 1st	Wastewater Treatment Plant Headworks	506,796	Incl.	5,000	500,000	500,000	1,250	\$ 3,188
703 E. 1st	Wastewater Treatment Plant Dewatering	603,044	Incl.	5,000	500,000	150,000	1,000	\$ 2,311
301 S. Beech St.	Water Treatment Plant - Main - Bldg 1	2,868,411	12,032,543	5,000	500,000	250,000	1,250	\$ 2,597
301 S. Beech St.	Water Treatment Plant - High service - Bldg. 2	313,479	Incl.	5,000	300,000	100,000	1,250	\$ 1,852
301 S. Beech St.	Water Treatment Plant - Sludge Lift - Bldg. 3	105,206	Incl.	5,000	100,000	50,000	1,000	\$ 1,123
301 S. Beech St.	Water Treatment Plant - Shop/Garage - Bldg 4	87,681	Incl.	5,000	100,000	50,000	1,000	\$ 1,123
1801 W. 2nd St.	River Lift Pump House	761,830	0	5,000		0		
1200 W. 2nd St.	Low Lift Pump House	546,384	0	5,000	500,000	0	2,000	\$ 9,076
320 S. Beech St.	Street Maintenance Bldg.	1,102,547	104,000	5,000	500,000	100,000	1,250	\$ 2,158
322 S. Beech St.	City Garage	473,687	520,200	5,000	500,000	500,000	1,250	\$ 3,188
800 W. 2nd St.	Electric Production Old Plant	18,488,449	553,500	5,000	500,000	300,000	1,250	\$ 3,188
800 W. 2nd St.	Electric Production New Plant	23,076,776	278,500	5,000	500,000	300,000	1,250	\$ 2,728
800 W. 2nd St.	Electric Production STAG Plant	15,001,489	274,500	5,000	500,000	300,000	1,250	\$ 2,728
800 W. 2nd St.	Electric Production Maintenance Warehouse Building			5,000	200,000	150,000	1,250	\$ 1,765
<b>Proposed New Premiums</b>								<b>\$ 47,725</b>
<b>Revised New Premiums</b>								<b>\$ 20,263</b>

<b>Premiums for Current Flood Coverage</b>								<b>\$ 18,027</b>			<b>\$ 49,859</b>	<b>\$ 67,886</b>
<b>Staff Recommended 2016</b>								<b>\$ 8,687</b>			<b>\$ 40,468</b>	<b>\$ 49,155</b>
<b>Proposed Additional Coverage</b>								<b>\$ 47,725</b>			<b>\$ -</b>	<b>\$ 47,725</b>
<b>Staff Recommended Additional Coverage 2016</b>								<b>\$ 20,263</b>			<b>\$ -</b>	<b>\$ 20,263</b>
<b>Total Proposed Premiums - Flood Coverage</b>											<b>\$ -</b>	<b>\$ 115,611</b>
<b>Staff Recommended Total Cost 2016</b>											<b>\$ -</b>	<b>\$ 69,418</b>

## STAFF MEMORANDUM

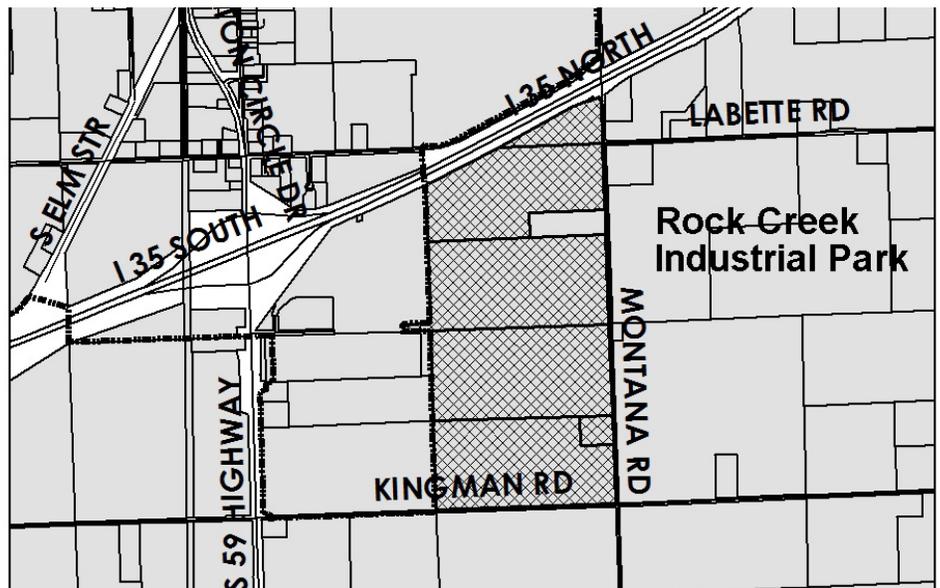
**TO:** Richard U. Nienstedt, City Manager

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

**DATE:** February 18, 2016

**SUBJECT:** Annexation of property

Attached are two ordinances to annex property owned by the city into the city limits. The first property is the city's water tower at 2129 E. Wilson Street. The other properties to be annexed are the properties purchased by the city for the new Rock Creek Industrial Park. Those properties are 2542, 2580, 2620, 2690, 2710 Montana Road and 2655 Kingman Road. The areas are hash marked on the maps below.



**City of Ottawa Department of Community Development Department**

101 S. Hickory, P. O. Box 60  
Ottawa, KS 66067  
(785) 229-3620 Fax (785) 229-3625

**PROPERTY OWNER  
CONSENT FOR ANNEXATION BY THE CITY OF OTTAWA, KANSAS**

**TO: THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:**

The undersigned, owners of record of the following described land hereby petition the Governing Body of the City of Ottawa, Kansas to annex such land to the City. The land to be annexed lies upon or touches the City boundary line, with a street address of 2129 E. Wilson Street, and is described as follows:

The South 243.7 feet, of the East 208.7 feet, of the East 2 feet in the Northwest Quarter, less right-of-way, Section 30, Township 16, Range 20 East. Containing 1 acre more or less.

The undersigned further warranty and guarantee that they are the only owners of record of the land. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City of Ottawa

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

AN ORDINANCE ANNEXING LAND TO THE CITY OF OTTAWA, KANSAS GENERALLY LOCATED AT 2129 E. WILSON STREET.

WHEREAS, the following described land is located in Franklin County, Kansas;

WHEREAS, the following described land meets one or more of the conditions prescribed by K.S.A. 12-520(a)(1)-(6); and

WHEREAS, the governing body of the City of Ottawa, Kansas, finds it advisable to annex such land.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:

Section 1. That the following described land, meeting the conditions for annexation prescribed in K.S.A. 12-520, is hereby annexed and made a part of the City of Ottawa, Kansas:

The South 243.7 feet, of the East 208.7 feet, of the East 2 feet in the Northwest Quarter, less right-of-way, Section 30, Township 16, Range 20 East. Containing 1 acre more or less.

Section 2. That this ordinance shall be effective from and after its passage, approval and publication in the official city newspaper.

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

PASSED AND APPROVED by the Governing Body of the City of Ottawa, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

**City of Ottawa Department of Community Development Department**

101 S. Hickory, P. O. Box 60  
Ottawa, KS 66067  
(785) 229-3620 Fax (785) 229-3625

**PROPERTY OWNER  
CONSENT FOR ANNEXATION BY THE CITY OF OTTAWA, KANSAS**

**TO: THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:**

The undersigned, owners of record of the following described land hereby petition the Governing Body of the City of Ottawa, Kansas to annex such land to the City. The land to be annexed is described as follows:

Commencing at the Northeast corner of the South  $\frac{1}{2}$  of the Southeast  $\frac{1}{4}$  of Section 13, Township 17 South, Range 19 East of the 6<sup>th</sup> P.M., thence South 430 feet, thence West 505 feet, thence North 430 feet, thence East 505 feet to the place of beginning, in Franklin County, Kansas, EXCEPT an undivided  $\frac{1}{2}$  of the minerals. Containing 4.74 acres more or less. Commonly known as 2542 Montana Road.

The North Half of the Southeast Quarter of Section 13, all in Township 17, Range 19, Franklin County, Kansas, less and except right-of-way. Containing 70.93 acres more or less. Commonly known as 2580 Montana Road.

The South  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of Section 13, and Commencing at the Southeast corner of the Northwest  $\frac{1}{4}$  of Section 13, thence West 24 rods, thence North 6-2/3 rods, thence East 24 rods, thence South to the place of beginning, all in Township 17 South, Range 19 East, and containing in all 81 acres, according to the Government survey, Franklin County, Kansas. Commonly known as 2620 Montana Road.

The North  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of Section 13, Township 17, Range 19, Franklin County, Kansas, EXCEPT that part taken for Highway I-35, and EXCEPT Commencing at a point 953.53 feet South of the Northeast corner of the Northeast  $\frac{1}{4}$  of Section 13, Township 17, Range 19 thence West 282.5 feet, thence North 89 degrees, 59 minutes West 849.04 feet, thence South 0 degrees 07 minutes West 367.43 feet to the South line of the North  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of said Section 13, thence South 89 degrees 51 minutes East 1132.26 feet to the Southeast corner of the North  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of said Section 13, thence North 370.31 feet to the place of beginning, Franklin County, Kansas. Containing 64.24 acres more or less. Commonly known as 2690 Montana Road.

All South and East of Highway I-35 in the Southeast Quarter of Section 12, Township 17 South, Range 19 East, EXCEPT that tract of land deeded to the Secretary of Transportation in Deed Book 259, Page 109. Containing 13.5 acres more or less. Commonly known at 2710 Montana Road.

The South  $\frac{1}{2}$  of the Southeast  $\frac{1}{4}$  of Section 13, Township 17, Range 19, Franklin County, Kansas, containing 80 acres more or less, except the following described

tract, to-wit: Commencing at the Northeast corner of above described real estate thence South 430 feet, thence West 505 feet, thence North 430 feet, thence East 505 feet to the place of beginning. Containing 73.47 acres more or less. Commonly known as 2655 Kingman Road.

Such land lies upon or touches the City's boundary line.

The undersigned further warrant and guarantee that they are the only owners of record of the land.

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City of Ottawa

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

AN ORDINANCE ANNEXING LAND TO THE CITY OF OTTAWA, KANSAS GENERALLY LOCATED AT 2542, 2580, 2620, 2660, 2690, AND 2710 MONTANA ROAD AND 2655 KINGMAN ROAD.

WHEREAS, the following described land is located in Franklin County, Kansas;

WHEREAS, the following described land meets one or more of the conditions prescribed by K.S.A. 12-520(a)(1)-(6); and

WHEREAS, the governing body of the City of Ottawa, Kansas, finds it advisable to annex such land.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:

Section 1. That the following described land, meeting the conditions for annexation prescribed in K.S.A. 12-520, is hereby annexed and made a part of the City of Ottawa, Kansas:

Commencing at the Northeast corner of the South  $\frac{1}{2}$  of the Southeast  $\frac{1}{4}$  of Section 13, Township 17 South, Range 19 East of the 6<sup>th</sup> P.M., thence South 430 feet, thence West 505 feet, thence North 430 feet, thence East 505 feet to the place of beginning, in Franklin County, Kansas, EXCEPT an undivided  $\frac{1}{2}$  of the minerals. Containing 4.74 acres more or less. Commonly known as 2542 Montana Road.

The North Half of the Southeast Quarter of Section 13, all in Township 17, Range 19, Franklin County, Kansas, less and except right-of-way. Containing 70.93 acres more or less. Commonly known as 2580 Montana Road.

The South  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of Section 13, and Commencing at the Southeast corner of the Northwest  $\frac{1}{4}$  of Section 13, thence West 24 rods, thence North 6- $\frac{2}{3}$  rods, thence East 24 rods, thence South to the place of beginning, all in Township 17 South, Range 19 East, and containing in all 81 acres, according to the Government survey, Franklin County, Kansas. Commonly known as 2620 Montana Road.

The North  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of Section 13, Township 17, Range 19, Franklin County, Kansas, EXCEPT that part taken for Highway I-35, and EXCEPT Commencing at a point 953.53 feet South of the Northeast corner of the Northeast  $\frac{1}{4}$  of Section 13, Township 17, Range 19 thence West 282.5 feet, thence North 89 degrees, 59 minutes West 849.04 feet, thence South 0 degrees 07 minutes West 367.43 feet to the South line of the North  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of said Section 13, thence South 89 degrees 51 minutes East 1132.26 feet to the Southeast corner of the North  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of said Section 13, thence North 370.31 feet to the place of beginning, Franklin County, Kansas. Containing 64.24 acres more or less. Commonly known as 2690 Montana Road.

All South and East of Highway I-35 in the Southeast Quarter of Section 12, Township 17 South, Range 19 East, EXCEPT that tract of land deeded to the Secretary of

Transportation in Deed Book 259, Page 109. Containing 13.5 acres more or less. Commonly known at 2710 Montana Road.

The South ½ of the Southeast ¼ of Section 13, Township 17, Range 19, Franklin County, Kansas, containing 80 acres more or less, except the following described tract, to-wit: Commencing at the Northeast corner of above described real estate thence South 430 feet, thence West 505 feet, thence North 430 feet, thence East 505 feet to the place of beginning. Containing 73.47 acres more or less. Commonly known as 2655 Kingman Road.

Section 2. That this ordinance shall be effective from and after its passage, approval and publication in the official city newspaper.

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

PASSED AND APPROVED by the Governing Body of the City of Ottawa, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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



# PROCLAMATION



WHEREAS, Girl Scouts is the largest, longest-running and most effective leadership program for girls in the nation and the world; and,

WHEREAS, this first meeting was led by Juliette Gordon Low in March 1912, after visiting the founders of both Boy Scouts and Girl Guides in England; and,

WHEREAS, since this first meeting more than 50 million girls have participated in the Girl Scout movement during their childhood; and that number continues to grow as Girl Scouts of the USA continues to inspire, challenge and empower girls everywhere; and,

WHEREAS, there are over 21,000 girl and 8,500 adult members in Girl Scouts of NE Kansas & NW Missouri council and 3.2 million members in the USA; and,

WHEREAS, 69 percent of current women US Senators and 60 percent of women in the House of Representatives were Girl Scouts as girls; and,

WHEREAS, an estimated 80 percent of women business executives and business owners were once Girl Scouts; and,

WHEREAS, countless women educators, scientists, and women in the media and performing arts discovered their passions and talents as Girl Scouts; and,

NOW, THEREFORE, the Governing Body of the City of Ottawa, Kansas does hereby proclaim March 6-12, 2016 as Girl Scout Week and March 12, 2016 as the 103rd Anniversary of Girl Scouting and:

## GIRL SCOUT DAY

in the City of Ottawa, Kansas and urges all citizens to join in celebrating Girl Scout programs and activities in our community.

SIGNED this 2<sup>nd</sup> day of March 2016.

\_\_\_\_\_  
Michael B. Skidmore, Mayor



# PROCLAMATION



WHEREAS, In 1989, the Kentucky Heritage Quilt Society organized a "Quilters' Day Out" on the third Saturday of March to celebrate the rich tradition of quilt-making; and

WHEREAS, encouraged by the enthusiasm generated by the Kentucky effort, the National Quilters Association voted to take Quilters Day Out to a national level; and

WHEREAS, even in the first year of National Quilting Day, quilters from other countries asked to participate; and

WHEREAS, since 1992 National Quilting Day has grown into a global celebration for all quilt makers and quilt lovers; and

WHEREAS, quilters everywhere are encouraged to hold special events, to recognize the art and beauty of this most noble of heritage crafts; and

WHEREAS, the art and craft of quilting is a vibrant activity within the Ottawa/Franklin County community,

NOW, THEREFORE, the Governing Body of the City of Ottawa, Kansas does hereby proclaim March 19 as:

## QUILTERS' DAY

in the City of Ottawa, Kansas and urges all citizens to join in celebrating this time honored craft.

SIGNED this 2<sup>nd</sup> day of March 2016.

\_\_\_\_\_  
Michael B. Skidmore, Mayor

# CITY OF OTTAWA

## January Monthly Reports

Presented to the City Commission  
February 22, 2016



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## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**January-16**

COUNTY (1.0%)	2011	2012	2013	2014	2015	2016	12 Mo Running Total 2015		Change Dollars	Change Percent
January	80,430	92,276	93,621	90,915	99,626	99,411	1,197,867	1,220,221	\$ (215.65)	-0.22%
February	95,342	88,325	96,068	104,501	117,666		1,211,033			
March	88,872	88,566	94,235	95,180	89,795		1,205,648			
April	69,281	87,092	83,104	90,992	99,242		1,213,897			
May	89,714	96,267	95,966	101,605	111,668		1,223,960			
June	102,444	89,141	95,257	100,701	101,717		1,224,976			
July	86,902	85,637	108,053	101,330	98,721		1,222,367			
August	89,754	93,734	96,875	99,329	104,245		1,227,282			
September	89,932	85,675	94,191	97,320	100,554		1,230,515			
October	94,804	91,359	98,107	104,316	95,308		1,221,507			
November	93,010	97,087	83,340	105,844	99,780		1,215,443			
December	99,175	91,424	96,805	97,122	102,116		1,220,437			
<b>SAME MO. YTD</b>	<b>80,430</b>	<b>92,276</b>	<b>93,621</b>	<b>90,915</b>	<b>99,626</b>	<b>99,411</b>			\$ (215.65)	
<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>1,220,437</b>					
<b>CITY (1.1%)</b>										
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>	<b>2016</b>		
January	179,538	203,964	195,321	201,594	216,451	228,014	2,626,783	2,763,269	\$ 11,562.69	5.34%
February	209,172	179,606	206,821	233,316	264,504		2,657,971			
March	196,175	190,917	199,168	201,539	197,296		2,653,728			
April	147,293	197,369	186,766	198,680	225,185		2,680,233			
May	198,268	212,086	210,835	231,212	256,081		2,705,103			
June	235,300	196,629	212,680	214,012	227,445		2,718,536			
July	187,599	196,553	240,050	225,531	219,710		2,712,715			
August	183,443	207,473	208,249	223,117	228,074		2,717,672			
September	195,331	183,753	202,765	203,251	227,370		2,741,791			
October	203,309	201,037	214,822	227,666	221,151		2,735,276			
November	204,378	206,969	173,970	239,249	229,831		2,725,858			
December	223,063	195,390	207,702	212,759	238,607		2,751,706			
<b>SAME MO. YTD</b>	<b>179,538</b>	<b>203,964</b>	<b>195,321</b>	<b>201,594</b>	<b>216,451</b>	<b>228,014</b>			\$ 11,562.69	
<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>2,751,706</b>					
<b>CITY/CO. TO DATE</b>	<b>259,967</b>	<b>296,240</b>	<b>288,941</b>	<b>292,509</b>	<b>316,078</b>	<b>327,425</b>			\$ 11,347.04	3.59%
<b>TOTAL</b>	<b>3,442,528</b>	<b>3,458,329</b>	<b>3,594,768</b>	<b>3,801,081</b>	<b>3,972,143</b>			Budget	\$ 316,269.00	-0.06%

**CITY OF OTTAWA, KANSAS  
INVESTMENT SCHEDULE  
January 2016**

<b>ID NUMBER</b>	<b>TP</b>	<b>BANK</b>	<b>PURCHASE DATE</b>	<b>MATURITY</b>	<b>CURRENT PRINCIPAL</b>	<b>INTEREST RATE(%)</b>	<b>EARNINGS at MATURITY</b>
62841	S	CD KSB	11/5/2015	2/5/2016	\$ 500,000	0.21%	\$ 264.66
2393018	S	CD KSB	2/26/2015	2/25/2016	\$ 900,000	0.21%	\$ 1,884.82
140000278626	S	CD ARVEST	3/19/2015	3/18/2016	\$ 500,000	0.20%	\$ 1,000.00
4200107910	S	CD ARVEST	4/2/2015	3/31/2016	\$ 600,000	0.20%	\$ 1,196.71
7182	S	CD KS MIP	11/5/2015	5/3/2016	\$ 500,000	0.27%	\$ 665.75
806272507	S	CD ARVEST	6/4/2015	6/2/2016	\$ 1,100,000	0.20%	\$ 2,193.97
2156996	S	CD ARVEST	6/11/2015	6/9/2016	\$ 200,000	0.20%	\$ 398.90
62840	S	CD KSB	11/5/2015	7/5/2016	\$ 500,000	0.21%	\$ 699.04
62752	S	CD KSB	8/6/2015	8/4/2016	\$ 500,000	0.21%	\$ 1,047.12
7142	S	MIP KSMI	9/9/2015	9/9/2016	\$ 500,000	0.25%	\$ 1,253.42
7149	S	MIP KSMI	9/17/2015	9/16/2016	\$ 500,000	0.27%	\$ 1,350.00
62834	S	CD KSB	10/14/2015	10/13/2016	\$ 500,000	0.21%	\$ 1,050.00
7183	S	MIP KSMI	11/5/2015	11/4/2016	\$ 500,000	0.27%	\$ 1,350.00
7202	S	MIP KSMI	12/9/2015	12/8/2016	\$ 500,000	0.52%	\$ 2,600.00
7233	S	MIP KSMI	1/7/2016	1/6/2017	\$ 500,000	0.54%	\$ 2,700.00
7251	S	MIP KSMI	1/25/2016	1/24/2017	\$ 500,000	0.67%	\$ 3,350.00

**APY**

Total for period ending:      1/31/2016      \$ 8,800,000      0.28%

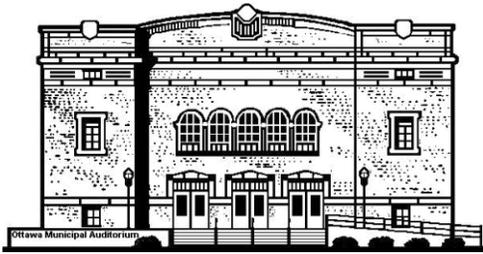
PREPARED BY:      Betty K. Simpson, City Treasurer

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

CITY OF OTTAWA  
 MTD TREASURERS REPORT  
 AS OF: JANUARY 31ST, 2016

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-General Fund	1,704,823.53	1,959,377.31	701,291.97	2,962,908.87	149.58	( 49,934.98)	2,912,824.31
005-Gen Obl Debt Service Fund	418,792.26	321,768.09	0.00	740,560.35	0.00	0.00	740,560.35
011-Community Service Support	2,464.18	12,000.00	12,830.42	1,633.76	0.00	( 10.00)	1,623.76
013-Auditorium Fund	65,625.57	72,380.16	10,480.18	127,525.55	0.00	( 3,507.45)	124,018.10
014-Airport Fund	22,179.06	2,417.50	5,198.33	19,398.23	0.00	( 1,516.28)	17,881.95
016-Special Park & Rec Fund	76,556.20	500.00	0.00	77,056.20	0.00	( 399.00)	76,657.20
017-Special Drug and Alcohol	49,681.64	0.00	0.00	49,681.64	0.00	0.00	49,681.64
018-Library Fund	6,993.22	426,040.20	6,933.22	426,100.20	0.00	0.00	426,100.20
025-Economic Development Fund	213,178.28	11,010.16	1,330.81	222,857.63	0.00	( 739.78)	222,117.85
028-Special Streets Fund	694,660.92	81,556.39	0.00	776,217.31	0.00	0.00	776,217.31
029-Stormwater Utility	568,959.06	35,991.34	27.95	604,922.45	0.00	( 12,937.14)	591,985.31
030-Water Utility	958,064.84	187,621.63	191,292.52	954,393.95	4.55	( 25,656.69)	928,732.71
036-Waste Water Utility	588,357.01	208,124.85	171,451.50	625,030.36	0.00	( 160,740.64)	464,289.72
037-Electric Utility	4,489,703.47	805,857.71	851,131.26	4,444,429.92	( 4.55)	( 435,833.81)	4,008,600.66
041-Electric Power Supply Fnd	634,180.29	34,220.00	0.00	668,400.29	0.00	0.00	668,400.29
045-Electric Sys Construction	856,429.97	0.00	0.00	856,429.97	0.00	0.00	856,429.97
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	151,770.05	0.00	0.00	151,770.05	0.00	( 1,161.39)	150,608.66
053-Equipment Reserve	569,400.78	11,756.57	12,939.76	568,217.59	0.00	0.00	568,217.59
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	213,156.47	193.12	0.00	213,349.59	0.00	0.00	213,349.59
056-Risk Management	74,167.46	225,000.00	77,800.84	221,366.62	0.00	( 2,621.41)	218,745.21
058-Neighborhd Stabiliztn Grt	20,267.92	20,753.63	1,357.71	39,663.84	0.00	( 21,364.92)	18,298.92
062-US 59 Turnback	17,783.50	1,519.35	0.00	19,302.85	0.00	0.00	19,302.85
063-Airport Hangars 2009/2010	258.10	0.00	0.00	258.10	0.00	0.00	258.10
064-K68 & MAIN ST	1,287.00	0.00	0.00	1,287.00	0.00	( 1,287.00)	0.00
076-Loves Granger TIF	220,779.80	30,654.05	0.00	251,433.85	0.00	0.00	251,433.85
077-South Hwy 59 TDD	80,941.02	4,338.79	0.00	85,279.81	0.00	0.00	85,279.81
078-WWTP Funding	676,640.43	0.00	0.00	676,640.43	0.00	0.00	676,640.43
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
091-TIF Program Fund	323,809.78	10,260.92	0.00	334,070.70	0.00	0.00	334,070.70
092-Advantage Ford TIF Projct	403.75	0.00	0.00	403.75	0.00	0.00	403.75
095-Airport Improvements	10,067.03	0.00	0.00	10,067.03	0.00	0.00	10,067.03
099-Industrial Park	793,535.80	0.00	0.00	793,535.80	0.00	0.00	793,535.80
<b>GRAND TOTAL</b>	<b>14,976,197.68</b>	<b>4,463,341.77</b>	<b>2,044,066.47</b>	<b>17,395,472.98</b>	<b>149.58</b>	<b>( 717,710.49)</b>	<b>16,677,612.91</b>

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



# 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 January 2016

- ❖ Franklin County Court held the first step in selecting the jury filling out the questionnaire for an upcoming trial on January 5<sup>th</sup> and 6<sup>th</sup> (attendance 359)
- ❖ ACT Ottawa held rehearsals on January 5, 6, 7, 12, 13, 14, 19, 20, 32, 26, 27, and 28<sup>th</sup>. (attendance 108, 9 per day)
- ❖ The annual Martin Luther King Jr. celebration was held on January 17<sup>th</sup>. On December 17<sup>th</sup> (attendance 185)
- ❖ Ottawa Municipal Auditorium Advisory Board held their monthly meeting on January 19 in the mezzanine. (attendance 10)
- ❖ The City held its monthly Safety Class on January 21<sup>st</sup>. (attendance 59)
- ❖ The Healthy Cooking Class was held on January 20<sup>th</sup>. (attendance 16)
- ❖ The renovation/remodel of ladies restroom located on the main floor continued into January will be finished in February.

### January 2016 usage facts:

Attendance: 737  
Rentals: 3  
Days used 13 days out of 31 days

### 2016 Year to date totals for OMA:

Attendance: 737  
Rentals: 3  
Days used: 13 out of 31

### January 2016 Volunteers/Hours:

Volunteers: 0  
Number of new volunteers: 0  
Events: 0  
Hours: 0

### January 2015 usage facts:

Attendance for events/rentals: 842  
Events/Rentals: 3  
Days used 24 days out of 31 days

### 2015 Year to date totals for OMA:

Attendance: 842  
Rentals: 3  
Days used: 13 out of 31

### 2016 Year to date Volunteers/Hours:

Number of individuals volunteering: 0  
Events: 0  
Hours: 0

Volunteers (2) will be needed to sell concessions for Spring Fling events on March 15 (5:30 – 7:00 pm) and March 16 (4:30 – 8:00 pm). We will also need three volunteers to help with the March 19 (4:45 – 7:30 pm) St. Patrick’s Day Celebration.

Shonda Stitt

### **February – March 2016:**

- February 1 – 14 – ACT Ottawa, rental
- February 2 & 3 – Hawkeye Helicopter, rental
- February 18 – 21 – ACT Ottawa, rental
- February 27 – Cub Scouts Blue and Gold ceremony, rental
- March 3 – Kansas Municipal Utilities, rental
- March 4 & 5 – ECKAN Dress Prom Boutique, rental
- March 8 – City’s Healthy Cooking Class
- March 15 – Spring Fling – Family Night BINGO
- March 16 – Spring Fling – Family Movie (The Peanuts Movie)
- March 17 & 18 – Spring Fling – Making Strawberry Jam & Whole Wheat Bread (limited space)
- March 19 – McGruff
- March 19 – OMA & OMSA St. Patrick’s Day Celebration (Concert/Dinner)
- March 20 – Swan Arts Foundation, rental
- March 23 – City’s Safety Class
- March 29 – OHS Spring Vocal Concert, rental

CITY OF OTTAWA  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2016

013-Auditorium Fund  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	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	71,187.28	71,187.28	0.00	67,211.72	51.44
LEASE & RENTAL INCOME	12,000	676.00	676.00	0.00	11,324.00	5.63
CHARGES FOR SERVICES	17,579	516.88	516.88	0.00	17,062.12	2.94
INVESTMENT INCOME	30	0.00	0.00	0.00	30.00	0.00
OTHER REVENUE	2,700	0.00	0.00	0.00	2,700.00	0.00
MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
TOTAL Auditorium Fund	<u>170,733</u>	<u>72,380.16</u>	<u>72,380.16</u>	<u>0.00</u>	<u>98,352.84</u>	<u>42.39</u>
TOTAL REVENUE	170,733	72,380.16	72,380.16	0.00	98,352.84	42.39
	=====	=====	=====	=====	=====	=====
<u>EXPENSE SUMMARY</u>						
<u>Auditorium Fund</u>						
PERSONNEL SERVICES	92,888	6,892.20	6,892.20	0.00	85,995.80	7.42
CONTRACTUAL SERVICES	62,960	3,565.71	3,565.71	0.00	59,394.29	5.66
COMMODITIES	4,700	22.27	22.27	0.00	4,677.73	0.47
CAPITAL EXPENSES	31,500	0.00	0.00	0.00	31,500.00	0.00
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>10,480.18</u>	<u>10,480.18</u>	<u>0.00</u>	<u>215,244.82</u>	<u>4.64</u>
TOTAL EXPENSES	225,725	10,480.18	10,480.18	0.00	215,244.82	4.64
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENSES	( 54,992)	61,899.98	61,899.98	0.00	( 116,891.98)	112.56-
OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
OTHER USES	8,000	0.00	0.00	0.00	8,000.00	0.00
NET OTHER SOURCES & USES	<u>( 8,000)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>( 8,000.00)</u>	<u>0.00</u>
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	( 62,992)	61,899.98	61,899.98	0.00	( 124,891.98)	98.27-

# Community Development Department January 2016 Monthly Report

## Planning Commission:

The Planning Commission reviewed and approved a site plan for USD 290 new elementary school. They also reviewed and made recommendation to the City Commission to approve conditional use permit for a group home with 10 residents.

## Play Task Force:

New members are continuing to be a goal, particularly those interested in helping fundraise for the teen park. Next meeting is in February.

## Projects:

**East 15th Street Sidewalk Project:** A couple needed discussions with private property owners have been held and issues resolved.

## Neighborhood Stabilization Program:

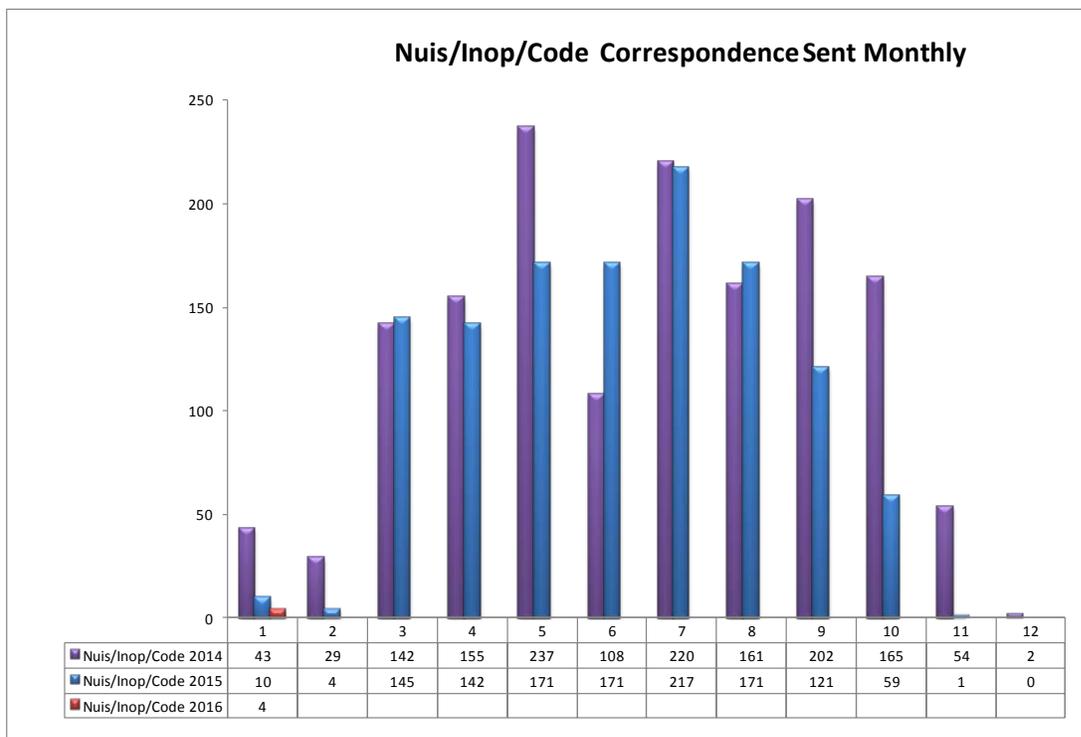
Construction of the new single-family structure at 727 N. Main is progressing well.

## Condemnations:

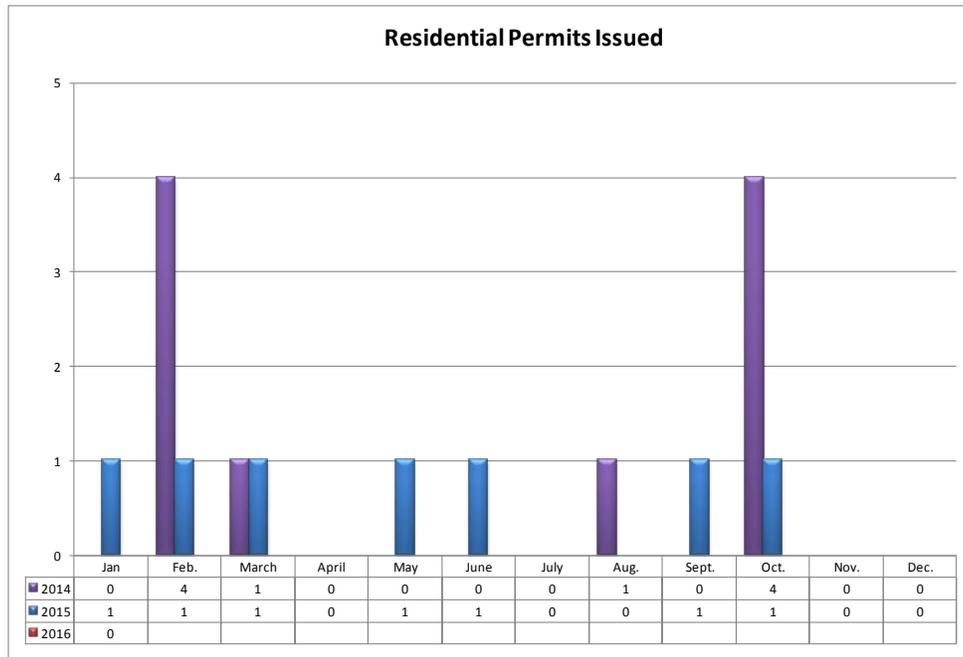
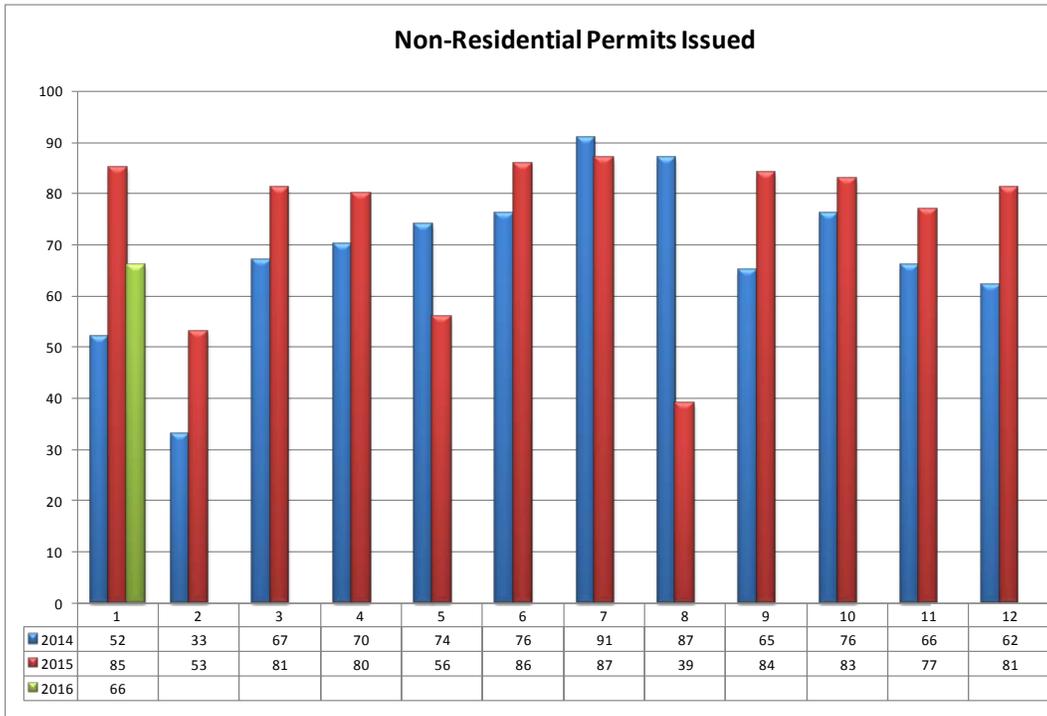
412 W. 1<sup>st</sup> has been removed.

## Code Enforcement:

The code enforcement officer came in for cases that are in court in January. Other issues are handled by complaint.

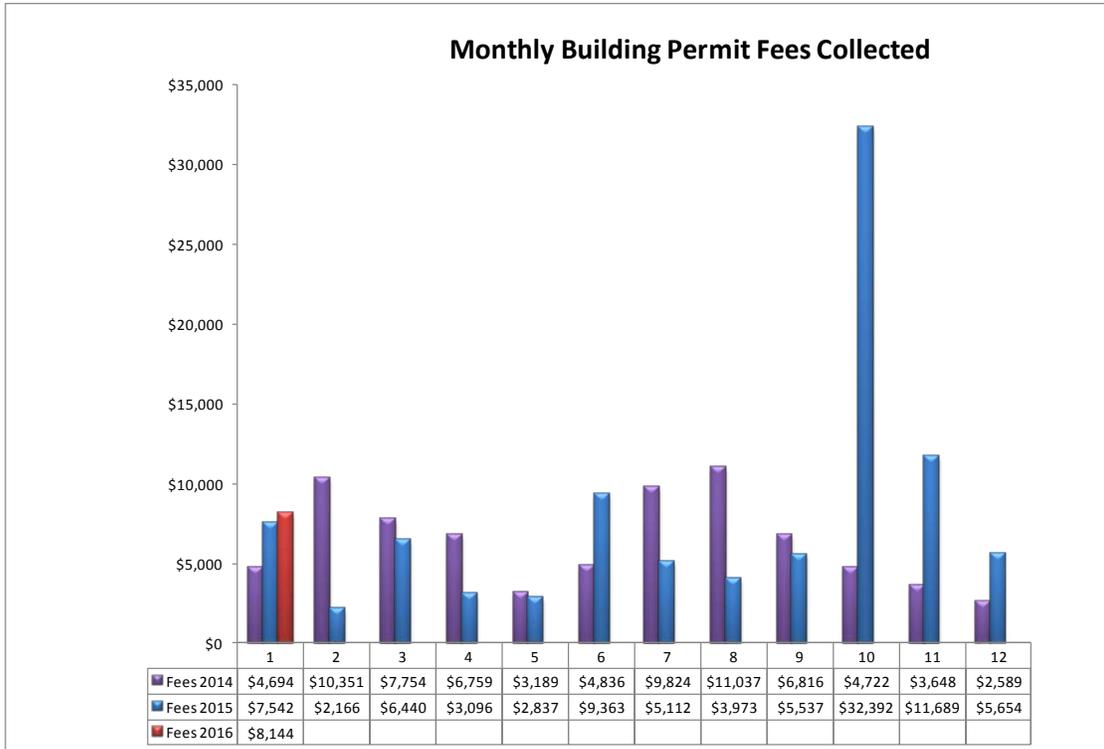


**Permits:**



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 2016:**

Permit fees to date:	\$ 8,144.22
Planning fees to date:	<u>\$ .00</u>
Total received to date:	\$ 8,144.22



Jeff H. Carner  
Fire Chief

## OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS

### Monthly Report January, 2016

**Calls for Service:** The department responded to 132 calls for service and experienced an estimate \$88,000 in fire loss for the month. We had three structure fires located at: 814 S Cherry, 636 S Locust, and 2130 E Wilson.

**Inspections:** A total of 47 business and residential inspections were completed.

**Training:** Shift personnel conducted 325 hours of training with most of these hours dedicated to driver training and building construction.

**Public Education:** During the month we provided three 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 {01/01/2016} And  
{01/31/2016}**

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
100 Fire, Other	1	0.76%	\$500	0.56%
111 Building fire	4	3.03%	\$87,500	99.43%
113 Cooking fire, confined to container	1	0.76%	\$0	0.00%
	<b>6</b>	<b>4.55%</b>	<b>\$88,000</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	2	1.52%	\$0	0.00%
311 Medical assist, assist EMS crew	90	68.18%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	9	6.82%	\$0	0.00%
322 Motor vehicle accident with injuries	2	1.52%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.76%	\$0	0.00%
	<b>104</b>	<b>78.79%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
412 Gas leak (natural gas or LPG)	1	0.76%	\$0	0.00%
424 Carbon monoxide incident	1	0.76%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	2	1.52%	\$0	0.00%
462 Aircraft standby	2	1.52%	\$0	0.00%
	<b>6</b>	<b>4.55%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
6111 Fire Alarm - Dispatched & cancelled en route	1	0.76%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en route	1	0.76%	\$0	0.00%
622 No Incident found on arrival at dispatch address	1	0.76%	\$0	0.00%
631 Authorized controlled burning	5	3.79%	\$0	0.00%
661 EMS call, party transported by non-fire agency	2	1.52%	\$0	0.00%
	<b>10</b>	<b>7.58%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	1	0.76%	\$0	0.00%
730 System malfunction, Other	2	1.52%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	0.76%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	0.76%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.76%	\$0	0.00%
	<b>6</b>	<b>4.55%</b>	<b>\$0</b>	<b>0.00%</b>

Total Incident Count: 132

Total Est Loss: \$88,000



## City of Ottawa Human Resources Department Monthly Report –January 2016

The following highlights Human Resource Department activities that occurred during January 2016.

- At the January 11, 2016 Study Session, City Manager Richard U. Nienstedt, Finance Director Scott Bird, Human Resources Director Michelle Stegman along with our Truss Account Executive (property and casualty broker), Linda Minson conducted an overview on the City flood coverage policies. The City Commission requested that City Staff bring back a recommendation. City Staff further evaluated the policies and will bring a recommendation back to a Study Session in February 2016.
- The City's Healthcare Plan converted from the Coventry to the Aetna platform on January 1, 2016. Staff and employees discovered that our plan design (among other issues), did not get set up correctly by Aetna. Due to this, HR Staff has worked diligently with our brokers, Truss to resolve each issue that affected our employees and their families. We have been assured that this will be remedied very soon.
- The City of Ottawa and K-State Research and Extension Frontier District 1<sup>st</sup> healthy cooking class "Healthy Dips and Snacks" was held on January 20, 2016.
- The 2016 enhanced wellness program that incorporated the use of a Fitbit tracker is off to a great start. Currently we have 112 employees that are actively participating. Program participants that registered completed a wellness challenge: Achieve the distance to Arrowhead Stadium from City Hall, Ottawa, Kansas – 58.4 miles.

### Recruitment

#### Promotions

None

#### New Hires

None

#### Departures

None

### Risk Management/Safety/Loss Control:

#### Training

Jim Jackson with Kansas Municipal Utilities conducted training sessions on Safety Attitude – Planning on Working Safely on January 20, 2016.

#### Safety Committee Meeting

There was no Safety Meeting in January 2016.

#### Workers' Compensation Injuries/Illnesses

1. 1/4/16 – A Street Department employee sustained a strain to their shoulder while lifting a bucket of salt onto a back of a truck.
2. 1/13/16 - A Police Department employee rolled their ankle during tactical team training.

City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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



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### Tort Claims

7/22/15 – Patron of the Ottawa Library fell 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. EMC declined liability and found no negligence on behalf of the City. Received medical authorization form and is awaiting bills. \$5,000 exists for medical coverage. **Open**

### Commercial Automobile

n/a

### Inland Marine

n/a

### 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. 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 to a limit of \$5,000.00 to help pay for out of pocket expenses. Adjuster is still waiting for medical bills from Medicare. The adjuster sent a letter to Medicare along with consent to release form and is awaiting a Conditional Payment Letter so EMC can reimburse Medicare. 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**

### 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 it is in litigation. \$3,000 deductible. **Open**

# Ottawa Information Technology (IT) Department

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**Date:** February 9, 2016

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

**From:** Chuck Bigham, IT Director

**Subject:** January IT Monthly Report

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## IT Trouble Tickets & Other-

97 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, Martin Luther King Commemoration, Legislative Coffee, CALEA Presentation, America's Army and White House Chronicle.

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

## Web Site

12 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, 1 Legislative Coffee, 1 Martin Luther King Commemoration.

## FaceBook-

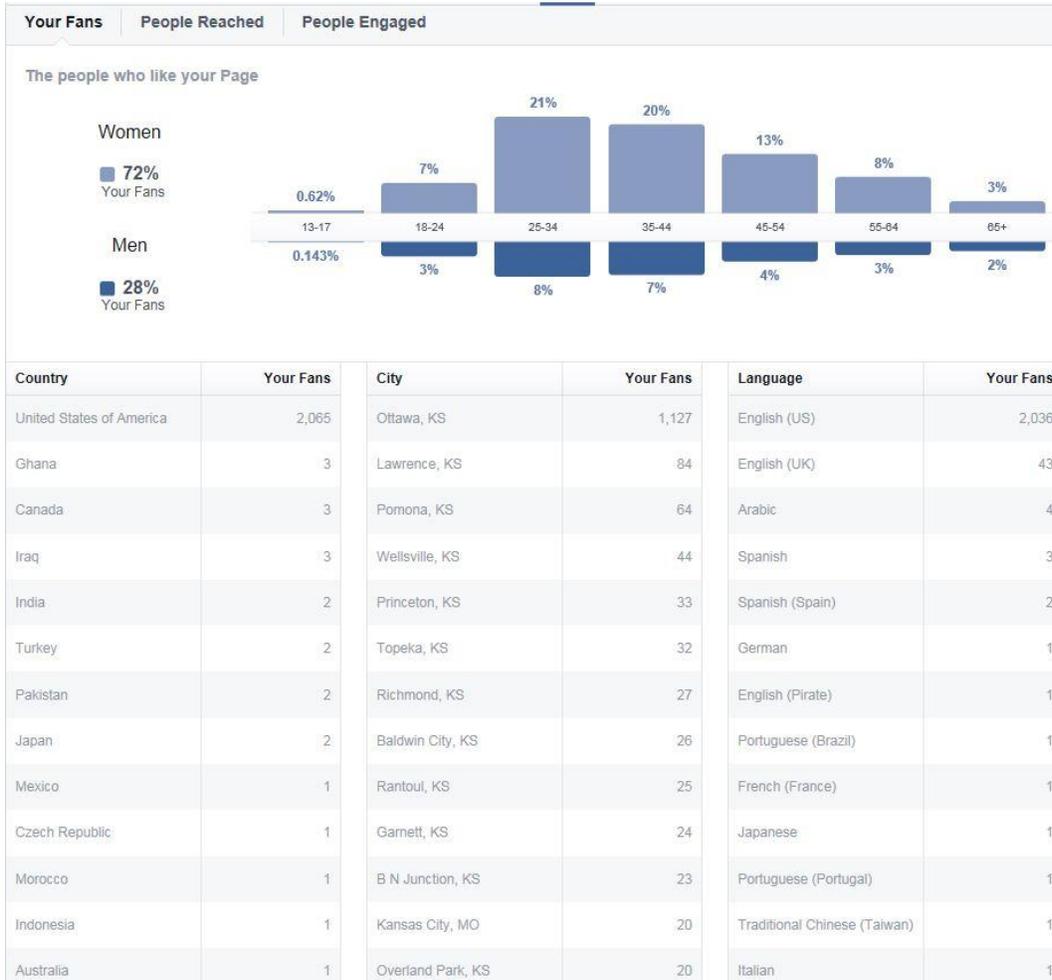
Updates Provided- Videos Posted (same as website). News Articles Linked. Promotion of upcoming events. Crime of the week added for Crime Stoppers. Updated Found Property List added. Photos and videos taken at CALEA Presentation. DARE camp video completed and Playful City USA video completed and promoted.

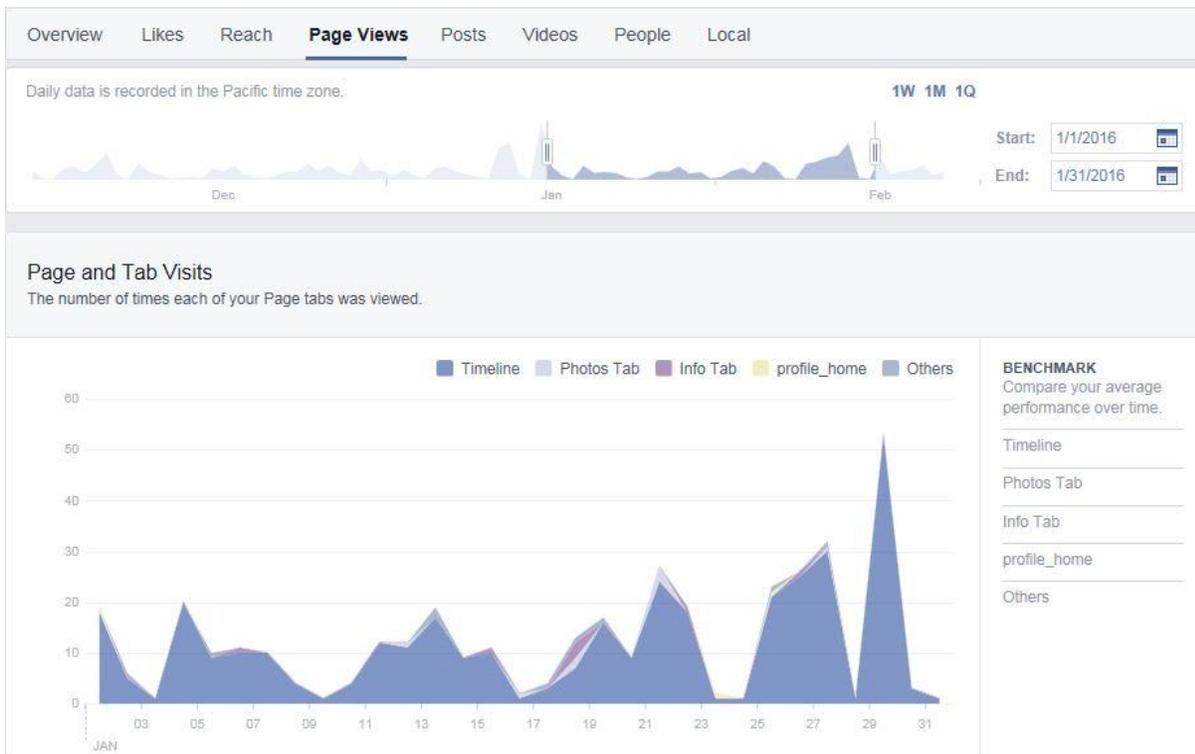
Total Likes: 2,095      See attached graphs

## Other Activities-

Twitter account maintained currently at **477 followers** (see attached graphs). Instagram followers are at **44**. 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. City account added to Hootsuite in order to schedule news releases & postings on social media.

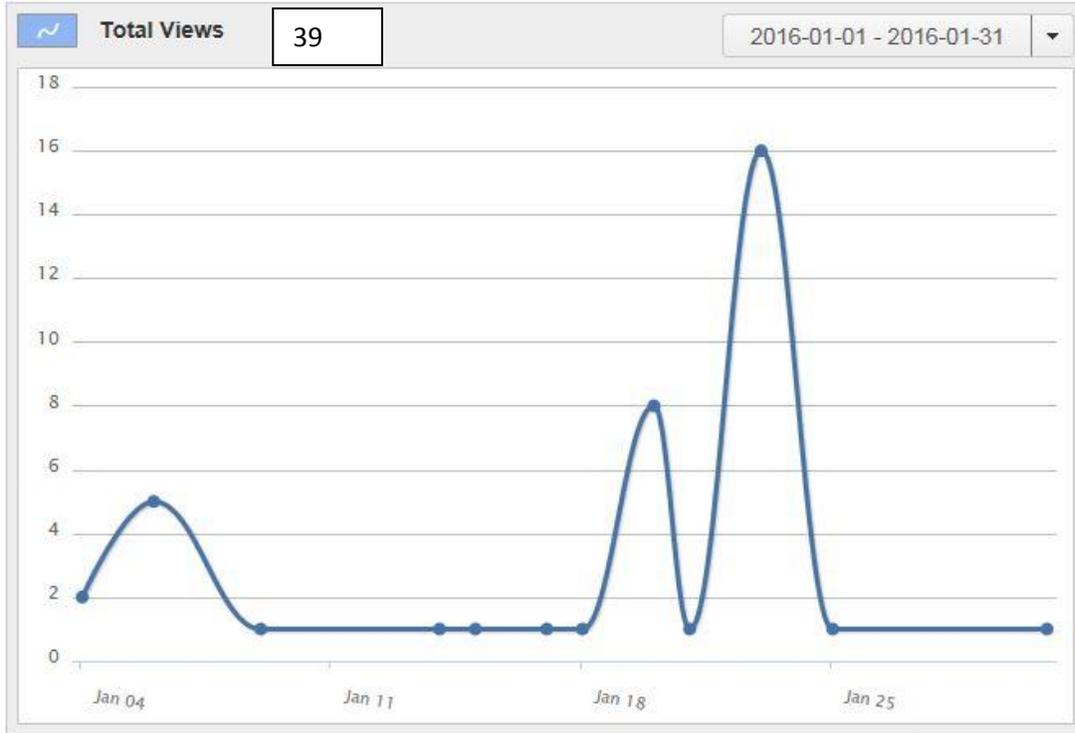
**Facebook January 2016**  
**Demographics and Location of people who like the City of Ottawa Facebook page.**  
**Total Likes for January were: 2,095**





**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 January 2016



Export this period in CSV Day Month

Datetime	Views
Jan 04	2
Jan 06	5
Jan 09	1
Jan 14	1
Jan 15	1
Jan 17	1
Jan 18	1
Jan 20	8
Jan 21	1
Jan 23	16
Jan 25	1
Jan 31	1

## Twitter January 2016

Jan 1, 2016 - Jan 31, 2016

Where did my branded header go?

# @ottawaksgov twitter

### Twitter : Profile Summary



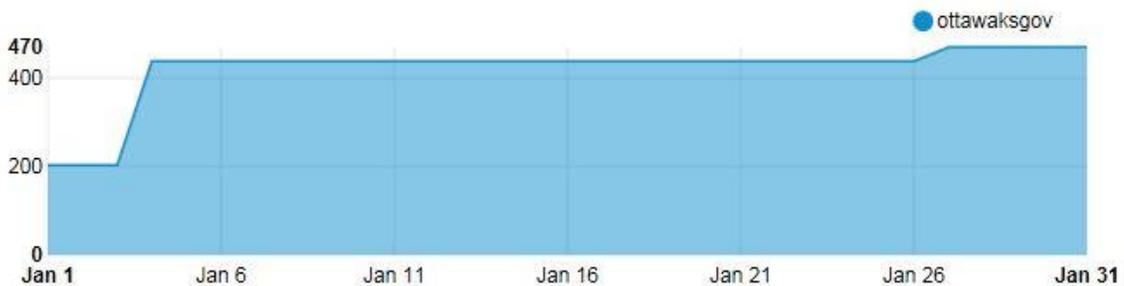


**@ottawaksgov**  
CityofOttawa  
Ottawa, KS

Official twitter account for the City of Ottawa, KS

Followers	<b>477</b>
Following	<b>61</b>
Listed	<b>10</b>

### Twitter : Follower Growth



POWERED BY **TWITTER**  
**COUNTER**

Listed means other people sort you by a category, celebrities, random people, my friends, etc. So if you have 0 listed no one listed you on a category

# *Police Department City of Ottawa, Kansas*

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## **MEMORANDUM**

DATE: FEBRUARY 1, 2016  
TO: RICHARD U. NIENSTEDT, CITY MANAGER  
FROM: DENNIS P. BUTLER, CHIEF OF POLICE  
SUBJECT: JANUARY 2016 MONTHLY REPORT

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The purpose of this memorandum is to report activities involving various police department personnel during January 2016. Employees and volunteers participated in or attended the following activities:

- Volunteers in Police Service (VIPS) provided 121 hours of service
- Completed a Detective Unit selection process. Officers Nick Goodwin and Casey Gillmore were selected and will report when the deployment of newly trained officers to patrol occurs.
- Attended retreats with John Divine
- Local Chamber coffee ceremony to receive CALEA award
- Meeting with new Ottawa Middle School staff to discuss police/school expectations. Also, we provided Active Shooter information to the staff.
- Polar Plunge Fundraiser for Special Olympics raised more than \$800 and counting
- Provided Commissioner Graves a tour of the OPD and she participated in a Firearms Training System (FATS) scenario
- 2016 Legislative Coffee at City Hall
- 2016 Joint Law Enforcement Legislative Day in Topeka
- Updated CIP request with Donyelle Wolfe
- Ottawa Community Advisory Group
- On January 15, 2016, Joe Carrier and Paola Alarcon graduated from KLETC and finished academically 1<sup>st</sup> and 3<sup>rd</sup>, respectively. Officer Carrier was the class president and delivered a speech on behalf of his classmates. In addition, Officer Carrier was recognized for reaching voluntary physical fitness goals. Tylor Wyatt and Chris Forsberg continue their basic training and Sarah Frazee continues field training
- “Blue Courage” Informational seminar at KLETC, a nationally recognized training program this is designed to transform the law enforcement culture from a “warrior to a guardian” philosophy
- Chamber of Commerce Annual Banquet
- Continued participation on KBI Work Group regarding untested Sexual Assault Kits

- Ottawa Police Foundation
- Addressed Franklin County Leadership regarding servant leadership, Local Emergency Planning Meeting, monthly supervisors' meeting, various Chamber events, Rotary, 911 Advisory Board Franklin County Domestic Violence Response Team, and other various meetings; and

I am happy to answer any questions.  
Thank you.

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

	JAN 2016		JAN 2015	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	2	0	4	0
Burglary	0	0	0	0
Murder	0	0	0	0
Rape	0	0	1	0
Robbery	0	0	0	0
Theft	6	1	5	0
Theft: Auto	0	0	0	0
<b>Total Part One Arrests</b>	<b>8</b>	<b>1</b>	<b>10</b>	<b>0</b>

**OTHER ARRESTS**

Assault	0	0	1	0
Assault: LEO	0	0	0	0
Battery	2	2	14	0
Battery: Domestic	3	0	4	0
Battery: LEO	0	0	0	0
Criminal Damage Property	4	1	4	0
Criminal Threats	0	0	1	0
Disorderly Conduct	6	2	3	0
Driving Under Influence	7	0	9	0
Drug Offense Arrests	15	0	13	0
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	6	0	1
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	6	0	4	3
Phone Harassment	0	0	0	0
Sexual Offense Arrests	0	0	0	0
Suicide	0	0	0	0
Vehicle Related Arrests	12	2	35	0
All Other Arrests	25	3	35	0
<b>Total Part Two Arrests</b>	<b>80</b>	<b>16</b>	<b>123</b>	<b>4</b>

**TOTAL ARRESTS**

**105**

**137**

**REPORTED CRIMES  
PART ONE OFFENSES**

	JAN 2016		JAN 2015	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	0	0	0	0
Assault: Aggravated (Agg. Battery)	3	2	5	3
Burglary	3	0	10	8
Murder	0	0	0	0
Rape	0	0	4	1
Robbery	0	0	0	0
Theft	21	10	19	9
Theft: Auto	0	0	1	0
<b>Total Part One Crimes</b>	<b>27</b>	<b>12</b>	<b>39</b>	<b>21</b>

**OTHER CRIMES**

Assault	0	0	1	1
Assault: LEO	0	0	0	0
Battery	3	3	7	7
Battery: Domestic	3	3	4	4
Battery: LEO	0	0	0	0
Criminal Damage Property	10	8	13	9
Criminal Threats	0	0	4	2
Disorderly Conduct	4	4	2	2
Driving Under Influence	7	7	10	10
Drug Offenses	28	28	14	14
Forgery	0	0	1	0
Homicide	0	0	0	0
Juvenile Offenses	6	6	2	2
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	2	2	6	6
Phone harassment	0	0	0	0
Sex Offenses	0	0	3	0
Suicide	0	0	1	1
Vehicle Related Offenses	38	36	42	42
All Other Offenses	32	31	53	49
<b>Total Part Two Crimes</b>	<b>133</b>	<b>128</b>	<b>163</b>	<b>149</b>

**OTHER ACTIVITIES**

<b>Calls for Service</b>	<b>1120</b>	<b>1114</b>
<b>Traffic Accidents</b>	<b>16</b>	<b>14</b>
<b>Warrants Served</b>	<b>16</b>	<b>24</b>

**TOTAL INCIDENTS / CALLS FOR SERVICE** **1312**

**1340**

ANIMAL CONTROL JANUARY 2016			
ACTIVITY	Jan-16	Jan-15	Yr to Date
Domestic animals taken to shelter	7	22	7
Dead animals (wild) collected	2	5	2
Dead animals (domestic) collected	0	2	0
Wild animals trapped	15	9	15
Trap usage (days)	58	34	58
Dog ordinance violation citation	0	0	0
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	15	30	15

COURT FEES JANUARY 2016

		COURT FEES		Ct. Costs	STATE FEES	CCSFF	Ct Training	Fee	Combined	2016
Violation		Misc.	[\$75.00]	[20.00]	[250.00]	[.50]	Totals	Total		
Jan-15	\$21,807.94	\$940.06	\$6,143.71	\$1,535.93	\$1,449.07	\$51.29	\$10,120.06	\$31,928.00		
Jan-16	\$19,551.19	\$784.00	\$5,406.27	\$1,335.48	\$518.52	\$49.73	\$8,094.00	\$27,645.19	<b>MUNICIPAL COURT</b>	
Jan-15 YTD	\$21,807.94	\$940.06	\$6,143.71	\$1,535.93	\$1,449.07	\$51.29	\$10,120.06	\$31,928.00	<b>CASES FILED</b>	
Jan-16 YTD	\$19,551.19	\$784.00	\$5,406.27	\$1,335.48	\$518.52	\$49.73	\$8,094.00	\$27,645.19	<b>JAN</b>	
									Crimes against persons	6
									Crimes against property	12
									Driving Under The Influence	9
									Fleeing a Police Officer	
									Other Crimes	19
									Reckless Driving	2
									Traffic Violations	87
									Tobacco Infrancions	0
									<b>TOTAL CASES FILED</b>	<b>135</b>
									<b>Court Revenues (fines &amp; court costs)</b>	<b>\$24,957.46</b>
									Dismissals	28
									Diversion agreements	5
									Guilty pleas	81
									Trials (on pleas of not guilty)	3
									<b>TOTAL CASES CLOSED</b>	<b>117</b>
<p>~~Violation Fines-- Fine paid for violating the law.                  ~~Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.).                  ~~State Fees -Municipal court assessments listed and authorized by K.S.A. 12-4117                  ~~Misc.-- Restitution paid to victims. Witness fees, overpayments and reinstatement fees.                  ~~CCSFF--Community Corrections Supervision Fee Fund-\$250 from each D.U.I. as of 7/1/12</p>										

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

**DATE:** February 9, 2016  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** January 2016 ENFORCEMENT STATISTICS

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

**The breakdown is as follows:**

013 DISOBEY TRAFFIC SIGNAL	3	193 NO LICENSE IN POSSESSION	1
029 RECKLESS DRIVING	2	194 SUSPENDED OPERATORS LICENSE	8
030 DUI	5	198 ILLEGAL TAG	14
033 SPEEDING	34	200 KNOWINGLY OPER W/O INSURANCE	22
046 IMPROPER DRIVING LANED ROAD	1	3.1 BATTERY	3
047 FOLLOWING TOO CLOSE	1	5.8 PURCHASE, COMSUMPTION, OR POSSESSION OFA	6
051 IMPROPER U-TURN	1	6.1 THEFT/THEFT OF SERVICES	7
054 UNSAFE TURNING/STOPPING ETC	9	6.6 CRIMINAL DAMAGE TO PROPERTY	2
058 FAIL TO YIELD VEH TURNING LEFT	1	6.7 CRIMINAL TRESPASS	2
059 FAIL TO YIELD STOP/YIELD SIGN	4	7.2 INTERFERENCE WITH LAW ENFORCEMENT	4
074 PEDESTRIAN UNDER INFLUENCE	1	9.1 DISORDERLY CONDUCT	2
083 IMPROPER STOPPING/STANDING IN ROADWAY	1	182A NO SEAT BELT	3
086 IMPROPER PARKING	1	30.2 REFUSAL PRELIMINARY BREATH TEST	1
096 PARKING IN NO PARKING ZONE	6	9.10 HARASSMENT TELEPHONE/RADIO	1
104 INATTENTIVE DRIVING	2	182.1 SEATBELT	4
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	4	3-213 KEEPING VICIOUS ANIMAL	1
115 UNLAWFUL RIDING	1	12-311 PARKING - TWO HOUR LIMIT	61
117 LIMITATIONS ON BACKING	1	16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
144 DRIVING W/O HEADLIGHTS	1	16-303 UNLAWFUL USE OF DRUG PARAPHERNALIA	4
146 DEFECTIVE HEADLAMPS	1	16-307 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	3
147 DEFECTIVE TAIL LAMP	1		
182 CHILD PASSENGER SEATS	1		
192 NO OPERATOR LICENSE	4		

\*\* Report Total: 236 \*\*

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

3 Domestic Battery	1 Agg Assault / Battery	2 Battery
0 Burglary	2 Criminal Damage	4 D.U.I.
3 Theft	10 Traffic	1 Endangering Child
0 Liquor Violations	0 Prescription Drugs	11 Misc. Charges
		21 Possession Drugs/Paraphenalia

# Arrests - By Violation

01\01\2016  
thru 01\31\2016

Violation	# of Offenses
AGG BATTERY;KNOWINGLY USE PHYSICAL CONTACT IN ANGRY/RUDE MANNER W/WEAPON	1
AGG BATTERY;RECKLESS GREAT BODILY HARM	1
AGG BATTERY;RECKLESS GREAT BODILY HARM	1
ANIMAL,CRUELTY TO ANIMALS, FAIL TO PROVIDE FOOD,WATER,SHELTER	1
ANIMALS: KEEPING VICIOUS ANIMALS	2
ANIMALS: PIT BULLS PROHIBITED	1
ANIMALS: REGISTRATION REQUIREMENTS	1
ANIMALS: RUNNING AT LARGE	1
ANIMALS: VACCINATION REQUIREMENTS	1
ASSAULT,AGG	2
BATTERY	5
BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY	1
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	4
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	1
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	1
BATTERY;SCHOOL EMPLOYEE	2
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME	1
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT	1
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	1
CINC; PHYSICAL MENTAL OR EMOTIONAL ABUSE, OR NEGLECT, OR SEXUAL ABUSE	1
CINC; RUNAWAY FROM HOME	2
CIVIL WARRANT	2
CONTRABAND IN CORRECTIONAL/CARE FACILITY, GUN/AMMO/CONTROLLED SUBSTANCE	1
COURT COMMITMENTS FCDC	4
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	8
CRIMINAL DEPRIVATION OF PROPERTY;OTHER THAN CAR/GUN	1
CURFEW VIOLATION	3
DISORDERLY CONDUCT	6
DRUGS: TAX STAMP VIOLATION; AFFIXED	1
DRUGS: TAX STAMP; NO DRUG	2
DRUGS:DISTRIBUTE CERTAIN DEPRESSANTS DOSE<10 UNITES	1
DRUGS:DISTRIBUTE MARIJUANA <25 GR	1
DRUGS:DISTRIBUTE MARIJUANA/CERTAIN HALLUCINOGENICS 3.5-100 GR 1000 FT SCHOOL	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS <3.5 GR	2
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	8
DRUGS; POSSESSION OF PARAPHERNALIA (F)	3
DRUGS; POSSESSION OF PARAPHERNALIA (M)	18
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	8
DUI: REFUSAL OF PRELIMINARY BREATH TEST	4
DUI:DRIVING UNDER INFLUENCE	3
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	2
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	5
DUI; 4TH OR SUBSEQUENT CONV BLOOD OR BREATH	1
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	3
ENDANGERING A CHILD	1
ENDANGERING A CHILD, AGG, RECKLESS SITUATION TO CHILD <18 YOA	1
FAILURE TO APPEAR	12
FINANCIAL CARD, CRIMINAL USE OF	1
FORGERY, MAKING OR ALTERING A WRITTEN INSTRUMENT	1
FTA	4

Violation	# of Offenses
IDENTITY THEFT; USE/SIMPLY TO OBTAIN DOCUMENT WITH PERSONAL INFORMATION	1
INDECENT LIBERTIES W/CHILD, AGG, INTERCOURSE WITH CHILD 14 < 16 YOA	1
LIQUOR; PURCHASE BY MINOR	1
LIQUOR;POSSESSION/CONSUMPTION MINOR	6
MAKING FALSE INFORMATION	3
PAROLE VIOLATION	1
PROBATION VIOLATION	11
RESISTING ARREST/ OBSTRUCTION LEO (F)	3
RESISTING ARREST/OBSTRUCTION OF LEO (M)	7
TAMPERING WITH ELECTRONIC MONITORING EQUIPMENT	1
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	3
THEFT OF PROPERTY < \$1000.00 W/ 2 OR MORE THEFT	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICE/ALL OTHER	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	3
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	3
THEFT; POSSESSION OF STOLEN PROPERTY <\$1000.00	1
TOBACCO: POSSESS TOBACCO BY MINOR	2
TRAFFIC, EMERGING FROM ALLEY OR PRIVATE DRIVEWAY OR BUILDING	1
TRAFFIC: DRIVE W/O LIGHTS	1
TRAFFIC: DRIVING IN VIOLATION OF RESTRICTIONS	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	21
TRAFFIC: EXPIRED TAGS	3
TRAFFIC: FAIL TO YIELD TO EMERGENCY VEHICLE	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE	1
TRAFFIC: IGNITION INTERLOCK DEVICE OPERATE CAR W/O DEVICE	1
TRAFFIC: IMPROPER TURN OR APPROACH	3
TRAFFIC: LAMPS AND EQUIPMENT REQUIRED	2
TRAFFIC: LANED ROADWAY; IMPROPER DRIVE	2
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	6
TRAFFIC: NON DRIVER ID; UNLAWFUL USE	2
TRAFFIC: RECKLESS DRIVING	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	7
TRAFFIC: UNLAWFUL REGISTRATION	1
TRAFFIC: UNLAWFUL USE OF TURN SIGNALS	1
TRAFFIC; IMPROPER STOP OR TURN SIGNAL	2
TRAFFIC; NO SEAT BELT	1
TRAFFIC;OPERATE VEHICLE W/O LIABILITY INSURANCE	2
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	1
WARRANT ARREST	6
WARRANT ARREST FOR OTHER JURISDICTION	12
WARRANT ARREST; FOR ANOTHER JURISDICTION	8
<b>Total Violations</b>	<b>278</b>
<b>Total Arrests</b>	<b>168</b>

# Incidents - By Violation

01\01\2016  
thru 01\31\2016

Violation	Incidents
ABANDONMENT OF A CHILD, AGG,GREAT BODILY HARM TO CHILD <14 YOA	1
AGG BATTERY;KNOWINGLY USE PHYSICAL CONTACT IN ANGRY/RUDE MANNER W/WEAPON	1
ANIMALS: KEEPING VICIOUS ANIMALS	2
ANIMALS: PIT BULLS PROHIBITED	1
ANIMALS: REGISTRATION REQUIREMENTS	1
ANIMALS: RUNNING AT LARGE	1
ANIMALS: VACCINATION REQUIREMENTS	1
ASSAULT,AGG	2
ASSAULT,AGG DEADLY WEAPON	1
BATTERY	2
BATTERY LEO; JUVENILE DETENTION FACILITY OFFICER	1
BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY	1
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	4
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	2
BATTERY;SCHOOL EMPLOYEE	2
BURGLARY AGG	1
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME	4
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT	2
BURGLARY;NON-DWELLING FELONY	2
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	2
CINC; ORDERS OF PROTECTIVE CUSTODY	1
CINC; PHYSICAL MENTAL OR EMOTIONAL ABUSE, OR NEGLECT, OR SEXUAL ABUSE	1
CINC; RUNAWAY FROM HOME	3
CIVIL WARRANT	2
CONTRABAND IN CORRECTIONAL/CARE FACILITY, GUN/AMMO/CONTOLLED SUBSTANCE	1
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	19
CRIMINAL DAMAGE TO PROPERTY,FELONY	1
CURFEW VIOLATION	2
DISORDERLY CONDUCT	4
DRUGS: POSS DRUG PARAPHERNALIA (M)	1
DRUGS: TAX STAMP VIOLATION; AFFIXED	1
DRUGS: TAX STAMP: NO DRUG	2
DRUGS:DISTRIBUTE CERTAIN DEPRESSANTS DOSE<10 UNITES	1
DRUGS:DISTRIBUTE MARIJUANA <25 GR	1
DRUGS:DISTRIBUTE MARIJUANA/CERTAIN HALLUCINOGENICS 3.5-100 GR 1000 FT SCHOOL	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS <3.5 GR	2
DRUGS:PRESCRIPTION,POSSESSION PRESCRIPTION ONLY DRUG	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	5
DRUGS; POSSESSION OF OPIATES,OPIUM,NARCOTIC & CERTAIN STIMULANT	1
DRUGS; POSSESSION OF PARAPHERNALIA (F)	3
DRUGS; POSSESSION OF PARAPHERNALIA (M)	15

Violation	Incidents
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	8
DUI: REFUSAL OF PRELIMINARY BREATH TEST	5
DUI:DRIVING UNDER INFLUENCE	4
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	2
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	4
DUI; 4TH OR SUBSEQUENT CONV BLOOD OR BREATH	1
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	3
ELECTRONIC SOLICITATION, OFFENDER BELIEVES CHILD >14 <16	1
ENDANGERING A CHILD	1
ENDANGERING A CHILD, AGG, RECKLESS SITUATION TO CHILD <18 YOA	1
ESCAPE,AIDING, ASSISTING ANOTHER IN CUSTODY	1
ESCAPE; AGGRAVATED ESCAPE FROM CUSTODY;USE OF VIOLENCE	1
FAILURE TO APPEAR	9
FINANCIAL CARD, CRIMINAL USE OF	2
FTA	4
IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS<\$100,000	3
INDECENT LIBERTIES W/CHILD, AGG, INTERCOURSE WITH CHILD 14 < 16 YOA	1
LIQUOR;POSSESSION/CONSUMPTION MINOR	3
MISTREATMENT DEP ADULT:DEPRIVE OF TREATMENT OR SERVICES	1
ORDER PROTECTIVE CUSTODY	3
PAROLE VIOLATION	1
PROBATION VIOLATION	7
RAPE, SEXUAL INTERCOURSE W/O CONSENT AND USE OF FORCE	1
RESISTING ARREST/ OBSTRUCTION LEO (F)	2
RESISTING ARREST/OBSTRUCTION OF LEO (M)	5
TAMPERING WITH ELECTRONIC MONITORING EQUIPMENT	1
THEFT OF MOTOR FUEL	4
THEFT OF PROPERTY < \$1000.00 W/ 2 OR MORE THEFT	2
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/FROM MOTOR VEHICLE	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	3
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	14
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	3
THEFT; < \$1000 OF PROPERTY OR SERVICES/VEHICLE PARTS	1
THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE	3
TOBACCO: POSSESS TOBACCO BY MINOR	2
TRAFFIC, EMERGING FROM ALLEY OR PRIVATE DRIVEWAY OR BUILDING	1
TRAFFIC: DRIVE W/O LIGHTS	1
TRAFFIC: DRIVING IN VIOLATION OF RESTRICTIONS	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	16
TRAFFIC: EXPIRED TAGS	3
TRAFFIC: FAIL TO YIELD TO EMERGENCY VEHICLE	1
TRAFFIC: FAILURE TO REPORT ACCIDENT	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT; INJURY OR DAMAGE OVER \$1000	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE	6
TRAFFIC: FOLLOW VEHICLE TOO CLOSELY	1
TRAFFIC: IMPROPER BACKING	1
TRAFFIC: IMPROPER TURN OR APPROACH	4
TRAFFIC: LAMPS AND EQUIPMENT REQUIRED	2
TRAFFIC: LANED ROADWAY; IMPROPER DRIVE	3
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	6
TRAFFIC: NON DRIVER ID; UNLAWFUL USE	2
TRAFFIC: RECKLESS DRIVING	1

<b>Violation</b>	<b>Incidents</b>
TRAFFIC: TRANSPORTING OPEN CONTAINER	7
TRAFFIC: UNLAWFUL REGISTRATION	1
TRAFFIC: UNLAWFUL USE OF TURN SIGNALS	1
TRAFFIC; IMPROPER STOP OR TURN SIGNAL	2
TRAFFIC; NO SEAT BELT	1
TRESPASS, ENTER POSTED, LOCKED OR FENCED PROPERTY	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	1
WARRANT ARREST	6
WARRANT ARREST FOR OTHER JURISDICTION	10
WARRANT ARREST; FOR ANOTHER JURISDICTION	6
<b>Total Violations</b>	<b>298</b>
<b>Total Incidents</b>	<b>244</b>

# Calls Report - By Call Disposition

01\01\2016  
thru 01\31\2016

<b>Disposition</b>	<b># Of Calls</b>
ARREST	48
BACKUP	23
CITATION ISSUED	15
DUPLICATE CALL	3
FALSE ALARM	11
GENERAL INFORMATION	34
HBO-NO REPORT	1,729
NO CONTACT	79
OTHER	15
RE-ASSIGNED TO NEW CALL	7
REPORT	420
UNFOUNDED	535
UNKNOWN	2
WARNING	17
<b>Total</b>	<b>2,938</b>

# Arrests - By Violation

01\01\2016  
thru 01\31\2016

Violation	# of Offenses
AGG BATTERY;KNOWINGLY USE PHYSICAL CONTACT IN ANGRY/RUDE MANNER W/WEAPON	1
AGG BATTERY;RECKLESS GREAT BODILY HARM	1
AGG BATTERY;RECKLESS GREAT BODILY HARM	1
ANIMAL,CRUELTY TO ANIMALS, FAIL TO PROVIDE FOOD,WATER,SHELTER	1
ANIMALS: KEEPING VICIOUS ANIMALS	2
ANIMALS: PIT BULLS PROHIBITED	1
ANIMALS: REGISTRATION REQUIREMENTS	1
ANIMALS: RUNNING AT LARGE	1
ANIMALS: VACCINATION REQUIREMENTS	1
ASSAULT,AGG	2
BATTERY	5
BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY	1
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	4
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	1
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	1
BATTERY;SCHOOL EMPLOYEE	2
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME	1
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT	1
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	1
CINC; PHYSICAL MENTAL OR EMOTIONAL ABUSE, OR NEGLECT, OR SEXUAL ABUSE	1
CINC; RUNAWAY FROM HOME	2
CIVIL WARRANT	2
CONTRABAND IN CORRECTIONAL/CARE FACILITY, GUN/AMMO/CONTROLLED SUBSTANCE	1
COURT COMMITMENTS FCDC	4
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	8
CRIMINAL DEPRIVATION OF PROPERTY;OTHER THAN CAR/GUN	1
CURFEW VIOLATION	3
DISORDERLY CONDUCT	6
DRUGS: TAX STAMP VIOLATION; AFFIXED	1
DRUGS: TAX STAMP; NO DRUG	2
DRUGS:DISTRIBUTE CERTAIN DEPRESSANTS DOSE<10 UNITES	1
DRUGS:DISTRIBUTE MARIJUANA <25 GR	1
DRUGS:DISTRIBUTE MARIJUANA/CERTAIN HALLUCINOGENICS 3.5-100 GR 1000 FT SCHOOL	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS <3.5 GR	2
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	8
DRUGS; POSSESSION OF PARAPHERNALIA (F)	3
DRUGS; POSSESSION OF PARAPHERNALIA (M)	18
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	8
DUI: REFUSAL OF PRELIMINARY BREATH TEST	4
DUI:DRIVING UNDER INFLUENCE	3
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	2
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	5
DUI; 4TH OR SUBSEQUENT CONV BLOOD OR BREATH	1
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	3
ENDANGERING A CHILD	1
ENDANGERING A CHILD, AGG, RECKLESS SITUATION TO CHILD <18 YOA	1
FAILURE TO APPEAR	12
FINANCIAL CARD, CRIMINAL USE OF	1
FORGERY, MAKING OR ALTERING A WRITTEN INSTRUMENT	1
FTA	4

Violation	# of Offenses
IDENTITY THEFT; USE/SIMPLY TO OBTAIN DOCUMENT WITH PERSONAL INFORMATION	1
INDECENT LIBERTIES W/CHILD, AGG, INTERCOURSE WITH CHILD 14 < 16 YOA	1
LIQUOR; PURCHASE BY MINOR	1
LIQUOR;POSSESSION/CONSUMPTION MINOR	6
MAKING FALSE INFORMATION	3
PAROLE VIOLATION	1
PROBATION VIOLATION	11
RESISTING ARREST/ OBSTRUCTION LEO (F)	3
RESISTING ARREST/OBSTRUCTION OF LEO (M)	7
TAMPERING WITH ELECTRONIC MONITORING EQUIPMENT	1
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	3
THEFT OF PROPERTY < \$1000.00 W/ 2 OR MORE THEFT	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICE/ALL OTHER	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	3
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	3
THEFT; POSSESSION OF STOLEN PROPERTY <\$1000.00	1
TOBACCO: POSSESS TOBACCO BY MINOR	2
TRAFFIC, EMERGING FROM ALLEY OR PRIVATE DRIVEWAY OR BUILDING	1
TRAFFIC: DRIVE W/O LIGHTS	1
TRAFFIC: DRIVING IN VIOLATION OF RESTRICTIONS	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	21
TRAFFIC: EXPIRED TAGS	3
TRAFFIC: FAIL TO YIELD TO EMERGENCY VEHICLE	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE	1
TRAFFIC: IGNITION INTERLOCK DEVICE OPERATE CAR W/O DEVICE	1
TRAFFIC: IMPROPER TURN OR APPROACH	3
TRAFFIC: LAMPS AND EQUIPMENT REQUIRED	2
TRAFFIC: LANED ROADWAY; IMPROPER DRIVE	2
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	6
TRAFFIC: NON DRIVER ID; UNLAWFUL USE	2
TRAFFIC: RECKLESS DRIVING	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	7
TRAFFIC: UNLAWFUL REGISTRATION	1
TRAFFIC: UNLAWFUL USE OF TURN SIGNALS	1
TRAFFIC; IMPROPER STOP OR TURN SIGNAL	2
TRAFFIC; NO SEAT BELT	1
TRAFFIC;OPERATE VEHICLE W/O LIABILITY INSURANCE	2
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	1
WARRANT ARREST	6
WARRANT ARREST FOR OTHER JURISDICTION	12
WARRANT ARREST; FOR ANOTHER JURISDICTION	8
<b>Total Violations</b>	<b>278</b>
<b>Total Arrests</b>	<b>168</b>

# Citations - By Officer

01\01\2016  
thru 01\31\2016

Officer Name	Violation #	Citation #
ALARCON, P	3	3
ANDERSON, M	3	1
BERG, C	25	13
BLAIR, J	3	3
BROOKS, B	1	1
BRYAN, J	3	2
BULCOCK, J	2	2
BURKHART, S	3	2
CARLSON, A	72	72
CARLSON, E	10	9
CARRIER, J	5	4
COUGHLIN,	9	5
DRYDEN, H	2	1
FOLTZ, R	2	1
FRAZEE, S	7	6
GILLMORE, C	6	7
GOODWIN, N	32	17
HACKLER, D	14	9
HAWKINS, JW	1	1
HENDRICKSON, T	1	1
KERNS, J	19	13
LASSWELL, K	4	3
LUFT, B	9	7
MURPHY, R	20	16
NEISWENDER, R	7	5
PENCE, J	8	7
PROCACCINI, A	2	2
PUTNAM, A	3	1
RUSSELL, J	3	3
SCHAEFER, A	3	2
SIMMONS, C	53	44
VOIGTS, M	1	1
<b>Total</b>	<b>336</b>	<b>264</b>

# Accident - By Officer

01\01\2016  
thru 01\31\2016

Name	Number Of Accidents	Report Completed
ALARCON, P	1	0
ANDERSON, M	1	0
BROOKS, B	1	0
BRYAN, J	2	0
COUGHLIN,	4	0
CURRY, D	1	0
DRYDEN, H	2	0
FERGUSON, B	1	0
FRAZEE, S	2	0
GOODWIN, N	1	0
HALL, C	2	0
HENDRICKSON, T	2	0
KERNS, J	1	0
LASSWELL, K	1	0
LUFT, B	2	0
MURPHY, R	1	0
NEISWENDER, R	2	0
PENCE, J	4	0
PROCACCINI, A	1	0
PUTNAM, A	2	0
SCHAEFER, A	3	0
SIMMONS, C	3	0
VEGA, J	1	0
VOIGTS, M	5	0
WOODS, D	2	0
<b>Total</b>	<b>48</b>	<b>0</b>

# Arrests - By Officer

01\01\2016  
thru 01\31\2016

Officer	Arrests	Male	Female	White	Black	Indian	Asian	Unknown
AHRENS, T	2	2	0	2	0	0	0	0
ALARCON, P	4	4	0	3	1	0	0	0
ANDERSON, M	3	2	1	3	0	0	0	0
BENTLEY-DEU, C	2	1	1	2	0	0	0	0
BERG, C	13	10	3	13	0	0	0	0
BROOKS, B	1	1	0	1	0	0	0	0
BROOKS, T	2	1	1	2	0	0	0	0
BULCOCK, J	3	0	3	3	0	0	0	0
CARRIER, J	2	1	1	2	0	0	0	0
COUGHLIN,	2	1	1	1	1	0	0	0
CRANE, C	1	1	0	1	0	0	0	0
CURRY, D	1	0	1	1	0	0	0	0
DRYDEN, H	1	1	0	1	0	0	0	0
FOLTZ, R	1	0	1	1	0	0	0	0
FRAZEE, S	6	5	1	6	0	0	0	0
GILGES, B	2	2	0	1	1	0	0	0
GILLMORE, C	8	3	5	8	0	0	0	0
GOODWIN, N	11	6	5	8	3	0	0	0
GREY, N	4	3	1	4	0	0	0	0
HACKLER, D	7	5	2	7	0	0	0	0
HENDRICKSON, T	8	7	1	8	0	0	0	0
HOLLON, S	1	1	0	1	0	0	0	0
KERNS, J	3	2	1	2	1	0	0	0
LAMBIE, C	1	1	0	1	0	0	0	0
LARIOS, M	3	2	1	3	0	0	0	0
LASSWELL, K	1	1	0	1	0	0	0	0
LUFT, B	7	5	2	7	0	0	0	0
MENDELL, T	1	1	0	1	0	0	0	0
MURPHY, R	8	2	6	8	0	0	0	0
NEISWENDER, R	15	11	4	15	0	0	0	0
PENCE, J	4	2	2	4	0	0	0	0
POWELL, J	1	1	0	1	0	0	0	0
PRESSNELL, A	4	2	2	4	0	0	0	0
PROCACCINI, A	3	3	0	2	1	0	0	0
PUTNAM, A	3	3	0	3	0	0	0	0
REEDER, J	2	1	1	2	0	0	0	0
RHODES, T	3	2	1	1	2	0	0	0
RUSSELL, J	2	2	0	2	0	0	0	0
SCHAEFER, A	3	3	0	3	0	0	0	0
SIMMONS, C	7	4	3	7	0	0	0	0
UNKNOWN	2	2	0	1	1	0	0	0
VEGA, J	2	2	0	2	0	0	0	0
VOIGTS, M	2	2	0	2	0	0	0	0
WOODS, D	1	1	0	1	0	0	0	0
ZWEIFEL, M	5	4	1	5	0	0	0	0
<b>Total</b>	<b>168</b>	<b>116</b>	<b>52</b>	<b>157</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Field Interviews - By Officer

01\01\2016  
thru 01\31\2016

<b>Officer</b>	<b>Interviews</b>
CARRIER, J	5
FRAZEE, S	4
HAWKINS, JW	12
RUSSELL, J	8
WEINGARTNER, A	1
<b>Total</b>	<b>30</b>

# Incidents - By Officer

01\01\2016  
thru 01\31\2016

Officer	# of Incidents
AHRENS, T	3
ALARCON, P	11
ANDERSON, M	14
BENTLEY-DEU, C	1
BERG, C	13
BLAIR, J	2
BROOKS, B	3
BROOKS, T	8
BRYAN, J	1
BULCOCK, J	4
BURKHART, S	1
CARLSON, E	3
CARRIER, J	2
COUGHLIN,	8
CRANE, C	2
CURRY, D	4
DRYDEN, H	6
FERGUSON, B	1
FOLTZ, R	1
FRAZEE, S	11
GILGES, B	2
GILLMORE, C	16
GOODWIN, N	15
HACKLER, D	7
HALL, C	2
HAWKINS, JW	1
HENDRICKSON, T	10
KERNS, J	8
LASSWELL, K	8
LUFT, B	18
MURPHY, R	14
NEISWENDER, R	20
PEFFLY, S	1
PENCE, J	17
PROCACCINI, A	5
PUTNAM, A	12
REEDER, J	2
RHODES, T	3
RUSSELL, J	9
SCHAEFER, A	9
SCHMIDT, AJ	2
SIMMONS, C	18
THOMAS, L	4
THOMPSON, J	6
VEGA, J	4
VOIGTS, M	7
WOODS, D	3
<b>Total</b>	<b>322</b>

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, Lisa Borjas, Glora Mathews, Richard Nienstedt  
SUBJECT: January 2016 Monthly Activity Report/Public Works Projects Update  
DATE: February 2, 2016

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.

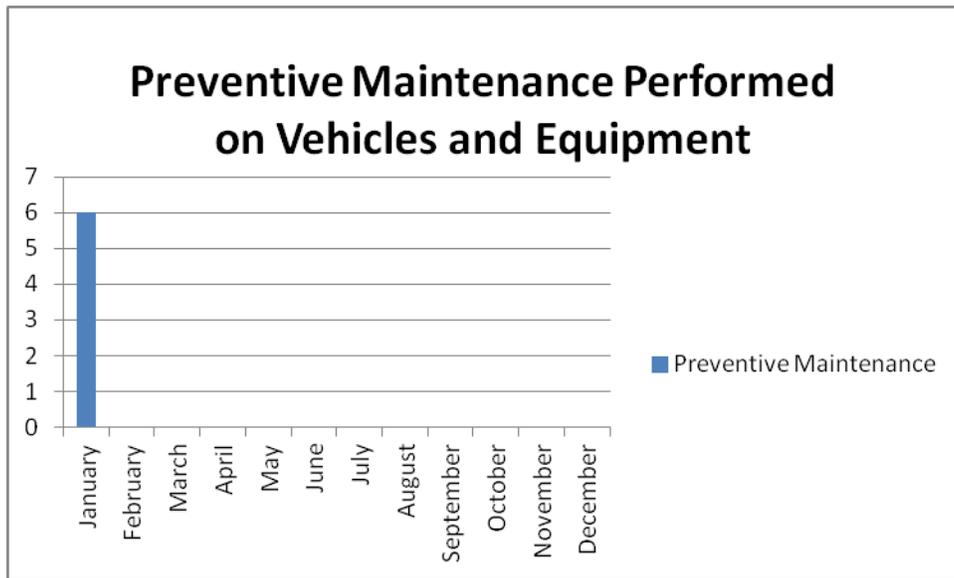
**Streets:**

- Patched potholes with cold patch material
- Finished up the tree removal list
- Continued cleaning out storm drains for the MS4s permit
- Continued trimming trees on the SW side of town
- Cleaned ditches in the 200 block of S. Poplar, 10<sup>th</sup> St from Cherry to Burroughs, Blackhawk from N Cedar to N Cherry, and Princeton St 21<sup>st</sup> to new Price Chopper
- Worked a snow storm from January 19 – 22
- Grades gravel roads

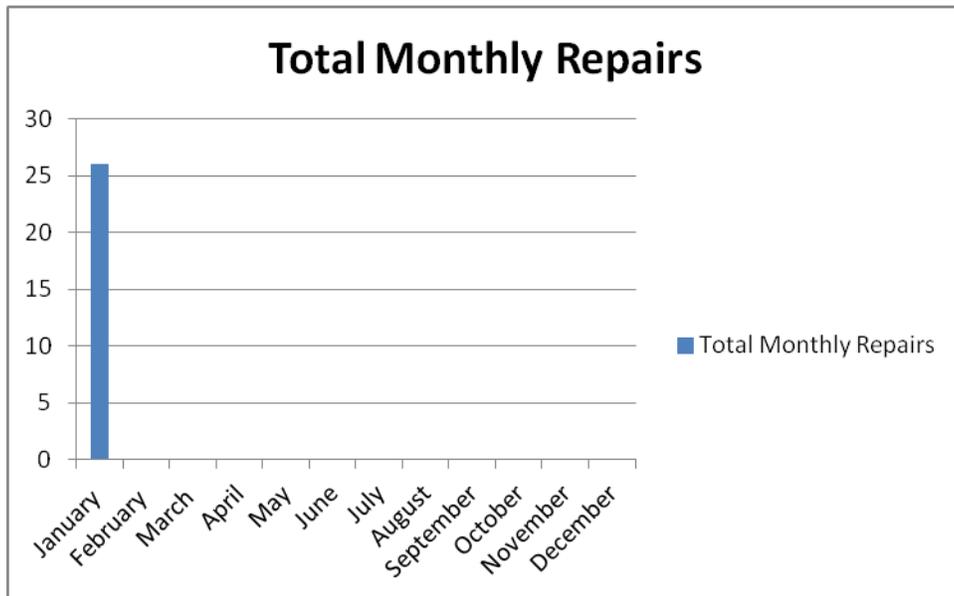
**Parks:**

- Installed new drain tube and gravel at Freedom Park
- Cut trees at Kanza and Heritage Park
- Painted lobby, hallway and conference room at the airport and replaced flag clips
- Plowed snow and spread salt on curb ramps
- Plowed airport runway
- Worked on fixing drainage ditch in Forest Park
- Burned leaves in Forest Park

**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.

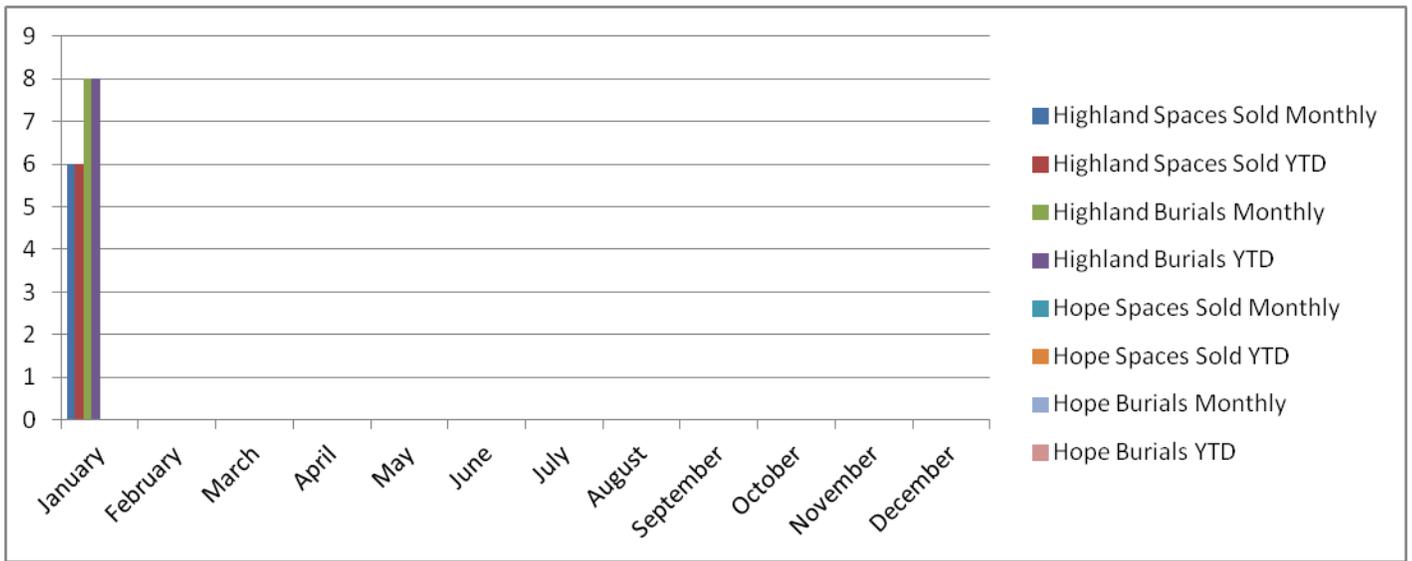


This chart shows the amount of repairs performed by the Fleet Maintenance Department, separated by department. These repairs vary from brake replacements to electrical problems.

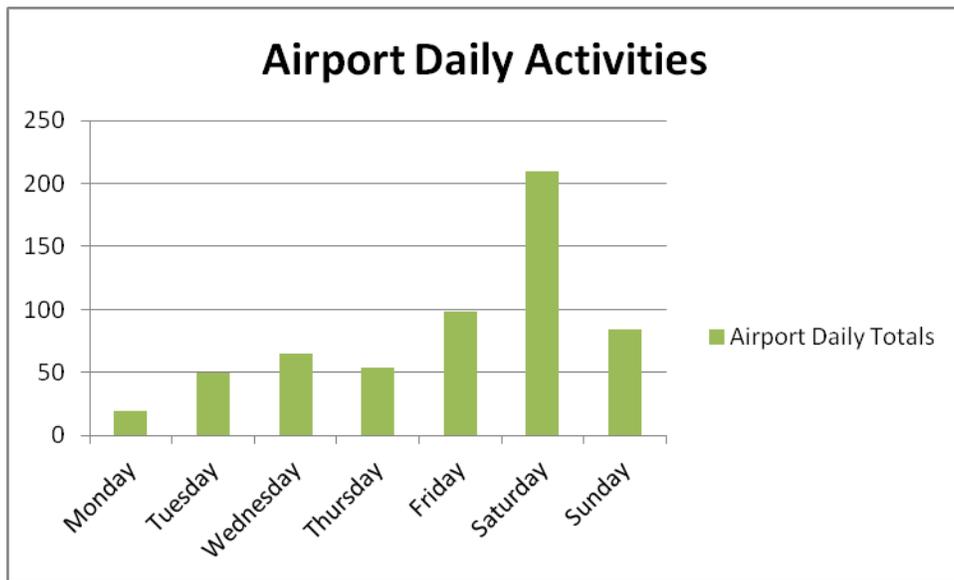


During the month of January all repairs were performed by city mechanics.

**Cemeteries:** Following are excerpts from the monthly Sextons' Reports: January 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 Friday and Saturday were the busiest days this month.



Airport fuel sales for Aviation Gas (100LL) during January 2016 amounted to 419 gallons (CY 2016 to date = 419 gal) and 0 gallons of Jet-A fuel (CY 2016 to date = 0 gal) were sold during the month of January. The “Courtesy Car” was used once this month.

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

**KMEA POWER SUPPLY COMMITTEE**

Purchase Power agreement for Marshall wind farm approved and will commence taking power in JULY 2016. Looking at collaborative solar opportunities within the KMEA footprint that could provide community solar opportunities. Researching transmission ownership that could help offset costs related to receiving power.

**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.

Final paperwork submitted to KDHE waiting for approval to move forward with RFP process.

**Electric Projects**

Contracted with SEGA to begin study of electric extension into the Rock Creek Development park received first draft and sent back for further considerations. 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.

Engineering line move for RMH expansion

Started construction on line move for COOP expansion

Extending fiber south from 15<sup>th</sup> St.

**Miscellaneous**

A) Solar project moving forward, plan to begin installation around April 1<sup>st</sup> working on preliminary preparation.

B) Contracted with Elster to develop test group of AMI Meters and are hoping to deploy by March 1<sup>st</sup> having some issues with Tyler configuration

**Water Line Repairs:**

**11th Locust 2- 8x7 wraps 3' of pipe**

**Repair of Sewer lines;**

**301 Beech broken/pluged dug two times**

**Replacement of Water Main Lines;**

**8th to 9th on Mulberry 685' of 8"**

# WATER PRODUCTION

JANUARY 2016

PUMP HOURS							
	#1 HIGH SERVICE	#2 HIGH SERVICE	#3 HIGH SERVICE	#4 HIGH SERVICE	#1 K68 BOOST	#2 K68 BOOST	#3 K68 BOOST
PRESENT	21337.1	21474.8	21676.8	21670.2	32527.8	49479.8	51277.9
PREVIOUS	21214.0	21353.5	21554.1	21547.4	32527.8	49479.8	51277.9
HOURS ON	123.1	121.3	122.7	122.8	0.0	0.0	0.0

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	#1 SLUDGE	#2 SLUDGE	BW Pump
PRESENT	20546.8	20546.4	20534.3	20545.0	53265.3	53259.4	574.7
PREVIOUS	20450.3	20426.5	20414.1	20449.0	52989.2	52992.6	572.3
HOURS ON	96.5	119.9	120.2	96.0	276.1	266.8	2.4

	#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	11069.8	11079.4	11073.6	11080.4	758.4	723.8	771.8
PREVIOUS	10983.1	10980.1	10976.6	10978.8	749.1	711.6	758.9
HOURS ON	86.7	99.3	97.0	101.6	9.3	12.2	12.9

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	31101.3	7303979	46392000	43605000	143246
PREVIOUS	31100.4	7278744	0	0	140913.0
DIFFERENCE	0.9	25235	46392000	43605000	2333
GALLONS	900	2,523,500	46,392,000,000	43,605,000,000	2,333,000

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	1,915	1,915
LIME	6,940	6,940
ALUM	0	0
AMMONIA	284	284
CARBON	220	220
FLUORIDE	1,026	1,026
POLYMER	7,643	7,643
CUSO4	0	0

TOTAL KWH	ELECTRIC METER READINGS							
	Plant M.	River M.	Low Lift M.	Sludge M.	Clearwell M.	Shop	K-68 Booster	N.E. Booster
<b>158676</b>	X120	X 40	X 40	X 0	X 40	X0	X0	X0
Present	72521	26111	66749	100716	7744	100056	81736	5466
Previous	71901	25731	66435	96586	6683	95805	78280	3227
Difference	620	380	314	4130	1061	4251	3456	2239
KWH	74400	15200	12560	4130	42440	4251	3456	2239
Demand	1.113	26111	0.783	7	4.34	0	4.33	25.941
KW Dem.	133.56	1044440	31.32	7	173.6	0	4.33	25.941

shop water 121.55

**WATER RECLAMATION FACILITY**

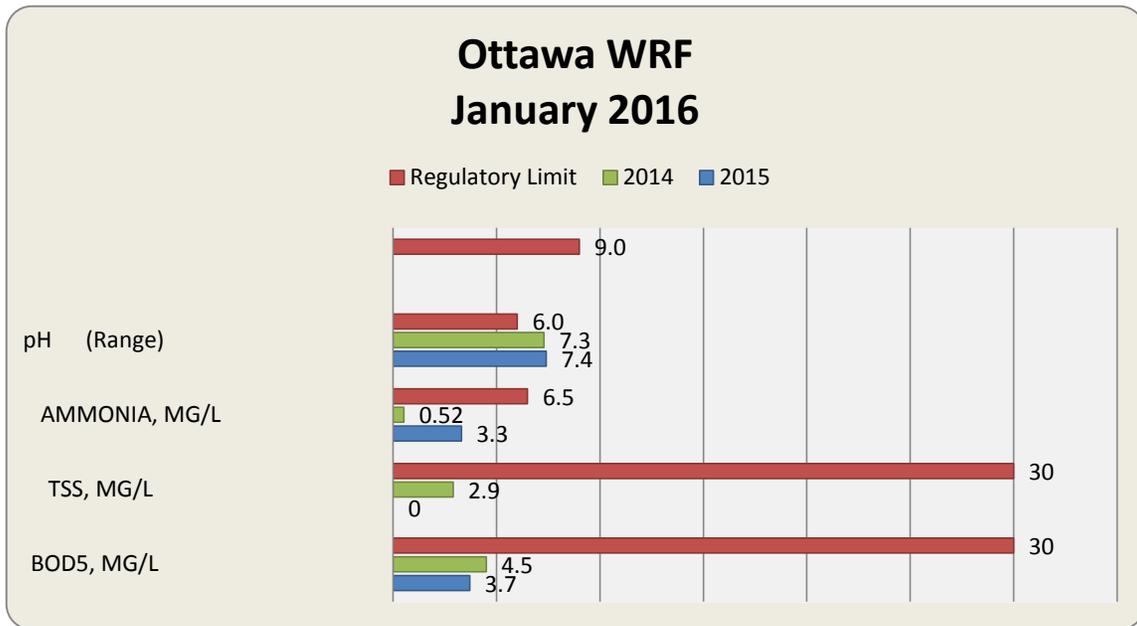
**Jan-16**

	2016		2015	
	This Month	Year To Date	Same Month	Year To Date
<b>TOTAL FLOW, MG</b>	33.2		19.41	
<b>PEAK DEMAND DAY, MG</b>	2.1		1.63	
<b>AVERAGE DAILY FLOW, MGD</b>	1.07		0.626	

**AVERAGE PLANT INFLUENT**

BOD5, MG/L	153	293
TSS, MG/L	271	181
TKN MG/L	24.4	27.45
pH, SU	7.6	7.3

<b>AVERAGE PLANT EFFLUENT</b>	<b>Regulatory Limit</b>			
BOD5, MG/L	3.7	30	MG/L	4.5
TSS, MG/L	ND	30	MG/L	2.9
AMMONIA, MG/L	3.3	6.5	MG/L	0.52
pH (Range)	7.4	6.0	9.0	7.3
PERCENT REDUCTION BOD5	98%	85%		98%
PERCENT REDUCTION TSS	96%	85%		98%
TOTAL PHOSPHOROUS	0.52	1.5 yr/ave	MG/L	2.7



	2016			2015	
	High	Low		High	Low
1/1/2016	40	25	12/1/2015	45	30
1/2/2016	45	27	12/2/2015	48	34
1/3/2016	39	25	12/3/2015	49	28
1/4/2016	28	22	12/4/2015	54	27
1/5/2016	38	20	12/5/2015	52	36
1/6/2016	38	33	12/6/2015	54	35
1/7/2016	46	37	12/7/2015	57	29
1/8/2016	46	35	12/8/2015	56	36
1/9/2016	34	10	12/9/2015	63	40
1/10/2016	24	6	12/10/2015	61	42
1/11/2016	42	22	12/11/2015	65	38
1/12/2016	33	22	12/12/2015	64	42
1/13/2016	50	22	12/13/2015	62	45
1/14/2016	56	34	12/14/2015	46	40
1/15/2016	40	26	12/15/2015	61	41
1/16/2016	36	20	12/16/2015	41	30
1/17/2016	25	8	12/17/2015	34	27
1/18/2016	28	7	12/18/2015	43	23
1/19/2016	28	23	12/19/2015	52	27
1/20/2016	30	24	12/20/2015	56	46
1/21/2016	31	24	12/21/2015	56	31
1/22/2016	30	18	12/22/2015	55	30
1/23/2016	29	22	12/23/2015	56	35
1/24/2016	48	24	12/24/2015	51	34
1/25/2016	39	32	12/25/2015	44	27
1/26/2016	42	26	12/26/2015	52	34
1/27/2016	52	24	12/27/2015	34	29
1/28/2016	53	32	12/28/2015	30	24
1/29/2016	65	30	12/29/2015	30	22
1/30/2016	58	34	12/30/2015	34	23
1/31/2016	52	40	12/31/2015	40	26
<b>Average</b>	<b>39.8</b>	<b>23.8</b>	<b>Average</b>	<b>50.2</b>	<b>32.8</b>

# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT January-16

2016

2015

	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	-60,812.000 *	-60,812.000	-90,865 *	-90,865
PURCHASED POWER:				
GRDA	6,696,000	6,696,000	6,844,800	6,844,800
WAPA	742,000	742,000	742,000	742,000
SWPA	368,500	368,500	75,500	75,500
KCPL	4,701,200	4,701,200	4,080,186	4,080,186
OTHER				
NEARMAN			740,000	740,000
SUB-TOTAL ENERGY	12,446,888	12,446,888	12,391,621	12,391,621
TOTAL ENERGY (after sales) <sup>1</sup>	12,446,888	12,446,888	12,245,035	12,245,035
INCREASE / DECREASE (2016 vs 2015)	1.65%	1.65%		
KILOWATT LOAD				
PEAK DEMAND	22.0	22.0	23.000	23.000
TIME OF PEAK	7:00 AM	7:00 AM	7:00 AM	7:00 AM
DAY OF PEAK	1/18/2016	1/18/2016	1/7/2015	1/7/2015
TEMPERATURE				
HIGH	65	65	71	71
LOW	6	6	4	4
<b>ENERGY SALES</b>				
KCPL (Inadvertant) <sup>4</sup> KWh	0	0	146,586	146,586
WRI / Other (supplemental) KWh	0	0	0	0
<b>TOTAL SALES (KWh)</b>	<b>0</b>	<b>0</b>	<b>146,586</b>	<b>146,586</b>

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

<sup>2</sup>After Generated Sales

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

<sup>4</sup>Inadvertant Sales = Over Scheduled Power Sales

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

OTTAWA LIBRARY						
General Fund						
Receipts & Expenditures						
1/31/2016						
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 1/12=8.33%	Budget Balance
	<b>Beginning Cash Balance</b>	<b>59,656.00</b>	<b>59,656.14</b>	<b>59,656.14</b>		
	<b>Receipts:</b>					
301.00	City Appropriations	829,923.00	6,933.22	6,933.22	0.84%	-822,989.78
303.00	Interest	200.00	2.88	2.88	1.44%	-197.12
304.00	State Aid	3,894.00	0.00	0.00	0.00%	-3,894.00
305.00	NEKLS Grants	28,230.00	0.00	0.00	0.00%	-28,230.00
306.00	Fines and Fees	15,500.00	1,285.71	1,285.71	8.29%	-14,214.29
307.00	Copiers & Computers Income	7,500.00	550.94	550.94	7.35%	-6,949.06
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	0.00	0.00%	0.00
321.00	General Fund Reserve	0.00	0.00	0.00	0.00%	0.00
328.00	Erate Reimb	0.00	0.00	0.00	0.00%	0.00
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00	0.00%	0.00
334.00	Donations	0.00	0.00	0.00	0.00%	0.00
341.00	Grant/Fundraising	0.00	148.97	148.97	0.00%	148.97
345.00	Snack Machine Income	0.00	0.00	0.00	0.00%	0.00
351.00	Community Reads	0.00	75.00	75.00	0.00%	75.00
	<b>Total Income</b>	<b>953,503.00</b>	<b>8,996.72</b>	<b>8,996.72</b>	<b>0.94%</b>	<b>-944,506.28</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	4,842.24				
	Webber (Children's)	400.00				
	BBBS	3,400.42				
	Patry	25.00				
	Community Read (O-Town Reads)	412.66				
	Casey's (Teen food)	55.05				
	KLA (children's)	277.64				
	Wasser (6X6)	416.70				
	Barbara Dew Memorial	5,000.00				
	Teen Snack Machine	794.68				
	Peg Carr (Large Print)	106.30				
	Bill Bennett (art & history)	242.87				
	<b>16,202.36</b>					
	<b>EXPENDITURES:</b>					
	<b>Salaries, etc.</b>					
401.00	Staff Salaries	511,357.00	31,326.09	31,326.09	6.13%	480,030.91
402.00	Social Security	39,117.00	2,136.85	2,136.85	5.46%	36,980.15
403.00	KPERS	39,579.00	2,961.39	2,961.39	7.48%	36,617.61
404.00	Employee Insurance	74,835.00	4,302.18	4,302.18	5.75%	70,532.82
405.00	Unemployment	512.00	33.48	33.48	6.54%	478.52
407.00	Workers Comp Ins	4,200.00	353.00	353.00	8.40%	3,847.00
410.00	Off. & Dir/Emp Prac Insurance	1,900.00	0.00	0.00	0.00%	1,900.00
	<b>Subtotal Salaries,etc.</b>	<b>671,500.00</b>	<b>41,112.99</b>	<b>41,112.99</b>	<b>6.12%</b>	<b>630,387.01</b>
	<b>Materials and Programs</b>					
501.00	Juvenile Books	26,000.00	61.15	61.15	0.24%	25,938.85
502.00	Adult Books	50,800.00	1,461.87	1,461.87	2.88%	49,338.13
503.00	Periodicals	6,400.00	117.28	117.28	1.83%	6,282.72
506.00	A.V. Materials	18,747.00	974.09	974.09	5.20%	17,772.91
507.00	Programs	3,000.00	125.28	125.28	4.18%	2,874.72
513.00	Gift	0.00	0.00	0.00	0.00%	0.00
518.00	Electronic Access Expenditures	1,150.00	28.69	28.69	2.49%	1,121.31
520.00	A.V. Materials-Children	6,000.00	0.00	0.00	0.00%	6,000.00
533.00	Transfers Out	0.00	0.00	0.00	0.00%	0.00
541.00	Grant Expenditures	0.00	15.52	15.52	0.00%	-15.52
544.00	6X6 Early Lit Grt Exp-materials	0.00	0.00	0.00	0.00%	0.00
546.00	Wish List Fund Expenses	0.00	0.00	0.00	0.00%	0.00
551.00	Community Reads Expense	0.00	280.72	280.72	0.00%	0.00
	<b>Subtotal Materials and Programs</b>	<b>112,097.00</b>	<b>3,064.60</b>	<b>3,064.60</b>	<b>2.73%</b>	<b>109,032.40</b>

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
1/31/2016							
Budget Code		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 1/12=8.33%	Budget Balance
<b>Operating</b>							
601.00	Building Insurance & Treas. Bond	4,300.00	0.00	0.00		0.00%	4,300.00
602.00	Audit	3,400.00	0.00	0.00		0.00%	3,400.00
603.00	Gas	3,000.00	0.00	0.00		0.00%	3,000.00
604.00	Water and Electric	25,000.00	0.00	0.00		0.00%	25,000.00
605.00	Telephone	3,100.00	217.61	217.61		7.02%	2,882.39
606.00	Postage	1,800.00	0.00	0.00		0.00%	1,800.00
607.00	Public Relations	1,800.00	29.88	29.88		1.66%	1,770.12
608.00	Custodial Supplies & Bldg. Maint.	22,000.00	1,087.49	1,087.49		4.94%	20,912.51
610.00	Office Supplies	16,000.00	448.99	448.99		2.81%	15,551.01
611.00	Copiers & Computers Expenses	6,000.00	380.01	380.01		6.33%	5,619.99
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	4,500.00	526.00	526.00		11.69%	3,974.00
614.00	Equipment Purchase	6,500.00	0.00	0.00		0.00%	6,500.00
615.00	Equip. rental and repair	4,800.00	350.81	350.81		7.31%	4,449.19
616.00	Miscellaneous	400.00	0.00	0.00		0.00%	400.00
617.00	Automation Support	6,150.00	71.75	71.75		1.17%	6,078.25
618.00	Collection Agency	1,800.00	161.10	161.10		8.95%	1,638.90
619.00	Computer Software	1,700.00	0.00			0.00%	1,700.00
625.00	Cash S/O	0.00	-33.20	-33.20		0.00%	33.20
627.00	Snack Machine Expense	0.00	171.74	171.74		0.00%	-171.74
725.00	Reserve	54,656.00	0.00	0.00		0.00%	54,656.00
727.00	Transfer to CIF	3,000.00	0.00	0.00		0.00%	3,000.00
	<b>Subtotal Operating</b>	<b>169,906.00</b>	<b>3,412.18</b>	<b>3,412.18</b>	<b>0.00</b>	<b>2.01%</b>	<b>166,493.82</b>
	<b>Total Expenditures</b>	<b>953,503.00</b>	<b>47,589.77</b>	<b>47,589.77</b>	<b>0.00</b>	<b>4.99%</b>	<b>905,913.23</b>
	<b>Ending Cash Balance</b>		<b>21,063.09</b>	<b>21,063.09</b>			
	<b>Less Restricted Receipts Balances:</b>						
	Starkey (Children's)	45.00					
	Asa Albert Smith Memorial	33.80					
	Clarence W. Koch	50.00					
	Asher Leonard	100.00					
	Wish List Fundraiser	4,842.24					
	Webber (Children's)	400.00					
	BBBS	3,400.42					
	Patry	25.00					
	Community Read (O-Town Reads)	412.66					
	Casey's (Teen food)	55.05					
	KLA (children's)	277.64					
	Wasser (6X6)	416.70					
	Barbara Dew Memorial	5,000.00					
	Teen Snack Machine	794.68					
	Peg Carr (Large Print)	106.30					
	Bill Bennett (art & history)	242.87					
		<b>16,202.36</b>					
	<b>Available Cash Balance</b>		<b>4,860.73</b>				
	<b>COMPOSITION, ENDING CASH BALANCE</b>						
		<b>Interest Rate</b>					
	BOTW MM	0.04%	11,886.89				
	PNB MM 49948	0.03%	5,347.30				
	KSB NOW	0.03%	3,696.62				
	Petty Cash on Hand		140.00				
	A/R Pass Through		25.76				
	Accounts Payable		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		-33.48				
	Accrued Salaries		0.00				
			<b>21,063.09</b>				
	<b>CAPITAL IMPROVEMENT FUND ACTIVITY</b>						
	PNB CIF MM 51985 12/98	0.05%	28,664.22				
			<b>28,664.22</b>				
	<b>TOTALS: General Fund</b>	<b>21,063.09</b>					
	<b>Capital Improvement Fund</b>	<b>28,664.22</b>					
		<b>49,727.31</b>					

# Prairie Paws Animal Shelter, Inc.

## End of Month – January 2016 RECAP

January adoptions slightly decreased in 2016 (55) compared to 2015 (57). 55 animals found their forever home with 14 being returned to their owner. We are very excited to announce that 3 long termers (over 100 days at the shelter) were adopted in January.

January was another busy month for PPAS. We attended Petco in Lawrence on two Saturdays with adoptable pets. We also partnered with Kip's for an offsite event on January 16<sup>th</sup>. They collected in-kind donations and allowed us to have some of our adoptable dogs at their location.

The Board of Directors has elected to change the Board meeting schedule to quarterly to allow the committees to meet on a monthly basis. This will allow the committees to work on more projects related to the strategic plan. The Finance and Audit Committee and Board Development Committee met for the first time in January and began planning their timelines of various projects.

As part of our partnership with KSU we held our first consultation. The past 6 months has allowed KSU Shelter Medicine program to get a better feel for PPAS, our strengths and opportunities for improvement. Students have been assigned to write up recommendations for shelters based upon their experiences at these organizations. **KSU found no area of operation or animal care that is unacceptable according to the ASV Guidelines for Standards of Care in Animal Shelter.** They cited three areas of opportunities for improvement which included diet mix, medication dispensing, and incentivizing adoption fees. After discussion with Dr. Crauer it was noted that we do have a policy on the protocol of dispensing medication and we are utilizing incentivizing adoption fees (through a funded approach). We are currently reviewing their diet suggestions based upon our current donation base. PPAS receives all of our food donated which can be a struggle to feed a consistent diet. KSU noted the following PPAS strengths: Community Outreach – PPAS is the most active in going above and beyond when it comes to service provided to the community; Adoption Tours – One on one adoption tours provide the highest in customer service and advocacy for the animals at PPAS “Best Practice Adoption Experience”; Staff Engagement – Such a wonderful, engaged, happy and caring staff providing an outstanding work/shelter environment; Intake Protocols – Thorough and protocol to maximize information gained, identification of intake issues, protection of resident population and education to the public to try and keep pets in homes they currently have; and Disease Prevention – although it has flaws, the PPAS facility is very well designed to isolate and control the spread of disease and is managed effectively to do so.

January was also spent compiling data from 2015. As you recall the management team reviews historical data to adjust trends to program and fundraising revenue. We are very excited at the impact we were able to have during a difficult 2015. Here are a few our successes:

- 862 animals came through the PPAS doors in 2015
- 678 animals were adopted
- 166 animals were returned to their owner (record return to owner rate in PPAS history)
- 98% live release rate (one of the highest in the state)
- 21 KSU visits in 2015 resulting in 333 surgeries
- Reduced length of stay in dogs from 45 to 40 days and cats from over 100 to 80 days
- Increased grant revenue (surpassed budget by 42.5% or \$22,176)

# Prairie Paws Animal Shelter, Inc.

## End of Month – January 2016 RECAP

- Microchipped nearly 1,000 animals in the community

We are very excited about these milestones and appreciate the community's support to help achieve these amazing numbers for the homeless animals in our community. While we are very proud of these accomplishments we have celebrated we have switched our focus to our 2016 goals. A few of these include: increase volunteer efforts by adding a volunteer coordinator, recruit financial and marketing board members, improve our fundraising strategy to diversify revenue streams, create endowment fund and start solicitations, increase marketing and outreach efforts and implement a TNR program.

Total revenue for 2015 was \$618,028.71 (\$796,428.71 with in-kind donations). Fundraising was \$365,646. Program revenue including adoptions, microchips, grooming and other fees totaled \$114,758. Merchandise revenue was \$22,143 and Dog License revenue was 11,141. Total expenses (operating plus interest expense) for the year was \$539,416, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the year, we had cash operating profit of 62,239.

Total revenue for January was \$55,825. Fundraising was \$30,410. Program revenue including adoptions, microchips, grooming and other fees totaled \$6,808. Merchandise revenue was \$932 and Dog License revenue was \$2,016. Total expenses (operating plus interest expense) for the month was \$55,553, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the month of January, we had cash operating profit of \$4,728. Year to date we have a cash operating income of \$4,728.

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

### Volunteer Hours:

January Total Volunteer Hours Worked = 206

Total YTD volunteer hours worked = 206

Total registered and active volunteers = 342

### Organizations supporting PPAS through volunteerism and partnerships:

- COF/LakeMary
- Vintage Park/ Ottawa Retirement Village
- USD #290 Work Study Program
- Franklin County Court System – community service hours
- Communities In School
- Ottawa University
- OHS Honor Society

### 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. Continue to take animals to Petco for the purpose of adopting more animals in the community.
3. Partnering with COF to provide job and volunteer opportunities for their clients
4. We partner with Community in Schools to provide a bi-monthly program to teach children about pet care and responsibility.

# Prairie Paws Animal Shelter, Inc.

## End of Month – January 2016 RECAP

### January Shelter Intake Numbers:

- Total YTD Intakes: 73
- City of Ottawa (not counting Ottawa ACO) is 16% of the YTD Intake Total
- Ottawa ACO is 14% of the YTD Total
- Franklin County is 14% of the YTD Intake Total
- Primary Intake Area in January was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of January: 73
- City of Ottawa/Ottawa ACO was 30% of total intakes for the month of January
- Franklin County was 14% of total intakes for the month of January.
- Franklin County was 6% of total intakes for the month of December.

### ADOPTIONS for the month of January 2016–

- Total Adoptions Month of January =55
- Returned to Owner = 14
- YTD Transferred other Shelters or Rescues =0
- End of Month Headcount in Shelter = 72

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*

Executive Director

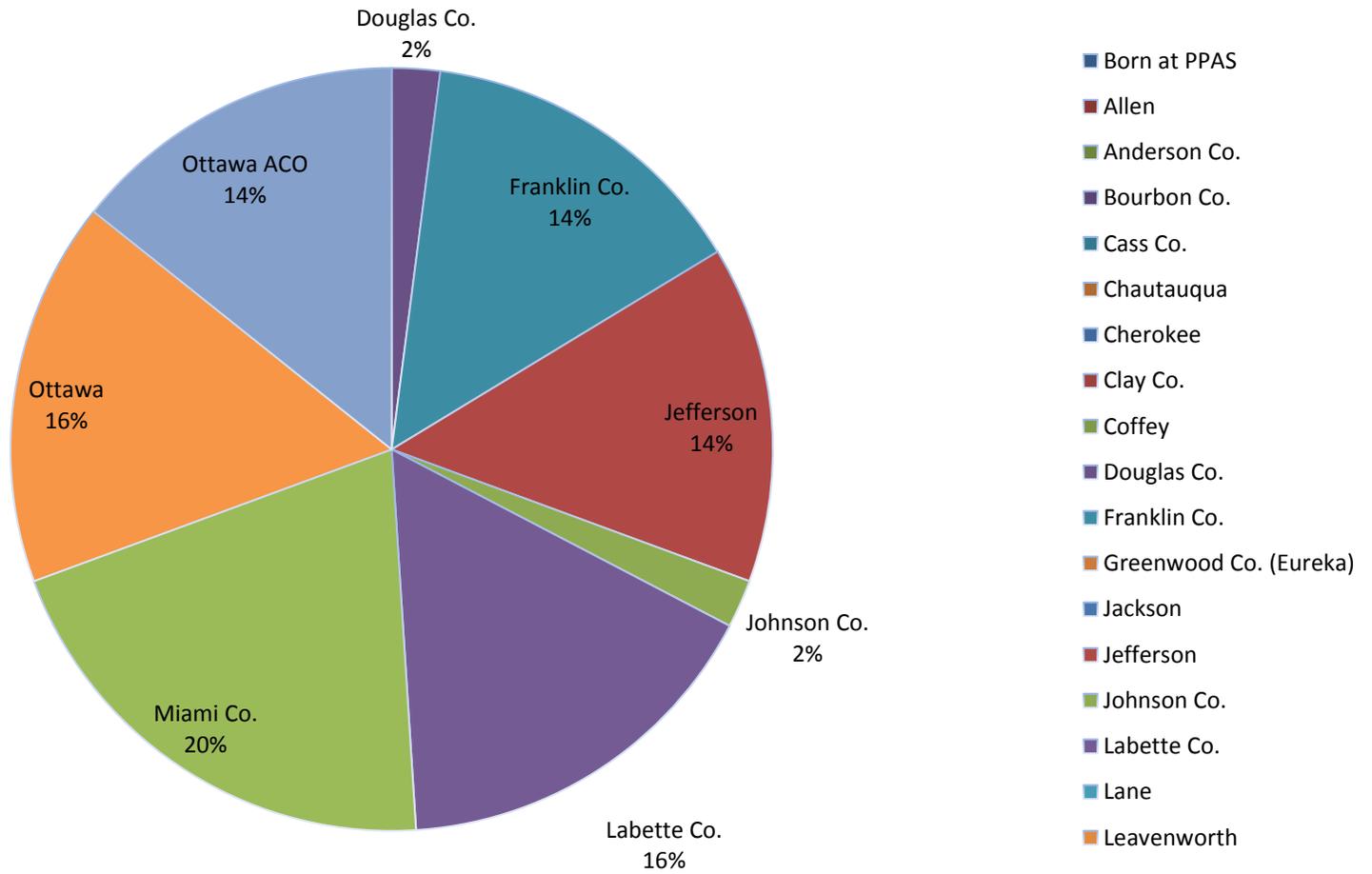
Prairie Paws Animal Shelter, Inc. - [www.prairiepaws.org](http://www.prairiepaws.org)

melissa.reed@prairiepaws.org

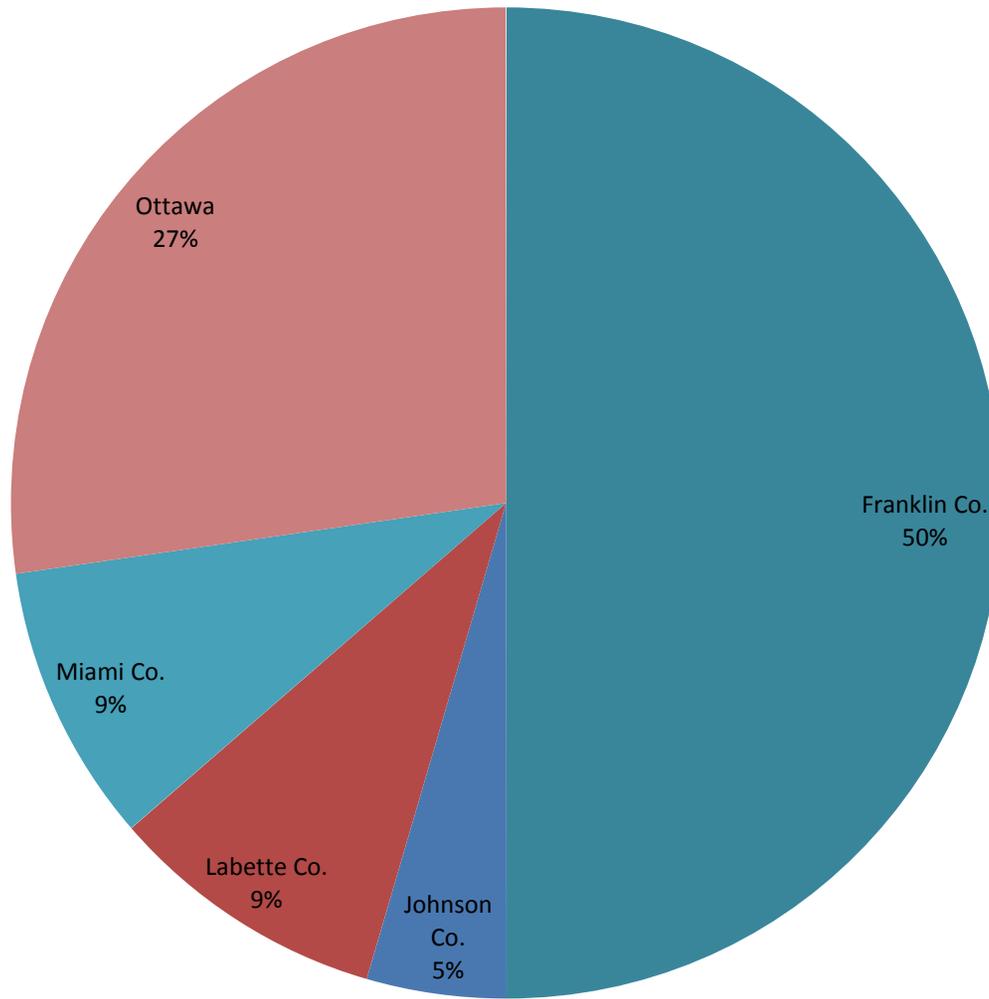
OFC: (785) 242-2967/Cell: (785) 248-3454



## 2016 YTD Dog Intake



# Cat Intake YTD 2016



- Allen Co.
- Anderson Co.
- Coffey Co
- Douglas Co.
- Franklin Co.
- Lane
- Johnson Co.
- Labette Co.
- Linn Co.
- Lyon Co.
- Miami Co.
- Osage Co.
- Ottawa ACO
- Ottawa
- Paola
- Pomona
- Princeton
- Rantoul
- Wellsville
- Williamsburg
- Wyandotte
- KDH

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
 January 2012 through January 2016

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan 2016	2016 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>						
<b>4015 - Contributions - unrestricted</b>	92,127.26	215,868.99	175,441.80	215,287.29	22,590.84	28,904.00
<b>4020 - Contributions-direct mail</b>	0.00	0.00	22,355.05	33,519.92	2,600.00	0.00
<b>4030 - Memorials &amp; bequests</b>	6,992.50	5,523.30	10,917.01	10,856.00	100.00	1,500.00
<b>4040 - Gifts in kind</b>						
<b>4041 - Gifts in Kind - Goods</b>	7,420.29	2,000.55	0.00	0.00	0.00	10,000.00
<b>4042 - Gifts in Kind - Services</b>	2,190.00	110.00	0.00	0.00	0.00	4,200.00
<b>4044 - Gifts in Kind - Bow Meow</b>	75.00	22,242.00	0.00	0.00	0.00	0.00
<b>4045 - Gifts in Kind - Run For Ben</b>	476.80	0.00	0.00	0.00	0.00	0.00
<b>Total 4040 - Gifts in kind</b>	10,162.09	24,352.55	0.00	259,663.21	25,290.84	14,200.00
<b>4050 - Foundations/trusts</b>	8,852.40	9,080.08	9,391.96	11,676.08	0.00	0.00
<b>4060 - Grants</b>	0.00	317.44	0.00	40,500.00	5,000.00	4,584.00
<b>4010 - Indiv/business cont. (unrest) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4010 - Indiv/business cont. (unrest)</b>	118,134.25	255,142.36	218,105.82	311,839.29	30,290.84	49,188.00
<b>4100 - Fundraising(unrestricted)</b>						
<b>4105 - Spayghetti dinner</b>	7,113.00	6,259.53	0.00	0.00	0.00	0.00
<b>4110 - T-shirt donations</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4115 - Tails on trails</b>	5,428.69	5,769.06	0.00	0.00	0.00	0.00
<b>4120 - Shelter Birthday</b>	0.00	0.00	5,514.99	6,350.40	0.00	0.00
<b>4125 - Circle of Compassion</b>	0.00	2,000.00	0.00	0.00	0.00	0.00
<b>4150 - Recycling</b>	1,245.35	162.50	0.00	0.00	0.00	0.00
<b>4155 - Bow Meow</b>	37,516.70	46,312.88	51,119.95	42,501.00	120.00	0.00
<b>4165 - Toenail Clipping</b>	1,241.11	65.00	103.57	0.00	0.00	0.00
<b>4166 - Pooch Plunge</b>	1,094.46	1,008.00	425.00	771.00	0.00	0.00
<b>4167 - Run For Ben</b>	2,737.40	1,876.45	1,949.00	2,327.00	0.00	0.00
<b>4168 - Calendar</b>	2,329.53	457.10	0.00	0.00	0.00	0.00
<b>4169 - Cookbook</b>	1,051.20	120.31	7.50	0.00	0.00	0.00
<b>4175 - Miscellaneous fundraising</b>	6,872.92	2,738.85	4,329.09	1,857.35	0.00	1,250.00
<b>Total 4100 - Fundraising(unrestricted)</b>	66,630.36	66,769.68	63,449.10	53,806.75	120.00	1,250.00

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
 January 2012 through January 2016

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan 2016	2016 Budget YTD
<b>Total 40 · Unrestricted</b>	184,764.61	321,912.04	281,554.92	365,646.04	30,410.84	50,438.00
<b>42 · Restricted funds</b>						
4205 · Contributions - building	341.37	300.00	300.00	300.00	25.00	25.00
4210 · Contributions S&N	9,612.50	6,003.09	2,410.20	500.00	0.00	0.00
4250 · Fundraising (restricted)						
4270 · Gerbil	432.02	599.26	0.00	0.00	0.00	0.00
4280 · Miscellaneous fundraising (res)	57,394.69	0.00	0.00	0.00	0.00	0.00
<b>Total 4250 · Fundraising (restricted)</b>	57,826.71	599.26	0.00	800.00	25.00	0.00
4285 · WAGS	300.00	0.00	0.00	0.00	0.00	0.00
<b>Total 42 · Restricted funds</b>	68,080.58	6,902.35	2,710.20	800.00	25.00	25.00
<b>Total 4 · Contributed support</b>	252,845.19	328,814.39	284,265.12	366,446.04	30,435.84	50,463.00
<b>4540 · Local government support</b>						
4551 · Anderson County	3,312.00	2,196.00	6,552.00	6,749.00	6,951.00	6,749.00
4553 · City of Ottawa	45,540.00	45,540.00	48,748.37	50,388.42	4,209.25	4,335.00
4554 · City of Pomona	0.00	3,500.00	3,000.00	1,000.00	0.00	0.00
4557 · City of Richmond	0.00	0.00	500.00	100.00	0.00	0.00
4559 · City of Wellsville	0.00	3,024.00	0.00	1,000.00	1,000.00	0.00
4560 · City of Williamsburg	976.00	945.00	0.00	0.00	0.00	0.00
4561 · City of Baldwin	50.00	0.00	0.00	0.00	0.00	0.00
4563 · Franklin County	37,585.00	37,585.00	39,798.75	40,000.00	3,333.33	3,434.00
4565 · Miami County	4,500.00	4,500.00	0.00	4,635.00	0.00	0.00
4780 · Other Cities/Counties	150.00	0.00	0.00	135.00	139.05	0.00
<b>Total 4540 · Local government support</b>	92,113.00	97,290.00	98,599.12	104,007.42	15,632.63	14,518.00
<b>5 · Earned revenues</b>						
<b>5180 · Program service fees</b>						
5181 · Adoption PPAS	112,686.29	59,134.51	73,959.77	83,319.25	4,265.00	6,700.00
5182 · Microchip contribution	3,350.25	1,042.13	2,085.36	4,700.44	90.00	333.00
5183 · Adoption HAHS	3,253.82	4,216.00	2,428.16	0.00	0.00	0.00
5184 · Grooming	2,485.66	501.26	505.58	12,815.94	1,301.70	500.00
5185 · Drop-off contribution	18,211.50	8,185.01	4,419.00	5,194.00	360.00	350.00
5186 · Training	0.00	0.00	0.00	1,920.00	435.00	240.00

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
 January 2012 through January 2016

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan 2016	2016 Budget YTD
5187 · S/N Contributions - Community	0.00	225.00	0.00	0.00	0.00	0.00
5188 · Cremation & disposal fees	0.00	374.99	423.68	1,708.44	46.30	150.00
5189 · Reclaim fees	3,602.90	1,465.00	835.00	5,100.47	310.00	100.00
<b>Total 5180 · Program service fees</b>	<b>143,590.42</b>	<b>75,143.90</b>	<b>84,656.55</b>	<b>114,758.54</b>	<b>6,808.00</b>	<b>8,373.00</b>
5820 · Merchandise Sales	2,077.67	2,137.86	830.15	22,143.68	932.21	1,500.00
5830 · Dog Licence Contributions	0.00	64.00	10,452.00	11,141.00	2,016.00	2,500.00
<b>Total 5 · Earned revenues</b>	<b>145,668.09</b>	<b>77,345.76</b>	<b>95,938.70</b>	<b>148,043.22</b>	<b>55,824.68</b>	<b>77,354.00</b>
6710 · Interest income						
6720 · Interest income (Restricted)	20.10	9.75	0.00	0.00	0.00	0.00
6721 · Interest Income (Unrestricted)	351.08	67.17	2.81	7.59	0.65	1.00
<b>Total 6710 · Interest income</b>	<b>371.18</b>	<b>76.92</b>	<b>2.81</b>	<b>7.59</b>	<b>0.65</b>	<b>1.00</b>
6810 · Unrealized gain(loss) - invest	437.38	593.26	535.72	-475.56	0.00	0.00
6902 · Proceed from the sale of Land	0.00	0.00	0.00	0.00	0.00	0.00
6905 · Proceeds from Investments	0.00	167.59	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>618,028.71</b>	<b>55,825.33</b>	<b>77,355.00</b>
<b>Gross Profit</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>618,028.71</b>	<b>55,825.33</b>	<b>77,355.00</b>
<b>Expense</b>						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	62,916.01	80,606.22	108,641.59	139,205.24	11,221.54	13,667.00
7252 · Hourly wages	137,810.81	161,312.52	155,283.50	158,275.60	13,318.35	12,513.00
7253 · Insurance stipend	1,869.48	1,800.24	1,800.24	1,592.52	0.00	0.00
7254 · Authorized time off	1,197.50	2,956.51	3,065.79	2,246.92	433.30	416.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7255 · Wages - Employment Service	0.00	47,525.25	0.00	0.00	0.00	0.00
7257 · Overtime Wages	1,415.94	582.00	113.65	8.09	0.00	0.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7258 · Sunday Bonus Wages	3,027.38	1,400.87	0.00	0.00	0.00	0.00
7259 · Training Commission	0.00	0.00	0.00	0.00	0.00	75.00
7259 · Grooming Commission	1,456.95	98.45	0.00	6,924.37	559.04	104.00
<b>Total 7250 · Wages &amp; salary</b>	<b>209,694.07</b>	<b>296,282.06</b>	<b>268,904.77</b>	<b>308,252.74</b>	<b>25,532.23</b>	<b>26,775.00</b>

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
 January 2012 through January 2016

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan 2016	2016 Budget YTD
<b>7260 · Payroll Taxes</b>						
7261 · FICA taxes	15,752.90	18,413.35	20,431.98	23,472.11	1,945.93	1,668.00
7262 · State unemployment	1,772.60	7,114.94	6,414.57	8,764.06	610.48	1,084.00
7263 · Workers compensation	3,505.00	6,185.50	11,396.25	6,394.25	1,779.25	0.00
<b>Total 7260 · Payroll Taxes</b>	<b>21,030.50</b>	<b>31,713.79</b>	<b>38,242.80</b>	<b>38,630.42</b>	<b>4,335.66</b>	<b>2,752.00</b>
<b>7200 · Payroll expenses - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 7200 · Payroll expenses</b>	<b>230,724.57</b>	<b>327,995.85</b>	<b>307,147.57</b>	<b>346,883.16</b>	<b>29,867.89</b>	<b>29,527.00</b>
<b>7500 · Other Personnel Expenses</b>						
7510 · Accounting fees	4,110.00	4,337.50	4,330.00	4,385.00	330.00	350.00
7511 · Professional fees - other	385.00	2,580.00	350.00	2,428.58	0.00	0.00
<b>Total 7500 · Other Personnel Expenses</b>	<b>4,495.00</b>	<b>6,917.50</b>	<b>4,680.00</b>	<b>6,813.58</b>	<b>330.00</b>	<b>350.00</b>
<b>8100 · Non-personnel expenses</b>						
8110 · Office supplies	6,527.09	5,207.57	2,448.25	1,970.66	419.62	300.00
8115 · Telephone						
8118 · Internet related	1,118.59	791.19	1,438.07	1,649.49	170.86	150.00
8115 · Telephone - Other	2,032.54	2,746.17	2,665.89	2,910.69	427.60	240.00
<b>Total 8115 · Telephone</b>	<b>3,151.13</b>	<b>3,537.36</b>	<b>4,103.96</b>	<b>6,530.84</b>	<b>1,018.08</b>	<b>390.00</b>
8120 · Postage and delivery	256.89	383.88	1,816.93	1,299.10	0.00	100.00
8130 · Printing and reproduction	567.89	0.00	1,264.98	1,242.71	0.00	100.00
8135 · Direct Mail Expenses	0.00	0.00	4,640.83	13,743.40	1,297.76	1,800.00
8140 · Equipment rental	0.00	0.00	907.15	3,829.86	1,886.20	947.00
8150 · Computer and IT Related	0.00	6,994.99	9,722.22	20,034.16	1,266.48	1,345.00
<b>Total 8100 · Non-personnel expenses</b>	<b>10,503.00</b>	<b>16,123.80</b>	<b>24,904.32</b>	<b>40,149.23</b>	<b>4,450.44</b>	<b>4,982.00</b>
<b>8200 · Occupancy Expenses</b>						
8205 · Repairs & maintenance	23,617.52	19,068.58	11,378.44	14,903.39	3,155.51	1,486.00
8210 · Utilities	25,244.80	30,371.95	30,247.02	29,392.35	540.24	2,837.00
8220 · Insurance - non employee	9,492.00	9,643.50	11,506.50	9,865.00	2,416.50	2,016.00
<b>Total 8200 · Occupancy Expenses</b>	<b>58,354.32</b>	<b>59,084.03</b>	<b>53,131.96</b>	<b>54,160.74</b>	<b>6,112.25</b>	<b>6,339.00</b>
<b>8300 · Travel &amp; meeting expenses</b>						
8310 · Training	0.00	0.00	29.26	86.55	0.00	40.00

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
 January 2012 through January 2016

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan 2016	2016 Budget YTD
8315 · Staff development/meetings	2,580.88	487.74	225.74	4,463.12	1,897.33	166.00
8320 · Automobile expense	1,625.19	1,594.56	974.46	999.17	31.55	100.00
<b>Total 8300 · Travel &amp; meeting expenses</b>	<b>4,206.07</b>	<b>2,082.30</b>	<b>1,229.46</b>	<b>5,548.84</b>	<b>1,928.88</b>	<b>306.00</b>
<b>8400 · Depreciation &amp; amortization exp</b>						
8450 · Depreciation & amortization exp	53,783.00	49,492.00	53,772.00	0.00	0.00	0.00
<b>Total 8400 · Depreciation &amp; amortization exp</b>	<b>53,783.00</b>	<b>49,492.00</b>	<b>53,772.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>8500 · Animal expenses</b>						
8510 · Animal expenses	7,830.09	4,092.81	3,816.86	19,713.36	2,521.16	866.00
8511 · Euthanasia expense	905.68	682.75	165.55	717.98	20.00	40.00
8512 · Food expense	4,803.50	94.71	85.82	276.70	0.00	20.00
8513 · Vet expense	23,388.14	18,916.99	12,795.52	4,655.32	402.50	800.00
8514 · Spay/neuter expense	38,726.69	39,904.35	27,298.41	13,779.00	284.51	0.00
8515 · Supplies	4,453.12	3,402.59	835.47	274.81	17.57	25.00
8516 · Cleaning supplies	4,153.64	8,712.12	811.20	2,257.71	242.20	250.00
8517 · Microchip Supplies	2,247.75	749.25	1,018.98	8,289.83	1,709.74	511.00
8518 · Grooming Supplies	9.13	216.06	0.00	557.61	0.00	90.00
8519 · Training Expense	0.00	0.00	0.00	1,219.60	0.00	0.00
8520 · Cremation Expense	0.00	0.00	0.00	1,388.53	190.00	95.00
<b>Total 8500 · Animal expenses</b>	<b>86,517.74</b>	<b>76,771.63</b>	<b>46,827.81</b>	<b>53,130.45</b>	<b>5,387.68</b>	<b>2,697.00</b>
<b>8530 · Fundraising expenses</b>						
8531 · Fundraisng - general	2,473.63	1,899.79	1,442.30	4,715.79	354.85	100.00
8532 · Spaygetti dinner	1,479.85	1,416.90	0.00	0.00	0.00	0.00
8534 · Fundraing TOT	1,579.35	3,243.80	0.00	0.00	0.00	0.00
8535 · Fundraing - Bow Meow	10,313.32	31,114.42	6,749.13	11,343.26	0.00	0.00
8538 · Gerbil Fund	0.00	0.00	0.00	0.00	0.00	0.00
8539 · Fundraising - Run For Ben	966.33	606.03	600.00	839.19	0.00	0.00
8540 · Fundraising - Pooch Plunge	11.99	123.93	0.00	0.00	0.00	0.00
8541 · Fundraising-Calendar	1,712.95	0.00	0.00	0.00	0.00	0.00
8542 · Fundraising-Cookbook	898.50	0.00	0.00	0.00	0.00	0.00
8544 · Fundraising-Shelter Birthday	0.00	0.00	2,049.27	1,598.82	0.00	0.00
<b>Total 8530 · Fundraising expenses</b>	<b>19,435.92</b>	<b>38,404.87</b>	<b>10,840.70</b>	<b>18,497.06</b>	<b>354.85</b>	<b>100.00</b>
<b>8600 · Miscellaneous</b>						
8605 · Advertising	2,253.17	1,622.11	368.02	209.21	25.71	100.00

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
 January 2012 through January 2016

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan 2016	2016 Budget YTD
8610 · Bank service charges	4,821.76	4,677.12	2,806.99	4,608.19	422.97	300.00
8615 · Dues and subscriptions	565.00	356.00	481.20	831.35	137.15	100.00
8650 · Licenses and permits	285.00	415.00	485.00	590.00	35.00	100.00
8660 · Miscellaneous	2,304.92	162.46	1,200.48	1,415.23	83.24	50.00
8675 · Taxes	73.00	95.17	49.00	49.00	0.00	0.00
8600 · Miscellaneous - Other	0.00	25.00	0.00	0.00	0.00	0.00
<b>Total 8600 · Miscellaneous</b>	<b>10,302.85</b>	<b>7,352.86</b>	<b>5,390.69</b>	<b>7,702.98</b>	<b>704.07</b>	<b>650.00</b>
<b>Total Expense</b>	<b>478,322.47</b>	<b>584,224.84</b>	<b>507,924.51</b>	<b>539,416.88</b>	<b>50,154.14</b>	<b>44,951.00</b>
<b>Net Ordinary Income</b>	<b>13,112.37</b>	<b>-79,936.92</b>	<b>-28,583.04</b>	<b>78,611.83</b>	<b>5,671.19</b>	<b>32,404.00</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
6700 · Other Income	0.00	0.00	3,575.87	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>3,575.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Expense</b>						
9700 · Other Expenses						
9701 · In Kind Goods Expense	0.00	0.00	0.00	0.00	0.00	10,000.00
9701 · In Kind Services Expense	0.00	0.00	0.00	0.00	0.00	4,200.00
<b>Total 9700 Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,200.00</b>
9800 · Fixed asset purchases						
9805 · Capital purchases - building	1,600.00	0.00	0.00	0.00	0.00	1,560.91
9810 · Capital purchases - equipment	0.00	10,338.93	6,118.78	152.12	0.00	0.00
9800 · Fixed asset purchases - Other	1,692.15	0.00	0.00	0.00	0.00	0.00
<b>Total 9800 · Fixed asset purchases</b>	<b>3,292.15</b>	<b>10,338.93</b>	<b>6,118.78</b>	<b>152.12</b>	<b>0.00</b>	<b>1,560.91</b>
9910 · Interest expense	14,347.00	14,302.55	13,757.98	16,219.93	981.09	981.09
<b>Total 9700 · Other Expenses</b>	<b>17,639.15</b>	<b>24,641.48</b>	<b>19,876.76</b>	<b>16,372.05</b>	<b>981.09</b>	<b>2,542.00</b>
<b>Total Other Expense</b>	<b>17,639.15</b>	<b>24,641.48</b>	<b>19,876.76</b>	<b>16,372.05</b>	<b>981.09</b>	<b>2,542.00</b>
<b>Net Other Income</b>	<b>-17,639.15</b>	<b>-24,641.48</b>	<b>-16,300.89</b>	<b>-16,372.05</b>	<b>-981.09</b>	<b>-2,542.00</b>
<b>Net Income</b>	<b>-4,526.78</b>	<b>-104,578.40</b>	<b>-44,883.93</b>	<b>62,239.78</b>	<b>4,690.10</b>	<b>15,662.00</b>

**AIRPORT ADVISORY BOARD MEETING**  
**Meeting Minutes**  
January 12, 2016  
Ottawa Municipal Airport (KOWI)

Chairman Jack Miller called the meeting to order.

Board Members Present: Jack Miller, Gene Ramsey, Jen Sharp, Bud Gollier, Robert Bowers and Chad Caylor.

Others Present: Robin Flager, Hawkeye Helicopter; Michael Haeffele and Glora Mathews, City of Ottawa

There were no public comments.

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

On a motion by Bud Gollier and second by Chad Caylor, the December 8, 2015 Meeting minutes were approved as presented.

Explorer Post Subcommittee Update - Jen Sharp and Robert Bowers

- Meeting soon with flight instructor from Topeka post to get ideas on tracking
- Plane is completed for as much as the students can do. Robert and Milton Scott working on it now

FBO Update – Robin Flager

- Reviewed monthly report: Fuel sales were down over last year but take-offs and landings were up
- Their big helicopter is being painted. Not sure when it will be in Ottawa
- All hangars are now rented

Airport Day 2016 - Chairman Miller

- Kansas 99s haven't committed to the event, but seemed interested. Hope to have yes or no by next meeting

LeMaster Memorial Update – Chairman Miller

- Previous discussion on hanging the plaque inside instead of on the pole. Chuck LeMaster is fine with whatever the Board decides.
- Michael will have his staff install when weather allows
- He will email the picture he has to Glora and she will forward to the Board
- He will get with Chuck regarding wording on the plaque

- This will be dedicated at Airport Day

#### ACIP Update – Michael Haeffele

- Distributed AIP pre-application and reviewed changes from 2015. This was submitted in December to the FAA

#### Master Plan – Michael Haeffele

- RFP sent out and is due back on January 22.
- Selection committee will meet on January 25.
- Will bring recommendation from the committee back to this Board then to Commission for final approval
- Selection is due to FAA in February

#### Paint for Lobby – Michael Haeffele

- Described what is to be painted.
- One wall will be blue and the others a neutral color
- Staff will do the painting
- Robin will contact Ottawa Paint to purchase the paint

#### Pending Items – None

#### Open Discussion –

- Robin stated one of the pillows from the lobby furniture is missing. Also need a rug in that area
- Bud Gollier stated the Board needs to be thinking about industrial development. This will be added to the agenda as “Airport Economic Development Ideas”
- Gene Ramsey stated adding a maintenance building had been discussed previously. Michael noted that it is still in the current Master Plan
- Jen Sharp asked if this board can attend the FCDC meetings or designate a permanent attendee
- Robin Flager mentioned sewer and internet are issues for additional buildings to be built here. Gene Ramsey suggested that Hawkeye contact Michael Haeffele and the City Commission if they’re interested in building at the airport.
- A pre-construction meeting for AWOS will be held on January 21.

The next regularly scheduled meeting will be held February 9, 2016 – 5:00 pm.

The meeting adjourned at 5:56 pm on a motion by Gene Ramsey, second by Jen Sharp, with approval by the Board.

*Gloria Mathews, Recorder*

*Approved by the Board on February 9, 2016*

**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, January 19, 2016  
11:30 am – Ottawa Municipal Auditorium



Board Chairman Allen Campbell called the meeting to order.

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

Others Present: Shonda Stitt, Scott Bird, Glora Mathews and Kristi Lee.

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

Meeting Minutes- A motion was made by Tony Brown to approve the December 15' 2015 meeting minutes as presented with second by Jenny Obrecht. Motion carried.

OMA Administrative Report - Shonda Stitt

- Reviewed usage and financial reports
- Women's restroom remodel is almost complete
- Need volunteers for several dates
- 2016 calendar of events is filling up fast

Board Vacancy - Still no applications received. Kristi Lee offered to list the vacancy in their volunteer newsletter at the visitors bureau.

Sub-Committee Update - Blake asked for clarification of the direction for this committee. Chairman Campbell replied they should investigate what the stage should look like and a color scheme for the lobby. The sub-committee will try to meet with Deb Barker of the Historical Society and have an update in February.

Task List/Project Update

- New Year's Eve - Chairman Campbell thanked Tiffany Evans for her efforts on organizing the event. Tiffany distributed a copy of the budget/expenses for the event which showed a profit of \$632. Seventy-one people attended. She will send thank-you cards to those involved.
- St. Patrick's Day (March 19) - Shonda Stitt reported she found a band (Fraoch) who will play for 2 hours. Irish stew and dessert will be served 5:00-7:00 pm. She is working on marketing for sponsorship. The admission will be free, but there will be a charge for the food. Ottawa Main Street will prepare the food. Sara Caylor will check with Peach Madl for a donation and Shonda Stitt will check with the meat processing plant for a donation.
- Cinco De Mayo -The Board decided not to pursue a Cinco De Mayo event this year.
- Cowboy Days - Peach Madl contacted Tony Brown about the September 3<sup>rd</sup> and 4<sup>th</sup> event. After a lot of discussion, the Board decided they would like a formal presentation

and a budget to review. Shonda will contact Peach Madl to invite her to attend the February meeting.

Other Discussion –

- Sara Caylor asked the Board if they want to continue to meet at 11:30. The Board agreed this still works for them.
- Sara Caylor announced she was able to get the volunteer program presentation on the agenda for the April 19 Rotary meeting (12:00 pm). Glora will add this to the February meeting agenda for further discussion.
- Tony Brown asked for an update on the OMA Director position. Scott Bird reported that applications are due by January 24. He will check on the hiring process and get back to the Board. Sara Caylor noted she talked to Richard U. Nienstedt about having one or two individuals from this Board on the interview panel.
- Carpet and other items have been ordered for the auditorium.

On a motion by Tiffany Evans and second by Tony Brown, the meeting was adjourned.

*Glora Mathews, Recorder*

*Approved by the Board on February 16, 2016.*