



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

**101 S. Hickory  
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Ottawa, KS 66067-0060**  
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**TO:** Mayor and City Commissioners  
**RE:** Study Session Meeting Agenda  
**FROM:** Richard U. Nienstedt, City Manager

A Study Session is scheduled for **March 28, 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 March 16, 2016 Special Call Meeting for Update on Rock Creek Development Park and March 21, 2016 Study Session *Pgs. 3-5*
- b. Request for Approval of Ordinance Authorizing a Loan to Fund a Public Water Supply Project - Scott Bird *Pgs. 6-11*

**III. Items for Presentation and Discussion**

- a. Child Abuse Prevention and Awareness Month - Shelly Lojka, CASA
- b. February Monthly Reports - Staff *Pgs. 12-74*
- c. City Manager's Report
- d. Commissioner's Reports
- e. Mayor's Report

**IV. Adjourn**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Time: \_\_\_\_\_

**V. Announcements**

- March 30, 2016 Rock Creek Development Park Master Planning Meeting, 5:30 pm, Neosho County Community College, 900 E. Logan
- April 4, 2016 Study Session, 4:00 pm, City Hall
- April 6, 2016 **Regular** Meeting, 7:00 pm, City Hall, Pinning Ceremony & Reception for New Fire Chief, Tim Matthias, Immediately Following
- May 6, 2016 Special Call **Regular** Meeting for Date & Location Change, 10:00 am, Neosho County Community College, 900 E. Logan

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

**#19. Conduct your official public meetings with some formality, and follow rules of procedure. Have an agenda, and follow it. Most governing body members agree that formal meetings expedite the process and tend to promote better decision making.**

**VI. Items Already Placed**

- a. Minutes from the March 14, 2016 Special Call Study Session for Location Change and March 16, 2016 Special Call Regular Meeting for Location Change

**Special Call City Commission Meeting  
County Annex  
1416 S Main St., Ottawa, Kansas  
Wednesday, March 16, 2016—10:30 am**

The Governing Body met at 10:30 am this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Caylor, Commissioner Reed, and Commissioner Graves. A quorum was present.

The Governing Body discussed the update on Rock Creek Business Development Park Master Planning Process.

The meeting adjourned.

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Carolyn S. Snethen, City Clerk

**Study Session Minutes  
Ottawa, Kansas  
Minutes of March 21, 2016**

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, Commissioner Graves, and Commissioner Jorgensen. A quorum was present.

Mayor Skidmore called the meeting to order.

**Public Comments**

None offered at this time.

**Minutes to Review**

The Governing Body reviewed minutes from the March 14, 2016 Special Call Study Session Meeting for Location Change and the March 16, 2016 Special Call Regular Meeting for Location Change. It was agreed to place this item on the next regular meeting agenda, April 6, 2016.

**Ordinance—Vacating Utility Easement**

The Governing Body heard from Planner Sarah Anzicek regarding an ordinance vacating all but the North 140 feet of the utility easement between the 100 blocks of North Cedar Street and North Oak Street. The City of Ottawa's Planning Commission reviewed the vacation for the utility easement and held a public hearing. This vacation was requested by the Ottawa Co-op Association in order to allow construction of a building addition on the property for the Co-op. It was agreed to place this item on the next regular meeting agenda.

**Preliminary Plat—New USD 290 Elementary School**

The Governing Body heard from Planner Sarah Anzicek regarding a preliminary plat for the new USD 290 Elementary School. This plat is associated with a site plan, which was considered by the Planning Commission earlier this month. A final plat for the property will also be submitted for review and approval by the Planning Commission, and construction documents for proposed infrastructure have already been submitted for staff review. The preliminary plat is recommended for approval for the USD 290, 19<sup>th</sup> & Eisenhower Elementary School. There are a few corrections that will be made prior to the hearing.

**City Manager's Report**

City Manager Richard U. Nienstedt reported:

- Discussion on the March 14<sup>th</sup> & March 16<sup>th</sup> offsite meetings
- Update on Rock Creek Business Development Park Master Planning Process
- Tim Matthias has been selected as the Ottawa Fire Chief. The April 6<sup>th</sup> Meeting will be the official oath of office for Chief Matthias.

**Commissioners' Reports**

Commissioner Caylor stated the Irish Band event at the Ottawa Municipal Auditorium was a great event.

Commissioner Jorgensen reported news heard from Chief Butler regarding the Academy Graduation. The two officers in attendance of the academy graduated first and second in the class. This is a great accomplishment.

March 21, 2016

Unofficial until Approved

### **Mayor's Report**

Mayor Skidmore reported:

- It is great to see playground equipment up at Walton Park. Thank you to all who helped make this happen.

### **Announcements**

Mayor Skidmore announced:

- March 24, 2016: Mayor's Prayer Breakfast, 8:00 am, Ottawa Bible Church, 1623 S Poplar
- March 28, 2016: Study Session, 4:00 pm, City Hall
- April 4, 2016: Study Session, 4:00 pm, City Hall
- April 6, 2016: Regular Commission Meeting, 7:00 pm, City Hall
- May 6, 2016: Special Call Regular Meeting for Date & Location Change, 10:00 am, Neosho County Community College, 900 E Logan

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Caylor to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 4:21 pm.

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Carolyn S. Snethen, City Clerk

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**CITY OF OTTAWA**

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**TO:** RICHARD U. NIENSTEDT, CITY MANAGER

**FROM:** SCOTT D. BIRD, DIRECTOR OF FINANCE

**SUBJECT:** RAW WATER LINE

**DATE:** FRIDAY, MARCH 18, 2016

On November 18, 2015 the Governing Body adopted Resolution 1683-15. This resolution provided authorization to proceed with an application to the Kansas Department of Health and Environment (KDHE) regarding a loan from the Kansas Water Supply Loan Fund. The purpose of this loan is for the construction of an additional raw water line for the purpose of providing redundancy to the City's aged water supply line from the river intake. As you may recall, this project has been in the planning phase for the last several years. Initially, a public hearing was held on July 2, 2014 and subsequently a presentation related to this project was made to the Governing Body on October 19, 2015.

KDHE has processed a request to loan the city \$3,262,500 as previously established by the aforementioned resolution. This loan has a projected interest rate of 1.78%, with a service fee rate of 0.35%, which calculates to a gross rate of 2.13%, for a total cost of \$761,186.40 and a term of 20 years. In November 2015 a water rate resolution was adopted to help meet the financing needs for this project. The attached ordinance is respectfully submitted for action to bring the agreement with KDHE to fruition.

Recommendation: That the attached ordinance be placed on the March 28, 2016 study session and the April 6, 2016 regular meeting agendas.

(Published in [Official City Newspaper] on [publication date])

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

**AN ORDINANCE AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT BETWEEN OTTAWA, KANSAS AND THE STATE OF KANSAS, ACTING BY AND THROUGH THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT FOR THE PURPOSE OF OBTAINING A LOAN FROM THE KANSAS PUBLIC WATER SUPPLY LOAN FUND FOR THE PURPOSE OF FINANCING A PUBLIC WATER SUPPLY PROJECT; ESTABLISHING A DEDICATED SOURCE OF REVENUE FOR REPAYMENT OF SUCH LOAN; AUTHORIZING AND APPROVING CERTAIN DOCUMENTS IN CONNECTION THEREWITH; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION WITH THE LOAN AGREEMENT.**

**WHEREAS**, the Safe Drinking Water Act Amendments of 1996 [PL 104-182] to the Safe Drinking Water Act (the "Federal Act") established the Drinking Water Loan Fund to assist public water supply systems in financing the costs of infrastructure needed to achieve or maintain compliance with the Federal Act and to protect the public health and authorized the Environmental Protection Agency (the "EPA") to administer a revolving loan program operated by the individual states; and

**WHEREAS**, to fund the state revolving fund program, the EPA will make annual capitalization grants to the states, on the condition that each state provide a state match for such state's revolving fund; and

**WHEREAS**, by passage of the Kansas Public Water Supply Loan Act, K.S.A. 65-163d *et seq.*, as amended (the "Loan Act"), the State of Kansas (the "State") has established the Kansas Public Water Supply Loan Fund (the "Revolving Fund") for purposes of the Federal Act; and

**WHEREAS**, under the Loan Act, the Secretary of the Kansas Department of Health and Environment ("KDHE") is given the responsibility for administration and management of the Revolving Fund; and

**WHEREAS**, the Kansas Development Finance Authority (the "Authority") and KDHE have entered into a Pledge Agreement (the "Pledge Agreement") pursuant to which KDHE agrees to enter into Loan Agreements with Municipalities for public water supply projects (the "Projects") and to pledge the Loan Repayments (as defined in the Pledge Agreement) received pursuant to such Loan Agreements to the Authority; and

**WHEREAS**, the Authority is authorized under K.S.A. 74-8905(a) and the Loan Act to issue revenue bonds (the "Bonds") for the purpose of providing funds to implement the State's requirements under the Federal Act and to loan the same, together with available funds from the EPA capitalization grants, to Municipalities within the State for the payment of Project Costs (as said terms are defined in the Loan Act); and

**WHEREAS**, Ottawa, Kansas (the "Municipality") is a municipality as said term is defined in the Loan Act which operates a water system (the "System"); and

**WHEREAS**, the System is a Public Water Supply System, as said term is defined in the Loan Act;  
and

**WHEREAS**, the Municipality has, pursuant to the Loan Act, submitted an Application to KDHE to obtain a loan from the Revolving Fund to finance the costs of improvements to its System consisting of the following:

Construction of a redundant raw water transmission main and all related appurtenances.

(the "Project"); and

**WHEREAS**, the Municipality has taken all steps necessary and has complied with the provisions of the Loan Act and the provisions of K.A.R. 28-15-50 through 28-15-65 (the "Regulations") applicable thereto necessary to qualify for the loan; and

**WHEREAS**, KDHE has informed the Municipality that it has been approved for a loan in amount not to exceed \$3,262,500.00 (the "Loan") in order to finance the Project; and

**WHEREAS**, the governing body of the Municipality hereby finds and determines that it is necessary and desirable to accept the Loan and to enter into a loan agreement and certain other documents relating thereto, and to take certain actions required in order to implement the Loan Agreement.

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

**Section 1. Authorization of Loan Agreement.** The Municipality is hereby authorized to accept the Loan and to enter into a certain Loan Agreement, with an effective date of February 22, 2016, with the State of Kansas acting by and through the Kansas Department of Health and Environment (the "Loan Agreement") to finance the Project Costs (as defined in the Loan Agreement). The Mayor and Clerk are hereby authorized to execute the Loan Agreement in substantially the form presented to the governing body this date, with such changes or modifications thereto as may be approved by the Mayor and the Municipality's legal counsel, the Mayor's execution of the Loan Agreement being conclusive evidence of such approval.

**Section 2. Establishment of Dedicated Source of Revenue for Repayment of Loan.** Pursuant to the Loan Act, the Municipality hereby establishes a dedicated source of revenue for repayment of the Loan. In accordance therewith, the Municipality shall impose and collect such rates, fees and charges for the use and services furnished by or through the System, including all improvements and additions thereto hereafter constructed or acquired by the Municipality as will provide System Revenues (as defined in the Loan Agreement) sufficient to (a) pay the cost of the operation and maintenance of the System, (b) pay the principal of and interest on the Loan as and when the same become due, (c) pay all other amounts due at any time under the Loan Agreement, and (d) pay the principal of and interest on Additional Revenue Obligations (as defined in the Loan Agreement) as and when the same become due; provided, however, the pledge of the System Revenues contained herein and in the Loan Agreement (i) shall be subject to reasonable expenses of operation and maintenance of the System, and (ii) shall be junior and subordinate in all respects to the pledge of System Revenues to any Additional Revenue Obligations. In the event that the System Revenues are insufficient to meet the obligations under the Loan and the Loan Agreement, the Municipality shall levy ad valorem taxes without limitation as to rate or amount upon all the taxable tangible property, real or personal, within the territorial limits of the Municipality to produce the amounts necessary for the prompt payment of the obligations under the Loan and Loan Agreement. In accordance with the Loan Act, the obligations under the Loan and the Loan Agreement shall not be included within any limitation on the bonded indebtedness of the Municipality.

**Section 3. Further Authority.** The Mayor, Clerk and other City officials and legal counsel are hereby further authorized and directed to execute any and all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of the Ordinance, and to make alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

**Section 4. Governing Law.** The Ordinance and the Loan Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of Kansas.

**Section 5. Effective Date.** This Ordinance shall take effect and be in full force from and after its passage by the governing body of the City and publication in the official City newspaper.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

**PASSED** by the governing body of the City on [Ordinance Date] and [signed][and **APPROVED**] by the Mayor.

(SEAL)

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

[APPROVED AS TO FORM ONLY.

\_\_\_\_\_  
City Attorney

KANSAS PUBLIC WATER SUPPLY LOAN FUND

ESTIMATED Draws - Actual Interest Rate  
Amortization of Loan Costs

Prepared for:  
City of Ottawa, Project No. 2877

Project Principal: 3,254,343.75  
Interest During Const.: 0.00  
Service Fee During Const.: 0.00  
Loan Origination Fee: 8,156.25  
Loan Reserve Account: 0.00  
Financial Integrity Assurance Contract: 0.00  
Gross Loan Costs: 3,262,500.00 ✓

2/22/2016  
Gross Rate: 2.13%  
Service Fee Rate: 0.35%  
Loan Interest Rate: 1.78%  
1st Payment Date: 8/1/2017  
Number of Payments: 40

Payment Number	Payment Date	Beginning Balance	Interest Payment	Principal Payment	Service Fee	Total Payment	Ending Balance
1	8/1/2017	3,262,500.00	29,036.25	65,846.53	5,709.38	100,592.16	3,196,653.47
2	2/1/2018	3,196,653.47	28,450.22	66,547.80	5,594.14	100,592.16	3,130,105.67
3	8/1/2018	3,130,105.67	27,857.94	67,256.54	5,477.68	100,592.16	3,062,849.13
4	2/1/2019	3,062,849.13	27,259.36	67,972.81	5,359.99	100,592.16	2,994,876.32
5	8/1/2019	2,994,876.32	26,654.40	68,696.73	5,241.03	100,592.16	2,926,179.59
6	2/1/2020	2,926,179.59	26,043.00	69,428.35	5,120.81	100,592.16	2,856,751.24
7	8/1/2020	2,856,751.24	25,425.09	70,167.76	4,999.31	100,592.16	2,786,583.48
8	2/1/2021	2,786,583.48	24,800.59	70,915.05	4,876.52	100,592.16	2,715,668.43
9	8/1/2021	2,715,668.43	24,169.45	71,670.29	4,752.42	100,592.16	2,643,998.14
10	2/1/2022	2,643,998.14	23,531.58	72,433.58	4,627.00	100,592.16	2,571,564.56
11	8/1/2022	2,571,564.56	22,886.92	73,205.00	4,500.24	100,592.16	2,498,359.56
12	2/1/2023	2,498,359.56	22,235.40	73,984.63	4,372.13	100,592.16	2,424,374.93
13	8/1/2023	2,424,374.93	21,576.94	74,772.56	4,242.66	100,592.16	2,349,602.37
14	2/1/2024	2,349,602.37	20,911.46	75,568.90	4,111.80	100,592.16	2,274,033.47
15	8/1/2024	2,274,033.47	20,238.90	76,373.70	3,979.56	100,592.16	2,197,659.77
16	2/1/2025	2,197,659.77	19,559.17	77,187.09	3,845.90	100,592.16	2,120,472.68
17	8/1/2025	2,120,472.68	18,872.21	78,009.12	3,710.83	100,592.16	2,042,463.56
18	2/1/2026	2,042,463.56	18,177.93	78,839.92	3,574.31	100,592.16	1,963,623.64
19	8/1/2026	1,963,623.64	17,476.25	79,679.57	3,436.34	100,592.16	1,883,944.07
20	2/1/2027	1,883,944.07	16,767.10	80,528.16	3,296.90	100,592.16	1,803,415.91
21	8/1/2027	1,803,415.91	16,050.40	81,385.78	3,155.98	100,592.16	1,722,030.13
22	2/1/2028	1,722,030.13	15,326.07	82,252.54	3,013.55	100,592.16	1,639,777.59
23	8/1/2028	1,639,777.59	14,594.02	83,128.53	2,869.61	100,592.16	1,556,649.06
24	2/1/2029	1,556,649.06	13,854.18	84,013.84	2,724.14	100,592.16	1,472,635.22
25	8/1/2029	1,472,635.22	13,106.45	84,908.60	2,577.11	100,592.16	1,387,726.62
26	2/1/2030	1,387,726.62	12,350.77	85,812.87	2,428.52	100,592.16	1,301,913.75
27	8/1/2030	1,301,913.75	11,587.03	86,726.78	2,278.35	100,592.16	1,215,186.97
28	2/1/2031	1,215,186.97	10,815.16	87,650.42	2,126.58	100,592.16	1,127,536.55
29	8/1/2031	1,127,536.55	10,035.08	88,583.89	1,973.19	100,592.16	1,038,952.66
30	2/1/2032	1,038,952.66	9,246.68	89,527.31	1,818.17	100,592.16	949,425.35
31	8/1/2032	949,425.35	8,449.89	90,480.78	1,661.49	100,592.16	858,944.57
32	2/1/2033	858,944.57	7,644.61	91,444.40	1,503.15	100,592.16	767,500.17
33	8/1/2033	767,500.17	6,830.75	92,418.28	1,343.13	100,592.16	675,081.89
34	2/1/2034	675,081.89	6,008.23	93,402.54	1,181.39	100,592.16	581,679.35
35	8/1/2034	581,679.35	5,176.95	94,397.27	1,017.94	100,592.16	487,282.08
36	2/1/2035	487,282.08	4,336.81	95,402.61	852.74	100,592.16	391,879.47
37	8/1/2035	391,879.47	3,487.73	96,418.64	685.79	100,592.16	295,460.83
38	2/1/2036	295,460.83	2,629.60	97,445.50	517.06	100,592.16	198,015.33
39	8/1/2036	198,015.33	1,762.34	98,483.29	346.53	100,592.16	99,532.04
40	2/1/2037	99,532.04	885.84	99,532.04	174.28	100,592.16	0.00
		Totals	636,108.75	3,262,500.00	125,077.65	4,023,686.40	

# CITY OF OTTAWA

## February Monthly Reports

Presented to the City Commission  
March 28, 2016



### TABLE OF CONTENTS

	<b>Page</b>
<b>I. Financial Reports</b>	
Analysis of Local Sales and Compensating Use Tax Receipt	13
Trial Balance	14
Investment Schedule	15
<b>II. City Reports</b>	
Auditorium	16
Community Development	18
Fire	20
Human Resources	23
Information Technology	25
Police	30
Public Works	45
Utilities	48
<b>III. Additional Agencies</b>	
Library	57
Prairie Paws Animal Shelter	59
<b>IV. Advisory Board Minutes</b>	
Accessibility Advisory Board	70
Airport Advisory Board	72
Ottawa Municipal Auditorium Advisory Board	74

## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**February-16**

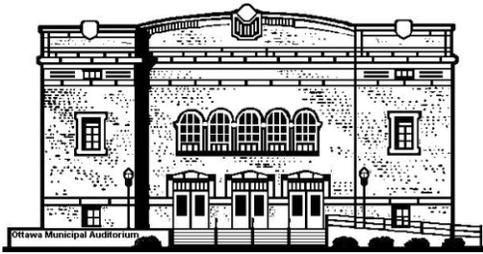
COUNTY (1.0%)	2011	2012	2013	2014	2015	2016	12 Mo Running Total		Change Dollars	Change Percent
							2015	2016		
January	80,430	92,276	93,621	90,915	99,626	99,411	1,197,867	1,220,221	\$ (215.65)	-0.22%
February	95,342	88,325	96,068	104,501	117,666	105,438	1,211,033	1,207,993	\$ (12,228.17)	-10.39%
March	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>175,772</b>	<b>180,601</b>	<b>189,688</b>	<b>195,416</b>	<b>217,292</b>	<b>204,849</b>			\$ (12,443.82)	
<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	218,594	2,657,971	2,717,359	\$ (45,909.91)	-17.36%
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>388,710</b>	<b>383,570</b>	<b>402,142</b>	<b>434,910</b>	<b>480,956</b>	<b>446,608</b>			\$ (34,347.22)	
<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>564,482</b>	<b>564,170</b>	<b>591,830</b>	<b>630,326</b>	<b>698,248</b>	<b>651,457</b>			\$ (46,791.04)	-6.70%
<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>		<b>Budget</b>	<b>4,150,785</b>	\$ 691,797.50	-5.83%

CITY OF OTTAWA  
MTD TREASURERS REPORT

AS OF: FEBRUARY 29TH, 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	2,913,504.01	612,848.11	748,337.82	2,778,014.30	93.51	( 6,050.21)	2,771,870.58
005-Gen Obl Debt Service Fund	740,673.15	66.11	0.00	740,739.26	0.00	0.00	740,739.26
011-Community Service Support	1,623.76	14,000.00	15,158.42	465.34	0.00	0.00	465.34
013-Auditorium Fund	124,035.83	10.36	19,465.42	104,580.77	0.00	( 63.26)	104,517.51
014-Airport Fund	17,881.95	2,191.90	6,484.53	13,589.32	0.00	0.00	13,589.32
016-Special Park & Rec Fund	76,677.82	7,459.97	328.50	83,809.29	0.00	0.00	83,809.29
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	426,100.20	0.00	426,100.20	0.00	0.00	0.00	0.00
025-Economic Development Fund	222,175.27	64,364.65	9,639.49	276,900.43	0.00	0.00	276,900.43
028-Special Streets Fund	776,404.42	484.49	1,007.50	775,881.41	0.00	0.00	775,881.41
029-Stormwater Utility	592,138.55	39,559.68	5,652.37	626,045.86	0.00	0.00	626,045.86
030-Water Utility	928,990.77	193,502.02	185,012.23	937,480.56	0.00	( 31,149.22)	906,331.34
036-Waste Water Utility	464,448.19	210,669.79	196,630.31	478,487.67	0.00	( 19,189.81)	459,297.86
037-Electric Utility	4,010,062.00	1,148,948.32	939,142.54	4,219,867.78	0.00	( 220,598.69)	3,999,269.09
041-Electric Power Supply Fnd	668,571.11	74,192.97	0.00	742,764.08	0.00	0.00	742,764.08
045-Electric Sys Construction	856,660.66	135.20	0.00	856,795.86	0.00	0.00	856,795.86
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	150,608.66	259.10	259.77	150,607.99	0.00	8,943.86	159,551.85
053-Equipment Reserve	568,370.97	89.89	24,696.33	543,764.53	0.00	0.00	543,764.53
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	213,407.00	226.77	0.00	213,633.77	0.00	0.00	213,633.77
056-Risk Management	218,765.18	75.59	28,256.07	190,584.70	0.00	( 612.40)	189,972.30
058-Neighborhd Stabiliztn Grt	18,304.38	3.20	11,297.98	7,009.60	0.00	0.00	7,009.60
062-US 59 Turnback	19,302.85	1,262.00	0.00	20,564.85	0.00	0.00	20,564.85
063-Airport Hangars 2009/2010	183.94	0.00	0.00	183.94	0.00	0.00	183.94
064-K68 & MAIN ST	0.00	0.00	6,435.00	( 6,435.00)	0.00	0.00	( 6,435.00)
076-Loves Granger TIF	251,433.85	0.00	124,661.65	126,772.20	0.00	0.00	126,772.20
077-South Hwy 59 TDD	85,279.81	751.95	0.00	86,031.76	0.00	0.00	86,031.76
078-WWTP Funding	676,822.69	106.81	63,484.86	613,444.64	0.00	0.00	613,444.64
080-Street Projects	0.00	109.84	0.00	109.84	0.00	0.00	109.84
082-East Side Interceptor	61,901.11	0.00	0.00	61,901.11	0.00	0.00	61,901.11
086-Streets Construction	97,810.77	0.00	0.00	97,810.77	0.00	0.00	97,810.77
087-Water Construction Fund	0.00	0.00	287.50	( 287.50)	0.00	0.00	( 287.50)
091-TIF Program Fund	334,070.70	0.00	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	10,065.60	0.00	0.00	10,065.60	0.00	0.00	10,065.60
099-Industrial Park	793,749.55	2,839.42	0.00	796,588.97	0.00	0.00	796,588.97
GRAND TOTAL	16,681,677.55	2,374,158.14	2,812,338.49	16,243,497.20	93.51	( 268,719.73)	15,974,683.96





# 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 February 2016

- ❖ Hawkeye Helicopter held safety training seminar on February 2<sup>nd</sup> and 3<sup>rd</sup>. (attendance 48)
- ❖ ACT Ottawa held rehearsals on February 1 through the 11<sup>th</sup> and the 18<sup>th</sup> with performances the 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>. (audience attendance 126)
- ❖ The City of Ottawa's Utilities department held a meeting in the mezzanine on February 9<sup>th</sup>. (attendance 9)
- ❖ Ottawa Municipal Auditorium Advisory Board held their monthly meeting on Feb 16<sup>th</sup> in the mezzanine. (attendance 9)
- ❖ The City held its monthly Safety Class on February 17<sup>th</sup>. (attendance 36)
- ❖ The Healthy Cooking Class was held on February 17<sup>th</sup>. (attendance 9)
- ❖ The Cub Scouts held their annual dinner on February 27<sup>th</sup>. (attendance 85)
- ❖ The renovation/remodel of ladies restroom has been completed and carpet was laid in the main hall on all pathways (aisles).

### February 2016 usage facts:

Attendance: 322  
Rentals: 3  
Days used 21 days out of 29 days

### 2016 Year to date totals for OMA:

Attendance: 2,059  
Rentals: 6  
Days used: 34 out of 60

### January 2016 Volunteers/Hours:

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

### February 2015 usage facts:

Attendance for events/rentals: 1,051  
Events/Rentals: 4  
Days used 19 days out of 28 days

### 2015 Year to date totals for OMA:

Attendance: 1,893  
Rentals: 7  
Days used: 43 out of 59

### 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

### March - April 2016:

March 3 – Kansas Municipal Utilities, rental  
March 4 & 5 – ECKAN Dress Prom Boutique, rental  
March 8 – City's Healthy Cooking Class  
March 19 – OMA Advisory Board meeting  
March 15 & 16 – Spring Fling – Family Night BINGO & Family Movie (The Peanuts Movie)  
March 16 – Spring Fling – March 17 & 18 – Spring Fling – Making Strawberry Jam & Bread  
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  
April 13 – City's Safety Training  
April 14 – SEKS Officials Meeting, rental  
April 19 – OMA Advisory Board meeting  
April 20 – City's Healthy Cooking Class  
April 25 – 30 – OHS Variety Show, rental

CITY OF OTTAWA  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 29TH, 2016

013-Auditorium Fund  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
<u>Auditorium Fund</u>						
TAXES	145,800	0.00	71,187.28	0.00	74,612.72	48.83
LEASE & RENTAL INCOME	12,000	0.00	676.00	0.00	11,324.00	5.63
CHARGES FOR SERVICES	23,000	0.00	516.88	0.00	22,483.12	2.25
INVESTMENT INCOME	40	10.36	10.36	0.00	29.64	25.90
OTHER REVENUE	5,200	0.00	0.00	0.00	5,200.00	0.00
MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
TOTAL Auditorium Fund	<u>186,065</u>	<u>10.36</u>	<u>72,390.52</u>	<u>0.00</u>	<u>113,674.48</u>	<u>38.91</u>
TOTAL REVENUE	<u>186,065</u>	<u>10.36</u>	<u>72,390.52</u>	<u>0.00</u>	<u>113,674.48</u>	<u>38.91</u>
<u>EXPENSE SUMMARY</u>						
<u>Auditorium Fund</u>						
PERSONNEL SERVICES	128,876	6,291.28	13,183.48	0.00	115,692.52	10.23
CONTRACTUAL SERVICES	54,660	3,577.60	7,143.31	0.00	47,516.69	13.07
COMMODITIES	5,700	118.83	141.10	0.00	5,558.90	2.48
CAPITAL EXPENSES	22,500	9,477.71	9,477.71	0.00	13,022.29	42.12
CAPITAL IMPROVEMENTS	0	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	34,586	0.00	0.00	0.00	34,586.00	0.00
TOTAL Auditorium Fund	<u>246,322</u>	<u>19,465.42</u>	<u>29,945.60</u>	<u>0.00</u>	<u>216,376.40</u>	<u>12.16</u>
TOTAL EXPENSES	<u>246,322</u>	<u>19,465.42</u>	<u>29,945.60</u>	<u>0.00</u>	<u>216,376.40</u>	<u>12.16</u>
REVENUE OVER/(UNDER) EXPENSES	( 60,257)	( 19,455.06)	42,444.92	0.00	( 102,701.92)	70.44-
OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
OTHER USES	7,500	0.00	0.00	0.00	7,500.00	0.00
NET OTHER SOURCES & USES	( 7,500)	0.00	0.00	0.00	( 7,500.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	( 67,757)	( 19,455.06)	42,444.92	0.00	( 110,201.92)	62.64-

**Community Development Department  
February 2016 Monthly Report**

**Planning Commission:**

The Planning Commission reviewed a Preliminary plat for USD 290 new elementary school.

**Play Task Force:**

New members are continuing to be a goal, particularly those interested in helping fundraise for the teen park. February meeting planned Walton workdays: March 17 & 18, 1-6 p.m., rain day April 9.

**Projects:**

**East 15th Street Sidewalk Project:** Bid date has moved to July and KDOT conducting final review of plans.

**Neighborhood Stabilization Program:**

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

**Condemnations:**

820 N. Locust, bids have been requested and are due in March.

**Code Enforcement:**

The code enforcement officer is now working two days a week.

**Permits:**

**Permits Continued:**

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:	\$12,353.76
Planning fees to date:	<u>\$ 450.00</u>
Total received to date:	\$ 12,803.76



Jeff H. Carner  
Fire Chief

## OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS

### Monthly Report February, 2016

**Calls for Service:** The department responded to 159 calls for service and experienced an estimated \$27,000 in fire loss, including a house fire at 630 S Hickory.

**Inspections:** A total of 25 business and residential inspections were completed.

**Training:** Shift personnel conducted 593 hours of training with most of these hours dedicated to technical rescue operations.

**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 {02/01/2016} And  
{02/29/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
111 Building fire	1	0.63%	\$25,000	92.59%
112 Fires in structure other than in a building	1	0.63%	\$2,000	7.40%
143 Grass fire	1	0.63%	\$0	0.00%
	<b>3</b>	<b>1.89%</b>	<b>\$27,000</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	1	0.63%	\$0	0.00%
311 Medical assist, assist EMS crew	93	58.49%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	14	8.81%	\$0	0.00%
322 Motor vehicle accident with injuries	2	1.26%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.63%	\$0	0.00%
	<b>111</b>	<b>69.81%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
411 Gasoline or other flammable liquid spill	1	0.63%	\$0	0.00%
422 Chemical spill or leak	1	0.63%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.63%	\$0	0.00%
	<b>3</b>	<b>1.89%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
531 Smoke or odor removal	1	0.63%	\$0	0.00%
561 Unauthorized burning	4	2.52%	\$0	0.00%
	<b>5</b>	<b>3.14%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	1	0.63%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en route	3	1.89%	\$0	0.00%
6116 Other - Dispatched & cancelled en route	1	0.63%	\$0	0.00%
622 No Incident found on arrival at dispatch address	3	1.89%	\$0	0.00%
631 Authorized controlled burning	8	5.03%	\$0	0.00%
661 EMS call, party transported by non-fire agency	10	6.29%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.63%	\$0	0.00%
	<b>27</b>	<b>16.98%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	2	1.26%	\$0	0.00%

OTTAWA

Incident Type Report (Summary)

Alarm Date Between {02/01/2016} And  
{02/29/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>7 False Alarm &amp; False Call</b>				
733 Smoke detector activation due to malfunction	2	1.26%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.63%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	1.89%	\$0	0.00%
744 Detector activation, no fire - unintentional	1	0.63%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	0.63%	\$0	0.00%
	<u>10</u>	<u>6.29%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 159

Total Est Loss:

\$27,000

**City of Ottawa Human Resources Department  
Monthly Report –February 2016**



City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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

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

- At their February 22, 2016 Study Session the Governing Body advanced a Flood Insurance recommendation presented by HR Director Michelle Stegman and City Staff to the next scheduled Commission Meeting in March.
- City HR and Finance Staff worked with Truss Advantage on options to move the HSA and FSA accounts to another vendor in the near future.
- The City of Ottawa and K-State Research and Extension Frontier District 1<sup>st</sup> healthy cooking class “Smoothies” was held on March 8, 2016.

**Recruitment**

HR Staff began recruiting for seasonal positions on February 1, 2016.

**Promotions**

None

**New Hires**

2/22/16 – Chad Pickert, Laborer Maintenance Worker I - Parks

**Departures**

2/26/16 – Colton Fielden, WD/WC Maintenance Worker I

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

**Training**

Rick Aguilar, CUSP, PHR with Kansas Municipal Utilities conducted Arc Flash, PPE Assessments & SOPs training sessions for all City employees February 17, 2016.

**Safety Committee Meeting**

The Safety Committee meeting was held February 16, 2016. Staff discussed the following: Safety Committee goals, recognition program and Department audits/inspections.

**Workers' Compensation Injuries/Illnesses**

1. 2/5/16 – A Police Department employee sustained a strain to their knee during a foot pursuit.
2. 2/24/16 - A Power Plant employee fractured their hand while drilling holes through a 2 x 4 board.
3. 2/29/16 – A Community Development employee sustained a concussion after hitting their head on the freezer door in the 2<sup>nd</sup> floor break room.

**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. The adjuster has requested bills again. Medical payments were extended and \$977.23 was paid to CMS



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(Medicare). At this time, the adjuster has sent a letter to Medicare to see if there were any additional bills that need to be paid. A response is expected in April. Once received, the claim will be closed. \$5,000 exists for medical coverage. **Open**

#### Commercial Automobile

2/12/16 – 2008 Ford Ranger. A City employee drove the vehicle through a controlled intersection and was involved in an accident. They received a ticket for going through a red light. He is awaiting a court date in March. There were no injuries in the insured vehicle. The claimant is alleging a minor soft tissue injury. The adjuster has a subrogation notice from the other carrier for the property damage but no formal demand. Staff is waiting for the adjuster to look at the vehicle to determine if it can be repaired or totaled. \$1000 deductible. **Open**

#### 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:** March 21, 2016

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

**From:** Chuck Bigham, IT Director

**Subject:** February IT Monthly Report

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## **IT Trouble Tickets & Other-**

90 new calls for Service logged, 0 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, Legislative Coffee, Quality of Life, America's Army and White House Chronicle.

# of different programs played- 18 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

## **Web Site**

14 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.

## **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 roaming commission meetings. Ottawa made it to 3<sup>rd</sup> round in the League of Kansas Municipalities Hometown Showdown photo contest.

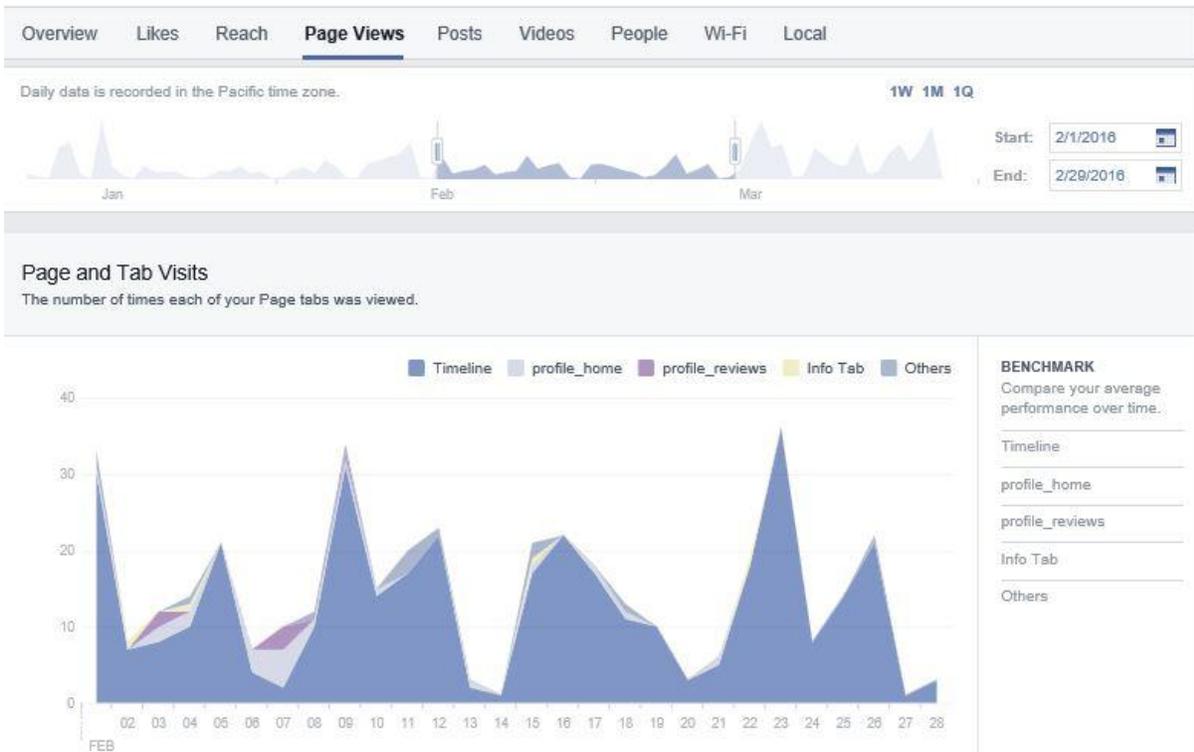
Total Likes: 2,111      See attached graphs

## **Other Activities-**

Twitter account maintained currently at **503 followers** (see attached graphs). Instagram followers are at **51**. 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. Added LinkedIn to social media platforms.

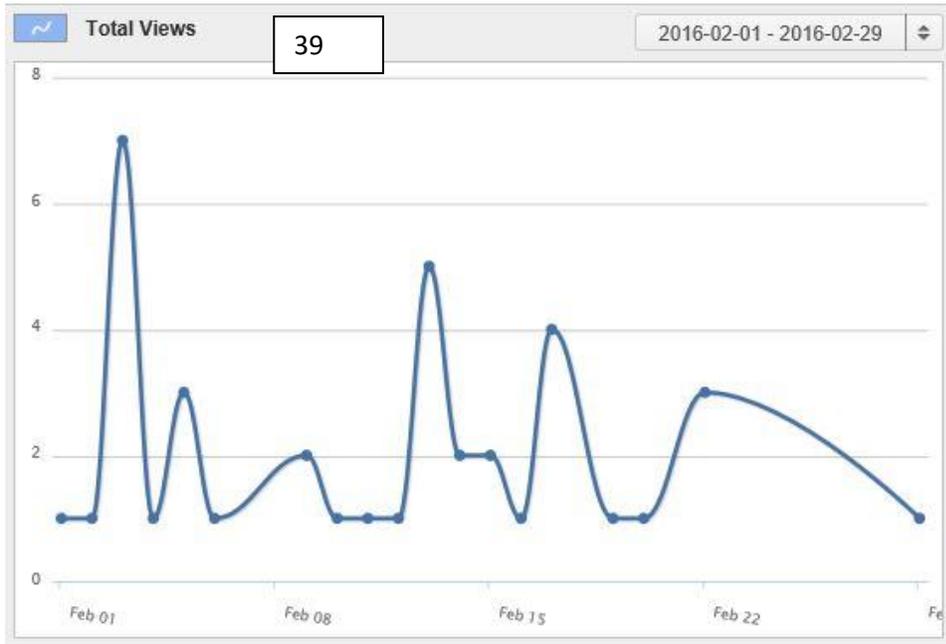
**Facebook February 2016**  
**Demographics and Location of people who like the City of Ottawa Facebook page.**  
**Total Likes for February were: 2,111**





**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 February 2016



Export this period in CSV Day Month

Datetime	Views
Feb 01	1
Feb 02	1
Feb 03	7
Feb 04	1
Feb 05	3
Feb 06	1
Feb 09	2
Feb 10	1
Feb 11	1
Feb 12	1
Feb 13	5
Feb 14	2
Feb 15	2
Feb 16	1
Feb 17	4
Feb 19	1
Feb 20	1
Feb 22	3
Feb 29	1

Twitter February 2016



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: MARCH 3, 2016  
TO: RICHARD U. NIENSTEDT, CITY MANAGER  
FROM: DENNIS P. BUTLER, CHIEF OF POLICE  
SUBJECT: FEBRUARY 2016 MONTHLY REPORT

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

- Volunteers in Police Service (VIPS) provided 148 hours of service
- Officers Nick Goodwin and Casey Gillmore were transferred to the Detective Unit
- 2016 Legislative Coffee at City Hall
- Held police applicant testing and made a conditional offer. The background and various other testing continues
- Tylor Wyatt and Chris Forsberg continue their basic training and Sarah Frazee was released to solo patrol
- Attended the Johnson County Chief's and Sheriff meeting
- Participated an Internet Safety training offered by the Willow for parents at OMS
- Attended and FBI meeting in Wichita
- Continued participation on KBI Work Group regarding untested Sexual Assault Kits
- The Ottawa Police Foundation held its 5<sup>th</sup> Annual Trivia Night Fundraiser; and
- Local Emergency Planning Meeting, monthly supervisors' meeting, various Chamber events, Rotary, 911 Advisory Board Franklin County Domestic Violence Response Team, and other various meetings.

I am happy to answer any questions.  
Thank you.

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

	FEB 2016		FEB 2015	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	0	0	1	0
Burglary	0	0	0	0
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Theft	7	1	2	4
Theft: Auto	0	0	0	0
<b>Total Part One Arrests</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>4</b>

**OTHER ARRESTS**

Assault	0	0	1	0
Assault: LEO	0	0	0	1
Battery	0	6	1	3
Battery: Domestic	3	0	3	0
Battery: LEO	0	0	0	0
Criminal Damage Property	6	0	2	1
Criminal Threats	0	0	1	0
Disorderly Conduct	5	3	2	2
Driving Under Influence	4	0	13	0
Drug Offense Arrests	4	1	20	1
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	0	0	1
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	1	0	2	0
Phone Harassment	0	0	0	0
Sexual Offense Arrests	0	0	0	0
Suicide	0	0	0	0
Vehicle Related Arrests	2	0	33	0
All Other Arrests	29	1	32	2
<b>Total Part Two Arrests</b>	<b>54</b>	<b>11</b>	<b>110</b>	<b>11</b>

**TOTAL ARRESTS**

**73**

**128**

**REPORTED CRIMES  
PART ONE OFFENSES**

	FEB 2016		FEB 2015	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	0	0	2	1
Burglary	0	0	4	3
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	1	0	0	0
Theft	22	12	19	13
Theft: Auto	3	2	0	0
<b>Total Part One Crimes</b>	<b>26</b>	<b>14</b>	<b>25</b>	<b>17</b>

**OTHER CRIMES**

Assault	0	0	1	1
Assault: LEO	0	0	1	1
Battery	7	6	4	4
Battery: Domestic	4	2	5	3
Battery: LEO	0	0	0	0
Criminal Damage Property	13	10	9	8
Criminal Threats	0	0	2	2
Disorderly Conduct	8	8	4	4
Driving Under Influence	4	4	13	13
Drug Offenses	7	7	21	21
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offenses	0	0	4	2
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	1	1	2	2
Phone harassment	0	0	0	0
Sex Offenses	0	0	1	0
Suicide	1	1	0	0
Vehicle Related Offenses	2	2	43	42
All Other Offenses	34	32	44	41
<b>Total Part Two Crimes</b>	<b>81</b>	<b>73</b>	<b>154</b>	<b>144</b>

**OTHER ACTIVITIES**

<b>Calls for Service</b>	<b>1098</b>	<b>1059</b>
<b>Traffic Accidents</b>	<b>18</b>	<b>14</b>
<b>Warrants Served</b>	<b>11</b>	<b>21</b>

**TOTAL INCIDENTS / CALLS FOR SERVICE**

**1234**

**1273**

<b>ANIMAL CONTROL FEBRUARY 2016</b>			
<b>ACTIVITY</b>	<b>Feb-16</b>	<b>Feb-15</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	23	13	30
Dead animals (wild) collected	5	4	7
Dead animals (domestic) collected	1	2	1
Wild animals trapped	18	5	33
Trap usage (days)	37	25	95
Dog ordinance violation citation	3	12	3
Cruelty to animal violation	0	1	0
Calls for service (non-trap)	22	18	37

COURT FEES FEBRUARY 2016

FINES		COURT FEES						2016		
Violation	COURT FEES Misc.	Ct. Costs [\$75.00]	STATE FEES [20.00]	CCSFF [250.00]	Ct Training [\$1.00]	Fee Totals	Combined 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>	
Feb-15	\$21,187.88	\$724.00	\$6,339.07	\$1,828.25	\$865.75	\$55.05	\$9,812.12	\$31,000.00		
Feb-16	\$21,016.50	\$237.00	\$6,639.49	\$1,684.93	\$1,199.07	\$93.01	\$9,853.50	\$30,870.00		
FEB-15YTD	\$42,995.82	\$1,664.06	\$12,482.78	\$3,364.18	\$2,314.82	\$106.34	\$19,932.18	\$62,928.00		
FEB-16YTD	\$40,567.69	\$1,021.00	\$12,045.76	\$3,020.41	\$1,717.59	\$142.74	\$17,947.50	\$58,515.19		
									<b>CASES FILED</b>	<b>FEB</b>
									Crimes against persons	4
									Crimes against property	7
									Driving Under The Influence	4
									Fleeing a Police Officer	
									Other Crimes	8
									Reckless Driving	1
									Traffic Violations	132
									Tobacco Infrancions	0
									<b>TOTAL CASES FILED</b>	<b>156</b>
									<b>Court Revenues (fines &amp; court costs)</b>	<b>\$27,655.99</b>
									Dismissals	20
									Diversion agreements	3
									Guilty pleas	112
									Trials (on pleas of not guilty)	1
									<b>TOTAL CASES CLOSED</b>	<b>136</b>

~~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

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

**DATE:** March 8th, 2016  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** February 2016 ENFORCEMENT STATISTICS

**291 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	5	195 DRIVE IN VIOLATION OF RESTRICTIONS	1
026 DUTY UPON STRIKING UNATT VEH	1	198 ILLEGAL TAG	5
029 RECKLESS DRIVING	1	200 KNOWINGLY OPER W/O INSURANCE	22
030 DUI	4	3.1 BATTERY	1
032 UNSAFE SPEED FOR CONDITIONS	1	5.4 ENDANGERING CHILD	1
033 SPEEDING	72	5.8 PURCHASE, COMSUMPTION, OR POSSESSION OFA	2
044 DRIVING ON LEFT SIDE - NO PASSING ZONE	1	6.1 THEFT/THEFT OF SERVICES	4
046 IMPROPER DRIVING LANED ROAD	1	6.6 CRIMINAL DAMAGE TO PROPERTY	1
049 IMPROPER TURN OR APPROACH	1	6.7 CRIMINAL TRESPASS	3
054 UNSAFE TURNING/STOPPING ETC	3	7.2 INTERFERENCE WITH LAW ENFORCEMENT	3
055 IMPROPER TURN SIGNAL	1	9.1 DISORDERLY CONDUCT	3
057 FAIL TO YIELD RIGHT OF WAY	1	97A PARKING - TWO HOUR LIMIT	1
058 FAIL TO YIELD VEH TURNING LEFT	2	182A NO SEAT BELT	7
059 FAIL TO YIELD STOP/YIELD SIGN	17	30.2 REFUSAL PRELIMINARY BREATH TEST	2
074 PEDESTRIAN UNDER INFLUENCE	1	182.1 SEATBELT	6
085 PARKING/STANDING/STOPPING	1	3-213 KEEPING VICIOUS ANIMAL	2
096 PARKING IN NO PARKING ZONE	3	3-302 DOG VACCINATION REQUIREMENTS	1
104 INATTENTIVE DRIVING	2	3-303 DOG CITY REGISTRATION FEES	1
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	1	3-309 DOG RUNNING AT LARGE	3
117 LIMITATIONS ON BACKING	1	3-322 PITBULLS - KEEPING PROHIBITED	1
146 DEFECTIVE HEADLAMPS	1	12-209 SPEEDING SCHOOL ZONE	1
177 OBSTRUCTED WINDOWS / DEFECTIVE WIPERS	1	12-311 PARKING - TWO HOUR LIMIT	87
192 NO OPERATOR LICENSE	6	16-303 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
194 SUSPENDEED OPERATORS LICENSE	4		

\*\* Report Total: 291 \*\*

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

3 Domestic Battery	0 Agg Assault / Battery	6 Battery
0 Burglary	4 Criminal Damage	0 D.U.I.
4 Theft	0 Traffic	0 Endangering Child
0 Liquor Violations	0 Prescription Drugs	8 Misc. Charges
		4 Possession Drugs/Paraphenalia

# Arrests - By Violation

02\01\2016  
thru 02\29\2016  
Agency is: OTTAWA PD

<b>Violation</b>	<b># of Offenses</b>
ANIMALS: KEEPING VICIOUS ANIMALS	1
BATTERY	4
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	3
BATTERY;SCHOOL EMPLOYEE	3
CINC; ORDERS OF PROTECTIVE CUSTODY	1
CINC; RUNAWAY FROM HOME	3
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	5
DISORDERLY CONDUCT	8
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	2
DRUGS; POSSESSION OF PARAPHERNALIA (M)	3
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	3
DUI: REFUSAL OF PRELIMINARY BREATH TEST	2
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	3
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	1
ENDANGERING A CHILD	2
FAILURE TO APPEAR	11
LIQUOR;POSSESSION/CONSUMPTION MINOR	2
PEDESTRIAN UNDER THE INFLUENCE	1
RESISTING ARREST/OBSTRUCTION OF LEO (M)	3
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	4
THEFT; POSSESSION OF STOLEN PROPERTY 25.000 TO 100.000	1
TRAFFIC: FAIL TO SIGNAL; UNSAFE TURN	1
TRAFFIC: INATTENTIVE DRIVING	1
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	1
TRESPASS, ENTER POSTED, LOCKED OR FENCED PROPERTY	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	2
TRESPASS, UNKNOWN CRICUMSTANCE	1
WARRANT ARREST	5
WARRANT ARREST FOR OTHER JURISDICTION	6
WARRANT ARREST; FOR ANOTHER JURISDICTION	4
<b>Total Violations</b>	<b>92</b>
<b>Total Arrests</b>	<b>68</b>

# Incidents - By Violation

02\01\2016  
 thru 02\29\2016  
 Agency is: OTTAWA PD

Violation	Incidents
ANIMALS: KEEPING VICIOUS ANIMALS	2
ANIMALS: RUNNING AT LARGE PROHIBITED	1
ARSON,DWELLING WITH INTENT TO INJURE OR DEFRAUD	1
BATTERY	4
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	4
BATTERY;SCHOOL EMPLOYEE	3
CINC; RUNAWAY FROM HOME	4
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	13
DEPRIVATION OF PROPERTY, MOTOR VEHICLE	1
DISORDERLY CONDUCT	8
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	2
DRUGS; POSSESSION OF PARAPHERNALIA (M)	3
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	2
DUI: REFUSAL OF PRELIMINARY BREATH TEST	2
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	3
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	1
ENDANGERING A CHILD	2
FAILURE TO APPEAR	11
FINANCIAL CARD, CRIMINAL USE OF	1
IDENTITY THEFT; USE/SIMPLY TO OBTAIN DOCUMENT WITH PERSONAL INFORMATION	1
IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS<\$100,000	4
INDECENT LIBERTIES WITH A CHILD, AGG,UNKNOWN CIRCUMSTANCE	1
INDECENT LIBERTIES WITH A CHILD, UNKNOWN CIRCUMSTANCE	1
LIQUOR;POSSESSION/CONSUMPTION MINOR	2
MAKING FALSE INFORMATION	1
PEDESTRIAN UNDER THE INFLUENCE	1
RESISTING ARREST/OBSTRUCTION OF LEO (M)	3
ROBBERY	1
SUICIDE ATTEMPT	1
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	1
THEFT, LOST OR MISLAID PROPERTY	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICE/ALL OTHER	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	4
THEFT; \$25,000 TO \$100,000 PROPERTY OR SERVICES/ALL OTHER	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	7
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	2
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	5
THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE	2
THEFT; POSSESSION OF STOLEN PROPERTY 25.000 TO 100.000	1
TRAFFIC: FAIL TO SIGNAL; UNSAFE TURN	1
TRAFFIC: FAILURE OF DRIVER REPORT UNATTENDED VEHICLE/PROPERTY	2
TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE	1
TRAFFIC: INATTENTIVE DRIVING	1
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	1

<b>Violation</b>	<b>Incidents</b>
TRAFFIC: TRANSPORTING OPEN CONTAINER	1
TRESPASS, ENTER POSTED, LOCKED OR FENCED PROPERTY	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	2
TRESPASS, UNKNOWN CRICUMSTANCE	1
WARRANT ARREST	5
WARRANT ARREST FOR OTHER JURISDICTION	4
WARRANT ARREST; FOR ANOTHER JURISDICTION	5
<b>Total Violations</b>	<b>134</b>
<b>Total Incidents</b>	<b>146</b>

# Calls Report - By Call Disposition

02\01\2016  
thru 02\29\2016  
Agency is: OTTAWA PD

<b>Disposition</b>	<b># Of Calls</b>
ARREST	23
BACKUP	14
CITATION ISSUED	9
FALSE ALARM	1
GENERAL INFORMATION	1
HBO-NO REPORT	672
NO CONTACT	30
OTHER	8
REPORT	130
UNFOUNDED	206
WARNING	4
<b>Total</b>	<b>1,098</b>

# Arrests - By Violation

02\01\2016  
 thru 02\29\2016  
 Agency is: OTTAWA PD

Violation	# of Offenses
ANIMALS: KEEPING VICIOUS ANIMALS	1
BATTERY	4
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	3
BATTERY;SCHOOL EMPLOYEE	3
CINC; ORDERS OF PROTECTIVE CUSTODY	1
CINC; RUNAWAY FROM HOME	3
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	5
DISORDERLY CONDUCT	8
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	2
DRUGS; POSSESSION OF PARAPHERNALIA (M)	3
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	3
DUI: REFUSAL OF PRELIMINARY BREATH TEST	2
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	3
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	1
ENDANGERING A CHILD	2
FAILURE TO APPEAR	11
LIQUOR;POSSESSION/CONSUMPTION MINOR	2
PEDESTRIAN UNDER THE INFLUENCE	1
RESISTING ARREST/OBSTRUCTION OF LEO (M)	3
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	4
THEFT; POSSESSION OF STOLEN PROPERTY 25.000 TO 100.000	1
TRAFFIC: FAIL TO SIGNAL; UNSAFE TURN	1
TRAFFIC: INATTENTIVE DRIVING	1
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	1
TRESPASS, ENTER POSTED, LOCKED OR FENCED PROPERTY	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	2
TRESPASS, UNKNOWN CRICUMSTANCE	1
WARRANT ARREST	5
WARRANT ARREST FOR OTHER JURISDICTION	6
WARRANT ARREST; FOR ANOTHER JURISDICTION	4
<b>Total Violations</b>	<b>92</b>
<b>Total Arrests</b>	<b>68</b>

# Citations - By Officer

02\01\2016  
thru 02\29\2016  
Agency is: OTTAWA PD

<b>Officer Name</b>	<b>Violation #</b>	<b>Citation #</b>
ALARCON, P	27	21
ALEXANDER, L	3	2
BERG, C	3	3
BULCOCK, J	3	1
BURKHART, S	12	10
CARLSON, A	76	76
CARRIER, J	19	15
FRAZEE, S	14	13
GOODWIN, N	8	3
HAWKINS, JW	3	2
KERNS, J	11	11
LUFT, B	6	3
MURPHY, R	1	1
PENCE, J	10	10
PROCACCINI, A	1	1
RUSSELL, J	23	21
SIMMONS, C	50	39
WEINGARTNER, A	1	1
<b>Total</b>	<b>271</b>	<b>233</b>

# Accident - By Officer

02\01\2016  
thru 02\29\2016  
Agency is: OTTAWA PD

<b>Name</b>	<b>Number Of Accidents</b>	<b>Report Completed</b>
ALARCON, P	2	0
BERG, C	1	0
BURKHART, S	1	0
CARRIER, J	5	0
LUFT, B	2	0
PENCE, J	1	0
RUSSELL, J	3	0
SCHMIDT, AJ	1	0
SIMMONS, C	2	0
<b>Total</b>	<b>18</b>	<b>0</b>

# Arrests - By Officer

02\01\2016  
thru 02\29\2016  
Agency is: OTTAWA PD

Officer	Arrests	Male	Female	White	Black	Indian	Asian	Unknown
AHRENS, T	7	5	2	7	0	0	0	0
ALARCON, P	7	4	3	7	0	0	0	0
ALEXANDER, L	2	2	0	1	1	0	0	0
BERG, C	3	1	2	3	0	0	0	0
BURKHART, S	2	1	1	2	0	0	0	0
CARRIER, J	11	8	3	11	0	0	0	0
FRAZEE, S	3	1	2	3	0	0	0	0
GOODWIN, N	9	7	2	9	0	0	0	0
HAWKINS, JW	2	2	0	2	0	0	0	0
KERNS, J	3	2	1	3	0	0	0	0
LUFT, B	3	2	1	3	0	0	0	0
PENCE, J	2	1	1	2	0	0	0	0
PROCACCINI, A	1	0	1	1	0	0	0	0
RUSSELL, J	6	4	2	6	0	0	0	0
SIMMONS, C	5	4	1	5	0	0	0	0
THOMAS, L	1	1	0	1	0	0	0	0
UNKNOWN	1	1	0	1	0	0	0	0
<b>Total</b>	<b>68</b>	<b>46</b>	<b>22</b>	<b>67</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Field Interviews - By Officer

02\01\2016  
thru 02\29\2016  
Agency is: OTTAWA PD

<b>Officer</b>	<b>Interviews</b>
ALARCON, P	3
BURKHART, S	3
CARRIER, J	8
FRAZEE, S	2
HAWKINS, JW	6
SIMMONS, C	2
<b>Total</b>	<b>24</b>

# Incidents - By Officer

02\01\2016  
thru 02\29\2016  
Agency is: OTTAWA PD

Officer	# of Incidents
AHRENS, T	7
ALARCON, P	23
ALEXANDER, L	4
BERG, C	13
BULCOCK, J	3
BURKHART, S	7
CARRIER, J	30
CRANE, C	2
FRAZEE, S	9
GILLMORE, C	1
GOODWIN, N	12
HAWKINS, JW	8
KERNS, J	10
LUFT, B	13
PENCE, J	5
PROCACCINI, A	2
RUSSELL, J	21
SCHMIDT, AJ	14
SIMMONS, C	19
THOMAS, L	14
<b>Total</b>	<b>217</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: February 2016 Monthly Activity Report/Public Works Projects Update  
DATE: March 11, 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.

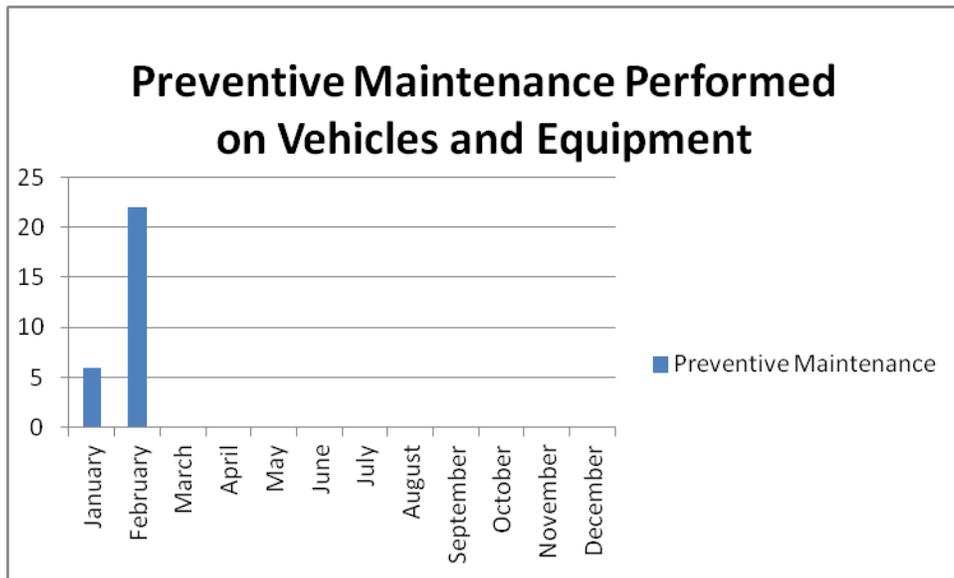
**Streets:**

- Finished up cleaning out catch basins
- Cleaned ditches getting ready for chip and seal, N Sycamore, 9<sup>th</sup> and Ash, 8th and Ash, Redjacket, 8<sup>th</sup> and Cherry, and 700 Liberty
- Cleaned the ditch in Forest Park
- Cold patched potholes
- Finished trimming trees on the SW side of town
- Graded roads and alleys at various places around town
- Completed our stump grinding list
- Put millings on the streets we will chip and seal this year

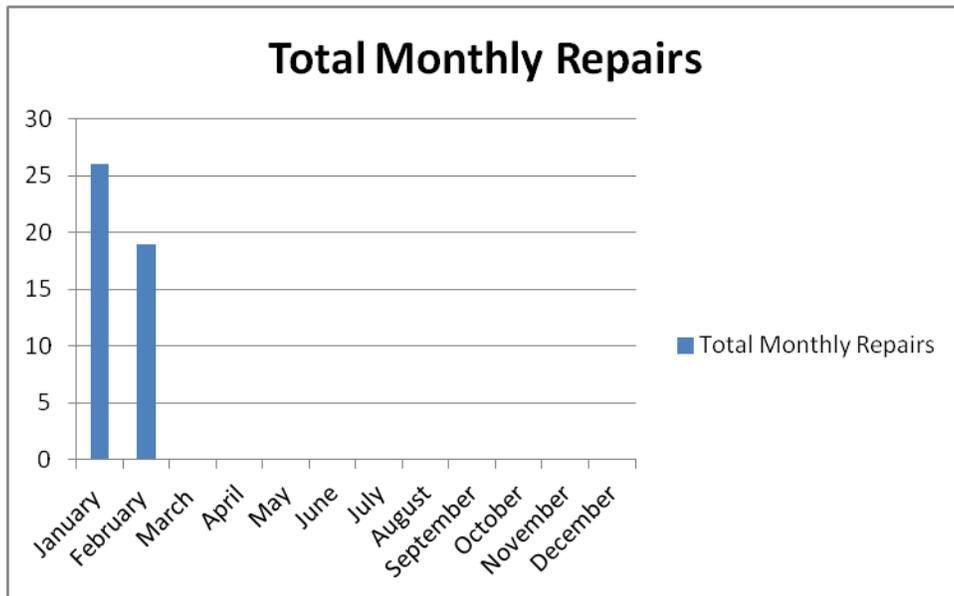
**Parks:**

- Burned leaves in Forest Park
- Removed trees @ Kanza Park, and on Walnut Street
- Ground stumps @ Kanza Park and Highland Cemetery
- Flags for Presidents Day
- Remodeled office @ Highland Cemetery
- Poured ADA ramp @ Highland Cemetery
- Removed bushes and concrete pad @ Roadside Park
- Cleaned hedge row @ Highland Cemetery
- Repaired frisbee golf basket @ Kanza
- New employee Chad Pickert started February 22<sup>nd</sup>

**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.

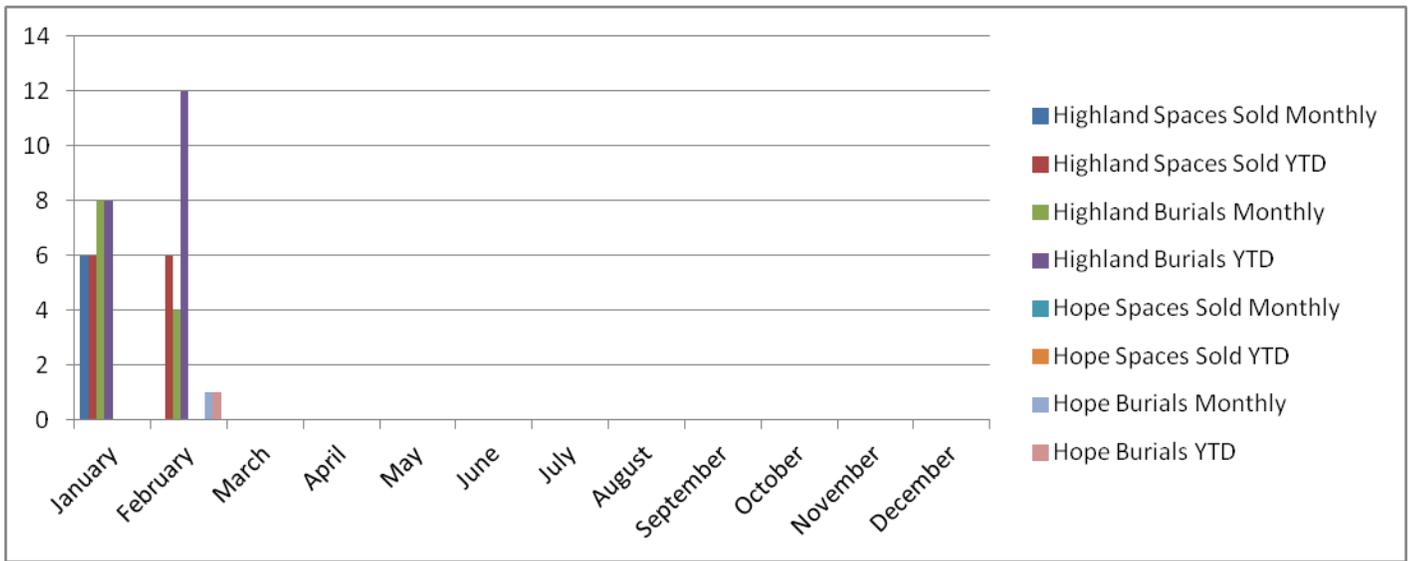


This chart shows the amount of repairs performed by the Fleet Maintenance Department, separated by department. These repairs vary from brake replacements to electrical problems.

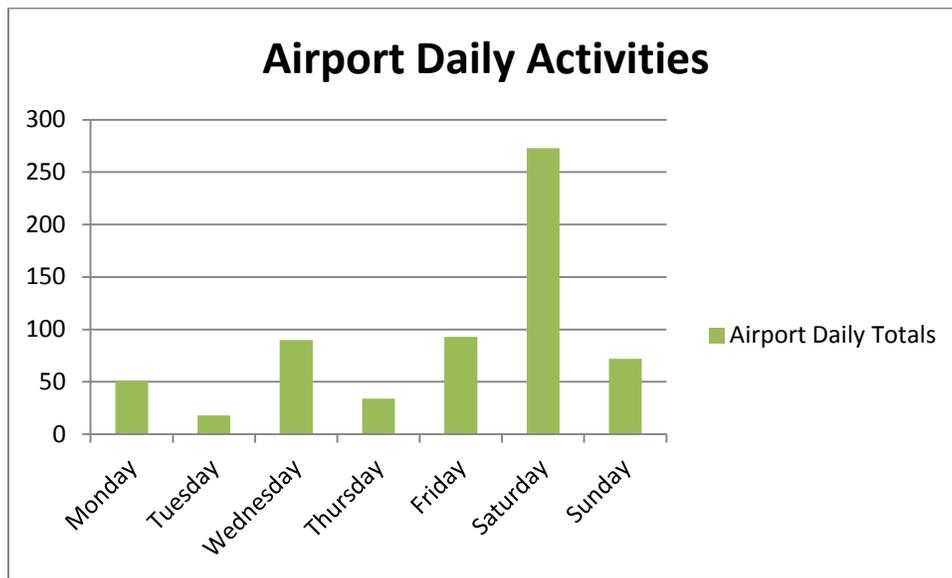


During the month of February all repairs were performed by city mechanics.

**Cemeteries:** Following are excerpts from the monthly Sextons' Reports: February 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 February 2016 amounted to 631 gallons (CY 2016 to date = 1050 gal) and 509 gallons of Jet-A fuel (CY 2016 to date = 509 gal) were sold during the month of January. The “Courtesy Car” was used once this month.

**To: City Manager**  
**From: Dennis Tharp**  
**Date: February, 2016**  
**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.

Freddy's transformer will be set in next couple weeks

**Miscellaneous**

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

B) Contracted with Elster to develop test group of AMI Meters and are hoping to deploy in near future, working on finalizing contract language.

**Water distribution-Wastewater collection**

**Feb-16      Feet**

**Ram Jet    2542**

**VacCon    679**

**Camera    2707**

**Total      5928**

**Work to begin on Water Main replacement on 2<sup>nd</sup> street from Walnut to Poplar around the 1<sup>st</sup> of April**

## WASTEWATER TREATMENT PLANT REPORT

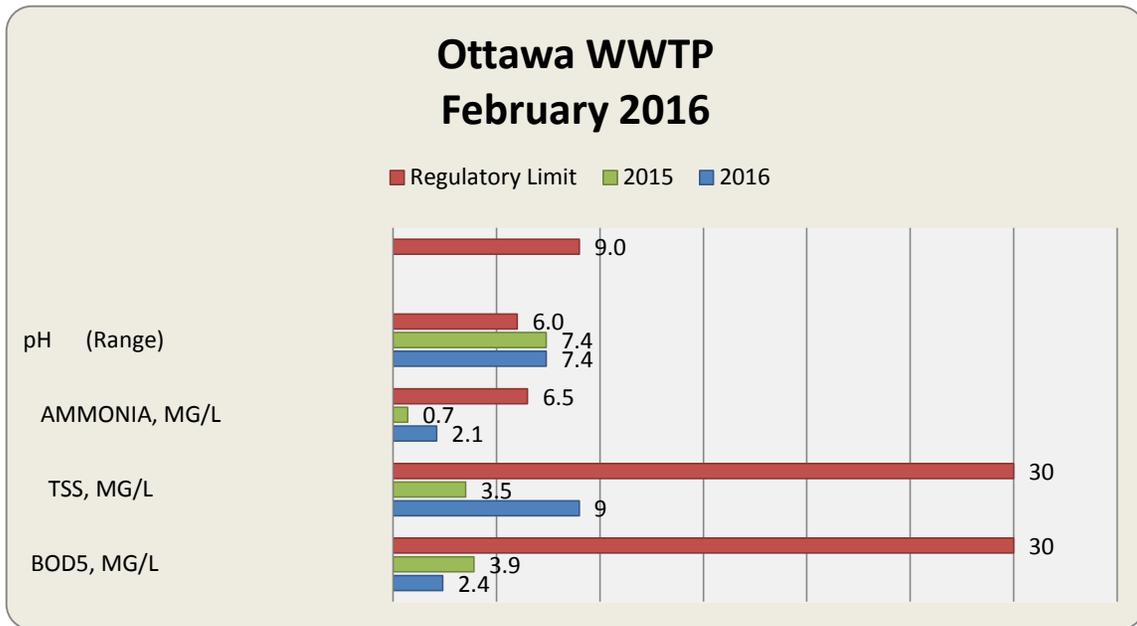
Feb-16

	2016		2015	
	This Month	Year To Date	Same Month	Year To Date
<b>TOTAL FLOW, MG</b>	31.71	64.91	11.34	30.75
<b>PEAK DEMAND DAY, MG</b>	1.6	2.1	1.66	1.66
<b>AVERAGE DAILY FLOW, MGD</b>	1.09	1.08	0.626	0.52

### AVERAGE PLANT INFLUENT

BOD5, MG/L	297	261
TSS, MG/L	326	213
TKN MG/L	41.1	43.5
pH, SU	7.6	7.7

AVERAGE PLANT EFFLUENT	Regulatory Limit			
BOD5, MG/L	2.4	30	MG/L	3.9
TSS, MG/L	9	30	MG/L	3.5
AMMONIA, MG/L	2.1	6.5	MG/L	0.7
pH (Range)	7.4	6.0	9.0	7.4
PERCENT REDUCTION BOD5	99%	85%		98%
PERCENT REDUCTION TSS	97%	85%		98%
TOTAL PHOSPHOROUS	0.47	1.5 yr/ave	MG/L	0.6



## FEBRUARY WEATHER 2016

DATE	HIGH	LOW	7 A.M.	RAIN	SNOW	REMARKS
1	52	35	36			
2	51	36	46	0.46		
3	54	29	29			
4	37	16	16			
5	45	16	23			
6	46	23	25			
7	49	25	37			
8	52	32	32			
9	37	25	25			
10	33	18	23			
11	58	18	22			
12	40	21	26			
13	39	19	19			
14	26	18	24	0.09		
15	52	22	34			
16	54	34	43	0.09		
17	45	26	27			
18	62	26	47			
19	75	47	61			
20	69	35	35			
21	69	34	35			
22	57	25	26			
23	50	26	35			
24	48	28	28			
25	47	28	33			
26	41	19	19			
27	58	19	24			
28	73	23	53			
29	68	28	37			

<b>Feb. 16</b>	Average Temps.		Total Inches of	
	HIGH	<u>LOW</u>	RAIN	SNOW
	51	26	0.64	0.00
<b>Year to Date</b>				
	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	<b>45</b>	<b>23</b>	<b>1.33</b>	<b>2.30</b>
Historical February Average				
Precipitation			<b>1.49</b>	
Historical year to Date Average				
Precipitation			<b>2.76</b>	

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith MacAdoo*

**FEBRUARY 2016**  
**MONTHLY WATER TREATMENT REPORT**

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
1	1,629,000	1,549,000	13.5	270	0	68	36	0	14	0	288.9
2	1,327,000	1,266,000	11.0	220	0	55	30	44	8	0	235.4
3	1,645,000	1,614,000	13.5	270	0	68	36	0	10	0	288.9
4	1,544,000	1,427,000	12.9	258	0	65	35	44	10	0	276
5	1,531,000	1,453,000	12.7	254	0	64	34	0	10	0	271.7
6	1,624,000	1,526,000	13.4	268	0	67	36	0	10	0	303
7	1,301,000	1,339,000	10.8	216	0	54	29	0	8	0	226.8
8	1,508,000	1,432,000	12.5	250	0	61	34	44	9	0	262.5
9	1,399,000	1,392,000	11.8	236	0	55	32	0	9	0	247.8
10	1,391,000	1,404,000	11.4	228	0	53	31	0	9	0	239.4
11	1,471,000	1,316,000	12.2	244	0	57	33	0	9	0	256.2
12	1,610,000	1,484,000	12.7	254	0	59	34	44	10	0	266.7
13	1,276,000	1,218,000	11.0	220	0	51	30	0	8	0	231
14	1,341,000	1,317,000	11.0	220	0	51	30	0	8	0	231
15	1,579,000	1,541,000	13.2	264	0	62	36	0	10	0	277.2
16	1,350,000	1,389,000	11.8	236	0	49	32	0	9	0	188.8
17	1,598,000	1,369,000	12.8	256	0	58	35	0	10	0	204.8
18	1,623,000	1,416,000	13.0	260	0	59	35	44	10	0	208
19	1,369,000	1,347,000	11.2	224	0	50	30	0	8	0	179.2
20	1,394,000	1,357,000	11.5	230	0	52	31	0	9	0	184
21	1,568,000	1,307,000	13.0	260	0	59	35	0	8	0	213.2
22	1,462,000	1,409,000	12.0	240	0	54	32	0	9	0	196.8
23	1,368,000	1,366,000	11.5	230	0	52	31	0	9	100	188.6
24	1,423,000	1,244,000	12.0	240	0	54	32	0	9	0	196.8
25	1,382,000	1,339,000	11.7	240	0	53	32	0	9	0	208.3
26	1,350,000	1,240,000	10.6	212	0	48	29	0	8	0	188.6
27	1,466,000	1,315,000	11.6	231	0	52	31	44	8	0	206.4
28	1,309,000	1,299,000	11.5	230	0	52	31	0	9	0	188.6
29	1,565,000	1,497,000	13.0	390	0	63	35	0	10	0	213.2

**MONTHLY TOTALS**

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
	42,403,000	40,172,000	350.8	7,151	0	1,645	947	264	267	100	6,668
	Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

**DAILY AVERAGE**

1,462,172	1,385,241	12.1	247	0	57	33	9	9	3	230
Gallons	Gallons	Hours	Pounds							

**YEAR to DATE TOTALS**

88,795,000	83,777,000	732.5	14,091	0	3,560	1,973	484	551	100	14,311
Gallons	Gallons	Hours	Pounds							

# WATER PRODUCTION

February 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	21507.6	21597.9	21751.4	21753.8	32527.8	49480.0	51278.1
PREVIOUS	21337.1	21474.8	21676.8	21670.2	32527.8	49479.8	51277.9
HOURS ON	170.5	123.1	74.6	83.6	0.0	0.2	0.2

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	# 1 SLUDGE	# 2 SLUDGE	BW Pump
PRESENT	20621.1	20641.6	20617.9	20636.2	53447.4	53449.9	576.7
PREVIOUS	20546.8	20546.4	20534.3	20545.0	53265.3	53259.4	574.7
HOURS ON	74.3	95.2	83.6	91.2	182.1	190.5	2.0

	#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	11169.5	11163.8	11156.2	11165.5	770.4	733.7	780.6
PREVIOUS	11069.8	11079.4	11073.6	11080.4	758.4	723.8	771.8
HOURS ON	99.7	84.4	82.6	85.1	12.0	9.9	8.8

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	311024	7317865	88795000	83777000	144864
PREVIOUS	31101.3	7303979	46392000	43605000	143246
DIFFERENCE	279922.7	13886	42403000	40172000	1618
GALLONS	279,922,700	1,388,600	42,403,000,000	40,172,000,000	1,618,000

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	1,645	3,560
LIME	7,151	14,091
ALUM	0	0
AMMONIA	267	551
CARBON	264	484
FLUORIDE	947	1,973
POLYMER	6,668	14,311
CUSO4	100	100

TOTAL KWH	ELECTRIC METER READINGS							
	Plant M.	River M.	Low Lift M.	Sludge M.	Clearwell M.	Shop	K-68 Booster	N.E. Booster
139219.63	X120	X 40	X 40	X 0	X 40	X0	X0	X0
Present	73073	26430	67029	4001	8764	121.63	84702	7369
Previous	72521	26111	66749	716	7744	56	81736	5466
Difference	552	319	280	3285	1020	65.63	2966	1903
KWH	66240	12760	11200	3285	40800	65.63	2966	1903
Demand	1.063	0.71	0.974	6.8	3.89		13.54	24.04
KW Dem.	127.56	28.4	38.96	6.8	155.6	0	13.54	24.04

# WATER TREATMENT PLANT PRODUCTION REPORT

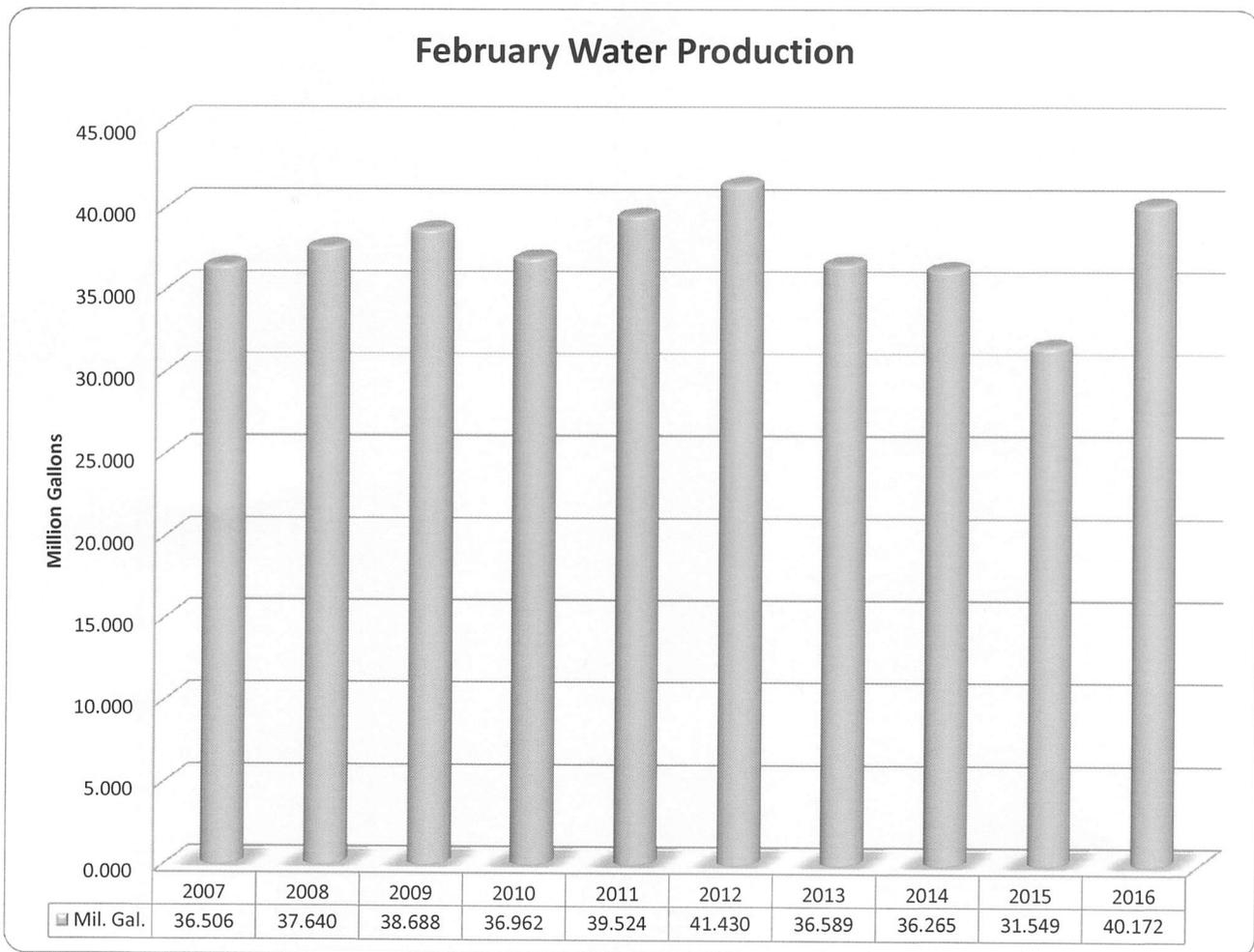
## February-2016

### Gallons of Water Produced

	2016		2015		Year to Date Percentage of Increase / Decrease
	This Month	Year to Date	This Month	Year to Date	
Monthly Plant Influent	42,403,000,000	88,795,000,000	39,326,000	83,791,000	100%
Monthly Plant Effluent	40,172,000,000	83,777,000,000	31,549,000	66,900,000	100%
Sludge Water Reused	1,388,600	3,912,100	2,350,400	4,912,800	-26%
Average Daily Influent	1,514,392,857	1,505,000,000	1,404,500	1,420,186	100%
Average Daily Effluent	1,434,714,286	1,419,949,153	1,126,750	1,133,898	100%

### Weather Information

Total Precipitation	0.64	1.33	1.65	1.97	-48%
Average High Temperature	51	45	37	40	11%
Average Low Temperature	26	23	15	16	30%



# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT February-16

	2016		2015	
	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	19,998.000 *	-40,814.000	-76,388.000 *	-167,253.000
PURCHASED POWER:				
GRDA	6,264,000	12,960,000	6,182,400	13,027,200
WAPA	586,000	1,328,000	586,000	1,328,000
SWPA	365,500	734,000	69,000	144,500
KCPL	3,556,700	8,257,900	4,382,284	8,225,800
OTHER				
NEARMAN			330,000	1,070,000
SUB-TOTAL ENERGY	10,792,198	23,239,086	11,473,296	23,628,247
TOTAL ENERGY (after sales) <sup>1</sup>	10,792,198	23,239,086	11,473,296	23,628,247
INCREASE / DECREASE (2016 vs 2015)	-5.94%	-1.65%		
KILOWATT LOAD				
PEAK DEMAND	20.4	22.0	21.700	23.000
TIME OF PEAK	7:00 AM	7:00 AM	7:00 AM	7:00 AM
DAY OF PEAK	2/4/2016	1/18/2016	2/5/2015	1/7/2015
TEMPERATURE				
HIGH	73	2/18/15 (73)	67	71
LOW	20	1/10/2015 (6)	7	4
<b>ENERGY SALES</b>				
KCPL KWh				
WRI / Other (supplemental) KWh	0	0	0	0
<b>TOTAL SALES (KWh)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	2016			2015	
	High	Low		High	Low
2/1/2016	52	39	2/1/2015	40	13
2/2/2016	53	34	2/2/2015	28	9
2/3/2016	36	25	2/3/2015	49	25
2/4/2016	44	21	2/4/2015	32	15
2/5/2016	42	26	2/5/2015	31	11
2/6/2016	49	30	2/6/2015	55	27
2/7/2016	52	39	2/7/2015	63	38
2/8/2016	39	32	2/8/2015	67	46
2/9/2016	34	24	2/9/2015	44	32
2/10/2016	54	22	2/10/2015	54	30
2/11/2016	40	24	2/11/2015	40	27
2/12/2016	39	27	2/12/2015	31	14
2/13/2016	26	20	2/13/2015	46	23
2/14/2016	50	24	2/14/2015	42	20
2/15/2016	54	33	2/15/2015	24	16
2/16/2016	46	30	2/16/2015	29	15
2/17/2016	60	30	2/17/2015	35	18
2/18/2016	73	46	2/18/2015	21	13
2/19/2016	68	51	2/19/2015	25	10
2/20/2016	68	40	2/20/2015	39	17
2/21/2016	56	38	2/21/2015	50	29
2/22/2016	50	32	2/22/2015	28	18
2/23/2016	49	37	2/23/2015	26	11
2/24/2016	48	31	2/24/2015	45	19
2/25/2016	42	32	2/25/2015	52	20
2/26/2016	57	22	2/26/2015	22	10
2/27/2016	70	29	2/27/2015	22	7
2/28/2016	66	44	2/28/2015	26	18
2/29/2016	68	34			
<b>Average</b>	<b>51.2</b>	<b>31.6</b>	<b>Average</b>	<b>38.1</b>	<b>19.7</b>

OTTAWA LIBRARY						
General Fund						
Receipts & Expenditures						
2/28/2016						
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 2/12=16.67%	Budget Balance
	<b>Beginning Cash Balance</b>	<b>59,656.00</b>	<b>21,063.09</b>	<b>59,656.14</b>		
	<b>Receipts:</b>					
301.00	City Appropriations	829,923.00	426,100.20	433,033.42	52.18%	-396,889.58
303.00	Interest	200.00	21.07	23.95	11.98%	-176.05
304.00	State Aid	3,894.00	3,892.34	3,892.34	99.96%	-1.66
305.00	NEKLS Grants	28,230.00	0.00	0.00	0.00%	-28,230.00
306.00	Fines and Fees	15,500.00	1,565.42	2,851.13	18.39%	-12,648.87
307.00	Copiers & Computers Income	7,500.00	784.80	1,335.74	17.81%	-6,164.26
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	250.00	250.00	0.00%	250.00
341.00	Grant/Fundraising	0.00	65.00	213.97	0.00%	213.97
345.00	Snack Machine Income	0.00	389.42	389.42	0.00%	389.42
351.00	Community Reads	0.00	1,578.54	1,653.54	0.00%	1,653.54
	<b>Total Income</b>	<b>953,503.00</b>	<b>434,646.79</b>	<b>443,643.51</b>	<b>0.00</b>	<b>46.53%</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	39,022.74	70,348.83	13.76%	441,008.17
402.00	Social Security	39,117.00	2,673.66	4,810.51	12.30%	34,306.49
403.00	KPERS	39,579.00	3,051.60	6,012.99	15.19%	33,566.01
404.00	Employee Insurance	74,835.00	4,148.58	8,450.76	11.29%	66,384.24
405.00	Unemployment	512.00	34.96	68.44	13.37%	443.56
407.00	Workers Comp Ins	4,200.00	0.00	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>48,931.54</b>	<b>90,044.53</b>	<b>0.00</b>	<b>13.41%</b>
	<b>Materials and Programs</b>					
501.00	Juvenile Books	26,000.00	1,370.34	1,431.49	5.51%	24,568.51
502.00	Adult Books	50,800.00	6,421.50	7,883.37	15.52%	42,916.63
503.00	Periodicals	6,400.00	0.00	117.28	1.83%	6,282.72
506.00	A.V. Materials	18,747.00	2,442.13	3,416.22	18.22%	15,330.78
507.00	Programs	3,000.00	349.21	474.49	15.82%	2,525.51
513.00	Gift	0.00	0.00	0.00	0.00%	0.00
518.00	Electronic Access Expenditures	1,150.00	28.69	57.38	4.99%	1,092.62
520.00	A.V. Materials-Children	6,000.00	49.52	49.52	0.83%	5,950.48
533.00	Transfers Out	0.00	0.00	0.00	0.00%	0.00
541.00	Grant Expenditures	0.00	0.00	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	1,525.99	1,525.99	0.00%	0.00
551.00	Community Reads Expense	0.00	3,208.56	3,489.28	0.00%	0.00
	<b>Subtotal Materials and Programs</b>	<b>112,097.00</b>	<b>15,395.94</b>	<b>18,460.54</b>	<b>0.00</b>	<b>16.47%</b>

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
2/28/2016							
Budget Code		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 2/12=16.67%	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	1,552.74	1,770.35		57.11%	1,329.65
606.00	Postage	1,800.00	300.00	300.00		16.67%	1,500.00
607.00	Public Relations	1,800.00	199.00	228.88		12.72%	1,571.12
608.00	Custodial Supplies & Bldg. Maint.	22,000.00	1,272.72	2,360.21		10.73%	19,639.79
610.00	Office Supplies	16,000.00	717.84	1,166.83		7.29%	14,833.17
611.00	Copiers & Computers Expenses	6,000.00	49.30	429.31		7.16%	5,570.69
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	4,500.00	239.29	765.29		17.01%	3,734.71
614.00	Equipment Purchase	6,500.00	1,134.84	1,134.84		17.46%	5,365.16
615.00	Equip. rental and repair	4,800.00	425.66	776.47		16.18%	4,023.53
616.00	Miscellaneous	400.00	0.00	0.00		0.00%	400.00
617.00	Automation Support	6,150.00	429.55	501.30		8.15%	5,648.70
618.00	Collection Agency	1,800.00	89.50	250.60		13.92%	1,549.40
619.00	Computer Software	1,700.00	0.00	0.00		0.00%	1,700.00
625.00	Cash S/O	0.00	-37.20	-70.40		0.00%	70.40
627.00	Snack Machine Expense	0.00	93.88	265.62		0.00%	-265.62
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>6,467.12</b>	<b>9,879.30</b>	<b>0.00</b>	<b>5.81%</b>	<b>160,026.70</b>
<b>Total Expenditures</b>		<b>953,503.00</b>	<b>70,794.60</b>	<b>118,384.37</b>	<b>0.00</b>	<b>12.42%</b>	<b>835,118.63</b>
<b>Ending Cash Balance</b>			<b>384,915.28</b>	<b>384,915.28</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	3,316.25					
	Webber (Children's)	400.00					
	BBBS	3,400.42					
	Patry	25.00					
	Community Read (O-Town Reads)	0.00					
	Casey's (Teen food)	55.05					
	KLA (children's)	277.64					
	Wasser (6X6)	416.70					
	Barbara Dew Memorial	5,000.00					
	Teen Snack Machine	529.06					
	Peg Carr (Large Print)	106.30					
	Bill Bennett (art & history)	242.87					
		<b>13,998.09</b>					
<b>Available Cash Balance</b>			<b>370,917.19</b>				
<b>COMPOSITION, ENDING CASH BALANCE</b>							
		<b>Interest Rate</b>					
	BOTW MM	0.12%	161,898.50				
	PNB MM 49948	0.07%	153,469.98				
	KSB NOW	0.03%	68,537.28				
	Petty Cash on Hand		140.00				
	A/R Pass Through		937.96				
	Accounts Payable		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		-68.44				
	Accrued Salaries		0.00				
			<b>384,915.28</b>				
<b>CAPITAL IMPROVEMENT FUND ACTIVITY</b>							
	PNB CIF MM 51985 12/98	0.06%	28,664.22				
	Crooks Floor Covering		-2,832.73				
	Kips Carpet Cleaning		-212.88				
	Interest		1.31				
			<b>25,619.92</b>				
<b>TOTALS: General Fund</b>		<b>384,915.28</b>					
<b>Capital Improvement Fund</b>		<b>25,619.92</b>					
		<b>410,535.20</b>					

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

## **End of Month – February 2016 RECAP**

February adoptions slightly decreased in 2016 (53) compared to 2015 (56). 53 animals found their forever home with 17 being returned to their owner. We are very excited to announce that 5 long termers (over 100 days at the shelter) were adopted in January.

February we continued our fundraising efforts. We mailed out a direct mail piece to 5,000 donors. We continued our grant submissions with requests in the amount of \$30,000. Plans are underway for the 2<sup>nd</sup> annual Bark for Life which will be held on April 30<sup>th</sup>. This noncompetitive walk event for dogs and their owners will raise funds for PPAS and the American Cancer Society.

We partnered with Best Friends for the Find the One adoption promotion. We had 8 dogs whose adoption fees were \$14.00. Through this promotion 2 of our long termers were adopted. We were very excited to partner with KidsTLC to bring Valentine's puppy and kitten kisses to the children of their autism program. We were so glad to partner to bring a special opportunity to these amazing kids.

PPAS TNR program has neutered 40 males and 30 females. We have officially begun our TNR program efforts in Ottawa in February. We spent the first part of the month organizing and communicated with feeders in the community to set up a feeding schedule, recruiting volunteers and tracking the colonies. Our trapping began the last two weeks of the month and in this short amount of time we trapped 14 males and 6 females which estimated prevented 51 kittens from being born. We are continuing to recruit volunteers and have located several colonies we are working on.

Total revenue for February was \$47,938. Fundraising was \$27,173. Program revenue including adoptions, microchips, grooming and other fees totaled \$8,215. Merchandise revenue was \$1512 and Dog License revenue was \$3,333. Total expenses (operating plus interest expense) for the month was \$49,114, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the month of February, we had cash operating loss of (\$1,151). Year to date we have a cash operating income of \$7,971.

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

### **Volunteer Hours:**

February Total Volunteer Hours Worked = 476

Total YTD volunteer hours worked = 683

Total registered and active volunteers = 347

### **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

# Prairie Paws Animal Shelter, Inc.

## End of Month – February 2016 RECAP

### 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.

### February Shelter Intake Numbers:

- Total YTD Intakes: 178
- 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 February was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of February: 105
- City of Ottawa/Ottawa ACO was 21% of total intakes for the month of February
- Franklin County was 14% of total intakes for the month of February.

### ADOPTIONS for the month of February 2016–

- Total Adoptions Month of February =53
- Returned to Owner = 17
- YTD Transferred other Shelters or Rescues =1
- End of Month Headcount in Shelter = 103

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*

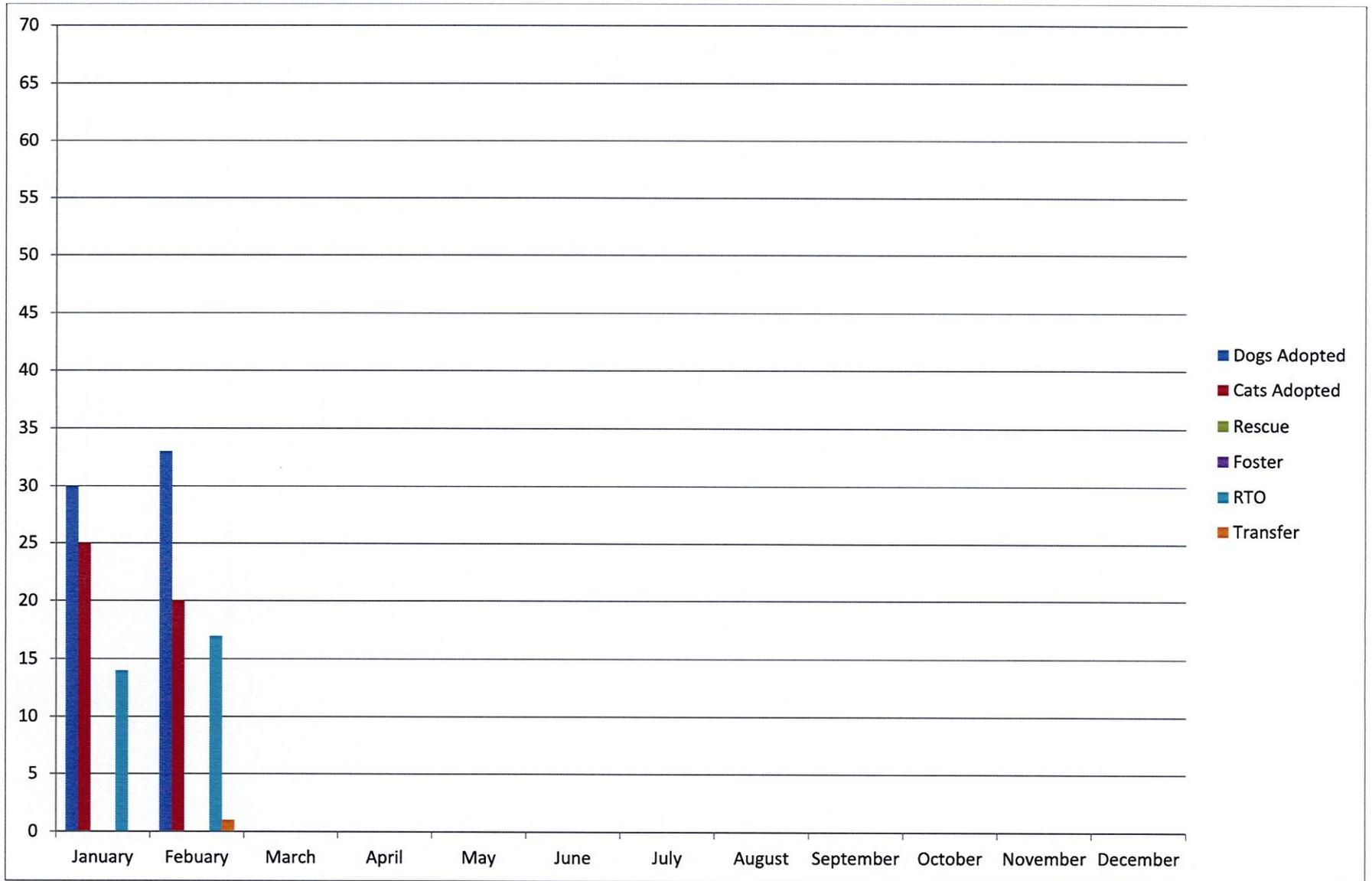
Executive Director

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

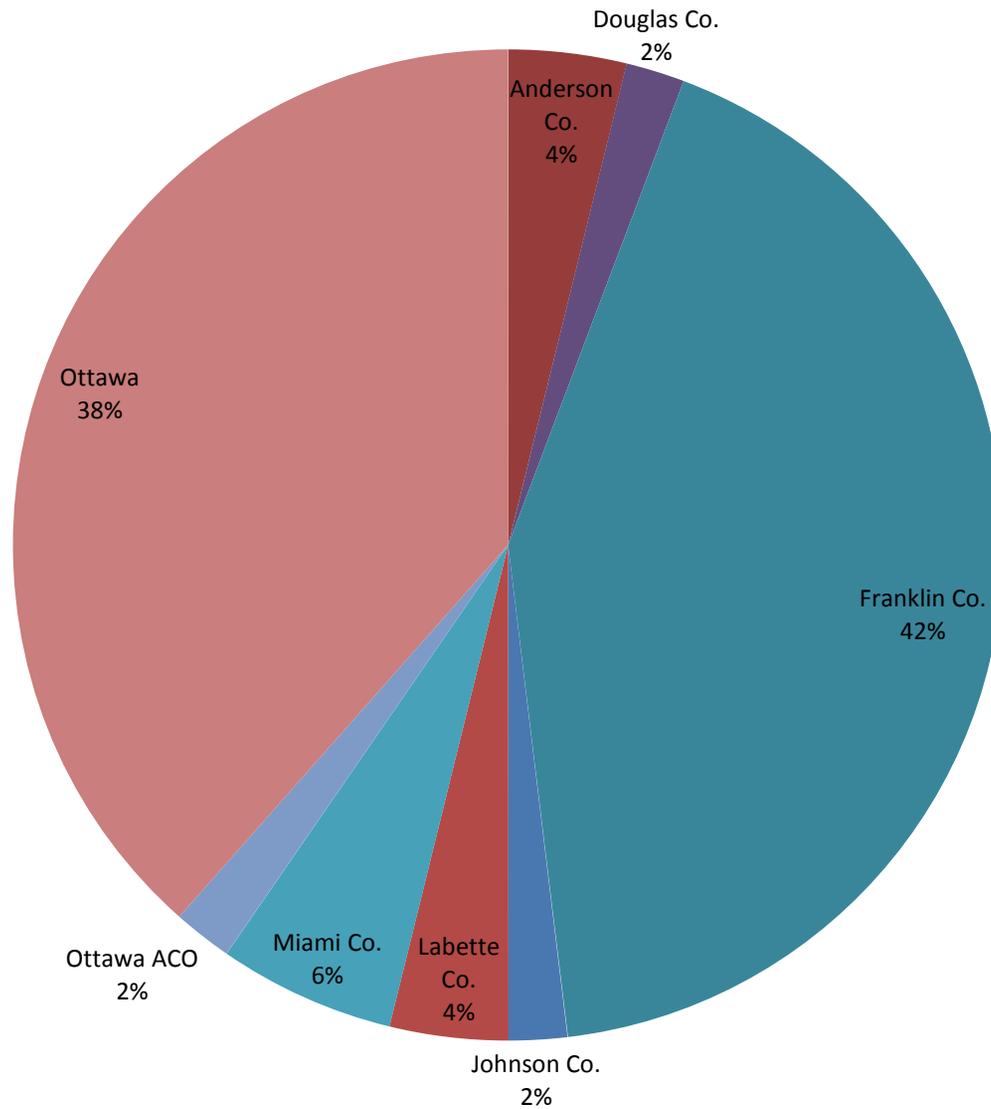
melissa.reed@prairiepaws.org

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

# 2016 Disposition of Animals at Prairie Paws Animal Shelter

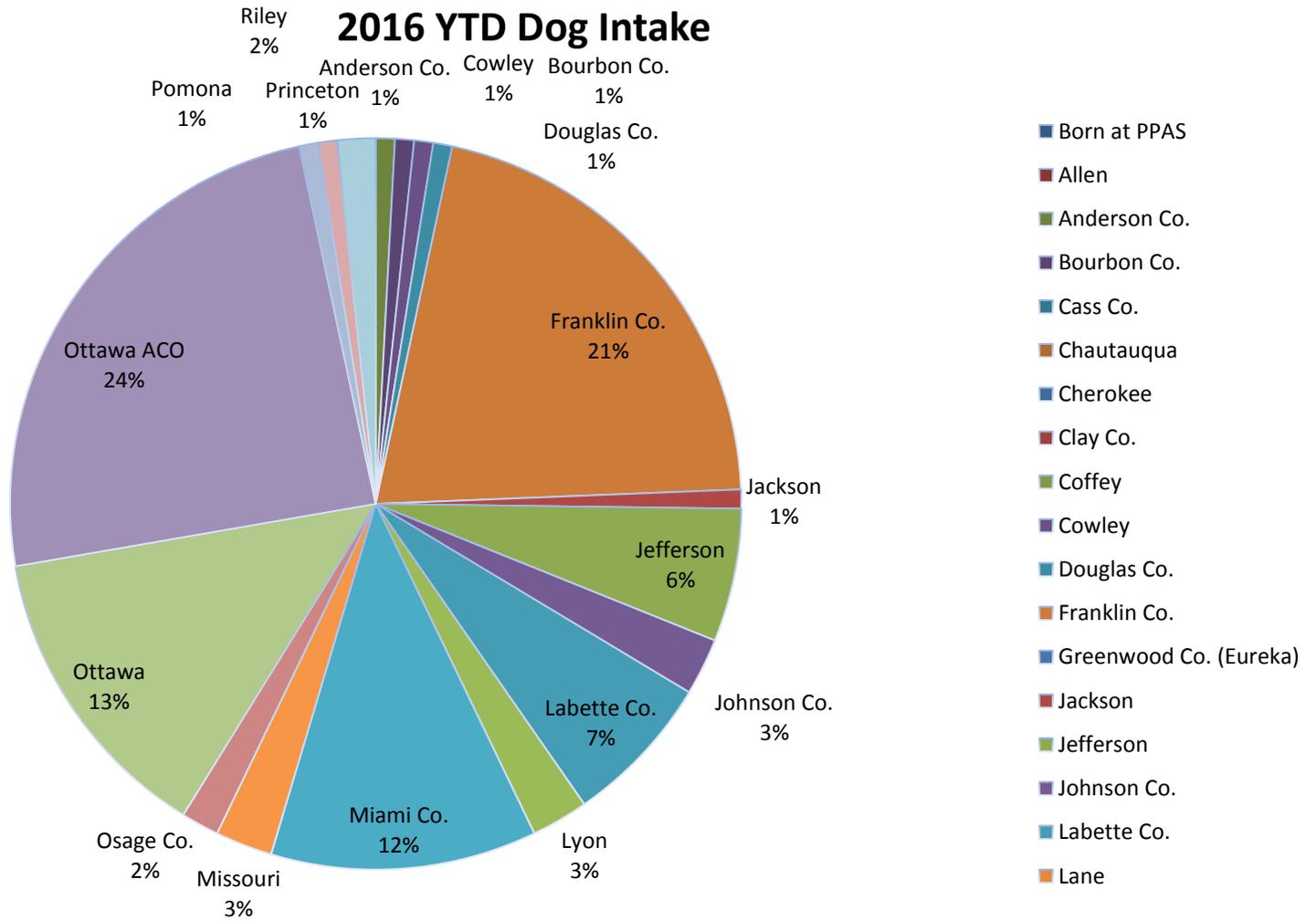


# Cat Intake YTD 2016



- 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

## 2016 YTD Dog Intake



**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 - Feb 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	45,126.12	33,237.00
<b>4020 - Contributions-direct mail</b>	0.00	0.00	22,355.05	33,519.92	2,895.00	2,500.00
<b>4030 - Memorials &amp; bequests</b>	6,992.50	5,523.30	10,917.01	10,856.00	1,400.00	3,000.00
<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	20,000.00
<b>4042 - Gifts in Kind - Services</b>	2,190.00	110.00	0.00	0.00	0.00	8,400.00
<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>	<b>10,162.09</b>	<b>24,352.55</b>	<b>0.00</b>	<b>259,663.21</b>	<b>49,421.12</b>	<b>28,400.00</b>
<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	8,018.00	9,168.00
<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>	<b>118,134.25</b>	<b>255,142.36</b>	<b>218,105.82</b>	<b>311,839.29</b>	<b>57,439.12</b>	<b>76,305.00</b>
<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	2,500.00
<b>Total 4100 - Fundraising(unrestricted)</b>	<b>66,630.36</b>	<b>66,769.68</b>	<b>63,449.10</b>	<b>53,806.75</b>	<b>120.00</b>	<b>2,500.00</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 - Feb 2016	2016 Budget YTD
<b>Total 40 · Unrestricted</b>	184,764.61	321,912.04	281,554.92	365,646.04	57,559.12	78,805.00
<b>42 · Restricted funds</b>						
4205 · Contributions - building	341.37	300.00	300.00	300.00	50.00	50.00
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	50.00	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	50.00	50.00
<b>Total 4 · Contributed support</b>	252,845.19	328,814.39	284,265.12	366,446.04	57,609.12	78,855.00
<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	8,544.75	8,670.00
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	6,726.67	6,868.00
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	23,361.47	22,287.00
<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	8,987.99	14,200.00
5182 · Microchip contribution	3,350.25	1,042.13	2,085.36	4,700.44	375.04	666.00
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	2,867.48	1,000.00
5185 · Drop-off contribution	18,211.50	8,185.01	4,419.00	5,194.00	1,215.00	700.00
5186 · Training	0.00	0.00	0.00	1,920.00	780.00	480.00

**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 - Feb 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	92.60	300.00
5189 · Reclaim fees	3,602.90	1,465.00	835.00	5,100.47	705.00	400.00
<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>15,023.11</b>	<b>17,746.00</b>
5820 · Merchandise Sales	2,077.67	2,137.86	830.15	22,143.68	2,445.06	3,000.00
5830 · Dog Licence Contributions	0.00	64.00	10,452.00	11,141.00	5,349.00	5,500.00
<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>103,787.76</b>	<b>127,388.00</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	1.30	2.00
<b>Total 6710 · Interest income</b>	<b>371.18</b>	<b>76.92</b>	<b>2.81</b>	<b>7.59</b>	<b>1.30</b>	<b>2.00</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>103,789.06</b>	<b>127,390.00</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>103,789.06</b>	<b>127,390.00</b>
<b>Expense</b>						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	62,916.01	80,606.22	108,641.59	139,205.24	22,990.76	27,334.00
7252 · Hourly wages	137,810.81	161,312.52	155,283.50	158,275.60	26,502.10	25,026.00
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	781.30	832.00
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	150.00
7259 · Grooming Commission	1,456.95	98.45	0.00	6,924.37	1,668.89	383.00
<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>51,943.05</b>	<b>53,725.00</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 - Feb 2016	2016 Budget YTD
<b>7260 · Payroll Taxes</b>						
7261 · FICA taxes	15,752.90	18,413.35	20,431.98	23,472.11	3,955.17	3,372.00
7262 · State unemployment	1,772.60	7,114.94	6,414.57	8,764.06	1,240.84	2,191.00
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>6,975.26</b>	<b>5,563.00</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>58,918.31</b>	<b>59,288.00</b>
<b>7500 · Other Personnel Expenses</b>						
7510 · Accounting fees	4,110.00	4,337.50	4,330.00	4,385.00	660.00	700.00
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>660.00</b>	<b>700.00</b>
<b>8100 · Non-personnel expenses</b>						
8110 · Office supplies	6,527.09	5,207.57	2,448.25	1,970.66	419.62	600.00
8115 · Telephone						
8118 · Internet related	1,118.59	791.19	1,438.07	1,649.49	311.75	300.00
8115 · Telephone - Other	2,032.54	2,746.17	2,665.89	2,910.69	427.60	480.00
<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>1,158.97</b>	<b>780.00</b>
8120 · Postage and delivery	256.89	383.88	1,816.93	1,299.10	98.00	300.00
8130 · Printing and reproduction	567.89	0.00	1,264.98	1,242.71	0.00	200.00
8135 · Direct Mail Expenses	0.00	0.00	4,640.83	13,743.40	2,627.67	3,000.00
8140 · Equipment rental	0.00	0.00	907.15	3,829.86	2,317.28	987.00
8150 · Computer and IT Related	0.00	6,994.99	9,722.22	20,034.16	1,364.99	2,690.00
<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>6,407.94</b>	<b>8,557.00</b>
<b>8200 · Occupancy Expenses</b>						
8205 · Repairs & maintenance	23,617.52	19,068.58	11,378.44	14,903.39	5,706.64	2,972.00
8210 · Utilities	25,244.80	30,371.95	30,247.02	29,392.35	3,625.46	4,982.00
8220 · Insurance - non employee	9,492.00	9,643.50	11,506.50	9,865.00	2,806.75	3,548.00
<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>12,138.85</b>	<b>11,502.00</b>
<b>8300 · Travel &amp; meeting expenses</b>						
8310 · Training	0.00	0.00	29.26	86.55	0.00	80.00

**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 - Feb 2016	2016 Budget YTD
8315 · Staff development/meetings	2,580.88	487.74	225.74	4,463.12	3,033.11	332.00
8320 · Automobile expense	1,625.19	1,594.56	974.46	999.17	120.44	200.00
<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>3,153.55</b>	<b>612.00</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	4,040.13	6,573.00
8511 · Euthanasia expense	905.68	682.75	165.55	717.98	20.00	80.00
8512 · Food expense	4,803.50	94.71	85.82	276.70	0.00	40.00
8513 · Vet expense	23,388.14	18,916.99	12,795.52	4,655.32	912.56	800.00
8514 · Spay/neuter expense	38,726.69	39,904.35	27,298.41	13,779.00	353.02	0.00
8515 · Supplies	4,453.12	3,402.59	835.47	274.81	17.57	50.00
8516 · Cleaning supplies	4,153.64	8,712.12	811.20	2,257.71	242.20	500.00
8517 · Microchip Supplies	2,247.75	749.25	1,018.98	8,289.83	1,709.74	1,022.00
8518 · Grooming Supplies	9.13	216.06	0.00	557.61	0.00	180.00
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	190.00
<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>7,485.22</b>	<b>9,435.00</b>
<b>8530 · Fundraising expenses</b>						
8531 · Fundraisng - general	2,473.63	1,899.79	1,442.30	4,715.79	476.22	200.00
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	500.00
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>476.22</b>	<b>700.00</b>
<b>8600 · Miscellaneous</b>						
8605 · Advertising	2,253.17	1,622.11	368.02	209.21	190.68	200.00

**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 - Feb 2016	2016 Budget YTD
8610 · Bank service charges	4,821.76	4,677.12	2,806.99	4,608.19	823.08	750.00
8615 · Dues and subscriptions	565.00	356.00	481.20	831.35	265.30	200.00
8650 · Licenses and permits	285.00	415.00	485.00	590.00	45.00	200.00
8660 · Miscellaneous	2,304.92	162.46	1,200.48	1,415.23	83.24	0.00
8675 · Taxes	73.00	95.17	49.00	49.00	0.00	100.00
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>1,407.30</b>	<b>1,450.00</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>91,806.36</b>	<b>92,244.00</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>11,982.70</b>	<b>35,146.00</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	20,000.00
9701 · In Kind Services Expense	0.00	0.00	0.00	0.00	0.00	8,400.00
<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>28,400.00</b>
9800 · Fixed asset purchases						
9805 · Capital purchases - building	1,600.00	0.00	0.00	0.00	0.00	3,129.00
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>3,129.00</b>
9910 · Interest expense	14,347.00	14,302.55	13,757.98	16,219.93	3,962.10	1,955.00
<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>3,962.10</b>	<b>5,084.00</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>3,962.10</b>	<b>5,084.00</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>-3,962.10</b>	<b>-5,084.00</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>8,020.60</b>	<b>1,662.00</b>



**City of Ottawa  
Accessibility Advisory Board  
Regular Meeting Minutes  
CITY HALL, 101 S. HICKORY**

**101 S. Hickory  
PO Box 60  
Ottawa, KS 66067-0060**  
Phone: 785-229-3600  
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**January 14, 2016 – 3:00 pm**



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

1. **Call to Order**  
Rick Oglesby

2. **Roll Call/Introduction**

Attendance: Rick Oglesby, Judy Hasty, Chris Patton, Nabila Formusoh and Ruthanne Wasko  
Absent: Tina Oelke, Kyle Trendel and, Angie Arnett and Kaci Brady

City Staff / Guests: Michelle Stegman, Human Resources Director and Mike Haefele, Public Works Director

3. **Approve Minutes** from the January 14, 2016 Meeting: Board members requested that AAB Liaison Michelle Stegman correct some language in the November minutes.  
Approved/Seconded: Chris Patton 1st/ Judy Hasty, 2<sup>nd</sup>, Motion Passed.

4. **New Business**

- A. **Review of Transition Plan**

Michelle distributed copies of the Transition Plan to the AAB board. After a cursory review both Rick and Chris stated that any measurable changes could not be deciphered from the report. Rick requested that Staff bring a report to the next meeting showing what has buildings have been updated and include expenses. Also, members would like to see summary of what the City has spent since the implementation of the Transition Plan. AAB board members did request the meeting be moved to March as the 2017 budget preparations will begin very soon. In addition, it was requested that Jeff Farney be postponed from coming to the next meeting and move him to June. Michelle will have to check with City Staff regarding that recommendation. Further discussion was deferred until the next meeting.

5. **Old Business**  
None

6. **Open Agenda**

A. **Breaking Down Disabilities...Living, Overcoming, and Thriving – Ottawa Library**  
Rick shared he would be part of a panel presentation with community members that have spent their lives breaking down disabilities on February 16, 2016 at 6:30 pm at the Ottawa Library. This event is being held in conjunction with the O-Town read of author Sharon Draper's book "Out of My Mind". Sharon will conduct a presentation regarding her book at Gangwish Library in the Hasty Conference Room on February 9, 2016 at 7:00 pm. On February 24, 2016 community leaders will participate in a brown bag luncheon to discuss Out of My Mind in the Ottawa Library Circulation Department.

B. Nabila is working on advocacy for service animals with landlords. It is hard to get this passed if they are currently used for emotional support.

C. Chris shared that the final rule on integration and inclusion was issued by CMS in spring of 2014. COF has 5 years to implement this within their organization. HCBS – Home and Community Based Service governs the disabled and elderly health programs group. It is discriminatory for the disabled and elderly that receive Medicaid funding to be isolated from non disabled individuals in a home or workplace setting.

**Next meeting:** March 10, 2016, 3:00 pm-4:30 pm.

7. **Adjournment** Patton/Formusoh – 4:05 pm.

**AIRPORT ADVISORY BOARD MEETING**  
**Meeting Minutes**  
February 9, 2016  
Ottawa Municipal Airport (KOWI)

Chairman Jack Miller called the meeting to order.

Board Members Present: Jack Miller, Gene Ramsey, Mike Skidmore, Robert Bowers and Chad Caylor.

Others Present: J.D. Scott and 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 Chad Caylor, the agenda was approved as presented.

On a motion by Gene Ramsey and second by Chad Caylor, the January 12, 2016 meeting minutes were approved as presented.

Explorer Post Subcommittee Update – Larson Johnson, Chad Caylor and Robert Bowers

- Working on plans for Airport Day
- Parts donated by Robert McFarland
- Currently have 7-12 active members and meeting twice a month

FBO Update – Robin Flager

- Reviewed monthly report: Fuel sales were down over last year but take-offs and landings were up. No Jet-A fuel sales in January.
- Their big helicopter is being painted. Not sure when it will be in Ottawa
- All hangars are now rented

Airport Day 2016 - Chairman Miller

- He visited with Kansas 99s contact and they will get back to him about the event
- At March meeting will discuss type of event, sponsorships, sub-committees, theme, etc.
- Michael Haeffele reported the insurance company approved an overnight campout
- Robert Bowers reported Dodson International would bring some planes up for display

On a motion by Gene Ramsey and second by Chad Caylor, it was approved that Airport Day be the main focus of the March board meeting

Master Plan – Michael Haeffele

- RFQs sent out and committee reviewed 5 submissions
- Review committee comprised of Michael Haeffele, Chad Caylor, Jack Miller, Dennis Tharp, Blake Jorgensen and Glora Mathews recommends Alfred Benesch & Company out of Manhattan, Ks
- Will take the recommendation to the City Commission on February 15

On a motion by Robert Bowers and second by Chad Caylor, the Board approved the recommendation for Alfred Benesch & Co and supports the review committee's decision.

#### AWOS Update – Michael Haeffele

- Construction start date is scheduled for February 19
- VHF license approved, waiting on UHF approval
- There will be a dedicated computer on the west wall. There will also be a tower
- 

#### Pending Items –

- Jet A fuel tank & pump: confirmation received from KDOT last week to install a fuel pump
- City would be responsible for 10% of the \$89,000 as well as anything above that amount
- Pump will be installed above ground
- The Jet A fuel truck will be sold
- Discussed containment wall and location of pump
- Chairman Miller met with Chuck LeMaster regarding plaque for Tony LeMaster memorial. Chuck said a plaque in the airport building or on the windsock pole would be fine. The Board decided a plaque on the pole and then a smaller one inside would be best

On a motion by Chad Caylor and second by Mike Skidmore, the Board approved moving forward with the plans for the memorial.

#### Airport Economic Development Ideas –

- Gene Ramsey said he talked to Blake Jorgensen about economic ideas. Blake wondered if the FBO (Hawkeye Helicopter) would be interested in putting an office and maintenance building at the airport.
- Robert Bowers report Dodson International might be interested in expanding their operations to the airport

#### Open Discussion – No additional items

The next regularly scheduled meeting will be held March 8, 2016 – 5:00 pm.

The meeting adjourned at 6:10 pm on a motion by Chad Caylor, second by Gene Ramsey, with approval by the Board.

*Glora Mathews, Recorder*

**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, February 16, 2016  
11:30 am – Ottawa Municipal Auditorium



Board Chairman Allen Campbell called the meeting to order at 11:42 am.

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

Others Present: Richard U. Nienstedt, Becci Shisler and Glora Mathews.

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

Meeting Minutes- A motion was made by Blake Jorgensen to approve the January 19, 2016 meeting minutes as presented with second by Tony Brown. Motion carried.

OMA Administrative Report – Report distributed for review.

Board Vacancy - Still no applications received.

Sub-Committee Update – Blake Jorgensen and Tony Brown

- Met with Deb Barker from the Historical Society. She does have some history on the building. The style when it was built was art deco. He distributed sample pictures.
- Would like to start by stripping paint off some of the trim to see what the wood looks like underneath. Richard will ask a City employee to do a small patch.
- Could utilize volunteers for painting.
- Discussed possible contacts for a decorator here in Ottawa.
- Will create a presentation to take to City Commission and City Manager.
- Need to keep 21<sup>st</sup> century uses in mind.

Task List/Project Update

- St. Patrick's Day Event (March 19) – Becci Shisler reported a band has been hired at a cost of \$300 to play for two hours. Admission and music will be free. Irish food will be available for \$7.00. Peach Madl will also sell green beer. Each Board member received 6 tickets to sell. Still need volunteers and event sponsors.
- Cowboy Days – no update. Peach Madl was invited to meeting but didn't attend. No action taken by the Board on this event.
- Veteran's Day – Richard will reserve the auditorium for November 12, 2016. Tiffany will contact Calvin Rosey.

Volunteer Program – Chairman Campbell

- Richard will send out a news release regarding the program.
- Jenny will try to send information about the program to her coworkers at American Eagle.

On a motion by Blake Jorgensen and second by Tiffany Evan, the meeting was adjourned at 12:29 pm.

*Glora Mathews, Recorder*

*Approved by the Board on March 15, 2016*