



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

101 S. Hickory
PO Box 60
Ottawa, KS 66067-0060
Phone: 785-229-3600
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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 **May 23, 2016 at 4:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

I. Public Comments

II. Items to be Placed on the Regular City Commission Agenda

- a. Minutes from the May 16, 2016 Study Session, May 18, 2016 Regular Meeting, May 18, 2016 Special Call Meeting Joint City/County Meeting and May 18, 2016 Special Call Public Meeting for Rock Creek Development *Pgs. 2-9*
- b. Food for Fines Proposal - Officer Amy Carlson *Pgs. 10-15*
- c. Kansas Department of Transportation Aviation Agreement for Jet-A Fuel Pump - Michael Haeffle *Pgs. 16-23*

III. Items for Presentation and Discussion

- a. Review of Monthly Reports for April - Staff *Pgs. 24– 85*
- b. City Manager's Report
- Utility Service for Rock Creek Business Park, Dennis Tharp
- c. Commissioner's Reports
- d. Mayor's Report

IV. Announcements

- May 30, 2016 Memorial Day, Study Session CANCELED
- May 30, 2016 City Offices CLOSED for Memorial Day
- June 1, 2016 Commission Photo, 6:45 pm, City Hall
- June 1, 2016 **Regular Meeting**, 7:00 pm, City Hall
- June 6, 2016 Study Session, 4:00 pm, City Hall
- June 13, 2016 Study Session, 4:00 pm, City Hall
- June 15, 2016 **Regular Meeting**, 9:30 am, City Hall
- June 20, 2016 Study Session, 4:00 pm, City Hall
- June 27, 2016 Study Session, 4:00 pm, City Hall
- June 27, 2016 Airport Master Plan Kickoff, 5:45 pm (or immediately following Study Session)
Ottawa Municipal Airport

V. Adjourn

Motion: _____ Second: _____ Time: _____

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

#28. Don't always take no for an answer. The right question may be "How can we do this?" instead of "May we do this?" be positive!

**Study Session Minutes
Ottawa, Kansas
Minutes of May 16, 2016**

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

Mayor Caylor called the meeting to order.

Public Comments

The Governing Body heard from Bill Schleiter reporting on the Arts Council events on June 3, 2016. The Ottawa Arts Council will host Chinese Delegate, David Cheng of the Kansas Chinese Coalition.

Minutes to Review

The Governing Body reviewed minutes from the May 6, 2016 Regular Meeting and the May 9, 2016 Study Session Meeting. With one change to be made, it was agreed to place this item on the next regular meeting agenda, May 18, 2016.

Private Education Short-term Loan Program

The Governing Body heard from Finance Director Scott Bird who introduced Clark Ribordy, Vice President for Administration from Ottawa University. Mr. Bird spoke regarding a certificate of approval letter for the issuance of the Kansas Independent College Finance Authority's revenue anticipation notes in an amount not to exceed \$4,500,000, to provide funds to make working capital loans to Ottawa University. It was agreed to place this item on the next regular meeting agenda.

Cereal Malt Beverage License—Poncho's

The Governing Body heard from City Clerk Carolyn Snethen regarding a request for approval of a Cereal Malt Beverage for consumption on the licensed premises from Poncho's. The City Clerk's Office has received a sales tax certificate from Poncho's and the application has been reviewed by the City Attorney and Police Department with no reason for denial. It was agreed to place this item on the next regular meeting agenda.

Proclamation—Kids to Parks Day

The Governing Body reviewed a proclamation for Kids to Parks Day. Community Development Director Wynndee Lee explained that there are several events coming up including a competition with a Pizza gift certificate as an award and asked citizens to watch the City's Facebook page for more details. It was agreed to place this item on the next regular meeting agenda.

Resolutions—Final Plat and Public Improvements, 19th & Princeton Market Center

The Governing Body heard from Community Development Director Wynndee Lee regarding a request for approval of 2 resolutions for the final plat and public improvements for the 19th & Princeton Market Center. One resolution is for the acceptance of the public improvements and the other is for the acceptance of the dedication of easements and rights of way for the plat. It was agreed to place these two resolutions on the next regular meeting agenda.

May 16, 2016

Unofficial until Approved

Ottawa Main Street Update

The Governing Body heard from Becci Shisler and Steve Geiss from the Ottawa Main Street Association (OMSA). They provided a report on the activities of Main Street. Ms. Shisler reported that OMSA is in good standing and the budget is put together. Other activities reported on included Cowboy Days, the Wine Tasting, and the flower planting around the Main Street Area. Mr. Geiss reported on the OMSA board and the work being put toward the finance structure. Commissioner Reed expressed her appreciation of the OMSA.

Chamber of Commerce—Survey Results, Alcohol Permit at Special Events

The Governing Body heard from Chamber of Commerce Executive Director John Coen regarding the results from public policy for consideration of alcohol permits at special events. Mr. Coen presented the survey questions and responses from 171 citizens. The results were heavily in favor of allowing alcohol at special events in the City of Ottawa. There were concerns expressed on the survey regarding safety. The Governing Body thanked Mr. Coen for the information.

Cereal Malt Beverage Temporary Permit Ordinances

The Governing Body heard from City Attorney Blaine Finch who explained the drafts of the Cereal Malt Beverage Temporary Permit Ordinances. Mr. Finch and the Governing Body reviewed the ordinances as well as the process and types of permits that should be allowed. Restrictions and rules that should be followed regarding restrictions, barriers, and insurance conditions were all discussed. This item will return to the study session agenda at a later date.

City Manager's Report

City Manager Richard U. Nienstedt reported the need for an executive session for a period of 20 minutes for attorney-client privilege with no action to be taken after.

Commissioner's Reports

Commissioner Reed announced she is trying out for the City Band this year.

Commissioner Skidmore announced the first weekend in June is City Cleanup.

Announcements

Mayor Caylor announced the following:

- May 18, 2016: Commission Photo, 9:15 am, City Hall
- May 18, 2016: Regular Meeting, 9:30 am, City Hall
- May 18, 2016: Special Call City/County Commission Joint Meeting, 10:15 am, Study Session Room
- May 18, 2016: Joint City/County/USD 290 Luncheon, 12:00 pm, Commission Room, City Hall
- May 18, 2016: Special Call City/County Public Meeting for Rock Creek Development Park, 5:30 pm, NCCC
- May 18, 2016: Ransom Memorial Hospital Ground Breaking, 1:30 pm
- May 20, 2016: National Bike Month, 12:00 pm, Kanza Park

Executive Session

Recess

Commissioner Skidmore made a motion, seconded by Commissioner Reed to recess into executive session for a period of 20 minutes with the City Attorney and City Manager present for attorney-client privilege with no action to be taken after and to reconvene at 5:50 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the study session meeting duly recessed.

Reconvene

Commissioner Graves made a motion, seconded by Commissioner Reed to reconvene from executive session at 5:50 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened.

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Reed to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:51 pm.

Carolyn S. Snethen, City Clerk

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of May 18, 2016**

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

Commissioner Skidmore joined the meeting at 9:32 am.

Mayor Caylor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American Flag. The invocation was given by Charlie Adams with Faith Lutheran Church.

Consent Agenda

The Governing Body reviewed the consent agenda consisting of minutes from the April 25, 2016, May 2, 2016 and May 9, 2016 Study Sessions and the May 6, 2016 Special Call Regular Meeting; the application for a new cereal malt beverage license for Poncho's; and the regular meeting agenda. Commissioner Reed made a motion, seconded by Commissioner Graves to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

Public Comments

None offered at this time.

Declaration

Mayor Caylor stated she did have a conversation with Mr. Weigand regarding the Conditional Use permit for 419 S Main. Mayor Caylor stated this discussion would not weight her decision regarding the permit on the agenda.

Proclamation—National Kids to Parks Day

Mayor Caylor read a proclamation recognizing May 21, 2016 as National Kids to Parks Day. This proclamation is in recognition of the sixth National Kids to Parks Day to introduce a new generation of our Nation's parks. The proclamation was received by Fonda Rose with the Play Task Force. Ms. Rose thanked the Governing Body for the proclamation and stated this week is Playability Week. For Playability week, there are various activities scheduled each day. On Friday, there will be a scavenger hunt. Please watch the City Facebook Page and the Play Task Force Facebook page for details on the scavenger hunt. Ms. Rose stated today the City of Ottawa received the Playful City designation for the 7th year in a row. Ms. Rose stated the Play Task Force is still looking for board members, so anyone who is interested please contact her. Community Development Director Wynndee Lee expressed her appreciation for the proclamation. Ms. Lee thanked the Play Task Force sponsors including the Library, Ottawa Recreation Commission, and the School District. Ms. Lee presented Play Passports that are available with all the activities going on throughout Ottawa this summer.

May 18, 2016

Unofficial until Approved

Ordinance—Conditional Use Permit

The Governing Body heard from City Attorney Blaine Finch regarding a conditional use permit for 419 S Main St. In review of the code, this conditional use permit request is incompatible and recommended by Mr. Finch to refer back to the Planning Commission for further review of the code and the permit request. Commissioner Reed made a motion, seconded by Commissioner Graves to remand the permit request back to the Planning Commission. Mr. Weigand spoke regarding this decision stating he was disappointed of the decision made. Commissioner Reed and Commissioner Skidmore both stated they weren't denying the request, code is restricting them at this point from passing this permit request. Apologizes were expressed to Mr. Weigand from the Governing Body and Community Development Director Wynndee Lee. The motion was considered and upon being put, all present voted aye. The Mayor declared the conditional use permit remanded back to the Planning Commission.

Recommendation for Neighborhood Revitalization Program

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to approve recommendations from the Neighborhood Revitalization Program Review Committee. The committee recommends the addition of two commercial and two residential structures into the Neighborhood Revitalization Program. The properties are located at 106 S Main, 110 S Main, 604 S Cedar, and 535 S Hickory. All of the applicants meet the criteria for this program. Information regarding this program is available on the City's website as well as with the Community Development Department, 785-229-3620. Commissioner Skidmore made a motion, seconded by Commissioner Graves to approve the recommended properties for the program. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Resolution—Final Plat, 19th & Princeton Market Center

The Governing Body heard from Community Development Director Wynndee Lee regarding a request for approval of a resolution on the Final Plat for 19th & Princeton Market Center. This resolution is to approve the final plat and accepts the dedication of all easements and right-of-ways within the 19th & Princeton Market Center. Commissioner Graves made a motion, seconded by Commissioner Skidmore to adopt the resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was numbered Resolution No. 1689-16.

Resolution—Public Improvements, 19th & Princeton Market Center

The Governing Body heard from Community Development Director Wynndee Lee regarding a request for approval of a resolution on the public improvements for 19th & Princeton Market Center. This resolution accepts these public improvements within the 19th & Princeton Market Center. Commissioner Reed made a motion, seconded by Commissioner Graves to adopt the resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly approved and the resolution was numbered Resolution No. 1690-16.

Revenue Anticipation Notes, 2016 for Ottawa University

The Governing Body heard from Finance Director Scott Bird regarding a request to endorse the Kansas Independent College Finance Authority Revenue Anticipation Notes, 2016 for Ottawa University. Through the Kansas Independent College Authority, Ottawa University annually draws on short term financing to help the university bridge the summer months. The City's bonding authority is used as a conduit to allow this financing. There is no obligation placed upon the city. The debt belongs strictly to Ottawa University. Commissioner Skidmore made a motion, seconded by Commissioner Reed to endorse the Revenue Anticipation Notes, 2016 for Ottawa University. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Report by City Manager

City Manager Richard U. Nienstedt stated this week is National Hospital Week and said we should all celebrate the strides our hospital has made.

Reports by City Commissioners

Commissioner Reed announced the first City Band concert this year will be May 31, 2016 at 7:30 pm in City Park. Commissioner Reed stated she has joined the City Band this year and invited all to attend.

Commissioner Graves informed the public that Ransom Memorial Hospital's ground breaking is today at 1:30 pm.

Commissioner Skidmore thanked Public Works Director Michael Haeffele on his work to clear the log jam this year.

Announcements

Mayor Caylor announced:

- May 18, 2016: Special Call City/County Commission Joint Meeting, 10:15 am, City Hall
- May 18, 2016: Joint City/County/USD 290 Luncheon, 12:00 pm, City Hall
- May 18, 2016: Ransom Memorial Hospital Ground Breaking, 1:30 pm
- May 18, 2016: Special Call City/County Commission Public Meeting for Rock Creek Development, 5:30 pm – 7:00 pm, NCCC
- May 20, 2016: National Bike Month Bike Ride, 12:00 pm, Kanza Park
- May 23, 2016: Study Session, 4:00 pm, City Hall

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 10:10 am.

**Special Call Commission Meeting
City/County Joint Meeting Meeting
City Hall, Study Session Room
101 S Hickory, Ottawa, Kansas
Wednesday, May 18, 2016—10:15 am**

The Governing Body met at 10:15 am this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Graves, and Commissioner Skidmore. Commissioner Jorgensen was absent. A quorum was present.

The Meeting was called to order.

The Governing Body met with the County Commission and engineering representatives from Bartlett & West and PEC to review what work has been done in the last few months on the Rock Creek Business Development Park.

The meeting was adjourned.

Carolyn S. Snethen, City Clerk

**Special Call Commission Meeting
City/County Public Meeting
Neosho County Community College
900 E Logan, Ottawa, Kansas
Wednesday, May 18, 2016—5:30 pm**

The Governing Body met at 5:30 pm this date with the following members present and participating to wit: Commissioner Reed, Commissioner Graves, Commissioner Jorgensen, and Commissioner Skidmore. Mayor Caylor was absent. A quorum was present.

The Governing Body met with the County Commission and the public to review progress on the Rock Creek Business Development Park and to answer questions for the public.

The meeting was adjourned.

Carolyn S. Snethen, City Clerk

*Police Department
City of Ottawa, Kansas*

MEMORANDUM

DATE: MAY 16, 2016
TO: CHIEF DENNIS BUTLER
FROM: AMY CARLSON – OTTAWA PD
SUBJECT: **FOOD FOR FINES**

I have an idea that I would like considered, that citizens could donate canned goods in replace of paying for their parking fines the traditional way. On average, I write 100 parking tickets a month generating \$500 in funds. If we implemented this program 2 months out of the year, I believe the positive publicity would out weigh the loss of revenue. We could accept 5 canned goods in replace of the \$5 parking fine. A store brand canned vegetable normally runs .68 or a can of Chef Boyardee would be \$1, so we could adjust the amount of cans required if a another number makes more since. Then there are three different organizations I have spoken with about the possibility of partnering up with. My first suggestion is Eekan (Franklin County) followed by Communitis in Schools (Ottawa) then lastly Hopehouse (Franklin County). Communitis in schools was my intial pick, but after more research, I learned they will only accept certain items. Eekan provides food for an average of 120 familes in Franklin County a week through their 3 distribution programs. As always, citizens would still have the option of paying the \$5, so there would be no inconvenience to those that live out of town and wish to mail in their fine or pay it online. I appreciate the food for fines idea being considered and please let me know any further questions I can help answer.

Amy Carlson

What: Food for Fines – Down Town \$5 Parking Tickets

When: 2 weeks in the fall and 2 weeks in the spring

Why: Support our communities and local food banks as well as creating positive PR for the city

Who: Rachel Smith with Communities in Schools – they accept healthy food options such as trail mix, breakfast bars, ect or monetary donations

Jake Howard with Eckan – they accept any food donations to help support their food bank and food distribution chains or monetary donations

How: 1st option – Citizens could bring in food donations during allotted time to credit their parking tickets. We would work with Betty to be able to keep track of donations and provide a receipt. I would make myself available during those dates/ times to assure that it goes as smooth as possible.

2nd option – Citizens could donate the \$5 to a set up fund for food donations instead of the general fund. I would not need to be here for that, there would be an option in incodes to accept these donation payments.



Food for Fines

**Communities
In Schools**

If you would like to contribute your \$5 parking fine to the Weekend Warriors, helping provide backpack snacks to over 150 children here in Ottawa - please include this card with your payment.



Food for Fines

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In Schools**

If you would like to contribute your \$5 parking fine to the Weekend Warriors, helping provide backpack snacks to over 150 children here in Ottawa - please include this card with your payment.

‘Food For Fines’: In Some Cities, Parking Tickets Drive Holiday Giving

By Regan McCarthy, NPR News December 5, 2015 Community, Food, Local Government, Nation & World. NPR News

Donated canned food. (Creative Commons photo by Darius Norvilas)

Parking fines aren't usually the stuff of holiday cheer. But a few cities around the country are turning them into an opportunity to promote giving, letting drivers cover part or all of their fines with food donations.

Lexington, Ky., first adopted the program, called Food for Fines, during the 2014 holiday season. There, 10 cans will knock \$15 off a person's parking ticket. Last year, the program took in more than 6,000 cans of donated food that went to a local food bank, and it's on track to beat that haul this season, according Gary Means, the executive director of the Lexington Parking Authority.

Means says his city got the idea from programs at universities that let people pay for parking fees with food donations. Means says he's also heard of a donation program in Boston that let people donate toys during the holiday season to cover tickets.

"It's pretty rare," Means says. "As most people know, there's a lot of red tape with governmental entities. So to be able to take so-called donations as a payment is kind of a challenge."

It's a challenge other municipalities are also taking on.

From late September through the end of this November, Albany, N.Y., offered an amnesty program — waiving parking ticket late fees and strongly encouraging food donations. Albany Treasurer Darius Shahinfar says the city took in a ton-and-a-half of food — enough for 5,000 meals. But to do that, Shahinfar says the city had to navigate some legal issues.

"It could be considered an unconstitutional gift that you're basically waiving late fees for someone who brings in a parking ticket, but gives a can of food. And there's an argument for that under New York State constitutional law," Shahinfar says.

Shahinfar says the city worked around that by waiving late fees for everyone, regardless of whether they donated food. And he says that helped with other questions, like how to ensure someone paying online had actually donated.

In the end, he says the city of Albany took in more money than it otherwise would have by attracting people who likely wouldn't have paid their tickets without the amnesty for late fees — which can be substantial. In Albany, N.Y., for example, the standard fine for an expired meter is \$25. The state tacks on a \$15 surcharge. If a person is late paying, they'd get charged another \$25, for a total of \$65. Albany's Food for Fines program took that \$25 late fee off a person's ticket. Shahinfar says that was a big enough savings to get some people to pay.

More importantly, Shahinfar says, the initiative turned what could be a negative — getting a parking ticket, into a positive: helping others.

In Tallahassee, Fla., City Commissioner Scott Maddox says that's what made him want to implement the Food for Fines program that launched on Nov. 30.

"We're hoping that by giving a little bit through this process, it will spur people to give throughout the holiday season and hopefully throughout the year," Maddox says.

In Tallahassee, drivers can pay off their parking tickets — up to \$50 — by donating food. They'll get a \$1 credit for each food item they donate. The food collected will go to [Second Harvest of the Big Bend](#), an area food bank where Interim Executive Director Jim Croteau says the demand is high.

Croteau says ideally, drivers will donate quality food — by which he means something donors would want to serve to their own guests. And he says protein sources like tuna and peanut butter are needed at most food banks.

Typically, food banks can feed more hungry people through monetary donations. Croteau says 10 pounds of donated food provides eight meals, while \$10 of donated cash could help pay for 40 meals. But Croteau says donation drives like the Food for Fines program have another benefit: They get people in the spirit of giving.

"There's a little bit of symbolism with bringing in 15 food items to pay your fine that I think goes a long way," Croteau says.

City Lets People Pay Parking Tickets With Canned Food Donations

Great idea!

11/13/2015 08:24 am ET | Updated Nov 13, 2015

Lexington, Kentucky is allowing those with parking violations to pay their fines with canned food to be donated to a food pantry.

LEXINGTON, Ky. (AP) — Parking tickets can be paid with donations of canned food instead of cash during a monthlong “Food for Fines” program in Lexington, Kentucky.

The city’s parking authority will accept cans for citations from Nov. 16 to Dec. 18, The Lexington Herald-Leader reported (<http://bit.ly/1HCs4T8>).

Those who donate 10 canned food items will receive a \$15 credit on citations. Customers with multiple citations may bring in 10 cans per citation for the credits.

God’s Pantry Food Bank will use the food to stock shelves at its four Lexington locations.

“One expired parking meter ticket could mean two meals for hungry Fayette County families,” God’s Pantry CEO Marian Guinn said.

Citizens brought in more than 6,200 cans of food as payment during last year’s inaugural “Food for Fines” program, LexPark Executive Director Gary Means said.

Last year, the program was limited to LexPark citations for expired parking meters. This year any parking citation issued by either LexPark or the police department will be eligible.

“We hope by opening the program up to all types of citations, we’ll see the numbers increase,” Means said.

The parking authority suggests large cans with vegetables and proteins. No out-of-date, damaged or open canned goods will be accepted.

Stillwater parking tickets can be paid with food donation

(Courtesy of DiscoverStillwater.com)

By Mary Divine | mdivine@pioneerpress.com

March 3, 2016 | UPDATED: 2 months ago

Stillwater drivers can avoid paying parking tickets with a donation of nonperishable food items to the city's "Food for Fines" program this month.

The food will be given to Valley Outreach — just in time for the Minnesota FoodShare March Campaign.

Instead of paying a \$15 fine for any parking ticket issued in March, drivers can take 10 food items to Stillwater City Hall. The items must be undamaged, unopened and not yet expired.

Stillwater was the first Minnesota city to launch the "Food for Fines" program, said Tracy Maki, executive director of Valley Outreach. The food shelf received about 100 pounds of food from the program during its inaugural year in 2015.

Media coverage of the program, including a piece in "Food & Wine" magazine, "raised awareness that in Washington County, one of the wealthiest counties there is, poverty exists," Maki said. "It may be hidden, and it is not on the scale of some of our larger metro communities, but it's here."

Anyone issued a parking ticket has a 10-day "grace period" to bring in food items, she said.

CITY OF OTTAWA, KANSAS
PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: Richard U. Nienstedt and City Commission
FROM: Michael Haeffele, Director of Public Works
SUBJECT: KDOT Aviation Airport Improvement Grant
DATE: May 19, 2016

As you may recall, last fall we were notified that we received a grant of \$89,000 from KDOT aviation to install a Jet-A fuel tank and pump. The following agreement is the next step towards installation. The grant is based on an \$89,000 total project cost, of that KDOT will pay up to \$76,650. This grant is an 85% - 15% split, leaving the city with a minimum investment of \$13,350.

Respectfully submitted,

Michael W. Haeffele
Public Works Director

AVIATION AGREEMENT FOR EQUIPMENT AND ASSOCIATED FACILITIES

This Agreement is between **MICHAEL S. KING, Secretary of Transportation of the State of Kansas**, Kansas Department of Transportation (KDOT) (the “Secretary”) and the **CITY OF OTTAWA, KANSAS** (the “Airport”), **collectively**, the “Parties.”

RECITALS:

- A. The Airport has applied for and the Secretary has approved an Aviation facilities and equipment project to: **Install Jet-A fuel pump** for the Ottawa Municipal Airport.
- B. The Secretary has approved the use of Kansas Airport Improvement Program (KAIP) funds from the State’s General Aviation Airport Development Fund for this purpose, limited to the scope of the Project, as further described below.
- C. The Secretary and the Airport are empowered by the laws of Kansas to enter into agreements for the construction and maintenance of the airport.
- D. The Secretary and the Airport desire to enter into this Agreement to participate in the cost of the Project by use of State funds.

NOW THEREFORE, the Parties agree as follows:

ARTICLE I

DEFINITIONS:

As used in this Agreement, the capitalized terms below have the following meanings:

1. **“Agreement”** means this written document, including all attachments and exhibits, evidencing the legally binding terms and conditions of the agreement between the Parties.
2. **“Airport”** means the airport operated by the City of Ottawa, with the City’s place of business at 101 South Hickory St., Ottawa, Kansas 66067.
3. **“Effective Date”** means the date this Agreement is signed by the Secretary or the Secretary’s designee.
4. **“KAIP”** means the Kansas Airport Improvement Program, administered by KDOT’s Division of Aviation.
5. **“KDOT”** means the Kansas Department of Transportation, an agency of the state of Kansas, with its principal place of business located at 700 SW Harrison Street, Topeka, KS, 66603-3745.
6. **“Non-Participating Costs”** means the costs of any items or services which the Secretary, reasonably determines are not Participating Costs.

7. **“Participating Costs”** means expenditures for items or services which are an integral part of the Project, as reasonably determined by the Secretary.
8. **“Parties”** means the Secretary of Transportation and KDOT, individually and collectively, and the Airport.
9. **“Project”** means all phases and aspects of the endeavor to be undertaken by the Airport, being as follows: **Install Jet-A fuel pump**, and is the subject of this Agreement.
10. **“Secretary”** means Michael S. King, in his official capacity as Secretary of Transportation of the state of Kansas, and his successors.

ARTICLE II

SECRETARY RESPONSIBILITIES:

1. **Payment of Costs.** In accordance with KAIP guidelines, the Secretary agrees to reimburse the Airport eighty-five percent (85%) of the total actual costs of Construction (which includes the costs of all Construction Contingency Items) and Construction Engineering, but not to exceed **\$75,650.00** for the Project. The Secretary shall not be responsible for Project costs which exceed the Secretary’s maximum participation. The Secretary shall not be responsible for the total actual costs of Construction (which includes the costs of all Construction Contingency Items) and Construction Engineering that exceed **\$89,000.00**. The Secretary reserves the right to retain up to five percent (5%) of the Secretary’s maximum participation until the Airport completes its obligations under this Agreement to the satisfaction of the Secretary.
2. **Reimbursement Payments.** The Secretary agrees to make such payment to the Airport as soon as reasonably possible after the Project is completed and after receipt of proper billing and certification by the Airport that the Project was completed.
3. **Verification of Project Start** – The Secretary shall not reimburse the Airport until the Secretary receives verification from the Airport that the Project is underway. Verification for the Project may consist of evidence of construction, proof of hiring consultant or contractor for the Project, or other method deemed acceptable by the Secretary’s authorized representative. Failure to submit verification that the Project has been started within two (2) years of the effective date shall result in the Secretary cancelling the Project. Permission to delay the Project start must be approved by the Secretary and evidenced by a supplemental agreement executed by both Parties.

ARTICLE III

AIRPORT RESPONSIBILITIES:

1. **Project Administration.** The Airport agrees to undertake the Project, which entails installation of the facilities and equipment according to FAA standards and Airport’s Project Application, which is incorporated by this reference and made a part of this Agreement. The Airport further agrees to construct/install facilities and equipment in accordance with the plans and specifications and to administer the Project and the payments due to the contractor, including the

portion of cost borne by the Secretary. The Airport will provide to KDOT's Aviation Division certification when the project is complete.

2. **Prevailing Wages.** The Airport will require the Contractor to pay prevailing wages. The Airport will incorporate into the Construction contract the current general wage decision for the county in which the Project is being constructed. The Airport can obtain the current wage decision from KDOT's Bureau of Construction and Materials website.

3. **General Indemnification.** To the extent permitted by law and subject to the maximum liability provisions of the Kansas Tort Claims Act as applicable, the Airport will defend, indemnify, hold harmless, and save the Secretary and the Secretary's authorized representatives from any and all costs, liabilities, expenses, suits, judgments, damages to persons or property, or claims of any nature whatsoever arising out of or in connection with the provisions or performance of this Agreement by the Airport, the Airport's employees, agents, subcontractors or its consultants. The Airport shall not be required to defend, indemnify, or hold the Secretary harmless for negligent acts or omissions of the Secretary or the Secretary's authorized representatives or employees.

4. **Financial Obligation.** In accordance with KAIP guidelines, the Airport will be responsible for fifteen percent (15%) of the total actual costs Construction (which includes the costs of all Construction Contingency Items) and Construction Engineering, up to **\$89,000.00**, which is the estimated total actual costs for the Project. The Airport agrees to be responsible for one hundred percent (100%) of the total actual costs of Construction (which includes the costs of all Construction Contingency Items) and Construction Engineering that exceed **\$89,000.00** for the Project. The Airport agrees the total estimated local share costs associated with the Project is **\$13,350.00**. The Airport shall also pay for any Non-Participating Costs incurred for the Project.

5. **Audit.** The Airport will participate and cooperate with the Secretary in an annual audit of the Project. The Airport shall make its records and books available to representatives of the Secretary for audit for a period of five (5) years after date of final payment under this Agreement. If any such audits reveal payments that have been made with state funds by the Airport for items considered Non-Participating Costs, the Airport shall promptly reimburse the Secretary for such items upon notification by the Secretary.

6. **Accounting.** Upon request by the Secretary, the Airport will provide the Secretary an accounting of all actual Non-Participating Costs associated with the Project which are paid directly by the Airport to any party outside of the Secretary and costs incurred by the Airport not to be reimbursed by the Secretary. This will enable the Secretary to report all costs of the Project to the legislature.

7. **Legal Authority.** The Airport shall adopt all necessary ordinances and/or resolutions and take such administrative or legal steps as may be required to give full effect to the terms of this Agreement.

8. **Assurance Clause.** At any time that the public is not allowed access to the airport, the Airport agrees to reimburse the Secretary a prorated amount based on a ten (10) year useful life of the Project. This assurance clause will be valid and enforceable for ten (10) years from the date that the Project the FAA approves and authorizes final payment. This provision is only applicable to closure for non-airport purposes.

ARTICLE IV

GENERAL PROVISIONS:

1. **Civil Rights Act.** The "Special Attachment No. 1," pertaining to the implementation of the Civil Rights Act of 1964, is attached and made a part of this Agreement.
2. **Contractual Provisions.** The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this Agreement and made a part hereof.
3. **Headings.** All headings in this Agreement have been included for convenience of reference only and are not be deemed to control or affect the meaning or construction or the provisions herein.
4. **Binding Agreement.** This Agreement and all contracts entered into under the provisions of this Agreement shall be binding upon the Secretary and the Airport and their successors in office.
5. **No Third Party Beneficiaries.** No third party beneficiaries are intended to be created by this Agreement and nothing in this Agreement authorizes third parties to maintain a suit for damages pursuant to the terms or provisions of this Agreement.

IN WITNESS WHEREOF the Parties have caused this Agreement to be signed by their duly authorized officers as of the Effective Date.

AIRPORT

By: _____
 Name: _____
 Title: _____

By: _____ (date)
 KANSAS DEPARTMENT OF TRANSPORTATION
 Michael S. King, Secretary of Transportation

KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment
To Contracts or Agreements Entered Into
By the Secretary of Transportation of the State of Kansas

NOTE: Whenever this Special Attachment conflicts with provisions of the Document to which it is attached, this Special Attachment shall govern.

THE CIVIL RIGHTS ACT OF 1964, and any amendments thereto,
REHABILITATION ACT OF 1973, and any amendments thereto,
AMERICANS WITH DISABILITIES ACT OF 1990, and any amendments thereto,
AGE DISCRIMINATION ACT OF 1975, and any amendments thereto,
EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY
POPULATIONS AND LOW INCOME POPULATIONS 1994, and any amendments thereto,
49 C.F.R. Part 26.1 (DBE Program), and any amendments thereto

NOTIFICATION

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 (78 Stat. 252), §504 of the Rehabilitation Act of 1973 (87 Stat. 355) and the Americans with Disabilities Act of 1990 (42 USC 12101), the Age Discrimination Act of 1975 (42 USC 6101), the regulations of the U.S. Department of Transportation (49 C.F.R., Part 21, 23, and 27), issued pursuant to such Act, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations (1994), and the DBE Program (49 C.F.R., Part 26.1), hereby notifies all contracting parties that, the contracting parties will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, religion, color, gender, age, disability, national origin, or minority populations and low income populations as more specifically set out in the following "Nondiscrimination Clauses".

CLARIFICATION

Where the term "Consultant" appears in the following "Nondiscrimination Clauses", the term "Consultant" is understood to include all parties to contracts or agreements with the Secretary of Transportation of the State of Kansas.

Nondiscrimination Clauses

During the performance of this contract, the Consultant, or the Consultant's assignees and successors in interest (hereinafter referred to as the "Consultant"), agrees as follows:

- 1) Compliance with regulations: The Consultant will comply with the regulations of the U.S. Department of Transportation relating to nondiscrimination in its federally-assisted programs and codified at Title 49, Code of Federal Regulations, Parts 21, 23 and 27, (hereinafter referred to as the "Regulations"). The Regulations are herein incorporated by reference and made a part of this contract.
- 2) Nondiscrimination: The Consultant, with regard to the work performed by the Consultant after award and prior to the completion of the contract work, will not discriminate on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations in the selection and retention of subcontractors, including in the procurements of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) Solicitations for Subcontractors, including Procurements of Material and Equipment: In all solicitations, either competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract including procurements of materials and equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations.

- 4) Information and Reports: The Consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and the Secretary of the Transportation of the State of Kansas will be permitted access to the Consultant's books, records, accounts, other sources of information, and facilities as may be determined by the Secretary of Transportation of the State of Kansas to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Secretary of Transportation of the State of Kansas and shall set forth what efforts it has made to obtain the information.
- 5) Employment: The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, disability, or national origin.
- 6) Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Secretary of Transportation of the State of Kansas shall impose such contract sanctions as the Secretary of Transportation of the State of Kansas may determine to be appropriate, including, but not limited to,
 - (a) withholding of payments to the Consultant under the contract until the Consultant complies, and/or
 - (b) cancellation, termination or suspension of the contract, in whole or in part.
- 7) Disadvantaged Business Obligation
 - (a) Disadvantaged Business as defined in the Regulations shall have a level playing field to compete for contracts financed in whole or in part with federal funds under this contract.
 - (b) All necessary and reasonable steps shall be taken in accordance with the Regulations to ensure that Disadvantaged Businesses have equal opportunity to compete for and perform contracts. No person(s) shall be discriminated against on the basis of race, color, gender, or national origin in the award and performance of federally-assisted contracts.
 - (c) The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of Federally-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 8) Executive Order 12898
 - (a) To the extent permitted by existing law, and whenever practical and appropriate, all necessary and reasonable steps shall be taken in accordance with Executive Order 12898 to collect, maintain, and analyze information on the race, color, national origin and income level of persons affected by programs, policies and activities of the Secretary of Transportation of the State of Kansas and use such information in complying with Executive Order 12898.
- 9) Incorporation of Provisions: The Consultant will include the provisions of paragraphs (1) through (8) in every subcontract, including procurements of materials and equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the Secretary of Transportation of the State of Kansas may direct as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, however, that, in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into such litigation to protect the interests of the State.

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

CITY OF OTTAWA

April Monthly Reports

Presented to the City Commission
May 23, 2016



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ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

April-16

COUNTY (1.0%)	2011	2012	2013	2014	2015	2016	12 Mo Running Total 2015		Change Dollars	Change Percent
January	80,430	92,276	93,621	90,915	99,626	99,411	1,197,867	1,220,221	\$ (215.65)	-0.22%
February	95,342	88,325	96,068	104,501	117,666	105,438	1,211,033	1,207,993	\$ (12,228.17)	-10.39%
March	88,872	88,566	94,235	95,180	89,795	95,947	1,205,648	1,214,145	\$ 6,152.11	6.85%
April	69,281	87,092	83,104	90,992	99,242	103,136	1,213,897	1,218,040	\$ 3,894.66	3.92%
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			
SAME MO. YTD	333,924	356,259	367,027	381,589	406,329	403,932			\$ (2,397.05)	
ANNUAL TOTAL	1,079,659	1,086,583	1,135,620	1,189,156	1,220,437					
CITY (1.1%)										
	2011	2012	2013	2014	2015	2016	2015	2016		
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	219,958	2,653,728	2,740,020	\$ 22,661.73	11.49%
April	147,293	197,369	186,766	198,680	225,185	222,887	2,680,233	2,737,722	\$ (2,298.12)	-1.02%
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			
SAME MO. YTD	732,177	771,855	788,076	835,128	903,437	889,453			\$ (13,983.61)	
ANNUAL TOTAL	2,362,868	2,371,746	2,459,148	2,611,925	2,751,706					
CITY/CO. TO DATE	1,066,102	1,128,114	1,155,103	1,216,717	1,309,766	1,293,386			\$ (16,380.66)	-1.25%
TOTAL	3,442,528	3,458,329	3,594,768	3,801,081	3,972,143		Budget	4,150,785	\$ 1,383,595.00	-6.52%

CITY OF OTTAWA
MTD TREASURERS REPORT
AS OF: APRIL 30TH, 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	2,549,849.54	441,762.43	1,000,466.42	1,991,145.55	(451.45)	1,926.19	1,993,523.19
005-Gen Obl Debt Service Fund	395,735.73	0.00	10,000.00	385,735.73	0.00	0.00	385,735.73
011-Community Service Support	306.92	12,000.00	12,158.42	148.50	0.00	0.00	148.50
013-Auditorium Fund	98,624.47	252.91	12,951.61	85,925.77	0.00	(43.41)	85,882.36
014-Airport Fund	10,266.35	2,233.30	5,531.55	6,968.10	0.00	0.00	6,968.10
016-Special Park & Rec Fund	90,594.63	103.50	424.56	90,273.57	0.00	0.00	90,273.57
017-Special Drug and Alcohol	56,535.88	0.00	0.00	56,535.88	0.00	0.00	56,535.88
025-Economic Development Fund	286,149.32	1,331.00	19,594.42	267,885.90	0.00	0.00	267,885.90
028-Special Streets Fund	769,986.32	78,061.63	4,491.75	843,556.20	0.00	0.00	843,556.20
029-Stormwater Utility	641,556.38	38,721.11	28,856.52	651,420.97	0.00	0.00	651,420.97
030-Water Utility	940,634.76	200,313.33	213,333.74	927,614.35	0.00	2,547.85	930,162.20
036-Waste Water Utility	560,083.20	208,661.02	132,737.78	636,006.44	0.00	110.85	636,117.29
037-Electric Utility	4,063,569.95	926,206.74	916,256.84	4,073,519.85	0.00	254,964.00	4,328,483.85
041-Electric Power Supply Fnd	707,949.19	0.00	0.00	707,949.19	0.00	0.00	707,949.19
045-Electric Sys Construction	856,830.61	0.00	0.00	856,830.61	0.00	0.00	856,830.61
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	164,307.68	0.49	171.77	164,136.40	0.00	10,645.09	174,781.49
053-Equipment Reserve	534,847.04	0.00	107,619.48	427,227.56	0.00	0.00	427,227.56
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	213,835.54	193.12	0.00	214,028.66	0.00	0.00	214,028.66
056-Risk Management	151,258.57	7,835.00	13,226.57	145,867.00	0.00	41.13	145,908.13
058-Neighborhd Stabiliztn Grt (31,987.01)	0.00	250.00	(32,237.01)	0.00	0.00	(32,237.01)
062-US 59 Turnback	21,840.93	1,805.41	0.00	23,646.34	0.00	0.00	23,646.34
063-Airport Hangars 2009/2010	183.94	0.00	0.00	183.94	0.00	0.00	183.94
064-K68 & MAIN ST	(6,435.00)	0.00	0.00	(6,435.00)	0.00	0.00	(6,435.00)
070-Sidewalk Grant 15th St	(3,873.60)	0.00	0.00	(3,873.60)	0.00	0.00	(3,873.60)
076-Loves Granger TIF	126,772.20	0.00	0.00	126,772.20	0.00	0.00	126,772.20
077-South Hwy 59 TDD	252,116.15	4,030.00	0.00	256,146.15	0.00	0.00	256,146.15
078-WWTP Funding	613,472.10	0.00	0.00	613,472.10	0.00	0.00	613,472.10
080-Street Projects	109.84	0.00	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	(2,197.60)	0.00	1,806.50	(4,004.10)	0.00	0.00	(4,004.10)
091-TIF Program Fund	334,549.45	0.00	0.00	334,549.45	0.00	0.00	334,549.45
092-Advantage Ford TIF Project	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	801,205.57	0.00	0.00	801,205.57	0.00	0.00	801,205.57
GRAND TOTAL	15,680,427.69	1,923,510.99	2,479,877.93	15,124,060.75	(451.45)	270,191.70	15,394,703.90

*** END OF REPORT ***

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

ID NUMBER	TYPE	BANK	PURCHASE		INITIAL INVESTMENT	CURRENT BALANCE	INTEREST RATE(%)	EARNINGS at MATURITY	
			DATE	MATURITY					
7182	S	MIP KMIP	11/5/2015	5/3/2016	\$ 500,000.00	\$ 500,000.00	0.27%	\$ 665.75	
806272507	S	CD ARVEST	6/4/2015	6/2/2016	\$ 1,100,000.00	\$ 1,101,652.34	0.20%	\$ 2,193.97	
2156996	S	CD ARVEST	6/11/2015	6/9/2016	\$ 200,000.00	\$ 200,298.23	0.20%	\$ 398.90	
62840	S	CD KSB	11/5/2015	7/5/2016	\$ 500,000.00	\$ 500,000.00	0.21%	\$ 699.04	
62752	S	CD KSB	8/6/2015	8/4/2016	\$ 500,000.00	\$ 500,000.00	0.21%	\$ 1,047.12	
7142	S	MIP KMIP	9/9/2015	9/9/2016	\$ 500,000.00	\$ 500,000.00	0.25%	\$ 1,253.42	
7149	S	MIP KMIP	9/17/2015	9/16/2016	\$ 500,000.00	\$ 500,000.00	0.27%	\$ 1,350.00	
62834	S	CD KSB	10/14/2015	10/13/2016	\$ 500,000.00	\$ 500,000.00	0.21%	\$ 1,050.00	
7183	S	MIP KMIP	11/5/2015	11/4/2016	\$ 500,000.00	\$ 500,000.00	0.27%	\$ 1,350.00	
7202	S	MIP KMIP	12/9/2015	12/8/2016	\$ 500,000.00	\$ 500,000.00	0.52%	\$ 2,600.00	
7233	S	MIP KMIP	1/7/2016	1/6/2017	\$ 500,000.00	\$ 500,000.00	0.54%	\$ 2,700.00	
7251	S	MIP KMIP	1/25/2016	1/24/2017	\$ 500,000.00	\$ 500,000.00	0.67%	\$ 3,350.00	
7271	S	MIP KMIP	2/5/2016	2/6/2017	\$ 500,000.00	\$ 500,000.00	0.67%	\$ 3,368.36	
7283	S	MIP KMP	2/25/2016	2/24/2017	\$ 500,000.00	\$ 500,000.00	0.57%	\$ 2,850.00	
7289	S	MIP KMIP	3/1/2016	3/1/2017	\$ 500,000.00	\$ 500,000.00	0.61%	\$ 3,050.00	
7307	S	MIP KMIP	3/17/2016	3/17/2017	\$ 500,000.00	\$ 500,000.00	0.70%	\$ 3,500.00	
7324	S	MIP KMIP	4/1/2016	4/3/2017	\$ 500,000.00	\$ 500,000.00	0.67%	\$ 3,368.36	
Total for period ending: 4/30/2016							\$ 8,800,000.00	\$ 8,801,950.57	APY 0.41%
PREPARED BY:			<u>Betty K. Simpson, City Treasurer</u>						

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

CD: Certificate of Deposit

MIP: Money Investment Portfolio

Arvest: Arvest Bank, Greater Kansas City, KS

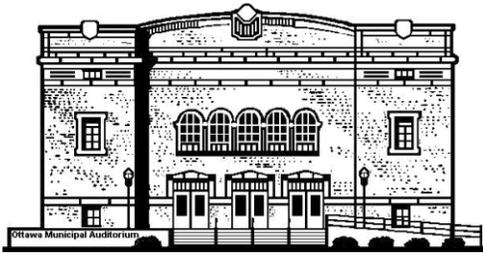
<https://www.arvest.com/>

KMIP: Kansas Muncpal Investment Pool

<https://pooledmoneyinvestmentboard.com/portfolio.html>

KSB: Kansas State Bank, Ottawa, KS

<https://www.mykansasstatebank.com/>



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 Report- April 2016

Events

- Ottawa Municipal Auditorium Advisory Board - Monthly meeting on April 12 in the mezzanine. (Attendance 11).
- Kansas Municipal Utilities - Training on April 13. (Attendance 30)
- SEKS - Training on April 14th. (Attendance 62)
- The Willow Domestic Violence Center and OPD - Educational presentation on domestic violence in Franklin County and what the Center can provides on April 14th. (Attendance 28)
- The City of Ottawa - Monthly Healthy Cooking Class on April 20th. (Attendance 8)
- Centropolis Christian Church - Fourth annual Duke Mason community concert on Sunday, April 24th. (Attendance 270)
- Ottawa High School - Annual Variety Show rehearsals April 25, 27 and 28th (Attendance 107 per day) with performances on April 29 and 30th (Audience attendance 802)

May – June 2016 Events :

May 17 & 18 – ACT Ottawa – Tryouts, rental
 May 18 – City Safety Training & City Healthy Cooking Class
 May 23, 24, 26, & 30 – ACT Ottawa, rental
 June 1, 6, 8, 9, 13, 15, 16, 20, 22, 23, 27, 29 and 30 – ACT Ottawa, rental
 June 2 & 4 – Spotlight Dance Studio annual recital, rental
 June 14, 21 and 28 – Ottawa Band (hold for Rain date)
 June 15 –City Healthy Cooking Class
 June 22 – City Safety Training
 June 25 – Grace Community Fellowship Church presents OBB (Oswald Brothers Band), rental

Usage

April 2016 usage facts: Attendance: 1,746 Rentals: 4 Days used 10 days out of 30 days	April 2015 usage facts: Attendance for events/rentals: 1,535 Events/Rentals: 5 Days used 21 days out of 30 days
2016 Year to date totals for OMA: Attendance: 5,046 Rentals: 14 Days used: 53 out of 91	2015 Year to date totals for OMA: Attendance: 6,683 Rentals: 19 Days used: 59 out of 120
April 2016 Volunteers/Hours: Volunteers: 1 Number of new volunteers: 1 Events: 1 Hours: 30 minutes	2016 Year to date Volunteers/Hours: Volunteers: 8 Events: 2 Hours: 12.5

Volunteer Request

*Volunteers (2) will be needed to sell concessions for the Spotlight Dance Recital on June 4th (4:30 – 8:00 pm) and 1 volunteer to help run the stage lights on June 2 and 4th (4 – 10 pm).

CITY OF OTTAWA
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2016

013-Auditorium Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	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	74,934.42	0.00	70,865.58	51.40
LEASE & RENTAL INCOME	12,000	175.00	1,531.00	0.00	10,469.00	12.76
CHARGES FOR SERVICES	23,000	77.91	1,149.78	0.00	21,850.22	5.00
INVESTMENT INCOME	40	0.00	30.39	0.00	9.61	75.98
OTHER REVENUE	5,200	0.00	350.00	0.00	4,850.00	6.73
MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
TOTAL Auditorium Fund	<u>186,065</u>	<u>252.91</u>	<u>77,995.59</u>	<u>0.00</u>	<u>108,069.41</u>	<u>41.92</u>
TOTAL REVENUE	<u>186,065</u>	<u>252.91</u>	<u>77,995.59</u>	<u>0.00</u>	<u>108,069.41</u>	<u>41.92</u>
<u>EXPENSE SUMMARY</u>						
<u>Auditorium Fund</u>						
PERSONNEL SERVICES	128,876	9,062.99	28,843.19	0.00	100,032.81	22.38
CONTRACTUAL SERVICES	54,660	3,712.86	14,579.38	0.00	40,080.62	26.67
COMMODITIES	5,700	175.76	906.05	0.00	4,793.95	15.90
CAPITAL EXPENSES	22,500	0.00	9,846.93	0.00	12,653.07	43.76
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>12,951.61</u>	<u>54,175.55</u>	<u>0.00</u>	<u>192,146.45</u>	<u>21.99</u>
TOTAL EXPENSES	<u>246,322</u>	<u>12,951.61</u>	<u>54,175.55</u>	<u>0.00</u>	<u>192,146.45</u>	<u>21.99</u>
REVENUE OVER/(UNDER) EXPENSES	(60,257)	(12,698.70)	23,820.04	0.00	(84,077.04)	39.53-
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)	(12,698.70)	23,820.04	0.00	(91,577.04)	35.16-

Community Development Department April 2016 Monthly Report

Planning Commission:

The Planning Commission reviewed a conditional use permit to allow indoor storage in a C-4 Central Business District, reviewed changes to the zoning regulations to allow for micro-distilleries and other small scale alcohol production facilities, and reviewed the 2016-2020 CIP.

Play Task Force:

No meeting in April, but fundraising efforts continue.

Projects:

East 15th Street Sidewalk Project: Bid date has moved to July and KDOT conducting final review of plans. Easements are being prepared to enable acquisition from property owners hopefully in May.

Neighborhood Stabilization Program:

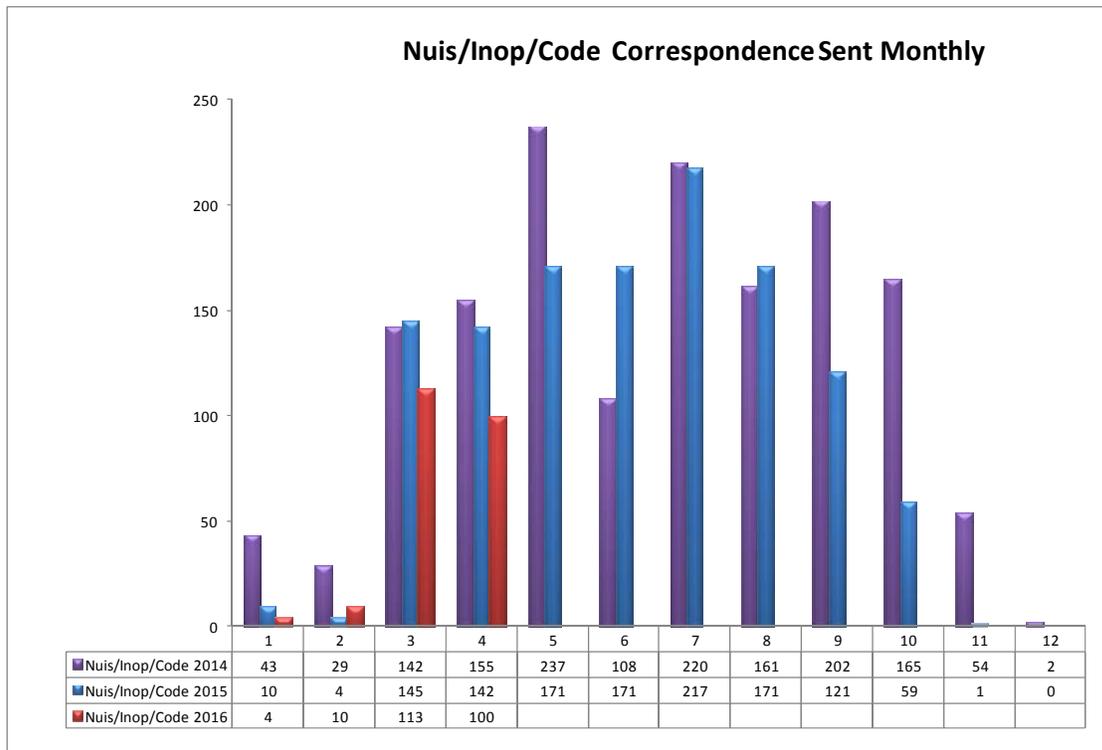
The city has accepted an offer on the new single-family structure at 727 N. Main. Could close within 60 days!

Condemnations:

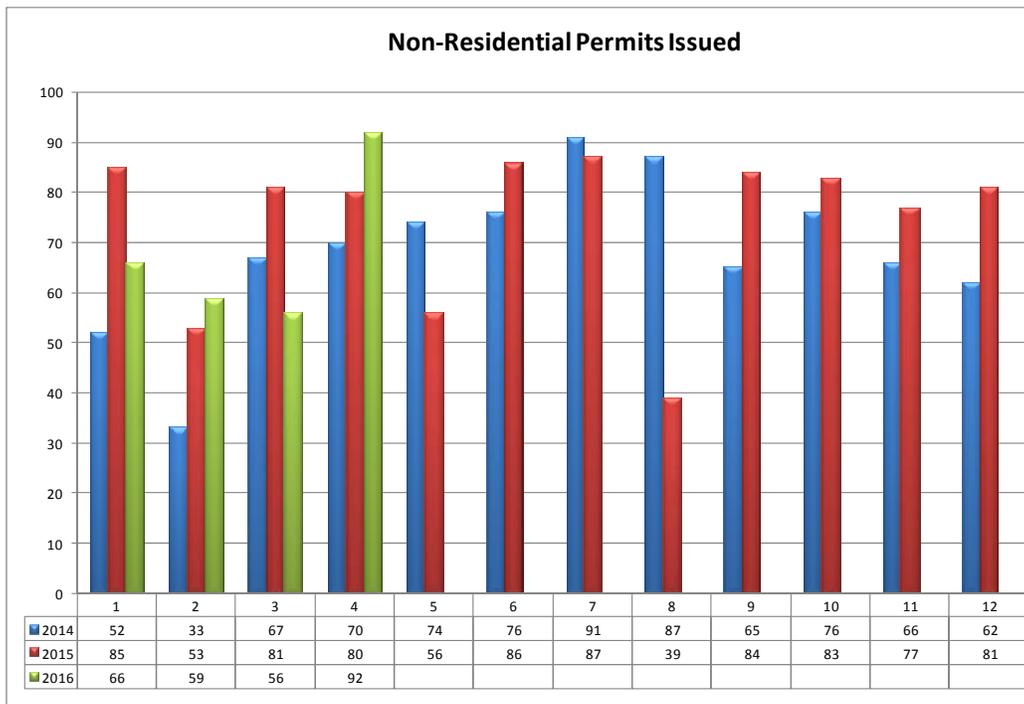
820 N. Locust, bid was awarded in April and demolition to begin in May. Structures for next round will be identified in May.

Code Enforcement:

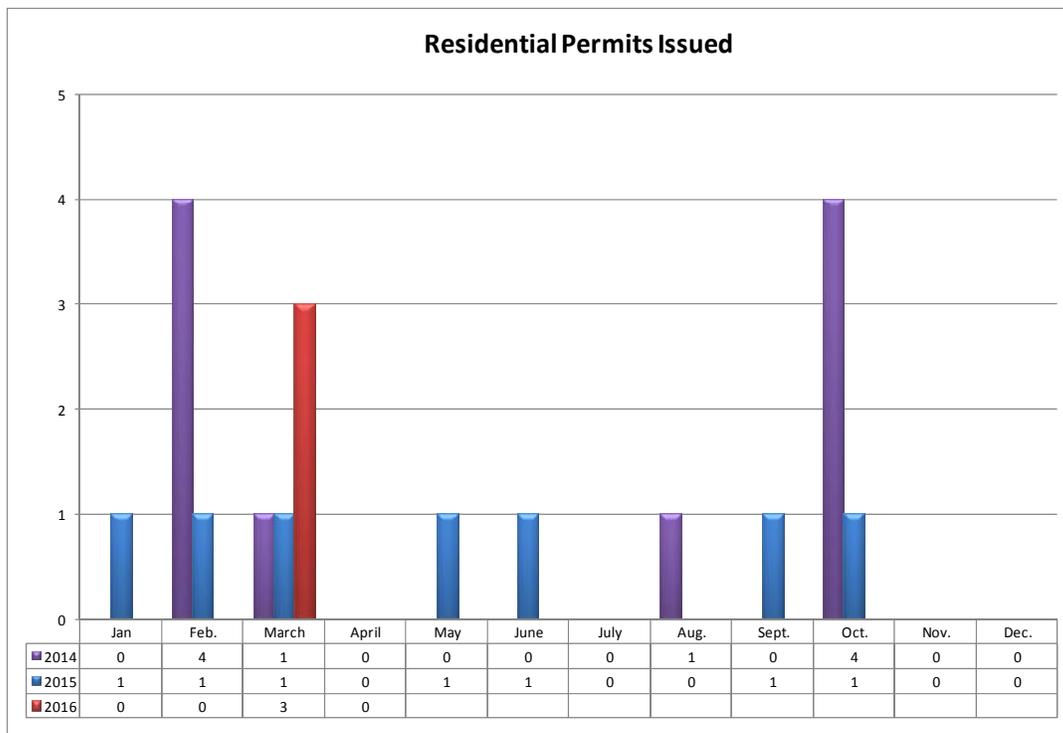
The code enforcement officer is now working four days a week.



Permits:

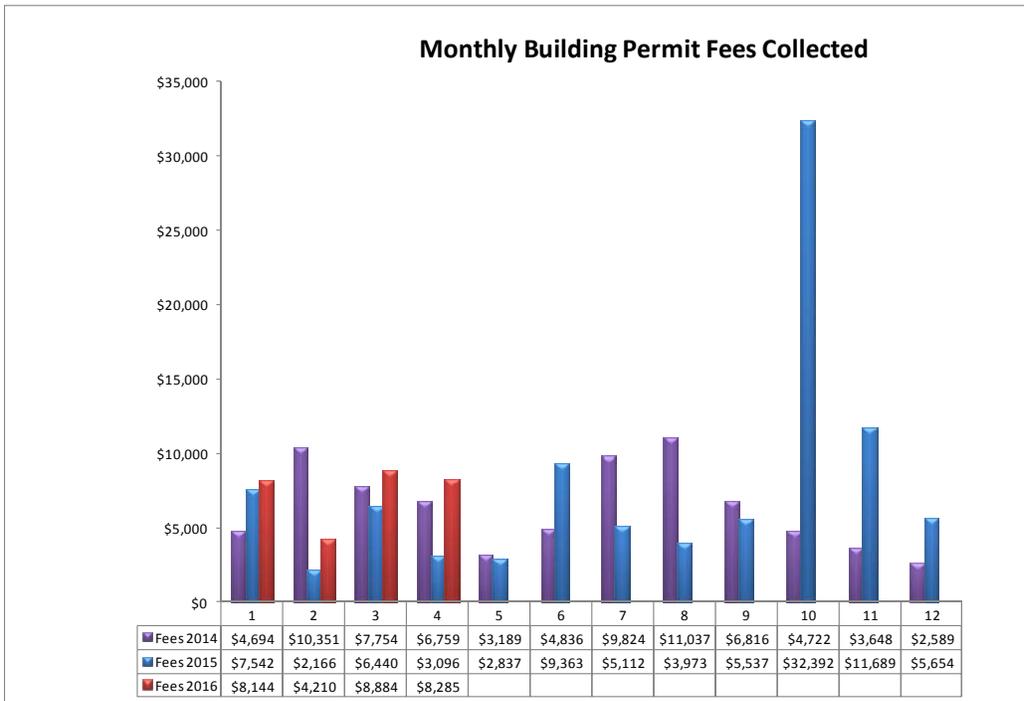


Permits Continued:



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:	\$26,522.58
Planning fees to date:	<u>\$ 950.00</u>
Total received to date:	\$ 27,472.58

Ottawa Fire Department



Monthly Report

March 2016

Training Hrs

A-Shift- 194
B-Shift- 134
C- Shift- 154
Volunteers- 0
Staff- 3

Total- 485

Inspections

A-Shift - 2
B-Shift - 17
C-Shift – 13
Staff - 4

Total - 36

Training Topics

Building Construction

Building Construction Related to the Fire Service 3rd Edition Curriculum: Chapter 9 –Steel Construction: PP & Test (2HR, FH BC01)
Review Sprinkler(10 per month)/Knox Box (10 per month)Location(1Hr, FH BC21)
Building Review: C-Shift: Industrial

Firefighter Skills

Firefighter Personal Protective Equipment(1Hr, FH F26)

- Gear inspection
- How to Inspect gear(What to look for i.e. damage, cleanness, and replacement)
- How to clean gear- Pre-rinsing gear, how to use the gear washer and dryer, boots, gloves, hoods and helmets
- Donning- SCBA and Bunker Gear(properly)
- Tools and Equipment carried in our bunker gear-How many items do we need to carry?

Rescue

Intro Tech Rescue: Face-to-Face Class (8Hr, FH RES-21)SHINKLE
Tie the 10 Rescue Knots(1Hr, FH Res-9)

Scenarios

3 (2Hr, FH F40)

Rescue- vehicle accident

Fire- Residential Building fire

Aircraft Emergency- A medical Helicopter has declared a emergency will try to land at the Airport

Driver Operator

Pumping Apparatus Driver/Operator Chapter 4 — Operating Emergency Vehicles (1Hr, FH DO04)

NIOSH Report Review

F2012- Mar 19, Career fire captain killed, fire fighter and police officer injured at the scene of a
09 2012 motor vehicle crash – Arkansas (1HR, FH NIOSH)

Smoke detector program- 1
Public Education Activities- 2
Station Tours- 1

Tim Matthias, Fire Chief

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {04/01/2016} And
{04/30/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.68%	\$123,820	99.97%
143 Grass fire	2	1.37%	\$0	0.00%
160 Special outside fire, Other	1	0.68%	\$30	0.02%
162 Outside equipment fire	1	0.68%	\$0	0.00%
	5	3.42%	\$123,850	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	90	61.64%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	5	3.42%	\$0	0.00%
322 Motor vehicle accident with injuries	3	2.05%	\$0	0.00%
	98	67.12%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	2	1.37%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.68%	\$0	0.00%
461 Building or structure weakened or collapsed	1	0.68%	\$0	0.00%
480 Attempted burning, illegal action, Other	1	0.68%	\$0	0.00%
	5	3.42%	\$0	0.00%
5 Service Call				
551 Assist police or other governmental agency	2	1.37%	\$0	0.00%
553 Public service	1	0.68%	\$0	0.00%
	3	2.05%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	2	1.37%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en route	1	0.68%	\$0	0.00%
622 No Incident found on arrival at dispatch address	3	2.05%	\$0	0.00%
631 Authorized controlled burning	9	6.16%	\$0	0.00%
661 EMS call, party transported by non-fire agency	10	6.85%	\$0	0.00%
	25	17.12%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	1	0.68%	\$0	0.00%
733 Smoke detector activation due to malfunction	2	1.37%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	0.68%	\$0	0.00%

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {04/01/2016} And
{04/30/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
743 Smoke detector activation, no fire - unintentional	1	2.05%	\$0	0.00%
744 Detector activation, no fire - unintentional	1	0.68%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	2	1.37%	\$0	0.00%
	<u>10</u>	<u>6.85%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 146

Total Est Loss: \$123,850



City of Ottawa Human Resources Department Monthly Report –April 2016

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

- City HR Staff participated in 3 days of employee meetings conducted by Truss Advantage and Aetna to roll out the new HSA vendor TASC and bank, Great Southern as well as the Teledoc benefit.
- Michelle Stegman assisted with the Elizabeth Layton Center HR Director Recruitment Process.

Recruitment

HR staff recruitment efforts included Seasonal, Groundman, Journey Level Lineman, Water Distribution/Wastewater Collection Maintenance Worker I, Laborer/Maintenance Worker I- Streets, Police Officer and Firefighter/EMT-B positions.

Promotions

None

New Hires

4/11/2016-Tyler Welsh, WD/WC Maintenance Worker I

Departures

4/6/2016-Justin Bulcock, Police Officer

4/13/2016-Pat McComb, Assistant Electric Distribution Superintendent

Risk Management/Safety/Loss Control:

Training

Rick Aguilar, CUSP, PHR with Kansas Municipal Utilities conducted sessions on Loader/Backhoe Operator Safety Training and Evaluations

Safety Committee Meeting

There was not a Safety Meeting held during the month of April due to Staff absences.

Workers' Compensation Injuries/Illnesses

1. 4/5/2016-A Streets employee was cleaning the tailgate of a dump truck when the tailgate came down and smashed the left thumb.
2. 4/13/2016-An Electric Distribution employee was injured in February while trimming trees, injury to the left shoulder.
3. 4/28/2016-A Finance/Utility employee was reading meters and stepped in a depression in the ground injuring the right knee.

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 \$705 was paid to CMS (Medicare).

City of Ottawa

101 S. Hickory
Ottawa, KS 66067

785.229.3600

www.ottawaks.gov



City of Ottawa

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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. The employee received a ticket for going through a red light. After appearing in court on March 25, 2016 the employee's citation was reduced from disobeying a traffic signal to illegal parking. 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. The claimant's 2016 Chevrolet Sonic was a total loss as a result of the accident. The NADA base price of the vehicle is \$16,080. We do not know what amount the claimant's carrier paid and are waiting for salvage proceeds after which they will send us a final demand. The City vehicle was totaled and the City will receive a check for \$7,835.00. \$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. Medical payments were extended and \$977.23. 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

Date: May 9, 2016

To: Richard Nienstedt, City Manager and City Commission

From: Chuck Bigham, IT Director

Subject: April IT Monthly Report

IT Trouble Tickets & Other-

104 new calls for Service logged, 2 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- 12 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

Web Site

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

Videos posted include, 2 City Commission Meetings, 1 Legislative Coffee.

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 taken at Kansas Kids Fitness Day, Legislative Coffee, Commission Meeting, Solar Panel Installation and 2nd street water main replacement.

Total Likes: 2,386 See attached graphs

Other Activities-

Twitter account maintained currently at **519 followers** (see attached graphs). Instagram followers are at **67**. 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. "Richard's Roundup" new video series is up and running on city's Facebook.

Facebook April 2016
Demographics and Location of people who like the City of Ottawa Facebook page.
Total Likes for April were: 2,386

Your Fans | People Reached | People Engaged

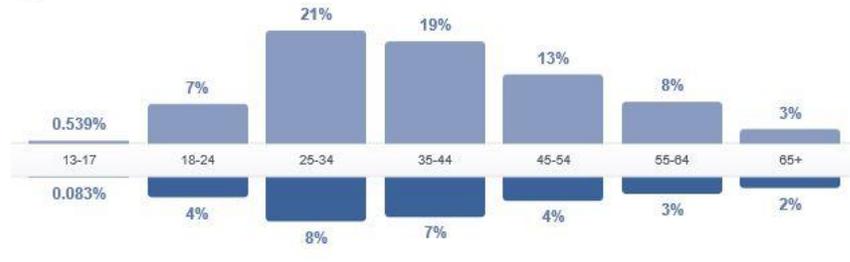
The people who like your Page

Women

71%
Your Fans

Men

29%
Your Fans



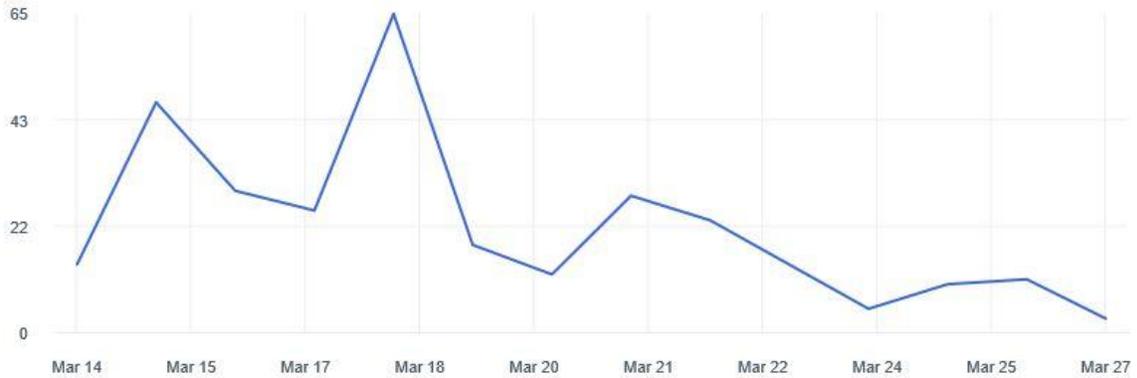
Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	2,370	Ottawa, KS	1,227	English (US)	2,340
Iraq	4	Lawrence, KS	83	English (UK)	46
Canada	3	Pomona, KS	80	Spanish	5
India	3	Wellsville, KS	53	Arabic	5
Ghana	3	B N Junction, KS	48	French (France)	3
Pakistan	2	Princeton, KS	37	Portuguese (Brazil)	2
Mexico	2	Kansas City, MO	35	Italian	1
Turkey	2	Topeka, KS	33	Turkish	1
Japan	2	Olathe, KS	29	English (Pirate)	1
Brazil	1	Williamsburg, KS	29	Japanese	1
Guinea	1	Overland Park, KS	28	Czech	1
Taiwan	1	Baldwin City, KS	28	German	1
Nigeria	1	Rantoul, KS	26	Traditional Chinese (Ta...	1



Total Views By Section

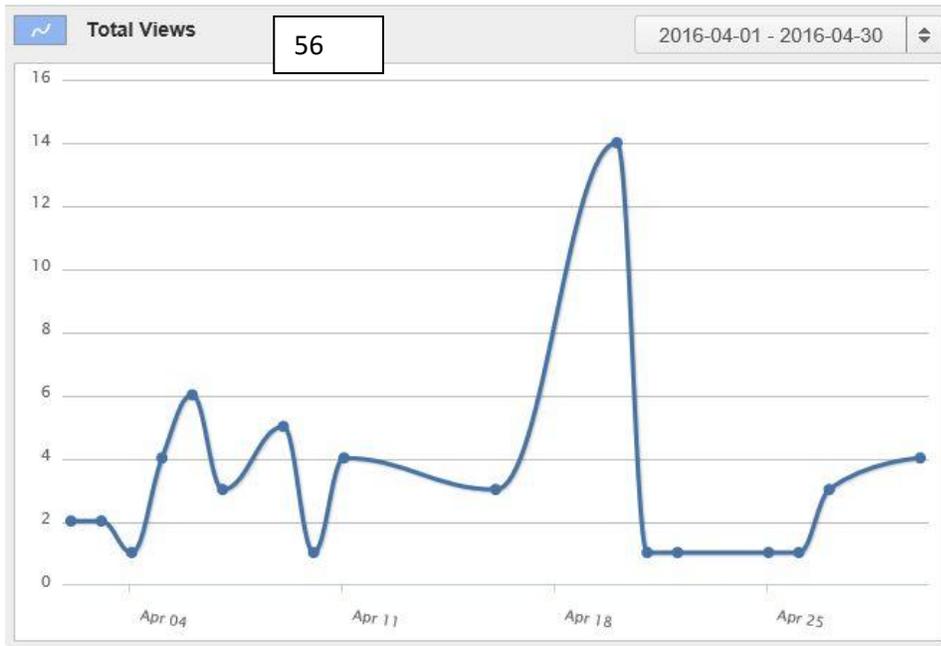


Total Views



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 April 2016



Export this period in CSV

Day Month

Search...

Datetime	Views
Apr 02	2
Apr 03	2
Apr 04	1
Apr 05	4
Apr 06	6
Apr 07	3
Apr 09	5
Apr 10	1
Apr 11	4
Apr 16	3
Apr 20	14
Apr 21	1
Apr 22	1
Apr 25	1
Apr 26	1
Apr 27	3
Apr 30	4

Twitter April 2016

Apr 25, 2016 - May 09, 2016 ▾

Where did my branded header go?

@ottawaksgov twitter

Twitter : Profile Summary



@ottawaksgov

CityofOttawa

Ottawa, KS

Official twitter account for the City of Ottawa, KS

Followers

519

Following

76

Listed

13

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*

MEMORANDUM

DATE: MAY 9, 2016
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: APRIL 2016 MONTHLY REPORT

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

- Volunteers in Police Service (VIPS) provided 162 hours of service
- Officer Joseph Carrier was released to solo patrol. Officers Alarcon, Forsberg and Wyatt are in field training
- Met with Prairie Paws Director Melissa Reed regarding joint project
- Panel member for KBI Sexual Assault Kit Work Group presentation at KBI training
- Meeting with group to discuss Community Health Assessment Initiative coordinated by Dr. Midge Ransom
- Attended Legislative Coffee
- Taught workshops on Ethics and Media Relations in Topeka to The Association of Public-Safety Communications Officials (APCO) is an international leader committed to providing complete public safety communications
- Attended Local Emergency Planning Meeting
- Met with ELC Director regarding issues of mutual concern
- Assisted with local Mothers Against Drunk Drivers (MADD) training for motorists convicted of drunk driving
- Held Annual Volunteers in Police Service (VIPS) Appreciation Ceremony
- Held week-long refresher training on the police Records management system
- Held police applicant testing to fill one current vacancy and one more due to a retirement this summer
- Participated in Franklin County Safety Awareness Day
- Provided Active Shooter Training to local businesses
- Continued participation on KBI Work Group regarding untested Sexual Assault Kits; and
- Monthly supervisors' meeting, various Chamber events, Rotary, and other various meetings.

I am happy to answer any questions.
Thank you.

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

	APR 2016		APR 2015	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	5	0	0	1
Burglary	0	0	0	0
Murder	1	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Theft	8	0	3	1
Theft: Auto	1	0	0	1
Total Part One Arrests	15	0	3	3

OTHER ARRESTS

Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	1	1	1	0
Battery: Domestic	11	0	4	0
Battery: LEO	0	1	0	0
Criminal Damage Property	9	0	2	2
Criminal Threats	1	0	0	0
Disorderly Conduct	2	1	0	0
Driving Under Influence	3	0	7	1
Drug Offense Arrests	18	0	15	1
Forgery	1	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	4	0	7
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	0	0	0	1
Phone Harassment	0	0	0	0
Sexual Offense Arrests	1	1	0	0
Suicide	0	0	0	0
Vehicle Related Arrests	28	0	17	2
All Other Arrests	27	2	42	0
Total Part Two Arrests	102	10	88	14

TOTAL ARRESTS

127

108

**REPORTED CRIMES
PART ONE OFFENSES**

	APR 2016		APR 2015	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	5	5	1	1
Burglary	2	0	6	1
Murder	1	1	0	0
Rape	0	0	0	0
Robbery	1	1	0	0
Theft	14	8	21	9
Theft: Auto	2	2	3	2
Total Part One Crimes	25	17	31	13

OTHER CRIMES

Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	3	2	2	1
Battery: Domestic	10	6	3	3
Battery: LEO	1	0	0	0
Criminal Damage Property	16	9	13	7
Criminal Threats	0	0	0	0
Disorderly Conduct	4	2	0	0
Driving Under Influence	2	2	8	8
Drug Offenses	17	13	16	16
Forgery	5	1	0	0
Homicide	0	0	0	0
Juvenile Offenses	6	4	10	10
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	0	0	1	1
Phone harassment	0	0	0	0
Sex Offenses	3	0	1	0
Suicide	0	0	0	0
Vehicle Related Offenses	28	24	29	28
All Other Offenses	25	24	52	50
Total Part Two Crimes	120	87	135	124

OTHER ACTIVITIES

Calls for Service	1345	895
Traffic Accidents	20	10
Warrants Served	11	28

TOTAL INCIDENTS / CALLS FOR SERVICE

1521

1099

ANIMAL CONTROL APRIL 2016			
ACTIVITY	Apr-16	Apr-15	Yr to Date
Domestic animals taken to shelter	17	19	58
Dead animals (wild) collected	6	8	17
Dead animals (domestic) collected	3	1	5
Wild animals trapped	17	17	72
Trap usage (days)	67	54	210
Dog ordinance violation citation	0	12	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	39	40	92

COURT FEES APRIL 2016

FINES		COURT FEES								2016
Violation	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	MUNICIPAL COURT	
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		
Mar-15	\$29,610.27	\$1,122.58	\$9,411.81	\$2,691.48	\$1,643.52	\$80.84	\$14,950.23	\$44,560.50		
Mar-16	\$24,734.00	\$349.90	\$7,717.92	\$1,996.17	\$1,308.33	\$119.56	\$11,491.88	\$36,225.88		
Apr-15	\$22,621.77	\$848.00	\$5,651.38	\$1,446.97	\$662.03	\$47.85	\$8,656.23	\$31,278.00		
Apr-16	\$15,871.70	\$686.00	\$4,538.87	\$963.70	\$546.30	\$61.63	\$6,796.50	\$22,668.20		
Apr-15YTD	\$95,227.86	\$3,634.64	\$27,545.97	\$7,502.63	\$4,620.37	\$235.03	\$43,538.64	\$138,766.50		
Apr-16YTD	\$81,173.39	\$2,056.90	\$24,302.55	\$5,980.28	\$3,572.22	\$323.93	\$36,236.38	\$117,409.27		
									CASES FILED	
									APRIL	
									Crimes against persons	
									3	
									Crimes against property	
									5	
									Driving Under The Influence	
									2	
									Fleeing a Police Officer	
									Other Crimes	
									5	
									Reckless Driving	
									0	
									Traffic Violations	
									146	
									Tobacco Infrancions	
									0	
									TOTAL CASES FILED	
									161	
									Court Revenues (fines & court costs)	
									\$20,410.57	
									Dismissals	
									25	
									Diversion agreements	
									4	
									Guilty pleas	
									88	
									Trials (on pleas of not guilty)	
									3	
									TOTAL CASES CLOSED	
									120	

~~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: May 11, 2016
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: April 2016 ENFORCEMENT STATISTICS

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

The breakdown is as follows:

013 DISOBEY TRAFFIC SIGNAL	3	194 SUSPENDED OPERATORS LICENSE	6
015 FLASHING CONTROL SIGNAL	1	195 DRIVE IN VIOLATION OF RESTRICTIONS	2
023 LEAVING SCENE INJURY ACCIDENT	1	198 ILLEGAL TAG	7
026 DUTY UPON STRIKING UNATT VEH	2	200 KNOWINGLY OPER W/O INSURANCE	29
029 RECKLESS DRIVING	1	3.1 BATTERY	1
030 DUI	2	6.1 THEFT/THEFT OF SERVICES	3
032 UNSAFE SPEED FOR CONDITIONS	1	6.6 CRIMINAL DAMAGE TO PROPERTY	2
033 SPEEDING	46	6.7 CRIMINAL TRESPASS	2
037 DRAG RACING	1	7.2 INTERFERENCE WITH LAW ENFORCEMENT	1
046 IMPROPER DRIVING LANED ROAD	1	9.1 DISORDERLY CONDUCT	1
049 IMPROPER TURN OR APPROACH	3	10.6 UNLAWFUL DISCHARGE OF AIR/BB/PAINT GUNBO	1
054 UNSAFE TURNING/STOPPING ETC	4	182A NO SEAT BELT	31
058 FAIL TO YIELD VEH TURNING LEFT	1	30.2 REFUSAL PRELIMINARY BREATH TEST	1
059 FAIL TO YIELD STOP/YIELD SIGN	13	182.1 SEATBELT	9
069 SOLICITING RIDE OR BUSINESS	1	12-209 SPEEDING SCHOOL ZONE	1
087 HANDICAPPED PARKING	1	12-311 PARKING - TWO HOUR LIMIT	99
104 INATTENTIVE DRIVING	3	16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	1	16-303 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
117 LIMITATIONS ON BACKING	1	16-307 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	3
192 NO OPERATOR LICENSE	6	16-403 DISORDERLY CONDUCT-NOISE	1
193 NO LICENSE IN POSSESSION	4		

** Report Total: 299 **

52 Charges were filed through County Attorney's office:

9 Domestic Battery	5 Agg Assault / Battery	2 Battery	
0 Burglary	3 Criminal Damage	1 D.U.I.	
4 Theft	3 Traffic	0 Endangering Child	
0 Liquor Violations	0 Prescription Drugs	18 Misc. Charges	7 Possession Drugs/Paraphenalia

Incidents - By Violation

04\01\2016

thru 04\30\2016

Agency is: OTTAWA POLICE DEPARTMENT

Violation	Incidents
AGG BATTERY;KNOWINGLY USE PHYSICAL CONTACT IN ANGRY/RUDE MANNER W/WEAPON	1
ANIMALS: KEEPING VICIOUS ANIMALS	2
ASSAULT, AGG LEO,DEADLY WEAPON	1
ASSAULT,AGG DEADLY WEAPON	2
BATTERY	1
BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY	1
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	7
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	3
BATTERY; BODILY HARM TO ANOTHER	1
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	1
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME	2
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT	1
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	3
CINC; ORDERS OF PROTECTIVE CUSTODY	1
CINC; RUNAWAY FROM HOME	3
CONTRABAND IN CORRECTIONAL/CARE FACILITY, GUN/AMMO/CONTROLLED SUBSTANCE	1
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	14
CRIMINAL DAMAGE TO PROPERTY,FELONY	1
CRIMINAL RESTRAINT	1
DISORDERLY CONDUCT	4
DRIVING WHILE TEXTING	1
DRUGS: POSS DRUG PARAPHERNALIA (M)	2
DRUGS: TAX STAMP; NO DRUG	1
DRUGS:DISTRIBUTE MARIJUANA <25 GR	1
DRUGS:PRESCRIPTION,POSSESS WITH INTENT TO SELL	1
DRUGS; POSSESSION OF DEPRESSANT;1 PRIOR CONVICTION	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	4
DRUGS; POSSESSION OF PARAPHERNALIA (F)	2
DRUGS; POSSESSION OF PARAPHERNALIA (M)	3
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	2
DUI:DRIVING UNDER INFLUENCE	2
DUI; 3RD CONV/BLOOD OR BREATH .08 OR HIGHER	1
DUI;3RD CONV IN 10 YEARS;COMBO DRUGS AND ALCOHOL	1
ELECTRONIC SOLICITATION, OFFENDER BELIEVES CHILD <14	1
FAILURE TO APPEAR	3
FORGERY, DISTRIBUTING OR ISSUING WRITTEN INSTRUMENT	5
IDENTITY THEFT;USE TO OBTAIN DOCUMENT WITH PERSONAL INFORMATION	1
INDECENT LIBERTIES WITH A CHILD, AGG,UNKNOWN CIRCUMSTANCE	1
INTERFERENCE W/LEO MISD OBSTRUCTION	2
LEWD AND LASCIVIOUS BEHAVIOR	1
MAKING FALSE INFORMATION	1

Violation	Incidents
MURDER 1ST DEGREE,INTENTIONAL	1
PFA,VIOLETE CONDITIONS OF PRE-TRAIL ORDERS	1
PFA,VIOLETE PROTECTION FROM ABUSE ORDER	5
RESISTING ARREST/OBSTRUCTION OF LEO (M)	2
ROBBERY,AGG	1
SEXUAL BATTERY, AGG,VICTIM IS PHYSICALLY POWERELESS	1
SEXUAL EXPLOITATION OF A CHILD, POSSESSION OF VISUAL DEPICTATION OF CHILD <18	1
SEXUAL RELATIONS, VOLUNTARY,INTERCOURSE W/CHILD >14 <16 YOA	1
SODOMY, AGG, OFFENDER <18 YOA AND CHILD <14 YOA	1
SODOMY, AGG, WITH PERSON/ANIMAL BY FORCE	1
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	1
THEFT OF MOTOR FUEL	7
THEFT, LOST OR MISLAID PROPERTY	2
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	2
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/SHOP LIFTING	1
THEFT; \$25000 TO \$100000 OF PROPERTY OR SERVICES/MOTOR VEHICLE	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	8
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	3
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	4
THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE	3
THEFT; POSSESSION OF STOLEN PROPERTY \$1000 TO 25.000	1
THEFT; POSSESSION OF STOLEN PROPERTY <\$1000.00	1
TRAFFIC: CHILD RESTRAINT	1
TRAFFIC: DISOBEY TRAFFIC SIGNAL	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	5
TRAFFIC: EXPIRED TAGS	1
TRAFFIC: FAIL TO YIELD AT STOP SIGN	1
TRAFFIC: FAIL TO YIELD RIGHT OF WAY	1
TRAFFIC: FAILURE OF DRIVER REPORT UNATTENDED VECHICLE/PROPERTY	3
TRAFFIC: FAILURE TO STOP AT ACCIDENT; INJURY OR DAMAGE OVER \$1000	5
TRAFFIC: FLEE & ELUDE COMMISSION OF FELONY	1
TRAFFIC: FLEE/ELUDE LEO	1
TRAFFIC: IGNITION INTERLOCK DEVICE OPERATE CAR W/O DEVICE	1
TRAFFIC: INATTENTIVE DRIVING	1
TRAFFIC: LANED ROADWAY; IMPROPER DRIVE	2
TRAFFIC: MAXIMUM SPEED LIMITS	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	2
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	2
TRAFFIC: RECKLESS DRIVING	3
TRAFFIC: TRANSPORTING OPEN CONTAINER	1
TRAFFIC; IMPROPER STOP OR TURN SIGNAL	1
TRAFFIC; NO SEAT BELT	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	2
TRESPASS, UNKNOWN CRICUMSTANCE	1
UNLAWFUL DISCHARGE OF BB GUN, ETC.	1
WARRANT ARREST	5
WARRANT ARREST FOR OTHER JURISDICTION	1
WARRANT ARREST; FOR ANOTHER JURISDICTION	4
Total Violations	186
Total Incidents	128

Arrests - By Violation

04\01\2016

thru 04\30\2016

Agency is: OTTAWA POLICE DEPARTMENT

Violation	# of Offenses
AGG BATTERY;KNOWINGLY USE PHYSICAL CONTACT IN ANGRY/RUDE MANNER W/WEAPON	2
ASSAULT, AGG LEO,DEADLY WEAPON	1
ASSAULT,AGG DEADLY WEAPON	2
BATTERY	1
BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY	1
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	7
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	4
BATTERY; BODILY HARM TO ANOTHER	1
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	1
CINC; RUNAWAY FROM HOME	3
CONTRABAND IN CORRECTIONAL/CARE FACILITY, GUN/AMMO/CONTROLLED SUBSTANCE	1
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	9
CRIMINAL RESTRAINT	1
CRIMINAL THREAT,AGG	1
DISORDERLY CONDUCT	3
DRUGS: POSS DRUG PARAPHERNALIA (M)	2
DRUGS: TAX STAMP; NO DRUG	1
DRUGS:DISTRIBUTE MARIJUANA <25 GR	1
DRUGS:PRESCRIPTION,POSSESS WITH INTENT TO SELL	1
DRUGS; POSSESSION OF DEPRESSANT;1 PRIOR CONVICTION	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	4
DRUGS; POSSESSION OF PARAPHERNALIA (F)	2
DRUGS; POSSESSION OF PARAPHERNALIA (M)	3
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	2
DUI:DRIVING UNDER INFLUENCE	2
DUI; 3RD CONV/BLOOD OR BREATH .08 OR HIGHER	1
FAILURE TO APPEAR	4
FORGERY, DISTRIBUTING OR ISSUING WRITTEN INSTRUMENT	1
INTERFERENCE W/LEO MISD OBSTRUCTION	3
MURDER 1ST DEGREE,INTENTIONAL	1
PFA,VIOULATE CONDITIONS OF PRE-TRAIL ORDERS	1
PFA,VIOULATE PROTECTION FROM ABUSE ORDER	4
RESISTING ARREST/OBSTRUCTION OF LEO (M)	3
SEXUAL RELATIONS, VOLUNTARY,INTERCOURSE W/CHILD >14 <16 YOA	1
SODOMY, AGG, WITH PERSON/ANIMAL BY FORCE	1
THEFT OF MOTOR FUEL	3
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/SHOP LIFTING	1
THEFT; \$25000 TO \$100000 OF PROPERTY OR SERVICES/MOTOR VEHICLE	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	1
TRAFFIC: CHILD RESTRAINT	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	4
TRAFFIC: EXPIRED TAGS	1
TRAFFIC: FAIL TO YIELD AT STOP SIGN	1
TRAFFIC: FAIL TO YIELD RIGHT OF WAY	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT; INJURY OR DAMAGE OVER \$1000	4
TRAFFIC: FLEE & ELUDE COMMISSION OF FELONY	1
TRAFFIC: FLEE/ELUDE LEO	1

05/11/2016 09:05

1 of 2

Violation	# of Offenses
TRAFFIC: IGNITION INTERLOCK DEVICE OPERATE CAR W/O DEVICE	1
TRAFFIC: INATTENTIVE DRIVING	1
TRAFFIC: LANED ROADWAY; IMPROPER DRIVE	2
TRAFFIC: MAXIMUM SPEED LIMITS	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	2
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	2
TRAFFIC: RECKLESS DRIVING	3
TRAFFIC: TRANSPORTING OPEN CONTAINER	1
TRAFFIC; NO SEAT BELT	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	1
TRESPASS, UNKNOWN CRICUMSTANCE	1
UNLAWFUL DISCHARGE OF BB GUN, ETC.	1
WARRANT ARREST	5
WARRANT ARREST FOR OTHER JURISDICTION	1
WARRANT ARREST; FOR ANOTHER JURISDICTION	4
Total Violations	126
Total Arrests	76

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: April 2016 Monthly Activity Report/Public Works Projects Update
DATE: May 5, 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.

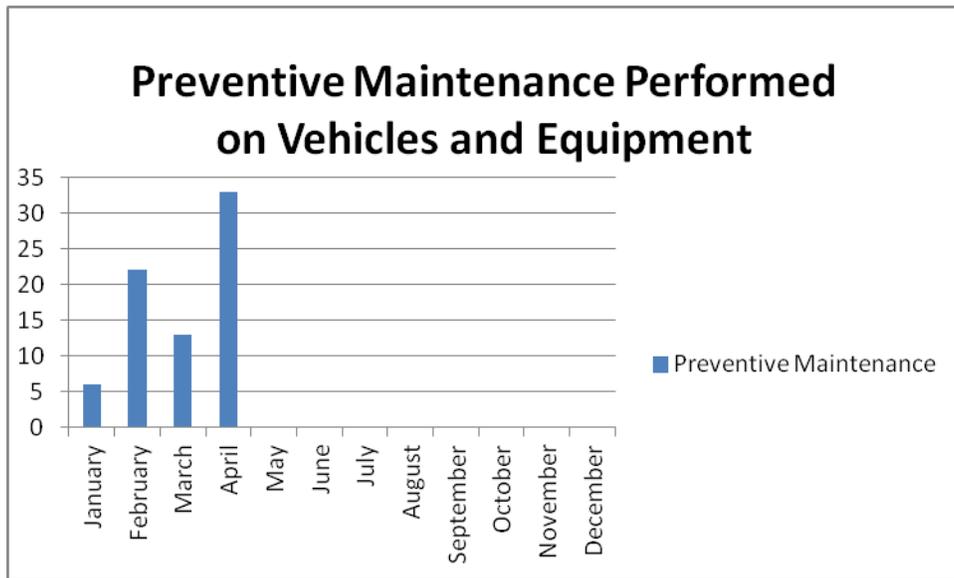
Streets:

- Built ADA ramps at Grant and N. Main
- Put millings on chip and seal roads
- Poured new curb on 2nd St. between Walnut and Main
- Crack sealed
- Levee inspection
- Cold patched pot holes
- Asphalt 2nd and Main for water line project
- Work flood – debris removal and monitoring levee

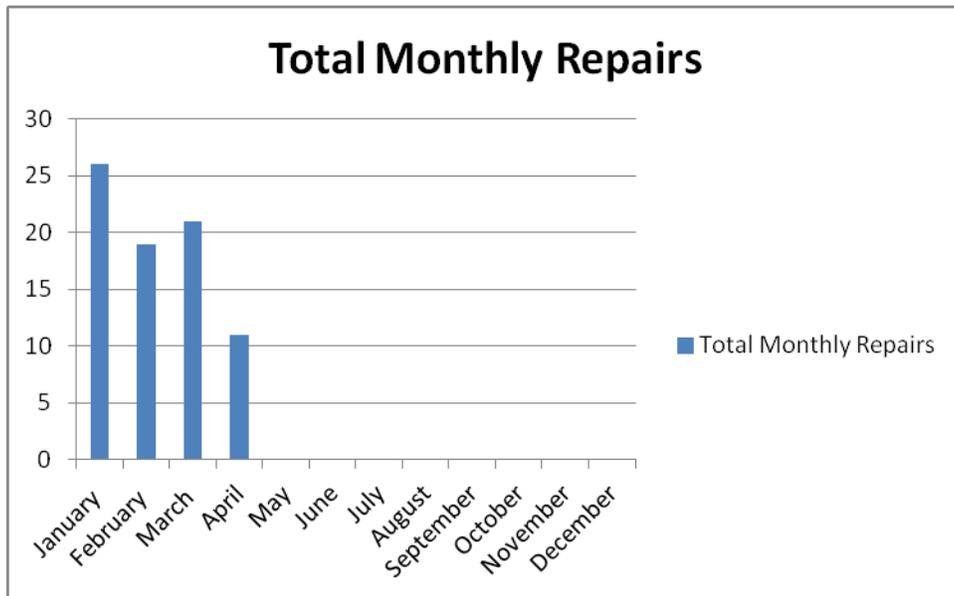
Parks:

- Finish patching pool
- Painted pool
- Weedeat Highland and Hope cemetery
- Spray for weeds in Forest Park
- Weedeat parks
- Mowed all parks and cemeteries
- Planted 4 trees on Walnut for Arbor Day
- Help with river watch

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.

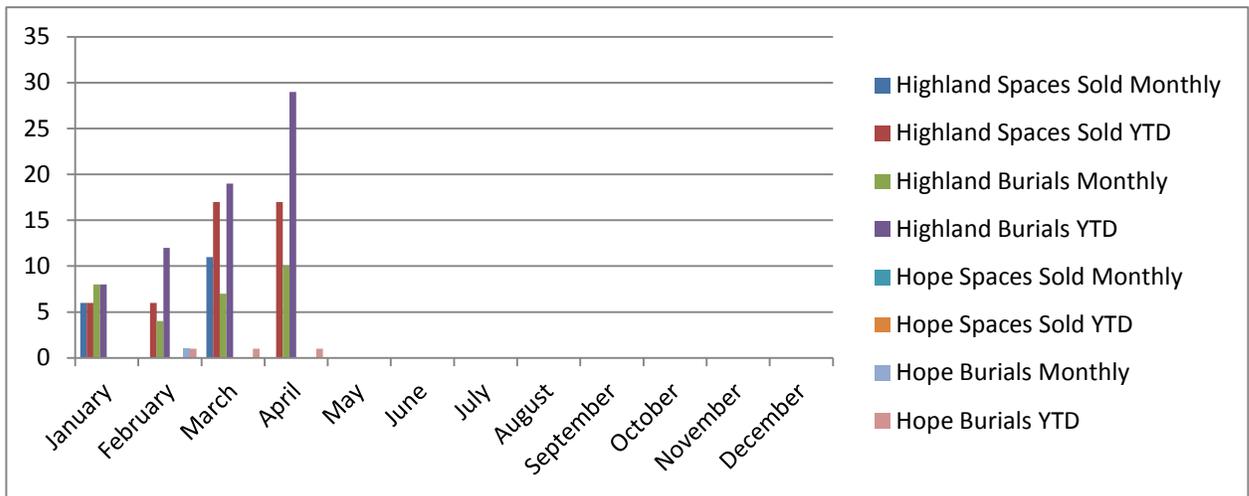


This chart shows the amount of repairs performed by the Fleet Maintenance Department, separated by department. These repairs vary from brake replacements to electrical problems.

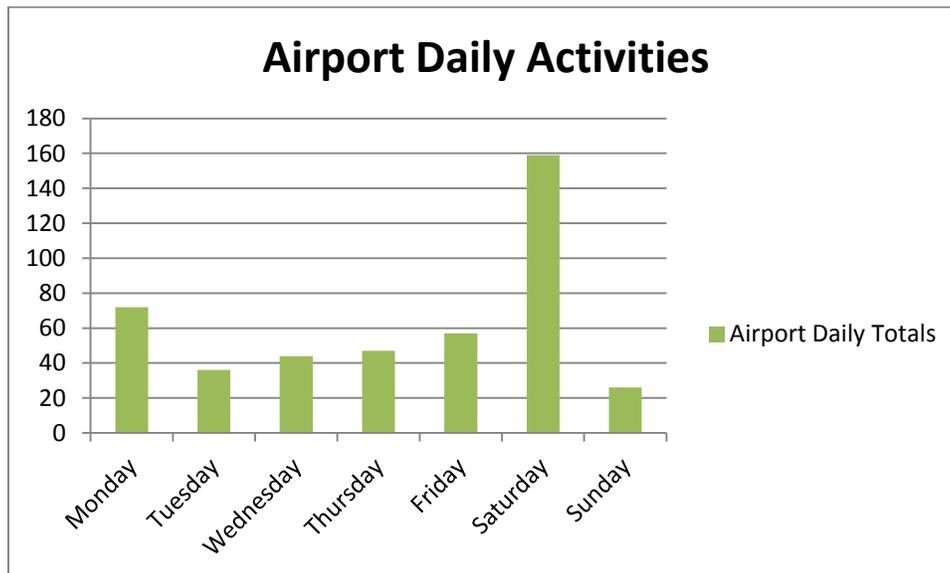


During the month of April all repairs were performed by city mechanics.

Cemeteries: Following are excerpts from the monthly Sextons' Reports: April 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 Monday and Saturday were the busiest days this month.



Airport fuel sales for Aviation Gas (100LL) during April 2016 amounted to 552 gallons (CY 2016 to date = 1,976 gal) and 222 gallons of Jet-A fuel (CY 2016 to date = 988 gal) were sold during the month of March to Hawkeye Helicopter. The “Courtesy Car” was used 2 times this month.

To: City Manager
From: Dennis Tharp
Date: April, 2016
Subject: Utilities Project Activities

KMEA POWER SUPPLY COMMITTEE

Purchase Power agreement for Marshall wind farm approved and have started taking power from completed plant. 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.

RFP released awaiting pre-bid meeting.

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.

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 15th St.

Several small projects to support community activities

Sent crew and two trucks to Girard in support of KSMAP assistance program

Miscellaneous

A) Solar array is generating working on communication with SCADA and website

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 Line Repairs:
Logan/Main Repair valve boxes
11th Elm (2) 6" valves pumper FH

New Water Services This Year
3

	Apr-16	Feet
Ram Jet		6,534
VacCon		0
Camera		4209
Total		10,743

Work continues to replace water main East on 2nd street from Hickory to Poplar, thus far the work on this project by City crews has been outstanding.

	2016			2015	
	High	Low		High	Low
4/1/2016	53	39	4/1/2015	77	51
4/2/2016	64	33	4/2/2015	70	57
4/3/2016	77	43	4/3/2015	58	41
4/4/2016	68	54	4/4/2015	62	32
4/5/2016	76	46	4/5/2015	60	42
4/6/2016	71	52	4/6/2015	66	49
4/7/2016	66	50	4/7/2015	84	59
4/8/2016	65	40	4/8/2015	76	53
4/9/2016	62	32	4/9/2015	74	43
4/10/2016	76	57	4/10/2015	68	40
4/11/2016	60	47	4/11/2015	72	48
4/12/2016	63	33	4/12/2015	68	53
4/13/2016	71	38	4/13/2015	68	56
4/14/2016	72	42	4/14/2015	68	51
4/15/2016	73	52	4/15/2015	59	54
4/16/2016	74	56	4/16/2015	75	56
4/17/2016	76	58	4/17/2015	75	56
4/18/2016	68	60	4/18/2015	66	54
4/19/2016	68	57	4/19/2015	64	52
4/20/2016	68	56	4/20/2015	59	44
4/21/2016	66	52	4/21/2015	70	44
4/22/2016	70	52	4/22/2015	60	44
4/23/2016	79	50	4/23/2015	64	45
4/24/2016	78	60	4/24/2015	66	54
4/25/2016	78	64	4/25/2015	63	50
4/26/2016	72	57	4/26/2015	60	49
4/27/2016	70	54	4/27/2015	64	46
4/28/2016	65	47	4/28/2015	71	46
4/29/2016	60	50	4/29/2015	71	48
4/30/2016	66	55	4/30/2015	74	48
Average	69.2	49.5	Average	67.7	48.8

Ottawa Municipal Power Plant

MONTHLY POWER REPORT April-16

	2016		2015	
	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	-65,025.000	146,739.000	-5,502.000	-146,382.000
PURCHASED POWER:				
GRDA	6,480,000	26,127,000	6,624,000	26,486,800
WAPA	814,024	2,781,024	814,301	2,781,303
SWPA	128,500	1,168,000	292,500	621,000
KCPL	2,728,776	13,967,976	2,226,799	13,567,297
OTHER				
NEARMAN				1,070,000
SUB-TOTAL ENERGY	10,086,275	44,190,739	9,952,098	44,380,018
TOTAL ENERGY ¹	10,086,275	44,190,739	9,952,098	44,380,018
INCREASE / DECREASE ² (2015 VS 2016)	1.35%	-0.43%		
MARSHALL WIND ENERGY kWh	Mar-16	44,709		44,709
KILOWATT LOAD				
PEAK DEMAND	20.200	23.000	19.4	23
TIME OF PEAK	2:00 PM	7:00 AM	11:00 AM	7:00 AM
DAY OF PEAK	4/25/2016	1/7/2015	4/7/2015	1/7/2015
TEMPERATURE				
HIGH	79	4/22/2016 (79)	84	84
LOW	32	1/10/2015 (6)	32	4
ENERGY SALES				
KCPL KWh				
WRI / Other (supplemental) KWh	0	0		
TOTAL SALES (KWh)	0	0		

¹Total energy demand of city

²After Generated Sales

*negative net generation = station power exceeded gross generation.

WASTEWATER TREATMENT PLANT REPORT

Apr-16

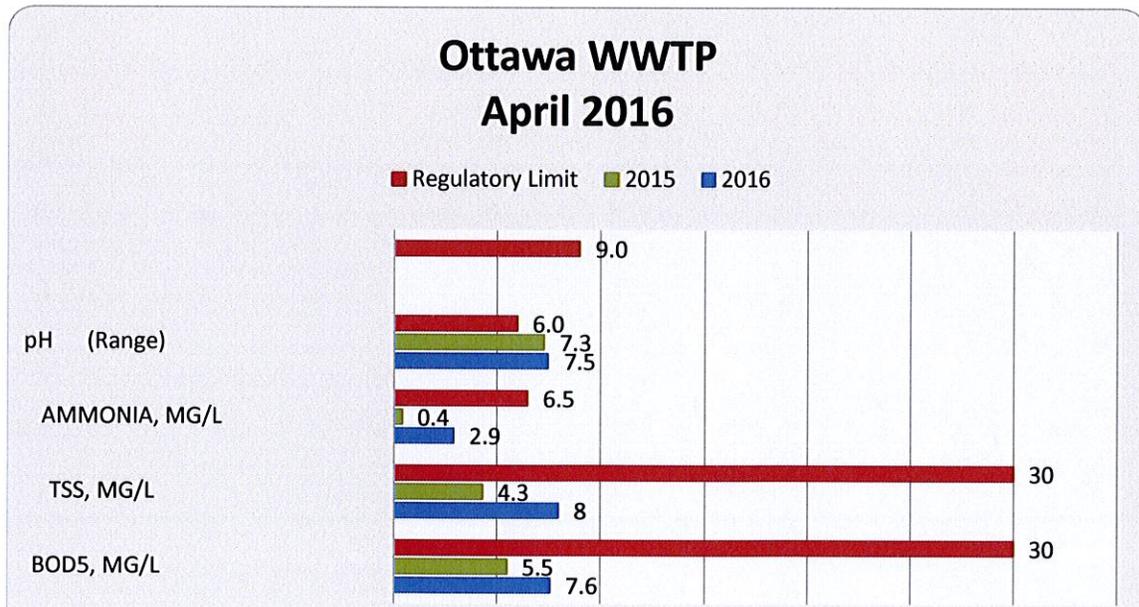
	2016		2015	
	This Month	Year To Date	Same Month	Year To Date
TOTAL FLOW, MG	42.77	140.53	18.56	49.31
PEAK DEMAND DAY, MG	5.25	5.25	1.7	1.7
AVERAGE DAILY FLOW, MGD	1.43	1.16	0.62	0.41

AVERAGE PLANT INFLUENT

BOD5, MG/L	277	202
TSS, MG/L	263	298
TKN MG/L	N/R	51.2
pH, SU	7.7	7.4

AVERAGE PLANT EFFLUENT

	Regulatory Limit			
BOD5, MG/L	7.6	30	MG/L	5.5
TSS, MG/L	8	30	MG/L	4.3
AMMONIA, MG/L	2.9	6.5	MG/L	0.4
pH (Range)	7.5	6.0	9.0	7.3
PERCENT REDUCTION BOD5	97%	85%		97%
PERCENT REDUCTION TSS	97%	85%		98%
TOTAL PHOSPHOROUS	1.4	1.5 yr/ave	MG/L	0.25



WATER TREATMENT PLANT PRODUCTION REPORT

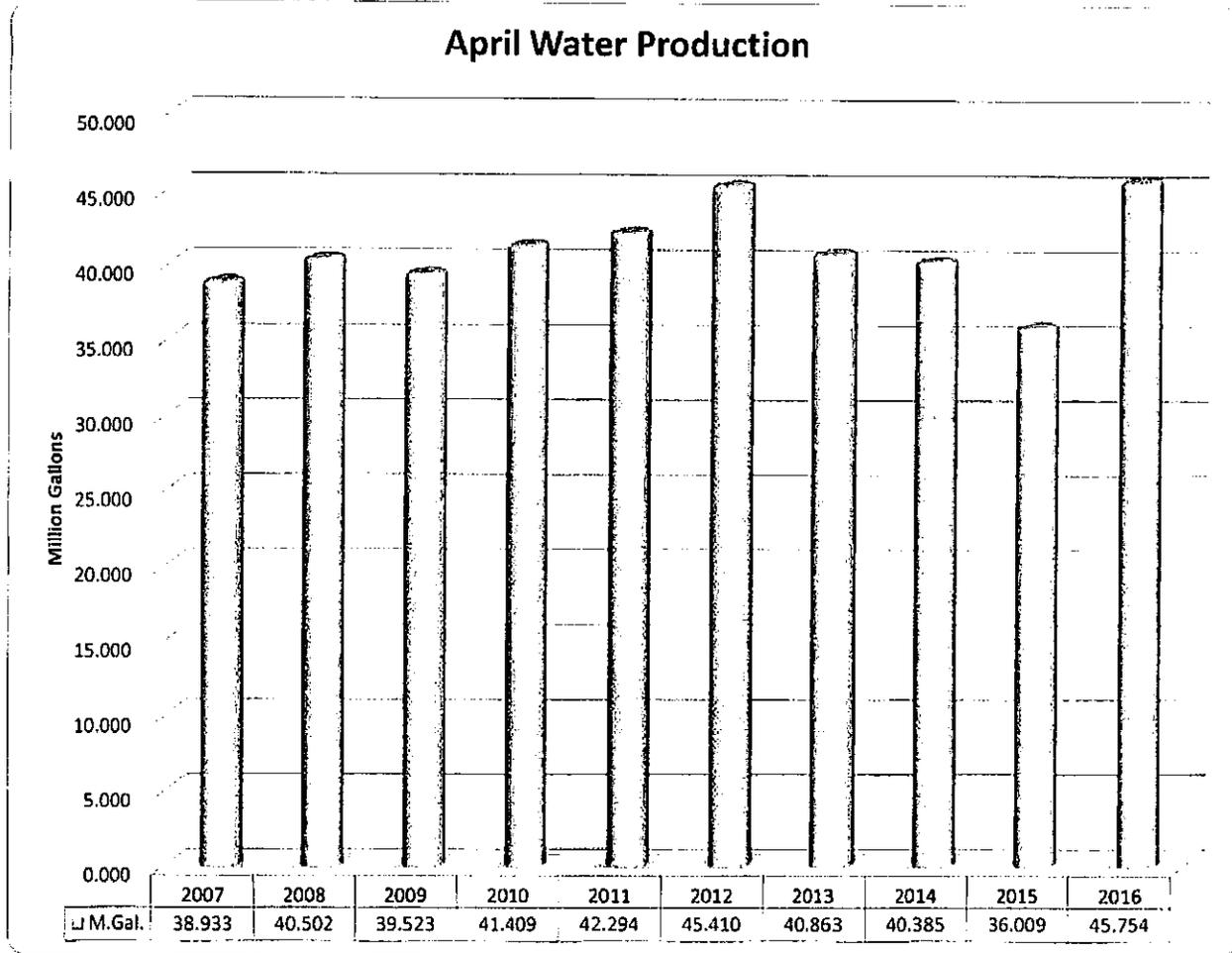
April-2016

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	51,259,000	185,085,000	44,495,000	173,202,000	6%
Monthly Plant Effluent	45,754,000	170,904,000	36,009,000	139,411,000	18%
Sludge Water Reused	2,274,100	7,742,700	2,902,600	10,554,200	-36%
Average Daily Influent	1,708,633	1,529,628	1,483,167	1,431,421	6%
Average Daily Effluent	1,525,133	1,412,430	1,200,300	1,152,157	18%

Weather Information

Total Precipitation	4.22	7.31	3.91	6.49	11%
Average High Temperature	69	55	68	51	7%
Average Low Temperature	44	31	45	27	14%



WATER PRODUCTION

APRIL 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	21736.7	21853.3	21992.6	21991.2	32527.9	49480.1	51278.3
PREVIOUS	21616.9	21709.4	21877.3	21865.6	32527.8	49480.0	51278.1
HOURS ON	119.8	143.9	115.3	125.6	0.1	0.1	0.2

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	# 1 SLUDGE	# 2 SLUDGE	BW Pump
PRESENT	20847.1	20844.9	20858.2	20833.0	53891.5	53903.4	582.3
PREVIOUS	20727.5	20727.7	20726.0	20732.0	53600.3	53602.4	579.6
HOURS ON	119.6	117.2	132.2	101.0	291.2	301.0	2.7

	#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	11371.9	11361.3	11354.9	11360.7	790.5	757.2	800.6
PREVIOUS	11255.3	11260.8	11257.8	11258.9	779.4	746.2	789.9
HOURS ON	116.6	100.5	97.1	101.8	11.1	11.0	10.7

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	31105	7356171	185085	170904	148721
PREVIOUS	31103.7	7333430	133826	125150	146730.0
DIFFERENCE	1.3	22741	51259	45754	1991
GALLONS	1,300	2,274,100	51,259,000	45,754,000	1,991,000

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	2,132	7,556
LIME	19,821	47,044
ALUM	0	0
AMMONIA	351	1,182
CARBON	308	1,057
FLUORIDE	1,116	4,089
POLYMER	7,038	27,758
CUSO4	100	300

TOTAL KWH	ELECTRIC METER READINGS							
	Plant M.	River M.	Low Lift M.	Sludge M.	Clearwell M.	Shop	K-68 Booster	N.E. Booster
119579	X120	X 40	X 40	X 0	X 40	X0	X0	X0
Present	73758	27091	67621	7978	10833	7569	90918	10237
Previous	73438	26732	67296	5978	9684	6549	87539	8777
Difference	320	359	325	2000	1149	1020	3379	1460
KWH	38400	14360	13000	2000	45960	1020	3379	1460
Demand	0.652	0.67	0.622	5.9	5.84		22.86	5.38
KW Dem.	78.24	26.8	24.88	5.9	233.6	0	22.86	5.38

shop water 122.18

APRIL 2016
MONTHLY WATER TREATMENT REPORT

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
1	1,383,000	1,419,000	11.4	456	0	55	31	0	9	0	186.9
2	1,556,000	1,415,000	13.0	520	0	63	35	0	10	0	213.2
3	1,637,000	1,503,000	13.5	540	0	65	36	0	10	0	221.4
4	1,677,000	1,712,000	13.7	603	0	68	37	44	10	0	224.6
5	1,594,000	1,421,000	13.0	572	0	66	35	0	11	0	234.2
6	1,655,000	1,535,000	13.5	648	0	69	36	0	11	0	261.9
7	1,585,000	1,424,000	13.4	643	0	70	36	44	11	0	260
8	1,677,000	1,615,000	13.6	653	0	71	37	0	11	0	263.8
9	1,577,000	1,372,000	13.5	648	0	71	37	0	11	0	261.9
10	1,713,000	1,561,000	14.0	672	0	74	38	0	12	0	271.6
11	1,753,000	1,619,000	14.3	686	0	72	39	44	12	0	277.4
12	1,726,000	1,568,000	14.4	690	0	72	39	0	12	0	235.8
13	1,758,000	1,507,000	14.5	696	0	73	39	0	12	0	237.8
14	2,037,000	1,962,000	15.4	739	0	77	42	44	13	0	252.6
15	1,766,000	1,623,000	14.4	691	0	72	39	0	12	0	236.2
16	1,858,000	1,609,000	15.4	770	0	77	42	44	13	0	252.6
17	1,554,000	1,513,000	13.3	665	0	65	36	0	11	0	218.1
18	1,662,000	1,546,000	13.6	680	0	66	37	0	11	0	223
19	1,738,000	1,391,000	14.3	715	0	69	39	0	12	0	234.5
20	1,717,000	1,583,000	14.0	700	0	67	38	0	10	0	229.6
21	1,435,000	1,356,000	11.5	575	0	55	31	44	9	0	188.6
22	1,885,000	1,445,000	13.7	685	0	65	37	0	10	0	224.7
23	1,636,000	1,558,000	13.7	685	0	65	37	0	10	0	224.7
24	1,772,000	1,556,000	14.6	730	0	69	39	0	10	0	239.4
25	1,811,000	1,675,000	14.8	740	0	70	40	0	9	0	242.7
26	2,080,000	1,351,000	13.7	685	0	124	37	0	27	0	224.6
27	1,726,000	1,446,000	14.4	724	0	82	39	0	14	0	237.3
28	1,921,000	1,763,000	14.6	730	0	83	39	44	15	0	239.4
29	1,892,000	1,431,000	14.2	710	0	76	38	0	13	100	232.9
30	1,478,000	1,275,000	11.4	570	0	61	31	0	10	0	186.9

MONTHLY TOTALS

Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
51,259,000	45,754,000	412.8	19,821	0	2,132	1,116	308	351	100	7,038
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

DAILY AVERAGE

1,708,633	1,525,133	13.8	661	0	71	37	10	12	3	235
Gallons	Gallons	Hours	Pounds							

YEAR to DATE TOTALS

185,085,000	170,904,000	1,513.7	47,044	0	7,556	4,089	1,057	1,182	300	27,758
Gallons	Gallons	Hours	Pounds							

APRIL WEATHER 2016

DATE	HIGH	LOW	7 A.M.	RAIN	SNOW	REMARKS
1	73	38	39			
2	52	28	31			
3	66	31	41			
4	79	41	52			
5	70	44	44			
6	81	44	50	0.08		
7	63	47	51			
8	66	35	37			
9	65	33	33			
10	65	34	56	0.05		
11	80	51	31			
12	59	28	29			
13	63	28	34			
14	72	34	38			
15	72	38	48			
16	73	48	55			
17	74	55	56			
18	77	56	59	0.45		
19	66	55	55	0.33		
20	65	53	53	0.39		
21	67	49	50			
22	66	48	49			
23	68	46	47			
24	79	47	63			
25	79	60	62	0.10		
26	75	62	66			
27	75	54	54	2.42		
28	69	44	44			
29	63	44	48			
30	58	48	58	0.40		

APR. 16	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	69	44	4.22	0.00
Year to Date				
	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	55	31	7.31	3.30
Historical April Average				
Precipitation			3.54	
Historical year to Date Average				
Precipitation			8.77	

RAIN & TEMPERATURES
Recorded at 7 AM

OBSERVER
Keith McAdoe

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
4/30/2016							
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 4/12=33.33%	Budget Balance	
	Beginning Cash Balance	59,656.00	355,373.11	59,656.14			
	Receipts:						
301.00	City Appropriations	829,923.00	0.00	455,034.76	54.83%	-374,888.24	
303.00	Interest	200.00	27.05	80.39	40.20%	-119.61	
304.00	State Aid	3,894.00	0.00	3,892.34	99.96%	-1.66	
305.00	NEKLS Grants	28,230.00	0.00	7,162.25	25.37%	-21,067.75	
306.00	Fines and Fees	15,500.00	1,449.54	5,962.74	38.47%	-9,537.26	
307.00	Copiers & Computers Income	7,500.00	607.62	2,595.48	34.61%	-4,904.52	
308.00	Endowment Interest	8,400.00	0.00	0.00	0.00%	-8,400.00	
313.00	Gift	200.00	0.00	5,015.34	2507.67%	4,815.34	
316.00	Programs Income	0.00	0.00	0.00	0.00%	0.00	
321.00	General Fund Reserve	0.00	0.00	0.00	0.00%	0.00	
328.00	Erate Reimb	0.00	0.00	0.00	0.00%	0.00	
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00	0.00%	0.00	
334.00	Donations	0.00	0.00	250.00	0.00%	250.00	
341.00	Grant/Fundraising	0.00	22.00	235.97	0.00%	235.97	
345.00	Snack Machine Income	0.00	467.22	856.64	0.00%	856.64	
351.00	Community Reads	0.00	63.12	1,764.66	0.00%	1,764.66	
352.00	Movie Night Income	0.00	250.00	250.00	0.00%	250.00	
	Total Income	953,503.00	2,886.55	483,100.57	0.00	50.67%	-470,402.43
	Beginning Balances Restricted Funds:						
	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					
		16,202.36					
	EXPENDITURES:						
	Salaries, etc.						
401.00	Staff Salaries	511,357.00	37,892.60	146,456.30	28.64%	364,900.70	
402.00	Social Security	39,117.00	2,544.91	9,967.30	25.48%	29,149.70	
403.00	KPERS	39,579.00	2,671.54	11,674.69	29.50%	27,904.31	
404.00	Employee Insurance	74,835.00	5,467.62	18,193.76	24.31%	56,641.24	
405.00	Unemployment	512.00	37.80	140.40	27.42%	371.60	
407.00	Workers Comp Ins	4,200.00	1,314.00	1,667.00	39.69%	2,533.00	
410.00	Off. & Dir/Emp Prac Insurance	1,900.00	1,618.00	1,618.00	85.16%	282.00	
	Subtotal Salaries,etc.	671,500.00	51,546.47	189,717.45	0.00	28.25%	481,782.55
	Materials and Programs						
501.00	Juvenile Books	26,000.00	2,470.30	5,229.81	20.11%	20,770.19	
502.00	Adult Books	50,800.00	4,365.55	17,223.64	33.90%	33,576.36	
503.00	Periodicals	6,400.00	0.00	4,845.40	75.71%	1,554.60	
506.00	A.V. Materials	18,747.00	2,577.55	7,324.42	39.07%	11,422.58	
507.00	Programs	3,000.00	311.67	1,015.92	33.86%	1,984.08	
513.00	Gift	0.00	0.00	215.10	0.00%	-215.10	
518.00	Electronic Access Expenditures	1,150.00	28.69	114.76	9.98%	1,035.24	
520.00	A.V. Materials-Children	6,000.00	1,128.38	2,049.76	34.16%	3,950.24	
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	0.00	1,525.99	0.00%	0.00	
551.00	Community Reads Expense	0.00	0.00	3,588.28	0.00%	0.00	
552.00	Movie Night Expense	0.00	1,150.00	1,150.00	0.00%	0.00	
	Subtotal Materials and Programs	112,097.00	12,032.14	44,298.60	0.00	39.52%	67,798.40

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
4/30/2016							
Budget Code		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 4/12=33.33%	Budget Balance
Operating							
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	328.80	2,427.15		78.30%	672.85
606.00	Postage	1,800.00	300.00	655.10		36.39%	1,144.90
607.00	Public Relations	1,800.00	214.82	592.70		32.93%	1,207.30
608.00	Custodial Supplies & Bldg. Maint.	22,000.00	1,480.60	5,327.55		24.22%	16,672.45
610.00	Office Supplies	16,000.00	847.68	3,041.61		19.01%	12,958.39
611.00	Copiers & Computers Expenses	6,000.00	0.00	626.51		10.44%	5,373.49
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	4,500.00	144.81	1,163.83		25.86%	3,336.17
614.00	Equipment Purchase	6,500.00	0.00	1,084.79		16.69%	5,415.21
615.00	Equip. rental and repair	4,800.00	350.81	1,478.09		30.79%	3,321.91
616.00	Miscellaneous	400.00	82.90	142.39		35.60%	257.61
617.00	Automation Support	6,150.00	5,073.50	5,644.80		91.79%	505.20
618.00	Collection Agency	1,800.00	80.55	411.70		22.87%	1,388.30
619.00	Computer Software	1,700.00	1,212.75	1,212.75		71.34%	487.25
625.00	Cash S/O	0.00	58.24	-55.18		0.00%	55.18
627.00	Snack Machine Expense	0.00	230.20	711.48		0.00%	-711.48
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
Subtotal Operating		169,906.00	10,405.66	24,465.27	0.00	14.40%	145,440.73
Total Expenditures		953,503.00	73,984.27	258,481.32	0.00	27.11%	695,021.68
Ending Cash Balance			284,275.39	284,275.39			
Less Restricted Receipts Balances:							
	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)	18.47					
	KLA (children's)	277.64					
	Wasser (6X6)	416.70					
	Barbara Dew Memorial	5,000.00					
	Teen Snack Machine	439.15					
	Peg Carr (Large Print)	0.00					
	Bill Bennett (art & history)	242.87					
		13,765.30					
Available Cash Balance			270,510.09				
COMPOSITION, ENDING CASH BALANCE							
			Interest Rate				
	BOTW MM	0.13%	151,933.23				
	PNB MM 49948	0.07%	122,141.55				
	KSB NOW	0.03%	9,006.83				
	Petty Cash on Hand		140.00				
	A/R Pass Through		1,091.58				
	Accounts Payable		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		-37.80				
	Accrued Salaries		0.00				
			284,275.39				
CAPITAL IMPROVEMENT							
FUND ACTIVITY							
	PNB CIF MM 51985 12/98	0.05%	25,621.23				
	Interest		1.12				
	Southwest Solutions		-1,045.00				
			24,577.35				
TOTALS: General Fund		284,275.39					
Capital Improvement Fund		24,577.35					
		308,852.74					

12:36 PM

05/10/16

Accrual Basis

Ottawa Main Street Association, Inc.
Profit & Loss
April 2016

	<u>Apr 16</u>
Ordinary Income/Expense	
Income	
cowboy days 1	35.00
4401 · concept	122.01
4000 · Dues	300.00
4110 · Contributions - City of Ottawa	2,500.00
Total Income	<u>2,957.01</u>
Gross Profit	2,957.01
Expense	
6200 · Promotion Team	
6240 · Meet & Minge	184.16
6210 · 3rd Saturday	12.00
Total 6200 · Promotion Team	196.16
6800 · Uiverse	70.00
6033 · Finance charge	5.00
6030 · Consumable Supplies	96.96
6032 · Bank Charges	81.49
6080 · Phone	107.26
6100 · Printing/Copying/Postage	49.00
6110 · Rent	325.00
6130 · Travel/Hotel/Meals/Training	22.59
6140 · Wages	1,769.96
6080 · Payroll Tax	120.00
6148 · Building Plaques	20.00
6151 · City Beautification Expenses	608.78
Total Expense	<u>3,472.20</u>
Net Ordinary Income	-515.19
Net Income	<u>-515.19</u>

In 2015/16 we have 5200 Volunteer Hours

Ottawa Main Street Coordinates

1. 3rd Saturdays which include special events downtown, free music at Haley Park, Sidewalk Sale, Ice Cream Festival in August, Fall festival in Oct (free hotdogs) Free Movies, flea market and more. We provide prizes for these events. We meet as a subcommittee once a month and regular team meeting once a month.
2. Spook Parade for around 700 kids, Christmas Parade, Cookies with Santa
3. Work with Cancer Foundation on "Bras across Mari de Cygne, Provide Bags for Community In Schools Color Run, offer help and money to The Swan's Arts Festival, co-sponsor Old Cowboy Days as a fund raiser (several meetings involved). Co-sponsored St. Patrick's Day event, help with United Way events. The Car Show has asked us to help this year. Ekan volunteer luncheon. Any events that are in the downtown region, we try to help with as much as possible.
4. Installed a 4th mural and Bicycle Rack in Haley Park
5. Have over \$110,00 in IWW (no interest loans) loaned out
6. Give 1 Façade Grant
7. Window decorating contests.
8. Sponsor downtown clean up days
9. Provide Bi Monthly Newsletter, Facebook and Web presence on what is going on downtown
10. Provide training workshops on emergency planning in the store/workplace. How to write a business plan, floor and window design, proper signage.
11. Have a "projection sign" project
12. Work with prospective businesses and building owners. Meet with potential renters on commercial buildings and show what is available.
13. Host a wine and beer tasting event.
14. Will be putting curtains in some vacant upper story buildings in May.
15. In May we will have a New lingerie store, event space, new coffee shop and 5 new upper story apartments opening. Take It Outside is doubling in size to the building next door.
16. We will be hosting an upper story tour of some of the apartments in the near future.
17. Main Street Mingles, where businesses can get together and share concerns and highlight what is going on in their business.
18. Meet Monthly with Chamber and FCDC for group projects.
19. "Concept" Pop up store.

Corners beautification: In fall planted several thousand tulips. Are now working on summer planting? While some of the corners are adopted, OMSA takes care of the initial preparing of the corners, the delivering and spreading of mulch, and purchasing of flowers to be planted. We also take care of Haley Park and any corners not adopted.

As director I attend 4 Team meetings, All subcommittee meetings, meet with Team heads, OMSA Board, OMSA Executive Board, OMA Board Meeting, Ottawa Arts Counsel Board Meeting, Chamber Board Meeting, Visitors Board Meeting, United Way Planning of specific events. I visit the downtown merchants on a regular basis. Work with opening of new stores,

assisting in whatever they need to help get them opened. This past winter my husband and I housed over 500 plants that we dug up and kept for corners this year.

Attend training through Missouri Main Street. Obtained certification in "Advanced Fundamentals of Effective Promotion" through the National Main Street. Have monthly meetings or conference calls with Kansas Main Street Directors. Prepare reports for the Commerce Department as well as state and National Main Street. On my lunch hour once a month, I work on a team at COF to find jobs with in our community and downtown for their clients. This year I worked with a student volunteer from OHS for 1 hour each day, helping her to see and observe civic responsibility in our downtown by including her in our day to day activities/operations. I attended in February the "John Schallet" destination workshop in Leavenworth to pick up points on how our town can be considered a destination.

I try to attend the City Commission Planning Meetings and First Friday Forum. Occasionally I attend the County planning meetings. I attend all 3rd Saturday events, working at whatever is needed to make them successful. I am responsible for the cleaning and upkeep of our office, sending out invoices, and day to day operations. I wrote 2 grants this year, which we received. I plan and execute the training of the Board at Board retreats. I plan our Volunteer & Membership Appreciation Dinner. I am responsible for the food preparation and decorations at the Wine Tasting. I attend some Chamber Coffee events, especially if they are downtown/Mainstreet businesses or investors. I volunteer time to weed, water and plant on corners that need help.

Prairie Paws Animal Shelter, Inc.

End of Month – April 2016 RECAP

April adoptions slightly decreased in 2016 (51) compared to 2015 (58). 51 animals found their forever home with 12 being returned to their owner. We are very excited to announce that 5 long termers (over 100 days at the shelter) were adopted in April.

Prairie Paws Animal Shelter was out and about in April. We had several community events and were honored to be able to be the beneficiary of the Corvette Show. With the addition of our volunteer coordinator we are able to attend more community events like our retirement home visits to ORV and Vintage Park and Destressing events at OU for the students during finals. PPAS with the American Cancer Society held the 2nd annual Bark for Life event. We had over 40 participants and raised over \$2,000 for the organizations. We are very excited to continue to grow this event and partnership.

We were very fortunate to have several in-kind donations this month. Through a generous donor we were able to secure an additional copier for our intake room, rewire our computers and received 3 donated TV's. We were also able to secure the funding to purchase 2 surgery tables, a light and other items needed for spay/neuter surgeries. Through an additional partnership with KSU we will be able to use this equipment to have an intern come to the shelter 1-2 additional times a week to focus on sterilization for the TNR program. This will allow us to make a bigger impact on the community cat program as we are currently having to backfill our shelter spots for the community cats. We are still in need of volunteers to assist with the program.

We received a grant from the ASPCA to cover the costs of transferring dogs in from kill shelters. These funds help cover any pull fees or medical costs for animals who would be euthanized. PPAS pulls these animals when we are currently operating under capacity and when there are no intakes from Franklin County or Ottawa. We were chosen by Marathon Animal Rescue as the Kansas No Kill Shelter to receive donations from his Garmin marathon fundraiser. In addition volunteers held a special garage sale raising money for PPAS garden. We held a \$10 microchip special during the week of April 17-23rd. We were able to microchip over 100 animals and were very pleased with the community turn out. As you recall these microchips allows us to return animals to their owner's faster.

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

TNR Stats:

	April 2016	YTD
Males	3	82
Females	5	58
Total	8	140
Prevented Kittens	30	348

Volunteer Hours:

April Total Volunteer Hours Worked = 776
Total YTD volunteer hours worked = 2482.41
Total registered and active volunteers = 334

Organizations supporting PPAS through volunteerism and partnerships:

- 4/2/16: Price Chopper Tabling event 10am-12pm

Prairie Paws Animal Shelter, Inc.

End of Month – April 2016 RECAP

- 4/4/16: Lake Mary 9:30am – 11am
- 4/4/16: Shamrock Club Meeting/Tour 5:30pm-6:30pm
- 4/6/16: COF 10:30am-11am
- 4/7/16: Ottawa Retirement Village 10am-11am
- 4/9/16: Corvette Show 9am-12pm
- 4/9/16: Petco 11am-3pm
- 4/12/16: Girl Scouts visit 3pm-4:30pm
- 4/13/16: COF 10:30am-11am
- 4/14/16: Ottawa Retirement Village Volunteer Appreciation Luncheon 12pm-1pm
- 4/15/16: ECKAN Franklin County Celebrate Volunteers Luncheon 11:30am – 1pm
- 4/16/16: 4th & 5th Grade Leadership Group visit 9:30am – 11am
- 4/16/16: National Volunteer Week Social 1pm – 3pm
- 4/19/16: Communities in Schools 4:15pm-5:10pm
- 4/20/16: COF 10:30am – 11am
- 4/21/16: Ottawa University Destressing Event 1pm – 4pm
- 4/26/16: Communities in Schools 4:15pm-5:10pm
- 4/27/16: COF 10:30am – 11am
- 4/28/16: Vintage Park Assisted Living 10am-10:45am
- 4/30/16: Bark for Life 7am – 11:30am

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.

April Shelter Intake Numbers:

- Total YTD Intakes: 309
- City of Ottawa (not counting Ottawa ACO) is 15% of the YTD Intake Total
- Ottawa ACO is 27% of the YTD Total
- Franklin County is 20% of the YTD Intake Total
- Primary Intake Area in April was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of April : 79
- City of Ottawa/Ottawa ACO was 44% of total intakes for the month of April
- Franklin County was 16% of total intakes for the month of April.

ADOPTIONS for the month of April 2016–

- Total Adoptions Month of April =51
- Returned to Owner = 12
- YTD Transferred other Shelters or Rescues =2
- End of Month Headcount in Shelter =88

Prairie Paws Animal Shelter, Inc.

End of Month – April 2016 RECAP

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

Respectfully submitted,

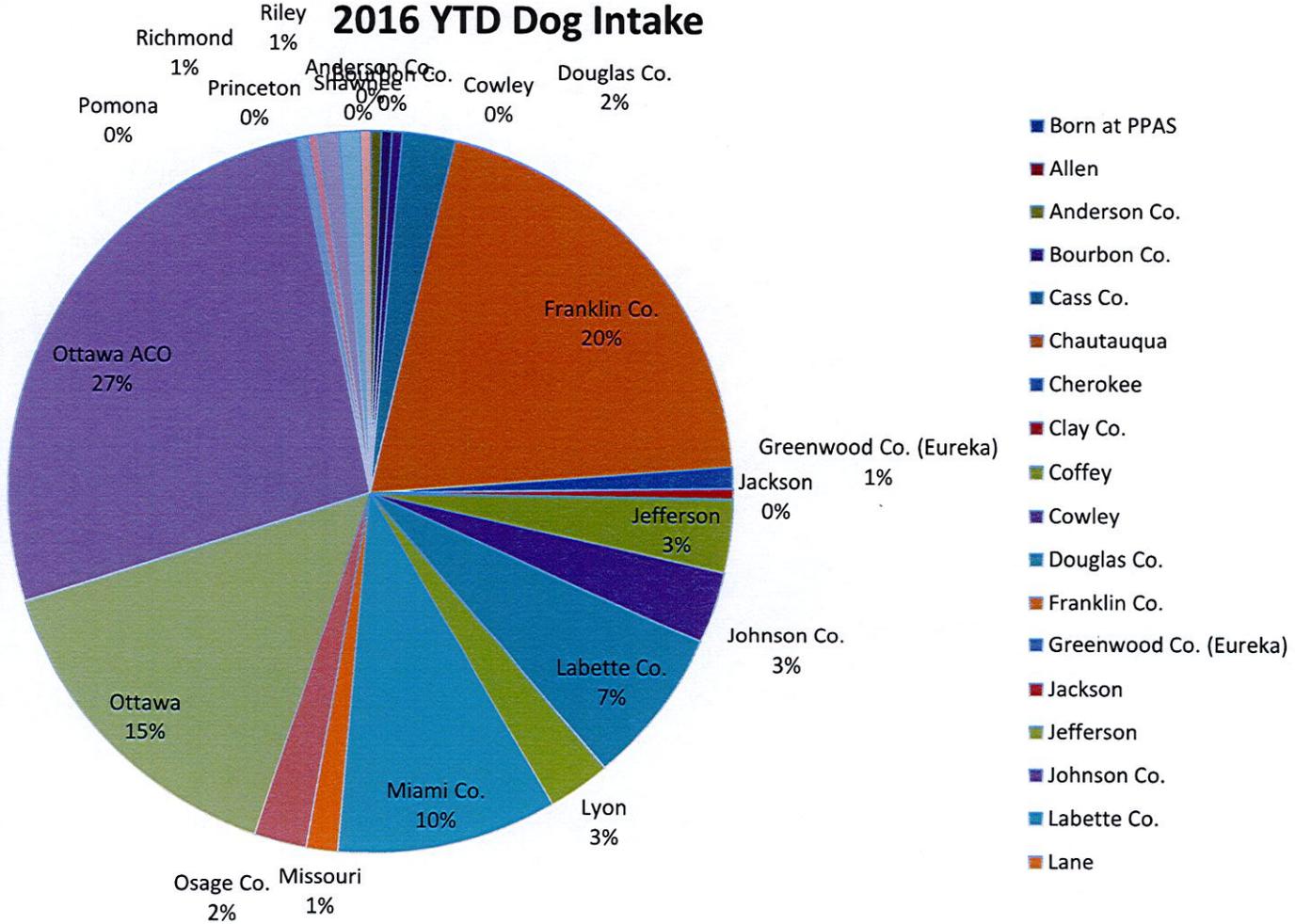
Melissa Reed

Executive Director, Prairie Paws Animal Shelter, Inc. - www.prairiepaws.org

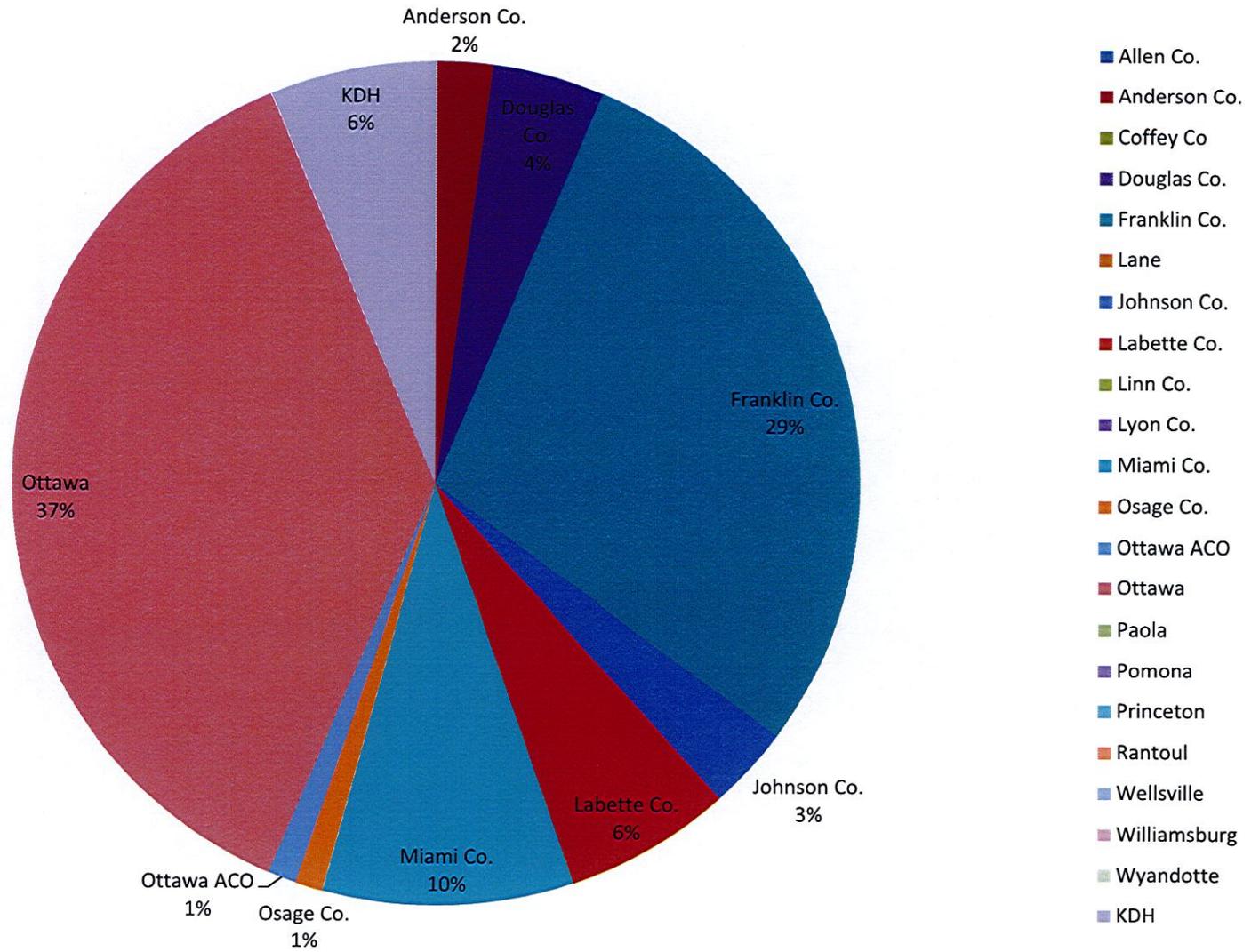
melissa.reed@prairiepaws.org

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

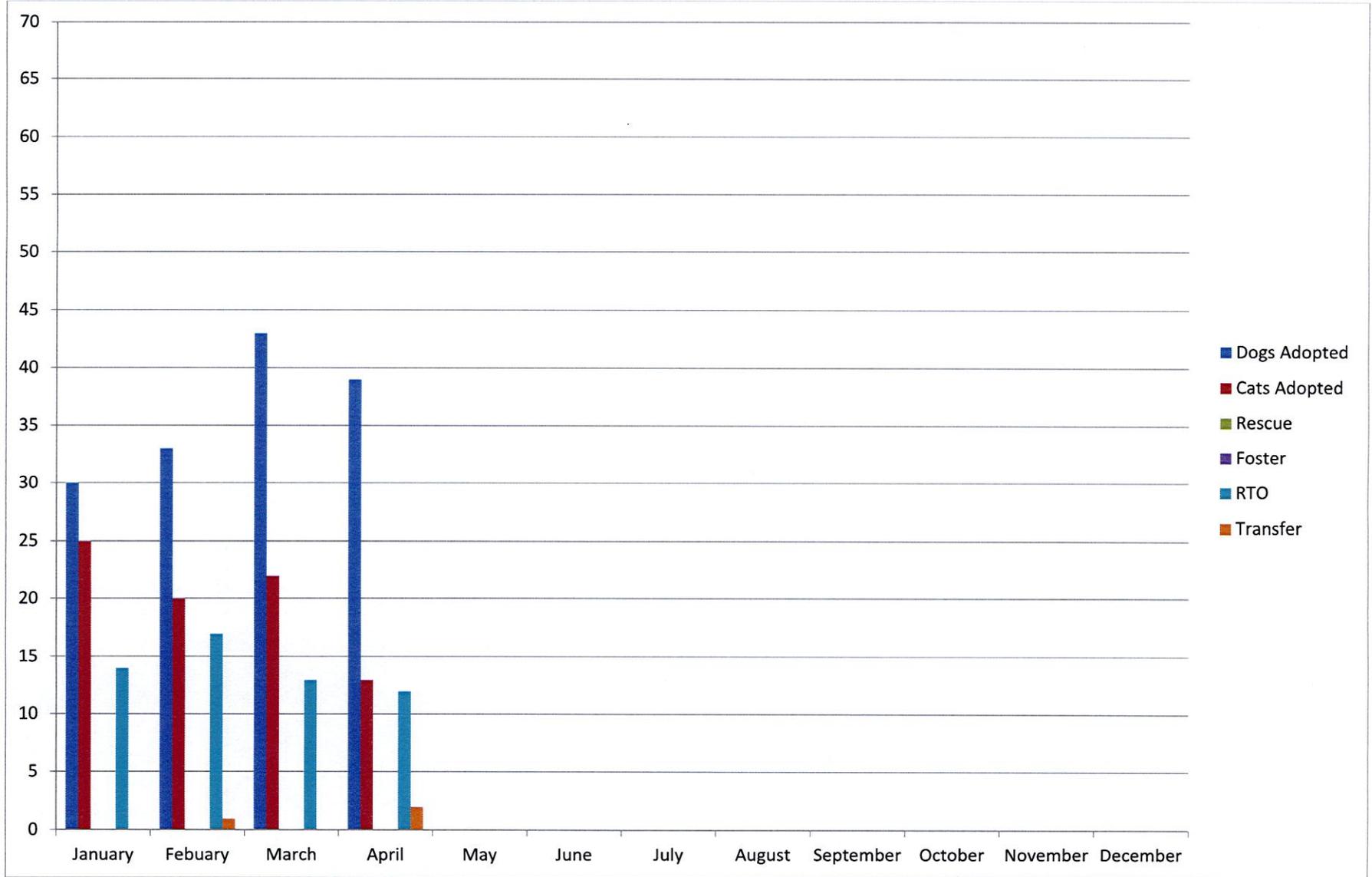
2016 YTD Dog Intake



Cat Intake YTD 2016



2016 Disposition of Animals at Prairie Paws Animal Shelter



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

Ordinary Income/Expense	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - April 16	2016 Budget YTD
Income						
4 - Contributed support						
40 - Unrestricted						
4010 - Indiv/business cont. (unrest)						
4015 - Contributions - unrestricted	92,127.26	215,868.99	175,441.80	215,287.29	83,427.38	61,154.00
4020 - Contributions-direct mail	0.00	0.00	22,355.05	33,519.92	10,145.43	5,000.00
4030 - Memorials & bequests	6,992.50	5,523.30	10,917.01	10,856.00	2,880.00	5,500.00
4040 - Gifts in kind						
4041 - Gifts in Kind - Goods	7,420.29	2,000.55	0.00	0.00	0.00	40,000.00
4042 - Gifts in Kind - Services	2,190.00	110.00	0.00	0.00	0.00	16,800.00
4044 - Gifts in Kind - Bow Meow	75.00	22,242.00	0.00	0.00	0.00	0.00
4045 - Gifts in Kind - Run For Ben	476.80	0.00	0.00	0.00	0.00	0.00
Total 4040 - Gifts in kind	10,162.09	24,352.55	0.00	259,663.21	96,452.81	56,800.00
4050 - Foundations/trusts	8,852.40	9,080.08	9,391.96	11,676.08	2,253.68	2,500.00
4060 - Grants	0.00	317.44	0.00	40,500.00	8,018.00	18,336.00
4010 - Indiv/business cont. (unrest) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 4010 - Indiv/business cont. (unrest)	118,134.25	255,142.36	218,105.82	311,839.29	106,724.49	149,290.00
4100 - Fundraising(unrestricted)						
4105 - Spayghetti dinner	7,113.00	6,259.53	0.00	0.00	0.00	0.00
4110 - T-shirt donations	0.00	0.00	0.00	0.00	0.00	0.00
4115 - Tails on trails	5,428.69	5,769.06	0.00	0.00	0.00	0.00
4120 - Shelter Birthday	0.00	0.00	5,514.99	6,350.40	2,545.00	2,000.00
4125 - Circle of Compassion	0.00	2,000.00	0.00	0.00	0.00	0.00
4150 - Recycling	1,245.35	162.50	0.00	0.00	0.00	0.00
4155 - Bow Meow	37,516.70	46,312.88	51,119.95	42,501.00	120.00	0.00
4165 - Toenail Clipping	1,241.11	65.00	103.57	0.00	0.00	0.00
4166 - Pooch Plunge	1,094.46	1,008.00	425.00	771.00	0.00	0.00
4167 - Run For Ben	2,737.40	1,876.45	1,949.00	2,327.00	0.00	0.00
4168 - Calendar	2,329.53	457.10	0.00	0.00	0.00	0.00
4169 - Cookbook	1,051.20	120.31	7.50	0.00	0.00	0.00
4175 - Miscellaneous fundraising	6,872.92	2,738.85	4,329.09	1,857.35	145.00	5,000.00
Total 4100 - Fundraising(unrestricted)	66,630.36	66,769.68	63,449.10	53,806.75	2,810.00	7,000.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - April 16	2016 Budget YTD
Total 40 - Unrestricted	184,764.61	321,912.04	281,554.92	365,646.04	109,534.49	156,290.00
42 - Restricted funds						
4205 - Contributions - building	341.37	300.00	300.00	300.00	100.00	100.00
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
Total 4250 - Fundraising (restricted)	57,826.71	599.26	0.00	800.00	100.00	0.00
4285 - WAGS	300.00	0.00	0.00	0.00	0.00	0.00
Total 42 - Restricted funds	68,080.58	6,902.35	2,710.20	800.00	100.00	100.00
Total 4 - Contributed support	252,845.19	328,814.39	284,265.12	366,446.04	109,634.49	156,390.00
4540 - Local government support						
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	17,215.75	17,340.00
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	13,513.35	13,736.00
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
Total 4540 - Local government support	92,113.00	97,290.00	98,599.12	104,007.42	38,819.15	37,825.00
5 - Earned revenues						
5180 - Program service fees						
5181 - Adoption PPAS	112,686.29	59,134.51	73,959.77	83,319.25	22,034.99	28,300.00
5182 - Microchip contribution	3,350.25	1,042.13	2,085.36	4,700.44	1,970.87	1,332.00
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	6,696.23	3,100.00
5185 - Drop-off contribution	18,211.50	8,185.01	4,419.00	5,194.00	2,275.00	1,400.00
5186 - Training	0.00	0.00	0.00	1,920.00	1,360.00	959.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - April 16	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	196.30	600.00
5189 · Reclaim fees	3,602.90	1,465.00	835.00	5,100.47	1,275.00	1,700.00
Total 5180 · Program service fees	143,590.42	75,143.90	84,656.55	114,758.54	35,808.39	37,391.00
5820 · Merchandise Sales	2,077.67	2,137.86	830.15	22,143.68	6,047.22	7,000.00
5830 · Dog Licence Contributions	0.00	64.00	10,452.00	11,141.00	6,705.00	6,700.00
Total 5 · Earned revenues	145,668.09	77,345.76	95,938.70	148,043.22	197,014.25	245,306.00
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	2.30	4.00
Total 6710 · Interest income	371.18	76.92	2.81	7.59	2.30	4.00
6810 · Unrealized gain(loss) - Invest	437.38	593.26	535.72	-475.56	315.97	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
Total Income	491,434.84	504,287.92	479,341.47	618,028.71	197,332.52	245,310.00
Gross Profit	491,434.84	504,287.92	479,341.47	618,028.71	197,332.52	245,310.00
Expense						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	62,916.01	80,606.22	108,641.59	139,205.24	50,375.36	54,668.00
7252 · Hourly wages	137,810.81	161,312.52	155,283.50	158,275.60	53,966.81	50,052.00
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	2,177.81	1,664.00
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	15.48	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	300.00
7259 · Grooming Commission	1,456.95	98.45	0.00	6,924.37	3,303.01	1,330.00
Total 7250 · Wages & salary	209,694.07	296,282.06	268,904.77	308,252.74	109,838.47	108,014.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - April 16	2016 Budget YTD
7260 · Payroll Taxes						
7261 · FICA taxes	15,752.90	18,413.35	20,431.98	23,472.11	8,360.21	6,958.00
7262 · State unemployment	1,772.60	7,114.94	6,414.57	8,764.06	2,530.53	4,230.00
7263 · Workers compensation	3,505.00	6,185.50	11,396.25	6,394.25	5,484.50	2,336.00
Total 7260 · Payroll Taxes	21,030.50	31,713.79	38,242.80	38,630.42	16,375.24	13,524.00
7200 · Payroll expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 7200 · Payroll expenses	230,724.57	327,995.85	307,147.57	346,883.16	126,213.71	121,538.00
7500 · Other Personnel Expenses						
7510 · Accounting fees	4,110.00	4,337.50	4,330.00	4,385.00	1,320.00	6,400.00
7511 · Professional fees - other	385.00	2,580.00	350.00	2,428.58	0.00	0.00
Total 7500 · Other Personnel Expenses	4,495.00	6,917.50	4,680.00	6,813.58	1,320.00	6,400.00
8100 · Non-personnel expenses						
8110 · Office supplies	6,527.09	5,207.57	2,448.25	1,970.66	1,117.74	1,200.00
8115 · Telephone						
8118 · Internet related	1,118.59	791.19	1,438.07	1,649.49	713.41	600.00
8115 · Telephone - Other	2,032.54	2,746.17	2,665.89	2,910.69	848.45	960.00
Total 8115 · Telephone	3,151.13	3,537.36	4,103.96	6,530.84	2,679.60	1,560.00
8120 · Postage and delivery	256.89	383.88	1,816.93	1,299.10	245.00	600.00
8130 · Printing and reproduction	567.89	0.00	1,264.98	1,242.71	0.00	400.00
8135 · Direct Mail Expenses	0.00	0.00	4,640.83	13,743.40	4,253.26	3,000.00
8140 · Equipment rental	0.00	0.00	907.15	3,829.86	3,086.23	1,974.00
8150 · Computer and IT Related	0.00	6,994.99	9,722.22	20,034.16	5,174.27	5,380.00
Total 8100 · Non-personnel expenses	10,503.00	16,123.80	24,904.32	40,149.23	12,758.76	14,114.00
8200 · Occupancy Expenses						
8205 · Repairs & maintenance	23,617.52	19,068.58	11,378.44	14,903.39	9,979.02	7,644.00
8210 · Utilities	25,244.80	30,371.95	30,247.02	29,392.35	8,957.10	8,889.00
8220 · Insurance - non employee	9,492.00	9,643.50	11,506.50	9,865.00	5,125.25	5,564.00
Total 8200 · Occupancy Expenses	58,354.32	59,084.03	53,131.96	54,160.74	24,061.37	22,097.00
8300 · Travel & meeting expenses						
8310 · Training	0.00	0.00	29.26	86.55	18.46	160.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - April 16	2016 Budget YTD
8315 · Staff development/meetings	2,580.88	487.74	225.74	4,463.12	3,574.67	664.00
8320 · Automobile expense	1,625.19	1,594.56	974.46	999.17	672.38	400.00
Total 8300 · Travel & meeting expenses	4,206.07	2,082.30	1,229.46	5,548.84	4,265.51	1,224.00
8400 · Depreciation & amortization exp						
8450 · Depreciation & amortization exp	53,783.00	49,492.00	53,772.00	0.00	0.00	0.00
Total 8400 · Depreciation & amortization exp	53,783.00	49,492.00	53,772.00	0.00	0.00	0.00
8500 · Animal expenses						
8510 · Animal expenses	7,830.09	4,092.81	3,816.86	19,713.36	7,108.66	11,017.00
8511 · Euthanasia expense	905.68	682.75	165.55	717.98	20.00	160.00
8512 · Food expense	4,803.50	94.71	85.82	276.70	0.00	80.00
8513 · Vet expense	23,388.14	18,916.99	12,795.52	4,655.32	986.20	1,600.00
8514 · Spay/neuter expense	38,726.69	39,904.35	27,298.41	13,779.00	559.98	500.00
8515 · Supplies	4,453.12	3,402.59	835.47	274.81	49.36	100.00
8516 · Cleaning supplies	4,153.64	8,712.12	811.20	2,257.71	843.94	1,000.00
8517 · Microchip Supplies	2,247.75	749.25	1,018.98	8,289.83	510.88	2,042.00
8518 · Grooming Supplies	9.13	216.06	0.00	557.61	0.00	360.00
8519 · Training Expense	0.00	0.00	0.00	1,219.60	2,608.74	0.00
8520 · Cremation Expense	0.00	0.00	0.00	1,388.53	407.00	380.00
Total 8500 · Animal expenses	86,517.74	76,771.63	46,827.81	53,130.45	13,094.76	17,239.00
8530 · Fundraising expenses						
8531 · Fundraising - general	2,473.63	1,899.79	1,442.30	4,715.79	560.17	520.00
8532 · Spaygettl 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	268.85	0.00
Total 8530 · Fundraising expenses	19,435.92	38,404.87	10,840.70	18,497.06	829.02	1,020.00
8600 · Miscellaneous						
8605 · Advertising	2,253.17	1,622.11	368.02	209.21	512.07	400.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - April 16	2016 Budget YTD
8610 · Bank service charges	4,821.76	4,677.12	2,806.99	4,608.19	1,506.19	1,400.00
8615 · Dues and subscriptions	565.00	356.00	481.20	831.35	416.92	400.00
8650 · Licenses and permits	285.00	415.00	485.00	590.00	55.00	400.00
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	200.00
8600 · Miscellaneous - Other	0.00	25.00	0.00	0.00	19.09	0.00
Total 8600 · Miscellaneous	10,302.85	7,352.86	5,390.69	7,702.98	2,592.51	2,800.00
Total Expense	478,322.47	584,224.84	507,924.51	539,416.88	187,815.24	186,432.00
Net Ordinary Income	13,112.37	-79,936.92	-28,583.04	78,611.83	9,517.28	58,878.00
Other Income/Expense						
Other Income						
6700 · Other Income	0.00	0.00	3,575.87	0.00	0.00	0.00
Total Other Income	0.00	0.00	3,575.87	0.00	0.00	0.00
Other Expense						
9700 · Other Expenses						
9701 · In Kind Goods Expense	0.00	0.00	0.00	0.00	0.00	40,000.00
9701 · In Kind Services Expense	0.00	0.00	0.00	0.00	0.00	16,800.00
Total 9700 Other Expenses	0.00	0.00	0.00	0.00	0.00	56,800.00
9800 · Fixed asset purchases						
9805 · Capital purchases - building	1,600.00	0.00	0.00	0.00	0.00	6,354.00
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
Total 9800 · Fixed asset purchases	3,292.15	10,338.93	6,118.78	152.12	0.00	6,354.00
9910 · Interest expense	14,347.00	14,302.55	13,757.98	16,219.93	4,864.89	3,814.00
Total 9700 · Other Expenses	17,639.15	24,641.48	19,876.76	16,372.05	4,864.89	10,168.00
Total Other Expense	17,639.15	24,641.48	19,876.76	16,372.05	4,864.89	10,168.00
Net Other Income	-17,639.15	-24,641.48	-16,300.89	-16,372.05	-4,864.89	-10,168.00
Net Income	-4,526.78	-104,578.40	-44,883.93	62,239.78	4,652.39	-8,090.00

AIRPORT ADVISORY BOARD MEETING

Meeting Minutes

April 12, 2016

Ottawa Municipal Airport (KOWI)



Vice-Chairman Jen Sharp called the meeting to order at 5:00 pm.

Board Members Present: Gene Ramsey, Jen Sharp, Chad Caylor, Robert Bowers, Daryl Flager, and Mike Skidmore

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

Vice-Chairman Sharp welcomed new board member, Daryl Flager, and introductions were made.

PUBLIC COMMENTS -

Chuck LeMaster asked the Board to consider a longer wind sock, a bigger base and a light for the Tony LeMaster Memorial than what was purchased and installed. Mr. LeMaster explained why he thought they were too small. The Board reviewed the current setup by visiting the site. Other options were discussed such as putting it back on the existing wooden pole, adding a light, adding a plaque to opposite side of existing flag pole, and placing a plaque inside the building. Michael Haeffele will check with the FAA and with Dengel & Sons. Jen Sharp will get the plaque information that Jack Miller researched from him.

The meeting agenda was revised to add FBO Report and Aviation Explorer Update. On a motion by Chad Caylor and second by Gene Ramsey, the revised agenda was approved.

On a motion by Chad Caylor and second by Gene Ramsey, the February 9th, 2016 meeting minutes were approved as presented.

FBO REPORT- Robin Flager

- Can't use Jet A fuel truck right now because of issue with Phillips.
- Above ground tank scheduled for July. May still need fuel truck for planes that can't get close enough to new tank, but they do have a tug
- Fuel sales down slightly from last month
- Take-offs and landings down 11%
- Hangars are fully rented

HANGAR PROPOSAL - Michael Haeffele

Received a letter from Reuben Esh stating he would like to build a hangar at the airport (single or 3-bay). He would build, lease the ground and also receive the rent. The Board decided they would like Mr. Esh to attend the next meeting to discuss. A motion was made by Chad Caylor to ask Mr. Esh to attend the May 10, 2016 meeting with a proposal and expense information. Second by Daryl Flager. Motion carried.

AVIATION EXPORER UPDATE- Jen Sharp/Chad Caylor/Robert Bowers

- Chad purchased aviation text books for the group

- Flight safety scheduled for June 4
- Recently toured Garmin

AIRPORT DAY 2016-

- Jen Sharp reported Jack Miller is contacting pilots inviting them to attend
- Still no response from 99's group
- Need someone to coordinate breakfast and speakers
- Advertising – Gene Ramsey will coordinate and City will put on Facebook. Glora Mathews will work with Gene to create a flyer
- Chad Caylor reported the sleepover idea for the night before was well received by the Girl Scouts
- Michael Haeffele will bring the ranger from the cemetery
- Chad Caylor will ask Sara (Caylor) if she would like to speak as Mayor

BOARD VACANCY-

- Michael Haeffele read an email from Bud Gollier stating his resignation from the Board.
- Recently received an application for the Board. The City Commission will interview that person soon

OFFICER ELECTION-

- A motion was made by Chad Caylor to table officer elections until the June 14th meeting. Second by Robert Bowers. Motion carried.

GENERAL DISCUSSION-

- Daryl Flager asked if this Board and the airport are fully covered with liability insurance. Michael Haeffele confirmed they are.

The next regularly scheduled meeting will be held May 10, 2016 – 5:00 pm.

The meeting adjourned at 6:02 pm on a motion by Robert Bowers, second by Gene Ramsey, with approval by the Board.

Glora Mathews, Recorder

Approved by the Board on May 10, 2016



Ottawa Municipal Auditorium (OMA)

Advisory Board Meeting

Tuesday, April 12, 2016

11:30 am – Ottawa Municipal Auditorium



Call to Order: Board Chairman Allen Campbell called the meeting to order.

Attendance: Board members present included Jenny Obrecht, Allen Campbell, Tony Brown, Blake Jorgensen, Tiffany Evans, Sara Caylor and Nori Hale. Others present were Richard U. Nienstedt, Shonda Stitt and Glora Mathews.

Public Comments: There were no public comments.

Agenda Approval: Chairman Campbell added “Chairman’s Comments” after Item #11. Tiffany Evans made a motion to approve the revised agenda, Nori Hale seconded. Motion passed.

Minutes: Tony Brown made a motion to approve the minutes from the March 15, 2016 meeting as presented, Jenny Obrecht seconded. Motion carried.

Staff Report: Shonda Stitt

- Reviewed list of scheduled events.
- \$275.06 profit on the St. Patrick’s Day event. Reviewed breakdown of income and expenses.
- Need concession stand volunteers on April 28 and May 30.
- Reviewed financial report for March. She explained the “charges for services” line item is concession and ticket sales.

Board Vacancy Update: (Three openings)

- Blake Jorgensen will continue to volunteer, but has to resign as board member due to his appointment on the City Commission.
- Openings will be mentioned during the volunteer program presentation to the Rotary Club.
- Sara Caylor will draft a letter to the Leadership Franklin County class to invite them to apply.
- Nori Hale and Jenny Obrecht offered to speak to service groups about the openings.
- Blake Jorgensen will check with Meg & Shawn Dickinson to see if either of them would be interested.
- Glora Mathews will have the City I.T. Dept repost the openings on social media and ask the Chamber of Commerce to advertise again.
- Board discussed optional meeting times and decided Wednesday is a good day for everyone. The next meeting will still be held on the 3rd Tuesday.

Sub-Committee Update: Blake Jorgensen emailed the head of architecture at Kansas University and a preservation office in New York City but hasn’t heard back from either one. Suggested the update start in a small room like the room where this board meets in the mezzanine. Tony Brown added the window sills also need to be redone but need to focus on the

lobby. Blake Jorgensen and Tony Brown will put together a plan then Richard U. Nienstedt will schedule some time with Scott Bird and Clancy Moore for a work day. Items mentioned for work day include scrape ceilings, replace carpet, strip wood trim, replace chandeliers, refurbish plaque in the lobby, etc. Sara Caylor suggested a sign in the lobby be posted to indicate the building is being remodeled.

Task List – Veteran’s Day:

- Richard U. Nienstedt contacted a band.
- Discussed several dates but would like to have it on Saturday, November 12.
- Sara Caylor will call the USD 290 Superintendent about changing the date of the school reservation (Nov 12) if Shonda doesn’t hear back by the end of this week.
- A sub-committee was formed to coordinate the event. The sub-committee will be comprised of board members Tiffany Evans, Nori Hale and Jenny Obrecht.

Recap of St. Patrick’s Day Event: Chairman Campbell thanked Shonda Stitt, Tony Brown and Ottawa Main Street for their efforts on this event. Tony Brown noted that the sound needed to be addressed before this event next year. Cosentino’s Price Chopper donated the stew. The board agreed to invite the same band for 2017 (Froach). Shonda will check their availability on March 17th or 18th, 2017.

Volunteer Program Presentation: Sara Caylor reported the Rotary Club needs to move the OMA Volunteer Program presentation from April 19 to April 26. Shonda Stitt and Tiffany Evans will prepare a PowerPoint presentation.

Chairman’s Comments: Tony Brown will postpone his resignation from the board until additional board members are appointed.

Next Meeting: Tuesday, May 17, 2016 at 11:30 am.

Adjourn: Sara Caylor made a motion to adjourn at 12:45 pm, Blake Jorgensen seconded. Motion carried.

Glora Mathews, Recorder

Approved by the Board on May 17, 2016