



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

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

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

A Study Session is scheduled for **June 13, 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. Resolution for Neosho County Community College Bond Account - Scott Bird *Pgs. 3-5*
- b. Request for a Cereal Malt Beverage License for Maria's - Carolyn Snethen *Pg. 6*
- c. Update on Bids Received for Raw Water Line Project - Dennis Tharp / David Buehler *Pgs. 7-8*

III. Items for Presentation and Discussion

- a. 2017 Budget Review
 - Fire Department - Tim Matthias / Scott Bird *Pgs. 9-11*
 - Information Technology - Paul Sommer / Scott Bird *Pgs. 12-13*
- b. City Manager's Report
- c. Commissioner's Reports
- d. Mayor's Report

IV. Announcements

- June 15, 2016 **Regular Meeting, 9:30 am, City Hall**
- June 15, 2016 **Joint City/County/USD 290 Meeting, 12:00 pm, County Annex**
- June 16, 2016 **Retirement Reception for Master Police Officer Tim Ahrens, 2:00-4:00 pm, Ottawa Law Enforcement Center, 715 West 2nd Street**
- June 20, 2016 **Study Session, 4:00 pm, City Hall**
- June 27, 2016 **Study Session, 4:00 pm, City Hall**
- June 27, 2016 **Special Call Commission Leadership Session, 5:00 pm, City Hall**
- June 27, 2016 **Airport Master Plan Kickoff, 5:45 pm Ottawa Municipal Airport**

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

**#30. Avoid taking short-term gains at the expense of long-term losses.
Be concerned with the long-term future of the city.**

V. Adjourn

Motion: _____ Second: _____ Time: _____

VI. Items Already Placed

- a. Minutes from the May 23, 2016 Study Session
- b. Resolution for Revision of City of Ottawa Investment Policy
- c. Resolution to Waive the Statutory Requirement to use GAAP Based Accounting for the Reporting of Fiscal Year 2016

CITY OF OTTAWA, KANSAS

TO: RICHARD U. NIENSTEDT, CITY MANAGER AND THE HONORABLE CITY COMMISSION
FROM: SCOTT D. BIRD, DIRECTOR OF FINANCE
SUBJECT: REQUEST FROM NCCC
DATE: WEDNESDAY, JUNE 08, 2016

City Bond Council Dotty Riley was recently contacted by representatives of Neosho County Community College (NCCC), who are planning to move forward with a bond issue that would refund the City's outstanding revenue bonds, which were issued on the school's behalf in 2010. In this case, NCCC will be issuing its own obligations to effect the refunding so the City is not being asked to issue the refunding debt. However, the City's participation is required to implement an escrow trust agreement that will provide for the payment and eventual redemption of the City's Series 2010 Bonds. The City will need to provide releases and other documentation to close out the base lease and the previous lease which were entered into as part of the Series 2010 issue. The NCCC bond council has asked to have the attached resolution acted upon during the June 15 meeting to allow the new issue to be closed by June 30, 2016.

In her email, Dotty indicates she has "reviewed the letter prepared by the NCCC bond counsel that indicates they intend to call the Series 2010 Bonds early and to exercise their option to purchase their leasehold interest under the lease between the City and the College." In addition she stated that she has "reviewed and revised most of the documents their counsel has prepared and sent our changes to their counsel, including the mark up of the escrow trust agreement, ...and prepared the attached resolution, although there is a possibility of a small change or two, depending on how they end up setting up one of the documents."

As you are aware, NCCC has had a strong community presence for many years and has seen a great deal of success in the Ottawa/Franklin County area.

Recommendation: It is recommended the attached resolution be placed on the next regular meeting and a public hearing be placed on the June 15th agenda.

RESOLUTION NO. _____-16

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS, AUTHORIZING THE EXECUTION OF AN ESCROW TRUST AGREEMENT TO PROVIDE FOR THE DEFEASANCE, REDEMPTION AND PAYMENT OF ITS EDUCATION FACILITY REVENUE BONDS, SERIES 2010 (NEOSHO COUNTY COMMUNITY COLLEGE FOUNDATION FACILITY) AND THE TERMINATION OF CERTAIN LEASES ENTERED INTO IN CONNECTION WITH SUCH BONDS

WHEREAS, pursuant to Ordinance No. 3751-10 and the Trust Indenture dated as of April 15, 2010 (the “Indenture”), between the City of Ottawa, Kansas (the “City”), and Security Bank of Kansas, as successor in interest to UMB Bank, N.A. (the “Trustee”), the City has issued its Education Facility Revenue Bonds, Series 2010 (Neosho County Community College Foundation Facility) in the original aggregate principal amount of \$5,270,000 (the “Bonds”) to finance the cost of acquiring, constructing, equipping and furnishing an educational facility to be used for educational purposes (the “Project”);

WHEREAS, in connection with the issuance of the Bonds, the Neosho County Community College Foundation, a Kansas not-for-profit corporation (the “Tenant”), leased the Project to the City pursuant to a Base Lease Agreement dated as of April 15, 2010 (the “Base Lease”), the City leased the Project back to the Tenant pursuant to a Lease dated as of April 15, 2010 (the “Lease”), and the Tenant subleased the Project to the Neosho County Community College (the “College”) pursuant to a Sublease dated as of April 15, 2010; and

WHEREAS, the Tenant has requested that the City enter into an escrow trust agreement to provide for the payment and defeasance of the all outstanding Bonds and the redemption of the Bonds remaining outstanding on April 15, 2019 (the “Redemption Date”), and has provided the City with written notice of its intent to exercise its option to purchase its leasehold interest in the Project and to terminate the Base Lease;

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:

Section 1. Subject to Section 2 of this Resolution, the City waives any further notice of the exercise of the Tenant’s option to purchase the Tenant’s leasehold interest in the Project on June 30, 2016, or as soon thereafter as is practical, and the Mayor is hereby authorized and directed to execute and deliver an Escrow Trust Agreement among the City, the Trustee, the College and the Tenant, a Bill of Sale executed by the City and the Trustee in favor of the Tenant and a Release of Leases executed by the City and the Trustee in favor of the Tenant (the “City’s Documents”) in substantially the forms on file with the City Clerk, with such corrections or amendments thereto as the Mayor may approve, which approval shall be evidenced by his execution thereof, and to execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the purposes and intent of this Resolution. The City Clerk is hereby authorized and directed to attest the execution

of the City's Documents and execute or attest such other documents, certificates and instruments as may be necessary or desirable to carry out the intent of this Resolution under the City's official seal.

Section 2. The City's Documents shall not be released until the City receives: (a) a certification from the Trustee to the effect that the Bonds have been cancelled in accordance with the Indenture; (b) receipt by the City Clerk of a check to the City from or on behalf of the Tenant in the amount of \$100 for the purchase option price for the City's leasehold interest in the Lease; (c) receipt by the City Clerk of a check to the City from or on behalf of the Tenant in the amount of \$100 for the termination fee under the Base Lease; (d) receipt by the City's Bond Counsel, Kutak Rock LLP, of payment from or on behalf of the Tenant of any fees and expenses related to the City's Documents; (e) receipt by the Trustee of payment from or on behalf of the Tenant of any fees and expenses related to the City's Documents and to the Indenture; and (f) such further certifications and documents that Bond Counsel may reasonably require.

Section 3. The Mayor and City Clerk are hereby further authorized and directed to sign such other instruments and certificates as shall be necessary and desirable in connection with this Resolution, and are hereby further authorized to take such further actions as may be necessary to accomplish the purposes of this Resolution.

Section 4. The Trustee is hereby directed to take all action necessary to accomplish the purpose of this Resolution including providing for notice of redemption of the outstanding Bonds in accordance with the requirements of the Indenture.

Section 5. This Resolution shall be in full force and effect from and after its adoption by the Governing Body of the City.

ADOPTED by the Governing Body of the City of Ottawa, Kansas, on June 15, 2016.

CITY OF OTTAWA, KANSAS

Mayor

[SEAL]

Attest:

By: _____
City Clerk

To: Richard U. Nienstedt and the Honorable City Commission

From: Hailey Luke, Assistant City Clerk

Re: Maria's CMB License

Date: 6/13/2016



The City Clerk's office has received an application for a new CMB license (for consumption on the license premises) from Maria's located at 314 S Main St. A copy of the applicant's Kansas Department of Revenue Retailers' Sales Tax Certificate, as well as, the completed and signed Cereal Malt Beverage Application has been received from the applicant. The application has been reviewed and approved by the Police Department and the City Attorney with no reason for denial. Upon approval, a report will be submitted to the Kansas Department of Revenue with appropriate fees. A State CMB stamp is attached to each CMB license. Without this stamp, the CMB license is not valid. The State CMB Stamp fee is in addition to the license fee and is collected by the City Clerk at the time of application.

CMB is defined in the CMB Act as having not more than 3.2 percent alcohol by weight produced by fermentation and not by distillation. There are two types of CMB licenses:

- A Cereal Malt Beverage license allows for the sale of cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.
- A Cereal Malt Beverage license for the sale of any CMB for use or consumption on the licensed premise and not for resale in any form.

It is recommended with consensus from the Governing Body to place this item on the Next Regular Meeting Agenda, June 15, 2016 for approval.

June 9, 2016

Mr. David Buehler
City of Ottawa
101 S. Hickory
P.O. Box 60
Ottawa, Kansas 66067

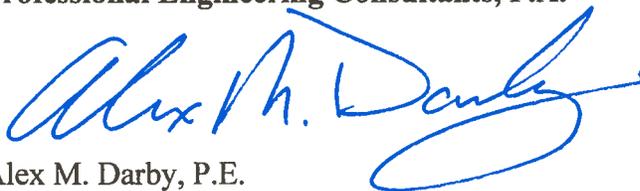
RE: Bid Review
Ottawa Raw Waterline Improvements
KDHE KPWSLF Project No. 2877
PEC Project No. 13A65-888

Dear Mr. Buehler:

We have reviewed the bids received at 3:30 p.m. Wednesday, June 8, 2016 on the above-referenced project. A total of 7 bids were received. The low bid received was from Greeley Excavating, LLC., in the amount of \$1,332,354.00 for the base and \$1,403,354.00 including both add alternates, the second low bid received was from Westland Construction, Inc., in the amount of \$1,743,200.40 for the base and \$1,826,976.40 with the alternates. The Engineer's Estimate was \$2,375,030.00 for the base and \$2,435,412 including the alternates. Review of the bids and accompanying documents indicated no discrepancies, all required bid submittals appeared to be present. The bid bonds for the remaining five bidders will be returned to them. A bid tabulation is attached. It is our recommendation that the contract be awarded to Greeley Excavating, LLC. in the amount of \$1,403,354.00, contingent on approval of the bid by KDHE.

If you have any questions, please feel free to contact me.

Sincerely,
Professional Engineering Consultants, P.A.



Alex M. Darby, P.E.

AMD/pkr
Attachment

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CITY OF OTTAWA
RAW WATERLINE IMPROVEMENTS
PEC PROJECT No. 13A65-0888
Engineers Estimate
Bid Date: June 8, 2016 3:30 PM

TABULATION OF CONTRACTOR'S BIDS

ENGINEER'S ESTIMATE OF PROBABLE COSTS						Greeley Excavating		Westland Construction		M CON		BRB Construction		Carlson Utility		Nowak Construction		McInroy Contractors	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST	Greeley Excavating		Westland Construction		M CON		BRB Construction		Carlson Utility		Nowak Construction		McInroy Contractors	
						Unit Price	Cost												
1	Install 24-Inch PVC Waterline	3,694	LF	\$195.00	\$720,330.00	\$130.00	\$480,220.00	\$164.10	\$606,185.40	\$136.00	\$502,384.00	\$202.00	\$746,188.00	\$265.00	\$978,910.00	\$250.00	\$923,500.00	\$221.47	\$818,110.18
2	Install 24-Inch Fusable PVC/Certalok Restrained Joint Waterline	240	LF	\$275.00	\$66,000.00	\$180.00	\$43,200.00	\$224.00	\$53,760.00	\$220.00	\$52,800.00	\$530.00	\$127,200.00	\$305.00	\$73,200.00	\$290.00	\$69,600.00	\$505.36	\$121,286.40
3	Install 24-Inch DIP Waterline	840	LF	\$235.00	\$197,400.00	\$150.00	\$126,000.00	\$210.00	\$176,400.00	\$185.00	\$155,400.00	\$270.00	\$226,800.00	\$195.00	\$163,800.00	\$340.00	\$285,600.00	\$209.64	\$176,097.60
4	Install 18-Inch PVC Waterline	116	LF	\$155.00	\$17,980.00	\$80.00	\$9,280.00	\$150.00	\$17,400.00	\$111.00	\$12,876.00	\$186.00	\$21,576.00	\$130.00	\$15,080.00	\$150.00	\$17,400.00	\$145.97	\$16,932.52
5	Install 18-Inch DIP Waterline	73	LF	\$180.00	\$13,140.00	\$120.00	\$8,760.00	\$200.00	\$14,600.00	\$155.00	\$11,315.00	\$292.00	\$21,316.00	\$165.00	\$12,045.00	\$260.00	\$18,980.00	\$285.50	\$20,841.50
6	Install 16-Inch PVC Waterline	30	LF	\$120.00	\$3,600.00	\$75.00	\$2,250.00	\$200.00	\$6,000.00	\$144.00	\$4,320.00	\$157.00	\$4,710.00	\$150.00	\$4,500.00	\$160.00	\$4,800.00	\$153.80	\$4,614.00
7	Install 16-Inch DIP Waterline	47	LF	\$155.00	\$7,285.00	\$90.00	\$4,230.00	\$200.00	\$9,400.00	\$164.00	\$7,708.00	\$238.00	\$11,186.00	\$165.00	\$7,755.00	\$255.00	\$11,985.00	\$194.71	\$9,151.37
8	Install 4-Inch PVC Waterline	294	LF	\$50.00	\$14,700.00	\$12.00	\$3,528.00	\$50.00	\$14,700.00	\$20.00	\$5,880.00	\$40.00	\$11,760.00	\$30.00	\$8,820.00	\$72.00	\$21,168.00	\$15.92	\$4,680.48
9	Install 36-Inch Steel Casing Pipe by Boring	165	LF	\$610.00	\$100,650.00	\$470.00	\$77,550.00	\$395.00	\$65,175.00	\$764.00	\$126,060.00	\$595.00	\$98,175.00	\$510.00	\$84,150.00	\$555.00	\$91,575.00	\$858.00	\$141,570.00
10	Install 24-Inch Plug Valve	4	Each	\$18,500.00	\$74,000.00	\$16,500.00	\$66,000.00	\$19,500.00	\$78,000.00	\$18,250.00	\$73,000.00	\$18,200.00	\$72,800.00	\$17,300.00	\$69,200.00	\$20,450.00	\$81,800.00	\$19,227.75	\$76,911.00
11	Install 16-Inch Plug Valve	4	Each	\$18,500.00	\$74,000.00	\$7,400.00	\$29,600.00	\$9,500.00	\$38,000.00	\$8,681.00	\$34,724.00	\$6,600.00	\$26,400.00	\$9,100.00	\$36,400.00	\$8,740.00	\$34,960.00	\$8,148.00	\$32,592.00
12	Install 4-Inch Gate Valve	2	Each	\$4,500.00	\$9,000.00	\$700.00	\$1,400.00	\$800.00	\$1,600.00	\$1,450.00	\$2,900.00	\$1,200.00	\$2,400.00	\$800.00	\$1,600.00	\$1,430.00	\$2,860.00	\$845.30	\$1,690.60
13	Install 24-Inch DIP Restrained Joint Bend	31	Each	\$9,500.00	\$294,500.00	\$2,800.00	\$86,800.00	\$4,600.00	\$142,600.00	\$5,950.00	\$184,450.00	\$3,000.00	\$93,000.00	\$5,300.00	\$164,300.00	\$5,500.00	\$170,500.00	\$6,072.80	\$188,256.80
14	Install 18-Inch DIP Restrained Joint Bend	3	Each	\$8,000.00	\$24,000.00	\$1,700.00	\$5,100.00	\$2,800.00	\$8,400.00	\$4,715.00	\$14,145.00	\$2,500.00	\$7,500.00	\$3,150.00	\$9,450.00	\$3,150.00	\$9,450.00	\$3,907.00	\$11,721.00
15	Install 16-Inch DIP Restrained Joint Bend	8	Each	\$6,500.00	\$52,000.00	\$1,400.00	\$11,200.00	\$2,100.00	\$16,800.00	\$4,005.00	\$32,040.00	\$2,200.00	\$17,600.00	\$2,840.00	\$22,720.00	\$2,690.00	\$21,520.00	\$3,606.00	\$28,848.00
16	Install 4-Inch DIP Restrained Joint Bend	2	Each	\$1,000.00	\$2,000.00	\$300.00	\$600.00	\$550.00	\$1,100.00	\$1,360.00	\$2,720.00	\$200.00	\$400.00	\$500.00	\$1,000.00	\$585.00	\$1,170.00	\$446.60	\$893.20
17	Install 24"x24" DIP Restrained Joint Tee	4	Each	\$11,500.00	\$46,000.00	\$3,700.00	\$14,800.00	\$7,200.00	\$28,800.00	\$8,920.00	\$35,680.00	\$3,300.00	\$13,200.00	\$11,100.00	\$44,400.00	\$10,660.00	\$42,640.00	\$7,705.00	\$30,820.00
18	Install 16"x16" DIP Restrained Joint Tee	3	Each	\$9,250.00	\$27,750.00	\$2,300.00	\$6,900.00	\$3,500.00	\$10,500.00	\$5,375.00	\$16,125.00	\$1,700.00	\$5,100.00	\$4,140.00	\$12,420.00	\$5,850.00	\$17,550.00	\$3,855.35	\$11,566.05
19	Install 4"x4" DIP Restrained Joint Tee	1	Each	\$1,750.00	\$1,750.00	\$350.00	\$350.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$350.00	\$350.00	\$450.00	\$450.00	\$645.00	\$645.00	\$680.30	\$680.30
20	Install 24"x18" DIP Restrained Joint Reducer	1	Each	\$7,500.00	\$7,500.00	\$2,300.00	\$2,300.00	\$2,900.00	\$2,900.00	\$4,200.00	\$4,200.00	\$1,900.00	\$1,900.00	\$2,950.00	\$2,950.00	\$5,490.00	\$5,490.00	\$4,400.00	\$4,400.00
21	Install 24"x16" DIP Restrained Joint Reducer	5	Each	\$7,500.00	\$37,500.00	\$2,000.00	\$10,000.00	\$2,600.00	\$13,000.00	\$3,840.00	\$19,200.00	\$2,000.00	\$10,000.00	\$3,050.00	\$15,250.00	\$5,800.00	\$29,000.00	\$4,100.20	\$20,501.00
22	Install 24"x12" DIP Restrained Joint Reducer	1	Each	\$7,500.00	\$7,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00	\$1,725.00	\$1,725.00	\$2,900.00	\$2,900.00	\$5,320.00	\$5,320.00	\$4,653.00	\$4,653.00
23	Install 12"x4" DIP Restrained Joint Reducer	1	Each	\$3,750.00	\$3,750.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$2,350.00	\$2,350.00	\$500.00	\$500.00	\$390.00	\$390.00	\$5,420.00	\$5,420.00	\$1,787.30	\$1,787.30
24	Install 24"x24" DIP Restrained Joint Cross	1	Each	\$16,000.00	\$16,000.00	\$6,000.00	\$6,000.00	\$8,200.00	\$8,200.00	\$12,500.00	\$12,500.00	\$4,200.00	\$4,200.00	\$7,600.00	\$7,600.00	\$13,280.00	\$13,280.00	\$13,590.00	\$13,590.00
25	Install 24" Coupled Joint Pipe	11	Each	\$1,000.00	\$11,000.00	\$3,600.00	\$39,600.00	\$5,200.00	\$57,200.00	\$3,990.00	\$43,890.00	\$6,400.00	\$70,400.00	\$3,950.00	\$43,450.00	\$1,810.00	\$19,910.00	\$6,612.30	\$72,735.30
26	Install 16" Coupled Joint Pipe	8	Each	\$750.00	\$6,000.00	\$2,000.00	\$16,000.00	\$2,200.00	\$17,600.00	\$2,750.00	\$22,000.00	\$4,350.00	\$34,800.00	\$2,850.00	\$22,800.00	\$1,020.00	\$8,160.00	\$3,595.00	\$28,760.00
27	Install 16" Solid Sleeve	2	Each	\$750.00	\$1,500.00	\$1,300.00	\$2,600.00	\$1,500.00	\$3,000.00	\$2,850.00	\$5,700.00	\$1,200.00	\$2,400.00	\$2,000.00	\$4,000.00	\$2,850.00	\$5,700.00	\$2,049.00	\$4,098.00
28	Install 12" Anchor Coupling	1	Each	\$650.00	\$650.00	\$400.00	\$400.00	\$450.00	\$450.00	\$1,565.00	\$1,565.00	\$450.00	\$450.00	\$1,450.00	\$1,450.00	\$1,270.00	\$1,270.00	\$1,239.00	\$1,239.00
29	Install 4" Anchor Coupling	2	Each	\$450.00	\$900.00	\$100.00	\$200.00	\$200.00	\$400.00	\$500.00	\$1,000.00	\$200.00	\$400.00	\$425.00	\$850.00	\$260.00	\$520.00	\$300.00	\$600.00
30	Install Air/Vac Release Vault	4	Each	\$9,500.00	\$38,000.00	\$10,000.00	\$40,000.00	\$12,000.00	\$48,000.00	\$20,000.00	\$80,000.00	\$16,200.00	\$64,800.00	\$19,700.00	\$78,800.00	\$18,280.00	\$73,120.00	\$12,484.25	\$49,937.00
31	Complete Levee Crossing Earthwork	1	LS	\$125,000.00	\$125,000.00	\$48,000.00	\$48,000.00	\$62,000.00	\$62,000.00	\$47,300.00	\$47,300.00	\$56,000.00	\$56,000.00	\$17,000.00	\$17,000.00	\$144,865.00	\$144,865.00	\$216,000.00	\$216,000.00
32	Install Flow Meter at Raw Water Pump Station (Add Alt. #1)	1	LS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
33	Install Flow Meter and Vault at Water Treatment Plant	1	LS	\$32,500.00	\$32,500.00	\$45,314.00	\$45,314.00	\$67,000.00	\$67,000.00	\$74,375.00	\$74,375.00	\$82,000.00	\$82,000.00	\$86,500.00	\$86,500.00	\$95,500.00	\$95,500.00	\$73,369.00	\$73,369.00
34	Modify Existing Flow Meter Vault at Water Treatment Plant	1	LS	\$6,500.00	\$6,500.00	\$31,500.00	\$31,500.00	\$24,000.00	\$24,000.00	\$16,000.00	\$16,000.00	\$17,000.00	\$17,000.00	\$49,200.00	\$49,200.00	\$22,710.00	\$22,710.00	\$58,000.00	\$58,000.00
35	Install New Flow Meter in Existing Flow Meter Vault at Water Treatment Plant (Add Alt. #2)	1	LS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36	Connect to Existing Waterline	7	Each	\$15,000.00	\$105,000.00	\$5,000.00	\$35,000.00	\$7,500.00	\$52,500.00	\$4,820.00	\$33,740.00	\$3,900.00	\$27,300.00	\$9,850.00	\$68,950.00	\$5,680.00	\$39,760.00	\$11,245.00	\$78,715.00
37	Connect to Water Treatment Plant	1	LS	\$65,000.00	\$65,000.00	\$15,000.00	\$15,000.00	\$2,000.00	\$2,000.00	\$65,000.00	\$65,000.00	\$36,000.00	\$36,000.00	\$86,400.00	\$86,400.00	\$105,820.00	\$105,820.00	\$185,000.00	\$185,000.00
38	Remove and Replace Concrete Pavement	314	SY	\$160.00	\$50,240.00	\$55.00	\$17,270.00	\$120.00	\$37,680.00	\$155.00	\$48,670.00	\$210.00	\$65,940.00	\$140.00	\$43,960.00	\$175.00	\$54,950.00	\$357.00	\$112,098.00
39	Remove and Replace Asphaltic Pavement	55	SY	\$160.00	\$8,800.00	\$70.00	\$3,850.00	\$120.00	\$6,600.00	\$205.00	\$11,275.00	\$615.00	\$33,825.00	\$125.00	\$6,875.00	\$180.00	\$9,900.00	\$347.00	\$19,085.00
40	Remove and Replace Concrete Sidewalk	14	SY	\$120.00	\$1,680.00	\$63.00	\$882.00	\$90.00	\$1,260.00	\$205.00	\$2,870.00	\$64.00	\$896.00	\$7.00	\$98.00	\$97.50	\$1,365.00	\$160.00	\$2,240.00
41	Remove and Replace Concrete Curb & Gutter	71	LF	\$75.00	\$5,325.00	\$40.00	\$2,840.00	\$50.00	\$3,550.00	\$100.00	\$7,100.00	\$36.00	\$2,556.00	\$45.00	\$3,195.00	\$105.00	\$7,455.00	\$125.00	\$8,875.00
42	Install/Replace 12" Compacted Aggregate Roadway	172	SY	\$50.00	\$8,600.00	\$15.00	\$2,580.00	\$20.00	\$3,440.00	\$60.00	\$10,320.00	\$37.00	\$6,364.00	\$35.00	\$6,020.00	\$57.50	\$9,890.00	\$325.00	\$55,900.00
43	Remove and Replace Accessible Ramp	1	Each	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$5,080.00	\$5,080.00	\$1,500.00	\$1,500.00	\$4,200.00	\$4,200.00	\$1,760.00	\$1,760.00	\$1,700.00	\$1,700.00
44	Seed, Mulch, and Fertilize	1	LS	\$17,500.00	\$17,500.00	\$7,000.00	\$7,000.00	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00	\$8,000.00	\$8,000.00	\$21,400.00	\$21,400.00	\$48,440.00	\$48,440.00	\$12,500.00	\$12,500.00
45	Stormwater Pollution Control	1	LS	\$45,000.00	\$45,000.00	\$5,000.00	\$5,000.00	\$12,500.00	\$12,500.00	\$11,000.00	\$11,000.00	\$16,000.00	\$16,000.00	\$12,000.00	\$12,000.00	\$104,110.00	\$104,110.00	\$11,500.00	\$11,500.00
46	Traffic Control	1	LS	\$10,000.00	\$10,000.00	\$3,750.00	\$3,750.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$8,500.00	\$8,500.00	\$8,000.00	\$8,000.00	\$4,020.00	\$4,020.00	\$6,500.00	\$6,500.00
47	Controls	1	LS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$5,000.00	\$5,000.00	\$24,000.00	\$24,000.00	\$20,000.00	\$20,000.00	\$49,200.00	\$49,200.00	\$13,570.00	\$13,570.00	\$52,882.00	\$52,882.00
48	Controls (Add Alt. #1)	1	LS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ESTIMATE OF PROBABLE COSTS (BASE)					\$2,375,030.00	\$1,332,354.00		\$1,743,200.40		\$1,849,162.00		\$2,081,117.00		\$2,353,638.00		\$2,659,008.00		\$2,793,927.60	
Add Alternate #1					\$40,882.00	\$37,000.00	\$37,000.00	\$4											

Memo

To: Richard Nienstedt and Ottawa City Commission
From: Tim Matthias, Fire Chief
Date: June 2, 2016
Subject: 2017 Ottawa Fire Department Budget Summary

The proposed 2017 budget presented within this document has increased from the 2016 budget. Below are short summaries explaining the increases.

<u>Personnel Services</u>		<u>2016</u>	<u>2017</u>
410	<u>Salaries</u> See explanation below	N/A	\$70,000
<u>Contractual Services</u>			
505	<u>Professional Development</u>	\$9,000	\$11,000 (+2,000)
558	<u>Other Contractual Services</u>	\$7,500	\$9,000 (+1,500)
<u>Commodities</u>			
614	<u>Public Education/Books</u>	\$4,500	\$5,000 (+500)
615	<u>Uniforms/Bunker gear</u>	\$20,000	\$26,500 (+6,500)
<u>Capital Expenses</u>			
710	<u>Equipment</u>	\$35,600	\$26,000 (-9,600)
715	<u>Building Maintenance</u>	\$18,000	\$18,000

Below is an explanation for the changes in the above line items.

- 410 In addition to the estimated pay increases, a new position is proposed to create a Training Officer (Captain) for the Ottawa Fire Department at an estimated cost of \$70,000. This position would be in charge of all Fire and EMS training for the department. This position will greatly enhance our ability to give consistent, concise training which will ultimately enhance the services delivered by the Ottawa Fire Department.
- 505 All Fire Officers will acquire their Fire Inspector 1 certification through ICC. We have a total 8 individuals that will be taking this class. Conduct a nationally certified Trench Rescue class for all members of the department.
- 558 Obtain (4) additional I pads licenses and the software for the interface between FH and the Tyler system so we can have mobile CAD on our first out apparatus. It will assist us in locating hydrants, sprinkler systems, KNOX boxes. It would give us access to additional information from dispatch and other responding agencies while enroute to the call. Currently we use paper maps of the city and pencil in new or relocated hydrants, sprinkler systems and KNOX Boxes.

- 614 This line item continues to grow by \$500 a year. Public education has the biggest impact within our community and beyond. We buy books and brochures to hand out to the community at events.
- 615 Currently the Ottawa Fire Department does not have Class A uniforms for all of its members. A few of the officers have very old ones that do not match (Coat-Blue, Pant-Black). Activities where Class A uniforms would be worn are funerals, parades, promotions and any other activity that is noted.
- 710 Replacing equipment that is on Engine 1 (1990 Beck). Most of the hand tools and gas powered equipment on E1 is 25 years old.
- 715 Maintain the same amount of funding in this line item to start a remodel of St.1 kitchen area. The kitchen area has not had any updates for at the least 25 years. We have more people using the kitchen on a daily basis than when the building was built. The remodel would include new flooring, cabinets, appliances and minor changes to the layout of the kitchen. This remodel will take place in phases, 2017 and 2018 budget years.

Thank you for the opportunity and your time on the 2017 budget.

Sincerely,

Tim Matthias, Fire Chief

FIRE DEPARTMENT (0157)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget	Budget
		PERSONNEL SERVICES	2013	2014	2015	2016	2016	2017
001	5-0157-410.00	Salaries	932,580	964,284	1,047,860	1,139,000	1,139,000	1,243,170
001	5-0157-410.03	Retirements	0	0	0	34,372	34,372	0
001	5-0157-411.00	Overtime	49,582	68,930	55,231	55,906	55,906	60,000
		SUBTOTAL	982,162	1,033,214	1,103,091	1,229,278	1,229,278	1,303,170
		CONTRACTUAL SERVICES						
001	5-0157-502.00	Postage	74	97	224	350	350	350
001	5-0157-503.00	Telecommunications	3,788	4,175	5,005	4,000	4,000	4,000
001	5-0157-505.00	Professional Development	5,908	6,616	11,711	9,000	9,000	11,000
001	5-0157-514.00	Printing	110	664	201	500	500	500
001	5-0157-530.00	Utilities	2,417	2,579	1,776	2,300	2,300	2,300
001	5-0157-532.00	Repair of Building & Structure	2,835	4,828	5,322	5,000	5,000	5,000
001	5-0157-533.00	Equipment Repair	2,575	2,498	2,336	2,500	2,500	2,500
001	5-0157-534.00	Repair Motor Vehicle	2,410	3,511	1,965	4,000	4,000	4,000
001	5-0157-551.00	Dues & Subscriptions	861	666	693	700	700	700
001	5-0157-553.00	Service Agreements	3,928	3,999	3,880	4,200	4,200	4,200
001	5-0157-558.00	Other Contractual Services	8,570	8,057	9,176	7,500	7,500	9,000
		SUBTOTAL	33,476	37,692	42,288	40,050	40,050	43,550
		COMMODITIES						
001	5-0157-600.00	Office Supplies	1,378	787	2,322	1,500	1,500	1,500
001	5-0157-614.00	Public Education Materials	3,277	3,302	4,022	4,500	4,500	5,000
001	5-0157-608.00	Vehicle Operations	15,208	17,227	11,694	14,000	14,000	14,000
001	5-0157-612.00	Vehicle & Equipment Repair/Supplies	13,371	11,275	12,121	12,000	12,000	12,000
001	5-0157-615.00	Uniforms & Turn out Gear	15,250	15,193	18,552	20,000	20,000	26,500
001	5-0157-620.00	Supplies	8,537	8,469	8,569	8,000	8,000	8,000
		SUBTOTAL	57,021	56,253	57,280	60,000	60,000	67,000
		CAPITAL OUTLAY						
001	5-0157-702.00	Furniture & Fixtures	1,685	0	2,343	2,000	2,000	2,000
001	5-0157-705.00	Computer Equipment	1,380	4,158	2,789	3,000	3,000	7,000
001	5-0157-710.00	Equipment	14,130	17,992	22,897	35,600	35,600	26,000
001	5-0157-715.00	Building Improvement	10,085	10,146	7,725	18,000	18,000	18,000
		SUBTOTAL	27,280	32,296	35,754	58,600	58,600	53,000
		TRANSFERS						
001	5-0157-906.00	Transfer to Equipment Reserve	94,167	95,000	85,000	95,000	95,000	85,000
		SUBTOTAL	94,167	95,000	85,000	95,000	95,000	85,000
		TOTAL	1,194,106	1,254,455	1,323,414	1,482,928	1,482,928	1,551,720



City of Ottawa
101 S. Hickory
Ottawa, KS 66067

785.229.3600

www.ottawaks.gov

To: Ottawa City Commissioners, Richard U. Nienstedt, City Manager
CC: Scott Bird, Finance Director
From: Paul Sommer, IT Services Manager
Date: 6/13/2016
Re: 2017 Information Technology Budget Request

The 2017 budget request shows an overall increase from 2016 of \$18,256 with \$6,216 of the increase occurring within the personnel services area to cover any COLA and/or merit increases that our employees might receive during the 2017 calendar year. The majority of the remaining increase comes in the capital equipment outlay, most notably the Government Access Channel equipment (705.02) increasing from \$6,000 to \$12,000.

2017 IT Budget Request Changes

- **410.00 Salaries:** Increase for possible COLA and Merit increases
- **411.00 Overtime:** Decreases \$2000
- **502.00 Postage:** Decreases \$100
- **503.00 Telecommunications:** Increases \$500 - New IT cell phone for help desk
- **504.00 Travel Expense:** Increases \$2000 - Adding the Travel Expense line item for better tracking of travel expenses
- **551.00 Dues and Subscriptions:** Increases \$600 - Joined National Association of Telecommunications Officers and Advisors (NATOA)
- **553.00 Service Agreements:** Moving 66% of this into the sub accounts 705.4 and 705.5 for budget tracking
- **558.00 Other Contractual Services:** Decreased \$4500 - Moving Captioning to sub account 558.41
- **558.41 Captioning:** Increased \$4500 - Captioning for GAC23, previously under account 558.00
- **600.00 Office supplies:** Increased \$200 - New employee office supplies
- **601.00 Computer Supplies:** Decreased \$500 - UPS batteries, HDMI cables, projector parts
- **615.00 Uniforms:** Increased \$40 - New employee
- **705.00 Computer Equipment:** Increased \$4000 - Replace presentation laptops and add some tablets
- **705.01 Networking equipment:** Decreased \$5200 - Switches, firewall, routers
- **705.02 Comp Equip GAC:** Increased \$6000 - The equipment associated with broadcasting meetings on channel 23 and streaming live on line is at the end of its life. Previously this equipment was purchased with cable franchise money and that money is no longer available. The franchise fee for GAC equipment averaged over \$10,000 a year.
- **705.03 Comp Server Hardware:** Increased \$5000 - Server replacement
- **705.04 Email Software:** Previously under account 553.00
- **705.05 Anti-virus Software:** Previously under account 553.00
- **710.00 Office Furniture:** Increased \$300 - New employee

INFORMATION TECHNOLOGY (0159)

		Actual	Actual	Actual	Revised	Budget	Budget
	EXPENDITURE DETAIL	2013	2014	2015	2016	2016	2017
410	Salaries	178,693	191,734	198,179	212,610	210,773	218,989
411	Overtime	1,416	4,144	4,638	4,500	4,500	2,500
	SUBTOTAL	180,109	195,877	202,817	217,110	215,273	221,489
	CONTRACTUAL SERVICES						
502	Postage	48	27	44	200	200	100
503	Telecommunications	1,407	416	568	450	450	950
504	Travel Expense						2,000
505	Professional Development	1,372	2,762	2,294	3,000	3,000	3,000
533	Equipment & Machinery Repair	2,686	0	0	800	800	800
551	Dues and Subscriptions	2,598	3,141	4,988	3,000	3,000	3,600
553	Service Agreements/Contract	6,811	6,606	7,458	8,900	8,900	3,000
558	Other Contractual	1,448	1,210	3,897	7,000	7,000	2,500
558.41	GAC Captions TV						4,500
	SUBTOTAL	16,370	14,162	19,250	23,350	23,350	20,450
	COMMODITIES						
600	Office Supplies	227	304	154	1,000	1,000	1,000
601	Computer Supplies (repair inventory)	5,894	2,581	4,361	4,500	4,500	4,000
608	Gasoline	0	323	405	500	500	500
612	Equipment & Machinery Repair	0	55	0	300	300	0
614	Books & Instructional Materials	138	169	0	300	300	300
615	Uniforms	0	0	78	120	120	160
620	Operating Supplies (GAC, Web etc.)	557	2,330	387	3,200	3,200	3,200
622	Tools	135	22	510	1,400	1,400	1,000
	SUBTOTAL	6,953	5,783	5,894	11,320	11,320	10,160
	CAPITAL OUTLAY						
705	Computer Equip	733	3,324	8,785	10,200	0	4,000
705.01	Computer Equip Networking	0	0	0	6,000	10,200	5,000
705.02	Computer Equip (GAC)					6,000	12,000
705.03	Comp Server Hardware						5,000
705.04	Comp Email Software						3,000
705.05	Comp Antivirus Software						3,000
710	Office Furniture and Equipment	0	0	0	700	700	1,000
906	Transfer to Equipment Reserve	0	0	0	5,000	5,000	5,000
	SUBTOTAL	733	3,324	8,785	21,900	21,900	38,000
	TOTAL	204,164	219,147	236,747	273,680	271,843	290,099