



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 **June 27, 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 June 20, 2016 Study Session *Pgs. 2-3*

**III. Items for Presentation and Discussion**

a. May Monthly Report Review - Staff

b. 2017 Budget Review

- Police Dept - Dennis Butler and Scott Bird *Pgs. 68-75*

- Municipal Court - Dennis Butler and Scott Bird *Pg. 72*

- Human Resources - Michelle Stegman and Scott Bird *Pg 77*

- Risk Management - Michelle Stegman and Scott Bird *Pg. 81*

c. City Manager's Report

d. Commissioner's Reports

- Updates from Board/Commission Assignments

e. Mayor's Report

**IV. Announcements**

- June 27, 2016 Special Call Commission Leadership Session, 5:00 pm, City Hall
- June 27, 2016 Special Call for Airport Master Plan Kickoff, 5:45 pm Ottawa Municipal Airport
- July 4, 2016 4th of July Holiday, Study Session CANCELED
- July 4, 2016 4th of July Holiday, City Offices CLOSED
- July 6, 2016 **Regular Meeting**, 7:00 pm, City Hall
- July 11, 2016 Study Session, 4:00 pm, City Hall

**V. Adjourn**

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

**VI. Items Already Placed**

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

**#32. Be concerned with the total development physical, economic, and social of your community.**

**Study Session Minutes  
Ottawa, Kansas  
Minutes of June 20, 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, Commissioner Skidmore, and Commissioner Jorgensen. A quorum was present.

Mayor Caylor called the meeting to order.

**Public Comments**

None offered at this time.

**Minutes to Review**

The Governing Body reviewed minutes from the June 1, 2016 and June 15, 2016 Regular Meetings; the June 6, 2016 and June 13, 2016 Study Sessions; and the June 6, 2016 Special Call Meeting for Leadership Training. It was agreed to place these items on the next regular meeting agenda, July 6, 2016.

**2017 Budget Review**

The Governing Body reviewed the 2017 proposed budgets listed below with City Staff:

- Water Production (3001)
- Water Distribution (3002)
- Electric Production (3703)
- Electric Distribution (3704)
- Utility Warehouse (3705)
- City Clerk/Finance (0115)

**Analysis of Tax Lid Legislation & Future Impacts**

The Governing Body discussed with City Manager and Finance Director the Tax Lid Legislation and its future impacts.

**City Commissioners Reports**

The updates from Board/Commission Assignments will be moved to next week's study session meeting.

**Mayor's Report**

Mayor Caylor reported the Swan Art's Festival this last weekend was a great event.

**Announcements**

Mayor Caylor announced:

- June 21, 2016: Special Call Meeting with OMA Advisory Board, 11:30 am, Ottawa Municipal Auditorium
- 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: Special Call for Airport Master Plan kickoff, 5:45 pm, Ottawa Municipal Airport
- July 4, 2016: 4<sup>th</sup> of July Holiday, Study Session CANCELED

**Adjournment**

There being no further business to come before the Governing Body Commissioner Jorgensen made a motion, seconded by Commissioner Skidmore to adjourn the meeting. The meeting was adjourned at 5:20 pm.

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Carolyn S. Snethen, City Clerk

# CITY OF OTTAWA

## May Monthly Reports

Presented to the City Commission  
June 27, 2016



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**CITY OF OTTAWA KANSAS  
MAY 2016 TREASURERS REPORT**

<b>FUND</b>	<b>BEGINNING CASH BALANCE</b>	<b>M-T-D REVENUES</b>	<b>M-T-D EXPENSES</b>	<b>CASH BASIS BALANCE</b>	<b>NET CHANGE OTHER ASSETS</b>	<b>NET CHANGE LIABILITIES</b>	<b>ACCRUAL ENDING CASH BALANCE</b>
001-General Fund	1,993,523.19	511,124.40	782,704.20	1,721,943.39	154.18	-1,924.84	1,719,864.37
005-Gen Obl Debt Service Fund	385,735.73	20.48	0	385,756.21	0	0	385,756.21
011-Community Service Support	148.5	12,300.00	12,308.42	140.08	0	0	140.08
013-Auditorium Fund	85,882.36	692.03	8,602.85	77,971.54	0	55.59	78,027.13
014-Airport Fund	6,968.10	2,909.90	5,472.57	4,405.43	0	0	4,405.43
016-Special Park & Rec Fund	90,273.57	503.74	0	90,777.31	0	0	90,777.31
017-Special Drug and Alcohol	56,535.88	0	0	56,535.88	0	0	56,535.88
025-Economic Development Fund	267,885.90	1,341.42	10,590.83	258,636.49	0	0	258,636.49
028-Special Streets Fund	843,556.20	33.96	2,083.25	841,506.91	0	0	841,506.91
029-Stormwater Utility	651,420.97	37,762.58	13,528.11	675,655.44	0	0	675,655.44
030-Water Utility	930,114.31	207,568.56	237,921.54	899,761.33	0	2,730.09	902,491.42
036-Waste Water Utility	636,117.29	250,377.31	250,538.17	635,956.43	0	-110.85	635,845.58
037-Electric Utility	4,328,798.21	807,735.95	1,116,888.54	4,019,645.62	0	80,974.16	4,100,619.78
041-Electric Power Supply Fnd	707,949.19	31.01	0	707,980.20	0	0	707,980.20
045-Electric Sys Construction	856,830.61	41.87	0	856,872.48	0	0	856,872.48
046-Electric CIP Fund	300,000.00	0	0	300,000.00	0	0	300,000.00
051-Utility Credits	174,515.02	96.84	0	174,611.86	0	7,759.85	182,371.71
053-Equipment Reserve	427,227.56	27.84	19,663.09	407,592.31	0	0	407,592.31
054-LAW ENFORCEMENT TRUST	11,567.41	0	0	11,567.41	0	0	11,567.41
055-Revolving Loan Fund	214,028.66	203.54	0	214,232.20	0	0	214,232.20
056-Risk Management	145,908.13	410,003.63	453,878.91	102,032.85	0	-41.13	101,991.72
058-Neighborhd Stabiliztn Grt	-32,237.01	39,985.01	0	7,748.00	0	0	7,748.00
062-US 59 Turnback	23,646.34	1,125.00	0	24,771.34	0	0	24,771.34
063-Airport Hangars 2009/2010	183.94	0	0	183.94	0	0	183.94
064-K68 & MAIN ST	-6,435.00	0	7,293.00	-13,728.00	0	0	-13,728.00
066-AIRPORT AWOS	0	0	165,620.00	-165,620.00	0	0	-165,620.00
070-Sidewalk Grant 15th St	-3,873.60	0	3,000.00	-6,873.60	0	0	-6,873.60
076-Loves Granger TIF	126,772.20	0	0	126,772.20	0	0	126,772.20
077-South Hwy 59 TDD	256,146.15	4,266.88	0	260,413.03	0	0	260,413.03
078-WWTP Funding	613,472.10	33.08	0	613,505.18	0	0	613,505.18
080-Street Projects	109.84	0	0	109.84	0	0	109.84
082-East Side Interceptor	61,901.11	0	0	61,901.11	0	0	61,901.11
086-Streets Construction	97,810.77	0	0	97,810.77	0	0	97,810.77
087-Water Construction Fund	-4,004.10	0	5,259.06	-9,263.16	0	0	-9,263.16
091-TIF Program Fund	334,549.45	0	0	334,549.45	0	0	334,549.45
092-Advantage Ford TIF Project	403.75	0	0	403.75	0	0	403.75
095-Airport Improvements	10,065.60	0	2,250.00	7,815.60	0	0	7,815.60
099-Industrial Park	801,205.57	38.8	0	801,244.37	0	0	801,244.37
<b>GRAND TOTAL</b>	<b>15,394,703.90</b>	<b>2,288,223.83</b>	<b>3,097,602.54</b>	<b>14,585,325.19</b>	<b>154.18</b>	<b>89,442.87</b>	<b>14,674,613.88</b>

## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**May-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	105,321	1,223,960	1,112,282	\$ (6,347.03)	-5.68%
June	102,444	89,141	95,257	100,701	101,717		1,224,976			
July	86,902	85,637	108,053	101,330	98,721		1,222,367			
August	89,754	93,734	96,875	99,329	104,245		1,227,282			
September	89,932	85,675	94,191	97,320	100,554		1,230,515			
October	94,804	91,359	98,107	104,316	95,308		1,221,507			
November	93,010	97,087	83,340	105,844	99,780		1,215,443			
December	99,175	91,424	96,805	97,122	102,116		1,220,437			
<b>SAME MO. YTD</b>	<b>423,638</b>	<b>452,526</b>	<b>462,993</b>	<b>483,194</b>	<b>517,998</b>	<b>509,254</b>			\$ (8,744.08)	
<b>ANNUAL TOTAL</b>	<b>1,079,659</b>	<b>1,086,583</b>	<b>1,135,620</b>	<b>1,189,156</b>	<b>1,220,437</b>					
<b>CITY (1.1%)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>	<b>2016</b>		
January	179,538	203,964	195,321	201,594	216,451	228,014	2,626,783	2,763,269	\$ 11,562.69	5.34%
February	209,172	179,606	206,821	233,316	264,504	218,594	2,657,971	2,717,359	\$ (45,909.91)	-17.36%
March	196,175	190,917	199,168	201,539	197,296	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	231,656	2,705,103	2,713,297	\$ (24,425.34)	-9.54%
June	235,300	196,629	212,680	214,012	227,445		2,718,536			
July	187,599	196,553	240,050	225,531	219,710		2,712,715			
August	183,443	207,473	208,249	223,117	228,074		2,717,672			
September	195,331	183,753	202,765	203,251	227,370		2,741,791			
October	203,309	201,037	214,822	227,666	221,151		2,735,276			
November	204,378	206,969	173,970	239,249	229,831		2,725,858			
December	223,063	195,390	207,702	212,759	238,607		2,751,706			
<b>SAME MO. YTD</b>	<b>930,446</b>	<b>983,941</b>	<b>998,911</b>	<b>1,066,340</b>	<b>1,159,518</b>	<b>1,121,109</b>			\$ (38,408.95)	
<b>ANNUAL TOTAL</b>	<b>2,362,868</b>	<b>2,371,746</b>	<b>2,459,148</b>	<b>2,611,925</b>	<b>2,751,706</b>					
<b>CITY/CO. TO DATE</b>	<b>1,354,084</b>	<b>1,436,466</b>	<b>1,461,903</b>	<b>1,549,534</b>	<b>1,677,516</b>	<b>1,630,363</b>			\$ (47,153.03)	-2.81%
<b>TOTAL</b>	<b>3,442,528</b>	<b>3,458,329</b>	<b>3,594,768</b>	<b>3,801,081</b>	<b>3,972,143</b>		<b>Budget</b>	<b>4,150,785</b>	\$ 1,729,493.75	-5.73%

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

ID NUMBER	TYPE	BANK	PURCHASE		INITIAL INVESTMENT	CURRENT BALANCE	INTEREST RATE(%)	EARNINGS at MATURITY	
			DATE	MATURITY					
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	
7182	S	MIP KMIP	5/3/2016	5/3/2017	\$ 500,000.00	\$ 500,000.00	0.61%	\$ 3,050.00	
7379	S	MIP KMIP	5/25/2016	5/25/2017	\$ 500,000.00	\$ 500,000.00	0.64%	\$ 3,200.00	
Total for period ending: 5/31/2016							\$ 9,300,000.00	\$ 9,301,950.57	<b>APY</b> 0.44%
PREPARED BY:			<u>Betty K. Simpson, City Treasurer</u>						

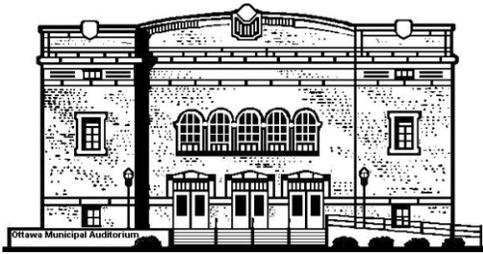
Note: The overall APY is based on annualized interest for all investments

CD: Certificate of Deposit  
MIP: Money Investment Portfolio

Arvest: Arvest Bank, Greater Kansas City, KS  
KMIP: Kansas Muncpal Investment Pool  
KSB: Kansas State Bank, Ottawa, KS

<https://www.arvest.com/>  
<https://pooledmoneyinvestmentboard.com/portfolio.html>  
<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 – May 2016

#### Events

- Ottawa Municipal Auditorium Advisory Board - Monthly meeting on May 17<sup>th</sup> in the mezzanine. (Attendance 10).
- May 17 and 18 ACT Ottawa held try-outs for the upcoming performance of Squabbles on July 15 – 17<sup>th</sup>. (Attendance 12)
- The City of Ottawa - Monthly Safety Class was held on May 18<sup>th</sup>. (Attendance 44)
- ACT Ottawa held rehearsals for their upcoming performances of Squabbles on May 23, 24, 26, and 31<sup>st</sup>. (Attendance 32 or 8 per day)
- A family reunion rental was held on Friday, May 27<sup>th</sup>. (Attendance 20)

#### June - July 2016 Events :

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 – 16 – Kids Healthy Cooking Classes, rental  
 June 7, 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  
 July 5 – 7 – Kid’s Healthy Cooking Class, rental  
 July 5, 6, 7, 10 – 14 – ACT Ottawa, rental  
 July 15 – 17 – ACT Ottawa presents Squabbles, rental  
 July 20 – City Safety Training & Healthy Cooking Class  
 July 26 – 312<sup>th</sup> Army Band  
 July 28 – Girl Scouts (held date)

#### Usage

<b>May 2016 usage facts:</b> Attendance: 118 Rentals: 2 Days used 7 days out of 31 days	<b>May 2015 usage facts:</b> Attendance for events/rentals: 1,866 Events/Rentals: 5 Days used 14 days out of 31 days
<b>2016 Year to date totals for OMA:</b> Attendance: 5,164 Rentals: 16 Days used: 60 out of 152	<b>2015 Year to date totals for OMA:</b> Attendance: 8,407 Rentals: 23 Days used: 94 out of 151
<b>May 2016 Volunteers/Hours:</b> Volunteers: 0 Number of new volunteers: 0 Events: 0 Hours: 0	<b>2016 Year to date Volunteers/Hours:</b> Volunteers: 8 Events: 2 Hours: 12.5

#### Volunteer Request

\*Volunteers (3) will be needed to sell concessions on the June 26 at 5:30 pm and on July 26 at 6:00 pm.

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

013-Auditorium Fund  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
<u>Auditorium Fund</u>						
TAXES	145,800	0.00	74,934.42	0.00	70,865.58	51.40
LEASE & RENTAL INCOME	12,000	0.00	1,531.00	0.00	10,469.00	12.76
CHARGES FOR SERVICES	23,000	688.82	1,838.60	0.00	21,161.40	7.99
INVESTMENT INCOME	40	3.21	33.60	0.00	6.40	84.00
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>692.03</u>	<u>78,687.62</u>	<u>0.00</u>	<u>107,377.38</u>	<u>42.29</u>
TOTAL REVENUE	186,065	692.03	78,687.62	0.00	107,377.38	42.29
<u>EXPENSE SUMMARY</u>						
<u>Auditorium Fund</u>						
PERSONNEL SERVICES	128,876	6,379.62	35,222.81	0.00	93,653.19	27.33
CONTRACTUAL SERVICES	54,660	2,154.20	16,733.58	0.00	37,926.42	30.61
COMMODITIES	5,700	69.03	975.08	0.00	4,724.92	17.11
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>8,602.85</u>	<u>62,778.40</u>	<u>0.00</u>	<u>183,543.60</u>	<u>25.49</u>
TOTAL EXPENSES	246,322	8,602.85	62,778.40	0.00	183,543.60	25.49
REVENUE OVER/(UNDER) EXPENSES	( 60,257)	( 7,910.82)	15,909.22	0.00	( 76,166.22)	26.40-
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)	( 7,910.82)	15,909.22	0.00	( 83,666.22)	23.48-

## Community Development Department May 2016 Monthly Report

### Planning Commission:

The Planning Commission reviewed and approved the final plat for the 19<sup>th</sup> & Princeton Market Center.

### Play Task Force:

Fundraising efforts continue for the Teen Park. Play Day is July 23, 2016 from 10 a.m. to 1 p.m. at Forest Park.

### Projects:

**East 15th Street Sidewalk Project:** Bid date has moved to July and KDOT conducting final review of plans. Staff has received about half of the easements from property owners.

### Neighborhood Stabilization Program:

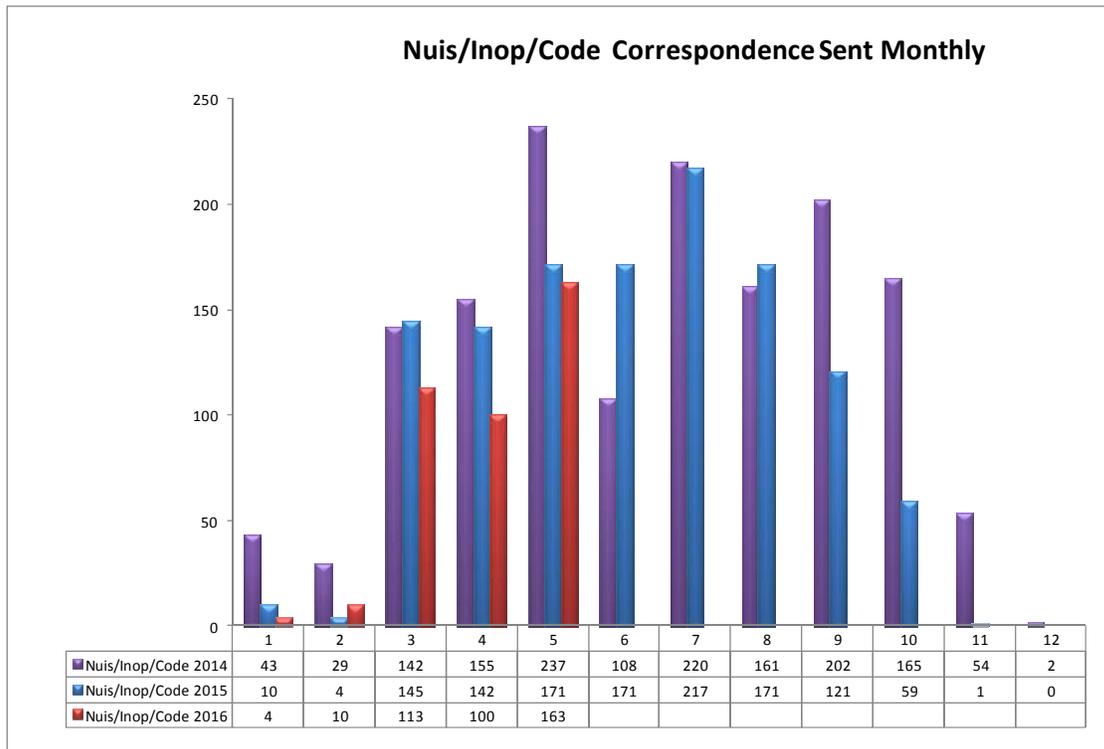
The new single-family structure at 727 N. Main has an agreement for sale, but no yet closed. Likely to close in June.

### Condemnations:

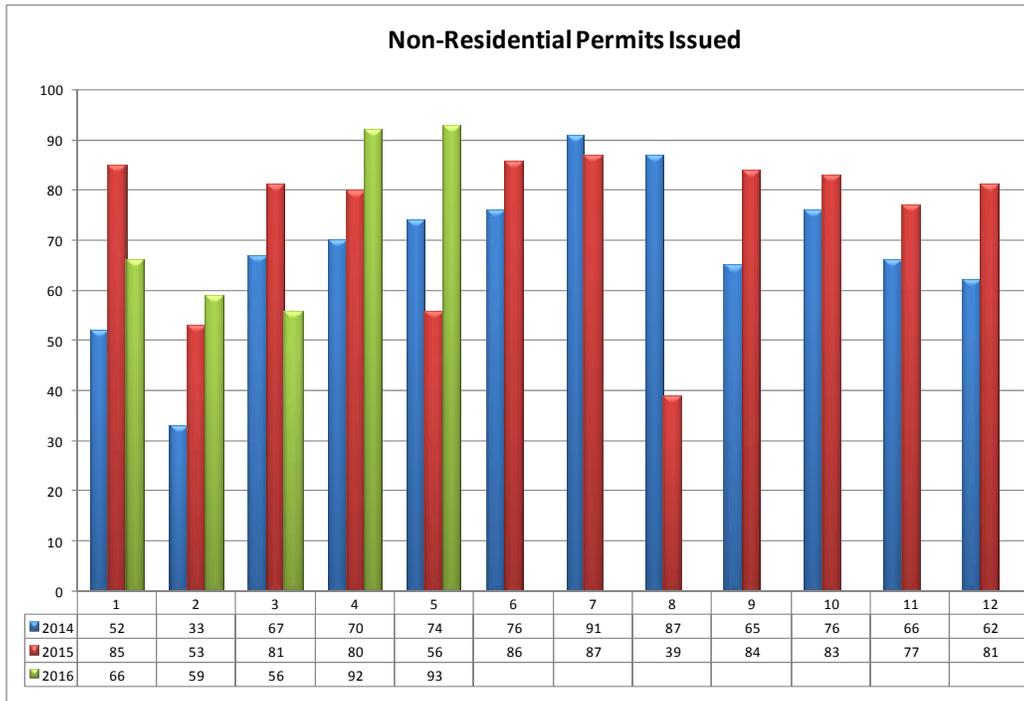
Demolition on the single-family structure at 820 N. Locust has begun.

### Code Enforcement:

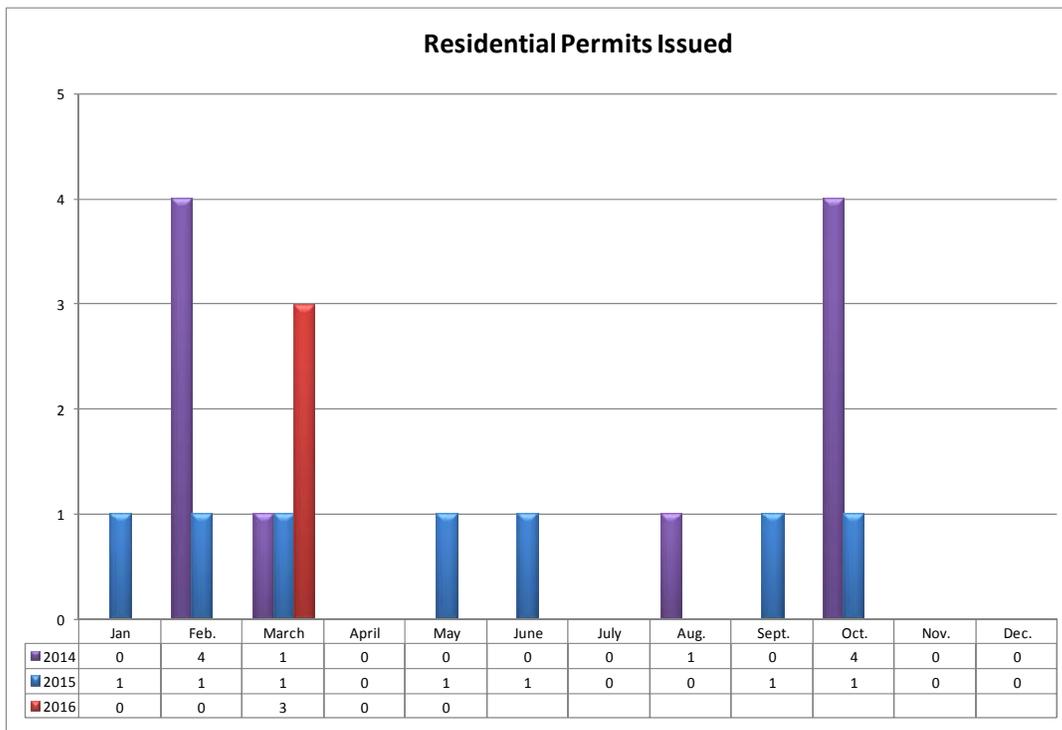
The code enforcement officer has made a sweep of the city for weeds and is now checking alleyways.



**Permits:**

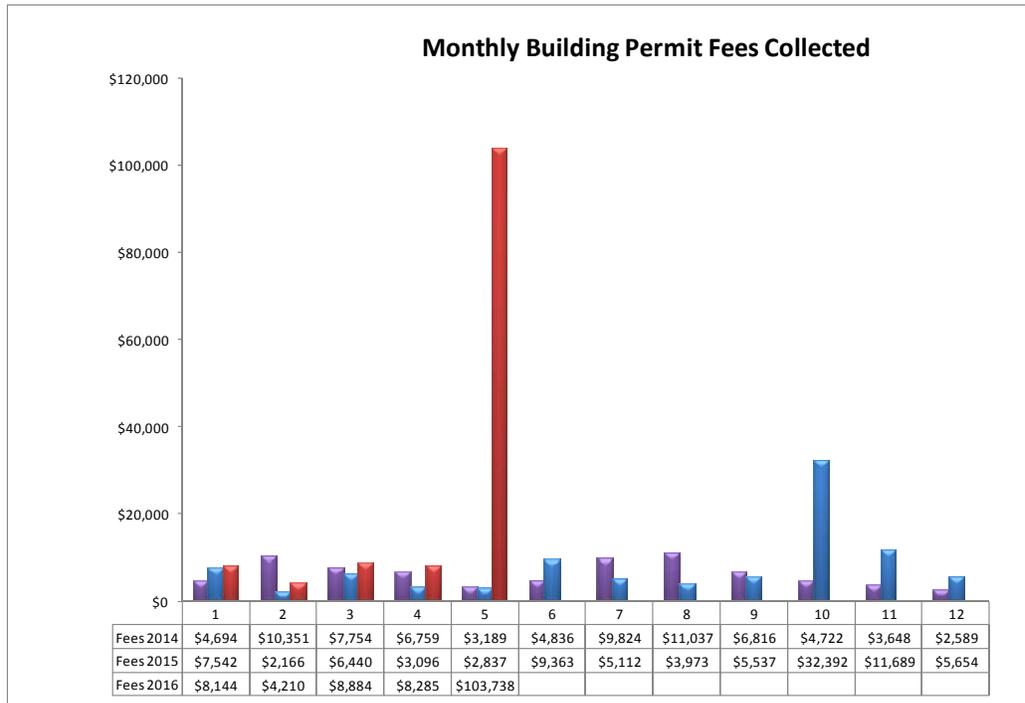


**Permits Continued:**



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:	\$130,260.89
Planning fees to date:	<u>\$ 1,450.00</u>
Total received to date:	<u>\$131,710.89</u>

# Ottawa Fire Department



## Monthly Report

**May 2016**

### **Training Hrs**

A-Shift- 150  
B-Shift- 140  
C- Shift- 134  
Volunteers- 0  
Staff- 5  
**Total- 429**

### **Inspections**

A-Shift - 6  
B-Shift - 17  
C-Shift – 2  
Staff - 3  
**Total - 28**

## **Training Topics**

### **Structure Firefighting(Single Family Dwelling)**

Deploying Lines(1Hr, FH F06)  
Water supply(2Hr, FH F15)  
Tactics(2Hr, FH FC40)

### **Building Construction**

Review Sprinkler(10 per month)/Knox Box (10 per month)Location(1Hr, FH BC21)  
Building Review: B-Shift: Commercial

### **Firefighting Skills**

Fire Hose(8Hr, FH F06)

- Service testing Fire Hose
- Hose rolling
- Pre-connect deployment
- Reloading Fire Hose

### **Rescue**

Rope Levels I and II by Jeff Matthews: Chapter 3 Safety: PP(1Hr, FH RES-20)  
M/A Systems:2:1, 3:1,4:1 and 5:1 with and without progress capture,

### **Driver Operator**

Aerial Apparatus Driver Operator 2nd Edition Curriculum: Chapter 2- Apparatus Safety: PP & Test (1Hr, FH AO-02)

### **Scenarios**

3 (2Hr, FH F40)

- Haz-Mat-Over turned box semi-truck on I-35
- Fire- Industrial building fire
- Rescue-Confined space rescue

### **Fire House Report Review**

Review recent reports (1Hr, FH REPORT)

### **NIOSH Report Review**

**Fire Fighter Fatality Investigation # F2014-06 Career Fire Fighter Struck and Killed While Working a Crash Scene on Ice Covered Interstate Overpass – Texas (added 8/25/15)**

Smoke detector program- 0  
Public Education Activities- 3  
Station Tours- 0

Tim Matthias, Fire Chief

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {05/01/2016} And  
{05/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
100 Fire, Other	1	0.69%	\$0	0.00%
111 Building fire	1	0.69%	\$2,000	100.00%
140 Natural vegetation fire, Other	1	0.69%	\$0	0.00%
151 Outside rubbish, trash or waste fire	2	1.39%	\$0	0.00%
	<b>5</b>	<b>3.47%</b>	<b>\$2,000</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	2	1.39%	\$0	0.00%
311 Medical assist, assist EMS crew	94	65.28%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	1	0.69%	\$0	0.00%
322 Motor vehicle accident with injuries	2	1.39%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.69%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.69%	\$0	0.00%
365 Watercraft rescue	1	0.69%	\$0	0.00%
381 Rescue or EMS standby	1	0.69%	\$0	0.00%
	<b>103</b>	<b>71.53%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
441 Heat from short circuit (wiring), defective/worn	1	0.69%	\$0	0.00%
442 Overheated motor	1	0.69%	\$0	0.00%
444 Power line down	4	2.78%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.69%	\$0	0.00%
	<b>7</b>	<b>4.86%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
550 Public service assistance, Other	1	0.69%	\$0	0.00%
561 Unauthorized burning	3	2.08%	\$0	0.00%
	<b>4</b>	<b>2.78%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	1	0.69%	\$0	0.00%
622 No Incident found on arrival at dispatch address	2	1.39%	\$0	0.00%
631 Authorized controlled burning	4	2.78%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.69%	\$0	0.00%
661 EMS call, party transported by non-fire agency	10	6.94%	\$0	0.00%

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {05/01/2016} And  
{05/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>6 Good Intent Call</b>				
	18	12.50%	\$0	0.00%
<b>7 False Alarm &amp; False Call</b>				
730 System malfunction, Other	1	0.69%	\$0	0.00%
733 Smoke detector activation due to malfunction	1	0.69%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	0.69%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.69%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	1.39%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	0.69%	\$0	0.00%
	<b>7</b>	<b>4.86%</b>	<b>\$0</b>	<b>0.00%</b>

Total Incident Count: 144

Total Est Loss:

\$2,000



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

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

- City HR Staff began preparation of the 2017 HR and Risk Management budgets.

**Recruitment**

HR staff recruitment efforts included Fire Fighter, Police Officer, Laborer/Maintenance Worker I- Streets and WD/WC Maintenance Worker I positions.

**Promotions**

5/7/2016 Joshua Hinderliter, Maintenance Worker II-Streets

**New Hires**

7 Seasonal employees were hired.

**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 Summer Safety Review (Heat Stress and Hazardous Flora).

**Safety Committee Meeting**

The Safety Committee Meeting was held on May 17, 2016 at 1:30 pm in the Study Session Room at City Hall.

**Workers' Compensation Injuries/Illnesses**

1. 5/23/2016-An Electric Distribution employee was straightening a cross-arm and struck his hand with a hammer.

**Tort Claims**

None

**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

City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

www.ottawaks.gov



City of Ottawa

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Ottawa, KS 66067

785.229.3600

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

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. Adjuster is still waiting on Medicare final bill. **Open**

Public Official Liability and Employment Practices Liability

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

# Ottawa Information Technology (IT) Department

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**Date:** June 16, 2016

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

**From:** Chuck Bigham, IT Director

**Subject:** May IT Monthly Report

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## IT Trouble Tickets & Other-

56 new calls for Service logged, 0 still open(*examples- can't send mail, locked up, error conditions, won't power-on, Smart Phone not syncing, possible virus, can't find folder, print problems, won't boot, battery backup beeping etc.*)

## Forest Park Wifi

# Clients- 601          Usage- 97.21 GB

## 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- 15 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

## Web Site

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

Videos posted include, 2 City Commission Meetings.

## FaceBook-

Updates Provided- Videos Posted (same as website). News Articles Linked. Promotion of upcoming events. Crime of the week added for Crime Stoppers. Updated Found Property List added. Photos and video taken on Log Jam 2016, 2<sup>nd</sup> street construction, solar panel installation updates, Skunk Run high water, Special Olympics Kansas torch arrival and new Price Chopper grand opening in Ottawa.

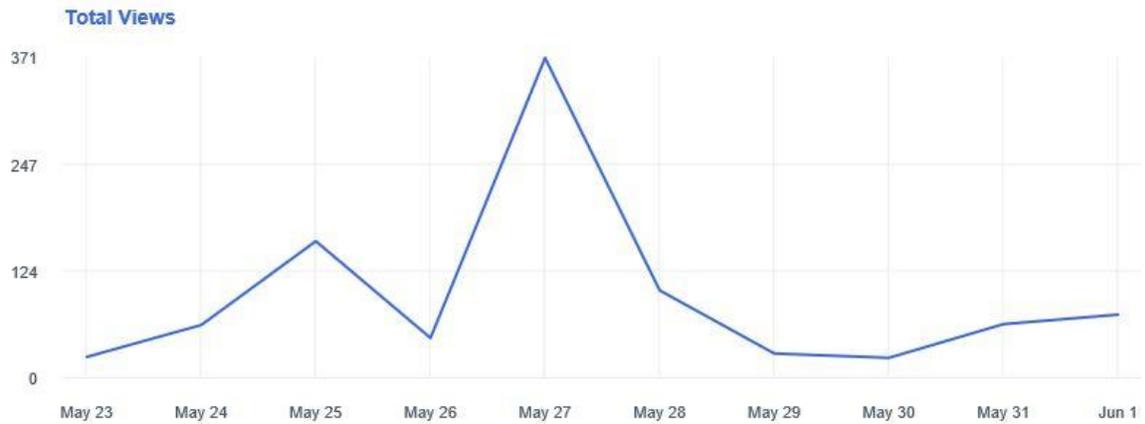
Total Likes: 2,482          See attached graphs

## Other Activities-

Twitter account maintained currently at **546 followers** (see attached graphs). Instagram followers are at **73**. 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. Richard has been producing a weekly video of what's on the upcoming agenda and hot topics around Ottawa.

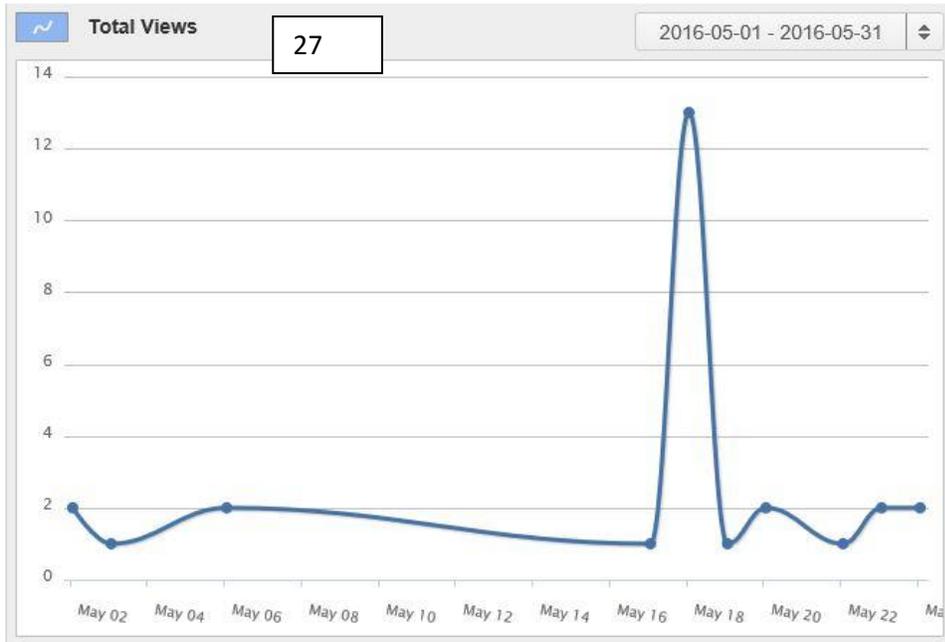
**Facebook May 2016**  
**Demographics and Location of people who like the City of Ottawa Facebook page.**  
**Total Likes for May were: 2,482**





**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 May 2016



[Export this period in CSV](#)

Datetime	Views
May 02	2
May 03	1
May 06	2
May 17	1
May 18	13
May 19	1
May 20	2
May 22	1
May 23	2
May 24	2

May 1, 2016 - May 31, 2016

Where did my branded header go?

@ottawaksgov twitter

Twitter : Profile Summary



**@ottawaksgov**

**CityofOttawa**

Ottawa, KS

*Official twitter account for the City of Ottawa, KS*

Followers

**546**

Following

**76**

Listed

**16**

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

# *Police Department City of Ottawa, Kansas*

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## **MEMORANDUM**

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

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

- Volunteers in Police Service (VIPS) provided 134 hours of service
- Officers Alarcon, Forsberg and Wyatt were released to solo patrol. Officer Josh Swab is scheduled to attend the academy in August and we have made a conditional offer to another police officer applicant
- Presentation to the City Leadership class regarding the value of the police department to the community
- Held Annual Police Week Memorial Service at Faith Lutheran Church
- Attended USD290 Retirement barbeque
- 2017 budget preparation underway
- Met with advocates from Willow, and Sexual Assault Trauma & Care
- Continued working on “Food for Fines” program
- Guest Speaker at Annual Gala hosted by the Kansas Coalition Against Sexual Assault & Domestic Violence (KCSADV)
- Attended local Emergency Management Planning Committee with guest speaker from the FBI Joint Terrorism Task Force (JTTF)
- Attended Franklin County Radio Replacement proposal strategy meeting
- Passing of the Special Olympics Torch at Kalmar
- Executed an MOU with Prairie Paws and Cottonwood implementing a program where police officers can transport severely injured animals that need medical care at no cost to the City. This would pertain to situations in which ownership cannot be readily established
- Meeting with group to discuss Community Health Assessment Initiative coordinated by Dr. Midge Ransom
- Advertised upcoming police officer vacancy due to scheduled retirement.
- Conducted Ottawa Police Officer Active Shooter Training at Ottawa University

- 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**

	MAY 2016		MAY 2015	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	4	0	3	0
Burglary	0	0	0	0
Murder	0	0	0	0
Rape	0	1	0	0
Robbery	0	0	1	0
Theft	10	0	4	1
Theft: Auto	0	0	0	0
<b>Total Part One Arrests</b>	<b>14</b>	<b>1</b>	<b>8</b>	<b>1</b>

**OTHER ARRESTS**

Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	2	0	2	3
Battery: Domestic	6	0	4	0
Battery: LEO	1	1	0	0
Criminal Damage Property	4	0	7	0
Criminal Threats	2	0	1	0
Disorderly Conduct	4	2	4	2
Driving Under Influence	5	0	11	0
Drug Offense Arrests	11	3	21	1
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	3	8	0	8
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	0	0	4	0
Phone Harassment	0	0	0	0
Sexual Offense Arrests	1	0	1	0
Suicide	0	0	0	0
Vehicle Related Arrests	28	1	44	0
All Other Arrests	33	5	32	0
<b>Total Part Two Arrests</b>	<b>100</b>	<b>20</b>	<b>131</b>	<b>14</b>

**TOTAL ARRESTS**

**135**

**154**

**REPORTED CRIMES  
PART ONE OFFENSES**

	MAY 2016		MAY 2015	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	1	0	1	1
Assault: Aggravated (Agg Battery)	5	5	5	3
Burglary	4	3	7	5
Murder	0	0	0	0
Rape	3	2	0	0
Robbery	1	1	2	0
Theft	20	18	37	19
Theft: Auto	3	1	1	1
<b>Total Part One Crimes</b>	<b>37</b>	<b>30</b>	<b>53</b>	<b>29</b>

**OTHER CRIMES**

Assault	1	1	0	0
Assault: LEO	0	0	0	0
Battery	7	2	5	4
Battery: Domestic	10	8	6	5
Battery: LEO	2	2	0	0
Criminal Damage Property	13	8	16	13
Criminal Threats	2	2	1	1
Disorderly Conduct	6	6	5	5
Driving Under Influence	5	5	11	11
Drug Offenses	15	14	20	20
Forgery	5	0	1	0
Homicide	0	0	0	0
Juvenile Offenses	11	10	10	9
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	1	0
Liquor Related Offenses	0	0	4	4
Phone harassment	0	0	0	0
Sex Offenses	4	1	5	5
Suicide	3	3	0	0
Vehicle Related Offenses	32	24	48	46
All Other Offenses	46	42	53	45
<b>Total Part Two Arrests</b>	<b>162</b>	<b>128</b>	<b>186</b>	<b>168</b>

**OTHER ACTIVITIES**

Calls for Service	1750	911
Traffic Accidents	13	19
Warrants Served	18	24

**TOTAL INCIDENTS / CALLS FOR SER**

**1980**

**1193**

ANIMAL CONTROL MAY 2016

<b>ANIMAL CONTROL</b>			
<b>ACTIVITY</b>	<b>May-16</b>	<b>May-15</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	17	0	75
Dead animals (wild) collected	3	3	20
Dead animals (domestic) collected	2	18	7
Wild animals trapped	24	18	96
Trap usage (days)	72	46	282
Dog ordinance violation citation	0	0	3
Cruelty to animal violation	2	0	2
Calls for service (non-trap)	28	31	120

COURT FEES MAY 2016

FINES		COURT FEES								2016
	Violation	COURT FEES Misc.	Ct. Costs [\$75.00]	STATE FEES [20.00]	CCSFF [250.00]	Ct Training [\$1.00]	Fee Totals	Combined Total		
Jan-15	\$21,807.94	\$940.06	\$6,143.71	\$1,535.93	\$1,449.07	\$51.29	\$10,120.06	\$31,928.00		
Jan-16	\$19,551.19	\$784.00	\$5,406.27	\$1,335.48	\$518.52	\$49.73	\$8,094.00	\$27,645.19	<b>MUNICIPAL COURT</b>	
Feb-15	\$21,187.88	\$724.00	\$6,339.07	\$1,828.25	\$865.75	\$55.05	\$9,812.12	\$31,000.00		
Feb-16	\$21,016.50	\$237.00	\$6,639.49	\$1,684.93	\$1,199.07	\$93.01	\$9,853.50	\$30,870.00		
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		
May-15	\$23,495.00	\$577.00	\$7,703.94	\$1,968.89	\$361.11	\$66.06	\$10,677.00	\$34,172.00		
May-16	\$20,708.00	\$502.42	\$7,012.29	\$1,496.54	\$487.96	\$103.21	\$9,602.42	\$30,310.42	<b>CASES FILED</b>	
May-15YTD	\$118,722.86	\$4,211.64	\$35,249.91	\$9,471.52	\$4,981.48	\$301.09	\$54,215.64	\$172,938.50	<b>MAY</b>	
May-16YTD	\$101,881.39	\$2,559.32	\$31,314.84	\$7,476.82	\$4,060.18	\$427.14	\$45,838.80	\$147,719.69		
~~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										
									Crimes against persons	3
									Crimes against property	7
									Driving Under The Influence	5
									Fleeing a Police Officer	1
									Other Crimes	15
									Reckless Driving	1
									Traffic Violations	171
									Tobacco Infrancctions	0
									<b>TOTAL CASES FILED</b>	<b>203</b>
									<b>Court Revenues (fines &amp; court costs)</b>	<b>\$27,720.29</b>
									Bond Forfeiture	0
									Dismissals	35
									Diversion agreements	4
									Guilty pleas	103
									Trials (on pleas of not guilty)	5
									<b>TOTAL DISPOSITIONS</b>	<b>147</b>

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

**DATE:** JUNE 08, 2016  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** MAY 2016 ENFORCEMENT STATISTICS

**363 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	2	198 ILLEGAL TAG	17
023 LEAVING SCENE INJURY ACCIDENT	2	200 KNOWINGLY OPER W/O INSURANCE	58
026 DUTY UPON STRIKING UNATT VEH	1	3.1 BATTERY	1
029 RECKLESS DRIVING	1	6.1 THEFT/THEFT OF SERVICES	6
030 DUI	5	6.7 CRIMINAL TRESPASS	1
031 FLEE & ELUDE	1	7.2 INTERFERENCE WITH LAW ENFORCEMENT	1
033 SPEEDING	66	9.1 DISORDERLY CONDUCT	2
046 IMPROPER DRIVING LANED ROAD	1	182A NO SEAT BELT	1
049 IMPROPER TURN OR APPROACH	1	30.2 REFUSAL PRELIMINARY BREATH TEST	2
057 FAIL TO YIELD RIGHT OF WAY	1	30.3 TAMPERING WITH IGNITION INTERLOCK DEVICE	1
059 FAIL TO YIELD STOP/YIELD SIGN	21	CH10 INOPERABLE VEHICLE	2
085 PARKING/STANDING/STOPPING	1	11.11 CRUELTY TO ANIMALS	2
087 HANDICAPPED PARKING	1	114.1 UNLAWFUL OPERATION ALL TERRAIN VEHICLE	1
092 PARKING IN ALLEY	1	126.1 OBSTRUCTING LICENSE PLATE	1
096 PARKING IN NO PARKING ZONE	1	182.1 SEATBELT	40
104 INATTENTIVE DRIVING	2	3-213 KEEPING VICIOUS ANIMAL	2
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	2	3-309 DOG RUNNING AT LARGE	2
117 LIMITATIONS ON BACKING	1	3-322 PITBULLS - KEEPING PROHIBITED	2
144 DRIVING W/O HEADLIGHTS	1	9-403 FIREWORKS DISCHARGE/POSSESSION	1
146 DEFECTIVE HEADLAMPS	1	12-209 SPEEDING SCHOOL ZONE	1
165 FAILURE TO DIM LIGHTS	1	12-311 PARKING - TWO HOUR LIMIT	64
177 OBSTRUCTED WINDOWS / DEFECTIVE WIPERS	1	16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA	3
182 CHILD PASSENGER SEATS	2	16-303 UNLAWFUL USE OF DRUG PARAPHERNALIA	3
192 NO OPERATOR LICENSE	10	16-307 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	2
194 SUSPENDED OPERATORS LICENSE	16	16-402 LITTERING	1
195 DRIVE IN VIOLATION OF RESTRICTIONS	1	CH10-6 NUISANCE	2

\*\* Report Total: 363 \*\*

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

5 Domestic Battery	2 Agg Assault / Battery	2 Battery
0 Burglary	3 Criminal Damage	0 D.U.I.
2 Theft	2 Traffic	0 Endangering Child
0 Liquor Violations	0 Prescription Drugs	28 Misc. Charges
		7 Possession Drugs/Paraphenalia

# Arrests - By Violation

05\01\2016

thru 05\31\2016

Agency is: OTTAWA POLICE DEPARTMENT

Violation	# of Offenses
AGG BATTERY;KNOWINGLY USE WEAPON CAUSE GRT BODY HARM	1
AGG BATTERY;RECKLESS GREAT BODILY HARM	1
AGG BATTERY;UNKNOWN CIRCUMSTANCE	1
ANIMALS: CONFINEMENT OF ANIMALS SUSPECTED OF RABIES	1
ANIMALS: CRUELTY TO ANIMALS	2
ANIMALS: KEEPING VICIOUS ANIMALS	3
ASSAULT,AGG DEADLY WEAPON	2
BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY	2
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	3
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	3
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	2
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	1
CINC; RUNAWAY FROM HOME	2
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	4
CRIMINAL RESTRAINT	2
CRIMINAL THREAT,UNKNOWN CIRCUMSTANCE	2
CURFEW VIOLATION - DO NOT USE	3
CURFEW VIOLATION - USE THIS ONE	3
DISORDERLY CONDUCT	6
DOGS RUNNING AT LARGE	1
DRUGS:DISTRIB/MANUF/POSS W/INTENT TO DISTRIB SIMULATED CONTROLLED SUBST	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	4
DRUGS; POSSESSION OF PARAPHERNALIA (F)	2
DRUGS; POSSESSION OF PARAPHERNALIA (M)	9
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	2
DUI: REFUSAL OF PRELIMINARY BREATH TEST	1
DUI:DRIVING UNDER INFLUENCE	4
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	1
ENDANGERING A CHILD, AGG, RECKLESS SITUATION TO CHILD <18 YOA	1
FAILURE TO APPEAR	3
INDECENT LIBERTIES W/CHILD, AGG OFFENDER = >18 CAUSE CHILD <14 TO FONDLE	1
INTERFERENCE W/LEO FELONY OBSTRUCTION	1
INTERFERENCE W/LEO MISD OBSTRUCTION	1
ORDER PROTECTIVE CUSTODY	1
PFA,VIOLATE PROTECTION FROM ABUSE ORDER	1
RAPE, SEXUAL INTERCOURSE W/O CONSENT AND USE OF FORCE	1
RESISTING ARREST/ OBSTRUCTION LEO (F)	2
RESISTING ARREST/OBSTRUCTION OF LEO (M)	2
SODOMY, AGG, OFFENDER 18 OR OLDER AND CHILD <14 YOA	1
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	1
THEFT OF MOTOR FUEL	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	5
TOBACCO: POSSESS TOBACCO BY MINOR	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	7
TRAFFIC: EXPIRED TAGS	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT-<\$1000 1ST OFFENSE	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	3
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	4

06/08/2016 15:05

1 of 2

<b>Violation</b>	<b># of Offenses</b>
TRAFFIC: RECKLESS DRIVING	1
TRAFFIC: SPEEDING	3
TRAFFIC: TRANSPORTING OPEN CONTAINER	2
TRAFFIC: UNLAWFUL REGISTRATION	1
TRAFFIC;OPERATE VEHICLE W/O LIABILITY INSURANCE	4
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	1
WARRANT ARREST	4
WARRANT ARREST FOR OTHER JURISDICTION	7
WARRANT ARREST; FOR ANOTHER JURISDICTION	4
WEAPONS, CRIMINAL POSSESSION OF FIREARM F	1
<b>Total Violations</b>	<b>137</b>
<b>Total Arrests</b>	<b>87</b>

# Incidents - By Violation

05\01\2016

thru 05\31\2016

Agency is: OTTAWA POLICE DEPARTMENT

<u>Violation</u>	<u>Incidents</u>
AGG BATTERY;KNOWINGLY USE PHYSICAL CONTACT IN ANGRY/RUDE MANNER W/WEAPON	1
AGG BATTERY;KNOWINGLY USE WEAPON CAUSE GRT BODY HARM	1
AGG BATTERY;UNKNOWN CIRCUMSTANCE	1
ANIMALS: CONFINEMENT OF ANIMALS SUSPECTED OF RABIES	1
ANIMALS: CRUELTY TO ANIMALS	2
ANIMALS: KEEPING VICIOUS ANIMALS	3
ARSON, AGG UNKNOWN CIRCUMSTANCE	1
ASSAULT	1
ASSAULT,AGG DEADLY WEAPON	2
BATTERY	2
BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY	2
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	9
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	1
BATTERY; BODILY HARM TO ANOTHER	1
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	3
BURGLARY AGG	1
BURGLARY: UNKNOWN CIRCUMSTANCE	1
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME	2
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	2
CINC; RUNAWAY FROM HOME	4
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	12
CRIMINAL DAMAGE TO PROPERTY,FELONY	1
CRIMINAL RESTRAINT	2
CRIMINAL THREAT,UNKNOWN CIRCUMSTANCE	1
CURFEW VIOLATION - DO NOT USE	2
DISORDERLY CONDUCT	6
DOGS RUNNING AT LARGE	1
DRUGS;DISTRIB/MANUF/POSS W/INTENT TO DISTRIB SIMULATED CONTROLLED SUBST	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	4
DRUGS; POSSESSION OF PARAPHERNALIA (M)	10
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	1
DUI: REFUSAL OF PRELIMINARY BREATH TEST	2
DUI;DRIVING UNDER INFLUENCE	4
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	1
ENDANGERING A CHILD, AGG, RECKLESS SITUATION TO CHILD <18 YOA	1
FAILURE TO APPEAR	3
FINANCIAL CARD, CRIMINAL USE OF	1
FORGERY, MAKING OR ALTERING A WRITTEN INSTRUMENT	5
IDENTITY FRAUD;REPLICATE DOCUMENT W/PERSONAL INFO WITH INTENT TO DECEIVE	1
IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS<\$100,000	1

<b>Violation</b>	<b>Incidents</b>
INDECENT LIBERTIES W/CHILD, AGG OFFENDER = >18 CAUSE CHILD <14 TO FONDLE	1
INDECENT LIBERTIES W/CHILD, AGG, INTERCOURSE WITH CHILD 14 < 16 YOA	1
INTERFERENCE W/LEO FELONY OBSTRUCTION	2
INTERFERENCE W/LEO MISD OBSTRUCTION	1
ORDER PROTECTIVE CUSTODY	3
PFA,VIOULATE PROTECTION FROM ABUSE ORDER	2
RAPE, OFFENDER IS <18 YOA AND VICTIM IS <14 YOA	1
RAPE, SEXUAL INTERCOURSE W/O CONSENT AND USE OF FORCE	2
RESISTING ARREST/ OBSTRUCTION LEO (F)	2
RESISTING ARREST/OBSTRUCTION OF LEO (M)	2
ROBBERY,AGG	1
SEXUAL BATTERY	1
SODOMY, AGG, OFFENDER <18 YOA AND CHILD <14 YOA	1
SUICIDE ATTEMPT	1
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	2
THEFT OF MOTOR FUEL	2
THEFT, LOST OR MISLAID PROPERTY	2
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICE/ALL OTHER	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	2
THEFT; \$25000 TO \$100000 OF PROPERTY OR SERVICES/MOTOR VEHICLE	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	6
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	3
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	4
THEFT; < \$1000 OF PROPERTY OR SERVICES/VEHICLE PARTS	1
THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE	5
THEFT; POSSESSION OF STOLEN PROPERTY 25.000 TO 100.000	1
TOBACCO: POSSESS TOBACCO BY MINOR	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	7
TRAFFIC: EXPIRED TAGS	1
TRAFFIC: FAIL TO DIM HEADLIGHTS	1
TRAFFIC: FAILURE OF DRIVER REPORT UNATTENDED VEHICLE/PROPERTY	2
TRAFFIC: FAILURE TO STOP AT ACCIDENT; INJURY OR DAMAGE OVER \$1000	2
TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE	2
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	4
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	3
TRAFFIC: RECKLESS DRIVING	1
TRAFFIC: SPEEDING	3
TRAFFIC: TRANSPORTING OPEN CONTAINER	2
TRAFFIC: UNLAWFUL REGISTRATION	1
TRAFFIC;OPERATE VEHICLE W/O LIABILITY INSURANCE	4
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	1
WARRANT ARREST	4
WARRANT ARREST FOR OTHER JURISDICTION	7
WARRANT ARREST; FOR ANOTHER JURISDICTION	3
WEAPONS, CRIMINAL POSSESSION OF FIREARM F	2
<b>Total Violations</b>	<b>203</b>
<b>Total Incidents</b>	<b>147</b>

CITY OF OTTAWA, KANSAS  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM

TO: City Commission  
FROM: Michael Haeffele - Director of Public Works  
COPY TO: Justin McCurdy, Chris Raby, DJ Welsh, Lisa Borjas, Glora Mathews, Richard Nienstedt  
SUBJECT: May 2016 Monthly Activity Report/Public Works Projects Update  
DATE: June 1, 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.

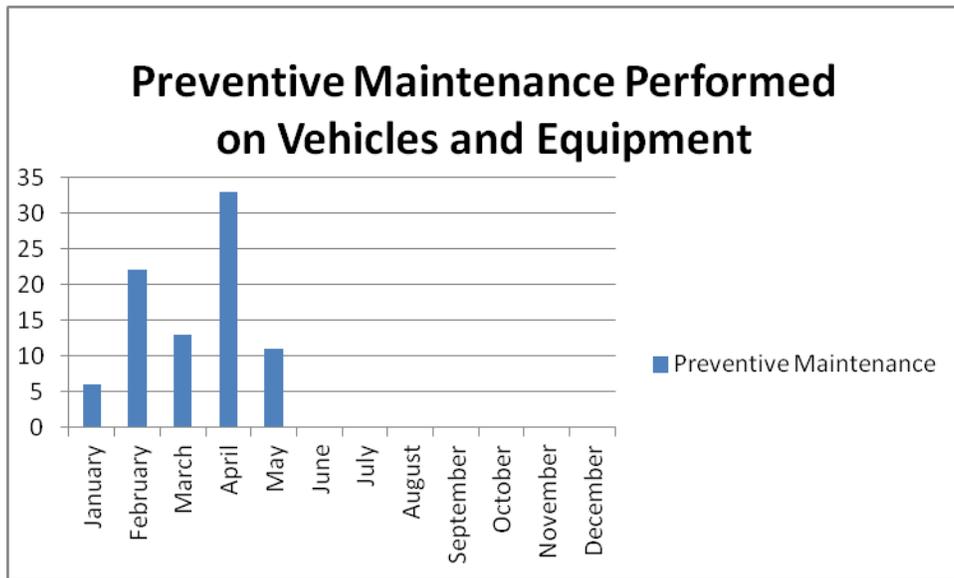
**Streets:**

- Work flood – debris removal and monitoring levee
- Mowed highways and levees
- Cold patched pot holes
- Picked up brush from wind storm
- Weed eat for Memorial Day
- Repaired storm sewer in the 100 block of W. 3<sup>rd</sup>
- Killough Construction started overlay project 5<sup>th</sup> Street, West Wilson, and parking lot on Walnut
- Worked two flood events

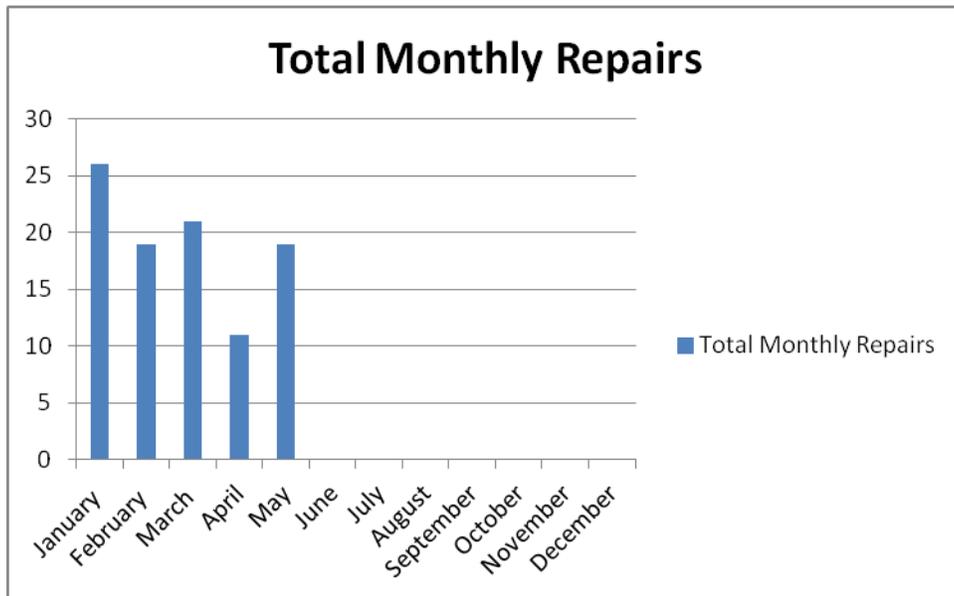
**Parks:**

- Mow
- Weedeat all parks and cemeteries
- Plant flower beds at entrance to Forest Park
- Trim trees at Freedom and Walton Park
- Helped 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.

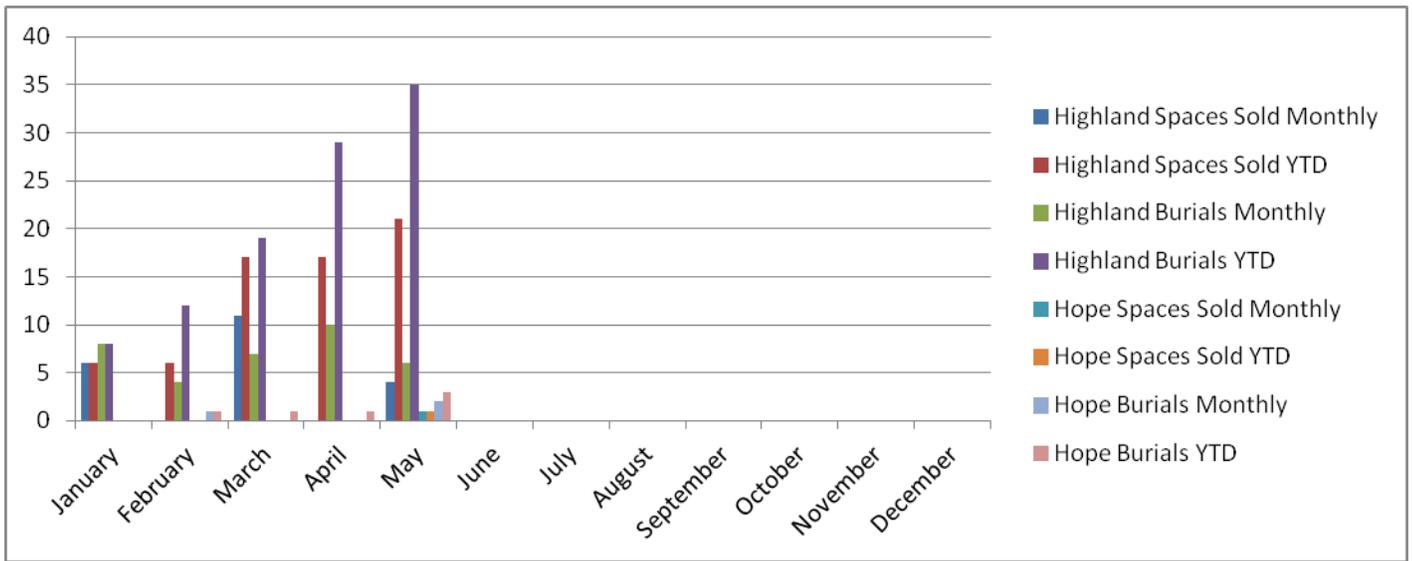


This chart shows the amount of repairs performed by the Fleet Maintenance Department. These repairs vary from brake replacements to electrical problems.

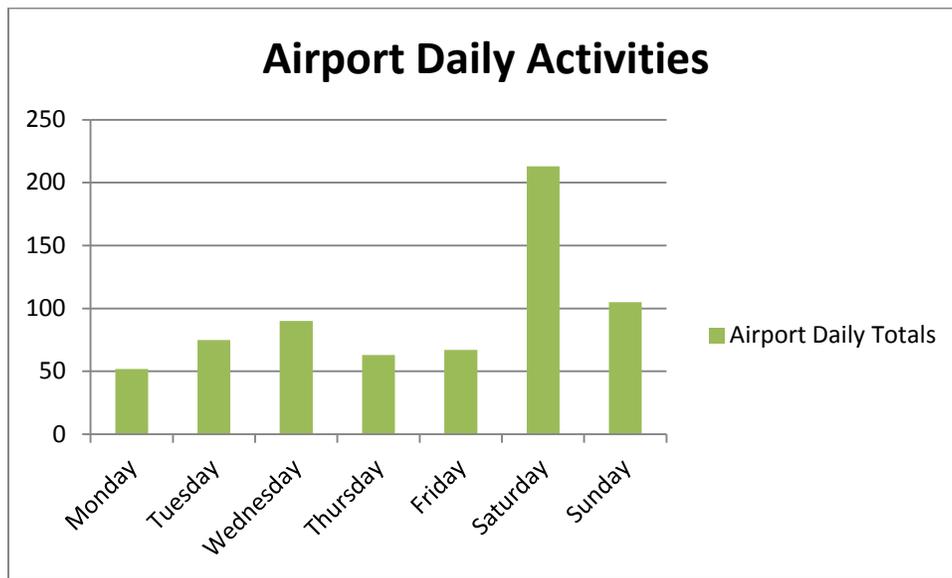


During the month of May all repairs were performed by city mechanics.

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



Airport fuel sales for Aviation Gas (100LL) during May 2016 amounted to 871 gallons (CY 2016 to date = 2,847 gal) and 165 gallons of Jet-A fuel (CY 2016 to date = 1,153 gal) were sold during the month of March to Hawkeye Helicopter. The “Courtesy Car” was used 1 time this month.

**To: City Manager**  
**From: Dennis Tharp**  
**Date: May, 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. Contractor approved for Raw Water Line ready to move forward with project.

**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.

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

Engineered line move for RMH expansion no word on status

COOP line move approaching completion will take short Sunday morning outage to finish hook up and remove existing line.

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

Several small projects to support community activities.

Developed process to remove old A Base meters and replace with newer technology

**Miscellaneous**

A) Solar array is generating established communication with SCADA working to provide data on 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.

<b>May-16</b>	<b>Feet</b>
<b>Ram Jet</b>	<b>6,149</b>
<b>VacCon</b>	<b>0</b>
<b>Camera</b>	<b>4,980</b>
<b>Total</b>	<b>11,129</b>

**Water Line Repairs:**

**1516 N. Davis Replaced bolts in valve**  
**1321 N. Mulberry 6x12 wrap**

**New Water Services This Year**

**3**

**Cut Offs:**

**820 N. Locust**  
**230 W. 19th**

**Repair of Sewer lines;**  
**434 S. Main Ring/Lid**

Water Main replacement along 2<sup>nd</sup> Street from Walnut to Poplar progressing on schedule with minimal interruption to the community.

	2016			2015	
	High	Low		High	Low
5/1/2016	62	48	5/1/2015	76	47
5/2/2016	58	47	5/2/2015	77	56
5/3/2016	70	43	5/3/2015	81	63
5/4/2016	70	53	5/4/2015	83	63
5/5/2016	75	48	5/5/2015	82	62
5/6/2016	82	50	5/6/2015	74	64
5/7/2016	85	60	5/7/2015	70	61
5/8/2016	71	62	5/8/2015	73	62
5/9/2016	77	59	5/9/2015	76	62
5/10/2016	84	57	5/10/2015	76	58
5/11/2016	76	61	5/11/2015	63	47
5/12/2016	73	56	5/12/2015	72	46
5/13/2016	76	51	5/13/2015	70	50
5/14/2016	62	44	5/14/2015	76	57
5/15/2016	66	45	5/15/2015	79	63
5/16/2016	56	52	5/16/2015	82	62
5/17/2016	58	49	5/17/2015	79	62
5/18/2016	69	44	5/18/2015	69	60
5/19/2016	68	48	5/19/2015	62	49
5/20/2016	70	56	5/20/2015	54	48
5/21/2016	74	54	5/21/2015	67	48
5/22/2016	80	57	5/22/2015	63	48
5/23/2016	72	63	5/23/2015	66	58
5/24/2016	80	62	5/24/2015	72	62
5/25/2016	83	64	5/25/2015	79	61
5/26/2016	86	62	5/26/2015	78	61
5/27/2016	75	60	5/27/2015	82	60
5/28/2016	78	59	5/28/2015	76	66
5/29/2016	87	60	5/29/2015	71	65
5/30/2016	82	63	5/30/2015	65	57
5/31/2016	78	62	5/31/2015	68	58
<b>Average</b>	<b>73.6</b>	<b>54.8</b>	<b>Average</b>	<b>73.1</b>	<b>57.6</b>

# WATER TREATMENT PLANT PRODUCTION REPORT

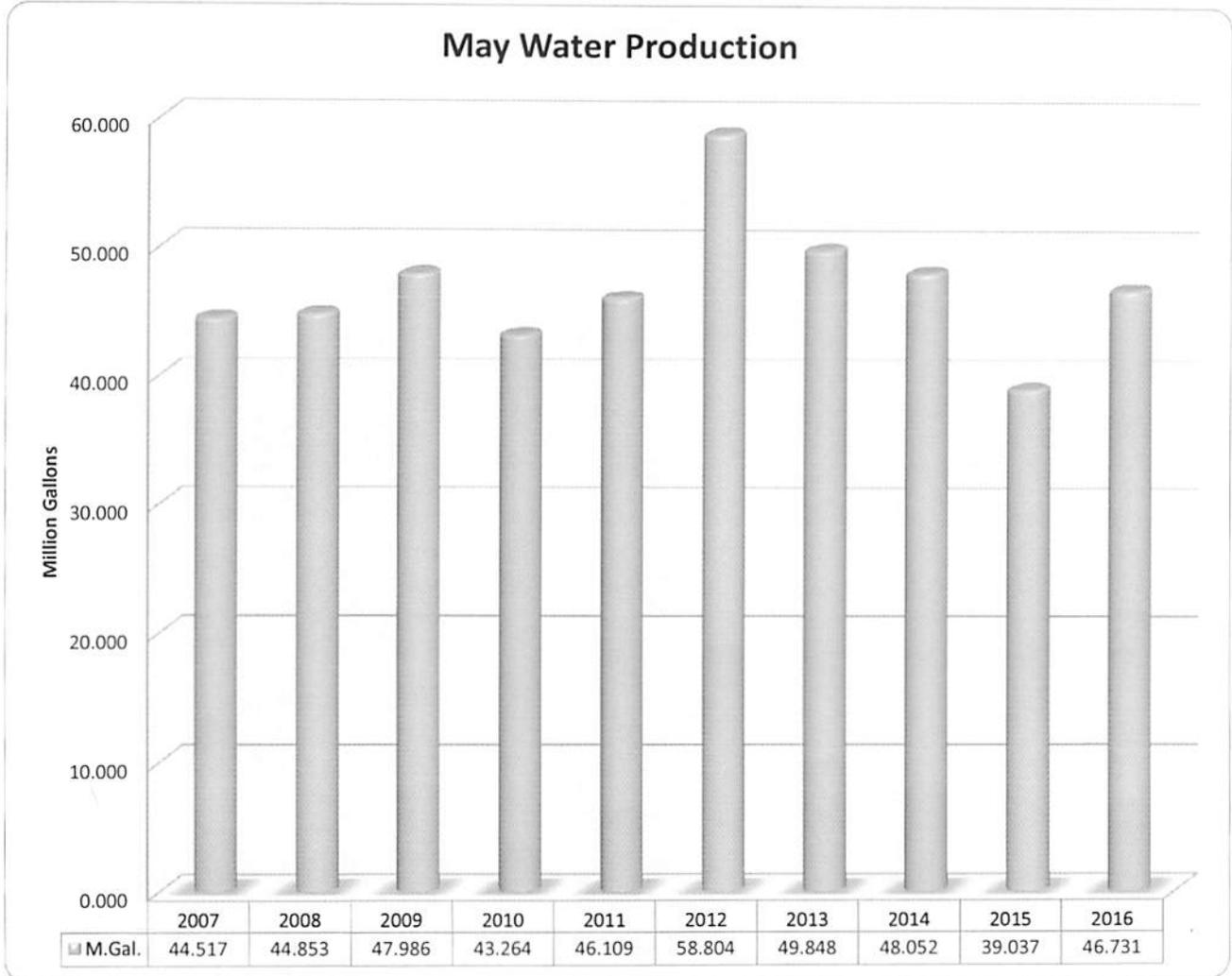
## May-2016

### 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	51,711,000	236,796,000	44,797,000	217,999,000	8%
Monthly Plant Effluent	46,731,000	217,635,000	39,038,000	178,449,000	18%
Sludge Water Reused	2,019,200	9,761,900	2,576,300	13,130,500	-35%
Average Daily Influent	1,668,097	1,557,868	1,445,065	1,434,204	8%
Average Daily Effluent	1,507,452	1,431,809	1,259,290	1,174,007	18%

### Weather Information

Total Precipitation	7.70	15.01	12.36	18.85	-26%
Average High Temperature	73	59	72	56	6%
Average Low Temperature	50	35	54	32	8%



# WATER PRODUCTION

MAY 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	21839.4	22014.0	22122.6	22116.2	32528.0	49480.2	51278.4
PREVIOUS	21736.7	21853.3	21992.6	21991.2	32527.9	49480.1	51278.3
HOURS ON	102.7	160.7	130.0	125.0	0.1	0.1	0.1

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	# 1 SLUDGE	# 2 SLUDGE	BW Pump
PRESENT	20942.3	20957.8	20940.8	20960.6	54132.1	54124.4	585.3
PREVIOUS	20847.1	20844.9	20858.2	20833.0	53891.5	53903.4	582.3
HOURS ON	95.2	112.9	82.6	127.6	240.6	221.0	3.0

	#1 LOW LIFT	#2 LOW LIFT	#3 LOW LIFT	#4 LOW LIFT	#1 N.E BOOST	#2 N.E BOOST	#3 N.E. BOOST
PRESENT	11465.5	11476.9	11461.7	11474.4	803.1	769.3	810.0
PREVIOUS	11371.9	11361.3	11354.9	11360.7	790.5	757.2	800.6
HOURS ON	93.6	115.6	106.8	113.7	12.6	12.1	9.4

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	7376363	236796	217635	150779
PREVIOUS	31105	7356171	185085	170904	148721.0
DIFFERENCE	0	20192	51711	46731	2058
GALLONS	-	2,019,200	51,711,000	46,731,000	2,058,000

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	2,475	10,031
LIME	14,890	61,934
ALUM	0	0
AMMONIA	364	1,546
CARBON	264	1,321
FLUORIDE	1,160	5,249
POLYMER	7,329	35,087
CUSO4	0	300

TOTAL KWH	ELECTRIC METER READINGS							
	Plant M.	River M.	Low Lift M.	Sludge M.	Clearwell M.	Shop	K-68 Booster	N.E. Booster
83237	X120	X 40	X 40	X 0	X 40	X0	X0	X0
Present	73909	27384	67873	8662	1804	7918	93299	11300
Previous	73758	27091	67621	7978	833	7569	90918	10237
Difference	151	293	252	684	971	349	2381	1063
KWH	18120	11720	10080	684	38840	349	2381	1063
Demand	0.514	1.03	0.937	4.7	4.29		11.21	22.845
KW Dem.	61.68	41.2	37.48	4.7	171.6	0	11.21	22.845

**MAY 2016**  
**MONTHLY WATER TREATMENT REPORT**

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
1	1,680,000	1,573,000	13.0	598	0	67	35	0	12	0	213.2
2	1,506,000	1,221,000	12.4	570	0	62	33	44	10	0	203.3
3	1,712,000	1,606,000	14.0	588	0	70	38	0	12	0	229.6
4	1,846,000	1,646,000	14.9	626	0	75	40	0	12	0	289.0
5	1,932,000	1,890,000	15.7	659	0	79	42	44	13	0	304.6
6	2,185,000	1,761,000	18.5	777	0	93	50	44	15	0	358.9
7	2,176,000	1,805,000	18.0	684	0	93	49	44	15	0	349.2
8	1,523,000	1,506,000	12.7	482	0	71	34	0	11	0	246.4
9	1,595,000	1,420,000	12.9	413	0	78	35	0	11	0	250.2
10	1,822,000	1,701,000	15.5	496	0	94	42	44	13	0	266.2
11	1,695,000	1,500,000	14.3	458	0	87	39	0	12	0	234.5
12	1,612,000	1,452,000	13.5	432	0	82	36	0	11	0	221.4
13	1,815,000	1,466,000	15.0	480	0	91	41	0	12	0	246
14	1,594,000	1,384,000	13.6	435	0	83	37	0	11	0	223
15	1,720,000	1,528,000	13.6	434	0	83	37	0	11	0	223
16	1,574,000	1,407,000	13.0	416	0	79	35	0	11	0	213
17	1,669,000	1,657,000	13.8	441	0	81	37	0	11	0	225
18	1,573,000	1,361,000	13.2	423	0	77	36	0	11	0	217.0
19	1,671,000	1,486,000	14.1	451	0	82	38	0	12	0	231.2
20	1,623,000	1,514,000	14.0	448	0	82	38	0	12	0	229.6
21	1,383,000	1,347,000	12.0	384	0	70	32	0	12	0	196.8
22	1,722,000	1,572,000	14.3	458	0	83	39	0	12	0	234.5
23	1,500,000	1,383,000	12.5	400	0	73	34	0	10	0	205
24	1,672,000	1,526,000	14.0	448	0	82	38	44	12	0	229.6
25	1,581,000	1,329,000	12.7	406	0	74	34	0	11	0	208.2
26	1,666,000	1,462,000	13.3	406	0	78	36	0	11	0	218.1
27	1,567,000	1,508,000	13.4	429	0	80	36	0	11	0	219.8
28	1,459,000	1,262,000	12.0	384	0	74	32	0	10	0	196.8
29	1,494,000	1,479,000	12.5	400	0	77	34	0	10	0	205
30	1,537,000	1,429,000	12.9	413	0	84	35	0	13	0	211.5
31	1,607,000	1,550,000	14.1	451	0	91	38	0	14	0	229.6

**MONTHLY TOTALS**

Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
51,711,000	46,731,000	429.4	14,890	0	2,475	1,160	264	364	0	7,329
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

**DAILY AVERAGE**

1,668,097	1,507,452	13.9	480	0	80	37	9	12	0	236
Gallons	Gallons	Hours	Pounds							

**YEAR to DATE TOTALS**

236,796,000	217,635,000	1,943.1	61,934	0	10,031	5,249	1,321	1,546	300	35,087
Gallons	Gallons	Hours	Pounds							

## MAY WEATHER 2016

DATE	HIGH	LOW	7 A.M.	RAIN	SNOW	REMARKS
1	66	44	45			
2	66	44	47	0.01		trace of rain
3	56	38	40			
4	70	39	54			
5	70	43	44			
6	74	44	47			
7	81	47	57			
8	85	57	60			
9	70	60	62	1.52		
10	76	54	54	0.02		
11	82	54	64	0.08		
12	75	53	53			
13	71	47	49			
14	80	42	42	0.35		
15	60	41	43			
16	65	43	50	0.10		
17	53	48	48	0.58		
18	58	40	43	0.12		
19	67	44	45			
20	66	45	54	0.02		
21	66	50	54	0.03		
22	73	53	60	0.22		
23	81	60	63			
24	81	60	60	1.06		
25	80	60	68	0.55		
26	81	63	66	0.22		
27	85	57	59	2.37		
28	73	57	60	0.45		
29	77	57	61			
30	85	61	64			
31	82	59	61			

<b>May 16</b>	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	73	50	7.70	0.00
<b>Year to Date</b>	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	<b>59</b>	<b>35</b>	<b>15.01</b>	<b>3.30</b>
Historical May Average				
Precipitation			<b>5.33</b>	
Historical year to Date Average				
Precipitation			<b>14.10</b>	

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith MacAdoo*

**WATER RECLAMATION FACILITY REPORT**

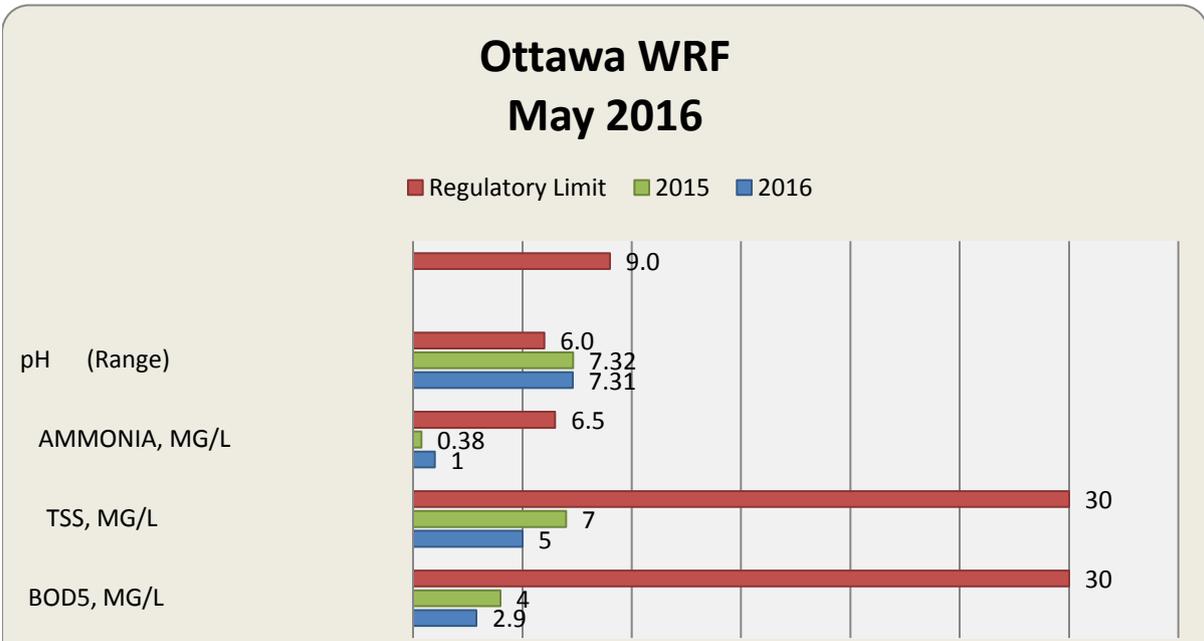
**May-16**

	2016		2015	
	This Month	Year To Date	Same Month	Year To Date
<b>TOTAL FLOW, MG</b>	75.53	173.29	56.3	87.05
<b>PEAK DEMAND DAY, MG</b>	6.41	6.41	5.2	5.2
<b>AVERAGE DAILY FLOW, MGD</b>	2.44	1.15	1.82	0.58

**AVERAGE PLANT INFLUENT**

BOD5, MG/L	110	195
TSS, MG/L	124	200
TKN MG/L	18.2	33
pH, SU	7.53	7.48

<b>AVERAGE PLANT EFFLUENT</b>	Regulatory Limit			
	2016	2015	Regulatory Limit	2016
BOD5, MG/L	2.9	30	MG/L	4
TSS, MG/L	5	30	MG/L	7
AMMONIA, MG/L	1	6.5	MG/L	0.38
pH (Range)	7.31	6.0	9.0	7.32
PERCENT REDUCTION BOD5	97%	85%		98%
PERCENT REDUCTION TSS	96%	85%		97%
TOTAL PHOSPHOROUS	0.89	1.5 yr/ave	MG/L	0.51



# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT May-16

	2016		2015	
	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	-81,004.000	65,735.000	-44,580.000	-190,962.000
PURCHASED POWER:				
GRDA	6,696,000	26,127,000	6,435,600	32,922,400
WAPA	853,001	3,634,025	845,503	3,626,806
SWPA	329,000	1,497,000	384,000	1,005,000
KCPL	3,426,799	17,394,775	3,239,397	16,806,694
OTHER				
NEARMAN				1,070,000
SUB-TOTAL ENERGY	11,223,796	48,718,535	10,859,920	55,239,938
TOTAL ENERGY <sup>1</sup>	11,223,796	48,718,535	10,859,920	55,239,938
INCREASE / DECREASE <sup>2</sup> (2015 VS 2016)	3.35%	-11.81%		
<b>MARSHALL WIND ENERGY kWh</b>	<b>Apr-16</b>	<b>821,227</b>		<b>865,936</b>
MEGAWATT LOAD				
PEAK DEMAND	25.000	25.000	19.4	23
TIME OF PEAK	2:00 PM	2:00 PM	11:00 AM	7:00 AM
DAY OF PEAK	5/26/2016	5/26/2016	4/7/2015	1/7/2015
TEMPERATURE				
HIGH	87	5/29/2016 (87)	84	84
LOW	43	1/10/2015 (6)	32	4
<b>ENERGY SALES</b>				
KCPL kWh				
WRI / Other (supplemental) kWh	0	0		
<b>TOTAL SALES (kWh)</b>	<b>0</b>	<b>0</b>		

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

<sup>2</sup>After Generated Sales

**April/May FCDC Summary Report to Ottawa/Franklin County Commissions**

**June 17, 2016**

Franklin County Development Council Staff responded to 1 lead for new project locations in Franklin County during the month of May. This lead was for a major manufacturing project, and the Rock Creek Business Park was submitted as the site location.

I can't speak for how many projects have been worked in 2016 prior to my arrival on April 18 so cumulative project reporting will be from that date going forward.

I would like to note that during the latter portion of April and during the month of May, Director activity largely focused on steering committee meetings for the Rock Creek Business Park in anticipation of the public unveiling on May 18, as well as introducing myself to area employers and local resource partners.

**2016 Project leads –**

**Manufacturing: 1**

**April/May Contact –**

**Existing Business: 6**

**Local/Regional Partners: 5**

**State/Federal Government: 3**

**Media Contacts: 0**

Respectfully Submitted:

James Oltman  
Executive Director  
Franklin County Development Council

**Franklin County Development Council Inc.**  
**STATEMENT OF REVENUES & EXPENSES BUDGET VS. ACTUALS**  
 January - May, 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3001 County Contribution	26,614.56	63,875.00	-37,260.44	41.67 %
3002 City Contribution	26,499.94	63,875.00	-37,375.06	41.49 %
3018 2016 Dues	36,775.00	48,000.00	-11,225.00	76.61 %
3700 Abatement (PILOT) Funding		21,300.00	-21,300.00	
3710 Abatement (PILOT) Funding Prior Year	9,679.16		9,679.16	
3810 Interest Income	138.21	2,100.00	-1,961.79	6.58 %
3850 Annual Meeting		2,300.00	-2,300.00	
3870 Allies Day - Receipts		2,800.00	-2,800.00	
3890 Other Income		3,600.00	-3,600.00	
3960 Next Level Campaign		15,000.00	-15,000.00	
<b>Total Income</b>	<b>\$99,706.87</b>	<b>\$222,850.00</b>	<b>\$ -123,143.13</b>	<b>44.74 %</b>
<b>Expenses</b>				
4100 Auto/Travel/Conference	4,228.68	7,500.00	-3,271.32	56.38 %
5000 Administration	82.00	1,500.00	-1,418.00	5.47 %
5005 Donations & Gifts	50.00		50.00	
5030 Advertising Expenses	946.57	1,000.00	-53.43	94.66 %
5040 Website	291.00	6,000.00	-5,709.00	4.85 %
5050 Accounting Fees	3,341.35	9,500.00	-6,158.65	35.17 %
5051 Bank Service Charges	56.44	20.00	36.44	282.20 %
5060 Rent Expense	2,000.00	4,800.00	-2,800.00	41.67 %
5070 Utilities	1,097.44	4,250.00	-3,152.56	25.82 %
5075 Telephone/Internet	500.22		500.22	
5100 Consultant	22,680.00		22,680.00	
5150 Postage	49.00	150.00	-101.00	32.67 %
5160 Operating Supplies	213.55	700.00	-486.45	30.51 %
5170 Photocopy Charges	388.04	700.00	-311.96	55.43 %
5200 Allies Day		2,800.00	-2,800.00	
5250 Attorney Fees		3,500.00	-3,500.00	
5300 Insurance	1,523.00	1,900.00	-377.00	80.16 %
5310 Annual Meeting Expense		2,300.00	-2,300.00	
5315 Special Meeting Expense	255.47	1,750.00	-1,494.53	14.60 %
5324 Strategic Planning		3,000.00	-3,000.00	
5328 Hospitality	251.88	1,000.00	-748.12	25.19 %
5329 1/2 Cent Sales Tax expense	5,546.80		5,546.80	
5330 Other expense		400.00	-400.00	
5335 Prospect Costs/mktg	325.00	12,500.00	-12,175.00	2.60 %
5400 KCADC Membership		6,250.00	-6,250.00	
5405 Team Kansas		1,250.00	-1,250.00	
5410 KEDA Membership	300.00	200.00	100.00	150.00 %
5430 KCADC SmartPort	3,500.00	3,750.00	-250.00	93.33 %
5500 Equipment		500.00	-500.00	
5550 Software	340.90		340.90	
5600 Workforce Development Expenses		1,750.00	-1,750.00	
6500 Contract Labor		14,000.00	-14,000.00	
6550 Executive Director Salary		67,000.00	-67,000.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6555 Executive Director Benefits	50.00	5,600.00	-5,550.00	0.89 %
6560 Staff Payroll & Benefits	7,984.24	18,000.00	-10,015.76	44.36 %
6570 Janitorial Services	202.50	500.00	-297.50	40.50 %
Payroll Expenses				
Taxes	1,224.65		1,224.65	
Wages	9,062.49		9,062.49	
Total Payroll Expenses	10,287.14	0.00	10,287.14	0.00
Total Expenses	\$66,491.22	\$184,070.00	\$ -117,578.78	36.12 %
Net Operating Income	\$33,215.65	\$38,780.00	\$ -5,564.35	85.65 %
Other Income				
3350 Day on the Job		12,000.00	-12,000.00	
Total Other Income	\$0.00	\$12,000.00	\$ -12,000.00	0.00%
Other Expenses				
5650 Day on the Job Expenses		10,000.00	-10,000.00	
Total Other Expenses	\$0.00	\$10,000.00	\$ -10,000.00	0.00%
Net Other Income	\$0.00	\$2,000.00	\$ -2,000.00	0.00%
Net Income	\$33,215.65	\$40,780.00	\$ -7,564.35	81.45 %

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
5/31/2016							
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 5/12=41.67%	Budget Balance	
<b>Beginning Cash Balance</b>	<b>59,656.00</b>	<b>284,275.39</b>	<b>59,656.14</b>				
<b>Receipts:</b>							
301.00	City Appropriations	829,923.00	0.00	455,034.76	54.83%	-374,888.24	
303.00	Interest	200.00	22.10	102.49	51.25%	-97.51	
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	1,486.07	7,448.81	48.06%	-8,051.19	
307.00	Copiers & Computers Income	7,500.00	632.07	3,227.55	43.03%	-4,272.45	
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	-31.75	204.22	0.00%	204.22	
345.00	Snack Machine Income	0.00	386.85	1,243.49	0.00%	1,243.49	
351.00	Community Reads	0.00	40.00	1,804.66	0.00%	1,804.66	
352.00	Movie Night Income	0.00	875.00	1,125.00	0.00%	1,125.00	
	<b>Total Income</b>	<b>953,503.00</b>	<b>3,410.34</b>	<b>486,510.91</b>	<b>0.00</b>	<b>51.02%</b>	<b>-466,992.09</b>
<b>Beginning Balances Restricted Funds:</b>							
	Starkey (Children's)	45.00					
	Asa Albert Smith Memorial	33.80					
	Clarence W. Koch	50.00					
	Asher Leonard	100.00					
	Wish List Fundraiser	4,842.24					
	Webber (Children's)	400.00					
	BBBS	3,400.42					
	Patry	25.00					
	Community Read (O-Town Reads)	412.66					
	Casey's (Teen food)	55.05					
	KLA (children's)	277.64					
	Wasser (6X6)	416.70					
	Barbara Dew Memorial	5,000.00					
	Teen Snack Machine	794.68					
	Peg Carr (Large Print)	106.30					
	Bill Bennett (art & history)	242.87					
		<b>16,202.36</b>					
<b>EXPENDITURES:</b>							
<b>Salaries, etc.</b>							
401.00	Staff Salaries	511,357.00	38,453.93	184,910.23	36.16%	326,446.77	
402.00	Social Security	39,117.00	2,587.85	12,555.15	32.10%	26,561.85	
403.00	KPERS	39,579.00	2,722.33	14,397.02	36.38%	25,181.98	
404.00	Employee Insurance	74,835.00	5,314.02	23,507.78	31.41%	51,327.22	
405.00	Unemployment	512.00	38.38	178.78	34.92%	333.22	
407.00	Workers Comp Ins	4,200.00	0.00	1,667.00	39.69%	2,533.00	
410.00	Off. & Dir/Emp Prac Insurance	1,900.00	0.00	1,618.00	85.16%	282.00	
	<b>Subtotal Salaries,etc.</b>	<b>671,500.00</b>	<b>49,116.51</b>	<b>238,833.96</b>	<b>0.00</b>	<b>35.57%</b>	<b>432,666.04</b>
<b>Materials and Programs</b>							
501.00	Juvenile Books	26,000.00	5,536.84	10,766.65	41.41%	15,233.35	
502.00	Adult Books	50,800.00	5,628.95	22,852.59	44.99%	27,947.41	
503.00	Periodicals	6,400.00	50.62	4,896.02	76.50%	1,503.98	
506.00	A.V. Materials	18,747.00	1,327.58	8,652.00	46.15%	10,095.00	
507.00	Programs	3,000.00	342.24	1,358.16	45.27%	1,641.84	
513.00	Gift	0.00	710.67	925.77	0.00%	-925.77	
518.00	Electronic Access Expenditures	1,150.00	28.69	143.45	12.47%	1,006.55	
520.00	A.V. Materials-Children	6,000.00	215.63	2,265.39	37.76%	3,734.61	
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	710.00	1,860.00	0.00%	0.00	
	<b>Subtotal Materials and Programs</b>	<b>112,097.00</b>	<b>14,551.22</b>	<b>58,849.82</b>	<b>0.00</b>	<b>52.50%</b>	<b>53,247.18</b>

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
5/31/2016							
Budget Code		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 5/12=41.67%	Budget Balance
<b>Operating</b>							
601.00	Building Insurance & Treas. Bond	4,300.00	0.00	0.00		0.00%	4,300.00
602.00	Audit	3,400.00	0.00	0.00		0.00%	3,400.00
603.00	Gas	3,000.00	0.00	0.00		0.00%	3,000.00
604.00	Water and Electric	25,000.00	0.00	0.00		0.00%	25,000.00
605.00	Telephone	3,100.00	328.80	2,755.95		88.90%	344.05
606.00	Postage	1,800.00	-3.58	651.52		36.20%	1,148.48
607.00	Public Relations	1,800.00	536.41	1,129.11		62.73%	670.89
608.00	Custodial Supplies & Bldg. Maint.	22,000.00	950.00	6,277.55		28.53%	15,722.45
610.00	Office Supplies	16,000.00	1,086.01	4,127.62		25.80%	11,872.38
611.00	Copiers & Computers Expenses	6,000.00	2,076.87	2,703.38		45.06%	3,296.62
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	4,500.00	332.79	1,496.62		33.26%	3,003.38
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	966.90	2,444.99		50.94%	2,355.01
616.00	Miscellaneous	400.00	58.90	201.29		50.32%	198.71
617.00	Automation Support	6,150.00	92.50	5,737.30		93.29%	412.70
618.00	Collection Agency	1,800.00	89.50	501.20		27.84%	1,298.80
619.00	Computer Software	1,700.00	0.00	1,212.75		71.34%	487.25
625.00	Cash S/O	0.00	-22.54	-77.72		0.00%	77.72
627.00	Snack Machine Expense	0.00	264.13	975.61		0.00%	-975.61
725.00	Reserve	54,656.00	0.00	0.00		0.00%	54,656.00
727.00	Transfer to CIF	3,000.00	0.00	0.00		0.00%	3,000.00
	<b>Subtotal Operating</b>	<b>169,906.00</b>	<b>6,756.69</b>	<b>31,221.96</b>	<b>0.00</b>	<b>18.38%</b>	<b>138,684.04</b>
	<b>Total Expenditures</b>	<b>953,503.00</b>	<b>70,424.42</b>	<b>328,905.74</b>	<b>0.00</b>	<b>34.49%</b>	<b>624,597.26</b>
	<b>Ending Cash Balance</b>		<b>217,261.31</b>	<b>217,261.31</b>			
	<b>Less Restricted Receipts Balances:</b>						
	Starkey (Children's)	45.00					
	Asa Albert Smith Memorial	33.80					
	Clarence W. Koch	50.00					
	Asher Leonard	100.00					
	Wish List Fundraiser	3,316.25					
	Webber (Children's)	400.00					
	BBBS	3,400.42					
	Patry	25.00					
	Community Read (O-Town Reads)	0.00					
	Casey's (Teen food)	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					
		<b>13,765.30</b>					
	<b>Available Cash Balance</b>		<b>203,496.01</b>				
	<b>COMPOSITION, ENDING CASH BALANCE</b>						
		<b>Interest Rate</b>					
	BOTW MM	0.13%	106,948.50				
	PNB MM 49948	0.07%	101,271.72				
	KSB NOW	0.03%	7,043.29				
	Petty Cash on Hand		140.00				
	A/R Pass Through		1,933.98				
	Accounts Payable		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		-76.18				
	Accrued Salaries		0.00				
			<b>217,261.31</b>				
	<b>CAPITAL IMPROVEMENT</b>						
	<b>FUND ACTIVITY</b>						
	PNB CIF MM 51985 12/98	0.05%	24,577.35				
	Interest		1.01				
			<b>24,578.36</b>				
	<b>TOTALS: General Fund</b>	<b>217,261.31</b>					
	<b>Capital Improvement Fund</b>	<b>24,578.36</b>					
		<b>241,839.67</b>					

# Prairie Paws Animal Shelter, Inc.

## End of Month – May 2016 RECAP

May adoptions slightly decreased in 2016 (49) compared to 2015 (55). 49 animals found their forever home with 9 being returned to their owner. We are very excited to announce that 9 long termers (over 100 days at the shelter) were adopted in May.

May continued to be another busy month for Prairie Paws Animal Shelter outreach efforts. We visited Ottawa Retirement Village, Osage Nursing Center, Baldwin Health Care, Coffee County Library Education Program, Vintage Park Assisted Living and Ottawa Optimist Club. We are very excited through our increased volunteer recruitment that we are able to make a farther reach utilizing volunteers to visit nursing homes and youth programs with our shelter animals.

Becky Risler, Director of Administration and I attended the 2016 Humane Society of the United States Animal Expo in Las Vegas, NV from May 10-16<sup>th</sup>. This trip was funded through a grant and provided valuable information and resources for PPAS. We learned more about the Adopters Welcome series and how to apply that to our organization. We also made several great shelter connections to transfer animals to when we find our self at capacity. We are excited to bring back some items to help increase our impact and efficiencies.

May was also a busy month for grants. We were awarded a \$2,500 grant through Dog Rescue that sponsored 17 dogs adoption fees. We were also awarded \$500 from Best Friends for our \$10 cat special in June. All cats and kittens in the month of June will be \$10. We applied for 3 other grants and are awaiting notification on these. We continue to explore grant opportunities to help fund our various projects and operational expenses.

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

### **TNR Stats:**

	<b>May 2016</b>	<b>YTD</b>
Males	24	97
Females	23	72
Total	47	169
Prevented Kittens	138	432

### **Volunteer Hours:**

May Total Volunteer Hours Worked = 728.5

Total YTD volunteer hours worked = 3311

Total registered and active volunteers = 339

### **Community Outreach and Partners:**

5/2/16: Lake Mary 9:30am – 11am

5/4/16: COF 10:30am – 11am

5/5/16: Ottawa Retirement Village 10am-11am

5/7/16: 4-H Jr. Judgers Facility Tour 3pm – 4pm

5/11/16: Osage Nursing Center 10:30am – 11:30am

5/11/16: Baldwin Health Care 2:30pm – 3:30pm

5/13/16: PetSmart National adoption weekend 11am – 3pm

5/14/16: PetSmart National adoption weekend 11am – 3pm

# Prairie Paws Animal Shelter, Inc.

## End of Month – May 2016 RECAP

5/14/16: Petco National adoption weekend 11am – 3pm  
5/18/16: COF 10:30am – 11am  
5/18/16: Coffee County Library Education Program 1:30pm – 3pm  
5/19/16: Ottawa Optimist Club Presentation 6:30am-7:30am  
5/23/16: Occupational Medicine & How It Will Affect Your Business Chamber event 11:30am – 1pm  
5/25/16: COF 10:30am – 11am  
5/26/16: Vintage Park Assisted Living 10am – 10:45am  
5/26/16: TLC Prep. Visit 2pm – 3pm  
5/28/16: Petco 11am-3pm  
5/28/16: PetSmart 11am – 3pm

### **May Shelter Intake Numbers:**

- Total YTD Intakes: 388
- City of Ottawa (not counting Ottawa ACO) is 15% of the YTD Intake Total
- Ottawa ACO is 29% of the YTD Total
- Franklin County is 18% of the YTD Intake Total
- Primary Intake Area in May was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of May : 79
- City of Ottawa/Ottawa ACO was 63% of total intakes for the month of May
- Franklin County was 5% of total intakes for the month of May.

### **ADOPTIONS for the month of May 2016–**

- Total Adoptions Month of May = 49
- Returned to Owner = 9
- YTD Transferred other Shelters or Rescues = 1
- End of Month Headcount in Shelter =118

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

Respectfully submitted,

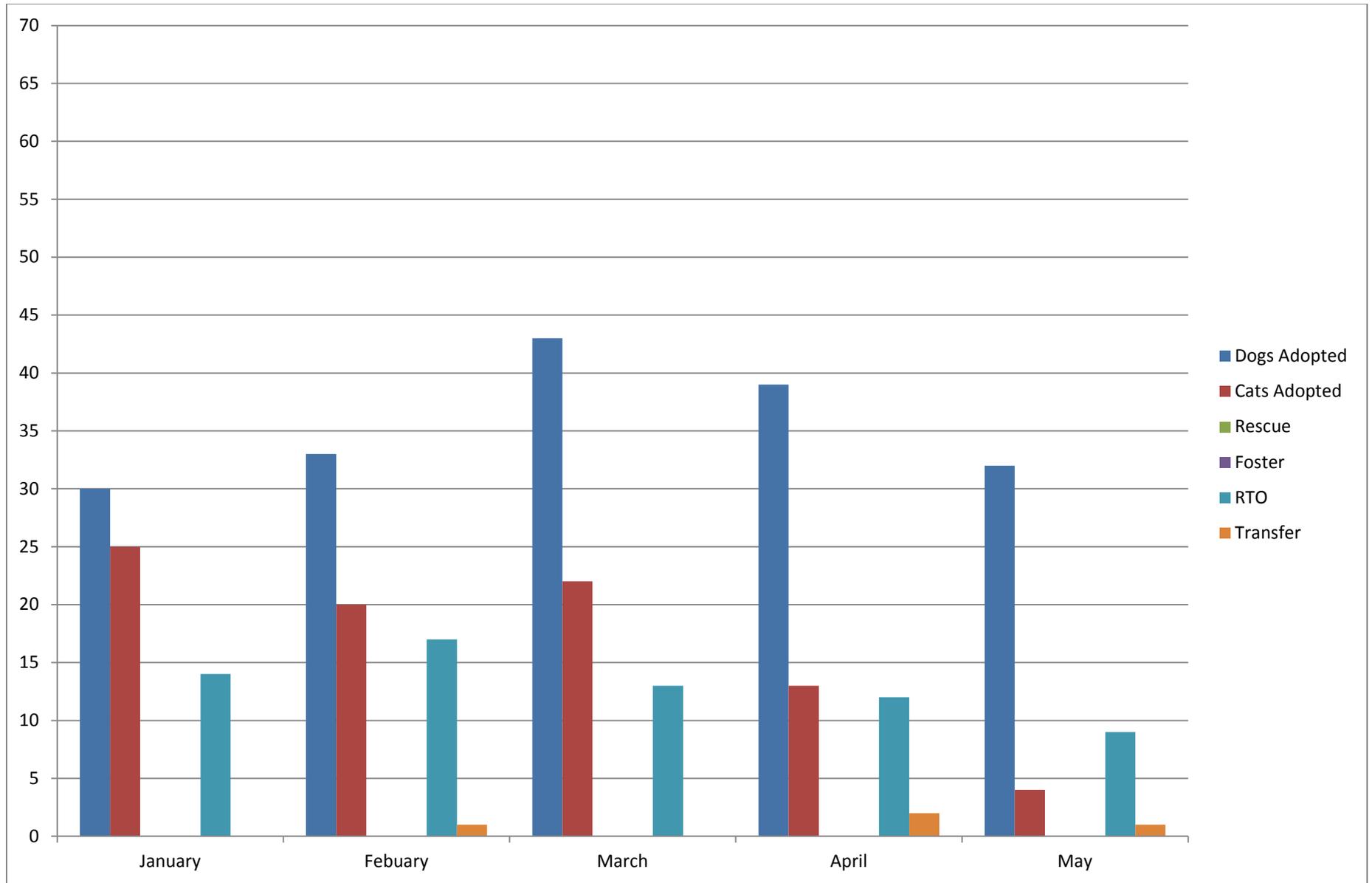
*Melissa Reed*

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

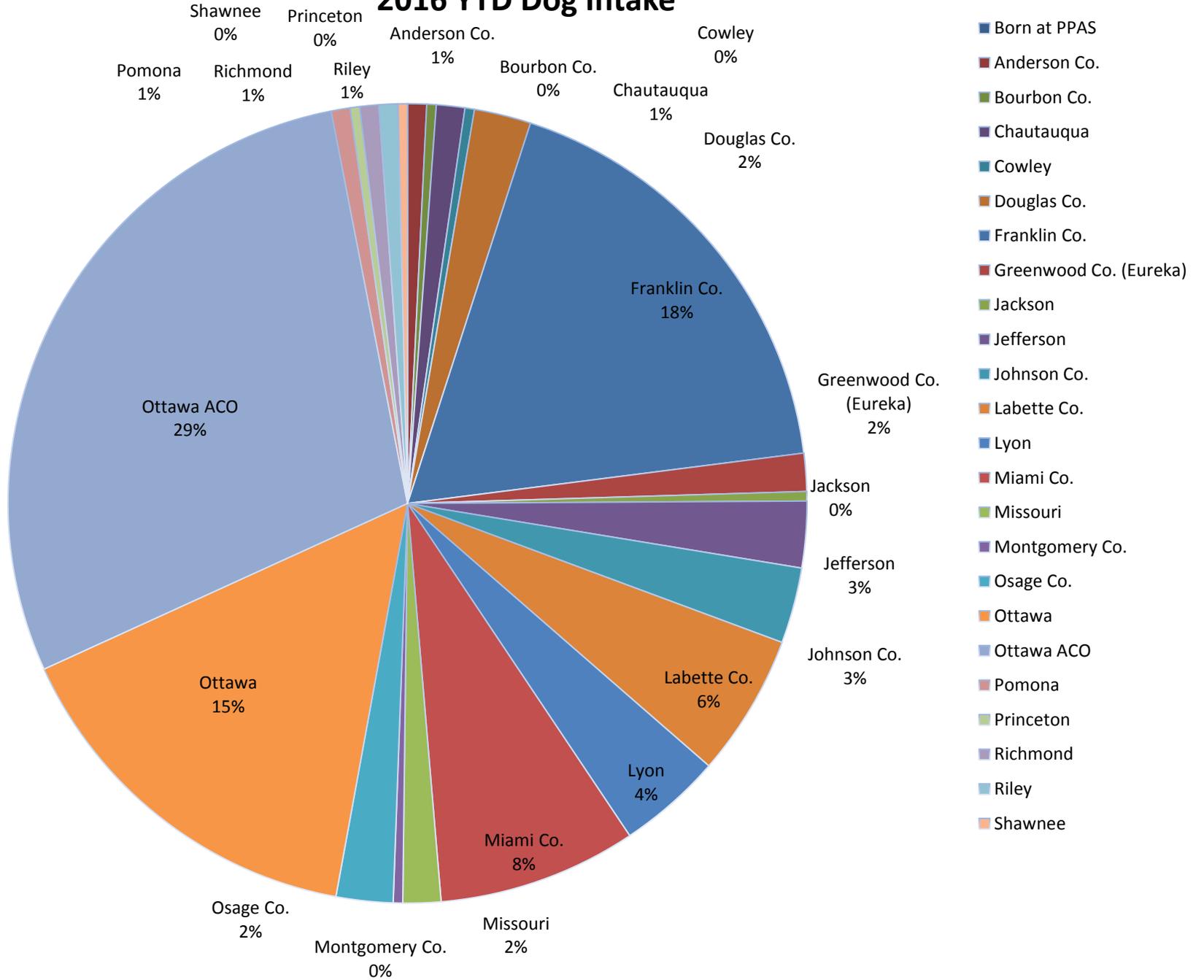
melissa.reed@prairiepaws.org

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

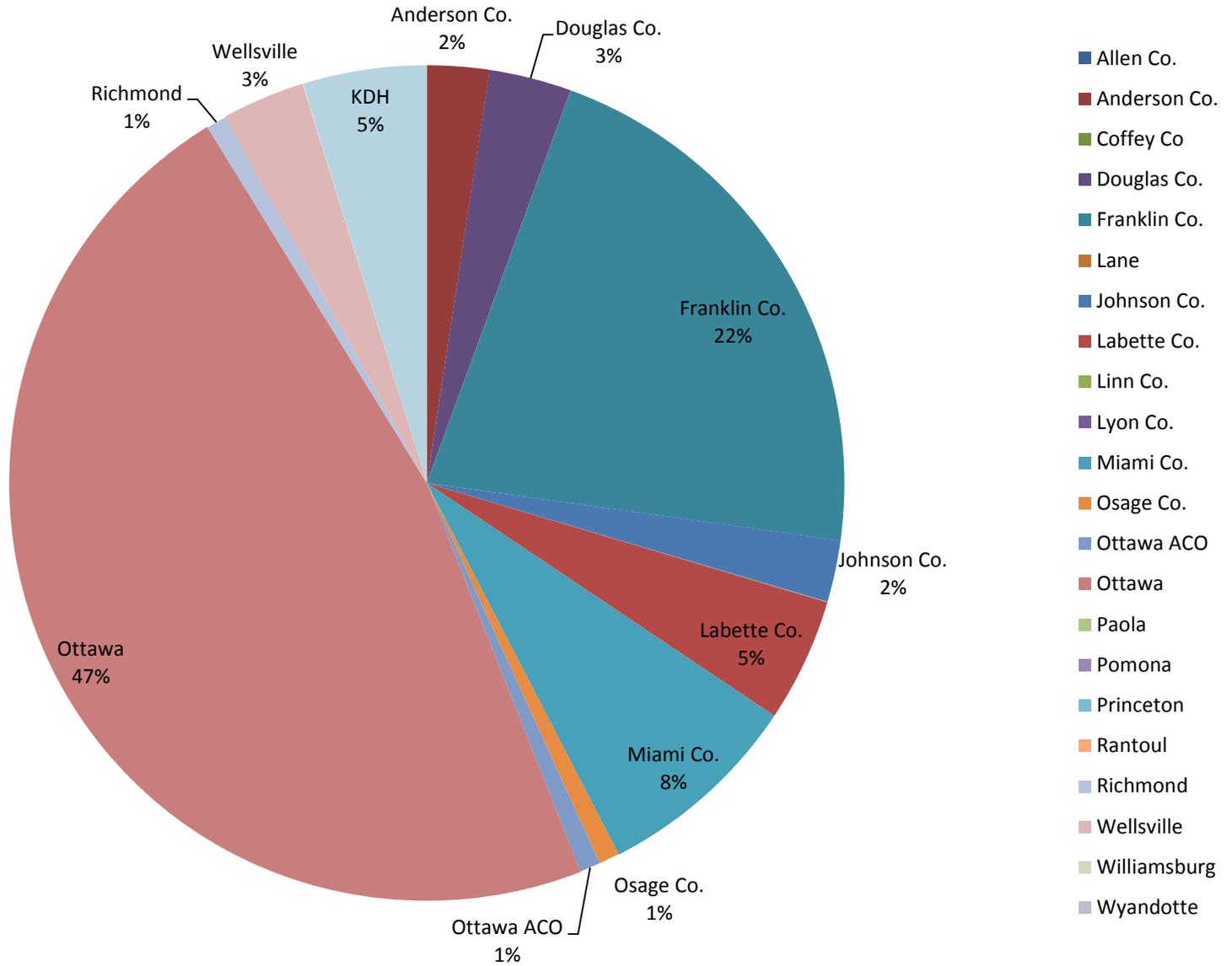
## 2016 Disposition of Animals at Prairie Paws Animal Shelter



# 2016 YTD Dog Intake



# Cat Intake YTD 2016



**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 - May 16	2016 Budget YTD
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>4 - Contributed support</b>						
<b>40 - Unrestricted</b>						
<b>4010 - Indiv/business cont. (unrest)</b>						
<b>4015 - Contributions - unrestricted</b>	92,127.26	215,868.99	175,441.80	215,287.29	87,465.82	69,988.00
<b>4020 - Contributions-direct mail</b>	0.00	0.00	22,355.05	33,519.92	10,645.43	5,000.00
<b>4030 - Memorials &amp; bequests</b>	6,992.50	5,523.30	10,917.01	10,856.00	2,941.00	6,500.00
<b>4040 - Gifts in kind</b>						
<b>4041 - Gifts in Kind - Goods</b>	7,420.29	2,000.55	0.00	0.00	0.00	50,000.00
<b>4042 - Gifts in Kind - Services</b>	2,190.00	110.00	0.00	0.00	0.00	21,000.00
<b>4044 - Gifts in Kind - Bow Meow</b>	75.00	22,242.00	0.00	0.00	0.00	0.00
<b>4045 - Gifts in Kind - Run For Ben</b>	476.80	0.00	0.00	0.00	0.00	0.00
<b>Total 4040 - Gifts in kind</b>	10,162.09	24,352.55	0.00	259,663.21	101,052.25	71,000.00
<b>4050 - Foundations/trusts</b>	8,852.40	9,080.08	9,391.96	11,676.08	2,253.68	2,500.00
<b>4060 - Grants</b>	0.00	317.44	0.00	40,500.00	10,518.00	22,919.00
<b>4010 - Indiv/business cont. (unrest) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4010 - Indiv/business cont. (unrest)</b>	118,134.25	255,142.36	218,105.82	311,839.29	113,823.93	177,907.00
<b>4100 - Fundraising(unrestricted)</b>						
<b>4105 - Spayghetti dinner</b>	7,113.00	6,259.53	0.00	0.00	0.00	0.00
<b>4110 - T-shirt donations</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4115 - Bark for Life</b>	5,428.69	5,769.06	0.00	0.00	604.00	0.00
<b>4120 - Shelter Birthday</b>	0.00	0.00	5,514.99	6,350.40	4,795.00	4,000.00
<b>4125 - Circle of Compassion</b>	0.00	2,000.00	0.00	0.00	0.00	0.00
<b>4150 - Recycling</b>	1,245.35	162.50	0.00	0.00	0.00	0.00
<b>4155 - Bow Meow</b>	37,516.70	46,312.88	51,119.95	42,501.00	320.00	0.00
<b>4165 - Toenail Clipping</b>	1,241.11	65.00	103.57	0.00	0.00	0.00
<b>4166 - Pooch Plunge</b>	1,094.46	1,008.00	425.00	771.00	0.00	0.00
<b>4167 - Run For Ben</b>	2,737.40	1,876.45	1,949.00	2,327.00	0.00	0.00
<b>4168 - Calendar</b>	2,329.53	457.10	0.00	0.00	0.00	0.00
<b>4169 - Cookbook</b>	1,051.20	120.31	7.50	0.00	0.00	0.00
<b>4175 - Miscellaneous fundraising</b>	6,872.92	2,738.85	4,329.09	1,857.35	2,830.19	6,250.00
<b>Total 4100 - Fundraising(unrestricted)</b>	66,630.36	66,769.68	63,449.10	53,806.75	8,549.19	10,250.00

**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 - May 16	2016 Budget YTD
<b>Total 40 · Unrestricted</b>	184,764.61	321,912.04	281,554.92	365,646.04	122,373.12	188,157.00
<b>42 · Restricted funds</b>						
4205 · Contributions - building	341.37	300.00	300.00	300.00	125.00	125.00
4210 · Contributions S&N	9,612.50	6,003.09	2,410.20	500.00	0.00	0.00
4250 · Fundraising (restricted)						
4270 · Gerbil	432.02	599.26	0.00	0.00	0.00	0.00
4280 · Miscellaneous fundraising (res)	57,394.69	0.00	0.00	0.00	0.00	0.00
<b>Total 4250 · Fundraising (restricted)</b>	57,826.71	599.26	0.00	800.00	125.00	0.00
4285 · WAGS	300.00	0.00	0.00	0.00	0.00	0.00
<b>Total 42 · Restricted funds</b>	68,080.58	6,902.35	2,710.20	800.00	125.00	125.00
<b>Total 4 · Contributed support</b>	252,845.19	328,814.39	284,265.12	366,446.04	122,498.12	188,282.00
<b>4540 · Local government support</b>						
4551 · Anderson County	3,312.00	2,196.00	6,552.00	6,749.00	6,951.00	6,749.00
4553 · City of Ottawa	45,540.00	45,540.00	48,748.37	50,388.42	21,551.25	21,675.00
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	16,906.69	17,169.00
4565 · Miami County	4,500.00	4,500.00	0.00	4,635.00	0.00	0.00
4780 · Other Cities/Counties	150.00	0.00	0.00	135.00	139.05	0.00
<b>Total 4540 · Local government support</b>	92,113.00	97,290.00	98,599.12	104,007.42	46,547.99	45,593.00
<b>5 · Earned revenues</b>						
<b>5180 · Program service fees</b>						
5181 · Adoption PPAS	112,686.29	59,134.51	73,959.77	83,319.25	24,985.79	35,000.00
5182 · Microchip contribution	3,350.25	1,042.13	2,085.36	4,700.44	2,251.80	1,665.00
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	8,853.66	4,300.00
5185 · Drop-off contribution	18,211.50	8,185.01	4,419.00	5,194.00	2,330.00	1,750.00
5186 · Training	0.00	0.00	0.00	1,920.00	1,360.00	1,198.00

**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 - May 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	750.00
5189 · Reclaim fees	3,602.90	1,465.00	835.00	5,100.47	1,480.00	2,200.00
<b>Total 5180 · Program service fees</b>	<b>143,590.42</b>	<b>75,143.90</b>	<b>84,656.55</b>	<b>114,758.54</b>	<b>41,457.55</b>	<b>46,863.00</b>
5820 · Merchandise Sales	2,077.67	2,137.86	830.15	22,143.68	8,201.49	9,200.00
5830 · Dog Licence Contributions	0.00	64.00	10,452.00	11,141.00	6,817.00	7,200.00
<b>Total 5 · Earned revenues</b>	<b>145,668.09</b>	<b>77,345.76</b>	<b>95,938.70</b>	<b>148,043.22</b>	<b>225,522.15</b>	<b>297,138.00</b>
6710 · Interest income						
6720 · Interest income (Restricted)	20.10	9.75	0.00	0.00	0.00	0.00
6721 · Interest Income (Unrestricted)	351.08	67.17	2.81	7.59	2.71	5.00
<b>Total 6710 · Interest income</b>	<b>371.18</b>	<b>76.92</b>	<b>2.81</b>	<b>7.59</b>	<b>2.71</b>	<b>5.00</b>
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
<b>Total Income</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>618,028.71</b>	<b>225,840.83</b>	<b>297,143.00</b>
<b>Gross Profit</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>618,028.71</b>	<b>225,840.83</b>	<b>297,143.00</b>
<b>Expense</b>						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	62,916.01	80,606.22	108,641.59	139,205.24	70,913.81	68,336.00
7252 · Hourly wages	137,810.81	161,312.52	155,283.50	158,275.60	72,432.91	62,565.00
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	2,865.75	2,080.00
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	375.00
7259 · Grooming Commission	1,456.95	98.45	0.00	6,924.37	5,231.31	1,903.00
<b>Total 7250 · Wages &amp; salary</b>	<b>209,694.07</b>	<b>296,282.06</b>	<b>268,904.77</b>	<b>308,252.74</b>	<b>151,459.26</b>	<b>135,259.00</b>

**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 - May 16	2016 Budget YTD
<b>7260 · Payroll Taxes</b>						
7261 · FICA taxes	15,752.90	18,413.35	20,431.98	23,472.11	11,543.06	8,813.00
7262 · State unemployment	1,772.60	7,114.94	6,414.57	8,764.06	3,344.25	5,213.00
7263 · Workers compensation	3,505.00	6,185.50	11,396.25	6,394.25	5,484.50	2,336.00
<b>Total 7260 · Payroll Taxes</b>	<b>21,030.50</b>	<b>31,713.79</b>	<b>38,242.80</b>	<b>38,630.42</b>	<b>20,371.81</b>	<b>16,362.00</b>
<b>7200 · Payroll expenses - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 7200 · Payroll expenses</b>	<b>230,724.57</b>	<b>327,995.85</b>	<b>307,147.57</b>	<b>346,883.16</b>	<b>171,831.07</b>	<b>151,621.00</b>
<b>7500 · Other Personnel Expenses</b>						
7510 · Accounting fees	4,110.00	4,337.50	4,330.00	4,385.00	1,650.00	6,750.00
7511 · Professional fees - other	385.00	2,580.00	350.00	2,428.58	0.00	0.00
<b>Total 7500 · Other Personnel Expenses</b>	<b>4,495.00</b>	<b>6,917.50</b>	<b>4,680.00</b>	<b>6,813.58</b>	<b>1,650.00</b>	<b>6,750.00</b>
<b>8100 · Non-personnel expenses</b>						
8110 · Office supplies	6,527.09	5,207.57	2,448.25	1,970.66	1,533.37	1,500.00
8115 · Telephone						
8118 · Internet related	1,118.59	791.19	1,438.07	1,649.49	854.30	750.00
8115 · Telephone - Other	2,032.54	2,746.17	2,665.89	2,910.69	1,065.18	1,200.00
<b>Total 8115 · Telephone</b>	<b>3,151.13</b>	<b>3,537.36</b>	<b>4,103.96</b>	<b>6,530.84</b>	<b>3,452.85</b>	<b>1,950.00</b>
8120 · Postage and delivery	256.89	383.88	1,816.93	1,299.10	245.00	900.00
8130 · Printing and reproduction	567.89	0.00	1,264.98	1,242.71	0.00	500.00
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	2,014.00
8150 · Computer and IT Related	0.00	6,994.99	9,722.22	20,034.16	6,398.36	6,725.00
<b>Total 8100 · Non-personnel expenses</b>	<b>10,503.00</b>	<b>16,123.80</b>	<b>24,904.32</b>	<b>40,149.23</b>	<b>13,982.85</b>	<b>16,589.00</b>
<b>8200 · Occupancy Expenses</b>						
8205 · Repairs & maintenance	23,617.52	19,068.58	11,378.44	14,903.39	10,895.87	9,230.00
8210 · Utilities	25,244.80	30,371.95	30,247.02	29,392.35	14,203.56	10,529.00
8220 · Insurance - non employee	9,492.00	9,643.50	11,506.50	9,865.00	5,552.50	5,564.00
<b>Total 8200 · Occupancy Expenses</b>	<b>58,354.32</b>	<b>59,084.03</b>	<b>53,131.96</b>	<b>54,160.74</b>	<b>30,651.93</b>	<b>25,323.00</b>
<b>8300 · Travel &amp; meeting expenses</b>						
8310 · Training	0.00	0.00	29.26	86.55	18.46	200.00

**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 - May 16	2016 Budget YTD
8315 · Staff development/meetings	2,580.88	487.74	225.74	4,463.12	3,931.10	831.00
8320 · Automobile expense	1,625.19	1,594.56	974.46	999.17	1,027.81	500.00
<b>Total 8300 · Travel &amp; meeting expenses</b>	<b>4,206.07</b>	<b>2,082.30</b>	<b>1,229.46</b>	<b>5,548.84</b>	<b>4,977.37</b>	<b>1,531.00</b>
<b>8400 · Depreciation &amp; amortization exp</b>						
8450 · Depreciation & amortization exp	53,783.00	49,492.00	53,772.00	0.00	0.00	0.00
<b>Total 8400 · Depreciation &amp; amortization exp</b>	<b>53,783.00</b>	<b>49,492.00</b>	<b>53,772.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>8500 · Animal expenses</b>						
8510 · Animal expenses	7,830.09	4,092.81	3,816.86	19,713.36	9,275.79	12,300.00
8511 · Euthanasia expense	905.68	682.75	165.55	717.98	20.00	200.00
8512 · Food expense	4,803.50	94.71	85.82	276.70	0.00	100.00
8513 · Vet expense	23,388.14	18,916.99	12,795.52	4,655.32	2,085.03	2,400.00
8514 · Spay/neuter expense	38,726.69	39,904.35	27,298.41	13,779.00	899.98	500.00
8515 · Supplies	4,453.12	3,402.59	835.47	274.81	49.36	125.00
8516 · Cleaning supplies	4,153.64	8,712.12	811.20	2,257.71	1,061.00	1,250.00
8517 · Microchip Supplies	2,247.75	749.25	1,018.98	8,289.83	1,532.58	2,552.00
8518 · Grooming Supplies	9.13	216.06	0.00	557.61	0.00	450.00
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	475.00
<b>Total 8500 · Animal expenses</b>	<b>86,517.74</b>	<b>76,771.63</b>	<b>46,827.81</b>	<b>53,130.45</b>	<b>17,939.48</b>	<b>20,352.00</b>
<b>8530 · Fundraising expenses</b>						
8531 · Fundraisng - general	2,473.63	1,899.79	1,442.30	4,715.79	685.14	620.00
8532 · Spaygetti dinner	1,479.85	1,416.90	0.00	0.00	0.00	0.00
8534 · Fundraing Bark for Life	1,579.35	3,243.80	0.00	0.00	1,196.97	0.00
8535 · Fundraing - Bow Meow	10,313.32	31,114.42	6,749.13	11,343.26	0.00	1,500.00
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	1,539.27	1,000.00
<b>Total 8530 · Fundraising expenses</b>	<b>19,435.92</b>	<b>38,404.87</b>	<b>10,840.70</b>	<b>18,497.06</b>	<b>3,421.38</b>	<b>3,120.00</b>
<b>8600 · Miscellaneous</b>						
8605 · Advertising	2,253.17	1,622.11	368.02	209.21	537.52	500.00

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
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8610 · Bank service charges	4,821.76	4,677.12	2,806.99	4,608.19	1,955.83	1,500.00
8615 · Dues and subscriptions	565.00	356.00	481.20	831.35	650.07	500.00
8650 · Licenses and permits	285.00	415.00	485.00	590.00	55.00	500.00
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	250.00
8600 · Miscellaneous - Other	0.00	25.00	0.00	0.00	19.09	0.00
<b>Total 8600 · Miscellaneous</b>	<b>10,302.85</b>	<b>7,352.86</b>	<b>5,390.69</b>	<b>7,702.98</b>	<b>3,300.75</b>	<b>3,250.00</b>
<b>Total Expense</b>	<b>478,322.47</b>	<b>584,224.84</b>	<b>507,924.51</b>	<b>539,416.88</b>	<b>251,207.68</b>	<b>228,536.00</b>
<b>Net Ordinary Income</b>	<b>13,112.37</b>	<b>-79,936.92</b>	<b>-28,583.04</b>	<b>78,611.83</b>	<b>-25,366.85</b>	<b>68,607.00</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
6700 · Other Income	0.00	0.00	3,575.87	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>3,575.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Expense</b>						
9700 · Other Expenses						
9701 · In Kind Goods Expense	0.00	0.00	0.00	0.00	0.00	50,000.00
9701 · In Kind Services Expense	0.00	0.00	0.00	0.00	0.00	21,000.00
<b>Total 9700 Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71,000.00</b>
9800 · Fixed asset purchases						
9805 · Capital purchases - building	1,600.00	0.00	0.00	0.00	0.00	7,978.00
9810 · Capital purchases - equipment	0.00	10,338.93	6,118.78	152.12	0.00	0.00
9800 · Fixed asset purchases - Other	1,692.15	0.00	0.00	0.00	0.00	0.00
<b>Total 9800 · Fixed asset purchases</b>	<b>3,292.15</b>	<b>10,338.93</b>	<b>6,118.78</b>	<b>152.12</b>	<b>0.00</b>	<b>7,978.00</b>
9910 · Interest expense	14,347.00	14,302.55	13,757.98	16,219.93	6,739.48	4,732.00
<b>Total 9700 · Other Expenses</b>	<b>17,639.15</b>	<b>24,641.48</b>	<b>19,876.76</b>	<b>16,372.05</b>	<b>6,739.48</b>	<b>12,710.00</b>
<b>Total Other Expense</b>	<b>17,639.15</b>	<b>24,641.48</b>	<b>19,876.76</b>	<b>16,372.05</b>	<b>6,739.48</b>	<b>12,710.00</b>
<b>Net Other Income</b>	<b>-17,639.15</b>	<b>-24,641.48</b>	<b>-16,300.89</b>	<b>-16,372.05</b>	<b>-6,739.48</b>	<b>-12,710.00</b>
<b>Net Income</b>	<b>-4,526.78</b>	<b>-104,578.40</b>	<b>-44,883.93</b>	<b>62,239.78</b>	<b>-32,106.33</b>	<b>-15,103.00</b>



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

**March 10, 2016 – 3:00 pm**

**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



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

1. **Call to Order**  
Rick Oglesby

2. **Roll Call/Introduction**

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

Absent: Angie Arnett

City Staff / Guests: Michelle Stegman, Human Resources Director; Wynndee Lee, Community Development Director Mike Haeffele, Public Works Director

3. **Approve Minutes** from the March 2016 Meeting. Approved/Seconded: Kyle Trendel 1st/ Tina Oelke, 2<sup>nd</sup>, Motion Passed.

4. **New Business**

**A. Time Change for AAB Board Meeting**

The board discussed moving the AAB meeting as the 4:00 pm time is a conflict for a number of board members. After discussion Kyle Trendel motioned to place the AAB meeting on the calendar every even month (which could be canceled if there was no business) with a 9:00 am start time. Kyle Trendel 1st/ Kaci Brady, 2<sup>nd</sup>, Motion Passed. Michelle will send out a reoccurring calendar invite to all board members.

**B. Review of Transition Plan**

Michelle distributed copies of the Transition Plan spreadsheets that were initially created by the Community Development Department. Each Department Director reviewed their respective buildings/City properties and provided input on improvements. Michelle updated each worksheet with the latest information. The board reviewed each spreadsheet and provided input on additional updates.

Rick said he would want improvements to be a part of the CIP process. Wynndee Lee, Community Development Director shared the City doesn't typically place buildings on the CIP schedule. If building improvements are over \$100 K perhaps that could be considered.

- a. City Hall - Handrails all have to be replaced – Spindles.
- b. Fire Station – Done.
- c. Ottawa Municipal Auditorium – MS needs to clarify if the costs are for 1 or 2 restrooms. The cost of the new handrails in the lower balcony should be added.
- d. Police Station – Not completed.
- e. Carnegie – Newer bathroom. The platform freezes during winter months.
- f. Water Reclamation Facility and Power Plant – Tours are done via video.
- g. Parks – Add Kanza - \$150,000. Need to add \$45,000 to the \$96,000. Michelle will need to add new parks to the sheet.

Michelle will clean up the spreadsheet and let Rick review it along with all the pertinent Department Heads. Rick would like to go before the City Commission at a Study Session to let them know how much has been spent and what is left to improve.

5. **Old Business**  
None

6. **Open Agenda**  
A. Add term expirations to April agenda.

**Next meeting:** April 14, 2016, 9:00 am – 10:00 am.

7. **Adjournment** Wasko/Hasty – 4:34 pm.

**AIRPORT ADVISORY BOARD**  
**Meeting Minutes**  
Tuesday - May 10, 2016  
Ottawa Municipal Airport (KOWI)



Acting Chairman Chad Caylor called the meeting to order.

**BOARD MEMBERS PRESENT** - Gene Ramsey, Chad Caylor, Robert Bowers, Daryl Flager, Milton Scott and Jen Sharp (via phone).

**OTHERS PRESENT** - Bud Gollier, Reuben Esh, Robin Flager, Michael Haeffele and Glora Mathews

Acting Chairman Chad Caylor welcomed new board member, Milton Scott, and introductions were made.

**PUBLIC COMMENTS -**

Bud Gollier stated he enjoyed his recent term on this Board and believes his goal of helping to accomplish a greater awareness of the airport and the development possibilities was met.

Michael Haeffele gave the Board some background on a request from Reuben Esh regarding the construction of a personal hangar at the airport. Two plans were presented. One is for a single hangar to be used by Mr. Esh and one for a three hangar building and he would lease out the other two hangars. Mr. Esh would pay for the construction. He is asking for permission to build the one hangar or the three hangar building plus a concession on taxes from the City. Details of the request as well as drawings of the hangars were distributed to the Board by Mr. Esh. After some discussion, the consensus of the Board was to have Michael Haeffele setup a meeting between Mr. Esh, City Manager Richard U. Nienstedt and himself. Mr. Esh left the meeting.

**AGENDA -**

On a motion by Robert Bower and second by Daryl Flager, the agenda was approved as presented.

**MEETING MINUTES -**

On a motion by Robert Bower and second by Gene Ramsey, the March 8, 2016 and April 12, 2016 meeting minutes were each approved as presented.

**FBO REPORT- Robin Flager**

- Can't use Jet A fuel truck right now because of an issue with Phillips. Michael Haeffele noted he's still waiting on grant paperwork to install an above ground tank.
- Hawkeye Helicopter received a call asking to use the airport for a martial arts fighting event. They would need a place to setup a ring and seating for up to 500 people. They would also be selling beer. The FBO is asking this Board for their feedback. Concerns included lack of space, selling alcohol, permits that would be needed, what to charge for fee, etc. FBO would need to approve first then this Board would make a recommendation to the City

Commission. The event planners would also need to do a presentation to the Commission. Daryl Flager stated he is not in favor of having the event at the airport.

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

- Moving right along with the airplane they've been fixing up. Starting on the inside now.
- Have a group of twelve students who have been attending regularly.

**LEMASTER MEMORIAL - Michael Haeffele**

Chuck LeMaster called him with additional suggestions for the memorial. He explained that his primary focus right now is the Master Plan and he's not going to have much time to address the changes. After some discussion, the Board decided to leave the timing of completing the memorial up to Mr. Haeffele. A motion was made by Chad Caylor to allow Michael Haeffele to address the memorial in his timeframe. Second by Jen Sharp. Motion carried.

**MASTER PLAN - Michael Haeffele**

- According to the master plan schedule, chapters 1 and 2 are to be reviewed by the Board in June.
- The Board decided to have the kickoff meeting at the airport.
- Kickoff would include this board, City Commission, Franklin County Development Council, Chamber of Commerce, the community and area businesses.
- Goal is to discuss where the airport is going.
- A set of questions will be developed to get the conversation started and an aerial photo of the current airport layout will be provided.
- A motion was made by Gene Ramsey to set the date of the Master Plan Kickoff Meeting for Monday, June 27<sup>th</sup>. Second by Daryl Flager. Motion carried.

**AIRPORT DAY 2016 -**

- Board discussed having a movie night during the scout sleepover the night before.
- Robin Flager announced Hawkeye Helicopter will donate \$500 this year for the event.

The next regularly scheduled meeting will be held June 14, 2016 – 5:00 pm.

The meeting adjourned at 6:21 pm on a motion by Gene Ramsey, second by Robert Bowers, with approval by the Board.

Gloria Mathews, Recorder

Revised minutes approved by the Board June 14, 2017

**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, May 17, 2016  
11:30 am – Ottawa Municipal Auditorium



**Call to Order:** Board Chairman Allen Campbell called the meeting to order at 11:33 am.

**Attendance:** Board members present included Jenny Obrecht, Allen Campbell, Tony Brown, Tiffany Evans, and Emily Graves. Others present were Richard U. Nienstedt, Shonda Stitt Becci Shisler and Glora Mathews.

**Public Comments:** There were no public comments.

**Welcome New Board Member:** Chairman Campbell welcomed new board member, Commissioner Emily Graves. Introductions were made by board members.

**Declaration:** No declarations from the board.

**Agenda Approval:** A motion was made by Jenny Obrecht with second by Tiffany Evans to approve the agenda as presented. Motion carried.

**Minutes:** Tony Brown made a motion to approve the April 12, 2016 meeting minutes as presented, Tiffany Evans seconded. Motion carried.

**OMA Community Survey:** Corinne Bannon, Wichita State University, distributed and reviewed a one page summary of the survey conducted on the auditorium. Two hundred forty-two responses were received. Richard U. Nienstedt noted he would like this board to meet with the City Commission in June to discuss the results in detail. Glora Mathews will let the board know the meeting date once it's been scheduled. Michelle Stegman has contact information for those thirty people who wanted to be contacted about volunteer opportunities.

**Staff Report:** Shonda Stitt

- Putting together a list of shows in our price range (Branson acts, regional acts, dance studies, etc). She is waiting on price information.
- Richard U. Nienstedt noted the City Band will do a Christmas concert again this year. Shonda will contact them.
- Reviewed events from April.
- Need volunteers for June 2<sup>nd</sup> – 4<sup>th</sup>.
- Reviewed the financial report for April.

**Board Vacancy Update:** (Three openings)

- Jenny Obrecht met with the Kiwanis Club to see if any of them were interested.
- Glora Mathews had I.T. repost all board openings on the City's social media sites.
- Shonda Stitt will post on auditorium website. Chairman Campbell asked the board to share that posting.

- Tiffany invited Chairman Campbell to be on Brad Howard's KOFO radio show to discuss the openings. He will arrange a time with Tiffany.

**Sub-Committee Update:** No update.

**Task List:**

**Veteran's Day**

- Shonda Stitt reported we have a verbal agreement with Rusty Rierson to do the show on November 12. This is an acoustic performance for a cost of \$700. She is working to get sponsors.
- Shonda has also contacted the VFW and the Veteran's Day Committee to see if they would like to cross market the events.
- Discussed meal versus concession stand only during the event. No decision was made.

**National Guard in July**

- Richard U. Nienstedt reported the National Guard Band will be in town on July 26<sup>th</sup>. We will need to provide them a meal.

**Car Show Friday Night Event**

- Discussed having a show Friday night of the Ole' Marais River Run Car Show the third weekend in September.
- Shonda Stitt will contact Kevin James of the car show to let them know an event is being planned for Friday evening.
- Richard U. Nienstedt noted a couple of 70's and 80's bands have contacted him about playing in Ottawa so he'll check their availability and cost.
- The board agreed they would like to move forward with some type of event on Friday.
- Richard U. Nienstedt offered to speak to Ralph Finch from the car club.
- Becci Shisler suggested the band Boomers from Wichita.

**Volunteer Program:** Chairman Campbell and Tiffany Evans attended the Rotary Club meeting in April to present the volunteer program. They showed a PowerPoint created by Shonda Stitt. The club was very receptive to the program. Allen feels they will offer volunteers in the future. Richard will contact Casey Colburn to see if he's interested in applying for this board.

**Next Meeting:** Tuesday, June 21, 2016 at 11:30 am.

**Adjourn:** Tiffany Evans made a motion to adjourn at 12:17 pm, Jenny Obrecht seconded. Motion carried.

*Glora Mathews, Recorder*

*Approved by the Board on June 21, 2016*

# *Police Department City of Ottawa, Kansas*

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## **MEMORANDUM**

DATE: JUNE 23, 2016

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COMMISSION

THROUGH: RICHARD U. NIENSTEDT, CITY MANAGER

FROM: DENNIS P. BUTLER, CHIEF OF POLICE

SUBJECT: 2017 OPERATING BUDGET PROPOSAL

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The purpose of this memorandum is to provide an overview of the police department's 2017 budget proposal. Budgetary and partial administrative oversight of the municipal court falls within the purview of the police department; therefore, the court budget will be addressed at the end of this memorandum.

Upon implementation of the C-BIZ market rate study in 2014, we were optimistic that we would experience less police officer turnover and this has proven to be true. Except for what I would characterize as normal turnover (retirements spousal job transfers), our retention has improved dramatically. Increases in employee compensation were underestimated for 2016 so we submit our 2017 budget proposal with what we believe to be a more accurate request. This figure also reflects costs associated with a proposed restructuring plan for the police department and municipal court (see attachments).

We have one active grant (four-year period) that funded \$125,000 of the salary costs for the School Resource Officer at Ottawa High School during the 2013-2016 school years. Acceptance of the grant required that we retain the position through the 2016-2017 school year with no federal support during that time. Beginning in 2017-2018, we hope to retain this position using a shared funding formula with USD290. We do not anticipate any retirements during 2017 although we have several eligible officers and one civilian.

Listed below is a summary of notable changes in the police and court budget proposals for 2017.

## **Police**

### Personnel Services

#### **410 Salaries:**

As previously mentioned, increased compensation implemented from the C-BIZ study, coupled with new incentives designed to improve both recruitment and retention led us to underestimate salaries for 2016. Therefore, 2017 salary calculations show a larger year-to-year increase in order

to reflect accurate compensation costs for authorized staffing. This figure will include restructuring costs.

**410 Retirements:** During 2017, we do not anticipate any retirements.

**411 Overtime:** Decrease for second year in a row—we speculate it is due to reduced rate of turnover and reduction of Part I crime.

#### Contractual

**504 Travel & Meals:** Increase for Tyler Technologies conference.

**505 Professional Development:** Increase for one more FBINAA Registration.

**514 Printing:** Decrease due to less printing of reports destined for the County Attorney.

**532 Building Maintenance:** Increased cost due to carpet cleaning & carpet replacement.

**543 Lease Payment:** Increase due to Pitney Bowes Government pricing and due to increase in existing lease agreements.

**558 Other Contractual Services:** Increase to purchase Personnel Performance Tracking Software; KS Department of Revenue Office of Special Investigations Vehicle Licensing; labor for law enforcement center video system repairs; and in-car video maintenance agreement.

#### Commodities

**608 Vehicle Operations:** Decrease due to retail pricing trend.

**614 Books:** Decrease due to trend.

**615 Uniforms:** Hiring several new officers requires replenishment of inventory and replacement of worn items. Also, purchase of exterior ballistic vest carriers to accommodate all accessories including body worn cameras.

**621 Public Safety Equipment:** Increase to purchase body worn cameras & accessories. Taser replacement.

**630 Operating Supplies:** Increase due to trend.

**635 STAR Team:** Increase for headsets needed for new radios if County Radio System replacement is approved.

**639.01 Firearms & Equipment:** Firearms range target replacement. Plan to recoup costs from participating agencies & return to general fund.

#### Capital Outlay

**705 Computer Equipment:** Mounted projector system for roll call & other training. Regular department personal computer replacement & one new laptop for the office manager.

**710 Equipment:** Hardware for law enforcement center video system repairs.

**906 Transfers:**

Scheduled annual purchase of two (new) marked patrol cars and one unmarked car (used).

## **Municipal Court**

#### Personnel Services

**410 Salaries:**

Increase to reflect actual expenditures. This was underestimated in 2016 and this increase should reflect actual costs.

Contractual Services

**502 Postage:** Increase due to trend.

**504 Travel:** Increase for Tyler Technologies conference travel.

**505 Professional Development:** Increase for Tyler Technologies conference registration.

**556 Defense Attorneys:** Increase due to trend.

**558 Other Contractuals:** Increase for STO & UPOC website edition. Tyler Technologies Paperless Court \$19,458 (**one-time**). Tyler Technologies maintenance fees: Court Case Management \$3,190.70 (**annual**), Brazos E-Citation interface with court \$1,000 (**annual**), Court online payments \$1200 (**annual**). \$1,000 for panic alarm installed overhead bailiffs' station in court lobby (**one-time**).

Commodities

**600 Office Supplies:** Replace Chair for Courtroom.

Capital Outlay

**705 Computer Equipment:**

Regular replacement of personal computer.

I will be happy to answer any questions you may have.

Thank you for your consideration.

Attachments:

Current Organizational chart

Proposed organization chart

May 27, 2016 Memorandum to City Manager

**POLICE DEPARTMENT (0151)**

EXPENDITURE DETAIL			Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES			2014	2015	2016	2016	2017
001	5-0151-410.00	Salaries	1,563,779	1,653,130	1,760,600	1,646,345	1,817,000
001	5-0151-410.03	Retirements	0	0	0	20,000	0
001	5-0151-411.00	Overtime	278,946	321,072	296,000	321,829	299,000
<b>SUBTOTAL</b>			<b>1,842,725</b>	<b>1,974,202</b>	<b>2,056,600</b>	<b>1,988,173</b>	<b>2,116,000</b>
CONTRACTUAL SERVICES							
001	5-0151-502.00	Postage	495	672	1,500	1,500	1,500
001	5-0151-503.00	Telecommunications	16,755	14,120	15,700	15,700	15,700
001	5-0151-504.00	Travel and Meals	8,932	8,603	10,100	10,100	11,320
001	5-0151-505.00	Professional Development	7,612	5,962	9,100	9,100	12,020
001	5-0151-513.00	Prisoner Care	32,000	42,540	38,820	38,820	38,820
001	5-0151-514.00	Printing	2,740	3,190	3,000	3,000	2,500
001	5-0151-530.00	Utilities	0	44			
001	5-0151-532.00	Building Maintenance	5,837	1,884	7,150	7,150	11,700
001	5-0151-533.00	Equipment Repair	0	0	0	0	
001	5-0151-534.00	Repair Motor Vehicle	0	0	2,000	2,000	2,000
001	5-0151-543.00	Lease Payment	7,025	8,299	5,800	5,800	6,519
001	5-0151-551.00	Dues and Subscriptions	1,637	2,747	3,000	3,000	3,000
001	5-0151-558.00	Other Contractual Services	33,085	45,197	39,947	39,947	48,926
001	5-0151-564.00	Community & Public Relations	1,762	2,289	4,000	4,000	4,000
<b>SUBTOTAL</b>			<b>117,879</b>	<b>135,547</b>	<b>140,117</b>	<b>140,117</b>	<b>158,005</b>
COMMODITIES							
001	5-0151-600.00	Office Supplies	8,004	7,796	7,750	7,750	7,750
001	5-0151-608.00	Vehicle Operations	77,896	46,490	80,000	80,000	70,000
001	5-0151-609.00	Motor Oil	1,740	1,087	1,500	1,500	1,500
001	5-0151-611.00	Chemical supplies	314	264	500	500	500
001	5-0151-612.00	Vehicle Repair	3,754	5,035	7,500	7,500	7,500
001	5-0151-614.00	Books	118	122	500	500	400
001	5-0151-615.00	Uniforms	10,587	24,439	12,000	12,000	14,754
001	5-0151-620.00	General Supplies	0	10	0	0	
001	5-0151-621.00	Public Safety Equipment	6,226	7,372	7,196	7,196	20,662
001	5-0151-630.00	Operating Supplies	13,178	11,036	12,750	12,750	13,000
001	5-0151-635.00	Star Team Supplies	3,452	5,597	6,500	6,500	14,300
001	5-0151-639.00	Ammunition	15,663	28,364	11,200	11,200	11,200
001	5-0151-639.01	Firearms and Equipment	0	15,050	0	0	5,435
<b>SUBTOTAL</b>			<b>140,931</b>	<b>152,661</b>	<b>147,396</b>	<b>147,396</b>	<b>167,001</b>
CAPITAL OUTLAY							
001	5-0151-702.00	Office Furniture	341	0	2,000	2,000	0
001	5-0151-704.00	Office Equipment	0	0	500	500	500
001	5-0151-705.00	Computer Equipment	15,741	6,767	14,975	14,975	17,163
001	5-0151-710.00	Equipment	0	0	2,685	2,685	6,900
<b>SUBTOTAL</b>			<b>16,082</b>	<b>6,767</b>	<b>20,160</b>	<b>20,160</b>	<b>24,563</b>
TRANSFERS							
001	5-0151-906.00	Transfer to Equip. Reserve (Cars)	68,400	50,000	70,000	70,000	80,000
<b>SUBTOTAL</b>			<b>68,400</b>	<b>50,000</b>	<b>70,000</b>	<b>70,000</b>	<b>80,000</b>
<b>TOTAL</b>			<b>2,186,017</b>	<b>2,319,177</b>	<b>2,434,273</b>	<b>2,365,846</b>	<b>2,545,569</b>

504: Increase \$1220 for Tyler Technologies annual conference  
 505: Increase \$800 for Tyler Technologies annual conference registration fee \$300 for FBINAA registration  
 532: Carpet cleaning \$1200 & carpet replacement for Detectives \$4,000  
 543: Increase \$5.55 quarterly for Pitney Bowes government pricing changes & 12% increase due to lease costs.  
 558: Increase \$1503(annual) & 526 (one-time set-up fee) for Guardian Tracking, \$450 for Dept of Revenue Office of Special Investigations, \$4,000 Watch Guard maintenance (**in-car video**) & \$2500 labor for DVR upgrade and camera lens replacement  
 615: Vest \$77.99, Patches \$30 & Pouches \$53.97 = \$161.96 X 17 = \$2,753.32  
 621: Body cameras: 10 @ \$995 each = \$9,950.00 + \$400 for accessories = \$10,350.00 & Two tasers and equipment \$2512.11  
 630: Increase \$250 due trend  
 635: STAR Team: Liberator II headseats & gel seals \$779.98 x 10 = \$7,799.80 (**contingent upon county radio system replacement**)  
 639.01: \$5435 for targets to be reimbursed by other agencies  
 705: \$1520 Projector system for roll call training & \$668 laptop for Office Manager  
 710: \$6900 Hardware & materials for DVR upgrade and camera replacement  
 906: Annual replacement of two marked (**new**) an one unmarked vehicle (**used**)

## MUNICIPAL COURT (0155)

EXPENDITURE DETAIL			Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES			2014	2015	2016	2016	2017
001	5-0155-410.00	Salaries	76,321	83,051	86,295	87,000	88,884
001	5-0155-411.00	Overtime	0	236	200	0	200
<b>SUBTOTAL</b>			<b>76,321</b>	<b>83,287</b>	<b>86,495</b>	<b>87,000</b>	<b>89,084</b>
CONTRACTUAL SERVICES							
001	5-0155-502.00	Postage	1,113	770	1,000	1,000	1,078
001	5-0155-503.00	Telecommunications	1,125	929	1,125	1,125	1,125
001	5-0155-504.00	Travel	107	1,144	2,200	2,200	2,640
001	5-0155-505.00	Professional Development	175	1,290	2,250	2,250	3,050
001	5-0155-514.00	Printing	689	1,155	1,200	1,200	1,200
001	5-0155-543.00	Lease Payments	1,590	1,987	1,400	1,400	1,400
001	5-0155-556.00	Defense Attorneys	52,700	57,200	44,100	44,100	45,864
001	5-0155-558.00	Other Contractual Services	3,678	7,515	7,500	7,500	33,451
<b>SUBTOTAL</b>			<b>61,177</b>	<b>71,990</b>	<b>60,775</b>	<b>60,775</b>	<b>89,808</b>
COMMODITIES							
001	5-0155-600.00	Office Supplies	1,788	2,128	2,750	2,750	3,175
001	5-0155-614.00	Books	228	207	300	300	300
001	5-0155-630.00	Other Operating Supplies	443	263	0	0	0
<b>SUBTOTAL</b>			<b>2,459</b>	<b>2,597</b>	<b>3,050</b>	<b>3,050</b>	<b>3,475</b>
CAPITAL OUTLAY							
001	5-0155-705.00	Computer Equipment	320	157	300	300	300
001	5-0155-710.00	Equipment	4,161	3,432	400	400	0
<b>SUBTOTAL</b>			<b>4,481</b>	<b>3,589</b>	<b>700</b>	<b>700</b>	<b>300</b>
<b>TOTAL</b>			<b>144,437</b>	<b>161,463</b>	<b>151,020</b>	<b>151,525</b>	<b>182,667</b>

502: Increase due to trend \$78  
504: \$440 increase for Tyler Technologies conference travel  
505: \$800 increase for Tyler Technologies conference registration  
556: \$1764 increase due to trend  
558: \$102 increase for STO & UPOC website edition. Tyler Technologies Paperless Court \$19,458 **(one-time cost)**. \$1,000 for panic alarm installed overhead bailiffs station in court lobby. Tyler Technologies maintenance fees: Court Case Management \$3,190.70, Brazos eCitation interface with court \$1,000 (annual), Court online payments \$1200 (annual).  
600: Office chair for court room for clerk \$400  
705: \$300 new computer/desktop rotation

*Police Department*  
*City of Ottawa, Kansas*

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**MEMORANDUM**

DATE: JUNE 23, 2016

TO: RICHARD U. NIENSTEDT, CITY MANAGER

FROM: DENNIS P. BUTLER, CHIEF OF POLICE

SUBJECT: PROPOSED POLICE DEPARTMENT ORGANIZATIONAL RESTRUCTURE

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The purpose of this memorandum is to describe my proposal to restructure the police department.

As you know, the current structure was in place many years prior to my appointment as chief of police. During the past 12 years, the needs of our citizens have changed and their expectations have increased; professional policing has evolved, and technology has advanced. These observations and my professional experience and training lead me to recommend a restructuring of our department to address the aforementioned issues now, and position us for continued excellence well into the future. With this in mind, I have held several meetings with my command staff, you, the Finance & Human Resources Director to discuss my proposal.

It critical to note that this restructuring is not intended to diminish the work currently being performed by our employees or to devalue their efforts. We do a very good job in providing professional police services to our community, but we can make substantial improvements through this proposed plan.

Attached to this proposal are two police department organizational charts. Attachment A depicts the current organizational structure and Attachment B depicts the proposed organizational structure. This proposal is designed to create positive outcomes for our community, not individual employees.

There are two new positions being created: One is the rank of assistant chief of police and the other is a commander at the rank of lieutenant to supervise a new division named "Support Services Division."

The advantages for creating these positions needed to execute restructuring are:

- More effective distribution of critical responsibilities
- Expanded Patrol Command Coverage
- Focused Investigations Command Leadership/Management

- Enhanced Community Policing and Media outreach (both social and traditional)
- Case management
- Improved fleet management
- More effective recruiting
- Technology management (Tyler, In-car video, body camera, in-house video, Taser, less-lethal devices)
- Special Event Management
- SWAT Training/planning/coordination
- Professional Development
- Succession Planning
- More visibility of chief of police
- Enhanced focus on employee health and wellness; and
- Pursuit of grant funding and improved management of ones awarded.

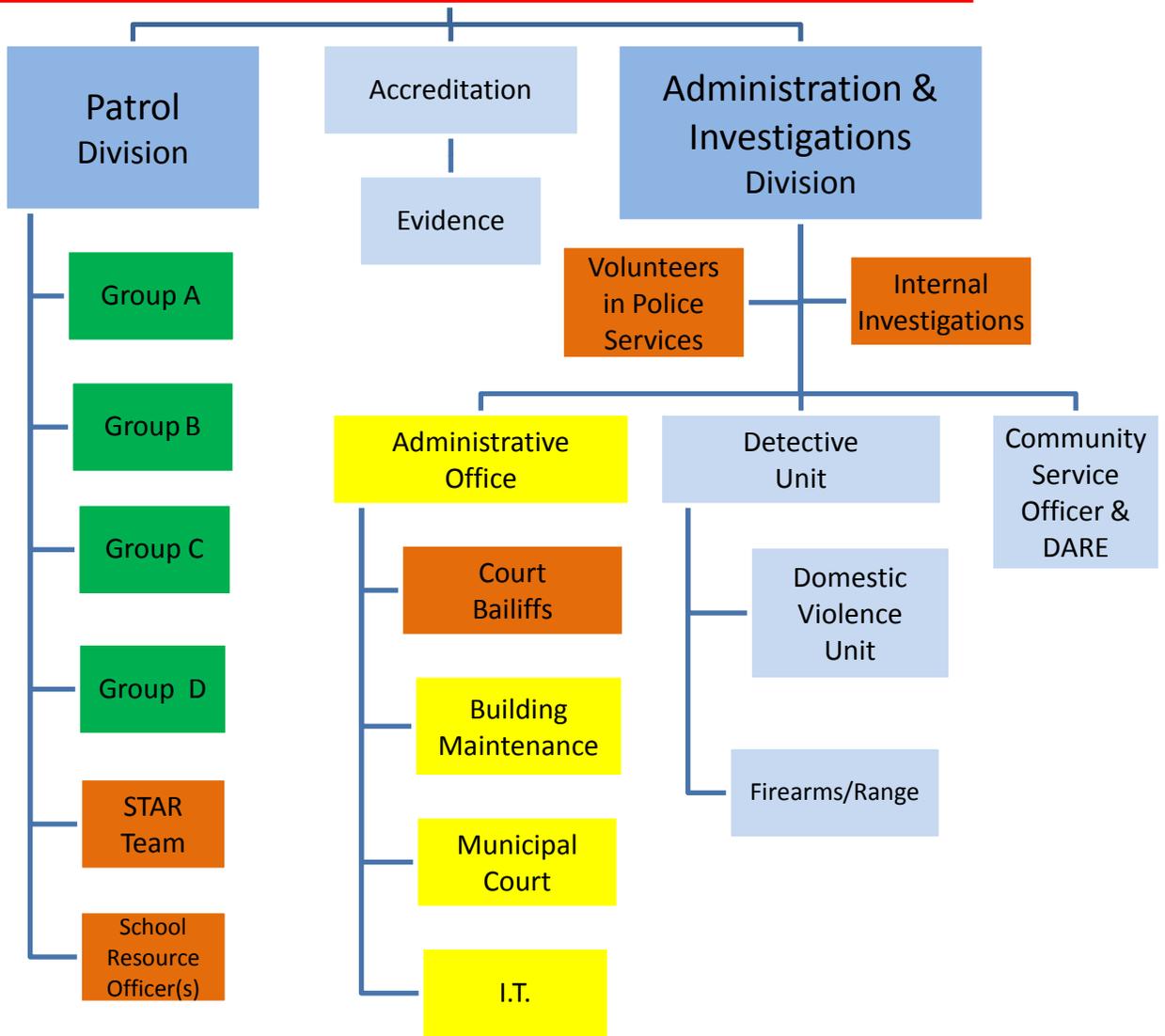
In addition, a new Support Services Division will separate investigations from mostly administrative and mission support functions. A real example is my desire not to have the Investigations commander tasked during major crimes investigations with entertaining internal inquiries regarding building repair or maintenance issues.

The proposed Support Services Division is almost self-explanatory when one reads the proposed organizational chart. All administrative functions and services are consolidated in one division under one dedicated commander that promotes more efficient operation of those services and focused leadership. Again, this reduces interference with the oversight and management of critical major crimes investigations.

### **Fiscal Impact**

The annual fiscal impact of this proposal is \$28,121.30 or less. See attachment D for more detail regarding the cost of promotions that will occur to implement this proposed plan.

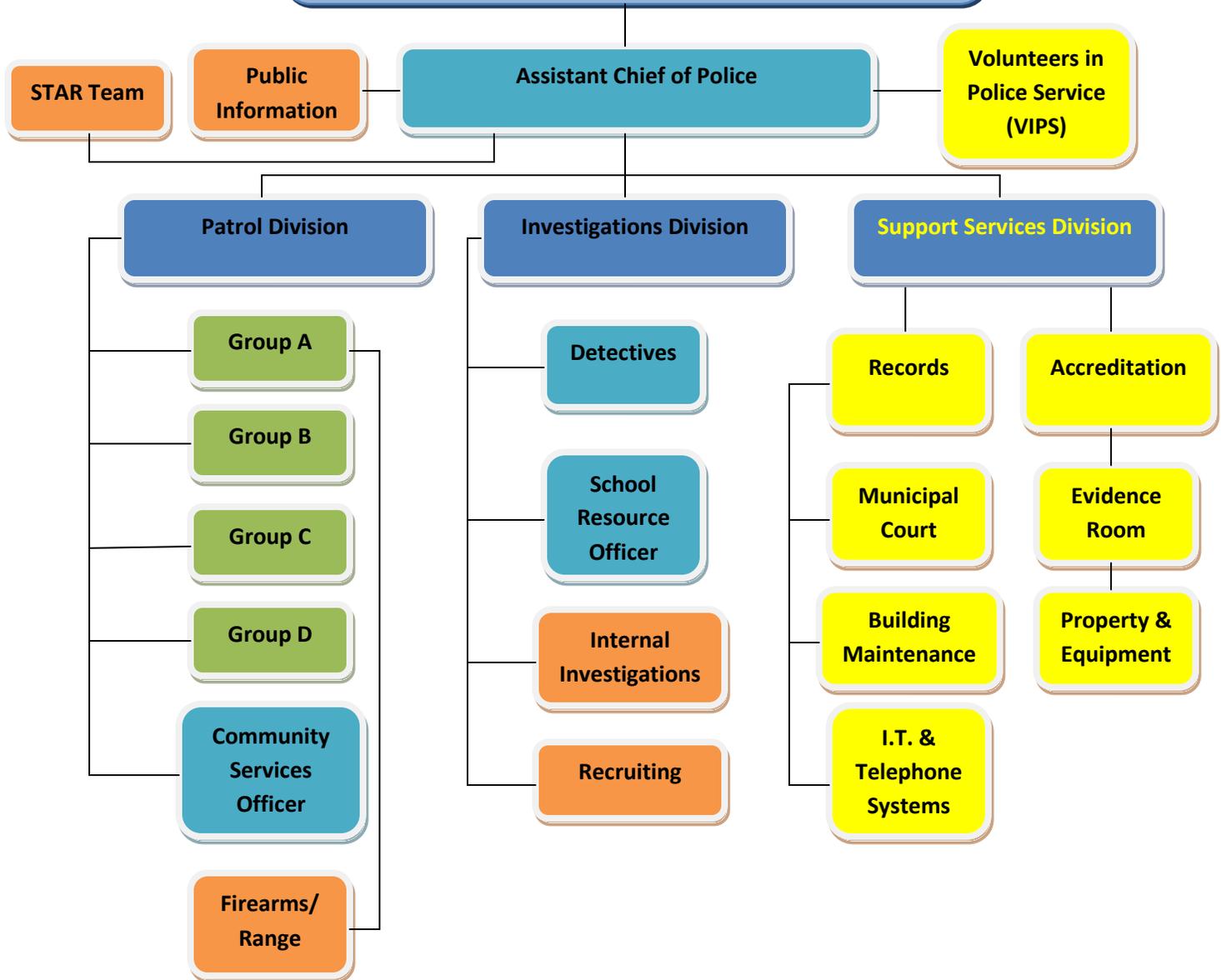
# OFFICE OF THE CHIEF OF POLICE



# Ottawa Police Department

Revised May 13, 2016

## Office of the Chief of Police



To: City Commission  
Richard U. Nienstedt, City Manager  
CC: Scott Bird, Finance Director  
Date: June 22, 2016  
From: Michelle Stegman, Human Resources Director  
**RE: 2017 Proposed Human Resources and Risk Management Budgets**

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**Issue**

Staff is seeking City Commission concurrence with the proposed 2017 Human Resources and Risk Management Budgets. Both attached budgets include prior year's expenses and recommendations for 2017. After a year of service with the City of Ottawa, HR Director Michelle Stegman has a better understanding of the department budgets, programs and insurance policies for which she has oversight. Director Stegman spent a significant amount of her time working with the Truss Advantage Property Casualty broker to determine what policies were affordable and best for our organization.

**Human Resources (0175)**

The overall increase over the 2016 HR budget equates to \$69.

**410.00: Salaries** – Increase \$4,919. The Human Resources Department salaries are split between Human Resources (0175) and Risk Management (5600). In 2016 a part time (20 hours) Receptionist was approved to assist Support Staff. With the departure of the Public Utilities Management Staff to the WRF Facility, the HR Assistant will move into an office. The Department requests increasing the Receptionist position hours to 30 hours per week in 2016 and in 2017. This will continue to provide the same level of service, security and the professionalism of the organization. In addition, the additional increase is for possible COLA and merit increases.

**411.00: Overtime** – \$200 increase

**500.00: Training – (Confined Space, BB Path)** - \$2,500 decrease

**502.00: Postage** – \$650 decrease

**503.00: Telecommunications** – \$700 increase

**504.00: Travel Expense** – \$500 increase

**516.00: Recruitment and Screening** –\$1,000 increase. The Human Resources Department is responsible for all the expenses related to employee recruitment. Year to date, eight employees have left our organization including two due to retirement. In 2016, we are aware that two more employees will retire. Staff anticipates more retirements as we have 17 employees that are KPF and/or KPERs eligible now.

**558.00: Other Contractual Services** – \$2,000 decrease

**600.00: Office Supplies** – \$800 decrease

**702.00: Furniture** - \$1000 decrease

**Risk Management (5600)**

Staff recommends a decrease of \$36,481 to the 2017 Risk Management budget.

**410.00: Salaries** –\$4,919 increase. This same applies to this line item as stated above in HR (0175).

**412.00: Social Security** - \$144 increase due to change in 410.00 salaries.

**416.00: KPERS** - \$529 increase due to change in 410.00 salaries.

**500.00: Training** – \$400 increase. The KMU Safety and OSHA Compliance Program will enter its 3<sup>rd</sup> year in 2017. This line item did assist other departments with training materials in 2015.

**505.00: Professional Development** - \$300 increase

**505.00: Employee Recognition** - \$500 decrease

**Property and Casualty Insurance Policies**

The City of Ottawa renewed all Property and Casualty (excluding Flood Insurance) policies April 1, 2016 with about a 2.62% increase.

**520.00: Insurance – Building and Contents** - \$18,500 decrease

**521.00: Workers' Compensation** - \$3,700 increase. Our 2016 KERIT premium will equate to \$141,189. If our payroll and rates remain flat and if we continue to have an improvement in claim experience, the City of Ottawa may see another reduction in our premium we pay KERIT in 2017. Staff has budgeted conservatively in the event this does not occur.

**523.00: Vehicle Insurance** - \$5,500 decrease

**524.00: Public Officials/Law Enforcement Liability** – No increase

**525.00: Boiler Insurance** - \$19,000 decrease

**526.00: General Liability Insurance** – No increase

**526.05: Cyber Liability** – \$7,000 increase. New coverage added in 2016 in the event there is a cyber breach to City IT Systems.

**527.00: Inland Marine Insurance** – No increase

**528.00: Airport Liability** - \$100 increase

**529.00: Flood Insurance** - \$2,582 increase. 2016 premiums equated to \$68,653.23

**533.00: Machine and Equipment Repair** – No increase

**558.00: Other Contractual** - \$5,000 increase. This fund is utilized for expenses such as Fire Fighter physicals, health screenings, immunizations, leadership training, consultant fee and debriefing.

**584.00: EAP Services** - \$1,500 Increase

**580.00 Wellness Program** - \$350 decrease. It would have been more appropriate to pay the \$3,101 wellness program expenditures out of the health insurance fund in 2015.

## HUMAN RESOURCES (0175)

EXPENDITURE DETAIL			Actual	Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES			2013	2014	2015	2016	2016	2017
001	5-0175-410.00	Salaries	119,015	64,428	70,905	73,000	73,081	78,000
001	5-0175-410.00	Retirement	0	0	7,650	0	0	
001	5-0175-411.00	Overtime	928	418	206	1,000	1,200	1,200
<b>SUBTOTAL</b>			<b>119,943</b>	<b>64,845</b>	<b>78,761</b>	<b>74,000</b>	<b>74,281</b>	<b>79,200</b>
<b>CONTRACTUAL SERVICES</b>								
001	5-0175-500.00	Training - (Confined Space, BB Path)	0	0	348	1,000	3,500	1,000
001	5-0175-501.00	Education Reimbursement	6,001	7,868	2,778	7,000	7,000	7,000
001	5-0175-502.00	Postage	436	181	127	350	1,000	350
001	5-0175-503.00	Telecommunications	868	1,185	1,429	900	900	1,600
001	5-0175-504.00	Travel Expense	667	1,656	3,132	2,000	2,000	2,500
001	5-0175-505.00	Professional Development	568	1,033	1,401	3,000	3,000	3,000
001	5-0175-510.00	Employee Memorials	540	1,264	750	1,500	1,500	1,500
001	5-0175-512.00	Meeting Expenses/Meals	346	45	72	300	500	300
001	515.00	Advertising (Recruitment)		0		0	0	
001	5-0175-516.00	Recruitment & Screening	19,140	19,593	33,272	35,000	35,000	36,000
001	5-0175-551.00	Dues & Subscriptions	737	791	729	1,000	1,000	1,000
001	5-0175-558.00	Other Contractual Services	31,102	825	1,450	2,000	4,000	2,000
<b>SUBTOTAL</b>			<b>60,405</b>	<b>34,440</b>	<b>45,488</b>	<b>54,050</b>	<b>59,400</b>	<b>56,250</b>
<b>COMMODITIES</b>								
001	5-0175-600.00	Office Supplies	1,453	1,188	1,481	1,700	2,500	1,700
001	615	Uniforms				0	0	
001	5-0175-620.00	Operating Supplies	179	0	295	400	600	500
	630	Safety Related Supplies			0			0
<b>SUBTOTAL</b>			<b>1,631</b>	<b>1,188</b>	<b>1,776</b>	<b>2,100</b>	<b>3,100</b>	<b>2,200</b>
<b>CAPITAL OUTLAY</b>								
001	5-0175-702.00	Furniture	0	0	425	1,000	2,000	1,000
001	5-0175-704.00	Office Machines	0	115	0	500	500	500
001	705	Computer & Software				0	0	
001	5-0175-705.00	Computer & Software	0	1,280	2,079	1,300	1,300	1,500
001	5-0175-710.00	Equipment	0	0	0	0	0	
<b>SUBTOTAL</b>			<b>0</b>	<b>1,395</b>	<b>2,504</b>	<b>2,800</b>	<b>3,800</b>	<b>3,000</b>
<b>TOTAL</b>			<b>181,979</b>	<b>101,868</b>	<b>128,530</b>	<b>132,950</b>	<b>140,581</b>	<b>140,650</b>

**RISK MANAGEMENT (5600)**

		Actual	Actual	Actual	Revised	Budget	Budget
	SOURCE OF REVENUE	2013	2014	2015	2016	2016	2017
100.00	Unencumbered Cash	250,620	218,897	140,451	74,975	74,975	222,632
390.01	Reimbursed Expense Income	0	0	181,375	0	0	0
392.02	Reimbursed Expenses - Insurance	62,932	66,712	1,599	65,000	65,000	65,000
346.00	Transfer - Airport	0	0	0	3,000	3,000	3,000
346.00	Transfers - Auditorium	0	0	2,000	8,000	8,000	8,500
398.01	Transfers - Wastewater	140,000	120,000	144,000	145,000	145,000	145,000
398.02	Transfers - Electric	290,000	350,000	300,000	400,000	400,000	420,000
398.06	Transfers - Water	150,000	120,000	162,000	223,000	223,000	234,150
398.08	Transfers - General	90,000	150,000	125,000	227,500	227,500	238,875
	<b>Total Transfers</b>	<b>670,000</b>	<b>806,712</b>	<b>915,974</b>	<b>1,071,500</b>	<b>1,071,500</b>	<b>1,114,525</b>
399.00	Miscellaneous	4,253	368	324	5,000	5,000	5,000
	<b>Total Revenue</b>	<b>737,281</b>	<b>807,269</b>	<b>916,433</b>	<b>1,076,650</b>	<b>1,076,650</b>	<b>1,119,675</b>
	<b>Total Resources</b>	<b>987,901</b>	<b>1,026,166</b>	<b>1,056,884</b>	<b>1,151,625</b>	<b>1,151,625</b>	<b>1,342,307</b>

**Expenditure Detail**

		Actual	Actual	Actual	Revised	Budget	Budget
	EXPENDITURE DETAIL	2013	2014	2015	2016	2016	2017
	<b>PERSONNEL</b>						
410.00	Salaries	0	64,586	81,129	73,000	73,081	78,000
413.00	Retirements	0	0	0	0	0	0
411.00	Overtime	0	671	2,676	500	1,000	1,000
412.00	Social Security	0	4,562	5,075	5,667	5,667	5,811
414.00	Health Insurance	0	2,611	4,446	7,203	7,203	7,203
414.01	Health Wellness Program						
414.02	EAP Services						
415.00	Dental	0	382	307	383	383	400
416.00	KPERS	0	6,193	8,062	6,971	6,971	7,500
417.00	Vision	0	85	65	86	86	95
	<b>SUBTOTAL</b>	<b>0</b>	<b>79,090</b>	<b>101,760</b>	<b>93,810</b>	<b>94,390</b>	<b>100,009</b>
	<b>CONTRACTUAL</b>						
500.00	Training	1,378	11,423	24,912	24,600	24,600	25,000
502.00	Postage	148	23	0	300	500	500
504.00	Travel Expense	910	759	1,890	1,500	1,500	1,650
505.00	Professional Development	220	220	770	1,500	1,500	1,800
512.00	Employee Recognition	333	458	0	1,000	1,000	500
520.00	Insurance - Building & Contents & Commercial Output	231,118	241,771	206,787	230,000	263,500	245,000
520.01	Underground Storage Tank Insurance	0	0	0	200	200	200
521.00	Workers Comp	199,353	182,975	173,539	150,000	201,300	205,000
523.00	Vehicle Insurance	48,445	51,540	49,993	49,603	60,500	55,000
524.00	Public Officials/Law Enforcement Liability	20,084	22,338	21,905	22,000	24,600	24,600
525.00	Boiler Insurance	89,691	95,033	94,154	94,912	115,000	96,000
526.00	General Liability	21,806	24,119	24,268	23,000	26,500	26,500
526.05	Cyber Liability	0	0	0	6,150		7,000
527.00	Inland Marine Insurance	0	19,731	20,893	21,000	21,700	21,700
528.00	Airport Liability Insurances	0	1,901	3,367	3,900	3,900	4,000
529.00	Flood Insurance	0	79,976	67,887	69,418	69,418	72,000
532.00	Building & Structures Repairs	12,121	0	0	10,000	10,000	10,000
533.00	Machine & Equipment Repair	819	0	8,632	1,500	1,500	1,500
534.00	Vehicle Repair	5,373	2,720	2,599	7,000	7,000	7,000
537.00	Recreation Facility Repairs	0	0	0	3,000	3,000	3,000
551.00	Dues & Subscriptions	0	99	0	500	500	500
558.00	Other Contractual	106,715	17,317	23,077	40,000	40,000	45,000
574.00	Safety & Wellness	0	0	0	1,500	1,500	1,500
584.00	EAP Services	5,701	5,262	6,534	7,000	5,800	7,300
585.00	Wellness Program	0	351	3,101	150	500	150
	<b>SUBTOTAL</b>	<b>744,216</b>	<b>758,017</b>	<b>731,206</b>	<b>769,733</b>	<b>904,100</b>	<b>862,400</b>
	<b>COMMODITIES</b>						
600.00	Office Supplies	231	212	0	150	500	300
620.00	Other Operating Supplies	379	0	150	300	500	300
630.00	Safety Supplies	22,925	17,822	14,810	20,000	20,000	20,000
	<b>SUBTOTAL</b>	<b>23,535</b>	<b>18,034</b>	<b>14,960</b>	<b>20,450</b>	<b>21,000</b>	<b>20,600</b>
	<b>CAPITAL</b>						
715.00	Building Maintenance	0	0	127,908	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>127,908</b>	<b>0</b>	<b>0</b>	<b>0</b>
820.00	Judgments & Claims	1,254	30,574	6,075	35,000	35,000	35,000
970.00	Safety Equipment	0	0	0	10,000	10,000	10,000
	<b>SUBTOTAL</b>	<b>1,254</b>	<b>30,574</b>	<b>6,075</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
	<b>Total Requirements</b>	<b>769,004</b>	<b>885,715</b>	<b>981,909</b>	<b>928,993</b>	<b>1,064,490</b>	<b>1,028,009</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>218,897</b>	<b>140,451</b>	<b>74,975</b>	<b>222,632</b>	<b>87,134</b>	<b>314,298</b>