



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

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

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

A Study Session is scheduled for **July 18, 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 July 11, 2016 Study Session *Pgs. 3-4*
- b. Ordinance Concerning Payment of Insurance Proceeds - Blaine Finch *Pgs. 5-8*
- c. RWD #4 Water Supply Agreement - David Buehler & Dennis Tharp *Pgs. 9-29*
- d. Resolutions Fixing the Date, Time, Place and Providing for Notice of Hearing for Condemnations on 112 S. Elm and 322 S. Poplar in Ottawa, Ks. - Wynndee Lee *Pgs. 30-33*

III. Items for Presentation and Discussion

- a. 2017 Budget Review - Scott Bird
 - SWAN Arts - Shawn & Meg Dickinson *Pg. 34*
 - Elizabeth Layton Center - Leslie Bjork *Pgs. 35-36*
 - City Band - Dr. Mordy
 - Franklin County Development Council - James Oltman *Pgs. 37-39*
 - 911 Operations - Jon Holmes & Sheriff Richards *Pgs. 40-42*
 - Water Reclamation - Dennis Tharp & David Buehler *Pgs. 43-52*
 - Ottawa Municipal Auditorium - Michelle Stegman *Pgs. 53-55*
 - Broadband - Chuck Bigham *Pgs. 56-57*
 - Community Development - Wynndee Lee *Pgs. 58-61*
 - Special Revenue Funds - Scott Bird *Pgs. 62-65*
 - Utility Billing - Scott Bird *Pgs. 66-67*
 - Building Maintenance & Non-Operating - Scott Bird *Pgs. 68-70*
 - Notice of Budget Hearing - Scott Bird
- b. City Manager's Report
- c. Commissioner's Reports
- d. Mayor's Report

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

#34. Get to know the officials of neighboring and similar size cities. Visit other cities, particularly those with a reputation of being well run.

IV. Announcements

- July 20, 2016 **Regular** Meeting, 9:30 am, City Hall
- July 25, 2016 Study Session, 4:00 pm, City Hall
- July 26, 2016 Army Band Concert, 7:00 pm, Ottawa Municipal Auditorium
- August 1, 2016 Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 2, 2016 National Night Out, 5:30 pm
- August 23, 2016 Ottawa University Fusion, 6:00 - 8:00 pm

V. Adjourn

Motion: _____ Second: _____ Time: _____

VI. Items Already Placed

- a. Minutes from the June 20, 2016 Study Session, the June 21, 2016 Special Call Meeting with OMA Advisory Board, June 27, 2016 Study Session, June 27, 2016 Special Call Leadership Meeting and the June 27, 2016 Special Call Meeting for Airport Master Plan Kickoff
- b. Appointment of Roger Welton to the Zoning Board of Appeals

**Study Session Minutes
Ottawa, Kansas
Minutes of July 11, 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.

Interview for Board of Zoning Appeals

The Governing Body interviewed Roger Welton for the Board of Zoning Appeals. Discussion was made and it was agreed to place the appointment of Roger Welton to the Board of Zoning Appeals on the next regular meeting agenda, July 20, 2016.

Minutes to Review

The Governing Body reviewed minutes from the June 21, 2016 Special Call Meeting with OMA Advisory Board, June 27, 2016 Study Session, June 27, 2016 Special Call Leadership Meeting, and the June 27, 2016 Special Call Meeting for Airport Master Plan Kickoff. It was agreed to place these items on the next regular meeting agenda.

2017 Budget Review

The Governing Body reviewed the following budgets with representatives for each:

- Library (1800)
- Willow Domestic Violence Center (1100)
- Prairie Paws Animal Shelter (1100)
- Ottawa Main Street Association (1100)
- Public Works Special Funds
 - o Cemetery (0140)
 - o Streets (0141)
 - o Fleet Management (0144)
 - o Parks (0146)
- Special Revenue Funds
 - o G.O. Debt Retirement Fund (0500)
 - o Special Parks and Recreation (1600)
 - o Special Alcohol Program (1700)
 - o Electric Power Supply Fund (4100)
 - o Revolving Loan Fund (5500)
 - o Waste Water Treatment Plant Debt Fund (7800)

Commissioner's Reports

Commissioner Reed gave updates on the Chamber of Commerce Board.

Commissioner Graves gave updates on the Play Task Force Board and the Ottawa Municipal Auditorium Board.

Commissioner Jorgensen stated he would give an update following the Airport Advisory Board meeting tomorrow at 5:30 pm.

Commissioner Skidmore will report on Prairie Paws after the quarterly meeting and gave an update on the Neighborhood Revitalization Committee.

Report by Mayor

Mayor Caylor gave an update on the Franklin County Development Council Board and stated she would provide an update after attending the next Library Board meeting.

Mayor Caylor stated she would be gone next week and Commissioner Reed will be taking her place as Mayor Pro Tem.

Announcements

Mayor Caylor announced:

- July 18, 2016: Study Session, 4:00 pm, City Hall
- July 20, 2016: Regular Meeting, 9:30 am, City Hall
- July 25, 2016: Study Session, 4:00 pm, City Hall
- July 26, 2016: Army Band Concert, 7:00 pm, Ottawa Municipal Auditorium

Adjournment

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Graves to adjourn the meeting. The meeting was adjourned at 5:57 pm.

Carolyn S. Snethen, City Clerk

*IMPORTANT: Upon passage of this ordinance, send a copy to the Commissioner of Insurance at:
Insurance Commissioner 420 S.W. 9th Street Topeka,KS 66612*

ORDINANCE NO. _____

AN ORDINANCE CONCERNING PAYMENT OF INSURANCE PROCEEDS AND REPEALING ORDINANCE NO. _____

WHEREAS, the Kansas Legislature amended K.S.A. 40-3901 et seq., allowing cities to more easily recover costs incurred by the public at large to raze and clean up structures damaged by fire, and;

WHEREAS, the City of Ottawa must amend its existing law to conform to the new state law:

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

Section 1. SCOPE AND APPLICATION. The city is hereby authorized to utilize the procedures established by K.S.A. 40-3901 et seq., whereby no insurance company shall pay a claim of a named insured for loss or damage to any building or other structure located within the city, where the amount recoverable for the loss or damage to the building or other structure under all policies is in excess of 75 percent of the face value of the policy covering such building or other insured structure, unless there is compliance with the procedures set out in this ordinance.

Section 2. LIEN CREATED. The governing body of the city hereby creates a lien in favor of the city on the proceeds of any insurance policy based upon a covered claim payment made for damage or loss to a building or other structure located within the city, where the amount recoverable for all the loss or damage to the building or other structure under all policies is in excess of 75 percent of the face value of the policy(s) covering such building or other insured structure. The lien arises upon any unpaid tax, special ad valorem levy, or any other charge imposed upon real property by or on behalf of the city which is an encumbrance on real property, whether or not evidenced by written instrument, or such tax, levy, assessment, expense or other charge that has remained undischarged for at least one year prior to the filing of a proof of loss.

Section 3. SAME; ENCUMBRANCES. Prior to final settlement on any claim covered by Section 2, the insurer or insurers shall contact the county treasurer of Franklin County, Kansas, to determine whether any such encumbrances are presently in existence. If the same are found to exist, the insurer or insurers shall execute and transmit in an amount equal to that owing under the encumbrances a draft payable to the county treasurer of Franklin County, Kansas.

Section 4. SAME; PRO RATA BASIS. Such transfer of proceeds shall be on a pro rata basis by all insurance companies insuring the building or other structure.

Section 5. PROCEDURE.

- a. When final settlement on a covered claim has been agreed to or arrived at between the named insured or insureds and the company or companies, and the final settlement exceeds 75 percent of the face value of the policy covering any building or other insured structure,

and when all amounts due the holder of a first real estate mortgage against the building or other structure, pursuant to the terms of the policy and endorsements thereto, shall have been paid, the insurance company or companies shall execute a draft payable to the city treasurer in an amount equal to the sum of 15 percent of the covered claim payment, unless the chief building inspector of the city has issued a certificate to the insurance company or companies that the insured has removed the damaged building or other structure, as well as all associated debris, or repaired, rebuilt, or otherwise made the premises safe and secure.

- b. Such transfer of funds shall be on a pro rata basis by all companies insuring the building or other structure. Policy proceeds remaining after the transfer to the city shall be disbursed in accordance with the policy terms.
- c. Upon the transfer of the funds as required by subsection (a) of this ordinance, the insurance company shall provide the city with the name and address of the named insured or insureds, the total insurance coverage applicable to said building or other structure, and the amount of the final settlement agreed to or arrived at between the insurance company or companies and the insured or insureds, whereupon the chief building inspector shall contact the named insured or insureds by certified mail, return receipt requested, notifying them that said insurance proceeds have been received by the city and apprise them of the procedures to be followed under this ordinance.

Section 6. **FUND CREATED; DEPOSIT OF MONEYS.** The city treasurer is hereby authorized and shall create a fund to be known as the "Insurance Proceeds Fund." All moneys received by the city treasurer as provided for by this ordinance shall be placed in said fund and deposited in an interest-bearing account.

Section 7. **BUILDING INSPECTOR; INVESTIGATION, REMOVAL OF STRUCTURE.**

- a. Upon receipt of moneys as provided for by this ordinance, the city treasurer shall immediately notify the chief building inspector of said receipt, and transmit all documentation received from the insurance company or companies to the chief building inspector.
- b. Within 30 days of the receipt of said moneys, the chief building inspector shall determine, after prior investigation, whether the city shall instigate proceedings under the provisions of K.S.A. 12-1750 et seq., as amended.
- c. Prior to the expiration of the 30 days established by subsection (b) of this ordinance, the chief building inspector shall notify the city treasurer whether he or she intends to initiate proceedings under K.S.A. 12-1750 et seq., as amended.
- d. If the chief building inspector has determined that proceedings under K.S.A. 12-1750 et seq., as amended shall be initiated, he or she will do so immediately but no later than 45 days after receipt of the moneys by the city treasurer.
- e. Upon notification to the city treasurer by the chief building inspector that no proceedings shall be initiated under K.S.A. 12-1750 et seq., as amended, the city treasurer shall return all such moneys received, plus accrued interest, to the insured or insureds as identified in the communication from the insurance company or companies. Such return shall be accomplished within 45 days of the receipt of the moneys from the insurance company or companies.

Section 8. REMOVAL OF STRUCTURE; EXCESS MONEYS. If the chief building inspector has proceeded under the provisions of K.S.A. 12-1750 et seq., as amended, all moneys in excess of that which is ultimately necessary to comply with the provisions for the removal of the building or structure, less salvage value, if any, shall be paid to the insured.

Section 9. SAME; DISPOSITION OF FUNDS. If the chief building inspector, with regard to a building or other structure damaged, determines that it is necessary to act under K.S.A. 12-1756, any proceeds received by the city treasurer under the authority of Section 5(a) relating to that building or other structure shall be used to reimburse the city for any expenses incurred by the city in proceeding under K.S.A. 12-1756. Upon reimbursement from the insurance proceeds, the chief building inspector shall immediately effect the release of the lien resulting therefrom. Should the expenses incurred by the city exceed the insurance proceeds paid over to the city treasurer under Section 5(a), the chief building inspector shall publish a new lien as authorized by K.S.A. 12-1756, in an amount equal to such excess expenses incurred.

Section 10. EFFECT UPON INSURANCE POLICIES. This ordinance shall not make the city a party to any insurance contract, nor is the insurer liable to any party for any amount in excess of the proceeds otherwise payable under its insurance policy.

Section 11. INSURERS; LIABILITY. Insurers complying with this ordinance or attempting in good faith to comply with this ordinance shall be immune from civil and criminal liability and such action shall not be deemed in violation of K.S.A. 40-2404 and any amendments thereto, including withholding payment of any insurance proceeds pursuant to this ordinance, or releasing or disclosing any information pursuant to this ordinance.

Section 12. REPEAL. Ordinance No. _____ is hereby repealed.

Section 13. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its adoption and publication in the official city newspaper.

Passed by the governing body of the City of Ottawa on the _____ day of _____, 2016.

Mayor Sara Caylor

ATTEST:

City Clerk Carolyn Snethen

Ordinance No. _____

On _____, 2016, the Governing Body of the City of Ottawa, Kansas, adopted Ordinance No. _____, which amends the law concerning when liens may be placed on properties damaged by fire in order to ensure proper destruction and clean-up of the property. A complete copy of this ordinance is available at www.ottawaks.gov or at City Hall, 101 S Hickory Street. This summary is certified by Blaine Finch, City Attorney.

Blaine Finch, City Attorney

CITY OF OTTAWA AND RURAL WATER DISTRICT #4 WATER SUPPLY AGREEMENT

THIS AGREEMENT dated as of the _____ day of _____ 2016, by and between the City of Ottawa, Kansas, a municipal corporation, hereinafter referred to as "Ottawa", and Rural Water District No 4 Franklin County, Kansas, hereinafter referred to as "RWD #4".

WHEREAS, Ottawa a) owns and operates a municipal water treatment and distribution system, and b) the water produced by Ottawa is approved by the Kansas Department of Health and Environment (KDHE) for domestic use, and c) Ottawa's water distribution system has an interconnection to the water distribution system of RWD #4; and,

WHEREAS, RWD #4 owns and operates a water distribution system and is responsible for the quality and standards of water within such system, and desires to purchase treated water from Ottawa.

NOW, THEREFORE, In view of the premises aforesaid, and in consideration of the mutual covenants and promises herein contained, it is agreed by and between the parties hereto as follows:

1. Quantity

Ottawa shall sell to RWD #4, and RWD #4 shall purchase from Ottawa, "treated water (as further defined below) meeting KDHE and Federal drinking water requirements for domestic use, in the following quantities: a) a maximum of 400,000 gallons per day; and b) a maximum of 69,000,000 gallons per year. RWD #4 has its own supply of well water that it will use to supplement the above-named supply it will purchase from the City.

2. Delivery

RWD #4 shall maintain the current connection of the water mains of Ottawa for the delivery of water to RWD #4 in a method approved by Ottawa, in its discretion. Such connection shall be maintained at the expense of RWD #4. RWD #4's pump station has been constructed, and shall remain constructed, such that no water flowing into RWD #4's water distribution system can re-enter the water mains and lines of Ottawa.

3. Quality

The term "treated water" as used in this Agreement shall refer to water treated by Ottawa for domestic consumption. Ottawa shall provide adequate disinfectant residual within its water to RWD #4 at its meter location in accordance with EPA and KDHE requirements. Since disinfectant residuals may dissipate from the water while in the distribution system of RWD #4, RWD #4 shall ensure adequate disinfectant residuals throughout its own system. All provisions necessary for re-disinfection shall be provided at RWD #4's expense.

4. Metering

All water purchased by RWD #4 from Ottawa shall be measured by the existing meter in the line wherein water is delivered to RWD #4. RWD #4 agrees to allow Ottawa access to such meter during normal business hours for the purpose of reading measurements and maintaining the meter. Said meter shall be provided by Ottawa and shall be of a type and size approved by Ottawa.

The meter shall remain the property of Ottawa and be maintained and replaced by Ottawa. Such meter measuring the water supplied by Ottawa to RWD #4 shall be referred to as the "master meter". The accuracy of the master meter and the ability, authority and cost responsibility for testing the meter shall be in accordance with and governed by Ottawa Municipal Code Sec. 14-208, and amendments thereto.

5. Rates

RWD #4 shall pay Ottawa on or before the 3rd day of each month for all water received under this contract during the preceding calendar month in an amount to be computed as per the Code of the City of Ottawa, Kansas, as currently set forth in Resolution 1456-08 (Exhibit 1) pursuant to the applicable rate classification or as may be hereinafter provided in amendments or other means.

The parties agree that increases in wholesale rates to the RWD shall be proportional to increases for other rate classifications within the City.

6. Ownership

All water supplied by Ottawa to RWD #4 pursuant to the terms and conditions of this Agreement, and all distribution mains, lines, equipment or other facilities installed or provided by RWD #4, shall remain the absolute property of RWD #4 with full title and ownership thereto.

7. Force Majeure

Except as otherwise stated herein, this Agreement is made with the mutual understanding that the supplying of water by Ottawa shall be subject to all applicable provisions of the ordinances and regulations of the City of Ottawa now existing or hereinafter enacted pertaining to the consumption and use of water. Ottawa now has the capacity of producing treated water in a quantity sufficient to meet the normal demands of its users, including RWD #4. Ottawa hereby agrees to make every reasonable effort to provide an adequate supply of water at all times pursuant to the terms of this Agreement, it being understood by the parties that Ottawa's municipal water supply might by reason of unforeseen emergency, catastrophe, extended drought, disaster commonly called an "act of God", or other related or unrelated cause become inadequate to meet the needs of the inhabitants of Ottawa, and that in such event, the supplying of water by Ottawa to RWD #4 may be curtailed, terminated or restricted on the same basis as to the residents of Ottawa. RWD #4 hereby agrees to extend the same restrictions to RWD #4 users as those imposed by Ottawa upon its water users within the City limits for the duration of the emergency or event.

Additionally, RWD #4 shall hereby observe and enforce the Drought Contingency Plan contained within the Water Conservation Plan (Attachment "A"), as set forth in the Code of the City of Ottawa, Kansas, as it currently exists or as subsequently amended, at the same time and in the same manner said plan is imposed upon the water users within the City of Ottawa.

8. Hold Harmless

From and after its passage through the master meter, all water delivered to RWD #4 shall be the responsibility of RWD #4. RWD #4 agrees to hold Ottawa free from any liability for acts of RWD #4 or its agents resulting from or incident to RWD #4's operation and maintenance of its water distribution system.

9. Term

The term of this Agreement shall be for 10 years from the date this Agreement was executed, with an option for either party to extend the term for an additional 10 years. Said option must be activated by giving written notice to the other party twelve (12) months prior to the expiration of the Agreement, unless renewed or extended by mutual written consent of the parties. The expiration of this Agreement, or any extension thereof, shall not in any way affect or diminish any right of security that the United States Government or any federal loan agency may have in the property of RWD #4 by reason of any loan or contractual obligation of RWD #4.

10. Assignment

This Agreement may be assigned by RWD #4 to the United States Government or other lending agency as consideration for any loans to RWD #4, made or insured, or to be made or insured, in financing the construction, extension, repair and maintenance of the water system of RWD #4. Except as above stated, this Agreement shall not be sublet or assigned by RWD #4 without the prior written consent of Ottawa.

11. Conditions

It is further agreed between the parties that RWD #4 shall accept the following limitations and conditions regarding water purchased from Ottawa.

- A. RWD #4 shall not exceed the maximum quantities set forth in the agreement.
- B. RWD #4 shall pay a penalty of 5% per thousand gallons for each thousand gallons of water purchased from Ottawa and used over the stated maximums.
- C. RWD #4 shall file a Municipal water use report yearly with the Kansas Department of Agriculture's Division of Water Resources and provide a copy to Ottawa.

These conditions shall be subject to review and revision as agreed to by the parties, if both parties approve revisions to the conditions, the same shall be revised and executed by both parties, and attached hereto, and made a part of this Agreement, superseding all previous limitations.

12. Validity

In the event that any term hereof upon due process is held invalid, such Invalidity shall not affect the other terms hereof which can be given effect without the Invalid term, and to this end the terms of this Agreement are intended to be severable.

13. Third Party Enforcement

This Agreement shall and does hereby supersede all previous water agreements entered into between RWD #4 and Ottawa, prior to the date of execution contained herein, provided that RWD #4 shall not be relieved of the payment of any sums due Ottawa pursuant to the terms of such previous agreements. This Agreement is solely between Ottawa and RWD #4 and no third party shall be deemed benefited thereby or entitled to enforcement thereof.

14. Termination

In the event of breach of any provision of this Agreement by either party, the other party may, upon the expiration of thirty (30) days following written notice of said breach and failure to cure such breach, petition the District Court of Franklin County, Kansas, for injunctive or mandatory relief to cure such breach. Costs and attorney fees shall be paid by the party at fault or in breach as a part of the costs of such action.

15. Entire Agreement

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof. Any and all previous agreements written or oral, express or implied between the parties hereto or on their behalf relating to such subject matter are hereby terminated and cancelled and each of the parties hereto hereby releases and forever discharges the other of and from all manner of actions, causes of action, claims and demands whatsoever under or in respect of any such agreement

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed in their respective corporate names and attested to by their duly authorized officers, as of the date first above written.

The City of Ottawa

Rural Water District #4

Mayor

Chairman

Attest for the City of Ottawa, Kansas:
Co., KS

Attest for Rural Water District #4 Franklin
Co., KS

City Clerk

Secretary



MUNICIPAL WATER
CONSERVATION PLAN
FOR THE
CITY OF OTTAWA

Municipal Water Conservation Plan For the City of Ottawa

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DROUGHT RESPONSE

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PLAN REVISION, MONITORING AND EVALUATION

The Kansas Legislature mandated in Section 7 of House Bill No. 2703 that:

“Each member of a water assurance district shall adopt conservation plans and practices for such member. Such plans and practices shall be consistent with the guidelines for conservation plans and practices developed and maintained by the Kansas Water Office pursuant to K.S.A. 74-2608, and amendments thereto. Prior to entering into a contract with an assurance district, the director of the Kansas Water Office, in consultation with the chief engineer, shall determine whether such plans and practices are consistent with the guidelines for conservation plans and practices adopted by the Kansas Water Office.”

In compliance with the state requirements for members of water assurance districts, the City of Ottawa, as a member of the Marais des Cygnes River Water Assurance District, has developed the following Water Conservation Plan. The plan was formulated using the “Municipal Water Conservation Plan Guidelines” issued by the Kansas Water Office in August 2007.

BACKGROUND INFORMATION

Ottawa is located on the banks of the Marais des Cygnes River in Franklin County in the northeast part of the state. The population of Ottawa according to the adjusted 2010 census is 12,887. Ottawa's water system currently serves approximately 15,000 people, including rural water districts. Service connections within the city number approximately 5,150.

The water utility is municipally owned and operated as a division of the City's Department of Utilities. The water supply is surface water drawn from the Marais des Cygnes River. Pomona and Melvern Reservoirs are the major storage reservoirs upstream from Ottawa.

Ottawa's treatment plant is rated at 5.58 million gallons per day. Maximum day usage was 3.804 million gallons on July 24, 2001. Average daily usage is approximately 1.6 million gallons. Ottawa has water rights and water assurance of 896.741million gallons per year.

The Ottawa water system is entirely metered with the following exceptions: leakage from mains, customer meter under registration, fire fighting, main flushing, and street washing. Non-metered water use is approximately 13 percent of production.

Residential water use accounts for about 42 percent of the total metered sales, exclusive of rural water district use. Commercial and industrial water use accounts for the remaining 52 percent. Current residential per capita use is about 87 gpcd. The consumer is charged for water on a declining block rate schedule.

The City of Ottawa has undertaken several measures to insure the citizens of Ottawa an uninterrupted, adequate and safe supply of drinking water. Those measures include:

- New treatment plant was completed in 1980 with a 5.58 MGD treatment capacity.
- Two holding ponds with a total capacity of 35 million gallons were constructed in 1980
- Black & Veatch study of the distribution system and computer model, to assist in improving fire flows and future system expansion was completed in 1993, updated by PEC in 2003 and 2007.
- Participation in the Marais des Cygnes River Assurance District No. 2, allows for storage releases from Pomona and Melvern Reservoirs during low river flows.

Conservation Plan Goals

The following basic conservation goals are recommended to insure adequate quantities of high quality water for the consumers of the City of Ottawa.

- Maintain an adequate supply of water for essential personal, commercial, and industrial needs, as well as sufficient supply for fire fighting.
- Extend the availability of storage in Pomona and Melvern Reservoirs during a drought through reduced usage.
- Maintain non-metered water use at less than 15 percent of total production.
- Reduce usage during drought situations by 10 percent.
- Educate the water consumers of the need to eliminate the waste of water, reduce water use during drought conditions and methods to conserve water.

Water use reductions will limit or postpone costly treatment plant expansions and distribution system improvements.

INTRODUCTION

The primary objectives of the Water Conservation Plan for the City of Ottawa are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought Response Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing Water Treatment Plant expansion and thus limiting or postponing the resultant increases in costs, in addition to conserving the limited water resources of the State of Kansas.

The City of Ottawa has undertaken a number of steps to ensure a dependable water supply for our customers during the past 25 years. The City's water supply is surface water drawn from the Marais des Cygnes River. Pomona and Melvern Reservoirs are the major storage reservoirs upstream from Ottawa. Treated water storage facilities consist of one 1,200,000 gallon underground reservoir, one 750,000 gallon and two 400,000 gallon elevated tanks. Our City water supply and distribution system have ample capacity to meet current customer demands and future projected demands for several years, except during drought periods. The City of Ottawa believes that our Municipal Water Conservation Plan represents an additional major step in ensuring our customers of a dependable water supply in future years.

LONG-TERM WATER USE EFFICIENCY

Water Use Conservation Goals

The City of Ottawa used 87 gallons per person per day (GPCD) in 2010. This GPCD figure included:

Water sold to residential/commercial customers;
Water distributed for free public services (parks, cemeteries, swimming pools etc.); and
Water lost by leaks in the water distribution system.

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the 2009 Kansas Municipal Water Use Publication, our City is located in Region 8. From this publication it was determined that our City GPCD water use was 85, which was 30 percent below the regional average of 122 GPCD among cities in Region 8 during 2009. The City desires to set a water use conservation goal for usage not to exceed 90 GPCD based on the City's average of the last ten years (2001-2010). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

Water Conservation Practices

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

Education

The City of Ottawa's current billing system can show gallons of water used during the billing period. The City has made tours of the treatment plant and conservation literature available to any groups or organizations requesting them.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Education Conservation Practices to be Taken	Target Date
1. Water bills will show the amount of water used in gallons and the cost of the water.	Implemented
2. Water conservation tips will be provided with the monthly water bills during the summer months.	Implemented

Management

The City of Ottawa has water meters on all water supplies and water pumped to the distribution system. Any new supply will have an individual meter on each source of supply. These meters are read daily.

The City of Ottawa completed an initial change out of all water meters in 1991. Since then approximately 98% of all meters have been replaced by 2007. All connections are metered although some are not billed (swimming pool, recreation, etc.). Customer meters are checked for accuracy upon receiving a request from the customer or meter readers. Meters exceeding 3% plus or minus accuracy are replaced.

The City of Ottawa reads each customer's water meter and mails a monthly water bill to each customer.

Water leaks in the distribution system are repaired when a City employee or customers report significant leaks from water mains. System pressure is continually recorded at the treatment plant.

The water rate structure for the City was passed in 2008 with demand charges and a stepped water rate increase plan as follows. Reevaluation of the rate structure is scheduled for late 2011.

DEMAND CHARGE

WATER METER SIZE	2008	2009	2010	2011
5 / 8 inch	2.75	2.89	3.03	3.18
3 / 4 inch	3.30	3.47	3.64	3.82
1 inch	5.50	5.78	6.06	6.37
1 - 1 / 2 inch	9.35	9.82	10.31	10.82

STEP RATE

STEP	2008	2009	2010	2011
First 1 CCF	10.18	10.68	11.22	11.78
Next 11 CCF/CCF	1.71	1.79	1.88	1.97
All over 12 CCF/CCF	1.02	1.07	1.13	1.18

The City of Ottawa realizes that much greater emphasis must be placed on obtaining accurate measurement of water use at our source and at customer meters and that a water use records system must be developed that can be used to more effectively and efficiently manage the City public water distribution system. For that reason, the City of Ottawa has

chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date
1. All source water will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Implemented
2. Meters for source water will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within industry standards (such as AWWA standards).	Implemented
3. Meters will be installed at all residential service connections and at all other service connections whose annual water use may exceed 300,000 gallons (excluding fire lines), including separate meters for municipally operated irrigation systems which irrigate more than one acre of turf.	Implemented
4. Meters at each individual service connection will be replaced or tested for accuracy on a regular basis, per industry standards (such as AWWA standards), if they are one inch or less. Meters between one inch and six inches will be tested for accuracy at least once every five years and meters six inches and above will be tested on at least an annual basis. Each meter will be repaired or replaced if its test measurements are not within industry standards (such as AWWA standards).	September 2012
5. All meters for source water will be read at least on a monthly basis and meters at individual service connections will be read at least once every two months.	Implemented
6. A reading will be taken at each source water meter at the same time that meters for individual service connections are read.	Implemented
7. A water utility will implement a water management review, which will result in a specified change in water management practices or implementation of a leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 20 percent of the total source water for a four month time period.	Implemented
8. Water sales will be based on the amount of water used.	Implemented
9. A water rate structure designed to curb excessive use of water will be evaluated.	2012

Regulation

The City of Ottawa does not have any water conservation regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought Response section of this plan and water drought/emergency ordinance where they constitute the primary means for conserving water during a supply shortage.

The City of Ottawa has adopted the International Plumbing Code. The code regulates maximum flow rates for water fixtures and fittings.

Regulation Actions to be Taken	Target Date
1. All new or renovated construction will install toilets that use 1.6 gallons per flush or less and low flow showerheads that use 2.5 gallons per minute or less.	Implemented

DROUGHT RESPONSE

The City of Ottawa addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. Rates and penalties for these stages are to be as provided by City Commission approved ordinance. The Director of Utilities is authorized by ordinance to implement the appropriate conservation measures.

Stage 1: Water Watch

Goals

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 85 percent capacity, and will not recover within a normal amount of time;
2. Water has stopped flowing over the top of Second Street dam;
3. Raw water pumpage is in excess of 3.67 million gallons per day for 3 consecutive days;
4. The Kansas Water Office has issued a water watch based on the remaining water assurance storage in the Water Assurance District lakes.

Requirements for Termination of Stage 1 Water Watch:

Stage 1 shall terminate when the condition listed as the triggering event has ceased to exist for a period of five consecutive days.

Education Actions

1. As conditions warrant the City will make news releases to the local media describing present conditions and indicating the water conditions and indicating the water supply outlook for the upcoming season.
2. The city will provide water conservation tips to the local news media.
3. Previous month summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.

Management Actions

1. Leaks will be repaired within 48 hours of detection.
2. System pressure will be maintained below 80 pounds per square inch.
3. The City will monitor its use of water and will curtail nonessential activities.
4. Use of water from fire hydrants shall be limited to fire fighting, related activities, and/or other activities necessary to maintain the health, safety and welfare of the citizens of Ottawa. Water for street sweeping shall only be allowed to the extent necessary for maintaining the health, safety and welfare of the citizens of Ottawa.

Regulation Actions

1. Employ voluntary water conservation measures by reducing the use of water.
2. Voluntarily implement even/odd day watering for exterior use.
3. Limit nonessential water use and eliminate the waste of water.
4. The City may request that citizens restrict time spent showering or washing and they not wash cars.

Stage 2: Water Warning

Goals

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall weekly consumption by 10 percent.

Triggers

This stage is triggered by any one of the following conditions:

1. Falling elevated and ground storage reservoir levels, which do not fill above 70% overnight;
2. Water is 1 foot below the top of Second Street dam ;
3. Raw water pumpage is in excess of 3.9 million gallons per day for 3 consecutive days;
4. The Kansas Water Office has issued a water warning based on the remaining water assurance storage in the Water Assurance District lakes.

Requirements for Termination of Stage 2 Water Warning:

Stage 2 shall terminate when all of the conditions listed as triggering events have ceased to exist for a period of five consecutive days. Upon termination of Stage 2, Stage 1 becomes operative.

Education Actions

1. The City will make weekly news releases describing the present conditions and outlook for the upcoming week.
2. Water conservation articles will be provided to local news media.
3. Notices will be posted throughout the city indicating water conservation tips.
4. Previous week summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each week.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. The City will curtail its water usage, including operation of fountains, watering of City grounds and washing of vehicles.
4. Reserve supplies, such as standby well fields or lakes, will be prepared for use.
5. Intakes will be adapted to operate with low flows.

Regulation Actions

1. An even/odd system for irrigation will be mandatory. Consumers with even numbered addresses may irrigate on even numbered days. Those with odd numbered addresses may irrigate on odd number days. Watering with a hand held hose or bucket will be permitted any time provided no waste of water occurs. Commercial nurseries and similar establishments are exempt from this restriction but are required to curtail all nonessential water use.
2. Golf courses may irrigate fairways on alternate days from sunset to sunrise and tees and greens every day from sunset to sunrise. Syringing of greens is allowed.
3. Washing of automobiles, trucks, trailer, boats, airplanes, and other types of mobile equipment is allowed only on designated irrigation days between midnight and noon. Washing of mobile equipment may be done any time on the immediate premises of a commercial car wash.
4. The sprinkling of foundations is allowed only on designated irrigation days between midnight and noon.
5. The refilling or adding of water to swimming and/or wading pools is allowed only on designated irrigation days between midnight and noon.
6. The operation of any ornamental fountain or other structure making similar use of water is prohibited, except for those fountain/structures with a recycling system. The uses of treated water to fill, refill, or maintain the level of any fountain is prohibited.
7. The waste of water is absolutely prohibited.

8. All restaurants are prohibited from serving water to their customers, except when specifically requested by the customer.
9. New connections outside the city limits to the City's distribution system, including any connections to rural water districts served by the City of Ottawa water system will be suspended except those agreements for individual service connections entered into by the City prior to the effective date of the declaration of emergency.
10. The use of water sprinklers to cool air conditioners and flat roofed buildings shall be limited only to the amount needed to provide for the essential health needs of the citizens of Ottawa provided that no waste of water occurs.

Stage 3: Water Emergency

Goals

The goals of this stage are to reduce peak demands by 50 percent and to reduce overall weekly consumption by 25 percent.

Triggers:

This stage is triggered by any one of the following conditions:

1. Continually falling elevated and ground storage reservoir levels, which do not refill above 50 percent overnight - equipment or system failures which cause unprecedented loss of capability to provide services;
2. Water is 2 feet below the top of Second Street dam;
3. Raw water pumpage is in excess of 4.32 million gallons per day;
4. Emergency conditions related to repairs or water quality.
5. The Kansas Water Office has issued a water emergency based on the remaining water assurance storage in the Water Assurance District lakes.

Requirements for Termination of Stage 3 Water Emergency

Stage 3 shall be terminated when all of the conditions listed as triggering events have ceased to exist for a period of five (5) consecutive days. Upon termination of Stage 3, Stage 2 becomes operative.

Education Actions

1. The City will make news releases to the local media describing present conditions and indicating the water supply outlook.
2. Summaries of precipitation, temperature, water levels and storage will be made public as conditions warrant.

3. The City will hold public meetings to discuss the emergency, the status of the City water supply and further actions, which need to be taken.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 12 hours of detection.
3. System pressure will be maintained below 60 pounds per square inch.
4. Use of water from fire hydrants shall be limited to fire fighting, related activities, and/or other activities necessary to maintain the health, safety, and welfare of the citizens of Ottawa, Water for street sweeping shall only be allowed to the extent necessary for maintaining the health, safety and welfare of the citizens of Ottawa.
5. The City will seek additional emergency supplies from other users, the state or the federal government.

Regulation Actions

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

PLAN REVISION, MONITORING & EVALUATION

The City of Ottawa will establish a monthly management practice of reviewing monthly totals for water production, residential/commercial sales, water provided free-of-charge, and "unaccounted for water". Problems noted during the monthly review will be solved as soon as possible.

The City of Ottawa Municipal Water Conservation Plan will be reviewed during the month of April each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and will provide a status report to the Division of Water Resources which will also include any additional water conservation practices that may need to be taken in order for the city to achieve and maintain its water use conservation GPCD goals.

WATER DROUGHT/EMERGENCY ORDINANCE

Ordinance No. 3705-08

AN ORDINANCE authorizing the declaration of one of three progressive stages of a water supply conservation and / or water supply shortage which shall conserve or curtail the use of water within the City of Ottawa ("the City"); establishing three stages of water conservation measures for the City; a water watch, warning or emergency; establishing procedures and voluntary and mandatory conservation measures; authorizing the issuance of administrative regulations; and prescribing certain penalties.

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

Section 1. Purpose.

The purpose of this ordinance is to provide for a progressive water supply conservation program, including the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the city in the event such a watch, warning or emergency is declared by the governing body of the City.

Section 2. Definitions.

- (a) "Water", as used in this ordinance, shall mean water available to the City of Ottawa for treatment by virtue of the City's water rights, water supply, water supply contracts or any treated water introduced by the City into its water distribution system, including water offered for sale at any coin-operated site.
- (b) "Customer", as used in this ordinance, shall mean the customer of record using water for any purpose from the City's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- (c) "Waste of water", as used in this ordinance, includes, but is not limited to:
- (1) permitting water to escape down a street, roadway or other surface intended for vehicle driving purposes, and / or any gutter, ditch, or other surface drain; or
 - (2) failure to repair a controllable leak of water due to defective plumbing.
- (d) The following classes of uses of water are established for the purposes of this ordinance:

Class 1:

Water used for outdoor watering; either public or private, for gardens, lawns, trees, shrubs, plants, parks, golf courses, playing fields, swimming pools or other recreational areas; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

Class 2:

Water used for any commercial, agricultural or industrial purposes, except water actually necessary to maintain the health and personal hygiene of bona fide employees of such businesses or interests while such employees are engaged in the performance of their duties at their place of employment.

Class 3:

Domestic usage, other than that which would be included in either class 1 or 2.

Class 4:

Water necessary only to sustain human life and the lives of domestic livestock pets and maintain standards of hygiene and sanitation.

Section 3. In the event that the governing body of the City or the City's designated official determines that the City's water supply may be in subject to a shortage in supply or the governing body of the City determines there is need for conservation of City's water resources for any reason, the City may begin the progressive three (3) stage water conservation program by declaring a water watch as described in section 3(a) or, in times of need and / or duress, the governing body of the City may choose to declare any section of the program described in section 3 in effect at any time:

(a) Stage 1: Declaration of Water Watch. Whenever the governing body of the City finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage is rising, it shall be empowered to declare, by resolution, that a water watch exists and that it shall take steps to inform the public and ask for voluntary reductions in water use. Such a watch shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the existence and end of a water watch shall be effective upon their publication in the official city newspaper.

(b). Stage 2: Declaration of Water Warning. Whenever the governing body of the City finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will impose restrictions on nonessential uses during the period of warning. Such a warning shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the beginning and ending of the water warning shall be effective upon their publication in the official city newspaper.

(c). Stage 3: Declaration of Water Emergency. Whenever the governing body of the City finds that an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on water use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon their publication in the official city newspaper.

Section 4. Voluntary Conservation Measures.

Upon the declaration of a water watch or water warning as provided in Sections 3(a) or 3(b), the Director of Utilities is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to, limitations on the following uses:

- (a) Class 1 uses of water.
- (b) Waste of water.

Section 5. Mandatory Conservation Measures.

Upon the declaration of a water watch or water warning as provided in Sections 3(a) or 3(b), the Director of Utilities is also authorized to implement certain mandatory water conservation measures, including, but not limited to, the following conservation measures:

- (a) Suspension of new connections to the City's water distribution system, except

- connections of fire hydrants and those made pursuant to agreements entered into by the City prior to the effective date of the declaration of the emergency;
- (b) Restrictions on the uses of water in one or more classes of water use as described in section 2(d), wholly or in part;
 - (c) Restrictions on the sales of water at coin-operated facilities or sites;
 - (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restrictions;
 - (e) Complete or partial bans on the waste of water; and
 - (f) Any combination of the measures in sections 5(a-e) as the governing body of the City or authorized city official may deem appropriate and / or necessary.

Section 6. Emergency Water Rates.

Upon the declaration of a water warning or water emergency as provided in Sections 3(b) or 3(c), the Director of Utilities shall have the power to implement emergency water rates by ordinance designed to conserve water supplies. Such emergency rates may provide for, but are not limited to extra charges in excess of a specified level of water use (excess demand surcharge).

Water Warning Rate

The emergency rate will be 50 percent above the rate in effect for all consumption higher than the consumer's baseline consumption. Baseline consumption is an amount that is 1.25 times the average of the consumer's monthly water bills for the months of the previous November, December, January and February.

Consumers who do not exceed their baseline amount would be billed at their regular rate. Consumers who exceed their baseline rate would pay their regular rate for the baseline amount, and 50 percent above their normal rate for all consumption higher than the baseline amount.

Water Emergency Rates

The emergency rate will be 100 percent above the rate in effect for all consumption higher than the consumer's baseline consumption.

Consumers who do not exceed their baseline amount would be billed at their regular rate. Consumers who exceed their baseline rate would pay their regular rate for the baseline amount, and 100 percent above their normal rate for all consumption higher than the baseline amount.

Section 7. Regulations.

During the effective period of any water supply warning as provided for in Section 3(b) or any water supply emergency as provided for in Section 3(c), the Mayor, City Manager, Director of Utilities or other authorized city official is empowered to promulgate such regulations as may be necessary to carry out the provisions of this ordinance, any water supply emergency resolution, or emergency water rate ordinance. Such regulations shall be subject to the approval of the governing body at its next regular or special meeting.

Section 8. Enforcement

The ordinance authorizes the City Manager and other employees to enforce the provisions of the ordinance. Enforcement will be made in the following manner.

A. First Violation. Any consumer who violates any provisions of the Water Conservation Ordinance shall be issued a written notice of the violation. The written notice shall be affixed to the property where the violation occurred and mailed to the consumer of record and to or other person known to the City who is responsible for the violation and its correction. Said notice shall describe the violation and order that it be corrected, cured, or abated immediately or within such specified time as the City determines is reasonable under the circumstances. Failure to

receive such a notice shall not invalidate further actions by the City. If the order is not complied with, the City may terminate water service to the customer. If water service is terminated, a charge for disconnection and restoration of service shall be made. The cost will be the existing normal charge for terminating and restoring service plus the appropriate amount listed below:

Residential: \$50.00

Commercial/Industrial: An amount equal to 100 percent of the average monthly water bill for the previous 12 months.

B. Second and Subsequent Violations. In the event of additional violations, the City will terminate water service to the consumer and charge for the termination and restoring service will be made. The cost will be the existing normal charge for terminating and restoring service plus:

For Second Violation - The highest of \$200.00 or

An amount equal to 200 percent of the average monthly water bills for the previous 12 months.

For Any Additional Violations - the highest of \$300.00 or

An amount equal to 300 percent of the average monthly water bills for the previous 12 months.

Any customer who has service disconnected pursuant to this section may appeal the cost of termination and restoring service to City Commission of the City of Ottawa.

C. Any violation of the Water Conservation Plan shall also be considered a violation of the Code of the City of Ottawa and may be punishable by proceedings in Municipal Court. Each day's violation shall constitute a separate offence and shall be punished accordingly.

Section 9. Emergency Termination.

Nothing in this ordinance shall limit the ability of any properly authorized city official from terminating the supply of water to any or all customers upon the determination of such city official that emergency termination of water service is required to protect the health and safety of the public or for any other emergency as required or authorized by ordinance or as deemed necessary of the City by such city official or the governing body of the City.

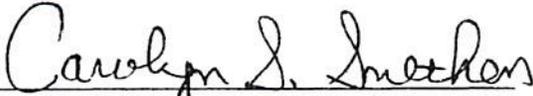
Section 10. Severability.

If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

Section 11. This ordinance shall become effective upon its publication in the official city newspaper.

PASSED AND APPROVED by the governing body this 17th day of September,
2008.


(Mayor's Signature)

ATTEST:

(City Clerk's Signature)

Memorandum

To: City Commissioners
From: Jim Sherman, Chief Building Official
Date: July 14, 2016
Re: Structure for condemnation –

CONDEMNATION OVERVIEW:

The purpose of this resolution is to fix the date, time and place for a hearing concerning a single-family structure located at 322 S. Poplar. This is vacant and it is the staff's opinion the structure should not be occupied at this time. The structure should be repaired or removed. This property constitutes a blighted condition that is in violation of the International Property Maintenance Code sections 301.3, 302.7, 303.1, 303.2, 303.6, 303.7, 303.13, 304.2, 304.3, 305.1, 604.3, & 605.

It is staff's opinion there is sufficient cause to have the building condemned, and ordered to be repaired or removed. The scheduled hearing is to give the property owner (s), their agents and any lien holders on record an opportunity to respond to the findings.



HISTORY:

We have written four different people over the past 8 years. In 2008 staff was writing the son of the deceased owner about the condition of the structure. The son notified staff that he was not going to do anything to the house or property. In 2010 staff was informed by the Franklin County Treasurer that an agreement had been made with the owner to buy the structure on contract for deed and was making payments on the past due taxes. During this time period there were several nuisance violations. In 2013 the property was purchased by a new owner, who applied for a permit to remodel the structure, then cancelled their permit due to the cost to remodel the structure to code. Then in March of 2015 we started writing the current owner, about the condition of the structure. The current owner indicated he was going to have the structure demolished however no permit has been obtained to do so.

CONCLUSION:

City staff requests the hearing to be held on September 7, 2016, adopting the attached resolution for 322 S. Poplar.

ATTACHMENTS:

Resolution



322 S. Poplar
July 14, 2016



322 S. Poplar
July 14, 2016



322 S. Poplar, July 14, 2016



RESOLUTION NO. _____

A resolution fixing the time and place and providing for notice of a hearing before the Governing Body of the City of Ottawa, Kansas, pursuant to K.S.A. 12-1750, et seq.; at which time the owners, their agents, lien holders of record and any occupants of the mobile home structure and legally described as the Lots 20, 22, 24, 26, & 28, Block 88, Ottawa Original Town, in the City of Ottawa, Franklin County, Kansas, also known as 322 S. Poplar Street, may appear and show cause why said structure(s) should not be condemned and order repaired or demolished.

WHEREAS, Ordinance No. 3202-96, of the City of Ottawa, Kansas, authorizes the Governing Body of said city, upon a finding to declare the structure as unsafe and dangerous, and to direct that such structure be demolished or repaired and made safe and secure; and

WHEREAS, pursuant to K.S.A. 12-1750, et seq., the enforcing officer of the City of Ottawa, Kansas, did on the July 18, 2016, file with the Governing Body a statement in writing that a certain structure, hereinafter described, is unsafe and dangerous.

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

Section 1. A hearing will be held on September 7, 2016, at 7:00 p.m., in the City Commission Meeting Room, first floor of City Hall, 101 S. Hickory, Ottawa, Kansas, at which time the owners, their agents, lien holders of record of the structure located at 322 S. Poplar Street, Ottawa, Franklin County, Kansas, legally described as follows:

Lots 20, 22, 24, 26, & 28, Block 88, Ottawa Original Town, in the City of Ottawa, Franklin County, Kansas.

May appear and show cause why said structure should not be condemned and ordered repaired or demolished.

Section 2. The Enforcing officer is hereby directed to have this resolution published twice in the official city newspaper and shall give notice to said person or persons in the manner provided by K.S.A. 12-1750, et seq.

Section 3. This resolution shall be in full force and effect from and after its adoption and publication.

ADOPTED this _____ day of _____, 2016.

ATTEST:

Mayor

City Clerk

Approved as to form:

Blaine Finch, City Attorney

Memorandum

To: City Commissioners
From: Jim Sherman, Chief Building Official
Date: July 14, 2016
Re: Structure for condemnation – Single Family Residence

CONDEMNATION OVERVIEW:

The purpose of this resolution is to fix the date, time and place for a hearing concerning a single-family structure located at 112 S. Elm. This property suffered extensive fire damage to the second floor on January 1, 2015. The structure has been vacant since the fire and it is the staff's opinion the structure is uninhabitable. This property constitutes a blighted condition that is in violation of the International Property Maintenance Code sections 301.3, 302.7, 303.1, 303.2, 303.6, 303.7, 303.13, 304.2, 304.3, 305.1, 604.3, & 605.

It is staff's opinion there is sufficient cause to have the building condemned and ordered to be repaired or removed. The scheduled hearing is to give the property owner (s), their agents and any lien holders on record an opportunity to respond to the findings.



HISTORY:

A fire occurred on January 1, 2015. The owners have been contacted twice by letter regarding their intentions with the structure, but they did not respond. The City did not receive any fire proceeds from the insurance company. We have recently received complaints about the structure.

CONCLUSION:

City staff requests the hearing to be held on September 7, 2016, adopting the attached resolution for 113 S. Elm.

ATTACHMENT:

Resolution



RESOLUTION NO. _____

A resolution fixing the time and place and providing for notice of a hearing before the Governing Body of the City of Ottawa, Kansas, pursuant to K.S.A. 12-1750, et seq.; at which time the owners, their agents, lien holders of record and any occupants of the single-family structure and accessory structures (if applicable) and legally described as The South 12 ½ feet of Lot 10 and all of Lot 12, and the North 12 ½ feet of Lot 14, Block 55, Ottawa Original Town, in the City of Ottawa, Franklin County, Kansas, also known as 112 S. Elm, may appear and show cause why said structure(s) should not be condemned and order repaired or demolished.

WHEREAS, Ordinance No. 3202-96, of the City of Ottawa, Kansas, authorizes the Governing Body of said city, upon a finding to declare all structures as unsafe and dangerous, and to direct that such structures be demolished or repaired and made safe and secure; and

WHEREAS, pursuant to K.S.A. 12-1750, et seq., the enforcing officer of the City of Ottawa, Kansas, did on the July 18, 2016, file with the Governing Body a statement in writing that certain structures, hereinafter described, are unsafe and dangerous.

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

Section 1. A hearing will be held on September 7, 2016, at 7:00 p.m., in the City Commission Meeting Room, first floor of City Hall, 101 S. Hickory, Ottawa, Kansas, at which time the owners, their agents, lien holders of record of the structure located at 112 S. Elm, Ottawa, Franklin County, Kansas, legally described as follows:

The South 12 ½ feet of Lot 10 and all of Lot 12, and the North 12 ½ feet of Lot 14, Block 55, Ottawa Original Town, in the City of Ottawa, Franklin County, Kansas.

May appear and show cause why said structures should not be condemned and ordered repaired or demolished.

Section 2. The Enforcing officer is hereby directed to have this resolution published twice in the official city newspaper and shall give notice to said person or persons in the manner provided by K.S.A. 12-1750, et seq.

Section 3. This resolution shall be in full force and effect from and after its adoption and publication.

ADOPTED this _____ day of _____, 2016.

Mayor

ATTEST:

City Clerk

Approved as to form:

Blaine Finch, City Attorney



Dear City of Ottawa,

We'd like to thank you for your support of the SWAN Arts Festival and arts initiatives over the past couple years. This year's festival was another great opportunity to highlight the arts happening in our region and introduce new art forms and artists.

Our sponsorship request for 2017 is \$3,000. This is the same as it has been for the past two years.

This sponsorship allows for citizens to enjoy not only the festival, but allows for other programming throughout the year including helping support events like community movie nights and Nerd Nite Ottawa KS.

Please let us know if you have any questions regarding this request.

Sincerely,

Meg Dickinson

Shawn Dickinson



**ELIZABETH LAYTON
CENTER**

For Hope and Guidance

Serving Franklin County: 785.242.3780

Serving Miami County: 913.557.9096

TTY/TDD KS Relay 1.800.766.3777

Leslie Bjork, PsyD, LP
Executive Director

Donna Dornes
President, Board of Trustees

Gerald Gambrill, MD
Medical Director

July 7, 2016

Mr. Richard U. Nienstedt, City Manager
City of Ottawa/City Hall
101 S. Hickory Street
Ottawa, KS 66067

Dear Mr. Nienstedt,

I am writing on behalf of the Elizabeth Layton Center (ELC) to request 2017 funding through the City of Ottawa. Specifically, ELC is requesting \$2,500 in funding to support enhanced mental health education and training for our community and our service providers. Should ELC be granted this funding, it would be carefully applied in the following two ways.

First, ELC would designate \$1250 to provide a Mental Health First Aid training opportunity for Ottawa residents. Mental Health First Aid (MHFA) is a nationwide best-practice curriculum helping community members to identify the signs and symptoms of mental health problems. Like medical first aid, MHFA teaches people how to assist with behavioral health crises, like suicide and panic attacks, until professional help can arrive. Normally valued at \$50 per person, funding from the City of Ottawa would allow up to 25 residents to complete this eight-hour course free-of-charge.

In addition the MHFA community training opportunity, ELC would designate \$1250 to provide evidence-based continuing education for its provider staff. The field of behavioral health is advancing at a phenomenal pace, and it's critical that our providers receive ongoing, research-based education to remain current in offering the very best services for our community members. Funding from the City of Ottawa would allow ELC to bring 1-2 recognized presenters on site to provide training in important topics such as Motivational Interviewing, Healthcare Integration and/or Trauma Based Care. This training would serve to advance the expertise of our providers, help providers to meet their continuing education requirements by the State, and offer an important morale boost for our staff.

Please do not hesitate to contact me for any additional information helpful in the decision making process. I can be reached via email (lbjork@laytoncenter.org), cell phone (913-375-2124) or at our Ottawa office (785-242-3780). Many thanks in advance for your consideration of Elizabeth Layton Center's funding proposal!

Franklin County Office 2537 Eisenhower Road - PO Box 677 Ottawa, Kansas 66067 785.242.3780 785.242.6397 Fax	Community Support Services 204 East 15 th Street - PO Box 677 Ottawa, Kansas 66067 785.242.3780 785.242.3593 Fax	Miami County Office 25955 West 327 th Street - PO Box 463 Paola, Kansas 66071 913.557.9096 913.294.9247 Fax	Community Support Services 401 North East Street Paola, Kansas 66071 913.557.9096 913.294.4996 Fax
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After Hour Crisis Services: 1.800.241.1266

Pkt Pg #35

Sincerely,



Leslie Bjork, PsyD, LP
Executive Director

Franklin County Office 2537 Eisenhower Road - PO Box 677 Ottawa, Kansas 66067 785.242.3780 785.242.6397 Fax	Community Support Services 204 East 15 th Street - PO Box 677 Ottawa, Kansas 66067 785.242.3780 785.242.3593 Fax	Miami County Office 25955 West 327 th Street - PO Box 463 Paola, Kansas 66071 913.557.9096 913.294.9247 Fax	Community Support Services 401 North E Paola, Kans 913.557. 913.294.49
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After Hour Crisis Services: 1.800.241.1266



July 7, 2016

Ottawa City Commission
101 S Hickory
Ottawa, KS 66067

Dear Mayor, City Commissioners and Administrative Staff:

Attached to this letter is a formal request for funding for the Franklin County Development Council for FY 2017. Thank you for your consideration of this request.

In addition to the attached information, Development Council staff thought it would be prudent to provide some basic information regarding future economic development activities where the Development Council foresees future partnerships developing between our entities.

One area where the Development Council sees partnerships breaking forth over the next year is work (alongside other public and private partners) to continue to proactively develop and market Franklin County's residential housing options. As public and private development in the region advances it will continue to increase the already elevated need for residential housing within our communities. There are several potential growth areas and with the right strategy and execution I fully believe we can see a jumpstart in new residential development.

Additionally, the Development Council also sees a tremendous partnership available between the Franklin County government, the City of Ottawa and the Franklin County Development Council to brand and market the newly purchased Rock Creek Business Park property. The Development Council is currently placing a high priority on identifying the correct users for this property and taking a proactive approach to reaching decision makers that can locate their industrial investments at this site. Like purchasing the property, the Development Council sees this as an area where three visionary organizations (County, City and FCDC) can collaborate to determine a common vision and execute a plan to successfully market that asset.

Finally, I would personally like to thank the Ottawa City Commission and staff for their support over the past several years for local economic development efforts. Through your annual allocations, direct leadership involvement with economic development activities county-wide and financial support provided through the acquisition of the Rock Creek Business Park, you have proven that you are stalwart supporters of local economic development efforts.

The Development Council looks forward to growing this partnership in the coming years in the above mentioned areas as well as others that continue to present themselves. For any questions regarding this document or packet, please do not hesitate to reach me at the contact information below.

Sincerely,

James Oltman
Executive Director
Franklin County Development Council
109 E. 2nd Street
Ottawa, KS 66067
(785) 242-1000 (Office)
james@ThinkFranklinCo.org
www.ThinkFranklinCo.org

Applicant Information:

Franklin County Development Council, Inc.
109 E 2nd St.
P.O. Box 580
Ottawa, KS 66067
785-242-1000

www.thinkfranklinco.org

James Oltman – Executive Director
james@thinkfranklinco.org

Requested Amount for FY 2017:

\$67,500

The 2017 Funding Request for the Franklin County Development Council is an annual allocation request. The request is an increase of \$3,625 from the previous year's request. This request also mirrors what was requested from the Franklin County Commission earlier this year.

The Franklin County Development Council is a non-profit public/private partnership operating within Franklin County serving the county's entire population. In the past FCDC has received approximately 35% of their funding from the City of Ottawa, 35% of their funding from Franklin County, and the remaining 30% through membership dues from area businesses/investors.

The Franklin County Development Council is currently staffed by one full time employee - the Executive Director, as well as a support staff position that is shared with the Ottawa Chamber of Commerce.

The mission of the Franklin County Development Council is "to promote the development of commercial and industrial enterprises and other community activities which create jobs, community growth and prosperity". This mission is accomplished by working with local businesses on workforce retention and business expansion, working with partners that include the Kansas Department of Commerce, KC SmartPort and the Kansas City Area Development Council on business attraction prospects, and working with local communities on strategic planning for new development.

In the 2015 calendar year the Franklin County Development Council received 57 inquiries for potential projects. The primary source of these project leads were generated through partnerships with Kansas Department of Commerce, Kansas City Area Development Council, and Kansas City SmartPort. Of the 57 leads it was determined that properties within Franklin County met the criteria of 18 projects and formal responses were submitted.

The 2015 Day on the Job program was also coordinated by the Franklin County Development Council. This is a day long program that is aimed towards building a local workforce and letting local students see what career opportunities may be available to them within Franklin County.

Since April 18, 2016, the first day for current FCDC Director, the organization has received 4 project leads, of which it was determined that properties within Franklin County met the criteria of 3 and formal responses were submitted. In addition to those leads, there have also been meetings conducted with 3 separate commercial development groups to spark interest in the Rock Creek Development Park. During the months of April and May FCDC was also an active participant in the Rock Creek Development Park steering committee meetings.

With the assistance of this funding, FCDC has identified these specific priorities for the organization for the 2017 calendar year:

- Assume the role as the primary marketing group for the Rock Creek Business Park
- Facilitate discussion regarding a potential Local Workforce Development Plan
- Assist in facilitating a plan to increase new residential development
- Continue to market Franklin County as a premier community in Northeast Kansas

As in past years the Ottawa City Commission will receive monthly activity reports from the Franklin County Development Council.

Please find attached additional documentation pertaining to current financials and past/future budget estimates

For questions regarding this year's budget request or current goals please don't hesitate to contact FCDC staff.

Respectfully submitted,

James Oltman
Executive Director
Franklin County Development Council, Inc.



BOARD OF FRANKLIN COUNTY COMMISSIONERS

Colton M. Waymire, 1st District - Chairman

Richard A. Howard, 2nd District
Roy C. Dunn, 3rd District

Steve Harris, 4th District
Randall Renoud, 5th District



To: Richard Nienstedt, City Manager, City of Ottawa, Kansas
City Commissioners, City of Ottawa, Kansas
From: Jon Holmes, County Administrator, Franklin County, Kansas
Date: 07/11/2016
RE: Interlocal Agreement for 911 Operations FY 2017 Recommended Budget.

Mr. Nienstedt and Commissioners,

Attached please find the recommended budget for the 911 Dispatch for FY 2017 for Franklin County.

The final recommended amount for the 911 Dispatch will be: \$642,994 for FY 2017.

I will highlight just a couple items for the City Commission:

1. The increase in personnel costs to the baseline budget reflect a 1.5% COLA for FY 2016 that was approved in the FY 2016 Budget and went into effect June 21, 2016.
2. Beginning FY 2016, the Board adopted of a County pay plan that will provide for an annual 2.5% performance/merit increase to full time employees. This has been included in the recommended amount you see.
3. The recommended budget also includes a 1% Cost of Living Adjustment (COLA) for County Employees FY 2017.

As always, we appreciate your willingness to collaborate in this endeavor in order to ensure the safety, welfare and well-being of all Franklin County residents.

Sincerely,

Jon Holmes
County Administrator
Franklin County, KS

EMERGENCY 911
Fund 566

Line Item	Account Description					2015	2015	2016	2017	2017 NOTES
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	UNAUDITED ACTUAL	BUDGET	REQUESTED BUDGET	
PERSONNEL SERVICES										
101	Salaries	\$ 386,900	\$ 377,940	\$ 389,535	\$ 409,711	\$ 390,743	\$ 424,991	\$ 410,145	\$ 417,767	
103	Overtime							\$ 14,800	\$ 14,800	
106	Longevity	\$ 5,750	\$ 6,000	\$ 6,250	\$ 6,000	\$ 7,750	\$ 4,500	\$ 5,000	\$ 4,500	
110	KPERS	\$ 29,749	\$ 31,337	\$ 34,288	\$ 40,109	\$ 41,225	\$ 41,436	\$ 43,768	\$ 46,693	
111	FICA	\$ 28,957	\$ 28,498	\$ 29,126	\$ 30,298	\$ 30,530	\$ 31,637	\$ 32,890	\$ 33,436	
112	Health Insurance	\$ 84,854	\$ 93,049	\$ 91,913	\$ 98,988	\$ 99,720	\$ 83,264	\$ 119,357	\$ 113,489	
115	Life Insurance	\$ 814	\$ 407	\$ 482	\$ 482	\$ 535	\$ 433	\$ 583	\$ 583	
117	Workers' Compensation	\$ 1,766	\$ 1,628	\$ 1,640	\$ 1,503	\$ 1,630	\$ 1,468	\$ 1,670	\$ 1,495	
118	Unemployment Insurance	\$ 10,300	\$ 1,229	\$ 833	\$ 976	\$ 1,400	\$ 666	\$ 429	\$ 481	
119	Uniform Allowance	\$ 1,325	\$ 2,050	\$ 1,425	\$ -	\$ -	\$ 50	\$ -	\$ 300	Supplemental Request-ONGOING
	SUB-TOTAL PERSONNEL	\$ 550,415	\$ 542,138	\$ 555,492	\$ 588,067	\$ 573,533	\$ 588,445	\$ 628,642	\$ 633,544	
CONTRACTUAL SERVICES										
201	Travel	\$ 939	\$ 728	\$ 545	\$ 451	\$ 2,000	\$ 624	\$ 1,500	\$ 1,500	
202	Training & Education	\$ 475	\$ 639	\$ 898	\$ 835	\$ 3,100	\$ 691	\$ 1,000	\$ 1,000	
204	Postage	\$ 15	\$ 31	\$ 59	\$ 20	\$ 50	\$ 15	\$ 50	\$ 50	
206	Dues & Memberships	\$ 548	\$ 398	\$ 267	\$ 873	\$ 700	\$ -	\$ 700	\$ 700	
207	Legal Publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
208	Advertising	\$ 72	\$ 140	\$ 115	\$ 412	\$ 300	\$ 298	\$ 300	\$ 300	
210	Books & Publications	\$ 117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
259	Employment Physicals	\$ 144	\$ 180	\$ 215	\$ 775	\$ 200	\$ 1,329	\$ 200	\$ -	
299	Other Contractual Services	\$ 901	\$ 649	\$ 1,223	\$ 810	\$ 1,500	\$ 1,310	\$ 1,500	\$ 1,500	
	SUB-TOTAL CONTRACTUAL	\$ 3,211	\$ 2,765	\$ 3,322	\$ 4,176	\$ 7,850	\$ 4,267	\$ 5,250	\$ 5,050	
COMMODITIES										
301	Office Supplies	\$ 1,163	\$ 1,111	\$ 1,187	\$ 676	\$ 1,200	\$ 324	\$ 1,200	\$ 1,200	
303	Office Equipment							\$ 2,000	\$ 2,000	
304	Training Books & Materials	\$ 83	\$ 83	\$ 83	\$ 83	\$ 400	\$ -	\$ 200	\$ 200	
305	Custodial Supplies	\$ -	\$ 36	\$ -	\$ -	\$ 100	\$ 14	\$ -	\$ -	
307	Clothing & Personal Equipment	\$ 122	\$ 416	\$ -	\$ -	\$ -	\$ 179	\$ -	\$ 500	Supplemental Request-ONGOING
390	PR & Promotional Materials	\$ 119	\$ 141	\$ 134	\$ 55	\$ 150	\$ 150	\$ 150	\$ 150	
399	Other Commodities & Supplies	\$ -	\$ 89	\$ -	\$ 378	\$ 350	\$ 144	\$ 350	\$ 350	
	SUB-TOTAL COMMODITIES	\$ 1,487	\$ 1,876	\$ 1,404	\$ 1,192	\$ 2,200	\$ 812	\$ 3,900	\$ 4,400	
CAPITAL OUTLAY										
501	Equipment & Machinery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

503	Furniture & Equipment	\$	-	\$	-	\$	-	\$	1,498	\$	2,000	\$	469	\$	-	\$	-
	SUB-TOTAL CAPITAL OUTLAY	\$	-	\$	-	\$	-	\$	1,498	\$	2,000	\$	469	\$	-	\$	-
REIMBURSEMENTS																	
601	Reimbursable Expense	\$	(1,290)	\$	(116)	\$	(67)	\$	(10)	\$	-	\$	(3,339)	\$	-	\$	-
	SUB-TOTAL REIMBURSEMENTS	\$	(1,290)	\$	(116)	\$	(67)	\$	(10)	\$	-	\$	(3,339)	\$	-	\$	-
EMERGENCY 911 FUND TOTAL		\$	553,823	\$	546,663	\$	560,151	\$	594,923	\$	585,583	\$	590,653	\$	637,792	\$	642,994

Memorandum

To: Richard U. Nienstedt, City Manager, City Commissioners

CC: Scott Bird, David Buehler, Jeff Oleson

From: Dennis Tharp, Director of Utilities

Date: 6/8/2016

Re: 2017 Budgets

Attached are the Water Reclamation Facility and Wastewater Collection budget requests for fiscal year 2017, included for each is the spreadsheet detailing expenditures from past years and requested numbers for your review. Following the spreadsheet is additional information on the line items within each division, including items purchased from each line, requested change in dollar amounts and justifications for decisions.

After much scrutiny of our budgets by all personnel within the divisions we have found that there is little need for change in amounts from 2016. There are some inflationary increases in personnel services on the Collection with a decrease on the Facility after review by the Financial Director. Consumables and materials stayed flat or decreased slightly. Capital improvements show an increase on the Water Reclamation side and stayed flat in Collections. The bottom line on both budgets saw a net decrease for 2017.

Utility divisions are subject to wide swings in required expenditures from year to year making accurate predictions difficult. Changing environmental regulations, weather, growth, infrastructure failures, acts of nature and required improvements to other department's infrastructure attribute to variance in expenditure.

Through planning and avoidance of some contract labor costs in 2016 we have been able to accomplish the same amount of work with less expenditure, making us confident we can, for this year, hold budgets relatively flat and be productive in 2017.

Our budget requests are intended to cover many issues that can be experienced, knowing that we will hope to not use the full allocation. Our folks have done a stellar job of dissecting budgets this year and what is presented in the following pages is the collaborative work of Utility personnel.

Within the budget requests are some short falls in dollars needed to complete many important Capital Improvement Projects. We will in the near future be presenting needed rate increases and the possibility of ongoing inflationary increases to assure the quality and reliability that our citizens have come to expect. We look forward to discussion of our communities' needs and vision for the future of Ottawa.

WATER RECLAMATION - TREATMENT (3601)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget	Budget
		PERSONNEL SERVICES	2013	2014	2015	2016	2016	2017
036	5-3601-410.00	Salaries	273,094	315,043	354,112	310,000	361,194	319,500
036	5-3601-411.00	Overtime	8,894	10,261	10,572	11,300	10,000	11,500
036	5-3601-412.00	Social Security	20,720	23,582	26,246	24,579	28,396	25,317
036	5-3601-413.00	KPERS	24,379	31,383	34,213	37,839	37,839	38,974
036	5-3601-414.00	Health Insurance	35,498	5,018	29,385	39,500	40,000	40,000
036	5-3601-415.00	Dental Insurance	1,985	1,890	2,026	2,200	2,200	2,200
036	5-3601-417.00	Vision Insurance	0	354	500	500	400	500
036	5-3601-522.00	Unemployment Insurance	0	480	0	480	500	500
SUBTOTAL			364,568	388,010	457,053	426,399	480,529	438,491
		CONTRACTUAL SERVICES						
036	5-3601-502.00	Postage	12	12	76	100	400	400
036	5-3601-503.00	Telephone	2,019	2,267	2,503	2,500	2,500	2,500
036	5-3601-505.00	Professional Development	3,754	4,290	11,488	12,000	15,000	15,000
036	5-3601-505.10	Professional Development - Admin.	0	0	0	3,700	3,750	3,750
036	5-3601-518.00	Waste Removal	65,436	63,492	68,189	65,000	65,000	70,000
036	5-3601-519.00	Odor Control	10,971	0	0	5,000	50,000	10,000
036	5-3601-530.00	Utilities	206,341	202,352	196,657	195,750	217,500	217,500
036	5-3601-532.00	Building & Structure Repair	0	0	2,979	0	0	5,000
036	5-3601-533.00	Equipment Repair	12,168	20,636	27,194	20,000	30,000	30,000
036	5-3601-534.00	Motor Vehicle Repair	365	371	370	400	1,500	2,500
036	5-3601-553.00	Service Agreements	0	0	687	0	0	2,500
036	5-3601-558.00	Other Contractual Services	17,850	69,074	48,043	50,000	35,000	15,000
036	5-3601-559.00	Environmental Compliance	870	870	720	750	1,000	1,000
036	5-3601-568.00	Professional Services	0	0	13,800	0	0	15,000
036	5-3601-559.31	Contract Lab Testing	0	0	0	7,000	7,500	17,500
036	5-3601-571.00	Audit Expense	1,000	325	1,000	500	1,000	500
SUBTOTAL			320,786	363,688	373,707	362,700	430,150	408,150
		COMMODITIES						
036	5-3601-600.00	Office Supplies	128	47	286	2,000	2,000	2,000
036	5-3601-601.00	Computer Supplies	0	155	0	1,700	1,000	1,000
036	5-3601-604.00	Small Tools Expense			441	200	0	1,500
036	5-3601-608.00	Vehicle Operation	3,949	3,425	5,389	7,000	7,500	7,500
036	5-3601-611.00	Chemical Supplies	13,799	14,170	11,232	14,200	15,000	15,000
036	5-3601-615.00	Uniforms	880	1,180	2,846	2,850	3,000	3,000
036	5-3601-620.00	Operating & Maintenance Supplies	36,982	39,990	41,709	15,000	10,000	15,000
036	5-3601-620.02	Lab Supplies	0	0	0	500	1,000	5,000
036	5-3601-620.03	UV Parts & Supplies	0	0	0	10,800	5,000	10,000
036	5-3601-620.04	Pump Station Maintenance Supplies	0	0	0	5,000	10,000	10,000
036	5-3601-620.05	Electrical Supplies	0	0	0	3,000	5,000	5,000
036	5-3601-620.06	Facility Maintenance Supplies	0	0	0	10,000	20,000	20,000
036	5-3601-621.00	Safety Supplies & Equipment	0	0	0	2,500	3,000	3,000
036	5-3601-629.00	Road Rock	0	0	0	250	0	0
SUBTOTAL			55,737	58,967	61,902	75,000	82,500	98,000
		CAPITAL EXPENDITURES						
036	5-3601-705.00	Computer Equipment	0	640	314	1,322	614	5,000
036	5-3601-710.00	General Equipment	0	0	0	12,000	10,000	10,000
036	5-3601-730.00	Capital Improvements	0	0	0	60,000	30,000	10,000
036	5-3601-731.00	Buildings & Structures	0	4,749	1,500	7,500	15,000	15,000
036	5-3601-747.00	Sewer Line Construction	0	0	0	0	0	40,000
SUBTOTAL			0	5,388	1,814	80,822	55,614	80,000
TOTAL			754,003	816,053	894,476	944,921	1,063,793	1,024,641

3601
Water Reclamation Facility
2017 Requests

CONTRACTUAL SERVICES

502 Postage \$400

No change from the 2016 budget.

503 Telephone \$2,500

No change from the 2016 budget.

505 Professional Development \$15,000

No change from the 2016 budget. This amount covers the on-going training for all six operations personnel, several of which are working their way up through the certification program. Two operators were recently certified in back flow prevention and two others have attended various electrical PLC trainings.

505.10 Professional Development Admin \$3750

518 Waste Removal \$70,000

Requested increase of \$5,000. The contractor who we have worked with since the facility went on line, Deffenbaugh Industries, has been purchased by Waste Management. With this shift in ownership there is a potential for an increase/change in their fee structure.

519 Odor Control \$10,000

\$40,000 decrease from the 2016 budget. This reflects the on-going process of acquiring replacement canisters for the odor control system in the head works building and disposal of the spent canisters.

530 Utilities \$217,500.

No change from the 2016 budget. This amount covers the utilities for not only the six buildings and associated equipment at the Water Reclamation Facility but it also accounts for the utility cost associated with ten pump stations throughout the community.

532 Building and Structure Repair \$5,000

Requested increase of \$5,000. The treatment plant and associated facilities are getting to an age that building and structure repairs will become more likely.

533 Equipment Repair \$ 30,000

No change from the 2016 budget.. The treatment plant has been on line for 12+ years. Although the facility has had an exceptional level of preventative maintenance performed over that period of time, the fact remains that a number of the pieces of process equipment are at approximately half their total expected run life.

534 Vehicle Repair \$2,500

Requested increase of \$1,000 due to age of the fleet. The fleet consists of two pick-up trucks, an aged dump truck, a bob cat front loader, an older John Deere utility tractor with front end loader as well as a small utility vehicle.

553 Service Agreements \$2,500

Requested increase of \$2,500. Currently have agreement with Danco, Inc for calibration and service of environmental alarm sensors in headworks building.

558 Other Contractual \$15,000

Requested changing from \$35,000 to \$15,000 meter contract, Alarm Agent contract, etc.. This reflects a rebalance of line items. As an example, the contract laboratory work was previously taken from this line item.

559 Environmental Compliance \$1,000

No change from the 2016 budget.

559.31 Contractual Laboratory \$17,500

Requested increase of \$10,000 as those costs are now known. This also reflects a rebalancing of line items.

568.00 Professional Services \$15,000

Requested increase of \$15,000 to be used for continuation of Pump Station projects as well as engineering services for the replacement of the influent bar screen project that is on CIP for 2017.

571 Audit expense \$500

\$500 decrease from the 2016 budget.

COMMODITIES

600 Office Supplies \$2,000

No change from the 2016 budget.

601 Computer Supplies \$1000

No change from the 2016 budget.

604 Small Tools Expense \$1,500

Requested increase of \$1,500 for purchase of shop/vehicle tool box supplies on an as needed basis.

608 Vehicle Operations \$7,500

No change from the 2016 budget.

611 Chemical Supplies \$15,000

No change from the 2016 budget.

615 Uniforms \$3,000

No change from the 2016 budget.

620 O&M Supplies \$15,000

Requested increase of \$5,000 increasing daily O&M costs. This also reflects a rebalancing of line items in an attempt to better generate a history of these O&M costs. This will aid in future equipment replacement planning.

620.02 Laboratory \$5,000

Requested increase of \$4,000 Needed replacement of instruments such as Ph meter and D.O. meter.

620.03 U.V. System \$10,000

Requested increase of \$5,000 Bulbs, ballasts and other UV system components. Current U.V. system is quickly becoming antiquated and as a result replacement parts are predicted to be increasingly hard to locate. The amount shown is for the purchase of an inventory of those hard to find parts. The overall replacement of the system will become a c.i.p. project in the near future.

620.04 Pump Station Maintenance \$10,000

No change from the 2016 budget. Just like 620.05, this is simply a realignment of line items so as to generate a truer historic picture of pump station maintenance supply purchases for future budgetary planning.

620.05 Electrical Supplies \$5,000

No change from the 2016 budget. This is simply a realignment of line items so as to generate a truer historic picture of electrical maintenance supply purchases for future budgetary planning.

620.06 Facility (WPC Plant) Maintenance \$20,000

No change from the 2016 budget. This is also a realignment of line items. This will begin the process of creating a historic picture of the maintenance supply purchases made for maintaining the WRF facility.

621 Safety supplies/equipment \$3,000

No change from the 2016 budget. This amount shows no increase due to the fact that a number of safety items have been replaced in current year budget. These are items that should have multiyear life expectancy such as hard hats, harnesses, gas monitors etc.

CAPITAL EXPENDITURES

705 Computer Equipment \$5,000

Requested increase of \$4,386 from 2016 budget. Purchasing tablets for tracking Lift Station data.

710 Equipment \$50,000

\$20,000 Increase from 2016 budget.

\$40,000 is requested for the replacement of two sludge feed pumps. These pumps supply digested material to the two belt filter presses for dewater and then ultimate disposal. The current pumps are quickly becoming antiquated making repair parts rather scarce. I was able to get pricing for a complete set of the moving parts to rebuild the current pumps. The price for those parts was comparable to the cost of total replacement.

\$10,000 is requested for the purpose of replacing any other aging equipment in the treatment process. Examples are mixers, these items run continuously and several have been replaced in recent years. There are several pumps throughout the system that could also fail and we could easily find replacement parts availability problematic making total pump replacement the wiser move.

730 Capital Improvements \$10,000

\$20,000 decrease from 2016 budget. This is a placeholder amount to help cover minor unanticipated improvements.

731 Buildings & Structures \$15,000

No change from the 2016 budget. Continuation of conversion to L.E.D. lighting throughout the facility. Upkeep to multiple buildings

WATER RECLAMATION - COLLECTION (3602)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget	Budget
		PERSONNEL SERVICES	2013	2014	2015	2016	2016	2017
036	5-3602-410.00	Salaries	126,384	150,497	156,098	193,000	159,220	198,790
036	5-3602-411.00	Overtime	6,797	11,313	15,734	7,500	7,500	7,725
036	5-3602-412.00	Social Security	8,885	10,522	11,514	15,338	12,754	15,798
036	5-3602-413.00	KPERS	11,371	14,866	17,251	19,080	19,080	19,652
036	5-3602-414.00	Health Insurance	36,697	6,841	29,932	37,000	37,000	38,110
036	5-3602-415.00	Dental Insurance	1,848	2,143	1,362	2,200	2,200	2,266
036	5-3602-417.00	Vision Insurance	0	321	358	350	350	350
036	5-3602-522.00	Unemployment Insurance	0	480	0	500	500	500
		SUBTOTAL	191,981	196,981	232,249	274,968	238,603	280,075
		CONTRACTUAL SERVICES						
036	5-3602-503.00	Telephone	289	417	451	500	1,500	1,500
036	5-3602-505.00	Professional Development	828	700	4,144	6,000	8,000	8,000
036	5-3602-533.00	Equipment Repair	13	3,312	487	3,200	6,000	6,000
036	5-3602-534.00	Vehicle Repair	0	771	557	750	1,800	1,800
036	5-3602-558.00	Other Contractual Services	35,374	8,222	68,680	29,000	30,000	30,000
036	5-3602-558.50	Other Contractual - Concrete Repair	0	0	0	14,000	15,000	15,000
036	5-3602-568.00	Professional Services - (Engineering)	0	0	0	0	0	0
		SUBTOTAL	36,505	13,422	74,319	53,450	62,300	62,300
		COMMODITIES						
036	5-3602-600.00	Office Supplies	183	60	158	200	400	400
036	5-3602-601.00	CAD Supplies	93	155	0	500	1,100	1,100
036	5-3602-608.00	Vehicle Operations	13,286	12,753	12,136	12,500	14,500	14,500
036	5-3602-612.00	Vehicle & Equipment Repair Supplies	0	0	18	6,000	6,000	6,000
036	5-3602-615.00	Uniforms	2,210	1,552	3,854	3,000	3,000	3,000
036	5-3602-620.00	Supplies	22,634	17,326	22,662	14,500	16,000	16,800
036	5-3602-620.50	Erosion Control Supplies	0	0	0	1,000	2,500	2,500
036	5-3602-621.00	Safety Supplies	0	0	0	1,000	4,000	4,000
036	5-3602-622.00	Small Tools	117	0	0	500	1,000	1,000
036	5-3602-623.00	Concrete & Masonry	58,367	60,336	33,357	49,000	85,000	85,000
036	5-3602-629.00	Sand, Gravel & Rock	4,830	6,895	639	7,500	4,800	5,000
036	5-3602-630.00	Other Operating Supplies	0	7,623	0	0	0	0
		SUBTOTAL	101,719	106,700	72,824	95,700	138,300	139,300
		CAPITAL EXPENDITURE						
036	5-3602-705.00	Computer Equipment	109	320	157	400	300	300
036	5-3602-710.00	Equipment (Safety) + Radios	0	524	24,030	3,500	3,500	3,500
036	5-3602-747.00	Sewer Line Construction	157,115	40,023	19,956	80,000	155,000	155,000
036	5-3602-760.00	Inflow & Infiltration Removal	154,792	214,619	235,698	150,000	155,000	155,000
		SUBTOTAL	312,016	255,485	279,840	233,900	313,800	313,800
		TOTAL	704,373	572,589	659,232	658,018	815,155	795,475

3602
Wastewater Collection
2017 Requests

503 Telephone \$1500

Customer communication and vendor contacts.

No Change from the 2016 budget.

505 Professional Development \$8,000

ABC & KDHE certification training & expenses. Supervisory training and education. Includes travel, dues and subscriptions.

No Change from the 2016 budget.

533 Equipment Repair \$ 6,000

Repair of backhoe, chop saws, rodger, camera van, Vac Con, trencher etc.

No Change from the 2016 budget.

534 Vehicle Repair \$1,800

Repairs and upkeep for fleet

No Change from the 2016 budget.

558 Other Contractual \$30,000

Safety Equipment repairs, Kansas One Call, Rock hauling & excavation.

No Change from the 2016 budget.

558.50 Other Contractual (Concrete repairs) \$15,000

Contracted concrete repairs.

No Change from the 2016 budget.

568 Professional Services \$0

This line provides an amount set aside to help cover project engineering needs.

No increase possible post finalization of budget. (\$15,000 new line addition)

600 Office Supplies \$400

No Change from the 2016 budget.

601 Computer Supplies (CAD) \$1100

No Change from the 2016 budget.

608 Vehicle Operations \$14,500

Gas, tires, tubes, fuel etc.

No change from the 2016 budget.

612 Vehicle & Equipment Repair Supplies \$6000

Repair parts for all equipment.

No change from the 2016 budget.

615 Uniforms \$3,000

No Change from the 2016 budget.

620 Supplies \$16,800

Locally purchased supplies such as pipe & fittings, marking paint, lubricants, flags etc.

Increase 5%/\$800 for Inflation.

620-50 Erosion Control \$2,500

Seed & Straw Etc.

No Change from the 2016 budget.

621 Safety Supplies \$4000.00

Hard Hats, safety glasses, rubber gloves, face shields, respirators, traffic control signs, etc.

No Change from the 2016 budget.

622 Small Tools \$1,000

Shovels, Wrenches & other tools

No Change from the 2016 budget.

623 Bedding & Fill Material \$85,000

Flowable Fill & concrete

No Change from the 2016 budget.

629 Road rock, cement & gravel \$5,000

AB3 and bedding materials

Increase \$200, rising rock costs

705 Computers \$300

No change from the 2016 budget.

710 Small Equipment \$3,500

Replacement of blowers, ventilation equipment, pumps, chop saws etc.

No Change from the 2016 budget.

747 Sewer Line Construction \$155,000

Pipes, fittings, manholes, rings and lids etc.

No increase possible post finalization of budget. (Increase 5%/\$7,750 for Inflation.)

Pipe fluctuates with oil, Fittings up 8%, and Ring and Lids are up 12% in 18 months

760 Inflow & Infiltration Removal \$155,000

Pipe Lining, Sewer Cleaning, Root Control

No increase possible post finalization of budget. (Increase 5%/\$7,750 for Inflation.)

Increase in Contractual I&I Service Costs



To: City Commission
Richard U. Nienstedt, City Manager
CC: Scott Bird, Finance Director
Date: July 12, 2016
From: Michelle Stegman, Human Resources Director
RE: **2017 Proposed Ottawa Municipal Auditorium Budget**

Issue

Staff is seeking City Commission concurrence with the proposed 2017 Ottawa Municipal Auditorium Budget. The attached budget includes prior year's expenses and recommendations for 2017. HR Director Michelle Stegman was recently given oversight of the department and will assist the City Commission, City Manager and OMA Advisory Board and Staff to determine the direction and future of the Ottawa Municipal Auditorium. Staff's vision for the Ottawa Municipal Auditorium is to become the venue that offers a variety of entertainment options and uses for the community.

Ottawa Municipal Auditorium (1300)

The overall increase over the 2016 OMA budget equates to \$10,009.00.

- 410.00: Salaries – \$9,933 increase
- 412.00: Social Security - \$760 increase
- 413.00: KPERS - \$264 decrease
- 414.00: Health Insurance - \$240 increase
- 415.00: Dental Insurance - \$1,200 increase
- 417.00: Health Insurance - \$300 increase
- 502.00: Postage – \$50 decrease
- 503.00: Telephone – \$100 increase
- 504.00: Travel Expense – \$700 increase
- 505.00: Professional Development - \$1,100 increase
- 514.00: Printing - \$400 decrease
- 515.00: Advertising – \$800 decrease
- 551.00: Dues and Subscriptions - \$40 increase
- 553.00:00 Service Agreement/Compliance - \$200 decrease
- 555.00:00 Public Relations - \$300 increase

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101 S. Hickory
Ottawa, KS 66067
785.229.3600
www.ottawaks.gov



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558.00: Other Contractual Services – \$7,000 increase

560.00: Auditorium Maintenance - \$1,000 decrease

613.00: Janitorial Supplies – \$250 decrease

619.00: Concession Supplies \$300 increase

709.00: Stage Equipment - \$500 increase

AUDITORIUM (1300)

	Mill Levy	1.919	1.600	1.607	1.603	1.602	1.603
		Actual	Actual	Actual	Revised	Budget	Budget
	SOURCE OF REVENUE	2013	2014	2015	2016	2016	2017
100.00	Unencumbered Cash	35,581	46,949	62,257	62,253	67,757	62,111
301.00	Ad Valorem Tax	147,985	122,319	123,327	124,000	130,000	130,959
302.00	Back Tax Collections	6,928	10,791	5,531	6,000	5,500	6,000
315.00	Vehicle Tax	12,341	16,607	14,530	15,500	15,500	15,965
	Total Tax Revenue	167,254	149,717	143,388	145,500	151,000	152,924
344.01	Rentals	11,776	11,982	16,553	2,000	12,000	5,000
351.01	Ticket Sales	26,580	12,749	2,248	3,000	20,000	20,000
390.00	Interest Income	54	37	58	40	40	50
392.01	Reimbursed Expense Income	20	476	0	50	200	50
392.03	Donations & Sponsorships	8,062	5,172	4,350	1,000	5,000	10,000
351.00	Concessions	1,596	1,578	3,147	1,000	3,000	2,500
399.00	Miscellaneous	0	0	0	25	25	25
	Total Other Revenue	48,088	31,994	26,355	7,115	40,265	37,625
301.00	Uncollected Ad Valorem Tax					-5,200	-5,238
	Total Resources	250,922	228,659	232,000	214,868	253,822	247,422
EXPENDITURE DETAIL							
		Actual	Actual	Actual	Revised	Budget	Budget
	PERSONNEL SERVICES	2013	2014	2015	2016	2016	2017
410.00	Salaries (See Notes)	57,854	56,522	58,899	64,000	96,000	105,933
410.00	Temporary	0	5,160	1,546	1,000	2,000	2,000
411.00	Overtime	6,432	9,719	9,736	2,000	2,000	2,000
412.00	Social Security	4,830	5,291	5,208	5,126	7,650	8,410
413.00	KPERS - Retirement Contribution	4,721	6,381	7,084	5,875	9,226	8,962
414.00	Health Insurance	6,015	2,203	6,265	6,500	12,000	12,240
415.00	Dental Insurance			529	1,200		1,200
417.00	Vision Insurance			101	300		300
	SUBTOTAL	79,853	85,276	89,367	86,001	128,876	141,045
CONTRACTUAL SERVICES							
502.00	Postage	0	94	39	50	100	50
503.00	Telephone	1,995	1,929	1,671	1,700	1,600	1,700
504.00	Travel Expense	112	293	373	300	300	1,000
505.00	Professional Development	0	392	108	400	400	1,500
514.00	Printing	0	0	0	0	400	0
515.00	Advertising	3,831	1,847	1,292	2,500	3,800	3,000
522.00	Unemployment Insurance	258	479	315	400	400	400
530.00	Utilities	12,098	21,208	13,266	12,000	15,000	15,000
551.00	Dues & Subscriptions	351	564	534	571	560	600
552.00	Ticket Refunds	0	6,036	684	500	500	500
553.00	Service Agreement/Compliance	2,471	2,324	2,005	2,100	2,400	2,200
555.00	Public Relations	0	78	55	200	200	500
558.00	Other Contractual Services	15,244	11,902	24,397	12,000	12,000	19,000
560.00	Auditorium Maintenance	483	941	0	1,000	3,000	1,000
567.00	Event Fees & Deposits	27,500	1,000	4,750	5,000	10,000	10,000
570.00	Misc. Event Expenses	19,178	1,723	1,571	2,500	4,000	4,000
	SUBTOTAL	83,519	50,810	51,059	41,221	54,660	60,450
COMMODITIES							
600.00	Office Supplies	451	726	162	250	500	500
613.00	Janitorial Supplies	1,688	630	703	750	1,000	750
619.00	Concession Supplies	1,422	1,469	1,622	1,500	1,700	2,000
620.00	General Supplies	0	1,663	0	35	0	0
630.00	Other Operating Supplies	1,928	2,724	3,256	2,500	2,500	2,500
	SUBTOTAL	5,490	7,212	5,744	5,035	5,700	5,750
CAPITAL EXPENDITURES							
702.00	Furniture & Fixtures	0	0	27	0	0	0
704.00	Office Machines	679	0	0	0	0	0
709.00	Stage Equipment	81	572	3,754	1,500	1,500	0
715.00	Repair & Renovations	34,351	22,533	19,796	18,000	21,000	21,000
	SUBTOTAL	35,111	23,105	23,578	19,500	22,500	21,000
TRANSFERS							
906.00	Transfer to Risk Management	0	0	0	1,000	7,500	1,000
891.00	Reserves	0	0	0			
	Total Requirements	203,973	166,403	169,747	152,757	219,236	229,245
	Unencumbered Cash	46,949	62,257	62,253	62,111	34,586	18,177

Date: July 13, 2016

To: Ottawa City Commission
Richard U. Nienstedt, City Manager and the Honorable City Commission

From: Chuck Bigham, IT Director

Subj: **2017 Electric Fund, Broadband (3715)**

The Broadband Utility is in the Electric Fund and is netting approximately \$40,000 in 2014 and just over \$60,000 in 2015. Please note, this activity is not funded with property taxes in any way. 2014 was the first year of operation and there are now 17 customers at 21 locations. In order to continue to grow this utility and attract new customers, it is important that the fiber infrastructure built beyond our existing network. As you are aware, the next major step in growing the network is to expand to the south side of Ottawa, in preparation to serve the Rock Creek Business Park, with the intent to attract customers between our existing network and Rock Creek.

In planning for the future, it is recommended account 3715-710.00 be increased to \$80,000 in the 2017 Budget in order to allow for this planned growth to the system. As always, if the total amount is not needed, it will remain unspent.

Expenditure Changes- 2016 Budget to 2017 Proposed (non personnel)

Broadband (3715)

Decreases

3715-553.00 Service Agreements- \$24,000 reduction in internet service cost
3715-554.00 Engineering Services- \$3,000

Increases

3715-558.00 Moves \$3,000 from account 554.00 and includes additional estimated costs
3715-622.00 Tools- \$20,000 anticipating need for splicing and/or fiber test equipment
3715-710.00 Includes \$55,000 additional for estimated cost for fiber build out to South Ottawa

ELECTRIC - BROADBAND UTILITY (3715)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget	Budget
		CONTRACTUAL SERVICES		2014	2015	2016	2016	2017
037	5-3715-504.00	Travel Expense			0	500	500	500
037	5-3715-505.00	Professional Development		4,313	3,206	6,000	6,000	6,000
037	5-3715-553.00	Service Agreements		115,651	112,956	110,000	110,000	86,000
037	5-3715-554.00	Engineering Services		7,156	0	8,000	8,000	5,000
037	5-3715-558.00	Other Contractual Services			4,678	0	0	10,000
		SUBTOTAL		127,120	120,840	124,500	124,500	107,500
		COMMODITIES						
037	5-3715-600.00	Office Supplies		0	48	100	100	0
037	5-3715-622.00	Tools		0	0	0	0	20,000
		SUBTOTAL		0	48	100	100	20,000
		CAPITAL OUTLAY						
037	5-3715-705.00	Computer Equipment		0	2,745	5,000	5,000	5,000
037	5-3715-710.00	Equipment		0	40,144	25,000	25,000	80,000
		SUBTOTAL		0	42,889	30,000	30,000	85,000
		TOTAL		127,120	163,777	154,600	154,600	212,500

1. 2014 Revenue for Broadband was \$169,000, for 2015 the amount was \$226,000
2. The increase in line 3700-710.00 to \$80,000 is for scheduled build out to Rock Creek Industrial Park

Memorandum

To: Richard Nienstedt, City Manager
CC: Scott Bird, City Clerk
From: Wynndee Lee, Director of Planning and Codes Administration
Date: July 15, 2016
Re: Budget Overview 0130 – 2017 (and 2016 revisions)

Planning & Codes Administration provides a large variety to task management, and the largest expenses in this department is staffing. Finance has recast the personnel line for 2016 and 2017. Unfortunately, there was a significant miscast for this year, likely due to changes in staffing last year and a position being open for 6 months before it was filled. We have reforecast 2016 with very strong indicators we will not need to spend the original funds allocated, however, do have some computer needs relative to our new software. We have two significant changes or proposals, the rest are minor shifts.

Last year we were allowed by the commission to purchase/upgrade our permitting software and for the first time have software to deal with nuisances and planning tasks. The software is in development now, with possible go-live in early to mid-September. Thus, we need the portable field computers, Ipads, to be purchased in August so training is conducted on the actual computers. We are very excited about the new software and hope it will enhance our service to all of our customers as well as reduce duplicative actions by staff.

In addition, rather than the comprehensive plan, the shift is for a downtown plan. I hope to use consultants to work with the public and use a shortened timeframe (similar to the plan for the industrial park) early next year. I think with staff experience with plans, we can achieve this for fewer dollars than typically as a reasonable cost would actually be double this budget. But we are hopeful to find a partnership that would allow us to do as much behind the scenes work as possible.

Lastly, as there were some line expansions available for overall consistency, we broke out some expenses that in the past had been co-mingled, with either leaving the line the same for this year or reduced.

2016 Revisions – Overall increase \$13,130
Personnel -\$36,680 Increase

There was an error in our budget for personnel line, as inserted by Finance, probably due to a position being open last year and a wrong forecast. Offset error as much as possible in other lines below.

Contractual Services - \$24,150 Reduction

A number of decreases were made to offset the salary issue somewhat and based upon projections at this point for needs in the calendar year. It may have been a more significant contribution, but the unexpected costs relative to Annexation reduced the overall savings anticipated.

COMMUNITY DEVELOPMENT (0130)

EXPENDITURE DETAIL			Actual	Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES			2013	2014	2015	2016	2016	2017
001	5-0130-410.00	Salaries	382,589	371,858	344,962	364,000	326,581	375,000
001	5-0130-410.00	Retirement	0	0	0	0	0	
001	5-0130-411.00	Overtime	1,344	719	538	800	1,539	1,500
SUBTOTAL			383,933	372,577	345,500	364,800	328,120	376,500
CONTRACTUAL SERVICES								
001	5-0130-502.00	Postage	3,108	4,089	2,320	3,000	6,000	5,000
001	5-0130-503.00	Telecommunications	3,321	3,561	3,737	3,750	3,800	4,000
001	5-0130-504.00	Travel Expense	0	0	27	3,500	0	4,500
001	5-0130-505.00	Professional Development	10,390	6,819	11,830	8,500	12,500	3,000
001	5-0130-505.10	Professional Development Admin						3,000
001	5-0130-505.20	Professional Development Board Members						500
001	5-0130-509.00	Meeting Expense	631	744	778	900	1,000	1,000
001	5-0130-515.00	Legal & Other Advertising	2,308	2,587	2,339	3,500	5,000	5,000
001	5-0130-533.00	Equipment Repair	0	0	0	200	300	300
001	5-0130-534.00	Vehicle Repair	651	769	486	500	1,000	1,000
001	5-0130-535.00	Radio Maintenance						100
001	5-0130-551.00	Dues & Subscriptions						2,000
001	5-0130-553.00	Service Agreements	2,013	1,894	11,497	15,400	17,400	17,400
001	5-0130-558.00	Other Contractual Services	2,041	1,638	40,135	1,000	2,200	1,000
001	5-0130-558.21	Temp Services	0	0	0	1,000	1,500	500
001	5-0130-558.22	Weeds	12,570	5,543	0	10,000	10,000	10,000
001	5-0130-558.23	Nuisance	1,238	724	0	1,900	2,000	2,000
001	5-0130-558.24	Condemnation & Demolition	18,572	21,770	0	25,000	30,000	30,000
001	5-0130-558.25	Annexation	0	513	0	900	1,000	1,000
001	5-0130-558.26	Comp Plan	0	0	0	15,000	15,000	25,000
001	5-0130-590.00	Planning Services	7,500	0	0	7,500	7,500	0
001	5-0130-591.00	Building Code Plan Check	9,206	5,325	188	8,000	10,000	7,500
001	5-0130-599.00	Refunds	0	45	63	0	0	100
SUBTOTAL			73,548	56,021	73,398	109,550	126,200	123,900
COMMODITIES								
001	5-0130-600.00	Office Supplies	3,609	1,771	2,340	3,500	4,000	3,500
001	5-0130-602.00	Inspection Supplies						1,000
001	5-0130-608.00	Vehicle Operations	4,435	4,366	2,138	3,500	6,000	5,500
001	5-0130-612.00	Equipment						250
001	5-0130-614.00	Books	1,501	516	209	1,000	1,000	750
001	5-0130-615.00	Uniforms	370	0	233	500	500	750
SUBTOTAL			9,915	6,652	4,920	8,500	11,500	11,750
CAPITAL OUTLAY								
001	5-0130-702.00	Furniture	0	0	850	500	500	500
001	5-0130-704.00	Office Equipment						500
001	5-0130-705.00	Computer Equipment	0	4,054	1,255	4,500	4,500	4,500
001	5-0130-710.00	Equipment	806	0	0	475	500	0
SUBTOTAL			806	4,054	2,105	5,475	5,500	5,500
TRANSFERS								
001	5-0130-906.00	To Equipment Reserve	2,000	3,000	3,000	3,000	3,000	3,000
TOTAL			470,202	442,304	428,923	491,325	474,320	520,650

Commodities – \$1,000 Reduction

A reduction in vehicle operations was able to be achieved for this year to help with other needs.

Capital Outlay - \$1,600 Increase

With the software change we are implementing in September, we need to purchase field Ipads for the folks entering data from the field, which is both Inspectors, Code Officer, and Planner. Purchasing all of them in August rather than some this year and some next year will allow for training on them before the “go live” date. We also slightly increased furniture and Office Equipment for needs this year.

Transfers – No proposed change

2017 Budget

Personnel

Personnel expenses were forecast by Finance, but there is no change in positions within the department anticipated.

Contractual Services

502 – Postage – Reduction of \$1,000 for 2017

503 - Telecommunication – Slight increase of \$400 tracking with our current expenditures.

504, 505, 551 –Lines added to divide Professional Development, (Travel, Development Staff, Development Board Members and Subscriptions), overall increase of \$500 among the them.

509 – Meeting Expense – No Change

515 – Legal & Other Advertising –No Change.

533 – Equipment Repair – No Change

534 – Vehicle Repair – No Change

535 – Radio Maintenance – Line added at \$100 for possible need

551 - Above

553 – Service Agreements – No Change (Primarily Tyler Agreement)

558.00– Other Contractual– Decrease of \$700

558.21- Temp Services – Decrease of \$1000

558.22 - Weeds – No Change

558.23 – Nuisance – No Change

558.24 – Condemnation/Demolition – No Change

558-25 - Annexation – No Change

558.26 – Comp Plan – Increase of \$35,000

We had anticipated doing part in one year and part in the next, but from an audit perspective this will not be possible as the contract is assigned to one year. It is anticipated at this point to solicit for contracts in the late fall and award in early 2017 for a Downtown Plan. \$50,000 would not be enough for outside consultants to do all the work similar to the Rock Creek plan, which was close to \$100,000 or the airport, which was higher. We believe with two in-house staff planners augmented by consultants, we can achieve this at a lower rate, or that is our goal. The RFP process will reveal the cost and adjustment or no award of contract will be determined in the early winter.

590 - Planning Services- Eliminated for 2017 in order to do the downtown plan.

591 - Building Code Plan Check – Reduced by \$2,500

Commodities

600 – Office Supplies –\$500 reduction

602 – Inspection Supplies – New Line, Net increase of \$500 in supplies lines

608 – Vehicle Operations – \$500 reduction

612 – Equipment – New Line, Increase \$250

614 – Books – Reduction \$250

615 – Uniforms – Increase \$250 (With personnel changes increase needed)

Capital Outlay

702 – Furniture – No Change

704 – Office Equipment – New Line, But Removing 710, so no net increase

705 – Computer Equipment – No change from 2016 budget, will allow for normal rotation plus a laptop.

710 – Equipment – Eliminated.

Transfers

906 – Equipment Reserve – No Change

TO: City Manager Richard U. Nienstedt and the Honorable City Commission
FROM: Scott D. Bird, Director of Finance
DATE: July 12, 2016
SUBJ: Budgets for 2017 Special Revenue Funds (in part).

Please find the attached draft budgets for six of the City's fifteen budgeted Special Revenue Funds. Special Revenue Funds are allocated for specific purposes and are components of the overall City budget. A short explanation follows for each:

5300 – Equipment Reserve Fund

The Equipment Reserve Fund was originally established in 1993 to systematically set aside funds for the planned replacement of utility vehicles. The primary purpose was to eliminate the intermittently deep impact on the budget for large ticket items such as large trucks, backhoes, etc. It was later expanded to receive funds from the General Fund to assist in the purchases and lease/purchases of public safety, public works and other General Fund equipment. Lease arrangements have been made through this fund, which are repaid through transfers from the appropriate funds/departments. Again, EOY cash balance is budgeted as Designated Reserves rather than Contingency Reserves, which indicates that the reserves are being held for known uses in future budget years. For your convenience the item that is being paid for in 2017 has been put in bold letters.

2500 – Economic Development

The city incurs costs related to working with potential economic developments on an ongoing basis. This fund absorbs these costs until a project comes to fruition or other funding sources are developed to charge those expenditures to. The revenue sources for this fund include a rental agreement with T-Mobile for space on the City's water tower, some building permit revenue, reimbursement of expenditures, interest and the sale of Industrial Park property.

1100 – Community Services

This fund tracks community activities, which the city supports. Its revenue is primarily from transfers from the three Utility Funds and the General Fund.

EQUIPMENT RESERVE (5300)

REVENUE DETAIL

			Actual	Actual	Actual	Revised	Budget
			2013	2014	2015	2016	2017
053	4-5300-100.00	Unencumbered Cash	733,360	585,765	585,765	569,404	536,584
053	4-5300-390.00	Interest	380	876	477	900	1,000
053	4-5300-391.00	Misc - Sale of Junk	18,975	15,450	41,340	15,000	15,000
053	4-5300-392.01	Reimbursed Income	17,776	25,717	2,120	15,000	15,000
053	4-5300-398.01	Transfer - Wastewater	75,064	75,000	77,152	80,000	80,000
053	4-5300-398.02	Transfer Electric	111,168	97,475	111,170	120,000	120,000
053	4-5300-398.06	Transfer Water	51,548	51,548	51,550	55,000	55,000
053	4-5300-398.08	Transfer - General Fund	233,835	165,050	188,000	170,000	200,000
053	4-5300-398.09	Transfer - Special Streets	40,000	0	0	70,000	70,000
053	4-5300-398.07	Transfer - Storm Water Utility	0	0	0	0	100,000
053	4-5300-399.00	Loan Proceeds	0	121,209	0	0	0
		Total Revenue	548,746	552,325	471,809	525,900	656,000
		Total Resources	1,282,106	1,138,090	1,057,575	1,095,304	1,192,584

EXPENDITURE DETAIL

			Actual	Actual	Actual	Revised	Budget
			2013	2014	2015	2016	2017
053	5-5300-502.00	Postage	0	0	21	25	25
053	5-5300-558.00	Other Contractual Service	0	0	95	14,000	0
053	5-5300-701.00	Fire Equipment	8,822	0	0	11,757	0
053	5-5300-710.00	Equipment Purchase	187,403	184,716	140,673	40,891	0
053	5-5300-710.00	Equipment Purchase	141,696	69,432	0	0	0
053	5-5300-717.00	Equipment Purchase	0	0	35,334	92,161	0
053	5-5300-718.00	Police Department - RMS - 60 mo. Lease			42,000	36,015	36,015
053	5-5300-718.00	Equipment Purchase Police Department PD Vehicles	59,146	48,000	55,140	81,000	57,000
053	5-5300-719.00	Equipment Purchase-Water - Replace 2-1 Ton PUs	0	0	28,548	50,000	68,000
053	5-5300-720.00	Lease Purchase Fire Dept.- Lease- Platform Truck	71,311	63,164	63,164	63,164	63,164
053	5-5300-720.00	Fire - Replace 25 year Old Pumper - Lease Pmt					120,376
053	5-5300-720.00	Fire - Replace 25 year Pierce Pumper in 2021					
054	5-5300-720.00	Fire - Replace 25 year Pierce Pumper in 2026					
053	5-5300-723.00	Equipment Purchase Wastewater	137,478	29,032	30,587		50,000
053	5-5300-724.00	Equipment Purchase Electric - 2016 Bucket Truck	148,466	75,000	42,900	120,000	
053	5-5300-725.00	Lease Purchase Public Works - Dump Truck Lease	14,943	82,981	49,708	49,708	49,708
053	5-5300-725.00	Street Sweeper					200,000
053	5-5300-892.00	Designated Reserves					548,296
		Total Expenditures	769,265	552,325	488,170	558,720	1,192,584
		Unencumbered Cash Balance, Dec. 31	512,841	585,765	569,404	536,584	0

ECONOMIC DEVELOPMENT (2500)

REVENUE DETAIL

			Actual	Actual	Actual	Revised	Budget
SOURCE OF REVENUE			2013	2014	2015	2016	2017
	100.00	Unencumbered Cash, Jan. 1	114,691	109,395	103,215	229,352	273,572
025	4-2500-344.00	Rental Income					
025	4-2500-344.01	Other Rents/T-Mobile Lease/Farm Leases	12,100	14,520	18,485	18,000	18,000
025	4-2500-390.00	Interest	64	128	72	120	240
025	4-2500-392.01	Reimbursed Expenses	0	8,704	0	35,000	10,000
025	4-2500-327.00	Building Permits	1,754	0	0	10,000	10,000
025	4-2500-327.01	IRB Origination Fee - Supermarket	0	0	0	63,000	0
025	4-2500-398.00	Sale of Property	0	48,052	100	100	100
025	4-2500-398.07	Transfer from Capital Projects	0	0	220,000	0	0
		Total Revenue	13,918	71,404	238,657	126,220	38,340
		Total Resources	128,609	180,799	341,872	355,572	311,912

EXPENDITURE DETAIL

EXPENDITURE DETAIL			2013	2014	2015	2016	2017
025	5-2500-558.00	Engineering & Other Contractual	19,170	73,853	112,520	80,000	50,000
025	5-2500-572.00	Economic Development	43	3,731	0	2,000	261,912
025	5-2500-620.00	Supplies	0	0	0	0	0
		Total Requirements	19,212	77,584	112,520	82,000	311,912
		Unencumbered Cash Balance, Dec. 31	109,395	103,215	229,352	273,572	0

Notes: Line 327.01 - IRB orination fees for the Supermarket Project
 Line 392.01 - Includes County's portion of PEC Contract for Rock Creek Development Park for 2016.

Line 398.00 - 2014 Sale of property to Supermarket \$10,000
 Line 398.00 - 2014 Sale of Old City Hall - \$38,052

COMMUNITY SERVICES SUPPORT (1100)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget	Estimated
		2013	2014	2015	2016	2016	2017
100.00	Unencumbered Cash Balance, Jan. 1	1,847	4,162	11,210	9,259	9,074	7,883
392.01	Reimbursed Expense	1,189	0	210	200	0	200
392.03	Donations (City Band)	350	455	870	0	0	0
398.01	Transfer from Wastewater	36,000	38,500	38,500	39,500	40,000	40,000
398.02	Transfer from Electric	36,000	38,500	38,500	40,000	40,000	41,000
398.06	Transfer from Water	36,000	38,500	38,500	40,000	40,000	41,000
398.08	Transfer from General Fund	34,000	37,775	36,000	39,500	40,000	40,000
	Total Revenue	143,539	153,730	152,580	159,200	160,000	162,200
	Total Resources	145,385	157,892	163,790	168,459	169,074	170,083

EXPENDITURE DETAIL

511.00	Prairie Paws	45,540	49,040	50,511	52,026	52,026	52,026
558.00	Other Contractuals			335	0	0	250
564.00	Veteran's Day Parade	1,000	1,000	1,000	1,000	1,000	1,000
569.00	City Band	3,362	3,616	4,285	3,625	3,625	3,625
569.50	SWAN Arts Festival	0	3,047	3,000	3,050	3,050	3,050
572.00	Franklin Co. Development (FCDC)	60,000	60,000	62,500	63,875	63,875	65,000
575.00	Youth Activities	0	0	0	1,000	1,000	1,000
577.00	Ottawa Main Street	27,600	27,100	29,600	30,000	30,000	30,000
578.00	Fireworks	2,300	2,300	2,800	3,000	3,000	3,000
584.00	Mental Health (ELC)	0	0	0	2,500	2,500	2,500
584.10	Willow	0	0	0	0	0	2,500
891.00	Reserves	1,422	250	0	0	0	0
899.00	Miscellaneous	0	330	500	500	500	500
	Total Requirements	141,224	146,682	154,531	160,576	160,576	164,451
	Unencumbered Cash Balance, Dec. 31	4,162	11,210	9,259	7,883	8,498	5,631

CITY OF OTTAWA

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION
FROM: SCOTT D. BIRD, DIRECTOR OF FINANCE
SUBJECT: 2017 BUDGET – 3710 - UTILITY BILLING 
DATE: 7/13/2016

The following page presents historical and proposed expenditures for costs associated with operating and administering the Utility Billing Activity (3710). This activity is charged with billing, payroll, accounts payables, general accounting and part of the City Attorney and other legal expenses for the City Utility Departments. It supports the overall functions of the Finance Department. Below is a synopsis of accounts in this division with significant changes.

Personnel

Accounts 410.00 - 417.00

Of note in this category for 2017 are projected increases in Personnel. Reasons for the increase to personnel costs are similar to those that have been discussed for other 2017 budgets; i.e., allowances for CBIZ adjustments and anticipated merit/cola adjustments. In addition, one half of a maintenance worker has been charged to OMA in the past. Due to anticipated changes in personnel in the OMA budget and the small size of the OMA budget, that 1/2 person has been moved to 3710.

Contractual Services

504.00 - 505.00 Travel and Professional Development

Advanced training will continue on the Tyler system. Travel and Professional Development will continue to be budgeted at amounts that should allow staff to utilize the benefits of this system. Other training during 2016 included: the Certified Public Managers Conference, Kansas Government Finance Association's conference, and the Women's Leadership Conference at Kansas University. We also sent staff to several one day classes to include such topics as: Excel, Customer Service, Handling Difficult Situations, and the Kansas State Set-off training, which allows the city to collect old utility bills through the state's authority. While this course doesn't have fees, mileage and meals or reimbursed. In addition to some of the same training as offered in 2016, next year's plan includes: John Divine's Leadership Course, if offered, Franklin County Leadership and Planning for Emerging Leadership with KU.

553.00 Service Agreements

This line captures costs for the ITRON meter reading system, two copy machines, the postage machine for all city use except the Police Department, and in 2016 includes \$6,200 for the Kiosk machine.

558.00 Other Contractual Services

This account captures a variety of items such as: annual cost to inspect and maintain the Halon fire suppression system, work done by electricians, plumbers and other contractors who do work for this department beyond our maintenance division's expertise, bad debt expenses, production of the budget, City Attorney overhead and the new Capital Planning software and the Tyler subscription fees.

558.01 Credit Card Fees

As was implemented for 2016, you will notice that the new system allows greater flexibility within the accounting system; therefore Credit Card fees, and the cost associated with taking utility payments by credit card, is being broken out for better tracking.

558.02 Setoff Fees

"Setoff" is a state program that allows the city to send uncollected utility payments to the Department of Administration for collection from state income tax and other state sources.

Commodities

This overall category remains flat for 2017

Capital Outlay

705.00 This line is the ongoing replacement schedule for the desktop units within each department

705.02 One new Surface Pro 3 is anticipated for 2017.

715.00 This line continues to be used by the finance department to meet capital needs at City Hall and the Friends of the Library Building, which the city also uses for storage.

In summary, this budget is presented with a \$25,991 increase over the 2016 budget, most of which is personnel.

UTILITY BILLING (3710)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget	Budget
		PERSONNEL SERVICES	2013	2014	2015	2016	2016	2017
037	5-3710-410.00	Salaries	406,501	469,752	486,011	482,285	479,325	513,700
037	5-3710-411.00	Overtime	24,663	11,184	5,952	10,000	15,000	14,000
037	5-3710-412.00	Social Security	30,740	33,448	34,402	37,660	37,816	40,369
037	5-3710-413.00	State Retirement Fund - KPERS	36,850	45,301	45,643	48,229	47,933	51,370
037	5-3710-414.00	Health Insurance	61,847	12,068	45,750	65,253	65,253	67,863
037	5-3710-415.00	Dental Insurance	3,516	3,501	3,361	3,800	3,800	3,900
037	5-3710-417.00	Vision Insurance	0	839	650	900	1,000	900
		SUBTOTAL	564,117	576,094	621,769	648,126	650,126	692,102
		CONTRACTUAL SERVICES						
037	5-3710-502.00	Postage	40,080	25,699	47,597	42,000	42,000	42,000
037	5-3710-503.00	Telephone	222	838	583	400	400	400
037	5-3710-504.00	Travel Expense	212	0	2,320	1,500	1,500	2,700
037	5-3710-505.00	Professional Development	2,032	7,221	5,361	7,500	7,500	9,500
037	5-3710-508.00	Bad Debt Expense	15,439	11,327	0	0	0	0
037	5-3710-514.00	Printing	52	0	0	1,300	1,300	1,300
037	5-3710-530.00	Utility Expense	4,847	4,818	3,824	5,000	5,800	5,800
037	5-3710-553.00	Service Agreements (Itron, Copier, Post' N	27,757	24,161	23,949	31,200	31,200	31,200
037	5-3710-558.00	Other Contractual Services	122,146	137,049	129,363	77,000	77,000	77,000
037	5-3710-558.01	Credit Card Fees	0	37,474	41,686	46,000	46,000	46,000
037	5-3710-558.02	Setoff Fees	0	0	17,080	28,000	28,000	28,000
037	5-3710-558.30	ACH Fees	0	0	961	1,200	0	1,200
037	5-3710-571.00	Audit	10,698	13,650	12,685	14,000	15,000	14,500
037	5-3710-599.00	Refunds	0	136	1,991	1,500	1,500	1,500
		SUBTOTAL	223,484	262,373	287,400	256,600	257,200	261,100
		COMMODITIES						
037	5-3710-600.00	Office Supplies	10,460	7,216	4,936	5,000	5,000	5,000
037	5-3710-601.00	Computer Room Supplies	4,461	6,510	12,395	14,000	14,000	14,000
037	5-3710-615.00	Uniforms	411	213	306	500	500	500
037	5-3710-620.00	Custodial Supplies	4,429	1,162	4,265	4,500	4,500	4,500
		SUBTOTAL	19,761	15,100	21,903	24,000	24,000	24,000
		CAPITAL OUTLAY						
037	5-3710-702.00	Furniture & Fixtures - one office chair	0	972	99	0	0	400
037	5-3710-704.00	Office Machines (Computers) 1 Surf Pro	740	0	530	2,100	2,200	0
037	5-3710-705.00	Computer Equipment (PC Equipment)	16,335	6,834	2,762	2,763	2,763	2,763
037	5-3710-705.02	Computer Equipment - Other	0	0	0	0	0	1,200
037	5-3710-710.00	Equipment	2,707	2,593	807	0	0	0
037	5-3710-715.00	Building Maintenance	21,928	15,684	20,001	29,000	35,000	25,000
		SUBTOTAL	41,711	26,084	24,198	33,863	39,963	29,363
		TRANSFERS						
037	5-3710-906.00	Transfer to Equipment Reserve	9,284	0	0	0	9,285	0
		TOTAL	858,357	879,650	955,270	962,589	980,574	1,006,565

INTEROFFICE MEMORANDUM

TO: RICHARD U. NIENSTEDT, CITY MANAGER AND THE HONORABLE CITY COMMISSION
FROM: SCOTT D. BIRD, DIRECTOR OF FINANCE *SB*
SUBJECT: 2017 BUDGET:
(0116) BUILDING MAINTENANCE
(0117) NONOPERATING
DATE: 7/14/2016

0116 - Building Maintenance:

In the past the Finance Department had both of the 0115 and 0116 activities within the General Fund, which made management of these two distinctively different activities much easier to track. This was changed under a previous administration, who comingled to two activities together. In 2014 it was recommended and approved that they be separated again.

To that end, the Building Maintenance division has been able to be more aggressive about building maintenance over the last few years. The need to continue this aggressive approach with a building that was constructed in the early 1980 continue. In addition, this division has the responsibility of other facilities; to include, the Carnegie Building, the Woodward Center, OMA, Friends of the Library Building, and significant assistance with custodial work at the Police Department. Changes in this budget include:

An increase to Personnel, \$3,800 in building maintenance that is hired, e.g., electricians and plumbers. Also, please notice an \$1,500 increase to custodial supplies.

Finally, you will notice a \$30,000 increase to line 5-0116-710.00 Buildings. To that end the following list was provided by the Maintenance Division Supervisor.

For 2017:

Finish Replacement of City Hall Windows	\$12,000	to	\$18,000	
Finance Offices Carpet			\$ 3,000	This is for 1/2 of the project
Paint City Hall			\$12,000	
ADA Restroom 2nd Floor			\$20,000	

That does not include **2016** needs that we are trying to address; such as,

Exterior work at Don Woodward	\$14,000	
OMA Men's Restroom	\$12,000	
Carnegie Basement Furnace	\$ 8,000	
City Finance Area Carpet	\$ 3,000	This is the other 1/2 of the project

(0117) - Non Operating:

This series of accounts recognizes transfers made to Special Revenue funds. Please notice that line 905.05 has been created to transfer sales tax receipts to the Rock Creek Development Project Fund, which is why the 2017 total jumps up so much.

BUILDING MAINTENANCE (0116)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES		2013	2014	2015	2016	2016	2017
001	5-0116-410.00		73,387	89,015	95,000	89,000	97,755
001	5-0116-411.00		457	481	650	650	650
	SUBTOTAL	0	73,844	89,495	95,650	89,650	98,405
CONTRACTUAL SERVICES							
001	5-0116-502.00		0	0	100	100	100
001	5-0116-505.00		2,336	1,097	3,000	3,000	3,000
001	5-0116-530.00		7,152	6,141	7,500	7,500	7,500
001	5-0116-551.00		0	0	200	200	200
001	5-0116-558.00		3,310	3,180	3,300	3,300	3,400
001	5-0116-558.12		10,141	12,473	15,000	17,000	17,000
001	5-0116-558.13		520	520	700	700	750
001	5-0116-558.14		3,169	3,169	1,000	1,000	1,100
001	5-0116-558.15		7,470	8,988	10,200	10,200	14,000
	SUBTOTAL	0	34,098	35,568	41,000	43,000	47,050
COMMODITIES							
001	5-0116-600.00		0	0	200	200	200
001	5-0116-614.00		0	0	200	200	200
001	5-0116-615.00		343	462	350	350	375
001	5-0116-620.00		21,421	13,597	11,000	11,000	12,500
	SUBTOTAL	0	21,764	14,059	11,750	11,750	13,275
CAPITAL OUTLAY							
001	5-0116-710.00		3,437	6,926	20,000	20,000	50,000
001	5-0116-710.00						
	SUBTOTAL	0	3,437	6,926	20,000	20,000	50,000
	TOTAL	0	133,144	146,048	168,400	164,400	208,730

NON-OPERATING (0117)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Budget
TRANSFERS		2013	2014	2015	2016	2016	2017
001	5-0117-905.00 Transfer to WWTP Replacement Fund	219,500	212,414	229,876	230,000	232,000	232,000
001	5-0117-905.05 Transfer 1/2 cent Sales Tax - Rock Creek F	0	0	0	100,000	0	850,000
001	5-0117-906.00 Transfer to Reserve Fund	0	0	10,000	0	0	0
001	5-0117-909.00 Transfer to Community Service Fund	34,000	37,775	36,000	39,500	40,000	40,000
001	5-0117-912.00 Transfer to Airport Fund	48,723	55,352	83,014	77,500	85,000	77,500
001	5-0117-918.00 Transfer	0	0	158,623	10,000	0	0
001	5-0117-891.00 Contingency Reserve	31,341	34,910	21,579	0	0	0
	SUBTOTAL	80,064	340,451	539,092	612,000	357,000	1,356,050
	CONTRACTUAL						
001	5-0117-507.00 911 Services - Paid to Fr. Co.	283,000	290,000	292,900	315,000	318,896	321,497
001	5-0117-558.00 Other Contractual	1,372	2,090	166,740	3,000	3,000	3,000
	SUBTOTAL	284,372	292,090	459,640	318,000	321,896	324,497
	CAPITAL OUTLAY						
001	5-0117-738.00 Streets, Curb, Sidewalks	159,626	100,468	1,717	50,000	125,000	125,000
	TOTAL	524,062	733,009	1,000,449	980,000	803,896	1,805,547