



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

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

A Study Session is scheduled for **July 25, 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 6, 2016 and July 20, 2016 Regular Meetings and the July 18, 2016 Study Session *Pgs. 2-12*
- b. Request for Authorization to Sign Federal Aviation Administration Grant Offer - Michael Haeffele *Pg. 13*

**III. Items for Presentation and Discussion**

- a. Sunday Liquor Sale Concerns - Reverend Dale Stratton, Ministerial Alliance
- b. Review of Monthly Reports for June - Staff *Pgs. 14-71*
- c. 2017 Budget Review - Scott Bird  
- Community Development - Wynndee Lee *Pgs. 72-75*
- d. City Manager's Report
- e. Commissioner's Reports
- f. Mayor's Report

**IV. Announcements**

- July 26, 2016 Army Band Concert, 7:00 pm, Ottawa Municipal Auditorium
- August 1, 2016 Study Session, 4:00 pm, City Hall
- August 1, 2016 Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 2, 2016 National Night Out, 5:30 pm
- August 3, 2016 **Regular** Meeting, 7:00 pm, City Hall
- August 23, 2016 Ottawa University Fusion, 6:00 - 8:00 pm

**V. Adjourn**

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

**VI. Items Already Placed**

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

**#35. Learn to listen—really listen—to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.**

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of July 6, 2016 at 7:00 pm**

The Governing Body met at 7:00 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Skidmore, Commissioner Graves, and Commissioner Jorgensen. A quorum was present.

Mayor Caylor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American Flag. The invocation was given by Pastor Armogen Walker with Bethany Baptist Church.

**Consent Agenda**

The Governing Body reviewed the consent agenda consisting of minutes from the June 1, 2016 and June 15, 2016 Regular Meetings; the June 6, 2016 and June 13, 2016 Study Sessions; the June 6, 2016 Special Call Meeting for Leadership Training; and the regular meeting agenda. Commissioner Skidmore made a motion, seconded by Commissioner Graves to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Public Comments**

None offered at this time.

**Declaration**

None given at this time.

**Public Hearing—Temporary Events where Alcoholic Beverages will be Sold or Served**

City Attorney Blaine Finch gave an overview of the ordinance that establishes a permitting process for temporary events where alcoholic beverages will be sold or served.

The public hearing was opened at 7:16 pm.

No public comments were made during this public hearing.

The public hearing was closed at 7:17 pm.

**Ordinance—Temporary Events to Sell or Serve Alcohol**

The Governing Body reviewed an ordinance establishing a permitting process for temporary events where alcoholic beverages will be sold or served. Commissioner Graves made a motion, seconded by Commissioner Reed to approve the ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3922-16.

**Public Hearing—Special Events where Cereal Malt Beverages will be Sold or Served**

City Attorney Blaine Finch gave an overview of the ordinance that establishes a permitting process for special events where cereal malt beverages will be sold or served.

The public hearing was opened at 7:22 pm.

No public comments were made during this public hearing.

The public hearing was closed at 7:24 pm.

**Ordinance—Special Events to Sell or Serve Cereal Malt Beverages**

The Governing Body reviewed an ordinance establishing a permitting process for special events where cereal malt beverages will be sold or served. Commissioner Graves made a motion, seconded by Commissioner Reed. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3923-16.

**Public Hearing—Sale of Liquor and Cereal Malt Beverages on Sundays and Holidays**

City Attorney Blaine Finch reviewed the ordinance amending the Municipal Code to authorize Sunday sales of alcoholic liquor and cereal malt beverages.

The public hearing was opened at 7:29 pm.

No public comment was made during this public hearing.

The public hearing was closed at 7:30 pm.

**Ordinance—Sunday sales of Alcoholic Liquor and Cereal Malt Beverages**

The Governing Body reviewed an ordinance amending Section 4-306 of Article III “Cereal Malt Beverages” and Section 4-604 of Article IV “The Sale of Liquor by the Package” of Chapter 4 of the Municipal Code to authorize Sunday sales of alcoholic liquor and cereal malt beverage in the original package and sales of alcoholic liquor in the original package on certain holidays. Commissioner Graves made a motion, seconded by Commissioner Jorgensen to adopt the ordinance. The motion was considered and upon being put the roll call vote was as follows: Commissioner Reed- yes, Commissioner Jorgensen- yes, Commissioner Grave- yes, Commissioner Skidmore- no, and Mayor Caylor- yes. The ordinance was duly adopted with a 4-1 vote and the ordinance was numbered Ordinance No. 3924-16.

**Walnut Street Bike Lane Update**

Public Works Director Michael Haeffele spoke regarding an update on the Walnut Street Bike Lanes. After a lot of time spent on research and coming up with a plan from the Downtown Vision Group and Engineers, the final designs have been finished. City Staff will be starting the bike lane installation in late July or early August. Once the project begins, it is anticipated that it will take 2 weeks to complete the project.

July 6, 2016

Unofficial until Approved

### **Report by City Commissioners**

Commissioner Graves commented regarding public hearings and comments that are made are taken very seriously. The Governing Body has to make the best decision they see fit for the community of Ottawa.

Commissioner Skidmore stated he hopes everyone had a great 4<sup>th</sup> of July. Commissioner Skidmore stated Ottawa had a great firework display this year.

Commissioner Reed is very thankful for Ottawa's firework display and City Band performances.

Commissioner Jorgensen stated it is nice to have the Chamber of Commerce Day on Monday. The firework display was the best show he has seen in some time and Commissioner Jorgensen stated Mr. Rex Carswell's group did a great job.

### **Report by Mayor**

Mayor Caylor thanked Rex Carswell for all his work to make the firework display happen and also thanked the City Band for a great performance.

Mayor Caylor stated some major movement for the City of Ottawa took place at the meeting tonight and this is a step forward for our community.

### **Announcements**

Mayor Caylor announced:

- July 11, 2016: Study Session, 4:00 pm, City Hall
- July 18, 2016: Study Session, 4:00 pm, City Hall
- July 20, 2016: Regular Meeting, 9:30 am, City Hall
- July 26, 2016: Army Band Concert, 7:00 pm, Ottawa Municipal Auditorium

### **Executive Session**

City Manager Richard U. Nienstedt announced an executive session was needed for Attorney-Client Privilege for a period of 10 minutes with the City Attorney and City Manager present. The executive session will begin at 7:55 pm and end at 8:05 pm. No action will be taken after the executive session.

### **Recess**

Commissioner Reed made a motion, seconded by Commissioner Skidmore to recess into executive session at 7:55 pm for a period of 10 minutes for Attorney Client Privilege. The motion was considered and upon being put, all present voted aye. The Mayor declared the regular meeting duly recessed.

### **Reconvene**

Commissioner Skidmore made a motion, seconded by Commissioner Graves to reconvene the regular meeting at 8:05 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the regular meeting duly reconvened.

**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 8:05 pm.

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Carolyn S. Snethen, City Clerk

**Study Session Minutes  
Ottawa, Kansas  
Minutes of July 18, 2016**

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

Mayor Pro tem Reed called the meeting to order.

**Public Comments**

None offered at this time.

**Minutes to Review**

The Governing Body reviewed minutes from the July 11, 2016 Study Session. It was agreed to place this item on the next regular meeting agenda, July 20, 2016.

**Contract—Mary F Tice for Purchase of Real Estate**

The Governing Body heard from City Attorney Blaine Finch regarding a request for approval of a contract with Mary F Tice for Purchase of Real Estate located at 2660 Montana Road. It was agreed to place this item on the next regular meeting agenda.

**Ordinance—Payment of Insurance Proceeds**

The Governing Body heard from City Attorney Blaine Finch regarding request for approval of an ordinance concerning payment of insurance proceeds. 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. The City of Ottawa must amend its existing law to conform to the new state law. It was agreed to place this item on the next regular meeting agenda.

**Rural Water District (RWD) # 4 Water Supply Agreement**

The Governing Body heard from Utilities Director Dennis Tharp and Assistant Utilities Director David Buehler regarding the RWD # 4 Water Supply Agreement. This is an agreement between the City of Ottawa and the RWD # 4 to purchase treated water. It was agreed to place this item on the next regular meeting agenda.

**Resolutions—Condemnations for 112 S Elm and 332 S Poplar**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request for approval of two resolutions to fix the date, time, place and provide for notice of hearing for condemnations on 112 S Elm and 322 S Poplar in Ottawa, Kansas. It was agreed to place these resolutions on the next regular meeting agenda.

### **2017 Budget Review**

The Governing Body discussed the following budget lines with City Staff and other representatives:

- SWAN Arts Festival (1100)
- Elizabeth Layton Center (1100)
- City Band (1100)
- Franklin County Development Council (1100)
- 911 Operations (1100)
- Water Reclamation (3602)
- Ottawa Municipal Auditorium (1300)
- Broadband (3715)
- Community Development—will be brought back to the next study session agenda.
- Special Revenue Funds
  - o Equipment Reserve Fund (5300)
  - o Economic Development (2500)
  - o Community Services (1100)
- Utility Billing (3710)
- Building Maintenance (0116)
- Non- Operating (0117)
- Notice of Budget Hearing- consensus was given to publish the Notice of Budget Hearing.

### **City Manager's Report**

City Manager Richard U. Nienstedt reported:

- The League Director will be presenting at the Rotary Meeting tomorrow at Smoked Creations at Noon.
- Eggs & Issue's will be tomorrow July 19<sup>th</sup> at Ransom Memorial Hospital. Dr. Randy Watson is the Guest Speaker.

### **Commissioner's Reports**

Commissioner Skidmore reminded all that the City Wide Garage Sales are this weekend.

### **Mayor Pro Tem Report**

Mayor Pro Tem Reed reported Play Day is this weekend, Saturday July 23<sup>rd</sup> from 10 am – 1 pm. Mayor Pro Tem Reed also reported that her family lost her Father-in-law. Mayor Pro Tem Reed stated this has really made her appreciate even more the community she lives in and she appreciates all the condolences her and her family has received.

### **Announcements**

Mayor Pro Tem Reed announced:

- July 20, 2016: Regular Meeting, 9:30 am, City Hall
- July 20, 2016: City/County/USD 290 Joint Meeting, USD 290 Office, 12:00 pm
- 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 pm – 8:00 pm

### **Adjournment**

There being no further business to come before the Governing Body, Mayor Pro Tem Reed adjourned the meeting at 5:51 pm.

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Carolyn S. Snethen, City Clerk

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of July 20, 2016 at 9:30 am**

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

Mayor Pro Tem Reed called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American Flag. The invocation was given by Reverend Richard Ogelsby.

**Consent Agenda**

The Governing Body reviewed minutes from the June 20, 2016 and July 11, 2016 Study Sessions, 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, Appointment of Roger Welton to the Board of Zoning Appeals, and the regular meeting agenda. Commissioner Skidmore made a motion, seconded by Commissioner Graves to approve the consent agenda. The motion was considered and upon being put, all present voted aye. Mayor Pro Tem Reed declared the consent agenda duly approved.

**Public Comments**

None offered at this time.

**Declaration**

None were given at this time.

**Recognition of Ottawa Municipal Pool Lifeguards**

The Governing Body heard from Fire Chief Tim Matthias, who brought this item to the agenda. Chief Matthias wanted the Pool Lifeguards/Staff to be recognized for all the work they do especially regarding the drowning event that occurred on June 12<sup>th</sup>. Recreation Manager Brandy Shoemaker introduced the Ottawa Municipal Pool Lifeguards/Staff as well as reviewed the training they receive and what they do every day. Ms. Shoemaker stated this staff is one of the best staffs the Ottawa Municipal Pool has had. She is very proud of them for working together and doing what they have to do every day. Commissioner Reed thanked Brandy Shoemaker and the Ottawa Municipal Pool Lifeguards/Staff for keeping our kids safe and the role they take at the pool. Ms. Shoemaker thanked the City, ORC, and all First Responders for all their support.

**Introduction of New Employee**

Finance Director Scott Bird introduced Breanna Snyder to the Governing Body.

**Water Supply Agreement—Rural Water District (RWD) #4**

The Governing Body heard from Assistant Utilities Director David Buehler regarding an agreement between the City of Ottawa and RWD #4 to purchase treated water. Commissioner Jorgensen made a motion, seconded by Commissioner Graves to approve the Water Supply Agreement with RWD #4. The motion was considered and upon being put, all present voted aye. Mayor Pro Tem Reed declared the Water Supply Agreement duly approved.

### **Contract for Purchase of Real Estate**

The Governing Body heard from City Attorney Blaine Finch regarding a contract between the city of Ottawa, Kansas and Mary F Tice for purchase of real estate at 2660 Montana Road. Commissioner Skidmore made a motion, seconded by Commissioner Jorgensen to approve the contract for purchase of real estate. The motion was considered and upon being put, all present voted aye. Mayor Pro Tem Reed declared the contract duly approved.

### **Ordinance—Payment of Insurance Proceeds**

The Governing Body heard from City Attorney Blaine Finch regarding approval of an ordinance concerning payment of insurance proceeds. 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. The City of Ottawa must amend its existing law to conform to the new state law. Commissioner Graves made a motion, seconded by Commissioner Skidmore to adopt the ordinance. The motion was considered and upon being put, all present voted aye. Mayor Pro Tem Reed declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3925-16.

### **Resolution—Public Hearing for Consideration of Condemnation, 332 S Poplar**

The Governing Body heard from Building Official Jim Sherman regarding a resolution to establish a public hearing to be held at 7:00 pm on Wednesday, September 7, 2016 for the consideration of the condemnation of the property located at 322 S Poplar. Commissioner Jorgensen made a motion, seconded by Commissioner Graves to adopt the resolution. The motion was considered and upon being put, all present voted aye. Mayor Pro Tem Reed declared the resolution duly adopted and the resolution was numbered Resolution No. 1695-16.

### **Resolution—Public hearing for Consideration of Condemnation, 112 S Elm**

The Governing Body heard from Building Official Jim Sherman regarding a resolution to establish a public hearing to be held at 7:00 pm on Wednesday, September 7, 2016 for the consideration of the condemnation of the property located at 112 S Elm. Commissioner Skidmore made a motion, seconded by Commissioner Graves to adopt the resolution. The motion was considered and upon being put, all present voted aye. Mayor Pro Tem Reed declared the resolution duly adopted and the resolution was numbered Resolution No. 1696-16.

### **Report by City Manager**

City Manager reported:

- Thanked the Community for the support of our law enforcement, firefighters, and all first responders. City Manager Richard U. Nienstedt stated this is the best law enforcement community he has served for in 37 years. This community has officers that go out of their way to help the people in our community.
- City Attorney Blaine Finch and Community Development Director Wynndee Lee need to speak to the Governing Body regarding an item that needs action.

### **Open Agenda**

Community Development Director Wynndee Lee spoke regarding an issue of the code when it was amended in 2004 omitting a section allowing permits for Handicap Accessible ramps. The City has been issuing these permits without the knowledge of this portion of the code being omitted until this past week when an employee checked the code and denied a permit. City Attorney Blaine Finch gave two options to the Governing Body to either have these permit request go through the process of being presented the the Board of Zoning Appeals for approval or for the Governing Body to grant City Staff to proceed with processing and approving these permits as the City has done in the past pending an amendment of code to be presented to correct the code.

Commissioner Jorgensen thanked City Staff for their quick movement in getting this issue resolved and made a motion to authorize City Staff to continue to process and approve these permits as the City has done in the past pending an amendment of code to be presented to correct the code. Commissioner Skidmore seconded the motion. The motion was considered and upon being put, all present voted aye. Mayor Pro Tem Reed declared the motion duly approved.

### **Reports by City Commissioners**

Commissioner Graves reminded the public that Play Day will be held this Saturday at Forest Park from 10:00 am – 1:00 pm.

Commissioner Skidmore reported he attended the Livestock Sale for 4-H and is very proud of our kids and how they conducted themselves. Commissioner Skidmore stated he was pleased with how the fair turned out and all the hard work put in by volunteers to make the fair happen.

Commissioner Jorgensen spoke regarding the Lifeguards at the Ottawa Municipal Pool. Members of the Jorgensen household have served as lifeguards at the Ottawa Municipal Pool for a number of years. The event that happened on June 12<sup>th</sup> was an event where all the training clicked and they did exactly what they were supposed to do in reviving the young child. Commissioner Jorgensen knows it has taken a toll on those involved. Commissioner Jorgensen thanked all the first responders who serve our community.

### **Report by Mayor Pro Tem**

Mayor Pro Tem Reed stated it appears the theme of this meeting is gratitude. With the loss of her Father-in-law and all the support from first responders and other resources offered by our community, Mayor Pro Tem Reed is very grateful for the community she lives in.

### **Announcements**

Mayor Pro Tem Reed announced:

- July 20, 2016: City/County/USD 290 Joint Meeting, 12:00 pm, USD 290 District Office
- 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: Study Session, 4:00 pm City Hall
- August 1, 2016: Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 2, 2016: National Night Out, 5:30 pm
- August 3, 2016: Regular Meeting, 7:00 pm, City Hall

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Jorgensen to adjourn the meeting. The meeting was adjourned at 10: 22 am.

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Carolyn S. Snethen, City Clerk

CITY OF OTTAWA, KANSAS  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM

TO: Richard U. Nienstedt  
CC: City Commission  
FROM: Michael Haeffele  
COPY TO: City Commission  
SUBJECT: Airport Master Plan Grant  
DATE: July 19, 2016

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The attached grant for the Airport Master Plan requires a signature from an authorized representative of the City in order to finalize the grant process. I request that City Manager, Richard Nienstedt, be given the authorization to sign this document and any other FAA documents for this grant.

Respectfully submitted,

Michael W. Haeffele  
Public Works Director

# CITY OF OTTAWA

## June Monthly Reports

Presented to the City Commission  
July 25, 2016



### TABLE OF CONTENTS

	<b>Page</b>
<b>I. Financial Reports</b>	
Trial Balance	15
Analysis of Local Sales and Compensating Use Tax Receipt	16
Disbursement of Funds	17
<b>II. City Reports</b>	
Auditorium	18
Community Development	20
Fire	23
Human Resources	26
Information Technology	28
Police	33
Public Works	41
Utilities	44
<b>III. Additional Agencies</b>	
Franklin County Development Council	53
Library	54
Ottawa Main Street Association	56
Prairie Paws Animal Shelter	57
<b>IV. Advisory Board Minutes</b>	
Airport Advisory Board	68
Ottawa Municipal Auditorium	70

CITY OF OTTAWA  
MTD TREASURERS REPORT  
AS OF: JUNE 30TH, 2016

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-General Fund	1,686,864.37	1,585,119.11	738,433.83	2,533,549.65	148.22	( 0.94)	2,533,400.49
005-Gen Obl Debt Service Fund	385,756.21	238,227.87	0.00	623,984.08	0.00	0.00	623,984.08
011-Community Service Support	140.08	16,026.00	15,819.41	346.67	0.00	0.00	346.67
013-Auditorium Fund	78,027.13	54,552.33	13,876.19	118,703.27	0.00	( 15.31)	118,687.96
014-Airport Fund	4,405.43	3,145.60	5,802.22	1,748.81	0.00	0.00	1,748.81
016-Special Park & Rec Fund	90,777.31	7,852.48	0.00	98,629.79	0.00	0.00	98,629.79
017-Special Drug and Alcohol	56,535.88	7,098.78	0.00	63,634.66	0.00	0.00	63,634.66
018-Library Fund	0.00	319,617.19	319,617.19	0.00	0.00	0.00	0.00
025-Economic Development Fund	258,636.49	1,441.27	8,426.52	251,651.24	0.00	0.00	251,651.24
028-Special Streets Fund	841,506.91	33.48	111,154.71	730,385.68	0.00	0.00	730,385.68
029-Stormwater Utility	675,655.44	39,559.48	29,924.08	685,290.84	0.00	0.00	685,290.84
030-Water Utility	902,491.42	218,032.41	150,123.10	970,400.73	0.00	3,284.84	973,685.57
036-Waste Water Utility	635,845.58	219,837.98	169,262.58	686,420.98	0.00	0.00	686,420.98
037-Electric Utility	4,133,679.78	847,325.91	1,086,367.89	3,894,637.80	2,000.00	22,807.60	3,915,445.40
041-Electric Power Supply Fnd	707,980.20	30.57	0.00	708,010.77	0.00	0.00	708,010.77
045-Electric Sys Construction	856,872.48	41.28	0.00	856,913.76	0.00	0.00	856,913.76
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	182,683.18	170.11	613.00	182,240.29	0.00	3,655.57	185,895.86
053-Equipment Reserve	407,592.31	5,727.44	25,470.04	387,849.71	0.00	0.00	387,849.71
054-LAW ENFORCEMENT TRUST	11,567.41	0.00	210.00	11,357.41	0.00	0.00	11,357.41
055-Revolving Loan Fund	214,232.20	203.39	0.00	214,435.59	0.00	0.00	214,435.59
056-Risk Management	101,991.72	52,516.28	135,819.17	18,688.83	0.00	0.00	18,688.83
058-Neighborhd Stabiliztn Grt	7,748.00	0.98	0.00	7,748.98	0.00	0.00	7,748.98
062-US 59 Turnback	24,771.34	1,125.00	0.00	25,896.34	0.00	0.00	25,896.34
063-Airport Hangars 2009/2010	183.94	0.00	0.00	183.94	0.00	0.00	183.94
064-K68 & MAIN ST	( 13,728.00)	0.00	3,003.00	( 16,731.00)	0.00	0.00	( 16,731.00)
066-AIRPORT AWOS	( 165,620.00)	0.00	3,100.00	( 168,720.00)	0.00	0.00	( 168,720.00)
070-Sidewalk Grant 15th St	( 6,873.60)	0.00	0.00	( 6,873.60)	0.00	0.00	( 6,873.60)
076-Loves Granger TIF	126,772.20	0.00	0.00	126,772.20	0.00	0.00	126,772.20
077-South Hwy 59 TDD	260,413.03	4,155.80	0.00	264,568.83	0.00	0.00	264,568.83
078-WWTP Funding	613,505.18	32.62	0.00	613,537.80	0.00	0.00	613,537.80
079-Princeton Comm Imprv Dist	0.00	78.82	0.00	78.82	0.00	0.00	78.82
080-Street Projects	109.84	0.00	0.00	109.84	0.00	0.00	109.84
082-East Side Interceptor	61,901.11	0.00	0.00	61,901.11	0.00	0.00	61,901.11
086-Streets Construction	97,810.77	0.00	0.00	97,810.77	0.00	0.00	97,810.77
087-Water Construction Fund	( 9,263.16)	0.00	2,651.40	( 11,914.56)	0.00	0.00	( 11,914.56)
091-TIF Program Fund	334,549.45	17,945.87	0.00	352,495.32	0.00	0.00	352,495.32
092-Advantage Ford TIF Projct	403.75	0.00	0.00	403.75	0.00	0.00	403.75
095-Airport Improvements	7,815.60	102,600.00	0.00	110,415.60	0.00	0.00	110,415.60
099-Industrial Park	801,244.37	38.24	98,276.00	703,006.61	0.00	0.00	703,006.61
GRAND TOTAL	14,674,985.35	3,742,536.29	2,917,950.33	15,499,571.31	2,148.22	29,731.76	15,527,154.85

\*\*\* END OF REPORT \*\*\*

## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

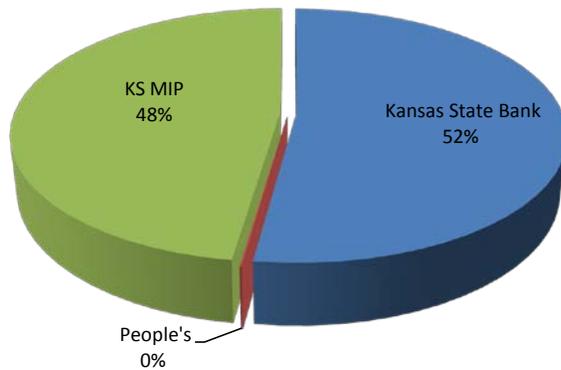
**June-16**

COUNTY (1.0%)	2011	2012	2013	2014	2015	2016	12 Mo Running Total 2015		Change Dollars	Change Percent
January	80,430	92,276	93,621	90,915	99,626	99,411	1,197,867	1,220,221	\$ (215.65)	-0.22%
February	95,342	88,325	96,068	104,501	117,666	105,438	1,211,033	1,207,993	\$ (12,228.17)	-10.39%
March	88,872	88,566	94,235	95,180	89,795	95,947	1,205,648	1,214,145	\$ 6,152.11	6.85%
April	69,281	87,092	83,104	90,992	99,242	103,136	1,213,897	1,218,040	\$ 3,894.66	3.92%
May	89,714	96,267	95,966	101,605	111,668	105,321	1,223,960	1,112,282	\$ (6,347.03)	-5.68%
June	102,444	89,141	95,257	100,701	101,717	100,112	1,224,976	1,624,954	\$ (1,605.45)	-1.58%
July	86,902	85,637	108,053	101,330	98,721		1,222,367			
August	89,754	93,734	96,875	99,329	104,245		1,227,282			
September	89,932	85,675	94,191	97,320	100,554		1,230,515			
October	94,804	91,359	98,107	104,316	95,308		1,221,507			
November	93,010	97,087	83,340	105,844	99,780		1,215,443			
December	99,175	91,424	96,805	97,122	102,116		1,220,437			
<b>SAME MO. YTD</b>	<b>526,082</b>	<b>541,666</b>	<b>558,250</b>	<b>583,895</b>	<b>619,715</b>	<b>609,366</b>			\$ (10,349.53)	-1.67%
<b>ANNUAL TOTAL</b>	<b>1,079,659</b>	<b>1,086,583</b>	<b>1,135,620</b>	<b>1,189,156</b>	<b>1,220,437</b>					
<b>CITY (1.1%)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>	<b>2016</b>		
January	179,538	203,964	195,321	201,594	216,451	228,014	2,626,783	2,763,269	\$ 11,562.69	5.34%
February	209,172	179,606	206,821	233,316	264,504	218,594	2,657,971	2,717,359	\$ (45,909.91)	-17.36%
March	196,175	190,917	199,168	201,539	197,296	219,958	2,653,728	2,740,020	\$ 22,661.73	11.49%
April	147,293	197,369	186,766	198,680	225,185	222,887	2,680,233	2,737,722	\$ (2,298.12)	-1.02%
May	198,268	212,086	210,835	231,212	256,081	231,656	2,705,103	2,713,297	\$ (24,425.34)	-9.54%
June	235,300	196,629	212,680	214,012	227,445	229,265	2,718,536	2,715,117	\$ 1,819.96	0.80%
July	187,599	196,553	240,050	225,531	219,710		2,712,715			
August	183,443	207,473	208,249	223,117	228,074		2,717,672			
September	195,331	183,753	202,765	203,251	227,370		2,741,791			
October	203,309	201,037	214,822	227,666	221,151		2,735,276			
November	204,378	206,969	173,970	239,249	229,831		2,725,858			
December	223,063	195,390	207,702	212,759	238,607		2,751,706			
<b>SAME MO. YTD</b>	<b>1,165,745</b>	<b>1,180,570</b>	<b>1,211,591</b>	<b>1,280,352</b>	<b>1,386,963</b>	<b>1,350,374</b>			\$ (36,588.99)	-2.64%
<b>ANNUAL TOTAL</b>	<b>2,362,868</b>	<b>2,371,746</b>	<b>2,459,148</b>	<b>2,611,925</b>	<b>2,751,706</b>					
<b>CITY/CO. TO DATE</b>	<b>1,691,828</b>	<b>1,722,236</b>	<b>1,769,840</b>	<b>1,864,247</b>	<b>2,006,678</b>	<b>1,959,739</b>			\$ (46,938.52)	-2.34%
<b>TOTAL</b>	<b>3,442,528</b>	<b>3,458,329</b>	<b>3,594,768</b>	<b>3,801,081</b>	<b>3,972,143</b>		<b>Budget</b>	<b>4,150,785</b>	\$ 2,075,392.50	-5.57%

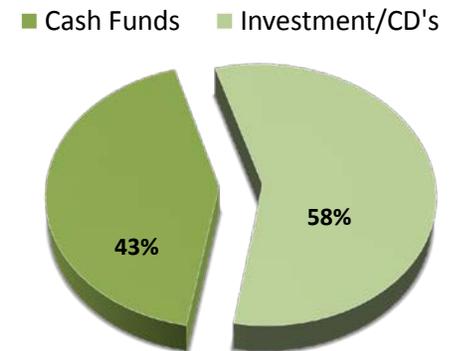
**City of Ottawa  
Disbursement of Funds  
06.30.2016**

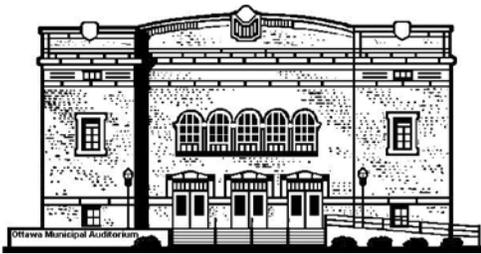
Kansas State Bank				Interest Rate	Maturity	Days to Maturity	KS MIP				Interest Rate	Maturity	Days to Maturity
Deposit	\$	5,634,631.48		0.11%			Investment	\$	500,000.00	0.25%	09/09/16	69	
AP	\$	608,570.16		0.11%			Investment	\$	500,000.00	0.27%	09/16/16	76	
CC Inhouse	\$	165,630.54		0.11%			Investment	\$	500,000.00	0.27%	11/04/16	124	
CC Online	\$	306,331.55		0.11%			Investment	\$	500,000.00	0.52%	12/08/16	158	
Kiosk	\$	829.26		0.11%			Investment	\$	500,000.00	0.54%	01/06/17	186	
CD	\$	500,000.00		0.21%	7/5/2016	5	Investment	\$	500,000.00	0.67%	01/24/17	204	
CD	\$	500,000.00		0.21%	8/4/2016	34	Investment	\$	500,000.00	0.67%	02/06/17	216	
CD	\$	500,000.00		0.21%	10/13/2016	103	Investment	\$	500,000.00	0.57%	02/24/17	234	
	\$	8,215,992.99					Investment	\$	500,000.00	0.61%	03/01/17	241	
							Investment	\$	500,000.00	0.70%	03/17/17	257	
							Investment	\$	500,000.00	0.67%	04/03/17	273	
							Investment	\$	500,000.00	0.61%	05/03/17	303	
							Investment	\$	500,000.00	0.64%	05/25/17	325	
							Investment	\$	500,000.00	0.72%	06/06/17	336	
							Investment	\$	500,000.00	0.58%	06/27/17	357	
								\$	7,500,000.00				
<b>People's</b>													
Payroll	\$	13,351.06		0%									
ACH	\$	1,987.85		0.01%									
	\$	15,338.91											
Cash Funds	\$	6,730,502.64		0.08%									
Investment/CD's	\$	9,000,000.00		0.41%									
<b>Total Funds</b>	\$	15,730,502.64		<b>0.33%</b>									

**Fund Distribution by Institution**



**Funds by Type**





# MUNICIPAL AUDITORIUM

## PERFORMANCE & RENTAL FACILITY

P.O. Box 462      301 S. Hickory      Ottawa, Kansas 66067  
 Box Office: 785/242-8810      Email: sstitt@ottawaks.gov  
 Website: www.ottawamunicipalauditorium.com  
 Shonda Stitt, Administrative Manager

### Ottawa Municipal Auditorium Report – June 2016

#### Events

- Spotlight Dance Studio held their recital on June 4<sup>th</sup> with their dress rehearsal on June the 2<sup>nd</sup>. (Attendance 767)
- ACT Ottawa held rehearsals for their upcoming performances of Squabbles on June 1, 6, 8, 9, 13, 15, 16, 20, 22, 23, 27, 29, and 30<sup>th</sup>. (Attendance 112 or 8 per day)
- Ottawa Municipal Auditorium Advisory Board - Monthly meeting on June 21<sup>st</sup> in the mezzanine. (Attendance 15).
- The City of Ottawa - Monthly Safety Class was held on June 22<sup>nd</sup>. (Attendance 66)
- Grace Community Fellowship Church held a Christian rock concert featuring OBB on June 25<sup>th</sup>. (Attendance 60)

#### July - August 2016 Events :

- July 5, 6, 7, 10 – 14 – ACT Ottawa, rental
- July 15 – 17 – ACT Ottawa presents Squabbles, rental
- July 19 – OMA Advisory board meeting
- July 20 – City Safety Training & Healthy Cooking Class
- July 26 – 312<sup>th</sup> Army Band
- July 28 – Girl Scouts (held date)
- August 16 – City Safety Training
- August 16 OMA Advisory Board meeting
- August 17 – Farm Bureau, (hold date)
- August 27 – Xtreme Force Live (Guardian Anti Bullying Live action show, rental)

#### Usage

<b>June 2016 usage facts:</b> Attendance: 1,020 Rentals: 3 Days used 17 days out of 30 days	<b>June 2015 usage facts:</b> Attendance for events/rentals: 1,445 Events/Rentals: 4 Days used 11 days out of 30 days
<b>2016 Year to date totals for OMA:</b> Attendance: 6,184 Rentals: 19 Days used: 77 out of 182	<b>2015 Year to date totals for OMA:</b> Attendance: 9,852 Rentals: 27 Days used: 81 out of 181
<b>June 2016 Volunteers/Hours:</b> Volunteers: 2 Number of new volunteers: 2 Events: 1 Hours: 2	<b>2016 Year to date Volunteers/Hours:</b> Volunteers: 10 Events: 3 Hours: 14.5

#### Volunteer Request

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

013-Auditorium Fund  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Auditorium Fund						
TAXES	145,800	53,478.53	128,412.95	0.00	17,387.05	88.07
LEASE & RENTAL INCOME	12,000	550.00	2,081.00	0.00	9,919.00	17.34
CHARGES FOR SERVICES	23,000	520.63	2,359.23	0.00	20,640.77	10.26
INVESTMENT INCOME	40	3.17	36.77	0.00	3.23	91.93
OTHER REVENUE	5,200	0.00	350.00	0.00	4,850.00	6.73
MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
TOTAL Auditorium Fund	<u>186,065</u>	<u>54,552.33</u>	<u>133,239.95</u>	<u>0.00</u>	<u>52,825.05</u>	<u>71.61</u>
TOTAL REVENUE	<u>186,065</u>	<u>54,552.33</u>	<u>133,239.95</u>	<u>0.00</u>	<u>52,825.05</u>	<u>71.61</u>
<u>EXPENSE SUMMARY</u>						
Auditorium Fund						
PERSONNEL SERVICES	128,876	6,443.85	41,666.66	0.00	87,209.34	32.33
CONTRACTUAL SERVICES	54,660	7,336.62	24,070.20	0.00	30,589.80	44.04
COMMODITIES	5,700	95.72	1,070.80	0.00	4,629.20	18.79
CAPITAL EXPENSES	22,500	0.00	9,846.93	0.00	12,653.07	43.76
CAPITAL IMPROVEMENTS	0	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	34,586	0.00	0.00	0.00	34,586.00	0.00
TOTAL Auditorium Fund	<u>246,322</u>	<u>13,876.19</u>	<u>76,654.59</u>	<u>0.00</u>	<u>169,667.41</u>	<u>31.12</u>
TOTAL EXPENSES	<u>246,322</u>	<u>13,876.19</u>	<u>76,654.59</u>	<u>0.00</u>	<u>169,667.41</u>	<u>31.12</u>
REVENUE OVER/ (UNDER) EXPENSES	( 60,257)	40,676.14	56,585.36	0.00	( 116,842.36)	93.91-
OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
OTHER USES	7,500	0.00	0.00	0.00	7,500.00	0.00
NET OTHER SOURCES & USES	( 7,500)	0.00	0.00	0.00	( 7,500.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	( 67,757)	40,676.14	56,585.36	0.00	( 124,342.36)	83.51-

## Community Development Department June 2016 Monthly Report

### Planning Commission:

Staff sent out a memo to the Planning Commission on site plans that were staff reviews. There was no Planning Commission meeting in June.

### Play Task Force:

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

### Projects:

**East 15th Street Sidewalk Project:** Bid date has moved to fall and KDOT conducting final review of plans. Staff has only seven more property owners to receive easements from.

### Neighborhood Stabilization Program:

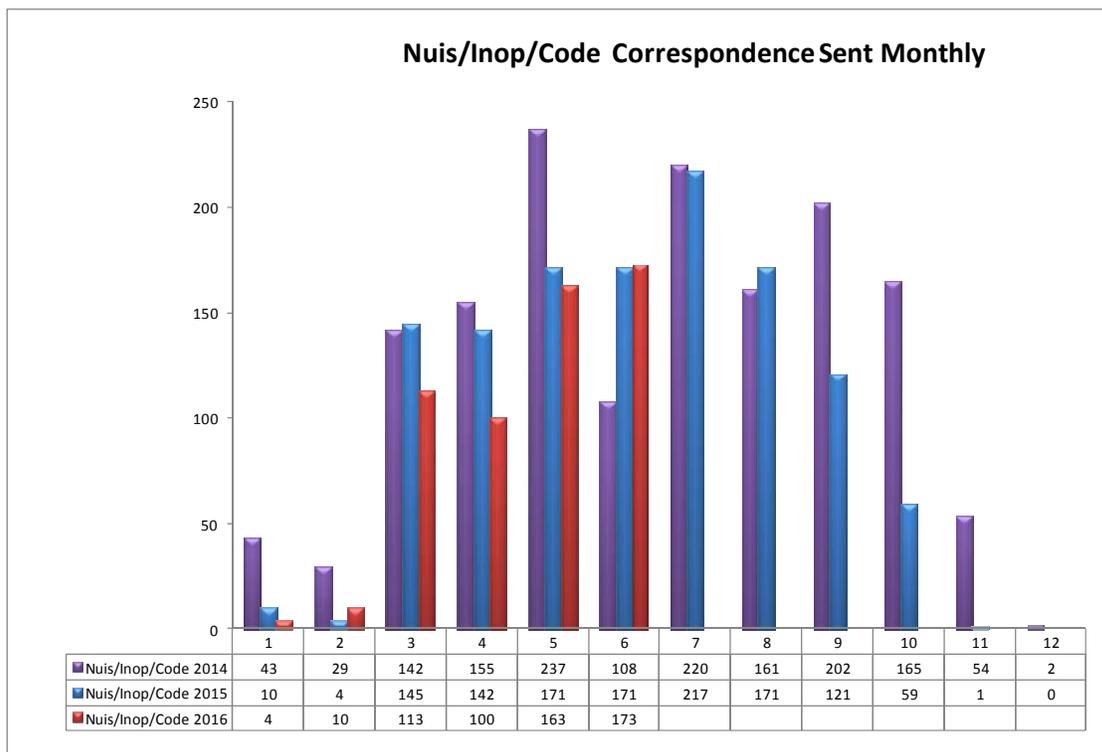
The new single-family structure at 727 N. Main has been sold, grant is being closed out.

### Condemnations:

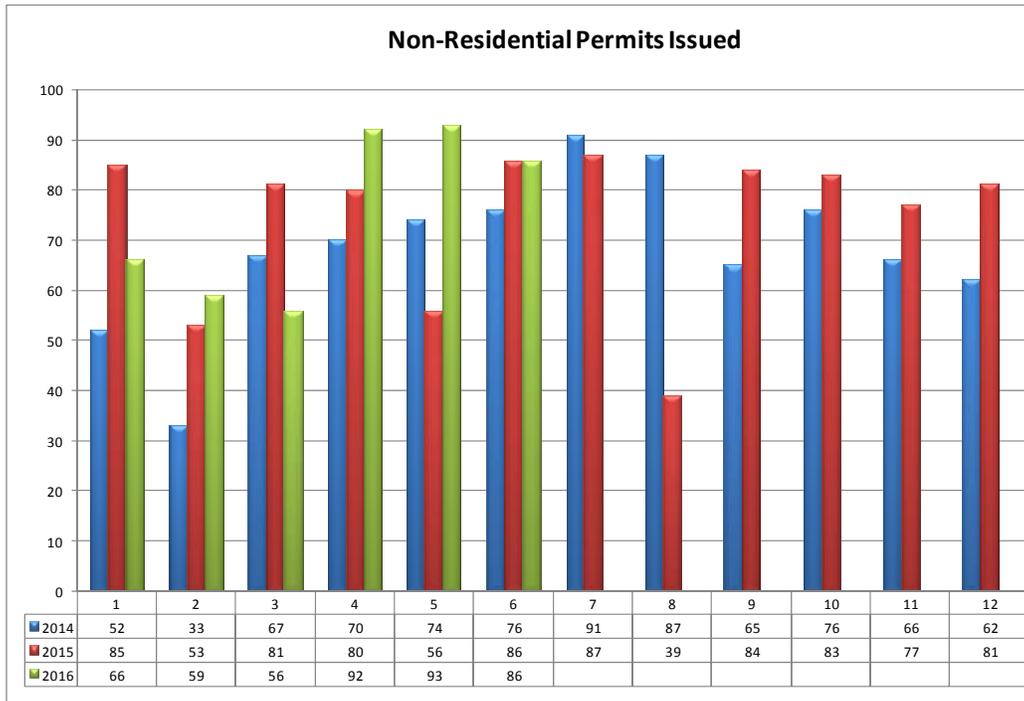
Demolition on the single-family structure at 820 N. Locust has been completed.

### Code Enforcement:

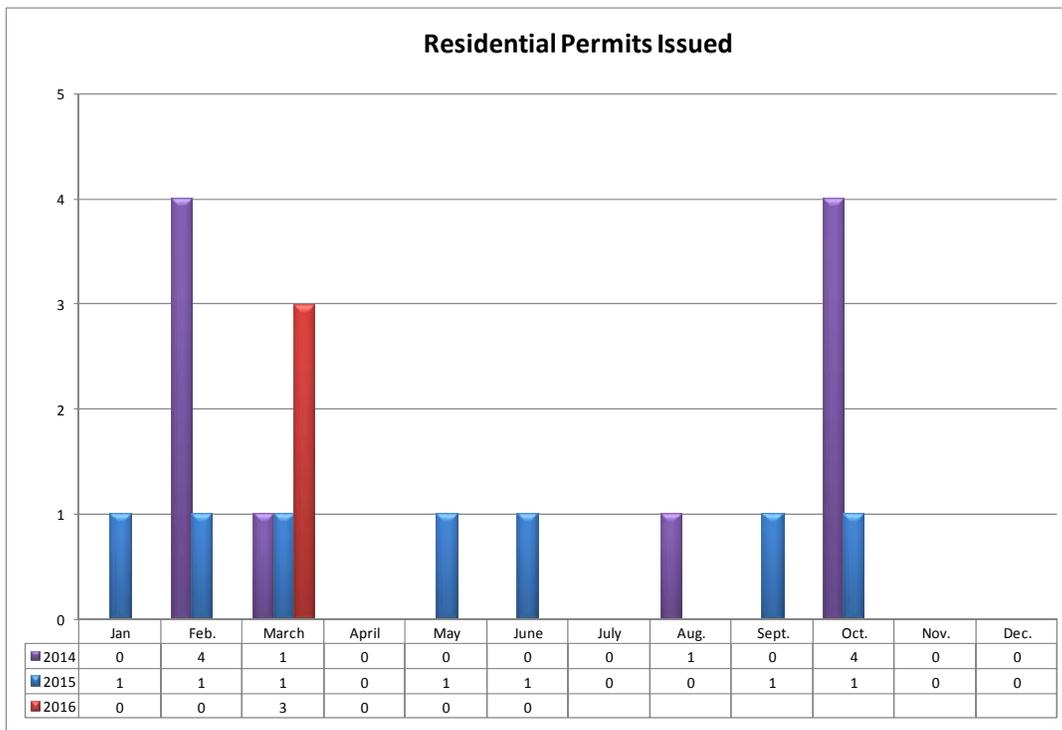
The code enforcement officer has been busy with weeds and other code violations.



**Permits:**

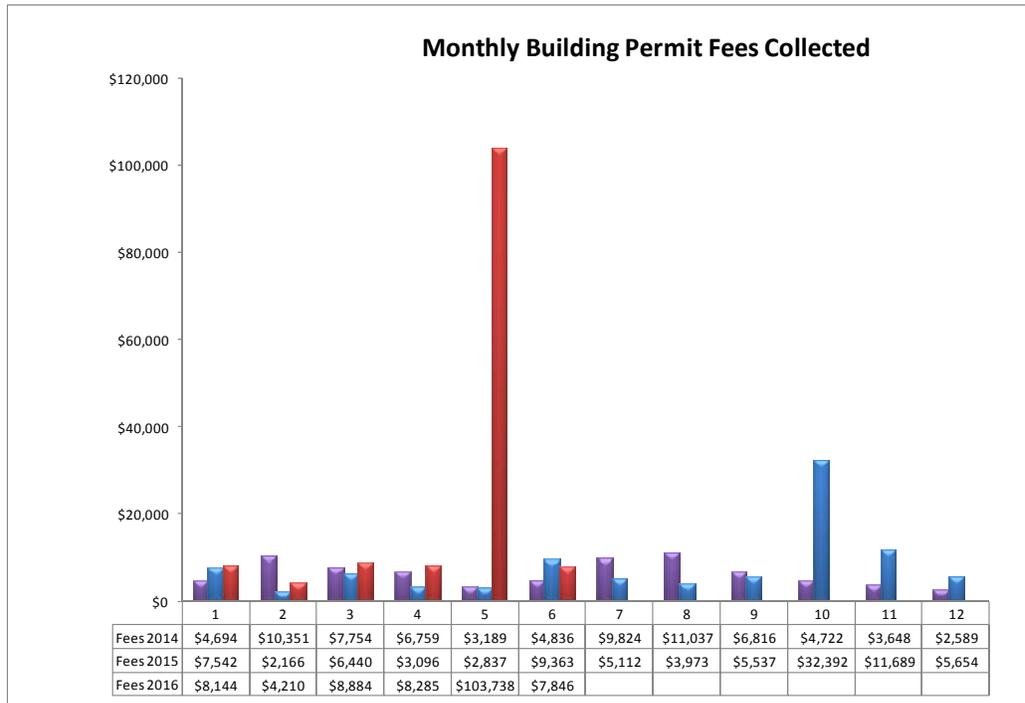


**Permits Continued:**



The above chart includes single-family, multi-family, and manufactured home permits issued for the year.

**Fees:**



The chart above does not include planning fees.

**Revenues for 2016:**

Permit fees to date:	\$138,106.97
Planning fees to date:	<u>\$ 1,650.00</u>
Total received to date:	<u>\$139,756.97</u>

# Ottawa Fire Department



## Monthly Report

**June 2016**

### **Training Hrs**

A-Shift- 206

B-Shift- 99

C- Shift- 140

Volunteers- 5

Staff- 0

**Total- 450**

### **Inspections**

A-Shift - 11

B-Shift - 15

C-Shift – 0

Staff - 3

**Total - 29**

## **Training Topics**

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

Search and Rescue(2Hr, FH 108A), Ground Ladders(1Hr, FH105A), Ventilation(1Hr, FH F11)

### **Building Construction**

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

### **Rescue**

Tie the 10 Rescue Knots(1Hr, FH Res-9), Rope Levels I and II by Jeff Matthews: Chapter 6- Anchor Systems: PP and Hands-on build different types, expand on this subject(2Hr, FH RES-19), Raising and Lowering systems (2Hr, FH RES-22)

### **Haz-Mat**

Hazardous Materials for First Responders 4<sup>th</sup> Edition Curriculum: Chapter 9 Decontamination (2Hr, FH HZ50)

### **Firefighter Skills** Water supply (2Hr, FH F15)

- Identify each Hydrant based off GPM
- Make a Hydrant connection using 5" and 2 1/2"
- Set-up drafting ops
- Set-up relay pumping ops

### **Safety Review**

Topic:

A-Shift (1Hr, FH ???)

### **NIOSH Report Review**

**Fire Fighter Fatality Investigation # F2013-16 4 Career Fire Fighters Killed and 16 Fire Fighters Injured at Commercial Structure Fire - Texas (added 7/20/15)** (1HR, FH NIOSH)

Smoke detector program- 0

Public Education Activities- 3

Station Tours- 2

Tim Matthias, Fire Chief

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {06/01/2016} And  
{06/30/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
113 Cooking fire, confined to container	1	0.63%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	0.63%	\$0	0.00%
	<b>2</b>	<b>1.26%</b>	<b>\$0</b>	<b>0.00%</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
200 Overpressure rupture, explosion, overheat other	1	0.63%	\$50,000	100.00%
251 Excessive heat, scorch burns with no ignition	2	1.26%	\$0	0.00%
	<b>3</b>	<b>1.89%</b>	<b>\$50,000</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	1	0.63%	\$0	0.00%
311 Medical assist, assist EMS crew	100	62.89%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	4	2.52%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.63%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.63%	\$0	0.00%
371 Electrocution or potential electrocution	1	0.63%	\$0	0.00%
	<b>108</b>	<b>67.92%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
444 Power line down	1	0.63%	\$0	0.00%
462 Aircraft standby	1	0.63%	\$0	0.00%
	<b>2</b>	<b>1.26%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
531 Smoke or odor removal	1	0.63%	\$0	0.00%
550 Public service assistance, Other	1	0.63%	\$0	0.00%
551 Assist police or other governmental agency	2	1.26%	\$0	0.00%
561 Unauthorized burning	2	1.26%	\$0	0.00%
	<b>6</b>	<b>3.77%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
600 Good intent call, Other	2	1.26%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en route	3	1.89%	\$0	0.00%
622 No Incident found on arrival at dispatch address	2	1.26%	\$0	0.00%
631 Authorized controlled burning	3	1.89%	\$0	0.00%
661 EMS call, party transported by non-fire agency	13	8.18%	\$0	0.00%

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {06/01/2016} And  
{06/30/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>6 Good Intent Call</b>				
671 HazMat release investigation w/no HazMat	1	0.63%	\$0	0.00%
	<b>24</b>	<b>15.09%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	3	1.89%	\$0	0.00%
733 Smoke detector activation due to malfunction	2	1.26%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.63%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	1.26%	\$0	0.00%
744 Detector activation, no fire - unintentional	5	3.14%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.63%	\$0	0.00%
	<b>14</b>	<b>8.81%</b>	<b>\$0</b>	<b>0.00%</b>

Total Incident Count: 159

Total Est Loss:

\$50,000



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

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

- City HR Staff continued the preparation of the 2017 HR, Risk Management and OMA budgets.

**Recruitment**

HR staff recruitment efforts included Police Officer and Fire Fighter selection process, City Clerk - Internal Only and Assistant Superintendent of Electric Distribution positions.

Promotions

None

New Hires

6/13/2016 Clayton Neel, Firefighter/EMT-A

Departures

6/10/2016 Donyell Wolfe, Management Intern

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

Training

Rick Aguilar, CUSP, PHR with Kansas Municipal Utilities conducted sessions on Fall Protection and Ladder Safety along with a professional development class on Coaching for Excellence.

Safety Committee Meeting

Safety Committee Meeting was held on June 21, 2016 at 1:30 pm in the Study Session Room at City Hall.

Workers' Compensation Injuries/Illnesses

1. 6/15/2016-PD employee running during a training exercise experienced a strain in the left thigh.
2. 6/21/2016-A Seasonal employee rolled his left ankle, stepped on a rock when returning from lunch break.
3. 6/23/2016-A City Manager's Office employee, while at an off-site meeting, lost balance after tripping over an unlevel surface on the floor. In trying to regain his balance he fractured his left metatarsal on his left foot.

Tort Claims

None

Commercial Automobile

2/12/16 – 2008 Ford Ranger. A City employee drove the vehicle through a controlled intersection and was involved in an accident. The employee received a ticket for going through a red light. After appearing in court on March 25, 2016 the employee's citation was reduced from disobeying a traffic signal to illegal parking. The claimant is alleging a minor soft tissue injury. The claimant's 2016 Chevrolet Sonic was a total loss as a result of the accident. The NADA base price of the vehicle is \$16,080. The adjuster received a subrogation letter requesting \$15,624.50 for

City of Ottawa

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Ottawa, KS 66067

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the Sonic which was paid on 7/5/16. The City vehicle was totaled and the City received a check for \$7,835.00. The bodily injury claim is still open for the other driver. \$1000 deductible. **Open**

Inland Marine

n/a

Accidents on City Property

5/30/15 – While attending the Pam Tebow event, a patron tripped down the steps of the lower balcony and sustained injuries to her face. Under the City’s General Liability Policy, \$5,000 exists for medical coverage. While this does not constitute negligence, the medical payments coverage was offered to a limit of \$5,000.00 to help pay for out of pocket expenses. Medical payments were extended and \$1,007.43. The adjuster sent a letter to Medicare along with consent to release form and is awaiting a Conditional Payment Letter so EMC can reimburse Medicare. EMC is holding the claim open for a short period of time in the event she elects to pursue a bodily injury claim against the City. Adjuster is still waiting on Medicare final bill. **Open**

Public Official Liability and Employment Practices Liability

6/26/15 - Garrison v. City of Ottawa Planning and Codes Department – Petition for Writ and Mandamus and Prohibition – 1223 S. Main structural repair. This has been turned over to insurance and it is in litigation. **Closed.** Court denied the appeal.

# Ottawa Information Technology (IT) Department

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**Date:** July 12, 2016

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

**From:** Chuck Bigham, IT Director

**Subject:** June IT Monthly Report

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## IT Trouble Tickets & Other-

61 new calls for Service logged, 3 still open(*examples- can't send mail, locked up, error conditions, won't power-on, Smart Phone not syncing, possible virus, can't find folder, print problems, won't boot, battery backup beeping etc.*)

## Forest Park Wifi

# Clients- 554          Usage- 95.63 GB

## Government Access Channel (GAC)

New Programs- City and County Commission, Road to Recovery , America's Army and White House Chronicle.

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

## Web Site

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

Videos posted include, 2 City Commission Meetings.

## FaceBook-

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

Total Likes: 2,565          See attached graphs

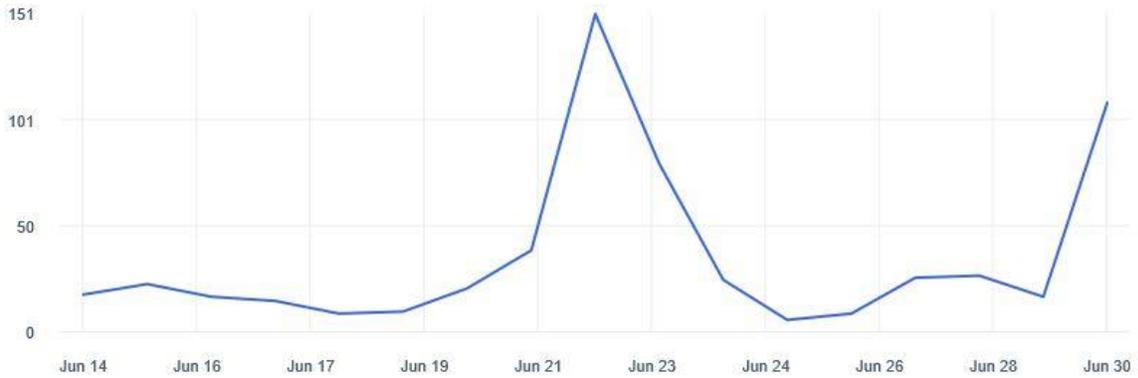
## Other Activities-

Twitter account maintained currently at **563 followers** (see attached graphs). Instagram followers are at **73**. Promotion of city wide events. Posted all media releases to public on Facebook, channel, website, Twitter, Instagram, Flickr & Tumblr. All job postings added to media outlets. Richard has been producing a weekly video of what's on the upcoming agenda and hot topics around Ottawa.

**Facebook June 2016**  
**Demographics and Location of people who like the City of Ottawa Facebook page.**  
**Total Likes for June were: 2,565**

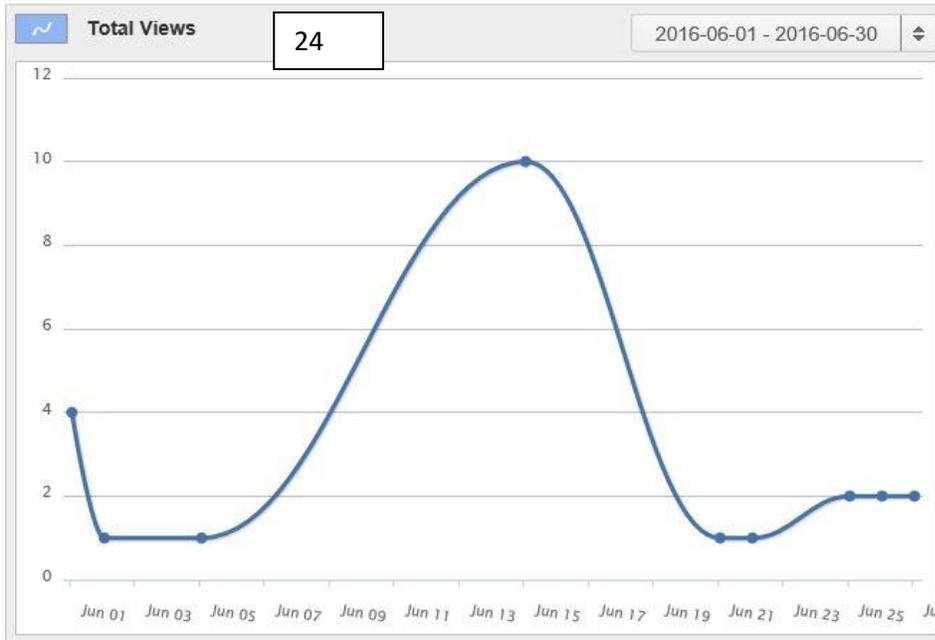


Total Views



Page views are the number of times any given site page is looked at (visited) by all users. On the other hand, unique visitors numbers report how many different visitors visited your site pages. For example, if your aunt checks out your Website 13 times in one day, she will only show as one unique visitor but she would contribute 13 page views to your reports.

## Ustream June 2016



[Export this period in CSV](#) Day Month

Datetime	Views
Jun 01	4
Jun 02	1
Jun 05	1
Jun 15	10
Jun 21	1
Jun 22	1
Jun 25	2
Jun 26	2
Jun 27	2

Jun 1, 2016 - Jun 30, 2016

Where did my branded header go?

# @ottawaksgov twitter

Twitter : Profile Summary



**@ottawaksgov**  
CityofOttawa  
Ottawa, KS

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

Followers	<b>563</b>
Following	<b>76</b>
Listed	<b>18</b>

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

*Police Department  
City of Ottawa, Kansas*

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**MEMORANDUM**

DATE: JULY 5, 2016  
TO: RICHARD U. NIENSTEDT, CITY MANAGER  
FROM: DENNIS P. BUTLER, CHIEF OF POLICE  
SUBJECT: JUNE 2016 MONTHLY REPORT

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

- Volunteers in Police Service (VIPS) provided 163 hours of service
- Made a conditional offer to a police officer applicant who is scheduled to begin work on July 5
- 2017 budget preparation meetings and presentation to City Commission
- Met with advocates from Willow, and Sexual Assault Trauma & Care
- Continued working on “Food for Fines” program
- E-Citations implementation. Trained officers, installed software and conducted field-testing. Full deployment continues
- Annual Special Olympics Torch Run from Ottawa to Beto Junction
- Held testing for police officer vacancy due to scheduled retirement on July 1
- Held retirement reception for Officer Tim Ahrens
- Attended First Friday Forum
- Continued participation on KBI Work Group regarding untested Sexual Assault Kits. We have agreed to become a pilot project site due to another police department withdrawing from the project
- Firearms training for all sworn officers
- DARE Camp planning underway. Camp is scheduled August 7-9
- National Night Out scheduled for August 2 and VIPS is planning and coordinating the event
- Monthly supervisors’ meeting, various Chamber events, Rotary, and other various meetings.

I am happy to answer any questions.  
Thank you.

ANIMAL CONTROL JUNE 2016

<b>ACTIVITY</b>	<b>Jun-16</b>	<b>Jun-15</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	24	18	99
Dead animals (wild) collected	0	9	20
Dead animals (domestic) collected	0	0	7
Wild animals trapped	26	18	122
Trap usage (days)	53	79	335
Dog ordinance violation citation	1	0	4
Cruelty to animal violation	0	0	2
Calls for service (non-trap)	7	31	127

FINES		COURT FEES JUNE 2016							2016	
	Violation	COURT FEES Misc.	Ct. Costs [\$75.00]	STATE FEES [20.00]	CCSFF [250.00]	Ct Training [\$1.00]	Fee Totals	Combined Total		
Jan-15	\$21,807.94	\$940.06	\$6,143.71	\$1,535.93	\$1,449.07	\$51.29	\$10,120.06	\$31,928.00		
Jan-16	\$19,551.19	\$784.00	\$5,406.27	\$1,335.48	\$518.52	\$49.73	\$8,094.00	\$27,645.19	MUNICIPAL COURT	
Feb-15	\$21,187.88	\$724.00	\$6,339.07	\$1,828.25	\$865.75	\$55.05	\$9,812.12	\$31,000.00		
Feb-16	\$21,016.50	\$237.00	\$6,639.49	\$1,684.93	\$1,199.07	\$93.01	\$9,853.50	\$30,870.00		
Mar-15	\$29,610.27	\$1,122.58	\$9,411.81	\$2,691.48	\$1,643.52	\$80.84	\$14,950.23	\$44,560.50		
Mar-16	\$24,734.00	\$349.90	\$7,717.92	\$1,996.17	\$1,308.33	\$119.56	\$11,491.88	\$36,225.88		
Apr-15	\$22,621.77	\$848.00	\$5,651.38	\$1,446.97	\$662.03	\$47.85	\$8,656.23	\$31,278.00		
Apr-16	\$15,871.70	\$686.00	\$4,538.87	\$963.70	\$546.30	\$61.63	\$6,796.50	\$22,668.20		
May-15	\$23,495.00	\$577.00	\$7,703.94	\$1,968.89	\$361.11	\$66.06	\$10,677.00	\$34,172.00		
May-16	\$20,708.00	\$502.42	\$7,012.29	\$1,496.54	\$487.96	\$103.21	\$9,602.42	\$30,310.42	CASES FILED	JUNE
Jun-15	\$19,630.44	\$698.50	6078.38	\$1,524.62	\$995.38	\$51.62	\$9,348.50	\$28,978.94		
Jun-16	\$27,959.00	\$792.50	\$8,286.48	\$2,166.91	\$842.59	\$129.02	\$12,217.50	\$40,176.50		
June-15YTD	\$138,353.30	\$4,910.14	\$41,328.29	\$10,996.14	\$5,976.86	\$352.71	\$63,564.14	\$201,917.44		
June-16YTD	\$129,840.39	\$3,351.82	\$39,601.32	\$9,643.73	\$4,902.77	\$556.16	\$58,056.30	\$187,896.19		
--Violation Fines-- Fine paid for violating the law. --Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.). --State Fees -Municipal court assessments listed and authorized by K.S.A. 12-4117 --Misc.-- Restitution paid to victims, Witness fees, overpayments and reinstatement fees. --CCSFF--Community Corrections Supervision Fee Fund-\$250 from each D.U.I. as of 7/1/12										
									Crimes against persons	7
									Crimes against property	14
									Driving Under The Influence	4
									Fleeing a Police Officer	0
									Other Crimes	18
									Reckless Driving	0
									Traffic Violations	228
									Tobacco Infractions	0
									<b>TOTAL CASES FILED</b>	<b>271</b>
									<b>Court Revenues (fines &amp; court costs)</b>	<b>\$36,245.48</b>
									Bond Forfeiture	0
									Dismissals	49
									Diversion agreements	1
									Guilty pleas	180
									Trials (on pleas of not guilty)	2
									<b>TOTAL DISPOSITIONS</b>	<b>232</b>

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

**DATE:** JULY 12, 2016  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** JUNE 2016 ENFORCEMENT STATISTICS

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

**The breakdown is as follows:**

012 OBEDIENCE TO AND REQUIRED TRAFFIC-CONTRO	2	3.1 BATTERY	4
013 DISOBEY TRAFFIC SIGNAL	14	3.2 BATTERY - LEO	2
030 DUI	5	6.1 THEFT/THEFT OF SERVICES	9
032 UNSAFE SPEED FOR CONDITIONS	2	6.7 CRIMINAL TRESPASS	5
033 SPEEDING	78	7.4 INTERFERENCE WITH JUDICIAL PROCESS	1
046 IMPROPER DRIVING LANED ROAD	1	9.1 DISORDERLY CONDUCT	2
051 IMPROPER U-TURN	1	9.9 UNLAWFUL ABUSE OF TOXIC VAPORS	1
054 UNSAFE TURNING/STOPPING ETC	5	97A PARKING - TWO HOUR LIMIT	6
057 FAIL TO YIELD RIGHT OF WAY	2	182A NO SEAT BELT	8
059 FAIL TO YIELD STOP/YIELD SIGN	29	30.2 REFUSAL PRELIMINARY BREATH TEST	1
063 DISOBEY PED CONTROL DEVICE	1	CH10 INOPERABLE VEHICLE	1
069 SOLICITING RIDE OR BUSINESS	1	10601 NUISANCE	3
074 PEDESTRIAN UNDER INFLUENCE	1	11.11 CRUELTY TO ANIMALS	2
080 VEHICLE EMERGING FROM ALLEY	1	182.1 SEATBELT	70
083 IMPROPER STOPPING/STANDING IN ROADWAY	1	182.2 UNLAWFUL RIDING ON VEHICLES <AGE 14	1
085 PARKING/STANDING/STOPPING	4	3-205 ANIMALS RUNNING AT LARGE	1
086 IMPROPER PARKING	4	3-213 KEEPING VICIOUS ANIMAL	5
089 ILLEGAL PARKING	1	3-302 DOG VACCINATION REQUIREMENTS	4
092 PARKING IN ALLEY	2	3-303 DOG CITY REGISTRATION FEES	3
096 PARKING IN NO PARKING ZONE	1	3-309 DOG RUNNING AT LARGE	1
104 INATTENTIVE DRIVING	6	3-312 LIMITED NUMBER OF DOGS	1
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	2	3-322 PITBULLS - KEEPING PROHIBITED	1
117 LIMITATIONS ON BACKING	1	9-403 FIREWORKS DISCHARGE/POSSESSION	1
143 EQUIPMENT OFFENSE	1	12-300 PARKING STALL LINES	6
182 CHILD PASSENGER SEATS	2	12-311 PARKING - TWO HOUR LIMIT	79
192 NO OPERATOR LICENSE	3	16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA	4
194 SUSPENDED OPERATORS LICENSE	19	16-303 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
195 DRIVE IN VIOLATION OF RESTRICTIONS	1	16-307 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	1
198 ILLEGAL TAG	13	16-401 CURFEW	3
200 KNOWINGLY OPER W/O INSURANCE	27	CH10-6 NUISANCE	2

\*\* Report Total: 460 \*\*

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

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

# Arrests - By Violation

06\01\2016

thru 06\30\2016

Agency is: OTTAWA POLICE DEPARTMENT

**Violation** **# of Offenses**

AGG BATTERY;RECKLESS DEADLY WEAPON CAUSE GRT BODY HARM	1
ANIMAL,CRUELTY TO ANIMALS, FAIL TO PROVIDE FOOD,WATER,SHELTER	2
ANIMALS: KEEPING VICIOUS ANIMALS	4
ANIMALS: NUMBER OF DOGS LIMITED	1
ANIMALS: PIT BULLS PROHIBITED	1
ANIMALS: REGISTRATION REQUIREMENTS	2
ANIMALS: VACCINATION REQUIREMENTS	2
BATTERY	5
BATTERY LEO;CITY/COUNTY CORRECTIONS OFFICER/EMPLOYEE ON DUTY	2
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	4
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	2
BATTERY; BODILY HARM TO ANOTHER	2
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	1
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT	1
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	4
CINC; RUNAWAY FROM COURT PLACEMENT	1
CINC; RUNAWAY FROM HOME	1
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	4
CRIMINAL THREAT,CAUSE TERROR,EVACUATION & DISRUPTION	1
CURFEW VIOLATION - USE THIS ONE	2
DISORDERLY CONDUCT	4
DRUGS: POSS DRUG PARAPHERNALIA (M)	3
DRUGS: TAX STAMP; NO DRUG	1
DRUGS:DISTRIBUTE MARIJUANA 25-450 GR	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS 3.5-100 GR	1
DRUGS:PRESCRIPTION,POSSESS WITH INTENT TO SELL	1
DRUGS; ABUSE OF TOXIC VAPORS	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	3
DRUGS; POSSESSION OF OPIATES,OPIUM,NARCOTIC & CERTAIN STIMULANT	2
DRUGS; POSSESSION OF PARAPHERNALIA (F)	1
DRUGS; POSSESSION OF PARAPHERNALIA (M)	9
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	3
DUI:DRIVING UNDER INFLUENCE	1
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	2
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	2
ENDANGERING A CHILD	1
FAILURE TO APPEAR	11
FORGERY, MAKING OR ALTERING A WRITTEN INSTRUMENT	1
LEWD & LASCIVIOUS, EXPOSING SEX ORGANS TO ANOTHER =>16 YOA	1
PFA,VIOLATE PROTECTION FROM ABUSE ORDER	2
RESISTING ARREST/OBSTRUCTION OF LEO (M)	2
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	9
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	5
TRAFFIC: LANED ROADWAY; IMPROPER DRIVE	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	2
TRAFFIC: UNLAWFUL REGISTRATION	1

07/12/2016 13:29

1 of 2

<b>Violation</b>	<b># of Offenses</b>
TRAFFIC; NO SEAT BELT	1
TRESPASS, ENTER POSTED, LOCKED OR FENCED PROPERTY	2
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	6
WARRANT ARREST	7
WARRANT ARREST FOR OTHER JURISDICTION	1
WARRANT ARREST; FOR ANOTHER JURISDICTION	1
<b>Total Violations</b>	<b>135</b>
<b>Total Arrests</b>	<b>83</b>

# Incidents - By Violation

06\01\2016

thru 06\30\2016

Agency is: OTTAWA POLICE DEPARTMENT

Violation	Incidents
AGG BATTERY;RECKLESS DEADLY WEAPON CAUSE GRT BODY HARM	1
AGG BATTERY;UNKNOWN CIRCUMSTANCE	1
ANIMAL,CRUELTY TO ANIMALS, FAIL TO PROVIDE FOOD,WATER,SHELTER	1
ANIMALS: KEEPING VICIOUS ANIMALS	5
ANIMALS: NUMBER OF DOGS LIMITED	1
ANIMALS: PIT BULLS PROHIBITED	1
ANIMALS: REGISTRATION REQUIREMENTS	1
ANIMALS: VACCINATION REQUIREMENTS	3
ARSON, NON-DWELLING WITH INTENT TO INJURE OR DEFRAUD	1
ASSAULT	1
BATTERY	4
BATTERY LEO;CITY/COUNTY CORRECTIONS OFFICER/EMPLOYEE ON DUTY	2
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	5
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	2
BATTERY; BODILY HARM TO ANOTHER	2
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	1
BURGLARY: UNKNOWN CIRCUMSTANCE	1
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME	2
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT	2
BURGLARY;NON-DWELLING FELONY	1
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	6
CINC; PHYSICAL MENTAL OR EMOTIONAL ABUSE, OR NEGLECT, OR SEXUAL ABUSE	2
CINC; RUNAWAY FROM HOME	1
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	12
CRIMINAL DAMAGE TO PROPERTY,FELONY	2
CRIMINAL RESTRAINT	1
CURFEW VIOLATION - USE THIS ONE	1
DISORDERLY CONDUCT	4
DOG LICENSE (TAGS)	1
DOGS RUNNING AT LARGE	1
DRUGS: POSS DRUG PARAPHERNALIA (M)	2
DRUGS: TAX STAMP; NO DRUG	1
DRUGS:DISTRIBUTE MARIJUANA 25-450 GR	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS 3.5-100 GR	1
DRUGS:PRESCRIPTION,POSSESS WITH INTENT TO SELL	1
DRUGS; ABUSE OF TOXIC VAPORS	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	3
DRUGS; POSSESSION OF OPIATES,OPIUM,NARCOTIC & CERTAIN STIMULANT	2
DRUGS; POSSESSION OF PARAPHERNALIA (F)	1
DRUGS; POSSESSION OF PARAPHERNALIA (M)	9
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	2

<b>Violation</b>	<b>Incidents</b>
DUI:DRIVING UNDER INFLUENCE	1
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	2
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	2
ELECTRONIC SOLICITATION, OFFENDER BELIEVES CHILD <14	1
ENDANGERING A CHILD	1
EXPLOSIVES, POSS COMMERICAL EXPLOSIVES TO COMMIT CRIME	1
EXPLOSIVES, POSS, MANUF,TRANSPORT COMMERICAL EXPLOSIVES	1
FAILURE TO APPEAR	10
FINANCIAL CARD, CRIMINAL USE OF	4
FORGERY, DISTRIBUTING OR ISSUING WRITTEN INSTRUMENT	1
FORGERY, MAKING OR ALTERING A WRITTEN INSTRUMENT	2
IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS<\$100,000	2
INTIMIDATION OF A WITNESS OR VICTIM, PREVENT TESTIMONY	1
LEWD & LASCIVIOUS, EXPOSING SEX ORGANS TO ANOTHER =>16 YOA	1
LEWD AND LASCIVIOUS BEHAVIOR	1
PFA,VIOULATE CONDITIONS OF PRE-TRAIL ORDERS	2
PFA,VIOULATE PROTECTION FROM ABUSE ORDER	4
RESISTING ARREST/OBSTRUCTION OF LEO (M)	2
SEXUAL EXPLOITATION OF A CHILD, POSSESSION OF VISUAL DEPICTION OF CHILD <18	1
SOLICITING RIDE OR BUSINESS ON ROADWAY	1
TAMPERING WITH ELECTRONIC MONITORING EQUIPMENT	1
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	1
THEFT OF MOTOR FUEL	2
THEFT; >\$100,000 OF PROPERTY OR SERVICES/SHOP LIFTING	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICE/ALL OTHER	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	2
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	12
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	3
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	10
THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE	6
THEFT; POSSESSION OF STOLEN PROPERTY \$1000 TO 25.000	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	5
TRAFFIC: FAILURE TO STOP AT ACCIDENT; INJURY OR DAMAGE OVER \$1000	3
TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE	1
TRAFFIC: LANED ROADWAY; IMPROPER DRIVE	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	2
TRAFFIC: UNLAWFUL REGISTRATION	1
TRAFFIC; NO SEAT BELT	1
TRESPASS, ENTER POSTED, LOCKED OR FENCED PROPERTY	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	8
WARRANT ARREST	6
WARRANT ARREST FOR OTHER JURISDICTION	1
WARRANTS; COUNTY/CITY/STATES/NCIC	1
<b>Total Violations</b>	<b>206</b>
<b>Total Incidents</b>	<b>148</b>

CITY OF OTTAWA, KANSAS  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM

TO: City Commission  
FROM: Michael Haeffele - Director of Public Works  
COPY TO: Justin McCurdy, Chris Raby, DJ Welsh, Lisa Borjas, Glora Mathews, Richard Nienstedt  
SUBJECT: June 2016 Monthly Activity Report/Public Works Projects Update  
DATE: July 7, 2016

Project descriptions will only be included when a project first appears. Subsequent reports will only list significant activity related to an ongoing project or changes that occur during the reporting period. Ongoing projects for which there is no significant activity during the month are not listed.

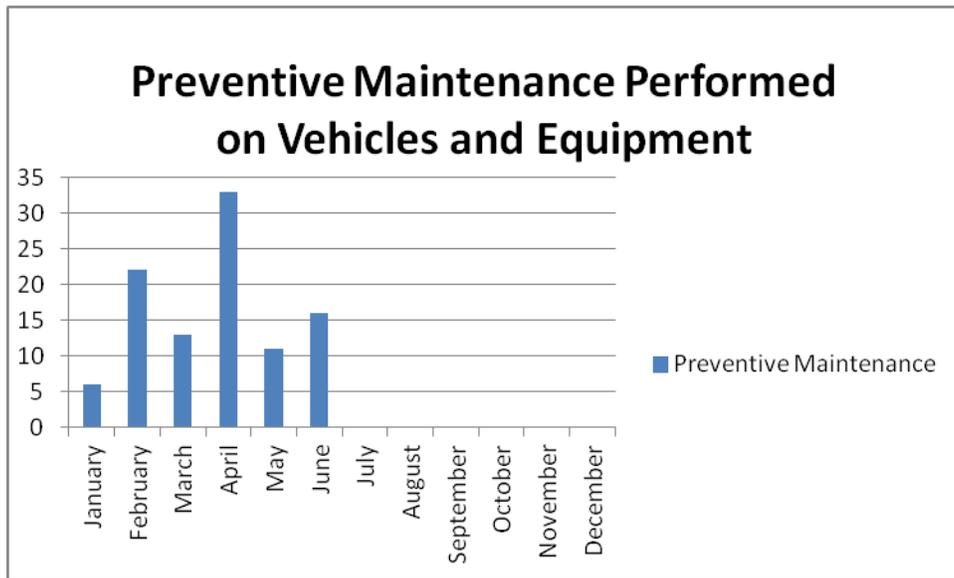
**Streets:**

- Mowed
- Cleaned ditch in the 1200 block between S. Main and Hickory
- City wide clean up
- Pulled logs off of walking bridge
- Started replacing curb and sidewalk on 12<sup>th</sup> St.
- Blade roads
- Started patching pot holes
- Asphalted the intersection at 1<sup>st</sup> and S. Poplar
- Sprayed and weed eat islands
- Picked up brush
- Repaired heaving concrete at 7<sup>th</sup> and Maple
- Weed eat for the 4<sup>th</sup> of July
- Prep work on chip and seal roads

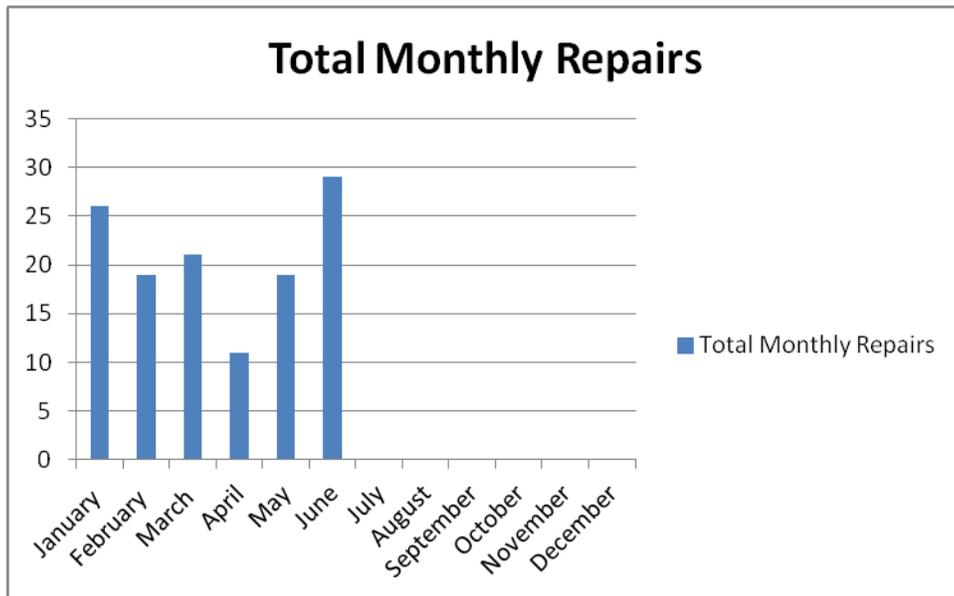
**Parks:**

- Mow parks and cemeteries
- Fix damaged picnic tables in Forest Park
- Aerate Forest Park
- Fix drinking fountain at Kanza Park
- Fix broken hydrant in Forest Park
- Assist with preparation for Swan Arts Festival
- Clean Shops
- Weed eat parks and cemeteries

**City Garage:** The Garage routinely services vehicles and equipment for all City departments. The most typical service is a periodic oil change with associated checks and services (preventive maintenance). The chart below shows the number of PM's performed this month compared to previous months this year.

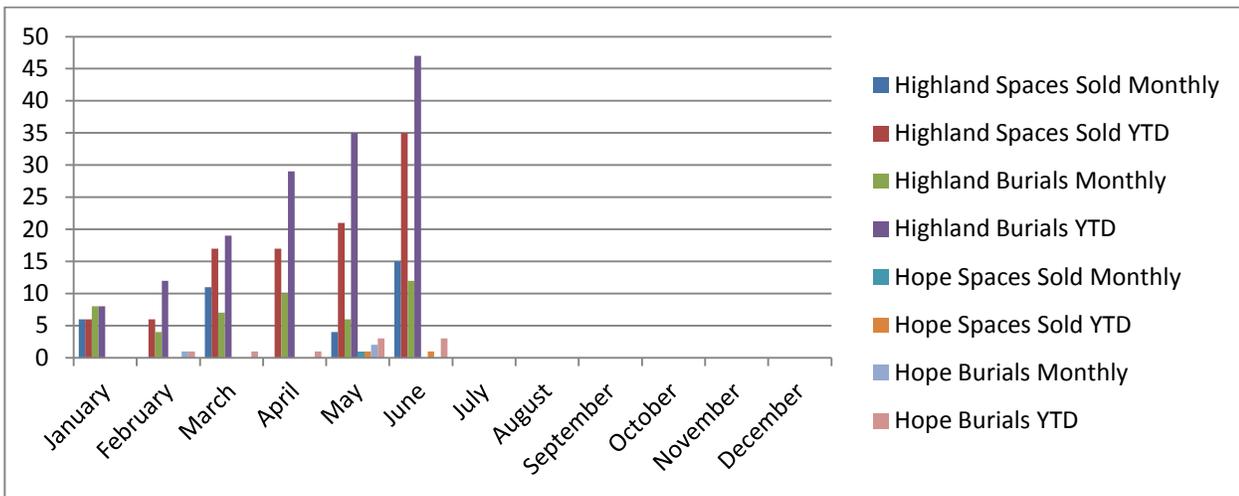


This chart shows the amount of repairs performed by the Fleet Maintenance Department. These repairs vary from brake replacements to electrical problems.

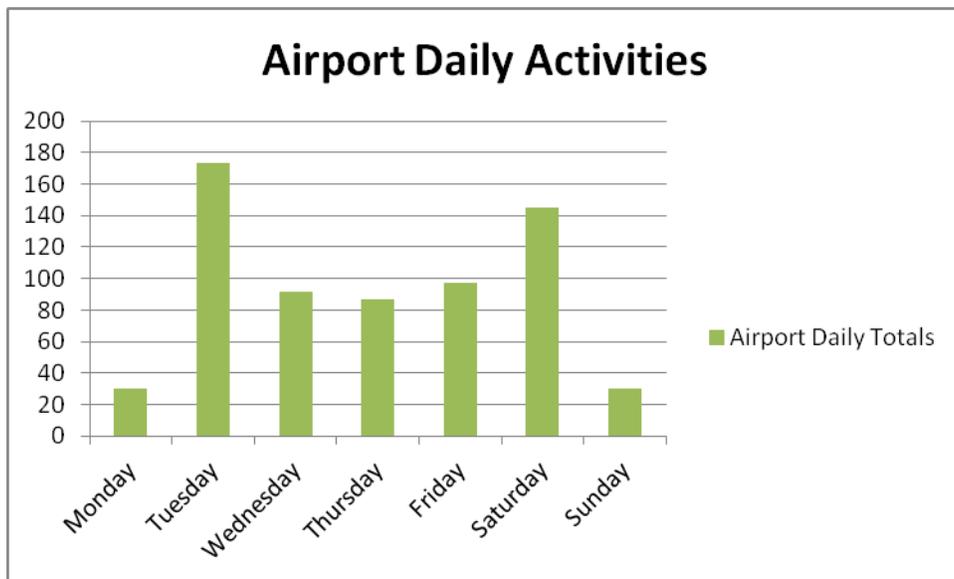


During the month of June we sent one piece of equipment to an outside vendor for repairs.

**Cemeteries:** Following are excerpts from the monthly Sextons' Reports: June graph is shown below.



**Airport Activities Report.** Shown below are the daily operations reported by the Airport Manager. These are the operations witnessed by the FBO during normal operating hours. An “operation” is either a landing or a take-off (e.g. a landing to fuel and then leave is two operations, as is a touch-and-go landing). You can see in the chart below that Saturday and Sunday were the busiest days this month.



Airport fuel sales for Aviation Gas (100LL) during June 2016 amounted to 743 gallons (CY 2016 to date = 3,590 gal) and 186 gallons of Jet-A fuel (CY 2016 to date = 1,339 gal) were sold during the month of March to Hawkeye Helicopter. The “Courtesy Car” was used 3 times this month.

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

**KMEA POWER SUPPLY COMMITTEE**

Purchase Power agreement for Marshall wind farm approved and have started taking power from completed plant. Looking at collaborative solar opportunities within the KMEA footprint that could provide community solar opportunities. Researching transmission ownership that could help offset costs related to receiving power. Collaborative efforts for establishment of new generation are still on the table.

**WATER TREATMENT PLANT RAW WATER SUPPLY LINE**

Professional Engineering Consultants (PEC) presented the results of their study of the raw water supply line, water treatment plant, regulatory and disinfection review to the City Commission on September 30, 2013. Pre-construction meeting with Greeley excavating scheduled for July 28, 2016 with anticipated start date of August 8, 2016.

**Electric Projects**

Contracted with SEGA to begin study of electric extension into the Rock Creek Development Park.

Study finalized and solid plan in place to move forward as funds allow. Appears a new transformer at SE substation is inevitable to support addition.

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

COOP line move completed

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

Several small projects to support community activities.

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

**Miscellaneous**

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

B) Contracted with Elster to develop test group of AMI Meters and are hoping to deploy in near future, Contract language currently a stalemate with attorneys.

**Water Line Repairs:**

11th Locust 2- 8x7 wraps 3' of pipe  
1706 Willow moved fire Hydrant  
215 Poplar water service and frost free  
200 block Poplar abandon 4"  
3rd Poplar cap main  
819 N. Cedar 2-6x7 wraps 3' of pipe  
14th and Cedar 12x12 wrap  
21st Princeton new service line  
822 Walton new pit  
Logan/Main Repair valve boxes  
11th Elm (2) 6" valves pumper FH  
1516 N. Davis Replaced bolts in valve  
1321 N. Mulberry 6x12 wrap  
**319 W. Wilson 6" valve**  
**14th Hickory Corp Leaking**  
**11th Olive replaced meter/pit**  
**218 S. Main 8x15 wrap**

**Repair of Sewer lines;**

301 Beech broken/pluged dug two times  
301 Hickory replaced Ring / Lid  
513 W. 7th Replaced manhole 30' of 8"  
433 S. willow ring/Lid  
1152 N. Cherry Ring/ Lid  
434 S. Main Ring/Lid

**New Water Services This Year**

3

**Cut Offs:**

820 N. Locust  
230 W. 19th

New 2<sup>nd</sup> Street water main has progressed from Walnut to across Cedar. Currently getting corners cleaned up and curb/sidewalk replaced.

# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT June-16

	2016		2015	
	This Month	Year to Date	This Month	Year to Date
<b>KILOWATT HOURS</b>				
NET SELF GENERATION	102,676.000	168,411.000	30,722.000	-160,240.000
<b>PURCHASED POWER:</b>				
GRDA	8,640,000	34,767,000	8,640,000	41,562,400
WAPA	981,000	4,615,025	981,000	4,607,806
SWPA	230,000	1,727,000	419,000	1,424,000
KCPL	5,959,200	23,353,975	4,440,400	21,247,094
OTHER				
NEARMAN			360,000	1,430,000
SUB-TOTAL ENERGY	15,912,876	64,631,411	14,871,122	70,111,060
TOTAL ENERGY <sup>1</sup>	15,912,876	64,631,411	14,871,122	70,111,060
INCREASE / DECREASE <sup>2</sup> (2015 VS 2016)	7.01%	-7.82%		
<b>MARSHALL WIND ENERGY kWh</b>	<b>Apr-16</b>	<b>704,207</b>		<b>1,570,143</b>
<b>2nd St. SOLAR ENERGY kWh</b>	<b>Jun-16</b>	<b>2410.28</b>		
<b>MEGAWATT LOAD</b>				
PEAK DEMAND	36.100	36.100	34.8	34.8
TIME OF PEAK	6:00 PM	6:00 PM	3:00 PM	3:00 PM
DAY OF PEAK	6/22/2016	6/22/2016	6/24/2016	6/24/2016
<b>TEMPERATURE</b>				
HIGH	100	6/15/2016 (100)	84	84
LOW	60	1/10/2015 (6)	32	4
<b>ENERGY SALES</b>				
KCPL kWh				
WRI / Other (supplemental) kWh	0	0		
<b>TOTAL SALES (KWh)</b>	<b>0</b>	<b>0</b>		

# WATER TREATMENT PLANT PRODUCTION REPORT

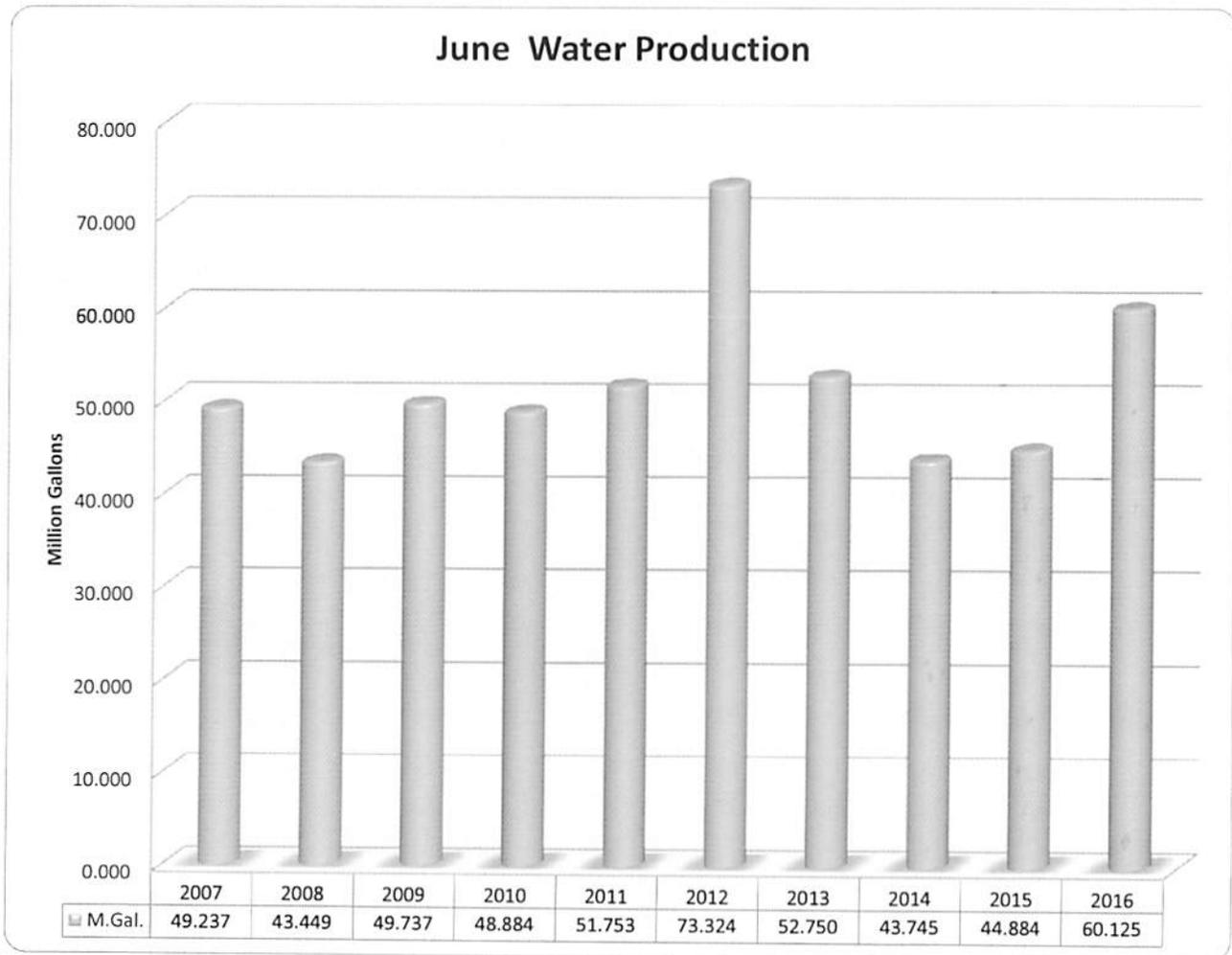
## June-2016

### Gallons of Water Produced

	2016		2015		Year to Date Percentage of Increase / Decrease
	This Month	Year to Date	This Month	Year to Date	
Monthly Plant Influent	66,961,000	303,757,000	51,916,000	269,915,000	11%
Monthly Plant Effluent	60,125,000	277,760,000	44,884,000	223,333,000	20%
Sludge Water Reused	2,030,900	11,792,800	3,269,100	16,399,600	-39%
Average Daily Influent	2,232,033	1,668,995	1,730,533	1,483,049	11%
Average Daily Effluent	2,004,167	1,526,154	1,496,133	1,227,104	20%

### Weather Information

Total Precipitation	2.03	17.04	5.09	23.94	-40%
Average High Temperature	88	64	84	60	6%
Average Low Temperature	66	40	65	38	6%



# WATER PRODUCTION

JUNE 2016

PUMP HOURS							
	#1 HIGH SERVICE	#2 HIGH SERVICE	#3 HIGH SERVICE	#4 HIGH SERVICE	#1 K68 BOOST	#2 K68 BOOST	#3 K68 BOOST
PRESENT	22132.7	22185.3	22217.3	22217.1	32528.0	49480.2	51278.4
PREVIOUS	21839.4	22014.0	22122.6	22116.2	32528.0	49480.2	51278.4
HOURS ON	293.3	171.3	94.7	100.9	0.0	0.0	0.0

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	# 1 SLUDGE	# 2 SLUDGE	BW Pump
PRESENT	21109.3	21117.6	21132.9	21131.4	54390.8	54388.9	589.2
PREVIOUS	20942.3	20957.8	20940.8	20960.6	54132.1	54124.4	585.3
HOURS ON	167.0	159.8	192.1	170.8	258.7	264.5	3.9

	#1 LOW LIFT	#2 LOW LIFT	#3 LOW LIFT	#4 LOW LIFT	#1 N.E BOOST	#2 N.E BOOST	#3 N.E. BOOST
PRESENT	11666.7	11636.0	11661.7	11635.9	814.4	781.3	826.2
PREVIOUS	11465.5	11476.9	11461.7	11474.4	803.1	769.3	810.0
HOURS ON	201.2	159.1	200.0	161.5	11.3	12.0	16.2

GALLONS PUMPED					
	K-68 BOOSTER	SLUDGE	RAW WATER	H.S. WATER	N.E. BOOSTER
	x 1,000	x100	x 1,000	x 1,000	x 1,000
PRESENT	311056	7396672	303757	277760	152970
PREVIOUS	31105	7376363	236796	217635	150779
DIFFERENCE	279951	20309	66961	60125	2191
GALLONS	279,951,000	2,030,900	66,961,000	60,125,000	2,191,000

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	4,081	14,112
LIME	15,901	77,835
ALUM	0	0
AMMONIA	424	1,970
CARBON	396	1,717
FLUORIDE	1,092	6,341
POLYMER	33,208	68,295
CUSO4	100	400

TOTAL KWH	ELECTRIC METER READINGS							
	Plant M.	River M.	Low Lift M.	Sludge M.	Clearwell M.	Shop	K-68 Booster	N.E. Booster
121990	X120	X 40	X 40	X 0	X 40	X0	X0	X0
Present	74056	27583	68056	9594	3968	8298	93424	12373
Previous	73909	27384	67873	8662	1804	7918	93299	11300
Difference	147	199	183	932	2164	380	125	1073
KWH	17640	7960	7320	932	86560	380	125	1073
Demand	0.368	1.03	0.61	2.6	6.67		0.23	21.571
KW Dem.	44.16	41.2	24.4	2.6	266.8	0	0.23	21.571

shop water 122.71

**JUNE 2016**  
**MONTHLY WATER TREATMENT REPORT**

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
1	1,635,000	1,419,000	13.5	432	0	90	36	44	13	0	221.4
2	1,797,000	1,852,000	14.7	470	0	98	40	0	13	0	24101
3	1,855,000	1,569,000	15.7	502	0	105	42	0	14	100	257.5
4	1,808,000	1,867,000	15.5	496	0	109	42	44	14	0	254.2
5	1,984,000	1,784,000	16.4	525	0	115	44	0	15	0	169
6	2,042,000	2,038,000	17.0	544	0	114	46	0	16	0	329.8
7	2,509,000	1,858,000	15.0	648	0	137	40	0	15	0	345
8	2,551,000	2,513,000	14.5	696	0	134	39	44	17	0	339.3
9	2,178,000	2,001,000	12.6	605	0	117	34	0	14	0	294.8
10	2,338,000	2,179,000	13.0	624	0	120	35	44	14	0	304.2
11	2,274,000	1,993,000	12.7	610	0	117	34	0	14	0	297.2
12	2,090,000	2,128,000	11.5	552	0	106	31	0	12	0	269.1
13	2,572,000	2,148,000	14.4	691	0	136	39	0	16	0	336.9
14	2,208,000	1,853,000	12.7	559	0	128	34	44	15	0	297.1
15	3,021,000	2,356,000	14.0	616	0	164	38	0	25	0	596.7
16	1,704,000	1,550,000	9.9	436	0	96	27	44	15	0	231.7
17	2,104,000	1,844,000	12.0	528	0	116	32	0	18	0	280.8
18	2,009,000	1,811,000	11.5	506	0	111	31	0	17	0	269.1
19	2,118,000	1,914,000	11.9	523	0	115	32	0	14	0	278.0
20	2,420,000	2,219,000	13.6	544	0	131	37	0	16	0	470.3
21	2,493,000	2,364,000	13.8	517	0	137	37	0	15	0	339.7
22	2,556,000	2,234,000	14.7	529	0	155	40	0	18	0	361.9
23	2,604,000	2,233,000	13.9	500	0	156	38	44	17	0	342.2
24	2,096,000	1,976,000	11.7	421	0	128	32	0	15	0	288.1
25	2,300,000	2,154,000	12.8	462	0	136	35	0	16	0	315.9
26	2,536,000	2,303,000	14.0	504	0	147	38	0	18	0	344.6
27	2,192,000	2,051,000	12.4	446	0	114	33	0	18	0	305.2
28	2,618,000	2,353,000	14.8	533	0	278	40	44	0	0	364.3
29	2,014,000	1,855,000	11.5	414	0	216	31	0	0	0	283.1
30	2,335,000	1,706,000	13.0	468	0	255	35	44	0	0	320.1

**MONTHLY TOTALS**

Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
66,961,000	60,125,000	404.7	15,901	0	4,081	1,092	396	424	100	33,208
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

**DAILY AVERAGE**

2,232,033	2,004,167	13.5	530	0	136	36	13	14	3	1,107
Gallons	Gallons	Hours	Pounds							

**YEAR to DATE TOTALS**

303,757,000	277,760,000	2,347.8	77835	0	14112	6341	1717	1970	400	68294.9
Gallons	Gallons	Hours	Pounds							

## JUNE WEATHER 2016

DATE	HIGH	LOW	7 A.M.	RAIN	SNOW	REMARKS
1	76	60	62			
2	81	56	58			
3	84	56	59			
4	84	59	63	0.08		
5	81	58	62			
6	81	56	59			
7	88	57	61			
8	81	59	65			
9	88	59	71			
10	89	69	71			
11	90	70	72			
12	91	68	70			
13	92	67	69	0.03		
14	87	69	70	0.04		
15	92	69	73	0.01		
16	99	71	71	0.66		
17	90	68	75	0.35		
18	94	73	74			
19	87	66	71			
20	90	66	72			
21	94	72	74			
22	94	74	76			
23	98	76	78			
24	91	69	70			
25	86	70	75			
26	92	75	76			
27	90	69	70	0.01		
28	91	68	69			
29	85	62	67			
30	87	67	71	0.85		

<b>Jun. 16</b>	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	88	66	2.03	0.00
<b>Year to Date</b>				
	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	<b>64</b>	<b>40</b>	<b>17.04</b>	<b>3.30</b>
Historical June Average				
Precipitation			<b>5.26</b>	
Historical year to Date Average				
Precipitation			<b>19.36</b>	

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith McAdoo*

**WATER RECLAMATION FACILITY REPORT**

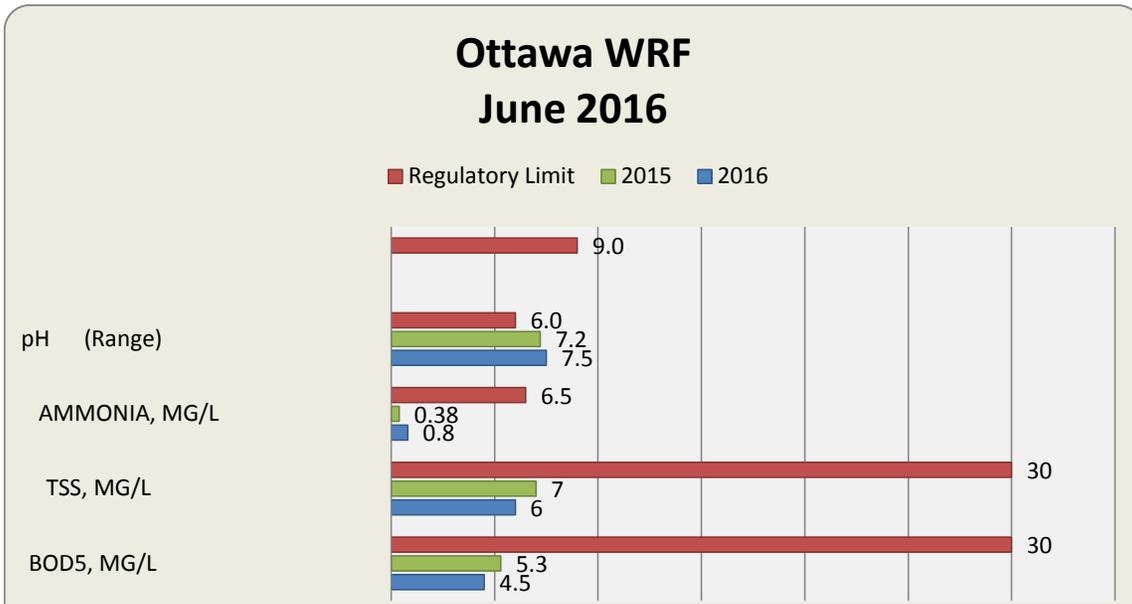
**Jun-16**

	<b>2016</b>		<b>2015</b>	
	This Month	Year To Date	Same Month	Year To Date
<b>TOTAL FLOW, MG</b>	40.59	213.88	55.76	99.36
<b>PEAK DEMAND DAY, MG</b>	2.35	6.41	5.2	5.2
<b>AVERAGE DAILY FLOW, MGD</b>	1.35	1.18	1.82	1.06

**AVERAGE PLANT INFLUENT**

BOD5, MG/L	110	279
TSS, MG/L	124	305
TKN MG/L	18.2	33
pH, SU	7.53	7.3

<b>AVERAGE PLANT EFFLUENT</b>	<b>Regulatory Limit</b>			
BOD5, MG/L	4.5	30	MG/L	5.3
TSS, MG/L	6	30	MG/L	7
AMMONIA, MG/L	0.8	6.5	MG/L	0.38
pH (Range)	7.5	6.0	9.0	7.2
PERCENT REDUCTION BOD5	96%	85%		98%
PERCENT REDUCTION TSS	96%	85%		98%
TOTAL PHOSPHOROUS	2.4	1.5 yr/ave	MG/L	0.32



	2016			2015	
	High	Low		High	Low
6/1/2016	82	64	6/1/2015	70	58
6/2/2016	83	60	6/2/2015	78	58
6/3/2016	86	61	6/3/2015	78	65
6/4/2016	82	65	6/4/2015	84	65
6/5/2016	84	62	6/5/2015	84	62
6/6/2016	87	62	6/6/2015	87	76
6/7/2016	84	64	6/7/2015	92	74
6/8/2016	90	64	6/8/2015	88	68
6/9/2016	91	72	6/9/2015	92	65
6/10/2016	92	72	6/10/2015	94	74
6/11/2016	93	76	6/11/2015	90	76
6/12/2016	92	74	6/12/2015	80	69
6/13/2016	90	70	6/13/2015	83	70
6/14/2016	92	72	6/14/2015	84	71
6/15/2016	100	73	6/15/2015	84	71
6/16/2016	91	71	6/16/2015	78	69
6/17/2016	95	76	6/17/2015	87	70
6/18/2016	90	75	6/18/2015	84	71
6/19/2016	92	70	6/19/2015	86	68
6/20/2016	96	73	6/20/2015	94	69
6/21/2016	96	76	6/21/2015	92	76
6/22/2016	99	77	6/22/2015	92	75
6/23/2016	93	75	6/23/2015	84	75
6/24/2016	88	72	6/24/2015	95	78
6/25/2016	94	75	6/25/2015	95	78
6/26/2016	92	77	6/26/2015	83	67
6/27/2016	92	71	6/27/2015	84	64
6/28/2016	84	71	6/28/2015	88	66
6/29/2016	88	66	6/29/2015	87	66
6/30/2016	90	71	6/30/2015	92	69
<b>Average</b>	<b>90.3</b>	<b>70.2</b>	<b>Average</b>	<b>86.3</b>	<b>69.4</b>



## June FCDC Summary Report to County/City Commissions

Franklin County Development Council Staff responded to 2 leads for new project locations in Franklin County during the month of June. Both leads were for light manufacturing projects and required rail service at the site. Property near Wellsville that abuts the BNSF Rail line was submitted for both project responses.

Meetings were also held with two large development groups from the KC metro area regarding the Rock Creek Business Park. Site tours and infrastructure statuses were provided during the meetings.

A follow up meeting held with a hospitality group which has interest in Ottawa for their next project. Site information was provided along with information on potential incentive programs that may be available at both the state and local level. The site selection process is continuing and FCDC is waiting for a preferred site to be chosen before moving forward with more discussions.

FCDC Staff during the month of June also attended the Kansas International Trade Day held at Washburn University in Topeka.

### 2016 Project leads –

**Manufacturing: 3**

**Hospitality: 1**

### June Contact –

**Existing Business: 7**

**Local/Regional Partners: 4**

**State/Federal Government: 1**

**Media Contacts: 0**

Respectfully Submitted:

James Oltman  
Executive Director  
Franklin County Development Council

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
6/30/2016							
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 6/12=50%	Budget Balance	
	<b>Beginning Cash Balance</b>	<b>59,656.00</b>	<b>217,261.31</b>	<b>59,656.14</b>			
	<b>Receipts:</b>						
301.00	City Appropriations	829,923.00	319,617.19	774,651.95	93.34%	-55,271.05	
303.00	Interest	200.00	30.01	132.50	66.25%	-67.50	
304.00	State Aid	3,894.00	0.00	3,892.34	99.96%	-1.66	
305.00	NEKLS Grants	28,230.00	7,162.25	14,324.50	50.74%	-13,905.50	
306.00	Fines and Fees	15,500.00	1,540.77	8,989.58	58.00%	-6,510.42	
307.00	Copiers & Computers Income	7,500.00	635.48	3,863.03	51.51%	-3,636.97	
308.00	Endowment Interest	8,400.00	0.00	0.00	0.00%	-8,400.00	
313.00	Gift	200.00	550.00	5,565.34	2782.67%	5,365.34	
316.00	Programs Income	0.00	0.00	0.00	0.00%	0.00	
321.00	General Fund Reserve	0.00	0.00	0.00	0.00%	0.00	
328.00	Erate Reimb	0.00	0.00	0.00	0.00%	0.00	
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00	0.00%	0.00	
334.00	Donations	0.00	0.00	250.00	0.00%	250.00	
341.00	Grant/Fundraising	0.00	44.50	248.72	0.00%	248.72	
345.00	Snack Machine Income	0.00	363.75	1,607.24	0.00%	1,607.24	
351.00	Community Reads	0.00	10.00	1,814.66	0.00%	1,814.66	
352.00	Movie Night Income	0.00	250.00	1,375.00	0.00%	1,375.00	
	<b>Total Income</b>	<b>953,503.00</b>	<b>330,203.95</b>	<b>816,714.86</b>	<b>0.00</b>	<b>85.65%</b>	<b>-136,788.14</b>
	<b>Beginning Balances Restricted Funds:</b>						
	Starkey (Children's)	45.00					
	Asa Albert Smith Memorial	33.80					
	Clarence W. Koch	50.00					
	Asher Leonard	100.00					
	Wish List Fundraiser	4,842.24					
	Webber (Children's)	400.00					
	BBBS	3,400.42					
	Patry	25.00					
	Community Read (O-Town Reads)	412.66					
	Casey's (Teen food)	55.05					
	KLA (children's)	277.64					
	Wasser (6X6)	416.70					
	Barbara Dew Memorial	5,000.00					
	Teen Snack Machine	794.68					
	Peg Carr (Large Print)	106.30					
	Bill Bennett (art & history)	242.87					
		<b>16,202.36</b>					
	<b>EXPENDITURES:</b>						
	<b>Salaries, etc.</b>						
401.00	Staff Salaries	511,357.00	42,977.12	227,887.35	44.57%	283,469.65	
402.00	Social Security	39,117.00	3,049.76	15,604.91	39.89%	23,512.09	
403.00	KPERS	39,579.00	3,125.23	17,522.25	44.27%	22,056.75	
404.00	Employee Insurance	74,835.00	4,705.53	28,213.31	37.70%	46,621.69	
405.00	Unemployment	512.00	30.78	209.56	40.93%	302.44	
407.00	Workers Comp Ins	4,200.00	0.00	1,667.00	39.69%	2,533.00	
410.00	Off. & Dir/Emp Prac Insurance	1,900.00	0.00	1,618.00	85.16%	282.00	
	<b>Subtotal Salaries,etc.</b>	<b>671,500.00</b>	<b>53,888.42</b>	<b>292,722.38</b>	<b>0.00</b>	<b>43.59%</b>	<b>378,777.62</b>
	<b>Materials and Programs</b>						
501.00	Juvenile Books	26,000.00	1,068.80	11,835.45	45.52%	14,164.55	
502.00	Adult Books	50,800.00	5,290.30	28,142.89	55.40%	22,657.11	
503.00	Periodicals	6,400.00	0.00	4,896.02	76.50%	1,503.98	
506.00	A.V. Materials	18,747.00	2,645.07	11,297.07	60.26%	7,449.93	
507.00	Programs	3,000.00	162.73	1,520.89	50.70%	1,479.11	
513.00	Gift	0.00	196.04	1,121.81	0.00%	-1,121.81	
518.00	Electronic Access Expenditures	1,150.00	28.69	172.14	14.97%	977.86	
520.00	A.V. Materials-Children	6,000.00	665.90	2,931.29	48.85%	3,068.71	
533.00	Transfers Out	0.00	0.00	0.00	0.00%	0.00	
541.00	Grant Expenditures	0.00	119.53	135.05	0.00%	-135.05	
544.00	6X6 Early Lit Grt Exp-materials	0.00	0.00	0.00	0.00%	0.00	
546.00	Wish List Fund Expenses	0.00	2,223.01	3,749.00	0.00%	0.00	
551.00	Community Reads Expense	0.00	0.00	3,588.28	0.00%	0.00	
552.00	Movie Night Expense	0.00	51.00	1,911.00	0.00%	0.00	
	<b>Subtotal Materials and Programs</b>	<b>112,097.00</b>	<b>12,451.07</b>	<b>71,300.89</b>	<b>0.00</b>	<b>63.61%</b>	<b>40,796.11</b>

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
6/30/2016							
Budget Code		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 6/12=50%	Budget Balance
<b>Operating</b>							
601.00	Building Insurance & Treas. Bond	4,300.00	0.00	0.00		0.00%	4,300.00
602.00	Audit	3,400.00	3,445.30	3,445.30		101.33%	-45.30
603.00	Gas	3,000.00	0.00	0.00		0.00%	3,000.00
604.00	Water and Electric	25,000.00	0.00	0.00		0.00%	25,000.00
605.00	Telephone	3,100.00	35.00	2,790.95		90.03%	309.05
606.00	Postage	1,800.00	300.00	951.52		52.86%	848.48
607.00	Public Relations	1,800.00	184.63	1,313.74		72.99%	486.26
608.00	Custodial Supplies & Bldg. Maint.	22,000.00	2,515.94	8,793.49		39.97%	13,206.51
610.00	Office Supplies	16,000.00	452.30	4,579.92		28.62%	11,420.08
611.00	Copiers & Computers Expenses	6,000.00	593.66	3,297.04		54.95%	2,702.96
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	4,500.00	45.00	1,541.62		34.26%	2,958.38
614.00	Equipment Purchase	6,500.00	4,281.33	5,366.12		82.56%	1,133.88
615.00	Equip. rental and repair	4,800.00	350.81	2,795.80		58.25%	2,004.20
616.00	Miscellaneous	400.00	59.95	261.24		65.31%	138.76
617.00	Automation Support	6,150.00	108.50	5,845.80		95.05%	304.20
618.00	Collection Agency	1,800.00	44.75	545.95		30.33%	1,254.05
619.00	Computer Software	1,700.00	0.00	1,212.75		71.34%	487.25
625.00	Cash S/O	0.00	140.26	62.54		0.00%	-62.54
627.00	Snack Machine Expense	0.00	45.71	1,021.32		0.00%	-1,021.32
725.00	Reserve	54,656.00	0.00	0.00		0.00%	54,656.00
727.00	Transfer to CIF	3,000.00	0.00	0.00		0.00%	3,000.00
<b>Subtotal Operating</b>		<b>169,906.00</b>	<b>12,603.14</b>	<b>43,825.10</b>	<b>0.00</b>	<b>25.79%</b>	<b>126,080.90</b>
<b>Total Expenditures</b>		<b>953,503.00</b>	<b>78,942.63</b>	<b>407,848.37</b>	<b>0.00</b>	<b>42.77%</b>	<b>545,654.63</b>
<b>Ending Cash Balance</b>			<b>468,522.63</b>	<b>468,522.63</b>			
<b>Less Restricted Receipts Balances:</b>							
	Starkey (Children's)	45.00					
	Asa Albert Smith Memorial	33.80					
	Clarence W. Koch	50.00					
	Asher Leonard	100.00					
	Wish List Fundraiser	1,093.24					
	Webber (Children's)	400.00					
	BBBS	3,400.42					
	Patry	25.00					
	Community Read (O-Town Reads)	0.00					
	Casey's (Teen food)	0.00					
	KLA (children's)	277.64					
	Wasser (6X6)	416.70					
	Barbara Dew Memorial	5,000.00					
	Teen Snack Machine	160.56					
	Peg Carr (Large Print)	0.00					
	Bill Bennett (art & history)	242.87					
		<b>11,245.23</b>					
<b>Available Cash Balance</b>			<b>457,277.40</b>				
<b>COMPOSITION, ENDING CASH BALANCE</b>							
			<b>Interest Rate</b>				
	BOTW MM	0.13%	208,965.71				
	PNB MM 49948	0.07%	201,116.81				
	KSB NOW	0.03%	46,343.78				
	Petty Cash on Hand		140.00				
	A/R Pass Through		1,126.55				
	Accounts Payable		0.00				
	Direct Deposit Liabilities		10,829.78				
	State Unemployment Tax accrued		0.00				
	Accrued Salaries		0.00				
			<b>468,522.63</b>				
<b>CAPITAL IMPROVEMENT FUND ACTIVITY</b>							
	PNB CIF MM 51985 12/98	0.05%	24,578.36				
	Interest		1.01				
			<b>24,579.37</b>				
<b>TOTALS: General Fund</b>		<b>468,522.63</b>					
<b>Capital Improvement Fund</b>		<b>24,579.37</b>					
		<b>493,102.00</b>					

Ottawa Main Street Association, Inc.  
**Profit & Loss**  
June 2016

	<u>Jun 16</u>
<b>Income</b>	
4800 · IWW Income	1,413.55
4000 · Dues	375.00
4110 · Contributions - City of Ottawa	2,500.00
4400 · DESIGN INCOME	2,079.03
4600 · ORGANIZATION INCOME	140.00
<b>Total Income</b>	<u>6,507.58</u>
<b>Gross Profit</b>	6,507.58
<b>Expense</b>	
6000 · OFFICE EXPENSES	
6015 · Utilities	25.04
6005 · Uverse	35.00
6033 · Finance charge	10.00
6001 · Rent	325.00
<b>Total 6000 · OFFICE EXPENSES</b>	<u>395.04</u>
7500 · DESIGN EXPENSE	
7520 · City Beautification Expenses	2,101.38
<b>Total 7500 · DESIGN EXPENSE</b>	<u>2,101.38</u>
7400 · ORGANIZATION EXPENSE	
7410 · Annual Banquet	873.98
<b>Total 7400 · ORGANIZATION EXPENSE</b>	<u>873.98</u>
7200 · PROMOTION EXPENSE	
7205 · 3rd Saturday	32.12
<b>Total 7200 · PROMOTION EXPENSE</b>	<u>32.12</u>
7700 · OMSA EXPENSE	36.90
2120 · Wages	1,642.62
<b>Total Expense</b>	<u>5,082.04</u>
<b>Net Income</b>	<u><u>1,425.54</u></u>

# Prairie Paws Animal Shelter, Inc.

## End of Month – June 2016 RECAP

Whew is all we can say for June adoptions! PPAS adoptions increased significantly in 2016 (101) compared to 2015 (44). 101 animals found their forever home with 15 being returned to their owner. We are very excited to announce that 16 long termers (over 100 days at the shelter) were adopted in January.

We celebrated our 6<sup>th</sup> birthday party with 200 community members. Guests enjoyed a variety of carnival games, bouncy houses, human bowling, delicious baked goods, cotton candy, face painting and much more. We are thrilled to have raised \$11,500 for this event and plans are well underway for next year's celebration!

We partnered with Best Friends for a \$10 cat special. During this partnership 56 cats found their loving homes helping us with our busy kitten season. We have also had some very exciting donations from community members. A very generous family stepped up and donated new cat enrichment items for our community cat rooms. New cat towers along with shelves and cat blocks were donated to PPAS. We were also excited to receive a donation of 3 tv's for use in our shelter. These will be used to communicate important messages with our volunteers and guests on the happenings at PPAS.

June celebrated a lot of records for our volunteer and outreach program. We set a record with 24 outreach visits in one month. We had 1,088 volunteers' hours which represent the most we have had in a month. We also had the most volunteers in one day with 19 amazing individuals coming out to help on June 27<sup>th</sup>! We are thrilled with the growth of the program and are looking forward to celebrating many more successes in the upcoming month!

Our onsite surgery room is up and running. It came in very handy as KSU had an air conditioning issue in their trailer the day before they were scheduled to come out to PPAS. Since we had our surgery suite up and running they were able to utilize this room to complete neuters instead of having to cancel. This additional surgery suite will allow us at least 30 extra surgeries per week which will help with efficiencies in our adoption program. We were also able to help out Topeka's Community Cats group by allowing them to utilize our surgery space when the trailer was down.

Total revenue for June was \$51,420 representative of \$31,091 from contributions and fundraising, \$7,729 from local government support and the remainder from program revenue. Total expenses (operating plus interest expense) for the month was \$58,787, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the month of February, we had cash operating loss of (\$2,886). Year to date we have a cash operating loss of \$35,117.

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

### **Volunteer Hours:**

June Total Volunteer Hours Worked = 1,088

Total YTD volunteer hours worked = 4,399

Total registered and active volunteers = 348

### **Community Outreach:**

6/1/16: COF 10:30am – 11:00am

6/2/16: Ottawa Retirement Village 10am-11am

6/6/16: Lake Mary 9:30am – 11am

6/8/16: COF 10:30am – 11am

6/8/16: Baldwin City Chamber Luncheon 12pm – 1pm

6/8/16: Girl Scouts volunteer project 3pm – 4:30pm

6/11/16: 6<sup>th</sup> annual birthday party

# Prairie Paws Animal Shelter, Inc.

## End of Month – June 2016 RECAP

6/15/16: COF 10:30am – 11am  
6/15/16: Kids TLC 12pm-4pm  
6/18/16: Swans Arts Festival 8:30am – 12pm  
6/18/16: Orschelns Garnett Tabling event 11am – 2pm  
6/20/16: Lakemary Work Experience meeting 10am – 11am  
6/21/16: Options for Animals 9am – 12:30pm  
6/22/16: Camp Chippewa volunteer project 9am – 11am  
6/22/16: COF 10:30am – 11am  
6/24/16: Shaffer, Kline, Warren Bring your Puppy to Work Day 11:00am – 1pm  
6/25/16: Arbor Creek Open House 11am – 1pm  
6/25/16: Petco 11am-3pm  
6/25/16: PetSmart 11am – 3pm  
6/27/16: 4H Volunteer project 9am – 11am  
6/28/16: Options for Animals 9am – 11:30am  
6/29/16: COF 10:30am – 11am  
6/30/16: Vintage Park Assisted Living 10am – 11am  
6/30/16: Olathe Subaru Cutest Dog Contest 2pm – 3pm

### June Shelter Intake Numbers:

- Total YTD Intakes: 480
- City of Ottawa (not counting Ottawa ACO) is 17% of the YTD Intake Total
- Ottawa ACO is 31% of the YTD Total
- Franklin County is 18% of the YTD Intake Total
- Primary Intake Area in June was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of June : 101
- City of Ottawa/Ottawa ACO was 52% of total intakes for the month of June
- Franklin County was 18% of total intakes for the month of June.

### ADOPTIONS for the month of June 2016–

- Total Adoptions Month of June = 101
- Returned to Owner = 15
- YTD Transferred other Shelters or Rescues = 0
- End of Month Headcount in Shelter =85

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

Respectfully submitted,



**Melissa Reed**

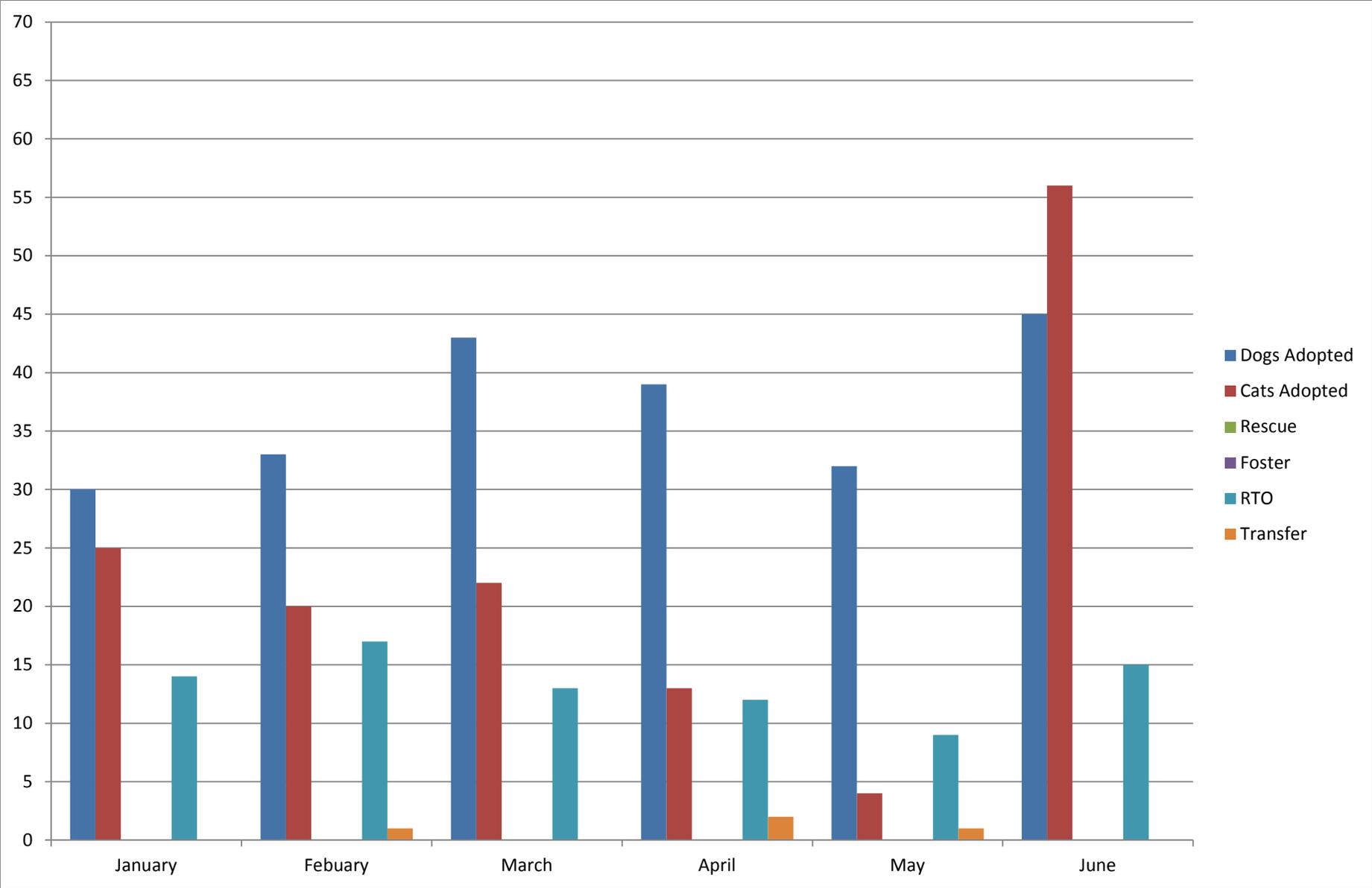
Executive Director

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

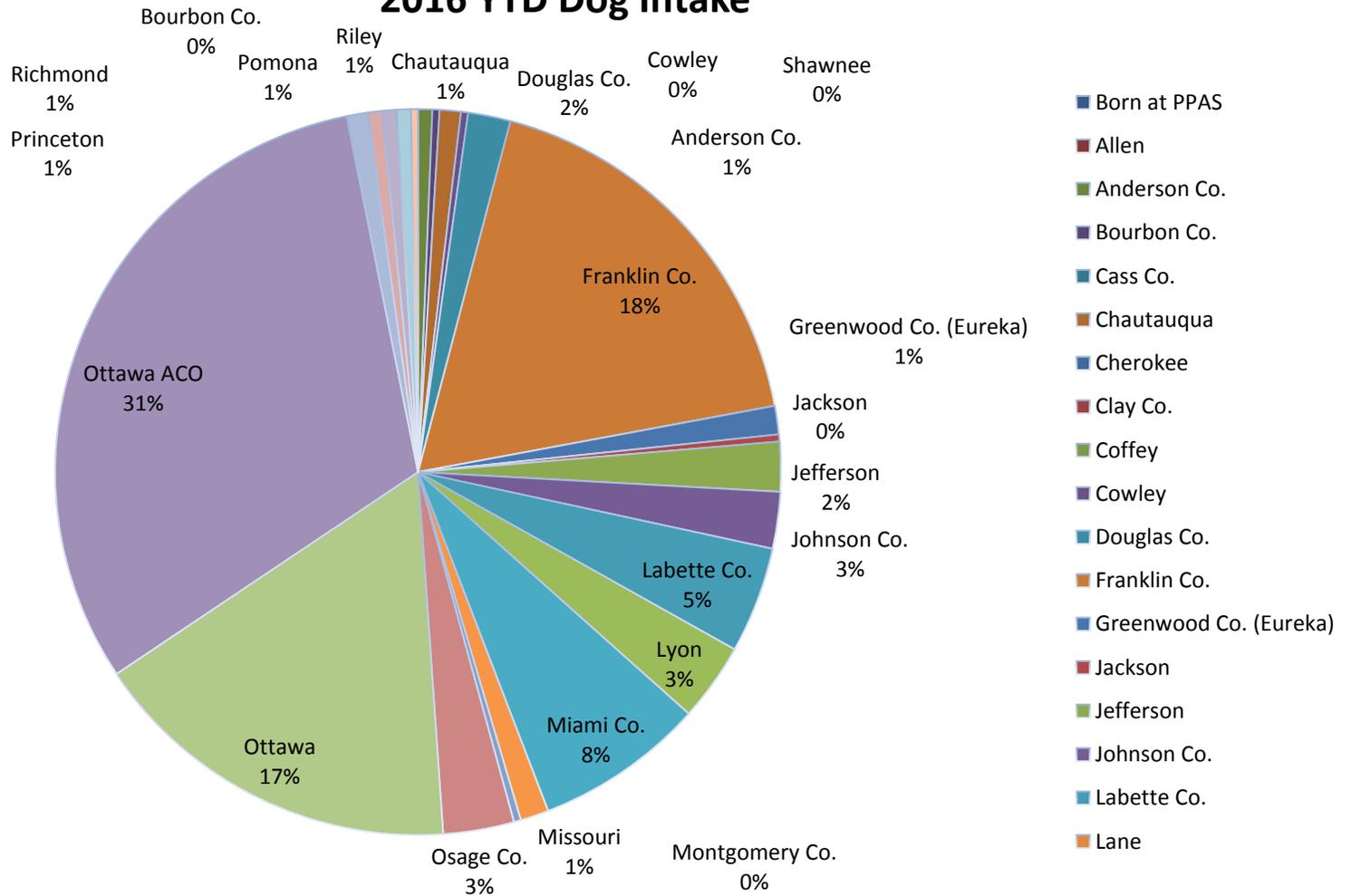
melissa.reed@prairiepaws.org

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

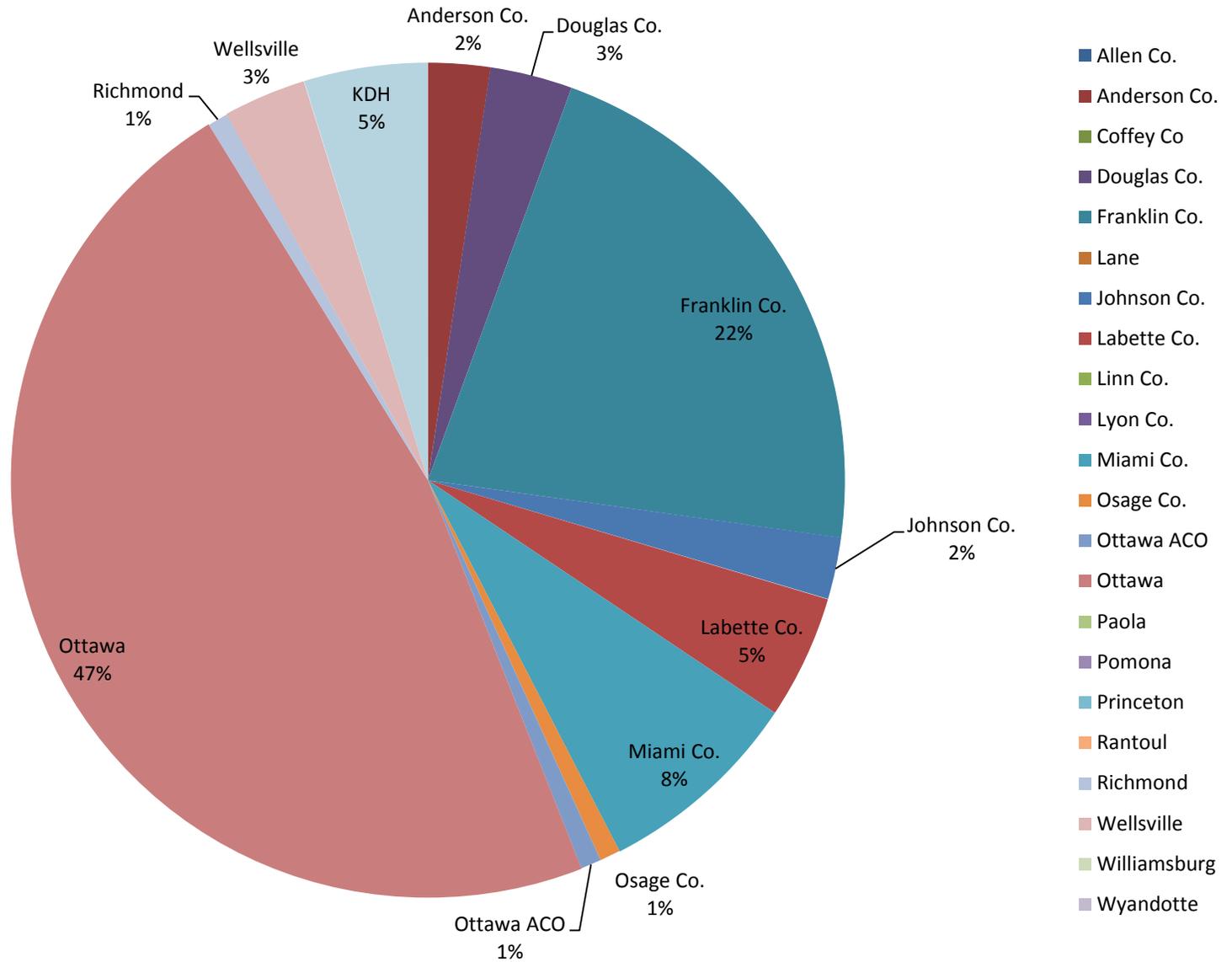
# 2016 Disposition of Animals at Prairie Paws Animal Shelter



## 2016 YTD Dog Intake



# Cat Intake YTD 2016



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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - June 16	2016 Budget YTD
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>4 - Contributed support</b>						
<b>40 - Unrestricted</b>						
<b>4010 - Indiv/business cont. (unrest)</b>						
<b>4015 - Contributions - unrestricted</b>	92,127.26	215,868.99	175,441.80	215,287.29	112,877.93	77,321.00
<b>4020 - Contributions-direct mail</b>	0.00	0.00	22,355.05	33,519.92	11,191.43	5,000.00
<b>4030 - Memorials &amp; bequests</b>	6,992.50	5,523.30	10,917.01	10,856.00	2,982.00	7,500.00
<b>4040 - Gifts in kind</b>						
<b>4041 - Gifts in Kind - Goods</b>	7,420.29	2,000.55	0.00	0.00	0.00	60,000.00
<b>4042 - Gifts in Kind - Services</b>	2,190.00	110.00	0.00	0.00	0.00	25,200.00
<b>4044 - Gifts in Kind - Bow Meow</b>	75.00	22,242.00	0.00	0.00	0.00	0.00
<b>4045 - Gifts in Kind - Run For Ben</b>	476.80	0.00	0.00	0.00	0.00	0.00
<b>Total 4040 - Gifts in kind</b>	10,162.09	24,352.55	0.00	259,663.21	127,051.36	85,200.00
<b>4050 - Foundations/trusts</b>	8,852.40	9,080.08	9,391.96	11,676.08	4,507.36	5,000.00
<b>4060 - Grants</b>	0.00	317.44	0.00	40,500.00	10,518.00	27,502.00
<b>4010 - Indiv/business cont. (unrest) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4010 - Indiv/business cont. (unrest)</b>	118,134.25	255,142.36	218,105.82	311,839.29	142,076.72	207,523.00
<b>4100 - Fundraising(unrestricted)</b>						
<b>4105 - Spayghetti dinner</b>	7,113.00	6,259.53	0.00	0.00	0.00	0.00
<b>4110 - T-shirt donations</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4115 - Bark for Life</b>	5,428.69	5,769.06	0.00	0.00	604.00	0.00
<b>4120 - Shelter Birthday</b>	0.00	0.00	5,514.99	6,350.40	7,593.51	12,000.00
<b>4125 - Circle of Compassion</b>	0.00	2,000.00	0.00	0.00	0.00	0.00
<b>4150 - Recycling</b>	1,245.35	162.50	0.00	0.00	0.00	0.00
<b>4155 - Bow Meow</b>	37,516.70	46,312.88	51,119.95	42,501.00	320.00	500.00
<b>4165 - Toenail Clipping</b>	1,241.11	65.00	103.57	0.00	0.00	0.00
<b>4166 - Pooch Plunge</b>	1,094.46	1,008.00	425.00	771.00	0.00	0.00
<b>4167 - Run For Ben</b>	2,737.40	1,876.45	1,949.00	2,327.00	40.00	0.00
<b>4168 - Calendar</b>	2,329.53	457.10	0.00	0.00	0.00	0.00
<b>4169 - Cookbook</b>	1,051.20	120.31	7.50	0.00	0.00	0.00
<b>4175 - Miscellaneous fundraising</b>	6,872.92	2,738.85	4,329.09	1,857.35	2,830.19	7,500.00
<b>Total 4100 - Fundraising(unrestricted)</b>	66,630.36	66,769.68	63,449.10	53,806.75	11,387.70	20,000.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - June 16	2016 Budget YTD
<b>Total 40 · Unrestricted</b>	184,764.61	321,912.04	281,554.92	365,646.04	153,464.42	227,523.00
<b>42 · Restricted funds</b>						
4205 · Contributions - building	341.37	300.00	300.00	300.00	150.00	150.00
4210 · Contributions S&N	9,612.50	6,003.09	2,410.20	500.00	0.00	0.00
4250 · Fundraising (restricted)						
4270 · Gerbil	432.02	599.26	0.00	0.00	0.00	0.00
4280 · Miscellaneous fundraising (res)	57,394.69	0.00	0.00	0.00	0.00	0.00
<b>Total 4250 · Fundraising (restricted)</b>	57,826.71	599.26	0.00	800.00	150.00	0.00
4285 · WAGS	300.00	0.00	0.00	0.00	0.00	0.00
<b>Total 42 · Restricted funds</b>	68,080.58	6,902.35	2,710.20	800.00	150.00	150.00
<b>Total 4 · Contributed support</b>	252,845.19	328,814.39	284,265.12	366,446.04	153,614.42	227,673.00
<b>4540 · Local government support</b>						
4551 · Anderson County	3,312.00	2,196.00	6,552.00	6,749.00	6,951.00	6,749.00
4553 · City of Ottawa	45,540.00	45,540.00	48,748.37	50,388.42	25,886.75	26,010.00
4554 · City of Pomona	0.00	3,500.00	3,000.00	1,000.00	0.00	0.00
4557 · City of Richmond	0.00	0.00	500.00	100.00	0.00	0.00
4559 · City of Wellsville	0.00	3,024.00	0.00	1,000.00	1,000.00	0.00
4560 · City of Williamsburg	976.00	945.00	0.00	0.00	0.00	0.00
4561 · City of Baldwin	50.00	0.00	0.00	0.00	0.00	0.00
4563 · Franklin County	37,585.00	37,585.00	39,798.75	40,000.00	20,300.02	20,602.00
4565 · Miami County	4,500.00	4,500.00	0.00	4,635.00	0.00	0.00
4780 · Other Cities/Counties	150.00	0.00	0.00	135.00	139.05	0.00
<b>Total 4540 · Local government support</b>	92,113.00	97,290.00	98,599.12	104,007.42	54,276.82	53,361.00
<b>5 · Earned revenues</b>						
<b>5180 · Program service fees</b>						
5181 · Adoption PPAS	112,686.29	59,134.51	73,959.77	83,319.25	30,389.78	41,270.00
5182 · Microchip contribution	3,350.25	1,042.13	2,085.36	4,700.44	2,453.28	1,998.00
5183 · Adoption HAHS	3,253.82	4,216.00	2,428.16	0.00	0.00	0.00
5184 · Grooming	2,485.66	501.26	505.58	12,815.94	11,912.08	5,700.00
5185 · Drop-off contribution	18,211.50	8,185.01	4,419.00	5,194.00	2,495.00	2,100.00
5186 · Training	0.00	0.00	0.00	1,920.00	1,360.00	1,437.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - June 16	2016 Budget YTD
5187 · S/N Contributions - Community	0.00	225.00	0.00	0.00	0.00	0.00
5188 · Cremation & disposal fees	0.00	374.99	423.68	1,708.44	196.30	900.00
5189 · Reclaim fees	3,602.90	1,465.00	835.00	5,100.47	1,906.00	2,900.00
<b>Total 5180 · Program service fees</b>	<b>143,590.42</b>	<b>75,143.90</b>	<b>84,656.55</b>	<b>114,758.54</b>	<b>50,712.44</b>	<b>56,305.00</b>
5820 · Merchandise Sales	2,077.67	2,137.86	830.15	22,143.68	10,982.40	10,800.00
5830 · Dog Licence Contributions	0.00	64.00	10,452.00	11,141.00	7,381.00	7,900.00
<b>Total 5 · Earned revenues</b>	<b>145,668.09</b>	<b>77,345.76</b>	<b>95,938.70</b>	<b>148,043.22</b>	<b>276,967.08</b>	<b>356,039.00</b>
6710 · Interest income						
6720 · Interest income (Restricted)	20.10	9.75	0.00	0.00	0.00	0.00
6721 · Interest Income (Unrestricted)	351.08	67.17	2.81	7.59	2.96	6.00
<b>Total 6710 · Interest income</b>	<b>371.18</b>	<b>76.92</b>	<b>2.81</b>	<b>7.59</b>	<b>2.96</b>	<b>6.00</b>
6810 · Unrealized gain(loss) - invest	437.38	593.26	535.72	-475.56	315.97	0.00
6902 · Proceed from the sale of Land	0.00	0.00	0.00	0.00	0.00	0.00
6905 · Proceeds from Investments	0.00	167.59	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>618,028.71</b>	<b>277,286.01</b>	<b>356,045.00</b>
<b>Gross Profit</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>618,028.71</b>	<b>277,286.01</b>	<b>356,045.00</b>
<b>Expense</b>						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	62,916.01	80,606.22	108,641.59	139,205.24	86,529.19	89,078.00
7252 · Hourly wages	137,810.81	161,312.52	155,283.50	158,275.60	85,048.94	81,337.00
7253 · Insurance stipend	1,869.48	1,800.24	1,800.24	1,592.52	0.00	0.00
7254 · Authorized time off	1,197.50	2,956.51	3,065.79	2,246.92	2,865.75	2,496.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7255 · Wages - Employment Service	0.00	47,525.25	0.00	0.00	0.00	0.00
7257 · Overtime Wages	1,415.94	582.00	113.65	8.09	40.53	0.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7258 · Sunday Bonus Wages	3,027.38	1,400.87	0.00	0.00	0.00	0.00
7259 · Training Commission	0.00	0.00	0.00	0.00	0.00	450.00
7259 · Grooming Commission	1,456.95	98.45	0.00	6,924.37	6,559.22	2,898.00
<b>Total 7250 · Wages &amp; salary</b>	<b>209,694.07</b>	<b>296,282.06</b>	<b>268,904.77</b>	<b>308,252.74</b>	<b>181,043.63</b>	<b>176,259.00</b>

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - June 16	2016 Budget YTD
<b>7260 · Payroll Taxes</b>						
7261 · FICA taxes	15,752.90	18,413.35	20,431.98	23,472.11	13,811.33	11,533.00
7262 · State unemployment	1,772.60	7,114.94	6,414.57	8,764.06	3,820.41	6,402.00
7263 · Workers compensation	3,505.00	6,185.50	11,396.25	6,394.25	7,263.75	4,673.00
<b>Total 7260 · Payroll Taxes</b>	<b>21,030.50</b>	<b>31,713.79</b>	<b>38,242.80</b>	<b>38,630.42</b>	<b>24,895.49</b>	<b>22,608.00</b>
<b>7200 · Payroll expenses - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 7200 · Payroll expenses</b>	<b>230,724.57</b>	<b>327,995.85</b>	<b>307,147.57</b>	<b>346,883.16</b>	<b>205,939.12</b>	<b>198,867.00</b>
<b>7500 · Other Personnel Expenses</b>						
7510 · Accounting fees	4,110.00	4,337.50	4,330.00	4,385.00	1,980.00	7,600.00
7511 · Professional fees - other	385.00	2,580.00	350.00	2,428.58	0.00	0.00
<b>Total 7500 · Other Personnel Expenses</b>	<b>4,495.00</b>	<b>6,917.50</b>	<b>4,680.00</b>	<b>6,813.58</b>	<b>1,980.00</b>	<b>7,600.00</b>
<b>8100 · Non-personnel expenses</b>						
8110 · Office supplies	6,527.09	5,207.57	2,448.25	1,970.66	1,617.18	1,800.00
8115 · Telephone						
8118 · Internet related	1,118.59	791.19	1,438.07	1,649.49	1,085.19	900.00
8115 · Telephone - Other	2,032.54	2,746.17	2,665.89	2,910.69	1,243.97	1,440.00
<b>Total 8115 · Telephone</b>	<b>3,151.13</b>	<b>3,537.36</b>	<b>4,103.96</b>	<b>6,530.84</b>	<b>3,946.34</b>	<b>2,340.00</b>
8120 · Postage and delivery	256.89	383.88	1,816.93	1,299.10	292.00	1,000.00
8130 · Printing and reproduction	567.89	0.00	1,264.98	1,242.71	0.00	600.00
8135 · Direct Mail Expenses	0.00	0.00	4,640.83	13,743.40	5,551.02	3,000.00
8140 · Equipment rental	0.00	0.00	907.15	3,829.86	3,086.23	2,054.00
8150 · Computer and IT Related	0.00	6,994.99	9,722.22	20,034.16	7,681.99	8,070.00
<b>Total 8100 · Non-personnel expenses</b>	<b>10,503.00</b>	<b>16,123.80</b>	<b>24,904.32</b>	<b>40,149.23</b>	<b>16,611.24</b>	<b>18,864.00</b>
<b>8200 · Occupancy Expenses</b>						
8205 · Repairs & maintenance	23,617.52	19,068.58	11,378.44	14,903.39	16,948.48	11,316.00
8210 · Utilities	25,244.80	30,371.95	30,247.02	29,392.35	17,471.80	12,408.00
8220 · Insurance - non employee	9,492.00	9,643.50	11,506.50	9,865.00	5,552.50	5,564.00
<b>Total 8200 · Occupancy Expenses</b>	<b>58,354.32</b>	<b>59,084.03</b>	<b>53,131.96</b>	<b>54,160.74</b>	<b>39,972.78</b>	<b>29,288.00</b>
<b>8300 · Travel &amp; meeting expenses</b>						
8310 · Training	0.00	0.00	29.26	86.55	1,129.69	240.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - June 16	2016 Budget YTD
8315 · Staff development/meetings	2,580.88	487.74	225.74	4,463.12	4,039.44	998.00
8320 · Automobile expense	1,625.19	1,594.56	974.46	999.17	1,106.27	600.00
<b>Total 8300 · Travel &amp; meeting expenses</b>	<b>4,206.07</b>	<b>2,082.30</b>	<b>1,229.46</b>	<b>5,548.84</b>	<b>6,275.40</b>	<b>1,838.00</b>
<b>8400 · Depreciation &amp; amortization exp</b>						
8450 · Depreciation & amortization exp	53,783.00	49,492.00	53,772.00	0.00	0.00	0.00
<b>Total 8400 · Depreciation &amp; amortization exp</b>	<b>53,783.00</b>	<b>49,492.00</b>	<b>53,772.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>8500 · Animal expenses</b>						
8510 · Animal expenses	7,830.09	4,092.81	3,816.86	19,713.36	11,391.36	13,045.00
8511 · Euthanasia expense	905.68	682.75	165.55	717.98	20.00	240.00
8512 · Food expense	4,803.50	94.71	85.82	276.70	0.00	120.00
8513 · Vet expense	23,388.14	18,916.99	12,795.52	4,655.32	2,264.69	2,400.00
8514 · Spay/neuter expense	38,726.69	39,904.35	27,298.41	13,779.00	1,197.42	500.00
8515 · Supplies	4,453.12	3,402.59	835.47	274.81	49.36	150.00
8516 · Cleaning supplies	4,153.64	8,712.12	811.20	2,257.71	1,317.72	1,500.00
8517 · Microchip Supplies	2,247.75	749.25	1,018.98	8,289.83	1,532.58	3,062.00
8518 · Grooming Supplies	9.13	216.06	0.00	557.61	417.99	540.00
8519 · Training Expense	0.00	0.00	0.00	1,219.60	2,608.74	0.00
8520 · Cremation Expense	0.00	0.00	0.00	1,388.53	407.00	570.00
<b>Total 8500 · Animal expenses</b>	<b>86,517.74</b>	<b>76,771.63</b>	<b>46,827.81</b>	<b>53,130.45</b>	<b>21,206.86</b>	<b>22,127.00</b>
<b>8530 · Fundraising expenses</b>						
8531 · Fundraisng - general	2,473.63	1,899.79	1,442.30	4,715.79	913.71	720.00
8532 · Spaygetti dinner	1,479.85	1,416.90	0.00	0.00	0.00	0.00
8534 · Fundraing Bark for Life	1,579.35	3,243.80	0.00	0.00	1,115.00	0.00
8535 · Fundraing - Bow Meow	10,313.32	31,114.42	6,749.13	11,343.26	535.07	1,500.00
8538 · Gerbil Fund	0.00	0.00	0.00	0.00	0.00	0.00
8539 · Fundraising - Run For Ben	966.33	606.03	600.00	839.19	0.00	0.00
8540 · Fundraising - Pooch Plunge	11.99	123.93	0.00	0.00	0.00	0.00
8541 · Fundraising-Calendar	1,712.95	0.00	0.00	0.00	0.00	0.00
8542 · Fundraising-Cookbook	898.50	0.00	0.00	0.00	0.00	0.00
8544 · Fundraising-Shelter Birthday	0.00	0.00	2,049.27	1,598.82	1,674.65	2,500.00
<b>Total 8530 · Fundraising expenses</b>	<b>19,435.92</b>	<b>38,404.87</b>	<b>10,840.70</b>	<b>18,497.06</b>	<b>4,238.43</b>	<b>4,720.00</b>
<b>8600 · Miscellaneous</b>						
8605 · Advertising	2,253.17	1,622.11	368.02	209.21	710.49	600.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - June 16	2016 Budget YTD
8610 · Bank service charges	4,821.76	4,677.12	2,806.99	4,608.19	2,356.96	1,800.00
8615 · Dues and subscriptions	565.00	356.00	481.20	831.35	688.22	600.00
8650 · Licenses and permits	285.00	415.00	485.00	590.00	55.00	600.00
8660 · Miscellaneous	2,304.92	162.46	1,200.48	1,415.23	83.24	300.00
8675 · Taxes	73.00	95.17	49.00	49.00	0.00	0.00
8600 · Miscellaneous - Other	0.00	25.00	0.00	0.00	19.09	0.00
<b>Total 8600 · Miscellaneous</b>	<b>10,302.85</b>	<b>7,352.86</b>	<b>5,390.69</b>	<b>7,702.98</b>	<b>3,913.00</b>	<b>3,900.00</b>
<b>Total Expense</b>	<b>478,322.47</b>	<b>584,224.84</b>	<b>507,924.51</b>	<b>539,416.88</b>	<b>304,083.17</b>	<b>287,204.00</b>
<b>Net Ordinary Income</b>	<b>13,112.37</b>	<b>-79,936.92</b>	<b>-28,583.04</b>	<b>78,611.83</b>	<b>-26,797.16</b>	<b>68,841.00</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
6700 · Other Income	0.00	0.00	3,575.87	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>3,575.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Expense</b>						
9700 · Other Expenses						
9701 · In Kind Goods Expense	0.00	0.00	0.00	0.00	0.00	60,000.00
9701 · In Kind Services Expense	0.00	0.00	0.00	0.00	0.00	25,200.00
<b>Total 9700 Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>85,200.00</b>
9800 · Fixed asset purchases						
9805 · Capital purchases - building	1,600.00	0.00	0.00	0.00	0.00	9,580.00
9810 · Capital purchases - equipment	0.00	10,338.93	6,118.78	152.12	490.72	0.00
9800 · Fixed asset purchases - Other	1,692.15	0.00	0.00	0.00	0.00	0.00
<b>Total 9800 · Fixed asset purchases</b>	<b>3,292.15</b>	<b>10,338.93</b>	<b>6,118.78</b>	<b>152.12</b>	<b>490.72</b>	<b>9,580.00</b>
9910 · Interest expense	14,347.00	14,302.55	13,757.98	16,219.93	7,679.69	5,672.00
<b>Total 9700 · Other Expenses</b>	<b>17,639.15</b>	<b>24,641.48</b>	<b>19,876.76</b>	<b>16,372.05</b>	<b>8,170.41</b>	<b>15,252.00</b>
<b>Total Other Expense</b>	<b>17,639.15</b>	<b>24,641.48</b>	<b>19,876.76</b>	<b>16,372.05</b>	<b>8,170.41</b>	<b>15,252.00</b>
<b>Net Other Income</b>	<b>-17,639.15</b>	<b>-24,641.48</b>	<b>-16,300.89</b>	<b>-16,372.05</b>	<b>-8,170.41</b>	<b>-15,252.00</b>
<b>Net Income</b>	<b>-4,526.78</b>	<b>-104,578.40</b>	<b>-44,883.93</b>	<b>62,239.78</b>	<b>-34,967.57</b>	<b>-31,611.00</b>

**AIRPORT ADVISORY BOARD**  
**Meeting Minutes**  
Tuesday – June 14, 2016  
Ottawa Municipal Airport (KOWI)



Vice-Chair Jen Sharp called the meeting to order.

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

**OTHERS PRESENT** - Robin Flager, Glora Mathews and Chuck LeMaster

**PUBLIC COMMENTS -**

Chuck LeMaster expressed concerns about the way the Tony LeMaster memorial project is being handled by the City. He said it was turned over from Jack Miller to City staff a year ago and in his opinion nothing was done for most of the year then a mistake was made in purchasing the new windsock. He's requesting the City put a light bulb in the existing light and move the old windsock back to where it was until the new location could be approved through the new master plan process. Mr. LeMaster left the meeting.

**AGENDA -**

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

**MEETING MINUTES -**

The May 17, 2016 meeting minutes were revised to remove "Robert Bowers attended a similar event in Elkhart Indiana" under Airport Day 2016. On a motion by Robert Bower and second by Chad Caylor, revised meeting minutes were approved.

**FBO REPORT- Robin Flager**

- Fuel sales up
- Take offs and landings also up
- Had to turn down some significant Jet A fuel sales since they're not able to sell it now

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

- Still meeting twice a month
- Field trip to flight safety in Wichita was canceled. Working on a trip to the Kansas Cosmosphere

**MASTER PLAN –**

- Glora reminded the Board about the kick-off meeting on June 27 at the airport
- Add following master plan items to the July agenda
  - Jet A fuel truck
  - T-hangars

- Runway extension
- Memorial windsock placement

#### **AIRPORT DAY 2016 -**

- Gene & Glora will bring draft flyer to July meeting
- Chad has a gator he can bring again this year
- Chad has the movie equipment for movie night the evening before
- Need security? Glora will check with the City Manager and Police Dept
- Need to decide on price for helicopter and plane rides
- Need port-a-potties
- Jen will call Jack Miller to invite him to the July meeting
- Jen will work on the permission to land letter
- Milton will contact Commemorative Air Force to invite them to attend
- Jen reminded the Board that everyone should be promoting the event
- Explorers are taking care of the kids area

#### **OFFICER ELECTION –**

Chad Caylor nominated Jen Sharp for Chairperson. Robert Bowers seconded. Robert Bowers nominated Chad Caylor for Vice-Chairperson. Milton Scott seconded. Gene Ramsey moved the nominations cease and Jen Sharp be approved as Chairperson with Chad Caylor as Vice-Chairperson. Daryl Flager seconded. Motion carried.

Milton Scott asked the Board to consider changing the meeting start time to 5:30 pm. He stated he has to take off work early in order to get to the meeting by 5:00. Motion by Daryl Flager and second by Chad Caylor to change the meeting start time to 5:30 pm going forward. Motion carried.

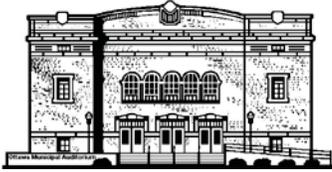
The next regularly scheduled meeting will be held July 12, 2016 – 5:30 pm.

The Board asked Glora Mathews to add “Open Discussion” to the agenda going forward.

The meeting adjourned on a motion by Chad Caylor, second by Robert Bowers, with approval by the Board.

Glora Mathews, Recorder

Approved by the Board on July 12, 2016



**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, June 21, 2016  
11:30 am – Ottawa Municipal Auditorium



**Call to Order:** Board Chairman Allen Campbell called the meeting to order at 11:39 am and welcomed members of the Ottawa City Commission.

**Attendance:** Board members present included Nori Hale, Blake Jorgensen, Jenny Obrecht, Allen Campbell, Tony Brown, Tiffany Evans, and Emily Graves. Others present were Corinne Bannon, Richard U. Nienstedt, Shonda Stitt, Michelle Stegman, Linda Reed, Mike Skidmore, Glora Mathews and John Hawks.

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

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

**Agenda Approval:** Chairman Campbell revised the agenda to add “Upcoming Events” as number 5a. A motion was made by Tiffany Evans with second by Jenny Obrecht to approve revised the agenda. Motion carried.

**Minutes:** Nori Hale made a motion to approve the May 17, 2016 meeting minutes as presented. Jenny Obrecht seconded. Motion carried.

**OMA Community Survey:** Corinne Bannon, Wichita State University, distributed and reviewed a summary of the survey conducted on the auditorium. They received 242 responses. Michelle Stegman distributed hard copies of the full survey results to the Board.

Four broad categories were reviewed:

- Community involvement
- Facility improvements
- Staffing and operations
- Programming and financial solvency

Six main recommendations were:

- Revise job description for OMA Director
- Institute performance contract for director
- Hire OMA Director
- Develop a 3-5 year strategic plan for operations and facility development
- Develop a long term financial plan for investment in facility
- Identify funding for facility improvements. Corinne added most responses show people just want to come to the facility, so don't get caught up in building improvements

Discussion

- Emily Graves – maybe it's time to host another chamber coffee
- Nori Hale – if we're going to do season tickets, we need to have season laid out
- Linda Reed – need to pull together with the Arts Council and ACT Ottawa

- Blake Jorgensen – sounds like the first step is programming and this should be the primary focus of the director
- Richard U. Nienstedt – there are some things in the building that realistically won't be fixed, but the building still has a lot of use in it
- Corinne Bannon – email her with any questions once everyone has had time to review the full report

**Staff Report:** Shonda Stitt

- Distributed the financial report for May and calendar of upcoming events. Contact her with any questions

**Upcoming Events:**

- Chairman Campbell reported the FCCVB will donate \$500 to sponsor upcoming events
- Michelle Stegman reported the 312<sup>th</sup> Army Band will perform on July 26. OMA will provide a meal. A press release has been sent out and promotions have started. She will also email the flyer to this Board. The event planning committee consists of Allen, Tiffany, Shonda and Michelle. Cosentino's Price Chopper donated a \$600 gift card to use toward their catering of the meal
- Rusty Rierson is booked for the November 12<sup>th</sup> Veteran's Day event. He is a country singer from Nashville
- Will need 2-4 volunteers for greeters at the July 26<sup>th</sup> event

**Next Meeting:** Tuesday, July 19, 2016 at 11:30 am.

**Adjourn:** Jenny Obrecht made a motion to adjourn. Nori Hale seconded. Motion carried.

Gloria Mathews, Recorder

Approved by the Board on July 19, 2016

# 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)

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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 \$15,030  
**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 - \$21,150 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.

## **Commodities – \$1,000 Reduction**

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

## **Capital Outlay - \$500 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 moved funds to Office Equipment.

## **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 – Increase of \$2600 primarily with have mobile broadband for field service for new Ipads and tracking with our current expenditures for other telecom.

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

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, Increase of \$1000 in supplies lines (net \$500)

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

## 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	0
001	5-0130-411.00	Overtime	1,344	719	538	800	1,539	1,500
<b>SUBTOTAL</b>			<b>383,933</b>	<b>372,577</b>	<b>345,500</b>	<b>364,800</b>	<b>328,120</b>	<b>376,500</b>
		<b>CONTRACTUAL SERVICES</b>						
001	5-0130-502.00	Postage	3,108	4,089	2,320	5,000	6,000	5,000
001	5-0130-503.00	Telecommunications	3,321	3,561	3,737	5,000	3,800	6,400
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	5,000	12,500	6,000
001	5-0130-505.10	Professional Development Admin						0
001	5-0130-505.20	Professional Development Board Members				500		500
001	5-0130-509.00	Meeting Expense	631	744	778	1,000	1,000	1,000
001	5-0130-515.00	Legal & Other Advertising	2,308	2,587	2,339	4,000	5,000	5,000
001	5-0130-533.00	Equipment Repair	0	0	0	300	300	300
001	5-0130-534.00	Vehicle Repair	651	769	486	1,000	1,000	1,000
001	5-0130-535.00	Radio Maintenance				100		100
001	5-0130-551.00	Dues & Subscriptions				2,000		2,000
001	5-0130-553.00	Service Agreements	2,013	1,894	11,497	17,400	17,400	17,400
001	5-0130-558.00	Other Contractual Services	2,041	1,638	40,135	500	2,200	1,500
001	5-0130-558.21	Temp Services	0	0	0	500	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	2,000	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	7,500	1,000	1,000
001	5-0130-558.26	Comp Plan	0	0	0	0	15,000	50,000
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	7,000	10,000	7,500
001	5-0130-599.00	Refunds	0	45	63	250	0	100
<b>SUBTOTAL</b>			<b>73,548</b>	<b>56,021</b>	<b>73,398</b>	<b>105,050</b>	<b>126,200</b>	<b>151,800</b>
		<b>COMMODITIES</b>						
001	5-0130-600.00	Office Supplies	3,609	1,771	2,340	3,000	4,000	3,500
001	5-0130-602.00	Inspection Supplies				500		1,000
001	5-0130-608.00	Vehicle Operations	4,435	4,366	2,138	5,000	6,000	5,500
001	5-0130-612.00	Equipment				250		250
001	5-0130-614.00	Books	1,501	516	209	750	1,000	750
001	5-0130-615.00	Uniforms	370	0	233	1,000	500	750
<b>SUBTOTAL</b>			<b>9,915</b>	<b>6,652</b>	<b>4,920</b>	<b>10,500</b>	<b>11,500</b>	<b>11,750</b>
		<b>CAPITAL OUTLAY</b>						
001	5-0130-702.00	Furniture	0	0	850	750	500	500
001	5-0130-704.00	Office Equipment				250		500
001	5-0130-705.00	Computer Equipment	0	4,054	1,255	5,000	4,500	4,500
001	5-0130-710.00	Equipment	806	0	0	0	500	0
<b>SUBTOTAL</b>			<b>806</b>	<b>4,054</b>	<b>2,105</b>	<b>6,000</b>	<b>5,500</b>	<b>5,500</b>
		<b>TRANSFERS</b>						
001	5-0130-906.00	To Equipment Reserve	2,000	3,000	3,000	3,000	3,000	3,000
<b>TOTAL</b>			<b>470,202</b>	<b>442,304</b>	<b>428,923</b>	<b>489,350</b>	<b>474,320</b>	<b>548,550</b>