



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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Ottawa, KS 66067-0060**  
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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 **October 24, 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 October 3, 2016 and October 17, 2016 Special Call Leadership Sessions, October 8, 2016 Special Call LKM Annual Conference, October 17, 2016 Study Session, and October 18, 2016 Special Call Joint Commission and Ottawa Municipal Auditorium Advisory Board Meeting *Pgs. 2-9*
- b. Proclamation Recognizing the 2016 Ottawa Arrows AAA American Legion Baseball Team *Pg. 10*

**III. Items for Presentation and Discussion**

- a. September Monthly Report Review - Staff *Pgs. 11-71*
- b. Review of Contractor Licensing - Wynndee Lee *Pgs. 72-83*
- c. Update from LKM Conference - Commission
- d. City Manager's Report  
- Rock Creek Business Park Update
- e. Commissioner's Reports
- f. Mayor's Report

**IV. Announcements**

- October 31, 2016 Study Session, 4:00 pm, City Hall **CANCELED**
- November 2, 2016 **Regular** Commission Meeting, 7:00 Pm, City Hall
- November 7, 2016 Study Session, 4:00 pm, City Hall
- November 14, 2016 Study Session, 4:00 pm, City Hall

**V. Adjourn**

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

**VI. Items Already Placed**

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

**#45. Establish some personal goals and objectives. What do you want to accomplish this year? Next year?**

**Special Call Commission Meeting  
Leadership Session  
City Hall  
101 S Hickory St, Ottawa, Kansas  
Monday, October 3, 2016—5:00 pm**

The Governing Body met at 5:00 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Jorgensen, and Commissioner Skidmore. Commissioner Graves was absent. A quorum was present.

The Governing Body was led by Leadership Consultant John Divine in a discussion on leadership.

The meeting was adjourned.

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Amy Finch, City Clerk

**Special Call Commission Meeting  
League of Kansas Municipalities 2016 Annual Conference  
Overland Park Convention Center  
6000 College Blvd, Overland Park, KS  
Saturday, October 8-Monday, October 10, 2016**

The Governing Body met these dates with the following members present and participating to wit: Commissioner Jorgensen, Commissioner Skidmore, and Commissioner Graves. Mayor Caylor and Commissioner Reed were absent. A quorum was present.

The Governing Body met to attend the League of Kansas Municipalities 2016 Annual Conference at the Overland Park Convention Center.

The meeting was adjourned.

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Amy Finch, City Clerk

**Study Session Minutes  
Ottawa, Kansas  
Minutes of October 17, 2016**

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

Mayor Caylor called the meeting to order.

**Public Comments**

None offered at this time.

**Minutes to Review**

The Governing Body reviewed minutes from the September 29, 2016 Special Call Topeka Kansas Avenue Tour, the October 3, 2016 Study Session and the October 5, 2016 Regular Meeting. Commissioner Jorgensen requested a change on packet page 10 and 11 of the October 5, 2016 Regular Meeting minutes. It was agreed by consensus to place these items with the requested changes on the next Regular Meeting agenda on October 19, 2016.

**Resolution—Appropriate Private Property for 15<sup>th</sup> Street Sidewalk Improvements**

The Governing Body heard from City Attorney Blaine Finch who reviewed a resolution declaring it necessary to appropriate private property for the purpose of constructing sidewalk improvements on East 15<sup>th</sup> Street and have a legal description of the land on file with the City Clerk. Mr. Finch explained the owner of this property is deceased and attempts to contact known heirs were unsuccessful and answered questions from the Governing Body. Mr. Finch asked the Governing Body to approve the resolution during this Study Session.

The Governing Body also heard from Community Development Director Wynndee Lee who explained the state did not approve the property to be removed from the project while the details of the land acquisition were settled and stated she will ask the state again. Commissioner Reed made a motion, seconded by Commissioner Graves, to adopt the resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1705-16.

**Ordinance—Acquire Land by Condemnation for Sidewalk Improvements**

The Governing Body heard from City Attorney Blaine Finch who reviewed a request for approval of an ordinance authorizing and providing for the acquisition of land or an interest therein by condemnation for the purpose of sidewalk improvements on 15<sup>th</sup> Street and explained this is a companion ordinance to the resolution just passed.

It was agreed by consensus to place this item on the next Regular Meeting agenda.

**Quit Claim Deed—25 Foot Area Adjacent to K-68 Highway**

The Governing Body heard from Community Development Director Wynndee Lee who reviewed a request authorizing the City Manager to sign a quit claim deed for property on K-68 Highway. Mrs. Lee reviewed a map of the area showing property lines and answered questions from the Governing Body.

October 17, 2016

Unofficial until approved

Mrs. Lee further explained in 2005 the City requested the State of Kansas Department of Transportation to consider deeding land along K-68 Highway to the City of Ottawa, adjacent on the north of K-68, between Birch and Spruce for the purpose of improvement to a townhome development on Spruce. Mrs. Lee stated this request is to quit claim a 25 foot tract to John Coen on behalf of the Peggy Coen and the Marion C. Coen and Peggy F. Coen Trust, for the purpose of development on the lot that fronts Birch Street. It was explained this request would deed the tract to the property owner while holding it in a pedestrian and utility easement.

Commissioner Jorgensen stated for full disclosure he had conversations with the property owner as a representative of the bank and explained that is not a conflict of interest because he does not receive commission or direct compensation. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

**Notice of Award—Wiseguys Construction LLC**

The Governing Body heard from Community Development Director Wynndee Lee who reviewed a Notice of Award to Wiseguys Construction LLC for rehabilitation and renovation of the Old City Hall building at 123 W. 4<sup>th</sup> Street and answered questions from the Governing Body.

It was further explained the City has no financial interest in this project and is acting as a conduit for the State grant facilitation. Mrs. Lee stated the grant is capped and will not fund all of the rehabilitation and renovation for this project and property owner Rick Deitz will be responsible for the remaining cost.

Commissioner Jorgensen stated for full disclosure he has a relationship with the principle of this entity and other entities and has a relationship with the contractor. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

**Proclamation—Breast Cancer Awareness Month**

The Governing Body reviewed a proclamation recognizing October 2016 as Breast Cancer Awareness Month and agreed by consensus to place this item on the next Regular Meeting agenda.

**Proclamation—Ottawa Business Women’s Week**

The Governing Body reviewed a proclamation recognizing the week of October 17-22, 2016 as Ottawa Business Women’s Week and agreed by consensus to place this item on the next Regular Meeting agenda.

**Overview—Airport Master Plan Chapters 1 & 2**

The Governing Body heard from Public Works Director Michael Haeffele who reviewed an overview of the Airport Master Plan Chapters 1 and 2 and answered questions from the Governing Body.

The Governing Body also heard from Brad Waller with Alfred Benesch & Co, who provided details on Chapters 1 and 2 of the Airport Master Plan that have been submitted to the Federal Aviation

Administration (FAA) and stated they will bring information back to the Governing Body after clearance from the FAA to move forward.

Mayor Caylor invited Mr. Waller back at a later time to discuss the expansion project at the Lee's Summit, Missouri Airport.

### **Update—15<sup>th</sup> Street Stormwater Project**

The Governing Body heard from Public Works Director Michael Haeffele who provided a brief overview of the 15<sup>th</sup> Street Stormwater project and answered questions from the Governing Body.

The Governing Body also heard from Casey Colbern with Bartlett & West who provided a presentation on the 15<sup>th</sup> Street Stormwater project to include 15<sup>th</sup> Street and Ash Street. Mr. Colbern stated they will come back to the Governing Body after going out to bid in the spring.

The Governing Body also heard from Community Development Director Wynndee Lee who stated the 15<sup>th</sup> Street Sidewalk Improvement project could be done in conjunction with the 15<sup>th</sup> Street Stormwater project by coordinating with city staff and others.

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

City Manager Richard U. Nienstedt reported on the following:

- Saturday, October 22, 2016 – Neal Diamond Tribute Concert, 7 pm, Ottawa Municipal Auditorium
- October 19, 2016 - City/County/USD 290 Joint Meeting, 12:00 pm, USD 290 Admin Office

### **Commissioner's Reports**

Commissioner Skidmore stated he will be absent for the Regular Meeting on October 19, 2016 and for the City/County/USD 290 Joint Meeting on October 19, 2016.

### **Mayor's Report**

None

### **Announcements**

Mayor Caylor announced the following:

- October 17, 2016 Special Call Commission Leadership Session, 5:00 pm, City Hall
- October 18, 2016 Special Call OMA Advisory Board/Commission Mtg with John Divine, 11:30 am, Auditorium
- October 19, 2016 Regular Commission Meeting, 9:30 am, City Hall
- October 19, 2016 City/County/USD 290 Joint Meeting, 12:00 pm, USD 290 Admin Office
- October 19, 2016 Ottawa High School Ground Breaking Ceremony, 6:00 pm, Ottawa High School

Commissioner Jorgensen stated he will bring reports from the League of Kansas Municipalities Annual Conference to the next Study Session.

October 17, 2016

Unofficial until approved

**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 motion was considered and upon being put, all present voted aye. Mayor Caylor declared the meeting duly adjourned at 4:57 pm.

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Amy Finch, City Clerk

**Special Call Commission Meeting  
Leadership Session  
City Hall  
101 S Hickory St, Ottawa, Kansas  
Monday, October 17, 2016—5:00 pm**

The Governing Body met at 5:00 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Jorgensen, Commissioner Skidmore, and Commissioner Graves. A quorum was present.

The Governing Body was led by Leadership Consultant John Divine in a discussion on leadership.

The meeting was adjourned.

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Amy Finch, City Clerk

**Special Call Commission Meeting  
Joint Commission/Ottawa Municipal Auditorium Advisory Board  
Ottawa Municipal Auditorium  
301 S Hickory St, Ottawa, Kansas  
Tuesday, October 18, 2016—11:30 am**

The Governing Body met at 11:30 am this date with the following members present and participating to wit: Mayor Caylor, Commissioner Jorgensen, Commissioner Skidmore, and Commissioner Graves. Commissioner Reed was absent. A quorum was present.

The Governing Body met for a for a combined City Commission/Ottawa Municipal Auditorium Advisory Board meeting to discuss the future direction of the Ottawa Municipal Auditorium.

The meeting was adjourned.

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Amy Finch, City Clerk



# PROCLAMATION



WHEREAS, the 2016 Ottawa Arrows American Legion Post 60 Baseball Team claimed Ottawa's second consecutive American Legion AAA State Championship and sixth State Championship at the State Tournament in Great Bend, Kansas July 27 – 31, 2016; and

WHEREAS, the team finished with a record of 35 wins and 9 losses and spent countless hours at practice, traveling to games, playing games, doing laundry; and

WHEREAS, the success of the team is due to the hard work and commitment of not only the players, coaches, managers, and assistants, but also to the parents, friends, family and community who supported and encouraged the team as they advanced through the season to the Mid-South Regional Tournament in Little Rock, Arkansas; and

WHEREAS, the team members are: Merrick Brown, Jayden Creach, Chance Crowley, Clayton Evans, Trenton Ferguson, Keegan Finch, Brock Huddleston, Dayne Jung, Tate Jung, Owen LaMar, Grant Maxwell, Kody Mitchell, Jonny Nash, Jared Parenti, Kaleb Shaffer, Alex Stepp and Connor Step. The team's Head Coach is Brian Long with Assistant Coaches Spencer Hawkins, Nathan Roth, Scott Sneten and Brian Thompson. Coach's Assistant is Bailey Evans.

NOW, THEREFORE, the Governing Body of the City of Ottawa, Kansas, does hereby recognize the

## 2016 OTTAWA ARROWS AAA AMERICAN LEGION BASEBALL TEAM

for achieving an outstanding season, and encourages the citizens of Ottawa to join in this recognition and express congratulations to the team for a job well done.

SIGNED this 2<sup>nd</sup> day of November, 2016.

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Sara Caylor, Mayor

# CITY OF OTTAWA

## September Monthly Reports

Presented to the City Commission  
October 31, 2016



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CITY OF OTTAWA  
 YTD TREASURERS REPORT  
 AS OF: SEPTEMBER 30TH, 2016

| FUND                          | BEGINNING<br>CASH BALANCE | Y-T-D<br>REVENUES    | Y-T-D<br>EXPENSES    | CASH BASIS<br>BALANCE | NET CHANGE<br>OTHER ASSETS | NET CHANGE<br>LIABILITIES | ACCRUAL ENDING<br>CASH BALANCE |
|-------------------------------|---------------------------|----------------------|----------------------|-----------------------|----------------------------|---------------------------|--------------------------------|
| 001-General Fund              | 1,671,834.25              | 7,783,230.39         | 7,061,544.08         | 2,393,520.56          | ( 472.04)                  | ( 67,085.51)              | 2,326,907.09                   |
| 005-Gen Obl Debt Service Fund | 418,794.54                | 2,444,160.11         | 2,670,783.13         | 192,171.52            | 0.00                       | 0.00                      | 192,171.52                     |
| 011-Community Service Support | 2,464.18                  | 130,626.00           | 132,604.96           | 485.22                | 0.00                       | ( 10.00)                  | 475.22                         |
| 013-Auditorium Fund           | 65,625.93                 | 156,840.77           | 117,849.97           | 104,616.73            | 0.00                       | ( 3,195.42)               | 101,421.31                     |
| 014-Airport Fund              | 22,179.06                 | 35,180.90            | 55,660.87            | 1,699.09              | 0.00                       | ( 1,516.28)               | 182.81                         |
| 016-Special Park & Rec Fund   | 76,556.62                 | 81,580.95            | 1,474.09             | 156,663.48            | 0.00                       | ( 399.00)                 | 156,264.48                     |
| 017-Special Drug and Alcohol  | 49,681.64                 | 20,943.31            | 0.00                 | 70,624.95             | 0.00                       | 0.00                      | 70,624.95                      |
| 018-Library Fund              | 6,993.22                  | 832,548.45           | 818,864.00           | 20,677.67             | 0.00                       | 0.00                      | 20,677.67                      |
| 025-Economic Development Fund | 213,179.44                | 94,906.90            | 63,882.80            | 244,203.54            | 0.00                       | ( 739.78)                 | 243,463.76                     |
| 028-Special Streets Fund      | 694,664.71                | 270,389.44           | 348,555.30           | 616,498.85            | 0.00                       | 0.00                      | 616,498.85                     |
| 029-Stormwater Utility        | 568,962.15                | 352,135.25           | 160,345.79           | 760,751.61            | 0.00                       | ( 12,937.14)              | 747,814.47                     |
| 030-Water Utility             | 958,070.06                | 1,933,151.50         | 1,972,314.60         | 918,906.96            | 4.55                       | ( 36,679.21)              | 882,223.20                     |
| 036-Waste Water Utility       | 588,360.21                | 2,147,245.92         | 1,517,958.44         | 1,217,647.69          | 0.00                       | ( 179,930.45)             | 1,037,717.24                   |
| 037-Electric Utility          | 4,522,727.91              | 10,158,356.89        | 9,954,317.99         | 4,726,766.81          | 1,995.45                   | ( 931,069.69)             | 3,793,701.67                   |
| 041-Electric Power Supply Fnd | 634,183.74                | 108,856.06           | 434,840.63           | 308,199.17            | 0.00                       | 0.00                      | 308,199.17                     |
| 045-Electric Sys Construction | 856,434.64                | 745.36               | 0.00                 | 857,180.00            | 0.00                       | 0.00                      | 857,180.00                     |
| 046-Electric CIP Fund         | 300,000.00                | 0.00                 | 0.00                 | 300,000.00            | 0.00                       | 0.00                      | 300,000.00                     |
| 051-Utility Credits           | 151,770.05                | 1,164.93             | 1,670.55             | 151,264.43            | 0.00                       | 7,899.72                  | 159,164.15                     |
| 053-Equipment Reserve         | 569,403.89                | 22,205.16            | 552,398.00           | 39,211.05             | 0.00                       | 0.00                      | 39,211.05                      |
| 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       | 213,157.63                | 1,923.47             | 0.00                 | 215,081.10            | 0.00                       | 0.00                      | 215,081.10                     |
| 056-Risk Management           | 74,167.86                 | 722,820.63           | 792,324.24           | 4,664.25              | 0.00                       | ( 3,233.81)               | 1,430.44                       |
| 058-Neighborhd Stabiliztn Grt | 20,268.03                 | 143,642.03           | 121,069.14           | 42,840.92             | 0.00                       | ( 21,364.92)              | 21,476.00                      |
| 059-Trails Grant              | 0.00                      | 416.50               | 416.50               | 0.00                  | 0.00                       | 0.00                      | 0.00                           |
| 062-US 59 Turnback            | 17,783.50                 | 11,487.84            | 27,021.34            | 2,250.00              | 0.00                       | 0.00                      | 2,250.00                       |
| 063-Airport Hangars 2009/2010 | 183.94                    | 0.00                 | 2,250.00             | ( 2,066.06)           | 0.00                       | 0.00                      | ( 2,066.06)                    |
| 064-K68 & MAIN ST             | 1,287.00                  | 16,731.00            | 16,731.00            | 1,287.00              | 0.00                       | ( 1,287.00)               | 0.00                           |
| 066-AIRPORT AWOS              | 0.00                      | 108,000.00           | 168,720.00           | ( 60,720.00)          | 0.00                       | 0.00                      | ( 60,720.00)                   |
| 070-Sidewalk Grant 15th St    | 0.00                      | 0.00                 | 31,249.29            | ( 31,249.29)          | 0.00                       | 0.00                      | ( 31,249.29)                   |
| 076-Loves Granger TIF         | 220,779.80                | 30,654.05            | 124,661.65           | 126,772.20            | 0.00                       | 0.00                      | 126,772.20                     |
| 077-South Hwy 59 TDD          | 80,941.02                 | 249,298.60           | 0.00                 | 330,239.62            | 0.00                       | 0.00                      | 330,239.62                     |
| 078-WWTP Funding              | 676,644.12                | 550.76               | 626,969.73           | 50,225.15             | 0.00                       | 0.00                      | 50,225.15                      |
| 079-Princeton Comm Imprv Dist | 0.00                      | 13,393.74            | 0.00                 | 13,393.74             | 0.00                       | 0.00                      | 13,393.74                      |
| 080-Street Projects           | 0.00                      | 109.84               | 109.84               | 0.00                  | 0.00                       | 0.00                      | 0.00                           |
| 082-East Side Interceptor     | 61,901.11                 | 0.00                 | 61,901.11            | 0.00                  | 0.00                       | 0.00                      | 0.00                           |
| 086-Streets Construction      | 97,810.77                 | 0.00                 | 97,810.77            | 0.00                  | 0.00                       | 0.00                      | 0.00                           |
| 087-Water Construction Fund   | 0.00                      | 11,914.56            | 15,949.57            | ( 4,035.01)           | 0.00                       | 0.00                      | ( 4,035.01)                    |
| 091-TIF Program Fund          | 323,809.78                | 33,946.96            | 0.00                 | 357,756.74            | 0.00                       | 0.00                      | 357,756.74                     |
| 092-Advantage Ford TIF Projct | 403.75                    | 0.00                 | 0.00                 | 403.75                | 0.00                       | 0.00                      | 403.75                         |
| 095-Airport Improvements      | 10,065.60                 | 0.00                 | 53,218.94            | ( 43,153.34)          | 0.00                       | 0.00                      | ( 43,153.34)                   |
| 096-Airport T-Hanger          | 0.00                      | 58,635.00            | 0.00                 | 58,635.00             | 0.00                       | 0.00                      | 58,635.00                      |
| 099-Industrial Park           | 793,540.12                | 41,600.17            | 106,220.55           | 728,919.74            | 0.00                       | 0.00                      | 728,919.74                     |
| <b>GRAND TOTAL</b>            | <b>14,976,197.68</b>      | <b>28,019,393.44</b> | <b>28,111,898.87</b> | <b>14,883,692.25</b>  | <b>1,527.96</b>            | <b>( 1,251,548.49)</b>    | <b>13,630,615.80</b>           |

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

## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**September-16**

| COUNTY (1.0%)           | 2011             | 2012             | 2013             | 2014             | 2015             | 2016             | 12 Mo Running Total |                  | Change          | Change  |
|-------------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------|------------------|-----------------|---------|
|                         |                  |                  |                  |                  |                  |                  | 2015                | 2016             | Dollars         | 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           | 1,928,473        | \$ (1,605.45)   | -1.58%  |
| July                    | 86,902           | 85,637           | 108,053          | 101,330          | 98,721           | 109,258          | 1,222,367           | 1,220,625        | \$ 10,537.29    | 10.67%  |
| August                  | 89,754           | 93,734           | 96,875           | 99,329           | 104,245          | 108,274          | 1,227,282           | 1,224,654        | \$ 4,029.05     | 3.86%   |
| September               | 89,932           | 85,675           | 94,191           | 97,320           | 100,554          | 96,037           | 1,230,515           | 1,220,138        | \$ (4,516.35)   | -4.49%  |
| 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>792,670</b>   | <b>806,713</b>   | <b>857,368</b>   | <b>881,875</b>   | <b>923,234</b>   | <b>922,935</b>   |                     |                  | \$ (299.54)     | -0.03%  |
| <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          | 251,546          | 2,712,715           | 2,746,953        | \$ 31,835.78    | 14.49%  |
| August                  | 183,443          | 207,473          | 208,249          | 223,117          | 228,074          | 240,348          | 2,717,672           | 2,759,227        | \$ 12,274.52    | 5.38%   |
| September               | 195,331          | 183,753          | 202,765          | 203,251          | 227,370          | 323,576          | 2,741,791           | 2,855,434        | \$ 96,206.31    | 42.31%  |
| 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>1,732,118</b> | <b>1,768,350</b> | <b>1,862,654</b> | <b>1,932,250</b> | <b>2,062,116</b> | <b>2,165,844</b> |                     |                  | \$ 103,727.62   | 5.03%   |
| <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>2,524,789</b> | <b>2,575,063</b> | <b>2,720,022</b> | <b>2,814,126</b> | <b>2,985,351</b> | <b>3,088,779</b> |                     |                  | \$ 103,428.08   | 3.46%   |
| <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> | \$ 3,113,088.75 | -0.78%  |

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

| ID NUMBER                          | TYPE | BANK                                    | PURCHASE DATE | MATURITY   | INITIAL INVESTMENT | CURRENT BALANCE  | INTEREST RATE(%) | EARNINGS at MATURITY |  |
|------------------------------------|------|---|---------------|------------|--------------------|------------------|------------------|----------------------|--|
| 62834                              | S    | CD KSB                                  | 10/14/2015    | 10/13/2016 | \$ 500,000.00      | \$ 500,000.00    | 0.21%            | \$ 1,050.00          |  |
| 7183                               | S    | MIP KMIP                                | 11/5/2015     | 11/4/2016  | \$ 500,000.00      | \$ 500,000.00    | 0.27%            | \$ 1,350.00          |  |
| 7202                               | S    | MIP KMIP                                | 12/9/2015     | 12/8/2016  | \$ 500,000.00      | \$ 500,000.00    | 0.52%            | \$ 2,600.00          |  |
| 7233                               | S    | MIP KMIP                                | 1/7/2016      | 1/6/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.54%            | \$ 2,700.00          |  |
| 7251                               | S    | MIP KMIP                                | 1/25/2016     | 1/24/2017  | \$ 500,000.00      | \$ 500,000.00    | 0.67%            | \$ 3,350.00          |  |
| 7271                               | S    | MIP KMIP                                | 2/5/2016      | 2/6/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.67%            | \$ 3,368.36          |  |
| 7283                               | S    | MIP KMP                                 | 2/25/2016     | 2/24/2017  | \$ 500,000.00      | \$ 500,000.00    | 0.57%            | \$ 2,850.00          |  |
| 7289                               | S    | MIP KMIP                                | 3/1/2016      | 3/1/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.61%            | \$ 3,050.00          |  |
| 7307                               | S    | MIP KMIP                                | 3/17/2016     | 3/17/2017  | \$ 500,000.00      | \$ 500,000.00    | 0.70%            | \$ 3,500.00          |  |
| 7324                               | S    | MIP KMIP                                | 4/1/2016      | 4/3/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.67%            | \$ 3,368.36          |  |
| 7182                               | S    | MIP KMIP                                | 5/3/2016      | 5/3/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.61%            | \$ 3,050.00          |  |
| 7379                               | S    | MIP KMIP                                | 5/25/2016     | 5/25/2017  | \$ 500,000.00      | \$ 500,000.00    | 0.64%            | \$ 3,200.00          |  |
| 7386                               | S    | MIP KMIP                                | 6/6/2016      | 6/6/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.72%            | \$ 3,600.00          |  |
| 7401                               | S    | MIP KMIP                                | 6/27/2016     | 6/27/2017  | \$ 500,000.00      | \$ 500,000.00    | 0.58%            | \$ 2,900.00          |  |
| 62888                              | S    | CD KSB                                  | 7/6/2016      | 7/6/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.52%            | \$ 2,600.00          |  |
| 7425                               | S    | MIP KMIP                                | 7/22/2016     | 7/24/2017  | \$ 500,000.00      | \$ 500,000.00    | 0.59%            | \$ 2,966.16          |  |
| 62891                              | S    | CD KSB                                  | 8/1/2016      | 8/1/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.59%            | \$ 2,950.00          |  |
| 7451                               | S    | MIP KMIP                                | 8/26/2016     | 8/28/2017  | \$ 500,000.00      | \$ 500,000.00    | 0.63%            | \$ 3,167.26          |  |
| 62900                              | S    | CD KSB                                  | 9/8/2016      | 9/8/2017   | \$ 500,000.00      | \$ 500,000.00    | 0.68%            | \$ 3,400.00          |  |
| 62902                              | S    | CD KSB                                  | 9/15/2016     | 9/15/2017  | \$ 500,000.00      | \$ 500,000.00    | 0.68%            | \$ 3,400.00          |  |
| Total for period ending: 9/30/2016 |      |   |               |            |                    |                  |                  | <b>APY</b>           |  |
|                                    |      |   |               |            | \$ 10,000,000.00   | \$ 10,000,000.00 | 0.58%            |                      |  |
| PREPARED BY:                       |      | <u>Betty K. Simpson, City Treasurer</u> |               |            |                    |                  |                  |                      |  |

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

CD: Certificate of Deposit  
MIP: Money Investment Portfolio

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

<https://www.arvest.com/>  
<https://pooledmoneyinvestmentboard.com/portfolio.html>  
<https://www.mykansasstatebank.com/>

**City of Ottawa  
Disbursement of Funds  
09.30.2016**

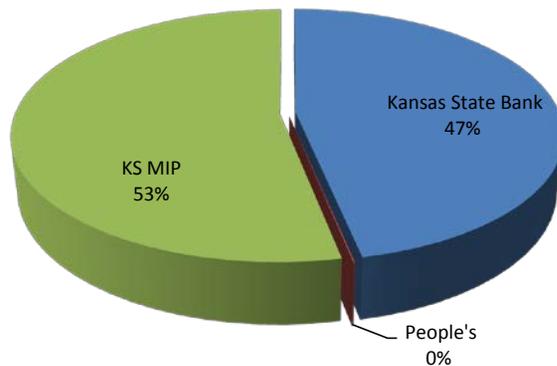
| Kansas State Bank |    |                     |  | Interest Rate | Maturity | Days to Maturity | KS MIP     |    |                     |       |          |     |
|-------------------|----|---------------------|--|---------------|----------|------------------|------------|----|---------------------|-------|----------|-----|
| Deposit           | \$ | 3,308,765.92        |  | 0.11%         |          |                  | Investment | \$ | 500,000.00          | 0.27% | 11/04/16 | 34  |
| AP                | \$ | 494,064.94          |  | 0.11%         |          |                  | Investment | \$ | 500,000.00          | 0.52% | 12/08/16 | 68  |
| CC Inhouse        | \$ | 73,454.70           |  | 0.11%         |          |                  | Investment | \$ | 500,000.00          | 0.54% | 01/06/17 | 96  |
| CC Online         | \$ | 142,329.79          |  | 0.11%         |          |                  | Investment | \$ | 500,000.00          | 0.67% | 01/24/17 | 114 |
| Kiosk             | \$ | 71,754.92           |  | 0.11%         |          |                  | Investment | \$ | 500,000.00          | 0.67% | 02/06/17 | 126 |
| CD                | \$ | 500,000.00          |  | 0.21%         | 10/13/16 | 13               | Investment | \$ | 500,000.00          | 0.57% | 02/24/17 | 144 |
| CD                | \$ | 500,000.00          |  | 0.52%         | 07/06/17 | 276              | Investment | \$ | 500,000.00          | 0.61% | 03/01/17 | 151 |
| CD                | \$ | 500,000.00          |  | 0.59%         | 08/01/17 | 301              | Investment | \$ | 500,000.00          | 0.70% | 03/17/17 | 167 |
| CD                | \$ | 500,000.00          |  | 0.68%         | 09/08/17 | 338              | Investment | \$ | 500,000.00          | 0.67% | 04/03/17 | 183 |
| CD                | \$ | 500,000.00          |  | 0.68%         | 09/05/17 | 335              | Investment | \$ | 500,000.00          | 0.61% | 05/03/17 | 213 |
|                   | \$ | <u>6,590,370.27</u> |  |               |          |                  | Investment | \$ | 500,000.00          | 0.64% | 05/25/17 | 235 |
|                   |    |                     |  |               |          |                  | Investment | \$ | 500,000.00          | 0.72% | 06/06/17 | 246 |
|                   |    |                     |  |               |          |                  | Investment | \$ | 500,000.00          | 0.58% | 06/27/17 | 267 |
|                   |    |                     |  |               |          |                  | Investment | \$ | 500,000.00          | 0.59% | 07/24/17 | 294 |
|                   |    |                     |  |               |          |                  | Investment | \$ | 500,000.00          | 0.63% | 08/28/17 | 328 |
|                   |    |                     |  |               |          |                  |            | \$ | <u>7,500,000.00</u> |       |          |     |

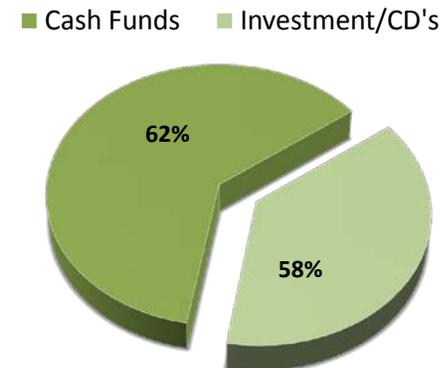
| People's |    |                 |       |
|----------|----|-----------------|-------|
| Payroll  | \$ | 5,432.39        | 0%    |
| ACH      | \$ | 4,000.02        | 0.01% |
|          | \$ | <u>9,432.41</u> |       |

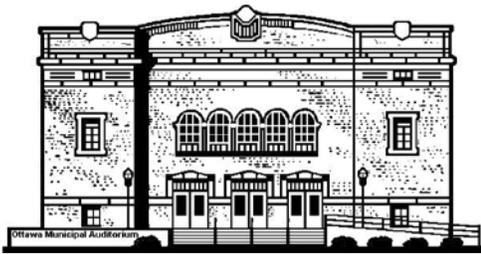
|                    |                        | Weighted Average |
|--------------------|------------------------|------------------|
| Cash Funds         | \$ 4,099,802.68        | 0.1098%          |
| Investment/CD's    | \$ 2,500,000.00        | 0.58%            |
| <b>Total Funds</b> | <b>\$ 6,599,802.68</b> | <b>0.39%</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: 785/229-3635      Email: mstegman@ottawaks.gov  
 Website: www.ottawamunicipalauditorium.com  
 Michelle Stegman, HR Director

### Ottawa Municipal Auditorium Report – September 2016

#### Events

- Cowboy Days with Mickey Gilley - September 3. (536 tickets sold)
- Ottawa Municipal Auditorium Advisory Board held their monthly meeting on September 20. (Attendance 12).
- The City of Ottawa - Monthly Safety Class was held on September 21. (Attendance 78)
- FFA Annual Greenhand meeting – September 13 and 12 (Attendance – unknown)
- Bop Daddies at Forest Park in conjunction with the Ol’ Marais River Run Car Show (Attendance - Estimated 100)
- Ottawa Municipal Auditorium Advisory Board held their monthly meeting on September 20. (Attendance 12).
- The City of Ottawa - Monthly Safety Class was held on September 21. (Attendance 78)

#### September - December 2016 Events :

September 3 – Cowboy Days, rental  
 September 6, 7, 9, 13, 14, 16, 20, 21, 23, 27, 28, and 29 – ACT Ottawa, rental  
 September 13 & 14 – FFA Annual Greenhand meeting, rental  
 September 16 – Bop Daddies at Forest Park  
 September 20 – OMA Advisory Board meeting  
 September 21 – City Safety Classes  
 October 2 – 9 – ACT Ottawa, rental  
 October 11 – OHS Vocal Concert  
 October 18 – OMA Advisory Board meeting  
 October 20 – City Safety Training  
 October 22 – Keith Allyn’s “A Neil Diamond Tribute”  
 October 23 – 29 – OHS presents “The Addams Family,” rental  
 November 2 – Family Career Community Leadership, rental  
 November 4 – Veteran’s Day Dance Recital, rental  
 November 5 – Dave Wooge’s Marais Des Cygnes Jamboree, rental  
 November 12 – Rusty Rierson Veteran’s Day Concert  
 November 15 – OMA Advisory Board meeting  
 November 19 – Prairie Paws Animal Shelter, rental  
 November 22 – City Safety Meeting  
 November 22, 29 & Dec 2 – Ottawa Suzuki Strings, rental  
 December 7 – City of Ottawa Safety Class  
 December 9 & 10 – Spotlight Dance Studio presents “The Nutcracker”, rental  
 December 17 & 18 – City Band Christmas (setup on the 17)

#### Usage

|   |   |
|---|---|
| <b>September 2016 usage facts:</b><br>Attendance: 716<br>Rentals: 5<br>Days used 17 days out of 31 days           | <b>September 2015 usage facts:</b><br>Attendance for events/rentals: 2,248<br>Events/Rentals: 4<br>Days used 19 days out of 30 days |
| <b>2016 Year to date totals for OMA:</b><br>Attendance: 7575<br>Rentals: 32<br>Days used: 112 out of 274          | <b>2015 Year to date totals for OMA:</b><br>Attendance: 14,077<br>Rentals: 35<br>Days used: 164 out of 273                          |
| <b>September 2016 Volunteers/Hours:</b><br>Volunteers: 9<br>Number of new volunteers: 0<br>Events: 1<br>Hours: 27 | <b>September 2015 Volunteers/Hours:</b><br>Volunteers: 5<br>Number of new volunteers: 0<br>Events: 1<br>Hours: 13                   |

013-Auditorium Fund  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

|  | CURRENT BUDGET | CURRENT PERIOD   | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE    | % YTD BUDGET |
|--|----------------|------------------|---------------------|------------------|-------------------|--------------|
| <u>REVENUE SUMMARY</u>   |                |                  |                     |                  |                   |              |
| Auditorium Fund  |                |                  |                     |                  |                   |              |
| TAXES  | 145,800        | 11,121.65        | 139,534.60          | 0.00             | 6,265.40          | 95.70        |
| LEASE & RENTAL INCOME  | 12,000         | 875.00           | 4,507.00            | 0.00             | 7,493.00          | 37.56        |
| CHARGES FOR SERVICES   | 23,000         | 3,942.24         | 7,190.76            | 0.00             | 15,809.24         | 31.26        |
| INVESTMENT INCOME  | 40             | 0.00             | 45.19               | 0.00             | ( 5.19)           | 112.98       |
| OTHER REVENUE  | 5,200          | 2,775.00         | 5,550.00            | 0.00             | ( 350.00)         | 106.73       |
| MISCELLANEOUS  | 25             | 0.00             | 0.00                | 0.00             | 25.00             | 0.00         |
| TOTAL Auditorium Fund  | <u>186,065</u> | <u>18,713.89</u> | <u>156,827.55</u>   | <u>0.00</u>      | <u>29,237.45</u>  | <u>84.29</u> |
| TOTAL REVENUE  | <u>186,065</u> | <u>18,713.89</u> | <u>156,827.55</u>   | <u>0.00</u>      | <u>29,237.45</u>  | <u>84.29</u> |
| <u>EXPENSE SUMMARY</u>   |                |                  |                     |                  |                   |              |
| Auditorium Fund  |                |                  |                     |                  |                   |              |
| PERSONNEL SERVICES   | 128,876        | 17,477.56        | 72,072.47           | 0.00             | 56,803.53         | 55.92        |
| CONTRACTUAL SERVICES   | 54,660         | 4,088.08         | 33,953.95           | 0.00             | 20,706.05         | 62.12        |
| COMMODITIES  | 5,700          | 605.81           | 2,038.45            | 0.00             | 3,661.55          | 35.76        |
| 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>22,171.45</u> | <u>117,911.80</u>   | <u>0.00</u>      | <u>128,410.20</u> | <u>47.87</u> |
| TOTAL EXPENSES   | <u>246,322</u> | <u>22,171.45</u> | <u>117,911.80</u>   | <u>0.00</u>      | <u>128,410.20</u> | <u>47.87</u> |
| REVENUE OVER/(UNDER) EXPENSES                                      | ( 60,257)      | ( 3,457.56)      | 38,915.75           | 0.00             | ( 99,172.75)      | 64.58-       |
| 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<br>(UNDER) EXPENDITURES & OTHER USES | ( 67,757)      | ( 3,457.56)      | 38,915.75           | 0.00             | ( 106,672.75)     | 57.43-       |

## Community Development Department September 2016 Monthly Report

**Planning Commission:**

The Planning Commission reviewed and approved the site plan for Ransom Memorial Hospital Emergency Room with the condition of compliance with any unresolved comments from the City Engineer/staff.

**Play Task Force:**

Fundraising efforts continue for the Teen Park with an anonymous gift of \$50,000 announced. Revised total to date with gifts and pledges is almost \$100,000.

**Projects:**

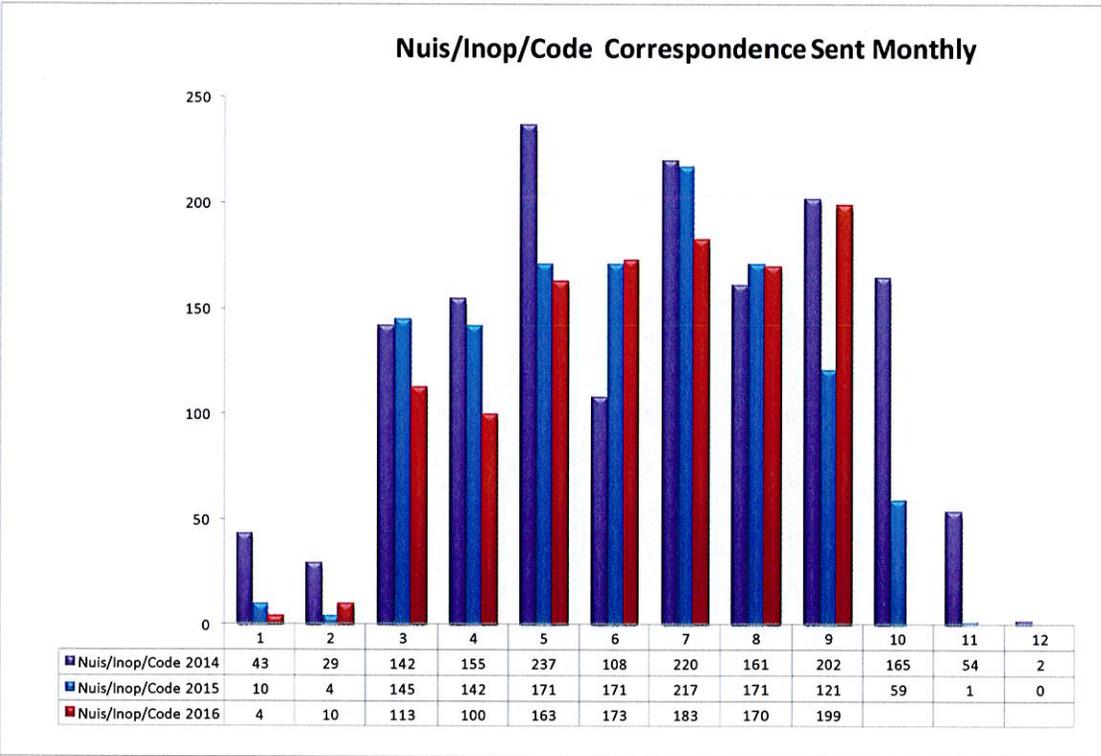
**East 15th Street Sidewalk Project:** Staff has only two more property owners to receive easements from, both through condemnations, this will delay the project.

**Condemnations:**

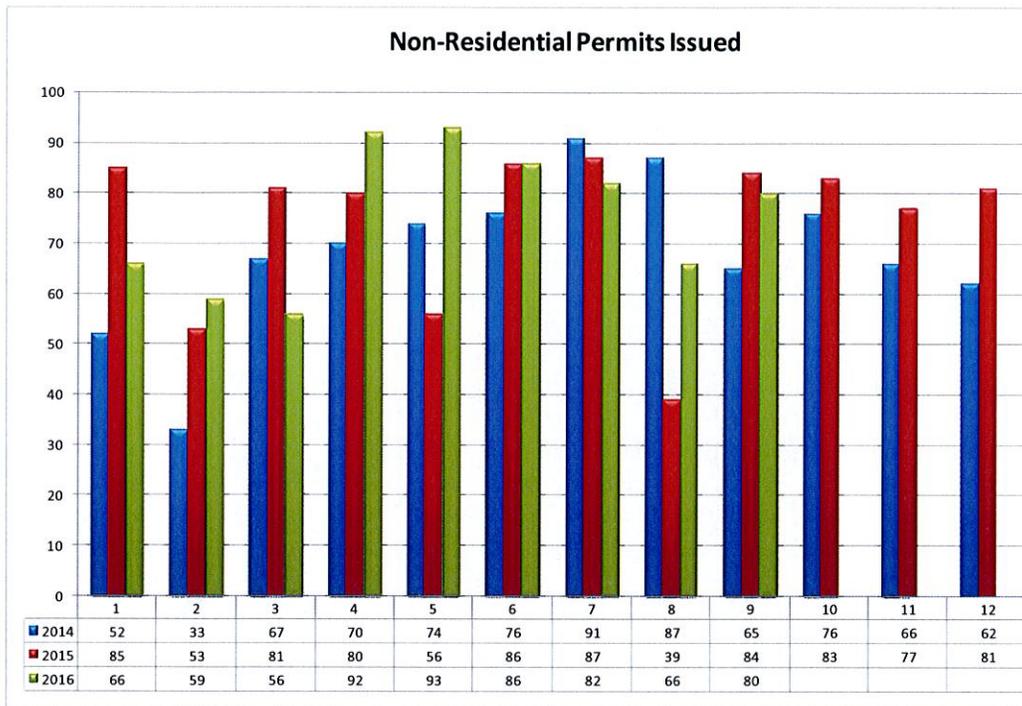
112 S. Elm bid has been awarded and demolition should start in October. 322 S. Poplar has been demolished.

**Code Enforcement:**

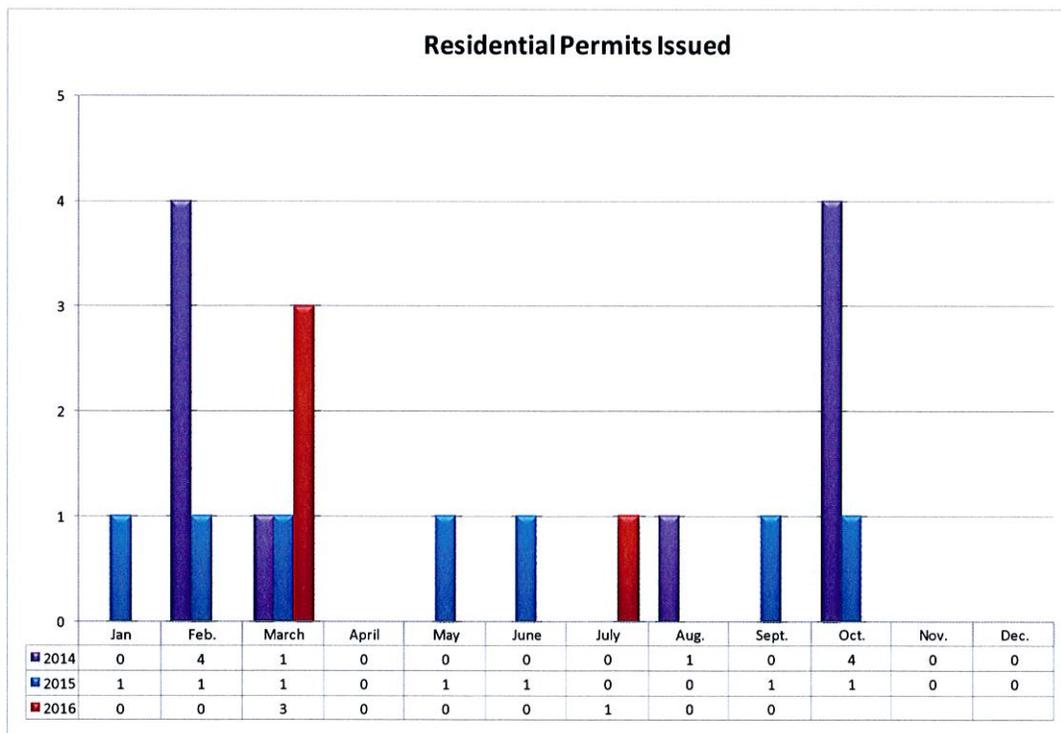
The code enforcement officer has been busy with weeds and other code violations.



**Permits:**

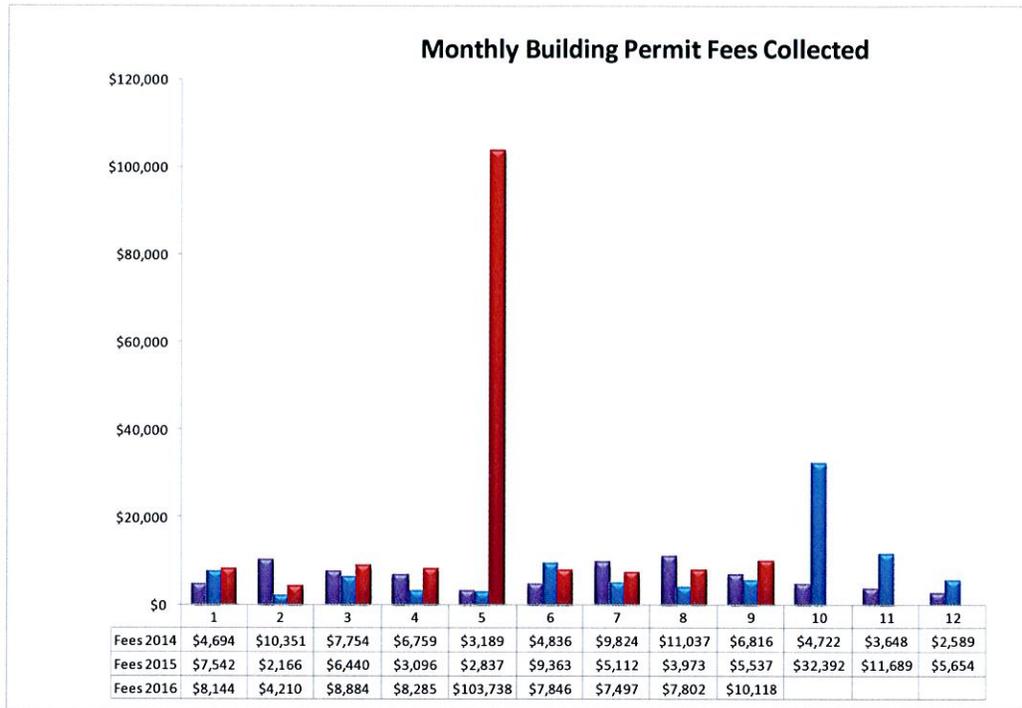


**Permits Continued:**



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:    | \$163,522.70       |
| Planning fees to date:  | <u>\$ 2,625.00</u> |
| Total received to date: | \$166,147.70       |

# Ottawa Fire Department



## Monthly Report

**September 2016**

### **Training Hrs**

A-Shift- 191.25

B-Shift- 129.5

C- Shift- 77

Volunteers- 2.5

Staff- 5

**Total- 405**

### **Inspections**

A-Shift - 21

B-Shift - 1

C-Shift – 12

Staff - 0

**Total - 34**

## **Training Topics**

### **Building Construction**

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

### **Rescue**

M/A Systems:2:1, 3:1,4:1 and 5:1 with and without progress capture(1HR, FH RES-10)

Litter Ops(1Hr, FH RES-23)

### **Scenarios**

3 (2Hr, FH F40)

- Haz-Mat- Train derailment
- Fire- Educational building fire
- Rescue- pt having a heart attack on a roof

### **Firefighter Skills**

Portable Extinguishers (1Hr, FH F03)

- How to inspect fire extinguishers- dry powder, CO2, and Class A
- How refill a Class A extinguisher

### **Fire Prevention**

Pub Ed Class Review (Conducted by **Capt. Nowatzke**)

### **Safety Review**

Topic:  
C-Shift (1Hr, FH???)

### **NIOSH Report Review**

Fire Fighter Fatality Investigation # F2014-02 Two Career Fire Fighters Die in a Rapid Fire Progression While Searching for Tenants—Ohio (added 4/29/15) (1HR, FH NIOSH)

## **New Driver Operator Training**

FF Clint Spears  
FF Clayton Neel  
FF Cody Schraad

## **Significant Events**

C-Shift Painted the Bay walls and built new storage cabinets for PPE  
Lieutenant Donovan and Captain Nowatzke attended Campus and Life Safety II course  
D/O Hedrick attended Fire Inspector I Course

Smoke detector program- 0  
Public Education Activities- 4

Shawn Dillon, Assistant Chief

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {09/01/2016} And  
{09/30/2016}

| Incident Type   | Count     | Pct of Incidents | Total Est Loss | Pct of Losses  |
|---|-----------|------------------|----------------|----------------|
| <b>1 Fire</b>   |           |                  |                |                |
| 131 Passenger vehicle fire                                  | 2         | 1.43%            | \$8,000        | 94.11%         |
| 137 Camper or recreational vehicle (RV) fire                | 1         | 0.71%            | \$500          | 5.88%          |
| 142 Brush or brush-and-grass mixture fire                   | 1         | 0.71%            | \$0            | 0.00%          |
|   | <b>4</b>  | <b>2.86%</b>     | <b>\$8,500</b> | <b>100.00%</b> |
| <b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b> |           |                  |                |                |
| 251 Excessive heat, scorch burns with no ignition           | 1         | 0.71%            | \$0            | 0.00%          |
|   | <b>1</b>  | <b>0.71%</b>     | <b>\$0</b>     | <b>0.00%</b>   |
| <b>3 Rescue &amp; Emergency Medical Service Incident</b>    |           |                  |                |                |
| 300 Rescue, EMS incident, other                             | 2         | 1.43%            | \$0            | 0.00%          |
| 311 Medical assist, assist EMS crew                         | 79        | 56.43%           | \$0            | 0.00%          |
| 321 EMS call, excluding vehicle accident with injury        | 4         | 10.00%           | \$0            | 0.00%          |
| 322 Motor vehicle accident with injuries                    | 1         | 0.71%            | \$0            | 0.00%          |
| 323 Motor vehicle/pedestrian accident (MV Ped)              | 1         | 0.71%            | \$0            | 0.00%          |
|   | <b>97</b> | <b>69.29%</b>    | <b>\$0</b>     | <b>0.00%</b>   |
| <b>5 Service Call</b>                                       |           |                  |                |                |
| 561 Unauthorized burning                                    | 1         | 0.71%            | \$0            | 0.00%          |
|   | <b>1</b>  | <b>0.71%</b>     | <b>\$0</b>     | <b>0.00%</b>   |
| <b>6 Good Intent Call</b>                                   |           |                  |                |                |
| 600 Good intent call, Other                                 | 2         | 1.43%            | \$0            | 0.00%          |
| 611 Dispatched & cancelled en route                         | 1         | 0.71%            | \$0            | 0.00%          |
| 622 No Incident found on arrival at dispatch address        | 6         | 4.29%            | \$0            | 0.00%          |
| 631 Authorized controlled burning                           | 6         | 4.29%            | \$0            | 0.00%          |
| 652 Steam, vapor, fog or dust thought to be smoke           | 1         | 0.71%            | \$0            | 0.00%          |
| 661 EMS call, party transported by non-fire agency          | 11        | 7.86%            | \$0            | 0.00%          |
| 671 HazMat release investigation w/no HazMat                | 1         | 0.71%            | \$0            | 0.00%          |
|   | <b>28</b> | <b>20.00%</b>    | <b>\$0</b>     | <b>0.00%</b>   |
| <b>7 False Alarm &amp; False Call</b>                       |           |                  |                |                |
| 700 False alarm or false call, Other                        | 1         | 0.71%            | \$0            | 0.00%          |
| 733 Smoke detector activation due to malfunction            | 2         | 1.43%            | \$0            | 0.00%          |
| 736 CO detector activation due to malfunction               | 1         | 0.71%            | \$0            | 0.00%          |
| 743 Smoke detector activation, no fire - unintentional      | 1         | 2.14%            | \$0            | 0.00%          |

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {09/01/2016} And  
{09/30/2016}

| Incident Type  | Count    | Pct of Incidents | Total Est Loss | Pct of Losses |
|--|----------|------------------|----------------|---------------|
| <b>7 False Alarm &amp; False Call</b>                |          |                  |                |               |
| 744 Detector activation, no fire - unintentional     | 1        | 0.71%            | \$0            | 0.00%         |
| 745 Alarm system activation, no fire - unintentional | 1        | 0.71%            | \$0            | 0.00%         |
|  | <u>9</u> | <u>6.43%</u>     | <u>\$0</u>     | <u>0.00%</u>  |

Total Incident Count: 140

Total Est Loss:

\$8,500



## City of Ottawa Human Resources Department Monthly Report –September 2016

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

### Recruitment

HR staff recruitment efforts included Firefighter/EMT-B and Journey Level Lineman positions. Police Officer and Fire Captain interviews were also conducted.

### Promotions

9/24/2016 Ed Thompson, Electric Distribution Assistant Superintendent

### New Hires

9/16/2016 Clayton Broyles, Service Technician

### Departures

9/16/2016 Aaron Good, Fire Driver/EMT-B  
9/23/2016 Shonda Stitt, OMA Administrative Manager  
9/26/2016 Carolyn Snethen, City Clerk  
9/30/2016 Andrew Nitcher, Journey Level Lineman  
9/30/2016 Terry Seaton, Service Technician  
9/30/2016 John Shepherd, Journey Level Lineman

### Risk Management/Safety/Loss Control

#### Training

Rick Aguilar, CUSP, PHR with Kansas Municipal Utilities conducted sessions on Trenching & Excavations on September 20, 2016. He also conducted a Professional Development session for Supervisors on Ensuring a Harassment-free Workplace

#### Safety Committee Meeting

Safety Committee Meeting was held on September 19, 2016.

#### Workers' Compensation Injuries/Illnesses

1. 9/14/2016 WRF - While repairing equipment, an employee cut their left finger and thumb.
2. 9/21/2016 PD - Responding to a call, an officer sustained a possible blood-borne pathogen exposure.

#### Tort Claims

N/A

#### Commercial Automobile

2/12/16 – 2008 Ford Ranger. A City employee drove the vehicle through a controlled intersection and was involved in an accident. The employee received a ticket for going through a red light. After appearing in court on March 25, 2016 the employee's citation was reduced from disobeying a traffic signal to illegal parking. The claimant is alleging a minor soft tissue injury. The adjuster has a subrogation notice from the other carrier for the property damage but no formal demand.

City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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



City of Ottawa

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The claimant's 2016 Chevrolet Sonic was a total loss as a result of the accident. The NADA base price of the vehicle is \$16,080. We do not know what amount the claimant's carrier paid and are waiting for salvage proceeds after which they will send us a final demand. The City vehicle was totaled and the City will receive a check for \$7,835.00. \$1000 deductible. **Open**

8/18/16- 2006 Jeep Liberty. A City employee was parked in the Jeep Liberty and a utility work truck backed and struck the front of the vehicle. The other driver received a citation. The City has turned this claim over to EMC for subrogation because their carrier will only pay a minimal amount towards the repair of our vehicle. The carrier also claims our driver had 10% responsibility in the accident. On 9/30/16 the City received a check from EMC for \$2,965.87 for the repair of the vehicle. This claim is still in subrogation. \$1000 deductible. **Open**

Inland Marine

N/A

Accidents on City Property

5/30/15 – While attending the Pam Tebow event, a patron tripped down the steps of the lower balcony and sustained injuries to her face. Under the City's General Liability Policy, \$5,000 exists for medical coverage. While this does not constitute negligence, the medical payments coverage was offered to a limit of \$5,000.00 to help pay for out of pocket expenses. Medical payments were extended and \$977.23. The adjuster sent a letter to Medicare along with consent to release form and is awaiting a Conditional Payment Letter so EMC can reimburse Medicare. EMC is holding the claim open for a short period of time in the event she elects to pursue a bodily injury claim against the City. Adjuster is still waiting on Medicare final bill. **Open**

Public Official Liability and Employment Practices Liability

N/A

# Ottawa Information Technology (IT) Department

---

**Date:** October 17, 2016

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

**From:** Chuck Bigham, IT Director

**Subject:** September IT Monthly Report

---

## IT Trouble Tickets & Other-

109 new calls for Service logged, 2 still open(*examples- can't send mail, locked up, error conditions, won't power-on, Smart Phone not syncing, possible virus, can't find folder, print problems, won't boot, battery backup beeping etc.*)

## Forest Park Wifi

# Clients- 1360          Usage- 167.18 GB

## Government Access Channel (GAC)

New Programs- City and County Commission, Road to Recovery , America's Army and White House Chronicle, Chamber of Commerce Quarterly Image.

# of different programs played- 17 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

## Web Site

12 News articles posted. Upcoming events on new community calendar and Facebook continually updated. 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. Facebook Live was added to broadcasts of both City Commission Meetings and Study Sessions.

Total Likes: 2,938          See attached graphs

## Other Activities-

Twitter account maintained currently at **622 followers** (see attached graphs). Instagram followers are at **91**. 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. Facebook Live is up and running for events and meetings. Added security camera and alarm for upstairs second floor. Started OMA cross training for upcoming events. Photos taken at Airport Fly-In open house.

**Facebook September 2016**  
**Demographics and Location of people who like the City of Ottawa Facebook page.**  
**Total Likes for September were: 2,938**

Your Fans | People Reached | People Engaged

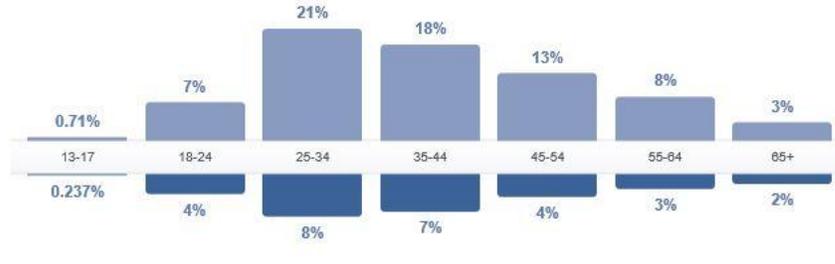
The people who like your Page

Women

71%  
Your Fans

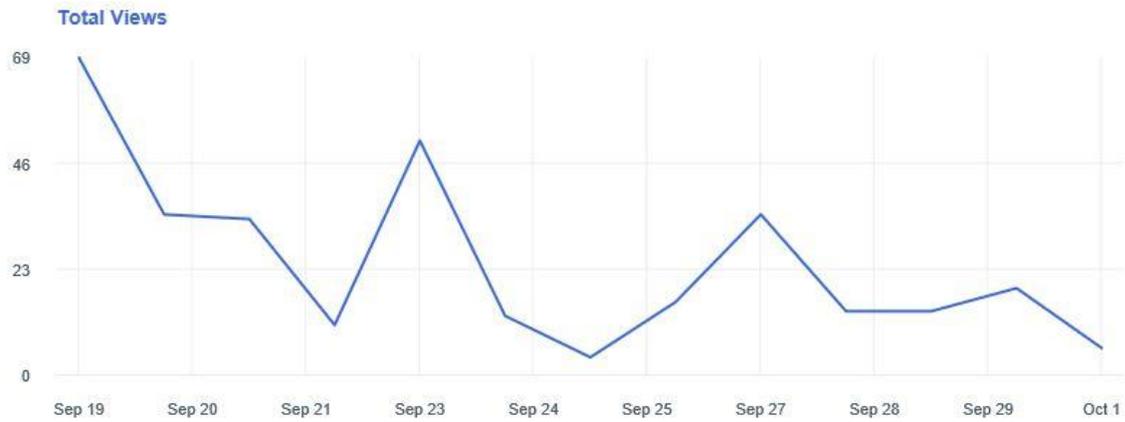
Men

28%  
Your Fans



| Country                  | Your Fans | City              | Your Fans | Language            | Your Fans |
|--------------------------|-----------|-------------------|-----------|---------------------|-----------|
| United States of America | 2,908     | Ottawa, KS        | 1,523     | English (US)        | 2,868     |
| Canada                   | 5         | Lawrence, KS      | 117       | English (UK)        | 56        |
| India                    | 3         | Pomona, KS        | 102       | Spanish             | 13        |
| Iraq                     | 3         | Wellsville, KS    | 63        | Arabic              | 4         |
| Ghana                    | 2         | B N Junction, KS  | 61        | French (France)     | 3         |
| Mexico                   | 2         | Princeton, KS     | 40        | Portuguese (Brazil) | 2         |
| Australia                | 2         | Kansas City, MO   | 40        | Italian             | 1         |
| Turkey                   | 2         | Topeka, KS        | 39        | Albanian            | 1         |
| Brazil                   | 2         | Baldwin City, KS  | 37        | Turkish             | 1         |
| Saudi Arabia             | 2         | Overland Park, KS | 36        | Japanese            | 1         |
| Japan                    | 2         | Rantoul, KS       | 35        | English (Pirate)    | 1         |
| Pakistan                 | 2         | Williamsburg, KS  | 34        | Czech               | 1         |
| Colombia                 | 1         | Garnett, KS       | 30        | German              | 1         |





**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.**

## Twitter September 2016



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

*Police Department  
City of Ottawa, Kansas*

---

**MEMORANDUM**

DATE: OCTOBER 3, 2016  
TO: RICHARD U. NIENSTEDT, CITY MANAGER  
FROM: DENNIS P. BUTLER, CHIEF OF POLICE  
SUBJECT: SEPTEMBER 2016 MONTHLY REPORT

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

- Volunteers in Police Service (VIPS) provided 180 hours of service
- Held police officer applicant testing for one vacancy
- Provided active shooter workshop to OHS staff
- Served on Senator Moran's Annual Service Academy Selection Panel at the Eisenhower Presidential Library in Abilene
- Attended Sexual Assault Kit Initiative (SAKI) meeting in Topeka and met with command staff at a pilot site
- Department-wide firearms training
- Participated in workforce development strategy meeting hosted by FCDC
- Quarterly Franklin County Crisis Intervention Team Leadership meeting
- Annual CIT Summit in Wichita
- Provided various services for annual car show
- City workplace harassment training for supervisors
- Meet and greet with OHS Principal Mr. Morford
- Kansas Association of Chiefs of Police Conference
- Coordinated arrangements for Craig Floyd, Director of the National Law Enforcement Officers Memorial Fund, to speak at KLETC graduation on September 30
- "Food for Fines" interview at KOFO and distributed media release for October 3-14, 2016 effort; and
- Monthly supervisors' meeting, various Chamber events, Rotary, and other various meetings.

I am happy to answer any questions.  
Thank you.

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

|                                   | SEP 2016 |          | SEP 2015 |          |
|-----------------------------------|----------|----------|----------|----------|
|                                   | ADULT    | JUVENILE | ADULT    | JUVENILE |
| Arson                             | 0        | 0        | 0        | 0        |
| Assault: Aggravated (Agg Battery) | 1        | 0        | 3        | 0        |
| Burglary                          | 1        | 0        | 0        | 0        |
| Murder                            | 0        | 0        | 0        | 0        |
| Rape                              | 0        | 0        | 0        | 0        |
| Robbery                           | 0        | 0        | 0        | 0        |
| Theft                             | 6        | 0        | 5        | 0        |
| Theft: Auto                       | 0        | 0        | 0        | 0        |
| <b>Total Part One Arrests</b>     | <b>8</b> | <b>0</b> | <b>8</b> | <b>0</b> |

**OTHER ARRESTS**

|                                |           |          |           |           |
|--------------------------------|-----------|----------|-----------|-----------|
| Assault                        | 0         | 0        | 0         | 0         |
| Assault: LEO                   | 0         | 0        | 0         | 0         |
| Battery                        | 3         | 4        | 1         | 4         |
| Battery: Domestic              | 6         | 0        | 7         | 0         |
| Battery: LEO                   | 1         | 0        | 0         | 0         |
| Criminal Damage Property       | 6         | 1        | 4         | 0         |
| Criminal Threats               | 0         | 0        | 1         | 0         |
| Disorderly Conduct             | 4         | 1        | 3         | 3         |
| Driving Under Influence        | 5         | 0        | 6         | 0         |
| Drug Offense Arrests           | 4         | 0        | 11        | 2         |
| Forgery                        | 0         | 0        | 0         | 0         |
| Homicide                       | 0         | 0        | 0         | 0         |
| Juvenile Offense Arrests       | 0         | 1        | 0         | 4         |
| Kidnapping                     | 0         | 0        | 0         | 0         |
| Kidnapping: Aggravated         | 0         | 0        | 0         | 0         |
| Liquor Related Offense Arrests | 0         | 0        | 1         | 0         |
| Phone Harassment               | 0         | 0        | 0         | 0         |
| Sexual Offense Arrests         | 0         | 0        | 1         | 0         |
| Suicide                        | 0         | 0        | 0         | 0         |
| Vehicle Related Arrests        | 25        | 0        | 15        | 0         |
| All Other Arrests              | 41        | 0        | 49        | 2         |
| <b>Total Part Two Arrests</b>  | <b>95</b> | <b>7</b> | <b>99</b> | <b>15</b> |

**TOTAL ARRESTS**

**110**

**122**

**REPORTED CRIMES  
PART ONE OFFENSES**

|                                   | SEP 2016  |           | SEP 2015  |           |
|-----------------------------------|-----------|-----------|-----------|-----------|
|                                   | REPORTED  | INACTIVE  | REPORTED  | INACTIVE  |
| Arson                             | 0         | 0         | 0         | 0         |
| Assault: Aggravated (Agg Battery) | 1         | 1         | 3         | 3         |
| Burglary                          | 14        | 6         | 3         | 0         |
| Murder                            | 0         | 0         | 0         | 0         |
| Rape                              | 0         | 0         | 0         | 0         |
| Robbery                           | 0         | 0         | 0         | 0         |
| Theft                             | 39        | 14        | 26        | 16        |
| Theft: Auto                       | 1         | 0         | 0         | 0         |
| <b>Total Part One Crimes</b>      | <b>55</b> | <b>21</b> | <b>32</b> | <b>19</b> |

**PART TWO CRIMES**

|                              |            |            |            |            |
|------------------------------|------------|------------|------------|------------|
| Assault                      | 0          | 0          | 1          | 0          |
| Assault: LEO                 | 0          | 0          | 0          | 0          |
| Battery                      | 12         | 6          | 7          | 5          |
| Battery: Domestic            | 8          | 5          | 7          | 7          |
| Battery: LEO                 | 1          | 1          | 0          | 0          |
| Criminal Damage Property     | 14         | 6          | 11         | 8          |
| Criminal Threats             | 1          | 0          | 2          | 1          |
| Disorderly Conduct           | 5          | 5          | 6          | 6          |
| Driving Under Influence      | 6          | 5          | 6          | 6          |
| Drug Offenses                | 5          | 4          | 15         | 13         |
| Forgery                      | 0          | 0          | 0          | 0          |
| Homicide                     | 0          | 0          | 0          | 0          |
| Juvenile Offenses            | 2          | 2          | 6          | 6          |
| Kidnapping                   | 0          | 0          | 0          | 0          |
| Kidnapping: Aggravated       | 0          | 0          | 0          | 0          |
| Liquor Related Offenses      | 0          | 0          | 2          | 2          |
| Phone harassment             | 1          | 0          | 0          | 0          |
| Sex Offenses                 | 2          | 0          | 1          | 1          |
| Suicide                      | 1          | 1          | 1          | 0          |
| Vehicle Related Offenses     | 32         | 25         | 31         | 26         |
| All Other Offenses           | 48         | 41         | 61         | 59         |
| <b>Total Part two crimes</b> | <b>138</b> | <b>101</b> | <b>157</b> | <b>140</b> |

**OTHER ACTIVITIES**

|                   |      |     |
|-------------------|------|-----|
| Calls for Service | 1469 | 958 |
| Traffic Accidents | 25   | 17  |
| Warrants Served   | 25   | 28  |

**TOTAL INCIDENTS / CALLS FOR SERV**

**1712**

**1192**

| ANIMAL CONTROL SEPTEMBER 2016     |        |        |            |
|-----------------------------------|--------|--------|------------|
| ACTIVITY                          | Sep-16 | Sep-15 | Yr to Date |
| Domestic animals taken to shelter | 20     | 17     | 176        |
| Dead animals (wild) collected     | 0      | 3      | 20         |
| Dead animals (domestic) collected | 0      | 2      | 7          |
| Wild animals trapped              | 0      | 24     | 145        |
| Trap usage (days)                 | 0      | 63     | 393        |
| Dog ordinance violation citation  | 0      | 0      | 4          |
| Cruelty to animal violation       | 0      | 0      | 3          |
| Calls for service (non-trap)      | 0      | 40     | 127        |

| FINES   |                  | COURT FEES SEPTEMBER 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 | MUNICIPAL COURT |                             |             |
|   |                  |                           |                    |                |                      |            |                | CASES FILED     | SEPT                        |             |
| Jan-15  | \$21,807.94      | \$940.06                  | \$6,143.71         | \$1,535.93     | \$1,449.07           | \$51.29    | \$10,120.06    | \$31,928.00     | Crimes against persons      | 11          |
| Jan-16  | \$19,551.19      | \$784.00                  | \$5,406.27         | \$1,335.48     | \$518.52             | \$49.73    | \$8,094.00     | \$27,645.19     | Crimes against property     | 7           |
| Feb-15  | \$21,187.88      | \$724.00                  | \$6,339.07         | \$1,828.25     | \$865.75             | \$55.05    | \$9,812.12     | \$31,000.00     | Driving Under The Influence | 5           |
| Feb-16  | \$21,016.50      | \$237.00                  | \$6,639.49         | \$1,684.93     | \$1,199.07           | \$93.01    | \$9,853.50     | \$30,870.00     | Fleeing a Police Officer    | 0           |
| 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     | Other Crimes                | 5           |
| Mar-16  | \$24,734.00      | \$349.90                  | \$7,717.92         | \$1,996.17     | \$1,308.33           | \$119.56   | \$11,491.88    | \$36,225.88     | Reckless Driving            | 0           |
| Apr-15  | \$22,621.77      | \$848.00                  | \$5,651.38         | \$1,446.97     | \$662.03             | \$47.85    | \$8,656.23     | \$31,278.00     | Traffic Violations          | 139         |
| Apr-16  | \$15,871.70      | \$686.00                  | \$4,538.87         | \$963.70       | \$546.30             | \$61.63    | \$6,796.50     | \$22,668.20     | Tobacco Infrancctions       | 2           |
| May-15  | \$23,495.00      | \$577.00                  | \$7,703.94         | \$1,968.89     | \$361.11             | \$66.06    | \$10,677.00    | \$34,172.00     | <b>TOTAL CASES FILED</b>    | <b>169</b>  |
| May-16  | \$20,708.00      | \$502.42                  | \$7,012.29         | \$1,496.54     | \$487.96             | \$103.21   | \$9,602.42     | \$30,310.42     | court costs)                | \$22,271.99 |
| Jun-15  | \$19,630.44      | \$698.50                  | \$6,078.38         | \$1,524.62     | \$995.38             | \$51.62    | \$9,348.50     | \$28,978.94     | Bond Forfeiture             | 0           |
| Jun-16  | \$27,959.00      | \$792.50                  | \$8,286.48         | \$2,166.91     | \$842.59             | \$129.02   | \$12,217.50    | \$40,176.50     | Dismissals                  | 28          |
| Jul-15  | \$24,067.00      | \$587.00                  | \$5,933.85         | \$1,568.15     | \$1,361.85           | \$50.15    | \$9,491.00     | \$33,558.00     | Diversion agreements        | 1           |
| Jul-16  | \$16,304.74      | \$262.00                  | \$5,823.93         | \$1,411.76     | \$365.74             | \$91.07    | \$7,954.50     | \$24,259.24     | Guilty pleas                | 136         |
| Aug-15  | \$17,195.67      | \$2,526.85                | \$5,050.27         | \$1,349.99     | \$1,125.01           | \$43.15    | \$10,095.27    | \$27,290.94     | Trials                      | 3           |
| Aug-16  | \$22,576.90      | \$428.10                  | \$6,777.82         | \$1,529.26     | \$1,115.74           | \$102.18   | \$9,953.10     | \$32,530.00     | <b>TOTAL DISPOSITIONS</b>   | <b>168</b>  |
| Sep-15  | \$19,150.41      | \$1,127.92                | \$6,180.38         | \$1,606.42     | \$842.58             | \$51.62    | \$9,808.92     | \$28,959.33     |                             |             |
| Sep-16  | \$16,818.10      | \$586.00                  | \$5,453.89         | \$1,294.16     | \$333.34             | \$86.11    | \$7,753.50     | \$24,571.60     |                             |             |
| Sept-15YTD  | \$198,766.38     | \$9,151.77                | \$58,492.79        | \$15,520.70    | \$9,306.30           | \$497.63   | \$92,959.33    | \$291,725.71    |                             |             |
| Sept-16YTD  | \$185,540.13     | \$4,627.92                | \$57,656.96        | \$13,878.91    | \$6,717.59           | \$835.40   | \$83,717.40    | \$269,257.03    |                             |             |
| ~~Violation Fines-- Fine paid for violating the law.  |                  |                           |                    |                |                      |            |                |                 |                             |             |
| ~~Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.). |                  |                           |                    |                |                      |            |                |                 |                             |             |
| ~~State Fees -Municipal court assessments listed and authorized by K.S.A. 12-4117           |                  |                           |                    |                |                      |            |                |                 |                             |             |
| ~~Misc.-- Restitution paid to victims, Witness fees, overpayments and reinstatement fees.   |                  |                           |                    |                |                      |            |                |                 |                             |             |
| ~~CCSFF--Community Corrections Supervision Fee Fund-\$250 from each D.U.I. as of 7/1/12     |                  |                           |                    |                |                      |            |                |                 |                             |             |

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

**DATE:** OCTOBER 7, 2016  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** September 2016 ENFORCEMENT STATISTICS

**259 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 | 4  | 198 ILLEGAL TAG                              | 14 |
| 023 LEAVING SCENE INJURY ACCIDENT            | 1  | 200 KNOWINGLY OPER W/O INSURANCE             | 18 |
| 030 DUI                                      | 5  | 3.1 BATTERY                                  | 6  |
| 031 FLEE & ELUDE                             | 1  | 3.2 BATTERY - LEO                            | 2  |
| 033 SPEEDING                                 | 68 | 5.4 ENDANGERING CHILD                        | 2  |
| 037 DRAG RACING                              | 1  | 5.6 PURCHASE OR POSSESSION OF TOBACCO PRODUC | 2  |
| 040 IMPROPER PASSING                         | 1  | 6.1 THEFT/THEFT OF SERVICES                  | 3  |
| 046 IMPROPER DRIVING LANED ROAD              | 1  | 6.6 CRIMINAL DAMAGE TO PROPERTY              | 3  |
| 047 FOLLOWING TOO CLOSE                      | 1  | 6.7 CRIMINAL TRESPASS                        | 1  |
| 058 FAIL TO YIELD VEH TURNING LEFT           | 1  | 9.1 DISORDERLY CONDUCT                       | 4  |
| 059 FAIL TO YIELD STOP/YIELD SIGN            | 8  | 97A PARKING - TWO HOUR LIMIT                 | 2  |
| 060 FAIL TO YIELD PRIVATE ROAD               | 2  | 30.2 REFUSAL PRELIMINARY BREATH TEST         | 1  |
| 083 IMPROPER STOPPING/STANDING IN ROADWAY    | 1  | CH10 INOPERABLE VEHICLE                      | 1  |
| 087 HANDICAPPED PARKING                      | 2  | 182.1 SEATBELT                               | 23 |
| 093 PARKING DISABLED AND OTHER VEHICLE       | 1  | 3-208 DOG DISTURBING THE PEACE               | 1  |
| 104 INATTENTIVE DRIVING                      | 7  | 3-213 KEEPING VICIOUS ANIMAL                 | 1  |
| 106 TRANSPORT OPEN CONTAINER (KSA 8-1599)    | 1  | 3-309 DOG RUNNING AT LARGE                   | 2  |
| 117 LIMITATIONS ON BACKING                   | 1  | 3-322 PITBULLS - KEEPING PROHIBITED          | 1  |
| 149 IMPROPER STOP LAMP/TURN SIGNAL           | 1  | 12-300 PARKING STALL LINES                   | 1  |
| 192 NO OPERATOR LICENSE                      | 5  | 12-311 PARKING - TWO HOUR LIMIT              | 36 |
| 194 SUSPENDED OPERATORS LICENSE              | 14 | 12-316 RESERVED PARKING AREAS                | 5  |
| 195 DRIVE IN VIOLATION OF RESTRICTIONS       | 2  | 16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA    | 1  |

\*\* Report Total: 259 \*\*

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

|                     |                         |                     |                                 |
|---------------------|-------------------------|---------------------|---------------------------------|
| 4 Domestic Battery  | 1 Agg Assault / Battery | 5 Battery           |                                 |
| 2 Burglary          | 4 Criminal Damage       | 0 D.U.I.            |                                 |
| 4 Theft             | 1 Traffic               | 1 Endangering Child |                                 |
| 0 Liquor Violations | 0 Prescription Drugs    | 16 Misc. Charges    | 2 Possession Drugs/Paraphenalia |

# Arrests - By Violation

09\01\2016  
thru 09\30\2016

Agency is: OTTAWA POLICE DEPARTMENT

| Violation  | # of Offenses |
|--|---------------|
| AGG BATTERY;UNKNOWN CIRCUMSTANCE                                       | 1             |
| ANIMALS: KEEPING VICIOUS ANIMALS                                       | 1             |
| BATTERY  | 2             |
| BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY          | 1             |
| BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER        | 3             |
| BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER         | 2             |
| BATTERY; BODILY HARM TO ANOTHER  | 1             |
| BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER                      | 1             |
| BATTERY;SCHOOL EMPLOYEE  | 2             |
| BURGLARY AGG   | 1             |
| CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE        | 1             |
| CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR                               | 6             |
| DISORDERLY CONDUCT   | 5             |
| DRUGS:DISTRIBUTE MARIJUANA 25-450 GR                                   | 1             |
| DRUGS; POSSESSION OF PARAPHERNALIA (M)                                 | 3             |
| DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH              | 1             |
| DUI: REFUSAL OF PRELIMINARY BREATH TEST                                | 1             |
| DUI;DRIVING UNDER INFLUENCE  | 3             |
| DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER                          | 1             |
| DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08                          | 1             |
| ENDANGERING A CHILD  | 2             |
| FAILURE TO APPEAR  | 7             |
| FINANCIAL CARD,CRIMINAL USE W/O CONSENT OF OWNER \$ 1,000 TO \$ 25,000 | 1             |
| FORGERY, DISTRIBUTING OR ISSUING WRITTEN INSTRUMENT                    | 1             |
| INTERFERENCE W/LEO MISD OBSTRUCTION                                    | 1             |
| MAKING FALSE INFORMATION   | 1             |
| PFA,VIOLETE PROTECTION FROM ABUSE ORDER                                | 5             |
| STALKING,AFTER SERVED PROTECTION ORDER                                 | 2             |
| THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000                           | 1             |
| THEFT OF MOTOR FUEL  | 1             |
| THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER                      | 2             |
| THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING                  | 2             |
| TRAFFIC: DISOBEY TRAFFIC SIGNAL  | 1             |
| TRAFFIC: DRIVING IN VIOLATION OF RESTRICTIONS                          | 1             |
| TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED                            | 6             |
| TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE                | 1             |
| TRAFFIC: FLEE/ELUDE LEO  | 1             |
| TRAFFIC: INATTENTIVE DRIVING   | 1             |
| TRAFFIC: NO PROOF OF LIABILITY INSURANCE                               | 4             |
| TRAFFIC: OPERATE MV WITHOUT VALID LICENSE                              | 1             |
| TRAFFIC: RENEWAL REGISTRATION  | 1             |
| TRAFFIC: SPEEDING  | 2             |
| TRAFFIC: TRANSPORTING OPEN CONTAINER                                   | 2             |
| TRAFFIC: UNLAWFUL REGISTRATION   | 1             |
| TRESPASS, UNKNOWN CRICUMSTANCE   | 1             |
| WARRANT ARREST   | 12            |
| WARRANT ARREST FOR OTHER JURISDICTION                                  | 6             |
| WARRANT ARREST; FOR ANOTHER JURISDICTION                               | 2             |

| <b>Violation</b>        | <b># of Offenses</b> |
|-------------------------|----------------------|
| <b>Total Violations</b> | 107                  |
| <b>Total Arrests</b>    | 77                   |

# Incidents - By Violation

09\01\2016  
thru 09\30\2016

Agency is: OTTAWA POLICE DEPARTMENT

| Violation  | Incidents |
|--|-----------|
| AGG BATTERY;UNKNOWN CIRCUMSTANCE                                       | 1         |
| ANIMALS: KEEPING VICIOUS ANIMALS                                       | 2         |
| BATTERY  | 4         |
| BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY          | 1         |
| BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER        | 7         |
| BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER         | 1         |
| BATTERY; BODILY HARM TO ANOTHER  | 4         |
| BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER                      | 1         |
| BATTERY;SCHOOL EMPLOYEE  | 3         |
| BURGLARY AGG   | 1         |
| BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME  | 1         |
| BURGLARY; VEHICLE TO COMMIT FELONY/THEFT                               | 1         |
| CINC; COMMIT FELONY OR MISDEMEANOR WHILE < 10 YOA                      | 1         |
| CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE        | 2         |
| CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR                               | 14        |
| CRIMINAL THREAT,CAUSE TERROR,EVACUATION & DISRUPTION                   | 1         |
| DISORDERLY CONDUCT   | 5         |
| DRUGS; POSSESSION OF PARAPHERNALIA (M)                                 | 4         |
| DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH              | 1         |
| DUI: REFUSAL OF PRELIMINARY BREATH TEST                                | 1         |
| DUI:DRIVING UNDER INFLUENCE  | 3         |
| DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS                           | 1         |
| DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER                          | 1         |
| DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08                          | 1         |
| ENDANGERING A CHILD  | 2         |
| FAILURE TO APPEAR  | 7         |
| FINANCIAL CARD, CRIMINAL USE OF  | 1         |
| FINANCIAL CARD,CRIMINAL USE W/O CONSENT OF OWNER \$ 1,000 TO \$ 25,000 | 1         |
| FORGERY, DISTRIBUTING OR ISSUING WRITTEN INSTRUMENT                    | 1         |
| HARASSMENT BY TELECOM DEVICE, TRANSMIT OBSCENE COMMENT                 | 1         |
| IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS-<\$100,000                  | 2         |
| IDENTITY THEFT;USE TO OBTAIN DOCUMENT WITH PERSONAL INFORMATION        | 1         |
| INTERFERENCE W/LEO MISD OBSTRUCTION                                    | 1         |
| MAKING FALSE INFORMATION   | 1         |
| ORDER PROTECTIVE CUSTODY   | 1         |
| PFA,VIOLATE PROTECTION FROM ABUSE ORDER                                | 5         |
| SODOMY, AGG,UNKNOWN CIRCUMSTANCE                                       | 1         |
| STALKING (MISD)  | 1         |
| STALKING,AFTER SERVED PROTECTION ORDER                                 | 2         |
| THEFT BY DECEPTION, VALUE \$ 1,000 TO \$ 25,000                        | 1         |
| THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000                           | 2         |
| THEFT OF MOTOR FUEL  | 2         |

| <b>Violation</b>  | <b>Incidents</b> |
|---|------------------|
| THEFT; \$1000 TO \$25000 PROPERTY OR SERVICE/ALL OTHER                  | 2                |
| THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/FROM MOTOR VEHICLE        | 1                |
| THEFT; < \$1000 OF PROPERTY OR SERVICE/MOTOR VEHICLE                    | 1                |
| THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER                       | 11               |
| THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING                   | 5                |
| THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING                    | 4                |
| THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE                     | 6                |
| TRAFFIC: DISOBEY TRAFFIC SIGNAL   | 1                |
| TRAFFIC: DRIVING IN VIOLATION OF RESTRICTIONS                           | 1                |
| TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED                             | 6                |
| TRAFFIC: DUTY OF DRIVER TO REPORT; UNATTENDED VEH/PROPERTY;UNKNOWN CONV | 1                |
| TRAFFIC: FAILURE OF DRIVER REPORT UNATTENDED VEHICLE/PROPERTY           | 1                |
| TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE                 | 5                |
| TRAFFIC: FLEE/ELUDE LEO   | 1                |
| TRAFFIC: INATTENTIVE DRIVING  | 1                |
| TRAFFIC: NO PROOF OF LIABILITY INSURANCE                                | 4                |
| TRAFFIC: OPERATE MV WITHOUT VALID LICENSE                               | 2                |
| TRAFFIC: RENEWAL REGISTRATION   | 1                |
| TRAFFIC: SPEEDING   | 2                |
| TRAFFIC: TRANSPORTING OPEN CONTAINER                                    | 2                |
| TRAFFIC: UNLAWFUL REGISTRATION  | 1                |
| TRESPASS, UNKNOWN CRICUMSTANCE  | 1                |
| WARRANT ARREST  | 11               |
| WARRANT ARREST FOR OTHER JURISDICTION                                   | 4                |
| WARRANT ARREST; FOR ANOTHER JURISDICTION                                | 2                |
| <b>Total Violations</b>   | <b>172</b>       |
| <b>Total Incidents</b>  | <b>138</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: September 2016 Monthly Activity Report/Public Works Projects Update  
DATE: October 1, 2016

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

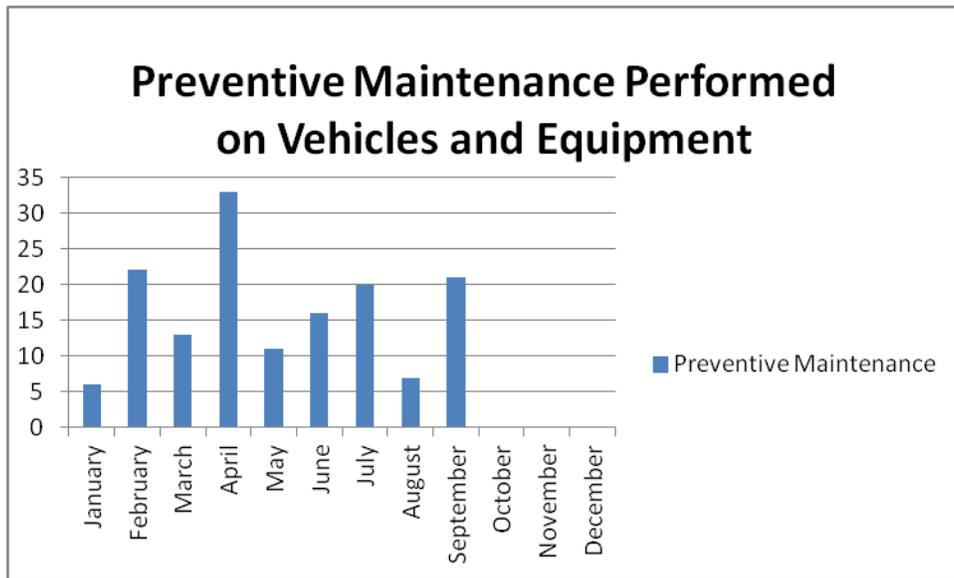
**Streets:**

- Finished up the curb replacement in the 900 block of Mulberry
- Mowed
- Finished up the bike lanes on Walnut.
- Pothole patched
- Concrete street patch in the 1300 block of Olive.
- Replaced curb in front of 317 Walnut
- Blade roads and alleys
- Fixed curb at 15<sup>th</sup> and Cedar
- Set up for Cowboy days and Car show
- Corrected parking around the Courthouse square
- Installed ADA ramp at 2<sup>nd</sup> and Walnut and 3rd and Hickory
- Fixed Chip and seal on Highland St and N Sycamore
- Replaced asphalt for sewer line project on Industrial Ave.

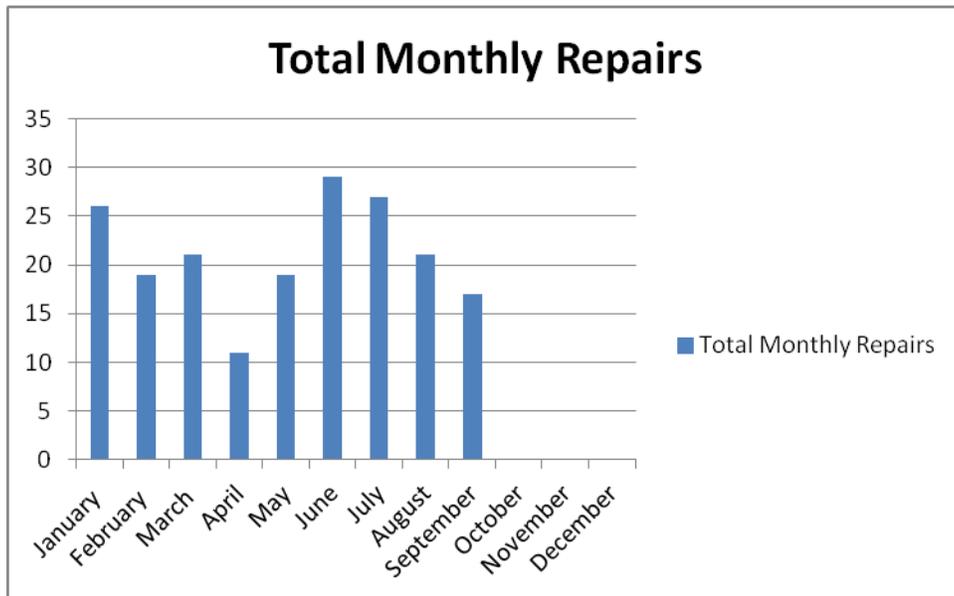
**Parks:**

- Mow all parks and cemeteries
- Annual tractor show and Car shows
- Rake up straw left from tractor and car shows
- Aerate Forest Park
- Broadcast grass seed in Forest Park
- Took down pool canopies and buckets
- Trim trees in Forest Park and City Park

**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.

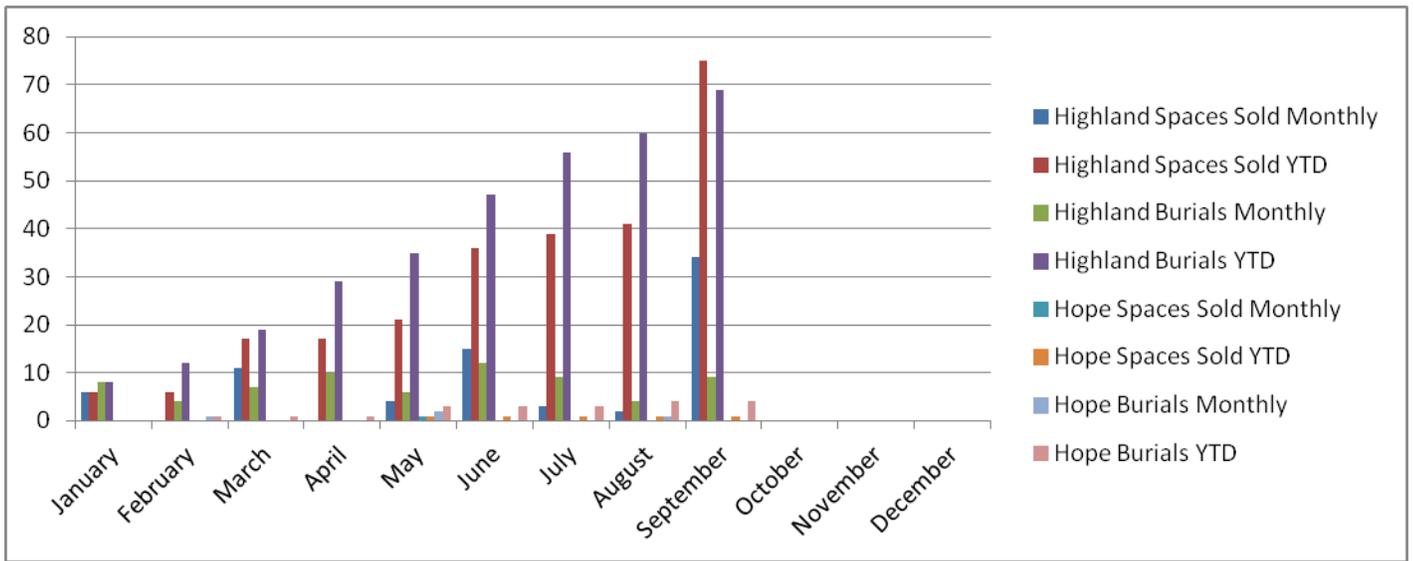


This chart shows the amount of repairs performed by the Fleet Maintenance Department. These repairs vary from brake replacements to electrical problems.

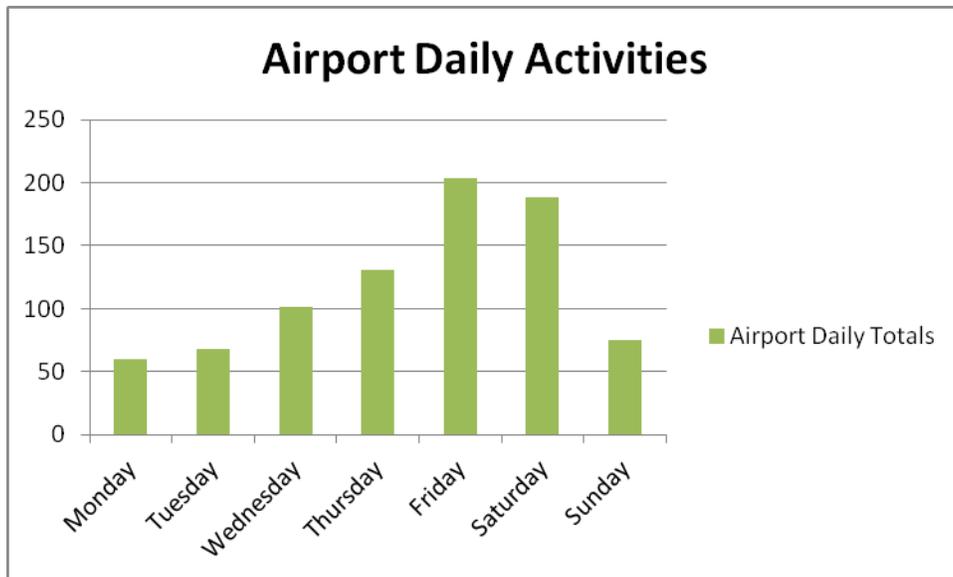


During the month of September one repair was performed by an outside vendor.

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



Airport fuel sales for Aviation Gas (100LL) during August 2016 amounted to 897 gallons (CY 2016 to date = 5,834 gal) and 89 gallons of Jet-A fuel (CY 2016 to date = 1,518 gal) were sold during the month of September to Hawkeye Helicopter. The “Courtesy Car” was used 1 time this month.

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

**KMEA POWER SUPPLY COMMITTEE** 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**

Greeley excavating has made progress, line is under the K68 bypass and creek crossing is nearly complete. Encountered some bedrock at creek crossing and some adjustments had to be made in order for creek crossing to move forward.

Kickoff meeting has taken place to engineer Main street waterline replacement from 1<sup>st</sup> to 5<sup>th</sup> streets.

**Electric Projects**

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

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

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

Performing line move for Kalmar test track addition.

Ongoing support to aid in electrical for RMH addition, New Elementary, High School additions.

Several small projects to support community activities.

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

Kickoff meeting with all engineering firms scheduled for September 20<sup>th</sup> to discuss steps forward on the Rock Creek Development Park.

**Miscellaneous**

A) Weekly conference calls with Elster to keep move forward on AMI project, ready for gatekeepers to go up and will be changing out meters in the next couple weeks.

Developing plan to communicate with those customers affected by this initial deployment.

|                | <b>Sep-16</b> | <b>Feet</b>  |
|----------------|---------------|--------------|
| <b>Ram Jet</b> |               | <b>927</b>   |
| <b>VacCon</b>  |               | <b>1,689</b> |
| <b>Camera</b>  |               | <b>2,508</b> |

**Total** **5,124**

**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  
 425 S. Main (2) 10x20 wraps  
 425 S. Main 10x12 wrap  
 811 Pecon 6x12 wrap  
 515 W. 13th 6x7 W 3/4" cc  
 15th Main 12x15 wrap  
 11th Olive abandon 50' of 4"  
 11th Olive replaced 2" water service  
 218 S. Main 8x15 wrap  
 finished new 16" tie ins  
 2nd Cedar 16" valve 20' of pipe  
 1435 S. Elm 6x7 wrap  
 421 S. Poplar 4x12 wrap  
 Milner Grant Replaced valve stem  
 2nd Beech 20' of pipe 2 Solid sleeves  
 Spruce Logan replace FH  
 5th Main repair valve stem  
**1100 W. 15th 6x20 wrap**

**New Water Services This Year**

6  
**Cut Offs:**  
 820 N. Locust  
 230 W. 19th  
 Forest/Locust  
 912 N. King  
**221 W. 17th**  
**901 N. Poplar**

**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  
 Industrial Davis Replaced ring/lid sealed wall  
 710 E. 10th 320' of 8"  
**20' of 12" temp. repair Industrial Ave.**  
**400' of 12" Industrial Ave.**  
**11th Cedar Ring Lid**

|                | 2016        |             |                | 2015        |             |
|----------------|-------------|-------------|----------------|-------------|-------------|
|                | High        | Low         |                | High        | Low         |
| 9/1/2016       | 78          | 64          | 9/1/2015       | 89          | 72          |
| 9/2/2016       | 79          | 60          | 9/2/2015       | 88          | 72          |
| 9/3/2016       | 78          | 60          | 9/3/2015       | 90          | 72          |
| 9/4/2016       | 84          | 64          | 9/4/2015       | 90          | 71          |
| 9/5/2016       | 90          | 71          | 9/5/2015       | 92          | 72          |
| 9/6/2016       | 90          | 74          | 9/6/2015       | 94          | 73          |
| 9/7/2016       | 89          | 76          | 9/7/2015       | 80          | 68          |
| 9/8/2016       | 82          | 72          | 9/8/2015       | 84          | 68          |
| 9/9/2016       | 85          | 67          | 9/9/2015       | 83          | 69          |
| 9/10/2016      | 74          | 59          | 9/10/2015      | 88          | 63          |
| 9/11/2016      | 78          | 55          | 9/11/2015      | 71          | 56          |
| 9/12/2016      | 83          | 62          | 9/12/2015      | 70          | 52          |
| 9/13/2016      | 83          | 68          | 9/13/2015      | 78          | 58          |
| 9/14/2016      | 79          | 65          | 9/14/2015      | 83          | 64          |
| 9/15/2016      | 85          | 67          | 9/15/2015      | 84          | 68          |
| 9/16/2016      | 70          | 64          | 9/16/2015      | 87          | 67          |
| 9/17/2016      | 81          | 62          | 9/17/2015      | 89          | 72          |
| 9/18/2016      | 83          | 63          | 9/18/2015      | 78          | 60          |
| 9/19/2016      | 88          | 68          | 9/19/2015      | 71          | 55          |
| 9/20/2016      | 91          | 72          | 9/20/2015      | 77          | 54          |
| 9/21/2016      | 90          | 73          | 9/21/2015      | 78          | 63          |
| 9/22/2016      | 87          | 69          | 9/22/2015      | 84          | 66          |
| 9/23/2016      | 86          | 66          | 9/23/2015      | 83          | 68          |
| 9/24/2016      | 86          | 67          | 9/24/2015      | 84          | 67          |
| 9/25/2016      | 69          | 62          | 9/25/2015      | 82          | 65          |
| 9/26/2016      | 70          | 51          | 9/26/2015      | 80          | 58          |
| 9/27/2016      | 78          | 53          | 9/27/2015      | 80          | 59          |
| 9/28/2016      | 67          | 56          | 9/28/2015      | 82          | 60          |
| 9/29/2016      | 69          | 51          | 9/29/2015      | 76          | 56          |
| 9/30/2016      | 72          | 50          | 9/30/2015      | 71          | 55          |
| <b>Average</b> | <b>80.8</b> | <b>63.7</b> | <b>Average</b> | <b>82.2</b> | <b>64.1</b> |

# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT September-16

|  | 2016        |              | 2015        |              |
|--|-------------|--------------|-------------|--------------|
|  | This Month  | Year to Date | This Month  | Year to Date |
| KILOWATT HOURS                                     |             |              |             |              |
| NET SELF GENERATION                                | 233,872.000 | 504,000.000  | -42,634.000 | 114,977.000  |
| PURCHASED POWER:                                   |             |              |             |              |
| GRDA   | 8,640,000   | 61,263,000   | 8,640,000   | 68,058,400   |
| WAPA   | 718,999     | 7,540,997    | 719,000     | 7,533,806    |
| SWPA   | 48,800      | 2,143,300    | 277,000     | 2,759,500    |
| KCPL   | 4,017,701   | 40,396,903   | 4,057,100   | 32,556,794   |
| OTHER  |             |              |             |              |
| NEARMAN  |             |              | 110,000     | 4,780,000    |
| SUB-TOTAL ENERGY                                   | 13,659,372  | 111,848,200  | 13,760,466  | 115,803,477  |
| TOTAL ENERGY <sup>1</sup>                          | 13,659,372  | 111,848,200  | 13,760,466  | 115,803,477  |
| INCREASE / DECREASE <sup>2</sup><br>(2015 VS 2016) | -0.73%      | -3.42%       |             |              |

|                          |        |         |           |
|--------------------------|--------|---------|-----------|
| MARSHALL WIND ENERGY kWh | Aug-16 | 737,799 | 3,925,313 |
|--------------------------|--------|---------|-----------|

|                          |        |         |         |
|--------------------------|--------|---------|---------|
| 2nd St. SOLAR ENERGY kWh | Sep-16 | 2448.74 | 9669.89 |
|--------------------------|--------|---------|---------|

|               |           |                 |          |           |
|---------------|-----------|-----------------|----------|-----------|
| MEGAWATT LOAD |           |                 |          |           |
| PEAK DEMAND   | 33.500    | 36.600          | 32.300   | 37.700    |
| TIME OF PEAK  | 5:00 PM   | 4:00 PM         | 4:00 PM  | 5:00 PM   |
| DAY OF PEAK   | 9/21/2016 | 7/22/2016       | 9/3/2015 | 7/13/2015 |
| TEMPERATURE   |           |                 |          |           |
| HIGH          | 91        | 6/15/2016 (100) | 94       | 97        |
| LOW           | 50        | 1/10/2015 (6)   | 52       | 4         |

### ENERGY SALES

|                                |          |          |
|--------------------------------|----------|----------|
| KCPL KWh                       |          |          |
| WRI / Other (supplemental) KWh | 0        | 0        |
| <b>TOTAL SALES (KWh)</b>       | <b>0</b> | <b>0</b> |

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

<sup>2</sup>After Generated Sales

\*negative net generation = station power exceeded gross generation.

**WASTEWATER TREATMENT PLANT REPORT**

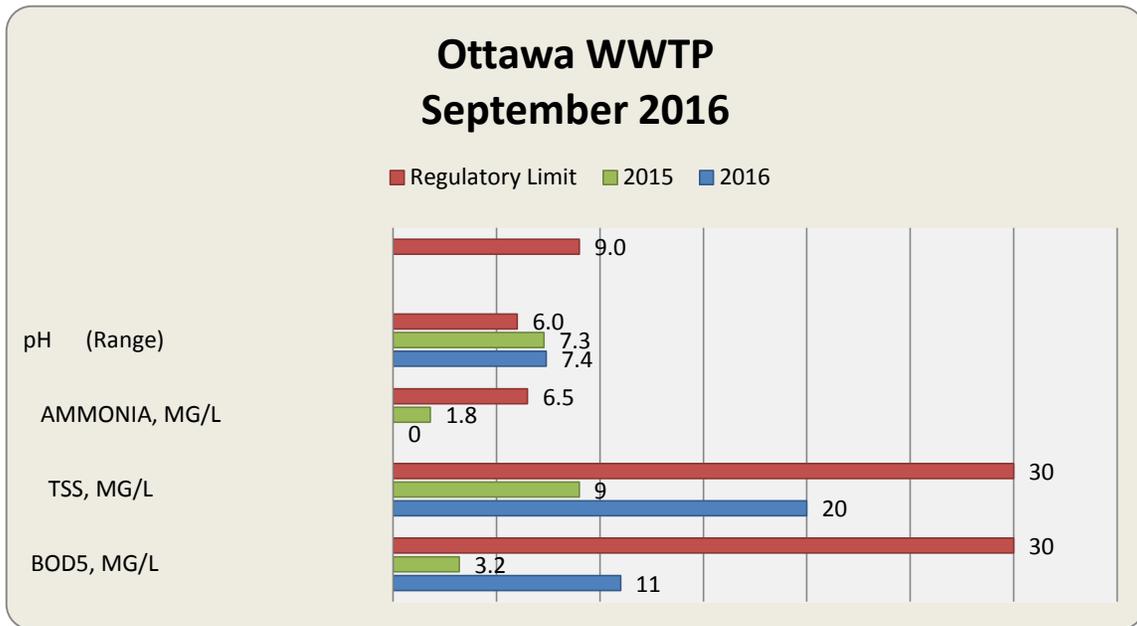
**Sep-16**

|                                | 2016       |              | 2015       |              |
|--------------------------------|------------|--------------|------------|--------------|
|                                | This Month | Year To Date | Same Month | Year To Date |
| <b>TOTAL FLOW, MG</b>          | 58.87      | 242.12       | 15.15      | 183.25       |
| <b>PEAK DEMAND DAY, MG</b>     | 4.59       | 5.202        | 0.96       | 5.202        |
| <b>AVERAGE DAILY FLOW, MGD</b> | 1.96       | 0.86         | 0.505      | 0.76         |

**AVERAGE PLANT INFLUENT**

|            |       |      |
|------------|-------|------|
| BOD5, MG/L | 101.9 | 230  |
| TSS, MG/L  | 156.5 | 354  |
| TKN MG/L   | 38.1  | 37.4 |
| pH, SU     | 7.4   | 7.4  |

| <b>AVERAGE PLANT EFFLUENT</b> | Regulatory Limit |            |      |     |
|-------------------------------|------------------|------------|------|-----|
|                               |                  |            |      |     |
| BOD5, MG/L                    | 11               | 30         | MG/L | 3.2 |
| TSS, MG/L                     | 20               | 30         | MG/L | 9   |
| AMMONIA, MG/L                 | <0.10            | 6.5        | MG/L | 1.8 |
| pH (Range)                    | 7.4              | 6.0        | 9.0  | 7.3 |
| PERCENT REDUCTION BOD5        | 98%              | 85%        |      | 99% |
| PERCENT REDUCTION TSS         | 98%              | 85%        |      | 98% |
| TOTAL PHOSPHOROUS             | 2.7              | 1.5 yr/ave | MG/L | 2.4 |



**SEPTEMBER 2016**  
**MONTHLY WATER TREATMENT REPORT**

| Date | Raw Water | Tap Water | Hours Ran | Lime | Alum | Chlorine | Fluoride | Carbon | Ammonia | Copper Sul. | Polymer |
|------|-----------|-----------|-----------|------|------|----------|----------|--------|---------|-------------|---------|
| 1    | 1,742,000 | 1,573,000 | 14.3      | 572  | 0    | 95       | 39       | 0      | 12      | 0           | 234.5   |
| 2    | 1,494,000 | 1,434,000 | 12.1      | 484  | 0    | 81       | 33       | 44     | 10      | 0           | 198.4   |
| 3    | 1,798,000 | 1,632,000 | 14.6      | 584  | 0    | 97       | 39       | 0      | 12      | 0           | 239.4   |
| 4    | 1,693,000 | 1,656,000 | 14.1      | 528  | 0    | 94       | 38       | 0      | 12      | 0           | 231.2   |
| 5    | 1,919,000 | 1,706,000 | 15.5      | 558  | 0    | 103      | 42       | 0      | 13      | 0           | 254.2   |
| 6    | 1,846,000 | 1,785,000 | 15.5      | 558  | 0    | 103      | 42       | 44     | 13      | 0           | 254.2   |
| 7    | 1,937,000 | 1,663,000 | 15.7      | 565  | 0    | 105      | 42       | 0      | 14      | 0           | 257.5   |
| 8    | 1,716,000 | 1,521,000 | 14.3      | 515  | 0    | 95       | 39       | 0      | 13      | 0           | 234.5   |
| 9    | 1,474,000 | 1,465,000 | 12.0      | 432  | 0    | 80       | 32       | 44     | 11      | 0           | 196.8   |
| 10   | 1,572,000 | 1,321,000 | 13.1      | 472  | 0    | 87       | 35       | 0      | 12      | 0           | 214.8   |
| 11   | 1,660,000 | 1,551,000 | 13.5      | 486  | 0    | 90       | 36       | 0      | 12      | 0           | 221.4   |
| 12   | 1,586,000 | 1,519,000 | 13.2      | 475  | 0    | 88       | 36       | 0      | 12      | 0           | 216.4   |
| 13   | 1,656,000 | 1,578,000 | 13.6      | 490  | 0    | 91       | 37       | 44     | 12      | 0           | 223     |
| 14   | 1,528,000 | 1,481,000 | 12.8      | 461  | 0    | 85       | 35       | 0      | 12      | 100         | 209.9   |
| 15   | 1,718,000 | 1,467,000 | 14.5      | 522  | 0    | 97       | 39       | 0      | 13      | 0           | 237.8   |
| 16   | 1,638,000 | 1,581,000 | 13.7      | 493  | 0    | 91       | 37       | 44     | 13      | 0           | 224.7   |
| 17   | 1,603,000 | 1,456,000 | 13.9      | 500  | 0    | 93       | 38       | 0      | 13      | 0           | 228.0   |
| 18   | 1,599,000 | 1,607,000 | 13.5      | 486  | 0    | 90       | 36       | 0      | 12      | 0           | 221.4   |
| 19   | 1,733,000 | 1,443,000 | 13.9      | 500  | 0    | 93       | 38       | 0      | 13      | 0           | 269.6   |
| 20   | 1,924,000 | 1,798,000 | 15.5      | 558  | 0    | 99       | 42       | 44     | 14      | 0           | 300.7   |
| 21   | 1,759,000 | 1,606,000 | 14.5      | 522  | 0    | 93       | 39       | 0      | 13      | 0           | 281.3   |
| 22   | 1,708,000 | 1,384,000 | 14.3      | 515  | 0    | 92       | 39       | 0      | 13      | 0           | 277.4   |
| 23   | 1,749,000 | 1,633,000 | 14.3      | 515  | 0    | 92       | 39       | 44     | 13      | 0           | 277.4   |
| 24   | 1,523,000 | 1,432,000 | 12.1      | 436  | 0    | 78       | 33       | 0      | 11      | 0           | 234.7   |
| 25   | 1,660,000 | 1,528,000 | 13.3      | 479  | 0    | 85       | 36       | 0      | 12      | 0           | 258     |
| 26   | 1,633,000 | 1,781,000 | 13.5      | 484  | 0    | 86       | 36       | 0      | 12      | 0           | 260.0   |
| 27   | 1,852,000 | 1,432,000 | 15.2      | 546  | 0    | 97       | 41       | 0      | 14      | 0           | 294.5   |
| 28   | 1,596,000 | 1,512,000 | 13.1      | 470  | 0    | 82       | 35       | 0      | 12      | 0           | 253.2   |
| 29   | 2,085,000 | 1,472,000 | 13.5      | 486  | 0    | 87       | 36       | 44     | 12      | 0           | 261.9   |
| 30   | 1,783,000 | 1,691,000 | 14.6      | 526  | 0    | 94       | 39       | 0      | 13      | 0           | 283.2   |

**MONTHLY TOTALS**

|            |            |           |        |        |          |          |        |         |             |         |
|------------|------------|-----------|--------|--------|----------|----------|--------|---------|-------------|---------|
| Raw Water  | Tap Water  | Hours Ran | Lime   | Alum   | Chlorine | Fluoride | Carbon | Ammonia | Copper Sul. | Polymer |
| 51,184,000 | 46,708,000 | 417.7     | 15,218 | 0      | 2,743    | 1,128    | 352    | 373     | 100         | 7,350   |
| Gallons    | Gallons    | Hours     | Pounds | Pounds | Pounds   | Pounds   | Pounds | Pounds  | Pounds      | Pounds  |

**DAILY AVERAGE**

|           |           |       |        |        |        |        |        |        |        |        |
|-----------|-----------|-------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1,706,133 | 1,556,933 | 13.9  | 507    | 0      | 91     | 38     | 12     | 12     | 3      | 245    |
| Gallons   | Gallons   | Hours | Pounds |

**YEAR to DATE TOTALS**

|             |             |         |          |        |        |        |        |        |        |         |
|-------------|-------------|---------|----------|--------|--------|--------|--------|--------|--------|---------|
| 484,554,000 | 443,049,000 | 3,636.7 | 135584.2 | 0      | 27899  | 9823   | 2641   | 2747   | 700    | 95502.4 |
| Gallons     | Gallons     | Hours   | Pounds   | Pounds | Pounds | Pounds | Pounds | Pounds | Pounds | Pounds  |

## SEPTEMBER WEATHER 2016

| DATE | HIGH | LOW | 7 A.M. | RAIN | SNOW | REMARKS |
|------|------|-----|--------|------|------|---------|
| 1    | 80   | 62  | 62     |      |      |         |
| 2    | 78   | 56  | 56     |      |      |         |
| 3    | 77   | 56  | 56     |      |      |         |
| 4    | 79   | 56  | 61     |      |      |         |
| 5    | 84   | 61  | 70     |      |      |         |
| 6    | 89   | 70  | 74     |      |      |         |
| 7    | 90   | 70  | 75     |      |      |         |
| 8    | 89   | 72  | 72     | 0.51 |      |         |
| 9    | 80   | 66  | 66     | 0.79 |      |         |
| 10   | 84   | 57  | 57     | 1.00 |      |         |
| 11   | 75   | 51  | 51     |      |      |         |
| 12   | 77   | 51  | 61     |      |      |         |
| 13   | 84   | 61  | 68     |      |      |         |
| 14   | 83   | 65  | 67     |      |      |         |
| 15   | 78   | 64  | 66     | 0.40 |      |         |
| 16   | 86   | 63  | 64     | 0.12 |      |         |
| 17   | 67   | 60  | 60     | 0.52 |      |         |
| 18   | 82   | 60  | 60     |      |      |         |
| 19   | 84   | 59  | 67     |      |      |         |
| 20   | 90   | 67  | 71     |      |      |         |
| 21   | 91   | 71  | 73     |      |      |         |
| 22   | 90   | 67  | 67     |      |      |         |
| 23   | 88   | 63  | 63     |      |      |         |
| 24   | 87   | 63  | 68     |      |      |         |
| 25   | 88   | 66  | 66     | 0.70 |      |         |
| 26   | 69   | 46  | 46     | 0.30 |      |         |
| 27   | 72   | 46  | 49     |      |      |         |
| 28   | 81   | 46  | 54     |      |      |         |
| 29   | 68   | 48  | 49     |      |      |         |
| 30   | 71   | 46  | 46     |      |      |         |

|                                 |                |            |                 |             |
|---------------------------------|----------------|------------|-----------------|-------------|
| <b>Sep. 16</b>                  | Average Temps. |            | Total Inches of |             |
|                                 | HIGH           | <u>LOW</u> | RAIN            | SNOW        |
|                                 | 81             | 60         | 4.34            | 0.00        |
| <b>Year to Date</b>             | Average Temps. |            | Total Inches of |             |
|                                 | HIGH           | LOW        | RAIN            | SNOW        |
|                                 | <b>72</b>      | <b>50</b>  | <b>36.27</b>    | <b>3.30</b> |
| Historical September Average    |                |            |                 |             |
| Precipitation                   |                |            | <b>4.05</b>     |             |
| Historical year to Date Average |                |            |                 |             |
| Precipitation                   |                |            | <b>31.77</b>    |             |

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith MacAdoo*

# WATER PRODUCTION

SEPTEMBER 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    | 23242.9         | 22634.4         | 22380.3         | 22337.5         | 32528.0      | 49480.6      | 51278.5      |
| PREVIOUS   | 23080.1         | 22521.5         | 22260.5         | 22217.1         | 32528.0      | 49480.3      | 51278.4      |
| HOURS ON   | 162.8           | 112.9           | 119.8           | 120.4           | 0.0          | 0.3          | 0.1          |

|          | #1 RIVER | #2 RIVER | #3 RIVER | #4 RIVER | # 1 SLUDGE | # 2 SLUDGE | BW Pump |
|----------|----------|----------|----------|----------|------------|------------|---------|
| PRESENT  | 21504.0  | 21521.1  | 21505.5  | 21512.9  | 55351.1    | 55360.1    | 599.6   |
| PREVIOUS | 21420.2  | 21420.0  | 21409.4  | 21416.8  | 55049.5    | 55057.6    | 595.9   |
| HOURS ON | 83.8     | 101.1    | 96.1     | 96.1     | 301.6      | 302.5      | 3.7     |

|          | #1 LOW LIFT | #2 LOW LIFT | #3 LOW LIFT | #4 LOW LIFT | #1 N.E BOOST | #2 N.E BOOST | #3 N.E. BOOST |
|----------|-------------|-------------|-------------|-------------|--------------|--------------|---------------|
| PRESENT  | 12088.3     | 12078.3     | 12085.0     | 12087.2     | 848.9        | 822.4        | 868.8         |
| PREVIOUS | 11976.4     | 11978.8     | 11986.8     | 11975.5     | 837.8        | 808.0        | 856.8         |
| HOURS ON | 111.9       | 99.5        | 98.2        | 111.7       | 11.1         | 14.4         | 12.0          |

| 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        | 311073       | 7473725   | 484554     | 443049     | 160267       |
| PREVIOUS       | 311072       | 7449586   | 433370     | 396341     | 158006.0     |
| DIFFERENCE     | 1            | 24139     | 51184      | 46708      | 2261         |
| GALLONS        | 1,000        | 2,413,900 | 51,184,000 | 46,708,000 | 2,261,000    |

| POUNDS OF CHEMICALS USED |            |           |
|--------------------------|------------|-----------|
|                          | THIS MONTH | THIS YEAR |
| CHLORINE                 | 2,743      | 27,899    |
| LIME                     | 15,218     | 135,584   |
| ALUM                     | 0          | 0         |
| AMMONIA                  | 373        | 2,747     |
| CARBON                   | 352        | 2,641     |
| FLUORIDE                 | 1,128      | 9,823     |
| POLYMER                  | 7,350      | 95,502    |
| CUSO4                    | 100        | 700       |

| TOTAL<br>KWH | ELECTRIC METER READINGS |                  |                     |                  |                      |            |                    |                    |
|--------------|-------------------------|------------------|---------------------|------------------|----------------------|------------|--------------------|--------------------|
|              | Plant M.<br>X120        | River M.<br>X 40 | Low Lift M.<br>X 40 | Sludge M.<br>X 0 | Clearwell M.<br>X 40 | Shop<br>X0 | K-68 Booster<br>X0 | N.E. Booster<br>X0 |
| 74843        |                         |                  |                     |                  |                      |            |                    |                    |
| Present      | 74535                   | 28287            | 68634               | 12183            | 6213                 | 9217       | 94796              | 17002              |
| Previous     | 74382                   | 28096            | 68460               | 11188            | 5248                 | 8906       | 94316              | 15505              |
| Difference   | 153                     | 191              | 174                 | 995              | 965                  | 311        | 480                | 1497               |
| KWH          | 18360                   | 7640             | 6960                | 995              | 38600                | 311        | 480                | 1497               |
| Demand       | 0.38                    | 0.8              | 0.649               | 23               | 5.69                 |            | 0.67               | 26.524             |
| KW Dem.      | 45.6                    | 32               | 25.96               | 23               | 227.6                | 0          | 0.67               | 26.524             |



## **September FCDC Summary Report to County/City Commissions**

Franklin County Development Council Staff evaluated 2 new project leads for locations in Franklin County during the month of September. Both leads were for manufacturing projects and required smaller plots of land (20-30 acres) of shovel ready ground with appropriate zoning. In both cases there were no properties that met the criteria of the project so formal responses were unable to be prepared.

Staff also received another lead for a hospitality project within Franklin County. This lead is still active and talks are ongoing.

In the month of September, FCDC staff along with representative from the Ottawa Industrial/Business/Education community held meetings/discussions with representatives on the DeBruce Foundation. The DeBruce Foundation focuses on expanding opportunity in the KC metro area and helps create meaningful and lasting change in communities. We have been working with them to help address the challenges we currently face regarding workforce and workforce development. The discussions are still ongoing, but early feedback indicates they have been beneficial in helping us formulate a plan to address these issues.

In addition FCDC staff has also been involved in the planning on the Senior Day on the Job program to be held on November 10, attended partner meetings with KCADC, attending the International Economic Development Council's annual conference in Cleveland, OH, and participated in the Topeka – Kansas Ave trip with OCPI.

### **2016 Project leads –**

**Manufacturing: 11**

**Hospitality: 3**

**Office: 1**

### **September Contact –**

**Existing Business: 4**

**Local/Regional Partners: 4**

**State/Federal Government: 0**

**Media Contacts: 0**

Respectfully Submitted:

James Oltman

Executive Director

Franklin County Development Council

| OTTAWA LIBRARY          |   |                   |                   |                   |                          |                |                   |
|-------------------------|---|-------------------|-------------------|-------------------|--------------------------|----------------|-------------------|
| General Fund            |   |                   |                   |                   |                          |                |                   |
| Receipts & Expenditures |   |                   |                   |                   |                          |                |                   |
| 09/31/16                |   |                   |                   |                   |                          |                |                   |
| Budget Code             | Budget Amount                               | Current Month     | Yr to Date Actual | Encumb. paid in   | YTD % of Budget 9/12=75% | Budget Balance |                   |
|                         | <b>Beginning Cash Balance</b>               | <b>59,656.00</b>  | <b>323,265.77</b> | <b>59,656.14</b>  |                          |                |                   |
|                         | <b>Receipts:</b>                            |                   |                   |                   |                          |                |                   |
| 301.00                  | City Appropriations                         | 829,923.00        | 44,212.05         | 818,864.00        | 98.67%                   | -11,059.00     |                   |
| 303.00                  | Interest                                    | 200.00            | 25.02             | 223.71            | 111.86%                  | 23.71          |                   |
| 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          | 21,486.75         | 76.11%                   | -6,743.25      |                   |
| 306.00                  | Fines and Fees                              | 15,500.00         | 1,184.92          | 13,375.71         | 86.29%                   | -2,124.29      |                   |
| 307.00                  | Copiers & Computers Income                  | 7,500.00          | 584.62            | 5,737.20          | 76.50%                   | -1,762.80      |                   |
| 308.00                  | Endowment Interest                          | 8,400.00          | 0.00              | 0.00              | 0.00%                    | -8,400.00      |                   |
| 313.00                  | Gift  | 200.00            | 1,420.00          | 7,256.80          | 3628.40%                 | 7,056.80       |                   |
| 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              | 176.68            | -1,551.80         | 0.00%                    | -1,551.80      |                   |
| 345.00                  | Snack Machine Income                        | 0.00              | 0.00              | 3,022.90          | 0.00%                    | 3,022.90       |                   |
| 351.00                  | Community Reads                             | 0.00              | 0.00              | 1,823.16          | 0.00%                    | 1,823.16       |                   |
| 352.00                  | Movie Night Income                          | 0.00              | 0.00              | 1,375.00          | 0.00%                    | 1,375.00       |                   |
|                         | <b>Total Income</b>                         | <b>953,503.00</b> | <b>54,765.54</b>  | <b>875,755.77</b> | <b>0.00</b>              | <b>91.85%</b>  | <b>-77,747.23</b> |
|                         | <b>Beginning Balances Restricted Funds:</b> |                   |                   |                   |                          |                |                   |
|                         | Starkey (Children's)                        | 45.00             |                   |                   |                          |                |                   |
|                         | Asa Albert Smith Memorial                   | 33.80             |                   |                   |                          |                |                   |
|                         | Clarence W. Koch                            | 50.00             |                   |                   |                          |                |                   |
|                         | Asher Leonard                               | 100.00            |                   |                   |                          |                |                   |
|                         | Wish List Fundraiser                        | 4,842.24          |                   |                   |                          |                |                   |
|                         | Webber (Children's)                         | 400.00            |                   |                   |                          |                |                   |
|                         | BBBS  | 3,400.42          |                   |                   |                          |                |                   |
|                         | Patry                                       | 25.00             |                   |                   |                          |                |                   |
|                         | Community Read (O-Town Reads)               | 412.66            |                   |                   |                          |                |                   |
|                         | Casey's (Teen food)                         | 55.05             |                   |                   |                          |                |                   |
|                         | KLA (children's)                            | 277.64            |                   |                   |                          |                |                   |
|                         | Wasser (6X6)                                | 416.70            |                   |                   |                          |                |                   |
|                         | Barbara Dew Memorial                        | 5,000.00          |                   |                   |                          |                |                   |
|                         | Teen Snack Machine                          | 794.68            |                   |                   |                          |                |                   |
|                         | Peg Carr (Large Print)                      | 106.30            |                   |                   |                          |                |                   |
|                         | Bill Bennett (art & history)                | 242.87            |                   |                   |                          |                |                   |
|                         |   | <b>16,202.36</b>  |                   |                   |                          |                |                   |
|                         | <b>EXPENDITURES:</b>                        |                   |                   |                   |                          |                |                   |
|                         | <b>Salaries, etc.</b>                       |                   |                   |                   |                          |                |                   |
| 401.00                  | Staff Salaries                              | 511,357.00        | 38,807.52         | 363,490.94        | 71.08%                   | 147,866.06     |                   |
| 402.00                  | Social Security                             | 39,117.00         | 2,730.76          | 25,264.57         | 64.59%                   | 13,852.43      |                   |
| 403.00                  | KPERS                                       | 39,579.00         | 2,853.33          | 27,391.68         | 69.21%                   | 12,187.32      |                   |
| 404.00                  | Employee Insurance                          | 74,835.00         | 4,705.53          | 42,329.90         | 56.56%                   | 32,505.10      |                   |
| 405.00                  | Unemployment                                | 512.00            | 31.55             | 335.83            | 65.59%                   | 176.17         |                   |
| 407.00                  | Workers Comp Ins                            | 4,200.00          | 0.00              | 1,667.00          | 39.69%                   | 2,533.00       |                   |
| 410.00                  | Off. & Dir/Emp Prac Insurance               | 1,900.00          | 0.00              | 1,618.00          | 85.16%                   | 282.00         |                   |
|                         | <b>Subtotal Salaries,etc.</b>               | <b>671,500.00</b> | <b>49,128.69</b>  | <b>462,097.92</b> | <b>0.00</b>              | <b>68.82%</b>  | <b>209,402.08</b> |
|                         | <b>Materials and Programs</b>               |                   |                   |                   |                          |                |                   |
| 501.00                  | Juvenile Books                              | 26,000.00         | 4,348.37          | 19,087.82         | 73.41%                   | 6,912.18       |                   |
| 502.00                  | Adult Books                                 | 50,800.00         | 4,115.90          | 38,800.94         | 76.38%                   | 11,999.06      |                   |
| 503.00                  | Periodicals                                 | 6,400.00          | 0.00              | 5,130.62          | 80.17%                   | 1,269.38       |                   |
| 506.00                  | A.V. Materials                              | 18,747.00         | 536.63            | 16,642.12         | 88.77%                   | 2,104.88       |                   |
| 507.00                  | Programs                                    | 3,000.00          | 0.00              | 1,567.00          | 52.23%                   | 1,433.00       |                   |
| 513.00                  | Gift  | 0.00              | 38.25             | 1,246.46          | 0.00%                    | -1,246.46      |                   |
| 518.00                  | Electronic Access Expenditures              | 1,150.00          | 29.55             | 822.21            | 71.50%                   | 327.79         |                   |
| 520.00                  | A.V. Materials-Children                     | 6,000.00          | 523.91            | 4,439.65          | 73.99%                   | 1,560.35       |                   |
| 533.00                  | Transfers Out                               | 0.00              | 0.00              | 0.00              | 0.00%                    | 0.00           |                   |
| 541.00                  | Grant Expenditures                          | 0.00              | 48.57             | 103.62            | 0.00%                    | -103.62        |                   |
| 544.00                  | 6X6 Early Lit Grt Exp-materials             | 0.00              | 0.00              | 0.00              | 0.00%                    | 0.00           |                   |
| 546.00                  | Wish List Fund Expenses                     | 0.00              | 0.00              | 4,139.96          | 0.00%                    | 0.00           |                   |
| 551.00                  | Community Reads Expense                     | 0.00              | 0.00              | 6,148.78          | 0.00%                    | 0.00           |                   |
| 552.00                  | Movie Night Expense                         | 0.00              | 0.00              | 1,911.00          | 0.00%                    | 0.00           |                   |
|                         | <b>Subtotal Materials and Programs</b>      | <b>112,097.00</b> | <b>9,641.18</b>   | <b>100,040.18</b> | <b>0.00</b>              | <b>89.24%</b>  | <b>12,056.82</b>  |

| OTTAWA LIBRARY          |   |                      |                   |                   |                 |                          |                   |
|-------------------------|---|----------------------|-------------------|-------------------|-----------------|--------------------------|-------------------|
| General Fund            |   |                      |                   |                   |                 |                          |                   |
| Receipts & Expenditures |   |                      |                   |                   |                 |                          |                   |
| 09/31/16                |   |                      |                   |                   |                 |                          |                   |
| Budget Code             |   | Budget Amount        | Current Month     | Yr to Date Actual | Encumb. paid in | YTD % of Budget 9/12=75% | Budget Balance    |
| <b>Operating</b>        |   |                      |                   |                   |                 |                          |                   |
| 601.00                  | Building Insurance & Treas. Bond          | 4,300.00             | 4,300.00          | 4,300.00          |                 | 100.00%                  | 0.00              |
| 602.00                  | Audit                                     | 3,400.00             | 0.00              | 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             | 98.52             | 2,959.47          |                 | 95.47%                   | 140.53            |
| 606.00                  | Postage                                   | 1,800.00             | 340.00            | 1,631.80          |                 | 90.66%                   | 168.20            |
| 607.00                  | Public Relations                          | 1,800.00             | 246.58            | 1,752.32          |                 | 97.35%                   | 47.68             |
| 608.00                  | Custodial Supplies & Bldg. Maint.         | 22,000.00            | 1,257.17          | 12,858.52         |                 | 58.45%                   | 9,141.48          |
| 610.00                  | Office Supplies                           | 16,000.00            | 1,937.49          | 8,057.79          |                 | 50.36%                   | 7,942.21          |
| 611.00                  | Copiers & Computers Expenses              | 6,000.00             | 258.84            | 4,901.87          |                 | 81.70%                   | 1,098.13          |
| 612.00                  | Prof.Mtgs.& Membrshp & Mileage Expenses   | 4,500.00             | 280.32            | 3,380.11          |                 | 75.11%                   | 1,119.89          |
| 614.00                  | Equipment Purchase                        | 6,500.00             | 266.00            | 5,632.12          |                 | 86.65%                   | 867.88            |
| 615.00                  | Equip. rental and repair                  | 4,800.00             | 350.81            | 3,923.08          |                 | 81.73%                   | 876.92            |
| 616.00                  | Miscellaneous                             | 400.00               | 0.00              | 346.24            |                 | 86.56%                   | 53.76             |
| 617.00                  | Automation Support                        | 6,150.00             | 63.00             | 6,043.55          |                 | 98.27%                   | 106.45            |
| 618.00                  | Collection Agency                         | 1,800.00             | 62.65             | 778.65            |                 | 43.26%                   | 1,021.35          |
| 619.00                  | Computer Software                         | 1,700.00             | 290.00            | 2,071.57          |                 | 121.86%                  | -371.57           |
| 625.00                  | Cash S/O                                  | 0.00                 | -3.51             | 5.04              |                 | 0.00%                    | -5.04             |
| 627.00                  | Snack Machine Expense                     | 0.00                 | 110.18            | 1,782.99          |                 | 0.00%                    | -1,782.99         |
| 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>9,858.05</b>   | <b>63,870.42</b>  | <b>0.00</b>     | <b>37.59%</b>            | <b>106,035.58</b> |
|                         | <b>Total Expenditures</b>                 | <b>953,503.00</b>    | <b>68,627.92</b>  | <b>626,008.52</b> | <b>0.00</b>     | <b>65.65%</b>            | <b>327,494.48</b> |
|                         | <b>Ending Cash Balance</b>                |                      | <b>309,403.39</b> | <b>309,403.39</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                      | 702.98               |                   |                   |                 |                          |                   |
|                         | Webber (Children's)                       | 400.00               |                   |                   |                 |                          |                   |
|                         | BBBS                                      | 3,351.85             |                   |                   |                 |                          |                   |
|                         | 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                        | 370.42               |                   |                   |                 |                          |                   |
|                         | Peg Carr (Large Print)                    | 0.00                 |                   |                   |                 |                          |                   |
|                         | Bill Bennett (art & history)              | 204.26               |                   |                   |                 |                          |                   |
|                         |   | <b>10,977.65</b>     |                   |                   |                 |                          |                   |
|                         | <b>Available Cash Balance</b>             |                      | <b>298,425.74</b> |                   |                 |                          |                   |
|                         | <b>COMPOSITION, ENDING CASH BALANCE</b>   |                      |                   |                   |                 |                          |                   |
|                         |   | <b>Interest Rate</b> |                   |                   |                 |                          |                   |
|                         | BOTW MM                                   | 0.13%                | 112,021.28        |                   |                 |                          |                   |
|                         | PNB MM 49948                              | 0.07%                | 151,117.93        |                   |                 |                          |                   |
|                         | KSB NOW                                   | 0.03%                | 46,066.26         |                   |                 |                          |                   |
|                         | Petty Cash on Hand                        |                      | 140.00            |                   |                 |                          |                   |
|                         | A/R Pass Through                          |                      | 57.92             |                   |                 |                          |                   |
|                         | Accounts Payable                          |                      | 0.00              |                   |                 |                          |                   |
|                         | Direct Deposit Liabilities                |                      | 0.00              |                   |                 |                          |                   |
|                         | State Unemployment Tax accrued            |                      | 0.00              |                   |                 |                          |                   |
|                         | Accrued Salaries                          |                      | 0.00              |                   |                 |                          |                   |
|                         |   |                      | <b>309,403.39</b> |                   |                 |                          |                   |
|                         | <b>CAPITAL IMPROVEMENT FUND ACTIVITY</b>  |                      |                   |                   |                 |                          |                   |
|                         | PNB CIF MM 51985 12/98                    | 0.05%                | 24,581.46         |                   |                 |                          |                   |
|                         | Interest                                  |                      | 1.08              |                   |                 |                          |                   |
|                         |   |                      | <b>24,582.54</b>  |                   |                 |                          |                   |
|                         | <b>TOTALS: General Fund</b>               | <b>309,403.39</b>    |                   |                   |                 |                          |                   |
|                         | <b>Capital Improvement Fund</b>           | <b>24,582.54</b>     |                   |                   |                 |                          |                   |
|                         |   | <b>333,985.93</b>    |                   |                   |                 |                          |                   |



**Ottawa  
Library**

where books are just the beginning

# OTTAWA LIBRARY SEPTEMBER 2016 AT A GLANCE

Lori Clayton  
Head Circulation Librarian



## BUILDING COMMUNITY

LIBRARY VOLUNTEERS- 220.25 HOURS

FOL/BOARD VOLUNTEERS- 67 HOURS

COMM. SERVICE VOLUNTEERS-46 HOURS



SPOTLIGHT- ASPEN Pkt Pg #54

VOLUNTEERING SINCE AUGUST 2014

Ottawa Main Street Association  
112 w. 2nd Street, Ottawa, Kansas 66067

To City of Ottawa, 101 S. Hickory, Ottawa, Kansas 66067

SUBJECT: Monthly Report to the City

Date: 10 October 2016

1. Attached is Ottawa Main Street Association (OMSA) monthly financial Report.

2. The following is a list of events and activities which OMSA have/will be involved in.

September/October

Attended the required Kansas Main Street Training in Abilene, Kansas

Prepared IWW reports

Main Street organized a group of volunteers to OU students distributed flyers and made phone calls.

Planning Christmas Parade

Finalizing all aspects of the 3<sup>rd</sup> Saturday Flea market

October 29<sup>th</sup>, the spook Parade, which is organized by OMSA.

Attending weekly meetings to prepare for our annual fundraiser – Wine tasting.

Working on Quarterly reports to the State

Reviewing OMSA's paperwork including job description for the director and bylaws.

Reviewing the director's hours to meet the new federal law for salaried employee.

Designing and developing a metal sign outside of a member's business

Updating the membership list and make certain paperwork for annual membership is up to date.

3. A hiring committee, including a city commissioner, is in the process of looking at resumes and organizing interviews. Lenni Giacin is acting as Interim Director. Any Questions, call Steve Geiss 785-248-9636 or myself at 785-242-4871

3:28 PM  
10/07/16  
Accrual Basis

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

|                                       | <u>Sep 16</u>          |
|---------------------------------------|------------------------|
| Income                                |                        |
| 4500 · PROMOTION INCOME               | 1,368.00               |
| 4800 · IWW Income                     | 3,365.85               |
| 4000 · Dues                           | 525.00                 |
| 4110 · Contributions - City of Ottawa | 2,500.00               |
| <b>Total Income</b>                   | <u>7,758.85</u>        |
| <b>Gross Profit</b>                   | 7,758.85               |
| Expense                               |                        |
| 6000 · OFFICE EXPENSES                |                        |
| 6090 · Phone                          | 86.24                  |
| 6033 · Finance charge                 | 4.96                   |
| 6035 · Contract Labor                 | 226.22                 |
| 6030 · Consumable Supplies            | 90.33                  |
| 6001 · Rent                           | 325.00                 |
| <b>Total 6000 · OFFICE EXPENSES</b>   | <u>732.75</u>          |
| 7500 · DESIGN EXPENSE                 | 830.00                 |
| 7700 · OMSA EXPENSE                   | 44.67                  |
| 2120 · Wages                          | 1,956.46               |
| <b>Total Expense</b>                  | <u>3,563.88</u>        |
| <b>Net Income</b>                     | <u><u>4,194.97</u></u> |

# Prairie Paws Animal Shelter, Inc.

## End of Month – September 2016 RECAP

September adoptions increased 56% in 2016 (78) compared to 2015 (50). 78 animals found their forever home. 19 animals were returned to their owner. We are very excited to announce that 8 long termers (over 100 days at the shelter) were adopted in September. This is the fourth consecutive month we have seen an increase in adoptions!

Fundraising in September was focused on preparation for our 10<sup>th</sup> annual Bow Meow event that was held October 8<sup>th</sup>. Our fundraising committee was able to secure some unique auction items. We are excited to see how our guests like our restructured event. We continued to see donations from our August direct mail trickle in. With the addition of Julie Thornton as the Development Associate we are able to expand our network into Gardner/Edgerton. We recently joined their chamber and attended new member orientation. We are excited to be able to expand our outreach efforts into this community. We were honored to be invited to a private book signing with Wayne Pacelle, CEO & President of The Humane Society of the United States, CEO. As one of only 4 animal welfare organizations, we were very excited to be included in this special opportunity.

August was another busy month operationally. In the last 60 days we have processed 226 intakes through our doors. This is largely due to our volunteer intake manager who has been helping us secure animals from different shelters when we don't have local intakes. This allows us to keep our shelter full and helps keep a diverse population which is helping with the increase in adoptions.

Total revenue for September was \$37,385 representative of \$17,330 from contributions and fundraising, \$8,167 from local government support and the remainder from program revenue. Total expenses (operating plus interest expense) for the month was \$57,513, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the month of September, net unrestricted operating loss, excluding depreciation is \$(17,298). Year to date we have a cash operating loss of \$(26,980).

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

### TNR Stats:

|                   | September 2016 | YTD |
|-------------------|----------------|-----|
| Males             | 22             | 168 |
| Females           | 18             | 144 |
| Total             | 40             | 312 |
| Prevented Kittens | 108            | 864 |

### Volunteer Hours:

September Total Volunteer Hours Worked = 730

Total YTD volunteer hours worked = 7,100

Total registered and active volunteers = 375

### Community Outreach:

9/1/16: Ottawa Retirement Village 10am-10:30am

9/1/16: Ottawa Retirement Plaza 10:30am-11am

9/2/16: Lake Mary Work Experience 10am – 11am

9/5/16: Lake Mary Work Experience 10am – 11am

9/7/16: COF 10:30am – 11am

9/9/16: Lake Mary Work Experience 10am – 11am

9/10/16: Petco 11am - 3pm

9/10/16: PetSmart 11am – 3pm

9/10/16: Rawhide Harley Davidson Open House 12pm – 3pm

9/12/16: Osawatomie Elementary Life Skills 9am – 9:45am

9/12/16: Lake Mary Work Experience 10am – 11am

9/14/16: Brookside Assisted Living 9:30am – 10:15am

9/14/16: COF 10:30am – 11am

# Prairie Paws Animal Shelter, Inc.

## End of Month – September 2016 RECAP

9/14/16: Baldwin Chamber Luncheon 12pm – 1pm  
9/16/16: Lake Mary Work Experience 10am – 11am  
9/17/16: Central Heights Cross Country Team 7:45am – 9:15am  
9/17/16: Osawatomie Freedom Festival 10am – 2pm  
9/17/16: Lawrence Tractor Supply Pet Appreciation 10am – 2pm  
9/17/16: Olathe Tractor Supply Pet Appreciation 10am – 12pm  
9/19/16: Lake Mary Work Experience 10am – 11am  
9/20/16: Reach for the Stars After School Program at PPAS 4:15pm-5:15pm  
9/21/16: COF 10:30am – 11am  
9/22/16: Mug Shot Coffee Shop Partnership meeting 12:30pm – 1:00pm  
9/22/16: OHS Work Experience 1:30pm – 2:30pm  
9/23/16 Lake Mary Work Experience 10am – 11am  
9/24/16: Wellsville Days 8am – 2pm  
9/24/16: Petco 11am - 3pm  
9/24/16: PetSmart 11am – 3pm  
9/26/16 Lake Mary Work Experience 10am – 11am  
9/27/16: OU De-Stress Day 11am – 1pm  
9/27/16: Reach for the Stars After School Program at PPAS 4:15pm-5:15pm  
9/28/16: COF 10:30am – 11am  
9/29/16: Vintage Park Assisted Living 10am – 11am  
9/29/16: OHS Work Experience 1:30pm – 2:30pm  
9/30/16 Lake Mary Work Experience 10am – 11am

### September Shelter Intake Numbers:

- Total YTD Intakes: 822
- City of Ottawa (not counting Ottawa ACO) is 15% of the YTD Intake Total
- Ottawa ACO is 30% of the YTD Total
- Franklin County is 16% of the YTD Intake Total
- Primary Intake Area in September was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of September : 100
- City of Ottawa/Ottawa ACO was 50% of total intakes for the month of September
- Franklin County was 9% of total intakes for the month of September.

### ADOPTIONS for the month of September 2016–

- Total Adoptions Month of September = 78
- Returned to Owner = 19
- YTD Transferred other Shelters or Rescues = 1
- End of Month Headcount in Shelter =112

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

Respectfully submitted,



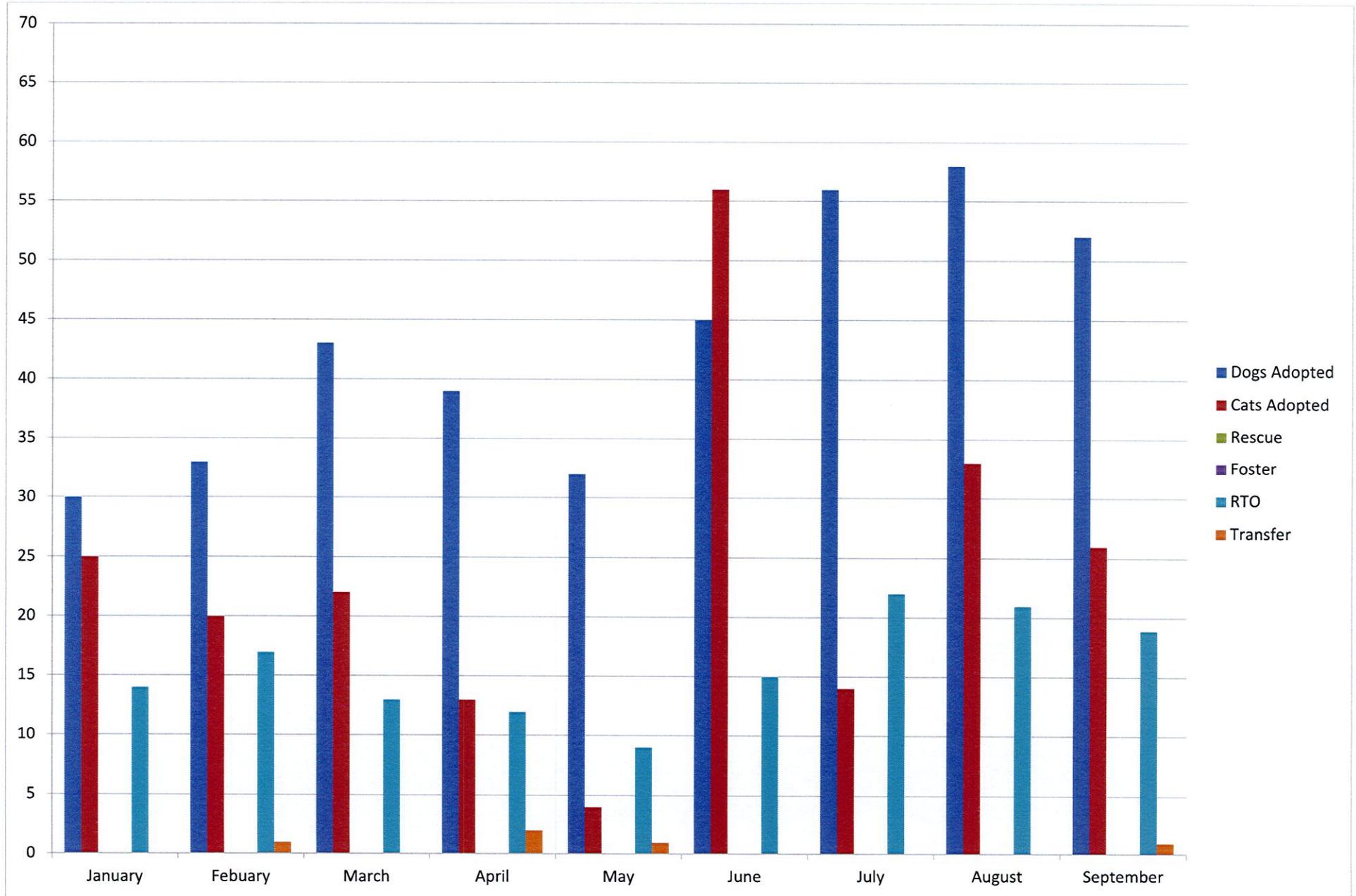
**Melissa Reed**

Executive Director

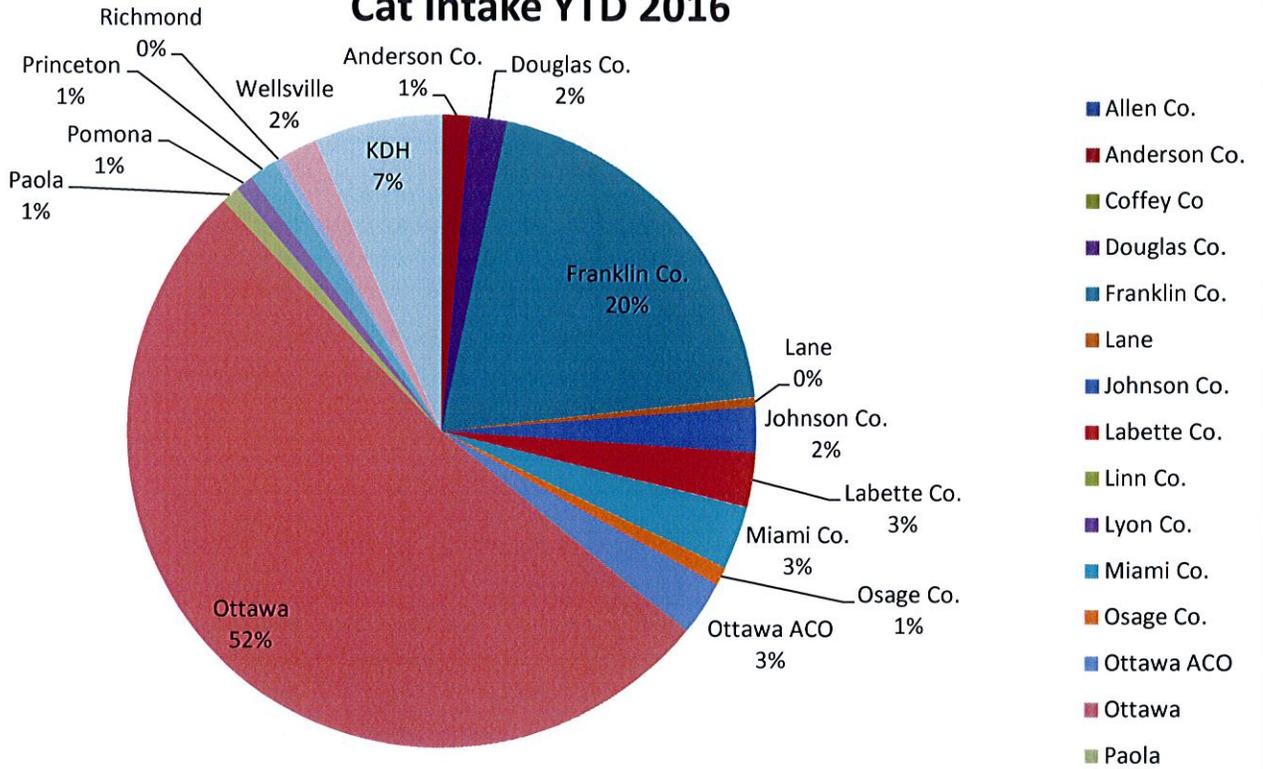
Prairie Paws Animal Shelter, Inc. - [www.prairiepaws.org](http://www.prairiepaws.org)

melissa.reed@prairiepaws.org OFC: (785) 242-2967/Cell: (785) 248-3454

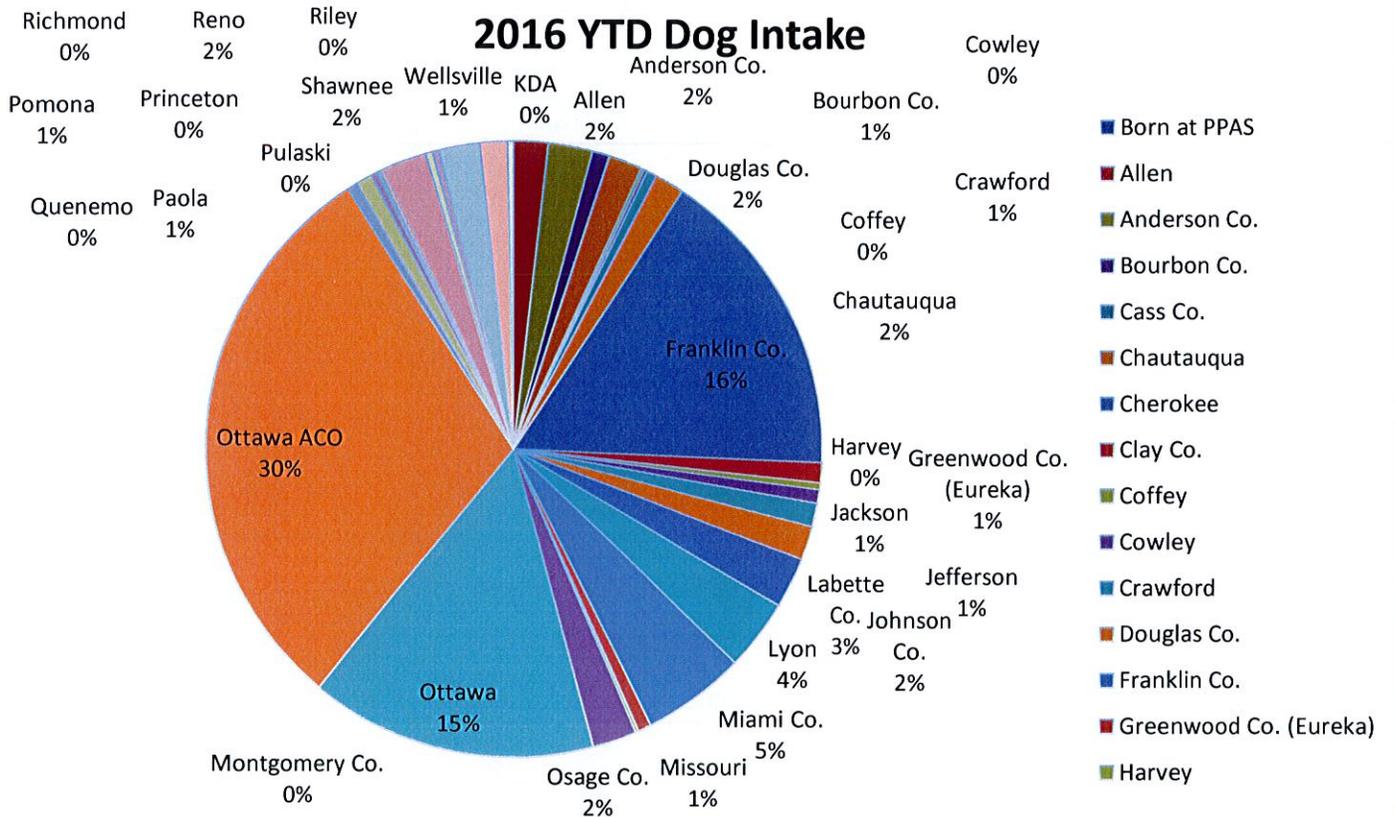
## 2016 Disposition of Animals at Prairie Paws Animal Shelter



### Cat Intake YTD 2016



### 2016 YTD Dog Intake



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

|   | Jan - Dec 12      | Jan - Dec 13      | Jan - Dec 14      | Jan - Dec 15      | Jan - Sept 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>       |                   |                   |                   |                   |                   |                   |
| 4015 - Contributions - unrestricted               | 92,127.26         | 215,868.99        | 175,441.80        | 215,287.29        | 161,641.38        | 119,070.00        |
| 4020 - Contributions-direct mail                  | 0.00              | 0.00              | 22,355.05         | 33,519.92         | 26,570.43         | 20,000.00         |
| 4030 - Memorials & bequests                       | 6,992.50          | 5,523.30          | 10,917.01         | 10,856.00         | 4,067.00          | 10,500.00         |
| <b>4040 - Gifts in kind</b>                       |                   |                   |                   |                   |                   |                   |
| 4041 - Gifts in Kind - Goods                      | 7,420.29          | 2,000.55          | 0.00              | 0.00              | 0.00              | 90,000.00         |
| 4042 - Gifts in Kind - Services                   | 2,190.00          | 110.00            | 0.00              | 0.00              | 0.00              | 37,800.00         |
| 4044 - Gifts in Kind - Bow Meow                   | 75.00             | 22,242.00         | 0.00              | 0.00              | 0.00              | 0.00              |
| 4045 - Gifts in Kind - Run For Ben                | 476.80            | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| <b>Total 4040 - Gifts in kind</b>                 | <b>10,162.09</b>  | <b>24,352.55</b>  | <b>0.00</b>       | <b>259,663.21</b> | <b>192,278.81</b> | <b>127,800.00</b> |
| 4050 - Foundations/trusts                         | 8,852.40          | 9,080.08          | 9,391.96          | 11,676.08         | 6,781.04          | 7,500.00          |
| 4060 - Grants                                     | 0.00              | 317.44            | 0.00              | 40,500.00         | 13,518.00         | 41,251.00         |
| 4010 - Indiv/business cont. (unrest) - Other      | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| <b>Total 4010 - Indiv/business cont. (unrest)</b> | <b>118,134.25</b> | <b>255,142.36</b> | <b>218,105.82</b> | <b>311,839.29</b> | <b>212,577.85</b> | <b>326,121.00</b> |
| <b>4100 - Fundraising(unrestricted)</b>           |                   |                   |                   |                   |                   |                   |
| 4105 - Spaghetti dinner                           | 7,113.00          | 6,259.53          | 0.00              | 0.00              | 0.00              | 0.00              |
| 4110 - T-shirt donations                          | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| 4115 - Bark for Life                              | 5,428.69          | 5,769.06          | 0.00              | 0.00              | 604.00            | 0.00              |
| 4120 - Shelter Birthday                           | 0.00              | 0.00              | 5,514.99          | 6,350.40          | 8,093.51          | 12,500.00         |
| 4125 - Circle of Compassion                       | 0.00              | 2,000.00          | 0.00              | 0.00              | 0.00              | 0.00              |
| 4150 - Recycling                                  | 1,245.35          | 162.50            | 0.00              | 0.00              | 0.00              | 0.00              |
| 4155 - Bow Meow                                   | 37,516.70         | 46,312.88         | 51,119.95         | 42,501.00         | 8,585.00          | 10,000.00         |
| 4165 - Toenail Clipping                           | 1,241.11          | 65.00             | 103.57            | 0.00              | 0.00              | 0.00              |
| 4166 - Pooch Plunge                               | 1,094.46          | 1,008.00          | 425.00            | 771.00            | 25.00             | 850.00            |
| 4167 - Run For Ben                                | 2,737.40          | 1,876.45          | 1,949.00          | 2,327.00          | 3,970.38          | 0.00              |
| 4168 - Calendar                                   | 2,329.53          | 457.10            | 0.00              | 0.00              | 0.00              | 0.00              |
| 4169 - Cookbook                                   | 1,051.20          | 120.31            | 7.50              | 0.00              | 0.00              | 0.00              |
| 4175 - Miscellaneous fundraising                  | 6,872.92          | 2,738.85          | 4,329.09          | 1,857.35          | 4,487.94          | 11,250.00         |
| <b>Total 4100 - Fundraising(unrestricted)</b>     | <b>66,630.36</b>  | <b>66,769.68</b>  | <b>63,449.10</b>  | <b>53,806.75</b>  | <b>25,765.83</b>  | <b>34,600.00</b>  |

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

|  | Jan - Dec 12 | Jan - Dec 13 | Jan - Dec 14 | Jan - Dec 15 | Jan - Sept 16 | 2016 Budget YTD |
|--|--------------|--------------|--------------|--------------|---------------|-----------------|
| <b>Total 40 - Unrestricted</b>               | 184,764.61   | 321,912.04   | 281,554.92   | 365,646.04   | 238,343.68    | 360,721.00      |
| <b>42 - Restricted funds</b>                 |              |              |              |              |               |                 |
| 4205 - Contributions - building              | 341.37       | 300.00       | 300.00       | 300.00       | 175.00        | 225.00          |
| 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       | 175.00        | 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       | 175.00        | 225.00          |
| <b>Total 4 - Contributed support</b>         | 252,845.19   | 328,814.39   | 284,265.12   | 366,446.04   | 238,518.68    | 360,946.00      |
| <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    | 56,235.25     | 39,018.00       |
| 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    | 30,480.01     | 30,901.00       |
| 4565 - Miami County                          | 4,500.00     | 4,500.00     | 0.00         | 4,635.00     | 4,774.00      | 0.00            |
| 4780 - Other Cities/Counties                 | 150.00       | 0.00         | 0.00         | 135.00       | 274.05        | 0.00            |
| <b>Total 4540 - Local government support</b> | 92,113.00    | 97,290.00    | 98,599.12    | 104,007.42   | 99,714.31     | 76,668.00       |
| <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    | 56,072.88     | 59,970.00       |
| 5182 - Microchip contribution                | 3,350.25     | 1,042.13     | 2,085.36     | 4,700.44     | 2,813.74      | 2,997.00        |
| 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    | 18,308.87     | 8,960.00        |
| 5185 - Drop-off contribution                 | 18,211.50    | 8,185.01     | 4,419.00     | 5,194.00     | 3,308.00      | 3,150.00        |
| 5186 - Training                              | 0.00         | 0.00         | 0.00         | 1,920.00     | 1,360.00      | 2,154.00        |

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

|  | Jan - Dec 12      | Jan - Dec 13      | Jan - Dec 14      | Jan - Dec 15      | Jan - Sept 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            | 1,350.00          |
| 5189 - Reclaim fees                      | 3,602.90          | 1,465.00          | 835.00            | 5,100.47          | 3,756.00          | 4,100.00          |
| <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>85,815.79</b>  | <b>82,681.00</b>  |
| 5820 - Merchandise Sales                 | 2,077.67          | 2,137.86          | 830.15            | 22,143.68         | 17,888.11         | 18,820.00         |
| 5830 - Dog Licence Contributions         | 0.00              | 64.00             | 10,452.00         | 11,141.00         | 8,557.00          | 9,850.00          |
| <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>450,493.89</b> | <b>548,965.00</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              | 3.42              | 7.00              |
| <b>Total 6710 - Interest Income</b>      | <b>371.18</b>     | <b>76.92</b>      | <b>2.81</b>       | <b>7.59</b>       | <b>3.42</b>       | <b>7.00</b>       |
| 6810 - Unrealized gain(loss) - invest    | 437.38            | 593.26            | 535.72            | -475.56           | 617.65            | 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>451,114.96</b> | <b>548,972.00</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>451,114.96</b> | <b>548,972.00</b> |
| <b>Expense</b>                           |                   |                   |                   |                   |                   |                   |
| 7200 - Payroll expenses                  |                   |                   |                   |                   |                   |                   |
| 7250 - Wages & salary                    |                   |                   |                   |                   |                   |                   |
| 7251 - Wages                             | 62,916.01         | 80,606.22         | 108,641.59        | 139,205.24        | 133,375.33        | 130,082.00        |
| 7252 - Hourly wages                      | 137,810.81        | 161,312.52        | 155,283.50        | 158,275.60        | 120,600.96        | 118,876.00        |
| 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          | 3,677.79          | 3,744.00          |
| 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              | 52.23             | 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              | 675.00            |
| 7259 - Grooming Commission               | 1,456.95          | 98.45             | 0.00              | 6,924.37          | 9,856.24          | 4,793.00          |
| <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>267,562.55</b> | <b>258,170.00</b> |

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

|  | Jan - Dec 12      | Jan - Dec 13      | Jan - Dec 14      | Jan - Dec 15      | Jan - Sept 16     | 2016 Budget YTD   |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>7260 - Payroll Taxes</b>                  |                   |                   |                   |                   |                   |                   |
| 7261 - FICA taxes                            | 15,752.90         | 18,413.35         | 20,431.98         | 23,472.11         | 20,430.93         | 17,003.00         |
| 7262 - State unemployment                    | 1,772.60          | 7,114.94          | 6,414.57          | 8,764.06          | 4,976.94          | 7,911.00          |
| 7263 - Workers compensation                  | 3,505.00          | 6,185.50          | 11,396.25         | 6,394.25          | 9,043.00          | 7,010.00          |
| <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>34,450.87</b>  | <b>31,924.00</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>302,013.42</b> | <b>290,094.00</b> |
| <b>7500 - Other Personnel Expenses</b>       |                   |                   |                   |                   |                   |                   |
| 7510 - Accounting fees                       | 4,110.00          | 4,337.50          | 4,330.00          | 4,385.00          | 3,395.00          | 8,650.00          |
| 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>3,395.00</b>   | <b>8,650.00</b>   |
| <b>8100 - Non-personnel expenses</b>         |                   |                   |                   |                   |                   |                   |
| 8110 - Office supplies                       | 6,527.09          | 5,207.57          | 2,448.25          | 1,970.66          | 1,899.26          | 2,700.00          |
| 8115 - Telephone                             |                   |                   |                   |                   |                   |                   |
| 8118 - Internet related                      | 1,118.59          | 791.19            | 1,438.07          | 1,649.49          | 1,367.07          | 1,350.00          |
| 8115 - Telephone - Other                     | 2,032.54          | 2,746.17          | 2,665.89          | 2,910.69          | 2,032.63          | 2,160.00          |
| <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>5,298.96</b>   | <b>3,510.00</b>   |
| 8120 - Postage and delivery                  | 256.89            | 383.88            | 1,816.93          | 1,299.10          | 527.00            | 1,800.00          |
| 8130 - Printing and reproduction             | 567.89            | 0.00              | 1,264.98          | 1,242.71          | 0.00              | 900.00            |
| 8135 - Direct Mail Expenses                  | 0.00              | 0.00              | 4,640.83          | 13,743.40         | 11,437.10         | 10,400.00         |
| 8140 - Equipment rental                      | 0.00              | 0.00              | 907.15            | 3,829.86          | 5,650.95          | 3,081.00          |
| 8150 - Computer and IT Related               | 0.00              | 6,994.99          | 9,722.22          | 20,034.16         | 12,742.79         | 12,795.00         |
| <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>30,357.84</b>  | <b>35,186.00</b>  |
| <b>8200 - Occupancy Expenses</b>             |                   |                   |                   |                   |                   |                   |
| 8205 - Repairs & maintenance                 | 23,617.52         | 19,068.58         | 11,378.44         | 14,903.39         | 34,819.02         | 16,874.00         |
| 8210 - Utilities                             | 25,244.80         | 30,371.95         | 30,247.02         | 29,392.35         | 27,916.26         | 20,524.00         |
| 8220 - Insurance - non employee              | 9,492.00          | 9,643.50          | 11,506.50         | 9,865.00          | 8,254.25          | 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>70,989.53</b>  | <b>42,962.00</b>  |
| <b>8300 - Travel &amp; meeting expenses</b>  |                   |                   |                   |                   |                   |                   |
| 8310 - Training                              | 0.00              | 0.00              | 29.26             | 86.55             | 1,129.69          | 360.00            |

**Prairie Paws Animal Shelter Inc**  
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 January 2012 through September 2016

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|---|------------------|------------------|------------------|------------------|------------------|------------------|
| 8315 - Staff development/meetings                       | 2,580.88         | 487.74           | 225.74           | 4,463.12         | 5,242.58         | 1,499.00         |
| 8320 - Automobile expense                               | 1,625.19         | 1,594.56         | 974.46           | 999.17           | 1,430.44         | 900.00           |
| <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>7,802.71</b>  | <b>2,759.00</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        | 16,974.68        | 14,522.00        |
| 8511 - Euthanasia expense                               | 905.68           | 682.75           | 165.55           | 717.98           | 155.00           | 360.00           |
| 8512 - Food expense                                     | 4,803.50         | 94.71            | 85.82            | 276.70           | 31.10            | 180.00           |
| 8513 - Vet expense                                      | 23,388.14        | 18,916.99        | 12,795.52        | 4,655.32         | 2,181.94         | 4,000.00         |
| 8514 - Spay/neuter expense                              | 38,726.69        | 39,904.35        | 27,298.41        | 13,779.00        | 2,843.21         | 500.00           |
| 8515 - Supplies   | 4,453.12         | 3,402.59         | 835.47           | 274.81           | 49.36            | 225.00           |
| 8516 - Cleaning supplies                                | 4,153.64         | 8,712.12         | 811.20           | 2,257.71         | 1,946.82         | 2,250.00         |
| 8517 - Microchip Supplies                               | 2,247.75         | 749.25           | 1,018.98         | 8,289.83         | 2,554.42         | 4,592.00         |
| 8518 - Grooming Supplies                                | 9.13             | 216.06           | 0.00             | 557.61           | 738.57           | 810.00           |
| 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         | 527.00           | 855.00           |
| 8521 - TNR Expense                                      | 0.00             | 0.00             | 0.00             | 0.00             | 158.90           | 0.00             |
| <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>30,769.74</b> | <b>28,294.00</b> |
| <b>8530 - Fundraising expenses</b>                      |                  |                  |                  |                  |                  |                  |
| 8531 - Fundraisng - general                             | 2,473.63         | 1,899.79         | 1,442.30         | 4,715.79         | 1,161.52         | 1,020.00         |
| 8532 - Spaygettl dlner                                  | 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        | 4,431.00         | 8,000.00         |
| 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           | 986.29           | 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         | 1,707.49         | 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>9,401.30</b>  | <b>11,520.00</b> |
| <b>8600 - Miscellaneous</b>                             |                  |                  |                  |                  |                  |                  |

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|---|-------------------|--------------------|-------------------|-------------------|-------------------|--------------------|
| 8605 - Advertising                        | 2,253.17          | 1,622.11           | 368.02            | 209.21            | 1,260.46          | 900.00             |
| 8610 - Bank service charges               | 4,821.76          | 4,677.12           | 2,806.99          | 4,608.19          | 4,031.82          | 3,000.00           |
| 8615 - Dues and subscriptions             | 565.00            | 356.00             | 481.20            | 831.35            | 986.49            | 900.00             |
| 8650 - Licenses and permits               | 285.00            | 415.00             | 485.00            | 590.00            | 775.00            | 900.00             |
| 8660 - Miscellaneous                      | 2,304.92          | 162.46             | 1,200.48          | 1,415.23          | 83.24             | 450.00             |
| 8675 - Taxes                              | 73.00             | 95.17              | 49.00             | 49.00             | 0.00              | 50.00              |
| 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>7,156.10</b>   | <b>6,200.00</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>467,184.60</b> | <b>425,665.00</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>-16,069.64</b> | <b>123,307.00</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              | 90,000.00          |
| 9701 - In Kind Services Expense           | 0.00              | 0.00               | 0.00              | 0.00              | 0.00              | 37,800.00          |
| <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>127,800.00</b>  |
| 9800 - Fixed asset purchases              |                   |                    |                   |                   |                   |                    |
| 9805 - Capital purchases - building       | 1,600.00          | 0.00               | 0.00              | 0.00              | 0.00              | 14,465.00          |
| 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>14,465.00</b>   |
| 9910 - Interest expense                   | 14,347.00         | 14,302.55          | 13,757.98         | 16,219.93         | 10,420.54         | 8,413.00           |
| <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>10,911.26</b>  | <b>150,678.00</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>10,911.26</b>  | <b>150,678.00</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>-10,911.26</b> | <b>-150,678.00</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>-26,980.90</b> | <b>-27,371.00</b>  |

## **AIRPORT ADVISORY BOARD**

### **Meeting Minutes**

Tuesday – September 13, 2016  
Ottawa Municipal Airport (KOWI)



Chairperson Jen Sharp called the meeting to order at 5:30 pm.

**BOARD MEMBERS PRESENT** – Jen Sharp, Gene Ramsey, Chad Caylor, Robert Bowers, Daryl Flager, Blake Jorgensen and Milton Scott

**OTHERS PRESENT** – Jarrod Scott and Mark Switzer, Hawkeye Helicopter; Brad Waller, Alfred Benesch & Company; Michael Haeffele and Glora Mathews, City of Ottawa

**PUBLIC COMMENTS** – None

**AGENDA** – On a motion by Robert Bowers and second by Gene Ramsey, the agenda was approved as presented.

**MEETING MINUTES** – On a motion by Robert Bowers and second by Chad Caylor, the August 9, 2016 meeting minutes were approved as presented.

**FBO REPORT** – Jarrod Scott

- Take off's and landings high due to 5-8 crop dusters operating out of OWI.
- Hangars remain fully rented.
- Still not able to sell Jet A fuel.

**MASTER PLAN** – Brad Waller

- Presented to the Ottawa Area Chamber of Commerce and Ottawa Rotary Club today.
- Also had some discussion with pilots at the airport.
- He reviewed highlights and questions received during the presentations.
- Distributed draft copies of Chapter 3 to the Board.
- Changes recommended to Chapters 1 and 2 at the August meeting have been completed.
- Next step is to present Chapters 1-3 to the City Commission, then submit to the FAA for their review and approval. He noted the chapters can be amended later if needed.
- While waiting for FAA approval, he can do runway concepts with estimated cost. Will discuss with the Board during the next meeting he attends.
- Board recommended the following changes to Chapter 3: move fiber optic to 2018 and sewer to 2023.
- Chad Caylor asked about the runway heading. Brad will have more information for the board at a later date.

On a motion by Daryl Flager and second by Gene Ramsey, Chapters 1-3 of the Airport Master Plan were approved. Motion carried.

**MASTER PLAN CONTINUED** – Brad Waller

- KDOT Aviation grant applications are due the end of September for projects after July 2018. Pavement maintenance on taxiway or obstruction mitigation on North end are the projects he'd recommend then explained why. Michael Haeffele recommends the pavement project because of

time constrains. Brad Waller will get more information on the project. Discussion followed about submitting both projects to the FAA. Michael Haeffele will talk to City Attorney, Blaine Finch, about contacting the landowner on the North.

**AIRPORT DAY 2016 –**

- Brad Waller will be there with handout and to answer any questions on the master plan.
- Gene Ramsey recommended having a suggestion box.
- Aviation Explorers will be highlighted during the program.
- Will do walk-thru of setup at the end of this meeting.
- Chad Caylor reported he reached out to the Women in Aviation group again and they will not attend.
- Hawkeye Helicopter will have 2 planes for rides and 1 more as a backup. They will also have a helicopter on display.
- Chad Caylor will make the signs for airplane rides & pictures.
- Kansas State Bank is donating 4 cases of bottled water.
- Public Works had signs made to place on 59 hwy & Rock Creek Rd to direct people to the airport.
- Chairman Sharp will contact The Herald and KOFO about advertising this week.
- Richard U. Nienstedt will highlight it during his City Manager's Report on KOFO.
- Chairman Sharp and Chad Caylor will bring canopies.
- City crews will bring tanks & ice for bottled water as well as barricades, orange cones, and gator.
- Hawkeye Helicopter will have a waiver for those purchasing plane rides to sign.
- Tickets for plane rides will be sold in the hangar office.

**OPEN DISCUSSION – None**

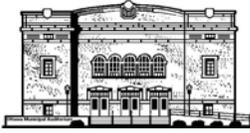
**AIRPORT DAY WALK THRU –** The group moved outside to discuss setup.

The next regularly scheduled meeting will be held October 11, 2016 – 5:30 pm.

The meeting adjourned at 6:51 pm on a motion by Robert Bowers, second by Milton Scott, with approval by the Board.

Gloria Mathews, Recorder

Approved by the Board on October 11, 2016



**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, September 20, 2016  
11:30 am – Ottawa City Hall



**Call to Order:** Board Chairman Allen Campbell called the meeting to order at 11:42 am.

**Attendance:** Board members present: Allen Campbell, Amy Carlson, Jenny Obrecht, Blake Jorgensen, Emily Graves, Tiffany Evans and Nori Hale. Staff/Guests present: Shonda Stitt, Michelle Stegman, and Glora Mathews

Chairman Campbell welcomed new member, Amy Carlson.

**Public Comments:** No public comments.

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

**Agenda Approval:** The agenda was revised to add “Chairman’s Comments” as 8a. A motion was made by Jenny Obrecht to approve the revised agenda. Motion seconded by Tiffany Evans. Motion carried.

**Minutes:** A motion was made by Blake Jorgensen to approve the August 16, 2016 meeting minutes as presented. Motion seconded by Nori Hale. Motion carried.

**Staffing:**

1. After nineteen years with the City of Ottawa, Shonda Stitt resigned her position as Administrative Manager for the auditorium. Michelle Stegman will spend time with Shonda to learn details of the operation.
2. There will not be an interim manager at this time.
3. A consultant will be brought in to meet with this Board and the City Commission to discuss the direction of the auditorium.
4. Ticket sales will be handled through City Hall.
5. The building will not be open unless there is an event scheduled.
6. The City will still be hiring an Auditorium Director.

A motion was made by Nori Hale thanking Shonda Stitt for her years of service, hard work and knowledge. Motion seconded by Jenny Obrecht. Motion carried.

**Staff Report:**

1. Shonda Stitt gave an update from recent events and reviewed the event calendar. She noted volunteer hours were added to the report this month.
2. Men’s restroom remodel will start after the last event of the year on December 18.
3. Chairman Campbell notified her that Franklin County Convention & Visitor’s Bureau has some additional funding they need to disburse as part of their separation. She sent them quotes for a new electronic screen and projector (\$25,205 with no upgrades). She will keep the Board updated. Richard U. Nienstedt added that Chairman Campbell got us started down this road and thanked him. He thinks we could get more donations from the public if we put it out there that we’re raising funds for a new sounds system.
4. Michelle Stegman reported over \$3,000 has been raised in sponsorship for the Neil Diamond Tribute in October. This covers the talent and marketing leaving \$1,000 in profit. Ticket prices are \$16.50 and are for reserved seats. We keep \$5 for each ticket after the first 100.

5. Over \$2,000 has been raised in sponsorship for the Rusty Rierson concert in November. This covers costs and leaves a profit of \$762.

**Task List:**

1. Veteran's Day – Shonda Stitt is working on volunteer list. She's also pricing flags to purchase. In the past she's borrowed some from the VFW.
2. Neil Diamond Tribute – Still need volunteers.
3. Other Events – Discussion of whether additional shows should be scheduled or wait until a director is hired. The Board decided to keep moving forward with scheduling shows.
  - Shonda Stitt will check on availability for the band that played at last year's St Patrick's Day event. Blake Jorgensen suggested putting the band on stage because the acoustics are bad in the basement.
  - Amy Carlson shared some ideas about acts we could check into including a comedian and a cover band.
  - Blake Jorgensen suggested doing a series of 4 shows.
  - Shonda Stitt noted it's important to ask the bands if they are bringing their own sound system or what they require if we provide the system.
  - Chairman Campbell mentioned adding a food truck and/or a beer garden.
  - Shonda Stitt will research and contact the groups Amy Carlson suggested then get that information to Tiffany and Michelle.

**Chairman's Comments:**

1. Banner ordered for the Bop Daddies concert looks great. He likes that it just says "Ottawa Municipal Auditorium" so it can be used for all events.
2. Approximately 250 people attended the Bop Daddies concert in Forest Park.
3. He would like to ask the Army Band to perform at OMA again. Michelle will contact them about date options.
4. He feels like there should be a representative from this Board at the Friends of OMA meetings. Glora will contact their board to invite them to the October meeting.
5. Thanked Shonda for her service as auditorium manager.

**Other Business:** No other business

**Next Meeting:** Tuesday, October 18, 2016, 11:30 am at the auditorium.

**Adjourn:** Tiffany Evans made a motion to adjourn the meeting. Second by Jenny Obrecht. Motion carried.

Glora Mathews, Recorder

Approved by the Board: October 18, 2016

AN ORDINANCE FOR THE LICENSING AND FEE PROCEDURES FOR GENERAL CONTRACTORS, ELECTRICIANS, PLUMBERS & HVAC MECHANICS AND REPEALING ORDINANCE 3739-09; AND CHAPTER 6, ARTICLE VIII OF THE MUNICIPAL CODE OF THE CITY OF OTTAWA, KANSAS, 1997 WILL BE REPLACED IN ITS ENTIRETY.

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

**ARTICLE VIII  
DEFINING THE LICENSING AND FEE PROCEDURES FOR  
GENERAL, SPECIALTY AND TRADE CONTRACTORS**

**Sec. 6-801 PURPOSE.**

The purpose of this Article is to ensure that all persons desiring to perform contracting work in this City be duly licensed to ensure capable and skilled craftsmanship. This article will also provide protection of the public and provide recourse if work is incomplete and non compliant.

**Sec. 6-802 DEFINITIONS.**

**Building Official:** The officer(s) or other designated authority charged with the administration and enforcement of this code, or the building official's authorized representative.

**Code Inspector:** The building official's authorized representative.

**Occupational License:** A privilege granted by the City to engage in a building trade, which by law has specific requirements that must be met.

**Contractor:** The term "contractor" shall mean any person, firm, co-partnership, corporation, association, or combination thereof, who engages in the business or trade of general contracting, plumbing, electrical or heating, ventilation and air conditioning mechanic (HVAC), and employs others certified in general contracting, plumbing, electrical or heating, ventilation and air conditioning mechanics for the purpose of the business.

**General Contractor:** The term "general contractor" shall mean any person engaging in a Class A, Class B, Class C.

**Specialty Contractor:** The term "specialty contractor" shall mean any person engaging in a Class R, Class S, or Class SP.

**Trades Contractor:** The term "trades contractor" shall mean any person engaging in electrical, plumbing, or heating, ventilation and air conditioning mechanic (HVAC).

**Class A Contractor:** The term "Class A Contractor" shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge and shall entitle the holder thereof to construct, remodel, repair, and demolish any structure. Also shall entitle the license holder to perform remodeling, tenant finish, and repairs of all structures. A

Class A license does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

**Class B Contractor:** The term “Class B Contractor” shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge and shall entitle the holder thereof to construct, remodel, repair, and demolish all structures not exceeding three stories in height. Shall also entitle the license holder to perform non-structural remodeling, tenant finish, and repairs to all structures. A Class B license does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

**Class C Contractor:** The term “Class C Contractor” shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge and shall entitle the holder thereof to construct, remodel, repair, and demolish **single and two family** residences, accessory buildings, and decks. A Class C license does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

**Class R Contractor:** The term “Class R Contractor” (Roofing) shall mean a person who can show qualifications, training, experience, and technical knowledge and shall entitle the holder thereof to install, maintain, repair, replace, and remove the roof assembly of any structure, including the roof deck, vapor retarder, substrate, thermal barrier, insulation, and roof coverings of all types. A roofing contractor may do structural repairs limited to replacement of rafters and overhangs in kind.

**Class S Contractor:** The term “Class S Contractor” shall mean a person who can show qualifications, training, experience, and technical knowledge and shall entitle the holder thereof to a specified area of work which may include, but not limited to:

**Siding** shall entitle the holder to install vinyl, metal, or wood siding.

**Demolition** shall entitle the holder thereof to demolish any building.

**Concrete/foundation** shall entitle the holder thereof to perform general concrete work to include the placing and erecting of steel or bars for the reinforcing of mass, such as footings, basement walls, or other structural building elements, pavement, flat and other concrete work.

**Framing** shall entitle the holder thereof to fabricate and install any wood product in a structure including, but not limited to rough framing, structural and nonstructural work, trusses, sheathing, paneling trim, cabinetry, doors and windows and all hardware incidental thereto. A framing contractor may obtain permits to construct residential decks and accessory structures. A framing contractor may not contract for or install, maintain, repair or alter any concrete masonry, roofing, or other work not specifically mentioned above. Further the framing contractor may not act as a Class A, B, or C general contractor.

Items that do not require a Specialty Contractor license are fences, signs, excavation/grading, landscaping, dog pens, irrigation sprinkler systems, and towers.

**Class SP Contractor:** The term “Class SP Contractor” (Swimming Pool) shall mean a person who can show qualifications, training, experience, and technical knowledge and shall entitle the holder thereof to contract for and to excavate, construct, fabricate, install and equip all outdoor, indoor, above

ground & below ground swimming pools, spas, or hot tubs, including pumps, pool heaters, solar pool heaters and appurtenant equipment associated with such construction, filters and chlorinators and that piping incidental to the recirculation systems. This does not include direct connections to a sanitary sewer system or to potable water lines, nor the grounding and bonding of metal surfaces, nor the making of any electrical connections.

**Master Electrician:** The term “Master Electrician” shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge of the layout, plan, installation, repair, alteration, and maintenance of electric conductors, raceways, and equipment for light, heat, and power.

**Master Residential Electrician:** The term “Master Residential Electrician” shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge of the design, plan, installation, repair, alteration, and maintenance of electric conductors, raceways, and equipment for light, heat, and power in one and two-family residences, and multiple single-family dwellings (townhouses) not more than three stories in height.

**Journeyman Electrician:** The term “Journeyman Electrician” shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge of installation, repair, alteration, and maintenance of electric conductors, raceways, and equipment for light, heat, and power.

**Journeyman Residential Electrician:** The term “Journeyman Residential Electrician” shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge of installation, repair, alteration, and maintenance of electric conductors, raceways, and equipment for light, heat, and power. The holder of this occupational license shall perform work specifically for one and two-family residences, and multiple single-family dwellings (townhouses) not more than three stories in height.

**Master Plumber with Gas:** The term “Master Plumber with Gas” shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge to be qualified and equipped to layout, plan and supervise the installation, repair, maintenance, and extension of any plumbing systems, including drains, waste, sanitary vents, water supply, fixtures, and indirect wastes; installation, repair, and maintenance of gas piping systems, including gas piping, appliances, vents, flues, tanks, and other related appurtenances.

**Master Residential Plumber with Gas:** The term “Master Residential Plumber with Gas” shall mean a person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge of the design, installation, repair, maintenance, and extension of the plumbing system, including drains, waste, sanitary vents, water supply, fixtures; design, installation, maintenance, and repair of a gas system, including piping, appliances, vents, flues, tanks, and other related appurtenances as it applies to one and two family residences, and multiple single-family dwellings (townhouses) not more than three stories in height.

**Journeyman Plumber with Gas:** The term “Journeyman Plumber with Gas” shall mean a person who holds a certificate issued pursuant to this code showing qualifications, training, experience, and technical knowledge to install, repair, maintenance, and extension of any plumbing systems, including drains, waste, sanitary vents, water supply, and fixtures, and indirect wastes; installation, repair, and

maintenance of gas piping systems, including gas piping, appliances, vents, flues, tanks, and related appurtenances.

**Journeyman Residential Plumber with Gas:** The term “Journeyman Residential Plumber with Gas” shall mean a person who holds a certificate issued pursuant to this code showing qualifications, training, experience, and technical knowledge to install, repair, maintenance, and extension of the plumbing system, including drains, waste, sanitary vents, water supply, and fixtures; installation maintenance, and repair of gas systems, including piping, appliances, vents, flues, tanks, and related appurtenances. The holder of this occupational license shall perform work specifically for one and two-family residences, and multiple single-family dwellings (townhouses) not more than three stories in height.

**Master Heating, Ventilation and Air Conditioning Mechanic:** The term “Master Heating, Ventilation and Air Conditioning Mechanic” shall mean any person who holds a certificate issued pursuant to this code, showing qualifications, training, experience, and technical knowledge to be qualified and equipped to lay out, plan and supervise the installation, maintenance, repair, fabrication, alteration, and extension of air conditioning, refrigeration, warm air heating, low and high pressure boilers, ventilation systems, duct systems, unfired pressure vessels, fuel transmission lines, and related appurtenances.

**Journeyman Heating, Ventilation and Air Conditioning Mechanic:** The term “Journeyman Heating, Ventilation and Air conditioning Mechanic” shall mean a person who holds a certificate issued pursuant to this code showing qualifications, training, experience, and technical knowledge to install, maintenance, repair, fabrication, alteration, and extension of air conditioning, refrigeration, piping vessels, warm air heating, low pressure boilers, ventilation systems, duct systems, insulation, and related appurtenances within a complete system unlimited in horsepower or tonnage.

**Journeyman Residential Air Conditioning Mechanic:** The term “Journeyman Residential Air Conditioning Mechanic” shall mean a person who holds a certificate issued pursuant to this code showing qualifications, training, experience, and technical knowledge to install, maintenance, repair, alteration, and extension of residential air conditioning systems, related to warm air heating, ventilation and duct systems, not to exceed five tons cooling capacity per unit. The holder of this occupational license shall perform work specifically for one and two-family residences, and multiple single-family dwellings (townhouses) not more than three stories in height.

**Apprentice/Laborer:** The term “Apprentice/Laborer” shall mean any electrician, plumber or heating, ventilation and air conditioning mechanic who cannot qualify or has qualified but has not obtained a journeyman occupational license.

### **Sec. 6-803 URBAN GROWTH AREA.**

All contractors who engage in the business of General, Specialty, or Trades Contracting, within the Urban Growth Area as defined in the Interlocal Agreement dated June 30, 2006, and perform work, for which a permit is required, must be licensed in accordance with these regulations.

### **Sec. 6-804 GENERAL PROVISIONS.**

A. It shall be unlawful for any contractor to carry on or engage in the business of General,

Specialty, or Trades Contracting, as regulated by any City code or act in the capacity of a General, Specialty, or Trades Contractor, without first having been issued a valid City occupational license.

- B. No permit shall be issued to any contractor who has not first obtained an occupational license or who is delinquent in payment of his annual license fee, or whose license has been suspended or revoked by action of the CBA. It is further unlawful for any person to enter into a contract with another so as to bring himself under the classification of a contractor as defined in this Article, or to perform any work as a contractor, or any work under a contract, without having first obtained a contractor's license. It is unlawful for any person issued a license as required by this Article to contract for any work other than specified by such license.
- C. Any contractor in order to carry on or engage in the business of General, Specialty, Contracting shall have at all times a qualified individual employed, who shall be in charge of and responsible for all installations by said contractor.

Any Trades Contractor in order to carry on or engage in said business shall have at all times keep employed, a qualified master, who shall be in charge of and responsible for all installations by said contractor. The name of the master shall appear on the license with "doing business as" (d.b.a.) indication.

- D. The holder of a City Masters Trades occupational license shall ensure an apprentice/laborer is under the direct supervision and immediate presence of a master or journeyman. You may have two (2) apprentice/laborers to one (1) licensed master or journeyman on the job site.
- E. The holder of a City Masters Trades occupational license shall be fully responsible for work and acts of such journeyman, apprentice and laborer employees. A Master Trades Contractor shall work within the scope of an apprentice/laborer when not working on systems as defined in definitions.
- F. Any Trades Contractor must have a qualified licensed person on the job site at all times.
- G. All General and Specialty Contractors must have the person who is licensed with the City of Ottawa sign the permits. The Master Trades Contractor who is licensed with the City or a designated journeyman must sign the permits. The permits may be faxed, dropped off in the drop box, or brought in by a representative of the company obtaining the permit.
- H. A license issue pursuant to the provisions of these regulations shall be nontransferable.
- I. Upon issuance of a building permit to a General Contractor, such contractor shall be responsible for all work undertaken pursuant to such building permit, including work done by the contractor's employees, agents, subcontractors (i.e. concrete, framing, roofing, etc.).
  - a. A Specialty contractor shall not have to obtain a occupational license from the City of Ottawa while working under a General Contractor.
  - b. All Trades Contractors working under a General Contractor will need to have an occupational license from the City of Ottawa.

- J. Reciprocity. To the extent that other jurisdictions or states which provide for the licensing of Class B, C, R, or S contractors the planning department may grant licenses of the same or equivalent classification to contractors licensed by other municipalities or states, without written examination. Upon satisfactory proof furnished to the director or designee that the qualifications of such applicants are equal to the qualification of holders of similar licenses in the City of Ottawa, verification they are in good standing with the jurisdiction they are licensed with, and upon payment of the required fees.
- K. Disclaimer. The contractor-applicant shall disclose, at the time of application, any current or previous contractor license held in Kansas or any other state and any disciplinary actions taken against such contractor-applicant. If the contractor-applicant is employed by or a principal of a firm, the application shall disclose whether the firm or the firm's employees or principals have had any contractor-related disciplinary action taken against them in Kansas or any other state. No license shall be issued to any contractor-applicant who has had a license suspended or revoked for disciplinary reasons, or who has surrendered a license during any disciplinary proceedings or investigation, within the immediately preceding five (5) years. Any contractor-applicant denied a license under the provisions of this section may appeal such denial to the Construction Board of Appeals.
- L. An individual who undertakes the construction, alteration, repair or maintenance of a residence owned, but not used as a residence by the individual, with the intention of selling the improved residence to a third party is considered a Class C contractor and subject to licensing under this code. It shall be conclusive evidence of intent to sell if the subject property is sold within six months following the final inspection. If an individual under this section undertakes more than two such improvements within a two (2) year period without obtaining and maintaining a license, then the individual will be deemed to be in violation of this ordinance and subject to licensing requirements of this article. Sales shall include traditional third party financing sales and contract for deed arrangements and shall be counted under this ordinance on the date the contract for deed is executed.

#### **Sec. 6-805 EXEMPTIONS.**

The provisions of this chapter, insofar as they require employment of licensed contractors or certified mechanics, shall not apply to:

- A. Maintenance, operation or repair of equipment and accessories used for production or processing by governmental agencies, manufacturing or processing plants or commercial enterprises.
- B. Routine maintenance and repair of a building, including the mechanical, plumbing and electrical systems thereof, by any such agency, plant, enterprise, or utility, if such maintenance or repair is (a) minor, not requiring issuance of a building permit, and (b) is done by a person regularly employed by such utility, agency, plant or enterprise to perform work of that type.
- C. Installation, operation and maintenance of equipment used for the production, generation, transmission or generation of a product or service by a public utility, when such work is done by employees of a public utility upon equipment owned or controlled by such utility.

D. Anyone who wishes to work on their own property residential or commercial must meet the following criteria:

1. Such person is the owner.
2. The dwelling or commercial building is occupied by the owner.
3. Plans have been submitted and approved by the City Codes Inspector.
4. Special permission is granted to the owner of the dwelling to do the work, provided owner shows evidence of knowledge in the area for which a permit is applied for.
5. Special permission is granted to the owner of the commercial building to do the work, provided owner shows evidence of knowledge in the area for which a permit is applied for. All electrical, plumbing, and heating, ventilation and air conditioning mechanical work must be done by City licensed contractors.
6. Owner shall apply for the building permit.
7. Owner will be responsible for complying with all building codes.
8. Owner calls for all required inspections.

Landlords: any person who is the owner of the dwelling or commercial building and uses the property for rentals must meet the following criteria:

1. May perform limited work on said dwelling or commercial building if special permission is granted to the owner to do the work, provided owner shows evidence of knowledge in the area for which a permit is applied for. All electrical, plumbing, and heating, ventilation and air conditioning mechanical work must be done by City licensed contractors.
2. Plans have been submitted and approved by the City Codes Inspector.
3. Owner shall apply for the building permit.
4. Owner will be responsible for complying with all building codes.
5. Owner calls for all required inspections.
6. Owner will call for a final inspection before occupancy is allowed.

Notwithstanding the foregoing:

1. Privilege of doing all the work on said dwelling or commercial building may be revoked by the City Codes Inspector when there is evidence that work is deficient in workmanship or code compliance.
2. Any owner who remodels their dwelling or commercial building for occupancy or for re-sale more than two (2) times in any five (5) year period shall be deemed to be a "contractor" and subject to licensing requirements in this article.

E. Work performed by students enrolled in CTEC program, which students are engaged in construction of a residential structure as part of the curriculum of such program; provided, that all such work shall be performed by such students with the advice of duly licensed members of the various construction trades who obtained permits on said project, and inspected by the City building inspector as otherwise required.

F. Work performed by a non-profit organization, as defined in Section 501(c)(3) of the United States Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. Internal Revenue Law) and are not licensed as a general contractor, may do general contractor supervision work on a single-family dwelling owned by such organization. The construction of

decks, ramps and roof repairs for those who would receive such aid from such organizations on single-family dwellings. Such organization shall in every other respect, conform to the provisions of these regulations and other codes of the City including the procurement of permits and inspections.

- G. Nothing herein shall be construed to relieve any person of any duty, provided elsewhere in the City's building regulations, to secure a building permit, perform work in accordance with standards established by the City and schedule required inspections.

**Sec. 6-806 CONTINUING EDUCATION.**

All General Contractors, Class R Contractor, and all Trades Contractors receiving a master's or journeyman's license annually, are required to obtain not less than six (6) hours of continuing education annually. Individuals carrying multiple license, are required to obtain at least three (3) hours of continuing education in each field annually. Continuing education can be provided by nationally recognized trade associations, accredited community college, technical school / college, university, or other providers approved by the Planning & Codes Department.

**Sec. 6-807 IMPLEMENTATION OF CLASS A, B, C, R, S, & SP CONTRACTOR OCCUAPTIONAL LICENSE.** This was implemented in 2010. For full details see Ordinance 3739-09.

**Sec. 6-808 LICENSE APPROVAL, AND ISSUANCE.**

Each contractor applying for an occupational license must satisfy the following provision. A contractor who is not currently licensed with the City comes in on or after December 1<sup>st</sup> can obtain a license that will expire December 31<sup>st</sup> of the next year.

**For Class A, B, and C Contractors to become licensed, must comply with one of the options below:**

- A. Obtain a certificate of competence from a nationally recognized testing institution as contemplated by K.S.A. 12-1556 (building and residential contractors). Nationally recognized test (Experior, Block & Associates, Prometric, ICC, IAMPO) with a score of 75% or above. If testing was done prior to July 1, 1989 a score of 70% or above shall be accepted as per state statue.
- B. Hold a bachelor's degree in (construction related) engineering, architecture, or construction science from an accredited college or university.

**For Class R, & SP to become licensed, one must comply with one of the options below:**

- A. Obtain a certificate of competence from a nationally recognized testing institution as contemplated by K.S.A. 12-1556 (building and residential contractors). Nationally recognized test (Experior, Block & Associates, Prometric, and ICC, ) with a score of 75% or above.
- B. Hold a bachelor's degree in (construction related) engineering, architecture, or construction science from an accredited college or university.

C. The City's Codes Inspector and the Department Director, upon reviewing evidence of working in the field as a:

1. Class R, Roofing.
2. Class SP, Swimming Pool Contractor.

may approve the issuance of an occupational license based on the following:

- a. Person applying for a license can show proof of five (5) years of experience in said field; and,
- b. Person applying for a license must show proof of six (6) hours of continuing education for the prior year.

**For Class S - (Siding, Demolition, Concrete/Foundation, & Framing) to become licensed, must comply with the option below:**

A. Person applying for a license can show proof of three (3) years of experience in said field.

**For Electricians, Plumbers & Heating, Ventilation and Air Conditioning Mechanical to become licensed, one must comply with one of the options below:**

A. Obtain a certificate of competence from a nationally recognized testing institution as contemplated by K.S.A. 12-1508, and amendments thereto (plumbing contractors), K.S.A. 12-1525, and amendments thereto (electrical contractors), K.S.A. 12-1541 (heating, ventilation and air conditioning contractors), or ICC and must score a 75% or above.

B. Hold a bachelor's degree in (construction related) engineering, architecture, or construction science from an accredited college or university.

### **Sec. 6-809 APPLICATION.**

Every person desiring to make application for an occupational license shall fill out an application furnished by the Planning & Codes Department. The Planning & Codes Department shall receive and process all license applications. No contractor's occupational license may be transferred or assigned. An individual may be licensed in more than one trade but must fill out an application for each trade with the name of the company/firm on each application.

### **Sec. 6-810 INSURANCE.**

Every contractor shall keep a policy of commercial general liability coverage and workers compensation as required by law. Such insurance policy shall be written with an insurance company licensed as an admitted insurance company in the State of Kansas. It will be the responsibility of the contractor to make sure the City receives a current copy of the certificate of insurance. The City of Ottawa shall be added as a "Certificate Holder" to the insurance policy by the insurance company issuing the certificate of insurance, requiring the insurance company to notify the City of Ottawa in writing of any changes in coverage or canceling of such policy at least ten (10) days prior to such changes. If the insurance expires, the license will be null and void until a current insurance certificate

is received. The insurance policy shall stay in force for a period of one year from the completion of such work. Further the City, or any other person who may deem himself/herself injured by the principal's failure to comply with such regulations, may sue on the insurance policy to recover his/her damage.

For all General Contractors, general liability coverage in an amount not less than \$1,000,000 per single occurrence limit for bodily injury and property damage and finished product, in addition every contractor shall procure and maintain workers' compensation insurance, as required by law.

For all Specialty and Trades Contractors general liability coverage in an amount not less than \$500,000 per single occurrence limit for bodily injury and property damage and finished product, in addition every contractor shall procure and maintain workers' compensation insurance, as required by law.

**Sec. 6-811 RENEWAL OF LICENSE.**

- A. Every contractor who holds an occupational license shall be issued on a calendar year basis to expire on December 31<sup>st</sup> each year. A contractor shall be entitled to renew such contractor's occupational license upon satisfaction of the requirements of this Article by February 15<sup>th</sup> of the next year without penalty. The license fee shall be deemed delinquent after February 15<sup>th</sup>, after which the license shall automatically be revoked. Therefore a new application will be required to secure a license and all requirements for renewing a license must be satisfied, plus a \$50.00 reinstatement fee will be charged.
- B. Those who held a valid occupational license with the City of Ottawa and let their license lapse for less than three (3) years may renew their occupational license. The applicant will need to submit a new application, certificate of insurance, and continuing education hours for the year prior to renewing the license. A \$50.00 reinstatement fee will also be charged. If their occupational license has been lapsed for three (3) or more years, they will be required to satisfy one of the requirements in Section 6-808.

**Sec. 6-812 FEES.**

A. The license fees are as follows:

|                               |          |
|-------------------------------|----------|
| Class A Contractor            | \$175.00 |
| Each Additional License       | \$20.00  |
| Class B Contractor            | \$175.00 |
| Each Additional License       | \$20.00  |
| Class C Contractor            | \$175.00 |
| Each Additional License       | \$20.00  |
| Class R, Roofing Contractor   | \$75.00  |
| Each Additional License       | \$20.00  |
| Class S, Specialty Contractor | \$75.00  |

|                                      |          |
|--------------------------------------|----------|
| Each Additional License              | \$20.00  |
| Class SP, Swimming Pool Contractor   | \$75.00  |
| Each Additional License              | \$20.00  |
| Master Electrician with Company      | \$125.00 |
| Each Additional Master or Journeyman | \$20.00  |
| Master Plumber with Company          | \$125.00 |
| Each Additional Master or Journeyman | \$20.00  |
| Master HVAC Mechanic with Company    | \$125.00 |
| Each Additional Master or Journeyman | \$20.00  |

- B. License fees shall be paid without being prorated.
- C. For contractors holding multiple classifications of license, (i.e. Electrical, Plumbing, Class B or C), the first, whichever is greater, shall be at the full license amount, with additional license for same licensee being \$50.00 per license.

**Sec. 6-813 REVOCATION OF OCCUPATIONAL LICENSE.**

The Construction Board of Appeals (CBA) shall have the authority in accordance with Kansas law and the authority granted in this ordinance to admonish, reprimand, and otherwise discipline any contractor who holds an occupational license and is subject to the requirements of this Article including the suspension or revocation of the contractor’s occupational license issued under the provisions of this Article. The CBA may suspend or revoke a contractor’s occupational license if the CBA concludes, following a hearing, that the contractor’s action or inaction is:

- A. A serious or repeated violation of the provisions of this Article, any applicable Code, or the failure to comply within a reasonable time to any lawful written order of the Building Code Official or Codes Inspector;
- B. A knowing and intentional misrepresentation of a material fact made in connection with obtaining a contractor’s occupational license or a building permit;
- C. A fraudulent or deceitful use of a contractor’s occupational license to obtain a building permit;
- D. Failure to obtain a building permit or to obtain a required inspection of an ongoing project as required by any applicable Code;
- E. A failure to pay any required application or licensing fees for a building permit, contractor occupational license, or inspection fee.

**BOARD ACTION.**

Upon finding by a majority of the members present at the hearing that a contractor has violated one or more of the provisions in Section 6-813, the CBA may admonish, reprimand, or take other appropriate

disciplinary action against such contractor including, but not limited to:

- A. Suspension of the Contractor's occupational license for a fixed period not to exceed 90 days.
- B. Suspension of the contractor's occupational license for a fixed period exceeding 90 days, provided, however, the contractor shall have the right to have the suspension and the terms thereof reconsidered by the CBA at the expiration of the first 90 days and every 90 days thereafter to determine if just cause exists to modify or terminate the suspension. Such reconsideration may, at the board's option, include a hearing.
- C. Revocation of the contractor's occupational license for a period not less than 12 months from the date of revocation. A contractor's license shall be revoked if the contractor has been suspended two times during any 36 month period.

Any decision of the CBA shall be made in writing and mailed to the contractor. A contractor whose occupational license is the subject of a CBA action may appeal any decision of the CBA to the Ottawa City Commission by filing a notice of appeal with the Planning & Codes Department within 20 days following the fifth day after the CBA's written decision was mailed to the contractor as evidenced by certified mail which shall be included with the decision. When an appeal is filed, City staff will forward the appeal and the CBA decision to the Ottawa City Commission along with the CBA record. Appeals to the City Commission shall be de novo and no action shall be taken by the CBA during a pending appeal.

**Sec. 6-814 REINSTATEMENT OF LICENSE.**

- A. Any contractor whose occupational license is suspended for any code related violation must provide satisfactory evidence to the CBA that the violation has been corrected in accordance with the applicable code.
- B. When a contractor's occupational license is revoked a new occupational license shall not be granted until the contractor has provided the CBA with satisfactory evidence that a new occupational license should be issued. If the contractor's occupational license was revoked as the result of code-related violation, such contractor may not be re-licensed unless the CBA determines that the violation has been corrected.

Section 1. City of Ottawa Ordinance Numbers 3739-09 is hereby repealed. Chapter 6, Article VIII of the Municipal Code 1997 will be replaced in its entirety.

Section 2. EFFECTIVE DATE; PUBLICATION. This ordinance shall take effect and be in force after its publication in the official City newspaper.

PASSED AND ADOPTED by the governing body of the City of Ottawa, Kansas, this 19th day of December, 2012.

Blake Jorgensen, Mayor

Attest:  
Carolyn S. Snethen, City Clerk