



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

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

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

A Study Session is scheduled for **April 25, 2016 at 4:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

**I. Public Comments**

**II. Interview for Airport Advisory Board:**

4:15 pm - Milton Scott *Pg 3*

**III. Items to be Placed on the Regular City Commission Agenda**

- a. Minutes from the April 18, 2016 Study Session and April 20, 2016 Regular Meeting *Pgs 4-10*
- b. Recommendation to Approve Agreement with Kansas Department of Transportation for 2016 Federal Funds Exchange - Scott Bird and Michael Haeffele *Pgs 11-20*
- c. Request to Approve the 2016-2020 Capital Improvement Plan (CIP) - Staff *Pgs 21-73*
- d. Reappointments to Boards and Commissions - Richard Nienstedt *Pg 74*

**IV. Items for Presentation and Discussion**

- a. Street Closure Request for Ottawa Library - Meg Dickinson *Pgs 75-76*
- b. March Monthly Reports - Staff *Pgs 77-150*
- c. City Manager's Report
- d. Commissioner's Reports
- e. Mayor's Report

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

**#25. Don't bypass the system! If you have a manager or other chief administrative officer, stick to policy-making and avoid personal involvement in the day-to-day operations of the city.**

V. **Announcements**

- April 30, 2016 Arbor Day Celebration/Tree Planting, 10:00 am, 2nd & Walnut
- May 2, 2016 Study Session, 4:00 pm, City Hall
- May 6, 2016 Special Call **Regular** Meeting for Date & Location Change, 10:00 am, Neosho County Community College, 900 E. Logan
  
- May 9, 2016 Study Session, 4:00 pm, City Hall
- May 11, 2016 Annual Memorial Service for Police Week, 6:00 pm, Faith Lutheran Church
- May 16, 2016 Study Session, 4:00 pm, City Hall
- May 18, 2016 Commission Photo, 9:15 am, City Hall
- May 18, 2016 **Regular** Meeting, 9:30 am, City Hall
- May 18, 2016 Special Call City/County Commission Joint Meeting, 10:15 am, City Hall
- May 18, 2016 Joint City/County/USD 290 Luncheon, 12:00 pm, City Hall

VI. **Adjourn**

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

VII. **Items Already Placed**



City of Ottawa, Kansas
Application to Serve on a Board or Commission

Name of Board(s) you wish to serve on Airport Advisory Board

Name Milton Scott

Address 603 S. Maple
Ottawa

Do you live within the City limits? [checked] yes [ ] no

Home phone number Cell phone number 7852292710

Email address miltone@swbell.net

Place of employment Garmin International

How long have you been a resident of Ottawa? 31 years

How long have you been a resident of Franklin County? 31 years

How much time can you devote to serving each month? 10 hours or more

Are you related to a Board/Commission member or a City employee? [ ] yes [checked] no

Briefly describe why you are interested in serving on a Board for the City of Ottawa.
Been an aircraft mechanic for over 35 years. Would like to see the airport grow.
Have worked at severals airport in the area and believe that it is a big access to the city.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

Was a leader in cub and boy scouts in Ottawa with my kids. Ran the cub scouts pinewood derby for 15 years.
Was a assistant wrestling coach work Ottawa Mat Masters for 5 years.
Now helping with Ottawa air scouts.

Have you read the Functions of the Board/Commission you're applying for? [checked] yes [ ] no
(Found on City's Website at www.ottawaks.gov. / Government / Boards and Commissions)

Signature Milton Scott Digitally signed by Milton Scott Date: 2016.03.31 21:05:44 -05'00' Date 3/31/16

Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Glora Mathews at 785-229-3637, or by email at: gmathews@ottawaks.gov.

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

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

Mayor Caylor called the meeting to order.

**Public Comments**

John Coen, Executive Director for the Chamber of Commerce, introduced James Oltman, the new Franklin County Development Council Executive Director. Mr. Coen also stated the chamber will be sending out a survey to Chamber members regarding alcohol at events on city property.

**Executive Session**

**Recess**

Commissioner Jorgensen made a motion, seconded by Commissioner Reed to enter into executive session for a period of 15 minutes and reconvene at 4:25 pm for Attorney-Client Privilege with the City Manager and City Attorney present. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 4:10 pm.

**Reconvene**

Commissioner Reed made a motion, seconded by Commissioner Graves to reconvene from executive session at 4:25 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened.

**Minutes to Review**

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

**Proclamation—National Arbor Day**

The Governing Body reviewed a proclamation recognizing April 29, 2016 as National Arbor Day. It was agreed to place this item on the next regular meeting agenda.

**Rezone Request—624 & 822 E 11<sup>th</sup> Street**

The Governing Body heard from Community Development Director Wynndee Lee regarding a rezone request by Ottawa University to rezone the properties located at 624 & 822 E 11<sup>th</sup> Street from R-1 Low Density Residential District to R-3 High Density Residential District. A public hearing was held by the Planning Commission on March 9, 2016. The planning commission recommended approval of this rezone request. It was agreed to place this item on the next regular meeting agenda.

### **Ordinance—Annexing Land**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to approve ordinances annexing land to the City of Ottawa generally located at 415, 513, 618, 619, and 701 W Wilson Street. All of these properties are currently receiving city utilities and other city services. It was agreed to place these items on the next regular meeting agenda.

Community Development Director Wynndee Lee stated there are other properties that are being considered and asked for consensus to begin the notification process. Consensus was given by the Governing Body.

### **Airport Master Plan Agreement**

The Governing Body heard from Public Works Director Michael Haeffele regarding a request to approve the Airport Master Plan Agreement for the amount of \$165,410. It was agreed to place this item on the next regular meeting agenda.

### **Alcohol for Events on City Property**

The Governing Body discussed research on surrounding areas that allow special alcohol permits as well as state requirements for temporary events. City Attorney Blaine Finch will work with City Staff to get a sample ordinance drafted. City Manager Richard U Nienstedt advised the Governing Body to take the opportunity to visit with the community and get their feedback.

### **Commission Board/Committee Assignments**

The Governing Body discussed boards and committees and assigned each commissioner to the following Boards/Committees.

- Mayor Caylor: Franklin County Development Council, Ottawa Library Board
- Mayor Pro Tem Reed: Chamber of Commerce, Kansas Municipal Energy Agency
- Commissioner Graves: OMA Advisory Board, Play Task Force
- Commissioner Jorgensen: Airport Advisory Board
- Commissioner Skidmore: Neighborhood Revitalization Committee, Prairie Paws Animal Shelter

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

City Manager Richard U. Nienstedt reported:

- May 18, 2016: Joint Meeting between the City and County Commission, Commission Chambers, City Hall, 10:15 a.m.

Community Development Director Wynndee Lee spoke regarding a structure damaged by a vehicle. Mrs. Lee stated this structure will need immediate action in getting the structure safe.

### **Commissioners' Reports**

Commissioner Skidmore reminded all it was Tax Day.

Commissioner Jorgensen stated he would be attending the School Board meeting tonight.

### **Announcements**

Mayor Caylor announced:

- April 20, 2016: Regular Meeting, 9:30 am, City Hall
- April 20, 2016: City/County/USD 290 Joint Meeting, 12:00 pm, USD 290 District Office
- April 25, 2016: Study Session, 4:00 pm, City Hall
- May 2, 2016: Study Session, 4:00 pm, City Hall

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Skdimore made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:22 pm.

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Carolyn S. Snethen, City Clerk

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of April 20, 2016**

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

Mayor Caylor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American Flag. The invocation was given by Wayne Castle with First United Methodist Church.

**Consent Agenda**

The Governing Body reviewed the consent agenda consisting of Minutes from the April 4, 2016 Study Session, April 11, 2016 Study Session, and April 6, 2016 Regular Meeting; a Cereal Malt Beverage Application for Cosentino's Price Chopper for the remaining of 2016; the 2016-2017 Board and Commission Assignments; and the regular meeting agenda. Commissioner Reed made a motion, seconded by Commissioner Graves to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Public Comments**

None offered at this time.

**Declaration**

None made at this time.

**Proclamation—Arbor Day**

Commissioner Jorgensen read a proclamation recognizing April 29, 2016 as Arbor Day. As a Tree City USA designee, the city of Ottawa takes special notice of Arbor Day with the planting of a tree. The proclamation was accepted by Tree Board Member J.R. Daugharty. Mr. Daugharty stated he has been a member of the tree board for 8 to 10 years. Mr. Daugharty stated this is a very active board and encourages any citizens that are interested in serving to contact the City of Ottawa. Mr. Daugharty also invited all to a Tree Planting Day on Saturday April 29<sup>th</sup> at 10:00 am at Walnut and 2<sup>nd</sup> Street. The Tree Board and others will be planting trees around the parking lots in this location.

**Ottawa Municipal Airport Master Plan**

The Governing Body heard from Public Works Director Michael Haeffele regarding a request to approve the Ottawa Municipal Airport Master Plan. This agreement is with Alfred Benesch & Company for professional consulting services to update the Airport Master Plan. This Master Plan is very important, because without it, the City would not be able to obtain grant monies from the FAA (Federal Aviation Administration). The Master plan really helps us see the future of the airport. The cost for the Airport Master Plan will be paid 90% by the FAA and 10% by the City. Commissioner Graves made a motion, seconded by Commissioner Jorgensen to conditionally approve the master plan pending legal review and authorize the City Manager to sign the agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared the Ottawa Municipal Airport Master Plan conditionally approved pending legal review.

April 20, 2016 Unofficial until Approved

**Rezoning Request—624 and 822 E 11<sup>th</sup> Street**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request by Ottawa University to rezone the properties located at 624 and 822 E 11<sup>th</sup> Street. This request is to rezone the above properties from an R-1 Low Density Residential District to a R-3 High Density Residential District. A public hearing was held by the Planning Commission and they have requested approval of this rezoning with a 4-0 vote. Commissioner Reed made a motion, seconded by Commissioner Graves to approve the ordinance for the rezoning request of 624 and 822 E 11<sup>th</sup> Street. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3915-16.

**Ordinance—Annexing 415 W Wilson**

The Governing Body heard from Community Development Director Wynndee Lee regarding request to annex land to the City of Ottawa generally located at 415 W Wilson Street. The property is receiving city utilities and the owners have signed the consent to annex. Commissioner Jorgensen made a motion, seconded by Commissioner Reed to approve the ordinances annexing 415, 513, 618, 619, and 701 W Wilson into City Limits. The motion was then withdrawn by Commissioner Jorgensen due to legal advice and the second was withdrawn by Commissioner Reed. Commissioner Jorgensen then made a motion, seconded by Commissioner Reed to adopt the ordinance annexing 415 W Wilson into city limits. The motion was considered and upon being put, all present voted aye with a voice vote. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3916-16.

**Ordinance—Annexing 513 W Wilson**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to annex land to the City of Ottawa generally located at 513 W Wilson Street. The property is receiving city utilities and the owners have signed the consent to annex. Commissioner Graves made a motion, seconded by Commissioner Reed to adopt the ordinance annexing 513 W Wilson into city limits. The motion was considered and upon being put, all present voted aye with a voice vote. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3917-16.

**Ordinance—Annexing 618 W Wilson**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to annex land to the City of Ottawa generally located at 618 W Wilson Street. The property is receiving city utilities and the owners have signed the consent to annex. Commissioner Reed made a motion, seconded by Commissioner Graves to adopt the ordinance annexing 618 W Wilson into city limits. The motion was considered and upon being put, all present voted aye with a voice vote. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3918-16.

### **Ordinance—Annexing 619 W Wilson**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to annex land to the City of Ottawa generally located at 619 W Wilson Street. The property is receiving city utilities and the owners have signed the consent to annex. Commissioner Jorgensen made a motion, seconded by Commissioner Graves to adopt the ordinance annexing 618 W Wilson into city limits. The motion was considered and upon being put, all present voted aye with a voice vote. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3919-16.

### **Ordinance—Annexing 701 W Wilson**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to annex land to the City of Ottawa generally located at 701 W Wilson Street. The property is receiving city utilities and the owners have signed the consent to annex. Commissioner Reed made a motion, seconded by Commissioner Graves to adopt the ordinance annexing 701 W Wilson into city limits. The motion was considered and upon being put, all present voted aye with a voice vote. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3920-16.

Community Development Director Wynndee Lee further spoke regarding the annexing process and the next phases that will be looked at for annexation by the City of Ottawa.

### **Report by City Manager**

City Manager Richard U. Nienstedt reported:

- The Airport was a major topic of discussion when he was hired as City Manager. With the great leadership of the Commission, City Staff, and the Advisory Board the airport has become what it is today. It is very important to us to get the voices of our citizens regarding the airport. The airport is an important piece in the Rock Creek Development Park Planning Process and is an intangible benefit to the community.
- Reminder of the City/County/USD 290 Joint Meeting Luncheon at the USD 290 Building today at noon.

### **Report by City Commissioners**

Commissioner Reed thanked Utilities Director Dennis Tharp and other city staff on the new light put at the intersection of 68 Highway and Eisenhower. She has received many compliments regarding this from citizens.

Commissioner Jorgensen spoke regarding his daughter graduating from high school as the valedictorian of her class as well as being a designated Kansas Scholar. Commissioner Jorgensen is very proud of his daughter and all the kids on their academic accomplishments.

### **Report by Mayor**

Mayor Caylor congratulated Commissioner Jorgensen's daughter on her accomplishments. Mayor Caylor also thanked Turner flowers for the beautiful flowers they provided for the Commission Meetings.

### **Announcements**

Mayor Caylor announced:

- April 25, 2016: Study Session, 4:00 pm, City Hall
- May 2, 2016: Study Session, 4:00 pm, City Hall
- May 6, 2016: Special Call Regular Meeting for Date & Location Change, 10:00 am, NCCC

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Jorgensen made a motion, seconded by Commissioner Reed to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 10:16 am.

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Carolyn S. Snethen, City Clerk

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**CITY OF OTTAWA**

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**TO:** RICHARD U. NIENSTEDT, CITY MANAGER AND THE HONORABLE CITY COMMISSION  
**FROM:** MICHAEL HAEFFELE, DIRECTOR OF PUBLIC WORKS AND SCOTT D. BIRD, DIRECTOR OF FINANCE  
**SUBJECT:** KDOT FEDERAL FUNDS EXCHANGE PROGRAM 2016  
**DATE:** 4/20/2016

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Attached you will find an agreement prepared by the Kansas Department of Transportation (KDOT) for the 2016 Federal Funds Exchange. As you may recall, this is a voluntary program that allows local public agencies to exchange federally allocated dollars in a specific federal fiscal year with KDOT in exchange for state transportation dollars. A portion of the federal-aid transportation dollars that are made available to the State of Kansas are shared with local agencies.

Federal funds made available for the small urban cities, which is the category the City of Ottawa falls in, are distributed to each city in proportion to its population relative to the total population of all eligible cities. As stated in the agreement, the exchange rate for the program is \$0.90 of state funds for every \$1.00 of local federal obligation authority exchanged. While funds may be "stockpiled" for up to 3 years, it has been the practice of the City of Ottawa to request funds on an annual basis so they may be utilized by the City as early as possible.

The total amount of funds allocated on behalf of the City of Ottawa is \$231,768.77, ninety percent of which is \$208,591.89. Once the agreement is approved and returned to KDOT, and after the 2016 street projects are completed, a request for reimbursement may be submitted for the City's allocation. When the funds are received, they will be receipted into Fund 2800 - (Special Streets Fund).

**Recommendation:** That the attached agreement with KDOT be approved at the next regular meeting and a request for the City's allocation be submitted as early as possible.

FUND EXCHANGE MASTER  
CITY OF OTTAWA, KANSAS

**FEDERAL-AID  
FUND EXCHANGE  
MASTER AGREEMENT**

This MASTER AGREEMENT is between **MICHAEL S. KING, Secretary of Transportation**, Kansas Department of Transportation (KDOT) (the “Secretary”) and the **City of Ottawa, Kansas** (the “City”), **collectively**, the “Parties.”

**RECITALS:**

- A. The Secretary has authorized a Federal Fund Exchange Program under which local units of government may exchange some or all of the Federal Funds allotment by KDOT to the local unit in a specific federal fiscal year for State Funds allocated to the Secretary.
- B. The City desires to exchange all or a portion of the City’s annual allotment of Federal Funds for State Funds at the Exchange Rate or to bank all or a portion of its annual allotment, such amount to be used in the future for either a Federal-Aid Project or exchanged for State Funds at the Exchange Rate.
- C. The Secretary and the City are empowered by the laws of Kansas to enter into agreements incident to the financing, construction, and maintenance of city roads utilizing federal or state funds.
- D. The Parties have determined the Federal Fund Exchange Program would be most efficiently administered under this Master Agreement.

**NOW, THEREFORE**, the Parties agree as follows:

**ARTICLE I**

**DEFINITIONS:**

As used in this Agreement, the capitalized terms below have the following meanings:

- 1. “**Agreement**” means this written document, including all attachments and exhibits, evidencing the legally binding terms and conditions of the agreement between the Parties.
- 2. “**Banked Funds**” means the city’s annual allotment of Federal Funds which the City has decided to use in the future for either a Federal-Aid Project or to be exchanged for State Funds.
- 3. “**City**” means the City of Ottawa, Kansas.
- 4. “**Effective Date**” means the date this Agreement is signed by the Secretary or his designee.

5. **“Exchange Rate”** means the exchange of Federal Funds allotment for State Funds at a rate of ninety percent (90%) of State Funds for one hundred percent (100%) of local federal obligation authority for costs incurred pursuant to this Agreement, on a reimbursement basis.
6. **“Exchanged Funds”** means the funds from the City’s annual allotment of Federal Funds exchanged for State Funds at the Exchange Rate.
7. **“Exchanged Portion”** means a portion of funds from the City’s annual allotment of Federal Funds exchanged for State Funds.
8. **“Federal Funds”** means federal-aid transportation funds, including Surface Transportation Program funds, for use on state and local federal-aid transportation projects.
9. **“Fund Exchange Request”** means the attached form “Attachment A” which is submitted by the City to KDOT to request the exchange of Federal Funds for State Funds in any given year, and the terms of which are incorporated herein by reference.
10. **“KDOT”** means the Kansas Department of Transportation, an agency of the state of Kansas, with its principal place of business located at 700 SW Harrison Street, Topeka, KS, 66603-3745.
11. **“Parties”** means the Secretary and KDOT, individually and collectively, and the City.
12. **“Secretary”** means Michael S. King, in his official capacity as Secretary of Transportation of the state of Kansas, and his successors.
13. **“State Funds”** means State of Kansas transportation funds.

## ARTICLE II

### TERMS OF AGREEMENT:

1. **Secretary Authorization.** The Secretary is authorized by the City to take such steps as are deemed by the Secretary to be necessary or advisable for the purpose of securing the benefits of the current Federal-Aid Transportation Act for this exchange.
2. **Incorporation of Program Application.** The City will submit a Fund Exchange Request when it desires to exchange its Federal Funds. The Fund Exchange Request will be incorporated into and made a part of this Agreement for all purposes.
3. **Exchange of Funds.**
  - (a) When the City submits a Fund Exchange Request to use the Banked Funds for a Federal-Aid Project, the Secretary will apply one hundred percent (100%) of the requested amount to said project, up to the amount indicated on the Fund Exchange Request.

- (b) When the City submits a Fund Exchange Request, to use the Exchanged or Banked Funds pursuant to the Federal Fund Exchange Program, the following terms will apply to the exchange:
  - (i) The City authorizes the Secretary to retain and use the Exchanged Portion of the City's annual allotment of Federal Funds for the federal fiscal year indicated in the Fund Exchange Request in exchange for State Funds at the Exchange Rate.
  - (ii) The Secretary shall reimburse the City, with State Funds, for one hundred percent (100%) of costs incurred pursuant to this Agreement, up to ninety percent (90%) of the amount of funds as indicated on the Fund Exchange Request. All costs incurred in excess of the fund exchange amount will be the sole responsibility of the City.
  - (iii) Any State Funds exchanged pursuant to this Agreement may be carried over in the next federal fiscal year by the City. Banking of Exchanged Funds is limited to three (3) consecutive fiscal years, unless written approval is obtained from the Secretary.
  - (iv) The City understands that the Secretary may use the retained Federal Funds exchanged by the City for any federally eligible purpose or project within the State.
  - (v) The Secretary will make partial payments to the City for amounts not less than \$1,000 and no more frequently than monthly. Such payments will be made after receipt of proper billing showing costs paid by the City and any reimbursement form required by KDOT.

4. **Limitations on Use of State Funds.**

- (a) The City shall not deposit the exchanged State Funds into the operating budget for the City.
- (b) The City shall use the State Funds exchanged pursuant to this Agreement for:
  - (i) transportation projects, as approved by the Secretary, which are eligible under KDOT's Federal Fund Exchange Guidelines; and
  - (ii) for all phases of approved transportation project(s) including, but not limited to preliminary engineering, right of way acquisition, utility relocation, construction and inspection.
- (c) Upon completion of the transportation project, the City shall notify Secretary and allow the Secretary to participate in a final review of the project. Reviews by the Secretary are not done for the benefit of the City or its contractors, or agents, or other political subdivision, or the traveling public. The Secretary makes no representation, express or implied warranty to any person or entity concerning the adequacy or accuracy of the design plans, specifications, estimates, surveys, and any necessary

investigations or studies, including, but not limited to, environmental, hydraulic, and geological investigations or studies for the Project, or any other work performed by the City.

5. **Availability of State Funds.** The total dollars exchanged under this Agreement are contingent upon the availability of State Funds. If, in the judgment of the Secretary, sufficient State Funds are not appropriated to continue the function performed in this Agreement, the Secretary may terminate this Agreement without further notice. The Secretary will not be responsible to the City for any reduction in State Funds.
6. **Availability of Federal Funds.** The total dollars exchanged under this Agreement are also contingent upon the availability of Federal Funds. If, due to Congressional funding restrictions, sufficient Federal Funds have not been allocated to the City, the Secretary shall exchange funds in the amount available.
7. **Audit.** The City will participate and cooperate with the Secretary in an audit which will occur either annually or by project. The City shall make its records and books available to representatives of the Secretary for audit for a period of five (5) years after date of final payment under this Agreement. If any such audits reveal payments have been made with State Funds to the City for items considered non-participating, the City shall promptly reimburse Secretary for such items upon notification by Secretary.
8. **Compliance with Federal and State Laws.** The City shall comply with all applicable federal, state, and local laws, regulations, executive orders, and ordinances governing the projects undertaken pursuant to this Agreement.
9. **Legal Authority.** The City shall adopt all necessary ordinances and/or resolutions and take such administrative or legal steps as may be required to give full effect to the terms of this Agreement.
10. **Indemnification.** To the extent permitted by law, the City agrees to defend, indemnify, hold harmless, and save the Secretary and his or her authorized representatives from any and all costs, liabilities, expenses, suits, judgments, damages to persons or property or claims of any nature whatsoever arising out of or in connection with the provisions or performance of this Agreement by the City or the City's employees.

### ARTICLE III

#### GENERAL PROVISIONS:

1. **Civil Rights Act.** The "Special Attachment No. 1," pertaining to the implementation of the Civil Rights Act of 1964, is attached and made a part of this Agreement.
2. **Contractual Provisions.** The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

3. **Binding Agreement.** This Agreement and all contracts entered into under the provisions of this Agreement shall be binding upon the Secretary and the City and their successors in office.
4. **No Third Party Beneficiaries.** No third party beneficiaries are intended to be created by this Agreement, nor do the parties herein authorize anyone not a party to this Agreement to maintain a suit for damages pursuant to the terms or provisions of this Agreement.
5. **Headings.** The captions of the various articles and sections of this Agreement are for convenience and ease of reference only, and do not alter the terms and conditions of any part or parts of this Agreement.
6. **Effective Date.** This Agreement will become effective as of the date signed by the Secretary or his designee.

**IN WITNESS WHEREOF** the Parties have caused this Agreement to be signed by their duly authorized officers as of the Effective Date.

ATTEST:

THE CITY OF OTTAWA, KANSAS

\_\_\_\_\_  
CITY CLERK (Date)

\_\_\_\_\_  
MAYOR

(SEAL)

Kansas Department of Transportation  
Michael S. King, Secretary of Transportation

By: \_\_\_\_\_  
Jerome T. Younger, P.E. (Date)  
Deputy Secretary and  
State Transportation Engineer

(Example Fund Exchange Request)



**KANSAS DEPARTMENT OF TRANSPORTATION**  
**BUREAU OF LOCAL PROJECTS**  
**REQUEST TO EXCHANGE FEDERAL FUNDS UNDER THE FEDERAL-AID FUND**  
**EXCHANGE MASTER AGREEMENT**

Date: May 4, 2016

County/City: City of Ottawa, Kansas

Federal Funds to Be Exchanged: \$ 208,591.89

The Secretary of Transportation is hereby requested to make available to the city/county State Funds in exchange for the city's/county's allotment of Federal Funds in the amount stated above. The Exchange will be made under the Terms and Conditions as set forth in the city/county's Federal Fund Exchange Master Agreement previously executed between the city/county and the Secretary. This request shall be attached to and become a part of the city/county's Federal Funds Exchange Agreement.

Contact Person: Scott D. Bird Title: Director of Finance

Address: 101 S. Hickory, Ottawa, Kansas 66067-0060

Phone: 785-229-3615 Email: sbird@ottawaks.gov

Signature\* Date

Scott D. Bird

Typed or Printed Name

Director of Finance

Title

*\*The representative signing this request must be authorized by law to bind the city/county to an agreement.*

**KANSAS DEPARTMENT OF TRANSPORTATION**

Special Attachment  
To Contracts or Agreements Entered Into  
By the Secretary of Transportation of the State of Kansas

NOTE: Whenever this Special Attachment conflicts with provisions of the Document to which it is attached, this Special Attachment shall govern.

THE CIVIL RIGHTS ACT OF 1964, and any amendments thereto,  
REHABILITATION ACT OF 1973, and any amendments thereto,  
AMERICANS WITH DISABILITIES ACT OF 1990, and any amendments thereto,  
AGE DISCRIMINATION ACT OF 1975, and any amendments thereto,  
EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY  
POPULATIONS AND LOW INCOME POPULATIONS 1994, and any amendments thereto,  
49 C.F.R. Part 26.1 (DBE Program), and any amendments thereto

**NOTIFICATION**

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 (78 Stat. 252), §504 of the Rehabilitation Act of 1973 (87 Stat. 355) and the Americans with Disabilities Act of 1990 (42 USC 12101), the Age Discrimination Act of 1975 (42 USC 6101), the regulations of the U.S. Department of Transportation (49 C.F.R., Part 21, 23, and 27), issued pursuant to such Act, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations (1994), and the DBE Program (49 C.F.R., Part 26.1), hereby notifies all contracting parties that, the contracting parties will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, religion, color, gender, age, disability, national origin, or minority populations and low income populations as more specifically set out in the following "Nondiscrimination Clauses".

**CLARIFICATION**

Where the term "Consultant" appears in the following "Nondiscrimination Clauses", the term "Consultant" is understood to include all parties to contracts or agreements with the Secretary of Transportation of the State of Kansas.

**Nondiscrimination Clauses**

During the performance of this contract, the Consultant, or the Consultant's assignees and successors in interest (hereinafter referred to as the "Consultant"), agrees as follows:

- 1) Compliance with regulations: The Consultant will comply with the regulations of the U.S. Department of Transportation relating to nondiscrimination in its federally-assisted programs and codified at Title 49, Code of Federal Regulations, Parts 21, 23 and 27, (hereinafter referred to as the "Regulations"). The Regulations are herein incorporated by reference and made a part of this contract.
- 2) Nondiscrimination: The Consultant, with regard to the work performed by the Consultant after award and prior to the completion of the contract work, will not discriminate on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations in the selection and retention of subcontractors, including in the procurements of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) Solicitations for Subcontractors, including Procurements of Material and Equipment: In all solicitations, either competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract including procurements of materials and equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations.

- 4) Information and Reports: The Consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and the Secretary of the Transportation of the State of Kansas will be permitted access to the Consultant's books, records, accounts, other sources of information, and facilities as may be determined by the Secretary of Transportation of the State of Kansas to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Secretary of Transportation of the State of Kansas and shall set forth what efforts it has made to obtain the information.
- 5) Employment: The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, disability, or national origin.
- 6) Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Secretary of Transportation of the State of Kansas shall impose such contract sanctions as the Secretary of Transportation of the State of Kansas may determine to be appropriate, including, but not limited to,
  - (a) withholding of payments to the Consultant under the contract until the Consultant complies, and/or
  - (b) cancellation, termination or suspension of the contract, in whole or in part.
- 7) Disadvantaged Business Obligation
  - (a) Disadvantaged Business as defined in the Regulations shall have a level playing field to compete for contracts financed in whole or in part with federal funds under this contract.
  - (b) All necessary and reasonable steps shall be taken in accordance with the Regulations to ensure that Disadvantaged Businesses have equal opportunity to compete for and perform contracts. No person(s) shall be discriminated against on the basis of race, color, gender, or national origin in the award and performance of federally-assisted contracts.
  - (c) The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of Federally-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 8) Executive Order 12898
  - (a) To the extent permitted by existing law, and whenever practical and appropriate, all necessary and reasonable steps shall be taken in accordance with Executive Order 12898 to collect, maintain, and analyze information on the race, color, national origin and income level of persons affected by programs, policies and activities of the Secretary of Transportation of the State of Kansas and use such information in complying with Executive Order 12898.
- 9) Incorporation of Provisions: The Consultant will include the provisions of paragraphs (1) through (8) in every subcontract, including procurements of materials and equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the Secretary of Transportation of the State of Kansas may direct as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, however, that, in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into such litigation to protect the interests of the State.

### CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

## STAFF MEMORANDUM

**TO:** Richard U. Nienstedt, City Manager

**FROM:** Wynndee Lee, ACIP, Community Development Director &  
Scott Bird, Finance Director

**DATE:** April 13, 2016

**SUBJECT:** Capital Improvement Plan

On March 9, 2016 the Ottawa City Planning Commission called a public hearing to generate public comments on the proposed Capital Improvement Plan (CIP) for 2016 to 2020. The public hearing was continued to the Planning Commission April 13, 2016 meeting.

Staff including the Finance Director, Public Works Director, and the Community Development Director, reviewed items on the CIP with the Planning Commission members. The Planning Commission made a motion recommending the City Commission to approve the 2016 to 2020 CIP by a 6-0 vote.

The document attached is a result of a change in the way the Capital Improvement Plan is being handled. Late last year, staff investigated possible CIP software programs, with the goal of making the product more user friendly and more professional in appearance. The software that was selected is already being used by other nearby communities, achieved the criteria desired and was a very reasonably priced solution.

Staff had to come up to speed quickly earlier this year to learn how to use the new software and enter the data. What was being used previously was an Excel spreadsheet, which had become unwieldy at best. With that being said, we're pleased to present what we believe will be a more informative and comprehensive CIP product that provides a more professional look and will offer even greater detail in the future.

City of Ottawa, Kansas  
*Capital Improvement Plan*

FY '16 thru FY '20

**PROJECTS BY DEPARTMENT**

Department	Project#	Priority	FY '16	FY '17	FY '18	FY '19	FY '20	Total
<b>Airport</b>								
Update Airport Master Plan	AIR-16-001	1	198,000					198,000
Jet-A Fuel Tank/Pump	AIR-16-002	1	100,000					100,000
Taxiway Lights	AIR-18-001	2			420,000			420,000
Environmental Assessment	AIR-19-001	2				80,000		80,000
Purchase Property	AIR-20-001	2					200,000	200,000
<b>Airport Total</b>			<b>298,000</b>		<b>420,000</b>	<b>80,000</b>	<b>200,000</b>	<b>998,000</b>
<b>Building</b>								
Vehicle Asset Protection Project(VAPP)-Parking Lot	Bld-16-001	3			215,000			215,000
Construct New Park Building	BLDG-17-002	1		300,000				300,000
<b>Building Total</b>				<b>300,000</b>	<b>215,000</b>			<b>515,000</b>
<b>Electric</b>								
25 MVA Transformer at SE Substation	ELEC-17-001	2		3,000,000				3,000,000
Reconductor Feeder 11	ELEC-17-002	2		190,300				190,300
Extend Feeder 11 to Industrial Park	ELEC-17-003	3		445,000				445,000
Distribution Building	ELEC-17-004	3		300,000				300,000
New Feeder 15	ELEC-18-001	3			1,438,000			1,438,000
Convert Feeds and Add New Feeder	ELEC-18-002	3			1,700,000	1,700,000		3,400,000
Reconductor Feeder 12	ELEC-19-002	3				350,000		350,000
Substation and Reconductor	ELEC-20-001	3					300,000	300,000
River Crossing Circuit 8-10 Structure Rebuild	ELEC-20-002	3					1,500,000	1,500,000
<b>Electric Total</b>				<b>3,935,300</b>	<b>3,138,000</b>	<b>2,050,000</b>	<b>1,800,000</b>	<b>10,923,300</b>
<b>Finance</b>								
Upgrade Accounting System	*FIN-18-001	2				100,000		100,000
<b>Finance Total</b>						<b>100,000</b>		<b>100,000</b>
<b>Fire Department</b>								
Fire Truck Beck Pumper E-1	*F-16-001	1	550,000					550,000
<b>Fire Department Total</b>			<b>550,000</b>					<b>550,000</b>
<b>Information Technology</b>								
Microsoft Office Suite	IT-17-001	2	25,000	25,000	25,000	27,000	27,000	129,000
Telephone System	IT-17-002	2		150,000				150,000
Computer Replacement Program	IT-17-003	2	35,000	35,000	35,000	40,000	40,000	185,000
<b>Information Technology Total</b>			<b>60,000</b>	<b>210,000</b>	<b>60,000</b>	<b>67,000</b>	<b>67,000</b>	<b>464,000</b>
<b>Parks</b>								
Teen Park Development	P&R-17-001	n/a	90,000	90,000	60,000			240,000
Forest Park Tot Lot	Parks-18-002	n/a	0	0	50,000			50,000
Lakeside Park, Freedom Upgrade	Parks-19-003	n/a		0	0	100,000		100,000

Department	Project#	Priority	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Senior Playground & Forest Park Trail	Parks-20-003	n/a	0	0	0		100,000	100,000
<b>Parks Total</b>			<b>90,000</b>	<b>90,000</b>	<b>110,000</b>	<b>100,000</b>	<b>100,000</b>	<b>490,000</b>
<b>Police Department</b>								
Evidence & IT Server Room Fire Suppression	PD-17-001	3		28,000				28,000
Vehicle Asset Protection Project (VAPP)	PD-18-001	3			215,000			215,000
Center Key Card/Fob Security	PD-18-002	3			30,000			30,000
City Radio Replacement Program	PD-18-003	3	32,000	32,000	32,000	32,000	32,000	160,000
<b>Police Department Total</b>			<b>32,000</b>	<b>60,000</b>	<b>277,000</b>	<b>32,000</b>	<b>32,000</b>	<b>433,000</b>
<b>Sewer/Sanitation</b>								
Westside Sewer Interceptor Study and Upgrades	SWR-16-001	2	4,500,000					4,500,000
NE Industrial Park	SWR-18-001	3				0		0
NE sanitary sewer river crossing & Cottonwood Lift	SWR-18-002	2				1,100,000		1,100,000
Central Sewer Interceptor Upgrades	SWR-19-001	3				4,500,000		4,500,000
<b>Sewer/Sanitation Total</b>			<b>4,500,000</b>			<b>5,600,000</b>		<b>10,100,000</b>
<b>Sidewalks</b>								
E.15th Street Sidewalk Improvements	SDW-16-001	2	325,000					325,000
Sidewalk Repair/Replace	SDW-16-002	2	20,000	25,000	25,000	25,000	25,000	120,000
Montana Trail 15th to 23rd	SDW-18-001	4			630,000			630,000
Lincoln Street Trail	SDW-19-001	5				300,000		300,000
<b>Sidewalks Total</b>			<b>345,000</b>	<b>25,000</b>	<b>655,000</b>	<b>325,000</b>	<b>25,000</b>	<b>1,375,000</b>
<b>Stormwater</b>								
Ash St.	*STMW-15-001	1	40,000	50,000	50,000	50,000		190,000
E. 15th Street Storm Sewer	STMW-16-001	2	60,000	75,000				135,000
<b>Stormwater Total</b>			<b>100,000</b>	<b>125,000</b>	<b>50,000</b>	<b>50,000</b>		<b>325,000</b>
<b>Streets</b>								
Annual Street Paving	STR-16-001	2	230,000	230,000	230,000	230,000	230,000	1,150,000
Intersection improvement K 68 & Main	STR-16-003	1	440,000	440,000				880,000
Davis Road Improvments	STR-20-001	2					5,575,000	5,575,000
<b>Streets Total</b>			<b>670,000</b>	<b>670,000</b>	<b>230,000</b>	<b>230,000</b>	<b>5,805,000</b>	<b>7,605,000</b>
<b>Water Department</b>								
Second St. Waterline Walnut east to Poplar 2000'	WTR-16-001	n/a	200,000					200,000
Construct second Clearwell at WTP	WTR-17-001	2		3,600,000				3,600,000
Water Line Section on Davis Road	WTR-18-001	3				262,000		262,000
Cedar Street Waterline move and replace 2nd to 7th	WTR-18-002	1			262,000			262,000
<b>Water Department Total</b>			<b>200,000</b>	<b>3,600,000</b>	<b>262,000</b>	<b>262,000</b>		<b>4,324,000</b>
<b>Water Reclamation Facility</b>								
Mechanical Screen	WRF 17-001	2		220,000				220,000
UV Disinfection	WRF 18-001	2			300,000			300,000
<b>Water Reclamation Facility Total</b>				<b>220,000</b>	<b>300,000</b>			<b>520,000</b>
<b>GRAND TOTAL</b>			<b>6,845,000</b>	<b>9,235,300</b>	<b>5,717,000</b>	<b>8,896,000</b>	<b>8,029,000</b>	<b>38,722,300</b>

# Capital Improvement Plan

FY '16 thru FY '20

Department Airport

## City of Ottawa, Kansas

Contact Public Works Director

Project # AIR-16-001  
 Project Name Update Airport Master Plan

Type Unassigned

Useful Life 15 years

Category Runways

Priority 1 Critical

Description	Total Project Cost: \$198,000
Update Airport Master Plan.	

Justification
The Airport Master Plan must be updated and kept current in order to continue to receive funding from the FAA.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other	198,000					198,000
<b>Total</b>	<b>198,000</b>					<b>198,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Grant: FAA	180,000					180,000
Special Streets	18,000					18,000
<b>Total</b>	<b>198,000</b>					<b>198,000</b>

Budget Impact/Other

# Capital Improvement Plan

FY '16 thru FY '20

Department Airport

## City of Ottawa, Kansas

Contact Public Works Director

Project # AIR-16-002

Type Equipment

Project Name Jet-A Fuel Tank/Pump

Useful Life 20 years

Category Equipment: Miscellaneous

Priority 1 Critical

### Description

Total Project Cost: \$100,000

Install a new Above Ground Storage Tank and pump for Jet-A Fuel.

### Justification

We currently do not have a way to sell Jet-A Fuel to customers that require that type of fuel. In order to help grow the airport this is a must have for aircraft that requires this type of fuel.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other	100,000					100,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Grants	80,000					80,000
Special Streets	20,000					20,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>

### Budget Impact/Other

# Capital Improvement Plan

FY '16 thru FY '20

Department Airport  
 Contact Public Works Director  
 Type Improvement  
 Useful Life 25 years  
 Category Buildings  
 Priority 2 Very Important

## City of Ottawa, Kansas

Project # AIR-18-001  
 Project Name Taxiway Lights

**Description** **Total Project Cost: \$420,000**  
 Install taxiway lights for parallel taxiway and connecting taxiways.

**Justification**  
 Improving the lighting on the taxiway will provide pilots a safe path to follow in darkness to get to the runway.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other			420,000			420,000
<b>Total</b>			<b>420,000</b>			<b>420,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Grant: FAA			420,000			420,000
<b>Total</b>			<b>420,000</b>			<b>420,000</b>

**Budget Impact/Other**

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Airport  
**Contact** Public Works Director  
**Type** Unassigned  
**Useful Life** 5 years  
**Category** Runways  
**Priority** 2 Very Important

**Project #** AIR-19-001  
**Project Name** Environmental Assessment

**Description** **Total Project Cost: \$80,000**  
 An environmental assessment must be completed in order to extend Runway 35 and Runway 17.

**Justification**  
 The Environmental Assessment must be completed per FAA standards in order to extend a runway.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other				80,000		80,000
<b>Total</b>				<b>80,000</b>		<b>80,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Grant: FAA				80,000		80,000
<b>Total</b>				<b>80,000</b>		<b>80,000</b>

**Budget Impact/Other**

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Airport  
**Contact** Public Works Director  
**Type** Unassigned  
**Useful Life** 25 years  
**Category** Runways  
**Priority** 2 Very Important

## City of Ottawa, Kansas

**Project #** AIR-20-001  
**Project Name** Purchase Property

**Description** **Total Project Cost: \$200,000**  
 In order to extend Runway 35/17 property will need to be purchased to ensure clear zone protection requirements are met.

**Justification**  
 FAA requirement

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other					200,000	200,000
<b>Total</b>					<b>200,000</b>	<b>200,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Grant: FAA					200,000	200,000
<b>Total</b>					<b>200,000</b>	<b>200,000</b>

**Budget Impact/Other**

# Capital Improvement Plan

FY '16 thru FY '20

Department Building

## City of Ottawa, Kansas

Contact Police Chief

**Project #** Bld-16-001  
**Project Name** Vehicle Asset Protection Project(VAPP)-Parking Lot

**Type** Improvement

**Useful Life** 25 years

**Category** Parking Lot Improvements

**Priority** 3 Important

**Description** **Total Project Cost: \$215,000**  
 This would construct a standalone building to store the STAR Team response vehicle, and erect covered parking for police department vehicles.

**Justification**  
 The construction of this project will extend the useful life of costly police equipment that is stored on the east side parking lot. This project may be completed in phases and will include proper storage for the tactical truck. As well as an area dedicated to protecting other police vehicles from inclement weather related concerns such as storm/hail damage.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance			215,000			215,000
<b>Total</b>			<b>215,000</b>			<b>215,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined			215,000			215,000
<b>Total</b>			<b>215,000</b>			<b>215,000</b>

**Budget Impact/Other**  
 This project may be completed in phases or in conjunction with other projects across the city to limit harm to the overall city/police department budget.

# Capital Improvement Plan

FY '16 thru FY '20

Department Building

## City of Ottawa, Kansas

Contact Public Works Director

**Project #** BLDG-17-002  
**Project Name** Construct New Park Building

**Type** Improvement

**Useful Life** 25 years

**Category** Buildings

**Priority** 1 Critical

<b>Description</b>	<b>Total Project Cost: \$300,000</b>
Construct a new building for the Parks Division in Forest Park.	

<b>Justification</b>
The Parks Division has long outgrown the current maintenance/storage facilities. This division is currently operating out of two separate buildings in Forest Park, which do not provide adequate room for all equipment and personnel. Removing the two existing buildings and constructing a new 60 X 80 building will provide space needed to properly maintain all park grounds and allow proper storage of equipment at Forest Park as opposed to multiple locations.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance		300,000				300,000
<b>Total</b>		<b>300,000</b>				<b>300,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		260,000				260,000
<b>Total</b>		<b>260,000</b>				<b>260,000</b>

<b>Budget Impact/Other</b>

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Electric  
**Contact** Utilities Superintendent  
**Type** Equipment  
**Useful Life** 20 years  
**Category** Electric  
**Priority** 2 Very Important

**Project #** ELEC-17-001  
**Project Name** 25 MVA Transformer at SE Substation

**Description** **Total Project Cost: \$3,000,000**  
 25 mva transformer at SE Substation

**Justification**  
 Necessary to support load planned growth in the newly annexed industrial park property south of I-35.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equipment		3,000,000				3,000,000
<b>Total</b>		<b>3,000,000</b>				<b>3,000,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		3,000,000				3,000,000
<b>Total</b>		<b>3,000,000</b>				<b>3,000,000</b>

**Budget Impact/Other**  
 Cost of this project is approximately 3.0 million dollars, with funds on hand, and long term financing yet to be determined in coordination with the planned growth south of Interstate 35.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Electric  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 25 years  
**Category** Electric  
**Priority** 2 Very Important

**Project #** ELEC-17-002  
**Project Name** Reconductor Feeder 11

**Description** **Total Project Cost: \$190,300**  
 Reconductor Feeder 11 from 23rd and Main to NE corner of Wal-Mart

**Justification**  
 Replacing 1/0 sections of cable with 477ACSR to allow support of approximately 3.5 MW of load in the Rock Creek Development Park South of I-35

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance		190,300				190,300
<b>Total</b>		<b>190,300</b>				<b>190,300</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		190,300				190,300
<b>Total</b>		<b>190,300</b>				<b>190,300</b>

**Budget Impact/Other**  
 This project can either be paid with funds on hand or tied to the overall project financing.

Budget Items	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Maintenance	190,000					190,000
<b>Total</b>	<b>190,000</b>					<b>190,000</b>

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Electric  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 25 years  
**Category** Electric  
**Priority** 3 Important

## City of Ottawa, Kansas

**Project #** ELEC-17-003  
**Project Name** Extend Feeder 11 to Industrial Park

**Description** **Total Project Cost: \$445,000**  
 Extension of Feeder 11 into Development Park

**Justification**  
 To provide our first electric service into the Development Park which would take care of most temporary construction service and permanent service to approximately 3.5mw

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equipment		445,000				445,000
<b>Total</b>		<b>445,000</b>				<b>445,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		445,000				445,000
<b>Total</b>		<b>445,000</b>				<b>445,000</b>

**Budget Impact/Other**  
 With funds on hand and long term financing yet to be determined in coordination with the planned growth south of Interstate 35.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Electric  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 25 years  
**Category** Buildings  
**Priority** 3 Important

**Project #** ELEC-17-004  
**Project Name** Distribution Building

**Description** **Total Project Cost: \$300,000**  
 New building to house Line Distribution group

**Justification**  
 In order to provide staging space for the city's electric distribution crew, it has been determined that a building to provide space for this group will provide an opportunity to reconfiguration existing building space and will allow for consolidation of other PW and Utilities groups. This issue has been vetted to determine the most efficient and economical way to gain needed space.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equip/Vehicles/Furnishings		300,000				300,000
<b>Total</b>		<b>300,000</b>				<b>300,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		300,000				300,000
<b>Total</b>		<b>300,000</b>				<b>300,000</b>

**Budget Impact/Other**  
 With funds on hand and/or long term financing yet to be determined in coordination with other projects.

# Capital Improvement Plan

FY '16 thru FY '20

Department Electric  
 Contact Utilities Superintendent  
 Type Improvement  
 Useful Life 25 years  
 Category Electric  
 Priority 3 Important

## City of Ottawa, Kansas

Project # ELEC-18-001  
 Project Name New Feeder 15

**Description** **Total Project Cost: \$1,438,000**  
 Addition of a new main circuit feeder electric line to Rock Creek Industrial Park.

**Justification**  
 Extending circuits from the SE Substation to the development park will be necessary to support growth in this area.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance			1,438,000			1,438,000
<b>Total</b>			<b>1,438,000</b>			<b>1,438,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined			1,438,000			1,438,000
<b>Total</b>			<b>1,438,000</b>			<b>1,438,000</b>

**Budget Impact/Other**  
 With long term financing yet to be determined in coordination with the planned growth south of Interstate 35.

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Electric  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 25 years  
**Category** Electric  
**Priority** 3 Important

## City of Ottawa, Kansas

**Project #** ELEC-18-002  
**Project Name** Convert Feeds and Add New Feeder

**Description** **Total Project Cost: \$3,400,000**  
 Convert 4.16kv Feeders 3 and 6 into new 12.47 kv Feeder 6

**Justification**  
 Conversion of old 4.16kv circuits to 12.47kv is essential to enhance reliability and efficiency of the distribution system. Much of the 4.16kv system has been in service since the 1950's and is well past it's service life.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance			1,700,000	1,700,000		3,400,000
<b>Total</b>			<b>1,700,000</b>	<b>1,700,000</b>		<b>3,400,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined			1,700,000	1,700,000		3,400,000
<b>Total</b>			<b>1,700,000</b>	<b>1,700,000</b>		<b>3,400,000</b>

**Budget Impact/Other**  
 Will affect budget related to repair of failures on the system.

# Capital Improvement Plan

FY '16 thru FY '20

City of Ottawa, Kansas

Department Electric  
 Contact Utilities Superintendent  
 Type Improvement  
 Useful Life 25 years  
 Category Electric  
 Priority 3 Important

Project # ELEC-19-002  
 Project Name Reconductor Feeder 12

**Description** **Total Project Cost: \$350,000**  
 Reconductor undersized spans on circuit 12

**Justification**  
 To prevent overloading of this circuit sections from Willow to Maple and South fro 4th to 9th need to be upgraded from 2/0 copper to 477ASCR.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other				350,000		350,000
<b>Total</b>				<b>350,000</b>		<b>350,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined				350,000		350,000
<b>Total</b>				<b>350,000</b>		<b>350,000</b>

**Budget Impact/Other**  
 Variable related to outage time

Budget Items	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Staff Cost	0					0
Supplies/Materials	0					0
<b>Total</b>	<b>0</b>					<b>0</b>

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Electric  
**Contact** Utilities Superintendent  
**Type** Maintenance  
**Useful Life** 25 years  
**Category** Electric  
**Priority** 3 Important

**Project #** ELEC-20-001  
**Project Name** Substation and Reconductor

**Description** **Total Project Cost: \$300,000**  
 Reconductor Feeder 7 from Osage to Main (245k),

**Justification**  
 To solve peak demand voltage issues this span should be converted from 1/0 to 336ACMIR

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance					300,000	300,000
<b>Total</b>					<b>300,000</b>	<b>300,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined					300,000	300,000
<b>Total</b>					<b>300,000</b>	<b>300,000</b>

**Budget Impact/Other**  
 Should eliminate capacitors on this circuit and resolve ongoing maintenance issues

Budget Items	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Staff Cost	20,000					20,000
Supplies/Materials	10,000					10,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Electric  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 25 years  
**Category** Electric  
**Priority** 3 Important

**Project #** ELEC-20-002  
**Project Name** River Crossing Circuit 8-10 Structure Rebuild

**Description** **Total Project Cost: \$1,500,000**  
 River crossing circuit 8-10 structure rebuild

**Justification**  
 Structures are showing signs of deterioration and need to be on our radar for improvements

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other					1,500,000	1,500,000
<b>Total</b>					<b>1,500,000</b>	<b>1,500,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined					1,500,000	1,500,000
<b>Total</b>					<b>1,500,000</b>	<b>1,500,000</b>

**Budget Impact/Other**

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

Department Finance

Contact Finance Director

Type Equipment

Useful Life 5 years

Category Equipment: Computers

Priority 2 Very Important

Project # \*FIN-18-001

Project Name Upgrade Accounting System

Total Project Cost: \$100,000

### Description

Upgrade the Accounting and Financial Reporting System. Need to contract with computer consultant. Installation may take up to 6 months, with additional training necessary.

### Justification

Tyler system Incode V 9 is being phased out by Tyler Technologies. V 10 is the replacement version which allows for better Human Resources and Financials. The Community Development department currently uses Tyler Systems Energov, and the modules are bring the City back under one. Upgrades in the system have left the Version 9 software behind in the converting to Excel.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equip/Vehicles/Furnishings				100,000		100,000
<b>Total</b>				<b>100,000</b>		<b>100,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined				100,000		100,000
<b>Total</b>				<b>100,000</b>		<b>100,000</b>

### Budget Impact/Other

Additional consulting service costs can be anticipated.

Budget Items	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Supplies/Materials		300	300			600
<b>Total</b>		<b>300</b>	<b>300</b>			<b>600</b>

# Capital Improvement Plan

FY '16 thru FY '20

Department Fire Department

## City of Ottawa, Kansas

Contact Fire Chief

**Project #** \*F-16-001  
**Project Name** Fire Truck Beck Pumper E-1

**Type** Equipment

**Useful Life** 25 years

**Category** Vehicles

**Priority** 1 Critical

**Total Project Cost: \$550,000**

### Description

Engine 1 is a 1991 Ottawa Beck Fire custom pumper 750-gallon water tank and 1500 gallon per minute pump. This engine is now a reserve pumper for the Ottawa Fire Department.

### Justification

Place all major Fire Department apparatus on a regular replacement schedule to ensure effective public services and employee safety. A fire truck (fire engine) is used to carry firefighters and equipment to burning buildings. The trucks are used to pump large volumes of water, sometimes over long distances, to extinguish flames, protect persons and property.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equip/Vehicles/Furnishings	550,000					550,000
<b>Total</b>	<b>550,000</b>					<b>550,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equipment Reserve	550,000					550,000
<b>Total</b>	<b>550,000</b>					<b>550,000</b>

### Budget Impact/Other

Some funds have been set aside in the Equipment Reserve fund. However, this amount will not cover the full cost. A lease purchase arrangement will need to be utilized.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

Department Information Technology

Contact IT

Type Equipment

Useful Life Lease

Category Computer Software

Priority 2 Very Important

<b>Project #</b>	<b>IT-17-001</b>
<b>Project Name</b>	<b>Microsoft Office Suite</b>

<b>Description</b>	<b>Total Project Cost: \$303,000</b>
Always have the latest versions of your familiar Office applications, no matter which device you're using-PC/Mac, tablet, or phone.	

<b>Justification</b>
Microsoft Office the City is currently using is 10 years old and out of date. The Finance Department has noted that if we had the up-to-date version, Plan-it would migrate into Microsoft Word with the click of a button.
Also, a recent Power-Point would have been more successful with animation of a slide that used gears to represent the various Department Heads, City Manager, and Commissioners. The gears would have moved in the Power-Point with the up-to-date version. As the Microsoft Office continues to make changes that keep up with the technology, it would be beneficial for the City of Ottawa to keep up with the changes.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total	Future
Equipment	25,000	25,000	25,000	27,000	27,000	129,000	174,000
<b>Total</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>27,000</b>	<b>27,000</b>	<b>129,000</b>	<b>Total</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total	Future
General Fund	25,000	25,000	25,000	27,000	27,000	129,000	174,000
<b>Total</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>27,000</b>	<b>27,000</b>	<b>129,000</b>	<b>Total</b>

<b>Budget Impact/Other</b>

# Capital Improvement Plan

FY '16 thru FY '20

Department Information Technology

## City of Ottawa, Kansas

Contact IT

Project # IT-17-002

Type Equipment

Project Name Telephone System

Useful Life 10 years

Category Unassigned

Priority 2 Very Important

### Description

Total Project Cost: \$150,000

Purchase a phone system that has the features required to operate in a functional office setting. All administrative functions are consolidated into a single browser-based interface, so administrators don't need to use multiple tools. It is intuitive and user-friendly, allowing management and operation through a few quick clicks.

### Justification

City Hall's system is over 20 years old, phones in the other buildings are not that old but none have what could be referred to as a modern phone system. There are several different phones with different configuration on the current phone system. The City phone system cannot meet the needs of the staff.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equipment		150,000				150,000
<b>Total</b>		<b>150,000</b>				<b>150,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		150,000				150,000
<b>Total</b>		<b>150,000</b>				<b>150,000</b>

### Budget Impact/Other

# Capital Improvement Plan

FY '16 thru FY '20

Department Information Technology

## City of Ottawa, Kansas

Contact

**Project #** IT-17-003  
**Project Name** Computer Replacement Program

**Type** Unassigned

**Useful Life** 4 years

**Category** Unassigned

**Priority** 2 Very Important

**Description** **Total Project Cost: \$385,000**  
 A replacement program for the computers for City of Ottawa employees.

**Justification**  
 In approximately 2010, it was discovered that our computer operating systems were not keeping up with today's technology. At that time it was recommended and agreed that all computers would be replaced on a four year rotation schedule. This practice has allowed the IT department the consistency of having computers on the same operating system and allowing the user's computer to operate of the faster speeds and being more productive.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total	Future
Equipment	35,000	35,000	35,000	40,000	40,000	185,000	200,000
<b>Total</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>40,000</b>	<b>40,000</b>	<b>185,000</b>	<b>Total</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total	Future
To Be Determined	30,000	30,000	30,000	30,000	35,000	155,000	175,000
<b>Total</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>35,000</b>	<b>155,000</b>	<b>Total</b>

**Budget Impact/Other**

# Capital Improvement Plan

FY '16 thru FY '20

Department Parks

## City of Ottawa, Kansas

Contact Comm. Dev. Dir.

**Project #** P&R-17-001  
**Project Name** Teen Park Development

**Type** Improvement

**Useful Life**

**Category** Park Improvements

**Priority** n/a

Description	Total Project Cost: \$240,000
Phase 1: - \$40,000 for Skate Park Slab - \$44,000 for Basketball concrete, Goals, Paint, and Court Stencils - \$6,000 for Zip Line Phase 2: - \$50,000 for Pump Track (Steel track and Ground leveling) - \$40,000 for Half Pipe (Metal and Ground leveling) Phase 3: - \$40,000 for Shelter House (Concrete, Wood, Seating/Tables) - \$20,000 for Agility Course, Balance Boards, Rope Balance Ladder, Quintuple Steps, Wheel Bridge, Elevated Cargo Net, Monkey Peg (Concrete, Wood fiber mulch, Signage) & Graffiti Wall	

**Justification**

In the last several years, the Middle and High School students surveyed reported drinking alcohol in the last thirty days has increased from just under 20% to 26%, with the reported averages for the State of Kansas actually lowering. Drug use is also a challenge, with the students reported using Marijuana in last 30 days at 14.4%, with State use at 8.4%. Thus, the goal of the Teen Park is to decrease alcohol and drug use by teens in USD 290 by 8% by 2020. This park would allow for a mix of physical activities in a safe environment, visible, and for teens to call their own.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance	70,000	50,000	40,000			160,000
Equipment	20,000	40,000	20,000			80,000
<b>Total</b>	<b>90,000</b>	<b>90,000</b>	<b>60,000</b>			<b>240,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Donations	41,500	31,500	22,000			95,000
Grants	20,000	40,000	20,000			80,000
Special Parks Revenues	25,000	15,000	15,000			55,000
Water/Sewage Trust Fund	3,500	3,500	3,000			10,000
<b>Total</b>	<b>90,000</b>	<b>90,000</b>	<b>60,000</b>			<b>240,000</b>

**Budget Impact/Other**

None.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Parks  
**Contact** Comm. Dev. Dir.  
**Type** Improvement  
**Useful Life**  
**Category** Park Improvements  
**Priority** n/a

**Project #** Parks-18-002  
**Project Name** Forest Park Tot Lot

**Description** **Total Project Cost: \$50,000**  
 The equipment for toddlers would be replaced with these funds in this toddler aged playground, south of the basketball court, west of the Main Shelter.

**Justification**  
 The equipment presently in place, other than new swings, is decades old and not up to safety standards. Several other pieces of equipment have already been removed due to vandalism over the last several years. There is no limited playground equipment for the 2-5 year olds in our parks system.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance	0	0	0			0
Equipment		0	50,000			50,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>50,000</b>			<b>50,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Donations		0	25,000			25,000
Grants	0	0	0			0
Special Parks Revenues	0		25,000			25,000
Water/Sewage Trust Fund	0	0	0			0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>50,000</b>			<b>50,000</b>

**Budget Impact/Other**

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Parks  
**Contact** Comm. Dev. Dir.  
**Type** Improvement  
**Useful Life**  
**Category** Park Improvements  
**Priority** n/a

**Project #** Parks-19-003  
**Project Name** Lakeside Park, Freedom Upgrade

**Description** **Total Project Cost: \$100,000**  
 This park has not had its master plan developed, but likely additions to this area is a shelter, fishing dock, small playground, and trail, with landscaping for a low-impact park.

**Justification**  
 The city acquired this park to add green space to a developing part of the community. The lake is the only water feature in Ottawa in public maintenance and we do not have any of this type of recreation for learning to fish, enjoyment of outdoor features including water and landscaping.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance		0	0	25,000		25,000
Equipment		0	0	75,000		75,000
<b>Total</b>		<b>0</b>	<b>0</b>	<b>100,000</b>		<b>100,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Donations		0	0	50,000		50,000
Grants		0	0	25,000		25,000
Special Parks Revenues	0		0	25,000		25,000
Water/Sewage Trust Fund	0	0	0			0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>		<b>100,000</b>

**Budget Impact/Other**

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

Department Parks

Contact Comm. Dev. Dir.

Type Improvement

Useful Life

Category Park Improvements

Priority n/a

**Project #** Parks-20-003  
**Project Name** Senior Playground & Forest Park Trail

### Description

**Total Project Cost: \$100,000**

These are two different projects, but planned for the same year. Development of an off-road trail for Forest Park would allow safer walking, biking, and skating in our largest park. The Senior Playground is senior agility/mobility challenging equipment to allow seniors to retain their health for as long as possible, delaying movement from their own homes as long as possible. This equipment has not been selected, but would be once a location has been determined. Likely locations include those with trail and benches already in place such as Kanza Park or Heritage Park.

### Justification

For Public Safety, whether for daily use or special events, getting folks navigating the park off of the roadways is necessary. For the Seniors, adding amenities that enable better health, flexibility, agility, and specific to their needs, is also necessary.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance	0		0		25,000	25,000
Equipment		0	0		75,000	75,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>100,000</b>	<b>100,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Donations		0	0		50,000	50,000
Grants		0	0		25,000	25,000
Special Parks Revenues	0		0		25,000	25,000
Water/Sewage Trust Fund	0	0	0			0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>100,000</b>	<b>100,000</b>

### Budget Impact/Other

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Police Department

## City of Ottawa, Kansas

**Contact** Police Chief

**Project #** PD-17-001

**Type** Improvement

**Project Name** Evidence & IT Server Room Fire Suppression

**Useful Life** 25 years

**Category** Parking Lot Improvements

**Priority** 3 Important

### Description

**Total Project Cost:** \$28,000

This project would install a total flooding, fixed volume, HFC-227ea fire extinguishing system in the evidence storate room and the I.T. computer server and telephone equipment room.

### Justification

This project will replace the current water-based fire sprinkler system with a waterless system using a gaseous fire extinguishing compound. The reason for this transition to a different fire suppression system is so a fire can be safely extinguished without causing tens of thousands of dollars in water damage to high value equipment, evidence, and technology.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance		28,000				28,000
<b>Total</b>		<b>28,000</b>				<b>28,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		28,000				28,000
<b>Total</b>		<b>28,000</b>				<b>28,000</b>

### Budget Impact/Other

This project may be completed from general fund, equipment reserve or in conjunction with other City bonding projects.

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Police Department

## City of Ottawa, Kansas

**Contact** Police Chief

**Project #** PD-18-001

**Type** Improvement

**Project Name** Vehicle Asset Protection Project (VAPP)

**Useful Life** 25 years

**Category** Parking Lot Improvements

**Priority** 3 Important

### Description

**Total Project Cost:** \$215,000

This project would construct a standalone garage structure in the east parking lot next to the bicycle storage area to house the STAR Team response vehicle, and erect covered for parking police department vehicles on the north and east perimeters of the same parking lot.

### Justification

The construction of this project will extend the useful life of costly police equipment that is stored/parked unprotected in the east side parking lot. This project can be completed in phases as funding allows. It will ensure proper storage for the STAR Team truck and a covered parking area dedicated to protecting other police vehicles from inclement weather-related concerns such as storm/hail damage.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance			215,000			215,000
<b>Total</b>			<b>215,000</b>			<b>215,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined			215,000			215,000
<b>Total</b>			<b>215,000</b>			<b>215,000</b>

### Budget Impact/Other

This project may be completed in phases or in conjunction with other bonding projects across the city to budget.

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Police Department

**Contact** Police Chief

**Type** Improvement

**Useful Life** 25 years

**Category** Parking Lot Improvements

**Priority** 3 Important

## City of Ottawa, Kansas

<b>Project #</b>	PD-18-002
<b>Project Name</b>	Center Key Card/Fob Security

<b>Description</b>	<b>Total Project Cost: \$30,000</b>
<p>This project would install a server-based external and internal access system within the law enforcement center. Employees, contractors and guests can be provided fobs or card programmed to grant them access to specific areas of the building.</p>	

<b>Justification</b>
<p>This project will replace a keypad system that is cumbersome to use and limited in its effectiveness because it does not cover all areas of the building. Security of all areas within the municipal court and police department are critically important. Valuable staff time is wasted signing entry/exit logs that would be eliminated with this kind of system because it is logged, date/timed stamped by the system. Currently, when an employee is terminated or resigns, all door codes must be manually reprogrammed. This system would do it though a computer program.</p>

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance			30,000			30,000
<b>Total</b>	<hr/>			<b>30,000</b>	<hr/>	
<b>Funding Sources</b>	<b>FY '16</b>	<b>FY '17</b>	<b>FY '18</b>	<b>FY '19</b>	<b>FY '20</b>	<b>Total</b>
To Be Determined			30,000			30,000
<b>Total</b>	<hr/>			<b>30,000</b>	<hr/>	

<b>Budget Impact/Other</b>
<p>This project may be completed from general fund, equipment reserve or in conjunction with other City bonding projects.</p>

# Capital Improvement Plan

FY '16 thru FY '20

Department Police Department

## City of Ottawa, Kansas

Contact Police Chief

**Project #** PD-18-003  
**Project Name** City Radio Replacement Program

Type Improvement

Useful Life 15 years

Category Communications

Priority 3 Important

**Description** **Total Project Cost: \$160,000**  
 This 2017 calendar year project would replace all portable (hand-held) and mobile (in-car) radios used by the Police and Fire departments, Public Works, and Utilities. This would result in the purchases of 118 mobile radios, and 75 portable radios for a total of 193. The average cost of each radio is \$800 x 193 = \$154,400 + interest.

**Justification**  
 This project will occur in conjunction with a Franklin County initiative to replace their public safety radio infrastructure. The current system is outdated and does not provide reliable countywide coverage. The goal of this system is to bring all rural fire departments, all other public safety agencies, city and county departments onto a single system to ensure interoperability in routine and emergency circumstances. Franklin County would fund the entire infrastructure & maintenance costs related to tower and the Dispatch Center. Our costs would only be for radios.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equipment	32,000	32,000	32,000	32,000	32,000	160,000
<b>Total</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>160,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equipment Reserve	16,000	16,000	16,000	16,000	16,000	80,000
General Fund	16,000	16,000	16,000	16,000	16,000	80,000
<b>Total</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>160,000</b>

**Budget Impact/Other**  
 This project may be completed using resources from the general fund, equipment reserve or in conjunction with other City bonding projects. We recommend a 4-5 year lease/purchase funding mechanism to minimize the financial impact.

# Capital Improvement Plan

FY '16 thru FY '20

Department Sewer/Sanitation

## City of Ottawa, Kansas

Contact Utilities Superintendent

**Project #** SWR-16-001  
**Project Name** Westside Sewer Interceptor Study and Upgrades

**Type** Improvement

**Useful Life** 25 years

**Category** Wastewater

**Priority** 2 Very Important

**Description** **Total Project Cost: \$4,500,000**  
 Westside Sewer Interceptor Study and Upgrades

**Justification**  
 To continue upgrades that allow for growth on the system in the South and West sections of the City. This also aids in addressing critical inflow and infiltration into the collection system.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other	4,500,000					4,500,000
<b>Total</b>	<b>4,500,000</b>					<b>4,500,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		4,500,000				4,500,000
<b>Total</b>		<b>4,500,000</b>				<b>4,500,000</b>

**Budget Impact/Other**  
 This project will use long term financing to be determined .

# Capital Improvement Plan

FY '16 thru FY '20

Department Sewer/Sanitation

## City of Ottawa, Kansas

Contact Utilities Superintendent

**Project #** SWR-18-001  
**Project Name** NE Industrial Park

**Type** Improvement

**Useful Life** 25 years

**Category** Wastewater

**Priority** 3 Important

**Description** **Total Project Cost:** \$0  
 NE Industrial Park to Logan lift station piping upgrade

**Justification**  
 This is an older part of the system that has seen some failure and is due for an upgrade

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other				0		0
<b>Total</b>				<b>0</b>		<b>0</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined					1,500,000	1,500,000
<b>Total</b>					<b>1,500,000</b>	<b>1,500,000</b>

**Budget Impact/Other**  
 With funds on hand and long term financing yet to be determined in coordination with the planned growth south of Interstate 35.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Sewer/Sanitation  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 25 years  
**Category** Wastewater  
**Priority** 2 Very Important

**Project #** SWR-18-002  
**Project Name** NE sanitary sewer river crossing & Cottonwood Lift

**Description** **Total Project Cost: \$1,100,000**  
 Northeast sanitary sewer river crossing and Cottonwood lift station

**Justification**  
 This project will combine and upgrade existing system and eliminate older lift station on North side. Prepares the K68 corridor for future development and growth, while improving a weak spot in our infrastructure.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other				1,100,000		1,100,000
<b>Total</b>				<b>1,100,000</b>		<b>1,100,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined				1,100,000		1,100,000
<b>Total</b>				<b>1,100,000</b>		<b>1,100,000</b>

**Budget Impact/Other**  
 With funds on hand and long term financing yet to be determined in coordination with planned growth.

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Sewer/Sanitation  
**Contact** Utilities Superintendent  
**Type** Unassigned  
**Useful Life** 25 years  
**Category** Wastewater  
**Priority** 3 Important

## City of Ottawa, Kansas

**Project #** SWR-19-001  
**Project Name** Central Sewer Interceptor Upgrades

**Description** **Total Project Cost: \$4,500,000**  
 Central Sewer Interceptor upgrades

**Justification**  
 As is the case with other collection systems, this interceptor is showing age and will be due for upgrade in an ongoing attempt to ensure overall reliability of the city's water reclamation system. This upgrade will also aid in addressing critical inflow and infiltration into the collection system.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other				4,500,000		4,500,000
<b>Total</b>				<b>4,500,000</b>		<b>4,500,000</b>

**Future**  
4,500,000  
**Total**

**Budget Impact/Other**  
 This project will use long term financing to be determined.

# Capital Improvement Plan

FY '16 thru FY '20

Department Sidewalks

## City of Ottawa, Kansas

Contact Public Works Director

**Project #** SDW-16-001  
**Project Name** E.15th Street Sidewalk Improvements

**Type** Improvement

**Useful Life** 40 years

**Category** Sidewalk

**Priority** 2 Very Important

**Description** **Total Project Cost: \$325,000**  
 Construct sidewalks on both sides of E. 15th Street from Main to Mulberry on the north side. From Mulberry east on the north side of the street to Rockwood Drive. Also add bike lanes on both sides of 15th Street in the same areas.

**Justification**  
 Program is to improve bike/pedestrian travel on the east side of town creating safer travel routes for people walking and biking.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Planning/Design	25,000					25,000
Construction/Maintenance	300,000					300,000
<b>Total</b>	<b>325,000</b>					<b>325,000</b>

Prior	Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
100,000	Surface Transportation Program	225,000					225,000
<b>Total</b>	<b>Total</b>	<b>225,000</b>					<b>225,000</b>

**Budget Impact/Other**  
 KDOT Surface Transportation Grant, plus bond funds for the city's approximate 20% match.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

Department Sidewalks

Contact Public Works Director

Project # SDW-16-002  
Project Name Sidewalk Repair/Replace

Type Improvement

Useful Life 25 years

Category Sidewalk

Priority 2 Very Important

**Description** **Total Project Cost: \$120,000**  
Repair and replace existing sidewalks to improve existing conditions to include meeting ADA requirements (specifically ADA ramps).

**Justification**  
There are a lot of sidewalks in town that are in need of repair and/or replacement.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other	20,000	25,000	25,000	25,000	25,000	120,000
<b>Total</b>	<b>20,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>120,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Special Streets	20,000	25,000	25,000	25,000	25,000	120,000
<b>Total</b>	<b>20,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>120,000</b>

**Budget Impact/Other**  
City Special Streets and General Fund sidewalk dollars.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

Department Sidewalks

Contact Public Works Director

Project # SDW-18-001  
 Project Name Montana Trail 15th to 23rd

Type Improvement

Useful Life 25 years

Category Sidewalk

Priority 4 Less Important

**Description** **Total Project Cost: \$630,000**  
 Add sidewalk or trail along Montana Road from 15th Street to 23rd Street.

**Justification**  
 This will be a method for alternative travel to the new Rock Creek Development Park

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other			630,000			630,000
<b>Total</b>			<b>630,000</b>			<b>630,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined			630,000			630,000
<b>Total</b>			<b>630,000</b>			<b>630,000</b>

**Budget Impact/Other**  
 To be determined

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Sidewalks

**Contact** Public Works Director

**Type** Improvement

**Useful Life** 40 years

**Category** Sidewalk

**Priority** 5 Future Consideration

**Project #** SDW-19-001  
**Project Name** Lincoln Street Trail

**Total Project Cost: \$300,000**

### Description

Add a sidewalk or trail along Lincoln Street from 15th Street to 7th Street. This would enhance pedestrian travel in that area.

### Justification

There are no sidewalks or trail options on the City's far east side. In addition, most of this area has ditch-section narrow roads, making alternative transportation even more challenging.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other				300,000		300,000
<b>Total</b>				<b>300,000</b>		<b>300,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined				300,000		300,000
<b>Total</b>				<b>300,000</b>		<b>300,000</b>

### Budget Impact/Other

Grant and other

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Stormwater

**Contact** Public Works Director

**Type** Improvement

**Useful Life** 40 years

**Category** Storm Sewer/Drainage

**Priority** 1 Critical

**Project #** \*STMW-15-001

**Project Name** Ash St.

**Total Project Cost:** \$190,000

### Description

Reconstruction of the stormwater drainage system on Ash Street. Ash Street suffers from flooding due to lack of curb inlets between 2nd Street and 7th Street. The project will consist of adding curb inlets and more storm sewer pipe. The project is planned to possibly be completed by city crews. Once the plans and engineering are completed, it may be decided to hire a contractor.

### Justification

There is a water line on 2nd Street that needs to be replaced. This water line crosses the storm sewer pipe and the storm sewer in that area is deteriorated to the point that it will not be able to be repaired once the new water line goes in.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Planning/Design	40,000					40,000
Construction/Maintenance		50,000	50,000	50,000		150,000
<b>Total</b>	<b>40,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>		<b>190,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Stormwater Utility Fund	80,000	900,000				980,000
<b>Total</b>	<b>80,000</b>	<b>900,000</b>				<b>980,000</b>

### Budget Impact/Other

The cost of this project can be paid out of the Stormwater Utility Fund.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Stormwater

**Contact** Public Works Director

**Type** Improvement

**Useful Life** 40 years

**Category** Storm Sewer/Drainage

**Priority** 2 Very Important

**Project #** STMW-16-001  
**Project Name** E. 15th Street Storm Sewer

### Description

**Total Project Cost:** \$135,000

Complete engineering/design and construction for a storm sewer project at 15th and Poplar.

### Justification

This is a low area where heavy rain events cause water to run over the curb on the North side of E. 15th Street.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other	60,000	75,000				135,000
<b>Total</b>	<b>60,000</b>	<b>75,000</b>				<b>135,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Stormwater Utility Fund	60,000	75,000				135,000
<b>Total</b>	<b>60,000</b>	<b>75,000</b>				<b>135,000</b>

### Budget Impact/Other

The cost of this project can be paid out of the Stormwater Utility Fund.

# Capital Improvement Plan

FY '16 thru FY '20

Department Stormwater

## City of Ottawa, Kansas

Contact Public Works Director

Project # STMW-16-002

Type Maintenance

Project Name Skunk Run Improvements

Useful Life 40 years

Category Storm Sewer/Drainage

Priority 1 Critical

### Description

Total Project Cost: \$0

The concrete on the floor of Skunk Run between 5th and Hickory and Main is deteriorating at a rapid rate. There is rebar exposed in the floor and replacement/rehabilitation needs to happen soon.

### Justification

The exposed rebar in the floor and gaps and cracks in the floor are the beginning of structural issues.

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Stormwater Utility Fund	45,000	80,000				125,000
<b>Total</b>	<b>45,000</b>	<b>80,000</b>				<b>125,000</b>

### Budget Impact/Other

The cost of this project can be paid out of the Stormwater Utility Fund.

# Capital Improvement Plan

FY '16 thru FY '20

## City of Ottawa, Kansas

**Department** Streets  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 5 years  
**Category** Street Paving  
**Priority** 2 Very Important

**Project #** STR-16-001  
**Project Name** Annual Street Paving

**Description** **Total Project Cost: \$1,150,000**  
 Annual maintenance of City streets to include chip seal of gravel streets and mill and overlay projects

**Justification**  
 Annual street maintenance is imperative in order to keep city streets in quality repair.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance	230,000	230,000	230,000	230,000	230,000	1,150,000
<b>Total</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>1,150,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Special Streets	230,000	230,000	230,000	230,000	230,000	1,150,000
<b>Total</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>1,150,000</b>

**Budget Impact/Other**  
 These projects can be paid out of the Special Streets Fund

Budget Items	FY '16	FY '17	FY '18	FY '19	FY '20	Total	Future
Staff Cost		4,000	4,000	8,000	4,000	20,000	6,000
Supplies/Materials		2,000	2,000	2,000	2,000	8,000	
<b>Total</b>		<b>6,000</b>	<b>6,000</b>	<b>10,000</b>	<b>6,000</b>	<b>28,000</b>	<b>Total</b>

# Capital Improvement Plan

FY '16 thru FY '20

Department Streets

## City of Ottawa, Kansas

Contact Public Works Director

**Project #** STR-16-003  
**Project Name** Intersection improvement K 68 & Main

**Type** Improvement

**Useful Life** 25 years

**Category** Street Reconstruction

**Priority** 1 Critical

**Description** **Total Project Cost: \$880,000**  
 Reconstruction of northeast curb for wider turning and radius, cut-outs in center islands for pedestrian travel. Mill and overlay of asphalt and curb work. New traffic signals to replace existing traffic signals.

**Justification**  
 The turning radius in the west bound lane of K68 is not conducive to commercial truck traffic because the turning radius is too small. Widening thie radius and installing new traffic lights will enhance the safety of the intersection.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance	440,000	440,000				880,000
<b>Total</b>	<b>440,000</b>	<b>440,000</b>				<b>880,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Grant KDOT Geometric Improvement	440,000	440,000				880,000
Special Streets	44,000	44,000				88,000
<b>Total</b>	<b>484,000</b>	<b>484,000</b>				<b>968,000</b>

**Budget Impact/Other**  
 To be paid by Special Streets and KDOT Geometric Improvement grants

# Capital Improvement Plan

FY '16 thru FY '20

Department Streets

## City of Ottawa, Kansas

Contact Public Works Director

**Project #** STR-17-001  
**Project Name** Street Sweeper replacement

**Type** Equipment

**Useful Life** 7 years

**Category** Equipment: PW Equip

**Priority** 2 Very Important

Description	Total Project Cost: \$0
Purchase new street sweeper	

Justification
Sweeping streets is a vital part of meeting the MS4 permit requirements for clean water. Street sweepers useful life is 5-7 years and it is at the end of its life cycle. In order to keep maintenance costs at a minimum, the purchase of a new street sweeper is recommended.

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Lease		180,000				180,000
<b>Total</b>		<b>180,000</b>				<b>180,000</b>

Budget Impact/Other
Lease Purchase through the Equipment Reserve Fund

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Streets  
**Contact** Public Works Director  
**Type** Improvement  
**Useful Life** 40 years  
**Category** Street Construction  
**Priority** 2 Very Important

## City of Ottawa, Kansas

**Project #** STR-20-001  
**Project Name** Davis Road Improvements

**Description** **Total Project Cost: \$5,575,000**  
 Improve Davis Road from K-68 to Sand Creek Road. Improvements will consist of new storm sewer system and complete re-construction of the street to include widening with curb and gutter.

**Justification**  
 Stormwater runoff is a big issue in this area as well as the truck traffic on a narrow road.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Construction/Maintenance					5,575,000	5,575,000
<b>Total</b>					5,575,000	5,575,000
Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined					5,575,000	5,575,000
<b>Total</b>					5,575,000	5,575,000

**Budget Impact/Other**  
 Long term financing to be determined in coordination with the overall Sand Creek Road project.

# Capital Improvement Plan

FY '16 thru FY '20

Department Water Department

## City of Ottawa, Kansas

Contact

**Project #** WTR-16-001  
**Project Name** Second St. Waterline Walnut east to Poplar 2000'

**Type** Improvement

**Useful Life** 50 years

**Category** Water

**Priority** n/a

**Description** **Total Project Cost: \$200,000**  
 Enlarge to 16 inch water line on 2nd Street from Walnut crossing Main to Poplar 2000 feet

**Justification**  
 This line replaces an aging 10" main that is failing. The increase in pipe size affords better flows to both the south and north ends of the City

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Water Fund	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

**Budget Impact/Other**  
 This project has been in the planning phase for a number of years, to the extent pipe was purchased in 2015 and other supplies planned for in the 2016 budget. Total estimated cost is \$200,000, but city crews will perform most, if not all of the construction.

Budget Items	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Maintenance	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Water Department  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 25 years  
**Category** Water  
**Priority** 2 Very Important

## City of Ottawa, Kansas

**Project #** WTR-17-001  
**Project Name** Construct second Clearwell at WTP

**Description** **Total Project Cost: \$3,600,000**  
 Construct second Clearwell and pump station at the Water Treatment Plant

**Justification**  
 The existing clear well is a single point of failure for the distribution of potable water to city customers. If a failure in any portion of the facility; such as, a lightning strike to a transformer or Motor Control Center, structural failure of piping, etc. would cause the City to be unable to supply water once the elevated tower supply was consumed.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other		3,600,000				3,600,000
<b>Total</b>		<b>3,600,000</b>				<b>3,600,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined			3,600,000			3,600,000
<b>Total</b>			<b>3,600,000</b>			<b>3,600,000</b>

**Budget Impact/Other**  
 Long Term Financing to be determined

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Water Department  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 40 years  
**Category** Water  
**Priority** 3 Important

## City of Ottawa, Kansas

**Project #** WTR-18-001  
**Project Name** Waler Line Section on Davis Road

**Description** **Total Project Cost:** \$262,000  
 Replace & Upsize water main on Davis road from North Street to Industrial Ave.

**Justification**  
 This main is older 10" pipe that is bounded on the North and South by 12" pipe. Replacement increases capacity and completes current piping upggrade plans for the NE Industrial Park.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other				262,000		262,000
<b>Total</b>				<b>262,000</b>		<b>262,000</b>
Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined				262,000		262,000
<b>Total</b>				<b>262,000</b>		<b>262,000</b>

**Budget Impact/Other**  
 Long Term Financing to be determined in coordination with the overall Davis Road project

# Capital Improvement Plan

FY '16 thru FY '20

**Department** Water Department  
**Contact** Utilities Superintendent  
**Type** Improvement  
**Useful Life** 40 years  
**Category** Water  
**Priority** 1 Critical

## City of Ottawa, Kansas

**Project #** WTR-18-002  
**Project Name** Cedar Street Waterline move and replace 2nd to 7th

**Description** **Total Project Cost: \$262,000**  
 Cedar Street Waterline move and replace 2nd to 7th

**Justification**  
 Replaces failing critical main. This main is a major part of balancing distribution from South to North parts of the City

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Other			262,000			262,000
<b>Total</b>	<b>262,000</b>					<b>262,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined			262,000			262,000
<b>Total</b>	<b>262,000</b>					<b>262,000</b>

**Budget Impact/Other**  
 Long Term Financing to be determined

Budget Items	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Maintenance			262,000			262,000
<b>Total</b>	<b>262,000</b>					<b>262,000</b>

# Capital Improvement Plan

FY '16 thru FY '20

Department Water Reclamation Facility

## City of Ottawa, Kansas

Contact WRF Superintendent

Project # WRF 17-001  
Project Name Mechanical Screen

Type Equipment

Useful Life 20 years

Category Equipment: Miscellaneous

Priority 2 Very Important

Description	Total Project Cost: \$220,000
The Mechanical Screen is Original to the plant (2004), it used to screen out the solids prior to treatment.	

Justification
Current screen is twelve years old and the useful life was nine years. Failure to properly screen incoming influent affects the remainder of the treatment process and equipment adversely.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equipment		220,000				220,000
<b>Total</b>		<b>220,000</b>				<b>220,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined		220,000				220,000
<b>Total</b>		<b>220,000</b>				<b>220,000</b>

Budget Impact/Other
Mid - Long Term Financing to be determined. The cost of this project is part of the long term maintenance of this facility, and will need to be planned for again in the next ten years.

# Capital Improvement Plan

FY '16 thru FY '20

Department Water Reclamation Facility

## City of Ottawa, Kansas

Contact WRF Superintendent

Project # WRF 18-001  
Project Name UV Disinfection

Type Equipment

Useful Life

Category Wastewater

Priority 2 Very Important

<b>Description</b>	<b>Total Project Cost: \$300,000</b>
Replacement of UV disinfection system at WRF	

<b>Justification</b>
The UV system at the WRF is 12 years old and better technology exists today. Maintenance and parts availability are ongoing concerns. Critical and final step of the treatment process and correct operation is paramount to meeting the discharge permit parameters.

Expenditures	FY '16	FY '17	FY '18	FY '19	FY '20	Total
Equipment			300,000			300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

Funding Sources	FY '16	FY '17	FY '18	FY '19	FY '20	Total
To Be Determined			30,000			30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

<b>Budget Impact/Other</b>
Mid - Long Term Financing to be determined. The cost of this project is part of the long term maintenance of this facility, and will need to be planned for again in the next ten years.

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## MEMORANDUM

---

TO: RICHARD U. NIENSTEDT, CITY MANAGER AND THE  
HONORABLE CITY COMMISSION

FROM: GLORA MATHEWS, EXECUTIVE ASSISTANT

SUBJECT: 2016-2017 CITY BOARD AND COMMISSION REAPPOINTMENTS

DATE: APRIL 22, 2016

---

Below is a list of those currently serving on boards and commissions with expiring terms in April, 2016. Each has agreed to be reappointed. I've also noted how many open positions each board/commission has currently.

<u>Board/Commission</u>	<u>Board Member</u>	<u>New Term</u>
<b>4<sup>th</sup> Judicial Correction Advisory Board</b> (no open positions)	Crystal Andersen	2016 – 2018
<b>Accessibility Advisory Board</b> (no open positions)	Nabila Formusoh Rick Oglesby Kyle Trendel	2016 – 2019 2016 – 2019 2016 – 2019
<b>Airport Advisory Board</b> (1 open position)	Jennifer Sharp Gene Ramsey Robert Bowers	2016 – 2019 2016 – 2019 2016 – 2019
<b>Board of Zoning Appeals</b> (1 open position)	Brian Goudreau Richard Warren	2016 – 2019 2016 – 2019
<b>Construction Board of Appeals</b> (1 open position)	No terms expiring in 2016	
<b>Library Board</b>	Patrice Peoples	2016 – 2020
<b>Ottawa Municipal Auditorium Advisory Board</b> (3 open positions)	Allen Campbell Tiffany Evans	2016 – 2019 2016 – 2019
<b>Ottawa Recreation Commission</b>	Dennis Tharp	2016 - 2020
<b>Planning Commission</b> (no open positions)	Betty Birzer Bill Crowley Rick Oglesby	2016 – 2019 2016 – 2019 2016 – 2019
<b>Tree Board</b> (2 open positions)	J.R. Daugharthy Steven Thompson	2016 – 2019 2016 – 2019

Dear Mr. Nienstedt and Ottawa City Commission,

On May 13, 2016 the Ottawa Library is planning a FREE outdoor movie night - the movie will start at 8:30 pm (or when the sun is down). We are planning to show the movie on the 100 block of S. Hickory Street. Below is a list of some parking/street closures we would like to request from the city to make this event safe and successful.

1. **We would like to shut down the 100 block of Hickory St. from the driveway of the west parking lot all the way to 2nd St from 5:30 p.m. to 10:30 p.m.** We have attached a map of the desired street closure. We will have volunteers to man the barricades.

2. **Parking:** The west parking lot will remain open throughout the evening and we will provide volunteers to help people know where to go. The main city parking lot will only be accessible from the alley entrance. Parking will be restricted on Hickory in the viewing area.

3. **Equipment needed:** We'd appreciate if the City could provide the following:

- 8-10 barricades
- 10 traffic cones
- 4-5 extra trash cans

4. **Additional notes:**

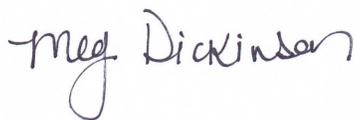
- We will be parking a generator in the west parking lot to power the screen, projector, and sound system.
- A professional sound company from Lawrence will be providing the necessary equipment.
- Port-a-potties will be delivered prior to the event (location yet to be decided).
- Movie will be Pixar's "Inside Out," rated PG.

Please let us know if we need to help put up signage letting people know about the street closure and parking restrictions that evening.

The Ottawa Library appreciates the partnership of the City of Ottawa for this event!

Please let me know if you have any further questions.

Sincerely,



meg.dickinson@ottawalibrary.org  
(785) 248-4675

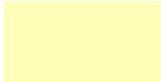


**Parking lot will be accessible utilizing the Hickory entrance.**

**Parking lot will be accessible utilizing the alley entrances.**



= Barricade



= Movie Viewing Area



= Inflatable Screen

# CITY OF OTTAWA

## March Monthly Reports

Presented to the City Commission  
April 25, 2016



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## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**March-16**

COUNTY (1.0%)	2011	2012	2013	2014	2015	2016	12 Mo Running Total 2015		Change Dollars	Change Percent
January	80,430	92,276	93,621	90,915	99,626	99,411	1,197,867	1,220,221	\$ (215.65)	-0.22%
February	95,342	88,325	96,068	104,501	117,666	105,438	1,211,033	1,207,993	\$ (12,228.17)	-10.39%
March	88,872	88,566	94,235	95,180	89,795	95,947	1,205,648	1,214,145	\$ 6,152.11	6.85%
April	69,281	87,092	83,104	90,992	99,242		1,213,897			
May	89,714	96,267	95,966	101,605	111,668		1,223,960			
June	102,444	89,141	95,257	100,701	101,717		1,224,976			
July	86,902	85,637	108,053	101,330	98,721		1,222,367			
August	89,754	93,734	96,875	99,329	104,245		1,227,282			
September	89,932	85,675	94,191	97,320	100,554		1,230,515			
October	94,804	91,359	98,107	104,316	95,308		1,221,507			
November	93,010	97,087	83,340	105,844	99,780		1,215,443			
December	99,175	91,424	96,805	97,122	102,116		1,220,437			
<b>SAME MO. YTD</b>	<b>264,644</b>	<b>269,167</b>	<b>283,923</b>	<b>290,596</b>	<b>307,088</b>	<b>300,796</b>			\$ (6,291.71)	
<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		2,680,233			
May	198,268	212,086	210,835	231,212	256,081		2,705,103			
June	235,300	196,629	212,680	214,012	227,445		2,718,536			
July	187,599	196,553	240,050	225,531	219,710		2,712,715			
August	183,443	207,473	208,249	223,117	228,074		2,717,672			
September	195,331	183,753	202,765	203,251	227,370		2,741,791			
October	203,309	201,037	214,822	227,666	221,151		2,735,276			
November	204,378	206,969	173,970	239,249	229,831		2,725,858			
December	223,063	195,390	207,702	212,759	238,607		2,751,706			
<b>SAME MO. YTD</b>	<b>584,885</b>	<b>574,487</b>	<b>601,310</b>	<b>636,449</b>	<b>678,252</b>	<b>666,566</b>			\$ (11,685.49)	
<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>849,528</b>	<b>843,654</b>	<b>885,233</b>	<b>927,045</b>	<b>985,340</b>	<b>967,362</b>			\$ (17,977.20)	-1.82%
<b>TOTAL</b>	<b>3,442,528</b>	<b>3,458,329</b>	<b>3,594,768</b>	<b>3,801,081</b>	<b>3,972,143</b>		<b>Budget</b>	<b>4,150,785</b>	\$ 1,037,696.25	-6.78%

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

ID NUMBER	TYPE	BANK	PURCHASE DATE	MATURITY	INITIAL INVESTMENT	CURRENT BALANCE	INTEREST RATE(%)	EARNINGS at MATURITY
7182	S	MIP KMIP	11/5/2015	5/3/2016	\$ 500,000.00	\$ 500,000.00	0.27%	\$ 665.75
806272507	S	CD ARVEST	6/4/2015	6/2/2016	\$ 1,100,000.00	\$ 1,101,652.34	0.20%	\$ 2,193.97
2156996	S	CD ARVEST	6/11/2015	6/9/2016	\$ 200,000.00	\$ 200,298.23	0.20%	\$ 398.90
62840	S	CD KSB	11/5/2015	7/5/2016	\$ 500,000.00	\$ 500,000.00	0.21%	\$ 699.04
62752	S	CD KSB	8/6/2015	8/4/2016	\$ 500,000.00	\$ 500,000.00	0.21%	\$ 1,047.12
7142	S	MIP KMIP	9/9/2015	9/9/2016	\$ 500,000.00	\$ 500,000.00	0.25%	\$ 1,253.42
7149	S	MIP KMIP	9/17/2015	9/16/2016	\$ 500,000.00	\$ 500,000.00	0.27%	\$ 1,350.00
62834	S	CD KSB	10/14/2015	10/13/2016	\$ 500,000.00	\$ 500,000.00	0.21%	\$ 1,050.00
7183	S	MIP KMIP	11/5/2015	11/4/2016	\$ 500,000.00	\$ 500,000.00	0.27%	\$ 1,350.00
7202	S	MIP KMIP	12/9/2015	12/8/2016	\$ 500,000.00	\$ 500,000.00	0.52%	\$ 2,600.00
7233	S	MIP KMIP	1/7/2016	1/6/2017	\$ 500,000.00	\$ 500,000.00	0.54%	\$ 2,700.00
7251	S	MIP KMIP	1/25/2016	1/24/2017	\$ 500,000.00	\$ 500,000.00	0.67%	\$ 3,350.00
7271	S	MIP KMIP	2/5/2016	2/6/2017	\$ 500,000.00	\$ 500,000.00	0.67%	\$ 3,368.36
7283	S	MIP KMP	2/25/2016	2/24/2017	\$ 500,000.00	\$ 500,000.00	0.57%	\$ 2,850.00
7289	S	MIP KMIP	3/1/2016	3/1/2017	\$ 500,000.00	\$ 500,000.00	0.61%	\$ 3,050.00
7307	S	MIP KMIP	3/17/2016	3/17/2017	\$ 500,000.00	\$ 500,000.00	0.70%	\$ 3,500.00

Total for period ending: 4/1/2016 \$ 8,300,000.00 \$ 8,301,950.57 **APY** 0.39%

PREPARED BY: Betty K. Simpson, City Treasurer

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

CD: Certificate of Deposit

MIP: Money Investment Portfolio

KSB: Kansas State Bank, Ottawa, KS

<https://www.mykansasstatebank.com/>

KMIP: Kansas Muncpal Investment Pool

<https://pooledmoneyinvestmentboard.com/portfolio.html>

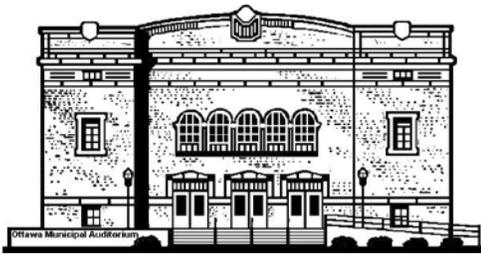
Arvest: Arvest Bank, Greater Kansas City, KS

<https://www.arvest.com/>

CITY OF OTTAWA  
 MTD TREASURERS REPORT  
 AS OF: MARCH 31ST, 2016

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-General Fund	2,772,730.58	490,683.88	713,165.52	2,550,248.94	( 210.39)	( 857.70)	2,549,601.63
005-Gen Obl Debt Service Fund	740,739.26	17,967.72	362,971.25	395,735.73	0.00	0.00	395,735.73
011-Community Service Support	465.34	12,000.00	12,158.42	306.92	0.00	0.00	306.92
013-Auditorium Fund	104,517.51	5,334.79	11,278.34	98,573.96	0.00	50.51	98,624.47
014-Airport Fund	13,589.32	2,902.60	6,225.57	10,266.35	0.00	0.00	10,266.35
016-Special Park & Rec Fund	83,809.29	6,857.34	72.00	90,594.63	0.00	0.00	90,594.63
017-Special Drug and Alcohol	49,681.64	6,854.24	0.00	56,535.88	0.00	0.00	56,535.88
018-Library Fund	0.00	22,001.34	22,001.34	0.00	0.00	0.00	0.00
025-Economic Development Fund	276,900.43	11,339.65	2,090.76	286,149.32	0.00	0.00	286,149.32
028-Special Streets Fund	775,881.41	28.19	5,923.28	769,986.32	0.00	0.00	769,986.32
029-Stormwater Utility	626,045.86	41,940.25	26,429.73	641,556.38	0.00	0.00	641,556.38
030-Water Utility	906,331.34	228,627.31	197,348.90	937,609.75	0.00	3,025.01	940,634.76
036-Waste Water Utility	459,569.47	230,918.16	130,149.65	560,337.98	0.00	( 271.61)	560,066.37
037-Electric Utility	3,999,269.09	1,162,117.27	840,167.71	4,321,218.65	0.00	( 257,400.79)	4,063,817.86
041-Electric Power Supply Fnd	742,764.08	25.74	34,840.63	707,949.19	0.00	0.00	707,949.19
045-Electric Sys Construction	856,795.86	34.75	0.00	856,830.61	0.00	0.00	856,830.61
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	159,551.85	4.45	32.68	159,523.62	0.00	4,784.06	164,307.68
053-Equipment Reserve	543,764.53	4,022.27	12,939.76	534,847.04	0.00	0.00	534,847.04
054-LAW ENFORCEMENT TRUST	11,567.41	0.00	0.00	11,567.41	0.00	0.00	11,567.41
055-Revolving Loan Fund	213,633.77	201.77	0.00	213,835.54	0.00	0.00	213,835.54
056-Risk Management	189,972.30	4,989.77	43,703.50	151,258.57	0.00	0.00	151,258.57
058-Neighborhd Stabiliztn Grt	7,009.60	13,198.80	52,195.41	( 31,987.01)	0.00	0.00	( 31,987.01)
062-US 59 Turnback	20,564.85	1,276.08	0.00	21,840.93	0.00	0.00	21,840.93
063-Airport Hangars 2009/2010	183.94	0.00	0.00	183.94	0.00	0.00	183.94
064-K68 & MAIN ST	( 6,435.00)	0.00	0.00	( 6,435.00)	0.00	0.00	( 6,435.00)
070-Sidewalk Grant 15th St	0.00	0.00	3,873.60	( 3,873.60)	0.00	0.00	( 3,873.60)
076-Loves Granger TIF	126,772.20	0.00	0.00	126,772.20	0.00	0.00	126,772.20
077-South Hwy 59 TDD	86,031.76	166,084.39	0.00	252,116.15	0.00	0.00	252,116.15
078-WWTP Funding	613,444.64	27.46	0.00	613,472.10	0.00	0.00	613,472.10
080-Street Projects	109.84	0.00	0.00	109.84	0.00	0.00	109.84
082-East Side Interceptor	61,901.11	0.00	0.00	61,901.11	0.00	0.00	61,901.11
086-Streets Construction	97,810.77	0.00	0.00	97,810.77	0.00	0.00	97,810.77
087-Water Construction Fund	( 287.50)	0.00	1,910.10	( 2,197.60)	0.00	0.00	( 2,197.60)
091-TIF Program Fund	334,070.70	478.75	0.00	334,549.45	0.00	0.00	334,549.45
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	0.00	10,065.60	0.00	0.00	10,065.60
099-Industrial Park	796,588.97	4,616.60	0.00	801,205.57	0.00	0.00	801,205.57
<b>GRAND TOTAL</b>	<b>15,975,815.57</b>	<b>2,434,533.57</b>	<b>2,479,478.15</b>	<b>15,930,870.99</b>	<b>( 210.39)</b>	<b>( 250,670.52)</b>	<b>15,680,410.86</b>

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



# MUNICIPAL AUDITORIUM PERFORMANCE & RENTAL FACILITY

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

## Ottawa Municipal Auditorium Staff Report for March 2016

- ❖ Kansas Municipal Utilities held training on March 3. (attendance 68)
- ❖ KCKAN held their annual Prom Dress Boutique on March 5 with set up on March 4 (attendance 88)
- ❖ The City of Ottawa held its monthly Healthy Cooking Class on March 8 (attendance 8)
- ❖ Ottawa Municipal Auditorium Advisory Board held their monthly meeting on March 19 in the mezzanine. (attendance 9)
- ❖ The Franklin County Children's Coalition held events at OMA on March 15, 16, and 17. (attendance 343)
- ❖ The Ottawa Police Department held the annual McGruff event on March 19. (attendance 268)
- ❖ OMA and the Ottawa Main Street teamed up for an St. Paddy's day celebration on March 19. We offered free Irish music performed by Fraoch and a dinner of Irish Stew, potatoes, biscuits, and apple pie for \$7.00. Everyone who joined us also ate dinner. (attendance 60)
- ❖ The City held its monthly Safety Class on March 23. (attendance 52)
- ❖ The Ottawa High School held with Spring Vocal concert on March 29. (attendance 345)

### March 2016 usage facts:

Attendance: 1,241  
Rentals: 4  
Days used 9 days out of 31 days

### 2016 Year to date totals for OMA:

Attendance: 3,300  
Rentals: 10  
Days used: 43 out of 91

### March 2016 Volunteers/Hours:

Volunteers: 7  
Number of new volunteers: 3  
Events: 1  
Hours: 12

### March 2015 usage facts:

Attendance for events/rentals: 2,176  
Events/Rentals: 6  
Days used 15 days out of 31 days

### 2015 Year to date totals for OMA:

Attendance: 4,069  
Rentals: 13  
Days used: 58 out of 90

### 2016 Year to date Volunteers/Hours:

Number of individuals volunteering: 7  
Events: 1  
Hours: 12

\*Volunteers (2) will be needed to sell concessions for the OHS Variety Show on April 28 - 30 (5:30 – 8:00 pm).

Shonda Stitt

### April - May 2016:

April 12- OMA Advisory Board meeting  
April 13 – City Safety Training  
April 14 – SEKS Officials Meeting, rental  
April 14 – The Willow Domestic Violence Center, rental  
April 20 - City Healthy Cooking Class  
April 24 – Centropolis Christian Church presents Duke Mason, rental  
April 25 – 30 – OHS Variety Show, rental  
May 17 & 18 – ACT Ottawa – Tryouts, rental  
May 18 – City Safety Training  
May 18 – City Healthy Cooking Class  
May 23, 24, 26, & 30 – ACT Ottawa, rental

3-Auditorium Fund  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>VENUE SUMMARY</u>						
Auditorium Fund						
TAXES	145,800	3,747.14	74,934.42	0.00	70,865.58	51.40
LEASE & RENTAL INCOME	12,000	680.00	1,356.00	0.00	10,644.00	11.30
CHARGES FOR SERVICES	23,000	554.99	1,071.87	0.00	21,928.13	4.66
INVESTMENT INCOME	40	2.66	30.39	0.00	9.61	75.98
OTHER REVENUE	5,200	350.00	350.00	0.00	4,850.00	6.73
MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
TOTAL Auditorium Fund	<u>186,065</u>	<u>5,334.79</u>	<u>77,742.68</u>	<u>0.00</u>	<u>108,322.32</u>	<u>41.78</u>
TOTAL REVENUE	<u>186,065</u>	<u>5,334.79</u>	<u>77,742.68</u>	<u>0.00</u>	<u>108,322.32</u>	<u>41.78</u>
<u>PENSE SUMMARY</u>						
Auditorium Fund						
PERSONNEL SERVICES	128,876	6,596.72	19,780.20	0.00	109,095.80	15.35
CONTRACTUAL SERVICES	54,660	3,723.21	10,866.52	0.00	43,793.48	19.88
COMMODITIES	5,700	589.19	730.29	0.00	4,969.71	12.81
CAPITAL EXPENSES	22,500	369.22	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>11,278.34</u>	<u>41,223.94</u>	<u>0.00</u>	<u>205,098.06</u>	<u>16.74</u>
TOTAL EXPENSES	<u>246,322</u>	<u>11,278.34</u>	<u>41,223.94</u>	<u>0.00</u>	<u>205,098.06</u>	<u>16.74</u>
VENUE OVER/(UNDER) EXPENSES	( 60,257)	( 5,943.55)	36,518.74	0.00	( 96,775.74)	60.60-
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	<u>( 7,500)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>( 7,500.00)</u>	<u>0.00</u>
VENUES & OTHER SOURCES OVER/(UNDER) EXPENDITURES & OTHER USES	( 67,757)	( 5,943.55)	36,518.74	0.00	( 104,275.74)	53.90-

3-Auditorium Fund

% OF YEAR COMPLETED: 25.00

VENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Auditorium Fund</u>						
<u>YES</u>						
3-4-1300-301.00 AD VALOREM PROPERTY TA	124,800	1,659.04	70,465.40	0.00	54,334.60	56.46
3-4-1300-302.00 BACK TAXES - AD VALORE	5,500	668.79	2,492.47	0.00	3,007.53	45.32
3-4-1300-308.00 TDD SALES TAX	0	0.00	0.00	0.00	0.00	0.00
3-4-1300-315.00 VEHICLE TAX	15,500	1,419.31	1,976.55	0.00	13,523.45	12.75
TOTAL TAXES	145,800	3,747.14	74,934.42	0.00	70,865.58	51.40
<u>LEASE &amp; RENTAL INCOME</u>						
3-4-1300-344.01 OTHER RENTS & LEASES	12,000	680.00	1,356.00	0.00	10,644.00	11.30
TOTAL LEASE & RENTAL INCOME	12,000	680.00	1,356.00	0.00	10,644.00	11.30
<u>CHARGES FOR SERVICES</u>						
3-4-1300-351.00 CONCESSIONS	3,000	240.60	240.60	0.00	2,759.40	8.02
3-4-1300-351.01 TICKET SALES	20,000	314.39	831.27	0.00	19,168.73	4.16
TOTAL CHARGES FOR SERVICES	23,000	554.99	1,071.87	0.00	21,928.13	4.66
<u>INVESTMENT INCOME</u>						
3-4-1300-390.00 INTEREST INCOME	40	2.66	30.39	0.00	9.61	75.98
TOTAL INVESTMENT INCOME	40	2.66	30.39	0.00	9.61	75.98
<u>OTHER REVENUE</u>						
3-4-1300-392.01 REIMBURSED EXPENSE INC	200	0.00	0.00	0.00	200.00	0.00
3-4-1300-392.03 DONATIONS	5,000	350.00	350.00	0.00	4,650.00	7.00
3-4-1300-392.10 GRANTS & FOUNDATIONS	0	0.00	0.00	0.00	0.00	0.00
3-4-1300-398.08 TRANSFER-GENERAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	5,200	350.00	350.00	0.00	4,850.00	6.73
<u>MISCELLANEOUS</u>						
3-4-1300-399.00 MISCELLANEOUS REVENUES	25	0.00	0.00	0.00	25.00	0.00
TOTAL MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
<b>TOTAL Auditorium Fund</b>	<b>186,065</b>	<b>5,334.79</b>	<b>77,742.68</b>	<b>0.00</b>	<b>108,322.32</b>	<b>41.78</b>
<b>GRAND TOTAL REVENUE</b>	<b>186,065</b>	<b>5,334.79</b>	<b>77,742.68</b>	<b>0.00</b>	<b>108,322.32</b>	<b>41.78</b>

3-Auditorium Fund  
 PARTMENT - Auditorium Fund

% OF YEAR COMPLETED: 25.00

PENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>PERSONNEL SERVICES</b>						
5-1300-410.00 SALARIES	96,000	4,897.10	14,858.06	0.00	81,141.94	15.48
5-1300-410.04 SALARIES-SEASONAL/TEMP	2,000	0.00	0.00	0.00	2,000.00	0.00
5-1300-411.00 OVERTIME	2,000	92.77	100.42	0.00	1,899.58	5.02
5-1300-412.00 SOCIAL SECURITY-ST.CON	7,650	372.24	1,115.89	0.00	6,534.11	14.59
5-1300-413.00 RETIREMENT-STATE-KPERS	9,226	491.72	1,501.35	0.00	7,724.65	16.27
5-1300-414.00 HEALTH INSURANCE	12,000	687.25	2,041.75	0.00	9,958.25	17.01
5-1300-415.00 DENTAL INSURANCE	0	46.94	137.23	0.00	( 137.23)	0.00
5-1300-417.00 VISION INSURANCE	0	8.70	25.50	0.00	( 25.50)	0.00
<b>TOTAL PERSONNEL SERVICES</b>	<b>128,876</b>	<b>6,596.72</b>	<b>19,780.20</b>	<b>0.00</b>	<b>109,095.80</b>	<b>15.35</b>
<b>NON-CONTRACTUAL SERVICES</b>						
5-1300-502.00 POSTAGE	100	0.00	0.00	0.00	100.00	0.00
5-1300-503.00 TELEPHONE	1,600	156.40	410.61	0.00	1,189.39	25.66
5-1300-504.00 TRAVEL EXPENSE	300	43.20	43.20	0.00	256.80	14.40
5-1300-505.00 PROFESS DEVELOP-STAFF	400	0.00	39.68	0.00	360.32	9.92
5-1300-505.10 PROFESS DEVELOP-ADMIN	0	0.00	0.00	0.00	0.00	0.00
5-1300-505.20 PROF DVLOP-BOARD-COMM	0	0.00	0.00	0.00	0.00	0.00
5-1300-514.00 PRINTING	400	0.00	0.00	0.00	400.00	0.00
5-1300-515.00 ADVERTISING & LEGAL NO	3,800	468.00	468.00	0.00	3,332.00	12.32
5-1300-516.00 RECRUITMENT AND SCREEN	0	0.00	0.00	0.00	0.00	0.00
5-1300-520.00 INSURANCE-BUILDING & C	0	0.00	0.00	0.00	0.00	0.00
5-1300-521.00 WORKER'S COMPENSATION	0	0.00	0.00	0.00	0.00	0.00
5-1300-522.00 UNEMPLOYMENT INSURANCE	400	0.00	63.58	0.00	336.42	15.90
5-1300-525.00 BOILER INSURANCE	0	0.00	0.00	0.00	0.00	0.00
5-1300-526.00 GENERAL INSURANCE	0	0.00	0.00	0.00	0.00	0.00
5-1300-530.00 UTILITY EXPENSE	15,000	1,549.03	4,155.42	0.00	10,844.58	27.70
5-1300-551.00 DUES & SUBSCRIPTIONS	560	110.00	270.50	0.00	289.50	48.30
5-1300-552.00 TICKET REFUND EXPENSE	500	0.00	0.00	0.00	500.00	0.00
5-1300-553.00 SERVICE AGREEMENTS/COM	2,400	163.54	490.62	0.00	1,909.38	20.44
5-1300-555.00 PUBLIC RELATIONS-AUDIT	200	49.61	49.61	0.00	150.39	24.81
5-1300-558.00 OTHER CONTRACTUAL SERV	12,000	1,163.51	4,605.38	0.00	7,394.62	38.38
5-1300-560.00 AUDITORIUM MAINTENANCE	3,000	0.00	0.00	0.00	3,000.00	0.00
5-1300-565.00 SALES TAX	0	0.00	0.00	0.00	0.00	0.00
5-1300-567.00 EVENT FEES & DEPOSITS-	10,000	0.00	250.00	0.00	9,750.00	2.50
5-1300-570.00 MISC. EVENT EXPENSES-A	4,000	19.92	19.92	0.00	3,980.08	0.50
5-1300-571.00 ANNUAL AUDIT EXPENSE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>54,660</b>	<b>3,723.21</b>	<b>10,866.52</b>	<b>0.00</b>	<b>43,793.48</b>	<b>19.88</b>
<b>COMMODITIES</b>						
5-1300-600.00 OFFICE SUPPLIES	500	0.00	0.00	0.00	500.00	0.00
5-1300-613.00 JANITORIAL SUPPLIES	1,000	216.15	216.15	0.00	783.85	21.62
5-1300-619.00 CONCESSIONS SUPPLIES_A	1,700	23.90	23.90	0.00	1,676.10	1.41
5-1300-620.00 GENERAL SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
5-1300-630.00 OTHER OPERATING SUPPLI	2,500	349.14	490.24	0.00	2,009.76	19.61
<b>TOTAL COMMODITIES</b>	<b>5,700</b>	<b>589.19</b>	<b>730.29</b>	<b>0.00</b>	<b>4,969.71</b>	<b>12.81</b>

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

3-Auditorium Fund  
 PARTMENT - Auditorium Fund

% OF YEAR COMPLETED: 25.00

PENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>PITAL EXPENSES</b>						
5-1300-702.00 FURNITURE & FIXTURES	0	296.23	496.23	0.00 (	496.23)	0.00
5-1300-704.00 OFFICE EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
5-1300-709.00 STAGE EQUIPMENT-AUDITO	1,500	0.00	0.00	0.00	1,500.00	0.00
5-1300-715.00 BUILDING MAINTENANCE-C	21,000	72.99	9,350.70	0.00	11,649.30	44.53
<b>TOTAL CAPITAL EXPENSES</b>	<b>22,500</b>	<b>369.22</b>	<b>9,846.93</b>	<b>0.00</b>	<b>12,653.07</b>	<b>43.76</b>
<b>PITAL IMPROVEMENTS</b>						
5-1300-730.00 CAPITAL IMPROVEMENTS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BT SERVICE</b>						
5-1300-891.00 CONTINGENCY RESERVE	34,586	0.00	0.00	0.00	34,586.00	0.00
5-1300-892.00 Designated FUNDS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL DEBT SERVICE</b>	<b>34,586</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,586.00</b>	<b>0.00</b>
<b>OTAL Auditorium Fund</b>	<b>246,322</b>	<b>11,278.34</b>	<b>41,223.94</b>	<b>0.00</b>	<b>205,098.06</b>	<b>16.74</b>

3-Auditorium Fund

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ND TOTAL EXPENDITURES	246,322	11,278.34	41,223.94	0.00	205,098.06	16.74
VENUE OVER/(UNDER) EXPENSES	( 60,257)	( 5,943.55)	36,518.74	0.00	( 96,775.74)	60.60-
HER FINANCING SOURCES						
3-4-1300-398.08 TRANSFER-GENERAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
HER FINANCING USES						
3-5-1300-906.00 TRANSFER TO RESERVE FU	7,500	0.00	0.00	0.00	7,500.00	0.00
TOTAL 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
VENUES & OTHER SOURCES OVER UNDER) EXPENDITURES & OTHER USES	( 67,757)	( 5,943.55)	36,518.74	0.00	( 104,275.74)	53.90-

## Community Development Department March 2016 Monthly Report

### Planning Commission:

The Planning Commission reviewed a Preliminary plat for USD 290 new elementary school; reviewed and made recommendation to the City Commission to approve the proposed vacation of a utility easement requested by Ottawa Coop between the 100 blocks of North Cedar and North Oak Streets; to approve the proposed rezone from R-1 Low Density Residential District to R-3 High Density Residential District for the follow properties: 624 & 822 E. 11<sup>th</sup> Street. They also reviewed the 2016-2020 CIP and continued the CIP public hearing to their April 13<sup>th</sup> meeting.

### Play Task Force:

New members are continuing to be a goal, particularly those interested in helping fundraise for the teen park. Walton Park constructed in first workday on March 17<sup>th</sup>, due in large to great help from Parks in preparation.

### Projects:

**East 15th Street Sidewalk Project:** Bid date has moved to July and KDOT conducting final review of plans. Easement are being prepared to enable acquisition from property owners.

### Neighborhood Stabilization Program:

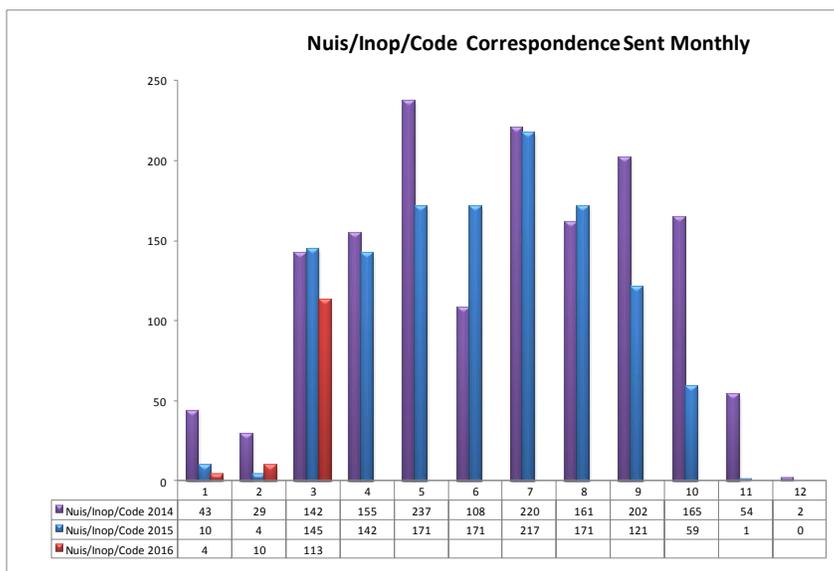
Construction of the new single-family structure at 727 N. Main is completed and is now being marketed for sale.

### Condemnations:

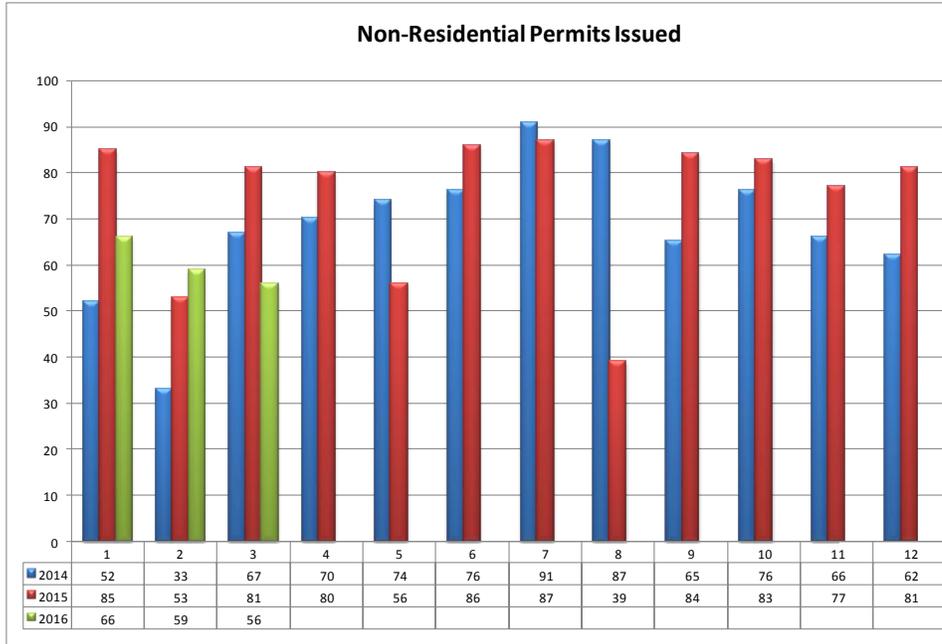
820 N. Locust, bids have been received and bid will be awarded in April for demolition which is the last one of previously condemned. Structures for next round will be identified in April.

### Code Enforcement:

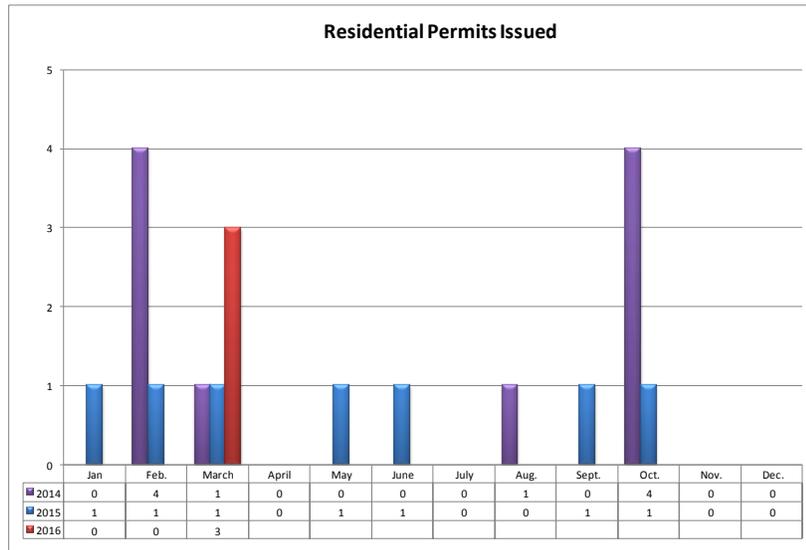
The code enforcement officer is now working three days a week.



**Permits:**

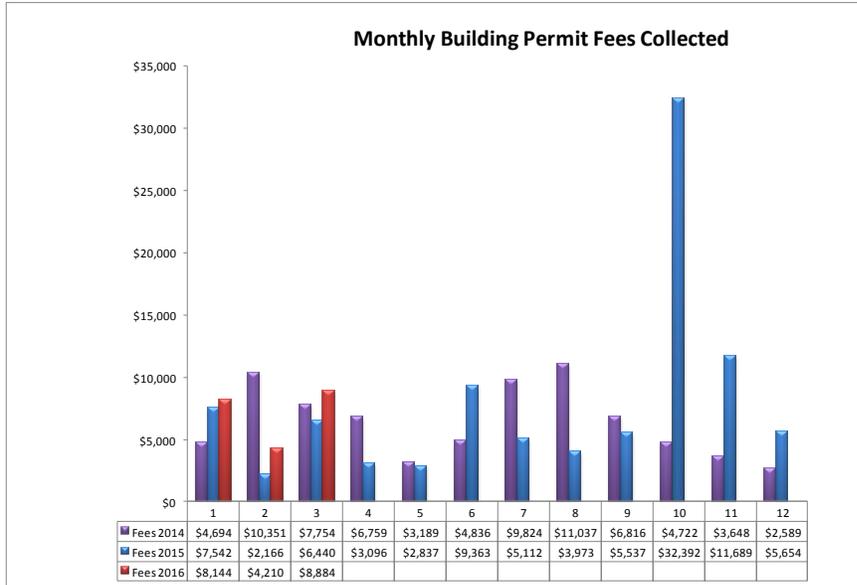


**Permits Continued:**



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:	\$21,237.78
Planning fees to date:	<u>\$ 750.00</u>
Total received to date:	\$ 21,987.78

# Ottawa Fire Department



## Monthly Report

**March 2016**

### **Training Hrs**

A-Shift- 194  
B-Shift- 134  
C- Shift- 154  
Volunteers- 0  
Staff- 3

**Total- 485**

### **Inspections**

A-Shift - 2  
B-Shift - 17  
C-Shift – 13  
Staff - 4

**Total - 36**

## **Training Topics**

### **Building Construction**

Building Construction Related to the Fire Service 3rd Edition Curriculum: Chapter 9 –Steel Construction: PP & Test (2HR, FH BC01)  
Review Sprinkler(10 per month)/Knox Box (10 per month)Location(1Hr, FH BC21)  
Building Review: C-Shift: Industrial

### **Firefighter Skills**

Firefighter Personal Protective Equipment(1Hr, FH F26)

- Gear inspection
- How to Inspect gear(What to look for i.e. damage, cleanness, and replacement)
- How to clean gear- Pre-rinsing gear, how to use the gear washer and dryer, boots, gloves, hoods and helmets
- Donning- SCBA and Bunker Gear(properly)
- Tools and Equipment carried in our bunker gear-How many items do we need to carry?

### **Rescue**

Intro Tech Rescue: Face-to-Face Class (8Hr, FH RES-21)SHINKLE  
Tie the 10 Rescue Knots(1Hr, FH Res-9)

### **Scenarios**

3 (2Hr, FH F40)

Rescue- vehicle accident

Fire- Residential Building fire

Aircraft Emergency- A medical Helicopter has declared a emergency will try to land at the Airport

Driver Operator

Pumping Apparatus Driver/Operator Chapter 4 — Operating Emergency Vehicles (1Hr, FH DO04)

NIOSH Report Review

F2012- Mar 19, Career fire captain killed, fire fighter and police officer injured at the scene of a  
09 2012 motor vehicle crash – Arkansas (1HR, FH NIOSH)

Smoke detector program- 1  
Public Education Activities- 2  
Station Tours- 1

Tim Matthias, Fire Chief



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

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

- City HR and Finance Staff worked with Truss Advantage to finalize the move of the employee HSA accounts to another third party administrator, TASC and bank, Great Southern. Employee meetings have been scheduled for early April with a May 1, 2016 implementation date.
- Michelle Stegman and Brenda Pfizenmaier, RMH conducted a presentation at First Friday Forum, March 4, 2016 on the City of Ottawa Wellness Program.
- City HR Staff assisted the Society for Human Resource Management Jayhawk Chapter on the planning and execution of the annual business leadership workshop that will be held on April 12, 2016 in Lawrence. The City of Ottawa volunteered to be the in-kind printing sponsor and Michelle Stegman helped obtain sponsors for the event. 70 area HR professionals registered to attend the event.

### Recruitment

HR staff recruitment efforts included Seasonal, Water Distribution/Wastewater Collection Maintenance Worker I, Laborer/Maintenance Worker I-Streets, Police Officer and Firefighter/EMT-B positions.

### Promotions

3/18/16 – Tim Matthias, Fire Chief  
1/2/16 – Janet Stewart, Sr. Meter Reader

### New Hires

3/7/16 – Jenna Johnson, Part-time Receptionist  
3/21/16 – Joshua Swab, Police Officer

### Departures

3/4/16 – Tracie Weege, Police Officer  
3/16/16 – Anthony Glenn, Jr., Laborer/Maintenance Worker-Streets  
3/18/16 – Jeff Carner, Fire Chief

### Risk Management/Safety/Loss Control:

#### Training

Rick Aguilar, CUSP, PHR with Kansas Municipal Utilities conducted sessions on Aerial Device Safety and Conflict Resolution and Consensus Building.

#### Safety Committee Meeting

The Safety Committee meeting was held on March 22, 2016. Staff discussed the following: Department audits/inspections, AED units and reviewed monthly incidents.

#### Workers' Compensation Injuries/Illnesses

1. 3/2/16 – A WD/WC employee was working on a water service line connection when he felt pain in his right shoulder.

City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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



City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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

2. 3/14/16 – A Water Reclamation Facility employee smashed his right index finger between a sledge hammer handle and a piece of conduit.
3. 3/24/16 – A Streets employee was operating a mini-excavator in high wind condition and got debris in his right eye.

#### Tort Claims

7/22/15 – Patron of the Ottawa Library fell down stairs and sustains ankle sprain. Claim filed with EMC. The adjuster has assigned an independent appraiser to inspect the insured location and is waiting on a response from the claimant. EMC declined liability and found no negligence on behalf of the City. Received medical authorization form and is awaiting bills. The adjuster has requested bills again. Medical payments were extended and \$977.23 was paid to CMS (Medicare). At this time, the adjuster has sent a letter to Medicare to see if there were any additional bills that need to be paid. A response is expected in April. Once received, the claim will be closed. \$5,000 exists for medical coverage. **Open**

#### 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. He is awaiting a court date in March. There were no injuries in the insured vehicle. The claimant is alleging a minor soft tissue injury. The adjuster has a subrogation notice from the other carrier for the property damage but no formal demand. The City vehicle was totaled and the City will receive a \$7,835.00. \$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. Adjuster is still waiting for medical bills from Medicare. 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. **Open**

#### Public Official Liability and Employment Practices Liability

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

# Ottawa Information Technology (IT) Department

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**Date:** April 11, 2016

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

**From:** Chuck Bigham, IT Director

**Subject:** March IT Monthly Report

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## IT Trouble Tickets & Other-

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

## Government Access Channel (GAC)

New Programs- City and County Commission, Road to Recovery, Legislative Coffee, Quality of Life, America's Army and White House Chronicle.

# of different programs played- 16 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

## Web Site

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

Videos posted include, 2 City Commission Meetings, 1 Legislative Coffee, 1 Mayor's Prayer Breakfast.

## FaceBook-

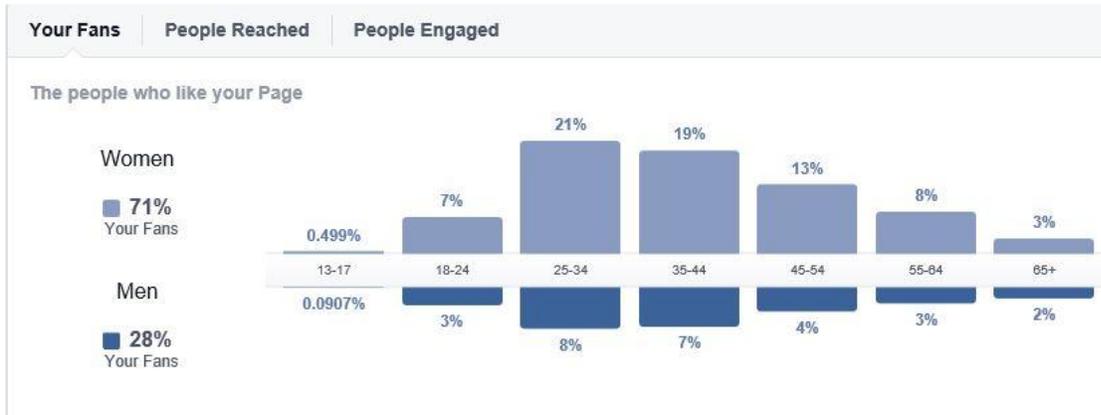
Updates Provided- Videos Posted (same as website). News Articles Linked. Promotion of upcoming events. Crime of the week added for Crime Stoppers. Updated Found Property List added. Photos taken at Chief Carner's retirement, Legislative Coffee, Commission Meeting, New Park build and Airport AWOS system.

Total Likes: 2,189      See attached graphs

## Other Activities-

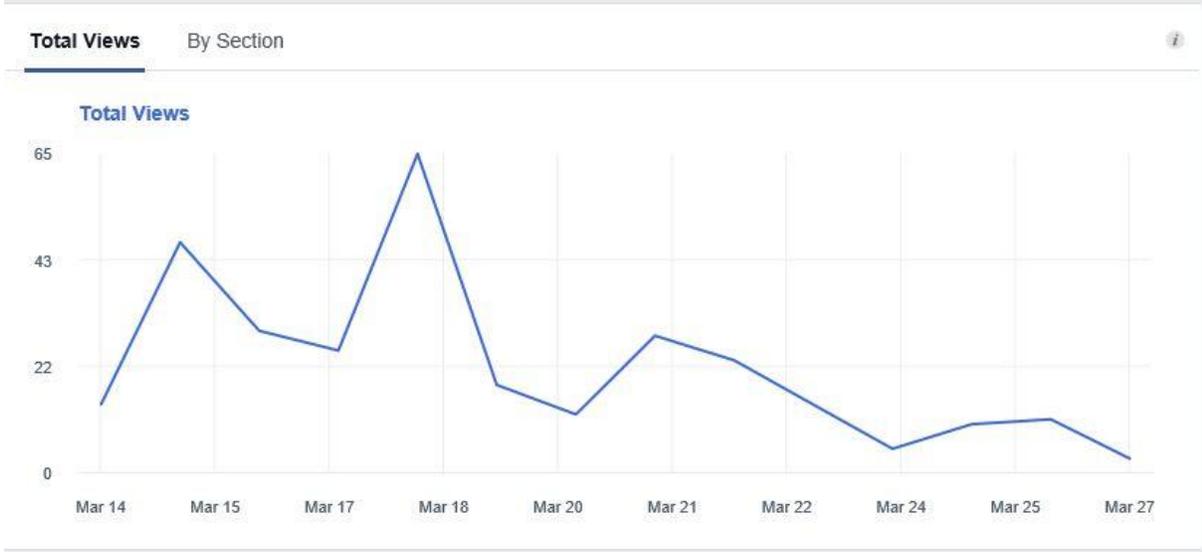
Twitter account maintained currently at **512 followers** (see attached graphs). Instagram followers are at **58**. Promotion of city wide events. Posted all media releases to public on Facebook, channel, website, Twitter, Instagram, Flickr & Tumblr. All job postings added to media outlets. City account added to Hootsuite in order to schedule news releases & postings on social media. Added LinkedIn to social media platforms. "Richard's Roundup" new video series is up and running on city's Facebook.

**Facebook March 2016**  
**Demographics and Location of people who like the City of Ottawa Facebook page.**  
**Total Likes for March were: 2,189**



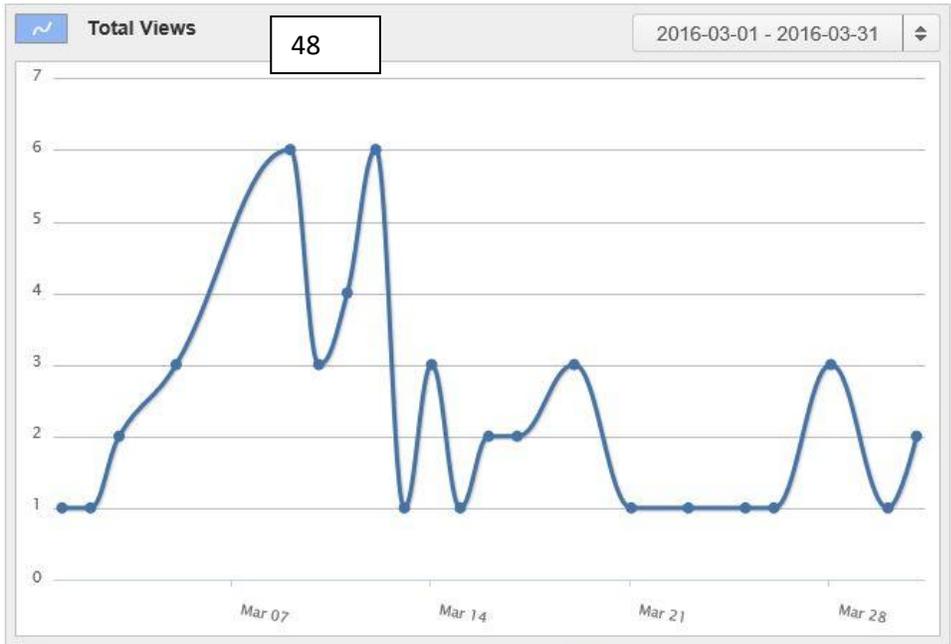
Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	2,167	Ottawa, KS	1,165	English (US)	2,137
Ghana	3	Lawrence, KS	77	English (UK)	45
Canada	3	Pomona, KS	76	Spanish	4
Iraq	3	B N Junction, KS	44	Arabic	4
India	3	Wellsville, KS	42	Portuguese (Brazil)	3
Pakistan	2	Topeka, KS	37	French (France)	2
Mexico	2	Princeton, KS	32	Italian	1
Turkey	2	Baldwin City, KS	31	Turkish	1
Japan	2	Richmond, KS	29	Japanese	1
Algeria	1	Kansas City, MO	28	English (Pirate)	1
Jordan	1	Overland Park, KS	28	Czech	1
Taiwan	1	Rantoul, KS	25	German	1
Nigeria	1	Williamsburg, KS	24	Traditional Chinese (Ta...	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.**

# Ustream March 2016



Export this period in CSV Day Month

Datetime	Views
Mar 01	1
Mar 02	1
Mar 03	2
Mar 05	3
Mar 09	6
Mar 10	3
Mar 11	4
Mar 12	6

Mar 13	1
Mar 14	3
Mar 15	1
Mar 16	2
Mar 17	2
Mar 19	3
Mar 21	1
Mar 23	1

Mar 25	1
Mar 26	1
Mar 28	3
Mar 30	1
Mar 31	2

Twitter March 2016

Mar 1, 2016 - Mar 31, 2016

Where did my branded header go?

# @ottawaksgov twitter

## Twitter : Profile Summary

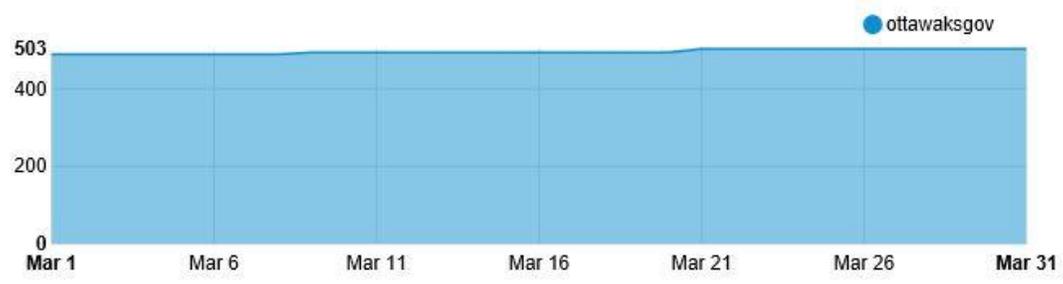


**@ottawaksgov**  
CityofOttawa  
Ottawa, KS

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

Followers	512
Following	75
Listed	11

## Twitter : Follower Growth



POWERED BY **TWITTER COUNTER**

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

*Police Department*  
*City of Ottawa, Kansas*

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**MEMORANDUM**

DATE: APRIL 4, 2016  
TO: RICHARD U. NIENSTEDT, CITY MANAGER  
FROM: DENNIS P. BUTLER, CHIEF OF POLICE  
SUBJECT: MARCH 2016 MONTHLY REPORT

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

- Volunteers in Police Service (VIPS) provided 174 hours of service
- Josh Swab was hired as a police officer and is undergoing local training until he enters the police academy
- ON March 18, Officers Tylor Wyatt and Chris Forsberg graduated from KLETC and are completing field training. Officer Forsberg graduated first in his class of 63 students and Officer Wyatt graduated 2<sup>nd</sup>. Also, Officer Wyatt was recognized for his performance during firearms training
- Met with OHS Principal Dr. Ryan Cobbs to discuss issues of mutual interest
- Held Crisis Intervention Team (CIT) meeting with local partners
- Attended March 7 County Commission Meeting to observe County-side radio replacement proposal and later shared this at the March 14 City Commission Work Study Session
- Conducted Ethics refresher training to all OPD employees
- Participated in OPD Command Staff Retreat with John Devine
- Attended Mayor's Prayer Breakfast
- Several staff attended Commission on Accreditation for Law Enforcement Agencies (CALEA) conference in St. Louis. Also, Chief Butler co-presented a workshop on police foundations with the executive director of the St. Louis Police Foundation
- Attended the Johnson County Chief's and Sheriff meeting
- Continued participation on KBI Work Group regarding untested Sexual Assault Kits; and
- Monthly supervisors' meeting, various Chamber events, Rotary, and other various meetings.

I am happy to answer any questions.

Thank you.

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

	MAR 2016		MAR 2015	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	1	0	1	0
Burglary	0	0	0	0
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Theft	0	1	4	0
Theft: Auto	0	0	0	0
<b>Total Part One Arrests</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>0</b>

**OTHER ARRESTS**

Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	2	3	2	1
Battery: Domestic	4	0	5	0
Battery: LEO	0	1	0	0
Criminal Damage Property	2	2	4	0
Criminal Threats	1	0	0	0
Disorderly Conduct	5	1	3	1
Driving Under Influence	4	0	7	0
Drug Offense Arrests	8	1	21	2
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	5	0	6
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	1	0	1	2
Phone Harassment	0	0	0	0
Sexual Offense Arrests	0	0	0	0
Suicide	0	0	0	0
Vehicle Related Arrests	15	0	23	0
All Other Arrests	34	0	49	4
<b>Total Part Two Arrests</b>	<b>76</b>	<b>13</b>	<b>115</b>	<b>16</b>

**TOTAL ARRESTS**

**90**

**136**

**REPORTED CRIMES  
PART ONE OFFENSES**

	MAR 2016		MAR 2015	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	1	1	0	0
Assault: Aggravated (Agg Battery)	2	2	1	1
Burglary	4	3	8	3
Murder	0	0	0	0
Rape	0	0	1	0
Robbery	0	0	0	0
Theft	11	6	17	9
Theft: Auto	0	0	0	0
<b>Total Part One Crimes</b>	<b>18</b>	<b>12</b>	<b>27</b>	<b>13</b>

**OTHER CRIMES**

Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	7	6	5	3
Battery: Domestic	8	4	6	4
Battery: LEO	1	1	0	0
Criminal Damage Property	16	10	14	9
Criminal Threats	3	2	3	2
Disorderly Conduct	4	4	5	5
Driving Under Influence	4	4	8	7
Drug Offenses	12	12	22	22
Forgery	0	0	2	1
Homicide	0	0	0	0
Juvenile Offenses	5	5	11	10
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	1	1	2	2
Phone harassment	0	0	0	0
Sex Offenses	0	0	1	0
Suicide	1	1	0	0
Vehicle Related Offenses	28	21	37	30
All Other Offenses	44	34	61	60
<b>Total Part Two Crimes</b>	<b>134</b>	<b>105</b>	<b>177</b>	<b>155</b>

**OTHER ACTIVITIES**

Calls for Service	1284	877
Traffic Accidents	17	18
Warrants Served	20	30

**TOTAL INCIDENTS / CALLS FOR SERVICE** **1473**

**1129**

ANIMAL CONTROL MARCH 2016			
ACTIVITY	Mar-16	Mar-15	Yr to Date
Domestic animals taken to shelter	11	26	41
Dead animals (wild) collected	4	4	11
Dead animals (domestic) collected	1	1	2
Wild animals trapped	22	18	55
Trap usage (days)	48	46	143
Dog ordinance violation citation	0	0	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	16	36	53

COURT FEES MARCH 2016

	Violation	COURT FEES Misc.	Ct. Costs [\$75.00]	STATE FEES [20.00]	CCSFF [250.00]	Ct Training [\$1.00]	Fee Totals	Combined Total	2016	
Jan-15	\$21,807.94	\$940.06	\$6,143.71	\$1,535.93	\$1,449.07	\$51.29	\$10,120.06	\$31,928.00		
Jan-16	\$19,551.19	\$784.00	\$5,406.27	\$1,335.48	\$518.52	\$49.73	\$8,094.00	\$27,645.19		
Feb-15	\$21,187.88	\$724.00	\$6,339.07	\$1,828.25	\$865.75	\$55.05	\$9,812.12	\$31,000.00		
Feb-16	\$21,016.50	\$237.00	\$6,639.49	\$1,684.93	\$1,199.07	\$93.01	\$9,853.50	\$30,870.00		
Mar-15	\$29,610.27	\$1,122.58	\$9,411.81	\$2,691.48	\$1,643.52	\$80.84	\$14,950.23	\$44,560.50		
Mar-16	\$24,734.00	\$349.90	\$7,717.92	\$1,996.17	\$1,308.33	\$119.56	\$11,491.88	\$36,225.88		
Mar-15YTD	\$72,606.09	\$2,786.64	\$21,894.59	\$6,055.66	\$3,958.34	\$187.18	\$34,882.41	\$107,488.50		
Mar-16YTD	\$65,301.69	\$1,370.90	\$19,763.68	\$5,016.58	\$3,025.92	\$262.30	\$29,439.88	\$94,741.07		
									<b>MUNICIPAL COURT</b>	
									<b>CASES FILED</b>	
									<b>MARCH</b>	
~~Violation Fines-- Fine paid for violating the law.									Crimes against persons	7
~~Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.).									Crimes against property	14
~~State Fees -Municipal court assessments listed and authorized by K.S.A. 12-4117									Driving Under The Influence	6
~~Misc.-- Restitution paid to victims, Witness fees, overpayments and reinstatement fees.									Fleeing a Police Officer	
~~CCSFF--Community Corrections Supervision Fee Fund-\$250 from each D.U.I. as of 7/1/12									Other Crimes	6
									Reckless Driving	1
									Traffic Violations	85
									Tobacco Infrancions	0
									<b>TOTAL CASES FILED</b>	<b>119</b>
									<b>Court Revenues (fines &amp; court costs)</b>	<b>\$32,451.92</b>
									Dismissals	36
									Diversion agreements	3
									Guilty pleas	113
									Trials (on pleas of not guilty)	5
									<b>TOTAL CASES CLOSED</b>	<b>157</b>

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

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

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

**The breakdown is as follows:**

013 DISOBEY TRAFFIC SIGNAL	4	6.6 CRIMINAL DAMAGE TO PROPERTY	1
029 RECKLESS DRIVING	2	6.7 CRIMINAL TRESPASS	3
030 DUI	4	7.2 INTERFERENCE WITH LAW ENFORCEMENT	1
032 UNSAFE SPEED FOR CONDITIONS	2	9.1 DISORDERLY CONDUCT	5
033 SPEEDING	37	089A ILLEGAL PARKING	2
046 IMPROPER DRIVING LANED ROAD	1	182A NO SEAT BELT	12
047 FOLLOWING TOO CLOSE	3	30.2 REFUSAL PRELIMINARY BREATH TEST	1
054 UNSAFE TURNING/STOPPING ETC	3	30.3 TAMPERING WITH IGNITION INTERLOCK DEVICE	2
059 FAIL TO YIELD STOP/YIELD SIGN	11	10202 SALVAGE OR JUNK MATERIAL	1
085 PARKING/STANDING/STOPPING	4	10502 GARBAGE OR LITTER IN PUBLIC PLACES	1
104 INATTENTIVE DRIVING	3	3-213 KEEPING VICIOUS ANIMAL	1
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	3	3-302 DOG VACCINATION REQUIREMENTS	1
117 LIMITATIONS ON BACKING	1	3-303 DOG CITY REGISTRATION FEES	1
147 DEFECTIVE TAIL LAMP	1	12-200 BICYCLE, SKATEBOARD, UNLICENSED VEH ON S	1
177 OBSTRUCTED WINDOWS / DEFECTIVE WIPERS	2	12-209 SPEEDING SCHOOL ZONE	2
192 NO OPERATOR LICENSE	1	12-311 PARKING - TWO HOUR LIMIT	55
194 SUSPENDED OPERATORS LICENSE	11	16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA	2
198 ILLEGAL TAG	5	16-303 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
200 KNOWINGLY OPER W/O INSURANCE	31	16-307 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	1
3.1 BATTERY	3	16-403 DISORDERLY CONDUCT-NOISE	1
6.1 THEFT/THEFT OF SERVICES	9	CH10-6 NUISANCE	1
6.5 DEPRIVATION OF PROPERTY	1		

\*\* Report Total: 238 \*\*

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

8 Domestic Battery	1 Agg Assault / Battery	3 Battery
0 Burglary	3 Criminal Damage	0 D.U.I.
2 Theft	0 Traffic	0 Endangering Child
0 Liquor Violations	0 Prescription Drugs	8 Misc. Charges
		3 Possession Drugs/Paraphenalia

# Arrests - By Violation

03\01\2016  
 thru 03\31\2016  
 Agency is: OTTAWA PD

Violation	# of Offenses
AGG BATTERY;KNOWINGLY USE PHYSICAL CONTACT IN ANGRY/RUDE MANNER W/WEAPON	1
BATTERY	4
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	1
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	2
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	4
CINC; RUNAWAY FROM HOME	4
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	3
CRIMINAL DAMAGE TO PROPERTY,FELONY	1
CRIMINAL RESTRAINT	1
CRIMINAL THREAT,CAUSE TERROR,EVACUATION & DISRUPTION	4
DEPRIVATION OF PROPERTY, MOTOR VEHICLE	1
DISORDERLY CONDUCT	6
DRUGS: POSS DRUG PARAPHERNALIA (M)	3
DRUGS: SALE/POSS W/INTENT TO SELL CONTROLLED SUBSTANCE	1
DRUGS: TAX STAMP; NO DRUG	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS 3.5-100 GR	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	2
DRUGS; POSSESSION OF PARAPHERNALIA (F)	1
DRUGS; POSSESSION OF PARAPHERNALIA (M)	3
DRUGS; POSSESSION SIMULATED CONTROL SUBSTANCE	1
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	2
DUI: COMBINATION OF DRUGS/ALCOHOL/2ND CONV	1
DUI: REFUSAL OF PRELIMINARY BREATH TEST	1
DUI;DRIVING UNDER INFLUENCE	2
DUI;COMBINATION OF DRUGS/ALCOHOL	1
FAILURE TO APPEAR	3
PFA,VIOLATE PROTECTION FROM ABUSE ORDER	1
RESISTING ARREST/OBSTRUCTION OF LEO (M)	2
STALKING,AFTER SERVED PROTECTION ORDER	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	3
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	5
THEFT; POSSESSION OF STOLEN PROPERTY \$1000 TO 25.000	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	6
TRAFFIC: EXPIRED TAGS	1
TRAFFIC: FAIL TO YIELD AT STOP SIGN	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	9
TRAFFIC: NON DRIVER ID; UNLAWFUL USE	1
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	1
TRAFFIC: RECKLESS DRIVING	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	3
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	2
TRESPASS, UNKNOWN CRICUMSTANCE	2
WARRANT ARREST	4
WARRANT ARREST FOR OTHER JURISDICTION	7
WARRANT ARREST; FOR ANOTHER JURISDICTION	7

<b>Violation</b>	<b># of Offenses</b>
WEAPONS/CRIMINAL POSS OF FIREARM BY FELON, FIREARM USED IN CRIME	1
<b>Total Violations</b>	120
<b>Total Arrests</b>	84

# Incidents - By Violation

03\01\2016  
 thru 03\31\2016  
 Agency is: OTTAWA PD

Violation	Incidents
AGG BATTERY;KNOWINGLY USE PHYSICAL CONTACT IN ANGRY/RUDE MANNER W/WEAPON	1
ANIMALS: KEEPING VICIOUS ANIMALS	1
ANIMALS: REGISTRATION REQUIREMENTS	1
ANIMALS: VACCINATION REQUIREMENTS	1
ARSON, UNKNOWN CIRCUMSTANCE	1
ASSAULT,AGG	1
BATTERY	4
BATTERY LEO;PHYSICAL CONTACT W/COUNTY OR CITY OFFICER ON DUTY	1
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	6
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	2
BATTERY; BODILY HARM TO ANOTHER	1
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	2
BURGLARY AGG	1
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME	4
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT	2
BURGLARY;NON-DWELLING TO COMMIT FELONY/THEFT/SEXUALLY MOTIVATED CRIME	2
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	2
CINC; RUNAWAY FROM HOME	3
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	13
CRIMINAL DAMAGE TO PROPERTY,FELONY	3
CRIMINAL RESTRAINT	2
CRIMINAL THREAT,CAUSE TERROR,EVACUATION & DISRUPTION	2
DISORDERLY CONDUCT	4
DRUGS: POSS DRUG PARAPHERNALIA (M)	2
DRUGS: SALE/POSS W/INTENT TO SELL CONTROLLED SUBSTANCE	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS 3.5-100 GR	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	2
DRUGS; POSSESSION OF PARAPHERNALIA (F)	1
DRUGS; POSSESSION OF PARAPHERNALIA (M)	3
DRUGS; UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	2
DUI: COMBINATION OF DRUGS/ALCOHOL/2ND CONV	1
DUI: REFUSAL OF PRELIMINARY BREATH TEST	1
DUI;DRIVING UNDER INFLUENCE	2
DUI;COMBINATION OF DRUGS/ALCOHOL	1
FAILURE TO APPEAR	3
FINANCIAL CARD,CRIMINAL USE W/O CONSENT OF OWNER \$ 1,000 TO \$ 25,000	1
IDENTITY FRAUD;REPLICATE DOCUMENT W/PERSONAL INFO WITH INTENT TO DECEIVE	1
IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS<\$100,000	3
INTERFERE WITH LEO;FALSE REPORT FOR ACTION	1
PFA VIOLATION; VIOLATES CONDITIONS OF RELEASE	3

<b>Violation</b>	<b>Incidents</b>
PFA,VIOLETE PROTECTION FROM ABUSE ORDER	2
RESISTING ARREST/OBSTRUCTION OF LEO (M)	2
STALKING (MISD)	2
STALKING,AFTER SERVED PROTECTION ORDER	1
SUICIDE	1
THEFT OF MOTOR FUEL	2
THEFT, LOST OR MISLAID PROPERTY	2
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/MOTOR VEHICLE	2
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	9
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	4
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	6
THEFT; < \$1000 OF PROPERTY OR SERVICES/VEHICLE PARTS	1
THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE	2
THEFT; POSSESSION OF STOLEN PROPERTY \$1000 TO 25.000	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	6
TRAFFIC: EXPIRED TAGS	1
TRAFFIC: FAIL TO YIELD AT STOP SIGN	2
TRAFFIC: FAILURE TO STOP AT ACCIDENT; INJURY OR DAMAGE OVER \$1000	1
TRAFFIC: FLEE & ELUDE COMMISSION OF FELONY	1
TRAFFIC: IGNITION INTERLOCK DEVICE OPERATE CAR W/O DEVICE	1
TRAFFIC: INATTENTIVE DRIVING	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	9
TRAFFIC: NON DRIVER ID; UNLAWFUL USE	1
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	1
TRAFFIC: RECKLESS DRIVING	3
TRAFFIC: TRANSPORTING OPEN CONTAINER	2
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	1
TRESPASS, UNKNOWN CRICUMSTANCE	2
WARRANT ARREST	4
WARRANT ARREST FOR OTHER JURISDICTION	6
WARRANT ARREST; FOR ANOTHER JURISDICTION	7
WEAPONS/CRIMINAL POSS OF FIREARM BY FELON, FIREARM USED IN CRIME	1
<b>Total Violations</b>	<b>176</b>
<b>Total Incidents</b>	<b>165</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: March 2016 Monthly Activity Report/Public Works Projects Update  
DATE: April 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.

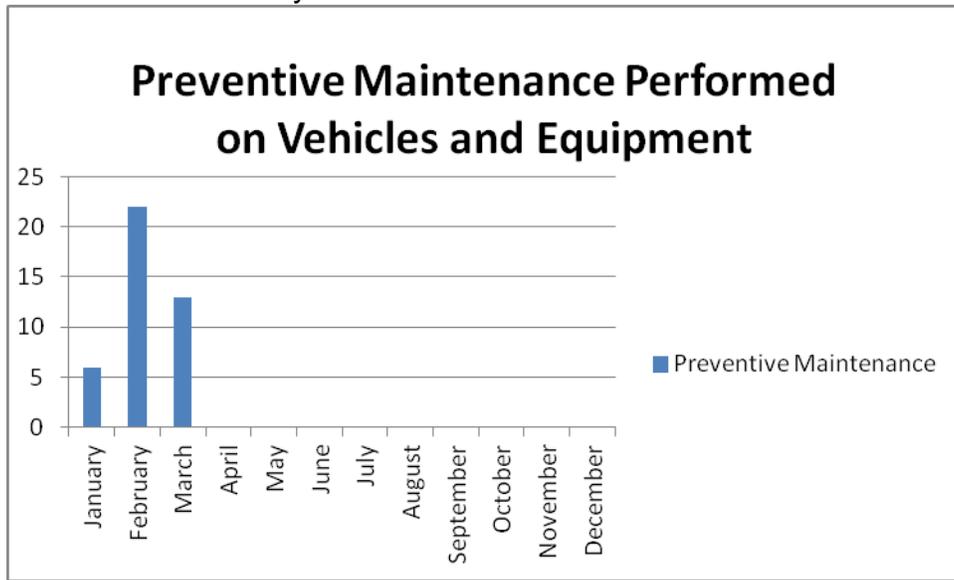
**Streets:**

- Bladed roads and alleys
- Cleaned ditches for chip and seal
  1. 700 and 800 block of Liberty
  2. 900 block of E. 8<sup>th</sup>
  3. 700 block of Funston
  4. 900 and 1000 blocks of Walnut
- Cold patched potholes
- Worked on getting the levee ready for inspection
- Installed 8 bollards on the Flint Hills trail East of main
- Removed and replaced concrete at the Water Reclamation Facility (WRF)
- Cleared trees for the new raw water line out on W. 2<sup>nd</sup>
- Started crack sealing
- Started installing an ADA ramp at N. Main and Grant

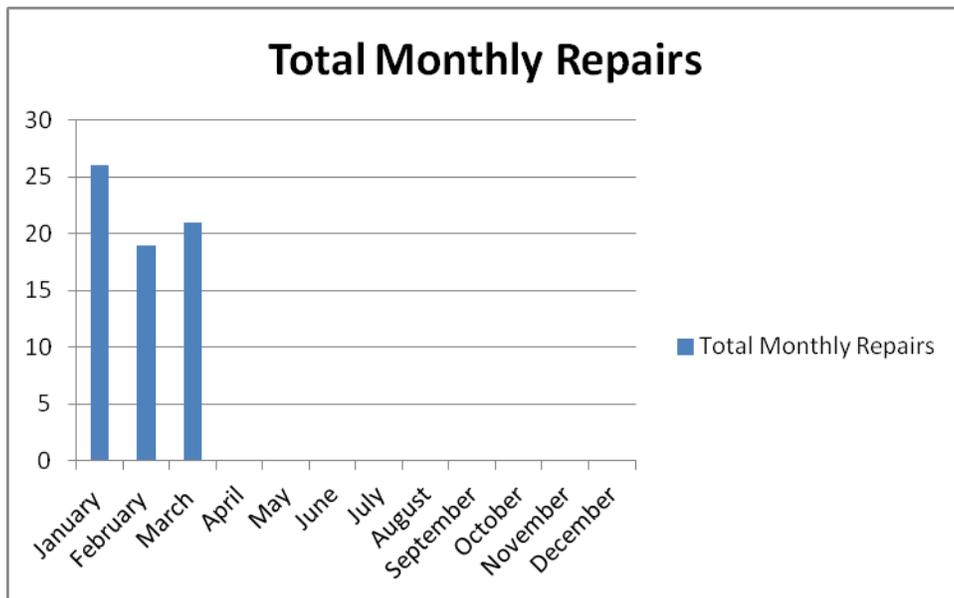
**Parks:**

- Cleaned up hedgerow at Highland Cemetery
- Built and installed handrail at Highland Cemetery
- Hooked up all plumbing in the bathrooms and pool house and opened bathrooms to public
- Fixed broken spring toy in Forest Park
- Replaced vandalized bridge at Adventure-land playground in Forest Park
- Cleaned and began patchwork on swimming pool
- Installed playground at Walton Park
- Spread mulch in all playgrounds that have mulch
- Removed and replaced tree at 5<sup>th</sup> and Main (Hornbeam)
- Trimmed trees at Auditorium and Highland
- Picked up limbs
- Clean and organize shops
- Mowed all parks and Cemeteries

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

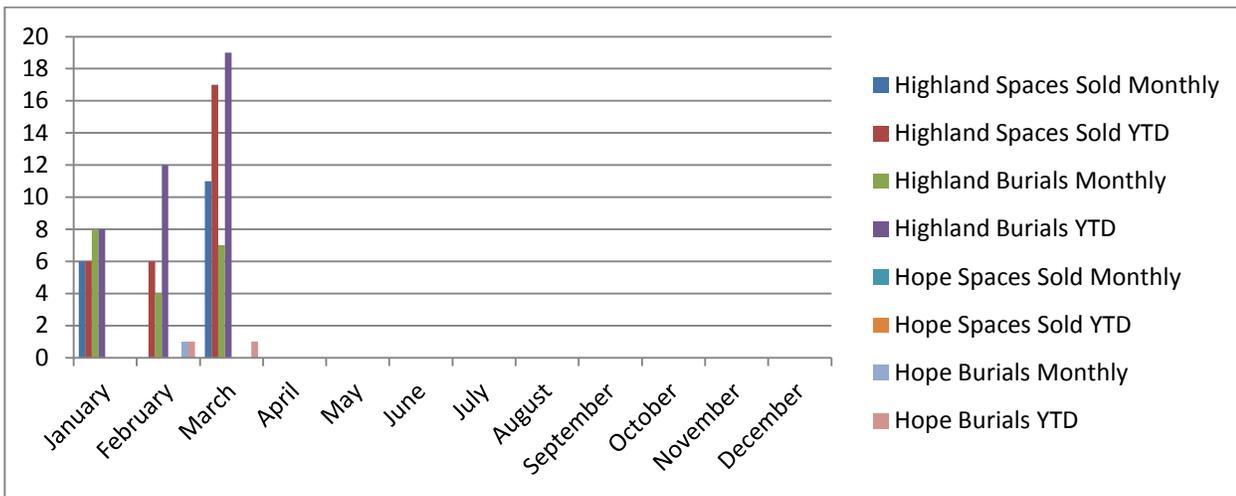


This chart shows the amount of repairs performed by the Fleet Maintenance Department, separated by department. These repairs vary from brake replacements to electrical problems.

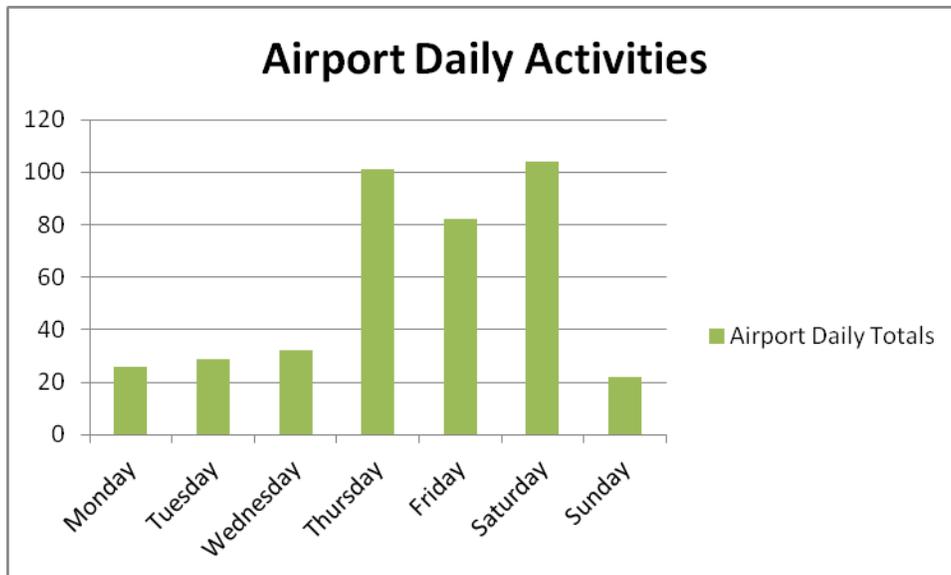


During the month of March all repairs were performed by city mechanics.

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



Airport fuel sales for Aviation Gas (100LL) during March 2016 amounted to 374 gallons (CY 2016 to date = 1424 gal) and 257 gallons of Jet-A fuel (CY 2016 to date = 766 gal) were sold during the month of March. The “Courtesy Car” was used 3 times this month.

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

**KMEA POWER SUPPLY COMMITTEE**

Purchase Power agreement for Marshall wind farm approved and will commence taking power in JULY 2016. Looking at collaborative solar opportunities within the KMEA footprint that could provide community solar opportunities. Researching transmission ownership that could help offset costs related to receiving power.

**WATER TREATMENT PLANT RAW WATER SUPPLY LINE**

Professional Engineering Consultants (PEC) presented the results of their study of the raw water supply line, water treatment plant, regulatory and disinfection review to the City Commission on September 30, 2013. PEC established priorities and recommended, as the top two priorities, construction of a parallel raw water supply line and construction of a second clear well.

Final paperwork submitted to KDHE waiting for approval to move forward with RFP process.

**Electric Projects**

Contracted with SEGA to begin study of electric extension into the Rock Creek Development park received first draft and sent back for further considerations. Appears a new transformer at SE substation is inevitable to support addition.

All Utility work for Price Chopper, Freddy's and Bethany church is complete.

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

Engineering line move for RMH expansion

Started construction on line move for COOP expansion

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

Completed installation of street light at 7<sup>th</sup> and Eisenhower

**Miscellaneous**

A) Solar project moving forward new gate and entry pad installed. 80% of structure is set, transformer and conduit installed.

B) Contracted with Elster to develop test group of AMI Meters and are hoping to deploy in near future, working on finalizing contract language.

**New Water Services This Year**

**3**

**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**

**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**
- 822 Walton new pit**

	<b>Mar-16</b>	<b>Feet</b>
<b>Ram Jet</b>		<b>16,637</b>
<b>VacCon</b>		<b>0</b>
<b>Camera</b>		<b>7,168</b>
<b>Total</b>		<b>23,805</b>

**Second street water line replacement will be ready to cross Main street on the 18<sup>th</sup> of April weather permitting.**

## WASTEWATER TREATMENT PLANT REPORT

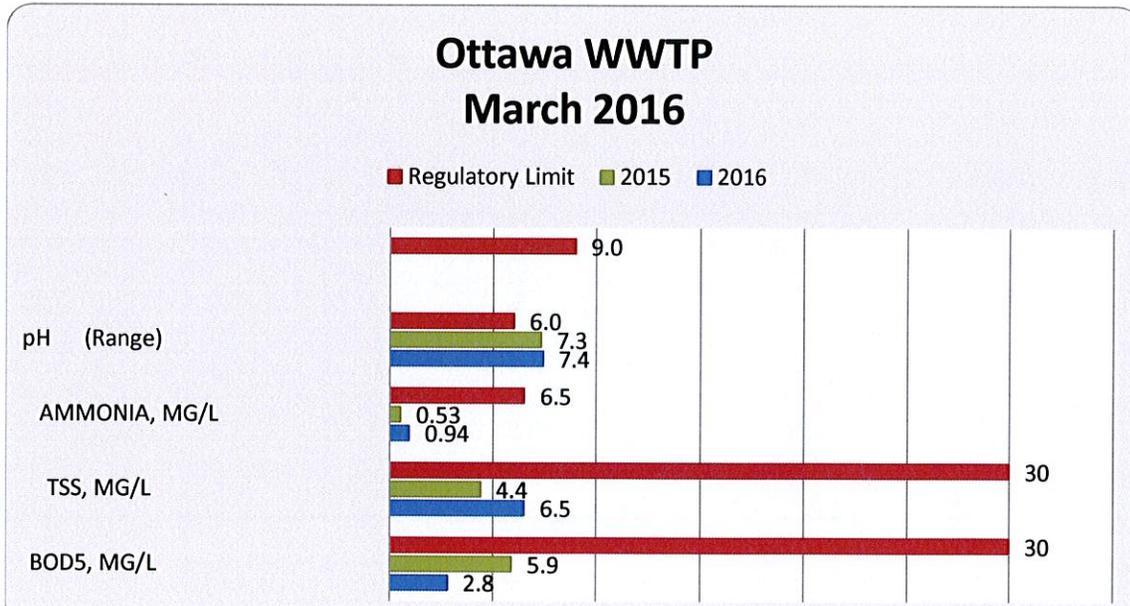
Mar-16

	2016		2015	
	This Month	Year To Date	Same Month	Year To Date
<b>TOTAL FLOW, MG</b>	32.85	97.76	2.88	30.75
<b>PEAK DEMAND DAY, MG</b>	1.7	2.1	0.494	1.66
<b>AVERAGE DAILY FLOW, MGD</b>	1.06	1.07	0.24	0.52

### AVERAGE PLANT INFLUENT

BOD5, MG/L	164	291
TSS, MG/L	288	273
TKN MG/L	36.4	53.8
pH, SU	7.7	7.6

AVERAGE PLANT EFFLUENT	Regulatory Limit			
BOD5, MG/L	2.8	30	MG/L	5.9
TSS, MG/L	6.5	30	MG/L	4.4
AMMONIA, MG/L	0.94	6.5	MG/L	0.53
pH (Range)	7.4	6.0	9.0	7.3
PERCENT REDUCTION BOD5	99%	85%		98%
PERCENT REDUCTION TSS	97%	85%		99%
TOTAL PHOSPHOROUS	1.5	1.5 yr/ave	MG/L	0.42



CITY OF OTTAWA: CALL OUT

DEPARTMENT: ELECTRIC

START: AUG 1ST END: AUG 31ST

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	JOHN SHEPHERD	8/15/2015	2	12PM	2AM
2	BRYAN FRICK	8/15/2015	2	12PM	2AM
3	ED THOMPSON	8/19/2015	3	5PM	8PM
4	BRYAN FRICK	8/19/2015	3	5PM	8PM
5	ED THOMPSON	8/23/2015	2	130AM	330AM
6	BRYAN FRICK	8/23/2015	2	130AM	330AM
7	ED THOMPSON	8/23/2015	2	330PM	530PM
8	BRYAN FRICK	8/23/2015	2	330PM	530PM
9	BILL FERGUSON	8/4/2015	0.5	12PM	1230PM
10	MIKE GARRETT	8/4/2015	0.5	12PM	1230PM
11	MIKE GARRETT	8/4/2015	2	4PM	6PM
12	BRYAN FRICK	8/4/2015	2	4PM	6PM
13	BILL FERGUSON	8/8/2015	2.5	930AM	12PM
14	ANDREW NITCHER	8/8/2015	2.5	930AM	12PM
15	BILL FERGUSON	8/9/2015	2	1230PM	230PM
16	ANDREW NITCHER	8/9/2015	2	1230PM	230PM
17	BILL FERGUSON	8/9/2015	2.5	230PM	5PM
18	ANDREW NITCHER	8/9/2015	2.5	230PM	5PM
19	BILL FERGUSON	8/10/2015	2	530PM	730PM
20	MIKE GARRETT	8/10/2015	2	530PM	730PM
21	ANDREW NITCHER	8/10/2015	2	530PM	730PM
22	BILL FERGUSON	8/11/2015	2	4PM	6PM
23	ANDREW NITCHER	8/11/2015	2	4PM	6PM
24					
25					

REASON FOR OVERTIME:

1and2	POLE HIT BY CAR
3and4	BLOWN FUSE
5and6	BLOWN LINE FUSE
7and8	EMERGENCY LOCATE
9and10	HOUSE SERVICE TORN DOWN BY TREE LIMB NEEDS ELECTRICIAN
11and12	PUT SERVICE BACK UP AFTER ELECTRICIAN FIXED
13and14	HALF POWER AT HOUSE
15and16	FIXED GREEN TRAFFIC LIGHT
17and18	REPAIRED BLOWN ARRESTOR
19-21	REPAIRED NEUTRAL PRIMARY WIRE
22and23	EMERGENCY LOCATE

Sep-15

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	Bill Ferguson	9/5/2015	2	12am	2am
2	Andrew Nitcher	9/5/2015	2	12am	2am
3	Bill Ferguson	9/5/2015	2.5	5pm	730pm
4	Andrew Nitcher	9/5/2015	2.5	5pm	730pm
5	Bill Ferguson	9/6/2015	2	830pm	1030pm
6	Andrew Nitcher	9/6/2015	2	830pm	1030pm
7	John Shepard	9/11/2015	2	330pm	530pm
8	Bryan Frick	9/11/2015	2	330pm	530pm
9	Bill Ferguson	9/12/2015	2	6pm	8pm
10	John Shepard	9/12/2015	2	6pm	8pm
11	Bill Ferguson	9/13/2015	2	730am	930pm
12	John Shepard	9/13/2015	2	730am	930pm
13	Bill Ferguson	9/14/2015	2	5pm	7pm
14	Ed Thompson	9/14/2015	2	5pm	7pm
15	Mike Garrett	9/26/2015	2	1230pm	230pm
16	Bryan frick	9/26/2015	2	1230pm	230pm
17					
18					
19					
20					
21					
22					
23					
24					
25					

REASON FOR OVERTIME:

1and2	1107 w. 17th [breaker]
3and4	fuse down ORV
5and6	emergency locate
7and8	rehook service
9and10	Blown fuse at ORV
11and12	936 e 15th blown fuse
13and14	emergency locate
15and16	Relaced blown fuse
17and18	
19-21	
22and23	



START: END:

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	Pat McComb	11/1/2015	1.5	330pm	500pm
2	Pat McComb & john shephard	11/7/2015	2	830am	1030am
3	Pat mccomb& john shephard	11/8/2015	2	10am	12am
4	ed thompson & John shephard	11/10/2015	2	430pm	630pm
5	pat & john	11/11/2015	2	11am	1pm
6	pat, john, bill & ed	11/11/2015	6.5	130pm	8pm
7	bill ,andrew, pat& john	11/14/2015	4	2pm	6pm
8	bill & andrew	11/15/2015	2	1pm	3pm
9	bill &andrew	11/17/2015	2	2am	4am
10	Eed, john &pat	11/19/2015	0.5	12pm	1230pm
11	bill& mike	11/21/2015	2	8am	1030am
12	bill and mike	11/21/2015	4	330pm	730pm
13	bill and mike	11/22/2015	2	10am	12pm
14	mike,bryan,bill &john	11/27/2015	3	10am	1pm
15	andrew&bryan	11/28/2015	4	630am	1030am
16	andrew&bryan	11/28/2015	2.5	11am	130pm
17	andrew&bryan	11/28/2015	2	5pm	7pm
18	andrew and bryan&bryan	11/29/2015	4	10am	2pm
19					
20					
21					
22					
23					
24					
25					

## REASON FOR OVERTIME:

1	At hospital for dog bite
2	2 blown fuses at CO Op
3	squirrel at sienna south
4	pole hit at 15th and main
5	cable line blowing in wind
6	primary down due to wind storm
7	Pole hit at milner and enterprise. Primary down
8	814 n.main.Tree limb on primary and neutral
9	blown fuses at 624 s. cedar[lightning]
10	blown fuse[ 400thry800 block n.sycamore.[squirrel]
11	burned up pot leg[710to714 w. 7th st.
12	car hit polrand emergency locate
13	blown transformer fuse[1620 s crdar
14	worked on 23rd st.traffic lights
15	adjust Christmas lights
16	tree on service line
17	turn on Christmas lights
18	adjust timers on Christmas lights

CITY OF OTTAWA: CALL OUT

DEPARTMENT: ELECTRIC

START: END:

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	bryan&john	12/2/2015	2	430pm	630pm
2	andrew & bryan	12/3/2015	0.5	1200pm	1230pm
3	andrew &bill & bryan	12/3/2015	8	11pm	7am
4	bryan&john andrew,bill ,ed,kevin	12/4/2015	0.5	12pm	1230pm
5	pat& bryan	12/11/2015	2	530pm	730pm
6	pat& bryan	12/12/2015	2	9am	11am
7	pat& bryan	12/13/2015	2	11am	1pm
8	bill&mike	12/20/2015	2.5	1130am	2pm
9	bill&mike	12/23/2015	2	8pm	10pm
10	bill,mike, andrew,bryan	12/31/2015	4.5	7pm	1130pm
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

REASON FOR OVERTIME:

1	emergency locate
2	ORV[squirrel ]
3	broken pole 5th and Beech
4	worked thru dinner
5	crushed meter behind sears
6	replace broken meter
7	checked limb on line
8	734 s oak. Limb on primary and secondary
9	fire on building at 229 s. main
10	circuit 7 lockout. Fed from circuit 11
22and23	

START: END:

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	John and Bryan	3/6/2016	2	1030am	1230pm
2	John and Bryan	3/7/2016	2	4pm	6pm
3	Bill and Mike	3/12/2016	2	730am	930am
4	Bill ,Mike and Andrew	3/13/2016	4.5	1230pm	5pm
5	Bill and Mike	3/14/2016	2	5pm	7pm
6	Bill, Andrew, Bryan and Ed	3/20/2016	5.5	5pm	1030pm
7	Bill and John	3/21/2016	3	4pm	7pm
8	Bill and John	3/23/2016	2	630Pm	830pm
9	Bill and Andrew	3/24/2016	4	330pm	730pm
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

REASON FOR OVERTIME:

1	emergency locate
2	emergency locate
3	Reset 23rd st. traffic lights
4	Two power outages and one emergency locate
5	Emergency locate
6	Circuit 8 trip. Wire on ground to Cargo Tech. Check voltage at American Eagle.
7	switching for American Eagle.
8	Low voltage at old n. Dairy Queen. There ptolem
9	Low sevice and traffic lights blinkink at 21si, and Princeton
19-21	
22and23	

# WATER TREATMENT PLANT PRODUCTION REPORT

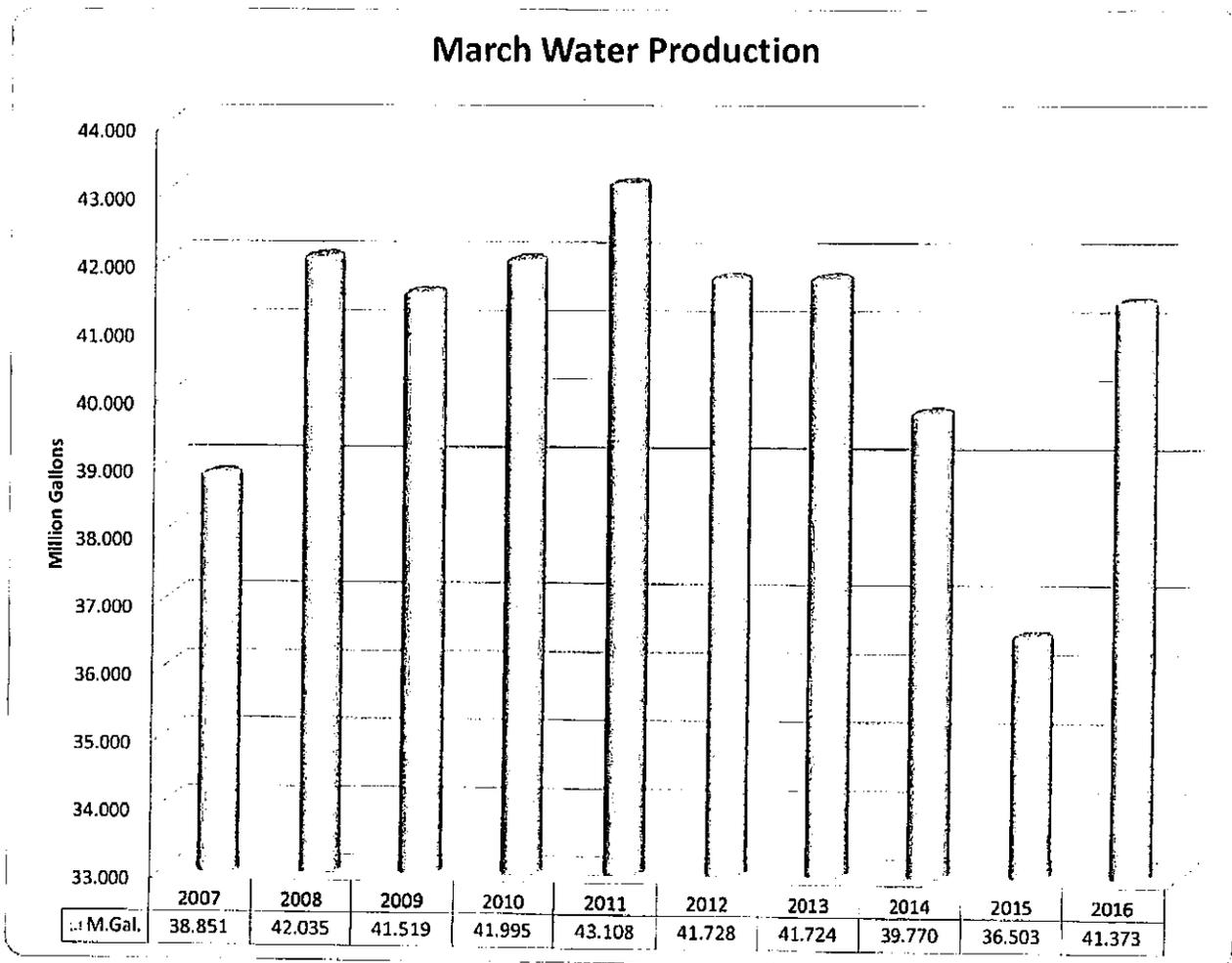
## March-2016

### Gallons of Water Produced

	2016		2015		Year to Date Percentage of Increase / Decrease
	This Month	Year to Date	This Month	Year to Date	
Monthly Plant Influent	45,031,000	133,826,000	44,916,000	128,707,000	4%
Monthly Plant Effluent	41,373,000	125,150,000	36,502,000	103,402,000	17%
Sludge Water Reused	1,556,500	5,468,600	2,738,800	7,651,600	-40%
Average Daily Influent	1,452,613	1,486,956	1,448,903	1,430,078	4%
Average Daily Effluent	1,334,613	1,390,556	1,177,484	1,148,911	17%

### Weather Information

Total Precipitation	1.76	3.09	0.61	2.58	17%
Average High Temperature	63	51	58	46	10%
Average Low Temperature	35	27	31	21	22%



# WATER PRODUCTION

MARCH 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	21616.9	21709.4	21877.3	21865.6	32527.8	49480.0	51278.1
PREVIOUS	21507.6	21597.9	21751.4	21753.8	32527.8	49480.0	51278.1
HOURS ON	109.3	111.5	125.9	111.8	0.0	0.0	0.0

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	# 1 SLUDGE	# 2 SLUDGE	BW Pump
PRESENT	20727.5	20727.7	20726.0	20732.0	53600.3	53602.4	579.6
PREVIOUS	20621.1	20641.6	20617.9	20636.2	53447.4	53449.9	576.7
HOURS ON	106.4	86.1	108.1	95.8	152.9	152.5	2.9

	#1 LOW LIFT	#2 LOW LIFT	#3 LOW LIFT	#4 LOW LIFT	#1 N.E BOOST	#2 N.E BOOST	#3 N.E. BOOST
PRESENT	11255.3	11260.8	11257.8	11258.9	779.4	746.2	789.9
PREVIOUS	11169.5	11163.8	11156.2	11165.5	770.4	733.7	780.6
HOURS ON	85.8	97.0	101.6	93.4	9.0	12.5	9.3

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	31103.7	7333430	133826	125150	146730
PREVIOUS	31102.4	7317865	88795	83777	144864.0
DIFFERENCE	1.3	15565	45031	41373	1866
GALLONS	1,300	1,556,500	45,031,000	41,373,000	1,866,000

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	1,864	5,424
LIME	13,132	27,223
ALUM	0	0
AMMONIA	280	831
CARBON	265	749
FLUORIDE	1,000	2,973
POLYMER	6,408	20,719
CUSO4	0	100

TOTAL KWH	ELECTRIC METER READINGS							
	Plant M. X120	River M. X 40	Low Lift M. X 40	Sludge M. X 0	Clearwell M. X 40	Shop X0	K-68 Booster X0	N.E. Booster X0
110715								
Present	73438	26732	67296	5978	9684	6549	87539	8777
Previous	73073	26430	67029	4001	8764	5416	84702	7369
Difference	365	302	267	1977	920	1133	2837	1408
KWH	43800	12080	10680	1977	36800	1133	2837	1408
Demand	0.835	0.69	0.974	6.8	4.62		4.33	23.061
KW Dem.	100.2	27.6	38.96	6.8	184.8	0	4.33	23.061

## MARCH WEATHER 2016

DATE	HIGH	LOW	7 A.M.	RAIN	SNOW	REMARKS
1	71	28	31			
2	43	23	26			
3	64	26	42			
4	56	26	27			
5	67	27	32			
6	67	32	46			
7	72	46	62			
8	67	56	56			
9	64	47	47	0.31		
10	62	42	45			
11	67	36	36			
12	68	36	49	0.16		
13	59	49	54	0.01		
14	68	44	45	0.07		
15	75	44	53			
16	66	38	38	0.02		
17	63	31	32			
18	63	30	46			
19	45	26	26	0.14		
20	42	26	34			
21	48	25	26			
22	65	26	48			
23	74	48	59			
24	78	33	33	0.10		
25	58	24	25			
26	60	25	46	0.02		
27	60	31	31	0.74	1.00	
28	53	28	28	0.19		
29	66	28	46			
30	67	45	58			
31	73	45	50			

<b>Mar. 16</b>	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	63	35	1.76	1.00
<b>Year to Date</b>				
	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	51	27	3.09	3.30
<b>Historical March Average</b>				
Precipitation			<b>2.47</b>	
<b>Historical year to Date Average</b>				
Precipitation			<b>5.23</b>	

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith McAdoo*

**MARCH 2016**  
**MONTHLY WATER TREATMENT REPORT**

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
1	1,439,000	1,348,000	12.1	363	0	58	33	0	9	0	198.4
2	1,418,000	1,361,000	12.1	363	0	58	33	0	9	0	198.4
3	1,358,000	1,335,000	11.5	345	0	56	31	0	9	0	188.6
4	1,551,000	1,468,000	12.8	384	0	62	32	0	10	0	209.9
5	1,356,000	1,210,000	11.4	342	0	55	31	0	9	0	186.9
6	1,450,000	1,462,000	12.0	360	0	58	32	0	9	0	196.8
7	1,330,000	1,303,000	11.0	330	0	55	30	0	8	0	180.4
8	1,503,000	1,221,000	12.4	372	0	64	33	0	9	0	203.3
9	1,550,000	1,462,000	13.0	390	0	65	35	0	10	0	213.2
10	1,487,000	1,356,000	12.4	372	0	62	33	0	9	0	203.3
11	1,348,000	1,243,000	10.8	367	0	54	29	44	8	0	177.1
12	1,395,000	1,297,000	11.4	388	0	57	31	0	9	0	186.9
13	1,226,000	1,156,000	10.3	412	0	52	28	0	8	0	168.9
14	1,458,000	1,231,000	12.2	447	0	61	33	0	9	0	200.0
15	2,034,000	1,440,000	12.5	450	0	70	34	0	9	0	287.5
16	1,429,000	1,314,000	11.7	421	0	60	32	44	9	0	243.3
17	1,525,000	1,495,000	10.1	472	0	68	35	0	10	0	254.1
18	1,425,000	1,238,000	11.9	428	0	61	32	44	9	0	230.8
19	1,452,000	1,371,000	12.3	443	0	64	33	0	9	0	238.6
20	1,397,000	1,379,000	12.2	439	0	63	33	44	9	0	236.6
21	1,447,000	1,325,000	12.0	432	0	62	32	0	9	0	232.8
22	1,463,000	1,343,000	12.2	488	0	63	33	0	9	0	200
23	1,503,000	1,429,000	12.3	492	0	64	33	0	9	0	201.7
24	1,402,000	1,338,000	11.5	460	0	59	31	45	9	0	188.6
25	1,533,000	1,392,000	12.8	512	0	66	35	0	10	0	209.9
26	1,303,000	1,246,000	11.0	440	0	55	30	0	8	0	180.4
27	1,352,000	1,184,000	11.4	456	0	55	31	0	9	0	186.9
28	1,519,000	1,431,000	12.7	508	0	61	34	44	10	0	208.2
29	1,464,000	1,410,000	13.0	520	0	63	35	0	10	0	213.2
30	1,363,000	1,266,000	11.2	448	0	54	30	0	8	0	183.6
31	1,551,000	1,319,000	12.2	488	0	59	33	0	9	0	200.1

**MONTHLY TOTALS**

Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
45,031,000	41,373,000	368.4	13,132	0	1,864	1,000	265	280	0	6,408
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

**DAILY AVERAGE**

1,452,613	1,334,613	11.9	424	0	60	32	9	9	0	207
Gallons	Gallons	Hours	Pounds							

**YEAR to DATE TOTALS**

133,826,000	125,150,000	1,100.9	27,223	0	5,424	2,973	749	831	100	20,719
Gallons	Gallons	Hours	Pounds							



	2016			2015	
	High	Low		High	Low
3/1/2016	43	33	3/1/2015	38	24
3/2/2016	62	28	3/2/2015	38	21
3/3/2016	55	40	3/3/2015	48	32
3/4/2016	66	32	3/4/2015	32	19
3/5/2016	65	36	3/5/2015	35	15
3/6/2016	72	47	3/6/2015	58	26
3/7/2016	68	61	3/7/2015	67	38
3/8/2016	65	57	3/8/2015	66	40
3/9/2016	62	49	3/9/2015	61	34
3/10/2016	66	48	3/10/2015	68	42
3/11/2016	66	41	3/11/2015	72	44
3/12/2016	60	51	3/12/2015	70	40
3/13/2016	69	53	3/13/2015	70	45
3/14/2016	73	46	3/14/2015	64	46
3/15/2016	64	50	3/15/2015	73	34
3/16/2016	61	40	3/16/2015	79	52
3/17/2016	62	36	3/17/2015	62	43
3/18/2016	49	36	3/18/2015	46	39
3/19/2016	44	30	3/19/2015	44	37
3/20/2016	48	34	3/20/2015	64	34
3/21/2016	64	30	3/21/2015	70	42
3/22/2016	74	49	3/22/2015	71	43
3/23/2016	78	59	3/23/2015	60	44
3/24/2016	50	35	3/24/2015	60	41
3/25/2016	60	28	3/25/2015	55	42
3/26/2016	60	42	3/26/2015	53	36
3/27/2016	53	35	3/27/2015	46	35
3/28/2016	65	32	3/28/2015	55	40
3/29/2016	67	47	3/29/2015	68	39
3/30/2016	69	55	3/30/2015	71	36
3/31/2016	60	44	3/31/2015	75	47
<b>Average</b>	<b>62.0</b>	<b>42.0</b>	<b>Average</b>	<b>58.8</b>	<b>36.8</b>

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
3/31/2016							
Budget Code		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 3/12=25%	Budget Balance
	<b>Beginning Cash Balance</b>	<b>59,656.00</b>	<b>384,915.28</b>	<b>59,656.14</b>			
	<b>Receipts:</b>						
301.00	City Appropriations	829,923.00	22,001.34	455,034.76		54.83%	-374,888.24
303.00	Interest	200.00	29.39	53.34		26.67%	-146.66
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	7,162.25		25.37%	-21,067.75
306.00	Fines and Fees	15,500.00	1,662.07	4,513.20		29.12%	-10,986.80
307.00	Copiers & Computers Income	7,500.00	652.12	1,987.86		26.50%	-5,512.14
308.00	Endowment Interest	8,400.00	0.00	0.00		0.00%	-8,400.00
313.00	Gift	200.00	5,015.34	5,015.34		2507.67%	4,815.34
316.00	Programs Income	0.00	0.00	0.00		0.00%	0.00
321.00	General Fund Reserve	0.00	0.00	0.00		0.00%	0.00
328.00	Erate Reimb	0.00	0.00	0.00		0.00%	0.00
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00		0.00%	0.00
334.00	Donations	0.00	0.00	250.00		0.00%	250.00
341.00	Grant/Fundraising	0.00	0.00	213.97		0.00%	213.97
345.00	Snack Machine Income	0.00	0.00	389.42		0.00%	389.42
351.00	Community Reads	0.00	48.00	1,701.54		0.00%	1,701.54
	<b>Total Income</b>	<b>953,503.00</b>	<b>36,570.51</b>	<b>480,214.02</b>	<b>0.00</b>	<b>50.36%</b>	<b>-473,288.98</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	38,214.87	108,563.70		21.23%	402,793.30
402.00	Social Security	39,117.00	2,611.88	7,422.39		18.97%	31,694.61
403.00	KPERS	39,579.00	2,990.16	9,003.15		22.75%	30,575.85
404.00	Employee Insurance	74,835.00	4,275.38	12,726.14		17.01%	62,108.86
405.00	Unemployment	512.00	34.16	102.60		20.04%	409.40
407.00	Workers Comp Ins	4,200.00	0.00	353.00		8.40%	3,847.00
410.00	Off. & Dir/Emp Prac Insurance	1,900.00	0.00	0.00		0.00%	1,900.00
	<b>Subtotal Salaries, etc.</b>	<b>671,500.00</b>	<b>48,126.45</b>	<b>138,170.98</b>	<b>0.00</b>	<b>20.58%</b>	<b>533,329.02</b>
	<b>Materials and Programs</b>						
501.00	Juvenile Books	26,000.00	1,328.02	2,759.51		10.61%	23,240.49
502.00	Adult Books	50,800.00	4,974.72	12,858.09		25.31%	37,941.91
503.00	Periodicals	6,400.00	4,728.12	4,845.40		75.71%	1,554.60
506.00	A.V. Materials	18,747.00	1,330.65	4,746.87		25.32%	14,000.13
507.00	Programs	3,000.00	229.76	704.25		23.48%	2,295.75
513.00	Gift	0.00	215.10	215.10		0.00%	-215.10
518.00	Electronic Access Expenditures	1,150.00	28.69	86.07		7.48%	1,063.93
520.00	A.V. Materials-Children	6,000.00	871.86	921.38		15.36%	5,078.62
533.00	Transfers Out	0.00	0.00	0.00		0.00%	0.00
541.00	Grant Expenditures	0.00	0.00	15.52		0.00%	-15.52
544.00	6X6 Early Lit Grt Exp-materials	0.00	0.00	0.00		0.00%	0.00
546.00	Wish List Fund Expenses	0.00	0.00	1,525.99		0.00%	0.00
551.00	Community Reads Expense	0.00	99.00	3,588.28		0.00%	0.00
	<b>Subtotal Materials and Programs</b>	<b>112,097.00</b>	<b>13,805.92</b>	<b>32,266.46</b>	<b>0.00</b>	<b>28.78%</b>	<b>79,830.54</b>

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
3/31/2016							
Budget Code		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 3/12=25%	Budget Balance
<b>Operating</b>							
601.00	Building Insurance & Treas. Bond	4,300.00	0.00	0.00		0.00%	4,300.00
602.00	Audit	3,400.00	0.00	0.00		0.00%	3,400.00
603.00	Gas	3,000.00	0.00	0.00		0.00%	3,000.00
604.00	Water and Electric	25,000.00	0.00	0.00		0.00%	25,000.00
605.00	Telephone	3,100.00	328.00	2,098.35		67.69%	1,001.65
606.00	Postage	1,800.00	55.10	355.10		19.73%	1,444.90
607.00	Public Relations	1,800.00	149.00	377.88		20.99%	1,422.12
608.00	Custodial Supplies & Bldg. Maint.	22,000.00	1,486.74	3,846.95		17.49%	18,153.05
610.00	Office Supplies	16,000.00	1,027.10	2,193.93		13.71%	13,806.07
611.00	Copiers & Computers Expenses	6,000.00	197.20	626.51		10.44%	5,373.49
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	4,500.00	253.73	1,019.02		22.64%	3,480.98
614.00	Equipment Purchase	6,500.00	-50.05	1,084.79		16.69%	5,415.21
615.00	Equip. rental and repair	4,800.00	350.81	1,127.28		23.49%	3,672.72
616.00	Miscellaneous	400.00	59.49	59.49		14.87%	340.51
617.00	Automation Support	6,150.00	70.00	571.30		9.29%	5,578.70
618.00	Collection Agency	1,800.00	80.55	331.15		18.40%	1,468.85
619.00	Computer Software	1,700.00	0.00	0.00		0.00%	1,700.00
625.00	Cash S/O	0.00	-43.02	-113.42		0.00%	113.42
627.00	Snack Machine Expense	0.00	215.66	481.28		0.00%	-481.28
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>4,180.31</b>	<b>14,059.61</b>	<b>0.00</b>	<b>8.27%</b>	<b>155,846.39</b>
	<b>Total Expenditures</b>	<b>953,503.00</b>	<b>66,112.68</b>	<b>184,497.05</b>	<b>0.00</b>	<b>19.35%</b>	<b>769,005.95</b>
	<b>Ending Cash Balance</b>		<b>355,373.11</b>	<b>355,373.11</b>			
	<b>Less Restricted Receipts Balances:</b>						
	Starkey (Children's)	45.00					
	Asa Albert Smith Memorial	33.80					
	Clarence W. Koch	50.00					
	Asher Leonard	100.00					
	Wish List Fundraiser	3,316.25					
	Webber (Children's)	400.00					
	BBBS	3,400.42					
	Patry	25.00					
	Community Read (O-Town Reads)	0.00					
	Casey's (Teen food)	18.47					
	KLA (children's)	277.64					
	Wasser (6X6)	416.70					
	Barbara Dew Memorial	5,000.00					
	Teen Snack Machine	439.15					
	Peg Carr (Large Print)	0.00					
	Bill Bennett (art & history)	242.87					
		<b>13,765.30</b>					
	<b>Available Cash Balance</b>		<b>341,607.81</b>				
	<b>COMPOSITION, ENDING CASH BALANCE</b>						
			<b>Interest Rate</b>				
	BOTW MM	0.13%	161,916.33				
	PNB MM 49948	0.07%	153,252.31				
	KSB NOW	0.03%	39,111.27				
	Petty Cash on Hand		140.00				
	A/R Pass Through		953.20				
	Accounts Payable		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		0.00				
	Accrued Salaries		0.00				
			<b>355,373.11</b>				
	<b>CAPITAL IMPROVEMENT</b>						
	<b>FUND ACTIVITY</b>						
	PNB CIF MM 51985 12/98	0.06%	25,619.92				
	Interest		1.31				
			<b>25,621.23</b>				
	<b>TOTALS: General Fund</b>	<b>355,373.11</b>					
	<b>Capital Improvement Fund</b>	<b>25,621.23</b>					
		<b>380,994.34</b>					

**Ottawa Main Street Association, Inc.**  
**Profit & Loss**  
 October through December 2015

	Oct - Dec 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1130 · Signs and brackets	1,249.16
12345 · IWW Income	12,110.50
4000 · Dues	2,230.00
4100 · Contributions - Other	1,003.00
4110 · Contributions - City of Ottawa	7,400.01
4118 · WineTasting	12,773.12
4120 · City Beautification	400.00
<b>Total Income</b>	37,165.79
<b>Gross Profit</b>	37,165.79
<b>Expense</b>	
6500 · Pop Up Store	1,274.70
1066 · Board Retreat	136.14
1234 · IWW payment	12,110.50
6200 · Promotion Team	
6230 · Christmas Parade	875.00
6210 · 3rd Saturday	1,406.75
6200 · Promotion Team - Other	77.00
<b>Total 6200 · Promotion Team</b>	2,358.75
6420 · Art on Main	178.16
6800 · Uverse	105.00
6033 · Finance charge	30.00
6700 · Utilities	363.57
6410 · Annual Banquet	400.00
6000 · Accounting	423.41
6021 · Annual Meeting	29.59
6030 · Consumable Supplies	86.17
6032 · Bank Charges	20.98
6060 · Memberships/Subscriptions	33.62
6090 · Phone	103.63
6100 · Printing/Copying/Postage	126.62
6110 · Rent	975.00
6130 · Travel/Hotel/Meals/Training	125.88
6140 · Wages	8,485.91
6080 · Payroll Tax	1,837.86
6145 · Fund Raising Events	
6147 · Wine Tasting	2,891.52
<b>Total 6145 · Fund Raising Events</b>	2,891.52
6151 · City Beautification Expenses	953.56
<b>Total Expense</b>	33,050.57
<b>Net Ordinary Income</b>	4,115.22
<b>Net Income</b>	4,115.22

9:58 AM  
04/21/16  
Accrual Basis

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

	<u>Jan 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1130 · Signs and brackets	312.29
1100 · Bike Rack Fund	300.00
4000 · Dues	960.00
4100 · Contributions - Other	250.00
4110 · Contributions - City of Ottawa	2,468.63
4118 · Wine Tasting	500.00
4120 · City Beautification	252.00
<b>Total Income</b>	<b>5,040.92</b>
<b>Gross Profit</b>	<b>5,040.92</b>
<b>Expense</b>	
6500 · Pop Up Store	289.23
6400 · Credit Card Payment	1,031.79
6200 · Promotion Team	
6240 · Meet & Minge	35.00
6230 · Christmas Parade	75.00
<b>Total 6200 · Promotion Team</b>	<b>110.00</b>
6800 · Uverse	35.00
6900 · Accounting	300.00
6010 · Advertising	250.00
6032 · Bank Charges	3.32
6090 · Phone	52.93
6110 · Rent	325.00
6140 · Wages	1,799.54
6080 · Payroll Tax	2,303.05
<b>Total Expense</b>	<b>6,499.86</b>
<b>Net Ordinary Income</b>	<b>-1,458.94</b>
<b>Net Income</b>	<b><u>-1,458.94</u></b>

2:52 PM

04/18/16

Accrual Basis

Ottawa Main Street Association, Inc.

Profit & Loss

February 2016

	<u>Feb 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4401 · concept	316.00
12345 · IWW Income	20,000.00
4000 · Dues	2,325.00
4110 · Contributions - City of Ottawa	2,500.00
<b>Total Income</b>	<u>25,141.00</u>
<b>Gross Profit</b>	25,141.00
<b>Expense</b>	
8500 · Pop Up Store	39.56
6400 · Credit Card Payment	112.24
1234 · IWW payment	20,000.00
6470 · Haley Park Mural	100.00
8000 · Accounting	143.99
6032 · Bank Charges	3.19
6110 · Rent	325.00
6130 · Travel/Hotel/Meals/Training	40.00
6140 · Wages	1,642.82
6145 · Fund Raising Events	200.00
<b>Total Expense</b>	<u>22,806.60</u>
<b>Net Ordinary Income</b>	<u>2,534.40</u>
<b>Net Income</b>	<u><u>2,534.40</u></u>

Ottawa Recreation Commission  
Minutes of the Regular Meeting  
Wednesday, February 10, 2016

I. Call to Order:

Chairperson Rick Burgoon called the meeting to order at 6:00 pm. Commissioners Present: Dennis Tharp, Crystal Anderson and Mike Finch. Russ Wilson absent. Staff Present: Tommy Sink, Josh Blanco, Brandy Shoemaker and Glenda Guge.

II. Pledge of Allegiance

III. Moment of Silence

IV. Declarations: None

V. Additions to Agenda: DWCC Security, United Way Stem program, Ransom Memorial Hospital request.

VI. Public and/or Organizational Requests or Presentations: None

VII. Consent Agenda (Minutes, Financial Statements, Bills & Reports)

Commissioner Finch moves to approve the Consent Agenda A-D for February 10, 2016. Commissioner Tharp seconded the motion. All in favor 4-0.

VIII. Public Discussion – None

Public Discussion was closed.

IX. Departmental Reports –

Directors Report – Tommy Sink shared his report. Recently purchased a sample 2x3 banner from Ship It Express as a fundraiser idea. The Entertainment U program is excelling and the Youth and Adult programs are doing well. Still working on website issues but online registration is still not working. Looking into laminating the pass cards for the building and the pool to prevent being destroyed if washed. We will be losing a baseball sponsor once the Kiwanis disbands. There will be a leadership class in Emporia for any board member that may be interested.

Recreation Manager Report –Brandy Shoemaker shared her report. The new board members appreciated the addition to the report of the previous year's program numbers. Discussion was held on when surveys go out to participants.

Facility Manager Report – Josh Blanco provided his report.

Office Manager Report – Glenda Guge shared that the 1<sup>st</sup> of the year ad valorem funds have been received. And do to a change at the front desk, they are currently training 3 new staff.

## VIII. Action Items

### A. Old Business –

1. Competitive Soccer – Tommy explored the Lawrence and Sporting Kaw Valley leagues. Discussion held re: competitive option for soccer.
2. American Legion – Staff shared American Legion yearly agreement. Discussion held on the agreement to be presented to American Legion. The idea of late fee will be added with a consensus from the Board.

### B. New Business –

1. Late Fee – discussion held whether a late fee be added to invoices of organizations that we bill for facility usage.
2. DWCC security – Discussion held on locking and unlocking the facility.
3. United Way Stem Grant – Discussion held. Staff sent letter to United Way director withdrawing but agreed to provide youth and a building. Issue has been resolved.
4. Ransom Memorial request – Discussion held on RMH event requested to be held at the Goppert Building. This event would include alcohol. Per previous information RMH was told we would not be able to allow their event. Staff directed to consult with legal counsel to make sure this is correct.

## IX Adjourn

Commissioner Finch moved to adjourn the regular meeting. Commissioner Tharp seconded the motion. 4-0 in favor. Adjourned at 6:45 pm.

## **Action Items**

**Regular Meeting, March 9, 2016, 6 pm** at the Goppert Building in the meeting room.

Balance Sheet Previous Year

	<u>Feb 29, 16</u>	<u>Feb 28, 15</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Business Checking	416,436.23	414,779.48	1,656.75	0.4%
Credit Card-Pay Pal KState Bank	119,231.56	46,591.33	72,640.23	155.91%
Garnett State Sav Bank MM #6	68,125.33	68,068.24	57.09	0.08%
Great Southern - CD #3	92.96	92.96	0.00	0.0%
Kansas State Bank - CD #9	399.50	399.50	0.00	0.0%
Solutions Bank - CD #1	0.02	0.02	0.00	0.0%
<b>Total Checking/Savings</b>	<u>604,285.60</u>	<u>529,931.53</u>	<u>74,354.07</u>	<u>14.03%</u>
<b>Other Current Assets</b>				
Petty Cash	100.00	100.00	0.00	0.0%
<b>Total Other Current Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Current Assets</b>	<u>604,385.60</u>	<u>530,031.53</u>	<u>74,354.07</u>	<u>14.03%</u>
<b>TOTAL ASSETS</b>	<u><b>604,385.60</b></u>	<u><b>530,031.53</b></u>	<u><b>74,354.07</b></u>	<u><b>14.03%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
Accounts Payable	-458.67	-458.67	0.00	0.0%
<b>Total Accounts Payable</b>	<u>-458.67</u>	<u>-458.67</u>	<u>0.00</u>	<u>0.0%</u>
<b>Other Current Liabilities</b>				
Kansas Withholding Payables	-498.47	-93.34	-405.13	-434.04%
KPERS Payables	-1,790.48	-546.24	-1,244.24	-227.78%
Medicare Payables	-10,879.76	-6,198.84	-4,680.92	-75.51%
Payroll Liabilities	-16,160.91	-12,980.51	-3,180.40	-24.5%
<b>Total Other Current Liabilities</b>	<u>-29,329.62</u>	<u>-19,818.93</u>	<u>-9,510.69</u>	<u>-47.99%</u>
<b>Total Current Liabilities</b>	<u>-29,788.29</u>	<u>-20,277.60</u>	<u>-9,510.69</u>	<u>-46.9%</u>
<b>Total Liabilities</b>	<u>-29,788.29</u>	<u>-20,277.60</u>	<u>-9,510.69</u>	<u>-46.9%</u>
<b>Equity</b>				
Opening Bal Equity	134,814.99	134,814.99	0.00	0.0%
Retained Earnings	535,740.09	444,353.88	91,386.21	20.57%
Net Income	-36,381.19	-28,859.74	-7,521.45	-26.06%
<b>Total Equity</b>	<u>634,173.89</u>	<u>550,309.13</u>	<u>83,864.76</u>	<u>15.24%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>604,385.60</b></u>	<u><b>530,031.53</b></u>	<u><b>74,354.07</b></u>	<u><b>14.03%</b></u>

# Prairie Paws Animal Shelter, Inc.

## End of Month – March 2016 RECAP

March adoptions slightly increased in 2016 (65) compared to 2015 (63). 65 animals found their forever home with 13 being returned to their owner. We are very excited to announce that 8 long termers (over 100 days at the shelter) were adopted in March.

March was a very busy month for PPAS. We participated in the Humane Society of the United States Humane Lobby Day on March 3<sup>rd</sup>. PPAS staff met with local legislators to discuss current legislation on a variety of animal welfare issues. With the addition of our new volunteer coordinator we have been able to expand our mobile efforts. Just in March we were able to attend the Living Life class in Lebo, Camp Kindness for Spring Fling, The Pawsitively Purrfect Boutique grand opening, and McGruff Days to mention a few. We are also very excited to have been asked by PetSmart in Lawrence to start visiting their store with adoptable pets twice a month. We currently attend Petco events but will expand our visibility to PetSmart as well. We have added an additional volunteer orientation on the 3<sup>rd</sup> Monday at 6:00 pm. We have also started a separate monthly orientation for the TNR project. We are currently recruiting community members to help with these efforts as the program continues to grow.

March was busy with in-kind donations. We received 20 pallets of cat litter from Clorox, a large food donation from Fresh Pet, and 5 pallets of cat food from an ASPCA grant. One of our adopted cuties, Little Foot, was featured in Fresh Pet's Blog. We were honored to have been chosen again by Trevor who is raising \$1,500 in lieu of birthday presents to donate to KC Pet Project, GPSPCA and PPAS.

PPAS was thrilled to help reunite a lost dog with his family that lived over 53 miles away. An individual brought us this adorable little guy who was running down the road. After scanning him for a microchip we were able to locate his family who lived in Grandview, MO. While his adventure is still a mystery we are so happy we were able to reunite them together again. In his honor we are holding a \$10 (plus tax) microchip event during National Pet ID week during April 17<sup>th</sup> – 23<sup>rd</sup>.

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

### **TNR Stats:**

	<b>March 2016</b>	<b>YTD</b>
Males	36	71
Females	26	48
Total	62	119
Prevented Kittens	156	288

### **Volunteer Hours:**

March Total Volunteer Hours Worked = 476

Total YTD volunteer hours worked = 1023 (558 regular volunteer hours and 465 behavior hours)

Total registered and active volunteers = 315

### **Organizations supporting PPAS through volunteerism and partnerships:**

- COF/LakeMary
- Vintage Park/ Ottawa Retirement Village

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- USD #290 Work Study Program
- Franklin County Court System – community service hours
- Communities In School
- Ottawa University
- OHS Honor Society

### **Community Outreach:**

1. We are continuing to work with the community to provide food when we can to help them through the month if they need assistance feeding their pet.
2. Continue to take animals to Petco for the purpose of adopting more animals in the community.
3. Partnering with COF to provide job and volunteer opportunities for their clients
4. We partner with Community in Schools to provide a bi-monthly program to teach children about pet care and responsibility.

### **March Shelter Intake Numbers:**

- Total YTD Intakes: 230
- City of Ottawa (not counting Ottawa ACO) is 14% of the YTD Intake Total
- Ottawa ACO is 25% of the YTD Total
- Franklin County is 21% of the YTD Intake Total
- Primary Intake Area in March was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of March : 52
- City of Ottawa/Ottawa ACO was 40% of total intakes for the month of March
- Franklin County was 19% of total intakes for the month of March.

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

- Total Adoptions Month of March =65
- Returned to Owner = 13
- YTD Transferred other Shelters or Rescues =0
- End of Month Headcount in Shelter =77

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

Respectfully submitted,

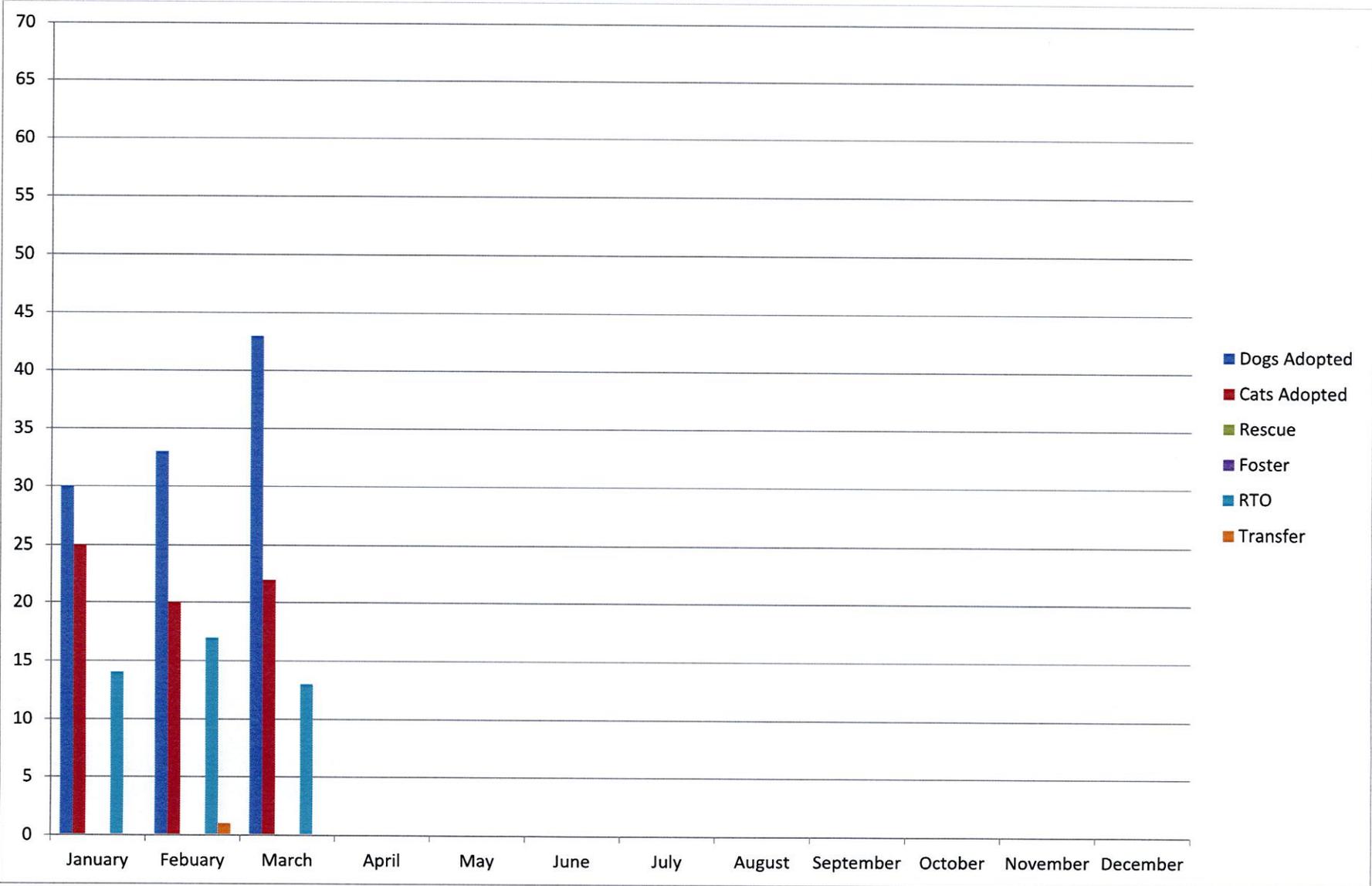
*Melissa Reed*

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

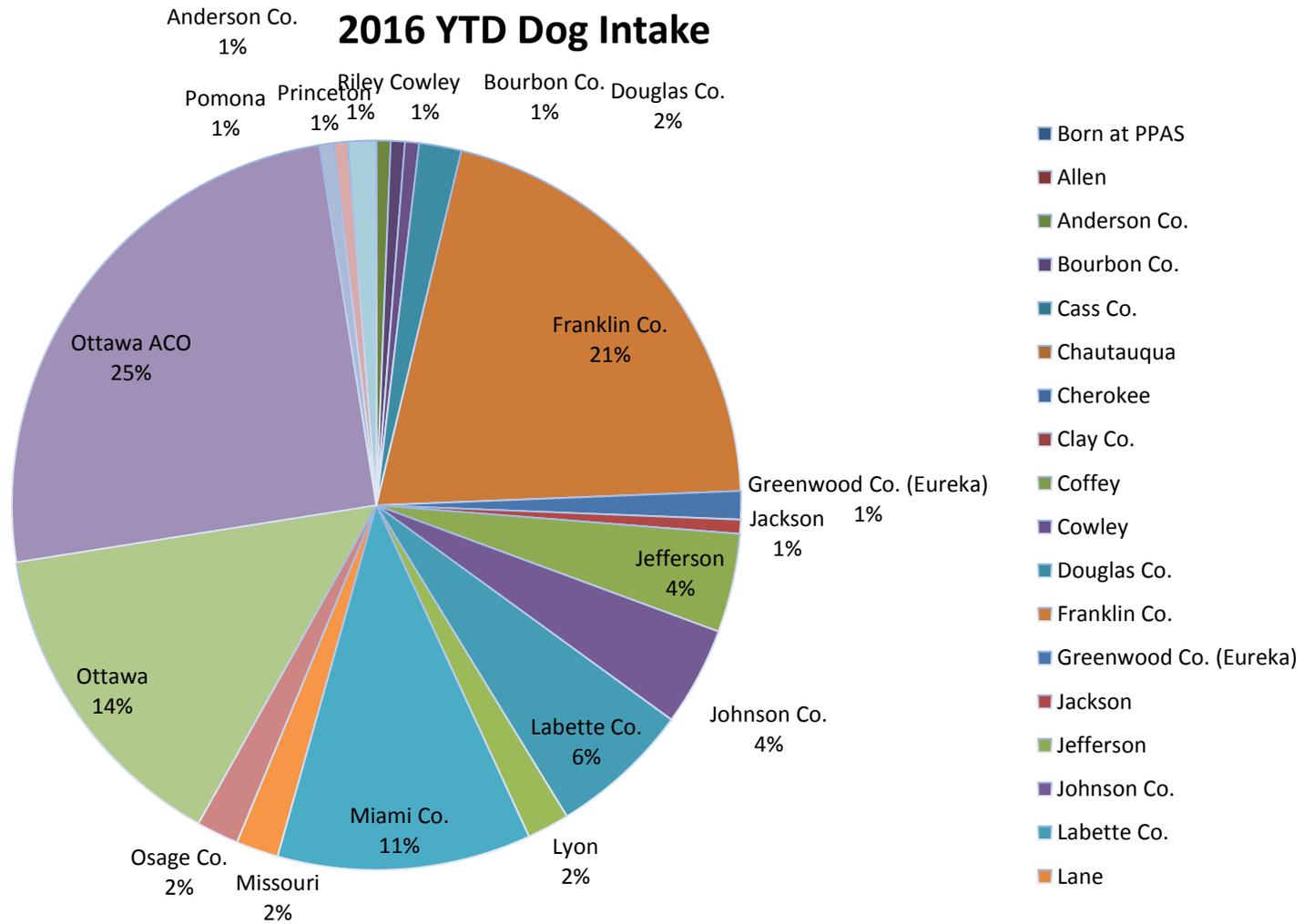
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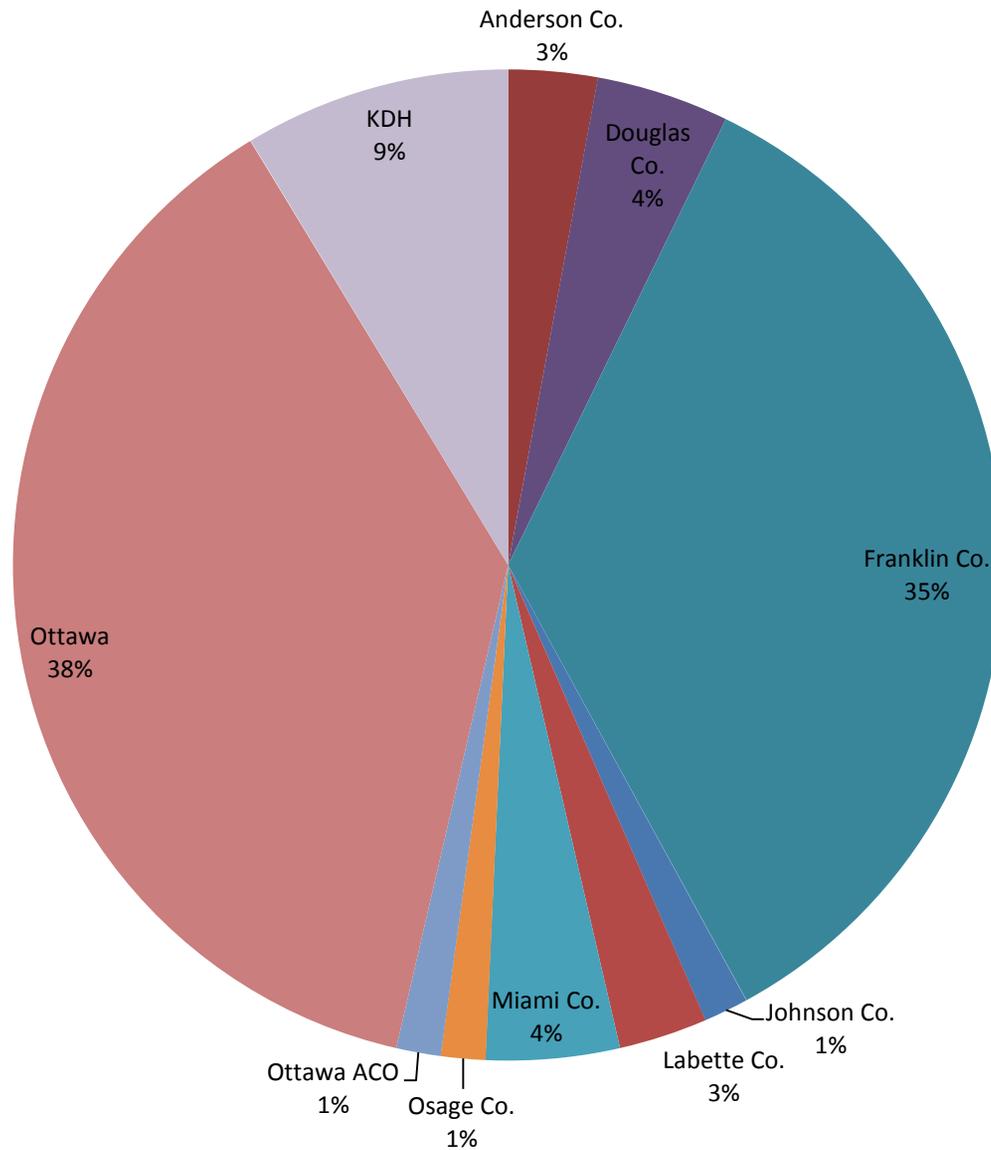
# 2016 Disposition of Animals at Prairie Paws Animal Shelter



## 2016 YTD Dog Intake



# Cat Intake YTD 2016



- Allen Co.
- Anderson Co.
- Coffey Co
- Douglas Co.
- Franklin Co.
- Lane
- Johnson Co.
- Labette Co.
- Linn Co.
- Lyon Co.
- Miami Co.
- Osage Co.
- Ottawa ACO
- Ottawa
- Paola
- Pomona
- Princeton
- Rantoul
- Wellsville
- Williamsburg
- Wyandotte
- KDH

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - March 2016	2016 Budget YTD
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>4 - Contributed support</b>						
<b>40 - Unrestricted</b>						
<b>4010 - Indiv/business cont. (unrest)</b>						
<b>4015 - Contributions - unrestricted</b>	92,127.26	215,868.99	175,441.80	215,287.29	49,368.53	37,571.00
<b>4020 - Contributions-direct mail</b>	0.00	0.00	22,355.05	33,519.92	8,397.00	5,000.00
<b>4030 - Memorials &amp; bequests</b>	6,992.50	5,523.30	10,917.01	10,856.00	2,020.00	4,500.00
<b>4040 - Gifts in kind</b>						
<b>4041 - Gifts in Kind - Goods</b>	7,420.29	2,000.55	0.00	0.00	0.00	30,000.00
<b>4042 - Gifts in Kind - Services</b>	2,190.00	110.00	0.00	0.00	0.00	12,600.00
<b>4044 - Gifts in Kind - Bow Meow</b>	75.00	22,242.00	0.00	0.00	0.00	0.00
<b>4045 - Gifts in Kind - Run For Ben</b>	476.80	0.00	0.00	0.00	0.00	0.00
<b>Total 4040 - Gifts in kind</b>	<u>10,162.09</u>	<u>24,352.55</u>	<u>0.00</u>	<u>259,663.21</u>	<u>59,785.53</u>	<u>42,600.00</u>
<b>4050 - Foundations/trusts</b>	8,852.40	9,080.08	9,391.96	11,676.08	2,253.68	2,500.00
<b>4060 - Grants</b>	0.00	317.44	0.00	40,500.00	8,018.00	13,752.00
<b>4010 - Indiv/business cont. (unrest) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4010 - Indiv/business cont. (unrest)</b>	<u>118,134.25</u>	<u>255,142.36</u>	<u>218,105.82</u>	<u>311,839.29</u>	<u>70,057.21</u>	<u>105,923.00</u>
<b>4100 - Fundraising(unrestricted)</b>						
<b>4105 - Spayghetti dinner</b>	7,113.00	6,259.53	0.00	0.00	0.00	0.00
<b>4110 - T-shirt donations</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4115 - Tails on trails</b>	5,428.69	5,769.06	0.00	0.00	0.00	0.00
<b>4120 - Shelter Birthday</b>	0.00	0.00	5,514.99	6,350.40	250.00	0.00
<b>4125 - Circle of Compassion</b>	0.00	2,000.00	0.00	0.00	0.00	0.00
<b>4150 - Recycling</b>	1,245.35	162.50	0.00	0.00	0.00	0.00
<b>4155 - Bow Meow</b>	37,516.70	46,312.88	51,119.95	42,501.00	120.00	0.00
<b>4165 - Toenail Clipping</b>	1,241.11	65.00	103.57	0.00	0.00	0.00
<b>4166 - Pooch Plunge</b>	1,094.46	1,008.00	425.00	771.00	0.00	0.00
<b>4167 - Run For Ben</b>	2,737.40	1,876.45	1,949.00	2,327.00	0.00	0.00
<b>4168 - Calendar</b>	2,329.53	457.10	0.00	0.00	0.00	0.00
<b>4169 - Cookbook</b>	1,051.20	120.31	7.50	0.00	0.00	0.00
<b>4175 - Miscellaneous fundraising</b>	6,872.92	2,738.85	4,329.09	1,857.35	20.00	3,750.00
<b>Total 4100 - Fundraising(unrestricted)</b>	<u>66,630.36</u>	<u>66,769.68</u>	<u>63,449.10</u>	<u>53,806.75</u>	<u>390.00</u>	<u>3,750.00</u>

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**Profit Loss Budget Comparison**  
 January 2012 through March 2016

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - March 2016	2016 Budget YTD
<b>Total 40 · Unrestricted</b>	184,764.61	321,912.04	281,554.92	365,646.04	70,447.21	109,673.00
<b>42 · Restricted funds</b>						
4205 · Contributions - building	341.37	300.00	300.00	300.00	75.00	75.00
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	75.00	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	75.00	75.00
<b>Total 4 · Contributed support</b>	252,845.19	328,814.39	284,265.12	366,446.04	70,522.21	109,748.00
<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	12,880.25	13,005.00
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	10,120.01	10,302.00
4565 · Miami County	4,500.00	4,500.00	0.00	4,635.00	0.00	0.00
4780 · Other Cities/Counties	150.00	0.00	0.00	135.00	139.05	0.00
<b>Total 4540 · Local government support</b>	92,113.00	97,290.00	98,599.12	104,007.42	31,090.31	30,056.00
<b>5 · Earned revenues</b>						
5180 · Program service fees						
5181 · Adoption PPAS	112,686.29	59,134.51	73,959.77	83,319.25	15,959.99	21,600.00
5182 · Microchip contribution	3,350.25	1,042.13	2,085.36	4,700.44	659.48	999.00
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	5,048.86	2,000.00
5185 · Drop-off contribution	18,211.50	8,185.01	4,419.00	5,194.00	1,640.00	1,050.00
5186 · Training	0.00	0.00	0.00	1,920.00	925.00	720.00

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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	450.00
5189 · Reclaim fees	3,602.90	1,465.00	835.00	5,100.47	990.00	1,300.00
<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>25,419.63</b>	<b>28,119.00</b>
5820 · Merchandise Sales	2,077.67	2,137.86	830.15	22,143.68	4,324.02	4,800.00
5830 · Dog Licence Contributions	0.00	64.00	10,452.00	11,141.00	6,129.00	6,200.00
<b>Total 5 · Earned revenues</b>	<b>145,668.09</b>	<b>77,345.76</b>	<b>95,938.70</b>	<b>148,043.22</b>	<b>137,485.17</b>	<b>178,923.00</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	1.84	3.00
<b>Total 6710 · Interest income</b>	<b>371.18</b>	<b>76.92</b>	<b>2.81</b>	<b>7.59</b>	<b>1.84</b>	<b>3.00</b>
6810 · Unrealized gain(loss) - invest	437.38	593.26	535.72	-475.56	0.00	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>137,487.01</b>	<b>178,926.00</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>137,487.01</b>	<b>178,926.00</b>
<b>Expense</b>						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	62,916.01	80,606.22	108,641.59	139,205.24	36,683.06	41,001.00
7252 · Hourly wages	137,810.81	161,312.52	155,283.50	158,275.60	40,313.25	37,539.00
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	1,033.30	1,248.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7255 · Wages - Employment Service	0.00	47,525.25	0.00	0.00	0.00	0.00
7257 · Overtime Wages	1,415.94	582.00	113.65	8.09	15.48	0.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7258 · Sunday Bonus Wages	3,027.38	1,400.87	0.00	0.00	0.00	0.00
7259 · Training Commission	0.00	0.00	0.00	0.00	0.00	225.00
7259 · Grooming Commission	1,456.95	98.45	0.00	6,924.37	2,508.83	758.00
<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>80,553.92</b>	<b>80,771.00</b>

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<b>7260 · Payroll Taxes</b>						
7261 · FICA taxes	15,752.90	18,413.35	20,431.98	23,472.11	6,131.75	5,143.00
7262 · State unemployment	1,772.60	7,114.94	6,414.57	8,764.06	1,923.68	3,273.00
7263 · Workers compensation	3,505.00	6,185.50	11,396.25	6,394.25	3,705.25	2,336.00
<b>Total 7260 · Payroll Taxes</b>	<b>21,030.50</b>	<b>31,713.79</b>	<b>38,242.80</b>	<b>38,630.42</b>	<b>11,760.68</b>	<b>10,752.00</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>92,314.60</b>	<b>91,523.00</b>
<b>7500 · Other Personnel Expenses</b>						
7510 · Accounting fees	4,110.00	4,337.50	4,330.00	4,385.00	990.00	6,050.00
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>990.00</b>	<b>6,050.00</b>
<b>8100 · Non-personnel expenses</b>						
8110 · Office supplies	6,527.09	5,207.57	2,448.25	1,970.66	914.60	900.00
8115 · Telephone						
8118 · Internet related	1,118.59	791.19	1,438.07	1,649.49	512.58	450.00
8115 · Telephone - Other	2,032.54	2,746.17	2,665.89	2,910.69	641.84	720.00
<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>2,069.02</b>	<b>1,170.00</b>
8120 · Postage and delivery	256.89	383.88	1,816.93	1,299.10	196.00	400.00
8130 · Printing and reproduction	567.89	0.00	1,264.98	1,242.71	0.00	300.00
8135 · Direct Mail Expenses	0.00	0.00	4,640.83	13,743.40	4,253.26	3,000.00
8140 · Equipment rental	0.00	0.00	907.15	3,829.86	2,317.28	1,027.00
8150 · Computer and IT Related	0.00	6,994.99	9,722.22	20,034.16	3,845.90	4,035.00
<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>10,612.44</b>	<b>10,832.00</b>
<b>8200 · Occupancy Expenses</b>						
8205 · Repairs & maintenance	23,617.52	19,068.58	11,378.44	14,903.39	7,968.05	4,558.00
8210 · Utilities	25,244.80	30,371.95	30,247.02	29,392.35	6,664.09	7,372.00
8220 · Insurance - non employee	9,492.00	9,643.50	11,506.50	9,865.00	5,125.25	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>19,757.39</b>	<b>17,494.00</b>
<b>8300 · Travel &amp; meeting expenses</b>						
8310 · Training	0.00	0.00	29.26	86.55	2.12	120.00

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8315 · Staff development/meetings	2,580.88	487.74	225.74	4,463.12	3,298.84	498.00
8320 · Automobile expense	1,625.19	1,594.56	974.46	999.17	419.58	300.00
<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>3,720.54</b>	<b>918.00</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	5,750.58	7,085.00
8511 · Euthanasia expense	905.68	682.75	165.55	717.98	20.00	120.00
8512 · Food expense	4,803.50	94.71	85.82	276.70	0.00	60.00
8513 · Vet expense	23,388.14	18,916.99	12,795.52	4,655.32	986.20	1,600.00
8514 · Spay/neuter expense	38,726.69	39,904.35	27,298.41	13,779.00	353.02	500.00
8515 · Supplies	4,453.12	3,402.59	835.47	274.81	37.12	75.00
8516 · Cleaning supplies	4,153.64	8,712.12	811.20	2,257.71	601.74	750.00
8517 · Microchip Supplies	2,247.75	749.25	1,018.98	8,289.83	2,509.74	1,532.00
8518 · Grooming Supplies	9.13	216.06	0.00	557.61	0.00	270.00
8519 · Training Expense	0.00	0.00	0.00	1,219.60	0.00	0.00
8520 · Cremation Expense	0.00	0.00	0.00	1,388.53	190.00	285.00
<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>10,448.40</b>	<b>12,277.00</b>
<b>8530 · Fundraising expenses</b>						
8531 · Fundraisng - general	2,473.63	1,899.79	1,442.30	4,715.79	495.22	320.00
8532 · Spaygetti dinner	1,479.85	1,416.90	0.00	0.00	0.00	0.00
8534 · Fundraing TOT	1,579.35	3,243.80	0.00	0.00	0.00	0.00
8535 · Fundraing - Bow Meow	10,313.32	31,114.42	6,749.13	11,343.26	0.00	500.00
8538 · Gerbil Fund	0.00	0.00	0.00	0.00	0.00	0.00
8539 · Fundraising - Run For Ben	966.33	606.03	600.00	839.19	0.00	0.00
8540 · Fundraising - Pooch Plunge	11.99	123.93	0.00	0.00	0.00	0.00
8541 · Fundraising-Calendar	1,712.95	0.00	0.00	0.00	0.00	0.00
8542 · Fundraising-Cookbook	898.50	0.00	0.00	0.00	0.00	0.00
8544 · Fundraising-Shelter Birthday	0.00	0.00	2,049.27	1,598.82	0.00	0.00
<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>495.22</b>	<b>820.00</b>
<b>8600 · Miscellaneous</b>						
8605 · Advertising	2,253.17	1,622.11	368.02	209.21	462.64	300.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - March 2016	2016 Budget YTD
8610 · Bank service charges	4,821.76	4,677.12	2,806.99	4,608.19	1,143.05	1,100.00
8615 · Dues and subscriptions	565.00	356.00	481.20	831.35	358.77	300.00
8650 · Licenses and permits	285.00	415.00	485.00	590.00	55.00	300.00
8660 · Miscellaneous	2,304.92	162.46	1,200.48	1,415.23	83.24	0.00
8675 · Taxes	73.00	95.17	49.00	49.00	0.00	150.00
8600 · Miscellaneous - Other	0.00	25.00	0.00	0.00	0.00	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>2,102.70</b>	<b>2,150.00</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>142,510.31</b>	<b>142,064.00</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>-5,023.30</b>	<b>36,862.00</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	30,000.00
9701 · In Kind Services Expense	0.00	0.00	0.00	0.00	0.00	12,600.00
<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>42,600.00</b>
9800 · Fixed asset purchases						
9805 · Capital purchases - building	1,600.00	0.00	0.00	0.00	0.00	4,769.00
9810 · Capital purchases - equipment	0.00	10,338.93	6,118.78	152.12	0.00	0.00
9800 · Fixed asset purchases - Other	1,692.15	0.00	0.00	0.00	0.00	0.00
<b>Total 9800 · Fixed asset purchases</b>	<b>3,292.15</b>	<b>10,338.93</b>	<b>6,118.78</b>	<b>152.12</b>	<b>0.00</b>	<b>4,769.00</b>
9910 · Interest expense	14,347.00	14,302.55	13,757.98	16,219.93	4,864.89	2,857.00
<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>4,864.89</b>	<b>7,626.00</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>4,864.89</b>	<b>7,626.00</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>-4,864.89</b>	<b>-7,626.00</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>-9,888.19</b>	<b>-13,364.00</b>



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

**March 10, 2016 – 3:00 pm**

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



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

1. **Call to Order**  
Rick Oglesby

2. **Roll Call/Introduction**

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

Absent: Angie Arnett

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

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

4. **New Business**

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

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

**B. Review of Transition Plan**

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

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

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

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

5. **Old Business**  
None

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

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

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

**AIRPORT ADVISORY BOARD MEETING**  
**Meeting Minutes**  
March 8, 2016  
Ottawa Municipal Airport (KOWI)

Chairman Jack Miller called the meeting to order at 5:01 pm.

Board Members Present: Jack Miller, Gene Ramsey, Jen Sharp, Chad Caylor, Robert Bowers  
Others Present: Robin Flager, Hawkeye Helicopter; Michael Haeffele and Donyell Wolfe, City of Ottawa

There were no public comments.

On a motion by Gene Ramsay and second by Jen Sharp the Agenda minutes were approved as printed.

On a motion by Chad Caylor and second by Gene Ramsey the February 9<sup>th</sup>, 2016 meeting minutes were approved as presented.

**AIRPORT DAY 2016**--This meeting was dedicated to Airport Day planning.

- Chad will talk with Girl Scouts to see if they would like to participate in a sleepover the day before Airport Day; this is an attempt to combine Airport Day with Girls/Women in Aviation Week. The offer will be made to Girl Scouts first. Jen will try to contact Boy Scouts if the girls decline to participate. The goal is to not have both Boy and Girl Scouts camping out together (in the same vicinity).
- The group that commits to wanting to participate in the sleepover will be charged with the responsibility of planning the time and collecting supplies for sleepover (tents, sleeping bag, flashlights, food/snacks, etc.).
- If no group wants to camp out the objective would be to host a movie night for the scouts and promote Airport Day festivities taking place the following day.
- Robert will be responsible getting air planes to Airport Day—the number of planes available will determine how many planes Robert can provide.
- Robin will bring back information about airplane rides (specifically the cost). She stated JD definitely wants two planes this year because last year they were swamped.
- Jen will schedule to sky dive during the welcome and talk with daughter about playing the trumpet again. The welcome will begin at 10am.
- Jack will take care of program speakers—contacting Mayor (by that time it will be Sara), City Manager, main event speaker (depending on if committee wants a speaker), etc.
- Mike will talk with DJ about inflatable's (ex. bounce house) for Kids Corner. The committee agreed to reserve big blocks from ORC for the Kids Corner again this year.
- Mike will talk with Fire and PD about participating in Airport Day activities (we need 1<sup>st</sup> responders present).
- Jack reported the model airport club has committed to attending already.

- Gene will take care of water donations from local banks and/or other vendors.
- Holly Mitchell (located in Kansas City area) was mentioned by Jack--she could be a contact to help out with women in aviation. Committee would like women in aviation to attend Airport Day--Explores could gather information about women in aviation and construct an exhibit to display during Airport day.
- Gene will also take care of local marketing and advertising needs for Airport Day (Ottawa Herald, KOFO, etc.)

**GENERAL DISCUSSION—**

- City to contribute roughly \$500
- Notify City Manager Richard Nienstedt to begin announcing Airport Day during Monday morning KOFO discussions.
- Event time will run from 8am- noon for Airport Day 2016
- Committee shall decide if the tourism board should be contacted to assist and/or be part of the festivities.
- Committee shall decide on need for golf carts for transportation for plane rides... Decide where the golf carts come from as well.
- Need to follow-up with ideas about plane wash and if that is something the committee wants to pursue again. Would need more advertising and dedicated helpers if the committee does decide to move forward with plane wash.

The next regularly scheduled meeting will be held March 8, 2016 – 5:00 pm.

The meeting adjourned at 6:10 pm on a motion by Chad Caylor, second by Gene Ramsey, with approval by the Board.

*Donyell Wolfe, Recorder*

*Approved by the Board on April 12, 2016*

**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, March 15, 2016  
11:30 am – Ottawa Municipal Auditorium



Board Chairman Allen Campbell called the meeting to order.

Board Members Present: Jenny Obrecht, Allen Campbell, Tony Brown, Tiffany Evans and Nori Hale.

Others Present: Richard U. Nienstedt, Becci Shisler and Peach Madl.

Nori Hale made a motion to approve the agenda, Tony Brown seconded. Motion passed.

Tiffany Evans made a motion to approve the minutes from the February meeting, Jenny seconded. Motion passed.

Peach Madl presented the agenda for Cowboy Days, which will be held over Labor Day weekend. Vendors will set up in the OMA on Saturday of the event. Ottawa Main Street is selling and organizing the vendor layouts. There is space for around 50 vendors at \$35 per space. Ottawa Main Street will keep those funds. Vendors will also be asked to chip in \$5 for the marketing fund to be spent at KOFO and the Ottawa Herald. A Concert will be held Saturday evening featuring Mickey Gilley. 125 tickets will be sold at \$50 apiece for VIP including dinner and drinks. Other ticket prices include \$40 and \$30. Peach has presold \$6000 in ticket sales so far. Peach asked the board to waive the rental fees for the event. City Manager Richard U. Nienstedt recommended that Peach discuss the fees with him at a later date, since the board does not have the authority to make those decisions.

Staff Report: Shonda requested concession volunteers for Spring Fling activities on March 16<sup>th</sup> and for the High School Spring Variety Show April 25 through the 30<sup>th</sup>.

Board Vacancy update: We will now have two positions available with Blake Jorgensen being appointed to serve of the City Commission again. Tiffany suggested that Richard talk about the vacancies on his Monday morning chats on KOFO.

Sub-Committee Update: Tony would still like to uncover some of the wood under the trim in the meeting room to see what there is to work with.

St. Patrick's Day event. Sponsors include Kansas State Bank, Betty Birzer, People's Bank and Richard and Rita Nienstedt. Becci announced that Price Chopper is donating the stew already prepared for 100 people. Will still be buying 10 pies at \$7 apiece and \$20 in biscuits. Mainstreet volunteers will serve the food and Tiffany will help sell tickets.

Willow Domestic Violence Center Event: Allen is a member of the Franklin County Farm Bureau , who is hosting a presentation by the Willow Domestic Violence Center in April. Allen

asked if they could have the event at the OMA. It was agreed that the OMA will sponsor the event. Date and time are TBD.

The April meeting will be moved to April 12<sup>th</sup> at 11:30 am so that members of the board can attend the volunteer program presentation at the Ottawa Rotary meeting on April 19<sup>th</sup>. Tiffany and Allen both plan to attend.

Jenny made a motion to adjourn, Tony Brown seconded. Motion passed.

*Tiffany Evans, Recorder*

*Approved by the Board April 12, 2016.*