



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**  
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Fax: 785-229-3639  
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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 **November 21, 2016 at 4:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

**I. Public Comments**

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

- a. City of Ottawa and Ottawa Main Street Association 2017 Agreement - Richard U. Nienstedt  
*Pgs. 2-3*

**III. Items for Presentation and Discussion**

- a. Franklin County Economic Development Council Quarterly Report - James Oltman  
b. October Monthly Report Review - Staff *Pgs. 4-64*  
c. City Manager's Report  
d. Commissioner's Reports  
e. Mayor's Report

**IV. Announcements**

- November 24-25, 2016 Thanksgiving Holiday, City Hall CLOSED
- November 28, 2016 Study Session, 4:00 pm, City Hall
- November 29, 2016 Leadership Academy Graduation, 6:00 pm, NCCC
- December 5, 2016 Study Session, 4:00 pm, City Hall
- December 7, 2016 **Regular** Commission Meeting, 7:00 pm, City Hall
- December 21, 2016 City/County/USD 290 Joint Mtg with Legislators, 12:00 pm, Franklin County Annex

**V. Adjourn**

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

**VI. Items Already Placed**

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

**#48. Focus on the future, and try to leave your city better than that which you inherited as a city officer.**

## FUNDING AGREEMENT

**THIS AGREEMENT** is entered into by and between City of Ottawa, Kansas, hereinafter called “City,” and the Ottawa Main Street Association hereinafter called “OMSA,” for the calendar year 2017.

**BACKGROUND:** The City and OMSA agree, that in the interest of expanding the economic base of the Main Street district in the City of Ottawa they wish to contract with the Ottawa Main Street Association; a third-party entity, to conduct the following development activities in their interest:

- a. Coordinate community resources to aid in the retention and expansion of existing commercial businesses and residential development in downtown Ottawa.
- b. Carry out development activities in harmony with the four key areas identified by the National Main Street Association: Economic Vitality, Design, Promotion, and Organization.
- c. Work cooperatively with other community organizations to accomplish the shared goals of increasing business, jobs and economic prosperity for the Ottawa community.
- d. Serve as an advisor to the City for its role in downtown development activity.
- e. Serve as a conduit for relevant economic data to the City and its development partners.
- f. Participate, along with other community organizations to conduct internal and external marketing campaigns for downtown Ottawa.
- g. Conduct other community development activities within the City as appropriate.

**ADDITIONAL RESPONSIBILITIES:** The following additional duties are required by the City as a mechanism for maintaining a funding relationship with OMSA for development services:

- a. Provide reporting and tracking of OMSA’s activities consisting of the following:
  - 1.) Provide monthly electronic fiscal and activity reports to the City Commissions.
  - 2.) Provide a quarterly verbal report to the City Commission including financial and activity summaries.
- b. Conduct an annual planning session which shall include participation by appropriate City leadership.
- c. Conduct an annual financial review or audit that shall be submitted to the City Commission. If a financial review is completed in lieu of an audit, it shall be performed by an independent CPA.
- d. Prepare and submit a detailed annual budget for the following fiscal year to the City before May 15<sup>th</sup>, 2017. This budget shall include line item comparisons for revenues and expenditures for the two preceding fiscal years.
- e. Actively participate in discussions regarding ways to improve efficiency by partnering with other community organizations—CVB, FCDC, Chamber, etc.--and explore ways to reduce duplication of services.

**TERM:** The term of this agreement shall be from January 1, 2017 to December 31, 2017 and may be extended for additional annual terms upon mutual written consent by the parties hereto.

**FUNDING:** The City agrees to pay \$\_\_\_\_\_annually in equal monthly installments for economic and community development services as described above per the following conditions:

- a. The City retains the authority to withhold monthly payments with 30 days’ written notice to OMSA. Prior to withholding any funds, the City shall notify the director of OMSA in writing of the concerns regarding such withholding and allow the OMSA Board 15 days to address and remedy any violation of this agreement that would disqualify their receipt of continued funding.
- b. Should the City choose to discontinue funding before the completion of this contract term, it shall have the right to be repaid any City funds remaining in OMSA accounts, including any reserve contributions, based on a pro-rated portion of those funds paid into the OMSA accounts during that fiscal year only.

**CONFIDENTIALITY:** All parties involved in this agreement understand and agree that information related to economic development activity is of a sensitive nature and should be treated with confidentiality where appropriate. All parties also agree that any confidential information discussed regarding development activity shall not be used for any personal or professional profit.

**AMENDMENTS AND ADDENDUMS:** This Agreement may be amended at any time upon mutual written agreement by all parties. The parties may also agree to contract for the provision of additional services such as marketing or grant writing as an addendum to this Agreement. Such additional agreements shall be in writing and appended to this document.

**RELATIONSHIP:** It is understood and agreed that OMSA, its officers, employees, agents and assigns are engaged and retained as independent contractors and not as officers, agents or employees of the City and that OMSA has no authority to bind the City.

**INDEMNIFICATION AND HOLD HARMLESS:** OMSA agrees, as an independent contractor, to indemnify and hold harmless the City from any and all claims arising out of OMSA's or its agent(s) activities in the performance of this Agreement.

**NOTICE:** When any provision of this agreement requires a written notice, it shall be deemed to have been validly given if delivered in person, sent by facsimile or sent by registered or certified mail, postage prepaid, to the following:

OMSA  
Attn: Director  
112 W. 2nd  
Ottawa, KS 66067  
(785) 242-2085

City of Ottawa  
Attn: City Manager  
101 S. Hickory  
Ottawa, KS 66067  
(758) 229-3637

**COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS:**

This Agreement is to be construed and enforced in accordance with the laws of the State of Kansas. The parties shall abide by all federal, state and local laws, ordinances and regulations, including compliance with applicable nondiscrimination provisions.

**NOW, THEREFORE,** the parties to this Agreement bind themselves, their heirs, successors and assigns to the performance of the terms set forth above and affix their signatures below:

City of Ottawa, Kansas

Ottawa Main Street Association

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chairperson

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Attest:

Attest:

# CITY OF OTTAWA

## October Monthly Reports

Presented to the City Commission  
November 21, 2016



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CITY OF OTTAWA  
 MTD TREASURERS REPORT  
 AS OF: OCTOBER 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	2,326,811.18	714,033.17	791,833.14	2,249,011.21	( 202.24)	15.71	2,249,229.16
005-Gen Obl Debt Service Fund	192,171.52	9,056.56	0.00	201,228.08	0.00	0.00	201,228.08
011-Community Service Support	475.22	8,900.00	8,822.92	552.30	0.00	0.00	552.30
013-Auditorium Fund	101,421.31	5,830.33	12,774.91	94,476.73	0.00	( 259.74)	94,216.99
014-Airport Fund	182.81	12,541.64	10,987.47	1,736.98	0.00	0.00	1,736.98
016-Special Park & Rec Fund	156,264.48	5.49	128.25	156,141.72	0.00	0.00	156,141.72
017-Special Drug and Alcohol	70,624.95	0.00	0.00	70,624.95	0.00	0.00	70,624.95
018-Library Fund	20,677.67	11,865.86	0.00	32,543.53	0.00	0.00	32,543.53
025-Economic Development Fund	243,463.76	14,629.83	5,029.51	253,064.08	0.00	0.00	253,064.08
028-Special Streets Fund	616,498.85	88,185.01	2,729.69	701,954.17	0.00	0.00	701,954.17
029-Stormwater Utility	747,814.47	38,053.64	16,325.25	769,542.86	0.00	0.00	769,542.86
030-Water Utility	882,329.50	217,062.53	158,160.82	941,231.21	( 7.13)	2,087.10	943,325.44
036-Waste Water Utility	1,037,717.24	218,112.61	204,332.12	1,051,497.73	0.00	0.00	1,051,497.73
037-Electric Utility	3,793,701.65	1,263,155.02	1,129,850.67	3,927,006.00	7.13	329,894.89	4,256,893.76
041-Electric Power Supply Fnd	308,199.17	39.20	0.00	308,238.37	0.00	0.00	308,238.37
045-Electric Sys Construction	857,180.00	63.16	0.00	857,243.16	0.00	0.00	857,243.16
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	159,164.15	140.00	266.40	159,037.75	0.00	( 5,575.07)	153,462.68
053-Equipment Reserve	39,211.05	9,428.27	18,022.41	30,616.91	0.00	0.00	30,616.91
054-LAW ENFORCEMENT TRUST	11,357.41	0.00	0.00	11,357.41	0.00	0.00	11,357.41
055-Revolving Loan Fund	215,081.10	208.80	0.00	215,289.90	0.00	0.00	215,289.90
056-Risk Management	1,430.44	251,749.97	19,658.56	233,521.85	0.00	275.00	233,796.85
058-Neighborhd Stabiliztn Grt	21,476.00	0.19	60.48	21,415.71	0.00	0.00	21,415.71
062-US 59 Turnback	2,250.00	0.00	0.00	2,250.00	0.00	0.00	2,250.00
063-Airport Hangars 2009/2010	( 2,066.06)	0.00	0.00	( 2,066.06)	0.00	0.00	( 2,066.06)
066-AIRPORT AWOS	( 60,720.00)	0.00	0.00	( 60,720.00)	0.00	0.00	( 60,720.00)
070-Sidewalk Grant 15th St	( 31,249.29)	0.00	0.00	( 31,249.29)	0.00	0.00	( 31,249.29)
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	330,239.62	5,362.59	149,183.20	186,419.01	0.00	0.00	186,419.01
078-WWTP Funding	50,225.15	34.51	0.00	50,259.66	0.00	0.00	50,259.66
079-Princeton Comm Imprv Dist	13,393.74	1,098.82	13,393.74	1,098.82	0.00	0.00	1,098.82
087-Water Construction Fund	( 4,035.01)	474,088.33	474,690.82	( 4,637.50)	0.00	0.00	( 4,637.50)
091-TIF Program Fund	357,756.74	0.00	0.00	357,756.74	0.00	0.00	357,756.74
092-Advantage Ford TIF Project	403.75	0.00	0.00	403.75	0.00	0.00	403.75
095-Airport Improvements	( 43,153.34)	0.00	12,561.90	( 55,715.24)	0.00	0.00	( 55,715.24)
096-Airport T-Hanger	58,635.00	0.00	0.00	58,635.00	0.00	0.00	58,635.00
099-Industrial Park	728,919.74	2,536,843.68	2,545,330.69	720,432.73	0.00	0.00	720,432.73
<b>GRAND TOTAL</b>	<b>13,630,626.17</b>	<b>5,880,489.21</b>	<b>5,574,142.95</b>	<b>13,936,972.43</b>	<b>( 202.24)</b>	<b>326,437.89</b>	<b>14,263,612.56</b>

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

## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**October-16**

COUNTY (1.0%)	2011	2012	2013	2014	2015	2016	12 Mo Running Total		Change	Change
							2015	2016	Dollars	Percent
January	80,430	92,276	93,621	90,915	99,626	99,411	1,197,867	1,220,221	\$ (215.65)	-0.22%
February	95,342	88,325	96,068	104,501	117,666	105,438	1,211,033	1,207,993	\$ (12,228.17)	-10.39%
March	88,872	88,566	94,235	95,180	89,795	95,947	1,205,648	1,214,145	\$ 6,152.11	6.85%
April	69,281	87,092	83,104	90,992	99,242	103,136	1,213,897	1,218,040	\$ 3,894.66	3.92%
May	89,714	96,267	95,966	101,605	111,668	105,321	1,223,960	1,112,282	\$ (6,347.03)	-5.68%
June	102,444	89,141	95,257	100,701	101,717	100,112	1,224,976	1,928,473	\$ (1,605.45)	-1.58%
July	86,902	85,637	108,053	101,330	98,721	109,258	1,222,367	1,220,625	\$ 10,537.29	10.67%
August	89,754	93,734	96,875	99,329	104,245	108,274	1,227,282	1,224,654	\$ 4,029.05	3.86%
September	89,932	85,675	94,191	97,320	100,554	96,037	1,230,515	1,220,138	\$ (4,516.35)	-4.49%
October	94,804	91,359	98,107	104,316	95,308	104,467	1,221,507	1,229,296	\$ 9,158.86	9.61%
November	93,010	97,087	83,340	105,844	99,780		1,215,443			
December	99,175	91,424	96,805	97,122	102,116		1,220,437			
<b>SAME MO. YTD</b>	<b>792,670</b>	<b>806,713</b>	<b>857,368</b>	<b>881,875</b>	<b>923,234</b>	<b>922,935</b>			\$ 8,859.32	-0.03%
<b>ANNUAL TOTAL</b>	1,079,659	1,086,583	1,135,620	1,189,156	1,220,437					
<b>CITY (1.6%)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>	<b>2016</b>		
January	179,538	203,964	195,321	201,594	216,451	228,014	2,626,783	2,763,269	\$ 11,562.69	5.34%
February	209,172	179,606	206,821	233,316	264,504	218,594	2,657,971	2,717,359	\$ (45,909.91)	-17.36%
March	196,175	190,917	199,168	201,539	197,296	219,958	2,653,728	2,740,020	\$ 22,661.73	11.49%
April	147,293	197,369	186,766	198,680	225,185	222,887	2,680,233	2,737,722	\$ (2,298.12)	-1.02%
May	198,268	212,086	210,835	231,212	256,081	231,656	2,705,103	2,713,297	\$ (24,425.34)	-9.54%
June	235,300	196,629	212,680	214,012	227,445	229,265	2,718,536	2,715,117	\$ 1,819.96	0.80%
July	187,599	196,553	240,050	225,531	219,710	251,546	2,712,715	2,746,953	\$ 31,835.78	14.49%
August	183,443	207,473	208,249	223,117	228,074	240,348	2,717,672	2,759,227	\$ 12,274.52	5.38%
September - See Note 1	195,331	183,753	202,765	203,251	227,370	323,576	2,741,791	2,855,434	\$ 96,206.31	42.31%
October - See Note 2	203,309	201,037	214,822	227,666	221,151	336,678	2,735,276	2,742,946	\$ 115,526.34	52.24%
November	204,378	206,969	173,970	239,249	229,831		2,725,858			
December	223,063	195,390	207,702	212,759	238,607		2,751,706			
<b>SAME MO. YTD</b>	<b>1,732,118</b>	<b>1,768,350</b>	<b>1,862,654</b>	<b>1,932,250</b>	<b>2,062,116</b>	<b>2,165,844</b>			\$ 219,253.96	5.03%
<b>ANNUAL TOTAL</b>	2,362,868	2,371,746	2,459,148	2,611,925	2,751,706					
<b>CITY/CO. TO DATE</b>	<b>2,524,789</b>	<b>2,575,063</b>	<b>2,720,022</b>	<b>2,814,126</b>	<b>2,985,351</b>	<b>3,088,779</b>			\$ 103,428.08	3.46%
<b>TOTAL</b>	<b>3,442,528</b>	<b>3,458,329</b>	<b>3,594,768</b>	<b>3,801,081</b>	<b>3,972,143</b>		<b>Budget</b>	<b>4,150,785</b>	\$ 3,113,088.75	-0.78%

**Note 1** - Receipts for September 2016 include \$101,118.56 of the additional 1/2 cent sales tax as approved in 2015.

**Note 2** - Receipts for October 2016 include \$105,511.81 of the additional 1/2 cent sales tax as approved in 2015.

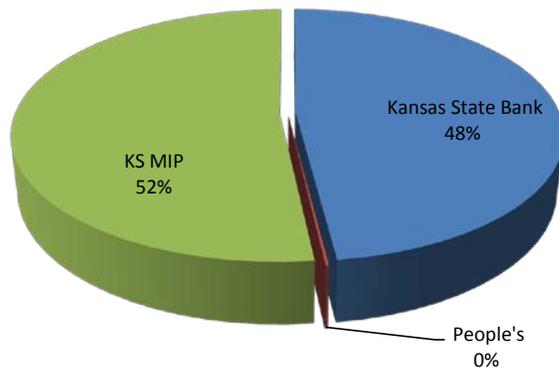
**Note 3** - The full monthly amount of the sales tax receipts from the 2015 referendum will not be realized until November 2016 when quarterly sales tax payments are received for the first time.

**City of Ottawa  
Disbursement of Funds  
10.31.2016**

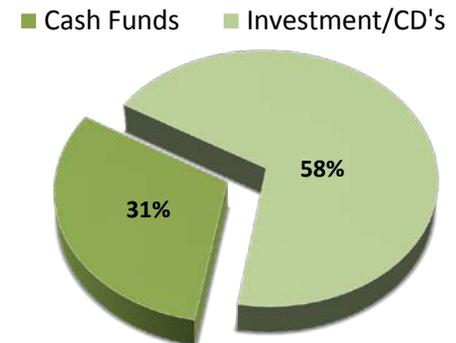
Kansas State Bank				KS MIP					
		Interest Rate	Maturity	Days to Maturity		Interest Rate	Maturity	Days to Maturity	
Deposit	\$ 3,308,765.92	0.11%			Investment	\$ 500,000.00	0.27%	11/04/16	4
AP	\$ 745,163.90	0.11%			Investment	\$ 500,000.00	0.52%	12/08/16	38
CC Inhouse	\$ 95,073.14	0.11%			Investment	\$ 500,000.00	0.54%	01/06/17	66
CC Online	\$ 197,407.48	0.11%			Investment	\$ 500,000.00	0.67%	01/24/17	84
Kiosk	\$ 101,750.12	0.11%			Investment	\$ 500,000.00	0.67%	02/06/17	96
CD	\$ 500,000.00	0.52%	07/06/17	246	Investment	\$ 500,000.00	0.57%	02/24/17	114
CD	\$ 500,000.00	0.59%	08/01/17	271	Investment	\$ 500,000.00	0.61%	03/01/17	121
CD	\$ 500,000.00	0.68%	09/08/17	308	Investment	\$ 500,000.00	0.70%	03/17/17	137
CD	\$ 500,000.00	0.68%	09/05/17	305	Investment	\$ 500,000.00	0.67%	04/03/17	153
CD	\$ 500,000.00	0.71%	10/13/2017	343	Investment	\$ 500,000.00	0.61%	05/03/17	183
	<u>\$ 6,948,160.56</u>				Investment	\$ 500,000.00	0.64%	05/25/17	205
					Investment	\$ 500,000.00	0.72%	06/06/17	216
<b>People's</b>					Investment	\$ 500,000.00	0.58%	06/27/17	237
Payroll	\$ 18,859.99	0%			Investment	\$ 500,000.00	0.59%	07/24/17	264
ACH	\$ 4,000.00	0.01%			Investment	\$ 500,000.00	0.63%	08/28/17	298
	<u>\$ 22,859.99</u>				Investment	<u>\$ 500,000.00</u>			
						\$ 7,500,000.00			

		Weighted Average
Cash Funds	\$ 4,471,020.55	0.1098%
Investment/CD's	\$ 10,000,000.00	0.61%
<b>Total Funds</b>	<u>\$ 14,471,020.55</u>	<b>0.3852%</b>

**Fund Distribution by Institution**



**Funds by Type**



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

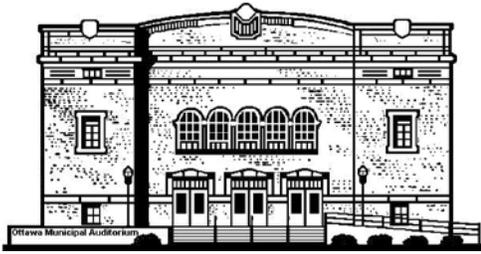
ID NUMBER	TYPE	BANK	PURCHASE DATE	MATURITY	INITIAL INVESTMENT	CURRENT BALANCE	INTEREST RATE(%)	EARNINGS at MATURITY	
7183	S	MIP	KMIP	11/5/2015	11/4/2016	\$ 500,000.00	\$ 500,000.00	0.27%	\$ 1,350.00
7202	S	MIP	KMIP	12/9/2015	12/8/2016	\$ 500,000.00	\$ 500,000.00	0.52%	\$ 2,600.00
7233	S	MIP	KMIP	1/7/2016	1/6/2017	\$ 500,000.00	\$ 500,000.00	0.54%	\$ 2,700.00
7251	S	MIP	KMIP	1/25/2016	1/24/2017	\$ 500,000.00	\$ 500,000.00	0.67%	\$ 3,350.00
7271	S	MIP	KMIP	2/5/2016	2/6/2017	\$ 500,000.00	\$ 500,000.00	0.67%	\$ 3,368.36
7283	S	MIP	KMP	2/25/2016	2/24/2017	\$ 500,000.00	\$ 500,000.00	0.57%	\$ 2,850.00
7289	S	MIP	KMIP	3/1/2016	3/1/2017	\$ 500,000.00	\$ 500,000.00	0.61%	\$ 3,050.00
7307	S	MIP	KMIP	3/17/2016	3/17/2017	\$ 500,000.00	\$ 500,000.00	0.70%	\$ 3,500.00
7324	S	MIP	KMIP	4/1/2016	4/3/2017	\$ 500,000.00	\$ 500,000.00	0.67%	\$ 3,368.36
7182	S	MIP	KMIP	5/3/2016	5/3/2017	\$ 500,000.00	\$ 500,000.00	0.61%	\$ 3,050.00
7379	S	MIP	KMIP	5/25/2016	5/25/2017	\$ 500,000.00	\$ 500,000.00	0.64%	\$ 3,200.00
7386	S	MIP	KMIP	6/6/2016	6/6/2017	\$ 500,000.00	\$ 500,000.00	0.72%	\$ 3,600.00
7401	S	MIP	KMIP	6/27/2016	6/27/2017	\$ 500,000.00	\$ 500,000.00	0.58%	\$ 2,900.00
62888	S	CD	KSB	7/6/2016	7/6/2017	\$ 500,000.00	\$ 500,000.00	0.52%	\$ 2,600.00
7425	S	MIP	KMIP	7/22/2016	7/24/2017	\$ 500,000.00	\$ 500,000.00	0.59%	\$ 2,966.16
62891	S	CD	KSB	8/1/2016	8/1/2017	\$ 500,000.00	\$ 500,000.00	0.59%	\$ 2,950.00
7451	S	MIP	KMIP	8/26/2016	8/28/2017	\$ 500,000.00	\$ 500,000.00	0.63%	\$ 3,167.26
62900	S	CD	KSB	9/8/2016	9/8/2017	\$ 500,000.00	\$ 500,000.00	0.68%	\$ 3,400.00
62902	S	CD	KSB	9/15/2016	9/15/2017	\$ 500,000.00	\$ 500,000.00	0.68%	\$ 3,400.00
62911	S	CD	KSB	10/13/2016	10/13/2017	\$ 500,000.00	\$ 500,000.00	0.71%	\$ 3,550.00
Total for period ending: 10/31/2016							\$ 10,000,000.00	\$ 10,000,000.00	<b>APY</b> 0.61%
PREPARED BY:		<u>Betty K. Simpson, City Treasurer</u>							

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

CD: Certificate of Deposit  
MIP: Money Investment Portfolio

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

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



# MUNICIPAL AUDITORIUM

## PERFORMANCE & RENTAL FACILITY

P.O. Box 462      301 S. Hickory      Ottawa, Kansas 66067  
 Box Office: 785/229-3635      Email: mstegman@ottawaks.gov  
 Website: www.ottawamunicipalauditorium.com  
 Michelle Stegman, HR Director

### Ottawa Municipal Auditorium Report – October 2016

#### Events

- Act Ottawa Presents: The Monkey’s Paw, The Red Lamp and The Raven - October 7, 8, and 9. (51 tickets sold)
- Ottawa High School Vocal Concert – October 11 (Estimated 475 in attendance)
- Ottawa Municipal Auditorium Advisory Board monthly meeting - October 17. (Attendance 14).
- The City of Ottawa - Monthly Safety Training - October 18. (Attendance 114)
- Keith Allyn’s Neil Diamond Tribute Concert – October 22 (Attendance 157) – **Revenue \$2,524.91**
- Ottawa High School Musical “The Addams Family” – October 27 and 29 (Attendance - 557)

#### November - December 2016 Events:

- November 2 – Family Career Community Leadership America Conference, rental
- November 4 – Veteran’s Day Reenactment Speaker, Suzuki Strings, Spotlight Dance and Cruzline - Drumline, rental
- November 5 – Dave Wooge’s Marais Des Cygnes Jamboree, rental
- November 12 – Rusty Rierson Veteran’s Day Concert
- November 15 – OMA Advisory Board meeting
- November 19 – Prairie Paws Animal Shelter, rental
- November 22 – City Safety Meeting
- November 22, 29 & Dec 2– Ottawa Suzuki Strings, rental
- December 7 – City of Ottawa Safety Class
- December 9 & 10 – Spotlight Dance Studio presents “The Nutcracker”, rental
- December 17 & 18 – City Band Christmas Concert, rental

#### Usage

<b>October 2016 usage facts:</b> Attendance: 1368 Rental or Event: 6 Days used 13 days out of 31 days	<b>October 2015 usage facts:</b> Attendance for events/rentals: 1,777 Events/Rentals: 6 Days used 12 days out of 31 days
<b>2016 Year to date totals for OMA:</b> Attendance: 8943 Rentals: 38 Days used: 125 out of 305	<b>2015 Year to date totals for OMA:</b> Attendance 41 Days used: 176 out of 304
<b>October 2016 Volunteers/Hours:</b> Volunteers: 21 Number of new volunteers: 0 Events: 6 Hours: 58	<b>October 2015 Volunteers/Hours:</b> Volunteers: 29 Number of new volunteers: 0 Events: 4 Hours: 61.5

013-Auditorium Fund  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
<u>Auditorium Fund</u>						
TAXES	145,800	2,029.91	141,564.51	0.00	4,235.49	97.10
LEASE & RENTAL INCOME	12,000	500.00	5,007.00	0.00	6,993.00	41.73
CHARGES FOR SERVICES	23,000	1,292.98	8,478.55	0.00	14,521.45	36.86
INVESTMENT INCOME	40	7.44	71.04	0.00	( 31.04)	177.60
OTHER REVENUE	5,200	2,000.00	7,550.00	0.00	( 2,350.00)	145.19
MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
TOTAL Auditorium Fund	<u>186,065</u>	<u>5,830.33</u>	<u>162,671.10</u>	<u>0.00</u>	<u>23,393.90</u>	<u>87.43</u>
TOTAL REVENUE	<u>186,065</u>	<u>5,830.33</u>	<u>162,671.10</u>	<u>0.00</u>	<u>23,393.90</u>	<u>87.43</u>
<u>EXPENSE SUMMARY</u>						
<u>Auditorium Fund</u>						
PERSONNEL SERVICES	128,876	2,624.26	74,696.73	0.00	54,179.27	57.96
CONTRACTUAL SERVICES	54,660	4,557.52	38,511.47	0.00	16,148.53	70.46
COMMODITIES	5,700	8.13	1,984.75	0.00	3,715.25	34.82
CAPITAL EXPENSES	22,500	585.00	10,431.93	0.00	12,068.07	46.36
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>7,774.91</u>	<u>125,624.88</u>	<u>0.00</u>	<u>120,697.12</u>	<u>51.00</u>
TOTAL EXPENSES	<u>246,322</u>	<u>7,774.91</u>	<u>125,624.88</u>	<u>0.00</u>	<u>120,697.12</u>	<u>51.00</u>
REVENUE OVER/(UNDER) EXPENSES	( 60,257)	( 1,944.58)	37,046.22	0.00	( 97,303.22)	61.48-
OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
OTHER USES	7,500	5,000.00	5,000.00	0.00	2,500.00	66.67
NET OTHER SOURCES & USES	( 7,500)	( 5,000.00)	( 5,000.00)	0.00	( 2,500.00)	66.67
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	( 67,757)	( 6,944.58)	32,046.22	0.00	( 99,803.22)	47.30-

## Community Development Department October 2016 Monthly Report

### Planning Commission:

The Planning Commission reviewed and made recommendation to the City Commission to approve updates to Chapter 4, the City Limits Map, and the Future Land Use Map to the City Comprehensive Plan.

### Play Task Force:

Survey was ordered so layout could be ensured space and with proper drainage. Notice of Intent submitted to KDHE.

### Projects:

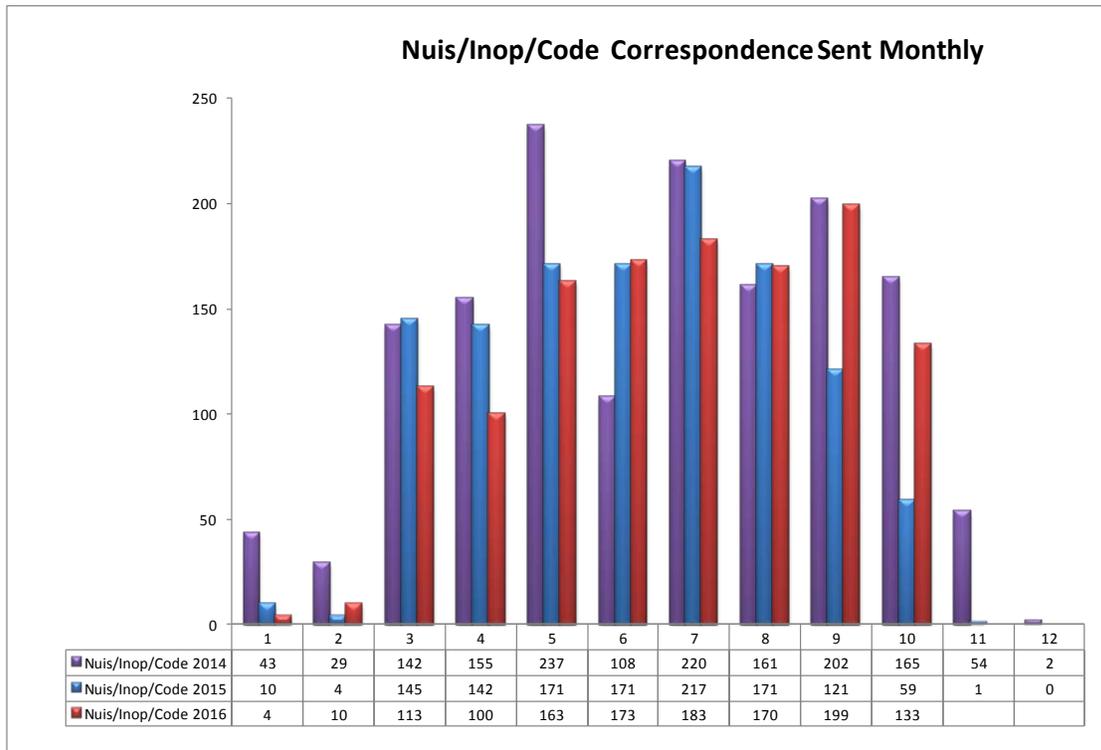
**East 15th Street Sidewalk Project:** This project has been delayed until Spring of 2017.

### Condemnations:

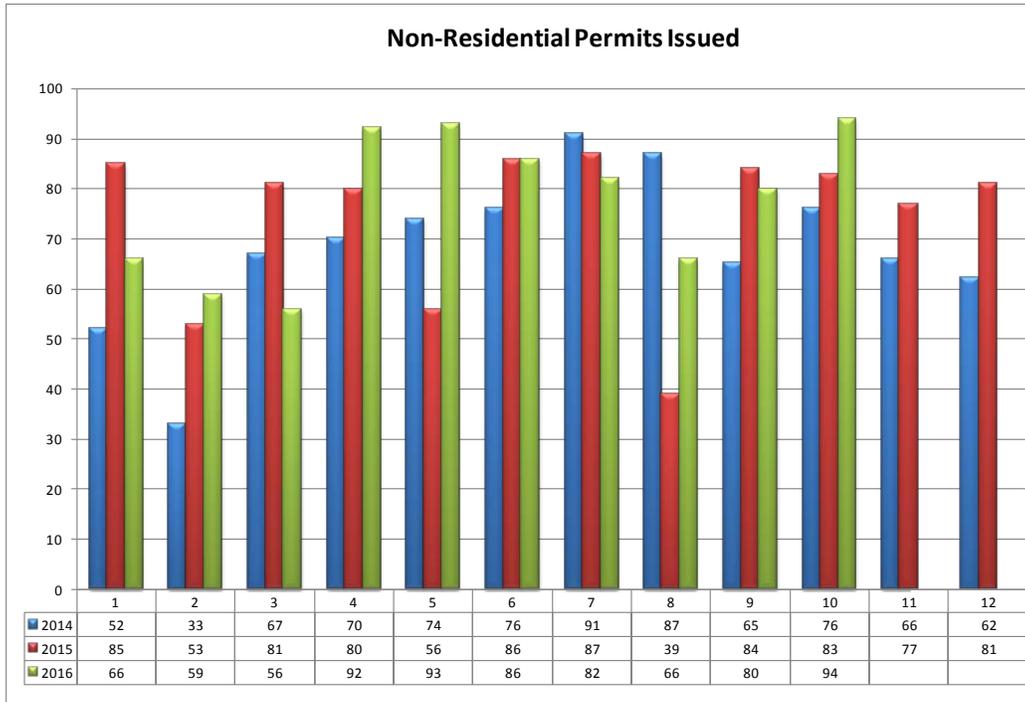
112 S. Elm has been demolished.

### Code Enforcement:

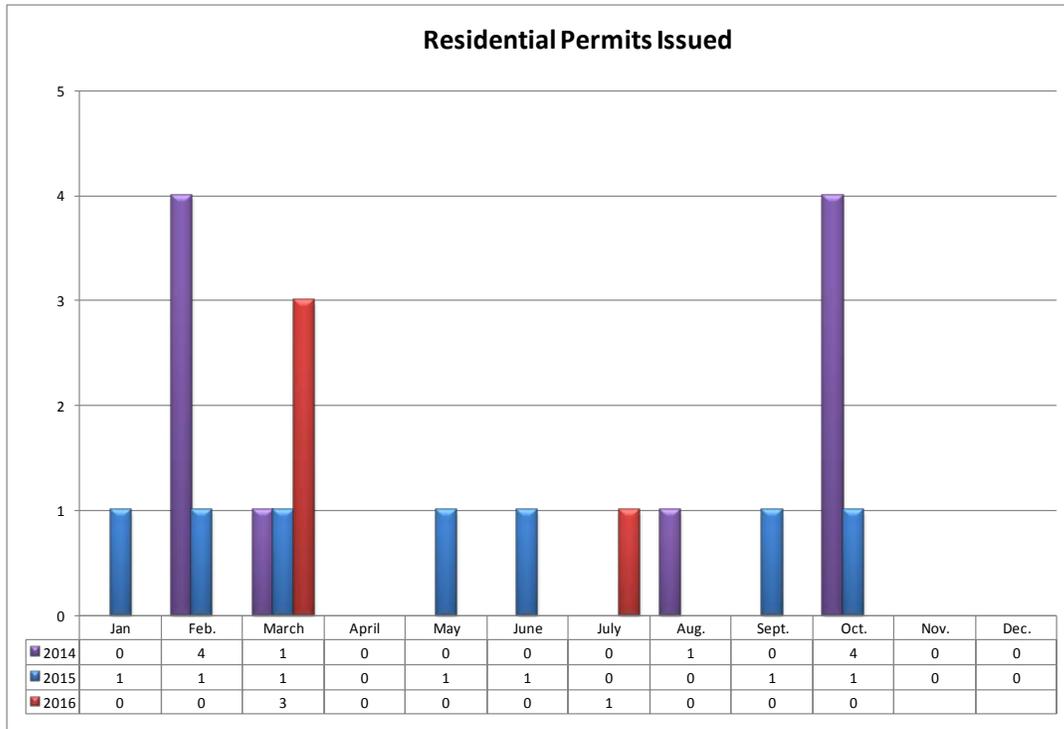
The code enforcement officer has been busy with code violations moving more from weeds to nuisances and inoperable vehicles.



**Permits:**

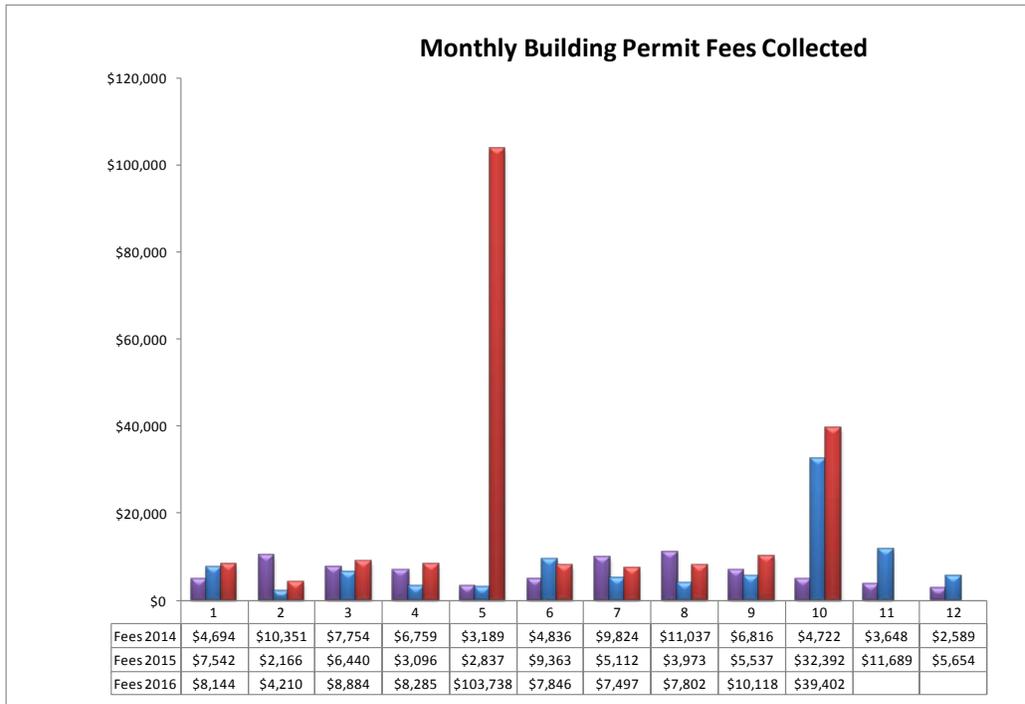


**Permits Continued:**



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:	\$202,925.10
Planning fees to date:	<u>\$ 3,400.00</u>
Total received to date:	\$206,325.10

# Ottawa Fire Department



## Monthly Report

**October 2016**

### **Training Hrs**

A-Shift- 232.5

B-Shift- 121

C- Shift- 9

Volunteers- 0

Staff- 18

**Total- 380.5**

### **Inspections**

A-Shift - 0

B-Shift - 4

C-Shift – 0

Staff - 2

**Total - 6**

## **Training Topics**

### **Building Construction**

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

### **Rescue**

Tie the 10 Rescue Knots(1Hr, FH Res-9)

Strut , Cribbing, & Hydraulic Tool Review: PP from rescue Jack and Set-up of tools(2Hr, FH RES-2)

### **Firefighter Skills**

Ventilation (2Hr, FH F11)

- Set-up PPV fan
- Set-up smoke ejector fan
- Set-up roof prop for hands-on

### **Driver Operator**

Aerial Apparatus Driver Operator 2nd Edition Curriculum: Chapter 6- Positioning Aerial Apparatus: PP, Test, & On-Site(Ladder Buildings) (3Hr, FH AO-01)

### **Map Review**

Section #4(1Hr, FH MR)

### **NIOSH Report Review**

Fire Fighter Fatality Investigation # F2014-21 Major Suffers Sudden Cardiac Death After Annual Physical Ability Test - Kentucky (*added 4/14/15*) (1HR, FH NIOSH)

### **New Driver Operator Training**

FF Clint Spears  
FF Clayton Neel  
FF Cody Schraad

## Significant Events

Captain Shinkle, Lieutenant Wolzen, and Lieutenant Macklin attended the Fire Officer's Academy in Lawrence, KS

More Touch up work on Bay Floor

Chief Matthias attended Chief Officer lecture in Lawrence, KS

During the month of October 83 Public education activities were provided to 1775 students.

Clayton Neel became certified as a Driver/Operator and Clint Spears passed the written and is waiting to test hands on in near future.

Smoke detector program- 31

Public Education Activities- 83

*Shawn Dillon, Assistant Chief*

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {10/01/2016} And  
{10/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
131 Passenger vehicle fire	1	0.70%	\$1,200	100.00%
150 Outside rubbish fire, Other	1	0.70%	\$0	0.00%
173 Cultivated trees or nursery stock fire	1	0.70%	\$0	0.00%
	<b>3</b>	<b>2.10%</b>	<b>\$1,200</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	6	4.20%	\$0	0.00%
311 Medical assist, assist EMS crew	82	57.34%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	9	6.29%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.70%	\$0	0.00%
381 Rescue or EMS standby	1	0.70%	\$0	0.00%
	<b>99</b>	<b>69.23%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
412 Gas leak (natural gas or LPG)	2	1.40%	\$0	0.00%
442 Overheated motor	1	0.70%	\$0	0.00%
	<b>3</b>	<b>2.10%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
500 Service Call, other	1	0.70%	\$0	0.00%
550 Public service assistance, Other	2	1.40%	\$0	0.00%
561 Unauthorized burning	1	0.70%	\$0	0.00%
	<b>4</b>	<b>2.80%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	1	0.70%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en route	2	1.40%	\$0	0.00%
622 No Incident found on arrival at dispatch address	2	1.40%	\$0	0.00%
631 Authorized controlled burning	3	2.10%	\$0	0.00%
661 EMS call, party transported by non-fire agency	17	11.89%	\$0	0.00%
	<b>25</b>	<b>17.48%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	1	0.70%	\$0	0.00%
710 Malicious, mischievous false call, Other	1	0.70%	\$0	0.00%
733 Smoke detector activation due to malfunction	2	1.40%	\$0	0.00%

OTTAWA

Incident Type Report (Summary) (Modified)

Alarm Date Between {10/01/2016} And  
{10/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>7 False Alarm &amp; False Call</b>				
735 Alarm system sounded due to malfunction	2	1.40%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	2	1.40%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.70%	\$0	0.00%
	<u>9</u>	<u>6.29%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 143

Total Est Loss:

\$1,200



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

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

### Recruitment

HR staff recruitment efforts included Permit Technician, Fire Lieutenant, Firefighter/EMT-B and Journey Level Lineman positions.

### Promotions

10/08/2016 Jared Shinkle, Fire Captain

10/22/2016 Stuart Wolzen, Fire Lieutenant

### New Hires

10/17/2016 Lance Badeaux, WD/WC Maintenance Worker I

### Departures

10/07/2016 Steven Lemons, Police Sergeant

### Risk Management/Safety/Loss Control

#### Training

Rick Aguilar, CUSP, PHR with Kansas Municipal Utilities conducted sessions on Workplace Harassment Prevention (Sexual Harassment) on October 19, 2016.

#### Safety Committee Meeting

The Safety Committee Meeting was held on October 18, 2016.

#### Workers' Compensation Injuries/Illnesses

None

#### Tort Claims

N/A

#### Commercial Automobile

2/12/16 – 2008 Ford Ranger. A City employee drove the vehicle through a controlled intersection and was involved in an accident. The employee received a ticket for going through a red light. After appearing in court on March 25, 2016 the employee's citation was reduced from disobeying a traffic signal to illegal parking. The claimant is alleging a minor soft tissue injury and the claim is still open with reserves of \$15,000 for bodily injury. EMC paid the claimant \$15,625.00 as their 2016 Chevrolet Sonic was totaled as a result of the accident. The City vehicle was totaled and the City will receive a check for \$7,835.00. \$1000 deductible. **Open**

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

City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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



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10/17/16 — Damage to an Ottawa Resident’s Vehicle - 2005 -Chevy Malibu  
While attempting to set a new pole in the alley between Main Street and Hickory just South of First street, a hydraulic hose on the line distribution digger derrick truck failed. The resulting release of mineral oil based hydraulic fluid sprayed a total of 7 vehicles setting in an adjacent parking lot. Crews and staff quickly reacted to clean up spill from street and the organization contacted vehicle owners. A decision was made to have all vehicles steam washed by a local company along with detailing of the inside. One owner showed damage from steam cleaning and oil was not removed from the vehicle. City Staff submitted the claim to EMC and it has been determined the vehicle was totaled. The claimant settled for \$3,376.56. EMC will subrogate this claim. \$250 Deductible. **Open**

Inland Marine

N/A

Accidents on City Property

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

Public Official Liability and Employment Practices Liability

N/A

**Ottawa Information Technology (IT) Department**

**Date: November 17, 2016**

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

**From: Chuck Bigham, IT Director**

**Subject: October IT Monthly Report**

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**IT Trouble Tickets-**

The IT department received 108 new calls for service this month.

**Forest Park Wifi-**

Clients- 683 Usage- 113 GB

**Government Access Channel (GAC)-**

New programs broadcast on channel 23 this month included City and County Commission meetings, Road to Recovery, America's Army and White House Chronicle.

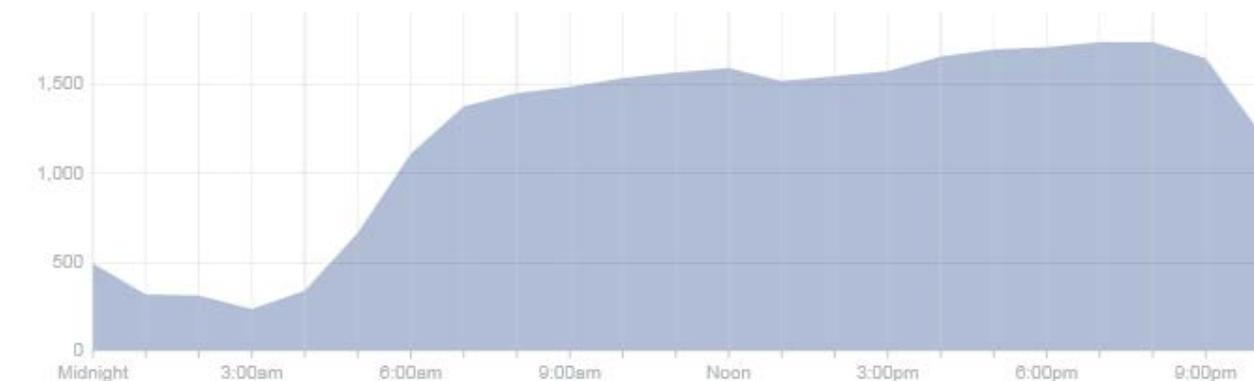
**Web Sites-**

IT department added news articles, meeting agendas, minutes and job postings to [www.ottawaks.gov](http://www.ottawaks.gov) . Community events added to [www.whatsupottawaks.com](http://www.whatsupottawaks.com) calendar.

**Social Media-**

**Facebook Stats:** 2963 Likes

IT department continues to post Facebook live videos of study session and commission meetings, news articles and share community information from other organizations. Department staff also used Facebook to promote October upcoming events around town and at the Ottawa Municipal Auditorium. Interesting fact; City of Ottawa Facebook fans are most active on Facebook at 8:00PM.



**Twitter Stats:** 630 Followers 2416 total tweets

**Other Activities-**

IT department assisted with lights and sound during the high school musical and various other events at the Ottawa Municipal Auditorium.

# *Police Department City of Ottawa, Kansas*

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## **MEMORANDUM**

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

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

- Volunteers in Police Service (VIPS) provided 129 hours of service
- VIPS provided Ident-a-Kid services to 27 children at Ottawa Middle School
- Food for Fines” project concluded with 155 canned goods collected for ECKAN
- Sergeant Lemons accepted KPERS disability benefits and left employment which increased police officer vacancies from one to two
- Extended two conditional offers to fill police officer vacancies created due to a retirement and disability. Once hired, all authorized police officer positions will be filled
- Two police officers attending KLETC are scheduled to graduate in December
- Implemented a domestic violence lethality assessment tool used to gauge the safety of DV victims in certain situations; DV Candlelight Vigil, DV Awareness Luncheon and presentation at OU by Jana’s Campaign
- Attended two Sexual Assault Kit Initiative (SAKI) meetings in Ottawa
- Participated in another workforce development strategy meeting hosted by FCDC
- Attended Franklin County Domestic Violence Response Team (DVRT) meeting
- City workplace harassment training for line employees
- Meetings with USD290 staff
- Local Emergency Management Committee Meeting
- Ottawa Police Foundation Chamber Coffee
- FBI National Academy meeting
- Two sergeants attended basic supervisor training at KLETC
- International Association of Chiefs of Police (IACP) Conference. Also, moderated workshop; and
- Monthly supervisors’ meeting, various Chamber events, Rotary, Johnson County Chiefs, Tyler Public Safety Users’, and other various meetings.

I am happy to answer any questions.  
Thank you.

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

	Oct 2016		Oct 2015	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	3	0	0	0
Burglary	1	0	0	0
Murder	0	0	0	0
Rape	0	0	1	0
Robbery	2	0	0	0
Theft	12	0	8	2
Theft: Auto	0	0	0	0
<b>Sub Total Part One Arrests</b>	<b>18</b>	<b>0</b>	<b>9</b>	<b>2</b>

**OTHER ARRESTS**

Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	1	6	4	4
Battery: Domestic	4	0	5	0
Battery: LEO	0	0	0	0
Criminal Damage Property	4	1	3	0
Criminal Threats	0	0	0	0
Disorderly Conduct	1	7	6	4
Driving Under Influence	7	0	6	0
Drug Offense Arrests	15	2	33	3
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	3	8	0
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	4	0	4	1
Phone Harassment	0	0	0	0
Sexual Offense Arrests	1	0	5	0
Suicide	0	0	0	0
Vehicle Related Arrests	17	0	37	2
All Other Arrests	30	1	29	6
<b>Sub Total</b>	<b>84</b>	<b>20</b>	<b>140</b>	<b>20</b>

**TOTAL ARRESTS**

**122**

**171**

**REPORTED CRIMES  
PART ONE OFFENSES**

	Oct 2016		Oct 2015	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	3	3	1	0
Burglary	9	3	1	0
Murder	0	0	0	0
Rape	0	0	1	1
Robbery	3	3	0	0
Theft	45	27	31	18
Theft: Auto	0	0	1	0
<b>Sub Total Part One Crimes</b>	<b>60</b>	<b>36</b>	<b>35</b>	<b>19</b>

**OTHER CRIMES**

Assault	1	0	0	0
Assault: LEO	0	0	0	0
Battery	9	7	8	7
Battery: Domestic	5	4	8	6
Battery: LEO	0	0	0	0
Criminal Damage Property	10	6	11	6
Criminal Threats	0	0	0	0
Disorderly Conduct	8	8	6	6
Driving Under Influence	7	7	9	9
Drug Offenses	18	17	30	29
Forgery	1	0	1	1
Homicide	0	0	0	0
Juvenile Offenses	4	4	9	9
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	4	4	6	6
Phone harassment	0	0	0	0
Sex Offenses	5	1	3	3
Suicide	2	1	1	1
Vehicle Related Offenses	18	17	43	38
All Other Offenses	37	33	40	36
<b>TOTAL CRIMES</b>	<b>129</b>	<b>109</b>	<b>175</b>	<b>157</b>

**OTHER ACTIVITIES**

Calls for Service	1408	981
Traffic Accidents	13	15
Warrants Served	17	15

**TOTAL INCIDENTS / CALLS FOR SERVICE** **1627**

**1221**

<b>ANIMAL CONTROL OCTOBER 2016</b>			
<b>ACTIVITY</b>	<b>Oct-16</b>	<b>Oct-15</b>	<b>Yr to Date</b>
Domestic animals taken to shelter (CSO)	24	10	200
Dead animals (wild) collected	0	8	20
Dead animals (domestic) collected	0	0	7
Wild animals trapped	0	27	145
Trap usage (days)	0	63	393
Dog ordinance violation citation	0	0	4
Cruelty to animal violation	0	1	3
Calls for service (non-trap)	0	42	127

FINES

COURT FEES OCTOBER 2016

2016

	Violation	COURT FEES Misc.	Ct. Costs [\$75.00]	STATE FEES [20.00]	CCSFF [250.00]	Ct Training [\$1.00]	Fee Totals	Combined Total	MUNICIPAL COURT	
									CASES FILED	OCT
Jan-15	\$21,807.94	\$940.06	\$6,143.71	\$1,535.93	\$1,449.07	\$51.29	\$10,120.06	\$31,928.00	Crimes against persons	3
Jan-16	\$19,551.19	\$784.00	\$5,406.27	\$1,335.48	\$518.52	\$49.73	\$8,094.00	\$27,645.19	Crimes against property	8
Feb-15	\$21,187.88	\$724.00	\$6,339.07	\$1,828.25	\$865.75	\$55.05	\$9,812.12	\$31,000.00	Driving Under The Influence	4
Feb-16	\$21,016.50	\$237.00	\$6,639.49	\$1,684.93	\$1,199.07	\$93.01	\$9,853.50	\$30,870.00	Fleeing a Police Officer	0
Mar-15	\$29,610.27	\$1,122.58	\$9,411.81	\$2,691.48	\$1,643.52	\$80.84	\$14,950.23	\$44,560.50	Other Crimes	16
Mar-16	\$24,734.00	\$349.90	\$7,717.92	\$1,996.17	\$1,308.33	\$119.56	\$11,491.88	\$36,225.88	Reckless Driving	0
Apr-15	\$22,621.77	\$848.00	\$5,651.38	\$1,446.97	\$662.03	\$47.85	\$8,656.23	\$31,278.00	Traffic Violations	152
Apr-16	\$15,871.70	\$686.00	\$4,538.87	\$963.70	\$546.30	\$61.63	\$6,796.50	\$22,668.20	Tobacco Infrancctions	1
May-15	\$23,495.00	\$577.00	\$7,703.94	\$1,968.89	\$361.11	\$66.06	\$10,677.00	\$34,172.00	<b>TOTAL CASES FILED</b>	<b>184</b>
May-16	\$20,708.00	\$502.42	\$7,012.29	\$1,496.54	\$487.96	\$103.21	\$9,602.42	\$30,310.42	<b>court costs)</b>	<b>\$28,381.15</b>
Jun-15	\$19,630.44	\$698.50	\$6,078.38	\$1,524.62	\$995.38	\$51.62	\$9,348.50	\$28,978.94	Bond Forfeiture	0
Jun-16	\$27,959.00	\$792.50	\$8,286.48	\$2,166.91	\$842.59	\$129.02	\$12,217.50	\$40,176.50	Dismissals	16
Jul-15	\$24,067.00	\$587.00	\$5,933.85	\$1,568.15	\$1,361.85	\$50.15	\$9,491.00	\$33,558.00	Diversion agreements	1
Jul-16	\$16,304.74	\$262.00	\$5,823.93	\$1,411.76	\$365.74	\$91.07	\$7,954.50	\$24,259.24	Guilty pleas	128
Aug-15	\$17,195.67	\$2,526.85	\$5,050.27	\$1,349.99	\$1,125.01	\$43.15	\$10,095.27	\$27,290.94	Trials	4
Aug-16	\$22,576.90	\$428.10	\$6,777.82	\$1,529.26	\$1,115.74	\$102.18	\$9,953.10	\$32,530.00	<b>TOTAL DISPOSITIONS</b>	<b>149</b>
Sep-15	\$19,150.41	\$1,127.92	\$6,180.38	\$1,606.42	\$842.58	\$51.62	\$9,808.92	\$28,959.33		
Sep-16	\$16,818.10	\$586.00	\$5,453.89	\$1,294.16	\$333.34	\$86.11	\$7,753.50	\$24,571.60		
Oct-15	\$34,123.85	\$397.00	\$10,566.82	\$3,049.38	\$1,962.95	\$90.85	\$16,067.00	\$50,190.85		
Oct-16	\$21,430.00	\$162.00	\$6,951.15	\$1,884.65	\$226.85	\$116.60	\$9,341.25	\$30,771.25		
Oct-15 YTD	\$232,890.23	\$9,548.77	\$69,059.61	\$18,570.08	\$11,269.25	\$588.48	\$109,026.33	\$341,916.56		
Oct-16 YTD	\$206,970.13	\$4,789.92	\$64,608.11	\$15,763.56	\$6,944.44	\$952.00	\$90,058.65	\$300,028.28		

- ~~Violation Fines-- Fine paid for violating the law.
- ~~Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.).
- ~~State Fees -Municipal court assessments listed and authorized by K.S.A. 12-4117
- ~~Misc.-- Restitution paid to victims, Witness fees, overpayments and reinstatement fees.
- ~~CCSFF--Community Corrections Supervision Fee Fund-\$250 from each D.U.I. as of 7/1/12

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

**DATE:** NOVEMBER 9TH, 2016  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** OCTOBER 2016 ENFORCEMENT STATISTICS

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

**The breakdown is as follows:**

012 OBEDIENCE TO AND REQUIRED TRAFFIC-CONTRO	1	193 NO LICENSE IN POSSESSION	1
023 LEAVING SCENE INJURY ACCIDENT	1	194 SUSPENDED OPERATORS LICENSE	7
029 RECKLESS DRIVING	1	197 PERMIT UNAUTHORIZED MINOR TO DRIVE	1
030 DUI	4	198 ILLEGAL TAG	15
033 SPEEDING	53	200 KNOWINGLY OPER W/O INSURANCE	32
037 DRAG RACING	1	5.6 PURCHASE OR POSSESSION OF TOBACCO PRODUC	1
046 IMPROPER DRIVING LANED ROAD	1	5.8 PURCHASE, COMSUMPTION, OR POSSESSION OFA	4
049 IMPROPER TURN OR APPROACH	1	6.1 THEFT/THEFT OF SERVICES	8
051 IMPROPER U-TURN	1	9.1 DISORDERLY CONDUCT	1
055 IMPROPER TURN SIGNAL	1	97A PARKING - TWO HOUR LIMIT	3
057 FAIL TO YIELD RIGHT OF WAY	2	30.2 REFUSAL PRELIMINARY BREATH TEST	2
059 FAIL TO YIELD STOP/YIELD SIGN	23	6.17 UNLAWFUL USE FINANCIAL CARD	2
081 IMPROPER PASSING SCHOOL BUS	2	CH10 INOPERABLE VEHICLE	3
085 PARKING/STANDING/STOPPING	1	182.1 SEATBELT	36
087 HANDICAPPED PARKING	1	3-302 DOG VACCINATION REQUIREMENTS	3
093 PARKING DISABLED AND OTHER VEHICLE	2	3-303 DOG CITY REGISTRATION FEES	2
096 PARKING IN NO PARKING ZONE	4	3-309 DOG RUNNING AT LARGE	3
104 INATTENTIVE DRIVING	4	CHPT6 HEALTH AND WELFARE VIOLATION	5
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	4	12-209 SPEEDING SCHOOL ZONE	4
107 UNATTENDED VEHICLE	1	12-311 PARKING - TWO HOUR LIMIT	28
147 DEFECTIVE TAIL LAMP	1	16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA	6
176 DEFECTIVE MIRROR	1	16-307 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	4
182 CHILD PASSENGER SEATS	1	16-401 CURFEW	2
192 NO OPERATOR LICENSE	4		

\*\* Report Total: 289 \*\*

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

5 Domestic Battery	3 Agg Assault / Battery	5 Battery	
1 Burglary	6 Criminal Damage	3 D.U.I.	
5 Theft	7 Traffic	1 Endangering Child	
0 Liquor Violations	0 Prescription Drugs	21 Misc. Charges	9 Possession Drugs/Paraphenalia

# Arrests - By Violation

10\01\2016  
thru 10\31\2016

Agency is: OTTAWA POLICE DEPARTMENT

Violation	# of Offenses
(REPEALED) DRUGS: POSS DRUG PARAPHERNALIA (M)	1
**(REPEALED 9/7/16)**DRUGS; POSSESSION OF PARAPHERNALIA (F)	1
**REPEALED 9/7/16**DRUGS; POSSESSION OF PARAPHERNALIA (M)	8
ASSAULT,AGG	1
ASSAULT,AGG DEADLY WEAPON	2
BATTERY	6
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	5
BATTERY; BODILY HARM TO ANOTHER	1
BATTERY;SCHOOL EMPLOYEE	1
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT, SEX (7/1/16)	1
BURGLARY;NON-DWELLING TO COMMIT FELONY/THEFT/SEXUALLY MOTIVATED CRIME	1
CINC; RUNAWAY FROM HOME	3
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	5
CRIMINAL RESTRAINT	1
DEPRIVATION OF PROPERTY, MOTOR VEHICLE	1
DISORDERLY CONDUCT	7
DRUGS;POSSESSION OF MARIJUANA/MISD (7/1/16)	4
DRUGS;UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	3
DUI: REFUSAL OF PRELIMINARY BREATH TEST	2
DUI:DRIVING UNDER INFLUENCE	1
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	3
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	1
DUI; 3RD CONV IN 10 YEARS	1
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	1
FAILURE TO APPEAR	8
FINANCIAL CARD, CRIMINAL USE OF	3
FORGERY, DISTRIBUTING OR ISSUING WRITTEN INSTRUMENT	1
IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS<\$100,000	1
INDECENT LIBERTIES W/CHILD, AGG OFFENDER = >18 CAUSE CHILD <14 TO FONDLE	1
LIQUOR;POSSESSION/CONSUMPTION MINOR	5
OBSTRUCTING LICENSE PLATE	1
PFA,VIOULATE PROTECTION FROM ABUSE ORDER	1
ROBBERY,AGG	2
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	1
THEFT OF MOTOR FUEL	2
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	7
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	2
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	4
THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE	1
TOBACCO: POSSESS TOBACCO BY MINOR	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	1
TRAFFIC: DUTY OF DRIVER TO REPORT; UNATTENDED VEH/PROPERTY;UNKNOWN CONV	1
TRAFFIC: FAIL TO YIELD AT STOP SIGN	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	4
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE 7-1-16	3
TRAFFIC: RECKLESS DRIVING	2
TRAFFIC: SPEEDING	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	3
TRAFFIC:DRIVING ON DIVIDED HIGHWAYS	1

Violation	# of Offenses
TRAFFIC;OPERATE VEHICLE W/O LIABILITY INSURANCE	1
WARRANT ARREST	8
WARRANT ARREST FOR OTHER JURISDICTION	3
WEAPONS, POSS OF FIREARM BY PERSON ADDICTED OR USING	1
Total Violations	132
Total Arrests	71

# Incidents - By Violation

10\01\2016  
thru 10\31\2016

Agency is: OTTAWA POLICE DEPARTMENT

Violation	Incidents
(REPEALED) DRUGS: POSS DRUG PARAPHERNALIA (M)	3
**(REPEALED 9/7/16)**DRUGS; POSSESSION OF PARAPHERNALIA (F)	1
**REPEALED 9/7/16**DRUGS; POSSESSION OF PARAPHERNALIA (M)	6
ASSAULT	1
ASSAULT,AGG DEADLY WEAPON	2
BATTERY	4
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	5
BATTERY; BODILY HARM TO ANOTHER	1
BATTERY;SCHOOL EMPLOYEE	1
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME (7/1/16)	1
BURGLARY; VEHICLE TO COMMIT FELONY/THEFT, SEX (7/1/16)	1
BURGLARY;NON-DWELLING FELONY (7/1/16)	1
BURGLARY;NON-DWELLING TO COMMIT FELONY/THEFT/SEXUALLY MOTIVATED CRIME	1
CINC; PHYSICAL MENTAL OR EMOTIONAL ABUSE, OR NEGLECT, OR SEXUAL ABUSE	1
CINC; RUNAWAY FROM HOME	4
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	10
CRIMINAL RESTRAINT	1
DEPRIVATION OF PROPERTY, MOTOR VEHICLE	1
DISORDERLY CONDUCT	5
DRUGS:DISTRIBUTE MARIJUANA <25 GR	1
DRUGS;POSSESSION OF MARIJUANA/MISD (7/1/16)	4
DRUGS;UNLAWFUL POSSESSION OF A CONTROLLED SUBSTANCE/METH	3
DUI: REFUSAL OF PRELIMINARY BREATH TEST	2
DUI:DRIVING UNDER INFLUENCE	1
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	3
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	1
DUI; 3RD CONV IN 10 YEARS	1
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	1
FAILURE TO APPEAR	8
FINANCIAL CARD, CRIMINAL USE OF	5
FORGERY, DISTRIBUTING OR ISSUING WRITTEN INSTRUMENT	1
FORGERY, MAKING OR ALTERING A WRITTEN INSTRUMENT	1
IDENTITY FRAUD;REPLICATE DOCUMENT W/PERSONAL INFO WITH INTENT TO DECEIVE	1
IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS<\$100,000	1
INDECENT LIBERTIES W/CHILD, AGG OFFENDER = >18 CAUSE CHILD <14 TO FONDLE	1
INDECENT LIBERTIES,OFFENDER <18 FONDLE CHILD<14	1
LIQUOR;POSSESSION/CONSUMPTION MINOR	4
OBSTRUCTING LICENSE PLATE	1
PFA,VIOLATE CONDITIONS OF PRE-TRAIL ORDERS	1
ROBBERY	1
ROBBERY,AGG	1
SEXUAL BATTERY	1

Violation	Incidents
SEXUAL EXPLOITATION OF A CHILD, UNKNOWN CIRCUMSTANCE	1
SODOMY, AGG, OFFENDER 18 OR OLDER AND CHILD <14 YOA	1
SUICIDE ATTEMPT	1
THEFT BY DECEPTION, VALUE \$ 1,000 TO \$ 25,000	1
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	4
THEFT BY DECEPTION;VALUE LESS THAN \$1000	2
THEFT OF MOTOR FUEL	3
THEFT, LOST OR MISLAID PROPERTY	3
THEFT: < \$1,500 PROPERTY/SERVICES/FROM A BUILDING/7/1/16	1
THEFT: < \$1,500 PROPERTY/SERVICES/SHOPLIFTING/7/1/16	1
THEFT; \$1000 TO \$25000 PROPERTY OR SERVICES/FROM BUILDING	1
THEFT; < \$1000 OF PROPERTY OR SERVICES/ALL OTHER	14
THEFT; < \$1000 OF PROPERTY OR SERVICES/COIN OPERATED DEVICE	2
THEFT; < \$1000 OF PROPERTY OR SERVICES/FROM BUILDING	4
THEFT; < \$1000 OF PROPERTY OR SERVICES/SHOP LIFTING	4
THEFT; < \$1000 PROPERTY OR SERVICES/FROM A VEHICLE	3
THEFT; POSSESSION OF STOLEN PROPERTY \$1000 TO 25.000	1
TOBACCO: POSSESS TOBACCO BY MINOR	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	1
TRAFFIC: DUTY OF DRIVER TO REPORT; UNATTENDED VEH/PROPERTY;UNKNOWN CONV	1
TRAFFIC: FAIL TO YIELD AT STOP SIGN	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT<\$1000 1ST OFFENSE	1
TRAFFIC: LANED ROADWAY; IMPROPER DRIVE	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	4
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE 7-1-16	3
TRAFFIC: RECKLESS DRIVING	2
TRAFFIC: SPEEDING	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	3
TRAFFIC;OPERATE VEHICLE W/O LIABILITY INSURANCE	1
TRESPASS, ENTER POSTED, LOCKED OR FENCED PROPERTY	1
TRESPASS, UNKNOWN CRICUMSTANCE	1
WARRANT ARREST	8
WARRANT ARREST FOR OTHER JURISDICTION	3
WEAPONS, POSS OF FIREARM BY PERSON ADDICTED OR USING	1
Total Violations	176
Total Incidents	115

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: October 2016 Monthly Activity Report/Public Works Projects Update  
DATE: November 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.

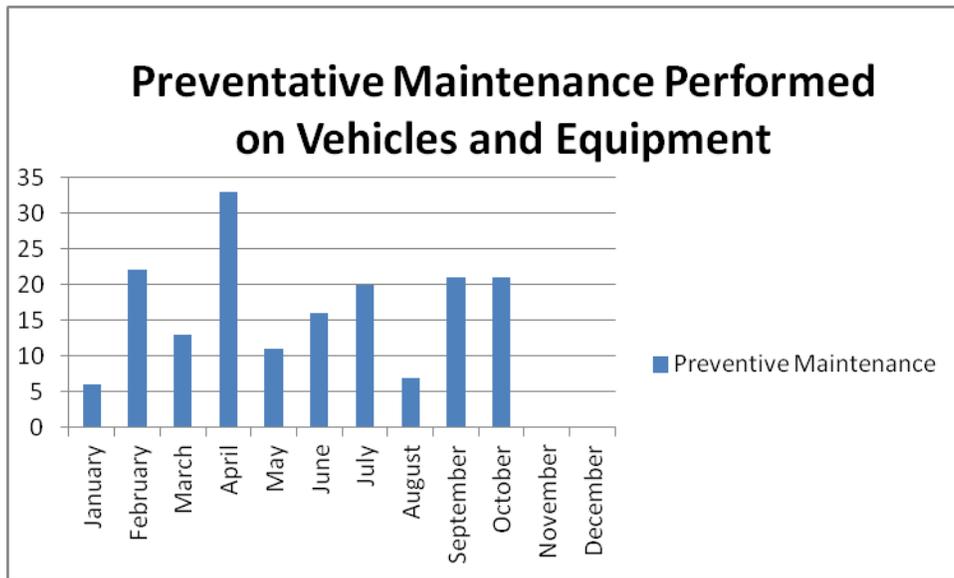
**Streets:**

- Mowed levees and highways
- Dug up toe drains behind CMI and WWTP so that we could video them
- Asphalt patched Industrial Ave. from sewer line replacement
- Put down thermo plastic street markings
- Asphalt patch 1300 block of N. Sycamore where chip and seal went bad
- Straightened out the Rail trail at 1<sup>st</sup> and Walnut
- Repaired sidewalk at the Fire Dep.
- Installed 4 ADA ramps at 4<sup>th</sup> and Mulberry
- Graded alleys
- Painted street markings

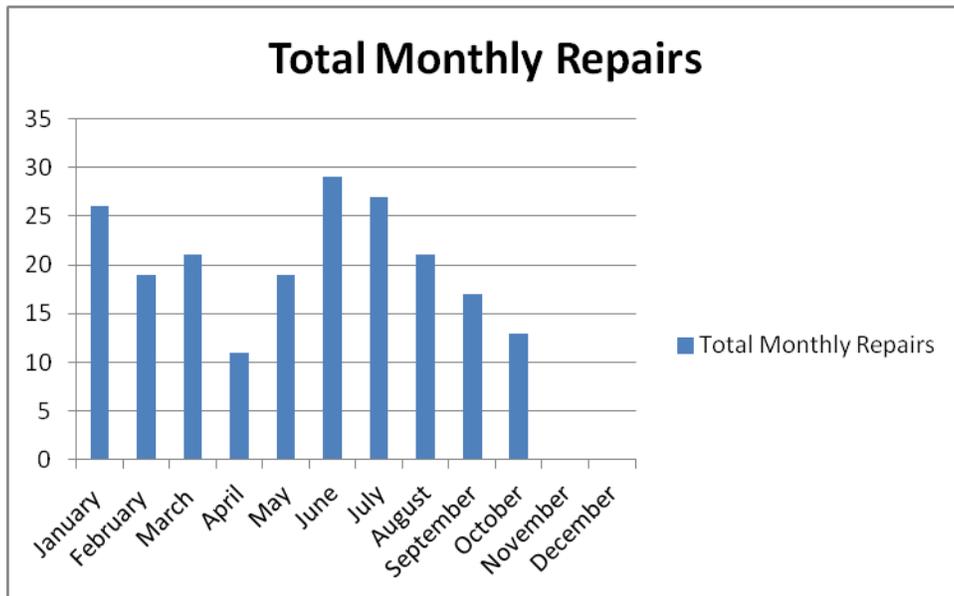
**Parks:**

- Mowed parks
- Winterized swimming pool
- Removed and replaced sand from filters at swimming pool
- Removed Emerald Ash Borer (EAB) trap tree in Forest Park – found no evidence of EAB
- Started work on new signs for Kanza Park disc golf
- Picked up limbs in parks
- Fix fountain at City Park (wouldn't stop running)
- Washed mowers

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

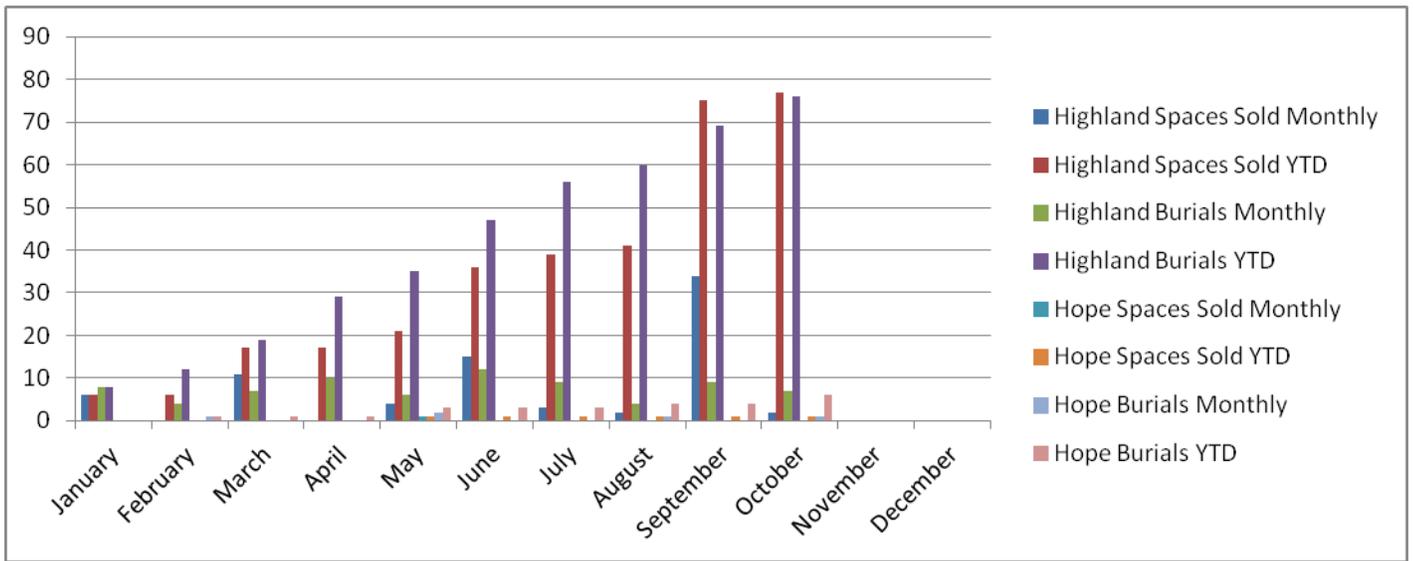


This chart shows the amount of repairs performed by the Fleet Maintenance Department. These repairs vary from brake replacements to electrical problems.

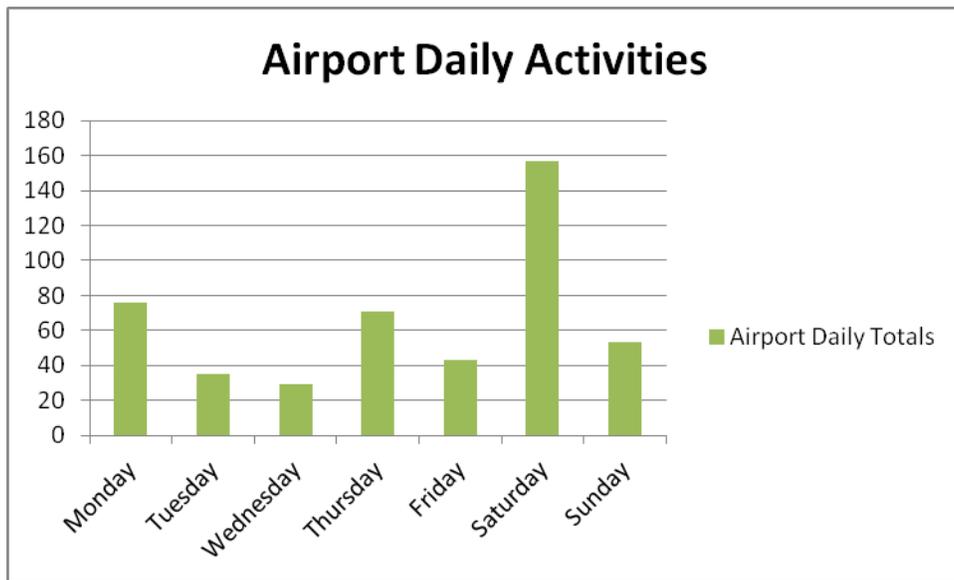


During the month of October all repairs were performed by city mechanics.

**Cemeteries:** Following are excerpts from the monthly Sextons' Reports: October 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 Monday’s and Saturday’s were the busiest days this month.



Airport fuel sales for Aviation Gas (100LL) during October 2016 amounted to 638 gallons (CY 2016 to date = 6,472 gal) and 76 gallons of Jet-A fuel (CY 2016 to date = 1,594 gal) were sold during the month of October to Hawkeye Helicopter. The “Courtesy Car” was used 1 time this month.

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

**KMEA POWER SUPPLY COMMITTEE** Looking at collaborative solar opportunities within the KMEA footprint that could provide community solar opportunities. Researching transmission ownership that could help offset costs related to receiving power. Collaborative efforts for establishment of new generation are still on the table.

**WATER TREATMENT PLANT RAW WATER SUPPLY Line**

Greeley excavating continues to make progress, nearly all pipe is in the ground waiting on materials to begin connections on both ends

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

**Electric Projects**

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

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

Extending fiber into Kanza park for WIFI

Performing line move for Kalmar test track addition.

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

Set pole and transformer brackets for COOP addition.

Christmas lights are ready to go will be hanging signs at each end of town.

Several small projects to support community activities.

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

**Miscellaneous**

A) Weekly conference calls with Elster to keep move forward on AMI project, gatekeepers deployed, first five meters communicating, working on integration with Tyler. Plan in place to communicate with those customers affected by this initial deployment.

**Sep-16**                      **Feet**

**Ram Jet**                      **927**  
**VacCon**                      **1,689**  
**Camera**                      **2,508**

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

**Water Line Repairs:**

11th Locust 2- 8x7 wraps 3' of pipe  
1706 Willow moved fire Hydrant  
215 Poplar water service and frost free  
200 block Poplar abandon 4"  
3rd Poplar cap main  
819 N. Cedar 2-6x7 wraps 3' of pipe  
14th and Cedar 12x12 wrap  
21st Princeton new service line  
822 Walton new pit  
Logan/Main Repair valve boxes  
11th Elm (2) 6" valves pumper FH  
1516 N. Davis Replaced bolts in valve  
1321 N. Mulberry 6x12 wrap  
319 W. Wilson 6" valve  
14th Hickory Corp Leaking  
11th Olive replaced meter/pit  
218 S. Main 8x15 wrap  
425 S. Main (2) 10x20 wraps  
425 S. Main 10x12 wrap  
811 Pecon 6x12 wrap  
515 W. 13th 6x7 W 3/4" cc  
15th Main 12x15 wrap  
11th Olive abandon 50' of 4"  
  
11th Olive replaced 2" water service  
218 S. Main 8x15 wrap  
finished new 16" tie ins  
2nd Cedar 16" valve 20' of pipe  
1435 S. Elm 6x7 wrap  
421 S. Poplar 4x12 wrap  
Milner Grant Replaced valve stem  
2nd Beech 20' of pipe 2 Solid sleeves  
Spruce Logan replace FH  
5th Main repair valve stem

**New Water Services This Year**

6

**Cut Offs:**

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

**Repair of Sewer lines;**

301 Beech broken/plugged dug two times  
301 Hickory replaced Ring / Lid  
513 W. 7th Replaced manhole 30' of 8"  
433 S. willow ring/Lid  
1152 N. Cherry Ring/ Lid  
434 S. Main Ring/Lid  
Industrial Davis Replaced ring/lid sealed wall  
710 E. 10th 320' of 8"  
**20' of 12" temp. repair Industrial Ave.**  
**400' of 12" Industrial Ave.**  
**11th Cedar Ring Lid**  
**1100 W. 15<sup>th</sup> 6x20 wrap**

Oct-16

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	Ed thompson,Bryan frick	10/8/2016	2	12pm	2pm
2	Ed thompson, Bryan Frick	10/9/2016	2	1230am	230am
3	Ed Thompson ,Bryan Frick	10/9/2016	2.5	4pm	630pm
4	Ed Thompson ,Bryan Frick	10/9/2016	2	7pm	9pm
5	Ed Thompson,Bryan Frick	10/10/2016	0.5	12pm	1230pm
6	Mike& Bryan	10/18/2016	2	5am	7am
7	Mike&Bryan	10/18/2016	2	330pm	530pm
8	Mike&Kyle	10/21/2016	0.5	12	1230
9	Bill&Mike	10/21/2016	2	5pm	730pm
10	Bill&Mike	10/21/2016	2	730pm	930pm
11	Bill&Mike	10/23/2016	2	3pm	5pm
12	Bill&Mike	10/23/2016	2	5pm	7pm
13	Bill&Mike	10/28/2016	0.5	12pm	1230pm
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

REASON FOR OVERTIME:

1	Fix street lights 7th to 15th on Main
2	Emergency locate
3	No power at 601Burroughs
4	Emergency locate
5	power outage 1100block of N.Sycamore
6	Franklin County Court house out of power
7	Emergency locate 507n. Cedar
8	Pick up trailer at Saint Joe
9	Turn power off at American Eagle per their request

10	Turn power back on at American Eagle
11	1321n.Mulberry had no power
12	911 Burroughs no power
13	Service tore don on Beines old body shop

**OCTOBER 2016**  
**MONTHLY WATER TREATMENT REPORT**

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
1	1,386,000	1,296,000	12.0	432	0	74	32.4	0	11	0	233.0
2	1,656,000	1,571,000	13.5	486	0	81	36	0	12	0	261.9
3	1,834,000	1,765,000	14.5	522	0	86	39	44	13	0	281.3
4	1,727,000	1,381,000	14.0	504	0	83	38	0	13	0	271.6
5	1,074,000	1,657,000	14.0	504	0	83	38	0	13	0	229.6
6	1,959,000	1,124,000	10.3	371	0	61	28	0	9	0	168.9
7	1,476,000	1,315,000	11.9	428	0	70	32	44	11	0	195.2
8	1,620,000	1,467,000	13.1	472	0	78	35	0	12	0	214.8
9	1,476,000	1,392,000	12.6	454	0	75	34	0	12	0	206.6
10	1,669,000	1,682,000	13.5	486	0	76	36	0	12	0	221.4
11	1,823,000	1,751,000	14.5	522	0	80	39	0	13	100	237.8
12	1,731,000	1,379,000	14.0	504	0	77	38	0	13	0	229.6
13	1,593,000	1,396,000	13.5	486	0	74	36	0	12	0	221.4
14	1,394,000	1,347,000	11.6	418	0	64	31	0	11	0	190.2
15	1,658,000	1,496,000	13.0	468	0	72	35	44	12	0	213.2
16	1,626,000	1,499,000	13.2	475	0	73	36	0	12	0	216.4
17	1,784,000	1,734,000	14.5	522	0	80	39	0	13	0	237.8
18	1,804,000	1,481,000	15.1	544	0	83	41	0	14	0	247.6
19	1,664,000	1,529,000	14.0	504	0	77	38	0	13	0	229.6
20	1,550,000	1,397,000	12.6	454	0	69	34	44	12	0	206.6
21	1,714,000	1,496,000	14.4	518	0	79	39	0	13	0	236.2
22	1,560,000	1,455,000	13.3	479	0	69	36	0	12	0	218.1
23	1,587,000	1,577,000	13.4	429	0	67	36	0	12	0	219.8
24	1,671,000	1,498,000	14.0	448	0	70	38	0	13	0	229.6
25	1,600,000	1,423,000	13.1	419	0	66	35	44	12	0	262.0
26	1,639,000	1,469,000	13.5	432	0	68	36	0	12	0	270
27	1,630,000	1,378,000	13.6	435	0	68	37	44	12	0	272
28	1,736,000	1,546,000	14.6	467	0	73	39	0	14	0	292.0
29	1,618,000	1,327,000	13.7	438	0	69	37	0	13	0	274
30	1,773,000	1,631,000	14.0	448	0	70	38	44	13	0	280
31	1,530,000	1,363,000	12.5	400	0	65	34	44	11	0	250

**MONTHLY TOTALS**

Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
50,562,000	45,822,000	415.5	14,469	0	2,280	1,120	352	380	100	7,318
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

**DAILY AVERAGE**

1,631,032	1,478,129	13.4	467	0	74	36	11	12	3	236
Gallons	Gallons	Hours	Pounds							

**YEAR to DATE TOTALS**

535,116,000	488,871,000	4,052.2	150,053	0	30,179	10,943	2,993	3,127	800	102,821
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

## OCTOBER WEATHER 2016

DATE	HIGH	LOW	7 A.M.	RAIN	SNOW	REMARKS
1	74	46	48			
2	72	47	48			
3	76	47	54			
4	80	54	61			
5	78	57	59	0.47		
6	76	58	64	0.10		
7	76	45	45	0.29		
8	62	38	38			
9	71	38	42			
10	70	42	53	0.05		
11	72	50	50			
12	80	50	52	0.30		
13	54	35	37	0.03		
14	58	36	53			
15	70	53	64			
16	73	64	66			
17	85	64	71			
18	86	59	59			
19	75	52	57			
20	70	51	51			
21	59	36	36	0.04		
22	64	35	44			
23	74	43	52			
24	76	49	49			
25	71	48	55			
26	78	53	62	0.13		
27	75	45	45			
28	75	44	60			
29	82	59	63			
30	82	55	55			
31	60	54	56			

<b>Oct. 16</b>	Average Temps.		Total Inches of	
	HIGH	<u>LOW</u>	RAIN	SNOW
	73	49	1.41	0.00
<b>Year to Date</b>				
	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	<b>72</b>	<b>47</b>	<b>37.68</b>	<b>3.30</b>
Historical October Average				
Precipitation			<b>2.91</b>	
Historical year to Date Average				
Precipitation			<b>34.68</b>	

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith McAdoo*

# WATER PRODUCTION

OCTOBER 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	23382.0	22738.4	22509.6	22473.2	32528.0	49480.6	51278.5
PREVIOUS	23242.9	22634.4	22380.3	22337.5	32528.0	49480.6	51278.5
HOURS ON	139.1	104.0	129.3	135.7	0.0	0.0	0.0

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	# 1 SLUDGE	# 2 SLUDGE	BW Pump
PRESENT	21631.1	21639.3	21625.9	21633.0	55671.2	55671.7	603.7
PREVIOUS	21504.0	21521.1	21505.5	21512.9	55351.1	55360.1	599.6
HOURS ON	127.1	118.2	120.4	120.1	320.1	311.6	4.1

	#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	12183.9	12188.2	12189.9	12192.8	860.3	838.3	884.5
PREVIOUS	12088.3	12078.3	12085.0	12087.2	848.9	822.4	868.8
HOURS ON	95.6	109.9	104.9	105.6	11.4	15.9	15.7

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	311093	7500473	535116	488871	162872
PREVIOUS	311073	7473725	484554	443049	160267.0
DIFFERENCE	20	26748	50562	45822	2605
GALLONS	20,000	2,674,800	50,562,000	45,822,000	2,605,000

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	2,280	30,179
LIME	14,469	150,053
ALUM	0	0
AMMONIA	380	3,127
CARBON	352	2,993
FLUORIDE	1,120	10,943
POLYMER	7,318	102,821
CUSO4	100	800

TOTAL KWH	ELECTRIC METER READINGS							
	Plant M.	River M.	Low Lift M.	Sludge M.	Clearwell M.	Shop	K-68 Booster	N.E. Booster
88798	X120	X 40	X 40	X 0	X 40	X0	X0	X0
Present	74701	28545	68839	13316	7375	9704	95182	18874
Previous	74535	28287	68634	12183	6213	9217	94796	17002
Difference	166	258	205	1133	1162	487	386	1872
KWH	19920	10320	8200	1133	46480	487	386	1872
Demand	0.375	0.8	0.649	3.1	5.24		0.23	26.712
KW Dem.	45	32	25.96	3.1	209.6	0	0.23	26.712

shop water 123.62

# WATER TREATMENT PLANT PRODUCTION REPORT

## October-2016

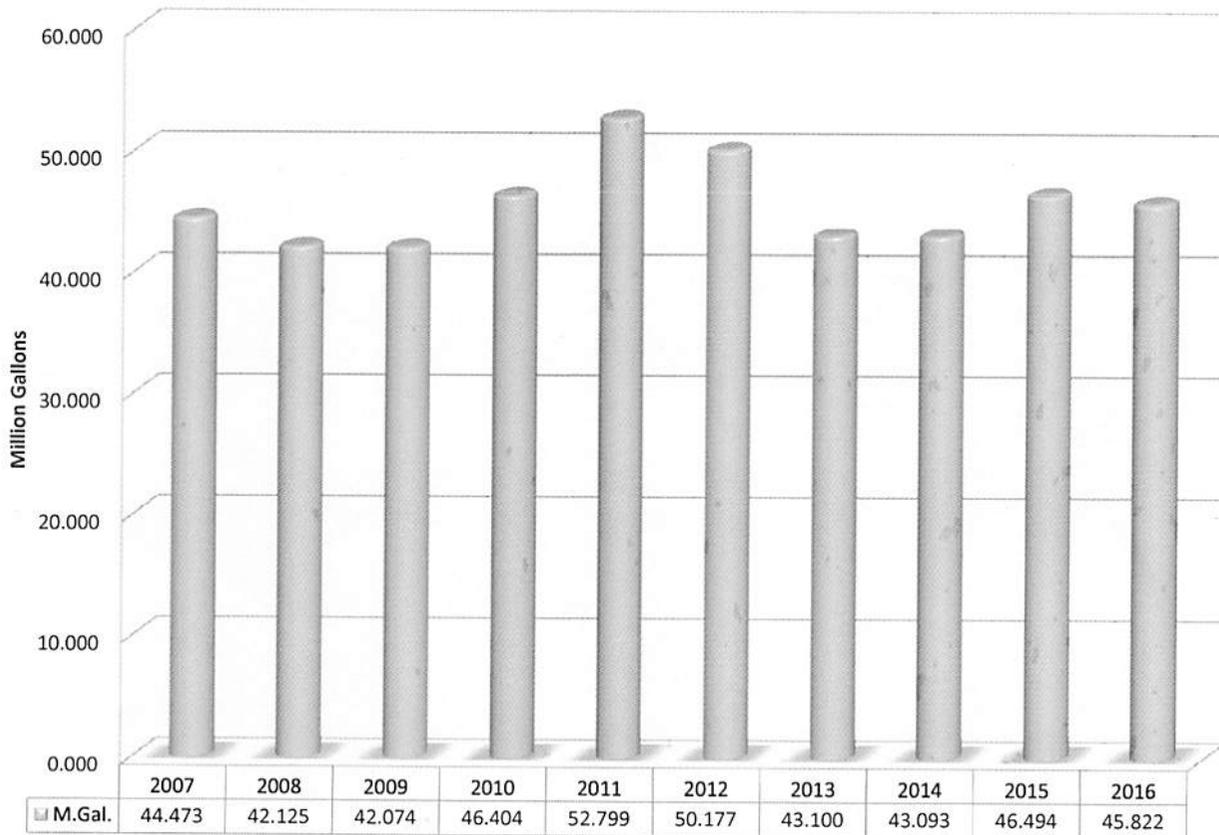
### Gallons of Water Produced

	2016		2015		Year to Date Percentage of Increase / Decrease
	This Month	Year to Date	This Month	Year to Date	
Monthly Plant Influent	50,562,000	535,116,000	50,687,000	502,317,000	6%
Monthly Plant Effluent	45,822,000	488,871,000	46,494,000	429,757,000	12%
Sludge Water Reused	2,674,800	21,729,400	1,232,300	26,849,200	-24%
Average Daily Influent	1,631,032	1,760,250	1,635,065	1,652,359	6%
Average Daily Effluent	1,478,129	1,608,128	1,499,806	1,413,674	12%

### Weather Information

Total Precipitation	1.41	37.68	1.19	36.20	4%
Average High Temperature	73	72	70	70	3%
Average Low Temperature	49	47	45	45	4%

### October Water Production



	2016			2015	
	High	Low		High	Low
10/1/2016	72	51	10/1/2015	67	50
10/2/2016	74	51	10/2/2015	63	48
10/3/2016	78	57	10/3/2015	63	46
10/4/2016	77	62	10/4/2015	63	44
10/5/2016	75	61	10/5/2015	60	53
10/6/2016	73	59	10/6/2015	69	57
10/7/2016	62	47	10/7/2015	76	52
10/8/2016	69	42	10/8/2015	84	58
10/9/2016	70	46	10/9/2015	66	51
10/10/2016	70	55	10/10/2015	72	44
10/11/2016	79	54	10/11/2015	83	58
10/12/2016	66	45	10/12/2015	77	61
10/13/2016	58	39	10/13/2015	76	48
10/14/2016	70	52	10/14/2015	75	51
10/15/2016	72	64	10/15/2015	76	47
10/16/2016	83	67	10/16/2015	65	44
10/17/2016	85	71	10/17/2015	60	46
10/18/2016	74	59	10/18/2015	74	52
10/19/2016	70	57	10/19/2015	75	55
10/20/2016	61	46	10/20/2015	80	60
10/21/2016	74	55	10/21/2015	81	62
10/22/2016	64	40	10/22/2015	78	60
10/23/2016	72	48	10/23/2015	76	61
10/24/2016	70	50	10/24/2015	64	48
10/25/2016	77	54	10/25/2015	64	40
10/26/2016	74	56	10/26/2015	64	38
10/27/2016	71	48	10/27/2015	58	49
10/28/2016	80	56	10/28/2015	62	50
10/29/2016	80	64	10/29/2015	54	37
10/30/2016	68	56	10/30/2015	50	32
10/31/2016	77	56	10/31/2015	58	45
<b>Average</b>	<b>72.4</b>	<b>53.8</b>	<b>Average</b>	<b>68.8</b>	<b>49.9</b>

# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT October-16

	2016		2015	
	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	-17,699.000	486,301.000	-4,569.000	110,408.000
PURCHASED POWER:				
GRDA	6,696,000	67,959,000	6,435,600	74,494,000
WAPA	697,000	8,237,997	693,356	8,227,162
SWPA	60,000	2,203,300	210,500	2,970,000
KCPL	3,652,200	44,049,103	3,638,044	36,194,838
OTHER				
NEARMAN			0	4,780,000
SUB-TOTAL ENERGY	11,087,501	122,935,701	10,972,931	126,776,408
TOTAL ENERGY <sup>1</sup>	11,087,501	122,935,701	10,972,931	126,776,408
INCREASE / DECREASE <sup>2</sup> (2015 VS 2016)	1.04%	-3.03%		

MARSHALL WIND ENERGY kWh	Sep-16	984,033	4,909,346
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2nd St. SOLAR ENERGY kWh	Oct-16	2033.3	11703.19
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MEGAWATT LOAD				
PEAK DEMAND	26.300	36.600	22.900	37.700
TIME OF PEAK	4:00 PM	4:00 PM	3:00 PM	5:00 PM
DAY OF PEAK	9/21/2016	7/22/2016	10/8/2015	7/13/2015
TEMPERATURE				
HIGH	85	6/15/2016 (100)	84	97
LOW	39	1/10/2015 (6)	32	4

### ENERGY SALES

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

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

<sup>2</sup>After Generated Sales

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

**WASTEWATER TREATMENT PLANT REPORT**

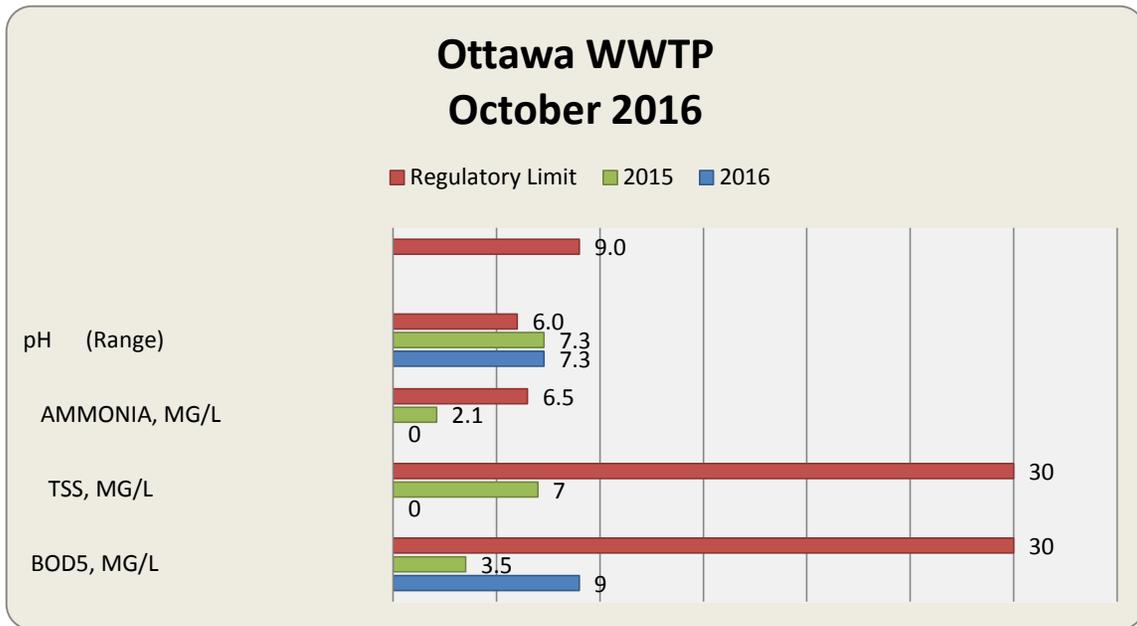
**Oct-16**

	<b>2016</b>		<b>2015</b>	
	This Month	Year To Date	Same Month	Year To Date
<b>TOTAL FLOW, MG</b>	43.3	285.42	8.74	191.99
<b>PEAK DEMAND DAY, MG</b>	2.41	5.202	0.461	5.202
<b>AVERAGE DAILY FLOW, MGD</b>	1.4	0.94	0.282	0.63

**AVERAGE PLANT INFLUENT**

BOD5, MG/L	190	326
TSS, MG/L	272	255
TKN MG/L	40.3	54.1
pH, SU	7.5	7.4

<b>AVERAGE PLANT EFFLUENT</b>	<b>Regulatory Limit</b>			
BOD5, MG/L	9	30	MG/L	3.5
TSS, MG/L	<5.0	30	MG/L	7
AMMONIA, MG/L	<0.10	6.5	MG/L	2.1
pH (Range)	7.3	6.0	9.0	7.3
PERCENT REDUCTION BOD5	96%	85%		99%
PERCENT REDUCTION TSS	98%	85%		97%
TOTAL PHOSPHOROUS	1.9	1.5 yr/ave	MG/L	4.2



OTTAWA LIBRARY						
General Fund						
Receipts & Expenditures						
10/31/2016						
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 10/12=83.33%	Budget Balance
	<b>Beginning Cash Balance</b>	<b>59,656.00</b>	<b>309,403.39</b>	<b>59,656.14</b>		
	<b>Receipts:</b>					
301.00	City Appropriations	829,923.00	0.00	818,864.00	98.67%	-11,059.00
303.00	Interest	200.00	21.65	245.36	122.68%	45.36
304.00	State Aid	3,894.00	0.00	3,892.34	99.96%	-1.66
305.00	NEKLS Grants	28,230.00	1,400.00	22,886.75	81.07%	-5,343.25
306.00	Fines and Fees	15,500.00	1,021.10	14,396.81	92.88%	-1,103.19
307.00	Copiers & Computers Income	7,500.00	607.29	6,344.49	84.59%	-1,155.51
308.00	Endowment Interest	8,400.00	0.00	0.00	0.00%	-8,400.00
313.00	Gift	200.00	21.00	7,277.80	3638.90%	7,077.80
316.00	Programs Income	0.00	0.00	0.00	0.00%	0.00
321.00	General Fund Reserve	0.00	0.00	0.00	0.00%	0.00
328.00	Erate Reimb	0.00	0.00	0.00	0.00%	0.00
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00	0.00%	0.00
334.00	Donations	0.00	0.00	250.00	0.00%	250.00
341.00	Grant/Fundraising	0.00	-45.00	-1,596.80	0.00%	-1,596.80
345.00	Snack Machine Income	0.00	0.00	3,022.90	0.00%	3,022.90
351.00	Community Reads	0.00	310.00	2,133.16	0.00%	2,133.16
352.00	Movie Night Income	0.00	0.00	1,375.00	0.00%	1,375.00
	<b>Total Income</b>	<b>953,503.00</b>	<b>3,336.04</b>	<b>879,091.81</b>	<b>0.00</b>	<b>-74,411.19</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	38,848.17	402,339.11	78.68%	109,017.89
402.00	Social Security	39,117.00	2,733.92	27,998.49	71.58%	11,118.51
403.00	KPERS	39,579.00	2,835.14	30,226.82	76.37%	9,352.18
404.00	Employee Insurance	74,835.00	4,830.33	47,160.23	63.02%	27,674.77
405.00	Unemployment	512.00	37.66	373.49	72.95%	138.51
407.00	Workers Comp Ins	4,200.00	1,416.00	3,083.00	73.40%	1,117.00
410.00	Off. & Dir/Emp Prac Insurance	1,900.00	0.00	1,618.00	85.16%	282.00
	<b>Subtotal Salaries,etc.</b>	<b>671,500.00</b>	<b>50,701.22</b>	<b>512,799.14</b>	<b>0.00</b>	<b>158,700.86</b>
	<b>Materials and Programs</b>					
501.00	Juvenile Books	26,000.00	3,349.21	22,437.03	86.30%	3,562.97
502.00	Adult Books	50,800.00	5,225.69	44,026.63	86.67%	6,773.37
503.00	Periodicals	6,400.00	354.43	5,485.05	85.70%	914.95
506.00	A.V. Materials	18,747.00	2,175.87	18,817.99	100.38%	-70.99
507.00	Programs	3,000.00	282.62	1,849.62	61.65%	1,150.38
513.00	Gift	0.00	20.65	1,267.11	0.00%	-1,267.11
518.00	Electronic Access Expenditures	1,150.00	29.55	851.76	74.07%	298.24
520.00	A.V. Materials-Children	6,000.00	9.32	4,448.97	74.15%	1,551.03
533.00	Transfers Out	0.00	0.00	0.00	0.00%	0.00
541.00	Grant Expenditures	0.00	64.33	167.95	0.00%	-167.95
544.00	6X6 Early Lit Grt Exp-materials	0.00	0.00	0.00	0.00%	0.00
546.00	Wish List Fund Expenses	0.00	0.00	4,139.96	0.00%	0.00
551.00	Community Reads Expense	0.00	0.00	6,148.78	0.00%	0.00
552.00	Movie Night Expense	0.00	0.00	1,911.00	0.00%	0.00
	<b>Subtotal Materials and Programs</b>	<b>112,097.00</b>	<b>11,511.67</b>	<b>111,551.85</b>	<b>0.00</b>	<b>545.15</b>

OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
10/31/2016							
Budget Code		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 10/12=83.33%	Budget Balance
<b>Operating</b>							
601.00	Building Insurance & Treas. Bond	4,300.00	0.00	4,300.00		100.00%	0.00
602.00	Audit	3,400.00	0.00	3,445.30		101.33%	-45.30
603.00	Gas	3,000.00	0.00	0.00		0.00%	3,000.00
604.00	Water and Electric	25,000.00	0.00	0.00		0.00%	25,000.00
605.00	Telephone	3,100.00	338.37	3,297.84		106.38%	-197.84
606.00	Postage	1,800.00	0.00	1,631.80		90.66%	168.20
607.00	Public Relations	1,800.00	91.97	1,844.29		102.46%	-44.29
608.00	Custodial Supplies & Bldg. Maint.	22,000.00	2,539.86	15,398.38		69.99%	6,601.62
610.00	Office Supplies	16,000.00	598.17	8,655.96		54.10%	7,344.04
611.00	Copiers & Computers Expenses	6,000.00	804.52	5,706.39		95.11%	293.61
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	4,500.00	3,002.95	6,383.06		141.85%	-1,883.06
614.00	Equipment Purchase	6,500.00	0.00	5,632.12		86.65%	867.88
615.00	Equip. rental and repair	4,800.00	350.81	4,273.89		89.04%	526.11
616.00	Miscellaneous	400.00	19.00	365.24		91.31%	34.76
617.00	Automation Support	6,150.00	64.75	6,108.30		99.32%	41.70
618.00	Collection Agency	1,800.00	62.65	841.30		46.74%	958.70
619.00	Computer Software	1,700.00	0.00	2,071.57		121.86%	-371.57
625.00	Cash S/O	0.00	-36.41	-31.37		0.00%	31.37
627.00	Snack Machine Expense	0.00	212.95	1,995.94		0.00%	-1,995.94
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>8,049.59</b>	<b>71,920.01</b>	<b>0.00</b>	<b>42.33%</b>	<b>97,985.99</b>
	<b>Total Expenditures</b>	<b>953,503.00</b>	<b>70,262.48</b>	<b>696,271.00</b>	<b>0.00</b>	<b>73.02%</b>	<b>257,232.00</b>
	<b>Ending Cash Balance</b>		<b>242,476.95</b>	<b>242,476.95</b>			
	<b>Less Restricted Receipts Balances:</b>						
	Starkey (Children's)	45.00					
	Asa Albert Smith Memorial	33.80					
	Clarence W. Koch	50.00					
	Asher Leonard	100.00					
	Wish List Fundraiser	702.98					
	Webber (Children's)	400.00					
	BBBS	3,287.52					
	Patry	25.00					
	Community Read (O-Town Reads)	0.00					
	Casey's (Teen food)	0.00					
	KLA (children's)	277.64					
	Wasser (6X6)	416.70					
	Barbara Dew Memorial	5,000.00					
	Teen Snack Machine	320.04					
	Peg Carr (Large Print)	0.00					
	Bill Bennett (art & history)	186.61					
		<b>10,845.29</b>					
	<b>Available Cash Balance</b>		<b>231,631.66</b>				
	<b>COMPOSITION, ENDING CASH BALANCE</b>						
		<b>Interest Rate</b>					
	BOTW MM	0.13%	87,032.99				
	PNB MM 49948	0.07%	147,791.71				
	KSB NOW	0.03%	6,574.55				
	Petty Cash on Hand		140.00				
	A/R Pass Through		975.36				
	Accounts Payable		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		-37.66				
	Accrued Salaries		0.00				
			<b>242,476.95</b>				
	<b>CAPITAL IMPROVEMENT FUND ACTIVITY</b>						
	PNB CIF MM 51985 12/98	0.05%	24,582.54				
	Interest		0.84				
	Ck#178 Dials Construction (breakroom remodel)		-6,640.00				
			<b>17,943.38</b>				
	<b>TOTALS: General Fund</b>	<b>242,476.95</b>					
	<b>Capital Improvement Fund</b>	<b>17,943.38</b>					
		<b>260,420.33</b>					



**Ottawa  
Library**

where books are just the beginning

# OTTAWA LIBRARY OCTOBER 2016 AT A GLANCE

Avery Welton  
Library Clerk



## BUILDING COMMUNITY

LIBRARY VOLUNTEERS-166.25 HOURS

FOL/BOARD VOLUNTEERS- 72 HOURS

COMM. SERVICE VOLUNTEERS-28.75 HOURS



SPOTLIGHT- BOB & MARLENE RIEDEL  
OUTSTANDING LIBRARY VOLUNTEERS

Pkt Pg #47

Ottawa Main Street Association

112 W. 2 St. Ottawa, KS

To: City of Ottawa

Subject; Monthly Report to the City

Date : Nov. 07, 2016

1. Attached is Ottawa Main St. Association (OMSA) monthly Financial Report
2. The following is a list of events and activities which OMSA have or will be involved in over the next two months.

October/November/December

Prepared and sent the IWW/Quarterly reports to Kansas Main Street Organization.

Worked with patrons and businesses on the 3<sup>rd</sup> Saturday Flea market event on Sept. 15. It went well, +35 vendors - many liked the setup. Peggy Armstrong and I surveyed everyone and have changes for next year's event.

Thank you's have been delivered to all businesses that donated candy or money to the Halloween Spook parade Oct. 29.

Seven people organized and donated time and energy to the annual wine tasting fundraiser event on Nov. 11.

Main Street organized a group of OHS students during "Make a Difference Day" – they stuffed candy bags for the Spook parade. The Spook parade went well. Businesses reported giving out 525-750 pieces of candy. This event brought over 500 people to the downtown area. Some patrons have returned later for shopping at Country Living and Papa's attic.

We are planning the Christmas parade – flyers went out Nov. 3-4 (before the Veteran's Day parade). Registration and rules were updated and sent to a previous list of participants and contacts this year.

Newsletters will be available and emailed to members and businesses

Membership is growing with several renewals in the past month and prospects.

\$5,000 of the available loan money was loaned to a downtown business for their repairs.

8:32 AM

11/16/16

Accrual Basis

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

	<u>Oct 16</u>
<b>Income</b>	
4950 · Transfer	5,000.00
4500 · PROMOTION INCOME	160.00
4800 · IWW Income	1,722.31
4000 · Dues	450.00
4110 · Contributions - City of Ottawa	2,500.00
4400 · DESIGN INCOME	41.83
4600 · ORGANIZATION INCOME	400.00
<b>Total Income</b>	<u>10,274.14</u>
<b>Gross Profit</b>	10,274.14
<b>Expense</b>	
6000 · OFFICE EXPENSES	
6045 · Printing/Copying/Postage	47.00
6031 · National and state convention	474.95
6015 · Utilities	58.62
6090 · Phone	86.22
6033 · Finance charge	11.53
6030 · Consumable Supplies	59.53
6001 · Rent	325.00
<b>Total 6000 · OFFICE EXPENSES</b>	<u>1,062.85</u>
7500 · DESIGN EXPENSE	
7505 · Bike Rack	607.12
<b>Total 7500 · DESIGN EXPENSE</b>	<u>607.12</u>
7400 · ORGANIZATION EXPENSE	
7420 · Wine Tasting	525.00
<b>Total 7400 · ORGANIZATION EXPENSE</b>	<u>525.00</u>
7200 · PROMOTION EXPENSE	
7201 · Fusion expenses	87.50
7204 · Spook Parade	270.00
7205 · 3rd Saturday	859.70
<b>Total 7200 · PROMOTION EXPENSE</b>	<u>1,217.20</u>
7700 · OMSA EXPENSE	522.42
7900 · BE EXPENSE	
7920 · IWW EXPENSE	5,000.00
<b>Total 7900 · BE EXPENSE</b>	<u>5,000.00</u>
2120 · Wages	3,431.21
<b>Total Expense</b>	<u>12,365.80</u>
<b>Net Income</b>	<u><u>-2,091.66</u></u>

# Prairie Paws Animal Shelter, Inc.

## End of Month – October 2016 RECAP

October adoptions increased 36% in 2016 (82) compared to 2015 (60). 82 animals found their forever home. 22 animals were returned to their owner. We are very excited to announce that 6 long termers (over 100 days at the shelter) were adopted in October. This is the fifth consecutive month we have seen an increase in adoptions!

October fundraising was focused on our 10<sup>th</sup> annual Bow Meow event that was held October 8<sup>th</sup>. 200 guests joined us for a wonderful evening and helped us raise over \$30,000 to help the homeless animals in our community. Guests enjoyed an amazing meal from Price Chopper and bid on some awesome unique auction items. We were excited to have a few guests already reach out to us for 2017 to become sponsors. Unfortunately we did fall short of our goal. We have created several fundraisers to help with this shortfall. One of these was our garage sale which raised over \$3,600. This event along with several 3<sup>rd</sup> party events will help us hit our goal. We feel Bow Meow has significant momentum and we are excited to see it grow in future years.

October was another busy month operationally. We continue to see an increase in off-site events as well as adoptions. We applied for several grants and were awarded a \$1,200 from the ASPCA for emergency veterinary care and \$5,000 grant for microchips. We attended the Bark to Basics tradeshow and networked with a lot of vendors who will send PPA donations of various products. Besides the October scheduled Board meeting, Board members met on October 29<sup>th</sup> for a special planning retreat. This meeting helped plan out future plans for recruitment of new committee and board members. Discussion was also held regarding the Board's role with fundraising in 2017. We are excited to continue the next steps to strategically grow our organization.

Total operating revenue for the month of October was \$77,328 representative of \$57,904 from contributions and fundraising, of which \$34,106 was from Bow Meow, \$3,393 from local government support and the remainder from program revenue. Total operating expenses for the month was \$51,654. Payroll totaled \$32,810, repairs and maintenance/utilities/IT/equipment rentals/insurance totaled \$5,592 and Bow Meow expenses were \$5,131. For the month of October, net unrestricted operating income, excluding depreciation is \$28,540. Net income year-to-date, excluding depreciation is \$1,017. We continue to have a facility free of major disease and that is pleasing to customers that visit the shelter.

### TNR Stats:

	October 2016	YTD
Males	28	226
Females	40	229
Total	68	455
Prevented Kittens	240	1374

### Volunteer Hours:

October Total Volunteer Hours Worked = 1,070

Total YTD volunteer hours worked = 8,170

Total registered and active volunteers = 389

### Community Outreach:

10/1/16: Tie One on For Cancer 10am – 1pm

10/1/16: Lang Chevrolet 11am – 2pm

10/3/16: Lake Mary Clients 9am – 11am

10/3/16: Lake Mary Work Experience 10am – 11am

10/5/16: COF 10:30am – 11am

10/6/16: OU Football team volunteer project 10am – 12pm

10/6/16: Ottawa Retirement Village 10am-10:30am

10/6/16: Ottawa Retirement Plaza 10:30am-11am

10/6/16: OHS Work Experience 1:30pm – 2:30pm

10/7/16: Lake Mary Work Experience 10am – 11am

10/8/16: Bow Meow – 5pm – 9pm

# Prairie Paws Animal Shelter, Inc.

## End of Month – October 2016 RECAP

10/9/16: Stone Creek Pumpkin Patch 9am – 11am  
10/10/16: Lake Mary Work Experience 10am – 11am  
10/12/16: COF 10:30am – 11am  
10/12/16: Baldwin Chamber Luncheon 12pm – 1pm  
10/13/16: OHS Work Experience 1:30pm – 2:30pm  
10/14/16: Lake Mary Work Experience 10am – 11am  
10/15/16: Mug Shot Coffee 9am – 12pm  
10/15/16: Lang Chevrolet Customer Appreciation Day 10am – 1pm  
10/15/16: Paola Carpet Outlet 10am – 1pm  
10/17/16: Osawatomie Elementary Life Skills 9am – 9:45am  
10/18/16: Reach for the Stars After School Program at PPAS 4:15pm-5:15pm  
10/19/16: COF 10:30am – 11am  
10/20/16: Bark to Basics Trade Show – 9am – 5pm  
10/20/16: OHS Work Experience 1:30pm – 2:30pm  
10/24/16: Lake Mary Work Experience 10am – 11am  
10/25/16: Reach for the Stars After School Program at PPAS 4:15pm-5:15pm  
10/26/16: COF 10:30am – 11am  
10/27/16: Vintage Park Assisted Living 10am – 11am  
10/27/16: Willow Domestic Violence Center Luncheon – 11:30am – 1:30pm  
10/27/16: OHS Work Experience 1:30pm – 2:30pm  
10/28/16: Lake Mary Work Experience 10am – 11am  
10/29/16: PPAS Garage Sale 11am – 3pm  
10/29/16: Petco 11am - 3pm  
10/29/16: PetSmart 11am – 3pm  
10/31/16: Lake Mary Work Experience 10am – 11am

### October Shelter Intake Numbers:

- Total YTD Intakes: 904
- City of Ottawa (not counting Ottawa ACO) is 14% of the YTD Intake Total
- Ottawa ACO is 30% of the YTD Total
- Franklin County is 16% of the YTD Intake Total
- Primary Intake Area in October was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of October : 108
- City of Ottawa/Ottawa ACO was 51% of total intakes for the month of October
- Franklin County was 21% of total intakes for the month of October

### ADOPTIONS for the month of October 2016:

- Total Adoptions Month of September = 82
- Returned to Owner = 22
- YTD Transferred other Shelters or Rescues = 10
- End of Month Headcount in Shelter =99

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



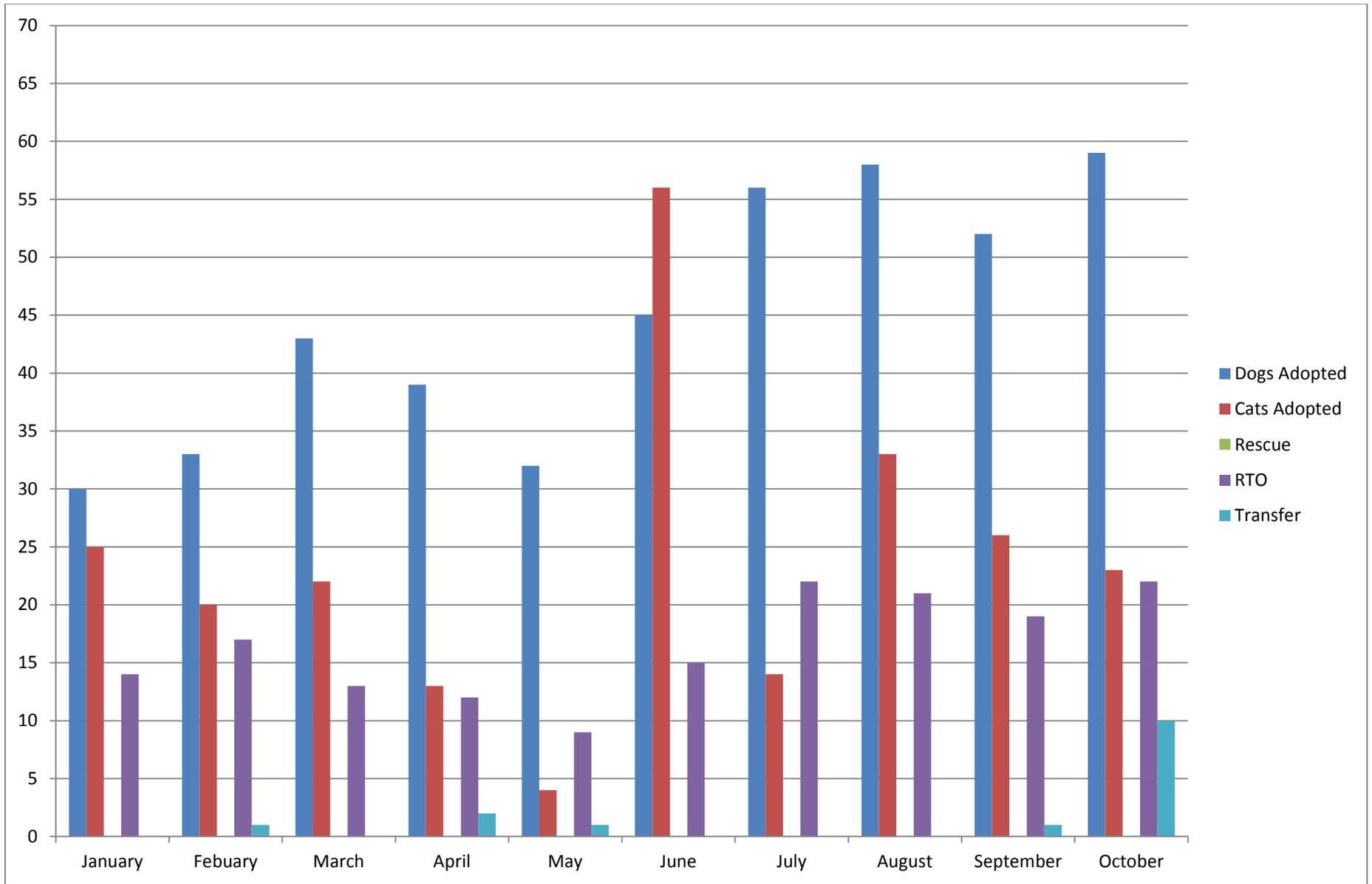
**Melissa Reed**

Executive Director

**Prairie Paws Animal Shelter, Inc.**

melissa.reed@prairiepaws.org Cell: (785) 248-3454

2 | Page  
Submitted by: Melissa Reed, Director  
Prairie Paws Animal Shelter, Inc.





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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Oct 16	2016 Budget YTD
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>4 - Contributed support</b>						
<b>40 - Unrestricted</b>						
<b>4010 - Indiv/business cont. (unrest)</b>						
<b>4015 - Contributions - unrestricted</b>	92,127.26	215,868.99	175,441.80	215,287.29	180,331.81	142,653.00
<b>4020 - Contributions-direct mail</b>	0.00	0.00	22,355.05	33,519.92	25,465.43	25,000.00
<b>4030 - Memorials &amp; bequests</b>	6,992.50	5,523.30	10,917.01	10,856.00	4,322.00	11,500.00
<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	100,000.00
<b>4042 - Gifts in Kind - Services</b>	2,190.00	110.00	0.00	0.00	0.00	42,000.00
<b>4044 - Gifts in Kind - Bow Meow</b>	75.00	22,242.00	0.00	0.00	0.00	0.00
<b>4045 - Gifts in Kind - Run For Ben</b>	476.80	0.00	0.00	0.00	0.00	0.00
<b>Total 4040 - Gifts in kind</b>	10,162.09	24,352.55	0.00	259,663.21	210,119.24	142,000.00
<b>4050 - Foundations/trusts</b>	8,852.40	9,080.08	9,391.96	11,676.08	6,781.04	7,500.00
<b>4060 - Grants</b>	0.00	317.44	0.00	40,500.00	13,568.00	45,834.00
<b>4010 - Indiv/business cont. (unrest) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4010 - Indiv/business cont. (unrest)</b>	118,134.25	255,142.36	218,105.82	311,839.29	230,468.28	374,487.00
<b>4100 - Fundraising(unrestricted)</b>						
<b>4105 - Spayghetti dinner</b>	7,113.00	6,259.53	0.00	0.00	0.00	0.00
<b>4110 - T-shirt donations</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4115 - Bark for Life</b>	5,428.69	5,769.06	0.00	0.00	604.00	0.00
<b>4120 - Shelter Birthday</b>	0.00	0.00	5,514.99	6,350.40	9,593.51	12,500.00
<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	42,601.00	55,000.00
<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	25.00	850.00
<b>4167 - Run For Ben</b>	2,737.40	1,876.45	1,949.00	2,327.00	3,970.38	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	8,442.85	12,500.00
<b>Total 4100 - Fundraising(unrestricted)</b>	66,630.36	66,769.68	63,449.10	53,806.75	65,236.74	80,850.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Oct 16	2016 Budget YTD
<b>Total 40 · Unrestricted</b>	184,764.61	321,912.04	281,554.92	365,646.04	295,705.02	455,337.00
<b>42 · Restricted funds</b>						
4205 · Contributions - building	341.37	300.00	300.00	300.00	175.00	250.00
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>	<b>57,826.71</b>	<b>599.26</b>	<b>0.00</b>	<b>800.00</b>	<b>175.00</b>	<b>0.00</b>
4285 · WAGS	300.00	0.00	0.00	0.00	0.00	0.00
<b>Total 42 · Restricted funds</b>	<b>68,080.58</b>	<b>6,902.35</b>	<b>2,710.20</b>	<b>800.00</b>	<b>175.00</b>	<b>250.00</b>
<b>Total 4 · Contributed support</b>	<b>252,845.19</b>	<b>328,814.39</b>	<b>284,265.12</b>	<b>366,446.04</b>	<b>295,880.02</b>	<b>455,587.00</b>
<b>4540 · Local government support</b>						
4551 · Anderson County	3,312.00	2,196.00	6,552.00	6,749.00	6,951.00	6,749.00
4553 · City of Ottawa	45,540.00	45,540.00	48,748.37	50,388.42	56,235.25	43,354.00
4554 · City of Pomona	0.00	3,500.00	3,000.00	1,000.00	0.00	3,600.00
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	33,873.34	34,334.00
4565 · Miami County	4,500.00	4,500.00	0.00	4,635.00	4,774.00	0.00
4780 · Other Cities/Counties	150.00	0.00	0.00	135.00	274.05	0.00
<b>Total 4540 · Local government support</b>	<b>92,113.00</b>	<b>97,290.00</b>	<b>98,599.12</b>	<b>104,007.42</b>	<b>103,107.64</b>	<b>88,037.00</b>
<b>5 · Earned revenues</b>						
5180 · Program service fees						
5181 · Adoption PPAS	112,686.29	59,134.51	73,959.77	83,319.25	65,260.88	65,870.00
5182 · Microchip contribution	3,350.25	1,042.13	2,085.36	4,700.44	3,323.75	3,330.00
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	20,927.66	9,860.00
5185 · Drop-off contribution	18,211.50	8,185.01	4,419.00	5,194.00	3,713.00	3,500.00
5186 · Training	0.00	0.00	0.00	1,920.00	1,360.00	2,393.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Oct 16	2016 Budget YTD
5187 · S/N Contributions - Community	0.00	225.00	0.00	0.00	0.00	0.00
5188 · Cremation & disposal fees	0.00	374.99	423.68	1,708.44	330.56	1,500.00
5189 · Reclaim fees	3,602.90	1,465.00	835.00	5,100.47	4,269.00	4,350.00
<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>99,184.85</b>	<b>90,803.00</b>
5820 · Merchandise Sales	2,077.67	2,137.86	830.15	22,143.68	20,197.61	20,320.00
5830 · Dog Licence Contributions	0.00	64.00	10,452.00	11,141.00	8,909.00	10,350.00
<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>527,279.12</b>	<b>665,097.00</b>
6710 · Interest income						
6720 · Interest income (Restricted)	20.10	9.75	0.00	0.00	0.00	0.00
6721 · Interest Income (Unrestricted)	351.08	67.17	2.81	7.59	3.65	7.00
<b>Total 6710 · Interest income</b>	<b>371.18</b>	<b>76.92</b>	<b>2.81</b>	<b>7.59</b>	<b>3.65</b>	<b>7.00</b>
6810 · Unrealized gain(loss) - invest	437.38	593.26	535.72	-475.56	617.65	0.00
6902 · Proceed from the sale of Land	0.00	0.00	0.00	0.00	0.00	0.00
6905 · Proceeds from Investments	0.00	167.59	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>618,028.71</b>	<b>527,900.42</b>	<b>665,104.00</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>527,900.42</b>	<b>665,104.00</b>
<b>Expense</b>						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	62,916.01	80,606.22	108,641.59	139,205.24	148,990.71	143,750.00
7252 · Hourly wages	137,810.81	161,312.52	155,283.50	158,275.60	134,315.68	131,389.00
7253 · Insurance stipend	1,869.48	1,800.24	1,800.24	1,592.52	0.00	0.00
7254 · Authorized time off	1,197.50	2,956.51	3,065.79	2,246.92	3,677.79	4,160.00
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	79.53	0.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7258 · Sunday Bonus Wages	3,027.38	1,400.87	0.00	0.00	0.00	0.00
7259 · Training Commission	0.00	0.00	0.00	0.00	0.00	750.00
7259 · Grooming Commission	1,456.95	98.45	0.00	6,924.37	10,743.88	5,093.00
<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>297,807.59</b>	<b>285,142.00</b>

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Oct 16	2016 Budget YTD
<b>7260 · Payroll Taxes</b>						
7261 · FICA taxes	15,752.90	18,413.35	20,431.98	23,472.11	22,737.20	18,838.00
7262 · State unemployment	1,772.60	7,114.94	6,414.57	8,764.06	5,235.74	8,311.00
7263 · Workers compensation	3,505.00	6,185.50	11,396.25	6,394.25	9,043.00	7,010.00
<b>Total 7260 · Payroll Taxes</b>	<b>21,030.50</b>	<b>31,713.79</b>	<b>38,242.80</b>	<b>38,630.42</b>	<b>37,015.94</b>	<b>34,159.00</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>334,823.53</b>	<b>319,301.00</b>
<b>7500 · Other Personnel Expenses</b>						
7510 · Accounting fees	4,110.00	4,337.50	4,330.00	4,385.00	3,725.00	9,000.00
7511 · Professional fees - other	385.00	2,580.00	350.00	2,428.58	0.00	0.00
<b>Total 7500 · Other Personnel Expenses</b>	<b>4,495.00</b>	<b>6,917.50</b>	<b>4,680.00</b>	<b>6,813.58</b>	<b>3,725.00</b>	<b>9,000.00</b>
<b>8100 · Non-personnel expenses</b>						
8110 · Office supplies	6,527.09	5,207.57	2,448.25	1,970.66	2,050.26	3,000.00
8115 · Telephone						
8118 · Internet related	1,118.59	791.19	1,438.07	1,649.49	1,467.07	1,500.00
8115 · Telephone - Other	2,032.54	2,746.17	2,665.89	2,910.69	2,032.63	2,400.00
<b>Total 8115 · Telephone</b>	<b>3,151.13</b>	<b>3,537.36</b>	<b>4,103.96</b>	<b>6,530.84</b>	<b>5,549.96</b>	<b>3,900.00</b>
8120 · Postage and delivery	256.89	383.88	1,816.93	1,299.10	621.00	2,000.00
8130 · Printing and reproduction	567.89	0.00	1,264.98	1,242.71	0.00	1,000.00
8135 · Direct Mail Expenses	0.00	0.00	4,640.83	13,743.40	11,437.10	11,600.00
8140 · Equipment rental	0.00	0.00	907.15	3,829.86	6,590.90	4,028.00
8150 · Computer and IT Related	0.00	6,994.99	9,722.22	20,034.16	12,767.78	14,140.00
<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>31,416.78</b>	<b>39,668.00</b>
<b>8200 · Occupancy Expenses</b>						
8205 · Repairs & maintenance	23,617.52	19,068.58	11,378.44	14,903.39	36,408.27	18,460.00
8210 · Utilities	25,244.80	30,371.95	30,247.02	29,392.35	30,502.54	22,674.00
8220 · Insurance - non employee	9,492.00	9,643.50	11,506.50	9,865.00	8,706.25	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>75,617.06</b>	<b>46,698.00</b>
<b>8300 · Travel &amp; meeting expenses</b>						
8310 · Training	0.00	0.00	29.26	86.55	1,129.69	400.00

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Oct 16	2016 Budget YTD
8315 · Staff development/meetings	2,580.88	487.74	225.74	4,463.12	5,760.75	1,666.00
8320 · Automobile expense	1,625.19	1,594.56	974.46	999.17	1,586.05	1,000.00
<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>8,476.49</b>	<b>3,066.00</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	18,560.58	16,087.00
8511 · Euthanasia expense	905.68	682.75	165.55	717.98	155.00	400.00
8512 · Food expense	4,803.50	94.71	85.82	276.70	31.10	200.00
8513 · Vet expense	23,388.14	18,916.99	12,795.52	4,655.32	2,692.08	4,000.00
8514 · Spay/neuter expense	38,726.69	39,904.35	27,298.41	13,779.00	3,111.03	500.00
8515 · Supplies	4,453.12	3,402.59	835.47	274.81	49.36	250.00
8516 · Cleaning supplies	4,153.64	8,712.12	811.20	2,257.71	1,950.47	2,500.00
8517 · Microchip Supplies	2,247.75	749.25	1,018.98	8,289.83	2,554.42	5,102.00
8518 · Grooming Supplies	9.13	216.06	0.00	557.61	738.57	900.00
8519 · Training Expense	0.00	0.00	0.00	1,219.60	2,608.74	0.00
8520 · Cremation Expense	0.00	0.00	0.00	1,388.53	527.00	950.00
8521 · TNR Expense	0.00	0.00	0.00	0.00	158.90	0.00
<b>Total 8500 · Animal expenses</b>	<b>86,517.74</b>	<b>76,771.63</b>	<b>46,827.81</b>	<b>53,130.45</b>	<b>33,137.25</b>	<b>30,889.00</b>
<b>8530 · Fundraising expenses</b>						
8531 · Fundraisng - general	2,473.63	1,899.79	1,442.30	4,715.79	1,307.29	1,120.00
8532 · Spaygetti dinner	1,479.85	1,416.90	0.00	0.00	0.00	0.00
8534 · Fundraing Bark for Life	1,579.35	3,243.80	0.00	0.00	1,115.00	0.00
8535 · Fundraing - Bow Meow	10,313.32	31,114.42	6,749.13	11,343.26	9,562.15	8,000.00
8538 · Gerbil Fund	0.00	0.00	0.00	0.00	0.00	0.00
8539 · Fundraising - Run For Ben	966.33	606.03	600.00	839.19	986.29	0.00
8540 · Fundraising - Pooch Plunge	11.99	123.93	0.00	0.00	0.00	0.00
8541 · Fundraising-Calendar	1,712.95	0.00	0.00	0.00	0.00	0.00
8542 · Fundraising-Cookbook	898.50	0.00	0.00	0.00	0.00	0.00
8544 · Fundraising-Shelter Birthday	0.00	0.00	2,049.27	1,598.82	1,707.49	2,500.00
<b>Total 8530 · Fundraising expenses</b>	<b>19,435.92</b>	<b>38,404.87</b>	<b>10,840.70</b>	<b>18,497.06</b>	<b>14,678.22</b>	<b>11,620.00</b>
<b>8600 · Miscellaneous</b>						

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

	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Oct 16	2016 Budget YTD
8605 · Advertising	2,253.17	1,622.11	368.02	209.21	1,325.44	1,000.00
8610 · Bank service charges	4,821.76	4,677.12	2,806.99	4,608.19	4,453.59	3,400.00
8615 · Dues and subscriptions	565.00	356.00	481.20	831.35	1,014.15	1,000.00
8650 · Licenses and permits	285.00	415.00	485.00	590.00	775.00	1,000.00
8660 · Miscellaneous	2,304.92	162.46	1,200.48	1,415.23	83.24	500.00
8675 · Taxes	73.00	95.17	49.00	49.00	0.00	50.00
8600 · Miscellaneous - Other	0.00	25.00	0.00	0.00	19.09	0.00
<b>Total 8600 · Miscellaneous</b>	<b>10,302.85</b>	<b>7,352.86</b>	<b>5,390.69</b>	<b>7,702.98</b>	<b>7,670.51</b>	<b>6,950.00</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>515,094.80</b>	<b>467,192.00</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>12,805.62</b>	<b>197,912.00</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	100,000.00
9701 · In Kind Services Expense	0.00	0.00	0.00	0.00	0.00	42,000.00
<b>Total 9700 Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>142,000.00</b>
9800 · Fixed asset purchases						
9805 · Capital purchases - building	1,600.00	0.00	0.00	0.00	0.00	16,130.00
9810 · Capital purchases - equipment	0.00	10,338.93	6,118.78	152.12	490.72	0.00
9800 · Fixed asset purchases - Other	1,692.15	0.00	0.00	0.00	0.00	0.00
<b>Total 9800 · Fixed asset purchases</b>	<b>3,292.15</b>	<b>10,338.93</b>	<b>6,118.78</b>	<b>152.12</b>	<b>490.72</b>	<b>16,130.00</b>
9910 · Interest expense	14,347.00	14,302.55	13,757.98	16,219.93	11,298.26	9,290.00
<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>11,788.98</b>	<b>167,420.00</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>11,788.98</b>	<b>167,420.00</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>-11,788.98</b>	<b>-167,420.00</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>1,016.64</b>	<b>30,492.00</b>

## **AIRPORT ADVISORY BOARD**

### **Meeting Minutes**

Tuesday – October 11, 2016

Ottawa Municipal Airport (KOWI)



Chairperson Jen Sharp called the meeting to order at 5:27 pm.

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

**OTHERS PRESENT** – Michael Haeffele and Glora Mathews, City of Ottawa

**PUBLIC COMMENTS** – None

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

**MEETING MINUTES** – On a motion by Robert Bowers and second by Daryl Flager, the September 13, 2016 meeting minutes were approved as presented.

**FBO REPORT** – Chairman Sharp for Hawkeye Helicopter

- Take off's and landings up from September 2015
- Fuel sales down from September 2015
- Hangars remain fully rented

**AIRPORT DAY 2016 RECAP** –

- General impression of the Board was that it went well even though attendance was down
- Good comments received about the number of kids activities
- Discussed if changing the date from July to September hurt attendance
- Plane rides down from last year, but still good
- Approximately fifty Girl Scouts attended the Friday night event and forty of them stayed for the campout
- Plane wash raised \$450 for Aviation Explorers
- Approximately 20 emails received through the pictures taken in the airplane
- Attendance was down from 2015
- Need banner in town and more advertising next year
- Suggestion for an activity at 2017 open house was a plane pull
- Will have the 2017 open house on the agenda each month

**UPDATE ON JET A FUEL TANK** – Michael Haeffele

- A 6,000 gallon, double-walled tank with pump installed is \$128,000 through Garsite. This is the only company who handles these in the Midwest. Shipping would be an additional cost. Total would be around \$150,000. He forwarded this information to Brad Waller at Benesch.
- Amount of grant is \$80,000 and we have 2 years to use it
- We would have to run electricity and pour the pad
- He forwarded this information to Brad Waller at Benesch
- Discussion of the new tank being used as strictly a holding tank and still utilize the fuel truck
- Mike will check price of a holding tank

## **OPEN DISCUSSION –**

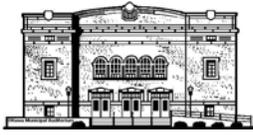
- Airport Day 2017:
  - Make it a chamber event
  - If held the same day as city-wide garage sales again, have a garage sale at the airport
  - Possibly change to an evening event with a fly-in / drive-in movie
  - Survey those attending
  - EAA groups have been extended to adults – could involve them
  - Helicopter rides by the weekend before this year's event may have hurt attendance
  - Chairman Sharp will contact KC Copter about attending the open house next year
  - Possibly have it the same weekend as the car show in September
  - Mike Haeffele noted that if scheduled on the same weekend, assistance would be needed from the Board for setting up the day before because the City crews are also assisting with the car show setup
  - Having same day as car show would create a conflict for others who participate in both events like fire and police
  - Host a 5k run the same day

The next regularly scheduled meeting will be held November 8, 2016 – 5:30 pm.

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

Gloria Mathews, Recorder

Approved by the Board on November 8, 2016



## Ottawa Municipal Auditorium (OMA) Advisory Board Meeting

Tuesday, October 18, 2016  
11:30 am – Ottawa City Hall



**Call to Order:** Board Chairman Allen Campbell called the meeting to order at 11:39 am.

**Attendance:** Board members present: Allen Campbell, Amy Carlson, Jenny Obrecht, Blake Jorgensen, Emily Graves, Tiffany Evans and Nori Hale. Staff/Guests present: Sara Caylor, Richard U. Nienstedt, Michelle Stegman, Bruce Osladil, John Divine, and Glora Mathews

**Public Comments:** No public comments.

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

**Agenda Approval:** The agenda was revised to move Item 6, “Direction of OMA”, to Item 9. A motion was made by Blake Jorgensen to approve the revised agenda. Motion seconded by Tiffany Evans. Motion carried.

**Minutes:** A motion was made by Jenny Obrecht to approve the September 20, 2016 meeting minutes as presented. Motion seconded by Blake Jorgensen. Motion carried.

### **Operations / Staff Report – Michelle Stegman:**

1. Will send the financial report to Glora to distribute to the Board. Let her know if there are any questions.
2. Finalizing contracts for upcoming events.
3. School vocal concert wasn't on the event calendar, but worked with the school district to make it happen.
4. Phone at OMA has been set to forward calls to City Hall.
5. Finance Department is assisting with ticket sales.
6. Ushers are booked for events through the end of the year.
7. Richard noted there are some housekeeping items we need to get a handle on. He also explained the difference between events at OMA such as rentals, non-profits, and City events.
8. Chairman Campbell thanked Michelle for her work until a director is hired.

### **Task List:**

1. Neil Diamond Tribute, October 22 – Thirty tickets sold to date, but anticipate some last minute sales. Volunteers scheduled for concession stand and ushers. Ads are still running on KOFO, The Herald and Facebook. Michelle will run the sound. Richard is taking the group to dinner. Richard added that Michelle has been a trooper about running the auditorium the way he asked her to, but what we need now is ticket sales. Sara will contact COF and Richard will contact the Elizabeth Layton Center.
2. Rusty Rierson, November 12 – Will begin advertising for this event soon. It will be a free concert.
3. St. Patrick's Day – Same band from 2015 booked again this year. A sub-committee consisting of Nori Hale and Amy Carlson was formed to plan the event.
4. Other Events –
  - ACT Ottawa event – Attendance was 51
  - Army Band – Michelle contacted them about setting up another performance date

### **Direction of OMA:**

1. Richard introduced John Divine with The Leadership Group and explained why he asked him to attend this meeting. Discussion followed on the topics below:
  - a. What would you do with a magic wand?
    - Regularly scheduled events of different types
    - Think beyond events to meetings or maybe retail

- Would like to be one of top choices in town for a night out
  - Would like to see it as a destination for those in town and those out of town
  - Destination for artists
  - Be first place thought of for gatherings and full all the time
  - Possibly season tickets
  - Planning way ahead and maybe doing packages
  - Should be marketed to focus on other events such as weddings, conventions, school events, family reunions, class reunions, etc
  - Would like more of a response from people when they walk in the door (how great it looks)
  - Get people in here and get newspaper involved as sponsors
  - Would like to see upgrades to building continue (entry, kitchen, basement especially)
  - Have certified kitchen for people to rent
- b. What is the good stuff / what does OMA have to offer?
- Great restaurants in town
  - Building in good location in area
  - Building paid for
  - Large capacity
  - Acoustics
  - Intimate facility
  - Hotels in town
  - Good visual for performances
  - Good location in community
  - Feel safe walking to events
  - Some handicap accessibility
  - Parking within a block
  - Great support from City
  - On-going revenue from taxes (dedicated line item) to support
  - Women's restroom remodeled and men's will be soon
  - Good school system
  - Variety of meeting spaces in the building
  - Two colleges in town
- c. What are the opportunities?
- Parking
  - Lot for sale next door
  - Handicap accessibility
  - Opportunity to connect with OMSA at a different level, also with other agencies in town
  - Change image – want to be young and vibrate
  - Marketing
  - Partnering with events in town even if we have to go out of building
  - Could also partner with ORC
  - More children's opportunities
  - Haven't marketed much in this area
  - Become the leader of cultural events
  - Will be only venue that will have a full-time employee promoting
  - Have opportunities to grow volunteer base here with people who are passionate about the arts
  - Developing director relationship with other venues in area to promote shared visits
  - Having events for seniors and busing them in
  - Do things for home schoolers
  - Have opportunities to fill space multiple times a week
  - Opportunities to coordinate with peers to share acts with other cities acts on off nights
  - Perfect opportunity to grow relationship with Friends of OMA

- Need new director to get well enough acquainted in town that everyone recognizes he/she
  - Synergy with group looking at re-vitalizing downtown
- d. What are the concerns?
- There is a lot of competition from new facilities in the area
  - Not getting a director that fits
  - Sometimes too close to bigger communities because people can go there instead
  - Fear of taking a chance / risk versus reward
  - Need person who will change the concept of what is expected to be in venue
  - Could put in basic recording studio for an artist learning ground and contract for certain fee then when they make it, they pay something back to community
  - Overwhelmed with need to fill seats and realize that it's ok not to fill them
  - Need to look at vision differently
  - Maybe fill in orchestra pit to use in a variety of ways
- e. What would you like to see in leadership/staff for attributes? What are top 5?
- Extrovert / people person
  - Goals / organizational skills
  - Visionary and creative
  - Self-motivated
  - Some degree of experience
- f. What does the ideal person look like (director)?
- Should be a person everyone would like to get to know (present themselves well, dress properly, etc)
  - Has experience in a setting like this or bigger
  - Good communicator
  - Willing to commit to 5 years in position
  - Will be present in the community and easily approachable
  - Should exude warmth
  - Visionary
  - Wants to be here and possibly with ties to the area
  - Needs to be optimistic and excited about what they're doing
  - Good attitude, can train the skill
  - Has ideas and knows how to market
  - Comfortable in a small town environment
  - Event planning background
  - Passionate person with energy
  - Someone not afraid to get their hands dirty and can start refreshing everything
  - Someone not afraid to say what is needed, then organize it and get it done
  - Understands how small organization works

**Other Business:** No other business.

**Next Meeting:** Tuesday, November 15, 2016, 11:30 am at the auditorium.

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

Glora Mathews, Recorder

Approved by the Board on November 15, 2016