

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

A Study Session is scheduled for **February 6, 2012 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. Consideration of the National League of Cities Service Line Warranties of America Program. *pp. 1 -3*
- b. A resolution approving the final plat and accepting the dedication of all easements within the Kent Granger subdivision. *pp. 4 -6*
- c. A resolution accepting public improvements within the Kent Granger subdivision. *p. 7*
- d. A resolution to authorize the loan application for the Eastside Interceptor project. This action is required by KDHE. *p. 8*
- e. A resolution providing for the partial demolition of the commercial structure at 124 S. Main Street. *pp. 9 -10*

III. Items for Presentation and Discussion

- a. A report on open positions and expiring terms on City Boards and Commissions. *pp. 11*
- b. December Monthly Financial and Activity Report
- c. City Manager's Report
- d. Commissioners' Reports
- e. Mayor's Report

IV. Announcements

- February 13, 2012 Study Session, 4:00 pm
- February 15, 2012 **NEXT REGULAR MEETING**, 9:30 am
- February 15, 2012 Joint City/County/USD 290 Luncheon, Franklin County Commission Chambers, 1428 S. Main
- February 20, 2012 Study Session, 4:00 pm
- February 27, 2012 Study Session, 4:00 pm
- March 5, 2012 Study Session, 4:00 pm
- March 7, 2012 Regular Meeting, 7:00 pm

V. Adjourn

February 2, 2012

TO: Mayor and City Commissioners

FR: Richard U. Nienstedt, City Manager

RE: National League of Cities (NLC) Service line Warranties of America (SLWA) Program

In December, the Commission discussed the above reference program which is offered by NLC to member cities and their citizens. Commissioner Caylor and City Manager Nienstedt had visited with NLC-SLWA representatives about this program while attending the NLC Congress of Cities last fall. The program covers the replacement of water and sewer lines between the residence and City main in the event such lines need to be replaced by the property owner. The insurance is secured by a monthly fee for water and/or sewer which is paid directly to the SLWA. SLAW makes the arrangements for a qualified contractor to perform the work through a pre-qualification screening with input from the City.

When this program was discussed in December, the Commission indicated they had a number of questions. The City Manager contacted a representative of the program concerning those questions and suggested that they schedule a trip to Ottawa and attend a study session. Brian Davis, NLC-SLWA will be in attendance at the February 6th study session to discuss this program. I have also attached a sample marketing agreement which is used with all cities. The attached agreement also permits the City to be remitted 10% of the revenues which can be used for parks or other such projects as designated by the Governing Body. The City Commission may also choose to give the participating residents a 10% discount rather than receive the fee.

Should you have questions or need additional information before the meeting concerning this matter, please do not hesitate to contact me.

December 6, 2011

The Honorable Gene Ramsey
Mayor
City of Ottawa
101 South Hickory
Ottawa, KS 66067

**RE: Marketing Agreement with Utility Service Partners Private Label, Inc. d/b/a
Service Line Warranties of America (“SLWA”)**

Dear Mayor Ramsey:

We have discussed entering into a marketing agreement between the City of Ottawa (the “City”) and SLWA.

SLWA provides affordable utility service line warranties to consumers. It is SLWA’s understanding that, in consideration of the License Fee (as defined below) to be paid by SLWA to City, City has agreed to cooperate with SLWA in marketing SLWA’s services to City’s residents and homeowners (the “Residents”) as described below:

1. City hereby grants to SLWA a non-exclusive license to use City’s name and logos on letterhead and marketing materials to be sent to the Residents from time to time, and to be used in advertising, all at SLWA’s sole cost and expense and subject to City’s prior review and approval, which will not be unreasonably conditioned, delayed, or withheld.
2. As consideration for such license, SLWA will be liable to pay to City, within 30 days of the end of the final calendar quarter, 10% of the revenue from USP warranty subscriptions collected from the Residents during such calendar year (the “License Fee”), together with a statement certifying collections of such USP revenue, so long as this marketing agreement remains in effect. City will have the right, at its expense, to conduct an annual audit, upon reasonable notice and during normal business hours, of SLWA’s books and records pertaining to sales and rentals to the Residents while this marketing agreement is in effect and for one year after any termination of this marketing agreement.
3. The term of this marketing agreement will be for one year from the date of the execution of the acknowledgement below and this agreement will then renew on an annual basis unless one of the parties gives the other advance written notice of at least 90 days that it does not intend to renew this marketing agreement. City may terminate this marketing agreement 30 days after giving notice to SLWA that SLWA is in material breach of this agreement if such breach is not cured during such 30-day period. SLWA will be permitted to complete any marketing initiative initiated or planned prior to the effective date of any termination of this marketing agreement and shall pay the License Fee to the City for the calendar year in which this marketing agreement is terminated after which time, except for SLWA’S obligation to permit City to conduct an audit as described above, neither party will have any further obligations to the other and the license described in this letter will terminate.

4. SLWA shall indemnify, hold harmless, and defend City, its elected officials, appointed officials, and employees from and against any loss, claim, liability, damage, or expense that any of them may suffer, sustain or become subject to in connection with any third party claim (each a "Claim") resulting from the negligence or willfulness of SLWA in connection with, arising out of or by reason of this marketing agreement, provided that the applicable indemnitee notifies SLWA of any such Claim within a time that does not prejudice the ability of SLWA to defend against such Claim. Any indemnitee hereunder may participate in its, his, or her own defense, but will be responsible for all costs incurred, including reasonable attorneys' fees, in connection with such participation in such defense.

If City agrees that the foregoing fully and accurately describes the agreement between City and SLWA, please arrange to have a duly authorized representative of City execute and date the acknowledgement below in each of the duplicate original versions of this letter and return one to me in the enclosed self-addressed stamped envelope.

If you have any questions or wish to further discuss this marketing agreement, please do not hesitate to contact Brian Davis via email at bdavis@utilitysp.net or by phone at (214) 476-3430.

Very truly yours,

Utility Service Partners Private Label, Inc.

By: _____

Print Name: Philip E. Riley, Jr.

Title: President & CEO

By: _____

Print Name: Brad H. Carmichael

Title: Vice President

Acknowledged and Agreed:

City hereby acknowledges and agrees that the foregoing letter fairly and accurately describes the agreement between City and SLWA as of the date of this acknowledgement.

City of Ottawa, KS:

By: _____ Date: _____

Print Name: _____

Title: _____

Memorandum

To: Richard Nienstedt
From: Wynndee S. Lee, Director of Planning and Codes Administration
Date: February 2, 2012
Re: Final Plat & Public Improvements for the Kent Granger Subdivision

The Kent Granger Subdivision is located 2601 S. US-59 Highway, south of I-35. The preliminary plat was approved in September of 2009 and showed 3 lots to be created. This final plat is for the land Love's purchased, Lot 1 and 2. Lot 1 is developed with the Travel Center and Lot 2 is vacant. When developing, the owners can either install infrastructure or provide performance bonds prior to the plat being approved and filed. In this case, Love's/Granger Estate elected to wait on the final plat until the infrastructure was complete. While the utilities were installed by the City, the developer was responsible for the development of 27th Street and Granger Drive, along with storm drainage and sidewalks. All engineers related to the infrastructure necessary for these two lots have informed us it is installed properly and ready for acceptance by the City. A one-year warranty bond for the Love's infrastructure has been received as required prior to acceptance.

The final plat dedicates new utility, storm water, and pedestrian easements along with street right-of-way. The Planning Commission approved the final plat on January 25, 2012 by a vote of 6-0.

There are two resolutions that we have included; one for acceptance of the public improvements and one for the acceptance of the dedication of easements and rights of way for the plat. Staff recommends City Commission adopt both resolutions at your next meeting, preferably the study session.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE FINAL PLAT AND ACCEPTING THE DEDICATION OF ALL EASEMENTS WITHIN THE KENT GRANGER SUBDIVISION IN THE CITY OF OTTAWA, KANSAS.

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

SECTION 1. That the Mayor and City Clerk are hereby authorized and directed to execute this resolution, for the purpose of approving the final plat and accepting all utility, storm drainage and pedestrian easements, and all rights-of-way, as approved and recommended by the City Engineer, and approved by the Planning Commission, all located within The Kent Granger Subdivision, City of Ottawa, Franklin County, Kansas.

SECTION 2. This resolution shall be in full force and effect from its adoption.

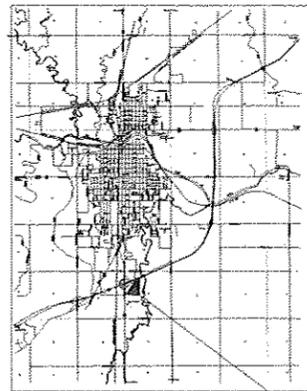
SECTION 3. PASSED AND ADOPTED by the Governing body of the City of Ottawa, Kansas, this _____ day of _____, 2012.

Mayor

ATTEST:

City Clerk

VICINITY MAP

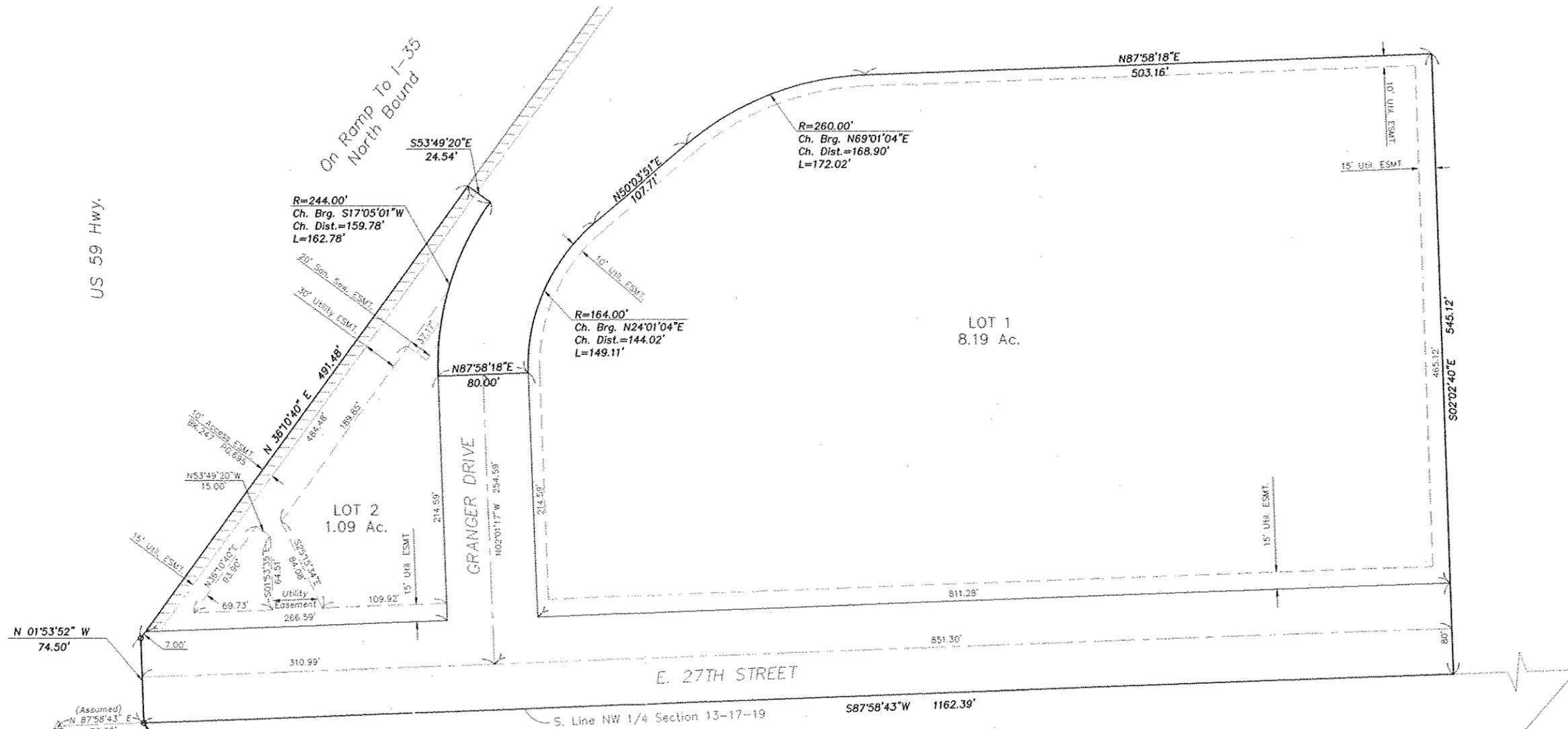


Project Location

FINAL PLAT

THE KENT GRANGER SUBDIVISION

A FINAL PLAT of tract of land located in the Northwest Quarter of Section 13, Township 17 South, Range 19 East of the 6th P.M., in Franklin County, Kansas



SCALE: 1"=50'

-LEGEND-

- 1/2" x 24" Iron Pin Found w/Cap(LS 1126)
- 1/2" x 24" Iron Pin Set w/Cap(CLS 80)
- △ Section/Quarter Section Corner
- + "+" Cut in Conc. Found
- Controlled Access
- (D) Described
- (M) Measured

SW Cor. NW 1/4
Sec. 13 T17S, R19E
Fnd. 1/2" Rebar
per KDOT References
Proj. 35-30K-5641-01

SE Cor. NW 1/4
Sec. 13, T17S, R19E
Fnd. 1/2" Rebar
per KDOT References
Proj. 35-30K-5641-01

RECEIVED
JAN 17 2012
CITY OF OTTAWA

CFS Cook, Flatt & Strobel
ENGINEERS, P.A.
2830 SW WOODSIDE DR. TOPEKA, KS 66614
(765)272-4736 FAX (765)272-4736

J:\2010Proj\105042\DWG\Final Plat-01-13-12.dwg 1/16/2012 - 11:44am tamith

RESOLUTION NO. _____

A RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS WITHIN THE KENT GRANGER SUBDIVISION IN THE CITY OF OTTAWA, KANSAS.

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

SECTION 1. That the Mayor and City Clerk are hereby authorized and directed to execute this resolution, for the purpose of accepting the public improvements associated with all public streets, storm drainage system, sanitary sewer system, water lines, and electrical as approved by the City Engineer's, all located within The Kent Granger Subdivision, City of Ottawa, Franklin County, Kansas.

SECTION 2. This resolution shall be in full force and effect from its adoption.

SECTION 3. PASSED AND ADOPTED by the Governing body of the City of Ottawa, Kansas, this _____ day of _____, 2012.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE FILING OF APPLICATION WITH THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT FOR A LOAN UNDER THE KANSAS WATER POLLUTION CONTROL REVOLVING FUND ACT (K.S.A. 1988 SUPP. 65-3321 THROUGH 65-3329).

WHEREAS, under the terms of Kansas Water Pollution Control Revolving Fund Act (K.S.A. 1988 Supp. 65-3321 through 65-3329), the State of Kansas has authorized the making of loans to authorized applicants to aid in the construction of specific public projects; and

WHEREAS, the City Commission (the "Governing Body") of the City of Ottawa, Kansas (the City) has heretofore determined it to be in the best interest of the customers of its Sanitary Sewer System to undertake certain modifications and improvements to the system described as the Eastside Interceptor Project;

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

Section 1. The City Manager and City Clerk of the City are hereby authorized to execute and file an application on behalf of the City with the Kansas Department of Health and Environment for a loan to aid in the construction of the East Side Interceptor Project.

Section 2. The City Manager, City Clerk and other officers and representatives of the City are hereby authorized and directed to furnish such information as may be reasonably requested in connection with the application which is herein authorized, to sign all necessary documents on behalf of the applicant, to furnish such assurances as may be required by law or regulation, and to receive payment on behalf of the applicant.

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

Adopted by the Governing Body of the City of Ottawa, Kansas this _____ day of _____, 2012.

ATTEST:

Mayor

City Clerk

CERTIFICATE OF RECORDING OFFICER

The undersigned, duly qualified and acting City Clerk of the City of Ottawa, Kansas does hereby certify: That the attached resolution is a true and correct copy of the resolution adopted at a legally convened meeting of the Governing Body of the City of Ottawa held on this _____ day of _____ 2012; and further that such resolution has been fully recorded in the official journal of minutes in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ 2012.

(SEAL)

City Clerk

Memorandum

To: Richard U. Nienstedt, City Manager
From: Wynndee Lee, Director of Planning & Codes
Date: February 3, 2012
Re: Governing Body Determination

Attached is a resolution proposed by staff regarding 124 S. Main. While it is not resolving the entire question of demolition of 124 S. Main, it would allow progress in demolition authorization. It appeared during the hearing as though there was general consensus that the top two floors of 124 S. Main needed to be demolished and that there was not a reasonable and prudent alternative. The Kansas Preservation Officer is objecting to **any** demolition of this structure since it is considered a “contributing” building. From the public safety perspective and after several conversations with the city’s structural engineer, I would like to ask for city commission action regarding those top two floors. This would give us the opportunity to notify the State Preservation Officer and give the five days notice. It would also give the owner the opportunity to get the demolition of those floors designed and in place so work could begin as soon as possible. Thus, based upon all of the evidence presented on Wednesday February 1 (engineer reports and hearing testimony) staff recommends passing this resolution and providing the required notice to the State Preservation Office.

We are continuing conversations with the owner, neighbors, and our engineer, related to the building and the first floor and basement. In addition, in order to more thoroughly monitor any movement in the building walls (freeze/thaw conditions can have detrimental effects as well as snow load if we received snow), we have hired a surveyor to take readings on the walls and note any movement. These are precautions, but prudent in this circumstance.

Then, a hearing will be called before further action is taken to demolish the remaining part of the building. We are waiting on information from the owner before that hearing notice will be published, but it may be that a special meeting would need to be scheduled.

This effort to proceed for the top floors is made to ensure no unnecessary delay in the process occurs that would put the public at an increased risk.

RESOLUTION NO. _____

A resolution providing for the partial demolition of the commercial structure at 124 S. Main Street.

WHEREAS, the City Commission for the City of Ottawa, Kansas does hereby find and conclude as follows:

1. That at a duly constituted and lawful meeting of the City Commission held a hearing in conformance with Kansas law in which the City Commission heard evidence concerning the demolition of the commercial structure at 124 S. Main Street, Ottawa, Kansas.
2. That the City Commission has jurisdiction to hear such request.
3. That the public at large and the parties to this action have received notice of such hearing and have had the opportunity to present such evidence as the parties and the City Commission deem relevant and appropriate for such hearing.
4. That, after considering all relevant factors, the City Commission by roll call vote has determined the following:

That there are no feasible and prudent alternatives to the demolition of the second and third floors of the commercial structure and for a permit approval.

By this City Commission of the City of Ottawa it is so ordered.

Section 1: The City Commission will provide notice to the Kansas State Historic Preservation Officer of this decision by Certified Mail, and no permit will be issued within five days of such notice.

Section 2: This resolution shall be in full force and effect from and after its adoption.

ADOPTED this _____ day of _____, 2012

Attest:

City Clerk

Mayor

Approved as to form:

Bob Bezek, Jr., City Attorney

To: Mayor and City Commissioners
Richard U. Nienstedt, City Manager
From: Leslie Quillen
Date: February 3, 2012
Re: City Boards and Commissions

What follows is a listing of positions on City Boards and Commissions that are either currently open or terms that will be expiring in 2012. We have asked those eligible for reappointment if they are both interested in and available for reappointment and are awaiting their responses.

Fourth Judicial Correction Advisory Board

Position open and currently posted – no applications received to date, but one application anticipated

Band Board

All terms expiring in order to set term limits:

Steve Baker – eligible for reappointment
Dan Doolittle – eligible for reappointment
Murle Mordy, Chair – eligible for reappointment
Tim Shrimplin – eligible for reappointment

Board of Zoning Appeals

Two expiring terms:

Bill Crowley – eligible for reappointment
Almeda Edwards – not eligible for reappointment

Construction Board of Appeals

Four expiring terms:

Eric Crowley – eligible for reappointment
Kevin Pietro – not eligible for reappointment
David Rossman – not eligible for reappointment
Alan Wright – eligible for reappointment

KMEA Board of Directors

One expiring term:

Jim Bradley – eligible for reappointment

Library Board

One expiring term:

Sharon Geiss – eligible for reappointment

Ottawa Recreation Commission

Two expiring terms:

Jeff Curry – USD 290 Representative, eligible for reappointment
Brian Sharp – City Representative, not eligible for reappointment

Planning Commission

Two expiring terms:

Brandon Livingston – eligible for reappointment (satisfies 3-mile residency requirement)
Jack Maxwell – eligible for reappointment (satisfies 3-mile residency requirement)



CITY OF OTTAWA

December Monthly Financial and Activity Report

Presented to the City Commission
February 6, 2012

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COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CASH BALANCE

December-11 FUNDS	Beginning	Beginning	Revenue		Transfers		Disbursements				Ending Cash
	Balance 1/1/2011	Balance 12/1/2011	Current Mo.	Year To Date	Current Mo.	Year To Date	Current Mo.	Year To Date	Cur. Mo.	YTD	Balance 12/31/11
GENERAL FUND	1,359,280	1,559,391	465,863	6,992,941	51,736	1,154,774	871,048	8,301,053	(353,450)	(153,338)	1,205,941.82
SPECIAL REVENUE											
Community Services	3,203	979		1,024	5,900	132,500	1,627	131,475	4,273	2,049	5,251.93
Auditorium	35,306	31,445	5,675	127,803			11,762	137,751	(6,087)	(9,948)	25,358.21
Airport	5,687	783		1,750	9,431	75,142	5,349	77,714	4,082	(822)	4,865.21
Special Park & Recreation	87,876	85,608	7,158	61,959			4,383	61,453	2,774	507	88,382.76
Special Alcohol Program	(0)	57	5,968	24,024	(6,024)	(24,024)			(57)		(0.00)
Library	(0)	(0)	13,414	737,071			13,414	737,071			(0.00)
Economic Development	121,869	142,072	1,234	54,112			12,972	45,646	(11,738)	8,465	130,334.40
Special Streets	215,783	328,813	642	388,499	(237,783)	(237,783)	332	275,160	(237,474)	(124,444)	91,338.88
Equipment Reserve	1,032,047	888,463	146	192,141	310,164	403,164	22,931	451,509	287,378	143,795	1,175,841.68
Revolving Loan Fund	106,505	146,669	217	40,391				10	217	40,381	146,885.50
Risk Management	285,391	288,665	11,176	42,225		392,037	9,069	428,880	2,108	5,382	290,772.72
RMS Grant				77,126				77,126			
Neighborhood Stabilization Grant	0	0		212,029				212,029			0.00
Trails Grant	0	3,000		3,000						3,000	3,000.00
SRO Grant				55,955				55,955			
Finding Words Grant	0	0									0.00
RMS Grant											
Domestic Violence Fund	(19,041)	0		164,955				145,914		19,041	0.00
15th ST TE SIDEWALK GRANT											
G.O. DEBT	308,865	303,101	11,252	692,463	10,000	380,000	(208,841)	882,876	230,092	189,587	533,193.40
ENTERPRISE FUNDS											
Stormwater Utility		(6,689)			6,997	6,997	308	6,997	6,689		
Water	533,710	858,798	230,255	2,621,118	(180,747)	(745,916)	135,023	1,635,629	(85,514)	239,574	773,283.67
Wastewater Operating	853,411	911,455	200,651	2,279,774	(342,407)	(1,249,305)	90,765	1,204,946	(232,520)	(174,476)	678,934.90
Electric Operating	3,486,381	4,359,260	1,026,214	15,444,333	(189,036)	(1,486,807)	1,069,027	13,316,496	(231,848)	641,031	4,127,412.00
Power Supply Fund	858,149	1,170,619	34,405	490,946	(65,000)	(130,000)	210,191	289,262	(240,786)	71,684	929,833.45
Electric Construction	3,126,679	2,568,041	970	19,994				577,663	970	(557,668)	2,569,010.57
Utility Credits	121,788	116,677	23,555	21,627			249	3,432	23,306	18,195	139,982.63
CAPITAL PROJECTS											
Take Charge Challenge		(2,902)	2,902	24,331				24,331	2,902	0	(0.00)
US 59 Turnback	(134,653)	(450)	450	295,585			1,639	162,571	(1,189)	133,014	(1,639.00)
Airport Hangars 2009-2010	211,913	20,315	3	840,397				1,031,991	3	(191,595)	20,318.28
Sidewalk Grant 15th Street		(28,462)	45,607	45,607	46,670	46,670	63,815	92,277	28,462	0	0.00
Storm Water Utility	510	(413)			413	413		923	413	(510)	(0.00)
Love's Grainger TIF	12,548	(120,644)			120,644	120,644		23,261	120,644	97,382	0.00
South HWY 59 TDD	992	3,372	211	1,865			3,583	3,583	(3,372)	(1,718)	(0.00)
KLINK Project		(109,981)		131	109,981	109,981		101,129	109,981	8,983	
Hwy 59 Water Line	0	0		111				111,145		(111,034)	0.00
59 Hwy Water Line Cosnt	0	0		486				5,264		(4,777)	0.00
Sewer Construction Fund								2,377		(2,377)	
East Side Interceptor		(115,545)			181,438	181,438	65,893	159,414	115,545	22,025	(0.00)
Davis Road Project		(6,132)			6,132	6,132			6,132	6,132	
Water Construction Fund	(0)	(1,691)			1,691	1,691		93,521	1,691	(91,829)	(0.00)
Levee Improvement	0	(30,371)		6,837	89,394	89,394	59,024	123,372	30,371	(27,140)	0.00
TIF PROJECT FUND	2,894	2,901	0	4					0	4	2,901.48
Sidewalk Improvements	0	0						16,020		(16,020)	0.00
Airport Improvements Grant	(47,753)	(18,583)	9,171	39,562	1,858	1,858	918	918	10,112	40,503	(8,471.05)
TRUST & AGENCY FUNDS											
Health Insurance	1,493,499	1,725,255	198,325	2,493,412			213,064	213,064	(14,739)	2,280,347	1,710,516.28
WWTP Funding	505,590	483,417	69	1,433	68,548	770,999			68,617	772,432	552,033.65
Total	14,568,429	15,557,294	2,295,532	34,497,022			2,657,543	31,221,205	(362,011)	3,275,817	15,195,283.37

ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

December-11

COUNTY (1.0%)	2006	2007	2008	2009	2010	2011	12 Mo. Running Total		Change Dollars	Change Percent
							2010	2011		
January	91,963	93,708	89,315	99,330	86,536	80,430	1,011,941	1,035,471	\$ (6,106.71)	-7.06%
February	106,211	92,769	92,872	78,086	76,809	95,342	1,010,664	1,054,005	\$ 18,533.08	24.13%
March	90,074	75,378	91,131	91,862	98,077	88,872	1,016,879	1,044,800	\$ (9,205.00)	-9.39%
April	87,825	81,443	80,668	77,113	70,085	69,281	1,009,851	1,043,996	\$ (803.82)	-1.15%
May	105,874	103,746	98,901	76,061	91,428	89,714	1,025,218	1,042,281	\$ (1,714.55)	-1.88%
June	97,040	82,034	92,921	81,165	93,497	102,444	1,037,551	1,051,228	\$ 8,946.94	9.57%
July	95,011	85,376	86,070	95,918	81,315	86,902	1,022,948	1,056,815	\$ 5,586.89	6.87%
August	120,048	98,135	96,731	75,528	91,366	89,754	1,038,786	1,055,203	\$ (1,611.87)	-1.76%
September	91,338	53,294	88,029	86,768	81,664	89,932	1,033,682	1,063,471	\$ 8,267.51	10.12%
October	97,344	101,391	92,318	82,931	91,504	94,804	1,042,255	1,066,771	\$ 3,300.65	3.61%
November	98,996	89,654	94,877	85,370	91,476	93,010	1,048,360	1,068,306	\$ 1,534.38	1.68%
December	95,245	90,664	92,200	94,603	87,821	99,175	1,041,578	1,079,659	\$ 11,353.71	12.93%
SAME MO. YTD	1,176,968	1,047,592	1,096,032	1,024,734	1,041,578	1,079,659			\$ 38,081.21	3.66%
ANNUAL TOTAL	1,176,968	1,047,592	1,096,032	1,024,734	1,041,578	1,079,659				
CITY (1.1%)	2006	2007	2008	2009	2010	2011	2010	2011		
January	108,215	202,613	212,934	236,376	204,441	179,538	2,284,533	2,233,860	\$ (24,902.88)	-12.18%
February	119,932	218,533	217,822	172,012	162,122	209,172	2,274,643	2,280,911	\$ 47,050.31	29.02%
March	104,722	176,137	217,785	206,993	210,746	196,175	2,278,396	2,266,339	\$ (14,571.13)	-6.91%
April	105,392	190,033	181,986	177,587	145,922	147,293	2,246,732	2,267,710	\$ 1,370.25	0.94%
May	119,845	246,560	230,197	171,836	201,864	198,268	2,276,759	2,264,114	\$ (3,595.40)	-1.78%
June	111,030	192,106	205,400	186,228	194,427	235,300	2,284,959	2,304,987	\$ 40,872.36	21.02%
July	109,644	201,426	201,828	232,192	172,342	187,599	2,020,669	2,140,706	\$ 15,256.81	8.85%
August	144,335	229,212	225,479	143,616	190,976	183,443	2,272,470	2,312,711	\$ (7,532.84)	-3.94%
September	187,598	191,932	203,613	195,227	186,893	195,331	2,264,136	2,321,149	\$ 8,438.09	4.51%
October	201,952	227,123	198,464	186,409	197,011	203,309	2,274,737	2,327,447	\$ 6,298.27	3.20%
November	201,377	199,027	205,837	189,281	198,170	204,378	2,283,626	2,333,655	\$ 6,207.98	3.13%
December	200,897	205,672	199,825	218,712	193,849	223,063	2,258,763	2,362,868	\$ 29,213.28	15.07%
SAME MO. YTD	1,714,938	2,480,374	2,501,171	2,316,469	2,258,763	2,362,868			\$ 104,105.10	4.61%
ANNUAL TOTAL	1,714,938	2,480,374	2,501,171	2,316,469	2,258,763	2,362,868				
CITY/CO. TO DATE	2,891,906	3,527,966	3,597,203	3,341,202	3,300,341	3,442,528	Tot. Bdgt.	Tot YTD	\$ 142,186.31	4.31%
TOTAL	2,891,906	3,527,966	3,597,203	3,341,202	3,300,341	3,442,528	3,312,440	3,442,528	\$ 3,312,440.00	3.93%

CITY OF OTTAWA

December 2011

ELECTRIC CONSUMPTION REPORT

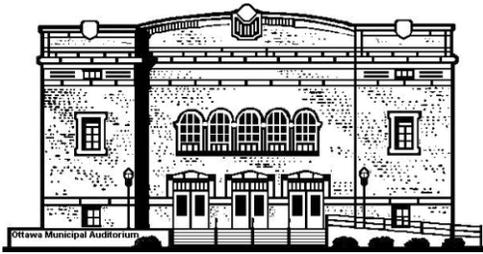
		METERS	CURRENT KWH	YTD KWH	CURRENT \$	YTD \$	UNIT	COST
SMALL BUS, URBAN	THIS YR	568	853,218	11,781,938	\$91,851.15	\$1,316,626.93	.107652	.111749
	LAST YR	561	860,122	10,995,601	\$89,320.79	\$1,204,383.07	.103846	.109533
SMALL BUS, RURAL	THIS YR	7	5,893	89,660	\$729.87	\$11,314.42	.123853	.126192
	LAST YR	8	6,453	111,479	\$784.49	\$13,642.75	.121569	.122379
LARGE POWER	THIS YR	107	4,674,801	60,583,549	\$421,023.91	\$5,852,817.59	.090062	.096607
	LAST YR	105	5,245,891	67,537,092	\$446,014.79	\$6,177,566.72	.085021	.091469
RES URBAN	THIS YR	5,107	3,858,812	52,957,084	\$413,179.21	\$5,943,232.75	.107074	.112227
	LAST YR	5,121	3,959,598	53,766,974	\$408,544.39	\$5,861,938.99	.103178	.109024
RES RURAL	THIS YR	10	6,799	100,637	\$809.67	\$12,188.04	.119086	.121108
	LAST YR	9	6,562	94,857	\$749.04	\$11,183.79	.114148	.117901
SCHOOL/CITY	THIS YR	115	1,287,748	15,307,655	\$87,468.08	\$1,146,384.80	.067923	.074889
	LAST YR	122	1,192,012	15,308,992	\$78,540.74	\$1,098,651.35	.065889	.071765
AREA LIGHTS	THIS YR	303	22,725	270,150	\$5,080.29	\$61,646.92	.223555	.228195
	LAST YR	308	23,100	280,200	\$5,079.12	\$63,150.09	.219875	.225375
STREET LIGHTS	THIS YR	14	51,010	487,141				
	LAST YR	14	53,361	488,778				
CURRENT TOTALS		6,231	10,761,006	141,577,814	\$1,020,142.18	\$14,344,211.45	.094799	.101316
LAST YEAR TOTALS		6,248	11,347,099	148,583,973	\$1,029,033.36	\$14,430,516.76	.090686	.097120
PERCENT CHANGE		1.00 %	.95 %	.95 %	.99 %	.99 %		
CONSUMER SALES KWH			10,761,006	141,577,814				
NET ENERGY/LOAD			10,333,669	151,500,585				
ENERGY ACCOUNTED FOR			10,761,006	141,577,814				
KWH LOSS			427,337	9,922,771				

CITY OF OTTAWA

December 2011

WATER CONSUMPTION REPORT

		METERS	CURRENT CCF	YTD CCF	CURRENT \$	YTD \$	UNIT COST	
RURAL SMALL BUS	THIS YR	4	51	779	\$309.79	\$4,125.97	6.074313	5.296495
	LAST YR	4	49	670	\$294.25	\$3,836.57	6.005102	5.726223
LARGE BUSINESS	THIS YR	99	6,241	83,047	\$32,114.04	\$400,058.53	5.145656	4.817254
	LAST YR	93	6,013	75,645	\$29,287.62	\$353,441.21	4.870716	4.672367
SCHOOLS	THIS YR	30	1,777	22,486	\$7,756.55	\$91,753.91	4.364969	4.080490
	LAST YR	31	1,287	18,114	\$6,357.19	\$79,083.80	4.939541	4.365893
WHOLESALE	THIS YR	5	12,578	155,756	\$25,878.81	\$312,435.27	2.057466	2.005927
	LAST YR	4	12,556	137,268	\$24,446.40	\$264,044.49	1.946989	1.923569
STATE FEE	THIS YR				\$913.22	\$12,129.33		
	LAST YR				\$927.85	\$11,493.20		
RURAL LARGE BUS	THIS YR	2	621	8,885	\$3,131.63	\$40,714.52	5.042882	4.582388
	LAST YR	2	778	9,180	\$3,394.24	\$39,534.27	4.362776	4.306565
CITY	THIS YR	42	1,491	51,888	\$2,803.99	\$32,159.28	1.880610	.619782
	LAST YR	41	1,468	23,213	\$2,675.48	\$31,133.36	1.822534	1.341203
RESIDENCE	THIS YR	4,436	24,291	318,489	\$102,019.87	\$1,237,874.35	4.199904	3.886709
	LAST YR	4,429	24,621	305,177	\$97,910.98	\$1,165,927.82	3.976726	3.820497
RURAL RES	THIS YR	3	11	162	\$106.06	\$1,327.85	9.641818	8.196604
	LAST YR	3	20	367	\$122.29	\$1,615.62	6.114500	4.402234
BULK	THIS YR	1	145	2,286	\$2,220.16	\$16,085.90	5.311448	7.036701
	LAST YR	1	173	1,922	\$1,763.04	\$11,390.55	.190982	5.926404
SMALL BUSINESS	THIS YR	485	4,000	58,653	\$17,854.15	\$231,378.73	4.463537	3.944874
	LAST YR	481	4,730	58,260	\$18,540.85	\$220,280.71	3.919841	3.780993
CURRENT TOTALS		5,107	51,206	702,431	\$195,108.27	\$2,380,043.64	3.810261	3.388295
LAST YEAR TOTALS		5,089	51,695	629,816	\$185,720.19	\$2,181,781.60	3.592614	3.464157
PERCENT CHANGE		1.00 %	.99 %	1.12 %	1.05 %	1.09 %		
CONSUMER SALES CCF			51,206	702,431				
TREATED WATER GAL			43,185,000	592,931,000				
WATER ACCOUNTED FOR-GAL			38,302,088	525,418,388				
WATER LOSS			4,882,912	67,512,612				



MUNICIPAL AUDITORIUM PERFORMANCE & RENTAL FACILITY

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

Shonda Stitt, Administrative Manager

Ottawa Municipal Auditorium Staff Report for December 2011

- ❖ Grace Gospel Church held services the 4, 7, 11, 14, 18, and 25th. They also held a family night out event on the 28th showing the movie “Courageous” which was open to the community and had 360 in attendance.
- ❖ Ottawa Suzuki Strings rental from November carried over into December with their annual Christmas Concert “Ribbons and Bows which was held on December 2nd.
- ❖ OMA and The Friends of the Ottawa Municipal Auditorium held their first official fundraiser on December 17th with a “Twice Adopted Christmas.” The proceeds will help pay for their 501 c 3 not for profit.
- ❖ Winter Adventures hosted a “Mr. Stinky Feet” concert on December 30th along with OPD ident a kid.
- ❖ On December 31st there was a private party held in the exhibition hall.
- ❖ December usage:
 - Attendance for rentals: 1,540
 - 3 Rentals with one carried over from November
 - Days used 11 out of 31
- ❖ Year to date totals for OMA:
 - Attendance for rentals/OMA sponsored events: 19,249
 - Rentals: 50
 - Days used: 182 out of 365
 - The city has donated \$4,600 worth of free rentals to various organizations throughout the community including: Habitat for Humanity, McGruff, the Cub Scouts, Spring Break Actives, and Relay for Life, Living Last Super, A.C.T. Ottawa and Winter Adventures.

Shonda Stitt

Coming up in January - February 2012:

January 1, 4, 8, 11, 15, 18, 22, 25, and 29 – Grace Gospel Church, rental
January 5 and 6 – City of Ottawa, Wellness Assessments
February 1, 5, 8, 12, 15, 19, 22, 26 and 29 – Grace Gospel Church, rental
February 4 – Mark Chesnutt Concert, OMA
February 11 – Cub Scouts Pack 3079 Blue and Gold Ceremony, rental
February 18 and 25 – McGruff, rental
February 23, 24, 25 and 26 – Living Last Supper, rental

December 2011

OMA BUDGET REPORT

REVENUE DETAIL	Current Period	Year to Date	% YTD	Budget
Unencumbered Cash				\$0.00
Ad Valorem Tax		\$87,058.29	97%	\$89,726.00
Back Taxes		\$5,776.71	93%	\$6,180.00
Vehicle Tax	\$1,702.35	\$8,715.40	97%	\$9,003.00
Rental Fees	\$1,772.00	\$11,165.00	93%	\$12,000.00
Interest Income	\$5.97	\$147.96	15%	\$1,000.00
Reimbursed Expenses		\$10,700.22	2675%	\$400.00
Donations	\$50.00	\$550.00	28%	\$2,000.00
Concessions	\$1,006.71	\$2,431.27	46%	\$5,305.00
Ticket Sales	\$876.90	\$876.90	6%	\$15,000.00
Program Advertising			0%	\$500.00
Grants & Foundations			0%	\$2,600.00
Miscellaneous		\$2.53		\$0.00
Total Income	\$5,413.93	\$127,424.28	89%	\$143,714.00
EXPENDITURE DETAIL				
Contingency Reserve				\$35,773.00
Undesignated Funds				\$7,000.00
Personal Services	\$8,681.93	\$84,041.39	95%	\$88,467.00
Contractual Services	\$2,777.61	\$45,266.67	86%	\$52,813.00
Commodities	\$272.76	\$2,913.88	54%	\$5,359.00
Capital Expenditure	\$30.10	\$2,394.75	48%	\$5,000.00
Capital Improvements				
Contingency Reserve				
TOTAL EXPENSES	\$11,762.40	\$134,616.69	69%	\$194,412.00
NET	(\$6,348.47)	-\$7,192.41		

OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS



Jeff Carner
Fire Chief

Monthly Report December, 2011

Calls for Service: The department responded to 96 calls for service and experienced an estimated \$2,005 in fire loss.

Inspections: A total of 45 business and residential inspections were completed.

Training: Shift personnel conducted 452 hours of training with most of these hours associated with utilizing specialized rescue equipment.

Public Education: During the month we delivered three public education programs.

Respectfully submitted,

Jeff H. Carner

720 West Second Street
Ottawa, Kansas 66067
Phone 785-229-3700 Fax 785-229-3705 Emergency - 911

Ottawa Fire Department

Incident Type Report (Summary)

Alarm Date Between {12/01/2011} And
{12/31/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
131 Passenger vehicle fire	2	2.08%	\$2,000	99.75%
143 Grass fire	1	1.04%	\$0	0.00%
154 Dumpster or other outside trash receptacle fire	1	1.04%	\$5	0.24%
	4	4.17%	\$2,005	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	71	73.96%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	1.04%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	1.04%	\$0	0.00%
	73	76.04%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	1.04%	\$0	0.00%
461 Building or structure weakened or collapsed	1	1.04%	\$0	0.00%
462 Aircraft standby	3	3.13%	\$0	0.00%
	5	5.21%	\$0	0.00%
5 Service Call				
551 Assist police or other governmental agency	1	1.04%	\$0	0.00%
	1	1.04%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	1	1.04%	\$0	0.00%
6111 Fire Alarm - Dispatched & cancelled en route	1	1.04%	\$0	0.00%
631 Authorized controlled burning	1	1.04%	\$0	0.00%
	3	3.13%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	1	1.04%	\$0	0.00%
730 System malfunction, Other	1	1.04%	\$0	0.00%
731 Sprinkler activation due to malfunction	1	1.04%	\$0	0.00%
733 Smoke detector activation due to malfunction	1	1.04%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	1.04%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	3.13%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	2	2.08%	\$0	0.00%

Ottawa Fire Department

Incident Type Report (Summary)

Alarm Date Between {12/01/2011} And
{12/31/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	10	10.42%	\$0	0.00%

Total Incident Count: 96

Total Est Loss:

\$2,005

**City of Ottawa Human Resources Department
Monthly Report for December 2011**

TRAINING/EDUCATION:

Human Resources Assistant viewed a number of HR-related webinars throughout the month

EMPLOYEE RECRUITMENT/SELECTION:

Hiring Freeze: Five full-time positions have remained vacant since 2009 due to the hiring freeze (Plans Examiner in Planning & Codes Dept.; Account Clerk in Finance Dept.; Equipment Operator in Public Works Dept./Streets Division; Maintenance Worker in Utilities Dept./Water Distribution/Wastewater Maintenance Division; and CAD Operator in Utilities Dept.)

RISK MANAGEMENT/LOSS CONTROL:

12/1/2011 KERIT Annual Site Inspections were conducted at all city work sites

12/13/2011 KERIT Trustees Meeting held in Shawnee; a Strategic Planning Retreat is being planned for February to review goals established at last retreat (2006) and update goals for the future; Thomas McGee will be scheduling stewardship meetings with members' leadership groups to discuss financial results and loss trends during the past year.

12/15/2011 An appreciation luncheon was held for the Safety Committee members
Preparations began this month to shop the market for property and liability insurance for April 1 renewal.

TORT CLAIMS:

None

DAMAGE TO CITY PROPERTY:

10/20/2011 driver made left turn out of Casey's parking lot onto Keokuk, lost control and struck utility pole; damage estimate: \$4,561.45; information faxed to driver's insurance company 11/30/2011; check rec'd from insurance company 12/8/2011, paid in full; FILE CLOSED

10/29/2011 driver was northbound on North Main, dropped cell phone and when attempted to pick it up hit a road sign; damage estimate \$216.19; request for payment letter mailed 11/7/2011; 2nd request for payment letter mailed 12/14/2011.

12/6/2011 semi-tractor and trailer was northbound in west alley behind 1540 S. Main, trailer hit power lines pulling the lines and meter off the building; damage estimate \$571.68; request for payment letter mailed 12/14/2011.

12/16/2011 driver was southbound in 1300 block S. Ash, slowed to make turn onto W. 14th, another vehicle attempted to pass on left and struck front of first vehicle; 2nd vehicle struck utility pole following impact with 1st vehicle; damage estimate \$1,691.60.

CITY VEHICLE ACCIDENTS:

10/30/2011 driver backing out of private driveway backed into legally parked unoccupied city vehicle; damage estimate \$849.53; claim filed with other driver's insurance; 11/22/2011: check received for damages, city vehicle has been scheduled for repair.

12/6/2011 Police Department employee backed patrol car into light pole with concrete base, causing extensive damage to rear of vehicle; damage estimate \$7,123.26; claim filed with EMC insurance 12/12, check received 12/27, vehicle scheduled for repair.

WORK INJURIES:

No new injuries to report – 2 months in a row!!!

Ottawa Information Technology (IT) Department

Date: January 17, 2012

To: Richard Nienstedt, City Manager and City Commission

From: Chuck Bigham, IT Director

Subject: December Monthly Report

IT Trouble Tickets & Other-

34 new calls for Service logged, 29 closed (*examples- can't send mail, locked up, error conditions, won't power-on, Blackberry not syncing, possible virus, can't find folder, print problems, won't boot, battery backup beeping etc.*)

Government Access Channel (GAC)

New Programs- City and County Commission, NASA news and information, White House Chronicle, Christmas Parade, Around the Services, OU Christmas Vespers.

of different programs played- 14 (*examples- City and County meetings, NASA news, White House Chronicles*)

Web Site

7 News articles posted, Upcoming events continually updated.

Videos posted include 2 City Commission meetings.

FaceBook-

Updates Provided- Videos Posted (same as website). 7 News Articles Linked. All public comments and questions have been properly responded to.

Total Likes: 534 See attached graphs

Other Activities-

Photos taken at Rick Howards retirement. Posted health assessment information and "cambush" to Intranet. Found new DVD recorder that enables us to record closed captioning. 2012 Departmental Safety Meeting topics has been posted on the Safety & Wellness Tab. AFLAC Forms on the Fillable Forms tabs have been updated. These forms can be completed on-line or saved to a computer.

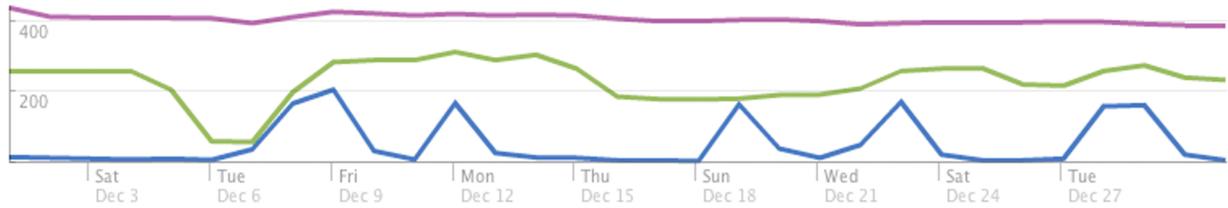
Mat received an Employee Commendation from the Ottawa Police Department for excellence in filming and producing a video of the department's annual STAR team competition.

Users [See Details](#)

New Likes? **10** ↓29% Lifetime Likes? **534**

Active Users?

Daily Active Users Weekly Active Users Monthly Active Users

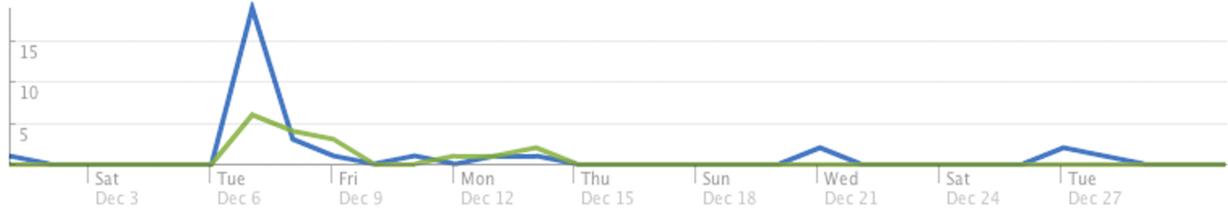


Interactions [See Details](#)

Post Views? **7,657** ↓42% Post Feedback? **49** ↓16%

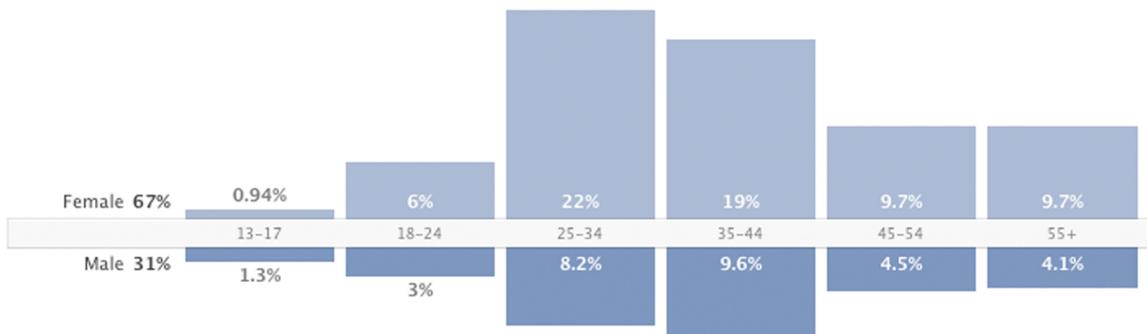
Page Content Feedback?

Likes Comments



Demographics

Gender and Age?



Countries?

517 United States
10 Canada
1 Afghanistan
1 United Kingdom
1 Mexico
1 Japan
1 Belgium

Cities?

146 Topeka
66 Ottawa
39 Katy
16 Kansas City
12 Baldwin City

Language?

510 English (US)
22 English (UK)

PLANNING & CODES DEPARTMENT December 2011 MONTHLY REPORT

Planning Commission:

The urban growth area rezones are nearly complete.

Projects:

15th Street Sidewalk: Construction is ongoing, with the south side finishing “punch list” items. North side will begin in January.

Safe Routes to School: Preliminary sidewalk designs have been completed. Public meetings with neighbors will be held in January.

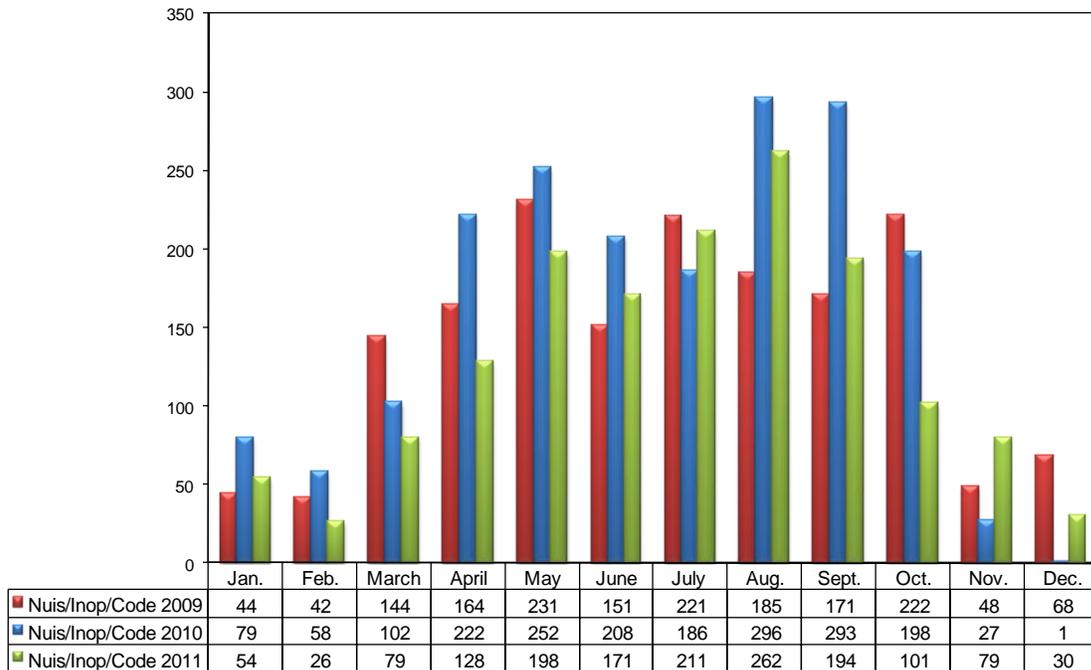
Condemnations:

The owner of 1040 Burrough has obtained his remodel permit and repairs to the structure are progressing in a timely fashion. Staff is working with the owner of 403 E. 4th to obtain the necessary bids to make a decision on whether to repair or demolish.

Code Enforcement:

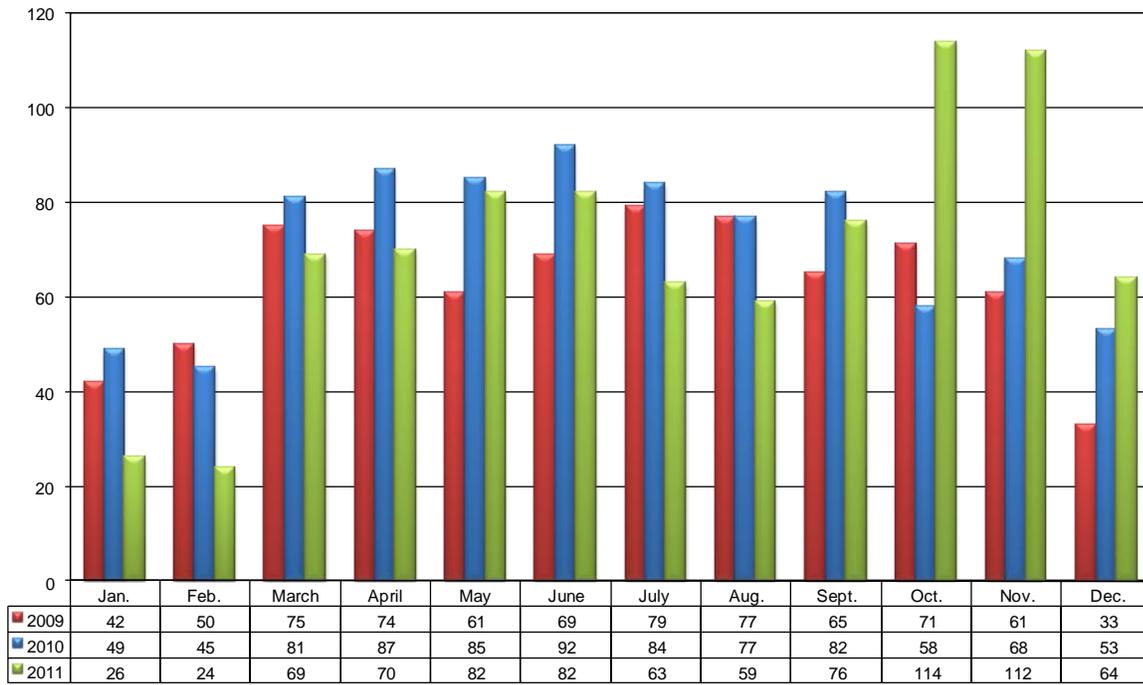
The Codes Officer is done for the season and staff is checking complaints when received.

Nuis/Inop/Code Correspondence Sent Monthly

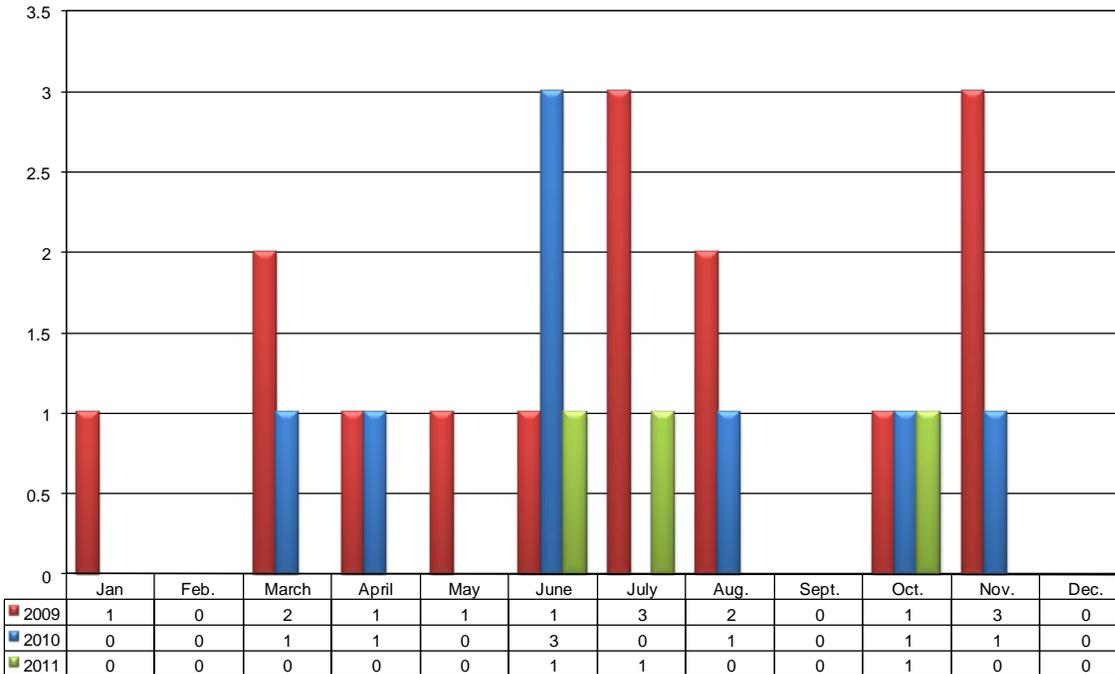


Permits:

Non-Residential Permits Issued

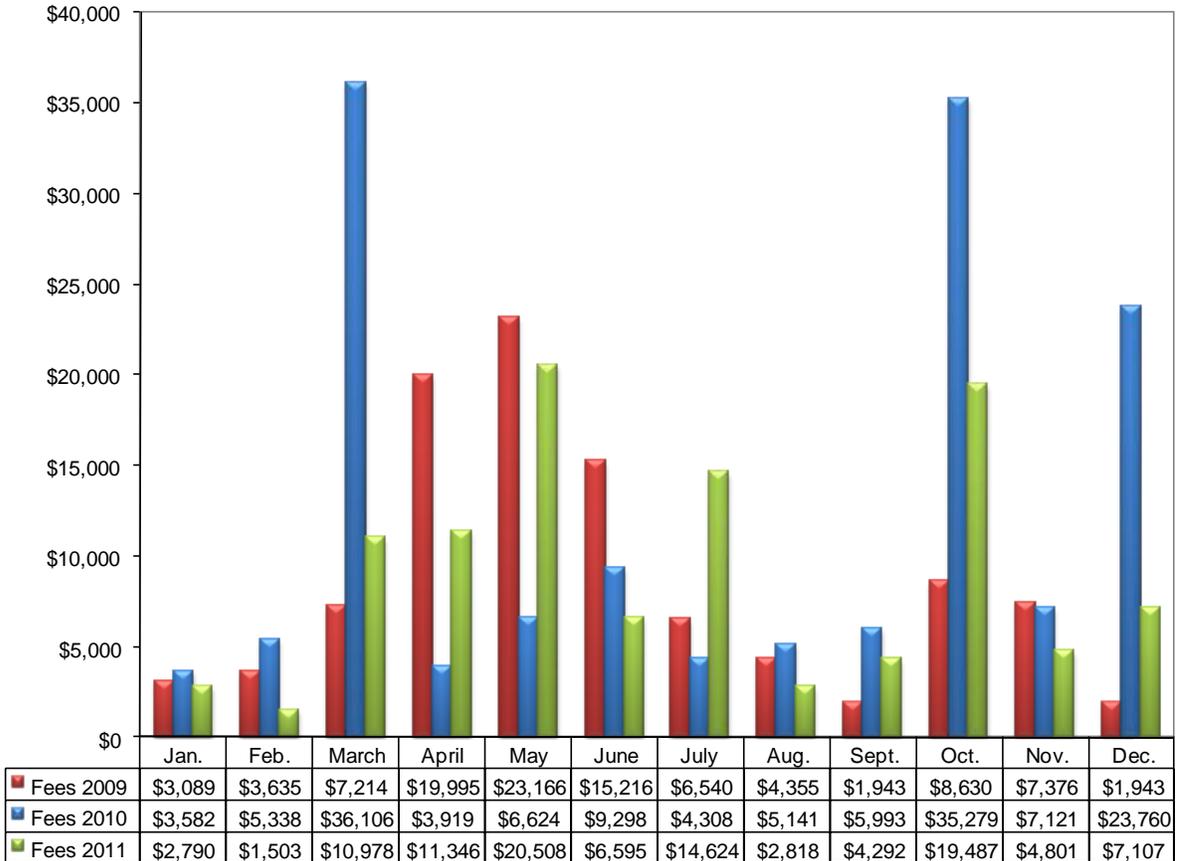


Residential Permits Issued



Fees:

Monthly Building Permit Fees Collected



The chart above does not include planning fees.

Fees Budgeted for 2011:

Budgeted amount is	\$105,000
Permit fees to date:	\$106,848
Planning fees to date:	<u>\$ 1,375</u>
Total received to date:	\$108,223

Police Department City of Ottawa, Kansas

MEMORANDUM

DATE: JANUARY 3, 2012
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: DECEMBER MONTHLY REPORT

The purpose of this memorandum is to report activities involving various police department personnel during the month of December 2011. Sworn and civilian members of the police department participated in or attended the following activities:

- First Friday Forum
- Focus group for KU research at Ottawa Herald
- Christmas Parade
- Ottawa Police Foundation
- Volunteers in Police Service (VIPS) and Reserve Police Officers provided 104 hours of service
- Prairie Paws Meeting
- County Attorney meeting regarding legislative changes to DUI laws
- Sent representatives to Atchison Police Sergeant Ensbrenner Funeral
- Held Annual Department Christmas Dinner
- Monthly VIPS Meeting
- Monthly supervisors' meeting
- Attended several Chamber events
- Attended webinar on priority based budgeting
- Attended Regional Commission on Accreditation for Law Enforcement (CALEA) meeting in Andover
- Submitted grant application for partial CALEA start-up costs
- Monthly Crimestoppers and Sexual Assault Nurse Examiner (SANE) meetings
- Attended Regional Major Case Squad meeting
- Franklin County Domestic Violence Response Team (initiative led by Willow)
- Batterer's Intervention Meeting at the Elizabeth Layton Center
- Officer Rick Howard retired after 23 years of service creating one police officer vacancy. We are processing the last eligible police applicant from the last process. Currently, one officer attending the academy.

I will be happy to answer any questions you may have.

Thank you.

Police Department
City of Ottawa, Kansas
 MEMORANDUM

DATE: JANUARY 7, 2011
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: DECEMBER 2011 ENFORCEMENT STATISTICS

156 CHARGES WERE ISSUED THROUGH THE MUNICIPAL COURT. SOME OF THESE ARE MULTIPLE CHARGES ON SINGLE TICKETS.
The breakdown is as follows:

000 VOIDED TICKET	1	193 NO LICENSE IN POSSESSION	1
013 TRAFFIC CONTROL SIGNAL	3	194 SUSPENDED OPERATORS LICENSE	8
030 DUI	1	195 DRIVE IN VIOLATION OF RESTRICTIONS	1
032 UNSAFE SPEED FOR CONDITIONS	1	198 ILLEGAL TAG	16
033 SPEEDING	19	200 KNOWINGLY OPER W/O INSURANCE	20
037 DRAG RACING	2	13210 SPEEDING SCHOOL ZONE	4
047 FOLLOWING TOO CLOSE	1	13311 2 HOUR PARKING	16
059 FAIL TO YIELD STOP/YIELD SIGN	4	182.1 SEATBELT	16
080 VEHICLE EMERGING FROM ALLEY	1	195.1 OPER LICENSE RESTRICTIONS - HABITUAL VIO	2
085 PARKING/STANDING/STOPPING	2	3-213 KEEPING VICIOUS ANIMAL	2
086 IMPROPER PARKING	1	3-303 DOG CITY REGISTRATION FEES	3
087 HANDICAPPED PARKING	1	3-309 DOG RUNNING AT LARGE	2
104 INATTENTIVE DRIVING	7	38-601 THEFT	4
117 LIMITATIONS ON BACKING	1	38-604 THEFT OF SERVICES	1
120 DRIVING THROUGH PROCESSION	1	38-901 DISORDERLY CONDUCT	2
147 DEFECTIVE TAIL LAMP	1	381202 POSSESSION OF MARIJUANA	1
161 IMPROPER STOP OR TURN SIGNAL	1	381203 POSSESSION OF PARAPHERNALIA	1
182 CHILD PASSENGER SEATS	3	CH10-6 NUISANCE	2
192 NO OPERATOR LICENSE	3		

Report Total: 156

54 Charges were filed through County Attorney's office:

4 Domestic Battery	0 Agg Battery	6 Battery	
2 Burglary	2 Criminal Damage	5 D.U.I.	
4 Theft	13 Traffic	0 Endangering Child	
2 Liquor Violations	0 Prescription Drugs	12 Misc. Charges	4 Possession Drugs/Paraphenalia

	Dec 2011		Dec 2010	
	ADULT	JUVENILE	ADULT	JUVENILE
ADULT AND JUVENILE CRIMINAL ARRESTS PART ONE ARRESTS				
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	0	0	4	1
Burglary	0	4	1	0
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	2	0	0	0
Theft	6	3	9	0
Theft: Auto	0	0	0	0
Sub Total Part One Arrests	8	7	14	1

OTHER ARRESTS				
Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	1	1	4	0
Battery: Domestic	4	0	2	0
Battery: LEO	0	0	0	0
Criminal Damage Property	1	2	5	0
Criminal Threats	0	0	2	0
Disorderly Conduct	4	0	1	0
Driving Under Influence	6	0	6	0
Drug Offense Arrests	6	0	3	0
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	0	0	2
Kidnapping	2	0	0	0
Kidnapping: Aggravated	0	0	1	0
Liquor Related Offense Arrests	1	0	1	0
Phone Harassment	0	0	0	0
Sexual Offense Arrests	0	0	1	0
Suicide	0	0	0	0
Vehicle Related Arrests	27	0	23	0
All Other Arrests	32	0	41	1
Sub Total	84	3	90	3

TOTAL ARRESTS

102

108

	Dec 2011		Dec 2010	
	REPORTED	INACTIVE	REPORTED	INACTIVE
REPORTED CRIMES PART ONE OFFENSES				
Arson	0	0	0	0
Assault: Aggravated (Agg. Battery)	0	0	5	3
Burglary	12	7	5	3
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	1	1	0	0
Theft	25	21	18	17
Theft: Auto	1	0	1	1
Sub Total Part One Crimes	39	29	29	24

OTHER CRIMES				
Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	6	6	6	5
Battery: Domestic	5	4	4	4
Battery: LEO	0	0	0	0
Criminal Damage Property	10	9	10	8
Criminal Threats	1	0	2	2
Disorderly Conduct	3	0	1	1
Driving Under Influence	6	6	6	6
Drug Offenses	6	6	3	3
Forgery	0	0	1	0
Homicide	0	0	0	0
Juvenile Offenses	5	4	1	1
Kidnapping	2	2	1	1
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	2	2	1	1
Phone harassment	0	0	0	0
Sex Offenses	1	1	3	2
Suicide	0	0	0	0
Vehicle Related Offenses	31	31	25	24
All Other Offenses	41	39	47	45
TOTAL CRIMES	119	110	111	103

OTHER ACTIVITIES

Calls for Service	786	791
Traffic Accidents	14	21
Warrants Served	27	37

TOTAL INCIDENTS / CALLS FOR SERVICE 985 989

ANIMAL CONTROL

ACTIVITY	Dec-11	Dec-10	Yr to Date
Domestic animals taken to shelter	10	5	104
Animals taken to shelter (OTHER OF	10		19
Dead animals (wild) collected	3	8	125
Dead animals (domestic) collected	0	1	25
Wild animals trapped	4	18	158
Trap usage (days)	9	27	522
Dog ordinance violation citation	0	1	31
Cruelty to animal violation	0	0	2
Calls for service (non-trap)	35	71	842

FINES

COURT FEES

2011	Violation	Misc.	ADSAP [\$150]	Ct. Costs [\$75.00]	LET Fee [\$5.00]	JDFJ Fund [\$2.00]	Trauma [\$1.00]	CVA [\$.50]	PFA [\$.50]	KPOST [\$2.50]	Ct. Trng. [\$.50]	Fee Totals	Combined Total
January-11	19,747.50	\$486.38	\$0.00	\$7,853.00	\$1,949.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64.88	\$10,353.38	\$30,100.88
February-11	\$ 23,663.87	\$1,041.52	\$0.00	\$5,778.50	\$1,298.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.11	\$8,162.52	\$31,826.39
March 11	23,791.54	\$485.50	\$0.00	\$7,389.75	\$1,565.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59.28	\$9,500.00	\$33,291.54
April-11	19,210.81	\$254.50	\$0.00	\$6,344.00	\$1,856.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$8,509.50	\$27,720.31
MAY-11	17,675.46	\$339.19	\$0.00	\$6,003.37	\$1,517.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.15	\$7,912.69	\$25,588.15
June-11	19,938.23	\$688.00	\$0.00	\$5,940.00	\$1,734.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.49	\$8,415.00	\$28,353.23
July-11	\$ 14,858.49	\$ 162.00	\$0.00	\$3,939.00	\$1,021.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.62	\$7,346.49	\$20,013.49
August 11	26,093.25	\$912.85	\$0.00	\$7,853.50	\$2,451.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71.86	\$11,289.85	\$37,383.10
Sept 11	\$19,359.00	\$798.00	\$0.00	\$4,967.06	\$1,018.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.33	\$6,819.00	\$26,178.00
October-11	\$ 20,985.50	\$324.00	\$0.00	\$6,383.47	\$1,489.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53.79	\$8,250.50	\$29,236.00
Nov, 2011	\$ 18,404.63	\$648.00	\$0.00	\$6,610.50	\$1,391.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54.85	\$8,704.50	\$27,109.13
Dec, 2010	\$ 19,008.71	\$1,502.64	\$0.00	\$6,329.22	\$1,696.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54.65	\$9,582.64	\$28,591.35
Dec, 2011	\$ 15,720.00	\$374.00	\$0.00	\$4,768.50	\$1,071.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.89	\$6,251.00	\$21,971.00

- ~~ Violation Fines-- Fine paid for violating the law.
- ~~ADSAP-- Includes payments for all alcohol/ drug evaluation services.
- ~~Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.).
- ~~Law Enforcement Training Fee-- Helps fund State training for Police Officers.
- ~~Juvenile Detention Facility Fund-- Helps funds juvenile detention centers.
- ~~Trauma Fund-- Submitted to state for trauma fund
- ~~CVA-- Crime Victims Assistance Fund submitted to state for victims of crime.
- ~~PFA-- Protection from Abuse-- submitted to state to aid in abuse victims.
- ~~KCPOST-- Kansas Commission on Peace Officers Standards and Training Fund-- submitted to state.
- ~~CT. Training Fund-- submitted to the state for education of the court personnel.
- ~~Misc.-- Restitution paid to victims, Witness fees, overpayments and reinstatement fees.

MUNICIPAL COURT	
CASES FILED	Dec, 2011
Crimes against persons	
Crimes against Property	
DUI	
Fleeing a Police Officer	
Other Crimes	
Minor Cigarette/Tobacco Infraction	
Reckless Driving	
Traffic Violations	
TOTAL CASES FILED	
COURT REVENUES	
(fines & court costs)	\$20,488.50
CASE DISPOSITIONS	
Bond forfeitures	
Dismissals	
Diversion agreements	
Guilty pleas	
Trials (on pleas of not guilty)	
TOTAL CASES CLOSED	

CITY OF OTTAWA, KANSAS
PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: City Commission
FROM: Andy Haney, Public Works Director
COPY TO: Larry Matile, Doug Reinert, Lyle Posey, Debbie Badders, Lisa Borjas
SUBJECT: (December 2011) Monthly Activity Report/Public Works Projects Update
DATE: January 9, 2012

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.

K-68 & Davis Intersection Improvement. KDOT continues to evaluate the design speed limit for the project, as that aspect will affect whether a line of power poles must be moved at significant expense. The Final Check Plans were received on 9 December.

Davis Road Improvements. Staff continues to evaluate the possible funding alternatives for this improvement while considering how the project should be phased in the event the entire project (K-68 to Sand Creek Road) cannot be completed at the same time.

Streets Division Projects. Routine maintenance activities were completed during the month, including preparations for winter road maintenance activities (materials and equipment maintenance). Other activities included erection of snow fence to prevent drifting in key locations, removing some stumps where trees had been removed during the year, and supporting the Christmas Parade events.

Work on an accessible ramp to the tennis courts at Forest Park was (mostly) completed. The handrails being fabricated locally were not received until the New Year, but have been installed. A few minor clean-up issues remain for this project. This long overdue project became more necessary as we worked with ORC to pursue a grant for court surface improvements from the USTA.

Crews completed repairing/replacing concrete surfaces at the horseshoe pits in Forest Park. This project was completed jointly with Parks crew members and volunteers from the Horseshoe Club.

Parks. Routine maintenance activities included completing the effort to winterize public restrooms, tree and stump removal as necessary, and burning the leaves in Forest Park waterways in order to keep drainage systems clear (permitted and observed by the Fire Department).

Parks crew members provided a significant portion of the labor for the concrete improvements in Forest Park detailed in the Street division summary. Crews continued preparing equipment for winter maintenance activities and facilitated Christmas Parade activities in Forest Park.

Cemeteries. Following are excerpts from the monthly Sextons' Reports:

	SPACES SOLD		BURIALS	
	(mo)	(YTD)	(mo)	(YTD)
Highland Cemetery	3	54	2	74
Hope Cemetery	0	4	0	4

MEMORANDUM: Public Works Projects Update (p. 2)

December 5, 2011

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). During the month of December 2011 there were 20 equipment repairs and 20 preventive maintenance services completed by Garage personnel. Two repairs were completed by an outside vendor.

Airport Activities Report. A KDOT grant for 50% of the cost of a credit card fueling system was favorably considered. The KDOT grant is for 50% of the project cost, up to \$27,500 (\$55k grant estimate). The proposal from Broyles Inc. was accepted, with their quote of \$44,750 (approx.). Variables yet to be determined may affect the final cost. The project was substantially completed during the month of December, with a few details remaining to be worked out. The Airport is capable of credit card fuel sales 24 hours a day. Project completion is anticipated prior to the end of 2011.

Shown below are the daily "operations" reported by the Airport Manager.

WEEK OF	M	T	W	Th	F	S	S	TOTAL
11/28/2011				16	14	0	30	60
12/5/2011	0	0	8	22	26	46	21	123
12/12/2011	8	0	0	41	39	33	29	150
12/19/2011	0	0	12	0	26	17	0	55
12/26/2011	22	24	22	21	8	2		99
CY 2011 TOTAL	453	477	424	712	820	882	810	4578

Airport fuel sales (100LL) during December 2011 amounted to 131 gallons (CY 2011 to date = 4,033 gal). The Airport Manager reported that the "Courtesy Car" was used once during the month, totaling 10 miles.

Runway 17-35 Design. The contractor's tentative schedule is for the project to commence on April 23rd and to be complete on August 20th, approximately 4 months. Removal and replacement of the runway will require that the Airport be closed during construction. A meeting with Airport businesses was conducted in October, and concern was expressed about the Airport being closed during construction. Our design consultant worked through the safety aspects of the project with the FAA concerning that request. Their final determination is that, due to safety and construction time issues, the Airport must be closed during this construction project. The Airport Advisory Board continues to consider possibilities for an "event" to celebrate the re-opening.

To: City Manager
From: Jim Bradley
Date: Jan. 4, 2012
Subject: Utilities Project Activities

NORTHEAST SANITARY SEWER PROJECT

This project will consist of two new gravity sanitary sewer lines, a new river lift station and force main across the Marais des Cygnes River to the treatment plant. The project when completed will serve a portion of the existing system and provide for growth in the northeast portion of the City. BG Consultants have completed the design and verbal approval has been given by the Corps of Engineers. A presentation and recommendation was given to the City Commission in February 2010.

Estimated costs are approximately \$1,055,000. This amount may change as we intend to add a crossing on K-68. KDHE has been contacted to begin the revolving loan fund process. KDHE has also advised that a 15% principal forgiveness may be available. Environmental clearance letters have been mailed to the appropriate agencies. The current loan with KDHE is currently being modified to include this project. Plans have been modified to include the K-68 crossing the project. We are now in the process of completing the change to the KDHE loan and submitting information for environmental clearance. Proposed to City Commissioners as a priority project at the May 23rd 2011 study session. This project cost may be rolled into the new loan agreement now being considered for the Eastside Interceptor Project. Currently awaiting funding before proceeding to bid letting. No change to this project in December.

EASTSIDE INTERCEPTOR SANITARY SEWER PROJECT

This project was recommended for completion in the recently completed Professional Engineering Consultants (PEC) Eastside Interceptor Sewer Assessment. The project consists of replacement, repair and upgrade of the sanitary sewer eastside interceptor from near 15th St. and Rockwood Acres north to near the sanitary sewer treatment plant. This project will help eliminate wet weather overflows and provide the needed capacity for growth to south of I-35. The project is estimated to cost \$4,431,300 at this time. The City Commission has authorized staff to proceed with the engineering phase of the project.

We reviewed the 50% completion plans for review in December. We made appropriate changes to the routing of the line and other changes to eliminate some additional utility requirements that would have otherwise been relocated. PEC has since provided us with a new estimate of \$4,707, 513.

POWER PLANT RICE NESHAP PROJECT

The Environmental Protection Agency published an update on May 3, 2010 of the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR part 63. This mandate will require nationwide design, testing and installation of emission controls equipment on all large stationary Reciprocating Internal Combustion Engines (RICE), including those at our power plant.

We have now signed the contract and are proceeding with the required improvements.

ELECTRIC MASTER PLAN UPDATE

The Utility Department has contracted with Sawvel and Associates to update the existing Electric Master Plan. Sawvel will coordinate with SEGA, Inc. and Kansas Municipal Energy Agency and City Staff for existing information necessary to complete the study.

City staff, including the City Manager met with Sawvel in December to review the draft report. The final report will be completed shortly and a presentation to the City Commission will be made in late January or February.

SANITARY SEWER MAINTENANCE

Televised 538 feet of sanitary sewer lines. Cleaned 3,366 feet of sewer line.

WATER DISTRIBUTION MAINTENANCE

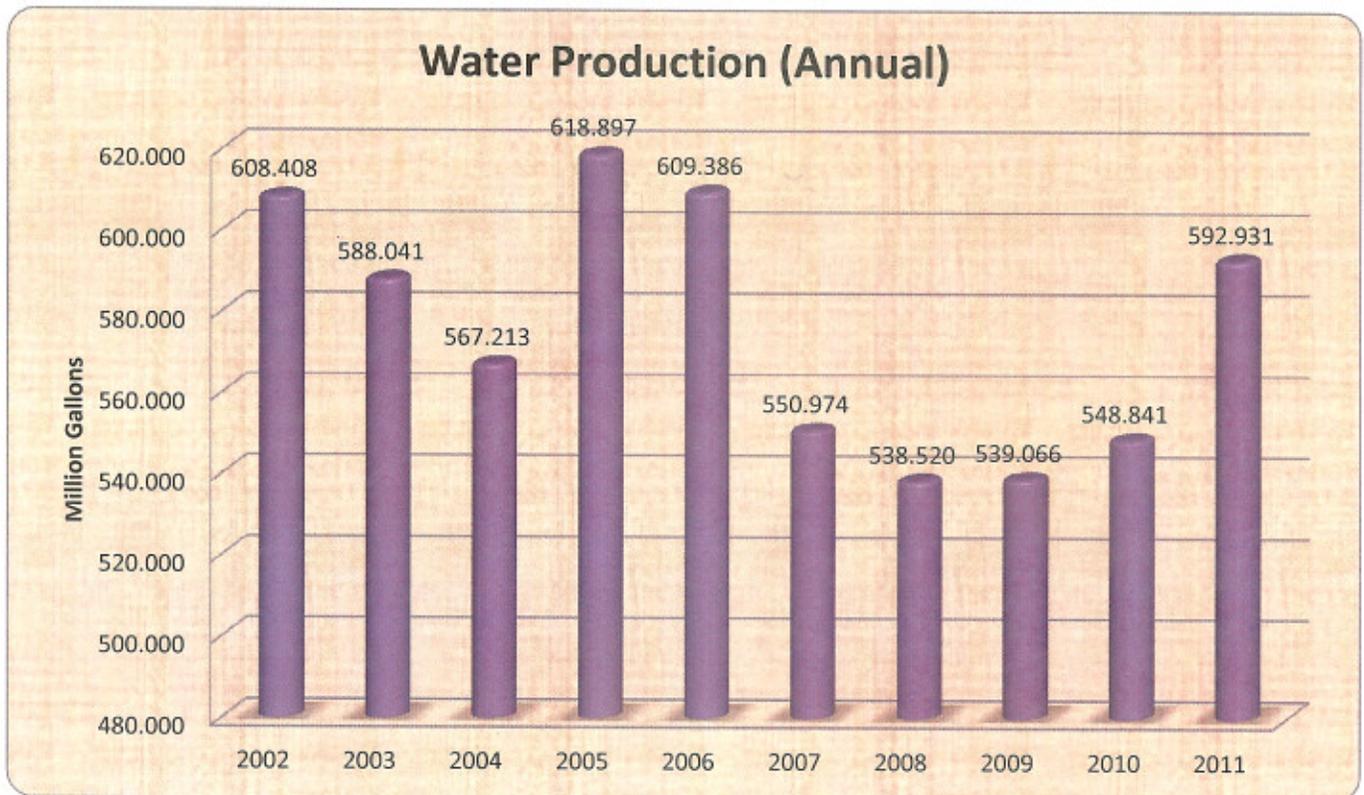
Replaced 703' of 6" watermain. Completed repair of 6 water main breaks and moved ten meter pits on 15th Street in conjunction with the sidewalk project.

WATER TREATMENT PLANT PRODUCTION REPORT DECEMBER 2011

<i>Gallons of Water Produced</i>	<i>2011</i>		<i>2010</i>		<i>Year to Date</i>
	<i>This Month</i>	<i>Year to Date</i>	<i>This Month</i>	<i>Year to Date</i>	<i>Percentage of Increase / Decrease</i>
Monthly Plant Influent	46,109,000	631,189,000	46,271,000	610,118,000	3%
Monthly Plant Effluent	43,185,000	592,931,000	41,561,000	548,841,000	7%
Sludge Water Reused	2,032,700	33,527,700	3,103,600	38,156,900	-14%
Average Daily Influent	1,487,387	1,729,285	1,492,613	1,671,556	
Average Daily Effluent	1,393,065	1,624,468	1,340,677	1,503,674	

Weather Information

Total Precipitation	2.97	31.46	0.27	38.99	-24%
Average High Temperature	59	70	58	68	3%
Average Low Temperature	33	45	32	47	-4%



WASTEWATER TREATMENT PLANT REPORT

DECEMBER 2011

		2011		2010
		This Month	Year To Date	Same Month
				Year To Date
TOTAL FLOW, MG		20.6	253.4	5.8
PEAK DEMAND DAY, MG		2.294	3.348	0.4
AVERAGE DAILY FLOW, MGD		0.665	0.695	0.188
 AVERAGE PLANT INFLUENT				
	BOD5, MG/L	130.8		268
	TSS, MG/L	163.5		215.7
	AMMONIA, MG/L	23.1		27.9
	pH, SU	7.59		7.52
 AVERAGE PLANT EFFLUENT				
	(KDHE STD.)			
BOD5, MG/L	(30 MG/L)	4.5		7
TSS, MG/L	(30 MG/L)	2.7		2.9
AMMONIA, MG/L	(10.7 MG/L)	0.99		0.1
pH, SU	(6.0 - 9.0)	7.44		7.18
PERCENT REDUCTION BOD5		94.8		97
PERCENT REDUCTION TSS		98.1		98.3
 KWH OF ELECTRIC USED				
	Wastewater Plant	135,940		146,980
	River Lift Station	2,286		2,133
	Logan Lift Station	4,848		4,257
	Mulberry Lift Station	2,514		2,270
	Princeton Lift Station	1,747		2,283
	Rockwood Lift Station	260		255
	Pin Oak Lift Station	230		488
	Diamond A Lift Station	6		1
	Fairway Lift Station	261		244
	Rock Creek Lift Station	342		
	TOTAL KWH	148,434		158,911

Ottawa Municipal Power Plant

MONTHLY POWER REPORT December-11

	2011		2010	
	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	-47.214 *	2,153.828	-80.507 *	1,966.540
PURCHASED POWER:				
SWPA	273,500	13,199,000	98,000	2,589,000
KMEA	11,757,000	117,776,000	12,546,000	136,564,400
KCPL	-502,200	18,826,500	-330,400	17,489,700
SUB-TOTAL ENERGY	11,528,253	149,803,654	12,313,519	156,645,067
TOTAL ENERGY (after sales) ¹	11,528,253	149,803,654	12,313,519	156,645,067
INCREASE / DECREASE ² (2011 VS. 2010)	-6.38%	-4.37%		
KILOWATT LOAD				
PEAK DEMAND	21.400	41.2	21.800	39.0
TIME OF PEAK	6:00 PM	2:00 PM	6:00 PM	4:00 PM
DAY OF PEAK	12/5/2011	8/2/2011	12/15/2010	8/9/2010
ENERGY SALES				
KCPL (supplemental) KWh	0	0	0	0
WRI / Other (supplemental) KWh	0	0	0	0
Nearman Sales KWh ³	0	0	0	716,800
TOTAL SALES (KWh)	0	0	0	716,800

¹Total energy demand of city

²After Generated Sales

³Non-Generated Sales

*negative net generation = station power exceeded gross generation.

OTTAWA AREA CHAMBER OF COMMERCE-ECONOMIC DEVELOPMENT
Statement of Receipts & Expenses-Modified Cash
 January through December 2011

	<u>Jan - Dec 11</u>	<u>Jan - Dec 10</u>
Ordinary Income/Expense		
Income		
3330 · OFCED income	92,750.00	90,250.00
3335 · Administrative Income	6,000.00	0.00
3810 · Interest Income	163.78	220.06
3890 · Other income	0.00	500.00
Total Income	<u>98,913.78</u>	<u>90,970.06</u>
Expense		
4100 · Auto/travel/conference	1,244.01	851.17
5100 · Consultants/agency	97.50	0.00
5110 · Advertising	2,546.91	2,710.81
5150 · Dues & publications	4,015.50	4,047.50
5250 · Hospitality	39.46	36.21
5300 · Insurance/other	451.00	410.50
5325 · Legal & accounting	500.00	196.25
5350 · Operating supplies	41.90	257.47
5351 · Printing	1,641.74	1,997.63
5400 · Postage	583.93	891.20
5450 · Property tax	1,603.91	1,557.78
5500 · Repair and maintenance	682.00	43.16
5551 · Payroll taxes/Employee Benefits	8,051.83	8,201.25
5600 · Salaries	58,800.52	60,058.51
5605 · Contract Labor	74.00	18.00
5650 · Telephone	1,555.40	1,318.68
5700 · Utility	2,130.13	2,188.28
Total Expense	<u>84,059.74</u>	<u>84,784.40</u>
Net Ordinary Income	<u>14,854.04</u>	<u>6,185.66</u>
Net Income	<u><u>14,854.04</u></u>	<u><u>6,185.66</u></u>

Ottawa Main Street Association, Inc.
Statement of Financial Position
As of December 31, 2011 and 2010

	<u>Dec 31, 11</u>	<u>Dec 31, 10</u>
ASSETS		
Current Assets		
Checking/Savings		
1010 · Cash - Checking Account -136425	8,112.62	2,611.45
1020 · Cash - Loan Fund - IWW -1165925	26,338.88	16,673.94
Total Checking/Savings	34,451.50	19,285.39
Other Current Assets		
1200 · Accounts Receivable - other	82.50	97.50
Total Other Current Assets	82.50	97.50
Total Current Assets	34,534.00	19,382.89
Fixed Assets		
1300 · Office Renovation	0.00	2,190.07
1310 · Computer	0.00	2,048.53
1311 · Copier	0.00	526.50
1320 · Refrigerator	0.00	149.65
1330 · Desk	0.00	199.99
1340 · Software	0.00	115.95
1350 · Book Case	0.00	85.69
1360 · Furniture	0.00	1,434.84
1361 · Printer	0.00	171.30
1370 · Flags	910.83	910.83
1400 · Accumulated Depreciaton	0.00	-5,868.23
Total Fixed Assets	910.83	1,965.12
Other Assets		
1500 · Website Design	0.00	590.00
1510 · Notes Receivable	74,733.64	84,004.32
1520 · Organizational Costs	1,600.95	1,600.95
Total Other Assets	76,334.59	86,195.27
TOTAL ASSETS	<u>111,779.42</u>	<u>107,543.28</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll Liabilities	185.40	1,064.87
Total Other Current Liabilities	185.40	1,064.87
Total Current Liabilities	185.40	1,064.87
Long Term Liabilities		
2500 · Incentives Without Walls	100,992.46	100,992.46
Total Long Term Liabilities	100,992.46	100,992.46
Total Liabilities	101,177.86	102,057.33
Equity		
3900 · Unrestricted	6,093.20	6,803.86
Net Income	4,508.36	-1,317.91
Total Equity	10,601.56	5,485.95
TOTAL LIABILITIES & EQUITY	<u>111,779.42</u>	<u>107,543.28</u>

See Accountants' Compilation Report

Ottawa Main Street Association, Inc.
Statement of Activities
For the Six Months Ended December 31, 2011 and 2010

	<u>Jul - Dec 11</u>	<u>Jul - Dec 10</u>
Ordinary Income/Expense		
Income		
4000 · Dues	2,760.00	2,810.00
4110 · Contributions - City of Ottawa	13,800.00	13,800.00
4115 · Historical Plaques	0.00	300.00
4118 · Wine Tasting	4,691.00	0.00
4120 · City Beautification	392.04	0.00
4200 · Grant	315.00	0.00
4300 · Fund Raising	0.00	160.00
Total Income	<u>21,958.04</u>	<u>17,070.00</u>
Expense		
6000 · Accounting	350.00	300.00
6010 · Advertising	0.00	80.00
6020 · Annual Report	40.00	0.00
6021 · Annual Meeting	225.00	0.00
6030 · Consumable Supplies	54.42	174.20
6032 · Bank Charges	58.45	27.06
6060 · Memberships/Subscriptions	355.00	250.00
6090 · Phone	162.73	370.19
6095 · Meet & Minge	137.10	0.00
6100 · Printing/Copying/Postage	187.50	272.52
6110 · Rent	750.00	750.00
6130 · Travel/Hotel/Meals/Training	478.64	1,597.07
6131 · National and state convention	190.00	0.00
6135 · Sales Tax	307.00	0.00
6140 · Wages	7,772.46	12,500.04
6080 · Payroll Tax	633.06	389.27
6145 · Fund raising expenses	280.00	0.00
6147 · Wine tasting expenses	695.34	0.00
6148 · Building Plaques	0.00	1,896.90
6150 · Beer Tasting expenses	1,484.14	0.00
6151 · City Beautification Expenses	2,631.58	0.00
6152 · Fusion expenses	731.29	0.00
6153 · Ottawa Victorian Christmas	100.00	0.00
Total Expense	<u>17,623.71</u>	<u>18,607.25</u>
Net Ordinary Income	4,334.33	-1,537.25
Other Income/Expense		
Other Income		
8000 · Interest Income	174.03	219.34
Total Other Income	<u>174.03</u>	<u>219.34</u>
Net Other Income	174.03	219.34
Net Income	<u><u>4,508.36</u></u>	<u><u>-1,317.91</u></u>

See Accountants' Compliance Report

**Ottawa Recreation Commission
Board Meeting Agenda
Wednesday, December 14, 2011
Goppert Building
6:00 pm**

I. Regular Meeting: Call to Order

II. Pledge of Allegiance

III. Declaration: At this time, I would like to give Board Members a chance to declare any conflict or communication they have that might influence their ability to consider today's issues impartially.

IV. Additions to Meeting Agenda

V. Consent Agenda

- A. Minutes for regular meeting November 9, 2011
- B. Financial statements for November 2011
- C. Bills under \$500 for November 2011
- D. Bill over \$500 for November 2011

Moved by: _____ 2nd by: _____

Vote roll call: Sharp _____ Stepp _____ Curry _____ DeLaTorre _____ Spencer _____ favor _____ against _____

VI. Public discussion

Public and open discussion is welcomed by the Ottawa Recreation Commission. To address the board, please notify any staff in attendance prior to the start of the meeting stating name, address and subject matter to be discussed. Public comment may be limited to 3 minutes per speaker. Please be aware that matters of a personnel nature which would, by their nature, identify any individual are prohibited by law in open discussion. Please assist us in protecting the privacy rights of our participants and staff. Information or requests presented to the board at this time will be referred to staff for future consideration, possible recommendations, or other actions. The board will take no action, nor offer any conversation in regard to issues presented. Presentations which are a repetitive perspective from previous meetings offering nothing of a new nature will be limited. This portion of the meeting is the scheduled time when members of the public may speak.

VII. Departmental Reports

- A. Director's Report
- B. Programming Report
- C. Facility Maintenance Report

VIII. Action Items

A. Old Business -

- 1. 501 (3)(c) Status - Goppert Payment

Moved by: _____ 2nd by: _____

Vote roll call: Sharp _____ Stepp _____ Curry _____ DeLaTorre _____ Spencer _____ favor _____ against _____

- 2, Donation Request Form

Moved by: _____ 2nd by: _____

Vote roll call: Sharp _____ Stepp _____ Curry _____ DeLaTorre _____ Spencer _____ favor _____ against _____

- 3. Rental Update

Moved by: _____ 2nd by: _____

Vote roll call: Sharp _____ Stepp _____ Curry _____ DeLaTorre _____ Spencer _____ favor _____ against _____

B. New Business – None

C. Executive Session

Moved by: _____ 2nd by: _____

Vote roll call: Sharp _____ Stepp _____ Curry _____ DeLaTorre _____ Spencer _____ favor _____ against _____

VIII. Adjourn

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2011 Totals	2010 Totals	2009 Totals	2008 Totals	2007 Totals	2006 Totals				
Final Disposition																						
Reclaimed	8	9	7	9	9	9	7	3	10	7	3	1	82	79	107	115	116					
Total Adopted	43	58	60	49	55	60	56	73	33	53	69	62	671	476	276	327	280	314				
Dog	26	43	49	35	42	43	34	49	19	37	53	40	470		191	206	211	252				
Cat	17	14	11	14	13	17	20	24	14	16	13	22	195		85	110	57	47				
Other	0	1	0	1	0	0	2	1	0	0	3	0	8		0	11	11	15				
Total PTS	19	18	17	37	45	57	50	16	33	31	31	25	379	754	560	972	896	874				
Dog	3	11	4	10	13	13	8	3	12	8	9	7	101	245	147	415	436	370				
Health	2	2	3	9	7	13	3	3	5	3	1	2	53		54	99	184	122				
Temperament	1	4	1	1	2	0	2	0	3	0	4	3	21		46	208	174	110				
Breed	0	0	0	0	0	0	0	0	0	0	0	0	0		5	19	32	73				
No Room	0	5	0	0	0	0	3	0	4	1	4	1	18		9	75	41	37				
Age	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	16				
No Interest	0	0	0	0	4	0	0	0	0	4	0	1	9		0	14	5	10				
Court Order	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	2				
Cat	16	7	13	27	32	44	42	13	21	23	21	18	277	506	196	556	460	499				
Health	8	5	11	10	17	11	25	6	10	14	7	11	135		48	226	254	240				
Temperament	3	0	0	0	0	0	1	2	1	0	4	2	13		22	107	77	75				
Feral	5	2	2	17	7	15	3	2	2	5	8	3	71		9	52	58	70				
No Room	0	0	0	0	0	11	3	0	7	3	2	2	28		33	101	50	67				
Age	0	0	0	0	8	7	10	3	1	1	0	0	30		27	70	21	47				
Other	0	0	0	0	0	0	0	0	0	0	1	0	1	3	1	1	0	5				
Total HAHS Rescue	19	18	16	22	29	23	23	20	11	22	27	17	247	331	275	374	382					
Dog		6	12	18	19	12	12	7	9	11	21	7	134		146	209	231					
Cat		12	4	4	10	11	11	13	2	11	6	10	94		129	165	151					
Total all other Rescue													-11		21	5	33					
Dog	2	4	5	5	3	1	0	2	0	12	0	4	38		21	5	16					
Cat	0	0	0	0	7	0	0	0	0	4	0	0	11		0	0	17					
End of Month Head Count															636	1933	1666					
Dog	50	61	51	68	64	56	74	65	89	59	65	65	767		276	816	829					
Cat	44	30	36	43	72	70	56	56	72	59	54	45	637		358	1089	830					
Other	1	0	0	0	0	0	0	0	1	4	0	3	9		2	28	13					
Ottawa ACO															11	47	45					
Dog	5	6	16	12	15	15	14	7	8	4	6	10	118	95	4	9	8					
Cat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	38	38					
Total Income	93	98	107	157	183	147	143	108	136	117	126	113	1528									
In Foster Care PPAS	5	5	6	5	7	6	8	9	13	15	8	7	94									

1040's are not included in head count.