

CITY of OTTAWA ANNUAL REPORT



Greetings!

This report brings awareness to the diversity of the City of Ottawa's activities and accomplishments. We produce this report as a way to let you, the citizens and business owners, see what the City provides to make this community a great place to live, work and play. Thank you for taking a few moments to read this publication and for choosing to make Ottawa your home and/or place of business. It was an exciting and challenging year for the City of Ottawa. Flooding during June and July kept staff busy with protecting homes and businesses from record high water. Although recorded water levels for the Marais des Cygnes were at their third highest, staff was able to minimize flooding by enacting flood procedures such as closing the flood gates and bringing in extra pumps to assist at pumping stations. The following paragraphs focus on additional activity in the City:



FINANCE: This year certainly brought forth some challenging financial issues for the City. Due to the state's error in calculation of a sales tax formula, the cities in Franklin County had been receiving more sales tax revenue than anticipated. Once the calculation error was discovered this year, the City of Ottawa, as well as each city in Franklin County, worked out an agreement for repaying a portion of the funds collected. This expense was unanticipated; however, working with the County, the City was able to arrange repayment with equal installments throughout 2008. Despite the unexpected sales tax repayment, the City Commission worked diligently with staff during the 2008 budget process and in August was able to pass a budget with no mill increase. The City Commission continues to provide the best possible services while keeping the mill levy as low as possible.

GROWTH: The City's first Tax Increment Financing project saw great progress in 2007. This project, known as the Coves at Tallgrass, will provide much needed affordable housing. Infrastructure was completed and citizens will start to see the first phase of housing taking shape in 2008. Business growth was good in 2007. The American Eagle Distribution Center completed a 500,000 square foot addition to their facility and plans a further expansion in the coming years.

QUALITY OF LIFE: New additions at the municipal swimming pool included a larger slide and much needed shade structures. The City partnered with the Ottawa Recreation Commission on these projects. Increased attendance at the pool proves that the renovations have been well received. The City continued to support the multi-entity community center partnership and looks forward to working to make this vision a reality.

INFRASTRUCTURE: With the community continuing to grow, demands on infrastructure and proper planning were at the core of many Commission and staff discussions in 2007. The Commission approved the project to build an electric sub-station in the northeast section of the city and to extend transmission. Staff also continued to work with the Kansas Department of Transportation for the turn back of US 59 from state control to local control.

YOUTH: The Youth in Government program was full of activity in 2007 as members worked feverishly to research, report and urge the City Commission to consider a Clean Air Ordinance. After several meetings and a public forum, the youth got their wish. The City Commission approved the city's first Clean Air Ordinance prohibiting smoking in public places and places of employment. The Youth continue to be a positive presence in the community and we look forward to what is to come from them in 2008.

Blake Jorgensen, Mayor

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2007



Ottawa's Form of Government

Governing Body

(Blake Jorgensen, Mayor)



Ottawa City Commission
 front row: Gene Ramsey, Blake Jorgensen, Deb Henningsen
 back row: Rocky Fleer, Sara Humm

Ottawa has a five member Commission that annually selects a Mayor from its ranks. The citizens of Ottawa elect City Commissioners at-large, with three seats open every even-numbered year. Two Commissioners are elected to four-year terms, and one is elected to a two-year term. Ottawa is governed by the City Manager form of government with a City Manager serving as the administrative director of the day-to-day operations. The City Manager serves at the will of the governing Body. Each month regular City Commission meetings are held at 7:00 p.m. on the 1st Wednesday and at 9:30 a.m. on the 3rd Wednesday. The City Commission also meets most Mondays in the late-afternoon for a study session.

In 2007, the City Commission considered and acted upon many items, including but not limited to the following:

- Successfully completed the recruitment and hiring of City Manager Richard U. Nienstedt
- Approved a 2008 budget with no mill increase
- Facilitated a Legislative Dinner with Franklin County, USD 290 and local legislators
- Approved a Clean Air Ordinance
- Approved an Adult Business Ordinance
- Adopted a Stormwater Master Plan
- Approved a project to construct an electric sub-station and extend transmission in the northeast part of Ottawa
- Joined several community partners in supporting efforts to build a multi-entity Community Center



Members of the City Commission congratulate the 2007 Employee Service Award Recipients.

	2007	2006	2005
Regular/ Special meetings	39	32	29
Work Study Sessions	43	38	43
Ordinances Adopted	55	73	48
Resolutions Passed	36	45	44
Proclamations/Recognitions	23	23	22

SPECIAL RECOGNITION

On the City front, several noteworthy recognitions from 2007 include:

- **Chief Dennis Butler** (Police Department) appointed to the Governor's Law Enforcement Sub-Committee for Domestic Violence Training
- **Bobbie Hawkins** (Sergeant, Police Department) voted Law Enforcement Officer of the Year by Ottawa Herald readers
- **Carolyn Snethen** (Deputy City Clerk) advanced to Level II of the Master Municipal Clerk Designation
- **Nikki Spencer** (Assistant to the City Manager) and **Lisa Borjas** (Public Works Secretary) completed the Municipal Clerks Certification Institute
- **Darlene Lister** (CAD Operator) named President of the Kansas County Association of Mappers for 2007-2008
- **Ottawa Police Department** awarded the 2007 Crime Victim's Service Award in recognition of the department's service to victims of domestic and sexual assault

City Manager's Office

(Richard U. Nienstedt, City Manager)

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Thank you for reading the 2007 Annual Report of City activities. I hope that you find it informative and interesting to read about the positive things that are happening in our community as a direct result of your City Commission and City employees. Ottawa is fortunate to be growing, which is a challenge for many communities in these times! For 2008, we pledge to continue our work with community partners to ensure that more jobs, capital investment, business opportunities, and overall quality of life improves for all of Ottawa's citizens.

I am pleased to be serving as your City Manager. I can tell you that the community has excellent elected officials, staff, and employees that work every day to help ensure that Ottawa is a community you can be proud to work, live, and play in. If you wish to serve, there are a number of opportunities to do so—please contact us and we will be pleased to visit with you about your interest. If you have questions or comments about this report or City activities, please feel free to contact my office at anytime. If you belong to an organization that would like to have a representative from the City speak on a particular issue or just to give an update of City projects, please contact us. If your neighborhood has concerns and would like to meet with City officials and staff, please contact me so we can schedule such an event. This truly is your government and we want you to be as informed as possible about what is happening. Please remember that the City has a website (www.ottawakansas.net) with a variety of information posted as well as a Government Access Channel that broadcasts City meetings and community activities.

Again, thank you for reading this annual report. I hope it creates more interest in your local government. These are exciting times and we want you to feel the excitement of being a part of Ottawa!

2007 HIGHLIGHTS

Finally, highlights of the 2007 activities within your local government include:

COMMUNITY/ SERVICES

- Completed the addition of shade structures and large slide at the Municipal Swimming Pool
- Continued support for the Community Center Partnership
- Collaborated with the Ottawa Recreation Commission on Parks and Recreation Master Plan

POLICIES/ ORGANIZATION

- Researched an Adult Business Ordinance
- Researched a Clean Air Ordinance
- Revised and updated requirements for Trades Licensing
- Completed a Stormwater Master Plan

FINANCES

- Completed review and update of water, sewer and electric rates
- Completed Capital Improvement Program (CIP)

GROWTH/ DEVELOPMENT

- Progressed in City's first Tax Increment Financing Project
- Completed Montana/Sand Creek Road Intersection Improvement Project
- River Lift Station (Waste Water) and Force Main Crossing Project Completed
- Collaborated with engineers on project to build an electric sub-station in northeast Ottawa and extend transmission

NEIGHBORHOOD REVITALIZATION PROGRAM

Year	Applied	Approved	Denied/ Ineligible
2007	1592	248	950
2006	2992	231	69
2005	2,973	216	65



In preparation for high water, a Public Works crew prepares to close the flood gate at the Prairie Spirit Rail Trail.

Ottawa Police Sergeant Bobbie Hawkins receives the Ottawa Herald 2007 Reader's Choice for Best Police Officer in Franklin County.





Human Resources

(Melissa Fairbanks, Director)

We believe that our employees are our most valuable resource in providing services to citizens, property owners, and visitors. With a staff of two and a budget of approximately \$183,000, the Human Resources Department provides the following services to employees: recruitment, compensation and classification, personnel policy development and administration, facilitating employee discipline procedures, monitoring regulatory compliance, administering employee benefits and activities, providing training to employees, coordinating administrative projects, and providing various support services. In addition, the department is responsible for risk management functions including loss control, tort claims, safety, and worker's compensation.

In 2007, 15 vacancies were filled and 15 summer workers were hired. Two long-tenured employees retired from the City of Ottawa in 2007. Fire Captain Dave Brooks retired in September after 31 years of service, and Environmental Coordinator Dale Howard retired in December after 27 years of service. In conjunction with the League of Kansas Municipalities annual awards, the City Commission recognized 17 employees at their November meeting for their years of public service. These employees represented over 340 years of combined service to municipalities in Kansas.

The Employee Health Benefits Committee continued to review the performance of our self-insured health plan and began seeing positive results of plan design changes and continued educational efforts. A Wellness Subcommittee was appointed to begin studying and designing a formal wellness program for employees to be implemented in 2008. Five employees participated in our Education Assistance Program, which assists employees who are choosing to further their education. As per Department of Transportation (DOT) regulations, we are required to do quarterly random drug/alcohol testing of employees who work in positions that require a Commercial Drivers License. In 2007, 14 random tests were conducted with 14 negative test results.

We continued our membership in the Kansas Eastern Regional Insurance Trust (KERIT), a workers' compensation pool in which the City of Ottawa actively participates. The Human Resources Director serves as a trustee on the Board of Directors and attends monthly meetings. Each year, the City participates in the Preventing Loss Utilizing Safety (PLUS) program, which was developed for members of KERIT. This program sets goals and objectives for the organization to help maintain a safe working environment for employees. Due to the success of this program, the City received a payment in 2007 of \$33,476.95, representing dividends earned in years 1989-2000. A Safety Committee comprised of 9 employees representing various work groups meets monthly. In 2007, there were 32 employee injuries reported, with only 7 of those resulting in lost time.

We had 42 reported incidents of damage to city property with over \$17,500 in damage reimbursements collected; 6 accidents involving city vehicles amounting to over \$27,000 in damages; and 11 tort claims were received.



Recipients of the 2007 Employee Service Awards are photographed with the City Commission.

Auditorium

(Shonda Stitt, Administrative Manager)

The Ottawa Municipal Auditorium (OMA) was built in memory of those who lost their lives in World War I. Its mission to serve the community as a cultural, entertainment, and educational facility was met through the various activities conducted throughout the year. Those activities included youth matinees, the Ottawa Police Department's McGruff Club events, school programs, rental shows, local job training activities, receptions and more. One full time Administrative

Manager and several part-time employees, and a number of volunteers support events and operations at the Auditorium. Expenses from operations and maintenance are predominantly derived from City property tax, supplemented by ticket sales and rental fees. In 2007, a few of the activities at the Auditorium included Ottawa High School's presentation of Seussical the Musical, band and vocal concerts. Sabrina's Dance Academy presented The Nutcracker, Ottawa Suzuki String performed and the Ottawa Jaycees hosted their annual Haunted House.

AUDITORIUM

OMA SHOW ATTENDANCE	2007	2006	2005
Youth Matinee (4 Shows)	3360	3,360	3,129
Country USA Series (4 shows)	0	0	2,953
Main Street Event (1 show)	0	0	127
Other Shows (1 show)	0	0	60
Total Attendance	3074	3,360	6,269
Total shows	4	4	10
Total usage days for shows	4	4	10
Average attendance per show	769	840	627

RENTALS

Separate events	45	45	43
Total days with rental activity	162	96	159
Revenue	\$8,880	\$7,129	\$12,263
Total days with some activity	166	100	170

FINANCES

Total Revenue	\$ 183,307	\$195,628	\$245,144
Total Expenditures	\$ 131,128	\$152,514	\$228,109
Difference	\$ 52,179	\$43,114	\$17,035



Ottawa High School Presents Seussical the Musical at the Municipal Auditorium.

Planning, Zoning & Codes

(Wynndee S. Lee, Director)



The Planning and Codes Administration Department was very busy in 2007 with projects that include completion of the American Eagle Distribution Center expansion (among other new building construction projects), continued growth in residential subdivisions, TIF development, and some staffing changes within the department. Beyond day-to-day responsibilities, staff was challenged with several unique situations including flooding and the partial collapse of two Main Street properties.

In 2007, the plans examiner position was budgeted along with the departments' six full-time positions. Kevin Cousins, a Master Codes Professional, joined the department but recently took another job. This important position is currently open. Department staff also includes Code Inspectors Dave Piotrowsky and Gary Skiles, Planner Tom Yahl, and support staffers Brenda Denton and Charlotte Newkirk. In addition, Oscar Taylor is budgeted for part-time codes enforcement. The staff administers the City's Zoning and Subdivision Regulations, the Comprehensive Plan, and the Neighborhood Revitalization Program; provides support to the Planning Commission and Appeals Boards; enforces multiple building codes and local laws dealing with nuisances such as weeds, junk and debris, and inoperable vehicles; and deals with other community development issues as they arise.

The department regularly oversees the development of preliminary plats and final plats in subdivisions such as Lakeside PUD, Coves at Tallgrass, Westwood Phase 2, Sugar Creek Phase 3, and American Eagle, all of which progressed in 2007. These subdivisions added to Ottawa's housing stock of single and two-family lots for development. Ten site plans were approved for commercial projects, which include TeamBank and Kansas State Bank. Plans for upcoming projects like Southgate and the Medical Complex, both adjacent to 23rd Street, are in process. A large number of rezones occurred in 2007, due in large part to tracts annexed in 2006 needing to be designated with city zoning district classifications. All of the above projects together totaled 58 administrative actions through the Planning Commission.

The department is also responsible for administering the Flood Insurance Rate Map (FIRM) and state and federal regulations related to floodplain areas. After the flooding of 2007, inspection and planning staff worked to ensure that homes affected by the floods were repaired or removed, that high water marks were documented with survey work, and that our experience was studied for future use.

The first TIF district in Ottawa was developed in 2006, though additional work occurred in 2007 on the first project and the development of the second. TIF is a financing tool designed to help construct public roads, utilities, and other infrastructure related to development. Tallgrass contains the Coves located near the corner of Davis and Wilson, and the Estates located at Davis and K-68. The Estates project has been delayed, but the Coves infrastructure was installed and it is anticipated that home construction will begin in early 2008. The second project is for a Travel Center to be located near I-35 and K-68, along with many other commercial business lots available for development.

Following a regional and national trend, new home building construction was lower than in previous years. The largest new construction projects include the American Eagle Distribution Center, Washburn Towers, TeamBank, North Casey's, and Superwash. Remodeling work was strong with additions to the American Eagle north building and 334 total permits valued at over \$2 million. Nuisance enforcement was concentrated again in 2007; 951 nuisance letters were sent and 697 weed situations were discovered. Most situations were addressed by the responsible parties.



Plans Examiner Kevin Cousins reviews a set of plans with local architect Earl Devore.

INSPECTIONS

Year	Building	Zoning	Nusinance	Final	Total
2007	1592	248	950		2,790
2006	2992	231	69	759	4,051
2005	2,973	216	65	642	3,896

PLANNING

Year	REQUESTS CONSIDERED			Site Plans	PLATS		
	Variance	Conditional Use	Rezone		Preliminary	Final	TOTAL
2007	4	5	32	10	2	5	58
2006	2	1	12	6	4	6	31
2005	1	7	5	14	7	7	41

ENVIRONMENTAL CODES

YEAR	NUISANCES (Cars, Debris)				WEEDS			DEMOLITIONS					
	Notices Sent	Abated By Violator	Abated By City	Tickets	Notices Sent	Abated By Violator	Abated By City	Property Cited		Abated By City	Owner Abated		
								Houses	Garages	Condemned	Houses	Garages	
2007	951	905	10	73	697	663	34	2	103	2	1	14	22
2006	1017	847	4	67	443	411	32	3	63	4	4	5	29
2005	517	526	10	46	358	314	41	14	18	3	4	13	7

PERMITS

2007				2006				2005			
Issued	Units	Valuation	Fees	Issued	Units	Valuation	Fees	Issued	Units	Valuation	Fees
24	24	\$4,319,745	\$3,813,642	24	24	\$3,693,121	\$29,933	47		\$7,717,976	\$48,347
2	2	\$281,354	\$3,019	4	8	\$310,006	\$7,758	6	64	\$5,127,496	\$29,037
8	8	\$126,932	\$1,836	7	7	\$176,766	\$1,004	12		\$295,821	\$1,503
6	0	\$2,492,129	\$17,272	5	0	\$4,204,948	\$17,968	14		\$16,219,855	\$53,900
1	0	\$92,722	\$943	2	0	\$37,793,511	\$114,869	1		\$2,700	\$144
41	34	\$7,312,882	\$3,836,712	42	15	\$46,178,352	\$171,532	80	64	\$29,363,848	\$132,931
334	0	\$21,146,566	\$109,917	253	0	\$7,605,858	\$38,431	319		\$9,226,701	\$53,305
259	0	\$818,032	\$13,141	245	0	\$858,973	\$13,157	237		\$671,057	\$12,943
297	0	\$0	\$8,990	255	0	\$0	\$7,578	267		\$0	\$6,955
890	0	\$21,964,598	\$132,048	753		\$8,464,831	\$59,165	823		\$9,897,758	\$73,203
931	34	\$29,277,480	\$3,968,760	795	15	\$54,643,183	\$230,697	903	64	\$39,261,606	\$206,134



Police

(Dennis Butler, Chief)

The department has 31 employees with an annual budget of about \$2.1 million. Services include 24-hour patrol, crime prevention, criminal investigations, a School Resource Officer, the DARE program, and animal control.

Serious crime rates (Part I crime as measured by the FBI) in Ottawa are down 7.4 percent from 2006. We were fortunate to continue the reduction in serious crime from the previous year, which dropped 41 percent. There is no specific reason for this continued decrease in crime. The police department follows proven practices of focusing patrol resources on minor crime, which has shown to reduce serious crime. Additionally, follow-up investigative resources focus on serious crimes first and then other crimes that are likely to be solved. With serious emphasis on motorist and public safety, DUI arrests more than doubled in 2007. Providing excellent customer service is highly encouraged which often leads to better cooperation from citizens, witnesses, and the business community. We were proud to have Sergeant Bobbie Hawkins voted law enforcement officer of the year by readers of the Ottawa Herald!

This year's major events included response to the flood, convictions and plea bargains in an attempted murder case from late 2006 involving three of the four defendants (one is yet to go to trial), and multiple arrests and case closures concerning a rash of burglaries at businesses and churches. We would not have been successful without the hard work of dedicated professionals (civilian and sworn) who often sacrificed enormous personal time in the service of our city. The Attorney General awarded the Police Department the 2007 Crime Victim's Service Award in recognition of the department's service to victims of domestic violence and sexual assault. Additionally, Chief Butler was asked to serve on the Governor's Law Enforcement subcommittee for Domestic Violence Training. The goal of this subcommittee is to create a train-the-trainer lesson plan that will be used across the state of Kansas to train local law enforcement officers in the best investigative practices involving domestic violence-related crimes.

The police department's volunteer unit, Volunteers in Police Service (VIPS), and reserve police officers volunteered more than 2,500 hours compared with 1,100 hours of service last year. This equates to more than \$43,000 worth of service to our city. VIPS members help with crime prevention and traffic control and can be seen volunteering in the municipal court, in the police administrative office, at parades and other special events, and with uniformed patrol. The efforts of VIPS members help our agency to improve administrative services and allow police officers to focus more on crime fighting.

Unfortunately, the police department did not receive renewed funding of a two-year grant from the Office on Violence Against Women (Dept. of Justice). Due to the success of the

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Ottawa Police Officers Jeff Diel and Kacey Wiltz work a car accident scene at 15th and Main.

REPORTED CRIMES

REPORTED CRIMES PART ONE OFFENSES	2007		2006		2005	
	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
Arson	9	0	5	0	9	1
Assault: Aggravated	11	9	10	4	21	12
Burglary	125	22	117	22	221	16
Murder	3	1	3	3	0	0
Rape	23	11	14	2	11	2
Robbery	3	3	1	0	9	3
Theft	346	111	404	71	680	134
Theft: Auto	8	5	16	5	17	2
Subtotal	528	162	570	107	968	170

OTHER CRIMES						
Assault	5	2	7	3	4	3
Assault: LEO	0	0	0	0	3	3
Battery	60	40	67	42	106	48
Battery: Aggravated	17	11	15	10	22	16
Battery: Domestic	94	68	74	52	75	47
Battery: LEO	7	6	6	5	5	5
Criminal Damage Property	182	64	250	50	337	84
Criminal Threats	29	14	28	10	38	20
Disorderly Conduct	29	28	33	33	39	30
Driving Under Influence	125	125	63	62	67	65
Drug Offenses	98	84	93	84	119	115
Forgery	62	22	41	16	59	17
Homicide	0	0	1	0	0	0
Juvenile Offenses	35	29	32	28	32	29
Kidnapping	1	1	5	4	4	1
Kidnapping: Aggravated	1	1	1	1	0	0
Liquor Related Offenses	60	57	49	43	59	47
Phone harassment	7	0	7	4	18	5
Sex Offenses	34	13	33	5	34	8
Suicide	0	0	4	4	1	1
Vehicle Related Offenses	295	294	299	291	248	206
All Other Offenses	368	231	352	513	579	510
Subtotal	1,509	1,090	1,460	1,260	1,849	1,260

Totals	2,037	1,252	2,030	1,367	2,817	1,430
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OTHER ACTIVITIES			
Calls for Service	6,289	6,622	6,594
Traffic Accidents	522	464	459
Warrants Served	310	395	358
TOTAL	9,158	9,511	10,228

ANIMAL CONTROL ACTIVITIES

Activity	2007	2006	2005	Change from 2006
Domestic animals impounded	164	199	190	-18%
Dead animals (wild)	252	270	175	-7%
Dead animals (domestic)	46	68	33	-32%
Animals trapped	153	138	89	11%
Trap usage (days)	397	476	340	-17%
Dog ordinance violation citation	49	68	100	-28%
Cruelty to animal violation	0	3	5	-100%
Calls for service (non-trap)	1,192	1,134	1,388	5%

Police

(continued)



(Continued from page 6)

Domestic Violence Unit, however, each grant partner retained its grant employee in order to continue this important work to reduce family violence and assist victims with the help they so desperately need. Grants allowed the purchase of new equipment such as ballistic vests, higher quality and functioning uniforms, and twelve new portable radios for patrol officers. Overall, twenty-eight radios were replaced with 100 percent grant funding valued at \$33,000. The police department is collaborating with the Sheriff's Office and Wellsville Police Department on a joint Records Management System (RMS) designed to improve record-keeping and record-sharing, as well as encourage more efficient use of personnel.

New activities were added to the 22nd annual DARE camp, which 80 USD 290 6th graders attended. The 27th annual McGruff Club focused on safety programs with live entertainment (averaging 353 children and parents each Saturday). Finally, the police department held its third annual "Cops on Top" fundraiser for Special Olympics; police officers perched atop a local restaurant for 48-hours raised \$3,000 for Special Olympics Kansas. This marks the 22nd year that the department has participated in some type of Special Olympics fundraiser.



Ottawa Police Officer Rick Geist illustrates different methods used in investigation for the Library's Kid's Detective Seminar.

ADULT AND JUVENILE CRIMINAL ARRESTS PART ONE ARRESTS	2007		2006		2005	
	ADULT	JUVENILE	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0	1	0
Assault: Aggravated	10	0	3	1	12	3
Burglary	45	47	31	4	13	7
Murder	1	0	5	0	0	0
Rape	12	0	3	0	3	0
Robbery	2	0	0	0	1	0
Theft	61	13	39	25	105	48
Theft: Auto	4	0	6	0	1	0
Subtotal	135	60	87	30	136	58

OTHER ARRESTS						
	2007	2007	2006	2006	2005	2005
Assault	0	0	0	0	2	0
Assault: LEO	0	0	0	0	2	0
Battery	23	8	30	12	35	15
Battery: Aggravated	10	0	8	4	12	7
Battery: Domestic	61	3	51	2	37	0
Battery: LEO	3	1	3	3	6	2
Criminal Damage Property	27	28	19	11	18	10
Criminal Threats	6	0	5	1	9	5
Disorderly Conduct	12	1	14	4	15	14
Driving Under Influence	119	0	57	1	56	1
Drug Offense Arrests	42	14	43	2	80	17
Forgery	17	0	6	0	10	0
Homicide	0	0	0	0	0	0
Juvenile Offense Arrests	1	31	0	23	1	22
Kidnapping	0	0	1	0	0	0
Kidnapping: Aggravated	0	0	0	0	0	0
Liquor Related Offense Arrests	27	3	16	4	26	9
Phone Harassment	0	0	2	0	1	0
Sexual Offense Arrests	8	0	3	0	5	1
Suicide	0	0	0	0	0	0
Vehicle Related Arrests	235	2	226	6	168	2
All Other Arrests	339	41	427	13	362	21
Subtotal	930	132	911	86	845	126
Totals	1,065	192	998	116	981	184

TOTAL ARRESTS **1,257** **1,114** **1,165**

Municipal Court

(James Campbell, Judge and Joyce Hendrix, Prosecutor)

The City operates a court system using a Municipal Judge, City Prosecutor, Court Clerk, and an assistant. The Municipal Court is located in the Law Enforcement Center and has an annual budget of \$170,700. The municipal court continued scheduling two specialized dates per month; one for account review of people who are making monthly payments

on court fees and fines and the other is reserved for Codes and Nuisance violations. These additional specialized dates help to alleviate some of the congestion during regular court days. Volunteers assist paid court staff during hectic court sessions and follow-up with much needed administrative support and record keeping.

	2007	2006	2005
Fines	\$270,905	\$318,578	\$321,808
City Court Costs	\$116,650	\$116,632	\$126,751
Other Court Costs	\$26,504	\$22,403	\$27,321
Combined Total	\$414,059	\$457,613	\$475,879

CASES FILED	2007	2006	2005
Crimes against persons	27	33	61
Crimes against property	47	34	91
Driving Under The Influence	88	47	48
Miscellaneous crimes	196	193	199
Traffic Violations	1,582	1,609	1,377
TOTAL CASES FILED	1,940	1,916	1,776
COURT REVENUES (fines & fees)	\$414,059	\$435,211	\$475,879
CASE DISPOSITIONS			
Bond forfeitures	23	48	30
Dismissals	130	105	117
Diversion agreements	46	42	45
Guilty pleas	1,579	1,688	1,622
Trials (on pleas of not guilty)	58	65	65
TOTAL CASES CLOSED	1,836	1,948	1,879



City Clerk/Finance Department

(Scott Bird, City Clerk/Finance Officer)

The mission of the Finance/City Clerk Department is to promote the effective and efficient use of financial resources, protect city assets, and provide well trained administrative, clerical, and record keeping support for the City. Services include meter reading, billing, and collection for almost 6,300 electric customers and more than 5,100 water and wastewater customers. Additional services include the issuance of cereal malt beverage, drinking establishment, pawnbroker, and dog licenses. The department acts as a collection point for all city revenues and distributes payment for all city expenditures.

In 2007, the Finance Department placed a high priority on improving the City's Disaster Recovery Plan. This effort included the scanning of all historical City Commission minutes back to 1877 for digital offsite storage. In addition, seventy five percent of the personnel in the department have now completed at least the basic National Incident Management System (NIMS) training session. This effort positions staff to be better prepared in the event of a local disaster. The summer flooding brought the third FEMA event in recent years. Finance staff was key in administrating records and data for FEMA reimbursement. In addition, the department completed 77 hours of customer service training and over 80 hours of safety training.

Treasurer functions include responsibility for monitoring the city's cash flow requirements; cash management of all funds; the receipt and deposit of all municipal revenues to ensure on-time payment of monies to minimize short-term finance charges; administration of outstanding debt; payroll, data processing and utility billing; investment management and oversight of the city's health insurance program. This division was instrumental in the installation of a new IBMAS/400 mainline computer. This system operates the payroll, general ledger, utility billing, and bill collection systems. After data was migrated from the old IBM system, it was moved to an offsite location to be used to backup the new system on a daily basis.

The Building Maintenance Division oversaw the custodial care and maintenance of City Hall as well as several other City-owned Buildings. Data Processing controls the city's main informational equipment including an IBM AS/400 system, which was updated in 2007. This system operates and provides backup to the payroll, general ledger and utility billing systems. The Meter Readers use an ITRON meter reading system to collect data in the field, which is downloaded to the city's main computer and used to calculate utility bills for Ottawa's customers.

The City Clerk Division records official proceedings for all meetings of the governing body; maintains custody of minutes, resolutions, ordinances, and other official records; prepares reports for and communicates with the city manager and the governing body; coordinates the development of economic development tax exemption applications; and special assessments and development impact fees. In addition, this division provides access of open records information to the general public; works with individual citizens and local community groups, and assists in the development of petitions related to various community matters. Special mention should be made of the achievement to Level II of the Master Municipal Clerk's designation by the Deputy City Clerk.

In 2008, the Finance Department will continue to play a key role in the annual budget, financial planning and monitoring, accounting, bookkeeping, cash management, grant management, and treasurer duties. Additional



Finance Department staff assist utility customers at the front counter.

responsibilities include the coordination and development of policies with respect to investments as well as forecasting city debt issuance needs. It is anticipated that in 2008 the Finance Department will have the ability to serve the public through modern payment methods.

CITY CLERK / FINANCE

LICENSES	2007	2006	2005
Dog Licenses	940	986	1,092
Liquor and CMB Licenses	31	30	37
Tobacco Licenses	15	16	16
Door to Door Sales	28	37	28
Itinerant Vendors	7	15	22

UTILITIES

Utility Bills Processed	74,152	73,220	72,160
Utility Orders Processed	7,355	5,309	6,196
In Orders	2,362	1,639	2,219
Out Orders	2,216	2,056	2,170
Non Pay Disconnections	1,204	1,268	1,168
Change Orders	1,573	346	639
Utility Revenue			
Electric Revenue	\$12,978,012	\$11,644,022	\$10,315,396
Water Revenue	\$1,991,082	\$2,037,800	\$1,994,505
Sewer Revenue	\$2,142,103	\$2,017,789	\$1,640,358
Level Payment Customers	126	128	131

FINANCE

Credit Card payments received	\$281,463	\$215,297	\$159,000
Setoff Program Collections	\$48,348	\$67,167	\$49,000
Payroll	\$7,457,671	\$7,057,919	\$6,926,000
Number of Purchase Orders	4,370	4,534	4,715
Dollar Amount	\$18,930,445	\$17,973,000	\$17,914,000
Health Insurance Account	\$1,446,384	\$2,014,730	\$1,806,000
Total Purchase Orders	\$20,376,828.50	\$19,987,730	\$19,720,000
Sidewalk Program Participants	0	349	338

Public Works

(Andy Haney, Director)



The public works department is responsible for infrastructure maintenance activities that include streets and alleys, parks and swimming pool, airport, cemeteries, snow and ice treatment/removal, the levee system, stormwater facilities, and the City's vehicle and equipment fleet. Projects completed in 2007 included repairs to Skunk Run, public parking lot at 1st and Hickory, and the Montana/Sand Creek Intersection Project.

Streets. In 2007, the Streets Division consisted of twelve full-time employees and had a budget of about \$870,000. Streets Division personnel are frequently involved with infrastructure inspection throughout the year with projects including street and storm drainage improvements or systems. A few of the projects requiring inspections from the Streets Division in 2007 included the west parking lot rehab at Orlis Cox Field, assembly of shade structures and large water slide at the municipal swimming pool, installation of eighteen "permanent" disc golf goals at Kanza Park, and repair of concrete pavement along Ash Street (11th to 15th) and the Orchard Heights Subdivision. Inspections of public infrastructure were completed by Streets personnel at Sugar Creek, Coves at Tallgrass, and Lakeside Estates.

2007 Flooding. A significant rain event occurred in the area beginning on 27 June. As the river rose, the Streets Division commenced 24-hour flood control operations. All the levee sluice gates (normal drainage "through" the levee) were closed on Thursday, 28 June, and pumping operations began. The local rainfall over the duration of the event exceeded the capacity of our pumping stations, which were all operating properly and at full capacity. We supplemented each of three pumping stations with auxiliary (agricultural) pumps, and additional pumping support was provided by the Fire Department at the north pumping station. This effort was not enough to keep up with the intensity of the event, and some localized flooding occurred at all three pumping stations. Buildings were affected by water adjacent to the southeast pumping station (Skunk Run) and the north pumping station (Possum Run). While the backup at the southwest pumping station resulting in closing local streets and flooding a large part of the Cox Field complex, no buildings were affected. The river crested at 41.00' early on the afternoon of 1 July. According to information on the National Weather Service website, this represents the third highest historical crest for the Marais des Cygnes at Ottawa. The volume was measured by the USGA as 50,000 CFS (cubic feet per second).

Parks. The City has 90 acres of park land to maintain (including the rail trail), containing the swimming pool, horseshoe pits, tennis and basketball courts, ball diamonds, playgrounds, shelter houses, bathrooms, walking trails, open space, tree maintenance, etc. In 2007, there were five full-time employees and an annual budget of about \$280,000. In addition to the parks regular activities, six of the planned trees for the new parking lot at 1st and Hickory were planted, eight Bald Cypress trees were planted along K-69 west of the Utilities Department yard, and eighty rose plants were planted on downtown corners to replace some that did not survive the unusual spring weather. Three grant applications for trail improvements have been approved, which will assist in an overlay of the Prairie Spirit Rail Trail and some stormwater drainage improvements in the trail area.

Airport. There were 4,925 daily operations (a landing or take-off) recorded at the Airport during 2007. This is a significant increase from 2006 when 3,733 daily operations were recorded. The increase could partially be attributed to construction closing the airport for a period in 2006; however, the increase might also indicate an upward usage trend. Projects for 2007



Public Works employees Ray Hamilton, Mark Seymour, Chad Bentley and Charlie King work to install disk golf baskets in Kanza Park.



High water from hard rains brought the Marais des Cygnes to record peaks. With flood gates closed, water flowed rapidly over the Main Street bridge.

included reconstruction of the turf runways and installation of new taxiway reflectors.

Fleet Management. The City Garage, which consists of two employees, routinely services vehicles and equipment for all City of Ottawa departments. The most typical service is a periodic oil change with associated checks and services, called a "PMA" (preventive maintenance). During 2007, Garage personnel completed 381 equipment repairs and performed 239 preventive maintenance services.

Cemeteries. Cemetery staff handles all grounds maintenance and burials at Highland Cemetery, as well as burial services and perpetual care for the site—i.e. turf management, mowing, and trimming, etc. This division has two full-time employees and a budget of about \$100,000.

CEMETERIES

BURIALS

Year	Highland	Hope	Total
2007	96	4	100
2006	109	7	116
2005	88	8	96

PLOTS SOLD

Year	Highland	Hope	Total
2007	85	0	85
2006	133	5	138
2005	59	2	61

PLOT STATUS

Status	Highland	Hope	Total
Occupied	10,275	5,284	15,559
Unsold	6,220	958	7,178
Sold/Empty	5,025	2,222	7,247
Unusable	761	542	1,303
Total	22,281	9,006	



Fire

(Jeff Carner, Chief)



Fire crews respond to a house fire at 129 Locust.

The mission of the Ottawa Fire Department (OFD) is to provide the highest level of life and property safety to our citizens through the extension of fire prevention, fire control, emergency medical care, crisis intervention and public education. In 2007, the OFD responded to the highest number of calls for service in its history with a total of 1,301 calls as compared to 1,164 in 2006. We experienced 20 building fires compared to 13 in 2006. The total number of calls for service continues to increase on an annual basis as our community grows and expands.

The number of public education programs presented throughout the year increased, totaling 204 fire and life safety education presentations. The OFD has a slogan that states "Fire Fighting Is Our Business/Prevention Is Our Goal". This slogan captures one of the principle beliefs of the department. We believe a comprehensive prevention program is a primary tool in ensuring safe behaviors that contribute to reducing risk and loss.

Another component of a comprehensive prevention program is the enforcement of building, fire, and life safety codes. Enforcement is the mechanism used to obtain compliance with codes during the construction process and afterward, when buildings are occupied. Although the OFD does enforce the applicable codes, the greater underlying intent is to educate those who own

and occupy buildings in our community. By educating the public about the applicable codes and their intent the OFD feels greater benefit is obtained for an extended period of time than just enforcement. During 2007, the department conducted 960 field inspections covering all buildings in our community, including residential day care facilities.

The OFD believes that our community deserves and expects high quality service from a well trained department. Considerable time and resources are dedicated to education and training our members to help meet this expectation. During the year, OFD members conducted a total of 4,595 hours of documented training on a wide variety of topics and issues.



An Ottawa firefighter works the fire at the old Lincoln Elementary School.

	2007	2006	2005
Building fires	20	13	13
Vehicle fires	20	10	16
Other fires	30	22	30
Over pressure rupture, overheat	1	1	2
Rescue & emergency medical	828	765	710
Hazardous conditions	109	102	96
Service calls	37	27	27
Good intent calls	150	142	135
False alarms	104	81	97
Severe weather natural disaster	1	0	1
Special type incident	1	1	0
TOTAL CALLS	1301	1164	1,127

	2007	2006	2005
Estimated fire loss	\$457,215	\$304,120	\$304,927

Information Technology (Chuck Bigham, Director)

The Information Technology (IT) Department became fully staffed during 2007 and consists of the Director, an IT Specialist, and a Multimedia Specialist. With this staff, the department was able to expand its capabilities including the technology support of the Police Department as well as providing help to the county IT department after a number of vacancies occurred.

The City IT department supports well over one hundred PC workstations and about 150 network attached devices. Nearly all PCs are built in house to provide for quick repair and common spare parts. Upgrades included moving all workstation platforms to either Windows XP or Windows 2000 and upgrading all Office Suites to Office 2003.

The Multimedia Specialist position allowed the Government Access Channel to expand programming throughout the year. Filming of community events became a big part of the GAC; the DVD collection of area events doubled over last year. Programming such as the Car Show and creating an in house professional DVD of the 2007 Power of the Past Show to be aired on a national television program are just two of many examples.

As requested by the public, a dual ticker tape was added to the GAC for local weather and upcoming community events. Multi-camera and tapeless recording allowed events to go right to DVD for immediate rebroadcast. More DVD players were added on a program scheduler to allow multiple programming sources to play during

the day and night. Web site enhancements included expanding the reach of the Government Access Channel 20 to the Worldwide Web so everyone with an internet connection can view Commission Meetings, Legislative Coffee's, area events, as well as the Community Electronic Bulletin Board.

A project adding fiber to parts of the City Network (City Hall, OPD, and OFD) began in December to provide better connectivity, increased network reliability and performance, better Disaster Recovery, and the ability to work with the forthcoming City and County Record Management System (RMS). The coming year will bring further enhancements to the City and its effective and expanding use of technology.

Utilities

(Jim Bradley, Director)



Members of the electric line crew install a regulator at K-68 and Davis Road.



Utilities employees Carl Elder and Matt Hammes work to repair a pipe at Main Street and Dundee.

The Utilities Department provides wastewater collection and treatment, electric generation and distribution, and water treatment and distribution services to the City. The Department also operates a warehouse that supports these services. In addition, the Department operates a Computer Assisted Drafting (CAD) division, providing mapping services to all other departments. The CAD operator, Darlene Lister, was named as president of the County Association of Mappers for the year 2007-2008. This association is a statewide group established by the State of Kansas. Benefits of the City owned utilities include greater local control over rates, better responsiveness to the public, more quality control, coordinated planning efforts with other City functions, and subsidization of some public services and activities using utility revenues. Combined, the Utilities Department has 48 employees.

Wastewater Collection and Treatment. With a 2007 budget of \$1.4 million, the 2.6 Million Gallon per Day (MGD) plant treated 1.2MGD on average. The plant, which went on line in 2004, continues to meet and exceed all State and Federal regulations. The Collection Division continues to make improvements to the collection system by replacing over 1,400 feet of gravity sanitary sewer lines, making various repairs, and replacing existing manholes.

Water Treatment and Distribution. The annual budget for these two divisions is approximately \$1.7 million. The City provided over 492 million gallons of treated water to residences, business, four Rural Water Districts, and the City of Princeton. David Buehler, Water Treatment Plant Superintendent, was selected to serve as the City's board representative on the Marais Des Cygnes River Water Assurance District to help ensure the future water supply for the City. The plant and personnel are extremely proud of the fact that there have been no violations of State or Federal regulations for over 27 years. Plant personnel also completed electrical upgrades to the River Lift and Low Lift pump stations to ensure continued service during flood events. The Distribution Division continued to make improvements to the system by replacing and upgrading over 2,400 feet of water lines and preparing for growth by installing over 30 new services and providing inspection services to new subdivisions to ensure proper installation of the water and sanitary sewer infrastructure.

Electric Generation and Distribution. The annual budget for these divisions is about \$11.6 million, although a very large portion of this (\$7.6 million) goes towards purchasing electrical energy from various suppliers to be passed on to our consumers. The Distribution Division provided for growth by extending services to the American Eagle Distribution Center and installing services in new subdivision developments. The Distribution Division was also able to provide a five man crew to help restore services to the City of Wamego after the ice storm in December. This was done in conjunction with Kansas Municipal Energy Agency's (KMEA) Mutual Aid Program. The two divisions combined to provide over 145 million kilowatt hours to our consumers with over 99.9% reliability during 2007. Jeff Oleson, Power Plant Superintendent was named to serve on the board of KMEA's Energy Management Project to ensure future power supply at the most reasonable cost to the City.

UTILITIES

ELECTRICITY	2007	2006	2005
Sold (megawatt hours)	145,522	129,310	127,017
Peak demand day (megawatts)	39	38	34

WATER	2007	2006	2005
Sold (million gallons)	491	522	521
Peak demand day (million gallons)	3.2	3.2	2.8

WASTEWATER	2007	2006	2005
Treated (million gallons)	314	315	454
Peak Demand Day (million gallons)	9.4*	4.3	7.0

*The increase in peak demand day was a result of the flooding in 2007



Library

(Barbara Dew, Director)

Ottawa Library provides informational and recreational reading, listening, and viewing opportunities to the community in order to provide a better informed citizenry. Volunteers promote the organization at community events as well as prepare and deliver library materials to residents who cannot visit in person. There are currently three full-time and twenty-six part-time employees that equate to 14.2 full time equivalents. Long-time Director, Barbara Dew, retired this year and was replaced by Jeff Coyle.

General circulation to local cardholders decreased slightly while items lent to other libraries increased by 51 percent. This increase reflects the commitment of the library board and staff to the state interlibrary loan program that has served Ottawa customers so well for many years. Although staff began purchasing many interlibrary loan requests for community use in recent years, Ottawa is still a net borrower of interlibrary loan materials.

The number of children enrolled in the Summer Reading Program decreased slightly, while Adult Summer Reading saw almost no change in its third year. Nonetheless, total programming attendance increased in 2007. Attendance at library programs given outside of the library increased dramatically and toddler time attendance grew by 49 percent!

Several staff work areas were remodeled in 2007 allowing staff to make better use of their space. The library added six additional computers downstairs for use by the public. Additional improvements were made to the library's online system to boost efficiency for the public and staff. With help from the Franklin County Genealogical Society, the library was able to add the Ancestry database to its collection of online resources. As a result of these improvements, public computer use at the library was up from 2006.

The used bookstore managed by Friends of the Ottawa Library at 209 E. Second netted nearly \$5,000, and memberships added over \$1,900 to benefit the Ottawa Library and help support the Franklin County Literature Festival. Additionally, the mural on the outside wall and storefront window of the used bookstore was completed in 2007. The Library Board placed a great deal of emphasis on the proposed Community Center in 2007, among many other projects.

CARD HOLDERS	2007	2006	2005
Ottawa residents (66%)	10,735	8,766	8,864
Franklin Co. non-Ottawa (26%)	4,206	3,453	3,561
Out-of-County (8%)	1,315	1,063	1,024
TOTAL CARD HOLDERS	16,256	13,282	13,449

CIRCULATION	2007	2006	2005
Adult print (38%)	45,570	48,827	50,094
Childrens print (36%)	39,864	45,486	40,932
Non-print items (26%)	28,410	32,690	34,177
TOTAL CIRCULATION	113,844	127,003	125,203

PROGRAM ATTENDANCE	2007	2006	2005
Storytime	1,701	1,941	2,027
Toddler Time	1,246	835	1,049
Books & Babies	464	491	584
Summer Reading-related events	1,171	1,737	581
Other programs in library	2,993	3,582	2,022
Programs given outside library	4,635	3,493	3,848
TOTAL ATTENDANCE	12,210	12,079	10,111

MISCELLANEOUS	2007	2006	2005
Children enrolled in Summer Reading	690	698	597
Adult Summer Reading participants	151	152	175
Presentations given in the library	163	196	115
Presentations given outside of the library	97	69	81
Library visits	121,486	126,543	131,147
Reference transactions	53,880	55,770	54,140
Public computer use	23,881	21,798	20,750



Dino Days, presented by the Ottawa Library, was one of the many programs presented in 2007.

YOUTH IN GOVERNMENT

(Lisa Rivers, Sponsor)

Youth in Government (YIG) had a tremendous impact on the City of Ottawa this past year. In April of 2006, Sara Humm, a Senior at OHS and member of YIG, became the youngest citizen ever elected to serve on the Ottawa City Commission. This tremendous event set the stage for a year of active involvement from our youth.

Beginning in January 2007, Youth in Government members actively engaged the community in a conversation about the need for a Clean Indoor Air Ordinance for the City of Ottawa. They surveyed 8th-12th grade students and found that 80% wanted a "smoke-free future for Ottawa" and that they would support a Clean Indoor Air Ordinance. In addition, YIG members surveyed local civic groups and health professionals to get the community's perspective.

To a packed Commission Chamber, YIG members challenged the City Commission to take a stand and protect the health of Ottawa's citizens by drafting a Clean Indoor Air Ordinance. On December 5th, Ottawa became the 25th city in Kansas to pass such an ordinance.

Though the issue surfaced on multiple occasions over the last few years, it was the dedication and hard work of YIG that finally persuaded the City Commission to move forward. From conferences in Topeka to Washington, D.C., Ottawa's YIG program is showing youth across the country that their voice is important and that they too can make a difference.



Members of the 2007-2008 Youth in Government are: (Back row L to R) Hannah Bryan, Caci McClelland, Darrah Jorgensen, Nathan Nowatzke and Sponsor Lisa Rivers.. (Front row L to R) Ben Manis, Anna Stone, Amy Barnes, Abby Guenther and Paul Thomas.