



If you need this information in another format or require a reasonable accommodation to attend this meeting, please contact the City Clerk's office at 785-229-3600. Please provide advance notice of at least two (2) working days. TTY users please call 711.

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

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

A Study Session is scheduled for **July 2, 2012 at 4:00 pm** in the Commission Chambers on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

I. Public Comments

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

- a. Minutes from the June 18, 2012 Study Session and the June 22, 2012 Regular Meeting. *pp. 3 - 7*
- b. A revised ordinance amending Article 27, Section 27-4 General Standards for the City of Ottawa zoning regulations. *p. 8*
- c. A resolution for a change in nonconforming use permit to allow a gymnastic center on the property located at 913 E. Wilson Street. *pp. 9 - 16*

III. Items for Presentation and Discussion

- a. A review of the 2011 Financial Audit. *pp. 17 - 18*
- b. Discussion continues regarding the proposed 2013 Budget. *p. 19*
 - Stormwater Utility *pp. 20 - 21*
 - Youth in Government *pp. 22 - 23*
 - Ottawa Main Street Association *p. 24*
 - Ottawa Library *p. 25*
 - Prairie Paws Animal Shelter *pp. 26 - 34*
- c. May Financial and Activity Report *pp. 35 - 74*
- d. City Manager's Report
- e. Commissioners' Reports
 - Commissioner Caylor to provide an ORC update.
- f. Mayor's Report

2012 Priorities

Streets & Sidewalk Improvements • Economic Development • Parks • Business Development • Citizen Relations

IV. Announcements

July 2, 2012	Special Call Meeting, 7:00 pm
July 4, 2012	Independence Day holiday – City offices closed
July 4, 2012	Independence Day holiday – City Commission meeting rescheduled to July 2, 2012
July 9, 2012	Study Session, 4:00 pm
July 11, 2012	City/County Budget Open House, 7:00 - 8:00 pm. Ottawa High School Cyclone Room
July 14, 2012	Third Annual Ottawa Play Day, 10:00 am - 1:00 pm, Forest Park Brick Shelter
July 16, 2012	Study Session, 4:00 pm
July 18, 2012	Regular Meeting, 9:30 am
July 18, 2012	Joint City/County/USD 290 Luncheon, USD 290 1404 S. Ash, 12:00 Noon
July 23, 2012	Study Session, 4:00 pm
July 30, 2012	Study Session, 4:00 pm

V. Recess

VI. Reconvene

VII. Adjourn

VIII. Items Already Placed

- a. A public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 936 Hamblin.
- b. A public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 830 S. Cherry.
- c. A public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 804 S. Cherry.
- d. A public hearing on July 2, 2012 at 7:00 pm for the consideration of a proposed Tauy Jones parking lot on the campus of Ottawa University.
- e. A request to revise the residency policy for the employees of the City of Ottawa.
- f. Minutes from the June 11, 2012 Study Session. *pp. 3 - 5*
- g. Recognition of Ron Hughes upon his retirement after 26 years of service.

**STUDY SESSION MINUTES
OTTAWA, KANSAS
Minutes of
June 18, 2012**

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

Mayor Jorgensen called the meeting to order.

Public Comments

None offered at this time.

Review of Minutes

The Governing Body reviewed the minutes from the June 6, 2012 Regular Meeting and agreed by consensus to place this item on the next Regular Meeting Agenda on June 20, 2012.

Proposed Ottawa University Parking Lot

The Governing Body heard from Ottawa University Chief Financial Officer Clark Ribordi who provided a presentation on the proposed parking lot on the campus of Ottawa University near Tauy Jones and answered questions from the Governing Body.

Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to place a Public Hearing regarding the proposed parking lot on the July 2, 2012, 7 pm Special Call: Regular Meeting Agenda. The motion was considered and upon being put, all present voted aye by acclamation. The Mayor declared the Public Hearing duly placed.

City Employee Residency Policy

The Governing Body continued discussion regarding recommended revisions to the residency policy for City employees and reviewed information from staff. Following discussion, the Governing Body presented changes and agreed to place the revised policy on the next Study Session Agenda for June 25, 2012.

Monthly Financial and Activity Report-April

The Governing Body reviewed the Monthly Financial and Activity Reports for the month of April, deferred from the June 4, 2012 Study Session.

Commissioner Caylor will report on a recent Ottawa Recreation Commission (ORC) meeting at the next Study Session.

June 18, 2012

Unofficial Until Approved

City Manager's Report

City Manager Richard Nienstedt reported on the following:

- County/City Joint Budget Open House is being planned for July 11, 2012
- The City Manager suggested the Governing Body start their July 2, 2012 Study Session at 4 pm. The Governing Body agreed by consensus to start the Study Session at 4 pm.
- Commissioners Richards, Ramsey, Caylor, and Mayor Jorgensen will attend the Joint City/County/USD 290 Luncheon on June 20, 2012 at noon at City Hall.
- Youth in Government (YIG) report will be given at the next Study Session
- A short executive session is needed for attorney-client privilege with the City Manager, City Attorney, and Police Chief present with no action to be taken after.

Executive Session

Recess

Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to recess into Executive Session to discuss attorney-client privilege, with City Manager Richard Nienstedt, City Attorney Bob Bezek, and Police Chief Dennis Butler present, for a period of 10 minutes. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 5:37 pm.

Reconvene

Commissioner Caylor made a motion, seconded by Commissioner Richards, to reconvene into Regular Study Session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 5:47 pm.

Recess

Commissioner Ramsey made a motion, seconded by Commissioner Richards, to recess back into Executive Session to discuss attorney-client privilege, with the City Manager, City Attorney, and Police Chief present, for a period of 5 minutes. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 5:47 pm.

Reconvene

Commissioner Reed made a motion, seconded by Commissioner Caylor, to reconvene into Regular Study Session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 5:52 pm.

Adjournment

There being no further business to come before the Governing Body, Commissioner Richards made a motion, seconded by Commissioner Caylor, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:52 pm.

Carolyn S. Snethen, City Clerk
June 18, 2012

Unofficial Until Approved

**CITY COMMISSION
Regular Meeting Minutes
Commission Chambers
101 S. Hickory, Ottawa, Kansas
Minutes of June 20, 2012**

The City Governing Body met at 9:30 am this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Jorgensen, Commissioner Richards, Commissioner Caylor, Commissioner Ramsey, and Commissioner Reed. A quorum was present.

The Mayor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag and the invocation was given by Director of Planning/Codes/Inspections Wynndee Lee.

Consent Agenda

Commissioner Reed made a motion, seconded by Commissioner Richards, to approve the consent agenda. The consent agenda included the agenda, minutes from the June 4, 2012 Study Session and the June 6, 2012 Regular Meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the Consent Agenda duly approved.

Public Comments

None offered at this time.

Declaration

The Mayor asked the City Commission for declarations of any conflict or outside communications that might influence their ability to impartially consider today's issues and come to a fair decision. None were declared.

Second Quarter Recognition of City Employees

The Governing Body acknowledged second quarter recognition of city employees. Employees recognized have been promoted or have recently completed educational and professional development programs. The following employees were recognized:

Adam Weingartner – Police

Adam was promoted to the position of Police Captain. Along with his new duties as Captain, Adam will continue to command the Patrol Division and oversee the daily activities of all patrol personnel.

David Buehler – Utilities/Water Production

Shawn Dillon – Fire

Tom Yahl – Planning and Codes

These three employees successfully completed the 2011-12 Leadership Franklin County program. The program focuses on civic leadership and community engagement; this year the class completed a public service project that supported the free smoke detector program for residents of Franklin County.

June 20, 2012

Unofficial Until Approved

Kyle Thurman – Public Works/Parks

Kyle has become a Certified Playground Safety Inspector. The CPSI program is offered by the National Certification Board in coordination with the National Park and Recreation Association and the National Playground Safety Institute. CPSIs are certified to inspect playgrounds for safety hazards and to ensure compliance with national standards set by American Society for Testing and Materials and Consumer Product Safety Commission.

Kyle Thurman – Public Works/Parks

DJ Welsh – Public Works/Parks

Justin McCurdy – Public Works/Streets

Ray Hamilton – Public Works/Streets

Scott Davis – Public Works/Cemetery

These City employees have become certified arborists, trained in the cultivation, management and study of trees, shrubs, vines and other perennial woody plants, with a focus on the health and safety of individual plants and trees.

Ray Hamilton – Public Works/Streets

Ray has been reclassified to the position of Heavy Equipment Operator, Public Works/Streets.

Dave Piotrowsky – Planning and Codes

Dave has earned the designation of Certified Building Official. Testing for this certification reviews the applicant's knowledge of building, plumbing, mechanical and electrical codes, as well as expects a high level of understanding in the administrative areas of code enforcement, including financial management and records, personnel management, communications with other agencies and legal issues.

Terry Seaton

Terry has moved into a new position as Service Technician.

Richard U. Nienstedt – City Manager

Richard has completed the League of Kansas Municipalities' Municipal Leadership Academy, Level II. This continuing education program provides an interactive curriculum of specialized instruction to develop the knowledge and enhance the leadership abilities of those who serve the cities of Kansas.

City Manager's Report

City Manager Richard Nienstedt reported on the following:

- Joint City/County/USD 290 Luncheon today at noon at City Hall
- A short executive session is needed.

Commissioners' Reports

Commissioner Richards reported on the following:

- He is pleased to see progress around the community, including the Goody's building renovation and a convenience store expanding.

Commissioner Caylor reported on the following:

- She thanked the City employees who took the initiative and volunteered for extra training and certifications.
- Recently attended a City Band concert and was pleased with the turnout.

Mayor's Report

Mayor Jorgensen reported on the following:

- This week is the Suzuki Strings Institute and free concerts will be held at the Ottawa University Chapel each evening this week.

Announcements

The Mayor announced the following:

- June 20, 2012: Joint City/County/USD 290 Luncheon at City Commission Chambers, City Hall, at Noon
- June 25, 2012: Study Session at 4 pm
- July 2, 2012: Study Session at 4 pm
- July 2, 2012: Special Call Meeting at 7 pm

Executive Session

Recess

Commissioner Richards made a motion, seconded by Commissioner Caylor, to recess into Executive Session to discuss attorney-client privilege, with City Manager Richard Nienstedt and City Attorney Bob Bezek present, for a period of 10 minutes. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 9:45 am.

Reconvene

Commissioner Reed made a motion, seconded by Commissioner Ramsey, to reconvene back into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 9:55 am.

Adjournment

There being no further business to come before the Governing Body, Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 9:57 am.

Carolyn S. Snethen, City Clerk
June 20, 2012

Unofficial Until Approved

ORDINANCE NO. _____

AN ORDINANCE AMENDING ARTICLE 27, SECTION 27-4 GENERAL STANDARDS, FOR THE CITY OF OTTAWA ZONING REGULATIONS.

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

Section 1. AMENDMENTS TO ARTICLE 27, SECTIONS 27-4, of the City of Ottawa Zoning Ordinance #3501-05 are hereby changed to read as follows:

**ARTICLE 27
SIGN REGULATIONS**

SECTION 27-4 GENERAL STANDARDS

27-401(d)

Electronic Message Centers shall be permitted only for schools, churches, government buildings and public agencies. The following restrictions shall apply to electronic message centers:

1. No electronic message center shall exceed 40 square feet in size and shall be incorporated into a larger sign permitted by these regulations. The electronic message center shall not exceed 50 % of the overall sign face.
5. Electronic message centers, if located in a residential district or within two hundred (200) feet of a residentially zoned district, may only be operated between the hours of 6 a.m. and 10 p.m.

Section 2. SEVERABILITY. Any provision of this Ordinance which shall be declared invalid shall not affect the validity and authority of any other provisions of this Ordinance.

Section 3. REPEALER. Previous ordinances and any parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 4. EFFECTIVE DATE; PUBLICATION. This Ordinance shall take effect amending the Zoning Ordinance #3501-05 for the City of Ottawa, Kansas, and be in full force from and after its publication in the official city newspaper.

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

Mayor

Attest:

City Clerk

STAFF MEMORANDUM

Target Meeting Date: July 2, 2012

TO: Richard Nienstedt, City Manager

FROM: Wynndee S. Lee, AICP, Director of Planning & Codes Administration

DATE: June 20, 2012

SUBJECT: **A Resolution** for a change in nonconforming use permit to allow a gymnastic center on the property located at 913 E. Wilson Street.

Comments: David & Stacy Doemland are seeking approval of a non-conforming use permit to operate a gymnastics facility (formerly Swim For Life) at this location. The subject property was granted a special use in 2003, and the facility was constructed in 2004. The Planning Commission reviewed the special use permit again in 2005. The previous owner of the facility ceased operation in 2006. The City's previous zoning regulations allowed such an operation by special use permit in residential zoning districts, though the current regulations do not allow for conditional use permit. As the facility was developed for a specific use, the facility is considered a legal nonconforming use, for which a change in the nonconforming use permit would be required.

The City of Ottawa's Planning Commission reviewed the nonconforming use permit request and held a public hearing. Attached is a copy of the findings. David Doemland made a short presentation. There were three neighboring residents who spoke with concerns about the noise, traffic, trash, parking, mowing, snow removal, hours of operation, and parties taking place at the facility. The current owner indicated this would make a great gymnastics facility. There were no other public comments during the hearing. The prospective owner agreed to restrict his hours of operation to meet the neighbors concerns and indicated he will contract with someone for snow remove and for mowing.

The recommendation of staff is to approve the nonconforming use permit with the following conditions: (1) Any change in ownership or use will require the change in use to be reviewed by the Planning Commission; (2) The proposed use shall cease upon the determination by the Planning Commission that it is detrimental to the surrounding neighborhood. Detrimental impact will be based upon increase traffic, parking problems or complaints on impact of use; (3) Any change in signage associated with the proposed use shall not exceed 32 square feet in size; (4) Hours of operation shall be limited to 8 a.m. to 8:30 p.m. Monday through Saturday and 12 p.m. to 8:30 p.m. Sunday; (5) Shrubs need to be planted on the west side of the parking lot within one year after approval.

The Planning Commission recommends to the City Commission by a vote of 6-1 approval of the nonconforming use permit.

Attachments: Resolution
Staff Findings
Location Map

RESOLUTION NO. _____

AN ORDINANCE GRANTING A NONCONFORMING USE PERMIT TO ALLOW AN GYMNASTICS CENTER IN A R-1 LOW DENSITY RESIDENTIAL ZONING DISTRICT LOCATED AT 913 E. WILSON REQUESTED BY HAL EBECK TRUST & DAVID & STACY DOEMLAND, IN THE CITY OF OTTAWA, KANSAS.

BE IT ORDAINED, By the Governing Body of the City of Ottawa, Kansas:

Section 1. Written findings have been made by the Planning Commission for the City of Ottawa that the application from Hal Ebeck Trust & David & Stacie Doemland, dated May 7, 2012, for a nonconforming use permit is in compliance with Ordinance No. 3501-05, Article 21, Nonconforming Situations and Vested Rights, Section 21-3 and Article 26, Amendment Procedures, Section 26-4.

Section 2. A nonconforming use permit is hereby granted to David & Stacie Doemland for an gymnastics center at 913 E. Wilson, Ottawa, Kansas with the following conditions: (1) Any change in ownership or use will require a change in use to be reviewed by the Planning Commission; (2) The proposed use shall cease upon the determination by the Planning Commission that it is detrimental to the surrounding neighborhood. Detrimental impact will be based upon increased traffic, parking problems or complaints on impact of the use; (3) Any change in signage associated with the proposed use shall not exceed 32 square feet in size; (4) Hours of operation shall be limited to 8 a.m. to 8:30 p.m. Monday through Saturday, 12 p.m. to 8:30 p.m. on Sunday; (5) Shrubs need to be planted on the west side of the parking lot within one year after approval.

A tract of land in Lot 2, Block 4, Riverview Addition in the City of Ottawa, Franklin County, Kansas, being more particularly described as follows: Beginning at an existing 1/2" iron pin at the Southeast corner of said Lot 2; thence North 89 degrees 59 minutes 56 seconds West along the South line of said Lot 2 for a distance of 147.36 feet to a 1/2" iron pin set; thence North 00 degrees 46 minutes 24 seconds East parallel with the East line of said Lot 2 for a distance of 175.00 feet to a 1/2" iron pin set; thence South 89 degrees 59 minutes 56 seconds East parallel with the South line of said Lot 2 for a distance of 147.36 feet to a 1/2" iron pin set on the East line of said Lot 2; thence South 00 degrees 46 minutes 24 seconds West along side East line for a distance of 175.00 feet to the point of beginning, containing 0.59 acres, more or less, in Lot 2, Block 4, Riverview Addition in the City of Ottawa, Franklin County, Kansas.

Section 3. A certified copy of this resolution signed by the City Clerk for the City of Ottawa, Kansas, shall be recorded in the Office of the Register of Deeds, Franklin County, Kansas.

Section 4. PASSED AND ADOPTED by the Governing Body of the City of Ottawa, Kansas, this _____ day of _____, 2012.

ATTAST:

Mayor

City Clerk

STAFF REPORT

TO: City of Ottawa Planning Commission
FROM: Staff
MEETING DATE: June 13, 2012
SUBJECT: Change in Nonconforming Use – 913 E. Wilson Street

David and Stacy Doemland are seeking approval of a change in nonconforming use for the former Swim for Life facility located at 913 E. Wilson Street. The property is zoned R-1, Low Density Residential District.

A special use permit for the subject property was granted in 2003, and the facility was constructed in 2004. The Planning Commission reviewed the special use permit again in 2005. The developer of the facility ceased operation of the aquatic center in 2006. The facility was closed until 2008, when the current owner bought the property and was granted a conditional use permit to reopen the facility, but the facility ceased operation again in 2009 and has been vacant since.



The applicants propose to convert the indoor swimming pool into space for gymnastics. An area of the pool would be framed in and concrete walls poured to hold in-ground trampolines, and a concrete floor will be poured over a portion of the pool to allow for a tumbling area. Further, some ceiling areas will need to be raised above the trampolines to allow for safe clearance. A garage door will be installed on the west side of the building. Other than a new sign, no other exterior alterations are proposed.

The applicant expects enrollment to be 100 to 120 students. The applicant anticipates running gymnastics classes three days a week, possibly expanding to five days a week if the market allows. The schedule would be for two classes of 10 to 12 students to be held concurrently, with consecutive classes scheduled during open hours. Classes are generally held in the evening during the school year, with some daytime classes during the summer months. At their Emporia location the applicants close the facility on Friday and Saturday but allow rental for birthday parties.

The City's previous zoning regulations allowed the aquatics operation by special use permit in residential zoning districts at its inception, but the current regulations do not allow for conditional use. As the facility was developed for a specific use, the facility should be considered a legal nonconforming use. The zoning regulations state that "a nonconforming use may be changed to another nonconforming use if the Planning Commission finds that the proposed use is equally appropriate or more appropriate to the district than is the existing nonconforming use." (Art. 21, Sec 21-701 d.) Further, this type of use would be permitted as a home occupation though would be limited in scale and intensity, and require residential occupation of the structure.

The question to address is whether or not the proposed use, gymnastics, is more or less appropriate at this location than the existing use, aquatics. The following items might be considered:

- The property is located on Wilson Street, a collector street, 1/3 mile from Davis Avenue.
- Trip generation – The proposed use has not been studied in trip generation manuals so a subject analysis is required to determine if the use would generate more traffic than the previous aquatic facility.
- Parking – the existing parking area was constructed by the original owner and developer. The parking area is large enough to accommodate 20 vehicles.



Staff would recommend **approval** of the change in use with the following conditions:

- Any change in ownership or use will require a change in use to be reviewed by the Planning Commission. (Consistent with the previously approved conditional use permit)
- The proposed use shall cease upon the determination by the Planning Commission that it detrimental to the surrounding neighborhood. Detrimental impact will be based upon increased traffic, parking problems or complaints on impact of the use.
- Any change in signage associated with the proposed use shall not exceed 32 square feet in size. (Consistent with the sign regulations)
- Hours of operation shall be limited to 8 a.m. to 8 p.m. Monday through Thursday (with no private parties after 10 p.m.), 8 a.m. to 11 p.m. Friday and Saturday (with no private parties after 11 p.m.), and 12 p.m. to 8 p.m. Sunday (with no private parties after 8 p.m.). (Consistent with the previously approved conditional use permit)

Attachments:
Application
Narrative by Applicant
Plot plan

City of Ottawa Department of Planning and Codes Administration

101 S. Hickory, P.O. Box 60
 Ottawa, KS 66067
 Phone (785) 229-3620 Fax (785) 229-3625
 www.ottawaks.gov

Nonconforming Use Change Application

Fee: \$50.00

Date Filed: _____

Zoning District: R-1

1. Name of Owner: Hal J. Ebeck Trust
 Address: 39345 W. 255 Rd. Wellsville, KS 66092-8490
 Phone: _____
 E-Mail Address: _____
 Name of Authorized Agent: David + Stacie Doemland
 Address: 2010 Holiday Dr
 Phone: 620-340-0831
 E-Mail Address: dr.sunflowergym@yahoo.com
2. Address of Property: 913 E. Wilson, Ottawa, KS 66067
3. Legal description: Tract beginning at the SE corner of Lot 2, thence
W 148.3 feet, N 175 feet, E 147.3 feet, S 175 feet to Point of
beginning, less Right-of-Way, Riverview Add., City of Ottawa
4. Present use of property: Vacant recreational facility
Swimming pool
5. Zoning and existing land use of adjacent properties.

Land Use	Zoning
North	North R-1
South	South R-1
East	East R-1
West	West R-1

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 MAY 07 2012
 CITY OF OTTAWA

6. Describe the proposed change in the nonconforming use in detail (Attach additional sheet if necessary): see attached

7. Will the proposed use create more or less of the following? Explain why it will be more or less.

Noise: same Explain: _____

Odor: Less Explain: no pool smell

Traffic: same Explain: We run our business after kids are out of school

Parking: same? Explain: Not sure of past business history We have a maximum of 16 students at one time

8. Please include a sketch of the existing buildings, plus any proposed changes, parking areas, driveways, fences and landscaping.

9. The applicant/agent hereby declares that all information above is true to the best of my knowledge, that all conditions and standards set out in the Zoning Ordinance pertaining to this use have been or have been proposed to be met, and that along with this application, **sketch maps**, the appropriate review and **filling fee** have been submitted.

Owner/Authorized Agent

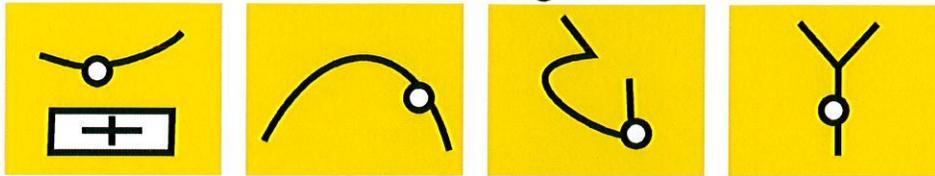
[Signature]
Signature of Owner or Authorized Agent

5-7-12
Date

Planning Commission Public Hearing Date: _____
City Commission Target Hearing Date: _____

**An Application Shall Not Be Processed Unless It Has Been Fully Completed
the Fee Paid and All Required Information Submitted**

Sunflower Gymnastics



Description of Nonconforming Use Detail

Sunflower Gymnastics LLC will run gymnastics classes for ages 20 months to over 20 years. We recently added an adult class at our Emporia location, so that could be an option too.

We can see running classes three days a week at this location, possible expansion to 5 should the market require. We run classes in the evenings once children are released from school. During the summer we run some day classes and evening classes. Currently in Emporia, we run classes Sunday through Thursday, closed Friday and Saturday. We do have some birthday parties on Friday and Saturdays.

The physical changes to the building itself would require a garage door installed on the west side to allow access for construction work inside the building and also to allow access for moving gymnastics equipment in and out of the building.

Inside the building we would need to frame in an area inside the existing pool area that would hold our in-ground trampolines. Concrete walls would then need to be poured for those and then a concrete floor would need poured for the tumbling areas that would be over the existing pool area.

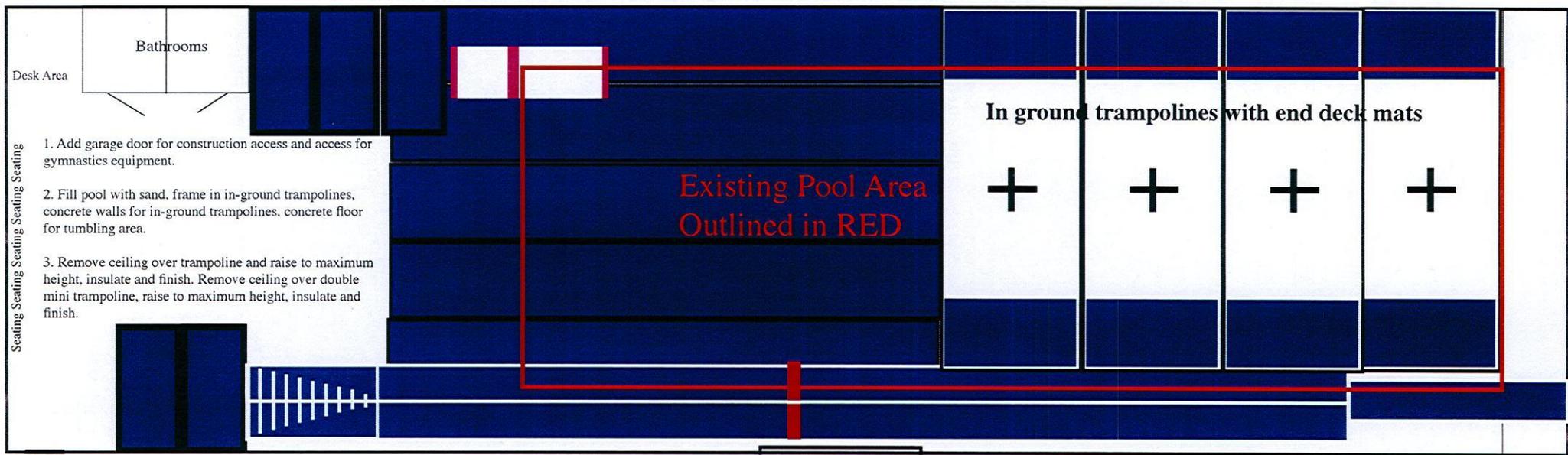
Some ceiling areas would need to be raised above the trampolines and double mini trampolines to allow for safe clearance.

Future improvements may include central heat and air and removing the ventilation system at the north and south ends of the building.

On the exterior grounds, very little would need done. Drainage from the parking lot to the northeast would need inspected as we saw standing water at the northwest corner of the parking lot when first viewing the property.

If approved, we would like to ad some signage for visibility.

David and Stacie Doemland
Sunflower Gymnastics LLC



REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Honorable Mayor
and City Commissioners
Ottawa, Kansas

We have audited the accompanying statutory basis financial statements of the individual funds of the City of Ottawa, Kansas, as of and for the year ended December 31, 2011, as listed in the table of contents. These statutory basis financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these statutory basis financial statements based on our audit. The prior year summarized information has been derived from the City's 2010 financial statements and in our report dated June 30, 2011, we expressed an unqualified opinion on the respective statutory basis financial statements of the individual funds of the City and the aggregate discretely presented component unit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the *Kansas Municipal Audit Guide*; and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described more fully in Note A-2, the City prepared these statutory basis financial statements using accounting practices prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which practices differ from accounting principles generally accepted in the United States of America. The effects on the statutory basis financial statements of the differences between this basis of accounting compared to accounting principles generally accepted in the United States of America although not reasonably determinable are presumed to be material.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the statutory basis financial statements referred to in the first paragraph do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the individual funds of City of Ottawa, Kansas, as of December 31, 2011, or the respective changes in financial position and changes in cash flows, where applicable, for the year then ended.

Also, in our opinion, the statutory basis financial statements referred to in the first paragraph present fairly, in all material respects, the cash and unencumbered cash balances of the individual funds of the City of Ottawa, Kansas as of December 31, 2011, and its cash receipts and expenditures, for the year then ended on the basis of accounting described in Note A-2.

In accordance with *Government Auditing Standards*, we have issued a report dated May 15, 2012 on our consideration of City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be considered in assessing the results of our audit.



Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's financial statements taken as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by *U.S. Office of Management and Budget Circular A-133 Audits of States, Local Governments and Non-Profit Organizations* and is not a required part of the financial statements. The schedule of expenditures of federal awards is the responsibility of management and is derived from and relates to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

City of Charlotte, Charlotte

May 15, 2012

COMMUNITY SERVICES SUPPORT (1100)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimated	Estimated	Estimated	Estimated
		2009	2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash Balance, Jan. 1	1,918	2,701	3,203	5,252	4,042	2,252	2,962	6,172	6,882
325	Reimbursed Expense	0	300	270	0	0	0	0	0	0
327	Donations (City Band)	500	0	754	0	0	0	0	0	0
344	Transfer from Wastewater	36,000	36,000	34,000	36,000	36,000	36,000	36,000	36,000	36,000
345	Transfers from Electric	36,000	36,000	37,000	36,000	36,000	36,000	36,000	36,000	36,000
347	Transfers from Water	34,725	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
349	Transfers from General Fund	28,293	21,251	25,500	32,000	34,000	34,000	34,000	34,000	34,000
	Total Revenue	135,518	129,551	133,524	140,000	142,000	142,000	142,000	142,000	142,000
	Total Resources	137,436	132,252	136,727	145,252	146,042	144,252	144,962	148,172	148,882
EXPENDITURE DETAIL										
511	Prairie Paws	48,139	45,540	45,540	45,540	45,540	45,540	45,540	45,540	45,540
572	Franklin Co. Alliance	48,000	45,000	48,000	55,000	60,000	60,000	60,000	65,000	65,000
577	Ottawa Main Street	29,175	27,600	27,600	27,600	27,600	25,100	22,600	20,100	17,600
575	Youth Conference Activities	2,667	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140
569	City Band	3,284	2,536	2,975	3,210	3,210	3,210	3,210	3,210	3,210
578	Jaycees Fireworks	2,500	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
564	Veteran's Day Parade	970	920	920	920	1,000	1,000	1,000	1,000	1,000
999	Misc.	0	525	0	2,500	0	0	0	0	0
925	Reserves	0	488	0	0	0	0	0	0	0
	Total Requirements	134,735	129,049	131,475	141,210	143,790	141,290	138,790	141,290	138,790
	Unencumbered Cash Balance, Dec. 31	2,701	3,203	5,252	4,042	2,252	2,962	6,172	6,882	10,092

Notes:

- 1 In 2007 \$5,000 was approved for the relief effort at Greensburg, Kansas.
- 2 In 2011 \$5,000 was approved for relief to Reading, Kansas and \$2,000 for Joplin, Missouri.
- 3 In 2012 \$2,500 was approved for relief to Harveyville, KS

CITY OF OTTAWA, KANSAS
MEMORANDUM

TO: Richard U. Nienstedt, City Manager
FROM: Andy Haney, Public Works Director
SUBJECT: 2013 Budget Proposal – Stormwater Utility (2900)
DATE: June 27, 2012

Attached is our staff proposal for the first year of the Stormwater Utility Fund. This is an estimate of where the expenses may occur during the first year. The Finance Director indicates this budget activity can be amended as appropriate without difficulty.

We recommend developing a task force of qualified and concerned citizens who can work with staff to develop the program appropriately.

SOURCE OF REVENUE

The projection of \$400,000 revenue during 2013 is a conservative estimate based on the number of Equivalent Residential Units (ERU) and a fee of \$4 per month for each ERU. Staff recommends that no expenditure be made from this fund which is not supported by revenue already received.

PERSONNEL SERVICES

The attached proposal is to retain the services of one employee that will be responsible for completing the technical, inspection and work programming tasks associated with NPDES compliance, storm drainage system maintenance and planning stormwater system improvements. It should be appropriate to place an employee in that position no later than the end of February, providing for a full month's billing cycle to be received as revenue.

CONTRACTUAL SERVICES

Funds illustrated constitute our preliminary estimate of likely expenses during the first year. Significant anticipated expenses are listed below:

Engineering (-554) reflects our anticipation that a significant project (or more than one) will require the services of professional engineers for design purposes.

Other Contractual (-558) reflects our anticipation that:

- professional help will be necessary to complete the system condition survey that will be required to program maintenance of the existing system in the coming years; and
- contractors will be retained to provide services or small construction projects in support of stormwater operations.

CAPITAL EXPENDITURES

Storm Sewer Improvements (-742) reflects our anticipation that there will be significant repairs necessary, such as the Skunk Run failure. Should there be no such expenses during the first year; staff proposes that these funds be carried forward into the coming years as "reserves" that may be used toward future capital projects or unforeseen maintenance issues.

STORMWATER UTILITY (2900)

SOURCE OF REVENUE		Actual	Actual	Actual	Budget	Estimate	Estimate	Estimate	Estimate
		2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash	0	0	0	0	29,284	177,425	282,636	144,780
324	Interest					100	200	200	500
325	Reimbursed Expenses				0	0	0	0	0
368	Stormwater Service Charges	0	0	0	400,000	490,000	490,000	490,000	490,000
399	Miscellaneous Revenues				0	50	50	50	50
340	Bond Proceeds								
TOTAL		0	0	0	400,000	519,434	667,675	772,886	635,330
STORMWATER UTILITY (2900)									
EXPENDITURE DETAIL		Actual	Actual	Actual	Budget	Estimate	Estimate	Estimate	Estimate
		2010	2011	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES									
411	Salaries	0	0	0	30,000	40,000	40,800	41,616	42,448
410	Overtime				0	500	500	500	500
412	Social Security				2,295	3,098	3,159	3,222	3,286
413	KPERS				2,502	4,050	4,130	4,212	4,295
414	Health Insurance				12,000	16,800	17,640	18,522	19,448
SUBTOTAL		0	0	0	46,797	64,448	66,229	68,071	69,977
CONTRACTUAL SERVICES									
502	Postage				200	202	204	206	208
503	Telephone				750	758	765	773	780
505	Professional Development				2,500	2,525	2,550	2,576	2,602
515	Legal & Advertising Notices				1,000	1,010	1,020	1,030	1,041
554	Engineering				55,000	5,000	5,050	5,101	5,152
521	Worker's Comp				2,019	2,692	2,746	2,773	2,801
558	Other Contractual				55,000	5,000	5,050	5,101	5,152
SUBTOTAL		0	0	0	116,469	17,187	17,385	17,559	17,735
COMMODITIES									
600	Office Supplies				200	202	204	206	208
608	Vehicle Operation				1,500	1,515	1,530	1,545	1,561
615	Uniforms			0	750	758	765	773	780
620	Operating and Maintenance Supplies				2,500	2,525	2,550	2,576	2,602
SUBTOTAL		0	0	0	4,950	5,000	5,049	5,100	5,151
CAPITAL EXPENDITURES									
705	Computer Equipment				1,500	375	375	375	375
742	Storm Sewer Improvements				200,000	250,000	200,000	350,000	200,000
762	Easement Acquisitions				1,000	5,000	5,000	5,000	5,000
800	Debt Service			0	0	0	91,000	182,000	182,000
SUBTOTAL		0	0	0	202,500	255,375	296,375	537,375	387,375
TRANSFERS									
906	Transfer to Reserve Funds				-	-	-	-	-
TOTAL				0	370,716	342,009	385,039	628,106	480,238
Unencumbered Ending Cash Balance				0	29,284	177,425	282,636	144,780	155,092

1 Revenue for this utility begins in January 2013. Estimates are based on known information as of 5/30/2012 and will be updated as actual fee information is collected.

2 Salaries include one full time person to begin no earlier than March 2013.

3 In addition to annual improvements, this fund anticipates a \$2.6 mil capital project to begin in 2015; financed over 20 years at an estimated 3.5%.

Event	Amount	Description
MLK Day & Parade at the Capitol	\$31.50	Fuel, Toll and Parking
Kansas Leadership Retreat (Hosted by KS Volunteer Commission)	\$50	Fuel for ECKAN Vehicle to Rock Springs Camp in Jct. City, KS
NLC Conference - Washington D.C. - Mar. 2013	\$1,200	Hotel Rooms (2 rms x 3 nights x \$125)
"	\$300	NLC Registration
"	\$900	Flights to/from Washington D.C. (\$300 x 3)
"	\$120	Transportation (ie cab/shuttle to/from airport & metro passes)
	\$150	Food (YIG members' pay for their own - Advisor's per diem)
NLC Conference - Boston, MA - Nov. 2012	\$900	Hotel Rooms (2 rms x 3 nights)
"	\$300	NLC Registration
"	\$750	Flights to/from Nashville, TN (\$250 x 3)
"	\$130	Transportation (ie cab/shuttle to/from airport & metro passes)
	\$150	Food (YIG members' pay for their own - Advisor's per diem)
Total Requested Amount for NLC Conferences-	\$4,000	
YIG Jackets for New Members	\$200	\$40/jacket x 5
Service Project	\$250	Any money needed in order to assist in the development of a service project
Food (For orientation, service project meetings, etc.)	\$200	
Miscellaneous	\$100	
Total 2012 Projected Expenses	\$5,732	
Carryover from 2011	\$1,488	
City of Ottawa Budget Request for 2012	\$4,140	

Event	Date	Debit	Credit	Description
YIG Jackets for New Members	11/15/2011	\$162		\$40.50/jacket x 5
Lunch for YIG Service Project Mtg.	1/16/2012	\$24.77		2 large pizzas from Pizza Time
YIG Jacket for Kiersten Eads	3/5/2012	\$44.10		\$40.50/jacket + \$3.60 tax
NLC - Washington D.C. Registration	2/10/2012	\$500.00		5 attendees x \$100
NLC - Washington D.C. Flight	2/10/2012	\$1,694.50		Frontier Airlines for 5 passengers
NLC - Washington D.C. Flight baggage fees	3/14/2012	\$160.00		\$20 x 8 bags (round trip)
NLC - Washington D.C. - Hotel	3/14/2012	\$1,779.36		Marriott Wardman Park Hotel x 2 rooms
NLC Washington D.C. - Parking at MCI	3/14/2012	\$34.98		Parking Spot at MCI - 3/11-3/14
NLC Washington D.C. - Metro Passes	3/14/2012	\$67.00		Metro Passes for 5 people in D.C.
NLC Washington D.C. - Fuel to/from Airport	3/14/2012	\$90.22		Fuel for CSBG van to/from Airport
NLC Washington D.C. - Cab	3/14/2012	\$58.00		\$26 to Hotel & \$32 back to Airport
NLC Washington D.C. - Per Diem	3/14/2012	\$505.50		Meals for 5 people - 3 Bfast, 1 Lunch, 3 Dinner
Safe Routes to School Presentation at ORC	5/31/2012	\$25.48		Fruit Snacks for students from Wal-Mart & Dollar General
Food for Long Service Project Meeting	6/18/2012	\$39.50		2 large pizzas, 1 veg. meal, & 1 soda from Pizza Time
Total		\$5,185		
City of Ottawa Allotment for 2012	2/2/2012		\$4,140	
Carryover to 2012	As of 2/1/2012		\$4,724	
Balance			\$3,679	

Ottawa Main Street Association

Budget

July 1, 2012 to June 30, 2013

Revenue

Fundraising	\$10000.00
Dues	\$6100.00
City Of Ottawa	\$27600.00
Total Income:	\$43700.00

Expenses

Accounting	\$575.00
Advertising	\$300.00
Web Site/Constant Contacts	\$300.00
Consumable Supplies	\$700.00
Printing/Postage	\$550.00
Bank Charges	\$100.00
Memberships/Subscriptions	\$320.00
Phone	\$1000.00
Rent	\$1500.00
Travel/Hotel/Meals for Training /National convention	\$4000.00
Liability Insurance	\$1435.00
Wages	\$25000.00
Payroll Tax	\$2000.00
Economic Restructuring	\$500.00
Organization	\$1620.00
Promotion	\$2200.00
Design	\$1600.00
	<hr/>
	\$43700.00

LIBRARY - GENERAL FUND

CITY REVENUE	Actual	Proposed	Proposed
	2011	2012	2013
Unencumbered Cash	\$8,979	\$3,624	\$4,020
City ad valorem	\$737,071	\$683,244	\$690,076
Back Tax		\$38,500	\$39,501
Motor vehicle tax		\$69,000	\$69,337
Interest		\$0	\$0
Uncollected Taxes (Estimated 5%)		(\$34,162)	(\$34,504)
TOTAL REVENUE FROM CITY	\$737,071	\$756,582	\$764,410
Building Payment Withheld	\$0	\$0	\$0
APPROPRIATIONS	\$737,071	\$756,582	\$764,410
OTHER REVENUE		2012	
State aid (state,KAN-ED, Erate)	\$10,353	\$7,000	\$5,500
Grants	\$28,491	\$29,000	\$37,486
Fines & Fees	\$19,630	\$20,000	\$22,000
Endowment Interest	\$8,400	\$8,400	\$8,400
Interest	\$809	\$1,000	\$800
Gifts	\$325	\$325	\$325
Program Income	\$105		
FOL Grant	\$2,000	\$0	\$0
TOTAL OTHER REVENUE	\$70,113	\$65,725	\$74,511
TOTAL ALL SOURCES	\$816,163	\$825,931	\$842,941
EXPENDITURE SUMMARY			
		Proposed	
PERSONNEL SERVICES		2012	
Staff Salaries	\$471,364	\$485,007	\$481,500
Employee benefits	\$104,702	\$118,800	\$124,000
Subtotal	\$576,066	\$603,807	\$605,500
MATERIALS AND PROGRAMS			
Books/Periodicals	\$69,257	\$76,248	\$76,300
AV Materials	\$21,515	\$24,000	\$25,000
Programs	\$1,684	\$3,000	\$3,000
Gifts	\$812	\$0	
Subtotal	\$93,268	\$103,248	\$104,300
OPERATIONS			
Officer & Director Ins/Emp Prac Ins.			\$1,500
Building insurance	\$3,818	\$4,200	\$4,300
Audit	\$2,677	\$2,700	\$3,100
Utilities	\$26,345	\$25,500	\$26,000
Telephone	\$8,906	\$8,700	\$8,400
Postage	\$4,064	\$4,500	\$2,700
Public Relations	\$1,056	\$1,500	\$1,500
Custodial Supplies & Bldg Maint.	\$29,191	\$23,000	\$22,000
Office Supplies & Copy Machine Exp	\$14,770	\$18,556	\$22,500
Prof.Mtgs., Mbrshps, & Mi. Expenses	\$2,721	\$5,000	\$13,000
Equip. Purchase	\$9,580	\$5,000	\$6,241
Equip. Rental & Repair	\$3,548	\$4,500	\$4,700
Miscellaneous	\$101	\$500	\$500
Automation Support	\$6,885	\$6,000	\$7,000
Electronic Access Expenditures	\$852	\$1,000	\$1,000
Collection Agency		\$0	\$500
Computer Stwr. Upgrades	\$929	\$1,200	\$1,200
Operating Grants	\$2,762	\$0	\$0
Transfer Out	\$25,000	\$0	\$0
Subtotal	\$143,205	\$111,856	\$126,141
Equipment Reserve		\$3,000	\$3,000
Reserve/Cash Carryover	\$3,624	\$4,020	\$4,000
Total Budgeted Reserves	\$3,624	\$7,020	\$7,000
Reserve			
TOTAL EXPENDITURES	\$812,539	\$818,911	\$835,941
Contingency Reserves	\$3,624	\$7,020	\$7,000
	\$816,163	\$825,931	\$842,941



Prairie Paws Animal Shelter, inc

3173 Hwy 68
 Ottawa, KS 66067
 785-242-2967
 www.prairiepaws.org

Richard Nienstedt, City Manager
 101 S. Hickory, PO Box 60
 Ottawa, KS 66067

June 18., 2012

Dear Mr. Nienstedt and City Commissioners,

Prairie Paws Animal Shelter is requesting \$61,976.00 from the City of Ottawa for the 2013 budget year. The budget proposal is based upon reliable data that we collect each year and we request funds for our services based upon a “fee for service” formula as outlined below:

2011 Animal Intake	1528	
Day Stay as Required by State Law	3	
Total Animal Days	4584	
Days per year	365	
Avg. Animals/day	12.56	
2011 Expenses	\$332,699	
less non animal care related expenses		\$121,349
Total Expenses	\$211,350	
Days per year		365
Expense/day		\$579.00
Avg. Animals/day		12.56
Per animal per day expense		\$46.00
Three day stay	\$138.00	
3/25 reduction to reflect other contributions	\$122.00	

In 2011, our agency served 508 animals (384 strays, 124 ACO) from the City of Ottawa; this is an 11% increase from last year’s 459 animals. Based upon the total number of animals multiplied by the three day stay required by state law, we are requesting \$61,976.00 as we believe it to be a reasonable and justified request for services rendered for the City of Ottawa. This is an accurate reflection of our funding needs for FY2013.

We look forward to hearing from you regarding this realistic budget proposal. Please let me know if you need additional information. Thank you.

Sincerely,

Bruce Tunnell, Board of Directors
 Prairie Paws Animal Shelter
 (843) 861-7382

2013 Budget Request Worksheet

Ordinary Income/Expense	Jan - Dec 09	Jan - Dec 10	Jan - Dec 11	Jan - Apr 12	2013 budget
Income					
4 - Contributed support					
40 - Unrestricted					
4010 - Indiv/business cont. (unrest)					
Total 4010 - Indiv/business cont. (unrest)	33,938.01	32,980.66	49,899.29	66,697.80	47,700.00
4100 - Fundraising(unrestricted)					
Total 4100 - Fundraising(unrestricted)	55,123.59	43,661.82	52,190.46	13,622.77	101,665.00
Total 40 - Unrestricted	89,061.60	76,642.48	102,089.75	80,320.57	149,365.00
42 - Restricted funds					
Total 42 - Restricted funds	12,746.72	35,717.03	36,890.06	50,921.37	4,500.00
Total 4 - Contributed support	101,808.32	112,359.51	138,979.81	131,241.94	153,865.00
4540 - Local government support					
4551 - Anderson County	2,914.00	5,412.00	4,852.00	3,312.00	2,196.00
4552 - City of Lane	0.00	0.00	0.00	0.00	610.00
4553 - City of Ottawa	48,262.50	45,746.25	45,540.00	15,180.00	61,976.00
4554 - City of Pomona	3,500.00	0.00	3,500.00	0.00	3,294.00
4555 - City of Princeton	0.00	0.00	0.00	0.00	976.00
4557 - City of Richmond	0.00	300.00	0.00	0.00	1,098.00
4559 - City of Wellsville	2,000.00	0.00	1,296.00	0.00	2,318.00
4560 - City of Williamsburg	1,156.40	210.98	720.00	0.00	1,830.00
4563 - Franklin County	38,125.01	37,711.25	37,584.88	12,528.36	44,896.00
4565 - Miami County	0.00	0.00	0.00	0.00	3,904.00
4566 - Osage County	0.00	0.00	0.00	0.00	1,830.00
4565 -Linn County	0.00	4,500.00	4,500.00	0.00	610.00
Total 4540 - Local government support	95,957.91	93,880.48	97,992.88	31,020.36	125,538.00

	Jan - Dec 09	Jan - Dec 10	Jan - Dec 11	Jan - Apr 12	2013 budget
5 - Earned revenues					
Total 5 - Earned revenues	47,065.67	75,909.21	103,266.70	38,022.23	144,775.00
6710 - Interest income					
6720 - Interest income (Restricted)	25,366.82	2,269.67	363.71	4.91	400.00
6721 - Interest Income (Unrestricted)	0.00	63.29	61.09	50.16	100.00
6710 - Interest income - Other	0.00	0.00	0.00	0.00	0.00
Total 6710 - Interest income	25,366.82	2,332.96	424.80	55.07	500.00
6810 - Unrealized gain(loss) - invest	1,185.80	118.80	297.01	172.72	0.00
6902 - Proceed from the sale of Land	0.00	0.00	45,000.00	0.00	0.00
Total Cash Income	271,384.52	284,600.96	385,961.20	200,512.32	424,678.00
Expense					
7200 - Payroll expenses					
7250 - Wages & salary					
Total 7250 - Wages & salary	142,739.39	129,977.63	138,757.69	47,314.34	203,350.00
7260 - Payroll Taxes					
Total 7260 - Payroll Taxes	15,554.98	16,520.66	15,284.71	5,893.70	21,425.00
7200 - Payroll expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 7200 - Payroll expenses	158,294.37	146,498.29	154,042.40	53,208.04	224,775.00
7500 - Other Personnel Expenses					
7510 - Accounting fees	3,332.60	3,445.00	4,172.50	1,220.00	5,000.00
7511 - Professional Fees - other	0.00	0.00	0.00	0.00	2,500.00
Total 7500 - Other Personnel Expenses	3,332.60	3,445.00	4,172.50	1,220.00	7,500.00
8100 - Non-personnel expenses					
Total 8100 - Non-personnel expenses	3,931.40	3,554.50	4,232.27	1,992.06	6,350.00
8200 - Occupancy Expenses					
Total 8200 - Occupancy Expenses	18,638.63	34,258.59	37,946.08	17,268.79	45,000.00

	Jan - Dec 09	Jan - Dec 10	Jan - Dec 11	Jan - Apr 12	2013 budget
8300 - Travel & meeting expenses					
Total 8300 - Travel & meeting expenses	1,724.40	619.19	1,024.96	728.63	1,800.00
8400 - Depreciation & amortization exp					
8450 - Depreciation & amortization exp	3,079.00	21,618.00	53,012.00	0.00	0.00
Total 8400 - Depreciation & amortization exp	3,079.00	21,618.00	53,012.00	0.00	0.00
8500 - Animal expenses					
Total 8500 - Animal expenses	36,507.46	45,471.69	59,550.05	19,838.40	76,350.00
8530 - Fundraising expenses					
Total 8530 - Fundraising expenses	13,227.78	10,010.44	14,155.32	2,766.50	13,050.00
8600 - Miscellaneous					
Total 8600 - Miscellaneous	5,101.12	4,714.63	4,563.58	2,739.99	7,525.00
Total Expense	243,836.76	270,190.33	332,699.16	99,762.41	382,350.00
Net Ordinary Income	27,547.76	14,410.63	53,262.04	100,749.91	42,328.00
Other Income/Expense					
Other Expense					
9700 - Other Expenses					
9800 - Fixed asset purchases	917.24	893.83	911.88	226.81	1,000.00
9810 - Capital purchases - equipment					1,500.00
9910 - Interest expense	2,195.44	21,816.04	16,351.62	4,982.63	0.00
Total 9700 - Other Expenses	3,112.68	22,709.87	17,263.50	5,209.44	2,500.00
Total Other Expense	3,112.68	22,709.87	17,263.50	5,209.44	2,500.00
Net Other Income	-3,112.68	-22,709.87	-17,263.50	-5,209.44	-2,500.00
Net Income	24,435.08	-8,299.24	35,998.54	95,540.47	39,828.00

Jan - Dec 09 Jan - Dec 10 Jan - Dec 11 Jan - Apr 12 2013 budget

Notes

Ordinary Income/Expense

Income

4 - Contributed support

40 - Unrestricted

4010 - Indiv/business cont. (unrest)

Total 4010 - Indiv/business cont. (unrest)

In-kind contributions removed for worksheet

4100 - Fundraising(unrestricted)

Total 4100 - Fundraising(unrestricted)

Total 40 - Unrestricted

42 - Restricted funds

Total 42 - Restricted funds

Total 4 - Contributed support

Anticipates a \$50,000 unrestricted gift in 2013 from a major donor

4540 - Local government support

4551 - Anderson County

4552 - City of Lane

4553 - City of Ottawa

4554 - City of Pomona

4555 - City of Princeton

4557 - City of Richmond

4559 - City of Wellsville

4560 - City of Williamsburg

4563 - Franklin County

4565 - Miami County

4566 - Osage County

4565 - Linn County

Total 4540 - Local government support

Modified requested amounts - 22% reduction

5 · Earned revenues

Total 5 · Earned revenues

6710 · Interest income

6720 · Interest income (Restricted)

6721 · Interest Income (Unrestricted)

6710 · Interest income - Other

Total 6710 · Interest income

6810 · Unrealized gain(loss) - invest

6902 · Proceed from the sale of Land

Total Cash Income

2013 Total Income assumes all governments pay requested amount

Expense

7200 · Payroll expenses

7250 · Wages & salary

Total 7250 · Wages & salary

PTO removed from Wages

7260 · Payroll Taxes

Total 7260 · Payroll Taxes

7200 · Payroll expenses - Other

Total 7200 · Payroll expenses

2013 budget reflects addition of Exec Director

7500 · Other Personnel Expenses

7510 · Accounting fees

7511 · Professional Fees - other

Total 7500 · Other Personnel Expenses

Funding for an audit

8100 · Non-personnel expenses

Total 8100 · Non-personnel expenses

Telephone, Internet, Office supplies, postage, and printing

8200 · Occupancy Expenses

Total 8200 · Occupancy Expenses

Maintanance, Utilities, Insurance (Property, liability, and Board liability)

Notes

8300 · Travel & meeting expenses

Total 8300 · Travel & meeting expenses

8400 · Depreciation & amortization exp

8450 · Depreciation & amortization exp

Total 8400 · Depreciation & amortization exp

Depreciation for tax reporting removed

8500 · Animal expenses

Total 8500 · Animal expenses

Food cost reduced - removed in-kind

8530 · Fundraising expenses

Total 8530 · Fundraising expenses

8600 · Miscellaneous

Total 8600 · Miscellaneous

Advertising, dues/subscriptions budgeted to increase

Total Expense

Net Ordinary Income

Other Income/Expense

Other Expense

9700 · Other Expenses

9800 · Fixed asset purchases

9810 · Capital purchases - equipment

9910 · Interest expense

Total 9700 · Other Expenses

Copier
Computers
Interest expense removed

Total Other Expense

Net Other Income

Net Income

2013 Projected Net Income without interest, etc.

Notes



CITY OF OTTAWA

May Monthly Financial and Activity Report

Presented to the City Commission
July 2, 2012

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COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CASH BALANCE

May-12	Beginning Balance	Beginning Balance	Revenue		Transfers		Disbursements				Ending Cash Balance
FUNDS	1/1/2011	5/1/2012	Current Mo.	Year To Date	Current Mo.	Year To Date	Current Mo.	Year To Date	Cur. Mo.	YTD	05/31/12
GENERAL FUND	1,205,942	1,750,484	403,848	3,125,720	123,426	557,797	664,451	3,276,152	(137,177)	407,365	1,613,306.83
SPECIAL REVENUE											
Community Services	5,252	15			10,700	57,756	10,678	62,972	22	(5,215)	36.64
Auditorium	25,358	54,765	1,455	83,252			6,203	58,593	(4,748)	24,659	50,017.29
Airport	4,865				5,565	23,540	5,565	28,406		(4,865)	
Special Park & Recreation	88,383	77,875		6,241			1,988	18,737	(1,988)	(12,496)	75,886.45
Special Alcohol Program	(0)	6,227		6,227						6,227	6,226.82
Library	(0)	(0)		371,935				371,935			(0.00)
Economic Development	130,334	125,763	3,989	14,522			4,437	19,542	(448)	(5,020)	125,314.12
Special Streets	91,339	360,958	642	291,154			792	21,686	(150)	269,469	360,807.76
Equipment Reserve	1,175,842	957,744		12,640			15,375	246,113	(15,375)	(233,473)	942,368.94
Revolving Loan Fund	146,886	147,688	193	995					193	995	147,880.84
Risk Management	290,773	219,174	54,078	86,283		420,000	61,067	584,870	(6,989)	(78,588)	212,184.93
Trails Grant	3,000	3,000									3,000.00
G.O. DEBT	533,193	771,910		347,823				109,106		238,716	771,909.74
ENTERPRISE FUNDS											
Stormwater Utility		(5,629)						5,629		(5,629)	(5,629.44)
Water	773,284	694,997	204,869	1,013,833	(38,092)	(269,100)	189,842	846,085	(23,065)	(101,351)	671,932.67
Wastewater Operating	678,935	764,530	189,935	947,411	(68,924)	(358,135)	98,158	480,827	22,854	108,449	787,383.54
Electric Operating	4,127,412	4,217,589	1,128,113	5,821,411	(95,591)	(563,908)	1,216,232	5,351,036	(183,710)	(93,533)	4,033,878.96
Power Supply Fund	929,833	986,023	102,660	205,516				46,666	102,660	158,850	1,088,683.49
Electric Construction	2,569,011	2,355,288	289	2,423				215,856	289	(213,434)	2,355,576.92
Utility Credits	139,983	120,459	1,608	(17,292)			5	629	1,603	(17,921)	122,061.72
CAPITAL PROJECTS											
Take Charge Challenge	(0)	(0)									(0.00)
US 59 Turnback	(1,639)	(0)		1,639						1,639	(0.00)
Airport Hangars 2009-2010	20,318	(0)		840,990		72,438	5,367	939,113	(5,367)	(25,685)	(5,367.18)
Sidewalk Grant 15th Street	0	(81,686)	34,211	175,489			16	222,980	34,195	(47,491)	(47,490.83)
Love's Grainger TIF	0	17,490		349,491		(324,000)	2,226	10,227	(2,226)	15,264	15,264.03
South HWY 59 TDD	(0)	1,388	658	2,046					658	2,046	2,045.79
East Side Interceptor	(0)	(155,900)					21,723	177,623	(21,723)	(177,623)	(177,623.28)
Davis Road Project							17,598	17,598	(17,598)	(17,598)	(17,598.48)
Levee Improvement	0	0				45,125	10,740	55,865	(10,740)	(10,740)	(10,740.46)
TIF PROJECT FUND	2,901	13,210		10,309						10,309	13,210.31
Airport Improvements							5,000	5,000	(5,000)	(5,000)	(5,000.00)
Sidewalk Improvements	0	0				23,906	708	24,614	(708)	(708)	(707.56)
Airport Improvements Grant	(8,471)	(42,001)	815,141	815,141			754,189	787,719	60,952	27,422	18,950.91
TRUST & AGENCY FUNDS											
Health Insurance	1,713,703	1,820,533	190,946	1,014,119			267,616	983,959	(76,670)	30,160	1,743,863.77
WWTP Funding	552,034	442,796		126	62,916	314,580		361,027	62,916	(46,322)	505,711.92
Total	15,198,470	15,624,689	3,132,635	15,529,440			3,359,977	15,330,564	(227,342)	198,877	15,397,347.16

ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

May-12

COUNTY (1.0%)	2007	2008	2009	2010	2011	2012	12 Mo. Running Total		Change	Change
							2011	2012	Dollars	Percent
January	93,708	89,315	99,330	86,536	80,430	92,276	1,035,471	1,091,506	\$ 11,846.25	14.73%
February	92,769	92,872	78,086	76,809	95,342	88,325	1,054,005	1,084,488	\$ (7,017.67)	-7.36%
March	75,378	91,131	91,862	98,077	88,872	88,566	1,044,800	1,084,183	\$ (305.14)	-0.34%
April	81,443	80,668	77,113	70,085	69,281	87,092	1,043,996	1,101,994	\$ 17,810.85	25.71%
May	103,746	98,901	76,061	91,428	89,714	96,267	1,042,281	1,108,547	\$ 6,552.96	7.30%
June	82,034	92,921	81,165	93,497	102,444		1,051,228			
July	85,376	86,070	95,918	81,315	86,902		1,056,815			
August	98,135	96,731	75,528	91,366	89,754		1,055,203			
September	53,294	88,029	86,768	81,664	89,932		1,063,471			
October	101,391	92,318	82,931	91,504	94,804		1,066,771			
November	89,654	94,877	85,370	91,476	93,010		1,068,306			
December	90,664	92,200	94,603	87,821	99,175		1,079,659			
SAME MO. YTD	447,044	452,886	422,451	422,935	423,638	452,526			\$ 28,887.25	6.82%
ANNUAL TOTAL	1,047,592	1,096,032	1,024,734	1,041,578	1,079,659					
CITY (1.1%)	2007	2008	2009	2010	2011	2012	2011	2012		
January	202,613	212,934	236,376	204,441	179,538	203,964	2,233,860	2,387,294	\$ 24,425.89	13.60%
February	218,533	217,822	172,012	162,122	209,172	179,606	2,280,911	2,357,728	\$ (29,566.14)	-14.13%
March	176,137	217,785	206,993	210,746	196,175	190,917	2,266,339	2,352,470	\$ (5,257.72)	-2.68%
April	190,033	181,986	177,587	145,922	147,293	197,369	2,267,710	2,198,583	\$ 50,076.07	34.00%
May	246,560	230,197	171,836	201,864	198,268	212,086	2,264,114	2,416,364	\$ 13,817.23	6.97%
June	192,106	205,400	186,228	194,427	235,300		2,304,987			
July	201,426	201,828	232,192	172,342	187,599		2,140,706			
August	229,212	225,479	143,616	190,976	183,443		2,312,711			
September	191,932	203,613	195,227	186,893	195,331		2,321,149			
October	227,123	198,464	186,409	197,011	203,309		2,327,447			
November	199,027	205,837	189,281	198,170	204,378		2,333,655			
December	205,672	199,825	218,712	193,849	223,063		2,362,868			
SAME MO. YTD	1,033,876	1,060,725	964,803	925,094	930,446	983,941			\$ 53,495.33	5.75%
ANNUAL TOTAL	2,480,374	2,501,171	2,316,469	2,258,763	2,362,868					
CITY/CO. TO DATE	1,480,920	1,513,611	1,387,254	1,348,030	1,354,084	1,436,466	Tot YTD	Budget		6.08%
TOTAL	3,527,966	3,597,203	3,341,202	3,300,341	3,442,528			3,320,486	\$ 1,383,535.83	3.83%

CITY OF OTTAWA

May 2012

ELECTRIC CONSUMPTION REPORT

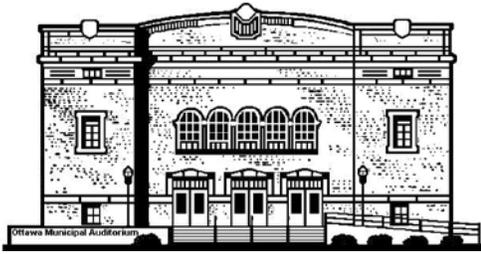
		METERS	CURRENT KWH	YTD KWH	CURRENT \$	YTD \$	UNIT COST	COST
SMALL BUS, URBAN	THIS YR	566	824,321	4,223,757	\$99,829.30	\$502,807.92	.121104	.119042
	LAST YR	562	768,406	4,577,215	\$83,843.97	\$496,056.33	.109114	.108375
SMALL BUS, RURAL	THIS YR	7	3,798	24,602	\$570.25	\$3,438.63	.150144	.139770
	LAST YR	8	6,192	41,165	\$782.49	\$4,989.92	.126371	.121217
LARGE POWER	THIS YR	108	4,616,942	22,561,011	\$493,747.03	\$2,341,342.21	.106942	.103778
	LAST YR	106	4,447,079	22,753,637	\$415,395.68	\$2,141,683.11	.093408	.094124
RES URBAN	THIS YR	5,127	3,015,019	17,084,039	\$370,185.57	\$2,042,858.08	.122780	.119576
	LAST YR	5,122	2,932,717	19,202,415	\$323,102.18	\$2,090,502.22	.110171	.108866
RES RURAL	THIS YR	10	5,132	35,407	\$710.02	\$4,597.30	.138351	.129841
	LAST YR	9	6,141	40,969	\$733.33	\$4,771.59	.119415	.116468
SCHOOL/CITY	THIS YR	114	1,167,259	5,903,082	\$97,409.78	\$463,724.59	.083451	.078556
	LAST YR	118	1,120,675	5,840,220	\$80,181.02	\$406,234.60	.071547	.069558
AREA LIGHTS	THIS YR	304	22,800	113,925	\$5,399.97	\$26,783.98	.236840	.235101
	LAST YR	301	22,575	113,400	\$5,055.75	\$25,534.33	.223953	.225170
STREET LIGHTS	THIS YR	14	33,571	211,169				
	LAST YR	14	35,994	220,019				
CURRENT TOTALS		6,250	9,688,842	50,156,992	\$1,067,851.92	\$5,385,552.71	.110214	.107373
LAST YEAR TOTALS		6,240	9,339,779	52,789,040	\$909,094.42	\$5,169,772.10	.097335	.097932
PERCENT CHANGE		1.00 %	1.04 %	.95 %	1.17 %	1.04 %		
CONSUMER SALES KWH			9,688,842	50,156,992				
NET ENERGY/LOAD			10,087,588	53,314,002				
ENERGY ACCOUNTED FOR			9,688,842	50,156,992				
KWH LOSS			398,746	3,157,010				

CITY OF OTTAWA

May 2012

WATER CONSUMPTION REPORT

		METERS	CURRENT CCF	YTD CCF	CURRENT \$	YTD \$	UNIT COST
RURAL SMALL BUS	THIS YR	4	34	158	\$247.18	\$1,186.34	7.270000 7.508481
	LAST YR	4	43	248	\$270.67	\$1,426.88	6.294651 5.753548
LARGE BUSINESS	THIS YR	99	6,520	30,257	\$32,859.94	\$156,526.47	5.039868 5.173231
	LAST YR	96	6,072	28,053	\$29,912.26	\$141,290.84	4.926261 5.036567
SCHOOLS	THIS YR	31	2,251	6,986	\$8,908.66	\$34,105.93	3.957645 4.882039
	LAST YR	31	1,614	6,092	\$7,500.72	\$30,733.48	4.647286 5.044891
WHOLESALE	THIS YR	4	11,970	54,025	\$24,566.06	\$111,623.06	2.052302 2.066137
	LAST YR	4	10,617	60,102	\$20,898.03	\$117,279.26	1.968355 1.951337
STATE FEE	THIS YR				\$976.24	\$4,267.79	
	LAST YR				\$886.32	\$4,271.01	
RURAL LARGE BUS	THIS YR	2	675	3,552	\$3,280.13	\$16,887.40	4.859451 4.754335
	LAST YR	2	807	3,583	\$3,470.22	\$16,166.86	4.300148 4.512101
CITY	THIS YR	43	1,621	6,899	\$2,375.04	\$12,758.43	1.465169 1.849315
	LAST YR	41	1,687	7,530	\$2,944.57	\$13,660.01	1.745447 1.814078
RESIDENCE	THIS YR	4,459	26,154	113,480	\$105,535.61	\$495,509.03	4.035161 4.366487
	LAST YR	4,438	23,056	113,278	\$95,730.36	\$469,559.55	4.152080 4.145196
RURAL RES	THIS YR	3	15	57	\$117.06	\$535.80	7.804000 9.400000
	LAST YR	3	10	62	\$98.39	\$523.39	9.839000 8.441774
BULK	THIS YR	1	253	885	\$1,339.36	\$5,655.01	5.293913 6.389841
	LAST YR	1	130	717	\$985.89	\$3,958.82	7.583769 5.521366
SMALL BUSINESS	THIS YR	481	4,202	18,606	\$18,194.24	\$84,860.23	4.329900 4.560906
	LAST YR	485	4,109	20,818	\$17,284.16	\$85,630.78	4.206415 4.113304
CURRENT TOTALS		5,127	53,695	234,905	\$198,399.52	\$923,915.49	3.694934 3.933145
LAST YEAR TOTALS		5,105	48,145	240,483	\$179,981.59	\$884,500.88	3.738323 3.678018
PERCENT CHANGE		1.00 %	1.12 %	.98 %	1.10 %	1.04 %	
CONSUMER SALES CCF			53,695	234,905			
TREATED WATER GAL			58,804,000	230,906,000			
WATER ACCOUNTED FOR-GAL			40,163,860	175,708,940			
WATER LOSS			18,640,140	55,197,060			



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 May 2012

- ❖ Grace Gospel Church held services on May 2, 6, 9, 13, 16, 20, 23, 27, and 30th.
- ❖ Ottawa High School Vocal Concert on May 7th.
- ❖ Benefit concert held by the Franklin County Cancer Foundation for Larry Lintner on May 19th.
- ❖ Dale Reese's Grand "O" Opry on May 26th.

May usage facts:

Attendance for rentals: 1,350
4 Rentals
Days used 13 days out of 31 days

Year to date totals for OMA:

Attendance for rentals/OMA sponsored events: 7,601
Rentals: 19
Days used: 75 out of 121

The city has donated \$725 worth of free rentals to various organizations throughout the community including: Shawn Dickenson (Cloverton), the Cub Scouts, Spring Break Actives, and Franklin County Leadership Class

Shonda Stitt

June/July 2012:

June 3, 6, 10, 13, 17, 20, 24, and 27 – Grace Gospel Church, rental
June 2 and 3rd – Spotlight Dance Recital, rental
June 30 – Dale Reese, rental
July 1, 4, 8, 11, 15, 18, 22, 25, and 29 – Grace Gospel Church, rental
July 7 – Ralph Wilson concert, rental
July 14 – Debbie Golden Party, rental
July 28 – Dale Reese, rental

REVENUE DETAIL	Current Period	Year to Date	% YTD	Budget
Unencumbered Cash				\$0.00
Ad Valorem Tax		\$62,083.27	54%	\$115,306.00
Back Taxes		\$1,773.05	28%	\$6,365.00
Vehicle Tax		\$836.64	9%	\$9,489.00
Rental Fees	\$1,455.00	\$4,137.50	38%	\$11,000.00
Interest Income		\$13.27	1%	\$1,000.00
Reimbursed Expenses			0%	\$400.00
Donations		\$1,700.00	85%	\$2,000.00
Concessions		\$1,034.88	19%	\$5,464.00
Ticket Sales		\$10,547.79	70%	\$15,000.00
Program Advertising			0%	\$500.00
Grants & Foundations			0%	\$2,600.00
Miscellaneous		\$94.00		\$0.00
Total Income	\$1,455.00	\$82,220.40	49%	\$169,124.00
EXPENDITURE DETAIL				
Contingency Reserve				\$22,446.00
Undesignated Funds				
Personal Services	\$5,389.81	\$29,424.34	33%	\$90,195.00
Contractual Services	\$573.68	\$20,939.26	38%	\$54,417.00
Commodities	\$139.48	\$3,032.39	55%	\$5,519.00
Capital Expenditure	\$100.00	\$468.15	4%	\$11,000.00
Capital Improvements				
Contingency Reserve				
TOTAL EXPENSES	\$6,202.97	\$53,864.14	29%	\$183,577.00
NET	(\$4,747.97)	\$28,356.26		



Jeff Carner
Fire Chief

Monthly Report May, 2012

Calls for Service: The department responded to 124 calls for service and experienced an estimated \$72,700 in fire loss. The summary report indicates eight building fires, of these fires six are contributed to the incident at 604 S Cedar. There were four houses damaged and two utilities which in this application would be captured as an exposure structure fire. We also had a house fire at 713 Lincoln St.

Inspections: A total of 58 business and residential inspections were completed.

Training: Shift personnel conducted 283 hours of training with most of these hours associated with hose loads and advancement evolutions.

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

Respectfully submitted,

Jeff H. Carner

Ottawa Fire Department

Incident Type Report (Summary)

Alarm Date Between {05/01/2012} And
{05/31/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	8	6.45%	\$72,600	99.86%
113 Cooking fire, confined to container	2	1.61%	\$0	0.00%
131 Passenger vehicle fire	1	0.81%	\$100	0.13%
	11	8.87%	\$72,700	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	69	55.65%	\$0	0.00%
322 Motor vehicle accident with injuries	3	2.42%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.81%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	1.61%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	1.61%	\$0	0.00%
	77	62.10%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	2	1.61%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.81%	\$0	0.00%
462 Aircraft standby	2	1.61%	\$0	0.00%
	5	4.03%	\$0	0.00%
5 Service Call				
531 Smoke or odor removal	1	0.81%	\$0	0.00%
551 Assist police or other governmental agency	1	0.81%	\$0	0.00%
553 Public service	1	0.81%	\$0	0.00%
	3	2.42%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	2	1.61%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en route	3	2.42%	\$0	0.00%
631 Authorized controlled burning	10	8.06%	\$0	0.00%
651 Smoke scare, odor of smoke	3	2.42%	\$0	0.00%
	18	14.52%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	3	2.42%	\$0	0.00%
730 System malfunction, Other	1	0.81%	\$0	0.00%
733 Smoke detector activation due to malfunction	2	1.61%	\$0	0.00%

Ottawa Fire Department

Incident Type Report (Summary)

Alarm Date Between {05/01/2012} And
{05/31/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
741 Sprinkler activation, no fire - unintentional	1	0.81%	\$0	0.00%
744 Detector activation, no fire - unintentional	1	0.81%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	0.81%	\$0	0.00%
	<u>10</u>	<u>8.06%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 124

Total Est Loss:

\$72,700

**City of Ottawa Human Resources Department
Monthly Report for May 2012**

TRAINING/EDUCATION:

5/10 - 5/11/2012 Human Resources Director attended Missouri/Kansas Public Risk Management Association (PRIMA) conference

5/22/2012 KERIT Regional Training held in Ottawa; 56 employees attended Workplace Violence sessions and 37 employees attended Changes to Hazard Communication Requirements sessions.

PERSONNEL MANAGEMENT:

5/9/2012 Wellness Committee met to review results of health assessments conducted earlier this year. Here is the summary provided by Pete Townley of the Gollier Center:

City of Ottawa Well Life By the Numbers

Below are the percentages of people that improved their scores on the wellness assessment that we do every January. These percentages are quite telling of how well you, the employees, have done in the last year. Over the last 4.5 years I have compared the individuals who have done Well Life every year and it is clear that each one of those employees have gotten healthier and saved \$2,160, or \$480/ year. You get money in the pocket, and a healthier lifestyle, by just following the basic steps. Most doing the bare minimum and still achieving greater health.

So, from 2011-2012 here is how you did!

(to read this data: if the percent is “45% improved” that does not mean 55% got worse, simply some people had good numbers to start with and maintained those numbers.

So these percentages are just those who improved!)

BODY FAT % - 50% IMPROVED

OVERALL BLOOD PRESSURE – 54% IMPROVED

FASTING BLOOD SUGAR (GLUCOSE) – 36% IMPROVED

CHOLESTEROL – 46% IMPROVED

TRIGLYCERIDES- 44% IMPROVED

LDL (BAD CHOLESTEROL) – 55% IMPROVED

HDL (GOOD CHOLESTEROL) – FEMALE 44% MALE 70% IMPROVED

CHLESTEROL RATIO – 65% IMPROVED

5/23 - 5/24/2012 Informational meetings were conducted for employees by Cretcher Heartland, City's broker for the self-insured health plan, to introduce the concept of a High Deductible Health Plan (HDHP) coupled with a Health Savings Account (HSA); this new plan design will be implemented 1/1/2013 in addition to the current traditional plan design.

HR Director continues to assist the Ottawa Public Library with Library Director recruitment and screening process, and is assisting in recruitment and screening for Economic Development Director for O/FCED as well..

EMPLOYEE RECRUITMENT/SELECTION:

Assistant Municipal Court Clerk, Part-Time: Position posted 4/5/2012, closed 4/22/2012; 58 applications received; interviews held week of 5/14; conditional offer extended and accepted, candidate will start in June.

Building Maintenance Crew Chief: Position opened 5/23/2012, closes 6/10/2012; 24 applications received as of 5/31/2012.

EMPLOYEE RECRUITMENT/SELECTION (cont'd):

Clerk I: Position posted 4/30/2012, closed 5/13/2012; 131 applications received; 6 interviews held 5/18; review continued; additional interviews scheduled for 6/7.

Firefighter/EMT: Position posted 5/14/2012, closes 6/10/2012; 32 applications received as of 5/31/2012.

Laborer/Maintenance Worker I/Streets Division: Position posted 5/4/2012, closed 5/20/2012; 87 applications received; interviews will be held in June.

Police Officer: Position posted 3/21/2012, closed 4/22/2012; 79 applications received; written entrance exam and physical agility testing conducted for 21 applicants 4/27/2012; 13 applicants interviewed week of 5/7; 3 conditional job offers extended and accepted, 2 candidates will start in June and 1 will start in July..

Seasonal Receptionist, Part-Time: Position posted 5/23/2012, closed 5/28/2012; 21 applications received, interviews will be held in June.

Seasonal Worker: Position posted 4/30/2012, closed 5/6/2012; 20 applications received; 6 positions were filled for the summer season.

Service Technician: Position posted 4/30/2012 to current employees, closed 5/6/2012; 2 interviews held 5/9; offer extended and accepted, employee transferred into position 5/12/2012.

Hiring Freeze: Four full-time positions have remained vacant since 2009 due to the hiring freeze; two are funded from the General Fund (Plans Examiner in Planning & Codes Dept. and Equipment Operator in Public Works Dept./Streets Division) and two are funded from Utility Funds (Maintenance Worker in Utilities Dept./Water Distribution/Wastewater Maintenance Division and CAD Operator in Utilities Dept.)

RISK MANAGEMENT/LOSS CONTROL:

5/8/2012 Human Resources Director attended KERIT Trustees meeting in Shawnee; the 2011 CAFR and Statutory Audit Report were presented, no areas of concern noted; City of McPherson along with the Board of Public Utilities, applied for membership and acceptance into the Trust; Trustees approved the membership request contingent upon approval of McPherson's governing body and the BPU board.

5/10/2012 Dividend check in the amount of \$16,844.64 received from Kansas Municipal Utilities Safety Group Insurance Program; see attached letter from EMC Insurance Companies.

INSURANCE CLAIMS:

2/21/2012 Utilities Warehouse Fire: Overhead electric heater malfunctioned, causing spark and catching materials stored on metal rack below to catch fire; claim filed 2/21/2012; B&B Professional Cleaning hired to perform clean up/restoration; Loyd Builders hired for roof repair; partial payment received from EMC Insurance 3/23/2012; all work completed 3/28/2012; Total Loss: \$43,037.20 (\$5,000 deductible); final payment of \$37,103.74 received 5/8/2012 from EMC; FILE CLOSED

INSURANCE CLAIMS (cont'd):

4/17/2012 Fire Department conducting training, Self-Contained Breathing Apparatus (SCBA) was on bumper of fire engine when engine was being moved, fell off and was run over, damaging unit beyond repair; estimate to replace: \$5,129.00; insurance claim filed 4/27/2012

TORT CLAIMS:

4/12/2012 Homeowner in 800 block S. Mulberry claims sewer backed up into basement; requesting reimbursement for cost of plumber after it was determined that tree roots in the city main caused the backup; line was last cleaned March 2008; reimbursement of \$181.38 was approved/processed for payment 4/20/2012.

5/31/2012 Claim received alleging damage to air conditioning unit at motel in 1600 block South Main following lightning storm/power outage on 5/1/2012; forwarded to insurance company for review.

DAMAGE TO CITY PROPERTY:

3/17/2012 Driver was northbound in 1800 block South Princeton when car missed curve, ran off road and stuck utility pole; damage estimate \$2,263.25; request for payment letter mailed 4/17/2012.

CITY VEHICLE ACCIDENTS:

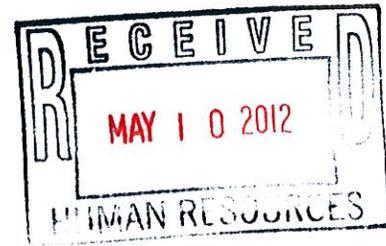
None.

WORK INJURIES:

No injuries to report in May.

April, 2012

OTTAWA
PO BOX 60
OTTAWA KS 66067-0060



Re: Policy No: 3X87268

We are once again pleased to report a Dividend payable to the participants in the Kansas Municipal Utilities Safety Group Insurance Program for the policy year of April 2011 to April 2012. This EMC Insurance Company group insurance program has been a consistent and stable market for 30 years providing a broad range of insurance coverage to Kansas Municipalities. The enclosed dividend check in the amount of \$16,844.64 represents your proportionate share of total \$1,002,489.56 group dividend.

This is the 30th year for the KMU Safety Group. With over 450 cities participating, you are a group of 60% of the incorporated cities in the state of Kansas enjoying the benefits of our program. The program's long time success is due in large part to the support of the KMU Association and participating cities' attention to safety programs and practices.

Thank you for your continued participation in the Kansas Municipal Utilities Safety Group Insurance Program.



Robert Guse', CPCU
Underwriting Manager
316-352-5758

Enclosure

Ottawa Information Technology (IT) Department

Date: June 15, 2012

To: Richard Nienstedt, City Manager and City Commission

From: Chuck Bigham, IT Director

Subject: May Monthly Report

IT Trouble Tickets & Other-

27 new calls for Service logged, 24 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- OHS Graduation, County Summit, City and County Commission, NASA news and information, Pentagon Recon, Chamber Chat with Tom Weigand.

of different programs played- 12 (*examples- City and County meetings, Coffee, NASA news, White House Chronicles*)

Web Site

Began adding content to new website we have been working on (*see this at test.ottawaks.gov*) , copied documents and images over and awaiting more feedback.

5 News articles posted, Upcoming events continually updated.

Videos posted include, 2 City Commission, 2 Chamber Chats.

FaceBook-

Updates Provided- Videos Posted (same as website). 5 News Articles Linked. 3 new Photo Albums of 15th street sidewalk dedication and arbor day tree planting . All questions and comments have been distributed and resolved.

Total Likes: 633 See attached graphs

Other Activities-

Edited 4 Chamber Chat videos for Channel, videotaped County Summit, took photos at 15th street dedication. Videotaped at Visitors center for promotional/informational video currently being edited. Took photos at Ken's retirement party. Videotaped Insurance meeting and posted to intranet for employees. Cambush photos taken every week. Continually copying information over to new website and making all links functional. Posted all media releases to public on Facebook, channel and website.



City of Ottawa Kansas Timeline

Liked

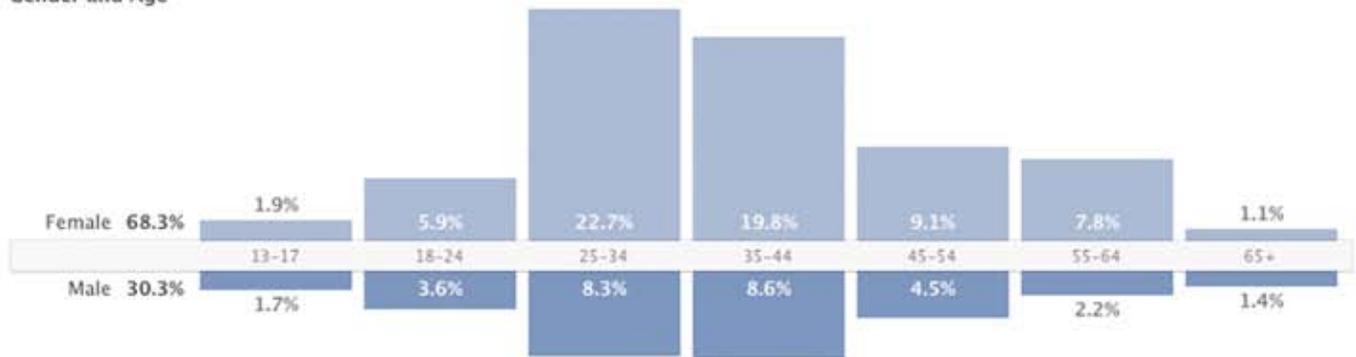
Overview Likes Reach Talking About This Check-Ins

05/01/2012 - 05/31/2012

Export Data

People Who Like Your Page (Demographics and Location) See Likes

Gender and Age?



Countries?

- 627 United States of America
- 1 United Kingdom
- 1 India
- 1 Nigeria
- 1 Afghanistan
- 1 Japan
- 1 Canada

Cities?

- 362 Ottawa, KS
- 20 Topeka, KS
- 16 Lawrence, KS
- 15 Wellsville, KS
- 11 Kansas City, MO
- 9 Princeton, KS
- 8 Saint Paul, MN
- 8 Baldwin City, KS
- 8 Rantoul, KS
- 8 Richmond, KS
- 8 Olathe, KS
- 6 Overland Park, KS
- 6 Pomona, KS
- 5 Garnett, KS
- 4 Osawatomie, KS
- 4 Kansas City, KS
- 4 Gardner, KS
- 3 Lenexa, KS
- 3 Denver, CO
- 3 Wichita, KS

Languages?

- 619 English (US)
- 19 English (UK)
- 2 Spanish

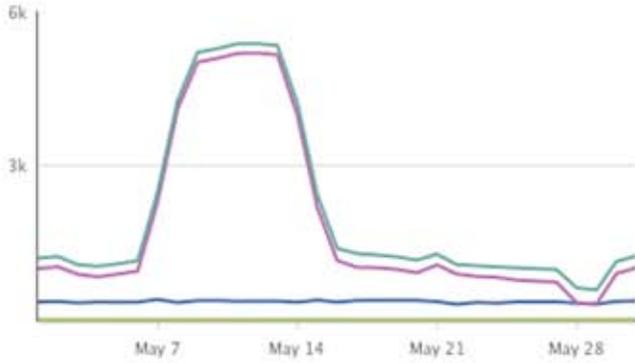


How You Reached People (Reach and Frequency)

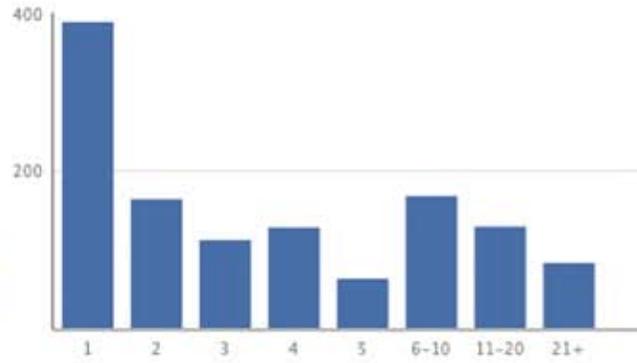
All Page Content

Reach?

Organic? Paid? Viral? Total?



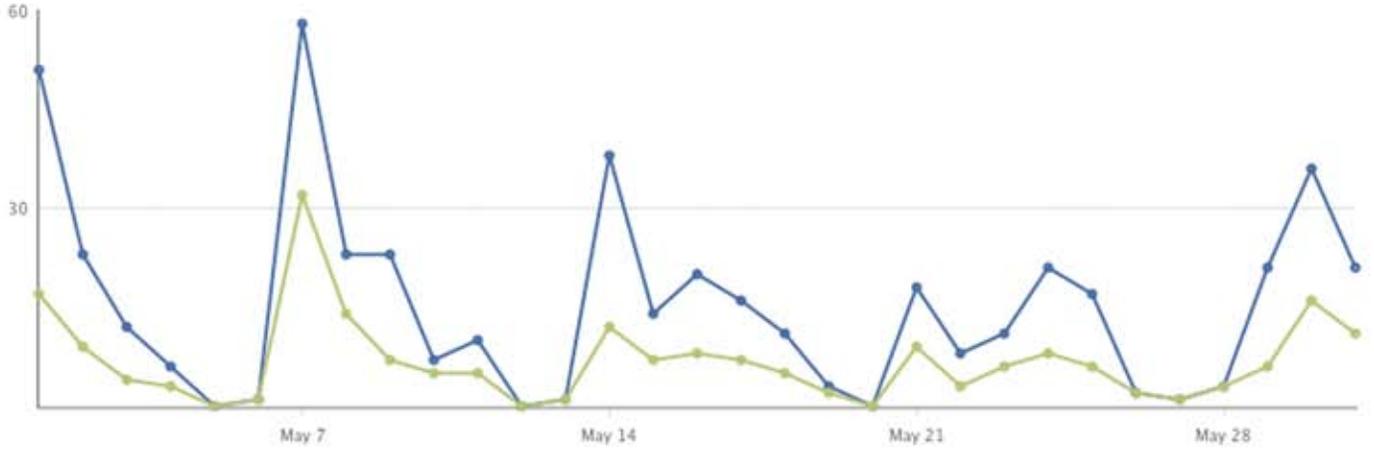
Unique Users by Frequency?



Visits to Your Page

Page Views

Page Views? Unique Visitors?



Total Tab Views?

- 426 timeline
- 18 Photos
- 10 messages_inbox
- 6 Information
- 5 likes

External Referrers?

- 4 images.search.yahoo.com
- 4 ottawaks.gov.dnnmax.com
- 3 google.com
- 1 bing.com

Show: All Channels
Period: May 1, 2012 - June 1, 2012

Breakdown		
Days	Unique viewers	Viewer hours
May 1, 2012-	2	0.00
May 2, 2012-	11	8.74
May 7, 2012-	10	0.48
May 10, 2012-	3	0.48
May 16, 2012-	11	4.29
May 21, 2012-	6	0.24
May 24, 2012-	2	0.02
Total		
Days	Unique viewers	Viewer hours
	45	14.25

PLANNING & CODES DEPARTMENT MAY 2012 MONTHLY REPORT

Planning Commission:

Reviewed and made recommendations on the 2012 to 2017 CIP, and reviewed and approved a site plan for Central RV. Began discussions of modifications to the sign regulations.

Projects:

15th Street Sidewalk: This project is completed. Had a ribbon cutting on May 7th. We are still resolving contractor issues.

Safe Routes to School: We had to acquire easements in May, which delayed the submittal to KDOT. They are now anticipating an August bid letting.

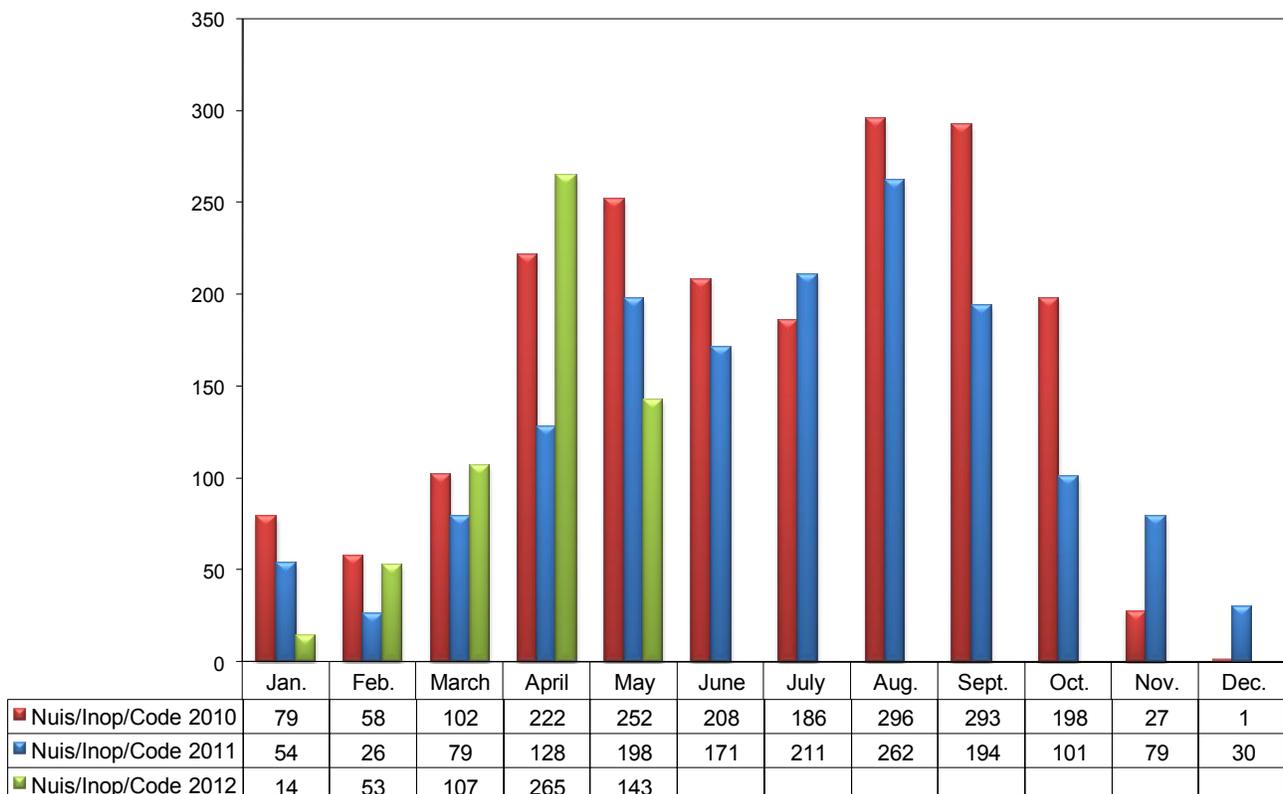
Condemnations:

Demolition of the structure at 124 S. Main has begun and is progressing very well.

Code Enforcement:

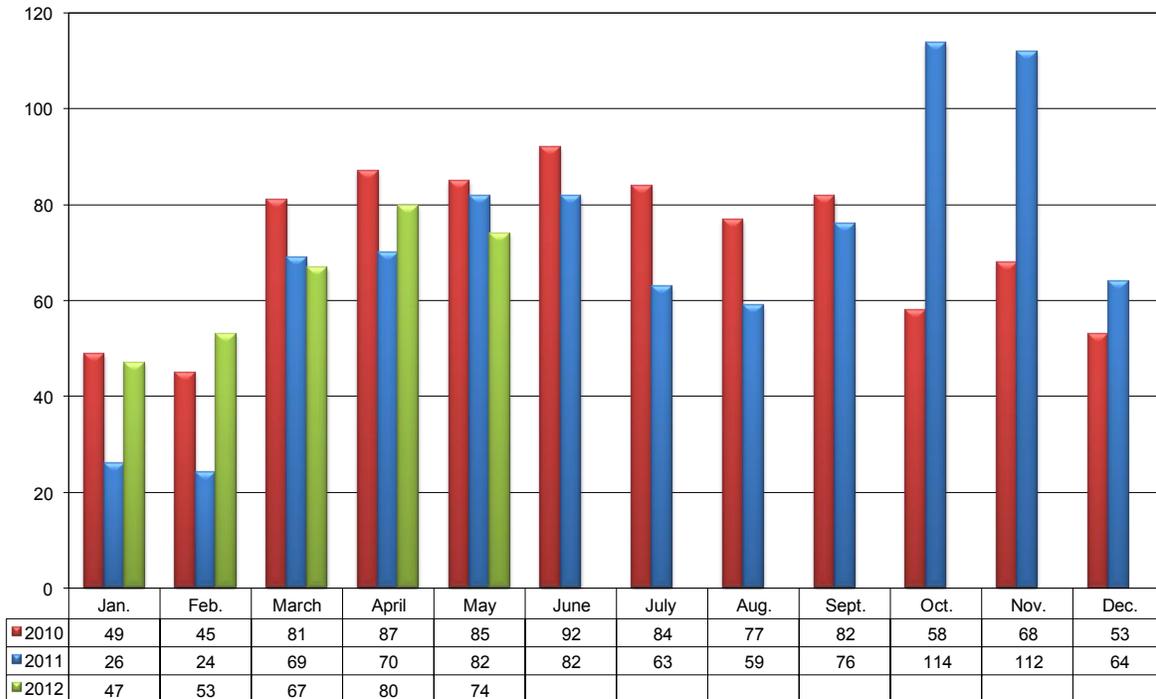
The Codes Officer starting working four days a week in May checking complaints and starting his second survey of the community.

Nuis/Inop/Code Correspondence Sent Monthly

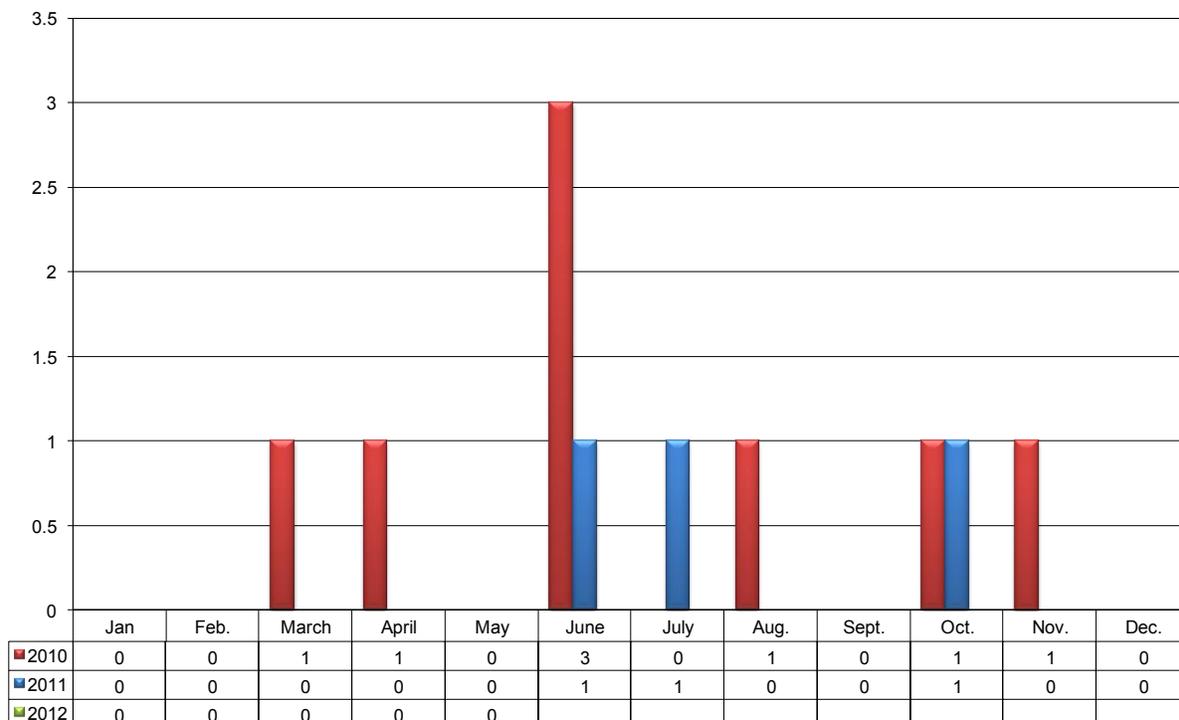


Permits:

Non-Residential Permits Issued

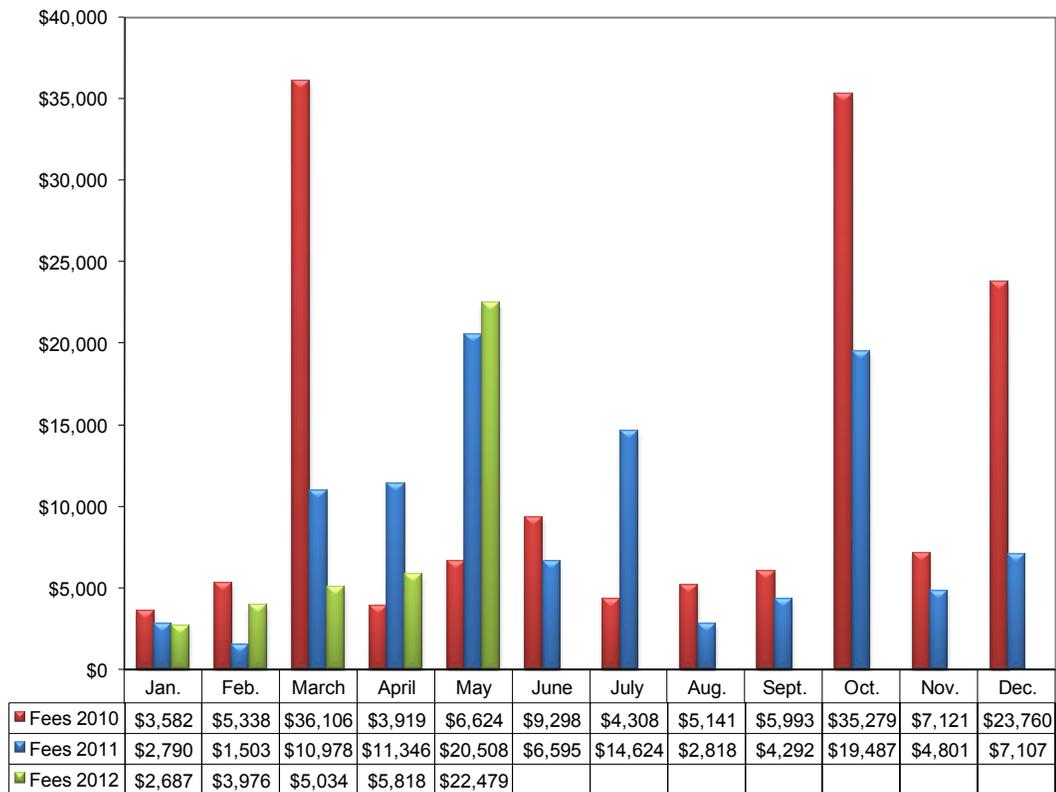


Residential Permits Issued



Fees:

Monthly Building Permit Fees Collected



The chart above does not include planning fees.

Fees Budgeted for 2012:

Budgeted amount is \$117,045

Permit fees to date: \$ 39,994

Planning fees to date: \$ 1,050

Total received to date: \$ 41,044

*Police Department
City of Ottawa, Kansas*

MEMORANDUM

DATE: JUNE 4, 2012
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: MAY 2012 MONTHLY REPORT

The purpose of this memorandum is to report activities involving various police department personnel during the month of May 2012. Sworn and civilian members of the police department participated in or attended the following activities:

- Records Management System Users' meeting
- 2013 Budget Preparation
- Accreditation work ongoing
- 4th Annual Police memorial Service at First Baptist Church
- Volunteers in Police Service (VIPS) and Reserve Police Officers provided 162 hours of service
- Attended several Chamber events
- Monthly supervisors', VIPS, Ottawa Police Foundation, Johnson County Chief's and Sheriff, Franklin County Domestic Violence Response Team (FCDVRT) meetings
- First Friday Forum
- Health Benefits Committee meeting; and
- Police officer hiring process continued
- Part-time Court Clerk Hiring process concluded
- Torch Run for Special Olympics
- Annual physical fitness testing for sworn personnel; and
- Eugene Field Career Day presentation

I will be happy to answer any questions.

Thank you.

Police Department
City of Ottawa, Kansas
MEMORANDUM

DATE: JUNE 11, 2012
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: MAY 2012 ENFORCEMENT STATISTICS

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

The breakdown is as follows:

023 LEAVING SCENE INJURY ACCIDENT	1	200 KNOWINGLY OPER W/O INSURANCE	20
026 DUTY UPON STRIKING UNATT VEH	1	30.2 REFUSAL PRELIMINARY BREATH TEST	2
027 DUTY TO REPORT ACCIDENT	1	30.3 TAMPERING WITH IGNITION INTERLOCK DEVICE	1
030 DUI	5	CH10 INOPERABLE VEHICLE	1
033 SPEEDING	23	13311 2 HOUR PARKING	55
037 DRAG RACING	2	182.1 SEATBELT	90
046 IMPROPER DRIVING LANED ROAD	1	3-213 KEEPING VICIOUS ANIMAL	2
049 IMPROPER TURN OR APPROACH	2	3-303 DOG CITY REGISTRATION FEES	1
054 UNSAFE TURNING/STOPPING ETC	1	3-309 DOG RUNNING AT LARGE	2
059 FAIL TO YIELD STOP/YIELD SIGN	12	3-329 PITBULLS - KEEPING PROHIBITED	1
074 PEDESTRIAN UNDER INFLUENCE	1	38202 POSSESSION OF PARAPHERNALIA	1
104 INATTENTIVE DRIVING	2	4-313 OPEN CONTAINER - CMB	1
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	1	38-301 BATTERY	7
117 LIMITATIONS ON BACKING	3	38-302 BATTERY - LEO	4
144 DRIVING W/O HEADLIGHTS	1	38-304 ASSAULT	1
146 DEFECTIVE HEADLAMPS	1	38-601 THEFT	3
147 DEFECTIVE TAIL LAMP	1	38-606 CRIMINAL DAMAGE TO PROPERTY	1
181 IMPROPER USE ONE WAY GLASS	1	38-714 RESISTING ARREST	1
182 CHILD PASSENGER SEATS	6	38-901 DISORDERLY CONDUCT	4
192 NO OPERATOR LICENSE	3	381202 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
194 SUSPENDED OPERATORS LICENSE	12	381208 UNLAWFUL POSSESSION OF PROHIBITED SUBSTA	1
198 ILLEGAL TAG	4	CH10-6 NUISANCE	3

Report Total: ** 288

54 Charges were filed through County Attorney's office:

6 Domestic Battery	0 Agg Assault/Battery	5 Battery	
2 Burglary	3 Criminal Damage	1 D.U.I.	
7 Theft	1 Traffic	2 Endangering Child	
0 Liquor Violations	0 Prescription Drugs	21 Misc. Charges	6 Possession Drugs/Paraphenalia

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

	MAY 2012		MAY 2011	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	1	0	0	0
Burglary	1	0	1	0
Murder	0	0	0	0
Rape	0	0	1	0
Robbery	0	0	0	0
Theft	7	1	4	1
Theft: Auto	1	0	0	0
Sub Total Part One Arrests	10	1	6	1

OTHER ARRESTS

Assault	1	0	0	0
Assault: LEO	0	0	0	0
Battery	4	1	3	1
Battery: Domestic	5	0	3	0
Battery: LEO	0	0	0	0
Criminal Damage Property	1	1	3	3
Criminal Threats	1	0	0	0
Disorderly Conduct	1	0	8	1
Driving Under Influence	6	0	3	0
Drug Offense Arrests	10	2	12	0
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	2	0	3	1
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	1	0	6	1
Phone Harassment	0	0	0	0
Sexual Offense Arrests	0	0	3	1
Suicide	0	0	0	0
Vehicle Related Arrests	17	1	24	2
All Other Arrests	27	0	35	2
Sub Total	76	5	103	12

TOTAL ARRESTS

92

122

**REPORTED CRIMES
PART ONE OFFENSES**

	MAY 2012		MAY 2011	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	1	0	1	0
Assault: Aggravated (Agg Battery)	1	1	1	1
Burglary	10	9	4	2
Murder	0	0	0	0
Rape	1	0	1	0
Robbery	1	1	0	0
Theft	40	24	26	17
Theft: Auto	1	1	0	0
Sub Total Part One Crimes	55	36	33	20

OTHER CRIMES

Assault	1	1	0	0
Assault: LEO	0	0	0	0
Battery	8	6	13	11
Battery: Domestic	6	6	5	3
Battery: LEO	0	0	0	0
Criminal Damage Property	15	13	17	14
Criminal Threats	4	4	1	1
Disorderly Conduct	2	2	5	5
Driving Under Influence	7	6	3	3
Drug Offenses	12	10	12	12
Forgery	8	0	2	2
Homicide	0	0	0	0
Juvenile Offenses	4	3	3	3
Kidnapping	1	1	1	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	1	1	5	5
Phone harassment	0	0	0	0
Sex Offenses	1	0	6	2
Suicide	5	4	5	5
Vehicle Related Offenses	21	21	27	27
All Other Offenses	37	33	40	37
TOTAL CRIMES	133	111	145	130

OTHER ACTIVITIES

Calls for Service	1118	928
Traffic Accidents	17	16
Warrants Served	16	26

TOTAL INCIDENTS / CALLS FOR SER **1339**

1148

ANIMAL CONTROL

ACTIVITY	May-12	May-11	Yr to Date
Domestic animals taken to shelter	14	6	64
Dead animals (wild) collected	5	13	32
Dead animals (domestic) collected	2	0	15
Wild animals trapped	24	7	60
Trap usage (days)	34	21	101
Dog ordinance violation citation	0	6	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	87	54	305

FINES

COURT FEES

2012	Violation	Misc.	Ct. Costs [\$75.00]	LET Fee [\$20.00]	Ct. Trng. [\$.50]	Fee Totals	Combined Total
January-12	\$23,392.00	\$2,780.30	\$6,097.50	\$1,272.12	\$48.38	\$10,198.30	\$33,590.30
February-12	\$28,817.40	\$930.00	\$6,701.00	\$1,412.12	\$53.88	\$9,097.00	\$37,914.40
March-12	\$29,594.20	\$1,347.98	\$9,548.50	\$1,977.49	\$74.01	\$12,947.98	\$42,542.18
April-12	\$26,118.00	\$162.00	\$5,408.50	\$1,157.00	\$42.50	\$6,770.00	\$32,888.00
May-11	\$17,675.46	\$339.19	\$6,003.37	\$1,517.98	\$52.12	\$7,912.69	\$25,588.15
May-12	\$28,890.02	\$243.00	\$5,639.50	\$1,261.88	\$44.62	\$7,189.00	\$36,079.02

MUNICIPAL COURT	
CASES FILED	May-12
Crimes against persons	9
Crimes against property	3
Driving Under The Influence	4
Fleeing a Police Officer	0
Other Crimes	10
Reckless Driving	0
Traffic Violations	149
TOTAL CASES FILED	175
COURT REVENUES (fines & court costs)	\$34,529.52
CASE DISPOSITIONS	
Bond forfeitures	0
Dismissals	56
Diversion agreements	1
Guilty pleas	103
Trials (on pleas of not guilty)	2
TOTAL CASES CLOSED	162

~~ 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.

ADSAP no longer exist.
 The above LET Fee includes:
 JDFP \$2.00
 Trauma \$1.00
 CVA \$0.50
 PFA \$0.50
 KPOST \$2.50

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: (May 2012) Monthly Activity Report/Public Works Projects Update
DATE: June 5, 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. The City Commission authorized application to KDOT for completion of the project, and the project was awarded. Staff completed a conference call with KDOT related to project administration. The intent is to schedule the construction for calendar year 2013. Necessary work continues to:

- acquire necessary property for right-of-way and easements;
- begin the necessary utility adjustments; and
- finalize plans and contract documents for bidding and construction.

Appraisals have been received for three properties that are necessary for utilities adjustments. We await the remaining appraisals. Acquisition efforts have been focused with the owners of property that is necessary for utility adjustments. Upon completion of those acquisitions and commencement of utility adjustments, efforts will be concentrated on to acquiring the remaining properties.

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. Construction of a sidewalk and associated ramps fronting city properties along Beech Street was completed during the month. As hot mix asphalt has become available from the local vendor, crews have commenced pothole patching with permanent materials. Other routine maintenance activities were completed during the month, with particular emphasis on mowing during the early season in preparation for Memorial Day.

Street Rehabilitation. The City Commission approved the low bid from Vance Brothers for Slurry Seal at their meeting on May 2nd. Contracts have been signed with Vance Brothers, and we await their determination of the project schedule. The City Commission reviewed the bids received and the project list for Mill & Overlay during their study session on June 4th. The low bidder was Killough Construction. Approval to proceed is anticipated during the regular Commission meeting on June 6th.

Stormwater Utility. Staff continues working to complete the detailed work necessary such that all is prepared for the first billing in January 2013.

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 May 2012 there were 28 equipment repairs and 16 preventive maintenance services completed by Garage personnel. Two repairs were completed by outside vendors.

MEMORANDUM: Public Works Projects Update (p. 2)

June 5, 2012

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

	SPACES SOLD		BURIALS	
	(mo)	(YTD)	(mo)	(YTD)
Highland Cemetery	8	27	6	34
Hope Cemetery	0	0	0	2

Parks. The new Mayor's Christmas tree was planted late in March at Haley Park, and crews are continually monitoring the condition of the tree. The overgrown shrubs in the bed had been removed from that planting bed. Other shrubs and plants have been ordered, and will be planted in cooperation with the Main Street Association. Necessary action to put the swimming pool into operation continued through the month, and the pool was in operation for the Memorial Day weekend. Grounds maintenance activities (mowing) centered around preparation of the cemeteries for the Memorial Day weekend. Due to abnormally dry weather, significant effort is being made to water trees planted within the past few years.

Airport Activities Report. There were no "operations" during the month, as the Airport was closed for construction. Year-to-date remains the same as the end of March, as follows:

WEEK OF	M	T	W	Th	F	S	S	TOTAL
CY 2012 TOTAL	98	118	92	140	136	242	207	1033

Airport fuel sales (100LL) during May 2012 amounted to 37 gallons (CY 2012 to date = 420 gal). The Airport Manager reported that the "Courtesy Car" was not used during the month.

Runway 17-35 Design/Construction. The contractor commenced on March 26th, and plans to complete the project in approximately 4 months. The project fell below the previous pace during May due to failure of the first concrete mix design with respect to aggregate durability. The concrete supplier prepared another mix design for testing, which takes approximately 30 days. The current concrete samples continue to fare well in testing. Current plans are to commence paving on/about June 7th.

Airspace Protection. The Kansas Secretary of Transportation signed and returned the grant offer. H.W. Lochner, the consultant, was notified. Lochner informed staff there were two alternatives to proceeding with the project according to Kansas law, depending on the level of involvement by Franklin County. Staff inquired of the Franklin County Planning Director on May 24th to determine which method was preferable to them, as either method is acceptable for the City of Ottawa. We await the Franklin County response.

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

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 \$4,707,513 at this time. The City Commission has authorized staff to proceed with the engineering phase of the project and authorized the necessary rate increase to fund the project on February 1, 2012

All but one of the appraisals have been signed. The remaining easement is being obtained by the City Attorney. Some minor modifications to the plans are still in process. We have also received approval from the Corps of Engineers for work to be performed near the levy. We were advised in March the principal forgiveness is no longer available but will be put on the list for any principal forgiveness that is not used if another project is cancelled. As these funds are not currently available we are preparing bids to be made in a fashion that we can complete the project in phases in order to remain within budget.

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.

The RICE/NESHAP retro-fit has been completed on three of our four units with only final testing remaining on these three units. Work on the final unit is continuing, starting the first full week of June. Additional work will also start on installing monitors the first week in June. We anticipate testing and final completion of the project by the end of July.

KMEA POWER SUPPLY COMMITTEE

The purpose of this committee is to identify power projects that will meet electric

municipal member needs in a timely fashion. The committee will also be responsible for directing and reviewing the KMEA power supply plan and for recommending power supply projects and action items. The Director of Utilities is now serving on a KMEA Power Supply Committee and the Finance Director, Scott Bird will be serving on the KMEA Finance Committee. All avenues of future power supply, including self owned generation or jointly owned generation are being carefully studied.

The Committee met on May 16th and reviewed the progress report from Sawvel and Associates. Began to develop the planning approach and criteria for consideration. The project will be ongoing until the next meeting as we still are in the process of gathering all the municipal generation/supply information necessary to make decisions regarding future power supplies. Also reviewed various alternatives currently available. The KMEA Executive Committee also met via phone conference and acted on the following: Approved the General Manager to complete all documentation necessary for participation in the Southwest Power Pool (SPP) Integrated Marketplace (IM). Approved the General Manager to file our Risk Control Policy, as part of the SPP requirements. While these two actions are not a direct Power Supply Committee action they will affect our future power supply arrangements.

SANITARY SEWER MAINTENANCE

Televised 9,524 feet of sanitary sewer lines. Cleaned 16,713 feet of sewer line. Completed five repairs of sanitary sewer line, 82 feet of encasement, necessary for the K-68 and Davis Road street improvements. Also completed 31 feet of 8 inch sewer line replacement and replaced one manhole ring and lid.

WATER DISTRIBUTION MAINTENANCE

Replaced 356 feet of 6" waterline. Repaired two main breaks. two fire hydrants and installed three new services.

Ottawa Municipal Power Plant

MONTHLY POWER REPORT May-12

	2012		2011	
	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	87.129	-195.205	39,569	-291,466
PURCHASED POWER:				
SWPA	128,000	981,000	296,500	3,201,000
KMEA	7,438,300	42,725,700	8,354,000	48,784,000
KCPL	4,823,700	12,421,100	2,313,900	4,587,600
SUB-TOTAL ENERGY	12,390,087	56,127,605	11,003,969	56,281,134
TOTAL ENERGY (after sales) ¹	12,390,087	56,127,605	11,003,969	56,281,134
INCREASE / DECREASE ² (2012 VS. 2011)	12.60%	-0.27%		
 KILOWATT LOAD				
PEAK DEMAND	28.200	28.200	28.600	28.600
TIME OF PEAK	3:00 PM	3:00 PM	2:00 PM	2:00 PM
DAY OF PEAK	5/29/2012	5/29/2012	5/10/2011	5/10/2011
 ENERGY SALES				
KCPL (supplemental) KWh	0	0	0	0
WRI / Other (supplemental) KWh	0	0	0	0
Nearman Sales KWh ³	0	0	60,800	0
TOTAL SALES (KWh)	<u>0</u>	<u>0</u>	<u>60,800</u>	<u>0</u>

¹Total energy demand of city

²After Generated Sales

³Non-Generated Sales

*negative net generation = station power exceeded gross generation.

WASTEWATER TREATMENT PLANT REPORT

MAY 2012

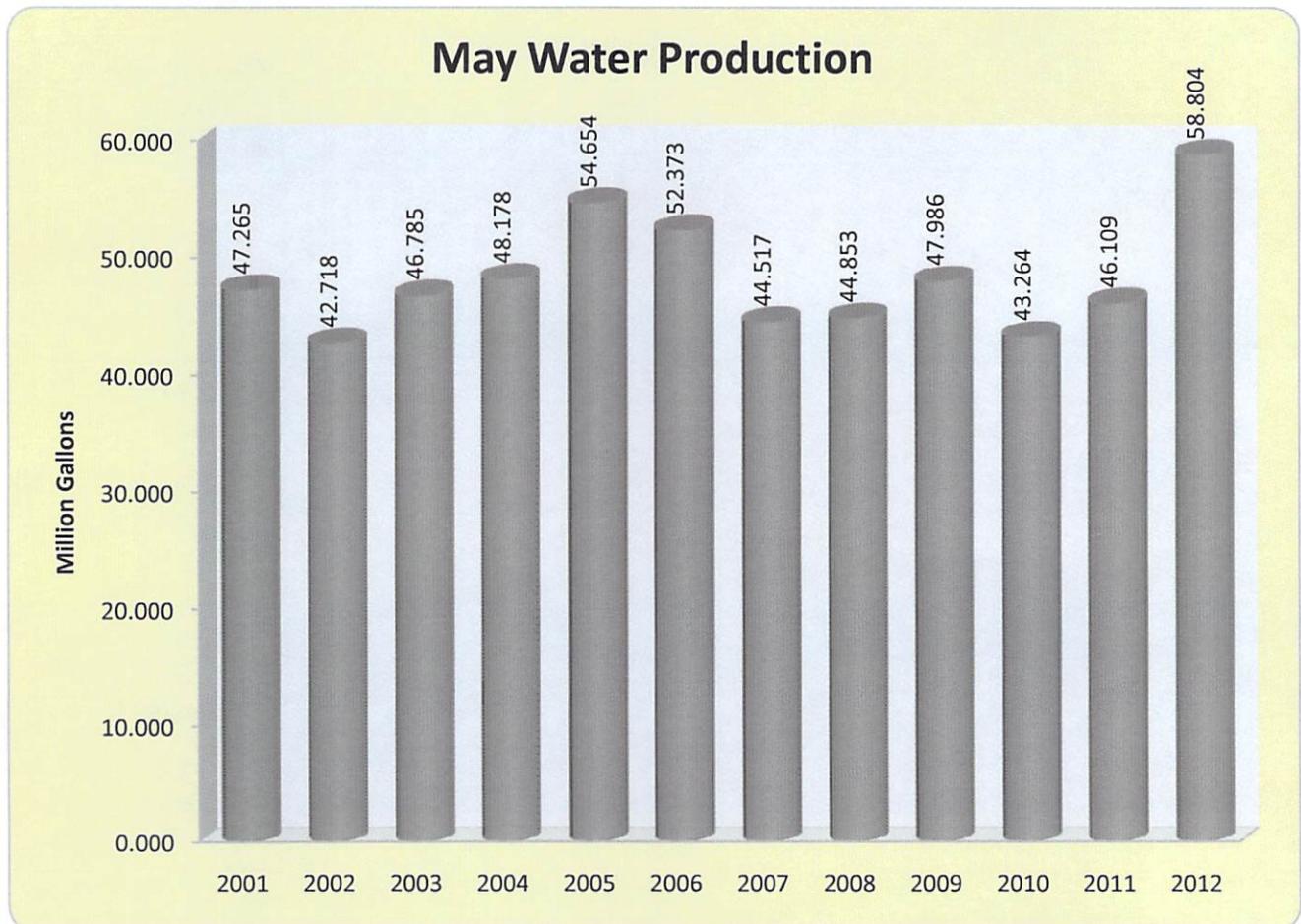
		2012		2011
		This Month	Year To Date	Same Month Year To Date
TOTAL FLOW, MG		16.7	94.7	20.9
PEAK DEMAND DAY, MG		1.101	4.564	3.285
AVERAGE DAILY FLOW, MGD		0.538	0.622	0.674
 AVERAGE PLANT INFLUENT				
	BOD5, MG/L	237		110.5
	TSS, MG/L	259.8		208.9
	AMMONIA, MG/L	28.7		34.67
	pH, SU	7.48		7.66
 AVERAGE PLANT EFFLUENT				
	(KDHE STD.)			
BOD5, MG/L	(30 MG/L)	4.1		6.3
TSS, MG/L	(30 MG/L)	3.1		2.2
AMMONIA, MG/L	(6.9 MG/L)	0.56		0.44
pH, SU	(6.0 - 9.0)	7.38		7.58
PERCENT REDUCTION BOD5		98.1		92
PERCENT REDUCTION TSS		98.3		98.6
 KWH OF ELECTRIC USED				
	Wastewater Plant	126,520		142,740
	River Lift Station	2,637		2,742
	Logan Lift Station	3,034		3,404
	Mulberry Lift Station	2,278		2,303
	Princeton Lift Station	1,297		1,749
	Rockwood Lift Station	210		289
	Pin Oak Lift Station	166		51
	Diamond A Lift Station	10		27
	Fairway Lift Station	134		241
	Rock Creek Lift Station	409		286
	TOTAL KWH	136,695		153,832

WATER TREATMENT PLANT PRODUCTION REPORT MAY 2012

<i>Gallons of Water Produced</i>	<i>2012</i>		<i>2011</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	61,804,000	239,271,000	48,909,000	224,541,000	6%
Monthly Plant Effluent	58,804,000	230,906,000	46,109,000	212,269,000	8%
Sludge Water Reused	2,600,800	12,899,300	3,123,600	14,372,100	
Average Daily Influent	1,993,677	1,574,151	1,577,710	1,477,243	
Average Daily Effluent	1,896,903	1,519,118	1,487,387	1,396,507	

Weather Information

Total Precipitation	2.31	10.88	5.99	15.55	-43%
Average High Temperature	81	64	72	53	17%
Average Low Temperature	57	39	52	31	21%



OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
5/31/2012							
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget	Budget Balance	
					5/12=41.66%		
	Beginning Cash Balance	3,624.00	164,749.49	3,623.83			
	Receipts:						
301.00	City Appropriations	756,582.00	0.00	371,934.72	49.16%	-384,647.28	
302.00	KAN-ED	1,000.00	0.00	2,759.55	275.96%	1,759.55	
303.00	Interest	1,000.00	41.96	213.40	21.34%	-786.60	
304.00	State Aid	6,000.00	0.00	5,387.00	89.78%	-613.00	
305.00	NEKLS Grants	25,455.00	0.00	6,363.75	25.00%	-19,091.25	
306.00	Fines and Fees	13,000.00	1,376.14	5,793.00	44.56%	-7,207.00	
307.00	Copiers & Computers Income	7,000.00	620.28	2,785.78	39.80%	-4,214.22	
308.00	Endowment Interest	8,400.00	0.00	0.00	0.00%	-8,400.00	
313.00	Gift	325.00	0.00	50.00	15.38%	-275.00	
316.00	Programs Income	0.00	0.00	0.00	0.00%	0.00	
321.00	General Fund Reserve	0.00	0.00	0.00	0.00%	0.00	
328.00	Erate Reimb	0.00	0.00	0.00	0.00%	0.00	
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	500.00	500.00	0.00%	500.00	
334.00	Donations	0.00	0.00	0.00	0.00%	0.00	
338.00	Vangent, Inc Gift- FOL	0.00	0.00	0.00	0.00%	0.00	
339.00	Prime Time Family Reading Grant	0.00	0.00	0.00	0.00%	0.00	
340.00	FOL Grant (Programming)	0.00	0.00	0.00	0.00%	0.00	
341.00	Grant/Fundraising	3,545.00	0.00	35.10	0.00%	-3,509.90	
342.00	Allen Loyd Memorial	0.00	1,240.00	1,490.00	0.00%	1,490.00	
	Total Income	825,931.00	3,778.38	397,312.30	0.00	48.10%	-428,618.70
	Beginning Balances Restricted Funds:						
	Weber/Sinclair Gift (Children's)	310.79					
	Starkey (Children's)	29.39					
	Bill Bennett (Art/Arch Memorial)	5.34					
	Asa Albert Smith Memorial	33.80					
	EXPENDITURES:						
	Salaries, etc.						
401.00	Staff Salaries	485,007.00	34,378.26	170,539.53	35.16%	314,467.47	
402.00	Social Security	36,552.00	2,502.30	12,520.81	34.25%	24,031.19	
403.00	KPERS	30,100.00	1,730.83	10,318.64	34.28%	19,781.36	
404.00	Employee Insurance	48,955.00	3,395.48	16,795.53	34.31%	32,159.47	
405.00	Unemployment	493.00	33.63	180.67	36.65%	312.33	
407.00	Worker's Comp	2,700.00	0.00	867.00	32.11%	1,833.00	
410.00	Off. & Dir/Emp Prac Insurance	0.00	0.00	1,489.00	0.00%	-1,489.00	
	Subtotal Salaries,etc.	603,807.00	42,040.50	212,711.18	0.00	35.23%	391,095.82
	Materials and Programs						
501.00	Juvenile Books	21,350.00	2,344.13	6,342.65	29.71%	15,007.35	
502.00	Adult Books	47,898.00	7,945.55	23,141.51	48.31%	24,756.49	
503.00	Periodicals	7,000.00	61.43	5,484.35	78.35%	1,515.65	
506.00	A.V. Materials	20,000.00	1,313.93	8,376.38	41.88%	11,623.62	
507.00	Programs	3,000.00	162.85	601.05	20.04%	2,398.95	
513.00	Gift	0.00	44.00	425.17	0.00%	-425.17	
518.00	Electronic Access Expenditures	1,000.00	51.22	182.41	18.24%	817.59	
520.00	A.V. Materials-Children	4,000.00	193.92	867.47	21.69%	3,132.53	
	Subtotal Materials and Programs	104,248.00	12,117.03	45,420.99	0.00	43.57%	58,827.01

**Ottawa Recreation Commission
Minutes of the Regular Meeting
Wednesday, May 9, 2012**

I. Call to Order:

Chairperson Linda Spencer called the meeting to order at 6:00 pm. Commissioners Present: Tony DeLaTorre, Linda Spencer, Joe Goedert, and Dan Stepp. Jeff Curry absent. Staff Present: Josh Blanco, Jessica Walters, Tommy Sink, Brandy Shoemaker, Taylor Burnett, Lanny Diel, Corey Calhoun and Glenda Guge. Guests – Marge Stevens, Chelsea Jamison and her parents, Blake Joregenson.

II. Pledge of Allegiance

III. Declarations: None

IV. Additions to Agenda: None

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

Commissioner Stepp moved to approve the Consent Agenda A - D for May 9, 2012. Commissioner DeLaTorre seconded the motion. All in favor 4-0.

VI. Public Discussion – Marge Stevens mentioned she would be writing an article for the Ottawa Herald highlighting the ORC. Blake Jorgenson shared that a City representative will be rotating and attending the ORC meetings on a regular basis.

VII. Departmental Reports –

Directors Report – Tommy Sink shared his report and stated that all the staff are working hard with the Summer activities getting started. The paperwork on the 501 (3)(c) is pending at no timeline was provided as to when it would be completed. Will be in the process of developing a lock down policy. Had a meeting with Dean Katt regarding transportation for the Summer Playground field trips. Tennis courts cost are up. The hours of operation for the Goppert Building were discussed. The Board reached consensus to change the hours to 6:30 am – 8 pm Monday – Friday from May 29-August 31. Goppert gym floor update – floor company drilled holes in floor and put in moisture indicators and will check on them at a later date. Boxing update – will get with Becky Nevergold after school is out. Yard sale made \$83.

Recreation Manager Report –Brandy Shoemaker shared her report. All staff are very busy and have several new programs. Pool is getting ready to open and it should be filled by the end of this week. All pool staff have been hired.

Facility Manager Report – Josh Blanco shared his report. Josh introduced the new Facility Supervisor Lanny Diel. Recently met with the climate control vendor for the Goppert building to learn more about the computer controls. Commissioner DeLaTorre & Commissioner Stepp mentioned how nice the new foul poles on Drake look.

Youth in Government – no one present

VIII. Action Items

A. Old Business –

1. Board as coaches – new policy review – Board was presented a copy of the new policy for review. No changes were made.
2. New ORC slogan contest update – Jessica has all the information ready and all entries should be submitted by June 5. An award will be given and announced at a later date.

B. New Business –

1. OHS Scholarship presentation – The 2nd annual OHS \$500 scholarship was presented to Chlesea Jamison.
2. Introduce new employee Lanny Diel – Josh introduced Lanny during his report.
3. Introduce new board member Joe Goedert – Chairperson Spencer introduced a new board member appointed by the City Commission, Joe Goedert.

IX Adjourn

Commissioner Stepp moved to adjourn the regular meeting. Commissioner DeLaTorre seconded the motion. 4-0 in favor. Adjourned at 6:55 pm.

Action Items

Regular meeting, **Wednesday, June 13, 2012**. Meeting time 6 pm at Goppert Building, 705 W. 15th.

Board will share their budget expectations at the June meeting.

A rough draft will be presented to the Board in their June packet.

An equipment update will be provided from Josh & Lanny at the June meeting.

