



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
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Ottawa, KS 66067-0060
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TO: Mayor and City Commissioners
RE: **Study Session Agenda**
FROM: Richard U. Nienstedt, City Manager

A Study Session is scheduled for **July 9, 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. Recognition of Dave Sellens upon his retirement after 34 years of service.
- b. A request to approve the Capital Improvement Plan (CIP) for 2012-2017. *pp. 3-6*
- c. A request to approve a contract with Tyler Technologies for a financial/accounting software system.
p. 7
- d. A request for the reappointment of Jim Bradley to the KMEA Board of Directors. *pp. 8-9*

III. Items for Presentation and Discussion

- a. Discussion regarding Library Charter Ordinance and state statute. *pp. 10-12*
- b. Discussion continues regarding the proposed 2013 Budget.
 - Utility Billing 3710 *p. 14-15*
 - Jaycees Fireworks 1100-578
 - Franklin County Development Council 1100-572 *p. 16*
- c. May Financial and Activity Report, deferred from the July 2, 2012 meeting. (*pages have been renumbered*) *pp. 17-56*
- d. City Manager's Report
- e. Commissioners' Reports
- f. Mayor's Report

2012 Priorities

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

IV. Announcements

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 **NEXT 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

July 31, 2012 National Night Out, 6:00 pm City Park and neighborhoods throughout Ottawa

August 1, 2012 Regular Meeting, 7:00 pm

August 6, 2012 Study Session, 4:00 pm

August 13, 2012 Study Session, 4:00 pm

August 15, 2012 Regular Meeting, 9:30 am

August 20, 2012 Study Session, 4:00 pm

August 27, 2012 Study Session, 4:00 pm

V. Adjourn

STAFF MEMORANDUM

TO: Richard U. Nienstedt, City Manager
FROM: Wynndee Lee, ACIP, Director of Planning & Codes Department
DATE: May 10, 2012
SUBJECT: Capital Improvement Plan

On May 9, 2012 the Ottawa City Planning Commission held a public hearing to generate public comments on items they would like to see on the CIP for 2012 to 2017. There were no public comments, so the hearing was closed.

Staff reviewed items on the CIP. The Planning Commission made a motion recommending that the City Commission approve the 2012 to 2017 CIP by a 6-0 vote.

CAPITAL IMPROVEMENT PROGRAM 2012

The Capital Improvement Program (CIP) represents both short and long range planning for the collective benefit of the community. As with any planning document, the CIP must be flexible to changing community demands and priorities, yet it should remain committed to the overall long-term goals established by the City Commission. The purpose of the CIP remains to: select capital projects based on identified community priorities and needs; provide a coordinated plan for implementation; and recommend prudent and realistic financial approaches to accomplish proposed projects

The origination of items on the CIP are initiated from various master plan studies conducted on behalf of the city; from input and suggestions from citizen groups such as the City's Airport Advisory Board, the Play Task Force, the Stormwater Utility Committee, from staff recommendations; from citizens, commissioners, and others.

Major sources of financing for projects within this plan includes GO debt issuance, the states revolving loan fund, grant funding, lease purchase arrangement, and revenues generated throughout the city's operating funds. Recently, the city's eastside sewer interceptor was targeted for \$4.7 million of improvements through the use of the State's Revolving Loan fund. Other revenues are anticipated as a Storm Water Utility is developed, which will be designed to meet federally mandated regulations related to stormwater discharged by the City and to meet continuing financial needs for improvements to the City's stormwater system.

Expenditures are considered capital in nature if they add to, support, or improve the physical infrastructure, capital assets, or productive capacity of city services. One or more of the following are also common features of capital improvement projects:

- Have special funding sources including, but not necessarily limited to, voter approved taxes, municipal bond sales, and government grants.
- Have project life-cycles that extend beyond the current fiscal year and/or may span several annual fiscal periods.
- Have special internal and/or external tracking and reporting requirements.
- Result from federal or state mandates including environmental quality standards and Americans with Disabilities Act provisions.

The most readily apparent financial impact of capital projects on the operating budget is the extent to which operating funds are needed to assist with capital project financing and annual debt service requirements. Less certain are the financial impacts of capital projects on maintenance, staffing and other indirect operating expenditures.

**2012 - 2017 Capital Improvement Plan
All Funds**

Spending by Type	2012	2013	2014	2015	2016	2017
Airport	2,000,000	150,000	50,000	161,500	1,052,000	390,100
Parks Projects	16,000	150,000	25,000	100,000	110,000	120,000
Sidewalk Projects	236,000	150,000	150,000	252,000	290,000	230,000
Street Projects	350,000	1,500,000	5,575,000	200,000	750,000	1,450,000
Electric Projects	720,000	207,000	3,539,000	564,000	895,000	1,320,000
Water Projects	400,000	140,000	261,375	3,500,000	3,200,000	900,000
Sanitary Sewer Projects	2,350,000	2,350,000	1,069,920	185,000	4,000,000	4,000,000
Stormwater Projects	-	150,000	300,000	2,600,000	300,000	300,000
2012	6,072,000					
2013		4,797,000				
2014			10,970,295			
2015				7,562,500		
2016					10,597,000	
2017						8,710,100

Airport Projects

- 2012** Runway Rehabilitation, 95% FAA Grant; 5% City. Identified by July 2011 report
- 2013** Update Airport Master Plan
- 2014** Environmental assessment of Runway 35 and parallel taxiway extension. Recommended 2012 Master Plan
- 2015** Land acquisition for Runway 17 and Runway 35; 90% FAA, 10% City; Recommended by 2012 Airport Master Plan
- 2016** Runway 17 and parallel taxiway; 90% FAA/10% City; Recommended by 2012 Airport Master Plan
- 2017** Install medium intensity taxiway lighting system; Recommended by 2012 Airport Master Plan

Parks Projects

- 2012** To replace climbing structure at north end Forest Park at an estimated cost at \$6,000. Recommended by the Play City Task Force. Also, \$10,000 for downtown park benches; recommended by Public Works Director
- 2013** Replace timber play structure located at Forest Park. Recommended by Play City Task Force
- 2014** Downtown & Parks benches
- 2015** Forest Park ADA Trail improvements
- 2016** Park property acquisition. Identified by previous CIP
- 2017** Forest Park Tot Lot. Identified by previous CIP

Sidewalk Projects

- 2012** Safe Routes to School & part of 15th Street project, both partially funded by KDOT. City portion est. ~ \$127,000
- 2013** Sidewalk and Pedestrian/Bicycle path along Logan to complete route to Davis - \$150,000
- 2014** Infill Sidewalk Projects with connecting links
- 2015** Asphalt 10' Path from PSRT to Orlis Cox, and Sidewalk from Main to PSRT - \$252,000
- 2016** 10' Asphalt Trail and Sidewalk from Hickory Street and South to Don Woodward Center - \$290,000
- 2017** East 15th Street from Main to Lincoln, Sidewalks, Trail & Bicycle Lane where appropriate - \$230,000

Street Projects

- 2012** Annual Street Maintenance
- 2013** K-68 @ Davis Intersection Improvements. Identified by Planning/Public Works
- 2014** Davis Road - K-68 to Sandcreek Road. Identified by Public Works
- 2015** Gravel Roads, Identified by 20/20 Plan
- 2016** Reconstruct Ash Street (7th thru 9th). Identified by Public Works
- 2017** Reconstruct Ash Street (2nd to 7th). Identified by Public Works

2012 - 2017 Capital Improvement Plan Continued

Electric Projects

- 2012** Convert Feeder #5 to 12.47kv, and Feeder #4 S. of river to 12.47kv, Convert 1 span of Feeder 10, Install RICE NESHAP Catalyst
- 2013** Convert Downtown Canopy to Pole-mounted supply
- 2014** Convert 4.16kv Feeders 3 and 6 into New 12.47kv Feeder 6
- 2015** Reconductor Feeder 11 from 23rd and Main to NE Corner of Wal-Mart, Reconductor Feeder 12 from 9th Street to 6th Street
- 2016** Reconductor Feeder 7 from Osage to Main, Add New Feeder 7 from SE substation and Reconductor Part of Feeder 9
- 2017** Reconductor Remaining 4.16kv sections of Feeders 7 and 9 to 12.47kv, Convert 4.16kv Feeder 1, 2, and 5 to 12.47kv

Water Projects

- 2012** 12" and 8" water line replacement near Ottawa University
- 2013** Cleaning of WTP sludge ponds
- 2014** Water Improvements - Section in Davis
- 2015** Southwest Water Tower construction
- 2016** Construct second Clearwell at WTP
- 2017** Cedar Street Waterline move and replace

Sanitary Sewer Projects

- 2012** Eastside Sewer Interceptor
- 2013** Eastside Sewer Interceptor
- 2014** NE Sanitary Sewer river crossing and replace Logan lift station with Cottonwood lift Station
- 2015** WWTP interceptor Sewer upgrades
- 2016** Southside - Westside Sewer Interceptor upgrades
- 2017** Southside - Central Sewer Interceptor upgrades

Stormwater Projects

- 2012** Annual Stormwater System Capital Maintenance
- 2013** Annual Stormwater System Capital Maintenance
- 2014** Annual Stormwater System Capital Maintenance
- 2015** 15th and Poplar Project. Recommended by Stormwater Plan
- 2016** Annual Stormwater System Capital Maintenance
- 2017** Annual Stormwater System Capital Maintenance

INTEROFFICE MEMORANDUM

TO: RICHARD U. NIENSTEDT, CITY MANAGER AND THE HONORABLE CITY COMMISSION
FROM: SCOTT D. BIRD, DIRECTOR OF FINANCE
SUBJECT: FINANCIAL SOFTWARE
DATE: 6/30/2012

Approximately two years ago staff began assessing the needs of the city related to the aging Financial/Accounting software system. The system currently in use is a custom written financial program, which runs on an IBM AS/400 platform. While this system has been a workhorse for the city, it has drastically fallen behind today's technologically and does not integrate with other systems currently in use.

A committee comprised of ten members from the Finance, HR, IT and Codes Departments investigated municipal software packages used by other communities. Several were rejected for various reasons. For example, one company provides a package that is used by several Kansas municipalities; however, it became apparent their market was smaller municipalities and Ottawa would have become their largest customer. From the outset, one of the goals was to select a company that can meet the current needs of the City and continue to meet those needs as the community grows and as technology continues to evolve.

Initially, a dozen software packages were investigated through a preliminary review by the Finance Department. Two were identified for further consideration. Over time, a third solution was also identified and added to the list for review. The broader committee heard presentations from each of these three companies. It should be mentioned that two of the possible solutions are currently in use by other departments within the city and the third was one that came recommended by other well respected municipalities in the state.

With that being said, the software solution being recommended by the committee is Tyler Technologies of Dallas, Texas. Tyler is the largest company in the U.S. exclusively dedicated to providing integrated software to the public sector. They have approximately 6,000 municipal customers and over 60 in the state of Kansas, (although some of those include single module users). For example, Tyler is currently being used by the Ottawa Municipal Court. Once it became clear Tyler was the preferred choice, members of the committee made two onsite visits to two City Finance Departments who are currently using the Tyler system. These visits confirmed that Tyler was the correct choice. They also confirmed Tyler's claim of providing strong customer service, which was one of the areas the committee was focused upon.

The committee also considered hosting the Tyler product in-house, compared to using an option that would allow Tyler to host our needs, which is likened to the "Cloud" concept. The City's IT department researched this option and recommends using the Tyler hosting option. IT has opined that this solution provides adequate security, connectivity and saves what they believe would be the need for additional personnel. From a financial perspective, in addition to holding down personnel costs, this solution is also less expensive upfront than hosting it on our own hardware and annual maintenance fees, quoted at \$78,000, is less than what has been spent some years to maintain/upgrade our current system. It should be noted that the cost for annual maintenance would be about \$10,000 less if we host ourselves, but again, that is more than made up by the cost of hardware and annual maintenance associated therewith. Implementation of this software will be done in stages and is projected to take an estimated 43 weeks after a contract is executed.

Recommendation: The Finance Department be authorized to move forward with a contract with Tyler Technologies.



6300 West 95 Street
Overland Park, Kansas 66212

MEMORANDUM

TO: KMEA Member Cities
FROM: Erin Passabet
DATE: July 3, 2012
RE: Appointments to the KMEA Board of Directors

In accordance with Section 5.1 of KMEA's Bylaws (see attached), each KMEA member city shall have two (2) Directors and an Alternate on its Board of Directors. Each Director so selected shall reside within the territory served by the electric utility of the selecting member city. Each Director will serve for two (2) years; however, terms are staggered in order to maintain continuity on the Board of Directors.

This year we will need a new Certificate of Appointment for each Director #2 who will be certified for a two-year term. Please complete the enclosed KMEA certificate(s) and return to my attention no later July 20, 2012.

Should you have any questions regarding your city's appointment to the KMEA Board of Directors or need further clarification, please call me at (913) 660-0241 or e-mail me at passabet@kmea.com.

Thank you for your prompt attention to this matter.

Sincerely,

Kansas Municipal Energy Agency

Erin Passabet

Communications Coordinator

Enclosures

CERTIFICATE

DIRECTOR # 2

KANSAS MUNICIPAL ENERGY AGENCY BOARD OF DIRECTORS

This Certificate duly documents the appointment of a **Director #2** to serve on the Board of Directors of the Kansas Municipal Energy Agency (KMEA) as provided for in Section 5.1 of the Agency's Bylaws.

I, the undersigned City Clerk of the City of _____, Kansas, a member of KMEA, do hereby certify that at a meeting of the City Governing Body duly held on the _____ day of _____, 2012;

Name: _____

Title (if applicable): _____

who resides within the territory served by the City's electric utility, was appointed to serve on the KMEA Board of Directors for a two (2) year term beginning _____, 2012, and expiring on April 30, 2014.

I further certify that the foregoing appointment is reflected in the official Minutes of the Governing Body of the City for the meeting on the date indicated above.

This certificate is given this _____ day of _____, 2012.

City Clerk

_____, Kansas

Bezek, Lowry & Hendrix

Attorneys at Law

111 East Second
P.O. Box 1015
Ottawa, Kansas 66067
Fax (785) 242-4565
Tel. (785) 242-8500

ROBERT L. BEZEK, JR.
FORREST A. LOWRY
JOYCE HENDRIX-KUCHAR

July 6, 2012

TO: City of Ottawa

From: Robert L. Bezek, Jr., City Attorney

RE: Authority of the City to alter a properly submitted budget.

The Ottawa Library is a municipal library created under the predecessor statute to KSA 12-1218 et seq. The Ottawa Library exists for only one purpose, that being library purposes, and may budget and tax for only those purposes. This is in contrast to the other kinds of libraries (there are seven in total under Kansas statutes) and in some sense differentiates a municipal library and the statutes that apply from other types of libraries and the statutory schemes that applies to them. The library has an appointed board which is only appointed by the City Commission. The library Board is charged with a multitude of duties, but in general is responsible for the operation of the library, setting policy for the library and creating and submitting the budget for each tax year. (KSA 12-1220, 1225b(b)).

Libraries in Kansas historically have been subject to budget laws (generally found in Chapter 75 of Kansas statutes) and the tax lids that were created in these laws. That scheme changed in 1999 with the Tax Reform and Relief Act of 1999, which removed the tax lids on many taxing entities including libraries. Prior to the 1999 law, the City and the Ottawa Library used a unique method to avoid the strictures of the tax lid, that being Charter Ordinances. In 1979 the City passed a Constitutional Charter Ordinance (Charter Ordinance No. 6) which exempted the library from the budget tax lid and established a limit of 6 mills. That was the law until 1995, at which time the City passed another almost identical Charter (Charter Ordinance No. 12-95) which changed the mill levy to 10 mills, and also had a requirement that required the Library to 'recommend to the Governing Body of the City of Ottawa, no later than the first of June, the amount necessary... (a budget)'.Section 3, Charter 12-95.

For municipal libraries, Kansas law has been consistent for the last 80 years; library boards pass budgets that are reviewed by City Commissions. The City Commissions cannot alter the library

budget so long as the budget is within the statutory or other legal mill limits. This principal was first held in 1938 in the case of Fort Scott Public Library v. Drake, 147 Kan. 157 (1938). In that case the Kansas Supreme Court noted the obligation of the City Commission, as a mandatory duty by the use of the word 'shall' in the predecessor statute to the present statute, to pass the budget the Library Board approved. Although not the precise issue that was decided, the language in Drake has been cited approvingly by other cases and the Attorney General in a number of opinions which are focused on the precise issue of authority of a City to alter or amend a library budget. For instance, in Ag Op. 82-198 the A.G. opined that 'the governing body of a municipality may not reduce the amount requested by the library board'. This language is used again in Ag. Op. 99-27: an opinion that looked at the authority issue in light of the 1999 Tax Reform and Relief Act.

A couple of words of caution when examining the statutes and opinions governing libraries are in order. First, it matters greatly what type of library is being examined, municipal, library district, county, special district, or special statute libraries all have different rules that govern each. For instance, City-County Library Districts have a budget process that is much more detailed in the statute (KSA 12-1267) and has much in common with a City budget process. Other statutory schemes have less in common. Second, there are not many Kansas cases on point, and much of the law is in the form of questions that are answered by the Attorney General. This is probably due to the lack of incentive to sue libraries and the availability of the Attorney General to resolve most issues. While I normally note that the AG can opine like any other attorney, and in some instances other attorneys can be more persuasive (bond attorneys for instance), in this case there is a high likelihood that a Court would find the AG opinions persuasive. This is because the history of the AG in dealing with these issues and the need for stability in this area of law.

I will be at the Monday work study session to answer any questions you have concerning this Memo.



Bob Bezek

House Status: [Adjourned until Monday, 14 January 2013 at 02:00 p.m.](#)
 Senate Status: [Adjourned until Monday, 14 January 2013 at 02:00 p.m.](#)

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12-1220. Same; election to establish; tax levy, use of proceeds; library fund established; territory of existing library excluded, when. The governing body of any municipality may by resolution, and shall, upon presentation of a petition signed by ten percent (10%) of the qualified electors of such municipality determined upon the basis of the total vote cast for the secretary of state at the last preceding general election, cause to be submitted to the voters of such municipality at the first local or general election thereafter, or if the petition so requires, at a special election called for that purpose, the question of the establishment and maintenance of a library by such municipality. If a majority of the votes cast at such election on such proposition shall be in the affirmative, the governing body shall forthwith establish such library and is hereby authorized to and shall annually levy a tax for the maintenance of such library in such sum as the library board shall determine within the limitations fixed by law and to pay a portion of the principal and interest on bonds issued under the authority of K.S.A. 12-1774, and amendments thereto, by cities located in the county.

Such tax shall be levied and collected in like manner as other taxes of the municipality and, except for an amount to pay a portion of the principal and interest on bonds issued under the authority of K.S.A. 12-1774, and amendments thereto, by cities located in the county, shall be kept in a separate fund to be known as the library fund of such municipality. If the territory of the municipality includes another municipality which is then maintaining a library, the proposition to establish a library by the larger municipality shall not be voted upon by the residents of the included municipality, nor shall a levy to establish or maintain such library be assessed against property therein, unless the library board and governing body of the included municipality shall give notice in writing that they desire to participate in the library to be established and to pay the tax for the establishment and maintenance thereof as other parts of the municipality establishing such library.

History: L. 1951, ch. 485, § 3; L. 1979, ch. 52, § 40; July 1.

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CHARTER ORDINANCE NO. 12-95

AN ORDINANCE EXEMPTING THE CITY OF OTTAWA, KANSAS, FROM KANSAS STATUTES ANNOTATED 79-1952, AND PROVIDING SUBSTITUTE PROVISIONS ON THE SAME SUBJECT RELATING TO THE LIMITATION ON THE ANNUAL TAX LEVY FOR LIBRARY PURPOSES.

Be it ordained by the Governing Body of the City of Ottawa, Kansas:

Section 1. The City of Ottawa, Kansas, by the power vested in it by Article 12, Section 5, of the Constitution of the State of Kansas, hereby elects to make inapplicable to it and exempts itself from Kansas Statutes Annotated 79-1952, which applies to said city but not uniformly to all cities and provides substitute provisions on the same subject as hereinafter provided.

Section 2. The governing body of the City of Ottawa, Kansas, is hereby authorized and empowered to levy taxes in each year at a rate of levy in any one year on each dollar of assessed tangible evaluation if said City of Ottawa, Kansas, for the following named purpose and not to exceed the following named rate:

Library 10 mills

Section 3. The Library Board shall recommend to the Governing Body of the City of Ottawa, no later than the 1st of June of each year, the amounts necessary for annual operations, employee benefits and capital improvements for the Library.

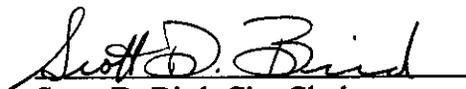
Section 4. This ordinance shall be published once each week for two consecutive weeks in the official city newspaper.

Section 5. This is a charter ordinance and shall take effect sixty-one (61) days after final publication unless a sufficient petition for a referendum is filed and a referendum held on the ordinance as provided in article 12, section 5, subsection (c)(3) of the Constitution of Kansas in which case the ordinance shall become effective if approved by a majority of the electors voting thereon.

Passed by the governing body of the City of Ottawa, Kansas, not less than 2/3 of the members voting in favor thereof, on this 6th day of September, 1995.


Mayor

Attest:


Scott D. Bird, City Clerk

INTEROFFICE MEMORANDUM

TO: RICHARD U. NIENSTEDT, CITY MANAGER AND THE HONORABLE CITY COMMISSION
FROM: SCOTT D. BIRD, DIRECTOR OF FINANCE
SUBJECT: 2013 BUDGET MEMO
3710 -- UTILITY BILLING
DATE: 6/7/2012

3710 - Utility Billing is found in the Electric Fund and part of the operating budget for the Finance Department. This activity funds the bulk of the personnel in the computer operations, utility billing and utility collections division. In addition, it helps pay for attorney fees associated with the City's utilities and also budgets for a currently unfilled custodial position.

The two differences in the 2013 budget as compared to the 2012 budget are found in Personnel and an additional \$20,000 in Building Maintenance. The building maintenance is being requested to address issues with City Hall, the City Hall storage building, the Carnegie Building and any unforeseen issue which always arise. The following is a short list of known capital needs:

City Hall	
ADA Improvements	\$10,000
Handrails	
Door handles	
Elevator Indicator	
And others	
Parking Lot	\$ 2,500
Island cuts/replace	
Pavement repairs	
Carpeting	\$10,000
Storage Building	
Roof	\$ 2,500

Additional concerns include a replacement for the City Hall A/C Unit estimated at \$60,000 or a complete heating retrofit at the Carnegie Building.

UTILITY BILLING (3710)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET	PROPOSED
		2009	2010	2011	2012	2012	2013
PERSONNEL SERVICES							
411	Salaries	366,519	337,684	346,482	370,000	370,025	377,426
410	Overtime	2,242	2,463	2,674	2,741	2,870	2,823
412	Social Security	27,408	24,925	24,759	28,515	28,526	29,089
413	KPERS	20,945	23,222	24,883	31,087	31,099	35,515
414	Health Insurance	60,758	72,467	82,283	84,007	82,007	87,367
SUBTOTAL		477,872	460,762	481,081	516,349	514,527	532,220
CONTRACTUAL SERVICES							
502	Postage	35,388	34,965	33,319	38,000	38,000	38,000
503	Telephone	530	413	220	600	600	600
505	Professional Development	1,743	3,587	2,353	5,000	5,000	5,000
508	Bad Debt Expense	13,683	16,112	4,287	17,000	17,000	17,000
514	Printing	1,093	0	1,231	1,200	1,200	1,200
520	Ins. Building & Content	5,749	6,738	0	0	0	0
521	Workers Comp. Ins.	2,500	2,484	2,449	0	0	0
523	Vehicle Insurance	1,123	1,199	0	0	0	0
530	Utility Expense	5,217	5,100	4,311	6,500	6,500	6,500
553	Service Agreements (Itron, Copier, Postage Machine)	16,822	26,953	33,738	17,000	17,000	17,000
558	Other Contractual Services	120,072	128,557	120,148	129,100	129,100	127,500
599	Refunds	140	1,909	133	2,000	2,000	2,000
571	Audit	12,425	12,800	14,104	14,100	12,500	14,100
SUBTOTAL		216,484	240,817	216,293	230,500	228,900	228,900
COMMODITIES							
600	Office Supplies	4,030	2,277	5,211	4,000	4,000	4,000
601	Computer Room Supplies	6,133	25,117	21,909	23,500	27,000	27,000
614	Books & Instructional Materials	0	0	0	0	0	0
615	Uniforms	377	287	318	400	400	400
620	Custodial Supplies	4,709	4,581	4,367	5,000	5,000	5,000
SUBTOTAL		15,249	32,262	31,806	32,900	36,400	36,400
CAPITAL OUTLAY							
704	Office Machines (Computers)	0	0	306	0	0	0
705	Computer Equipment (PC Equipment)	0	920	515	2,763	2,763	2,763
705	Computer Equipment	400	0	0	0	0	0
710	Equipment (Radios for 09 & 10)	0	1,000	193	1,000	1,000	1,000
715	Building Maintenance	9,576	4,000	8,854	20,000	20,000	40,000
718	Equipment Purchase	0	0	0	0	0	0
SUBTOTAL		9,976	5,920	9,868	23,763	23,763	43,763
906	Transfer to Equipment Reserve	9,284	0	9,284	9,284	9,285	9,284
TOTAL		728,865	739,762	748,332	812,796	812,875	850,567

FRANKLIN COUNTY DEVELOPMENT COUNCIL

	Budget 2011/12	YTD 2011/12	Proposed 2012/13	Proposed 2013/14	Proposed 2014/15
RECEIPTS:					
Membership Dues	\$33,000	\$28,360	\$38,000	\$42,000	\$50,000
Interest Income	\$2,400	\$820	\$1,500	\$1,600	\$1,650
Annual Meeting	\$1,800	\$540	\$1,800	\$1,800	\$1,800
Special Meetings	\$0	\$0	\$0	\$0	\$0
Other	\$250	\$3,000	\$250	\$250	\$250
E.D. City/County	\$110,000	\$57,667	\$120,000	\$120,000	\$120,000
Transfer from Reserves	\$0	\$0	\$0	\$0	\$0
Total Receipts	\$147,450	\$90,387	\$161,550	\$165,650	\$173,700
EXPENSES:					
Accounting	\$1,500	\$0	\$1,700	\$1,800	\$1,800
Administrative expenses	\$0	\$40	\$0	\$0	\$0
Advertising	\$1,000	\$382	\$2,000	\$1,400	\$1,600
Allies Day	\$2,500	\$0	\$2,600	\$2,800	\$2,800
Attorneys Fees	\$250	\$0	\$250	\$250	\$250
Annual Meeting	\$1,500	\$135	\$1,600	\$1,700	\$1,800
Auto/Travel/Conference	\$2,500	\$368	\$2,650	\$2,750	\$3,000
Bank Service Fees	\$0	\$9	\$0	\$0	\$0
Contract Labor	\$15,000	\$0	\$0	\$0	\$0
Employee Benefits	\$0	\$0	\$10,000	\$10,500	\$11,000
Employee Salary	\$0	\$0	\$70,000	\$71,000	\$71,000
Equipment	\$0	\$0	\$3,000	\$0	\$700
Hospitality	\$250	\$0	\$300	\$300	\$300
Insurance (D&O)	\$1,200	\$0	\$1,250	\$1,300	\$1,300
KCADC Membership	\$4,500	\$0	\$4,500	\$4,500	\$4,500
Labor Shed Study	\$0	\$6,846	\$0	\$0	\$0
Rail Repair Loan Pmt	\$0	\$0	\$0	\$0	\$0
Rent to Chamber	\$0	\$0	\$4,800	\$4,800	\$4,800
Special Meetings	\$500	\$0	\$500	\$500	\$500
Staff Contract with Chamber	\$0	\$0	\$35,500	\$36,000	\$36,500
Strategic Planning	\$250	\$513	\$500	\$1,500	\$1,500
Postage	\$0	\$0	\$500	\$500	\$500
Prospect costs/mktg	\$7,500	\$1,015	\$10,000	\$12,000	\$13,000
Capital Campaign	\$0	\$0	\$0	\$0	\$2,500
Contract for E.D. Services	\$95,000	\$54,917	\$0	\$0	\$0
Land Option	\$0	\$0	\$0	\$0	\$0
Other	\$100	\$2,500	\$150	\$200	\$200
Website	\$300	\$210	\$350	\$400	\$425
Workforce Programs	\$1,000	\$0	\$1,200	\$1,500	\$1,750
Total Expenses	\$134,850	\$66,935	\$153,350	\$155,700	\$161,725
Transfer to Reserve	\$12,600	\$23,453	\$8,200	\$9,950	\$11,975



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 Dollars	Change Percent
							2011	2012		
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

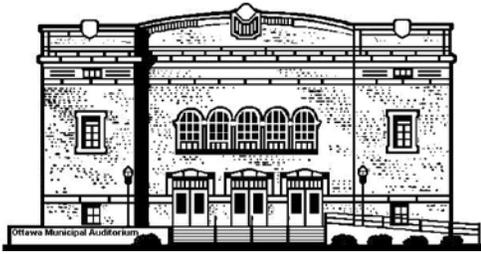
		METERS	CURRENT KWH	YTD KWH	CURRENT \$	YTD \$	UNIT	COST
SMALL BUS, URBAN	THIS YR	566	824,321	4,223,757	\$99,829.30	\$502,807.92	.121104	.119042
	LAST YR	562	768,406	4,577,215	\$83,843.97	\$496,056.33	.109114	.108375
SMALL BUS, RURAL	THIS YR	7	3,798	24,602	\$570.25	\$3,438.63	.150144	.139770
	LAST YR	8	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:

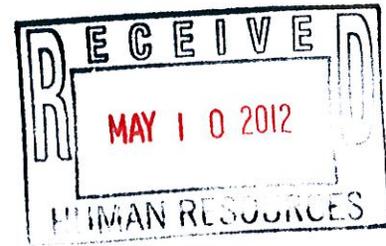
None.

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

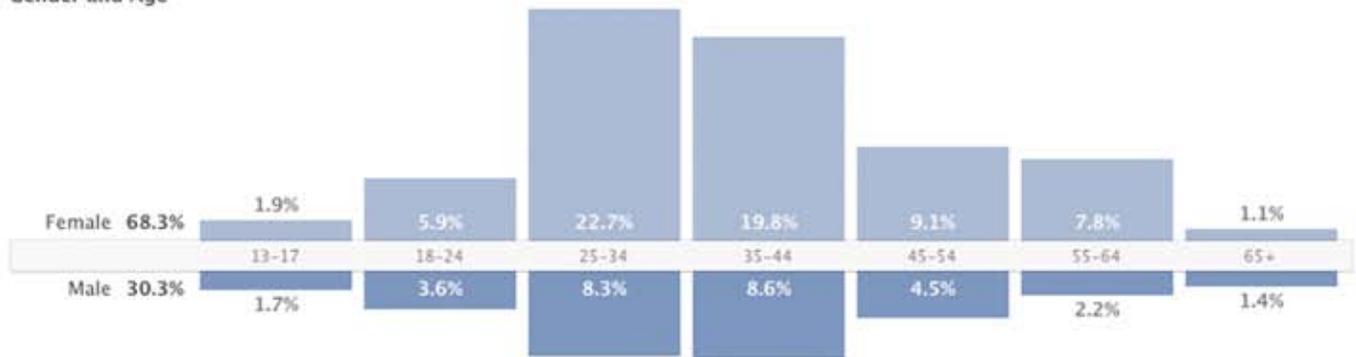
05/01/2012 - 05/31/2012

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

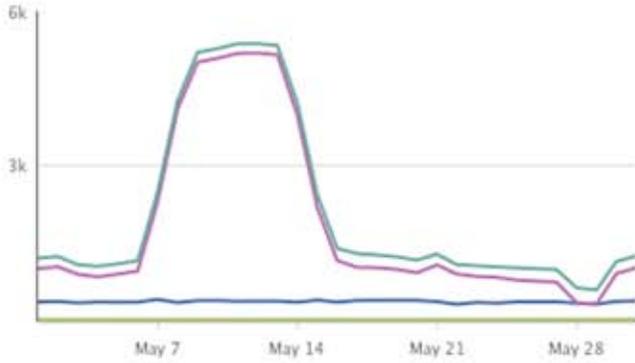


How You Reached People (Reach and Frequency)

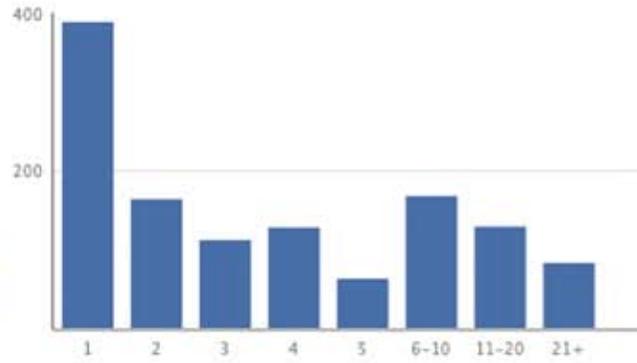
All Page Content

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.

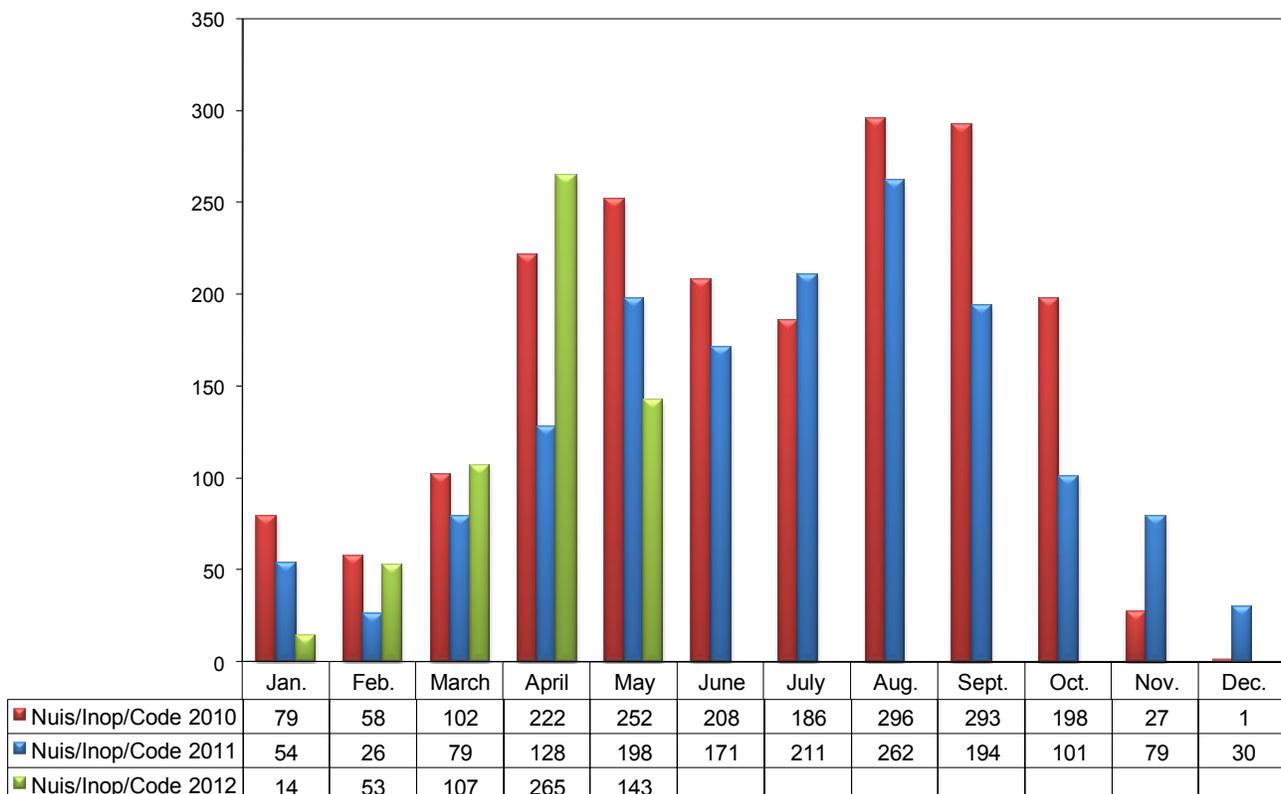
Condemnations:

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

Code Enforcement:

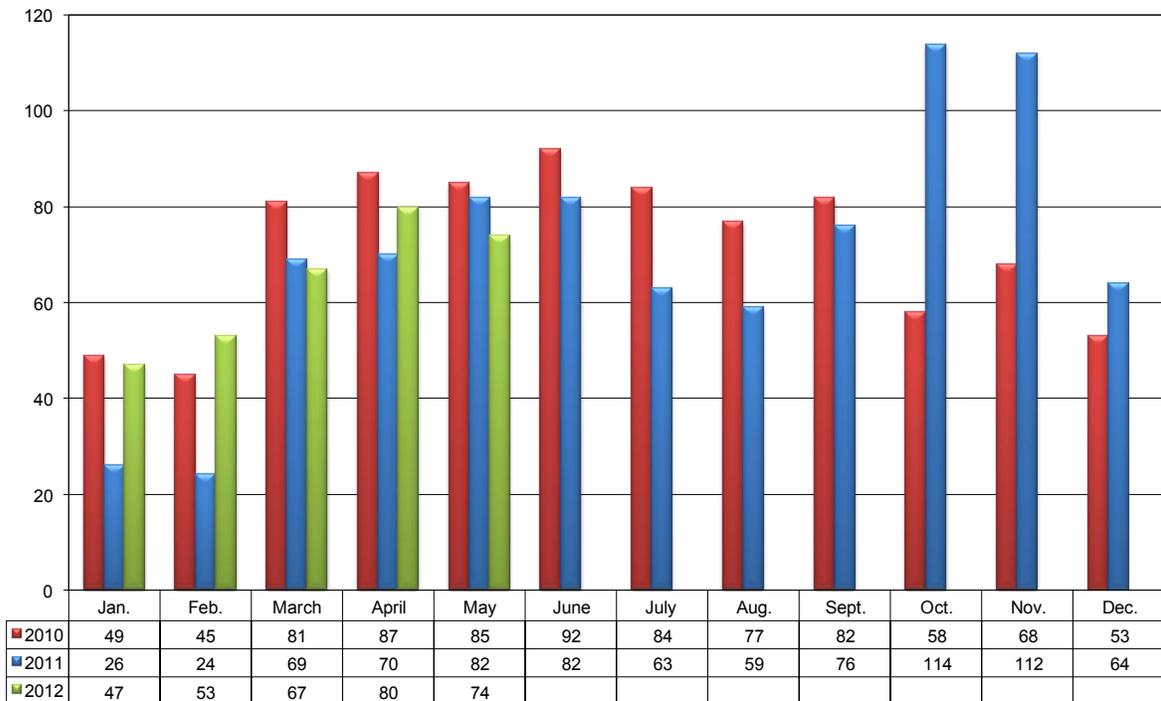
The Codes Officer starting working four days a week in May checking complaints and starting his second survey of the community.

Nuis/Inop/Code Correspondence Sent Monthly

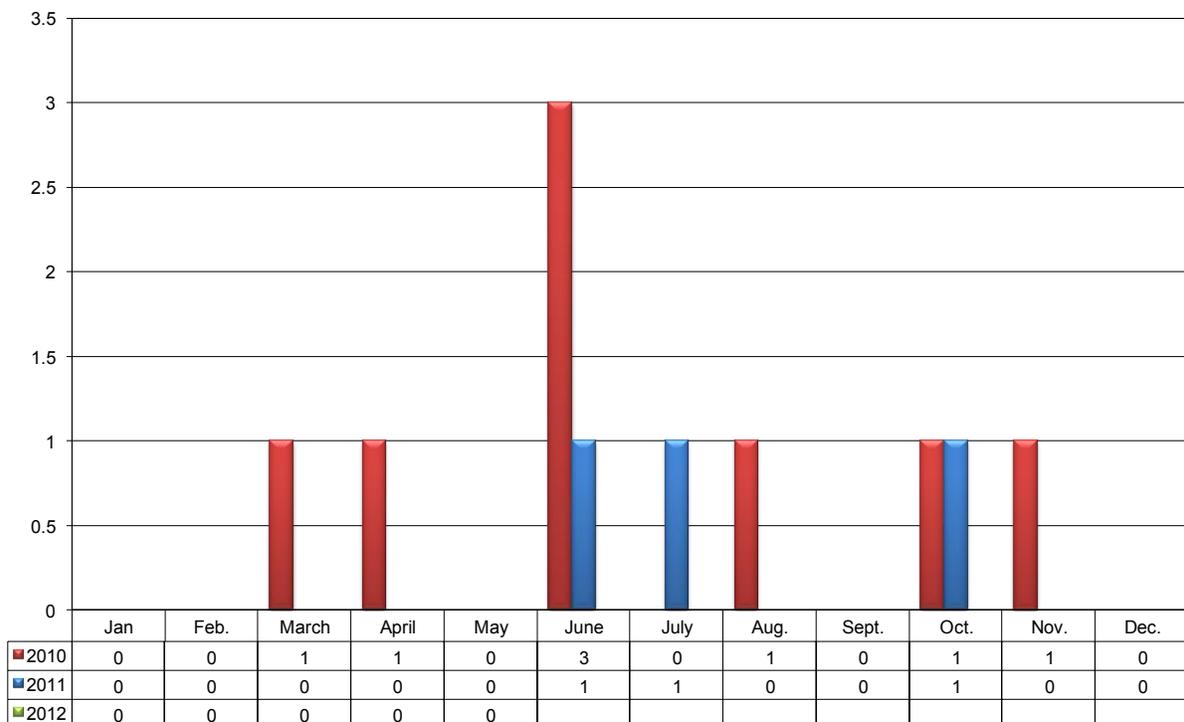


Permits:

Non-Residential Permits Issued

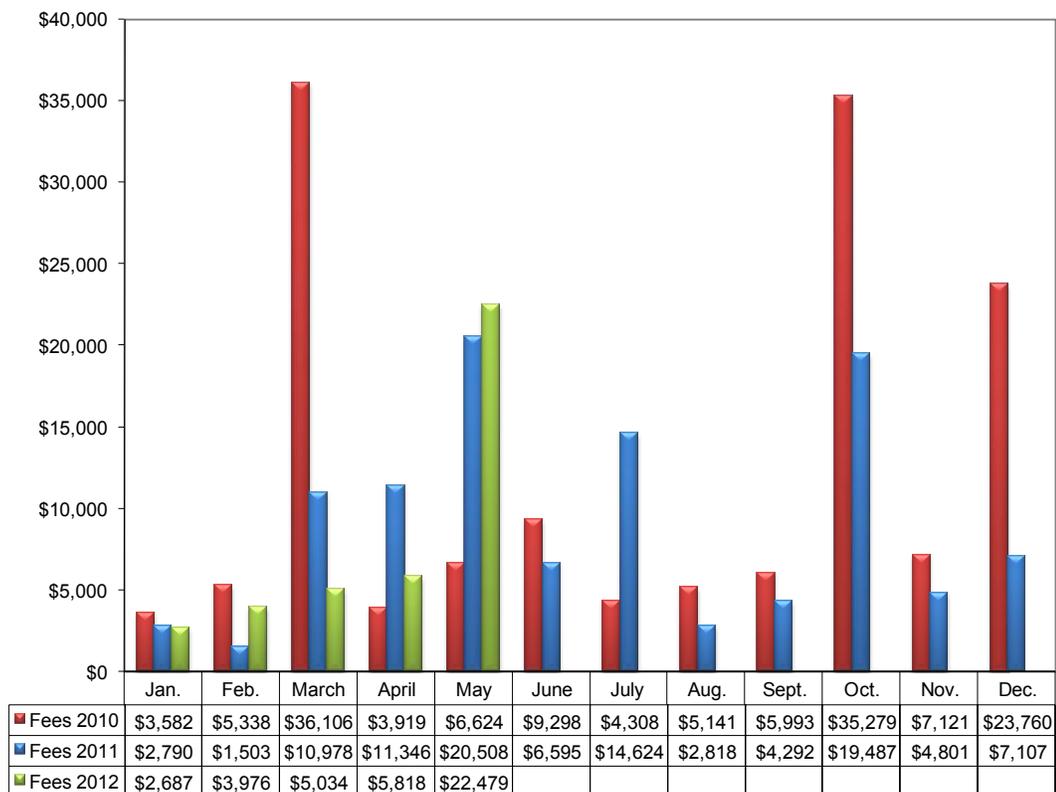


Residential Permits Issued



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:
 JDF \$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

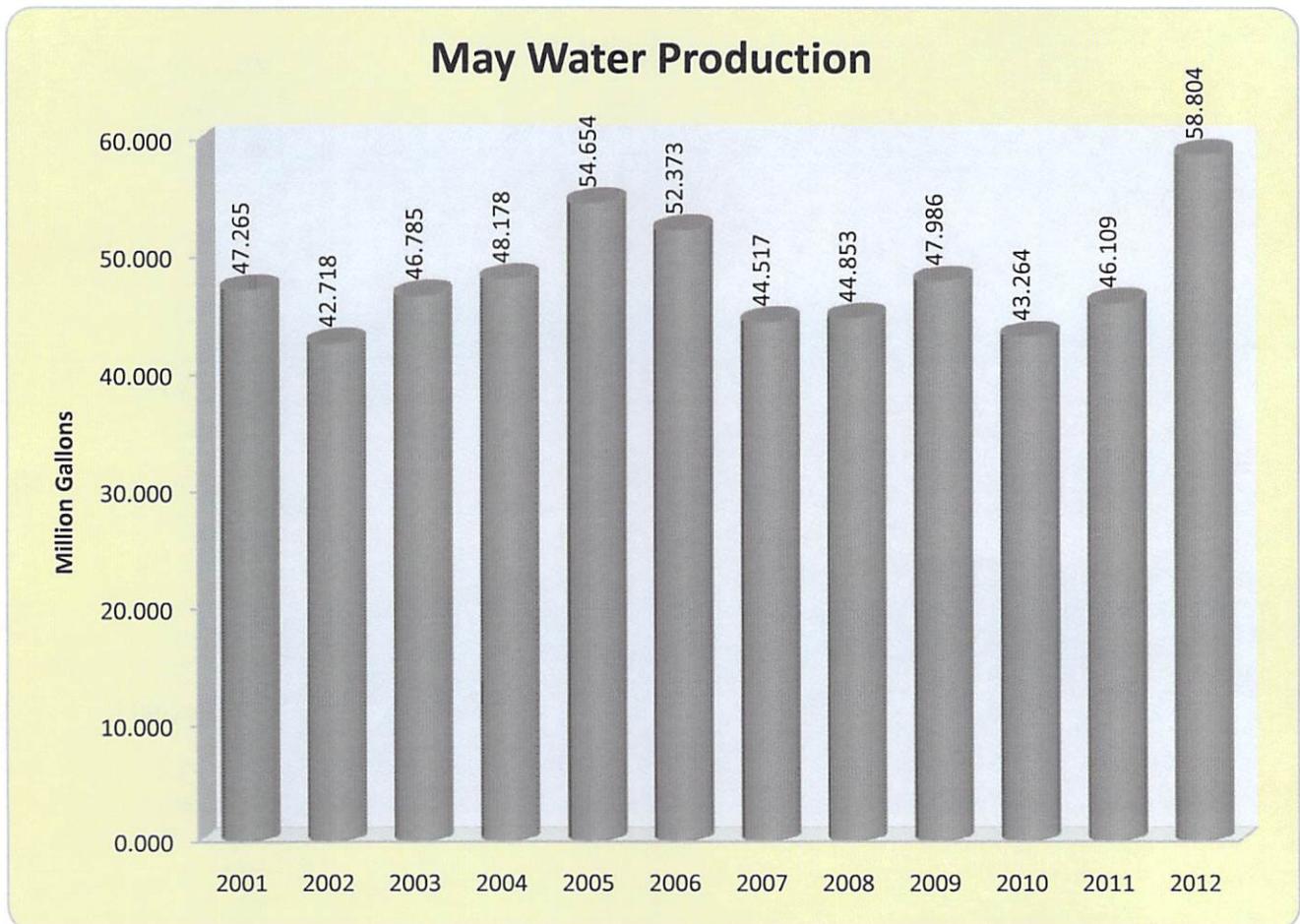
		2012		2011
		This Month	Year To Date	Same Month Year To Date
TOTAL FLOW, MG		16.7	94.7	20.9 117.9
PEAK DEMAND DAY, MG		1.101	4.564	3.285 3.348
AVERAGE DAILY FLOW, MGD		0.538	0.622	0.674 0.781
 AVERAGE PLANT INFLUENT				
	BOD5, MG/L	237		110.5
	TSS, MG/L	259.8		208.9
	AMMONIA, MG/L	28.7		34.67
	pH, SU	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.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2012 Totals	2011 Totals	2010 Totals	2009 Totals	2008 Totals	2007 Totals	2006 Totals					
Final Disposition																								
Reclaimed	7	5	27	8	13								60	82	79	107	115	116						
Total Adopted	61	50	69	61	87								328	671	476	276	327	280	314					
Dog	42	39	52	42	60								235	470		191	206	211	252					
Cat	19	11	16	13	27								86	195		85	110	57	47					
Other	3	0	1	6	0								10	8		0	11	11	15					
Total PTS	10	3	23	26	44								106	379	754	560	972	896	874					
Dog	1	2	9	10	9								31	101	245	147	415	436	370					
Health	1	0	2	6	5								14	53		54	99	184	122					
Temperament	0	2	6	4	4								16	21		46	208	174	110					
Breed	0	0	0	0	0											5	19	32	73					
No Room	0	0	0	0	0									18		9	75	41	37					
Age	0	0	0	0	0											0	0	0	16					
No Interest	0	0	1	0	0								1	9		0	14	5	10					
Court Order	0	0	0	0	0											0	0	0	2					
Cat	9	1	14	16	35								75	277	506	196	556	460	499					
Health	5	0	9	5	30								49	135		48	226	254	240					
Temperament	0	0	2	0	1								3	13		22	107	77	75					
Feral	4	1	1	9	4								19	71		9	52	58	70					
No Room	0	0	0	0	0								0	28		33	101	50	67					
Age	0	0	2	2	0								4	30		27	70	21	47					
Other	0	0	0	0	0								0	1	3	1	1	0	5					
Total HAHS Rescue	35	22	24	16	26								123	247	331	275	374	382						
Dog	21	16	21	6	19								83	134		146	209	231						
Cat	14	6	3	10	7								40	94		129	165	151						
Total all other Rescue															-11	21	5	33						
Dog	0	4	10?	19	1								24	38		21	5	16						
Cat	8	12	4	4	0								28	11		0	0	17						
End of Month Head Count																636	1933	1666						
Dog	69	77	81	96	82								405	767		276	816	829						
Cat	37	35	49	95	135								351	637		358	1089	830						
Other	0	2	3	0	1								6	9		2	28	13						
Ottawa ACO	6	9	24	12	14								65			11	47	45						
ACO Dog	5	3	13	2	6								29	118	95	4	9	8						
ACO Cat	1	0	0	0	1								2		0	7	38	38						
Intake by City PD Dog		5	11	9	8								33											
Intake by City PD Cat		1	0	1	0								2											
Total Income	124	101	196	235	222								878	1528										
In Foster Care PPAS													0	94										