



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

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

I. Public Comments

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

- a. Minutes from the May 16 (a.m.) and May 16, 2012 (p.m.) Special Call Meetings; and the May 21, 2012 Study Session. *pp. 3 - 11*
- b. A request to accept the 2012 Street Improvement Mill and Overlay bid recommendation. *pp. 12 - 14*
- c. A request to appoint Rocky Evans to the Construction Board of Appeals. *pp. 15 - 16*

III. Items for Presentation and Discussion

- a. A request from Ottawa University to close Main Street for the Fusion Business Expo event on Monday, August 27, 2012. *p. 17*
- b. Attached is a draft revision of the current 911 Agreement between the City of Ottawa and Franklin County. It does not address the funding issue since that can only be addressed by the elected officials of the City and County. It is the recommendation of the City Manager & County Administrator that this agreement be discussed jointly at the monthly luncheon on June 20, 2012. *pp. 18 - 20*
- c. A discussion of a proposed revision to the City employee residency policy. *pp. 21 - 23*
- d. Discussion begins on the proposed 2013 General Fund Budget: Utilities Budget
 - 3001 Water Production *pp. 24 - 33*
 - 3002 Water Distribution *pp. 24 - 33*
 - 3601 Wastewater Treatment *pp. 34 - 42*
 - 3602 Wastewater Collection *pp. 34 - 42*
 - 3703 Electric Production *pp. 43 - 57*
 - 3704 Electric Distribution *pp. 43 - 57*
 - 3705 Utility Warehouse *pp. 43 - 57*
- e. April Monthly Financial and Activity Report *pp. 58 - 100*
- f. Youth in Government Report
- g. City Manager's Report
- h. Commissioners' Reports

2012 Priorities

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

- i. Mayor's Report

IV. Announcements

June 6, 2012	NEXT REGULAR MEETING , 7:00 pm
June 11, 2012	Study Session, 4:00 pm – Cemetery Facilities Tour
June 18, 2012	Study Session, 4:00 pm
June 20, 2012	Regular Meeting, 9:30 am
June 20, 2012	Joint City/County/USD 290 Luncheon, City Commission Chambers, City Hall, 101 S. Hickory, 12:00 Noon
June 25, 2012	Study Session, 4:00 pm
July 23, 2012	Study Session, 4:00 pm – Parks Facilities Tour

V. Adjourn

VI. Items Already Placed

- a. Minutes from the May 14, 2012 Study Session.
- b. A request to amend the Neighborhood Stabilization Program Action Plan Agreement with the State of Kansas and request to amend the agreement with Southeast Kansas Regional Planning Commission for grant administration of the NSP project.

City Commission
Special Call Minutes: Franklin County Summit
May 16, 2012
Commission Chambers, Franklin County Annex
1418 S Main Street, Ottawa, Kansas

The Governing Body attended at various times during the meeting beginning at 7:30 am this date with the following members present and participating to wit: Mayor Jorgensen, Commissioner Reed, Commissioner Caylor, and Commissioner Richards.

The Governing Body was in attendance at this Special Call meeting in order to attend the County Summit in the County Commission Chambers at the Franklin County Annex, 1418 S. Main Street, Ottawa, Kansas.

Carolyn S. Snethen, City Clerk

City Commission
Special Call Minutes (Time Change)
May 16, 2012
Commission Chambers, City Hall
101 S Hickory, Ottawa, Kansas

The City Governing Body met at 7 pm 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 Finance Scott Bird.

Consent Agenda

Commissioner Ramsey made a motion, seconded by Commissioner Richards, to approve the consent agenda. The consent agenda included the agenda and minutes from the April 23 and April 30, and May 7, 2012 Study Sessions; May 2, 2012 Regular Meeting; and May 7, 2012 Special Call 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.

Ken Hennessey Retirement

The Governing Body heard from Director of Finance Scott Bird who honored Ken Hennessey for his contributions to the City. Mayor Jorgensen presented Mr. Hennessey with a plaque to recognize his retirement after 19 years of service to the City of Ottawa.

Proclamation-Police Week

Mayor Jorgensen read a proclamation recognizing May 13-19, 2012 as Police Week. Established in 1962 by President John F Kennedy and a joint resolution of Congress, National Police Week pays special tribute to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others. Captain Randy Allan accepted the proclamation and thanked the Governing Body, City Manager, and the community for the support.

Public Hearing-Proposed Tauy Jones Parking Lot

The Mayor explained a public hearing for the consideration of a proposed Tauy Jones parking lot on the campus of Ottawa University is needed. Ottawa University is considering the construction of a 40-space parking lot immediately north of Tauy Jones Hall. As required by state preservation statute K.S.A. 75-2724, this request was reviewed by the State Historical Preservation Officer, and was deemed to “encroach upon, damage, or destroy” the environs of the Tauy Jones Hall. This hearing will consider all relevant factors and will determine if the proposed new parking lot represents the only feasible and prudent alternative, and if the project includes all possible planning to minimize harm to the historic property and its environs.

Mayor Jorgensen opened the Public Hearing at 7:16 pm.

The Governing Body heard from Director of Planning/Codes/Inspections Wynndee Lee who reported on the proposed new parking lot requested by Ottawa University immediately north of Tauy Jones Hall.

The Governing Body heard from City Attorney Bob Bezek who provided an overview of the public hearing process.

The Governing Body heard from the following who spoke in opposition of the proposed Tauy Jones parking lot: Deborah Barker, 1035 S Main; Bob Marsh, 1123 S Hickory; and Meg Pearson, 404 S Sycamore.

The Governing Body and / or City staff received the following emails, read into the record, in opposition of the proposed Tauy Jones parking lot: Steven Foulke, Joan Vibert, Carine Ullom.

The Governing Body and / or City staff received the following emails, read into the record, in favor of the proposed Tauy Jones parking lot: Paul Bean, Linda Brown, Brooke Riffel, Noelle Testa, Shauna Drayer, Bryce Bettin, Sara Freeman, Shaun Ferguson, Erin Hodges, Twila Abbott, Melanie Lamar.

A hard copy of the email correspondence will be attached to the official minutes available in the Office of the City Clerk for review.

The Governing Body heard from Ottawa University President Kevin Eichner who reported on the University’s Master Plan for the campus and answered questions from the Governing Body. Commissioner Caylor requested more information from the City Manager regarding Public Works and snow plowing and the Police Department responding to issues in the area.

There being no one else to speak to this issue the Mayor closed the Public Hearing at 8:34 pm.

Resolution-Parking Lot at 403 E Ninth Street

The Governing Body reviewed a resolution providing for the construction of a parking lot at 403 E Ninth Street. Commissioner Richards made a motion, seconded by Commissioner Caylor, to adopt the resolution.

During discussion it was explained after consideration of information presented in the Public Hearing, this resolution allows the construction of a parking lot near Taub Jones Hall on the Ottawa University campus.

The Governing Body heard from Loyd Builders Project Manager Sonny Burch who provided an overview of the proposed plan and answered questions from the Governing Body. The motion was considered and upon being put, failed by a 3-2 vote as follows: Commissioners Reed, Ramsey, and Mayor Jorgensen nay; Commissioner Richards and Caylor aye. The Mayor declared the resolution duly defeated. The Governing Body agreed by consensus to bring the item back to the next Study Session on May 21, 2012 for further discussion. City Manager Richard Nienstedt announced the Cemetery Facilities Tour scheduled for Monday, May 21, 2012 will be canceled.

Resolution-Public Hearing 936 Hamblin

The Governing Body reviewed a resolution to establish a public hearing for the consideration of the condemnation of the property located at 936 Hamblin. Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to adopt the resolution.

The Governing Body heard from Director of Planning/Codes/Inspections Wynndee Lee who provided a presentation of the following properties being considered for condemnation: 936 Hamblin, 830 S Cherry, and 804 S Cherry.

During discussion it was explained this resolution establishes a public hearing to be held at 7 pm on Monday, July 2, 2012 for consideration of the condemnation of the property located at 936 Hamblin. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1580-12.

Resolution-Public Hearing 830 S Cherry

The Governing Body reviewed a resolution to establish a public hearing for the consideration of the condemnation of the property located at 830 S Cherry. Commissioner Caylor made a motion, seconded by Commissioner Reed, to adopt the resolution.

During discussion it was explained this resolution establishes a public hearing to be held at 7 pm on Monday, July 2, 2012 for the consideration of the condemnation of the property located at 830 S Cherry. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1581-12.

May 16, 2012

Unofficial Until Approved

Resolution-Public Hearing 804 S Cherry

The Governing Body reviewed a resolution to establish a public hearing for the consideration of the condemnation of the property located at 804 S Cherry. Commissioner Richards made a motion, seconded by Commissioner Caylor, to adopt the resolution.

During discussion it was explained this resolution establishes a public hearing to be held at 7 pm on Monday, July 2, 2012 for the consideration of the condemnation of the property located at 804 S Cherry. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1582-12.

Commissioners' Reports

Commissioner Richards reported on the following:

- Thanked Police Chief Dennis Butler and Sheriff Jeffrey Curry for the Police Memorial Service held Monday, May 14, 2012 in conjunction with Police Week.

Commissioner Reed reported on the following:

- She attended the Franklin County Summit this morning with other Governing Body members and City staff.
- Thanked the public for their input on the issues considered during this meeting.

Commissioner Caylor reported on the following:

- She appreciated all comments from the public during the public hearing and encouraged citizens to contact her with any concerns or comments in the future.
- She recognized Ken Hennessey for warmly greeting everyone entering City Hall. City Manager Richard Nienstedt announced a reception for Mr. Hennessey will be held in the Commission Chambers on May 25, 2012 from 2-4 pm.

Mayor's Report

Mayor Jorgensen reported on the following:

- Pleased with the fair and transparent process regarding the OU parking lot issue.
- Recognized parking issue on north-side of Ottawa University campus. The Governing Body agreed by consensus to bring this issue back for further discussion. City Manager Richard Nienstedt will work with City staff to put a team together to address the issue.

Announcements

The Mayor announced the following:

- May 21, 2012: Study Session at 4 pm
- May 28, 2012: City offices closed – Memorial Day holiday
- May 28, 2012: Study Session canceled – Memorial Day holiday

Adjournment

There being no further business to come before the Governing Body, Commissioner Ramsey made a motion, seconded by Commissioner Richards, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 9:17 pm.

Carolyn S. Snethen, City Clerk

**STUDY SESSION MINUTES
OTTAWA, KANSAS
Minutes of
May 21, 2012**

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

Mayor Jorgensen called the meeting to order.

Public Comments

The Governing Body heard from Robert (Bob) Marsh, 1123 Hickory, who presented a proposed alternative to the proposed Tauy Jones parking lot on the campus of Ottawa University.

The Governing Body heard from Freon Hollinger, 3090 Neosho Rd, who asked the Governing Body to take their time considering alternatives and making a decision on the proposed Tauy Jones parking lot on the campus of Ottawa University.

Review of Minutes

The Governing Body reviewed minutes from the May 14, 2012 Study Session and agreed to place this item on the next Regular Meeting agenda on June 6, 2012.

Request-Revenue Application Notes (KANRAN) for Ottawa University

The Governing Body reviewed a request to give the Mayor authority to execute the Kansas Independent College Finance Authority (KICFA) Revenue Application Notes (KANRAN) for Ottawa University. Commissioner Reed made a motion, seconded by Commissioner Ramsey, to approve the request.

The Governing Body heard from Director of Finance Scott Bird who provided a brief overview of the request of Ottawa University to use the City's conduit abilities to help them through the summer months.

The Governing Body heard from Ottawa University Chief Financial Officer Clark Ribordi who reported on the details of the request and answered questions from the Governing Body. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

Amendment-Neighborhood Stabilization Program Action Plan Agreement

The Governing Body reviewed a request to amend the Neighborhood Stabilization Program (NSP) Action Plan Agreement with the State of Kansas and a request to amend the agreement with Southeast Kansas Regional Planning Commission for grant administration of the NSP project and agreed to place this item on the next Regular Meeting agenda.

May 21, 2012

Unofficial Until Approved

The Governing Body heard from Director of Planning/Codes/Inspections Wynndee Lee who provided an overview of the Neighborhood Stabilization Program project involving properties located at 113 S Elm and 808 S Cherry and answered questions from the Governing Body.

City Manager's Report

City Manager Richard Nienstedt reported on the following:

- June 8, 2012: Ribbon cutting at Franklin County Juvenile Detention Center, 226 Beech, at 8 am

Commissioners' Reports

Commissioner Richards reported on the following:

- During a recent visit to the community garden, he reported the water is on at the location and he noticed poison ivy along the north edge of the tree line and requested City staff follow up on the issue.

Commissioner Reed reported on the following:

- She requested feedback on a recent request of her to serve a 1 year term as Vice President of the Ottawa Main Street Board representing her personal business interests. Commissioner Reed wanted to make the request publically since Commissioner Richards serves on the board representing the City and both would have a vote. City Attorney Bob Bezek explained there would not be a conflict if she served the term. Mayor Jorgensen explained his concerns of the request and Commissioner Richards spoke in favor of the request.

Commissioner Caylor reported on the following:

- Play Taskforce met this day at noon
- July 14, 2012: Third Annual Ottawa Play Day at Forest Park Brick Shelter from 10 am-1 pm

Commissioner Ramsey reported on the following:

- He recently visited a local cemetery and noted they are looking better maintained than in the past.

Site Visit-Proposed Tauy Jones Parking Lot Site at Ottawa University

The Governing Body will continue discussion regarding a proposed Tauy Jones parking lot on the campus of Ottawa University during a site visit at Ottawa University and discussion will continue after returning to City Hall.

The Governing Body heard from Loyd Builders Project Manager Sonny Burch and Loyd Builders President Josh Walker who gave a brief overview of the revised plan for the proposed Tauy Jones parking lot and answered questions from the Governing Body.

Recess

Commissioner Caylor made a motion, seconded by Commissioner Richards, to recess and reconvene at 4:40 pm outside Taub Jones Hall at Ottawa University. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

Mayor Jorgensen declared the meeting duly reconvened at 4:40 pm outside Taub Jones Hall at Ottawa University.

The Governing Body heard from Ottawa University President Kevin Eichner who explained the proposed parking lot is a north-side parking solution, reported on the long range planning of the campus and answered questions from the Governing Body.

The Governing Body heard from Loyd Builders Project Manager Sonny Burch who provided an overview of the proposed parking lot project and answered questions from the Governing Body.

Recess

Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to reconvene at 5:18 pm in the Study Session room at City Hall. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

The Mayor declared the meeting duly reconvened at 5:19 pm in the Study Session room at City Hall.

Commissioner Ramsey made a motion, seconded by Commissioner Reed, to call a Public Hearing to consider the proposed Taub Jones parking lot on the campus of Ottawa University at 7 pm on June 6, 2012. The motion was considered and upon being put, all present voted nay. The Mayor declared the request duly defeated.

After discussion, the Governing Body agreed more information is needed from Ottawa University regarding the proposed Taub Jones parking lot and feasible alternatives and agreed to bring this back to a later study session for further discussion.

Adjournment

There being no further business to come before the Governing Body, Commissioner Ramsey made a motion, seconded by Commissioner Richards, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 6:02 pm.

CITY OF OTTAWA, KANSAS
MEMORANDUM

TO: City Commission
FROM: Andy Haney
SUBJECT: 2012 Streets Improvements – Mill & Overlay Recommendation
DATE: May 31, 2012

Attached are:

- a BID SUMMARY for the anticipated mill and overlay projects; and
- a prioritized list of POTENTIAL OVERLAY projects.

Bid letting was conducted on May 30th. All of the bids received were lower than preliminary estimates prepared by staff. Staff recommends the project be awarded to Killough Construction, the low bidder. **Upon City Commission review and approval of a specific list of streets for improvement, staff will proceed with completion of the necessary contractual arrangements with Killough Construction.**

The Commission had asked that we solicit proposals for projects listed thru staff priority no. 7 (Overlay List). Due to the favorable bids received, we recommend that more projects be added.

- Based on the bids received and the funds available, we believe completing projects thru priority no. 10 may be appropriate.
- Should the Commission desire to complete a list of projects different than the first 10 listed projects, the Finance Director indicated that the upper limit (comfort) for this contract approximates \$300,000.

2012 Street Rehabilitation - Mill & Overlay

City of Ottawa, Kansas

BID SUMMARY

Bids opened May 30, 2012

BIDDER	MILLING \$ / S.Y.	MILLING COST (30,167 S.Y.)	ASPHALT \$ / Ton	ASPHALT COST (3,920 Tons)	TOTAL PROJECT COST (per BID DOCUMENTS)
Killough Construction	\$ 0.90	\$ 27,150.30	\$ 59.70	\$ 234,024.00	\$ 261,174.30
Little Joe's Asphalt	\$ 1.54	\$ 46,457.18	\$ 58.14	\$ 227,908.80	\$ 274,365.98
Sunflower Paving	\$ 1.40	\$ 42,233.80	\$ 64.45	\$ 252,644.00	\$ 294,877.80

2012 (POTENTIAL) STREET OVERLAY PROJECTS LIST

CITY COMMISSION PRIORITY	PW STAFF PRIORITY	STREET	From	To	ACTION	ESTIMATED		KILLOUGH	
						PROJECT COST	CUMULATIVE COST	PROJECT COST	CUMULATIVE COST
	1	9th St.	Mulberry St.	Poplar St.	Mill & 1.5" OL	\$ 8,696	\$ 8,696	\$ 5,641.08	\$ 5,641.08
	2	Locust St.	1st St.	7th St.	Mill & 1.5" OL	\$ 98,721	\$ 107,417	\$ 64,039.02	\$ 69,680.10
	3	Hickory St.	9th St.	12th St.	Mill & 1.5" OL	\$ 52,671	\$ 160,088	\$ 34,166.97	\$ 103,847.06
	4	14th St.	Main St.	Cedar St.	Mill & 1.5" OL	\$ 24,013	\$ 184,101	\$ 15,577.06	\$ 119,424.12
	5	13th St.	Main St.	Cedar St.	Mill & 1.5" OL	\$ 24,310	\$ 208,410	\$ 15,769.37	\$ 135,193.49
	6	11th St.	Willow St.	Pine St.	Edge Mill & 1.5" OL	\$ 43,590	\$ 252,000	\$ 36,184.97	\$ 171,378.46
	7	Ash St.	10th St.	15th St.	Edge Mill & 2" OL	\$ 103,730	\$ 355,730	\$ 89,659.35	\$ 261,037.81
	8	4th St.	Cedar St.	Hickory St.	Mill & 1.5" OL	\$ 12,748	\$ 368,478	\$ 8,269.30	\$ 269,307.11
	9	6th St.	Maple St.	Willow St.	Mill & 1.5" OL	\$ 9,487	\$ 377,964	\$ 6,153.90	\$ 275,461.01
	10	Logan St.	Main St.	Oak St.	Edge Mill & 1.5" OL	\$ 21,646	\$ 399,610	\$ 17,430.94	\$ 292,891.95
	11	Sycamore St.	Wilson St.	Blackhawk St.	Edge Mill & 1.5" OL	\$ 23,810	\$ 701,346	\$ 19,174.03	\$ 312,065.98
	12	Powhattan St.	Main St.	Oak St.	Mill & 1.5" OL	\$ 26,958	\$ 426,568	\$ 17,487.33	\$ 329,553.31
	13	Poplar St.	4th St.	3rd St.	Level Course & 1.5" OL	\$ 9,679	\$ 436,247	\$ 9,630.36	\$ 339,183.67
	14	Spruce St.	K-68 (Logan)	Fairway Dr.	Edge Mill & 1.5" OL	\$ 29,985	\$ 466,232	\$ 23,510.89	\$ 362,694.56
	15	Sycamore St.	3rd St.	4th St.	Level Course & 1.5" OL	\$ 9,751	\$ 475,983	\$ 9,702.49	\$ 372,397.06
	16	Powhattan St.	Hemlock St.	Spruce St.	Edge Mill & 1.5" OL	\$ 3,823	\$ 479,806	\$ 3,019.30	\$ 375,416.35
	17	5th St.	Hickory St.	Main St.	Edge Mill & 1.5" OL	\$ 15,117	\$ 494,923	\$ 13,357.72	\$ 388,774.08
	18	Blackhawk St.	Main St.	King St.	Mill & 1.5" OL	\$ 6,087	\$ 501,010	\$ 3,948.75	\$ 392,722.83
	19a	3rd St.	Elm St.	Maple St.	Edge Mill & 1.5" OL	\$ 7,036	\$ 508,046	\$ 5,275.90	\$ 397,998.72
	19b	3rd St.	Walnut St.	Locust St.	Mill & 1.5" OL	\$ 8,342	\$ 516,388	\$ 5,411.59	\$ 403,410.31

STAFF MEMORANDUM

Target Meeting Date: June 6, 2012

TO: Richard U. Nienstedt, City Manager
FROM: Wynndee S. Lee, AICP, Director of Planning & Codes Administration
DATE: May 18, 2012
SUBJECT: Appointment to the Construction Board of Appeals

Staff submitted Brad Jackson, journeyman electrician, as an appointee to the Construction Board of Appeals (CBA), and on March 21, 2012 the City Commission appointed Mr. Jackson to the CBA. However, Mr. Jackson, who was in the process of renewing his license at the time we submitted his application, has not renewed his occupation license with the city and is now ineligible to be appointed to the CBA.

Staff contacted Rocky Evans, who has a journeyman electrician occupation license with the city to see if he would be interested in being a member of the CBA. Mr. Evans agreed and has submitted his application, which is attached.

Please appoint Rocky Evans to the Construction Board of Appeals at your earliest convenience.

Application to Serve on a City of Ottawa Board or Commission

Name: Rocky Evans

Address: _____

Day Phone: _____ Evening Phone _____

Email Address: _____

Place of Employment City of Ottawa

How long have you been a resident of Ottawa? ~~5 yrs~~ 16 yrs

Name of Board(s) you are interested in serving on: Board of Appeals

How much time could you devote per month? 2hr

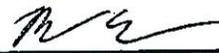
Are you related to a Board/Commission member or a City employee? I am a City Employee

Briefly describe why you are interested in serving on a Board for the City of Ottawa? _____

To help out w/ my community

Please list any groups or activities which you participate in and which might demonstrate your involvement in your community.

Faith Lutheran Board of trustees ORC Soccer coach

SIGNATURE: 

DATE: 3-18-12

Thank you for your interest in serving on the Construction Board of Appeals

From: Webb, Susan [<mailto:susan.webb@ottawa.edu>]
Sent: Tuesday, May 29, 2012 11:37 AM
To: ahaney@ottawaks.gov
Cc: Webb, Susan
Subject: Street Closure for Fusion Business Expo Event-Aug. 27, 6-8pm

Hello Andy,

Thank you for taking my call this morning.

We are in the process of planning the **Fusion Business Expo** event sponsored by Ottawa University, Chamber Office, and the Visitor's Bureau scheduled for August 27, 2012 from 6-8pm on the Court House Lawn.

We would like to see if the city would allow us to close Main Street from 3rd Street to 4th Street during the event. Last year it worked out well for us and we would like to see if we could do it again.

Thank you for consideration,

Susan K. Webb, MAHR

Director of Career Services & Student Employment
Adawe LifePlan Center
1001 S. Cedar, #14 * Ottawa, KS 66067
785.248.2547 * 800-755-5200
ottawa.edu
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INTERLOCAL AGREEMENT FOR EMERGENCY COMMUNICATIONS CENTER FOR
FRANKLIN COUNTY, KANSAS

THIS AGREEMENT, made pursuant to K.S.A. 12-2908 *et seq.* and K.S.A. 12-5301 *et seq.*, is entered into this _____ day of _____, 2012, by and between Franklin County, Kansas (hereinafter referred to as "County") and the City of Ottawa, Kansas, through its City Commission (hereinafter referred to as "City").

WHEREAS, it is the intent of the City and County to continue to work cooperatively in the field of emergency communications through the Franklin County Emergency Communications Center (hereinafter referred to as "Center"), thus avoiding the duplication of personnel and facilities through the sharing of a joint 911 emergency communications facility on a twenty-four hour basis for the purpose of dispatching fire fighting, law enforcement, emergency medical (ambulance), and emergency preparedness services, as contemplated in K.S.A. 12-5301 *et seq.*;

AND IN CONSIDERATION of the premises provided by the County, the advantages to be gained from the continuation of center, and the mutual covenant contained herein;

NOW, THEREFORE, IT IS AGREED TO, by and between the Parties, as follows;

1. The administrative and operational direction and control of the Center shall be the responsibility of the County and all Center personnel shall be employees of the County. Liability for all claims for said employees that arise as result of employee discipline, discharge or other personnel related matters are the responsibility of the County.
2. The Center's annual budget and respective contributions of the City and County to the budget shall be as follows:
 - a. The County shall be responsible for providing the physical location of the Center's dispatch center and annual recurring maintenance cost shall be shared on an equal basis by the City and the County.
 - b. The County shall, on or before June 15th of each year submit to the City for approval an annual budget for the Center. The City and County shall meet jointly to approve the Center's budget on or before July 15 of each year. Once a budget is approved, the parties to this agreement shall budget funds in their annual operating budgets sufficient to cover their respective obligations pursuant to this agreement.
 1. The Emergency Telephone Tax , pursuant to K.S.A. 12-5302 shall be utilized to pay for lawfully allowable expenses for the operation of the Center and expenditures eligible for payment from these funds shall not be included in the annual operating budget.
 2. Any contributions that the County receives from other governmental agencies or from grants that reduces the annual operating cost or reimburses the County for funds spent from the operating budget for the Center shall reduce the parties annual contributions accordingly.
 3. Any operating expenditures that exceed the annual budget for the Center shall be submitted to the parties as soon as the County become aware of the expenditures. Said expenditures shall be shared equally by the parties to the agreement.

4. The funds needed for operating expenses, less other available sources of revenue as referenced above, shall be known as the "contract budget" and shall be shared on a "fifty-fifty" basis by the parties.
3. All property and equipment currently in use at the Center, as well as all which may hereafter be deemed necessary for the operational functions of the Center, shall be acquired, held and maintained in the name of Franklin County and such equipment shall be paid for from that portion of the budget which is composed of proceeds from the Emergency Telephone Tax, as provided in Section 2(c)(1) above, as possible and as funds are available.
4. Each emergency service using the Center shall be required to furnish and maintain its own telephone and radio connections from its respective locations.
5. The term of the agreement shall be in perpetuity. Either party may terminated this agreement at any time by serving upon the other party a notice of termination at least one hundred eighty (180) days prior to the date of such termination. The time for notice may be shortened to less than one hundred eighty (180) days by agreement of the parties. Termination of this agreement shall be without penalty to the parties.
6. In the event of termination of this agreement, in the budget year following termination of the Contract, the County shall pay to the City an amount equal to one half of the cost of the Center's operating equipment that was purchased with funds from the Emergency Telephone Tax. This shall apply only to equipment retained by the County , less depreciation as determined for such equipment under the IRS depreciation tables. Such reimbursement shall apply only equipment with an original cost basis in excess of one thousand dollars (\$1,000).
7. This agreement does not relieve the parties of any obligation or responsibility imposed upon them by law.
8. Liability for all claims of negligence or misconduct arising from the routine operation of the service, shall be the responsibility of the County. The cost to maintain liability for the Center is an annual operating expense and shall be included as part of the annual operating budget for the Center.
9. The parties to this agreement are public agencies, as defined by K.S.A. 12-2903 and K.S.A. 12-5301(a), and shall take all appropriate actions, including ratification or adoption by resolution, as necessary for the lawful implementation of this agreement.
10. This agreement supersedes and replaces all prior agreements between this parties for the operation and cost sharing for the Center.

IN WITNESS WHEREOF, each of the parties hereto has caused this agreement to be signed by its respective authorized officers and its respective corporate seal to be affixed hereto, all on this ____ day of _____, 2012.

For the Board of County Commissioners
Of Franklin County, Kansas

For the City Commission
of the City of Ottawa, Kansas

Chairman David Hood

Mayor Blake Jorgensen

Attest:

Shari Perry, County Clerk

Attest:

Scott C. Bird, City Clerk

Approved as to Form:

Lisa J. Johnson – County Counselor

Robert Bezek, City Attorney

For the Attorney General of the State of Kansas:

Attorney General – Derek Schmidt

MEMO

TO: Richard Nienstedt, City Manager
FROM: Melissa Fairbanks, Human Resources Director
DATE: May 30, 2012
SUBJECT: Residency Requirement Policy

The subject of the City's residency requirement was brought up recently in a Study Session, and since that time department heads have discussed what would be an acceptable revision to the policy. Attached is the proposed policy, which would extend the residency requirement to a driving distance of forty (40) miles from City Hall and within the state of Kansas. The policy would apply to all regular part-time (minimum 20 hours/week) and regular full-time employees. The policy does not apply to temporary or seasonal employees because their employment is for a shorter period than the one year timeframe allowed for compliance with the policy.

A diagram is also attached that demonstrates an area of 40 miles from City Hall. While this diagram shows a radius of 40 miles, the proposed policy does specify a "driving distance of forty (40) miles". The diagram is simply being provided as a visual to show *approximately* how far the revised policy would reach.

Under this proposed policy, Department Heads will be required to reside within Franklin County, and the City Manager will be required to live within the city limits of Ottawa.

Departments will still have the right to set requirements specific to their department or division for emergency call-back (i.e. within 30 minutes) just as they have in the past.

OLD POLICY:

6.1 Residency Requirement

A full-time employee shall be within one year from date of beginning work, a resident of Franklin County. The City Manager shall be required to live within the city limits of the City of Ottawa.

PROPOSED POLICY:

6.1 Residency Requirement

Regular part-time and regular full-time employees shall, within one year of date of hire, establish and maintain residency within Franklin County or within a driving distance of forty (40) miles of the City of Ottawa City Hall, and within the state of Kansas. This policy will not apply to temporary or seasonal employees. Department Heads shall establish and maintain residency within Franklin County. The City Manager shall be required to live within the city limits of Ottawa. Adherence to this policy will be confirmed using mapping technology; any conflicting reports will be resolved by the Human Resources Director.

Budget Notes
2013 Requests

3001 Water Production

The Water Production budget requests for 2013 have increased by \$145,976 for total budget of \$1,152,201. The total increases are in two areas. The first is Personnel Services with an increase of \$24,021 and the second is 715 Building and Basins with an increase of \$250,000. This line item was at a zero budget for 2012. The Building and Basin project is the cleaning of the sludge ponds. This project has been included in our Capital Improvement Projects for several years. We had hoped to delay the cleaning until 2014 but will not be able to extend the project until that time. We are hopeful bids will come in below the estimated dollar amount but fuel cost and high contractor prices could drive it to our estimated costs. We have dropped our 710 Equipment request to \$15,000 to help offset the increase in line item 715. This was accomplished by delaying the Variable Frequency Drive project at the low lift station until 2014. This project will be budgeted in 2014 at an estimated cost of \$47,500.

3002 Water Distribution

The Water Distribution budget requests for 2013 have been decreased by \$35,083. The major decrease is in Personnel Services with the increase representing \$20,935. We have also reduced the following line items in order to help offset the holding pond project in 3001 above. Line item 3002-623 Bedding and Fill Material has been reduced by \$13,000 and line item 3002-744 Distribution Line Supplies by \$5,000.

WATER PRODUCTION (3001)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET
		2009	2010	2011	2012	2012	2013
PERSONNEL SERVICES							
411	Salaries	377,116	390,990	358,004	371,645	371,645	380,000
410	Overtime	22,707	27,747	18,998	20,000	20,000	21,000
412	Social Security	29,213	30,717	27,360	29,961	29,961	30,560
413	Retirement (KPERs)	23,306	28,651	28,775	32,663	32,663	33,316
414	Health Insurance	62,527	58,672	72,636	85,000	80,087	93,500
	SUBTOTAL	514,869	536,776	505,772	539,269	534,356	558,377
CONTRACTUAL SERVICES							
502	Postage	25	1,511	1,297	1,700	2,700	2,755
503	Telephone	701	724	747	800	900	920
505	Professional Development & Dues	4,523	5,382	5,255	12,000	13,700	13,975
514	Printing	477	360	456	500	500	510
515	Advertising - Legal & Other	32	165	165	250	250	255
520	Insurance - Bldg. & Contents	12,020	14,088	0	0	0	0
521	Worker's Compensation Ins.	13,349	13,101	13,125	0	0	0
523	Vehicle Insurance	2,422	1,134	0	0	0	0
526	General Liability Insurance	0	1,100	0	0	0	0
530	Utilities	22,717	21,726	19,176	25,000	27,500	28,600
532	Building & Structure Repair	23,491	4,419	5,333	7,000	7,000	7,150
533	Equipment Repair	8,064	12,151	7,251	12,000	13,000	13,260
534	Vehicle Repair	13	8	41	800	800	800
553	Service Agreements	515	762	5,959	6,500	6,500	6,500
558	Other Contractual Services	30,470	10,924	8,954	20,000	25,100	25,600
568	Professional Services	4,156	0	876	10,000	15,000	15,300
571	Audit Expenses	2,000	2,000	2,200	2,200	2,200	2,200
	SUBTOTAL	124,974	89,555	70,834	98,750	115,150	117,825
COMMODITIES							
600	Office Supplies	67	750	673	700	700	700
601	CAD Supplies	0	0	0	0	500	500
608	Vehicle Operations	2,372	2,823	3,340	4,000	4,500	4,950
611	Chemical Supplies	120,379	155,425	136,968	140,000	152,500	155,500
612	Vehicle & Equipment Repair & Supplies	15,177	7,989	9,799	15,000	15,500	15,810
615	Uniforms	1,988	1,857	1,866	2,500	4,400	4,485
629	Road Rock, Cement & Gravel	1,177	62	0	500	1,200	1,225
630	Other Operating Supplies	8,392	5,324	5,039	7,500	8,500	8,670
633	Water Testing Supplies	5,366	8,053	6,833	7,000	7,000	7,140
638	Building & Structure Repair Supplies	2,901	3,949	8,536	5,000	5,000	5,100
	SUBTOTAL	157,820	186,232	173,054	182,200	199,800	204,080
CAPITAL OUTLAY							
705	Computers	0	0	0	1,228	1,228	1,228
710	Equipment	33,670	29,013	24,485	150,000	150,000	15,000
710	Equipment (Radios)	0	0	0	0	0	0
710	Equipment (Chem. Metering Sys.)	0	0	0	0	0	0
715	Building & Basins	0	19,959	0	0	0	250,000
	SUBTOTAL	33,670	48,972	24,485	151,228	151,228	266,228
TRANSFERS							
906	Transfer to Equipment Reserve	5,916	5,691	5,691	5,691	5,691	5,691
	TOTAL	837,248	867,226	779,837	977,138	1,006,225	1,152,201

3001
Water Production
2013 Requests

502 Postage \$2,755

Consumer confidence report.

Additional \$55 for growth and inflation.

503 Telephone \$920

3 lines 2 cell phones and maintenance agreement.

Additional \$20 from 2012 request.

505 Professional Advancement \$13,975

This line item includes training, travel, dues and subscriptions. Includes KDHE certification and associated training expense. KMU, KRWA, KS. State AWWA, APWA conference and seminars. Salina and Ft. Scott Community College technical training. University of California backflow prevention fees. This line item now includes Environmental Control and CAD Technician expenses. This includes backflow training and certification for water plant operators who inspect and repair all City backflow devices. It also includes the following conferences for the Department Director and Environmental Coordinator. American Water Works Association, Kansas Rural Water Association (includes two water plant employees on a rotating basis), Kansas State American Public Works Association, Kansas Municipal Utilities and the American Water Works Association National Conference. Note that we do not attend all of the above conferences on a yearly basis, but are selective, particularly about the national conference, on the seminar content.

Request an additional \$275 for possible increase in KMEA or KMU or APWA dues.

514 Printing \$510

Consumer Confidence Report

Increase of \$10.

515 Advertising, Legal & Other \$255

Primarily used for flushing notices in the Ottawa Hearld.

Increased by \$5 for inflation.

530 Utilities \$28,600

KCPL charges for booster and pump station power and northeast tower.

Forest Park meter.

Increased by \$1,100 for anticipated electric increases and sanitary sewer increase.

532 Building & Structure Repair \$7,150

Sandblasting, painting, plumbing, electrical, tower maintenance.

Increased by \$150 for 2% inflation.

533 Equipment Repair \$13,260

Motors, meters, pumps, chemical feeders, electrical and other equipment maintenance also

includes crane inspections and repairs.

Added \$260 representing 2% inflation.

Past experience has been expenditures from \$8,000 to over \$19,000.

534 Vehicle Repair \$800

Includes the repairs to the Assistant Director of Utilities's vehicle.

No change from 2012.

553 Service Agreements \$6,630

Copier Agreement and Microcomm Agreement for plant control panel added in 2010.

Increase of \$130 representing a 2% inflation factor.

558 Other Contractual Services \$25,600

Physicals, background checks, Federal express, labs, KDHE lab work, internet services, vehicle registration, E-Kan fire extinguishers, other work beyond plant personnel capabilities. i.e. crane to lift out old tanks and set new tanks. Includes Assistant Director of Utilities expenses for Risk Management Plan updates or changes to the Consumer Confidence Report. This line item now includes software maintenance for the CAD Technician (currently not filled) for the water modeling system and other water related programs. Includes trash service and freight charges.

Anticipated expenses:

Arctview Maintenance \$800

PEC water modeling agreement

GIS/GPS support \$2,500

GIS Master Plan \$1,250

Increased by \$500 for 2% inflation.

565 Taxes

568 Professional Services \$15,300

Engineering studies, SCADA system assistance, Computer services and other technical services.

Additional water modeling will most likely be necessary to explore the possible effects of a new industry or business.

Increased by \$300 or 2% inflation.

600 Office supplies \$715

Includes supplies for treatment plant and CAD division.

Additional \$15 for inflation.

601 Computer Supplies (CAD) \$500

No change from 2012 budget.

608 Vehicle Supplies \$4,950

This line item was formerly "Gas" and now contains the 612 Tires and Tubes line item.

Added \$450 due to increasing fuel costs.

611 Chemical Supplies \$155,500

Lime, chlorine, alum, ammonia, carbon dioxide, fluoride, copper sulfate and carbon.

Increased by 3,000 due to inflation.

612 Vehicle Equipment Repair and Supplies \$15,810

Items included in this line item are as follow;

Air compressor parts and accessories \$500-1,000 annually.

Lab equipment repairs \$500 annually.

Solenoid valve parts/backflow preventer parts \$500-\$1,000 annually.

Electrical & plumbing parts used in repair or upgrade of equipment approximately \$500 annually.

Bearings and seals \$200 annually.

Mower, trimmer and outboard parts and supplies \$150.

Parts and supplies for all feed equip., gearboxes, pumps, control panel etc.

The costs associated with the repairs to any of the above can vary from year to year as we cannot predict accurately the life or problems we might encounter with any of these.

Increased by \$310.

615 Uniforms \$4,485

Increased by 2% (\$85) inflation factor.

620 Supplies

This item is now included in 630

629 Road Rock Cement and Gravel \$1,225.

This budget line item is used for road repairs to the three outlying dams, river lift station, low lift station and booster pump station.

Road repair will depend on those which need repair the worst after the winter/spring season.

Increased by \$25.

630 Other Operating Supplies \$8,670

Paints, cleaners, light bulbs, janitorial, ground maintenance chemicals, hand tools, plumbing, electrical, bolts, nuts sanding discs and maintenance supplies etc.

Increased by \$170 for inflation.

633 Water Testing supplies \$7,140

Test chemicals and other testing supplies..

Increased by \$140.

638 Building & Structure Repair Supplies, \$5,100

Ongoing preventative maintenance and upkeep to plant, maintenance shop and pump stations.

Preventative maintenance will be the primary expenditure in 2013.

Increased by \$100

705 Computers

We do not anticipate replacing any computers in 2013.

710 equipment \$15,000

Decreased from \$150,000 in 2012.

One project is planned for 2013. Replacement of five turbidimeters. The turbidimeters are still functioning but are no longer supported by the service contract nor will the supplier furnish parts once their existing supply runs out and it will be difficult if not impossible to find in the future.

A second project is to install Variable Frequency Drives at the Low Lift station has been delayed until 2014 to help offset the cleaning of the sludge ponds shown in line item 715 shown below. This project will allow us to tailor the incoming flow to maximize daily run times and will position us for future growth. Variable Frequency Drives also allow us to lower energy usage. The cost of this project is currently estimated at \$47,500.

712 Trucks (See equipment reserve sheet) No requests for 2013.

715 Building & basin Tower Maintenance.\$250,000

Tower inspection, sandblasting towers, painting towers etc.

This line item was at a zero for 2012. The \$250,000 requested for 2013 is for cleaning the sludge pond on Beach St. This item has been in the Capital Improvement Program for the last several years. We had anticipated and hoped to delay the cleaning until 2014 but will not be able to extend the project until that time. We are hopeful bids will come in below the estimated dollar amount but fuel costs could drive it this high.

revised 5/31/12

WATER DISTRIBUTION (3002)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET
		2009	2010	2011	2012	2012	2013
PERSONNEL SERVICES							
411	Salaries	278,342	243,818	245,214	252,000	310,000	290,000
411	Seasonal	0	0	0	4,500	4,500	4,500
410	Overtime	7,798	5,077	7,365	8,000	8,160	7,500
412	Social Security	20,748	17,690	17,787	20,234	24,683	23,103
413	KPERS Retirement	15,898	15,755	18,941	21,684	26,535	24,812
414	Health Insurance	54,868	60,678	68,996	89,000	94,872	97,900
	SUBTOTAL	377,653	343,019	358,301	395,418	468,750	447,815
CONTRACTUAL SERVICES							
502	Postage	41	11	3	0	0	10
503	Telephone	812	582	693	800	1,300	1,300
505	Professional Development	1,033	1,346	1,580	2,000	2,500	2,500
520	Insurance - Bldg. & Contents	9,835	11,527	0	0	0	0
521	Worker's Compensation Ins.	10,070	9,883	9,897	0	0	0
523	Vehicle Ins. - Risk Management	2,686	2,862	0	0	0	0
526	General Liability Insurance	1,364	1,100	0	0	0	0
530	Utilities	0	0	0	0	800	800
533	Equipment Repair	281	1,416	435	3,000	8,000	8,000
534	Vehicle Repair	0	0	1,343	1,500	3,400	3,400
558	Other Contractual Services	21,229	14,016	50,623	25,000	55,500	55,500
565	Taxes - Compensating Use	12		0	0	0	0
566	State Water Protection Fees	22,539	22,556	24,703	25,500	25,138	27,000
568	Professional Services	2,000					
	SUBTOTAL	71,902	65,300	89,277	57,800	96,638	98,500
COMMODITIES							
600	Office Supplies	191	480	93	500	675	675
601	CAD Supplies	277	0	0	200	500	500
608	Vehicles Operations	8,820	13,130	13,690	14,500	15,000	16,500
615	Uniforms	1,069	2,207	2,519	2,500	4,000	4,000
620	Supplies	26,713	39,090	47,689	50,000	68,000	55,000
623	Bedding and Fill Material	18,493	38,723	21,134	42,000	45,000	45,000
629	Road Rock, Cement & Gravel	0	0	140	0	0	150
630	Other Operating Supplies	3,815	4,405	6,283	6,500	7,000	7,000
	SUBTOTAL	59,376	98,034	91,547	116,200	140,175	128,825
CAPITAL OUTLAY							
705	Computer Equipment	0	0	2,100	2,100	2,100	2,100
710	(Small Equipment radio	0	2,699	0	0	0	0
746	Water Line Construction	81,431	92,336	71,671	125,000	125,000	125,000
744	Distribution Line Supplies	5,198	5,794	18,630	55,000	55,000	50,000
	SUBTOTAL	86,629	100,830	92,401	182,100	182,100	177,100
TRANSFERS							
906	Transfer to Equipment Reserve	45,567	44,420	44,420	45,517	45,517	45,857
	TOTAL	641,127	651,601	675,946	797,035	933,180	898,097

3002
Water Distribution
2013 Requests

502 Postage \$10

This line item was not included in last year's budget and added at a minimum value for 2013.

503 Telephone \$1,300

Cell phones and pagers for on call duty. Kansas One Call, Vendor calls

No change from 2012 budget.

505 Professional Development \$2,500

This line item includes travel, dues and subscriptions. These line items include APWA, AWWA, KDHE training, KMU, KRWA, confined space training and Work Zone safety training. This includes both training and dues. Includes CAD Technician, Environmental Coordinator and Director of Utilities.

No Change from 2012 budget.

515 Advertising

Human Resources

530 Utilities \$800

We started splitting out the utility billing in 2006.

No change from 2012 budget.

533 Equipment Repair \$8,000

Backhoe, trencher, rodger, gopher, jet vac, compressors etc.

This is an extremely difficult item to estimate accurately.

No change from 2012 budget.

534 Vehicle Repair \$3,400

Backhoe, bobcat, flat bed and two pick up trucks.

As above this is a line item that we cannot accurately predict what may need repair or how expensive it will be.

No change from 2012 budget.

535 Radio Maintenance

558 Other Contractual Services \$55,500

Kansas One Call, Engineering studies, surveying, distribution studies, Federal Express, track hoe rental, drug testing boring contractors CAD support and maintenance, inspection work beyond our capability, design work etc.

Includes continuation of water modeling, GIS/GPS support, GIS master plan. We have included an additional \$10,000 in the 2012 budget to contract with Midland GIS to begin completion of our GIS mapping system, which may carry into 2013.

Request for 2013 represents no change.

565 Taxes

566 State Water Fee

600 Office Supplies \$675

This line item now includes supplies for the Cad Technician and Environmental Coordinator.
No change from 2012 request.

601 CAD Supplies \$500

No change from 2012 budget.

608 Vehicle Operations \$16,500

Includes gas, motor oil, tires and tubes.

Increased by \$1,500 due to anticipated fuel cost increase.

613 Janitor Supplies

615 Uniforms \$4,000

No change from 2012 budget.

620 Supplies \$55,000

This line item now includes 629 Sand, Rock and Gravel and 622 Hand Tools.

Gaskets, repair clamps, copper tubing, meter setters, meter tiles, meter rings and lids, rubber gloves, hard hats, safety vests, tapping saddles etc. Sand, rock, gravel and hand tools. Wrenches, Putty knives, special sockets for repair clamps, hydrant wrenches, valve keys, pliers, hammers, socket wrenches, some hydraulic tools, etc.

Decreased by \$13,000 from the 2012 budget.

623 Bedding and Fill Material \$45,000

Replacement of curbs, gutters and concrete street patches and flowable fill.

Flowable fill still remains the most costly item in this line.

No increase from 2012 budget.

629 Road Rock, Cement and Gravel \$150

This line item was added as \$140 was the actual expenditure in 2011. We will begin to build a history and request increases, decreases or deletion in the future.

630 Other Operating Supplies \$7,000

Marking paint, PVC glues, fittings, nuts, bolts, cotton gloves, flags, ditch fencing, etc.

No increase from the 2012 budget.

705 Computer Equipment \$1,000

Decreased by \$1,100 from the 2012 budget.

710 Equipment No funds requested for 2013.

746 Waterline Construction \$125,000

Purchase of all valves, fittings and pipe for repairs. Also include new construction.

Fire hydrant extensions.

We have identified several projects that need to be completed during the coming years. These projects represent well over three miles of waterline. We will complete as many as possible in 2012 but many will need to be carried into 2013 and beyond.

Note that we are developing a contract that will allow us to contract with waterline contractors without using engineering firms for small projects. We have not fully been able to use this line item and complete all of the projects we need due to being short manpower. This will allow us to do some catch up that is necessary.

No change from the 2012 budget.

744 Distribution Line Supplies \$60,000

Water meters new services and replacement program.

Materials included in this line item include all meters, meters setters, meter tiles, rings, lids tubing and all brass fittings.

Increased by \$5,000 from 2012 budget for the same reason as shown in line item 746 above.

748 Fire Hydrants

Budget Notes
2013 Requests

3601 Wastewater Treatment

The Wastewater Treatment budget reflects an increase of \$16,020 for 2013. Personnel Services have increased by \$12,482. Utilities, line item 530 have increased by \$2,500 and line item 906 have increased by \$2,788 for a total increase in these three areas of \$17,770. A decrease of \$1,200 is shown in line item 568, Professional Services.

3602 Wastewater Collection

The budget request for 3602 Wastewater Collection has increased by \$2,265 for 2013. The changes are in several different areas as follows. Increases have occurred in the Personnel Services of \$7,772, line item 608 vehicle operations of \$7,200 (reflecting increased costs and closer reflecting 2011 usage of \$11,326), 629 Sand Rock and Gravel \$500, 620 Supplies \$1,500, 747 Sewer Line Construction and 760 Inflow & Infiltration of \$3,000 each. Increases total \$22,972. Decreases have been made in 558 Other Contractual Services \$15,000, 615 Uniforms \$1,700, 630 Other Operating Supplies \$4,000 totaling \$20,700.

WASTEWATER TREATMENT (3601)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	PROPOSED
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	264,149	264,799	264,606	267,252	272,597
411	Seasonal	0	0	0	0	0
411	Retirement	0	0	0	0	0
410	Overtime	9,423	7,746	7,956	8,115	8,277
412	Social Security	19,846	19,881	19,313	21,066	21,487
413	KPERS	15,964	18,877	20,488	21,313	21,740
414	Health Insurance	46,353	50,561	55,274	60,801	66,881
521	Worker's Compensation Insurance	2,279	2,237	2,240	2,307	2,353
SUBTOTAL		358,014	364,100	369,876	380,854	393,336
CONTRACTUAL SERVICES						
502	Postage	183	186	7	400	400
503	Telephone	1,099	1,146	1,642	2,000	2,000
505	Professional Development	3,942	3,273	2,877	12,500	12,500
518	Waste Removal	67,958	67,012	61,320	80,000	80,000
519	Odor Control	12,790	0	0	20,000	20,000
520	Insurance - Bldg. & Contents	14,995	17,576	0	0	
523	Vehicle Ins. - Risk Management	1,872	2,236	0	0	
526	General Liability Insurance	901	727	0	0	
530	Utilities	211,316	205,649	204,663	215,000	217,500
533	Equipment Repair	14,285	16,277	22,226	20,000	20,000
534	Motor Vehicle Repair	80	0	0	500	500
558	Other Contractual Services	16,449	24,583	17,444	25,000	25,000
558	Other Contractual Services (Lab)	0	0	0	0	0
559	Environmental Compliance	930	870	870	1,000	1,000
568	Professional Serv. (NPDS Permit, RBC)	0		0	1,200	
571	Audit Expense	1,000	1,000	1,000	1,000	1,000
SUBTOTAL		347,801	340,535	312,049	378,600	379,900
COMMODITIES						
600	Office Supplies	97	50	130	1,100	1,100
601	CAD Supplies	179	0	0	1,000	
608	Vehicle Operation	2,586	3,520	2,792	4,500	4,950
611	Chemical Supplies	12,219	13,550	14,617	15,000	15,000
615	Uniforms	973	808	1,024	1,200	1,200
620	Operating and Maintenance Supplies	28,989	26,051	31,091	35,000	35,000
SUBTOTAL		45,044	43,979	49,654	57,800	57,250
CAPITAL EXPENDITURES						
705	Computer Equipment	886	0	0	614	614
710	Equipment	6,853	1,279	7,515	5,000	5,000
730	Capital Improvements	0	34,852	0	0	0
731	Buildings & Structures	0		0	5,000	5,000
SUBTOTAL		7,739	36,131	7,515	10,614	10,614
TRANSFERS						
906	Transfer To Equipment Replacement	10,124	10,124	10,124	10,124	12,912
TOTAL		768,723	794,869	749,217	837,992	854,012

3601
Wastewater Treatment Plant
2013 Requests

502 Postage \$400

KDHE reports sent by certified mail and monthly samples sent by UPS.

No change from 2012.

503 Telephone \$2,000

No change from 2012.

505 Professional Advancement \$12,500

This line item includes travel expense, dues, subscriptions, conferences, seminars and training. Includes KDHE training and certification, KMW training and conferences, KS. Water Environmental Federation AWWA, KRWA. Includes budget for CAD technician and Assistant Director. This also depends on KDHE requirements for new rules or regulations.

No change from 2012 budget.

515 Advertising

Human Resources

518 Waste Removal \$80,000

No change from 2012 budget.

519 Odor Control \$20,000

Includes plant, Logan lift station and the Rock Creek (Loves) lift station.

The budget is to replace the bio-cubes at Logan and the media canisters at the plant. The money will not be spent if the systems do not fail. We may need to replace some canisters at the plant odor control system. There are 60 canisters at \$650 each an increase from \$631 last year. They should last up to five years but have been known to go bad early. The canisters will be six years old next year exceeding their life expectancy. The bio cubes will be nearly eight years old. **No**

requested increase to this line item from the 2012 budget.

530 Utilities \$217,500

We have increased this line item by \$2,500 with the addition of the Rock Creek lift station and possible electric rate increases.

533 Equipment Repair \$20,000

Compressor motors, standby generator, digester, Bobcat, Ultra-violet dis-infection system, etc.

Items purchased will be shown in 620 supplies. Contractual services will be coded from this line item.

No change to the 2012 budget.

534 Vehicle Repair \$500

No change from the 2012 budget.

558 Other Contractual Services \$25,000

Contract work beyond our normal capabilities or services not performed. Lab fees, legal and some engineering work. Outside lab testing, contract with KC Bobcat to service the bobcat, Cummins Central Power to service new plant generator, Chem-Trol weed spraying.

Approximate costs are as follows.

\$8,000 for lab testing fees.

\$3,125 for Annual fee for five RACO wireless dialers.

\$1,100 annual service fees for plant back up generator.

\$1,022 for weed spraying at plant, stormwater pond and lift stations.

\$300 annual service fee for electronic equipment in the lab.

\$300 annual service fee for plant hoists.

\$450 for annual flow meter calibration.

\$155 for annual inspection and service for the vertical lift platform.

\$1,100 WWTP share of annual KMU dues.

\$300 for fire extinguisher service at plant and lift stations.

The above items, known expenditures, total \$15,852 or 63% of the requested budget.

\$5,000 for Director, Assistant Director and CAD requirements.

No change requested for 2013.

559 Environmental Compliance \$1,000

KDHE & EPA permitting and other costs associated with meeting regulations. Other costs could include special testing or studies by engineering firms to meet any new regulations.

No change from the 2012 budget.

568 Professional Services No request for 2013

Engineering studies (flow monitoring, lift station evaluation) various technical support Crane services, SCADA system repair/support. We anticipate some use of this line item for updating the lift stations as necessary.

600 Office Supplies \$1,100

This years budget includes expenses from the CAD department, Director and Assistant.

No change from 2012 budget.

601 Computer Supplies (CAD) No funds requested for 2013

This line item is for purchases made for the WWTP, Director, Assistant and the CAD department, which handles all mapping for the City.

608 Vehicle Operation \$4,950

Gas, tires and tubes. Due to change in budgeting procedure this line item now contains diesel fuel for the back up generator.

Increased by \$450 due to increasing fuel costs.

611 Chemical Supplies \$15,000

All chemicals included in plant use; polymers and lab chemicals.

No change from the 2012 budget.

615 Uniforms \$1,200

This line item includes specialized clothing, as well as the normal uniform allowance, for this department (disposable coveralls, gloves, masks etc.) required while working in the wastewater department.

No change from the 2011 budget.

620 Supplies \$35,000

Small tools, Concrete and Masonry and Sand Rock and Gravel. Maintenance items, grease, lube oil, filters, towels, cleaning chemicals, lawn chemicals, light bulbs, electrical supplies, plumbing supplies etc. Wrenches, pliers, grinders, screwdrivers, sockets, hammers and some small hydraulic tools. Now includes parts for lift station repairs and upgrades. Hand towels, house cleaning supplies, deodorant blocks, floor was, counter top polish, wasp spray, testing supplies etc.

No change from the 2012 budget.

705 Computer Equipment \$614

710 Equipment \$5,000

Same as 2012.

730 Capital Improvements No requests for 2011

731 Buildings and Structures \$5,000

We currently have no specific project planned for 2012 but normally find a need for repair to either buildings or lift stations. We will not spend this line item unless we find this need occurs.

No change from 2012 budget.

WASTEWATER COLLECTION (3602)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	PROPOSED
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	149,372	122,003	121,719	150,490	152,700
411	Seasonal	0	0	0	0	0
410	Overtime	2,377	2,927	4,695	3,121	4,000
412	Social Security	10,655	8,494	8,335	11,751	11,988
413	KPERS	7,806	8,658	9,502	9,787	10,000
414	Health Insurance	42,469	35,209	38,258	42,084	46,292
521	Workers Comp	1,227	1,204	1,203	1,263	1,289
SUBTOTAL		213,905	178,494	183,713	218,496	226,268
CONTRACTUAL SERVICES						
503	Telephone	237	283	239	1,500	1,500
505	Professional Development	649	1,212	516	3,000	3,000
515	Advertising - Human Resources	0	0	0	0	0
520	Insurance - Bldg. & Contents	3,749	4,394	0	0	0
523	Vehicle Ins. - Risk Management	3,819	3,196	0	0	0
526	General Liability Insurance	901	727	0	0	0
533	Equipment Repair	3,650	5,615	563	6,000	6,000
534	Vehicle Repair	0	0	0	1,800	1,800
558	Other Contractual Services	8,645	15,076	9,642	30,000	15,000
SUBTOTAL		21,650	30,504	10,959	42,300	27,300
COMMODITIES						
600	Office Supplies	184	104	0	400	400
601	CAD Supplies	355	0	0	1,100	1,100
608	Vehicle Operations	10,021	9,911	11,326	6,000	13,200
615	Uniforms	907	737	808	3,200	1,500
620	Supplies	12,505	12,382	14,704	13,500	15,000
622	Small Tools	380	0	0	1,000	1,000
623	Concrete & Masonry	27,048	28,141	76,962	55,000	55,000
629	Sand, Gravel & Rock	2,312	4,444	3,809	4,000	4,500
630	Other Operating Supplies	2,897	2,838	1,823	4,000	0
SUBTOTAL		56,609	58,556	109,432	88,200	91,700
CAPITAL EXPENDITURE						
705	Computer Equipment	0	0	0	307	300
710	Equipment (Safety) + Radios	52,025	2,195	0	2,000	2,000
747	Sewer Line Construction	17,375	34,847	50,082	150,000	153,000
760	Inflow & Infiltration Removal	124,570	176,104	62,705	150,000	153,000
SUBTOTAL		193,970	213,146	112,787	302,307	308,300
TRANSFERS						
906	Transfer To Equipment Replacement	62,410	62,410	60,000	62,152	62,152
TOTAL		548,545	543,110	476,892	713,455	715,720

3602
Wastewater Collection Division
2013 Requests

503 Telephone \$1,500

Cell phones and pagers for on call. Normal vendor calls and part of maintenance agreement.
No change from the 2012 budget.

505 Professional Advancement \$3,000

Travel expenses, dues and subscriptions, seminars and training.
KDHE training and certification. APWA, AWWA, KMU, KRWA conferences as applies. This line item now includes the Assistant Utility Director, CAD Technician and Utility Director.
No change from the 2012 budget.

Advertising

Human Resources

533 Equipment Repair \$6,000

Back hoes, jet-vac, compressors, trencher, TV camera, sewer rodder and bobcat.
This item is extremely hard to predict for budget as it is for unexpected repairs as well as normal maintenance.
There is no change from the 2012 budget.

534 Vehicle Repair \$1,800

All trucks plus equipment in 533 depending on the portion of the equipment that breaks down.
Same as 2012. Same comments as 533.

558 Other Contractual Services \$15,000

Surveying, Engineering, Sanitation services, federal express, Benefit district feasibility studies, surveys, engineering and boring contractors, track hoe rental, GIS/GPS programs and computer support.

The most likely use of this line item will be track hoe rental or boring contractors. The track hoe may be used in emergency situations or when sewer lines are too deep for our back hoe. See sewer line construction 747 for possible projects. Expenditures also depend upon the Water Distribution side as work in the Division affects the amount of work we can complete in this area.

Please note these priorities may change as we do additional camera work and find other lines in worse repair.

Budget request has been decreased by 15,000 for 2013.

600 Office Supplies \$400

No change from 2012 budget.

601 Computer Supplies (CAD) \$1,100

Expenses associated with the CAD department materials. Ink cartridges and map paper account

for 90% of this line item. The CAD department does virtually all of the mapping for all city departments.

No change from 2012 budget.

608 Vehicle Supplies \$13,200

Gas, tubes tires.

One back hoe tire will run approximately \$500 and a tire for the Vac-Con will cost approximately \$375. Due to the terrain we must sometimes operate in we do get a cut tire at times.

Increased from \$6,000 in 2012. 2011 Actual expenditures were \$11,326

615 Uniforms \$1,500

Decreased from \$3,200 in 2012.

620 Supplies \$15,000

Flex fittings, PVC fittings, barricade, rubber gloves, smoke bombs, joint materials, SS straps, PVC glues, manhole rubbers, rings, lids etc.

Inflation is a factor in the increased request. 2011 actual was \$14,705 and the three prior years have been over \$12,000.

Increased request from \$13,500.

622 Small Tools \$1,000

Electric drills, saws, wrenches, hammers, pliers, specialized tools for valve/meter work.

No change from 2012 budget.

623 Concrete & Masonry \$55,000

Street, curb repair or sidewalk repair

Flowable fill continues to be the largest expenditure in this line item.

No change from 2012 budget.

629 Sand, Gravel & Rock \$4,500

Alley and street repair. Bedding for sewer line repair or replacement.

Increased usage and inflation created the \$500 increase.

630 Other Operating Supplies \$4,000

Marking paint, flags, traffic cones, dyes for testing, cut off blades, barricade tape, batteries, flashers etc.

No change from 2012 budget.

705 Computer Equipment \$300

710 Equipment \$2,000

No change from 2012 request. We have no specific purchase planned for 2013.

747 Sewer Line Construction \$153,000.

Planned and emergency replacements.

Increase of \$3,000 due to inflation and higher contractor costs.

760 Inflow & Infiltration Removal \$153,000

Insituform projects, manhole repairs, spot repairs to bad lines. Part of KDHE permit.

Specific projects for 2013 will be determined by camera work during 2012.

Increased by \$3,000 for inflation and contractor costs.

762 Easement Acquisition

Budget Notes

2013

Electric Production (3703)

The Electric Production budget requests shows an increase of \$820,238, which is somewhat misleading as the entire increase is in two line items. Purchased Power (605) and Purchased Demand (606) have both been increased by \$500,000. We believe we will see increased costs from our Purchased Power contracts due to the Environmental Protection Agency regulations now in place and other future proposed regulations. These costs are passed on to end customers by our providers. We also feel we will see some small amount of growth in our demand as well. This budget is spent only if the local demand is there, which means the revenues will be there as well.

Increases to other line items total \$68,973, while decreases in line items total \$248,535. The major reason for the decreases are the completion of the RICE/NESHAP project. 2013 will be a year of smaller projects that were set back due to the RICE/NESHAP project this year. The increases were in Personnel Services (\$32,223), 530 Utilities (\$700), 550 Towel & Laundry Service (\$800), 559 Environmental Compliance (\$10,000), 608 Vehicle Operations (\$750), 610 Fuel Oil (\$ 19,500), and 715 Building Maintenance (\$5,000). Decreases include 533 Equipment Repair (\$55,000), 533 Service Agreements (\$5,000), 558 Other Contractual (\$30,000), 611 Chemical Supplies (\$2,000), Computer Equipment (\$6,535) and 710 Equipment (\$150,000).

The various projects for this division are explained in more detail in attached sheets.

Electric Distribution (3704)

The Electric Distribution budget requests have increased by \$33,653 and are in the following three line items. Personnel Services have increased by \$27,903, line item 608 Vehicle Operations by \$1,700 and 745 Street Light Construction by \$25,000. The increase of \$25,000 to Street Light Construction is for the purchase of fifty LED street lights. The investment in the LED street lights will help reduce our electric consumption. We plan on continuing this program for the next five years. Decreases that somewhat offset the increases are 558 Other Contractual Services being reduced by \$20,000. The major reason for this reduction is the completion of the SEGA and Sawvel studies. We do not anticipate additional studies this coming year. Transfers to Equipment Reserve (906) were also decreased by \$950.

Utility Warehouse (3705)

The 2013 budget requests in this division are \$45,887 lower than requested in 2012. The major factor for the decrease is the completion of our re-roofing and bay door projects. This line item 715 Building Improvements has been decreased by \$65,000. Increases to this budget total \$20,445 with the major increase to be found in Personnel Services of \$8,775, and Utilities (530)

an increase of \$5,000. The remaining \$6,680 are Building Repair (532), Other Contractual (558), Vehicle Operations (608), Furniture and Fixtures (702), Office Equipment (704) and Equipment (710).

ELECTRIC PRODUCTION (3703)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	PROPOSED
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	685,486	643,721	637,311	659,000	672,180
410	Overtime	11,732	14,692	12,118	15,286	15,592
412	Social Security	50,662	47,353	45,453	51,583	52,615
413	KPERS	38,370	45,538	48,768	50,639	51,652
414	Health Insurance	124,475	134,417	151,757	166,932	183,626
SUBTOTAL		910,726	885,720	895,406	943,440	975,663
CONTRACTUAL SERVICES						
502	Postage	63	38	89	200	200
503	Telephone	2,943	2,987	3,053	4,000	4,000
505	Professional Development	12,710	18,757	17,521	20,000	20,000
520	Insurance - Bldg. & Cont.	38,302	38,615	0	0	0
521	Worker's Comp. Ins.	14,631	14,390	14,368	0	0
523	Vehicle Ins.	2,247	2,397	0	0	0
525	Boiler Insurance (Plant)	58,805	63,581	0	0	0
526	General Liability Ins.	11,694	9,432	0	0	0
528	SCADA Maintenance & Equipment	2,375	8,665	0	15,000	15,000
530	Utilities	12,448	16,569	17,059	35,000	35,700
533	Equipment Repair	98,668	112,580	75,848	355,000	300,000
534	Vehicle Repair	0	708	357	1,000	1,000
550	Towel & Laundry Service	1,857	2,197	2,724	2,200	3,000
553	Service Agreement/Compliance	21,988	1,282	9,940	15,000	10,000
558	Other Contractual Services	138,173	198,083	127,898	380,000	350,000
559	Environmental Compliance	0	0	5,812	0	10,000
561	Utility Assistance	18,055	22,317	26,356	22,000	22,000
565	Destination Based Sales Tax	1,499	1,179	3,093	5,000	5,000
SUBTOTAL		436,777	513,778	304,118	854,400	775,700
COMMODITIES						
600	Office Supplies	476	151	0	3,000	3,000
601	CAD Supplies	1,675	919	0	1,000	1,000
605	Purchase Power	5,269,630	5,091,394	5,568,225	6,000,000	6,500,000
606	Purchase Demand	2,754,613	3,306,332	3,176,261	3,500,000	4,000,000
607	Natural Gas	196,000	171,618	216,475	450,000	450,000
608	Vehicle Operations	4,391	6,273	39,136	7,500	8,250
609	Motor Oil	10,468	7,315	7,990	15,000	15,000
610	Fuel Oil (Plant Engines)	107,817	0	128,377	195,000	214,500
611	Chemical Supplies	14,890	17,725	9,793	17,000	15,000
615	Uniforms	3,456	2,190	2,812	5,000	5,000
620	Supplies	59,520	51,560	48,051	95,000	95,000
SUBTOTAL		8,422,936	8,655,477	9,197,120	10,288,500	11,306,750
CAPITAL OUTLAY						
702	Furniture & Fixtures	1,193	0	1,414	2,000	2,000
704	Office Equipment	102	483	0	1,500	1,500
705	Computer Equipment	5,640	5,583	3,251	11,535	5,000
710	Equipment	56,496	290,738	170,164	450,000	300,000
712	Trucks	0	7,394	0	0	0
715	Building Maintenance	5,179	0	17,590	10,000	15,000
SUBTOTAL		68,609	312,908	192,419	475,035	323,500
TRANSFERS						
906	Transfer to Equipment Reserve	10,567	24,165	25,000	25,000	25,000
TOTAL		9,849,616	10,392,047	10,614,063	12,586,375	13,406,613

3703
Electric Production
2013 Requests

502 Postage \$200

This is a new line item in this budget.
This is primarily communication with KDHE.
No Change from the 2012 budget.

503 Telephone \$4,000

Vendors, contractors, maintenance agreement, etc.
No Change from the 2012 budget.

505 Professional Development \$20,000

Includes travel, dues and subscriptions.
KMU (self and plant staff), Minnesota Municipal diesel training, APPA, National Association of Gas Consumers, KMEA & KMGGA. Safety training films. Internet charges. SCADA training.
Now includes the CAD Technician and Assistant Utilities Director along with the Director of Utilities. **In 2012 we will be concentrating our training in the following areas. Advanced training for electrical, mechanical and electronic components normally costing between \$400-600 per day. With additional substation equipment being installed training will be used for breaker maintenance, wonderware programming and digital protective relaying. Training on pumps and governor controls are also needed. We anticipate this type of training to continue due to newer employees. New training will include the Southwest Power Pool in order to meet NERC/SPP requirements. KMU operators workshop, welding-hoist and rigging training. Trips to KCPL, Wolf Creek and Nearman.**

No change from 2012.

528 SCADA Maintenance \$15,000

Supervisory Control and Data Acquisition system.

\$9,000 of this is for the Wonderware support and software updates of the system from Logic, Inc. This will be a yearly charge. This training also involves internet training provided by Logic, Normal maintenance is approximately \$5,000. The remainder is for unexpected failures of monitors, keyboards, sensors, hard drives etc.

No increase to the 2013 budget.

530 Utilities \$35,700

Kansas Gas Service is paid for from this account.
Increased by \$700

532 Building and Structure Repair (no request for 2012).

General maintenance, painting, door, window repair etc.

533 Equipment Repair \$ 300,000

Cooling towers, engine inspections, jacket water pumps, STAG controls, engine repairs, diesel governor repairs, MATERIALS.

Expenditures for 2013 include:

Rework of fans and motors on cooling towers, including substantial crane work, approximately \$60,000. STAG controls at \$150,000. Complete building heaters at \$10,000. 4,160Kv breakers repair and purchase \$60,000.

\$50,000 is for unexpected expenses such as insurance (underwriter reports) requirements completed on a yearly basis.

Decreased by \$55,000

534 Vehicle Repair \$1,000

This includes the Director's Trailblazer which now has over 100,000 miles and may soon need repairs along with the 2000 Dodge pickup and 1989 GMC welding truck. The Trailblazer was scheduled for replacement two years ago. We have not had problems in the past which may mean we are overdue.

No increase from the 2012 budget.

550 Towel and Laundry Service \$3,000

This line item includes towels, rugs, dust mops, mops and wipe alls.

Actual expenditure in 2011 was \$2,724. We have experienced additional usage and increased prices the past two years. We are continuing to search for a better vendor with lower prices.

Increased request by \$800 due to the above notes.

553 Service Agreement/Compliance \$10,000

Copier agreement. Trash service. Power plant expenditure is with Midwest Exterminators for pest control at \$90 six time per year. Emission fees were \$1,406 in 2011 and will increase in future years. KDHE certifications for water testing and air permitting.

Decreased by \$5,000

558 Other Contractual \$350,000

Same as 533 but is used for labor/technical services. Asbestos abatement, pavement etc.

Also includes GIS/GPS support and GBA Workmaster maintenance program support. Any contractual service provided in repair or rebuilding of all of our equipment. This would include Siemens (electrical testing of transformers, breakers), SEGA (substation support) Northpoint (boiler tubes).

The 2013 request will include the following:

Cooling tower maintenance at \$10,000. See line item 533.

Asbestos Removal at \$20,000. There are still some areas around the STAG that need asbestos removed for maintenance access this will continue into 2013. Upgrade of 4,160Kv relay at \$20,000. Conversion of breakers (4,160Kv) at \$100,000. Digital conversion of plant file/drawings at \$30,000. Replacement of #6 air compressor at \$5,000. STAG controls at \$50,000. 4,160KV breaker testing \$15,000. Shop building roof and bay doors at \$20,000. \$75,000 for 4,160/KV investigation/trouble shooting of unit #4 turbo surge and

voltage regulator issues and cable replacement. Must determine how we can generate to the 12.4Kv system with units #3 & #4.

Unexpected repairs at \$50,000.

Decreased by \$30,000 from 2012.

559 Environmental Compliance \$10,000.

We must perform emission tests on all four of our diesel engines using two separate methods of generation.

We must discuss these results with an environmental engineer and develop a plan to have the installation of necessary equipment installed by May 3, 2013.

We will need to determine placement of equipment and our power requirements.

Develop metering for documenting operations in accordance with the new rules.

We are continuing to monitor the new rules and will continue to attend training sessions on how we can most economically meet the rules.

Increase of \$10,000 from 2012.

560 Utility Assistance \$22,000

Remains unchanged from 2012.

565 Destination Based Sales Tax \$5,000

Remains unchanged from 2012

600 Office Supplies \$3,000

No increase from the 2012 budget..

601 Computer Supplies (CAD) \$1,000

No change from the 2012 budget.

605 Purchased Power \$6,500,000

Purchased Energy

We anticipate fuel adjustment increases from KCPL, GRDA and Nearman. We do anticipate some possible growth. Environmental compliance for **all utilities** will create cost increases as well.

Increased by \$500,000 from 2012.

606 Purchase Demand \$4,000,000

Everything associated with purchase of power except energy.

Increased by \$500,000. A new load following agreement is currently being negotiated by Kansas Municipal Energy Agency on behalf of the five EMP cities and may affect this line item. GRDA and Nearman will most likely have demand charge increases. Growth will also affect this line item.

Increased by \$500,000 over 2012.

607 Natural Gas \$450,000

While we have not seen usage of this nature in the past we believe we will see additional run time in conjunction with our EMP project. Should we see additional run time we will also see a return of this investment thru payment from other project participants.

No change from the 2012 budget.

608 Vehicle Operations \$8,250

Gas, tires, tubes, fuel etc. In addition to the plant vehicles the fuel costs for the City Van, Mountaineer, Kens truck and the Director of Utilities vehicle fuel is charged to this line item.

Increased by \$750 due to increased fuel costs.

609 Motor Oil \$15,000

This line item is used for change out to engine oil as necessary depending on test results and oil consumed.

Same request as 2012 budget.

610 Fuel Oil (plant engines)\$214,500

We currently purchase as necessary and when we find the best price available. Usage depends on run time.

Increased by \$19,500 primarily due to anticipated cost increases and possible run time.

611 Chemical Supplies \$15,000

Water testing supplies and chemical for cooling towers. Grounds maintenance chemicals. Laboratory work for cooling tower testing.

Decreased by \$2,000 from 2012 budget.

615 Uniforms \$5,000

Remains the same as 2012 budget.

620 Supplies \$95,000

Includes tires, tubes hand tools and other operating supplies.

Power drills, power saws, wrenches (specialized for engine work) normal hand tools.

The increase is partially due to combining portions of 533 into this item. In the past we could code items that we were installing for projects to the 500 series but with the change these must now be coded to the 600 series. Only vendor installed projects are now coded to the 500 series.

One major increase that we are currently experiencing is the repairs completed for other departments. We have been repairing items for Public Works, the Garage, Water

Distribution/Sewer Collection, City Hall, Electric Distribution, Fire and Police. Parts and materials have been paid for from the Power Plant budget. Some of the projects recently

completed have been, turning collars for pipe clamps, braising lube oil tubing, welding sprockets for spreader trucks, built handle for valve and fire hose cap and cutting stainless steel for welding.

No change from the 2012 budget.

702 Furniture and Fixtures \$2,000

This line item includes tables, chairs and lighting for offices.
Possible expenditures are the purchase of ergonomic chairs to replace old ones.
No increase from the 2012 budget.

704 Office Equipment \$1,500

Will be spent on items that need to be replaced. One large item will blow this line item.
No increase from the 2012 budget.

705 Computer Equipment \$5,000

Decreased by 6,635 from 2012.

710 Equipment \$300,000

STAG vacuum at \$50,000, SE substation battery (replacement) at \$30,000, #3 crane electrical buss replacement at \$20,000, injector tip conversion at \$15,000, 4,160Kv remoter breaker crank at \$30,000 (safety issue), upgrade 4,160Kv main relay a \$15,000, fibre optic addition at \$75,000. STAG air inlet at \$100,000.

Decreased by \$150,000

715 Building Maintenance \$15,000

Increased by \$5,000

ELECTRIC DISTRIBUTION (3704)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	PROPOSED
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	506,456	516,653	507,764	525,000	538,125
410	Overtime	47,842	35,602	47,787	36,153	45,000
412	Social Security	39,712	39,904	39,373	42,928	43,787
413	KPERS	31,563	38,277	41,720	42,143	44,726
414	Health Insurance	104,725	113,314	113,166	124,483	126,973
SUBTOTAL		730,298	743,751	749,811	770,707	798,610
CONTRACTUAL SERVICES						
502	Postage	125	19	10	120	120
503	Telephone	409	279	310	1,500	1,500
505	Professional Development	3,957	2,481	4,966	7,500	7,500
520	Insurance - Bldg. & Cont.	15,234	23,686	0	0	0
521	Worker's Comp. Ins.	10,167	9,979	9,985	0	0
523	Vehicle Ins.	4,643	4,794	0	0	0
526	General Liability Insurance	8,126	6,555	0	0	0
533	Equipment Repair	18,526	7,664	10,636	15,000	15,000
534	Motor Vehicle Repair	0	14	508	3,000	3,000
558	Other Contractual Services	37,091	44,825	38,505	65,000	45,000
565	Destination Based Sales Tax	456	685	478	1,500	1,500
SUBTOTAL		98,735	100,981	65,398	93,620	73,620
COMMODITIES						
600	Office Supplies	179	181	392	500	500
601	Computer Supplies (CAD)	596	146	0	1,000	1,000
608	Vehicle Operations	10,380	13,995	17,973	17,000	18,700
615	Uniforms	3,846	2,233	2,346	5,100	5,100
620	Supplies	26,601	48,234	49,135	57,000	57,000
SUBTOTAL		41,601	64,788	69,845	80,600	82,300
CAPITAL OUTLAY						
646	Traffic Signals	0	6,500	490	4,000	4,000
710	Equipment (Radios 09 and 10)	1,000	0	0	0	0
710	Equipment - (1/2 Purchase Mini Derrick)	0	68,047	0	0	0
715	Building & Structure	0	0	0	0	0
SUBTOTAL		1,000	74,547	490	4,000	4,000
CAPITAL IMPROVEMENT						
642	Transformers	59,355	86,315	30,440	175,000	175,000
644	Meters	4,296	11,667	13,138	46,000	46,000
745	Street Light Construction	7,221	13,248	35,852	47,000	72,000
749	Electric Line Construction	294,616	102,134	55,426	175,000	175,000
SUBTOTAL		365,488	213,364	134,856	443,000	468,000
TRANSFERS						
906	Transfer to Equipment Reserve	64,744	64,805	64,805	70,744	69,794
TOTAL		1,301,866	1,262,236	1,085,206	1,462,671	1,496,324

3704
Electric Distribution Division
2013 Requests

502 Postage \$120

Same as 2012.

503 Telephone \$1,500

Kansas One Call, Cell phones and pagers for on call.

No change from 2012.

505 Professional Advancement \$7,500

Includes travel expense, training dues and subscriptions.

Kansas Arborists Association, Underground/Overhead Maintenance School, KMU lineman training, KMU conference, APPA membership and seminars (Bradley). Added Cad Technician and Assistant Director of Utilities to this line item. CAD Technician will be attending the Mid-America GIS conference. **We do not always spend all of the budgeted amount if seminars or conferences do not appear to be worthwhile to attend.**

No change from the 2012.

517 Blueprint and Mapping

No funds requested

530 Utilities

533 Equipment Repair \$15,000

Bucket Trucks, Trencher etc. Dielectric testing of all equipment.

No change requested.

534 Motor Vehicle Repair \$3,000

Actual vehicles not the above equipment on the vehicles.

No change from 2012 budget.

558 Other Contractual \$45,000

Engineering or technical studies. Contracted work beyond our technical abilities or the need for equipment not included in our fleet, such as a crane to off-load an extremely large transformer. Expenditures for the CAD Technician and Assistant Director have been added to this line item as well. GIS/GPS support and software are included in this line item. **We have added \$10,000 for GIS work with Midland GIS in 2012 but there may be some carry over into 2013.** Survey work is included as well. Christmas lights are also included in this line item which is completed by a contractor.

Possible expenditures will be Schuff Steel extension of services and possibly extension of service to Eastgate. This could be in the form of engineering or construction services. Budget request decreased by \$20,000 as we do not have specific information on any new industries or developments.

558 Other Contractual, Christmas lights.

\$12,500 is included in the above line item for the Christmas light contract and our own lighting.

565 Sales Tax

600 Office Supplies \$500

No increase from 2012.

601 Computer Supplies (CAD)\$1,000

No change from 2012 request.

608 Vehicle Operations\$18,700

Includes gas, tires, tubes etc.

Increased by \$1,700 due to fuel price increase and to reflect 2011 actual expenditure of \$17,973.

615 Uniforms\$5,100

Steel toed boots, jeans, shirts, sweat shirts, foul weather gear, winter gear, etc.

Same as 2012.

620 Supplies\$57,000

Wire connectors, fuses, rubber safety goods, gloves, bolts, lags, anchors, safety supplies, first aid supplies, electrical parts for projects such as the tennis court lights or ball diamond lighting. Insulated tools, wire cutters, hammers, bolt cutters, wrenches, adjustable wrenches, hydraulic crimping tools, hydraulic chain saws, pruners, etc.

Request is the same as 2012.

646 Traffic Signals \$4,000

All parts associated with traffic signals.

We have completed the LED light replacement program.

This line item is difficult to accurately predict as the usual expenditures is driven by a problem with the signals or damage to a signal. One signal hit by a vehicle can create an expenditure exceeding the requested amount.

No change from 2012 budget.

705 Computer equipment

We do not anticipate any expenditure for computer equipment in 2013.

710 Equipment no request for 2013.

Equipment purchases will be requested from the Equipment reserve fund.

715 Building Improvements

No requests for 2013.

642 Transformers \$175,000

This line item is very hard to judge as we never know when new developments will occur. We currently have Schuff Steel in process and possibly Eastgate. One large transformer could take a major portion of this budget. The recent loss of a large transformer at American Eagle resulted in an expenditure of \$25,500.

644 Meters \$46,000

The use of radio read meters will increase our costs as we grow. the above line item will Total use depends on the growth and completion of the developments. No change from our 2012 request.

745 St. Light Construction \$72,000

A portion of this may go to new developments. A portion will most likely go toward replacement of a downtown street light as we have one to two hit each year and replacements are about \$3,500. We also intend to concentrate on repair of street light wiring from 5th to 15th St. as we have had reoccurring problems with this wiring. We have added \$25,000 for purchase of 25 LED street lights. This program will continue for the next five years.

Increased by \$25,000.

749 Electric Line Construction \$175,000

Our request remains the same as 2012. A large portion of this line item is developer driven. The Schuff Steel extension will also be one of our expenditures from this line item. A portion of this line item will also be devoted to completion of projects identified in the SEGA study.

UTILITY WAREHOUSE (3705)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	PROPOSED
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	125,347	114,331	123,042	120,600	124,600
410	Overtime	244	184	620	635	700
412	Social Security	9,008	8,235	8,777	9,274	9,585
413	KPERS	7,018	9,476	8,569	10,111	11,500
414	Health Insurance	25,545	29,176	27,367	30,104	33,114
SUBTOTAL		167,162	161,402	168,374	170,725	179,500
CONTRACTUAL SERVICES						
502	Postage	0	0	0	100	100
503	Telephone	2,505	2,529	2,175	2,750	2,750
505	Professional Development	279	843	235	1,000	1,000
520	Insurance - Bldg. & Cont.	1,797	2,106	0	0	0
521	Workers Comp. Ins.	1,801	1,767	1,769	0	0
523	Vehicle Ins.	749	799	0	0	0
530	Utilities	20,068	21,635	22,924	21,500	26,500
532	Building Repair (Yard gate)	2,035	5,354	2,340	6,500	8,700
533	Equipment Repair	19	300	755	1,000	1,000
534	Motor Vehicle Repair	0	0	0	500	500
553	Service Agreement/Compliance	1,029	1,523	1,681	0	0
558	Other Contractual Services (Bar code sys)	2,083	19,732	2,792	6,000	7,300
565	Destination Based Sales Tax	65	131	253	300	300
598	Contract Labor		10,302	0	0	
SUBTOTAL		32,429	67,022	34,924	39,650	48,150
COMMODITIES						
600	Office Supplies	486	1,314	884	1,000	1,000
601	Computer Supplies	291	400	269	400	400
604	Small Tools Expense	88	38	0	200	200
608	Vehicle Operation	997	904	1,596	1,800	1,980
615	Uniforms	748	589	884	1,700	1,700
620	Supplies	2,913	1,668	2,461	4,000	4,000
SUBTOTAL		5,523	4,913	6,093	9,100	9,280
CAPITAL OUTLAY						
702	Furniture & Fixtures	299	0	336	500	1,200
704	Office Equipment	0	108	0	300	500
705	Computer	0	0	1,713	1,842	500
710	Equipment (Radios 09 and 10)	0	908	4,781	0	2,100
715	Building Improvements (Bay Heaters)	0	12,034	0	66,500	1,500
SUBTOTAL		299	13,050	6,830	69,142	5,800
TRANSFERS						
906	Transfer to Equipment Reserve	6,775	7,090	7,090	7,090	7,090
TOTAL		212,188	253,476	223,312	295,707	249,820

3705
Warehouse
2013 Requests

502 Postage \$100

No Change from 2012.

503 Telephone \$2,750

No Change from 2012.

505 Professional Development \$1,000

PCB Training, One Call computer training, other computer training, Supervisory training, Travel expense, dues and subscriptions etc. We are now using more of this training as we get into GIS and the warehouse staff will need to be able to input information supplied by the distribution crews.

No Change from 2012.

515 Advertising

Human Resources

530 Utilities \$26,500

We currently anticipate increased electric costs and the above budget also more closely reflects the 2011 actual expenditure of \$22,924.

Increased by \$5,000.

532 Building & Structure Repair \$8,700

Repairs to overhead doors, automatic gates, furnace, air conditioner, lighting system, etc.

Increase of \$2,200 to paint interior of building.

533 Equipment Repair \$1,000

Fork lift, motors for gates and overhead doors etc.

No Change from 2009, 2010 or 2011 or 2012.

534 Motor Vehicle Repair \$500

No requested increase from 2010 or 2011 or 2012.

558 Other Contractual Service \$7,300

Used for copier maintenance agreement, pest control, software support agreements (Kansas One Call) & storm track. Increase is due to copier rental agreement, new for 2013.

Increased by \$1,300

565 Destination Based Sales Tax \$300

600 Office Supplies \$1,000

Basic office supplies. A portion of the Cad Technician, Director of Utilities & Assistant Director supplies were added to this line item in 2006. **No change from 2012 budget requests.**

601 Computer Supplies \$400

Print cartridges (use several due to locates) **Cad Technician added in 2006**
No change to this budget request from 2009, 2010 or 2011.

604 Small Tool Expense \$200

No change from 2012.

608 Vehicle Operation \$1,980

Includes gas, tires and tubes.

Increase of \$180

615 Uniforms \$1,700

No change from 2012.

620 Supplies \$4,000

Cleaning materials, brooms, towels, bathroom supplies, freight unloading aids (slings, ropes) etc.
Hand tools and other operating supplies. paint, caulk, grease, lawnmower supplies, weed eater
string, fertilizer, weed eater chemicals.

Decreased from \$4,500 in 2009. No change from the 2010 or 2011, 2012 request.

702 Furniture and equipment \$1,200

New TV DVD player for training and safety film and viewing of sewer tapes.

Increased by \$700

704 Office Equipment \$500

Increased by \$200.

705 Computer \$500

No Change from 2012 request.

710 Equipment \$2,100

Replacement of old refrigerator used for storage of three crews lunches and soft drinks.

Increase is \$2,100.

715 Building Improvements \$1,500

Decrease of \$65,000.

Note;

I have again delayed requesting the addition to our existing building (\$230,000) until the economy improves. The estimate was made by Loyd Builders in 2009 so we will see an increase in the future. We should begin to set aside money for this addition to help protect our equipment from the elements.



CITY OF OTTAWA

April Monthly Financial and Activity Report

Presented to the City Commission
June 4, 2012

TABLE OF CONTENTS

I.	Financial Reports	Page
	Investment Schedule	60
	Combined Statement of Revenue, Expenditures and Cash Balance	61
	Analysis of Local Sales and Compensating Use Tax Receipt	62
	Electric Consumption	63
	Water Consumption	64
II.	City Reports	
	Fire	65
	Human Resources	68
	Information Technology	70
	Planning and Codes Administration	74
	Police Department	77
	Public Works Department	84
	Utilities Department	86
III.	Additional Agency Reports:	
	Library	91
	OFCED	93
	Ottawa Main Street Association	94
	Ottawa Recreation Commission	98

**CITY OF OTTAWA, KANSAS
INVESTMENT SCHEDULE
April 2012**

ID NUMBER	TP	BANK	PURCHASE DATE	MATURITY	current PRINCIPAL	INTEREST RATE(%)	EARNINGS @MATURITY
1009027536	S	GSB	12/08/11	06/07/12	\$ 1,100,000	0.15%	822.74
1009079137	S	GSB	12/15/11	06/14/12	\$ 200,000	0.15%	149.59
7308002176	S	GSB	02/09/12	08/09/12	\$ 500,000	0.15%	373.97
7308002176	S	GSB	02/16/12	08/16/12	\$ 1,400,000	0.15%	1,047.12
20981403	S	ARVEST	03/01/12	02/28/13	\$ 900,000	0.20%	1,795.07
12062409916	S	ARVEST	03/22/12	03/21/13	\$ 500,000	0.20%	997.26
7308002176	S	ARVEST	04/05/12	04/04/13	\$ 600,000	0.20%	1,196.71

Total for period ending: April 2012 \$ 5,200,000 **APY** 0.17%

PREPARED BY: Donna E. Ledom, City Treasurer

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

COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CASH BALANCE

April-12 FUNDS	Beginning	Beginning	Revenue		Transfers		Disbursements				Ending Cash
	Balance 1/1/2011	Balance 4/1/2012	Current Mo.	Year To Date	Current Mo.	Year To Date	Current Mo.	Year To Date	Cur. Mo.	YTD	Balance 04/30/12
GENERAL FUND	1,205,942	1,988,372	372,628	2,721,872	58,385	434,371	668,901	2,611,701	(237,887)	544,542	1,750,484.11
Community Services	5,252	43			10,650	47,056	10,678	52,293	(28)	(5,237)	14.98
Auditorium	25,358	63,760	747	81,797			9,742	52,390	(8,995)	29,407	54,765.26
Airport	4,865				6,720	17,976	6,720	22,841		(4,865)	
Special Park & Recreation	88,383	88,762		6,241			10,887	16,748	(10,887)	(10,508)	77,874.88
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	128,531	1,880	10,533			4,649	15,105	(2,769)	(4,572)	125,762.51
Special Streets	91,339	155,831	205,585	290,513			458	20,894	205,127	269,619	360,958.03
Equipment Reserve	1,175,842	1,009,490	34	12,640			51,780	230,738	(51,746)	(218,098)	957,743.80
Revolving Loan Fund	146,886	147,490	198	802					198	802	147,687.72
Risk Management	290,773	174,897	6	32,204	420,000	420,000	375,729	523,803	44,276	(71,599)	219,173.65
Trails Grant	3,000	3,000									3,000.00
G.O. DEBT	533,193	771,885	25	347,823				109,106	25	238,716	771,909.74
Stormwater Utility		(4,485)					1,144	5,629	(1,144)	(5,629)	(5,629.44)
Water	773,284	839,393	195,253	808,964	(183,207)	(231,008)	156,443	656,243	(144,396)	(78,286)	694,997.44
Wastewater Operating	678,935	835,776	190,954	757,475	(148,914)	(289,211)	113,286	382,669	(71,247)	85,595	764,529.77
Electric Operating	4,127,412	4,399,122	1,147,196	4,693,298	(322,420)	(468,317)	1,006,309	4,134,805	(181,533)	90,177	4,217,588.55
Power Supply Fund	929,833	985,994	30	102,856				46,666	30	56,190	986,023.49
Electric Construction	2,569,011	2,354,905	383	2,134				215,856	383	(213,723)	2,355,287.91
Utility Credits	139,983	118,430	2,252	(18,900)			223	624	2,029	(19,524)	120,458.89
US 59 Turnback	(1,639)	(0)		1,639						1,639	(0.00)
Airport Hangars 2009-2010	20,318	(0)		840,990	26,839	72,438	26,839	933,746		(20,318)	(0.00)
Sidewalk Grant 15th Street	0	(77,700)	25,137	141,278			29,123	222,964	(3,986)	(81,686)	(81,685.66)
Love's Grainger TIF	0	17,552		349,491		(324,000)	62	8,001	(62)	17,490	17,490.03
South HWY 59 TDD	(0)	904	483	1,388					483	1,388	1,387.51
East Side Interceptor	(0)	(96,252)					59,648	155,900	(59,648)	(155,900)	(155,899.85)
Levee Improvement	0	(35,127)			45,125	45,125	9,998	45,125	35,127		0.00
TIF PROJECT FUND	2,901	13,210	0	10,309					0	10,309	13,210.31
Airport Improvements		(5,000)					(5,000)		5,000		
Sidewalk Improvements	0	(19,323)			23,906	23,906	4,584	23,906	19,323		0.00
Airport Improvements Grant	(8,471)	(23,795)					18,207	33,530	(18,207)	(33,530)	(42,001.03)
Health Insurance	1,713,703	1,785,608	199,164	827,173			160,239	716,343	38,926	110,830	1,824,533.41
WWTP Funding	552,034	379,860	20	126	62,916	251,664		361,027	62,936	(109,238)	442,795.92
Total	15,198,470	16,007,361	2,341,975	12,400,805			2,720,647	11,970,587	(378,672)	430,218	15,628,688.75

ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

April-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		1,042,281			
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	343,298	353,985	346,390	331,507	333,924	356,259			\$ 22,334.29	6.69%
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		2,264,114			
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	787,316	830,528	792,968	723,231	732,177	771,855			\$ 39,678.10	5.42%
ANNUAL TOTAL	2,480,374	2,501,171	2,316,469	2,258,763	2,362,868					
CITY/CO. TO DATE	1,130,614	1,184,513	1,139,358	1,054,737	1,066,102	1,128,114	Tot YTD	Budget		5.82%
TOTAL	3,527,966	3,597,203	3,341,202	3,300,341	3,442,528			3,320,486	\$ 1,106,828.67	1.92%

CITY OF OTTAWA

April 2012

ELECTRIC CONSUMPTION REPORT

		METERS	CURRENT KWH	YTD KWH	CURRENT \$	YTD \$	UNIT COST	
SMALL BUS, URBAN	THIS YR	561	824,518	3,399,436	\$97,736.02	\$402,978.62	.118537	.118542
	LAST YR	564	828,225	3,808,809	\$89,555.85	\$412,212.36	.108129	.108226
SMALL BUS, RURAL	THIS YR	7	3,719	20,804	\$552.44	\$2,868.38	.148545	.137876
	LAST YR	8	7,035	34,973	\$867.21	\$4,207.43	.123270	.120305
LARGE POWER	THIS YR	108	4,734,935	17,944,069	\$485,117.17	\$1,847,595.18	.102454	.102964
	LAST YR	106	4,907,285	18,306,558	\$446,574.23	\$1,726,287.43	.091002	.094298
RES URBAN	THIS YR	5,098	2,946,638	14,069,020	\$354,968.94	\$1,672,672.51	.120465	.118890
	LAST YR	5,120	3,161,765	16,269,698	\$345,413.30	\$1,767,400.04	.109246	.108631
RES RURAL	THIS YR	10	5,573	30,275	\$746.38	\$3,887.28	.133927	.128399
	LAST YR	9	7,616	34,828	\$886.81	\$4,038.26	.116440	.115948
SCHOOL/CITY	THIS YR	114	1,186,118	4,735,823	\$97,344.21	\$366,314.81	.082069	.077349
	LAST YR	123	1,154,452	4,719,545	\$83,026.69	\$326,053.58	.071918	.069085
AREA LIGHTS	THIS YR	304	22,800	91,125	\$5,342.69	\$21,384.01	.234328	.234666
	LAST YR	301	22,575	90,825	\$5,053.19	\$20,478.58	.223840	.225472
STREET LIGHTS	THIS YR	14	38,579	177,598				
	LAST YR	14	43,192	184,025				
CURRENT TOTALS		6,216	9,762,880	40,468,150	\$1,041,807.85	\$4,317,700.79	.106711	.106693
LAST YEAR TOTALS		6,245	10,132,145	43,449,261	\$971,377.28	\$4,260,677.68	.095870	.098060
PERCENT CHANGE		1.00 %	.96 %	.93 %	1.07 %	1.01 %		
CONSUMER SALES KWH			9,762,880	40,468,150				
NET ENERGY/LOAD			10,501,634	43,226,414				
ENERGY ACCOUNTED FOR			9,762,880	40,468,150				
KWH LOSS			738,754	2,758,264				

CITY OF OTTAWA

April 2012

WATER CONSUMPTION REPORT

		METERS	CURRENT CCF	YTD CCF	CURRENT \$	YTD \$	UNIT COST	
RURAL SMALL BUS	THIS YR	4	32	124	\$238.92	\$939.16	7.466250	7.573870
	LAST YR	4	45	205	\$258.57	\$1,156.21	5.746000	5.640048
LARGE BUSINESS	THIS YR	99	6,312	23,737	\$32,033.72	\$123,666.53	5.075050	5.209863
	LAST YR	97	6,015	21,981	\$29,689.07	\$111,378.58	4.935838	5.067038
SCHOOLS	THIS YR	31	1,434	4,735	\$7,207.50	\$25,197.27	5.026150	5.321493
	LAST YR	32	1,436	4,478	\$7,007.31	\$23,232.76	4.879742	5.188200
WHOLESALE	THIS YR	4	10,776	42,055	\$22,228.43	\$87,057.00	2.062771	2.070074
	LAST YR	4	15,649	49,485	\$30,063.39	\$96,381.23	1.921106	1.947685
STATE FEE	THIS YR				\$852.75	\$3,291.55		
	LAST YR				\$840.91	\$3,384.69		
RURAL LARGE BUS	THIS YR	2	837	2,877	\$3,725.63	\$13,607.27	4.451170	4.729673
	LAST YR	2	784	2,776	\$3,409.96	\$12,696.64	4.349438	4.573717
CITY	THIS YR	42	1,247	5,278	\$2,456.11	\$10,383.39	1.969615	1.967296
	LAST YR	41	1,281	5,843	\$2,476.97	\$10,715.44	1.933622	1.833893
RESIDENCE	THIS YR	4,442	22,284	87,326	\$98,734.45	\$389,973.42	4.430732	4.465719
	LAST YR	4,434	21,485	90,222	\$92,306.93	\$373,829.19	4.296343	4.143437
RURAL RES	THIS YR	3	10	42	\$103.31	\$418.74	.331000	9.970000
	LAST YR	3	10	52	\$98.39	\$425.00	9.839000	8.173076
BULK	THIS YR	1	169	632	\$1,024.48	\$4,315.65	6.062011	6.828560
	LAST YR	1	130	587	\$609.00	\$2,972.93	4.684615	5.064616
SMALL BUSINESS	THIS YR	477	3,740	14,404	\$17,101.47	\$66,665.99	4.572585	4.628297
	LAST YR	483	4,280	16,709	\$17,404.44	\$68,346.62	4.066457	4.090407
CURRENT TOTALS		5,105	46,841	181,210	\$185,706.77	\$725,515.97	3.964620	4.003730
LAST YEAR TOTALS		5,101	51,115	192,338	\$184,164.94	\$704,519.29	3.602952	3.662923
PERCENT CHANGE		1.00 %	.92 %	.94 %	1.01 %	1.03 %		
CONSUMER SALES CCF			46,841	181,210				
TREATED WATER GAL			45,410,000	172,102,000				
WATER ACCOUNTED FOR-GAL			35,037,068	135,545,080				
WATER LOSS			10,372,932	36,556,920				

OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS



Jeff Carner
Fire Chief

Monthly Report April, 2012

Calls for Service: The department responded to 121 calls for service and experienced an estimated \$600 in fire loss.

Inspections: A total of 75 business and residential inspections were completed.

Training: Shift personnel conducted 513 hours of training with most of these hours associated with vehicle collisions and techniques of stabilization and extrication. We hosted a regional class dealing with this topic and had a total of 49 participants from several surrounding states.

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

Respectfully submitted,

Jeff H. Carner

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

Ottawa Fire Department

Incident Type Report (Summary)

Alarm Date Between {04/01/2012} And {04/30/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	0.82%	\$100	16.66%
113 Cooking fire, confined to container	1	0.82%	\$0	0.00%
118 Trash or rubbish fire, contained	1	0.82%	\$0	0.00%
131 Passenger vehicle fire	1	0.82%	\$500	83.33%
140 Natural vegetation fire, Other	1	0.82%	\$0	0.00%
	5	4.13%	\$600	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	72	59.50%	\$0	0.00%
	72	59.50%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	2	1.65%	\$0	0.00%
461 Building or structure weakened or collapsed	1	0.82%	\$0	0.00%
462 Aircraft standby	2	1.65%	\$0	0.00%
	5	4.13%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	0.82%	\$0	0.00%
551 Assist police or other governmental agency	1	0.82%	\$0	0.00%
553 Public service	1	0.82%	\$0	0.00%
561 Unauthorized burning	1	0.82%	\$0	0.00%
	4	3.30%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	1	0.82%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en	5	4.13%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	1.65%	\$0	0.00%
631 Authorized controlled burning	17	14.04%	\$0	0.00%
	25	20.66%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	1	0.82%	\$0	0.00%
733 Smoke detector activation due to	3	2.47%	\$0	0.00%
743 Smoke detector activation, no fire -	4	3.30%	\$0	0.00%
744 Detector activation, no fire -	1	0.82%	\$0	0.00%
745 Alarm system activation, no fire -	1	0.82%	\$0	0.00%

Ottawa Fire Department

Incident Type Report (Summary)

Alarm Date Between {04/01/2012} And {04/30/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	10	8.26%	\$0	0.00%

Total Incident Count: 121

Total Est Loss:

\$600

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

TRAINING/EDUCATION:

4/4 - 4/5/2012 Competent Person for Trench and Confined Space training was conducted by Midwest Fire Training Associates in Ottawa; 12 employees attended Competent Person training and 18 employees attended Confined Space training.

4/13/2012 HR Director attended 1-day seminar in Kansas City, sponsored by International Public Management Association for Human Resources (IPMA-HR)

4/26/2012 Supervisor Training was held on "Avoiding Discrimination and Harassment in the Workplace", presented by Joanna Wright of Cretcher Heartland, via webinar

PERSONNEL MANAGEMENT:

4/12/2012 Employee Benefits Committee heard results of first 6-months utilization of the Tria Health program (formerly WellTrak). This is a medication management program offered through our prescription benefits plan in which pharmacists provide confidential care to ensure patient's medications are safe, affordable, and effective. A number of drug therapy problems were identified and eliminated, and cost-saving alternatives were recommended for others.

HR Director continues to assist the Ottawa Public Library with Library Director recruitment and screening process.

EMPLOYEE RECRUITMENT/SELECTION:

Assistant Municipal Court Clerk, Part-Time: Position posted 4/5/2012, closed 4/22/2012; 58 applications received; interviews will be scheduled in May.

Clerk I: Position posted 4/30/2012, closes 5/13/2012.

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 will be scheduled for interviews in May.

Seasonal Worker: Position posted 4/30/2012, closes 5/6/2012.

Service Technician: Position posted 4/30/2012, closes 5/6/2012.

Hiring Freeze: Five 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 three are funded from Utility Funds (Account Clerk in Finance Dept, Maintenance Worker in Utilities Dept./Water Distribution/Wastewater Maintenance Division, and CAD Operator in Utilities Dept.)

RISK MANAGEMENT/LOSS CONTROL:

4/24/2012 Safety Committee held meeting at Streets Barn; reviewed one accident since last meeting; heard update on Safety & Wellness Day being planned for September;

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); awaiting final payment from EMC

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.

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:

3/27/2012 City-owned vehicle was legally parked when unknown vehicle struck left front fender and left scene without reporting; damage estimate \$936.80; repairs completed, costs paid from Risk Management; FILE CLOSED.

4/17/2012 Utility vehicle driving over wooden bridge in alley between Cedar and Hickory, north of Logan; driver side rear wheel broke through bridge; while attempting to raise truck, rear light bar was damaged; damage estimate \$400.

WORK INJURIES:

No injuries to report in April.

Ottawa Information Technology (IT) Department

Date: May 14, 2012

To: Richard Nienstedt, City Manager and City Commission

From: Chuck Bigham, IT Director

Subject: April Monthly Report

IT Trouble Tickets & Other-

27 new calls for Service logged, 22 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- Quarterly Image Award, Legislative Coffee, Eggs and Issues, City and County Commission, NASA news and information, Pentagon Recon, OHS Prom Walk.

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

Web Site

Began to edit and organize the new website.

7 News articles posted, Upcoming events continually updated.

Videos posted include, 2 City Commission, 1 Legislative Coffee.

FaceBook-

Updates Provided- Videos Posted (same as website). 7 News Articles Linked. 3 new Photo Albums of Power Plant Equipment, City Park Bridge dedication and Ottawa Municipal Airport reconstruction . All questions and comments have been distributed and resolved.

Total Likes: 602 See attached graphs

Other Activities-

Created press release and sent to KOFO and Herald regarding the Live Streaming channel now available on our website and on u-stream. Filmed 4 interviews at the Chamber. Those have been edited and are going to air periodically throughout the next month or two. Filmed and took photos at OHS prom.

Show: Ottawa Kansas Government Access Channel Live
Period: April 1, 2012 - May 2, 2012

Breakdown		
Days	Unique viewers	Viewer hours
April 3, 2012-	4	0.63
April 4, 2012-	9	3.58
April 10, 2012-	15	6.57
April 16, 2012-	3	0.84
April 18, 2012-	19	2.71
April 24, 2012-	13	7.48
April 26, 2012-	9	1.05
Total		
Days	Unique viewers	Viewer hours
	72	22.85



City of Ottawa Kansas

Timeline

Liked

04/01/2012 - 05/01/2012

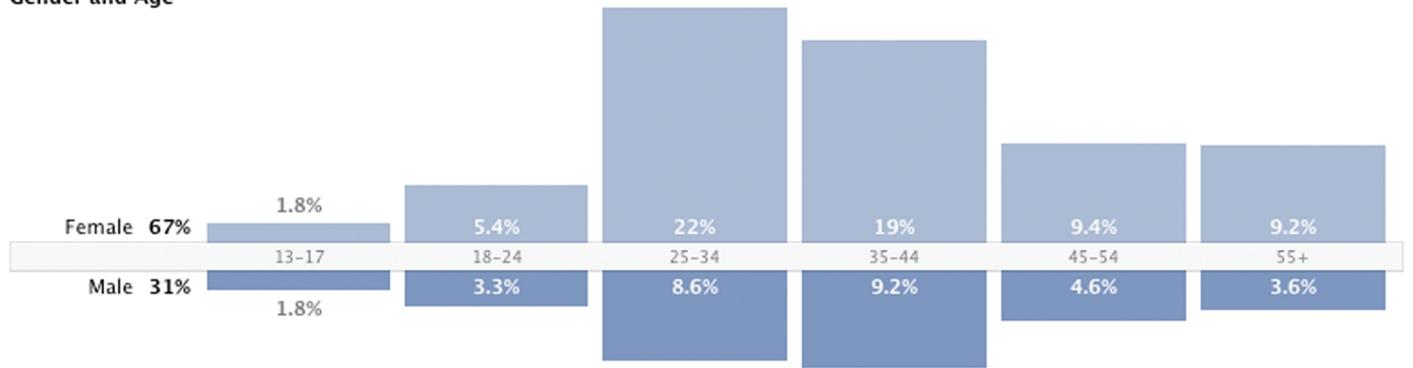
Export Data



People Who Like Your Page (Demographics and Location)

See Likes

Gender and Age?



Countries?

- 597 United States of America
- 1 United Kingdom
- 1 India
- 1 Japan
- 1 Canada
- 1 Afghanistan

Cities?

- 348 Ottawa, KS
- 16 Topeka, KS
- 15 Wellsville, KS
- 14 Lawrence, KS
- 10 Kansas City, MO
- 9 Princeton, KS
- 8 Pomona, KS
- 7 Richmond, KS
- 7 Rantoul, KS
- 6 Olathe, KS
- 6 Baldwin City, KS
- 5 Overland Park, KS
- 5 Kansas City, KS
- 4 Garnett, KS
- 4 Gardner, KS
- 4 Osawatomie, KS
- 4 Wichita, KS
- 4 Saint Paul, MN
- 2 Williamsburg, KS
- 2 Mustang, OK

Less

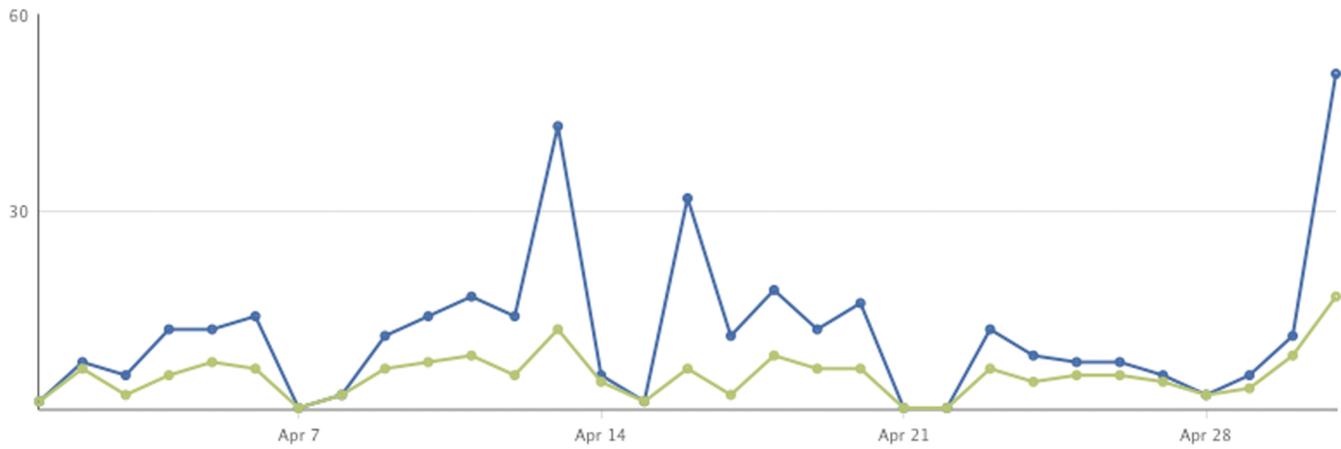
Languages?

- 587 English (US)
- 18 English (UK)
- 3 Spanish

Visits to Your Page

Page Views

Page Views? Unique Visitors?



Total Tab Views?

301 timeline

13 Photos

3 Events

3 Information

2 likes

1 page_map

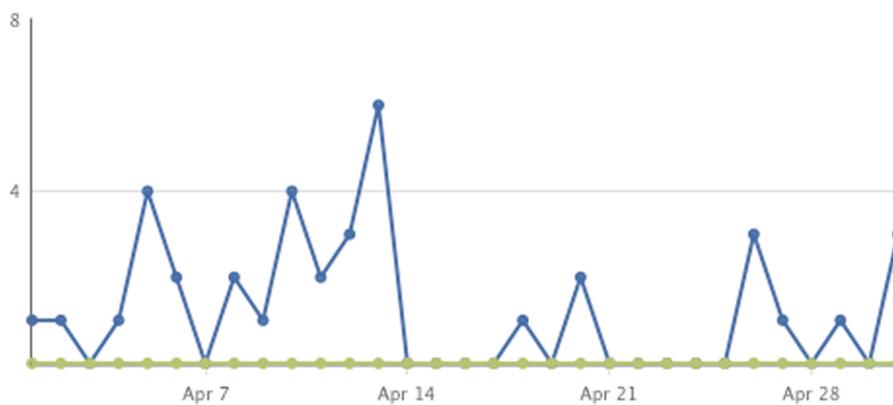
1 allactivity

External Referrers?

4 google.com

Where Your Likes Came From

New Likes? Unlikes?



Like Sources?

20 Facebook Recommendations?

8 On Page?

4 Mobile?

2 Third-Party Apps?

1 On Hover?

1 Timeline?

1 Search Results?

PLANNING & CODES DEPARTMENT April 2012 MONTHLY REPORT

Planning Commission:

Reviewed and made recommendations on a rezone at 9th & Main. Began discussions of modifications to the sign regulations.

Projects:

15th Street Sidewalk: This project is completed. In May we will have a ribbon cutting.

Safe Routes to School: Anticipate a June bid letting by KDOT.

Deck Workshop: Staff presented a deck workshop for the public, had 8 attendees, who were given certificates for a free deck permit for participating.

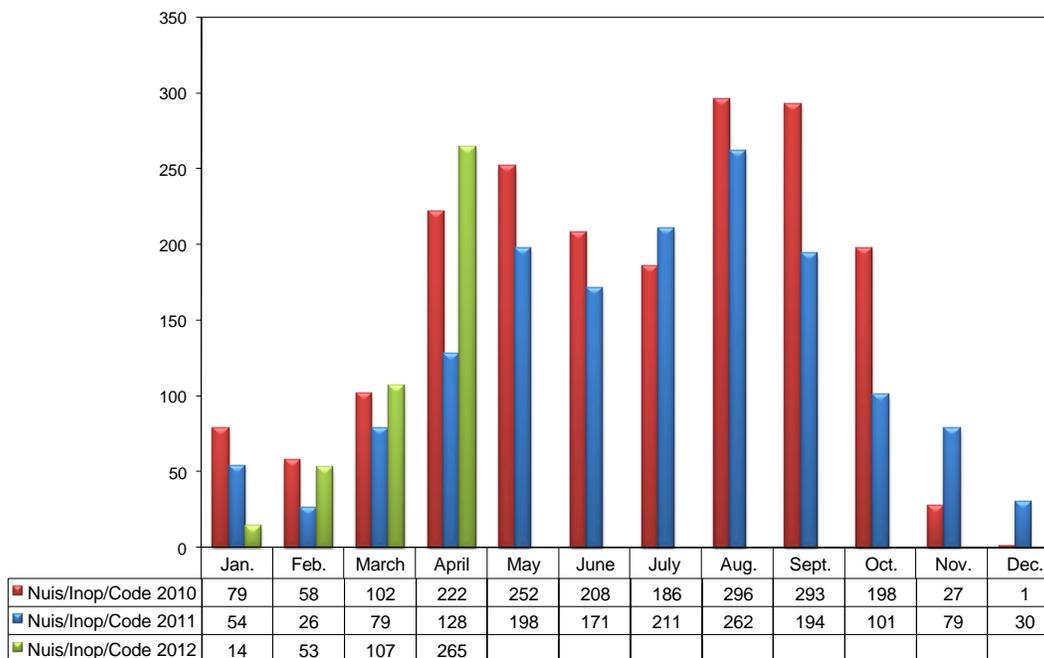
Condemnations:

The contractor has begun demolition of the structure with an anticipated completion in June.

Code Enforcement:

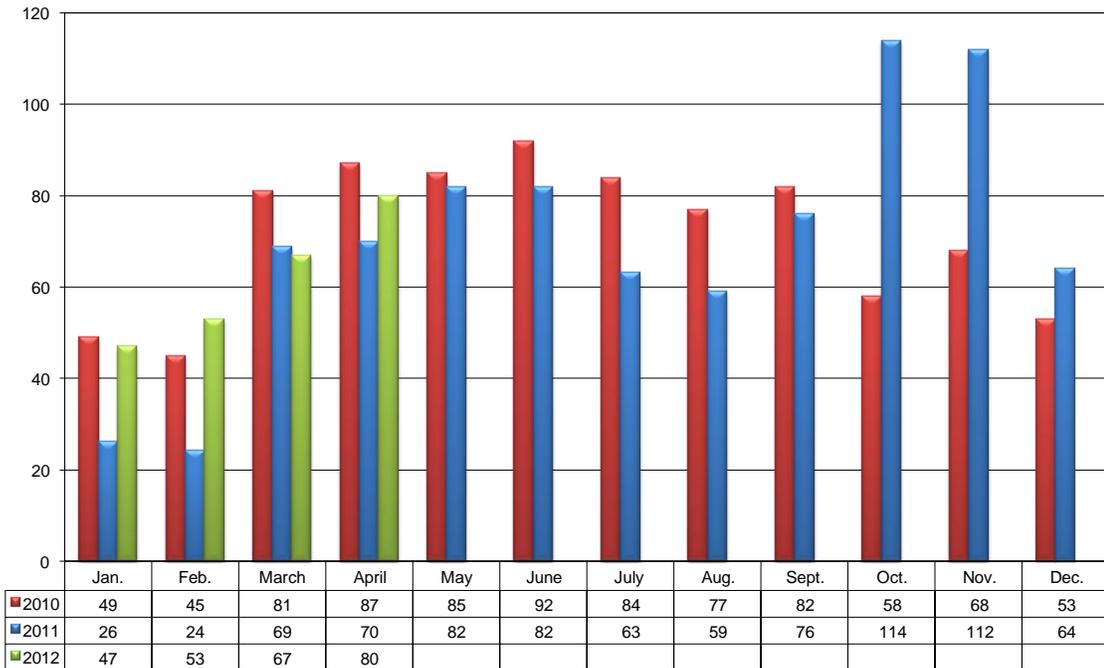
The Codes Officer worked three days a week in April checking complaints and has completed his annual survey of the community. He will begin working 4 days a week in May.

Nuis/Inop/Code Correspondence Sent Monthly

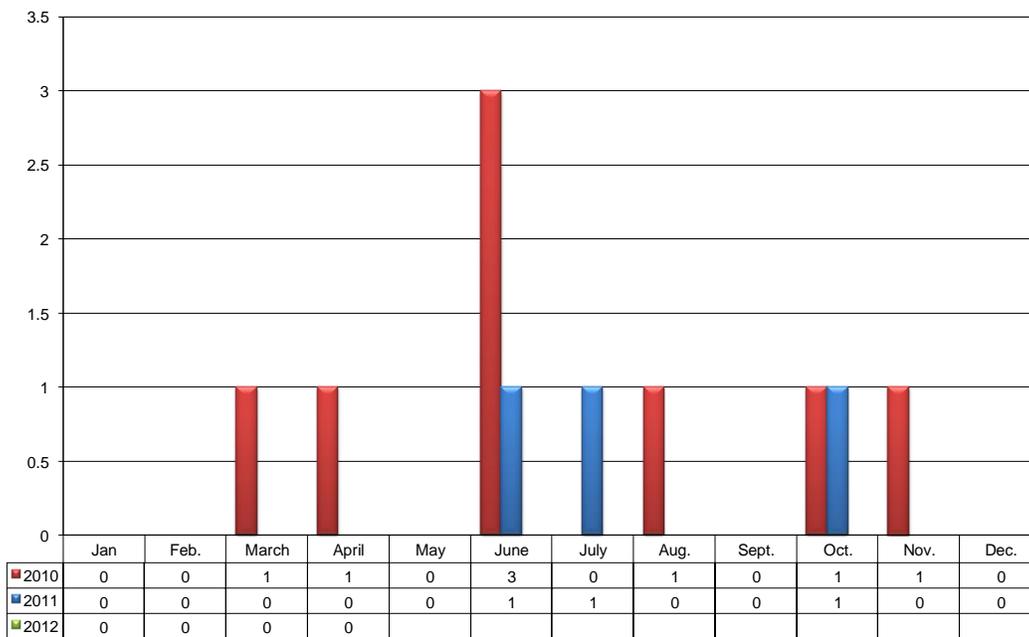


Permits:

Non-Residential Permits Issued

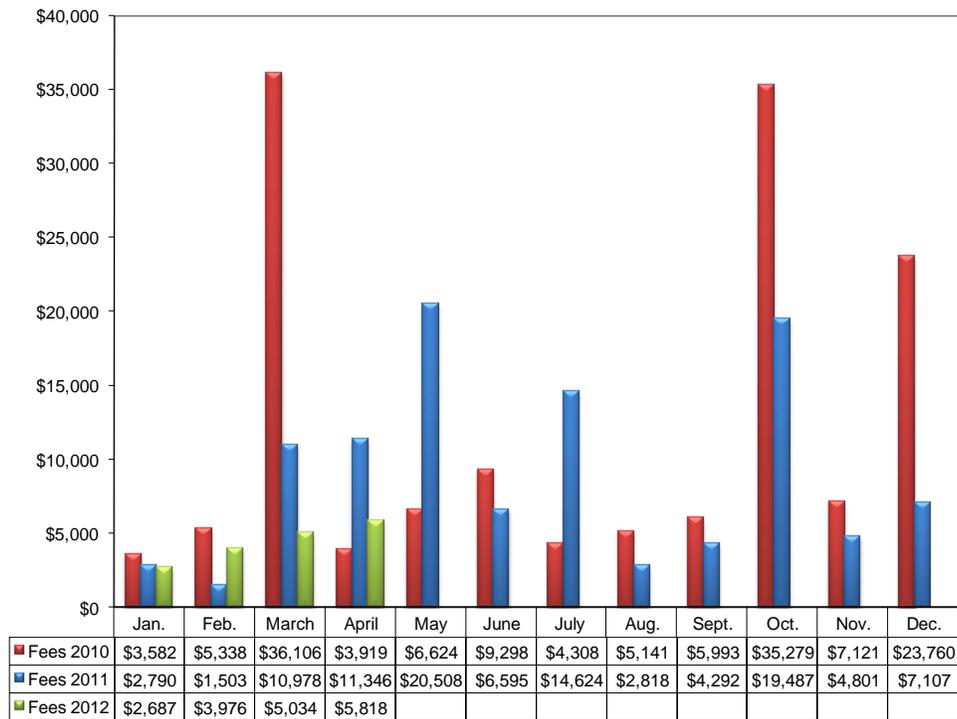


Residential Permits Issued



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:	\$ 17,515
Planning fees to date:	<u>\$ 875</u>
Total received to date:	\$ 18,390

*Police Department
City of Ottawa, Kansas*

MEMORANDUM

DATE: MAY 3, 2012

TO: RICHARD U. NIENSTEDT, CITY MANAGER

FROM: DENNIS P. BUTLER, CHIEF OF POLICE

SUBJECT: APRIL MONTHLY REPORT

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

- Officer Allsbrooks released to solo patrol
- Records Management System Users' meeting
- DUI Presentation at OHS
- Seatbelts Are For Everyone (SAFE) final survey at OHS—Usage increased from 60% to 80%!
- 2013 Budget Preparation
- Accreditation work ongoing
- Records Management System Users' Meeting
- Silent Siren Advisory Board Meeting
- 7th Annual Volunteer Appreciation Ceremony
- Franklin County Safety Awareness Day
- Batterer's Intervention Program Advisory Board Meeting
- Volunteers in Police Service (VIPS) and Reserve Police Officers provided 84 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 written test and agility course

I will be happy to answer any questions.

Thank you.

Police Department
City of Ottawa, Kansas
 MEMORANDUM

DATE: MAY 8, 2012
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: APRIL 2012 ENFORCEMENT STATISTICS

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

000 VOIDED TICKET	2	195 DRIVE IN VIOLATION OF RESTRICTIONS	1
013 DISOBEY TRAFFIC SIGNAL	1	198 ILLEGAL TAG	4
024 ACCIDENT INVOLVING DAMAGE	1	200 KNOWINGLY OPER W/O INSURANCE	21
026 DUTY UPON STRIKING UNATT VEH	1	182A NO SEAT BELT	1
029 RECKLESS DRIVING	1	CH10 INOPERABLE VEHICLE	2
030 DUI	1	13210 SPEEDING SCHOOL ZONE	2
031 FLEE & ELUDE	1	13311 2 HOUR PARKING	18
033 SPEEDING	23	182.1 SEATBELT	25
042 PASSING ON LEFT W/O CLEARANCE	1	3-213 KEEPING VICIOUS ANIMAL	2
046 IMPROPER DRIVING LANED ROAD	1	3-302 DOG VACCINATION REQUIREMENTS	4
059 FAIL TO YIELD STOP/YIELD SIGN	3	3-303 DOG CITY REGISTRATION FEES	4
085 PARKING/STANDING/STOPPING	1	3-309 DOG RUNNING AT LARGE	4
089 ILLEGAL PARKING	1	38202 POSSESSION OF PARAPHERNALIA	1
096 PARKING IN NO PARKING ZONE	1	4-315 POSSESSION CMB UNDERAGE	2
104 INATTENTIVE DRIVING	7	38-601 THEFT	6
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	1	38-606 CRIMINAL DAMAGE TO PROPERTY	2
125 DRIVE ACROSS LAWN	1	38-702 OBSTRUCTING LEGAL PROCESS	2
146 DEFECTIVE HEADLAMPS	1	38-901 DISORDERLY CONDUCT	1
182 CHILD PASSENGER SEATS	1	381202 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
192 NO OPERATOR LICENSE	1	381208 UNLAWFUL POSSESSION OF PROHIBITED SUBSTA	2
193 NO LICENSE IN POSSESSION	1	CH10-6 NUISANCE	3
194 SUSPENDED OPERATORS LICENSE	10		

Report Total: ** 171

41 Charges were filed through County Attorney's office:

4 Domestic Battery	2 Agg Assault/Battery	4 Battery	
0 Burglary	3 Criminal Damage	1 D.U.I.	
4 Theft	2 Traffic	1 Endangering Child	
1 Liquor Violations	0 Prescription Drugs	11 Misc. Charges	8 Possession Drugs/Paraphenalia

ADULT AND JUVENILE CRIMINAL ARRESTS PART ONE ARRESTS	APR 2012		APR 2011	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	1	0	0	0
Burglary	0	0	1	0
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Theft	9	0	4	0
Theft: Auto	0	0	0	0
Sub Total Part One Arrests	10	0	5	0

REPORTED CRIMES PART ONE OFFENSES	APR 2012		APR 2011	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	1	1	0	0
Assault: Aggravated (Agg Battery)	4	2	0	0
Burglary	4	3	12	9
Murder	0	0	0	0
Rape	1	1	0	0
Robbery	0	0	0	0
Theft	34	26	34	24
Theft: Auto	0	0	1	1
Sub Total Part One Crimes	44	33	47	34

OTHER ARRESTS	ADULT	JUVENILE	ADULT	JUVENILE
Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	1	2	2	0
Battery: Domestic	3	0	2	0
Battery: LEO	1	0	1	0
Criminal Damage Property	5	0	1	0
Criminal Threats	0	0	1	0
Disorderly Conduct	2	0	2	0
Driving Under Influence	2	0	11	0
Drug Offense Arrests	10	2	14	1
Forgery	0	0	1	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	0	1	0
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	3	1	1	0
Phone Harassment	0	0	0	0
Sexual Offense Arrests	0	0	0	0
Suicide	0	0	0	0
Vehicle Related Arrests	30	1	34	3
All Other Arrests	32	1	39	0
Sub Total	89	7	110	4

OTHER CRIMES	REPORTED	INACTIVE	REPORTED	INACTIVE
Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	8	5	4	4
Battery: Domestic	8	7	7	6
Battery: LEO	1	1	1	1
Criminal Damage Property	10	8	8	6
Criminal Threats	0	0	1	1
Disorderly Conduct	3	2	2	2
Driving Under Influence	2	2	11	11
Drug Offenses	12	12	12	12
Forgery	0	0	6	2
Homicide	0	0	0	0
Juvenile Offenses	4	4	4	4
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	4	4	1	1
Phone harassment	0	2	0	0
Sex Offenses	1	1	1	0
Suicide	5	5	7	7
Vehicle Related Offenses	33	33	41	41
All Other Offenses	45	42	48	44
TOTAL CRIMES	136	128	154	142

TOTAL ARRESTS **106** **119**

OTHER ACTIVITIES			
Calls for Service	1048		953
Traffic Accidents	13		16
Warrants Served	22		30
TOTAL INCIDENTS / CALLS FOR SERVICE	1263		1200

ANIMAL CONTROL

ACTIVITY	Apr-12	Apr-11	Yr to Date
Domestic animals taken to shelter	3	3	24
Animals taken to the Shelter (OTHER OFFICER)	12		49
Dead animals (wild) collected	5	21	21
Dead animals (domestic) collected	6	0	13
Wild animals trapped	10	15	36
Trap usage (days)	9	47	67
Dog ordinance violation citation	0	6	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	48	84	218

FINES

COURT FEES

2012	Violation
January-12	\$23,392.00
February-12	\$28,817.40
March-11	\$23,791.54
March-12	\$29,594.20
April -11	19,210.81
April-12	\$26,118.00

Misc.	Ct. Costs [\$75.00]	LET Fee [\$20.00]	Ct. Trng. [\$.50]	Fee Totals	Combined Total
\$2,780.30	\$6,097.50	\$1,272.12	\$48.38	\$10,198.30	\$33,590.30
\$930.00	\$6,701.00	\$1,412.12	\$53.88	\$9,097.00	\$37,914.40
\$485.50	\$7,389.75	\$1,565.47	\$59.28	\$9,500.00	\$33,291.54
\$1,347.98	\$9,548.50	\$1,977.49	\$74.01	\$12,947.98	\$42,542.18
\$254.50	\$6,344.00	\$1,856.00	\$55.00	\$8,509.50	\$27,720.31
\$162.00	\$5,408.50	\$1,157.00	\$42.50	\$6,770.00	\$32,888.00

MUNICIPAL COURT	
CASES FILED	March, 2012
Crimes against persons	1
Crimes against property	8
Driving Under The Influence	1
Fleeing a Police Officer	0
Other Crimes	18
Reckless Driving	1
Traffic Violations	75
TOTAL CASES FILED	104
COURT REVENUES	
(fines & court costs)	\$31,526.50
CASE DISPOSITIONS	
Bond forfeitures	0
Dismissals	8
Diversion agreements	3
Guilty pleas	112
Trials (on pleas of not guilty)	4
TOTAL CASES CLOSED	127

~~ 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 fund 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:
 JDFF \$2.00
 Trauma \$1.00
 CVA \$0.50
 PFA \$0.50
 KPOST \$2.50

From: Jessica Lemons [mailto:jlemons@ottawapd.org]
Sent: Thursday, May 10, 2012 4:34 PM
To: Leslie Quillen
Cc: Randy Allan
Subject: Correction / Animal Control totals

Leslie,

We have made some minor corrections to the Animal Control Activity. Enclosed you will find January, February, March & April 2012 corrected version of the PD Monthly report for the City Commissioners. Thank you.

ANIMAL CONTROL

ACTIVITY	Jan-12	Jan-11	Yr to Date
Domestic animals taken to shelter	6	2	6
Dead animals (wild) collected	13	12	13
Dead animals (domestic) collected	2	1	2
Wild animals trapped	4	6	4
Trap usage (days)	13	30	13
Dog ordinance violation citation	3	0	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	66	73	66

ANIMAL CONTROL

ACTIVITY	Feb-12	Feb-11	Yr to Date
Domestic animals taken to shelter	9	2	15
Dead animals (wild) collected	6	5	19
Dead animals (domestic) collected	1	2	3
Wild animals trapped	16	7	20
Trap usage (days)	21	22	34
Dog ordinance violation citation	0	0	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	49	25	115

ANIMAL CONTROL

ACTIVITY	Mar-12	Mar-11	Yr to Date
Domestic animals taken to shelter	23	13	38
Dead animals (wild) collected	3	12	22
Dead animals (domestic) collected	4	1	7
Wild animals trapped	6	26	26
Trap usage (days)	24	69	58
Dog ordinance violation citation	0	3	3
Cruelty to animal violation	0	1	0
Calls for service (non-trap)	55	81	170

ANIMAL CONTROL

ACTIVITY	Apr-12	Apr-11	Yr to Date
Domestic animals taken to shelter	12	3	50
Dead animals (wild) collected	5	21	27
Dead animals (domestic) collected	6	0	13
Wild animals trapped	10	15	36
Trap usage (days)	9	47	67
Dog ordinance violation citation	0	6	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	48	84	218

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: (April 2012) Monthly Activity Report/Public Works Projects Update
DATE: May 3, 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 has commenced 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.

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. Significant crew time was spent in preparing for the “periodic inspection” of the levee by the US Army Corps of Engineers, and accompanying the USACE team during the inspection. These “significant” inspections are intended to occur every 5 years, but this was the first one conducted since the 1970’s. The final report of the inspection is anticipated to be received late in the summer. The annual crack sealing effort was commenced late in March, and will continue as weather permits through the summer. Construction of a sidewalk and associated ramps fronting city properties along Beech Street commenced late in the month, and are scheduled to be completed by early July. Other routine maintenance activities were completed during the month, with particular emphasis on mowing during the early season growth spurt.

Street Rehabilitation. Efforts are under way to initiate the annual program. The City Commission considered bids received for the Slurry Seal program, approving the low bid at their meeting on May 2nd. The contractor submitting the low bid was Vance Brothers (Kansas City, MO). The Commission continues to evaluate the list of potential street sections being considered for Mill & Overlay.

Stormwater Utility. The Commission authorized the final elements of the Stormwater Utility during the month. Staff is 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 April 2012 there were 21 equipment repairs and 13 preventive maintenance services completed by Garage personnel. One warranty repair was completed by an outside vendor.

MEMORANDUM: Public Works Projects Update (p. 2)

May 3, 2012

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

	SPACES SOLD		BURIALS	
	(mo)	(YTD)	(mo)	(YTD)
Highland Cemetery	3	19	5	28
Hope Cemetery	0	0	2	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, and other shrubs and plants will be planted in cooperation with the Main Street Association upon their completing a plan/design. Necessary action to put the swimming pool into operation continues. The pool has been patched and is being painted as this report is prepared. Grounds maintenance activities (mowing) has begun to consume a large portion of the crew's time.

Arbor Day was proclaimed at the first Commission meeting in the month; 5th grade students in Ottawa were recognized for their efforts to compete in the poster contest. Tucker Mace was judged by the Tree Board to have made the best poster, and a tree was planted on April 26th near Sacred Heart School to commemorate Arbor Day and recognize Tucker's winning effort.

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 April 2012 amounted to 38 gallons (CY 2012 to date = 383 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 is ahead of schedule, to date. The weekly Inspector's Report dated April 27th states that the project is approximately 40% complete (cost) and that approximately 27% (days) of the allotted time has been used. As of this report, all of the grading and drainage work has been completed, and the base materials for the concrete runway are in place. The contractor intends to commence the concrete paving on May 14th.

Airspace Protection. The Kansas Department of Transportation made the formal grant offer, which was authorized by the City Commission at their meeting on 7 March. Staff signed submitted the application to KDOT for a total project cost of \$18,865. Of that total amount, the obligation for the City of Ottawa would be \$943.25. The grant documents have been reviewed by KDOT Legal, and have been submitted for signature by the Secretary of Transportation. For the time being the Secretary of Transportation has determined not to sign the documents, which would provide for completing the project.

To: City Manager
From: Jim Bradley
Date: May 2, 2012
Subject: Utilities Project Activities

NORTHEAST SANITARY SEWER PROJECT

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

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

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 appraisals for the required easements have been received and ten of the seventeen have been signed. Two additional easements are apparently being approved, signed and mailed to the Utility Department. Final plans are still being modified. 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.. The final testing will be completed once the remaining unit is completed..

ELECTRIC MASTER PLAN UPDATE

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

Sawvel presented the Electric Master Plan update on April 16th including recommendations for future power supplies for the City. The Utility Department is now pursuing the best avenues of reaching/completing these recommendations. We are currently working with Kansas Municipal Energy Agency on power supplies for KMEA member cities. This work is in conjunction with our Master Plan for power supplies. 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 is being carefully studied. The above item, Electric Master Plan Update, will be removed in the next monthly report and replaced by a Power Supply Committee item. Updates to this will be provided as information becomes available.

SANITARY SEWER MAINTENANCE

Televised 4,370 feet of sanitary sewer lines. Cleaned 2,294 feet of sewer line. Completed six repairs of sanitary sewer line, replaced one manhole ring and lid.

WATER DISTRIBUTION MAINTENANCE

Replaced 186 feet of 6" waterline and 43 feet of 4" waterline.

Ottawa Municipal Power Plant

MONTHLY POWER REPORT April-12

	2012		2011	
	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	-80.812	282.334	-89,597	-331,035
PURCHASED POWER:				
SWPA	351,000	853,000	68,500	2,904,500
KMEA	7,178,400	35,287,400	9,332,000	40,430,000
KCPL	2,639,000	7,597,400	536,800	2,273,700
SUB-TOTAL ENERGY	10,168,319	43,738,082	9,847,703	45,277,165
TOTAL ENERGY (after sales) ¹	10,168,319	43,738,082	9,847,703	45,277,165
INCREASE / DECREASE ² (2012 VS. 2011)	3.26%	-3.40%		
 KILOWATT LOAD				
PEAK DEMAND	24.100	24.100	18.500	24.400
TIME OF PEAK	3:00 PM	3:00 PM	3:00 PM	6:00 PM
DAY OF PEAK	4/2/2012	4/2/2012	4/13/2011	2/8/2011
 ENERGY SALES				
KCPL (supplemental) KWh	0	0	0	0
WRI / Other (supplemental) KWh	0	0	0	0
Nearman Sales KWh ³	0	0	0	0
TOTAL SALES (KWh)	<u>0</u>	<u>0</u>	<u>0</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

APRIL 2012

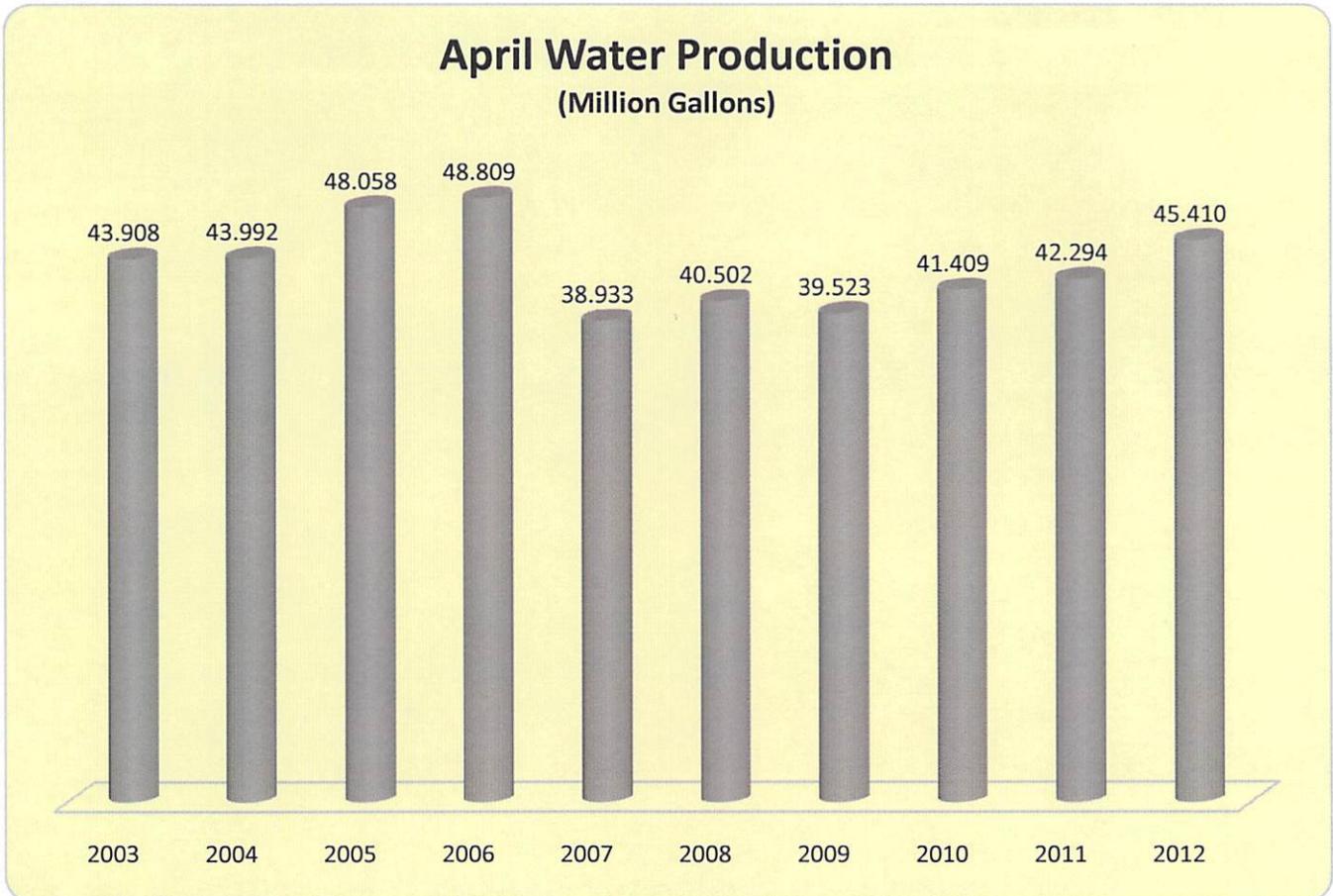
	2012	2011
	This Month	Year To Date
	Same Month	Year To Date
TOTAL FLOW, MG	11.9	78
PEAK DEMAND DAY, MG	0.762	4.564
AVERAGE DAILY FLOW, MGD	0.397	0.643
 AVERAGE PLANT INFLUENT		
BOD5, MG/L	111	106
TSS, MG/L	252.2	192.9
AMMONIA, MG/L	28	18.6
pH, SU	7.53	7.72
 AVERAGE PLANT EFFLUENT		
	(KDHE STD.)	
BOD5, MG/L	(30 MG/L) 2.9	4.6
TSS, MG/L	(30 MG/L) 3.1	3
AMMONIA, MG/L	(8.7 MG/L) 0.42	0.16
pH, SU	(6.0 - 9.0) 7.41	7.58
PERCENT REDUCTION BOD5	91.4	93.9
PERCENT REDUCTION TSS	98.1	98.1
 KWH OF ELECTRIC USED		
Wastewater Plant	125,340	136,460
River Lift Station	3,842	4,541
Logan Lift Station	3,817	5,010
Mulberry Lift Station	3,697	4,514
Princeton Lift Station	1,434	2,419
Rockwood Lift Station	418	382
Pin Oak Lift Station	206	423
Diamond A Lift Station	35	26
Fairway Lift Station	139	431
Rock Creek Lift Station	355	327
TOTAL KWH	139,283	154,533

WATER TREATMENT PLANT PRODUCTION REPORT APRIL 2012

<i>Gallons of Water Produced</i>	2012		2011		<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	48,583,000	177,467,000	44,181,000	175,632,000	1%
Monthly Plant Effluent	45,410,000	172,102,000	42,294,000	166,160,000	3%
Sludge Water Reused	3,566,600	10,298,500	3,134,100	11,248,500	-9%
Average Daily Influent	1,619,433	1,466,669	1,472,700	1,451,504	
Average Daily Effluent	1,513,667	1,422,331	1,409,800	1,373,223	

Weather Information

Total Precipitation	1.77	8.57	2.6	9.56	-12%
Average High Temperature	72	60	67	49	18%
Average Low Temperature	47	35	43	26	26%



OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
4/30/2012							
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget	Budget Balance	
					4/12=33.33%		
	Beginning Cash Balance	3,624.00	213,418.25	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	46.94	171.44	17.14%	-828.56	
304.00	State Aid	6,000.00	5,387.00	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	847.86	4,416.86	33.98%	-8,583.14	
307.00	Copiers & Computers Income	7,000.00	549.90	2,165.50	30.94%	-4,834.50	
308.00	Endowment Interest	8,400.00	0.00	0.00	0.00%	-8,400.00	
313.00	Gift	325.00	50.00	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	0.00	0.00	0.00%	0.00	
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	3.05	35.10	0.00%	-3,509.90	
342.00	Allen Loyd Memorial	0.00	250.00	250.00	0.00%	250.00	
	Total Income	825,931.00	7,134.75	393,533.92	0.00	47.65%	-432,397.08
	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	33,962.07	136,161.27	28.07%	348,845.73	
402.00	Social Security	36,552.00	2,484.64	10,018.51	27.41%	26,533.49	
403.00	KPERS	30,100.00	1,731.45	8,587.81	28.53%	21,512.19	
404.00	Employee Insurance	48,955.00	3,481.21	13,400.05	27.37%	35,554.95	
405.00	Unemployment	493.00	33.42	147.04	29.83%	345.96	
407.00	Worker's Comp	2,700.00	867.00	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	42,559.79	170,670.68	0.00	28.27%	433,136.32
	Materials and Programs						
501.00	Juvenile Books	21,350.00	31.22	3,998.52	18.73%	17,351.48	
502.00	Adult Books	47,898.00	3,841.71	15,195.96	31.73%	32,702.04	
503.00	Periodicals	7,000.00	250.43	5,422.92	77.47%	1,577.08	
506.00	A.V. Materials	20,000.00	860.59	7,062.45	35.31%	12,937.55	
507.00	Programs	3,000.00	141.82	438.20	14.61%	2,561.80	
513.00	Gift	0.00	37.85	381.17	0.00%	-381.17	
518.00	Electronic Access Expenditures	1,000.00	25.61	131.19	13.12%	868.81	
520.00	A.V. Materials-Children	4,000.00	577.10	673.55	16.84%	3,326.45	
	Subtotal Materials and Programs	104,248.00	5,766.33	33,303.96	0.00	31.95%	70,944.04

OTTAWA CHAMBER OF COMMERCE
Statement of Receipts & Expenses-Modified Cash
 January 1 through May 3, 2012

	<u>Jan 1 - May 3, 12</u>	<u>Jan 1 - May 3, 11</u>
Ordinary Income/Expense		
Income		
3330 · OFCED income	34,416.66	30,750.00
3335 · Administrative Income	6,000.00	6,000.00
3810 · Interest Income	69.50	0.00
Total Income	<u>40,486.16</u>	<u>36,750.00</u>
Expense		
4100 · Auto/travel/conference	361.98	325.03
5110 · Advertising	1,092.30	1,357.61
5150 · Dues & publications	249.00	265.50
5250 · Hospitality	58.32	0.00
5300 · Insurance/other	0.00	407.00
5325 · Legal & accounting	3,620.84	0.00
5350 · Operating supplies	166.59	0.00
5351 · Printing	891.15	561.22
5355 · Bank Charges	7.18	0.00
5400 · Postage	118.55	315.80
5450 · Property tax	817.98	0.00
5500 · Repair and maintenance	325.27	384.06
5551 · Payroll taxes/Employee Benefits	2,922.04	3,155.51
5600 · Salaries	18,041.55	20,029.01
5650 · Telephone	478.81	470.42
5700 · Utility	628.16	404.16
Total Expense	<u>29,779.72</u>	<u>27,675.32</u>
Net Ordinary Income	<u>10,706.44</u>	<u>9,074.68</u>
Net Income	<u>10,706.44</u>	<u>9,074.68</u>

Ottawa Main Street Association, Inc.
Statement of Financial Position
As of April 30, 2012 and 2011

	<u>Apr 30, 12</u>	<u>Apr 30, 11</u>
ASSETS		
Current Assets		
Checking/Savings		
1010 · Cash - Checking Account -136425	10,309.84	556.81
1020 · Cash - Loan Fund - IWW -1165925	30,810.27	20,077.53
Total Checking/Savings	<u>41,120.11</u>	<u>20,634.34</u>
Other Current Assets		
1200 · Accounts Receivable - other	97.50	97.50
Total Other Current Assets	<u>97.50</u>	<u>97.50</u>
Total Current Assets	41,217.61	20,731.84
Fixed Assets		
1370 · Flags	0.00	910.83
Total Fixed Assets	<u>0.00</u>	<u>910.83</u>
Other Assets		
1510 · Notes Receivable	70,381.72	80,742.15
1520 · Organizational Costs	1,600.95	1,600.95
Total Other Assets	<u>71,982.67</u>	<u>82,343.10</u>
TOTAL ASSETS	<u>113,200.28</u>	<u>103,985.77</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll Liabilities	649.01	630.57
Total Other Current Liabilities	<u>649.01</u>	<u>630.57</u>
Total Current Liabilities	649.01	630.57
Long Term Liabilities		
2500 · Incentives Without Walls	100,992.46	100,992.46
Total Long Term Liabilities	<u>100,992.46</u>	<u>100,992.46</u>
Total Liabilities	101,641.47	101,623.03
Equity		
3900 · Unrestricted	6,093.20	6,803.86
Net Income	5,465.61	-4,441.12
Total Equity	<u>11,558.81</u>	<u>2,362.74</u>
TOTAL LIABILITIES & EQUITY	<u>113,200.28</u>	<u>103,985.77</u>

Ottawa Main Street Association, Inc.
Statement of Activities
For the One Month Ended April 30, 2012 and 2011

	<u>Apr 12</u>	<u>Apr 11</u>
Ordinary Income/Expense		
Income		
4000 · Dues	1,925.00	0.00
4110 · Contributions - City of Ottawa	2,300.00	2,300.00
4121 · Coupons	20.00	0.00
Total Income	<u>4,245.00</u>	<u>2,300.00</u>
Expense		
6000 · Accounting	100.00	100.00
6020 · Annual Report	135.00	0.00
6030 · Consumable Supplies	-235.00	0.00
6032 · Bank Charges	4.64	4.85
6090 · Phone	65.71	461.55
6100 · Printing/Copying/Postage	22.30	41.25
6110 · Rent	125.00	125.00
6130 · Travel/Hotel/Meals/Training	72.15	0.00
6140 · Wages	1,923.08	2,083.34
6080 · Payroll Tax	323.73	294.87
6151 · City Beautification Expenses	973.57	0.00
Total Expense	<u>3,510.18</u>	<u>3,110.86</u>
Net Ordinary Income	734.82	-810.86
Other Income/Expense		
Other Income		
8000 · Interest Income	41.58	39.10
Total Other Income	<u>41.58</u>	<u>39.10</u>
Net Other Income	<u>41.58</u>	<u>39.10</u>
Net Income	<u><u>776.40</u></u>	<u><u>-771.76</u></u>

Ottawa Main Street Association, Inc.
Statement of Activities
For the Ten Months Ended April 30, 2012 and 2011

	<u>Jul '11 - Apr 12</u>	<u>Jul '10 - Apr 11</u>
Ordinary Income/Expense		
Income		
4000 · Dues	7,252.50	3,260.00
4110 · Contributions - City of Ottawa	23,000.00	23,000.00
4115 · Historical Plaques	0.00	300.00
4118 · WineTasting	4,691.00	0.00
4120 · City Beautification	392.04	0.00
4121 · Coupons	240.00	0.00
4200 · Grant	315.00	0.00
4300 · Fund Raising	0.00	160.00
Total Income	<u>35,890.54</u>	<u>26,720.00</u>
Expense		
6000 · Accounting	550.00	500.00
6010 · Advertising	0.00	80.00
6020 · Annual Report	325.00	40.00
6021 · Annual Meeting	225.00	0.00
6030 · Consumable Supplies	115.01	185.61
6032 · Bank Charges	78.59	45.77
6040 · Depreciation	910.83	1,644.29
6060 · Memberships/Subscriptions	355.00	550.00
6090 · Phone	515.82	831.74
6095 · Meet & Minge	137.10	0.00
6100 · Printing/Copying/Postage	344.45	338.37
6110 · Rent	1,250.00	1,250.00
6130 · Travel/Hotel/Meals/Training	989.34	1,597.07
6131 · National and state convention	184.23	0.00
6135 · Sales Tax	307.00	0.00
6140 · Wages	15,464.78	20,833.40
6080 · Payroll Tax	1,940.44	1,674.77
6145 · Fund raising expenses	280.00	53.96
6147 · Wine tasting expenses	774.49	0.00
6148 · Building Plaques	0.00	1,896.90
6150 · Beer Tasting expenses	1,484.14	0.00
6151 · City Beautification Expenses	3,605.15	0.00
6152 · Fusion expenses	731.29	0.00
6153 · Ottawa Victorian Christmas	100.00	0.00
6154 · Home and Garden Show	45.00	0.00
Total Expense	<u>30,712.66</u>	<u>31,521.88</u>
Net Ordinary Income	5,177.88	-4,801.88
Other Income/Expense		
Other Income		
8000 · Interest Income	287.73	360.76
Total Other Income	<u>287.73</u>	<u>360.76</u>
Net Other Income	287.73	360.76
Net Income	<u><u>5,465.61</u></u>	<u><u>-4,441.12</u></u>

Ottawa Main Street Association, Inc.
Profit & Loss Budget vs. Actual
For the Year Ended June 30, 2012

	Jul '11 - Apr 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Dues	7,252.50	4,385.00	2,867.50	165.4%
4110 · Contributions - City of Ottawa	23,000.00	27,600.00	-4,600.00	83.3%
4115 · Historical Plaques	0.00	300.00	-300.00	0.0%
4118 · Wine Tasting	4,691.00	4,000.00	691.00	117.3%
4119 · Beer Tasting	0.00	8,750.00	-8,750.00	0.0%
4120 · City Beautification	392.04	200.00	192.04	196.0%
4121 · Coupons	240.00			
4200 · Grant	315.00	500.00	-185.00	63.0%
4300 · Fund Raising	0.00	160.00	-160.00	0.0%
Total Income	35,890.54	45,895.00	-10,004.46	78.2%
Expense				
6000 · Accounting	550.00	600.00	-50.00	91.7%
6010 · Advertising	0.00	80.00	-80.00	0.0%
6020 · Annual Report	325.00	40.00	285.00	812.5%
6021 · Annual Meeting	225.00	150.00	75.00	150.0%
6030 · Consumable Supplies	115.01	190.00	-74.99	60.5%
6031 · Copy charges	0.00	200.00	-200.00	0.0%
6032 · Bank Charges	78.59	60.00	18.59	131.0%
6040 · Depreciation	910.83			
6050 · Grant Expense	0.00	300.00	-300.00	0.0%
6060 · Memberships/Subscriptions	355.00	550.00	-195.00	64.5%
6070 · Newsletter & Internet	0.00	200.00	-200.00	0.0%
6090 · Phone	515.82	780.00	-264.18	66.1%
6095 · Meet & Minge	137.10	150.00	-12.90	91.4%
6100 · Printing/Copying/Postage	344.45	486.00	-141.55	70.9%
6110 · Rent	1,250.00	1,500.00	-250.00	83.3%
6130 · Travel/Hotel/Meals/Training	989.34	2,950.00	-1,960.66	33.5%
6131 · National and state convention	184.23	1,200.00	-1,015.77	15.4%
6135 · Sales Tax	307.00	200.00	107.00	153.5%
6140 · Wages	15,464.78	25,000.00	-9,535.22	61.9%
6080 · Payroll Tax	1,940.44	1,995.00	-54.56	97.3%
6145 · Fund raising expenses	280.00	300.00	-20.00	93.3%
6147 · Wine tasting expenses	774.49	500.00	274.49	154.9%
6150 · Beer Tasting expenses	1,484.14	5,600.00	-4,115.86	26.5%
6151 · City Beautification Expenses	3,605.15	875.00	2,730.15	412.0%
6152 · Fusion expenses	731.29	800.00	-68.71	91.4%
6153 · Ottawa Victorian Christmas	100.00			
6154 · Home and Garden Show	45.00			
Total Expense	30,712.66	44,706.00	-13,993.34	68.7%
Net Ordinary Income	5,177.88	1,189.00	3,988.88	435.5%
Other Income/Expense				
Other Income				
8000 · Interest Income	287.73	440.00	-152.27	65.4%
Total Other Income	287.73	440.00	-152.27	65.4%
Net Other Income	287.73	440.00	-152.27	65.4%
Net Income	5,465.61	1,629.00	3,836.61	335.5%

**Ottawa Recreation Commission
Minutes of the Regular Meeting
Wednesday, April 11, 2012**

I. Call to Order:

Chairperson Linda Spencer called the meeting to order at 6:00 pm. Commissioners Present Brian Sharp, Tony DeLaTorre, Linda Spencer and Jeff Curry (Dan Stepp absent). Staff Present: Josh Blanco, Jessica Walters, Tommy Sink, Brandy Shoemaker and Glenda Guge. Guests – Marge Stevens, Bryan Nyp, Jonathan Nieberger & YIG representative Abigail.

II. Pledge of Allegiance

III. Declarations: None

IV. Additions to Agenda: Old Business #3- Special Presentation
New Business #4 – New Board Candidates

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

Commissioner Sharp moved to approve the Consent Agenda A - D for April 11, 2012. Commissioner Sharp Curry seconded the motion. All in favor 4-0.

VI. Public Discussion – None

VII. Departmental Reports –

Directors Report – Tommy Sink shared his report. Commissioner Sharp commended Tommy on keeping on top of the floor issues at the Goppert Building. As an update on the American Eagle equipment donation include an elliptical, 2 treadmills and a weight machine. Chairperson Spencer raised the question of having a scale upstairs. Staff will look into this option.

Recreation Manager Report –Brandy Shoemaker shared her report. The programmers are busy with current and new programs. The Internet Safety class had 15 participants. The Bike Safety class will be June 2. Health Monsters is a new class for 10-13 year olds. The Easter Egg Hunt went well but may see about using a loud speaker next year.

Facility Manager Report – Josh Blanco shared his report. Commissioner DeLaTorre commented on how the public feels very positive on the field conditions.

Youth in Government – Abigail shared that several YIG went to DC for the National League of Cities. They attended many workshops and enjoyed some sightseeing. Their survey went well and they will be sharing the information gathered.

VIII. Action Items

A. Old Business –

1. Board as Coaches - Discussion was held on whether board members should be coaches for ORC leagues. Commissioner Sharp presented a draft of a possible policy. Discussion was held on the draft.

Commissioner Curry moves to move forward with the new policy limiting ORC board members acting as coaches pending policy wording from Blaine. Commissioner Sharp seconded the motion. All in favor 4-0.

2. 501(3) (c) – No updates at this time.
3. Special Presentation – Chairperson Spencer presented Commissioner Sharp with a plaque to commemorate his 8 years of service on the ORC Board. During his tenure he has served as Vice President twice and President twice. This is Commissioner Sharps last meeting. The Board expressed their appreciation for his years of service.

B. New Business –

1. Audit – Bryan Nyp and Jonathan Nieberger presented the completed audit report for the fiscal year ending June 30, 2011. Discussion was held.
2. Church Softball – Tommy shared details on church softball and that the league does not pay for prepping the field or for lights. The league typically runs for 8 weeks.

Commissioner Curry moves if a league uses ORC resources they need to pay for those resources. Commissioner DeLaTorre seconded the motion. All in favor 4-0.

Tommy will contact the church softball league.

3. New ORC Slogan – Discussion was held on whether to begin the process of developing a new ORC slogan. Staff will gather ideas and bring back to the Board for further discussion.
4. New Board Candidates – Commissioner DeLaTorre shared that at the time of the meeting four citizens had applied for the upcoming vacancy on the Board. This representative will be chosen by the City Commission through an interview process in the next week.

IX Adjourn

Commissioner Sharp moved to adjourn the regular meeting. Commissioner DeLaTorre seconded the motion. 4-0 in favor. Adjourned at 6:51 pm.

Action Items

Regular meeting , **Wednesday, May 9, 2012**. Meeting time 6 pm at Goppert Building, 705 W. 15th.