

# OTTAWA CITY COMMISSION

Wednesday, January 17, 2024 - 4:00 pm



## REGULAR MEETING AGENDA

Ottawa City Hall - 101 S. Hickory

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 23 and via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 958 8516 8215#. To view on YouTube: <https://www.youtube.com/@ottawaksgov>

If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3621. Please provide advance notice of at least two (2) working days. TTY users please call 711.

Citizens may in person, via Zoom or submit comments (300 words or less) for the City Commission to be read during public comment or during discussion on an agenda item.

To submit your comment or request the meeting Zoom link to give a public comment, email [publiccomments@ottawaks.gov](mailto:publiccomments@ottawaks.gov) no later than **2:00 pm on January 17, 2024**; all emails must include your name and address. Participants who generate unwanted or distracting noises may be muted by the meeting host. If this happens, unmute yourself when you wish to speak.

### I. CALL TO ORDER

### II. ROLL CALL \_\_\_\_ Skidmore \_\_\_\_ Allen \_\_\_\_ Caylor \_\_\_\_ Clayton \_\_\_\_ Crowley

### III. WELCOME

### IV. PLEDGE OF ALLEGIANCE

### V. INVOCATION

### VI. PUBLIC COMMENTS

Subject to the above restrictions, persons who wish to address the City Commission regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. The Governing Body will take comments under advisement.

### VII. APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, NOMINATIONS, AND PUBLIC HEARINGS

#### A. Proclamation Recognizing Kansas Day on January 29, 2024 (P. 3)

#### B. Recognition of Travis Reekie - Fleet Maintenance Jack-of-All-Makes Award (P. 4)

### VIII. CONSENT AGENDA

#### A. Minutes From January 10, 2024 Meeting (Pp. 5-7)

#### B. Appointment of Gary Harris to Fill Open Seat on Planning Commission

#### C. Receive and File - Financial Reports for December 2023 (Pp. 8-22)

#### D. Agenda Approval

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

### IX. DECLARATION

At this time, I'd like to give the Commissioners a chance to declare any conflict or communication they've had that might influence their ability to consider today's issues impartially.

### X. UNFINISHED BUSINESS

### XI. NEW BUSINESS

#### A. Kansas State Bank Application for Final Plat - City Planner Martin (Pp. 23-27)

**Comments:** The application is for a final plat to permit the replat and combination of three lots located at 2027, 2033, and 2103 S Princeton Street to allow for the redevelopment of the parcels into a branch location of Kansas State Bank.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_  
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**B. Ordinance Amending Municipal Code Concerning Alcoholic Liquors and Enhanced Cereal Malt Beverage - City Clerk Reed / City Attorney Finch (Pp. 28-31)**

**Comments:** Ordinance amending Chapter 4, Article 3, Section 4-308, Section 4-316, and Section 4-606 of the Municipal Code to align with the Kansas State statutes.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**C. Ordinance Amending Municipal Code Concerning the Sale of Tobacco Products Age Restriction - City Clerk Reed / City Attorney Finch (Pp. 32-34)**

**Comments:** The proposed amendments primarily focus on Article IX of Chapter 11 of the Municipal Code, specifically Section 11-901 to Section 11-903. These revisions are in accordance with the Kansas State statute, which seeks to adjust the legal age for purchasing tobacco from 18 to 21.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**D. Resolution Supporting Waiver of Statutory Requirement to Use Generally Accepted Accounting Principles (GAAP) Based Accounting for 2024 Financial Reporting - Assistant Finance Director McCurdy (Pp. 35-36)**

**Comments:** Preparing non-GAAP financial reporting allows a common reader to better understand the city's financial position from a budgetary and cash-basis reporting perspective. Continuing the city's current basis of reporting will ensure continuity of financial reporting.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**E. Resolution Defining Depository Institutions for Idle Funds Held by the City - Assistant Finance Director McCurdy (Pp. 38-40)**

**Comments:** Updates to the resolution are necessary only when changes are made to the authorized signers. The resolution presented is intended to repeal and replace Resolution 1861-23 with one minor change related to a legal name change for one authorized signer.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**F. Review of Quarterly Reports (Pp. 41-101)**

**XII. COMMENTS BY CITY MANAGER**

**XIII. COMMENTS BY GOVERNING BODY**

**XIV. ANNOUNCEMENTS**

- A. January 21, 2024 Martin Luther King Day Celebration - 2:00 pm, Ottawa University
- B. January 24, 2024 City Commission Meeting - 4:00 pm, City Hall CANCELLED
- C. January 24, 2024 League of Kansas Municipalities Local Government Day - 2:30 pm, Topeka
- D. January 25, 2024 Chamber Annual Awards and Banquet - 5:15 pm, Ottawa University Schendel Conference Center
- E. January 31, 2024 City Commission Meeting - 4:00 pm, City Hall

**XV. EXECUTIVE SESSION**

Motion: I move the Commission recess into executive session at \_\_\_\_\_ for a period of \_\_\_\_\_ minutes with the City Attorney and City Manager present for the purpose of attorney/client consultation.

The justification for the closed session is to engage in confidential and privileged communication with the board's attorney by K.S.A. 75-4319(b)(12). The open meeting is to resume in this room at \_\_\_\_\_.

**XVI. ADJOURN**





# PROCLAMATION



WHEREAS, January 29, 2024 marks the 163<sup>rd</sup> anniversary of the state of Kansas becoming a state; and

WHEREAS, the land that would become Kansas came to be part of the United States with the acquisition of the Louisiana Purchase in 1803; and

WHEREAS, Kansas entered the United States as a free state during the presidency of Abraham Lincoln in 1861; and

WHEREAS, the state seal contains the state motto— “Ad Astra, per Aspera,” a Latin phrase which means “to the stars, through difficulties.” This motto, adopted in 1861, refers not only to the pioneering spirit of the early settlers, but also to the difficult times Kansas went through before becoming a state. John James Ingalls, a powerful voice in early Kansas history, suggested the motto as an expression of “the aspiration of Kansas to reach the unattainable; its dream is the realization of the impossible.”

NOW, THEREFORE, the Governing Body of the City of Ottawa, Kansas, does hereby recognize January 29, 2024 as:

## KANSAS DAY

And reminds all citizens to celebrate the rich and powerful heritage of Kansas, a land of determination and strength.

SIGNED this 17<sup>th</sup> day of January 2024.

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Michael B. Skidmore, Mayor

**Agenda Item: VII.B**

**City of Ottawa  
City Commission Regular Meeting  
January 17, 2024**

**TO:** City Manager and City Commission  
**SUBJECT:** Travis Reekie Award  
**INITIATED BY:** Michael Haeffele, Director of Public Works  
**AGENDA:** Appointments, Proclamations, Recognitions, Nominations, Public Hearings

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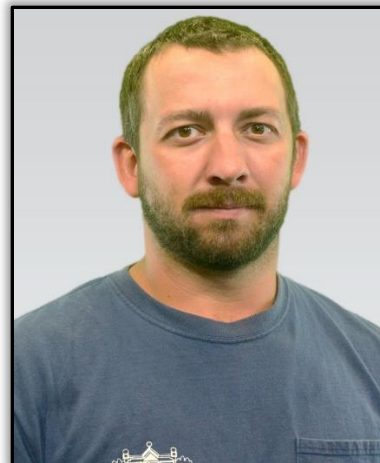
**Recognition:**

Fleet Maintenance Magazine is a national monthly magazine for fleet maintenance personnel. Each year they request nominations for several different types of awards to recognize mechanics for the various equipment they work on.

One of those awards is the “Jack of All Makes”. This award recognizes mechanics that excel in maintaining vehicles and equipment produced by multiple manufacturers. As you may or may not be aware of, the City of Ottawa has vehicles and equipment produced by multiple manufacturers. As an example, in our vehicle fleet, we have Ford, Chevrolet, General Motors, Freightliner, Caterpillar, Case, and International, just to name a few.

Our Fleet Maintenance Department must be able to diagnose and repair all this equipment. Where typical mechanics work strictly for a Ford, GM, Case or other type of dealer. Our mechanics must be knowledgeable of multiple brands and multiple types of equipment. The type of mechanic we employ must be able to go from working on a vehicle to working on a piece of heavy equipment with ease.

Travis came to work for the City of Ottawa in 2018 as a member of the Fleet Maintenance Department and has proven himself over and over again as a valuable member of this team. Recently, Travis decided to take his knowledge to the Street Department as a Heavy Equipment Operator, and we look forward to seeing him use his knowledge and expertise in this new role.



**Regular Meeting Minutes  
City Hall  
Minutes of January 10, 2024**

**Agenda Item: VIII.A**

The Governing Body met at 4:00 p.m. on this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Crowley, Mayor Pro Tem Skidmore, Commissioner Clayton, and Commissioner Graves. Commissioner Caylor was absent. Mayor Crowley called the meeting to order.

The Mayor welcomed the audience and led the Pledge of Allegiance to the American flag. Mayor Pro Tem Skidmore gave the invocation.

**Public Comments**

No public comments were received.

**Appointments, Proclamations, Recognitions, Nominations and Public Hearings**

**Proclamation—Martin Luther King Jr. Day**

Mayor Crowley read a proclamation recognizing January 15, 2024, as Dr. Martin Luther King Jr. Day. Since 2002, the City of Ottawa has officially recognized Martin Luther King Jr. Day as a City holiday. Richard Jackson accepted the proclamation and thanked the City for their support.

**Consent Agenda**

Mayor Pro Tem Skidmore made a motion, seconded by Commissioner Clayton, to approve this consent agenda to include minutes from the January 3, 2024 Regular Meeting and the Regular Meeting agenda. The motion was considered, and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Declaration**

No declaration was made.

**Resolution Amending City of Ottawa Personnel Policy to Eliminate Section 5.12**

The Governing Body heard from Human Resources Director Michelle Stegman, who reviewed a resolution amending the personnel policy and included the following:

- Staff recommends adoption of the resolution eliminating Section 5.12 related to additional compensation for achieving higher education
- Staff will further evaluate the existing education program and policy for attaining higher education degrees while employed by the City of Ottawa
- The recommended benefits policy amendment would become effective upon the adoption of the resolution
- City Attorney has reviewed the proposed policy and determined that these changes comply with all applicable Federal and State employment laws

Mayor Pro Tem Skidmore made a motion to adopt the Resolution eliminating Section 5.12 of the City of Ottawa Personnel Policy related to additional compensation for achieving higher education and direct the City Manager, or his designee, to ensure the distribution of these changes to all city employees in a timely manner, seconded by

January 10, 2024

Unofficial Until Approved

Commissioner Graves, to adopt this resolution, and upon being put, all present voted aye. The Mayor declared this resolution duly adopted, and this resolution was duly numbered Resolution No. 1951-24.

### **Purchase of Single Phase Advanced Metering Infrastructure (AMI)**

The Governing Body heard from Utilities Director Dan Riney, who requested approval to purchase 2,600 single-phase electric AMI meters at approximately \$468,000.

- The project began in the fall of 2016 with an expectation that a full conversion program would be completed over a four to five-year timeline
- Electric utility fund balance, budget restrictions, and supply chain issues, causing a delivery delay of more than twelve months, have lengthened that timeline
- Upon receipt, city crews will begin installation and conversion, which is estimated to be complete over six to eight months
- Additional actions are necessary for full conversion, including the analysis of existing 3-phase meters and A-base meters, which are varied, and the conversion will be complex
- Upon full conversion, additional purchase of technology platforms will allow customers and city staff to complete utilization of this AMI System
- Annually, the purchase of electric meters toward completion of the conversion program has been budgeted within the electric fund (037) at \$100,000 per year
- Fund 046-Electric Capital Project Fund has expenditure authority and a fund balance of \$2,010,000 to cashflow 100% of this expenditure with no projects or purchases being delayed

Commissioner Clayton made a motion to approve the purchase of 2,600 single-phase electric AMI meters at the approximate purchase price of \$468,000 from Fund 046 – Electric Capital Project Fund, seconded by Commissioner Graves, and upon being put, all present voted aye. The Mayor declared this item approved.

### **Comments by Mayor Eric Crowley and Plaque Presentation**

Mayor Crowley spoke of his term as Mayor and thanked the community for their support.

### **City Commission Nominations and Election of Mayor for the 2024 Term**

Mayor Crowley made a motion, seconded by Commissioner Graves, to nominate Mike Skidmore as Mayor for the 2024 term. The motion was considered and upon being put, all present voted aye. The Mayor declared the nomination duly approved.

### **Mayor's Oath of Office**

City Clerk Melissa Reed administered the Oath of Office to Mayor Skidmore.

### **Comments by Newly-Appointed Mayor**

Mayor Skidmore reviewed the past and hopes the City will continue that growth. He is looking forward to working with the Governing Body.

### **City Commission Nomination and Election of Mayor Pro Tem for the 2024 Term**

Mayor Skidmore made a motion, seconded by Commissioner Crowley, to nominate Emily Graves as Mayor Pro Tem for the 2024 term. The motion was considered and upon being put, all present voted aye. The Mayor declared the nomination duly approved.

### **Mayor Pro Tem's Oath of Office**

City Clerk Melissa Reed administered the Oath of Office to Mayor Pro Tem Graves.

### **Comments by Newly-Appointed Mayor Pro Tem**

Mayor Pro Tem Graves expressed gratitude to her fellow commissioners, acknowledging each member's diverse strengths.

### **City Manager's Comments**

City Manager Brian Silcott conveyed appreciation to City employees for their exemplary response during the recent storm, expressing honor in collaborating with such dedicated individuals.

### **Governing Body Comments**

Commissioner Clayton sought an update on the power restoration efforts, expressing gratitude for the support received. Commissioner Crowley also conveyed thanks to everyone involved. Mayor Pro Tem Graves appreciated collective efforts during the storm, suggesting the need for communication staff. Mayor Skidmore emphasized the importance of reflecting on events to identify areas for improvement.

### **Adjournment**

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 5:04 p.m.

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Melissa Reed, City Clerk



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Agenda Item: VIII.C

# Finance Department Monthly Report

2023/ 12



Prepared By:  
Rebekah McCurdy, City Treasurer

# Memorandum

TO: City Manager and the Honorable City Commission

FROM: Melanie Landis, Finance Director

SUBJECT: December 2023 Monthly Report - Finance Department & City Clerk

*The Finance Department conducts a variety of business daily including: utility billing, customer service and payment counter for utility payments, accounting functions including payroll, accounts payable, accounts receivable, financial reporting, annual operating budget, and debt management. The City Clerk maintains custody of official records, issues licenses, and serves as a central contact between citizens, the governing body and city departments.*

*\*\*The following report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once all 2023 transactions are recorded and books are closed in February 2024.*

## December 2023 Activities of Note:

### City Clerk:

32 licenses issued.  
63 licenses issued YTD.  
2 open record requests.  
57 open record requests YTD

### Utility Billing:

6,611 bills produced.  
247 Service orders completed.

### Project Updates:

Team submitted a \$4,889,600 BIL and Kansas Build grant for a planned electric utility project.

Included in this monthly report are independent reports on:



Revenues Report



Project/Grant Report



Budget Report



Investment Report



Treasurer's Reports



Debt Report





# Revenues Report as of December 31, 2023

Sales and use taxes contribute approximately 44.2% of the general fund budget as well as fund special projects and purchases. The attached reports provide a summary and comparison look at this revenue source. Sales tax distributions are received two months after the sales occurred; for example March sales tax receipts for the City represent sales tax collected for January sales.

The various sources of sales tax impact a portion of the City of Ottawa's 2023 operating budget as follows:

## SALES AND USE TAX

### Budget Summary

<b>GENERAL PURPOSE General Fund 001</b>	<b>% of General Fund Sales Tax Budget</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>% of anticipated collection of Budget</b>
City Sales Tax	55.1%	\$ 3,040,000	\$ 3,275,134	107.7%
City Compensating Use Tax	11.1%	\$ 615,000	\$ 643,568	104.6%
Franklin County Sales Tax	25.7%	\$ 1,417,000	\$ 1,583,542	111.8%
Franklin County Compensating Use Tax	8.1%	\$ 450,000	\$ 448,701	99.7%
	<b>100.0%</b>	<b>\$ 5,522,000</b>	<b>\$ 5,950,945</b>	<b>107.8%</b>

## DESIGNATED PURPOSE

### Special Sales Tax Funds 078 & 097

<b>WWTP</b>	<b>% of Special Sales Tax Budget</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>% of anticipated collection of Budget</b>
City Sales Tax	85.3%	\$ 300,000	\$ 327,513	109.2%
City Compensating Use Tax	14.7%	\$ 51,500	\$ 64,357	125.0%

### Proximity Park

City Sales Tax	84.0%	\$ 1,511,100	\$ 1,637,567	108.4%
City Compensating Use Tax	16.0%	\$ 288,000	\$ 321,784	111.7%

**Summary Report** - This report shows all sales tax revenues received in this month. A breakdown of how much revenue is allocated into the General Fund and the two specific sales tax revenue funds for the waste water treatment plant debt fund and proximity park improvements fund.

**Historical Summary Report** - This report compares sales tax receipts and growth (decline) in receipts. Highlighted here are overall sales tax receipts and breakdowns by fund.



## Summary Sales Tax Report - December 2023

### Monthly Sales Tax Summary 2023

For the Month of December			growth over last year		Tax Incentive Districts CID/TDD	
City Sales Tax	\$	434,277.27		9.4%	South Hwy59 (TDD)	\$ -
City Compensating Use Tax	\$	79,372.48		10.9%	19th & Princeton (CID)	\$ 5,065.64
Franklin County Sales Tax	\$	132,587.70		10.0%	21st & Princeton (CID)	\$ 8,106.82
Franklin County Compensating Use Tax	\$	34,828.85		4.8%	NW 35 & Princeton (CID)	\$ 10,007.40
<b>Totals</b>	<b>\$</b>	<b>681,066.30</b>			<b>Total</b>	<b>\$ 23,179.86</b>
<b>plus</b>	<b>\$</b>	<b>23,179.86</b>				
<b>December State Distribution</b>	<b>\$</b>	<b>704,246.16</b>				

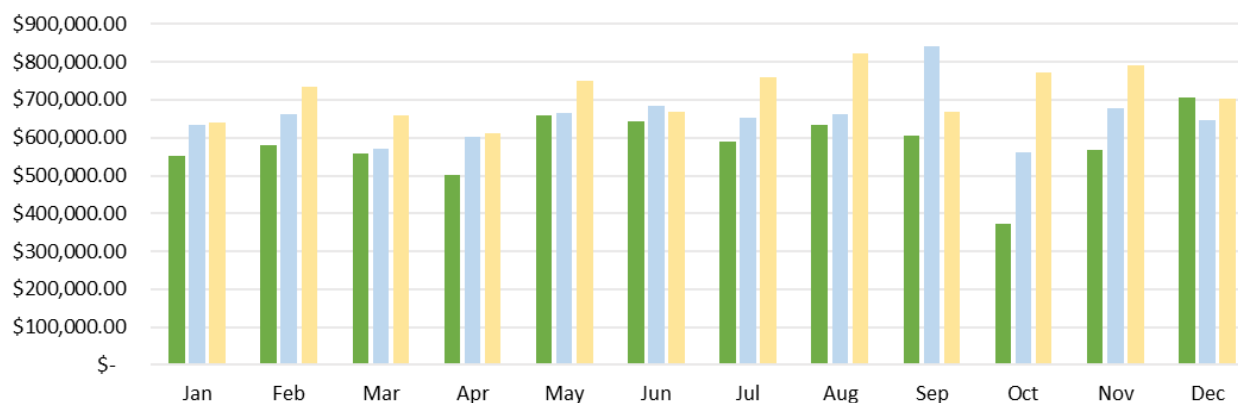
### Total Sales Taxes Distributed to Funds in 2023 (January - December)

	City		Franklin County		Total-to-Date
	City Sales Tax	Compensating Use Tax	Sales Tax	Compensating Use Tax	
General Fund	\$ 3,275,133.51	\$ 643,568.24	\$ 1,583,542.39	\$ 448,700.91	\$ 5,950,945.05
Sales Tax-WWTP	\$ 327,513.34	\$ 64,356.80	\$ -	\$ -	\$ 391,870.14
Sales Tax-Proximity Park	\$ 1,637,566.76	\$ 321,784.10	\$ -	\$ -	\$ 1,959,350.86
CID-Princeton & 19th	\$ 61,898.49	\$ -	\$ -	\$ -	\$ 61,898.49
CID-Princeton & 21st	\$ 101,057.93	\$ -	\$ -	\$ -	\$ 101,057.93
CID-NW 35 & Princeton	\$ 114,074.08	\$ -	\$ -	\$ -	\$ 114,074.08
TDD-South Hwy 59	\$ 302.54	\$ -	\$ -	\$ -	\$ 302.54
<b>Total-to-Date</b>	<b>\$ 5,517,546.65</b>	<b>\$ 1,029,709.14</b>	<b>\$ 1,583,542.39</b>	<b>\$ 448,700.91</b>	<b>\$ 8,579,499.09</b>

## Historical Sales Tax Report - December 2023

	2021			2022			2023			Growth/(Decline) 2023 vs 2022	Growth/(Decline) 2023 vs 2022
	Sales and Use Taxes			CID Sales Taxes						Sales Tax Revenues	CID Sales Tax Revenues
Jan	\$ 553,283.31	\$ 635,125.37	\$ 641,297.75	\$ 17,929.17	\$ 20,811.71	\$ 21,574.38	\$ 6,172.38	\$ 762.67			
Feb	\$ 580,289.65	\$ 662,915.41	\$ 733,550.86	\$ 15,712.47	\$ 14,979.65	\$ 21,703.82	\$ 70,635.45	\$ 6,724.17			
Mar	\$ 556,966.86	\$ 571,497.37	\$ 658,066.19	\$ 16,735.04	\$ 14,436.54	\$ 18,067.70	\$ 86,568.82	\$ 3,631.16			
Apr	\$ 502,681.13	\$ 601,846.52	\$ 612,076.86	\$ 16,264.68	\$ 16,110.10	\$ 18,463.66	\$ 10,230.34	\$ 2,353.56			
May	\$ 658,929.70	\$ 664,669.48	\$ 751,306.57	\$ 20,423.44	\$ 18,369.30	\$ 22,021.29	\$ 86,637.09	\$ 3,651.99			
Jun	\$ 644,308.28	\$ 683,609.66	\$ 667,133.26	\$ 20,801.23	\$ 21,157.34	\$ 24,730.26	\$ (16,476.40)	\$ 3,572.92			
Jul	\$ 590,444.63	\$ 654,154.92	\$ 758,906.14	\$ 20,085.16	\$ 21,831.55	\$ 26,397.80	\$ 104,751.22	\$ 4,566.25			
Aug	\$ 634,562.83	\$ 663,565.84	\$ 821,602.52	\$ 20,713.34	\$ 20,515.03	\$ 27,532.67	\$ 158,036.68	\$ 7,017.64			
Sep	\$ 606,385.92	\$ 840,122.04	\$ 666,831.18	\$ 18,261.50	\$ 20,420.71	\$ 24,185.34	\$ (173,290.86)	\$ 3,764.63			
Oct	\$ 371,831.00	\$ 560,919.54	\$ 773,292.32	\$ 18,312.51	\$ 18,906.65	\$ 25,165.43	\$ 212,372.78	\$ 6,258.78			
Nov	\$ 566,927.33	\$ 677,613.85	\$ 791,189.28	\$ 18,341.13	\$ 18,253.69	\$ 24,008.29	\$ 113,575.43	\$ 5,754.60			
Dec	\$ 704,898.05	\$ 644,809.15	\$ 704,246.16	\$ 17,679.94	\$ 22,449.19	\$ 23,179.86	\$ 59,437.01	\$ 730.67			
<b>TOTALS</b>	<b>\$ 6,971,508.69</b>	<b>\$ 7,860,849.15</b>	<b>\$ 8,579,499.09</b>	<b>\$ 221,259.61</b>	<b>\$ 228,241.46</b>	<b>\$ 277,030.50</b>	<b>\$ 718,649.94</b>	<b>\$ 48,789.04</b>			

■ 2021 ■ 2022 ■ 2023





## Ad Valorem Report - December 2023

Ad Valorem revenues are split between four specific funds within The City of Ottawa's annual budget: the General Fund, Ottawa Memorial Auditorium, the City Library (not operated by The City of Ottawa), and the General Obligation Debt Fund. The table below shows the year-to-date revenue receipts from the County's Ad Valorem Distributions. The City typically receives distributions in January, March, June, September, October, and December each year. The distributions are not equally distributed, but instead relate to payments received in both property taxes and motor vehicle taxes.

Ad Valorem Revenues			
	Received YTD	Budget 23	% of Budget Received
<b>GENERAL</b>			
Ad Valorem	\$ 3,832,191	\$ 3,965,608	97%
Vehicle MW	\$ 306,331	\$ 330,150	93%
Delinquent Personal	\$ 603		
Delinquent Real	\$ 81,836	\$ 70,000	117%
Vehicle RV	\$ 4,348	\$ 4,584	95%
Heavy Weight MV	\$ 909	\$ 1,000	91%
Watercraft	\$ 1,155	\$ 985	117%
Gen: Comm MV T	\$ 9,237	\$ 12,335	75%
	\$ 4,236,609	\$ 4,384,662	97%
<b>Auditorium</b>			
Ad Valorem	\$ 179,497	\$ 185,695	97%
Vehicle MW	\$ 14,615	\$ 15,720	93%
Delinquent Personal	\$ 29		
Delinquent Real	\$ 3,907	\$ 4,000	98%
Vehicle RV	\$ 207	\$ 220	94%
Heavy Weight MV	\$ 46	\$ 50	92%
Watercraft	\$ 55	\$ 50	110%
Gen: Comm MV T	\$ 442	\$ 590	75%
	\$ 198,798	\$ 206,325	96%
<b>Library</b>			
Ad Valorem	\$ 1,013,627	\$ 1,047,890	97%
Vehicle MW	\$ 87,443	\$ 94,026	93%
Delinquent Personal	\$ 174		
Delinquent Real	\$ 23,926	\$ 25,000	96%
Vehicle RV	\$ 1,241	\$ 1,305	95%
Heavy Weight MV	\$ 278	\$ 284	98%
Watercraft	\$ 329	\$ 281	117%
Gen: Comm MV T	\$ 2,644	\$ 3,513	75%
	\$ 1,129,661	\$ 1,172,299	96%
<b>GO Debt</b>			
Ad Valorem	\$ 397,428	\$ 411,195	97%
Vehicle MW	\$ 32,824	\$ 34,815	94%
Delinquent Personal	\$ 71		
Delinquent Real	\$ 11,539	\$ 10,000	115%
Vehicle RV	\$ 465	\$ 485	96%
Heavy Weight MV	\$ 146	\$ 105	139%
Watercraft	\$ 122	\$ 105	117%
Gen: Comm MV T	\$ 1,009	\$ 1,300	78%
	\$ 443,604	\$ 458,005	97%
<b>Subtotal</b>	<b>\$ 6,008,672</b>	<b>\$ 6,221,291</b>	<b>97%</b>

Ad Valorem taxes support 34.4% of the General Fund budget. These taxes go to support all General Fund functions. Including: Parks, Streets, Sidewalk Repairs, Police and Fire Departments, and City Management.

Ad Valorem taxes support 58.3% of the Ottawa Memorial Auditorium (OMA) budget. Service charges for tickets, rentals, and concessions also support the OMA.

The Ottawa Library is an independently operating entity. They do receive their distribution of Ad Valorem from The City of Ottawa. The data to the left outlines the percentage of their budgeted appropriation they have received to date.

Ad Valorem taxes support 11.0% of the General Obligation Debt (GO Debt) budget. The City of Ottawa currently has a total of \$24,242,969 in GO Debt . Interest payments are due April 1st and a principal and interest payment is due October 1st each year.

In 2023, there is one GO Bond in its final year of payment.



## Budget Report as of December 31, 2023

100% of budget year (unaudited)

### General Fund

#### Summary

Beginning Balance, 1/2023	\$ 2,629,668.16
Receipts	\$ 13,188,519.94
Expenditures	\$ 12,069,901.08
Current Balance, 12/2023	\$ 3,748,287.02

#### Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Commission - City Manager	\$ 230,750	\$ 212,849.17	92%
Finance / City Clerk	\$ 325,150	\$ 297,574.73	92%
Building Maintenance	\$ 229,250	\$ 208,649.71	91%
Non-Operating	\$ 1,069,655	\$ 523,558.98	49%
Community Development	\$ 611,800	\$ 475,604.89	78%
Cemetery	\$ 234,550	\$ 138,486.80	59%
Streets	\$ 1,203,050	\$ 982,966.15	82%
Fleet Management	\$ 262,350	\$ 242,373.68	92%
Parks	\$ 577,700	\$ 503,803.31	87%
Police Department	\$ 3,473,940	\$ 3,048,112.98	88%
Municipal Court	\$ 172,050	\$ 163,730.86	95%
Fire Department	\$ 2,052,100	\$ 1,996,957.01	97%
Information Technology	\$ 373,450	\$ 341,235.59	91%
Human Resources	\$ 166,350	\$ 130,118.07	78%
Employee Benefits	\$ 3,150,850	\$ 2,552,094.15	81%
Transfers	\$ 361,785	\$ 251,785.00	70%
	\$ 14,494,780.00	\$ 12,069,901.08	83%

### Water Fund

#### Summary

Beginning Balance, 1/2023	\$ 1,184,889.28
Receipts	\$ 3,184,545.48
Expenditures	\$ 3,348,665.48
Current Balance, 12/2023	\$ 1,020,769.28

#### Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Production	\$ 1,732,170	\$ 1,319,338.03	76%
Distribution	\$ 995,864	\$ 781,691.74	78%
Special Project	\$ 235,000	\$ 99,504.00	42%
Non-Operating	\$ 26,000	\$ 41,749.71	161%
Transfers	\$ 1,106,382	\$ 1,106,382.00	100%
	\$ 4,095,416.00	\$ 3,348,665.48	82%

## Budget Report as of December 31, 2023

100% of budget year (unaudited)



### Wastewater Fund

#### Summary

Beginning Balance, 1/2023	\$ 2,565,487.78
Receipts	\$ 3,375,938.07
Expenditures	\$ 3,399,469.12
Current Balance, 12/2023	\$ 2,541,956.73

#### Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Treatment	\$ 1,150,975	\$ 953,459.94	83%
Maintenance	\$ 1,188,365	\$ 981,959.58	83%
Non-Operating	\$ 552,437	\$ 43,132.34	8%
Transfers	\$ 1,379,961	\$ 1,420,917.26	103%
	\$ 4,271,738.00	\$ 3,399,469.12	80%

### Electric Fund

#### Summary

Beginning Balance, 1/2023	\$ 5,940,674.24
Receipts	\$ 18,342,337.13
Expenditures	\$ 16,050,215.68
Current Balance, 12/2023	\$ 8,232,795.69

#### Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Production	\$ 11,409,385	\$ 9,730,523.91	85%
Distribution	\$ 2,627,440	\$ 1,752,712.50	67%
Warehouse	\$ 511,985	\$ 536,762.47	105%
Special Project	\$ 150,000	\$ 229,629.18	153%
Administration	\$ 1,254,350	\$ 1,154,769.37	92%
Non-Operating	\$ 506,000	\$ 11,754.58	2%
Broadband	\$ 221,325	\$ 125,363.67	57%
Transfers	\$ 2,508,700	\$ 2,508,700.00	100%
	\$ 19,189,185.00	\$ 16,050,215.68	84%



# Budget Report as of December 31, 2023



100% of budget year (unaudited)

## Expenditure Budget Review

	Expenditure Budget	Expenditures year-to-date	% of budget spent
005 Debt Service Fund	\$ 4,282,411	\$ 4,262,133.52	99.5%
011 Community Service Fund	\$ 183,530	\$ 176,030.00	95.9%
013 Auditorium Fund	\$ 448,175	\$ 381,181.07	85.1%
014 Airport Fund	\$ 208,700	\$ 96,522.60	46.2%
016 Special Parks & Rec Fund	\$ 199,000	\$ 70,116.63	35.2%
017 Special Drug & Alcohol Fund	\$ 35,500	\$ 35,000.00	98.6%
018 Library Fund (City)	\$ 1,184,330	\$ 1,129,661.06	95.4%
025 Economic Development Fund	\$ 412,050	\$ 84,741.62	20.6%
027 Golf Course Fund	\$ 20,000	\$ 10,638.97	53.2%
028 Special Streets Fund	\$ 856,030	\$ 769,916.23	89.9%
029 Stormwater Utility Fund	\$ 981,268	\$ 391,208.79	39.9%
050 Capital Projects Fund	\$ 50,000	\$ 4,000.00	8.0%
053 Equipment Reserve	\$ 502,000	\$ 144,810.46	28.8%
056 Risk Management Fund	\$ 1,297,970	\$ 966,871.37	74.5%
078 WWTP Debt Fund	\$ 916,011	\$ 816,011.00	89.1%
097 Proximity Park Sales Tax Fund	\$ 2,075,000	\$ 2,055,279.00	99.0%
100 Land Bank Fund	\$ -	\$ -	0.0%



# Monthly Treasurer's Report December 31, 2023\*

The Monthly Treasurer's Report is a snapshot of fund activities. The table below shows how transactions that happened in the month of December impacted each fund.

\*\*The following report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once all 2023 transactions are recorded and books are closed in February 2024.

CITY OF OTTAWA MONTHLY TREASURER'S REPORT DECEMBER 31, 2023**																
FUND	ACCOUNT TITLE	BEGINNING CASH		M-T-D REVENUES		M-T-D EXPENSES		CASH BASIS BALANCE	NET CHANGE OTHER	NET CHANGE	UNENCUMBERED ENDING	PERCENT OF TOTAL				
		BALANCE							ASSETS	LIABILITIES	CASH BALANCE	ENDING CASH BALANCE				
001	General Fund	\$	4,421,028.88	\$	653,942.67	\$	1,466,033.03	\$	3,608,938.52	\$	410.16	\$	49,676.67	\$	3,658,205.03	10.63%
005	Debt Service Fund	\$	194,176.81	\$	5,408.33	\$	-	\$	199,585.14	\$	-	\$	-	\$	199,585.14	0.58%
011	Community Service Support	\$	85,543.62	\$	-	\$	15,805.48	\$	69,738.14	\$	-	\$	-	\$	69,738.14	0.20%
013	Auditorium Fund	\$	102,781.57	\$	22,033.75	\$	54,860.14	\$	69,955.18	\$	-	\$	(1,014.23)	\$	68,940.95	0.20%
014	Airport Fund	\$	123,164.90	\$	67,779.44	\$	2,272.24	\$	188,672.10	\$	-	\$	532.90	\$	189,205.00	0.55%
016	Special Park & Rec Fund	\$	369,369.29	\$	14,010.02	\$	-	\$	383,379.31	\$	-	\$	-	\$	383,379.31	1.11%
017	Special Drug & Alcohol	\$	3,691.72	\$	10,725.90	\$	-	\$	14,417.62	\$	-	\$	-	\$	14,417.62	0.04%
018	Library Fund	\$	-	\$	11,242.27	\$	11,242.27	\$	-	\$	-	\$	-	\$	-	0.00%
025	Economic Development Fund	\$	606,177.99	\$	10,164.60	\$	19,155.65	\$	597,186.94	\$	-	\$	14,201.00	\$	611,387.94	1.78%
027	Golf Course Fund	\$	1,358.07	\$	20,003.57	\$	43.90	\$	21,317.74	\$	-	\$	43.90	\$	21,361.64	0.06%
028	Special Streets Fund	\$	875,253.17	\$	5,427.04	\$	8,916.55	\$	871,763.66	\$	-	\$	(12,657.75)	\$	859,105.91	2.50%
029	Stormwater Utility	\$	1,629,680.98	\$	51,453.73	\$	35,170.48	\$	1,645,964.23	\$	-	\$	-	\$	1,645,964.23	4.78%
030	Water Utility	\$	920,629.89	\$	279,903.79	\$	305,580.59	\$	894,953.09	\$	-	\$	56,127.00	\$	951,080.09	2.76%
036	Waste Water Utility	\$	2,556,616.22	\$	301,511.86	\$	327,599.82	\$	2,530,528.26	\$	-	\$	5,160.18	\$	2,535,688.44	7.37%
037	Electric Utility	\$	7,491,662.82	\$	1,213,858.57	\$	1,066,231.38	\$	7,639,290.01	\$	-	\$	57,390.08	\$	7,696,680.09	22.36%
046	Electric CIP Fund	\$	2,018,932.97	\$	6,395.37	\$	11,741.16	\$	2,013,587.18	\$	-	\$	-	\$	2,013,587.18	5.85%
050	Capital Improvement	\$	111,734.48	\$	709.12	\$	-	\$	112,443.60	\$	-	\$	-	\$	112,443.60	0.33%
051	Utility Credits	\$	179,290.68	\$	72.69	\$	-	\$	179,363.37	\$	-	\$	11,910.54	\$	191,273.91	0.56%
052	Capital Projects-Sidewalk	\$	107,867.27	\$	283.70	\$	-	\$	108,150.97	\$	-	\$	-	\$	108,150.97	0.31%
053	Equipment Reserve	\$	548,565.86	\$	28,481.40	\$	-	\$	577,047.26	\$	-	\$	-	\$	577,047.26	1.68%
054	Law Enforcement Trust	\$	13,231.86	\$	34.80	\$	-	\$	13,266.66	\$	-	\$	-	\$	13,266.66	0.04%
056	Risk Management	\$	897,743.66	\$	2,381.80	\$	18,479.31	\$	881,646.15	\$	-	\$	1,646.96	\$	883,293.11	2.57%
057	AEO Foundation Loan Fund	\$	20,963.23	\$	-	\$	-	\$	20,963.23	\$	-	\$	-	\$	20,963.23	0.06%
076	TIF-South Hwy 59	\$	1,553,302.30	\$	9,857.83	\$	-	\$	1,563,160.13	\$	-	\$	-	\$	1,563,160.13	4.54%
077	TDD-South Hwy 59	\$	285,108.71	\$	1,809.41	\$	-	\$	286,918.12	\$	-	\$	-	\$	286,918.12	0.83%
078	Sales Tax-WWTP Projects	\$	392,129.04	\$	225,653.74	\$	-	\$	617,782.78	\$	-	\$	-	\$	617,782.78	1.79%
079	TIF/CID-Princeton & 19th	\$	361,835.74	\$	7,362.77	\$	15,794.55	\$	353,403.96	\$	-	\$	12,380.22	\$	365,784.18	1.06%
080	CID-Princeton & 21st	\$	17,086.26	\$	8,173.08	\$	25,005.53	\$	253.81	\$	-	\$	24,505.42	\$	24,759.23	0.07%
081	TIF/CID-Holiday Inn	\$	44,153.83	\$	10,149.85	\$	31,553.50	\$	22,750.18	\$	-	\$	29,975.82	\$	52,726.00	0.15%
091	TIF-K-68 Hwy District	\$	649,420.40	\$	4,121.48	\$	-	\$	653,541.88	\$	-	\$	-	\$	653,541.88	1.90%
095*	Grants-FAA Airport Imp.	\$	(88,602.81)	\$	-	\$	23,628.77	\$	(112,231.58)	\$	-	\$	-	\$	(112,231.58)	-0.33%
097	Sales Tax-Proximity Park	\$	3,801,781.70	\$	185,171.96	\$	1,200,000.00	\$	2,786,953.66	\$	-	\$	-	\$	2,786,953.66	8.10%
098	Prox Park Infrastructure	\$	140,487.02	\$	1,392.58	\$	334.00	\$	141,545.60	\$	-	\$	-	\$	141,545.60	0.41%
100	Land Bank	\$	10,303.42	\$	-	\$	-	\$	10,303.42	\$	-	\$	-	\$	10,303.42	0.03%
102	Opioid Settlement	\$	37,683.67	\$	99.11	\$	-	\$	37,782.78	\$	-	\$	-	\$	37,782.78	0.11%
103	GO 2022A	\$	1,960,961.21	\$	11,544.07	\$	243,079.94	\$	1,729,425.34	\$	-	\$	-	\$	1,729,425.34	5.02%
401	Grants-Fire	\$	9,176.61	\$	1,750.00	\$	886.17	\$	10,040.44	\$	-	\$	886.17	\$	10,926.61	0.03%
402	Grants-Parks	\$	13,879.85	\$	-	\$	-	\$	13,879.85	\$	-	\$	-	\$	13,879.85	0.04%
407	Grants-ARPA	\$	1,023,932.06	\$	4,928.36	\$	476,439.11	\$	552,421.31	\$	-	\$	-	\$	552,421.31	1.60%
408	Grants-Police	\$	12,356.00	\$	-	\$	-	\$	12,356.00	\$	-	\$	-	\$	12,356.00	0.04%
409	Grants-BASE	\$	547,026.44	\$	1,201,352.44	\$	350,918.62	\$	1,397,460.26	\$	-	\$	-	\$	1,397,460.26	4.06%
410	Grants-ARPA-Housing	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
800	Self-insured Health	\$	1,470,729.88	\$	155,135.88	\$	193,045.38	\$	1,432,820.38	\$	(805.28)	\$	-	\$	1,433,625.66	4.16%
801	Flex Spending Account	\$	14,737.58	\$	6,419.43	\$	2,508.35	\$	18,648.66	\$	-	\$	-	\$	18,648.66	0.05%
GRAND TOTAL		\$	35,536,954.85	\$	4,540,746.41	\$	5,906,325.92	\$	34,171,375.34	\$	(395.12)	\$	250,764.88	\$	34,422,535.34	
*Fund 095 is for tracking reimbursement grants and will be reimbursed in full.																
**This report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once all 2023 transactions are recorded and books are closed in February 2024.																





# Quarterly Treasurer's Report

## December 31st, 2023\*\*

The Quarterly Treasurer's Report is a snapshot of fund activities. The table below shows how transactions that happened in the months of October - December impacted each fund.

\*\*The following report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once all 2023 transactions are recorded and books are closed in February 2024.

CITY OF OTTAWA QUARTER TO DATE TREASURER'S REPORT DECEMBER 31, 2023**								
FUND	ACCOUNT TITLE	BEGINNING CASH BALANCE	Q-T-D REVENUES	Q-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	UNENCUMBERED ENDING CASH BALANCE
001	General Fund	\$ 2,915,935.29	\$ 3,922,332.25	\$ 3,242,120.92	\$ 3,596,146.62	\$ 282.16	\$ 62,340.57	\$ 3,658,205.03
005	Debt Service Fund	\$ 160,374.57	\$ 39,210.57	\$ -	\$ 199,585.14	\$ -	\$ -	\$ 199,585.14
011	Community Service Support	\$ 111,002.49	\$ 2,000.00	\$ 43,264.35	\$ 69,738.14	\$ -	\$ -	\$ 69,738.14
013	Auditorium Fund	\$ 98,404.25	\$ 93,781.61	\$ 126,444.02	\$ 65,741.84	\$ -	\$ 3,199.11	\$ 68,940.95
014	Airport Fund	\$ 129,613.74	\$ 73,476.04	\$ 14,417.68	\$ 188,672.10	\$ -	\$ 532.90	\$ 189,205.00
016	Special Park & Rec Fund	\$ 387,708.00	\$ 22,938.94	\$ 27,267.63	\$ 383,379.31	\$ -	\$ -	\$ 383,379.31
017	Special Drug & Alcohol	\$ 38,691.72	\$ 10,725.90	\$ 35,000.00	\$ 14,417.62	\$ -	\$ -	\$ 14,417.62
18	Library Fund	\$ -	\$ 95,681.60	\$ 95,681.60	\$ -	\$ -	\$ -	\$ -
025	Economic Development Fund	\$ 612,927.65	\$ 24,400.54	\$ 44,890.25	\$ 592,437.94	\$ -	\$ 18,950.00	\$ 611,387.94
027	Golf Course Fund	\$ 1,358.07	\$ 20,003.57	\$ 43.90	\$ 21,317.74	\$ -	\$ 43.90	\$ 21,361.64
028	Special Streets Fund	\$ 593,435.98	\$ 250,622.66	\$ (15,047.27)	\$ 859,105.91	\$ -	\$ -	\$ 859,105.91
029	Stormwater Utility	\$ 1,562,302.92	\$ 141,500.11	\$ 57,838.80	\$ 1,645,964.23	\$ -	\$ -	\$ 1,645,964.23
030	Water Utility	\$ 1,179,282.28	\$ 873,561.01	\$ 1,158,129.91	\$ 894,713.38	\$ -	\$ 56,366.71	\$ 951,080.09
036	Waste Water Utility	\$ 2,662,177.44	\$ 897,645.13	\$ 1,029,857.31	\$ 2,529,965.26	\$ -	\$ 5,723.18	\$ 2,535,688.44
037	Electric Utility	\$ 7,546,224.07	\$ 4,314,677.85	\$ 4,157,485.05	\$ 7,703,416.87	\$ -	\$ (6,736.78)	\$ 7,696,680.09
046	Electric CIP Fund	\$ 2,012,012.87	\$ 13,315.47	\$ 11,741.16	\$ 2,013,587.18	\$ -	\$ -	\$ 2,013,587.18
050	Capital Improvement	\$ 111,105.01	\$ 1,338.59	\$ -	\$ 112,443.60	\$ -	\$ -	\$ 112,443.60
051	Utility Credits	\$ 199,040.24	\$ (1,854.56)	\$ -	\$ 197,185.68	\$ -	\$ (5,911.77)	\$ 191,273.91
052	Capital Projects-Sidewalk	\$ 171,216.52	\$ 283.70	\$ 63,349.25	\$ 108,150.97	\$ -	\$ -	\$ 108,150.97
053	Equipment Reserve	\$ 550,166.13	\$ 31,587.13	\$ 4,706.00	\$ 577,047.26	\$ -	\$ -	\$ 577,047.26
054	Law Enforcement Trust	\$ 13,231.86	\$ 34.80	\$ -	\$ 13,266.66	\$ -	\$ -	\$ 13,266.66
056	Risk Management	\$ 915,038.34	\$ 2,443.37	\$ 35,810.56	\$ 881,671.15	\$ -	\$ 1,621.96	\$ 883,293.11
057	AEO Foundation Loan Fund	\$ 20,331.82	\$ 631.41	\$ -	\$ 20,963.23	\$ -	\$ -	\$ 20,963.23
076	TIF-South Hwy 59	\$ 1,535,791.93	\$ 27,368.20	\$ -	\$ 1,563,160.13	\$ -	\$ -	\$ 1,563,160.13
077	TDD-South Hwy 59	\$ 283,502.51	\$ 3,415.61	\$ -	\$ 286,918.12	\$ -	\$ -	\$ 286,918.12
078	Sales Tax-WWTP Projects	\$ 318,934.04	\$ 298,848.74	\$ -	\$ 617,782.78	\$ -	\$ -	\$ 617,782.78
079	TIF/CID-Princeton & 19th	\$ 367,243.47	\$ 22,414.84	\$ 38,878.95	\$ 350,779.36	\$ -	\$ 15,004.82	\$ 365,784.18
080	CID-Princeton & 21st	\$ 28,577.40	\$ 25,071.79	\$ 53,395.38	\$ 253.81	\$ -	\$ 24,505.42	\$ 24,759.23
081	TIF/CID-Holiday Inn	\$ 56,734.20	\$ 31,695.95	\$ 65,679.97	\$ 22,750.18	\$ -	\$ 29,975.82	\$ 52,726.00
091	TIF-K-68 Hwy District	\$ 636,738.89	\$ 16,802.99	\$ -	\$ 653,541.88	\$ -	\$ -	\$ 653,541.88
095*	Grants-FAA Airport Imp	\$ 4,983.28	\$ -	\$ 117,214.86	\$ (112,231.58)	\$ -	\$ -	\$ (112,231.58)
097	Sales Tax-Proximity Park	\$ 3,425,683.17	\$ 561,520.49	\$ 1,200,250.00	\$ 2,786,953.66	\$ -	\$ -	\$ 2,786,953.66
098	Prox Park Infrastructure	\$ 143,031.20	\$ 3,182.40	\$ 4,668.00	\$ 141,545.60	\$ -	\$ -	\$ 141,545.60
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42
102	Opioid Settlement Fund	\$ 31,842.42	\$ 5,940.36	\$ -	\$ 37,782.78	\$ -	\$ -	\$ 37,782.78
103	GO 2022A	\$ 2,376,488.22	\$ 22,999.64	\$ 670,062.52	\$ 1,729,425.34	\$ -	\$ -	\$ 1,729,425.34
401	Grants-Fire	\$ 9,176.61	\$ 1,750.00	\$ 886.17	\$ 10,040.44	\$ -	\$ 886.17	\$ 10,926.61
402	Grants-Parks	\$ 48,641.90	\$ (29,000.00)	\$ 5,762.05	\$ 13,879.85	\$ -	\$ -	\$ 13,879.85
407	Grants-ARPA	\$ 1,386,681.57	\$ 11,899.85	\$ 846,160.11	\$ 552,421.31	\$ -	\$ -	\$ 552,421.31
408	Grants-Police	\$ 12,356.00	\$ -	\$ -	\$ 12,356.00	\$ -	\$ -	\$ 12,356.00
409	Grants-BASE	\$ 1,036,940.94	\$ 1,207,573.40	\$ 847,054.08	\$ 1,397,460.26	\$ -	\$ -	\$ 1,397,460.26
410	Grants-ARPA-Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	Self Insured Health	\$ 1,428,345.10	\$ 448,735.62	\$ 444,872.82	\$ 1,432,207.90	\$ (1,417.76)	\$ -	\$ 1,433,625.66
801	Flex Spending Account	\$ 16,037.78	\$ 14,764.07	\$ 12,153.19	\$ 18,648.66	\$ -	\$ -	\$ 18,648.66
GRAND TOTAL		\$ 35,149,615.31	\$ 13,505,321.64	\$ 14,440,039.22	\$ 34,214,897.73	\$ (1,135.60)	\$ 206,502.01	\$ 34,422,535.34

Published Quarterly in Accordance with KSA 12-1608 & 12-1609

Rebekah McCurdy, Assistant Finance Director

\*\*Fund 095 is for tracking reimbursement grants and will be reimbursed in full.

\*\*This report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once all 2023 transactions are recorded and books are closed in February 2024.



# YTD Treasurer's Report

## December 31, 2023\*\*

The YTD (year-to-date) Treasurer's Report is a snapshot of fund activities.

The table below shows how transactions that happened from December 1st to 31st impacted each fund. This report updates each month to include the new month of transactions.

\*\*The following report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once all 2023 transactions are recorded and books are closed in February 2024.

CITY OF OTTAWA YEAR-TO-DATE TREASURER'S REPORT DECEMBER 31, 2023**									
FUND	ACCOUNT TITLE	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	UNENCUMBERED ENDING CASH BALANCE	PERCENT OF TOTAL ENDING CASH BALANCE
001	General Fund	\$ 2,629,668.16	\$ 13,188,519.94	\$ 12,069,901.08	\$ 3,748,287.02	\$ (46.28)	\$ (90,128.27)	\$ 3,658,205.03	10.63%
005	Debt Service Fund	\$ 408,569.37	\$ 4,053,149.29	\$ 4,262,133.52	\$ 199,585.14	\$ -	\$ -	\$ 199,585.14	0.58%
011	Community Service Support	\$ 61,768.14	\$ 184,000.00	\$ 176,030.00	\$ 69,738.14	\$ -	\$ -	\$ 69,738.14	0.20%
013	Auditorium Fund	\$ 102,897.25	\$ 351,793.59	\$ 381,181.07	\$ 73,509.77	\$ -	\$ (4,568.82)	\$ 68,940.95	0.20%
014	Airport Fund	\$ 184,910.89	\$ 104,414.52	\$ 96,522.60	\$ 192,802.81	\$ -	\$ (3,597.81)	\$ 189,205.00	0.55%
016	Special Park & Rec Fund	\$ 380,165.09	\$ 73,330.85	\$ 70,116.63	\$ 383,379.31	\$ -	\$ -	\$ 383,379.31	1.11%
017	Special Drug & Alcohol	\$ 7,496.64	\$ 41,920.98	\$ 35,000.00	\$ 14,417.62	\$ -	\$ -	\$ 14,417.62	0.04%
018	Library Fund	\$ -	\$ 1,129,661.06	\$ 1,129,661.06	\$ -	\$ -	\$ -	\$ -	0.00%
025	Economic Development Fund	\$ 576,657.12	\$ 102,389.94	\$ 84,741.62	\$ 594,305.44	\$ -	\$ 17,082.50	\$ 611,387.94	1.78%
027	Golf Course Fund	\$ 7,152.90	\$ 28,547.71	\$ 10,682.87	\$ 25,017.74	\$ -	\$ (3,656.10)	\$ 21,361.64	0.06%
028	Special Streets Fund	\$ 818,435.37	\$ 811,932.37	\$ 769,916.23	\$ 860,451.51	\$ -	\$ (1,345.60)	\$ 859,105.91	2.50%
029	Stormwater Utility	\$ 1,516,685.62	\$ 528,656.92	\$ 391,208.79	\$ 1,654,133.75	\$ -	\$ (8,169.52)	\$ 1,645,964.23	4.78%
030	Water Utility	\$ 1,184,889.28	\$ 3,184,545.48	\$ 3,348,665.48	\$ 1,020,769.28	\$ -	\$ (69,689.19)	\$ 951,080.09	2.76%
036	Waste Water Utility	\$ 2,565,487.78	\$ 3,375,938.07	\$ 3,399,469.12	\$ 2,541,956.73	\$ -	\$ (6,268.29)	\$ 2,535,688.44	7.37%
037	Electric Utility	\$ 5,940,674.24	\$ 18,342,337.13	\$ 16,050,215.68	\$ 8,232,795.69	\$ -	\$ (536,115.60)	\$ 7,696,680.09	22.36%
046	Electric CIP Fund	\$ 1,000,176.83	\$ 1,025,151.51	\$ 11,741.16	\$ 2,013,587.18	\$ -	\$ -	\$ 2,013,587.18	5.85%
050	Capital Improvement	\$ 114,000.00	\$ 2,443.60	\$ 4,000.00	\$ 112,443.60	\$ -	\$ -	\$ 112,443.60	0.33%
051	Utility Credits	\$ 153,482.70	\$ 1,208.63	\$ -	\$ 154,691.33	\$ -	\$ 36,582.58	\$ 191,273.91	0.56%
052	Capital Projects-Sidewalk	\$ 170,000.00	\$ 1,500.22	\$ 63,349.25	\$ 108,150.97	\$ -	\$ -	\$ 108,150.97	0.31%
053	Equipment Reserve	\$ 607,269.73	\$ 114,587.99	\$ 144,810.46	\$ 577,047.26	\$ -	\$ -	\$ 577,047.26	1.68%
054	Law Enforcement Trust	\$ 11,876.26	\$ 1,390.40	\$ -	\$ 13,266.66	\$ -	\$ -	\$ 13,266.66	0.04%
056	Risk Management	\$ 717,240.66	\$ 1,135,354.38	\$ 966,871.37	\$ 885,723.67	\$ -	\$ (2,430.56)	\$ 883,293.11	2.57%
057	AEO Foundation Loan Fund	\$ 16,187.83	\$ 4,775.40	\$ -	\$ 20,963.23	\$ -	\$ -	\$ 20,963.23	0.06%
076	TIF-South Hwy 59	\$ 1,272,300.79	\$ 293,583.09	\$ 2,723.75	\$ 1,563,160.13	\$ -	\$ -	\$ 1,563,160.13	4.54%
077	TDD-South Hwy 59	\$ 280,446.33	\$ 6,471.79	\$ -	\$ 286,918.12	\$ -	\$ -	\$ 286,918.12	0.83%
078	Sales Tax-WWTP Projects	\$ 441,326.19	\$ 992,467.59	\$ 816,011.00	\$ 617,782.78	\$ -	\$ -	\$ 617,782.78	1.79%
079	TIF/CID-Princeton & 19th	\$ 259,952.61	\$ 362,298.84	\$ 256,726.88	\$ 365,524.57	\$ -	\$ 259.61	\$ 365,784.18	1.06%
080	CID-Princeton & 21st	\$ 20,616.52	\$ 101,311.74	\$ 101,057.93	\$ 20,870.33	\$ -	\$ 3,888.90	\$ 24,759.23	0.07%
081	TIF/CID-Holiday Inn	\$ 28,123.39	\$ 287,075.09	\$ 271,499.86	\$ 43,698.62	\$ -	\$ 9,027.38	\$ 52,726.00	0.15%
091	TIF-K-68 Hwy District	\$ 524,609.06	\$ 128,932.82	\$ -	\$ 653,541.88	\$ -	\$ -	\$ 653,541.88	1.90%
095*	Grants-FAA Airport Imp.	\$ (1,533.95)	\$ 65,920.00	\$ 175,491.19	\$ (111,105.14)	\$ -	\$ (1,126.44)	\$ (112,231.58)	-0.33%
097	Sales Tax-Proximity Park	\$ 2,806,717.39	\$ 2,035,515.27	\$ 2,055,279.00	\$ 2,786,953.66	\$ -	\$ -	\$ 2,786,953.66	8.10%
098	Prox Park Infrastructure	\$ 129,261.72	\$ 16,951.88	\$ 4,668.00	\$ 141,545.60	\$ -	\$ -	\$ 141,545.60	0.41%
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	0.03%
102	Opioid Settlement	\$ 3,031.04	\$ 34,751.74	\$ -	\$ 37,782.78	\$ -	\$ -	\$ 37,782.78	0.11%
103	GOBond 2022A	\$ 2,925,754.46	\$ 46,570.57	\$ 1,028,888.79	\$ 1,943,436.24	\$ -	\$ (214,010.90)	\$ 1,729,425.34	5.02%
303	Debt Clearing Fund	\$ -	\$ 770,116.33	\$ 770,116.33	\$ -	\$ -	\$ -	\$ -	0.00%
401	Grants-Fire	\$ 1,541.95	\$ 33,127.57	\$ 23,189.32	\$ 11,480.20	\$ -	\$ (553.59)	\$ 10,926.61	0.03%
402	Grants-Parks	\$ (9,956.13)	\$ 110,725.23	\$ 86,889.25	\$ 13,879.85	\$ -	\$ -	\$ 13,879.85	0.04%
407	Grants-ARPA	\$ 1,822,152.56	\$ 25,791.94	\$ 1,295,523.19	\$ 552,421.31	\$ -	\$ -	\$ 552,421.31	1.60%
408	Grants-Police	\$ (31,345.69)	\$ 89,668.00	\$ 39,917.08	\$ 18,405.23	\$ -	\$ (6,049.23)	\$ 12,356.00	0.04%
409	Grants-BASE	\$ 1,185,629.71	\$ 3,724,909.08	\$ 3,512,902.53	\$ 1,397,636.26	\$ -	\$ (176.00)	\$ 1,397,460.26	4.06%
410	Grants-ARPA-Housing	\$ 1,574,000.00	\$ -	\$ 1,509,230.00	\$ 64,770.00	\$ -	\$ (64,770.00)	\$ -	0.00%
800	Self-Insured Health	\$ 1,624,991.85	\$ 1,820,715.52	\$ 2,012,115.85	\$ 1,433,591.52	\$ (34.14)	\$ -	\$ 1,433,625.66	4.16%
801	Flex Spending	\$ 19,167.27	\$ 58,475.21	\$ 58,993.82	\$ 18,648.66	\$ -	\$ -	\$ 18,648.66	0.05%
GRAND TOTAL		\$ 34,062,782.35	\$ 58,792,929.28	\$ 57,487,441.76	\$ 35,368,269.87	\$ (80.42)	\$ (945,814.95)	\$ 34,422,535.34	
*Fund 095 is for tracking reimbursement grants and will be reimbursed in full.									
**This report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once all 2023 transactions are recorded and books are closed in February 2024.									



# Grant/Project Tracking Report

## December 31, 2023

There are a number of Projects or Grant Funds that City staff are working on at any one time. The table below outlines specific funds utilized to track Grants or specific projects. The focus below is tracking revenues as received and expenses as paid. Some projects/funds may have a negative balance. These relate to reimbursement grants or projects the City is currently seeking donations to help fund. All projects will at the end have either a positive or a zero balance. Additional details are available on each project upon request.

Grant/Project Tracking				
Grant Name	Fund Department	Revenues Amount	Expenses Amount	Current Balance Amount
<b>American Rescue Plan Act (ARPA)</b>	<b>407</b>			<b>\$ 552,421.31</b>
Overall Grant Receipts		\$ 1,922,864.50	\$ 1,370,443.19	
Interest Revenues		\$ 25,791.94		
OMA Sign	4071	\$ 27,000.00	\$ 58,246.00	\$ (31,246.00)
Water Plant Generator	4072		\$ 180,641.00	\$ (180,641.00)
FFCRA Transfer	4073		\$ 74,920.00	\$ (74,920.00)
UV Disinfection System	4074		\$ 508,672.00	\$ (508,672.00)
Utility Assistance	4075		\$ 4,872.75	\$ (4,872.75)
Fire Study	4076		\$ 66,652.33	\$ (66,652.33)
Land Purchase	4077		\$ 476,439.11	\$ (476,439.11)
<b>Building A Stronger Economy (BASE)</b>	<b>409</b>			<b>\$ 1,397,460.26</b>
Overall Grant Receipts		\$ 5,405,672.08	\$ 4,008,211.82	
Interest Income		\$ 24,909.08		
Northeast Lift Station	4091	\$ 2,550,000.00	\$ 1,925,621.63	\$ 624,378.37
KGS Extension (Prox Park)	4092	\$ 755,763.00	\$ 430,763.00	\$ 325,000.00
Water Tower & Water Pump Station (Prox Park)	4093	\$ 2,075,000.00	\$ 1,651,827.19	\$ 423,172.81
<b>FAA Airport Improvements</b>	<b>095</b>			<b>\$ (112,231.58)</b>
Overall Grant Receipts		\$ 1,759,095.67	\$ 1,871,327.25	
Taxiway Extension Project		\$ 9,850.00	\$ 157,107.38	\$ (147,257.38)
Taxiway B Project		\$ 840,452.00	\$ 840,452.49	\$ (0.49)
<b>Grants - Fire Department</b>	<b>401</b>			<b>\$ 10,926.61</b>
Overall Memorial Donations		\$ 125.00	\$ -	\$ 125.00
Overall Grant Receipts		\$ 1,071,498.46	\$ 1,063,333.46	\$ 8,165.00
EMW-2021-FG-06883: Assistance to Firefighters	FY 2021	\$ 32,379.52	\$ 26,758.57	\$ 5,620.95
EMW-2020-FG-10934: Assistance to Firefighters	FY 2020	\$ 86,852.38	\$ 86,852.38	\$ -
Other Grants		\$ 18,550.00	\$ 16,005.95	\$ 2,544.05
CPR Education		\$ 3,579.00	\$ 942.39	\$ 2,636.61
<b>Grants - Parks Department</b>	<b>402</b>			<b>\$ 13,879.85</b>
Overall Receipts		\$ 189,553.13	\$ 175,673.28	
Transfers		\$ 10,000.00	\$ -	\$ 10,000.00
Donations		\$ 1,000.00		\$ 1,000.00
Trail Grant	0402	\$ 71,708.95	\$ 52,618.05	\$ 19,090.90
Fitness Park	4021	\$ 99,537.95	\$ 99,537.95	\$ -
Senior Agility Park	4022	\$ 4,360.23	\$ 13,223.28	\$ (8,863.05)
Waste Tire Grant	4023	\$ 2,946.00	\$ 10,294.00	\$ (7,348.00)



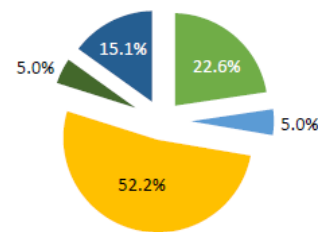
# Investment Report December 31, 2023

Kansas state statute (K.S.A. 12-1675 et seq.) allows the City of Ottawa to establish an investment policy to manage idle funds. The investment objectives for all investment activities are, in priority order, safety, liquidity, and return on investment. Staff are charged with ensuring all operating requirements are covered by liquid funds while maximizing return on investment for all funds held by the City of Ottawa.

The information below outlines the City's Pooled Investment Funds. The pooled fund consists of idle funds from a variety of funds and interest revenue is split across participating funds at the time the revenue is realized.

City of Ottawa's Investment Portfolio  
As of December 31, 2023

<b>Total Investment Pool</b>	<b>\$19,869,448</b>	
<b>Banking Establishment</b>	<b>Dollar Amount</b>	<b>Percentage of Pool</b>
CDARS - Oak Star Bank	\$4,500,000	22.6%
Goppert State Service Bank	\$1,000,000	5.0%
Kansas Municipal Investment Pool	\$10,369,448	52.2%
Kansas State Bank	\$1,000,000	5.0%
Oak Star Bank	\$3,000,000	15.1%



Kansas Municipal Investment Pool Breakdown

<b>Investment Pool</b>	<b>Dollar Amount</b>	<b>Average Interest Rate</b>
550 Day Pool Investments	\$3,000,000	4.24%
Overnight Account	\$7,369,448	4.02%

**2022 INTEREST REVENUE** \$ 46,477

## 2023 INVESTMENT INTEREST REVENUE

Realized Investment Interest YTD	\$ 416,812
Sweep and Operational Accounts Interest YTD	\$ 344,049
Unrealized 2023 Investment Interest Revenue*	\$ -
<b>Investment Interest for 2023</b>	<b>\$ 760,861</b>

**2024 UNREALIZED INTEREST REVENUE** \$632,580

\*All unrealized revenues are not realized until maturity of investments.

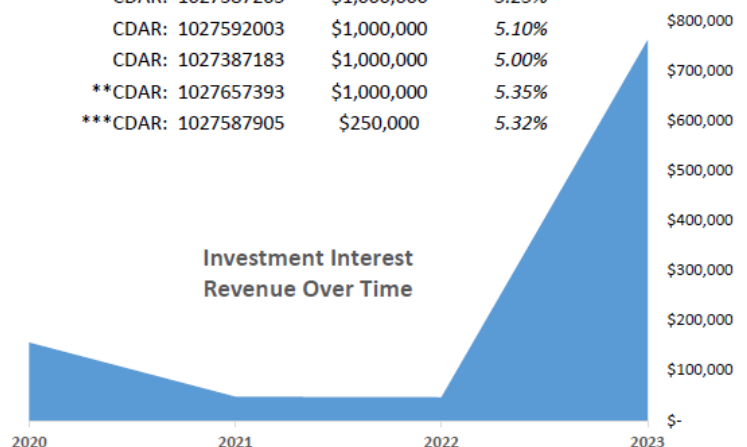
\*\*CDAR Investment 1027657393 is made up of Electric Utility Funds only

\*\*\*CDAR Investment 1027587905 is made up of Health Funds only

(The Health Funds investment is not included in the pooled investment total)

## CDARS Investment Pool Breakdown

<b>CDAR</b>	<b>Dollar Amount</b>	<b>Interest Rate</b>
CDAR: 1027587875	\$500,000	5.32%
CDAR: 1027387205	\$1,000,000	5.25%
CDAR: 1027592003	\$1,000,000	5.10%
CDAR: 1027387183	\$1,000,000	5.00%
**CDAR: 1027657393	\$1,000,000	5.35%
***CDAR: 1027587905	\$250,000	5.32%







**DEBT SUMMARY**  
City of Ottawa as of December 31, 2023

**GENERAL OBLIGATION BONDS**

		REMAINING BALANCE				Maturity Year
		Principal	Interest	Total		
Property Taxes						
2009	Coves Special Assessment District: bonds levied to pay for sewer, water, and street improvements for a housing development in north Ottawa. Special assessments were applied to properties in the development to recapture debt payments.	\$ 1,065,000	\$ 95,000	\$ 3,896	\$ 98,896	2024
2009A	NE Water Tower: Water tower was to be funded by the water fund and TIF Project. The associated project failed to generate the necessary revenue to help offset costs.	\$ 1,641,500	\$ 580,000	\$ 87,788	\$ 667,788	2029
2017B	Municipal Airport Public Building Improvements: bonds levied were used to finance T-Hangers and retire temporary notes on that project.	\$ 555,000	\$ 245,000	\$ 19,172	\$ 264,172	2027
2022A	Public Building Improvements: bonds levied were used to finance various City Hall facility and security improvements, updates to the Law Enforcement Center (flood mitigation), and remodeling to the Ottawa Memorial Auditorium.	\$ 2,485,000.00	\$ 2,265,000	\$ 476,400	\$ 2,741,400	2032
			\$ 3,185,000	\$ 587,256	\$ 3,772,256	
Sewer						
2021A	Refund & Refinance KDHE Loans: this issuance covers the pre-payment of KDHE Loan Proj No C20 1928-01. Proj No C20 1928-01 was originally levied to finance sewer improvements that included an East Side Interceptor Sewer, running from the pump station south of I-35, north along Rock Creek to the City's Water Reclamation Facility.	\$ 1,412,500	\$ 1,190,000	\$ 134,274	\$ 1,324,274	2033
			\$ 1,190,000	\$ 134,274	\$ 1,324,274	
Electric						
2019A	Refunding Issuance: Refund & Refinance GO Bond 2007 & 2010B (2019 - 2020 Principal Payments). The goal was to free up the electrical fund during 2019 and 2020 and spread debt out to later years.	\$ 1,105,000	\$ 1,105,000	\$ 78,000	\$ 1,183,000	2027
2021B	Refund Issurance: issuance refinances both GO Bond 2007 & GO Bond 2010B. GOBond 2007 originally funded the extension of transmission lines from the existing southeast substation to a new northeast substation and the construction of the new substation. GO Bond 2010B originally was issued to refinance the Southeast Electrical Substation.	\$ 5,470,000	\$ 3,575,000	\$ 218,900	\$ 3,793,900	2028
2021B	Cooling Tower Project: issuance financed construction of new power plant cooling tower to replace old tower.	\$ 455,000	\$ 280,000	\$ 11,300	\$ 291,300	2026
			\$ 4,960,000	\$ 308,200	\$ 5,268,200	
Water						
2009A	NE Water Tower: Water tower was to be funded by the water fund and TIF Project. The associated project failed to generate the necessary revenue to help offset costs.	\$ 703,500	\$ 365,000	\$ 53,944	\$ 418,944	2029
2014A	Water System Improvements: bonds leveied were used to refund KDHE water loan #2593 (loan originated in 2001). 2593 was originally levied to build a new 16" Water Transmission Line from 2nd and Willow to North Water Tower.	\$ 785,000	\$ 375,000	\$ 48,013	\$ 423,013	2030
2021A	Refund & Refinance KDHE loans: this issuance covers the pre-payment of KDHE Loan 2877 & Loan 2938. Loan 2877 was used to finance the construction of a raw water line from the pump station at Second Street to the WWTP. Loan 2938 was used to finance replacement of the existings water line on Main Street downtown from the river to 5th Street.	\$ 2,715,000	\$ 2,385,000	\$ 354,345	\$ 2,739,345	2039
			\$ 3,125,000	\$ 456,302	\$ 3,581,302	
Special Street						
2014A	Main Trafficway Improvements: bonds levied in this issuance helped add improvements to designated main traffic ways and the associated sidewalks to these main traffic ways. See Resolution 1631-14 for complete list of improvements made.	\$ 1,070,000	\$ 535,000	\$ 73,400	\$ 608,400	2030
			\$ 535,000	\$ 73,400	\$ 608,400	



**DEBT SUMMARY**  
City of Ottawa as of December 31, 2023

**GENERAL OBLIGATION BONDS**

		REMAINING BALANCE				
		Org Principal	Principal	Interest	Total	Maturity Year
Special Sales Tax - Proximity Park						
2017A	Proximity Park Improvements: installation of 18,000 linear feet of water line. See Ordinance No 3496-17 for additional details on location. Breakdown of the \$5,000,000 was to be \$2,500,000 electrical improvements, \$1,000,000 water improvements, and \$1,500,000 sewer improvements.	\$ 5,000,000	\$ 1,795,000	\$ 90,376	\$ 1,885,376	2026
2018B	Proximity Park Land Acquisition: bonds levied here paid off temporary notes (from 2016) used for land acquisition at Proximity Park.	\$ 1,050,000	\$ 430,000	\$ 29,430	\$ 459,430	2026
2020A	Proximity Park Sewer Improvements: this issuance financed a new interceptor sewer from Montana & Kingman Rd to the Rock creek pump station.	\$ 1,617,000	\$ 1,497,191	\$ 463,464	\$ 1,960,656	2050
			\$ 3,722,191	\$ 583,270	\$ 4,305,462	
Stormwater						
2018A	Stormwater Improvements: bonds levied in this issuance funded stormwater improvements along Ash Street from 1st to 7th and along 15th Street from Cedar to Mulberry.	\$ 1,650,000	\$ 1,325,000	\$ 443,324	\$ 1,768,324	2038
2022A	Stormwater Improvements: bonds levied in this issuance funded stormwater improvements along Cedar and Oak Strett from 13th to 15th.	\$ 795,000	\$ 725,000	\$ 152,600	\$ 877,600	2032
			\$ 2,050,000	\$ 595,924	\$ 2,645,924	
WWTP						
2014A	WWTP Improvements: bonds levied in this issuance helped to Refinance KDHE C20 1266-01 loan (2008) which was originally entered into to build the WWTP.	\$ 6,000,000	\$ 675,000	\$ 20,250	\$ 695,250	2024
2021A	Refund & Refinance KDHE Loans: this issuance covers the prepayment of KDHE Loan Proj No C20 1928-01. Proj No C20 1928-01 was originally levied to finance sewer improvements that included an East Side Interceptor Sewer, running from the pump station south of I-35, north along Rock Creek to the City's Water Reclamation Facility.	\$ 2,825,000	\$ 1,190,000	\$ 134,274	\$ 1,324,274	2033
			\$ 1,865,000	\$ 154,524	\$ 2,019,524	
TOTAL OUTSTANDING:		\$ 20,632,191	\$ 2,893,149	\$	\$ 23,525,341	

**LEASE PURCHASE DEBT**

		REMAINING BALANCE			Beg. Year	Maturity Year
	Interest Rate	Org Principal	Principal	Interest		
2014 - Platform Fire Truck Refinance	3.23%	\$ 539,164.57	\$ 5,249.58	\$ 14.07	2014	2024
2017 - 911 System Radio Equipment	2.30%	\$ 408,405.71	\$ 62,398.14	\$ 1,435.16	2017	2024
2017 - Pierce Firetruck	3.46%	\$ 633,650.00	\$ 343,457.78	\$ 36,500.27	2018	2028
2018 - Sewer Van	3.83%	\$ 201,559.00	\$ 111,734.68	\$ 12,950.67	2018	2028
2022 - Police Patrol Unit	4.38%	\$ 52,542.56	\$ 41,576.66	\$ 4,716.10	2022	2027
2022 - Police Patrol Unit	4.38%	\$ 54,373.04	\$ 43,025.12	\$ 4,880.40	2022	2027
2022 - Bucket Truck	4.62%	\$ 166,897.05	\$ 148,352.62	\$ 36,860.14	2022	2032
2023 - Pierce Firetruck	5.00%	\$ 740,116.33	\$ 651,797.18	\$ 173,515.39	2023	2032
TOTAL:		\$ 2,796,708.26				

**City of Ottawa  
City Commission Meeting  
January 17, 2024**

**TO:** Mayor and City Commission  
**SUBJECT:** Approval of Final Plat for Kansas State Bank  
**INITIATED BY:** Director of Neighborhood Services  
**AGENDA:** New Business

---

**Recommendation:** The Ottawa Planning Commission recommends approval (5-0). It is recommended by Staff that the City Commission consider the proposed final plat for Kansas State Bank for approval.

**Background:** Roger Maxwell of Kansas State Bank has applied for a final plat to permit the replat and combination of three lots located at 2027, 2033, and 2103 S Princeton Street to allow for the redevelopment of the parcels into a branch location of Kansas State Bank.

This has been the subject of several Development Review Committee meetings, and much work has been done to ensure that the final plat will meet the needs of the applicant while facilitating the operations of City utility departments and ensuring the future orderly development of the City. The Planning Commission considered the plat and staff findings at the December 28, 2023 and unanimously (5-0) recommended approval of the Kansas State Bank plat.

A map of the area is shown below.





**Analysis:** Staff has reviewed the application in accordance with the City’s adopted zoning and subdivision regulations and has found that the proposed use would be appropriate, requiring no additional changes in zoning or conditional use permits and would meet the requirements of the subdivision code. At this time, the site plan is in development, and will proceed through the regular review process once the final plat has been approved and the applicant is able to finalize plans.

The subject site is an approximately 2.39-acre tract on the east side of Princeton Street bounded on the north by a commercial parcel, on the south by 21st Street Terrace, and on the east by a utility access road and agricultural land. The site is currently partially developed, with a drive-thru ATM for Kansas State Bank located on-site.

The applicant intends to construct a branch location of Kansas State Bank on the newly formed parcel, with adequate access to the existing and proposed infrastructure and neighborhoods. The developer will include all necessary and requested improvements as outlined within Ottawa City Code, including adequate parking, infrastructure improvements, and landscaping. The proposed development would allow for the maximum use of the property and allow for the growth of a local business that has been in operation in Ottawa for nearly a century.

The surrounding area is overwhelmingly commercial in nature and zoning, with all surrounding parcels being zoned C-3, General Commercial. Ottawa’s current Comprehensive Plan outlines future land uses for all the property in the City. The future land use plan recommends Commercial at the site. Staff finds the proposed use is consistent with that of the future land use plan as well as the current zoning and surrounding uses.

**Financial Considerations:** There is no direct financial cost to the City.

**Legal Considerations:** The plat has been reviewed by City Attorney Blaine Finch who approves as to form. The plat will be filed with the register of deeds.

**Recommendation/Actions:** It is recommended the City Commission deliberate approval of the final plat for Kansas State Bank for the following courses of action:

- Take Final Action at the January 17<sup>th</sup> Regular Meeting:
  - “Approve the final plat for Kansas State Bank and authorize necessary signatures.”
- Refer Item XI.A to the Wednesday, January 31<sup>st</sup> Regular Meeting for continued deliberation and consideration.

**Attachments:**

Staff Report  
Final Plat



City of Ottawa  
Community Development Department

101 S. Hickory, P.O. Box 60  
Ottawa, KS 66067

785 229-3620  
Fax 785 229-3625

**STAFF REPORT**      **December 28, 2023 (Study Session)**  
**CITY COMMISSION**   **January 17, 2024 (Regular Meeting)**

---

**APPLICANT:**                      Kansas State Bank, Roger Maxwell  
   Contact: Joe McLaughlin  
   236 North Main Street  
   Ottawa, KS 66067

**PROPERTY OWNER:**           Kansas State Bank  
   236 North Main Street  
   Ottawa, KS 66067

**LOCATION:**                        2027, 2033, 2103 S Princeton Street  
   Ottawa KS 66067

**AREA:**                              2.39 acres, ~104,108 square feet

**CURRENT ZONING:**            C3 (General Commercial)

**REQUEST:**                        To consider a request for a Final Plat application

**SURROUNDING LAND USE:** North – C3 (General Commercial)  
   South – C3 (General Commercial)  
   East – C3 (General Commercial)  
   West – C3 (General Commercial)

**LAND USE PLAN:**                Ottawa’s current Comprehensive Plan outlines future land uses for all the property the City. The future land use plan recommends Commercial at the site. The proposed use is consistent with that of the future land use plan.

**FLOODPLAIN:**                    The Floodplain does not impact this site.

**EXISTING CONDITIONS:** The subject site is a partially developed 2.4-acre cluster of three tracts located at the northeast intersection of S Princeton St and E 21<sup>st</sup> Ter. The project is bounded on the north by existing development and on the west by S Cedar St. The applicant is requesting a final plat to combine the existing three parcels into one, with all necessary improvements, to allow for the construction of a branch location of Kansas State Bank.



***Location:*** *The location of the properties included in the proposed plat are shown above.*

**RECOMMENDATION:** Staff presented findings at the December 28, 2023, Planning Commission study session and recommended approval of the Kansas State Bank final plat.

The Planning Commission approved the motion to accept the staff findings as their own and recommend approval of the Kansas State Bank final plat by a vote of 5-0.





**City of Ottawa  
City Commission Regular Meeting  
January 17, 2024**

[Back to Agenda](#)

**TO:** Mayor and City Commission  
**SUBJECT:** Ordinance amending municipal code concerning alcoholic liquors and enhanced cereal malt beverage  
**INITIATED BY:** City Clerk/City Attorney  
**AGENDA:** New Business

---

**Recommendations:** It is recommended that the City Commission review and consider the proposed ordinance amending Chapter 4, Article 3, Section 4-308, Section 4-316, and Section 4-606 of the Municipal Code of the City of Ottawa.

**Background:** The City of Ottawa is proposing amendments to its municipal code regarding alcoholic liquor and enhanced cereal malt beverage to align with Kansas State statutes. Additionally, it includes the removal of the 30% food requirement, as approved in the November 2023 election.

**Analysis:** The proposed amendments primarily focus on Article III of Chapter 4 of the Municipal Code, specifically Section 4-308, 4-316, and 4-606. The revisions aim to align our Municipal Code with the Kansas State statutes. In 2021, the State of Kansas amended the Kansas Liquor Laws to remove any Kansas residency requirements to obtain a liquor license. The changes also authorized the issuance of a liquor license to a person whose spouse is a law enforcement officer at the time of application. The City Clerk will promptly disseminate notification to all alcoholic liquor and cereal malt beverage vendors regarding the revised Municipal Code.

Proposed Amendments:

1. Section 4-308 – License, Disqualification
  - Removes references to residency requirements
  - Removes spouse limitations
2. Section 4-316 – Business Regulations
  - Removes 30% food requirement (Approved in the November 2023 election)
3. Section 4-606 – Restriction on location
  - Adds “No license or permit shall be issued for the sale of alcoholic liquor or cereal malt beverage if the building or use is not in conformity with or lawful non-conforming use under the zoning ordinance requirements of the City or if such premises are not in compliance with all other City laws, including building, fire and health codes.

**Financial Considerations:** The City of Ottawa will incur a minimal publication fee associated with the proposed ordinance.

**Legal Considerations:** The proposed ordinance has undergone legal review and aligns with Kansas State statutes. The City Attorney affirms that the amendments adhere to constitutional rights and municipal authority.

**Recommendation/Action:** It is recommended the City Commission deliberate approval of the proposed amendments to the municipal code. Staff and City legal counsel recommend approval:

- Take Final Action at the January 17<sup>th</sup> Regular Meeting: “Approve proposed amendments to the municipal code.”
- Refer Item XI.B to the Wednesday, January 31<sup>st</sup> Regular Meeting for continued deliberation and consideration.

**Attachments:** Proposed Ordinance – XI.B.1



ORDINANCE NUMBER \_\_\_\_\_

AN ORDINANCE AMENDING SPECIFIC SECTIONS OF THE MUNICIPAL CODE CONCERNING ALCOHOLIC LIQUORS AND ENHANCED CEREAL MALT BEVERAGES IN THE CITY OF OTTAWA, KANSAS.

WHEREAS, the City of Ottawa desires to clarify and amend its regulations concerning the sale, distribution of alcoholic liquors and enhanced cereal malt beverages, and;

WHEREAS, the City of Ottawa has the inherent and constitutional right to make and enforce such regulations for the health, welfare, and safety of its citizens:

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

**Section 1.** AMENDMENT OF SECTION 4-308. Section 4-308 of the Municipal Code of the City of Ottawa, 2015, is hereby amended as follows:

**4-308. License, disqualification.**

No license shall be issued to:

- A. A person who is not a citizen of the United States.
- B. A person who is not of good character and reputation in the community in which he or she resides.
- C. A person who, within two years immediately preceding the date of making application, has been convicted of a felony or any crime involving moral turpitude, or has been adjudged guilty of drunkenness or driving a motor vehicle while under the influence of intoxicating liquor or the violation of any other intoxicating liquor law of any state or of the United States.
- D. A partnership, unless all the members of the partnership shall otherwise be qualified to obtain a license.
- E. A corporation if any manager, officer or director thereof or any stockholder owning in the aggregate more than 25 percent of the stock of such corporation would be ineligible to receive a license hereunder for any reason other than citizenship requirements.
- F. A corporation, if any manager, officer or director thereof, or any stockholder owning in the aggregate more than 25 percent of the stock of such corporation, has been an officer, manager or director, or a stockholder owning in the aggregate more than 25 percent of the stock, of a corporation which: (A) Has had a retailer's license revoked under K.S.A. 41-2708 and amendments thereto; or (B) has been convicted of a violation of the drinking establishment act or the cereal malt beverage laws of this state.
- G. A person whose place of business is conducted by a manager or agent unless such manager or agent possesses the same qualifications required of the licensee.

H. A person whose spouse would be ineligible to receive a retailer's license for any reason other than citizenship requirements or age, except that this subsection (H) shall not apply in determining eligibility for a renewal license.

I. A person whose spouse has been convicted of a felony or other crime that would disqualify a person from licensure under this section and such felony or other crime was committed during the time that the spouse held a license under this act.

**Section 2.** AMENDMENT OF SECTION 4-316. Section 4-316 of the Municipal Code of the City of Ottawa, 2015, is hereby amended as follows:

**4-316. Business regulations.**

It shall be the duty of every licensee to observe the following regulations.

A. The place of business licensed, and operating shall at all times have a front and rear exit unlocked when open for business.

B. The premises and all equipment used in connection with such business shall be kept clean and in a sanitary condition and shall at all times be open to the inspection of the police and health officers of the city, county and state.

C. Except as provided by subsection (d), no enhanced cereal malt beverages may be sold or dispensed; (1) Between the hours of 12:00 midnight and 6:00 a.m.; (2) in the original package before 9:00 a.m. or after 8:00 p.m. on Sunday; (3) on Easter Sunday; or (4) for consumption on the licensed premises on Sunday, except in a place of business which is licensed to sell enhanced cereal malt beverage for consumption on the premises. Closing hours for clubs shall conform to K.S.A. 41-2614 and amendments thereto.

D. Enhanced cereal malt beverages may be sold at any time alcoholic liquor is allowed by law to be served on premises which are licensed pursuant to K.S.A. 41-2601, et seq. and amendments thereto, and licensed as a club by the State Director of Alcoholic Beverage Control.

E. The place of business shall be open to the public and to the police at all times during business hours, and no private rooms or closed booths shall be permitted, except that premises licensed as a club under a license issued by the State Director of Alcoholic Beverage Control shall be open to the police and not to the public.

F. It shall be unlawful for any licensee or agent or employee of the licensee to become intoxicated in the place of business for which such license has been issued.

G. No licensee or agent or employee of the licensee shall permit any intoxicated person to remain in the place of business for which such license has been issued.

H. No licensee or agent or employee of the licensee shall permit any gambling in the place of business for which such license has been issued.



I. No licensee or agent or employee of the licensee shall permit any person to mix alcoholic drinks with materials purchased in said place of business or brought in for such purpose.

J. No licensee or agent or employee of the licensee shall employ any person under 18 years of age in dispensing enhanced cereal malt beverages. No licensee shall employ any person who has been judged guilty of a felony.

**Section 3.** AMENDMENT OF SECTION 4-606. Section 4-606 of the Municipal Code of the City of Ottawa, 2015, is hereby amended as follows:

**4-606. Restrictions on location.**

A. No license shall be issued for the purpose of operating a business to sell packaged liquor within a building, which is located within 200 feet of any existing accredited school building or of any existing organized church building, said distance to be measured from the nearest property line of such church or school to the nearest portion of the building occupied by the premises; provided, however, that if such school or church is established within two hundred feet (200') of any licensed premises after the premises has been licensed, or such church or school provides written consent approved by its governing authority, the premises shall continue to be an eligible location for an alcoholic liquor license.

B. No license or permit shall be issued for the sale of alcoholic liquor or cereal malt beverage if the building or use is not in conformity with or a lawful non-conforming use under, the zoning ordinance requirements of the City or if such premises are not in compliance with all other City laws, including building, fire and health codes.

**Section 4.** REPEAL. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**Section 5.** EFFECTIVE DATE

This ordinance shall take effect upon publication in the official city newspaper.

ADOPTED by the Governing Body of the City of Ottawa on this \_\_\_\_ day of \_\_\_\_\_, 2023.

---

Eric Crowley, Mayor

Attest:

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City Clerk

**City of Ottawa  
City Commission Regular Meeting  
January 17, 2024**

[Back to Agenda](#)

**TO:** Mayor and City Commission  
**SUBJECT:** Ordinance amending municipal code concerning the sale of tobacco products age restriction  
**INITIATED BY:** City Clerk/City Attorney  
**AGENDA:** New Business

---

**Recommendations:** Review, comment, and consider placing the proposed ordinance to increase the minimum age for the purchase of tobacco products from 18 to 21 on the next regular meeting agenda.

**Background:** The City of Ottawa is proposing amendments to its municipal code regarding the sale of tobacco products to align with Kansas State statutes. The proposed changes aim to increase the minimum age for the purchase of tobacco products from 18 to 21, reflecting current state regulations.

**Analysis:** The proposed amendments primarily focus on Article IX of Chapter 11 of the Municipal Code, specifically Section 11-901 to Section 11-903. The revisions aim to address the public health issue of youth addiction to tobacco products and establish stricter regulations to prevent the illegal sale of these products to individuals under the age of 21. The City Clerk will promptly disseminate notification to all tobacco vendors regarding the revised Municipal Code.

Proposed Amendments:

1. Section 11-901 - Purposes:
  - Highlights the public health concerns related to youth addiction to tobacco products.
  - Emphasizes the ordinance's purpose is to provide a strict and enforceable means of preventing the illegal sale of tobacco products to individuals under 21.
2. Section 11-902 - Definitions:
  - Introduces clear definitions for terms such as License, Licensee, Person Who Is Underage, Public Place, Retail Tobacco Store, Self-Service Displays, Tobacco Product, Tobacco Vending Machine, and Vendor-assisted.
3. Section 11-903 - Identification Required:
  - Mandates that no retailer shall sell or permit the sale of tobacco products to an individual under 21 without requesting and examining photographic identification or other evidence of the purchaser's age.

**Financial Considerations:** The City of Ottawa will incur a minimal publication fee associated with the proposed ordinance.

**Legal Considerations:** The proposed ordinance has undergone legal review and aligns with Kansas State statutes. The City Attorney affirms that the amendments adhere to constitutional rights and municipal authority.

**Recommendations/Actions:** It is recommended that the City Commission review and discuss the proposed amendments to the municipal code. Staff and City legal counsel recommend placing the ordinance on the next Regular Meeting agenda for consideration.

**Attachments:**

Proposed Ordinance – XI.C.1

ORDINANCE NUMBER \_\_\_\_\_

AN ORDINANCE AMENDING SPECIFIC SECTIONS OF THE MUNICIPAL CODE  
CONCERNING SALE OF TOBACCO PRODUCTS IN THE CITY OF OTTAWA, KANSAS.

WHEREAS, the City of Ottawa desires to clarify and amend its regulations concerning the sale of tobacco products and;

WHEREAS, the City of Ottawa has the inherent and constitutional right to make and enforce such regulations for the health, welfare, and safety of its citizens:

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

**Section 1.** AMENDMENT OF ARTICLE IX: Article IX of Chapter 11 of the Municipal Code of the City of Ottawa, 2015, is hereby amended as follows:

Article IX. Prohibiting the Sale of Tobacco Products to Underage Persons

**Section 2.** AMENDMENT OF SECTION 11-901. Section 11-901 of the Municipal Code of the City of Ottawa, 2015, is hereby amended as follows:

**11-901. Purposes.**

The Governing Body of the City of Ottawa, Kansas, finds that youth addiction to tobacco products is a public health problem with grave health consequences. The purpose of this ordinance is to provide a strict and enforceable means of preventing the illegal sale of tobacco products to a person who is underage.

**Section 3.** AMENDMENT OF SECTION 11-902. Section 11-902 of the Municipal Code of the City of Ottawa, 2015, is hereby amended as follows:

**Definitions.**

*License-* means a license issued by the City of Ottawa, Kansas for the retail sale of tobacco products.

*Licensee-* means the holder of a valid license for the retail sale of tobacco products.

*Person Who Is Underage-* means any person under twenty-one (21) years of age.

*Public Place-* means any area to which the public is invited or in which the public is permitted, including, but not limited to, any right-of-way, mall or shopping center, park, playground, and any other property owned by the City, and any school district, or any park district.

*Retail Tobacco Store-* means a retail store where tobacco products are sold.

*Self-Service Displays-* means open displays of tobacco products and point-of-sale tobacco promotional products that the public has access to without the intervention of a store employee.

*Tobacco Product-* A. Any product containing, made, or derived from tobacco or containing nicotine, whether synthetically produced or derived from other sources that is intended for human consumption (not marketed for cessation). B. Any electronic device that delivers nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, pipe, or hookah (and not marketed for cessation). C. Any component, part or accessory of A. or B., whether or not sold separately (and not marketed for cessation).

*Tobacco Vending Machine-* means any machine or device designated for or used for the vending of cigarettes, cigars, tobacco, or tobacco products upon the insertion of coins, trade checks, or slugs.

*Vendor-assisted-* means only a store employee has access to the tobacco product and assists the customer by supplying the product. The customer does not take possession of the product until after it is purchased.

**Section 4. AMENDMENT OF SECTION 11-903.** Section 11-903 of the Municipal Code of the City of Ottawa, 2015, is hereby amended as follows:

**11-903. Identification required.**

No retailer shall sell or permit to be sold any tobacco products to an individual without requesting and examining photographic identification or other evidence establishing the purchaser's age as twenty-one (21) years or greater.

**Section 5. REPEAL.** All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**Section 6. EFFECTIVE DATE**

This ordinance shall take effect upon publication in the official city newspaper.

ADOPTED by the Governing Body of the City of Ottawa on this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Mike Skidmore, Mayor

Attest:

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Melissa Reed, City Clerk

**City of Ottawa  
City Commission Meeting  
January 17, 2024**

**TO:** Mayor And City Commission  
**SUBJECT:** Resolution Supporting The Waiver Of Statutory Requirement To Use GAAP Based Accounting For 2024 Financial Reporting  
**INITIATED BY:** Asst Finance Director / City Treasurer  
**AGENDA:** New Business

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**Recommendation:** Review, comment and consider prepared resolution authorizing the City of Ottawa, Kansas to request the Director of Accounts and Reports to waive the statutory requirement to use GAAP based accounting for the reporting of fiscal year 2024.

**Background:** Kansas State Statute (K.S.A) [75-1120a](#) sets in place an uniform system of fiscal procedures related to accounting and financial reporting for municipalities to follow. The statute states that unless certain criteria are met, all municipalities within the State of Kansas must ensure accounting and financial reporting meet the guidelines and standards outlined by generally accepted accounting principles (GAAP) as promulgated by the government accounting standards board and the American Institute of Certified Public Accountants and adopted by the rule and regulations of the Kansas Director of Accounts and Reports.

The City of Ottawa has historically opted to waive this statutory requirement under the criteria listed in subsection (c) of K.S.A 75-1120a. This subsection outlines that the Kansas Director of Accounts and Reports may waive the requirements of GAAP reporting upon request by the governing body of any municipality. Upon request the governing body must, by resolution, annually make a finding that financial statements and financial reports prepared in conformity with the requirements of subsection (a) are:

1. Not relevant to the requirements of the cash basis and budget laws of this state, and
2. Are of no significant value to the Governing Body or the members of the general public of the City of Ottawa.
3. The municipality has no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with 75-1120a(a).

**Analysis:** Preparing non-GAAP financial reporting allows a common reader to better understand the city's financial position from a budgetary and cash-basis reporting perspective. Continuing the city's current basis of reporting will ensure continuity of financial reporting.

**Financial Considerations:** Failure to waive GAAP reporting requirements will cause a significant increase to the city's annual audit expense as well as outside consulting costs to convert to and meet future requirements of GAAP reporting.



**Legal Considerations:** The City Attorney has reviewed the proposed resolution and approved as to form.

**Recommendation/Action:** It is recommended the City Commission deliberate approval of the Resolution authorizing the City of Ottawa, Kansas to request the Director of Accounts and Reports to waive the statutory requirement to use GAAP based accounting for the reporting of fiscal year 2024 for the following courses of action:

- Take Final Action at the January 17<sup>th</sup> Regular Meeting:  
“Approve resolution authorizing the City of Ottawa, Kansas to request the Director of Accounts and Reports to waive the statutory requirement to use GAAP based accounting for the reporting of fiscal year 2024.”
- Refer Item XI.D to the Wednesday, January 31<sup>st</sup> Regular Meeting for continued deliberation and consideration.

**Attachments:** Resolution – XI.D.1

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE CITY OF OTTAWA, KANSAS TO REQUEST THE DIRECTOR OF ACCOUNTS AND REPORTS TO WAIVE THE STATUTORY REQUIREMENT TO USE GAAP BASED ACCOUNTING FOR THE REPORTING OF FISCAL YEAR 2024.**

WHEREAS, the City of Ottawa, Kansas has determined that the financial statements and financial reports for the year ended 2024 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state of Kansas and are of no significant value to the Governing Body or the members of the general public of the City of Ottawa, and

WHEREAS, there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with 75-1120a(a) for the year ended 2024.

NOW, THEREFORE BE IT RESOLVED that the Governing Body does hereby request the Director of Accounts and Reports to waive the requirements of 75-1120a et seq. as they apply to the City of Ottawa, Kansas for the year ended 2024.

BE IT FURTHER RESOLVED that the Governing Body shall cause the financial statements and financial reports of the City of Ottawa to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

ADOPTED this \_\_\_\_\_ of \_\_\_\_\_ 2024.

\_\_\_\_\_  
XX, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Reed, City Clerk

**City of Ottawa  
City Commission Meeting  
January 17, 2023**

**TO:** Mayor And City Commission  
**SUBJECT:** Resolution Defining Depository Institutions For Idle Funds Held By The City of Ottawa, Kansas  
**INITIATED BY:** Asst Finance Director / City Treasurer  
**AGENDA:** New Business

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**Recommendation:** Review, comment and consider a resolution defining depository institutions for idle funds held by the City of Ottawa, Kansas.

**Background:** According to Kansas Statute [9-1401](#) the governing body of any municipal corporation shall designate the banks, savings and loans associations, and savings banks which shall serve as depositories of the governing body's funds and the officer(s) having the custody of such funds. On April 5<sup>th</sup>, 2023, Resolution 1861-23 was approved at the regular City Commission meeting. Resolution 1861-23 defined approved depository institutions for idle funds held by the City of Ottawa, KS and outlined the list of approved signers for all City of Ottawa financial accounts. Updates to the resolution are necessary only when changes are made to the authorized signers.

**Analysis:** The resolution presented is intended to repeal and replace Resolution 1861-23 with one minor change related to a legal name change for one authorized signer. The proposed resolution accomplishes the requirements outlined in K.S.A. 9-1401.

**Financial Considerations:** The proposed resolution includes authorizations for the designated signers of:

- A. Exercise all of the powers listed in the resolution.
- B. Open any deposit or checking account(s) in the name of this corporation.
- C. Endorse checks and orders for the payment of money and withdraw or transfer funds on deposit with these Financial Institutions. Number of authorized signatures required for this purpose is **two**.
- D. Borrow money on behalf and in the name of this association, sign, execute and deliver promissory notes or other evidences of indebtedness.
- E. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in these Financial Institutions. Number of authorized persons required to gain access and to terminate the lease is **two**.

**Legal Considerations:** The proposed resolution has been reviewed and approved as to form by the City Attorney.

**Recommendation/Action:** It is recommended the City Commission deliberate approval of the resolution defining depository institutions for idle funds held by the City of Ottawa for the following courses of action:

- Take Final Action at the January 17<sup>th</sup> Regular Meeting: “approve resolution defining depository institutions for idle funds held by the City of Ottawa”

- Refer Item XI.E to the Wednesday, January 31<sup>st</sup> Regular Meeting for continued deliberation and consideration.

**Attachments:** Resolution XI.E.1

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION DEFINING DEPOSITORY INSTITUTIONS FOR IDLE FUNDS HELD BY THE CITY OF OTTAWA, KANSAS.**

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

**Section 1.** All banks within the corporate city limits of Ottawa, Kansas, as well as, the Municipal Investment Pool of the State of Kansas, shall be named as acceptable depository institutions for funds held by the City of Ottawa, Kansas.

- A. The Financial Institutions as described above are designated as depository institutions for funds of the City of Ottawa.
- B. All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this association with these Financial Institutions prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- C. Any of the persons named below, so long as they act in a representative capacity as agents of this City, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with these Financial Institutions, concerning funds deposited in these Financial Institutions, moneys borrowed from these Financial Institutions or any other business transacted by and between this association and these Financial Institutions are subject to any restrictions stated below.

**Section 2.** The persons listed below (subject to any expressed restrictions) are authorized to:

- A. Exercise all of the powers listed in this document.
- B. Open any deposit or checking account(s) in the name of this corporation.
- C. Endorse checks and orders for the payment of money and withdraw or transfer funds on deposit with these Financial Institutions. Number of authorized signatures required for this purpose is two.
- D. Borrow money on behalf and in the name of this association, sign, execute and deliver promissory notes or other evidences of indebtedness.
- E. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in these Financial Institutions. Number of authorized persons required to gain access and to terminate the lease is two.

1. Brian W. Silcott, City Manager
2. Blaine B. Finch, City Attorney
3. Melanie D. Landis, Finance Director
4. Michelle D. Stegman, Human Resources Director
5. Rebekah S. McCurdy, City Treasurer

**Section 3.** This resolution shall be effective after its adoption and shall supersede any prior Resolution in conflict therewith.

Approved and adopted this \_\_\_\_ day of January 2024.

\_\_\_\_\_  
XX, Mayor

ATTEST:

/s/ Melissa Reed  
Melissa Reed, City Clerk





## 4<sup>th</sup> QUARTER 2023 REPORTS

**Presented to the City Commission  
January 17, 2024**

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# Ottawa Memorial Auditorium

Fourth Quarter 2023



## OCTOBER - DECEMBER EVENTS



13 - Music Events  
11 - Dance  
Performances/Rehearsals  
1- High School Play  
1 - Comedy Night

8 - Training Events  
1 - Company Meeting  
1 - 4-H Achievement Night  
1 - Community  
Thanksgiving Dinner  
2 - Company Christmas  
Parties





1 - Sports Memorabilia Show

10 - Basement Rentals

- Birthday Parties
- Family Thanksgivings
- Family Christmas
- Educational Events

1 - GRAND OPENING OPEN HOUSE



**2023**

**Attendance: 7,365**

**YTD Attendance: 15,535**

**Number of Events: 48**

**Volunteer Hours: 302**

**2022**

**YTD Attendance: 23,434**

## Assistance / Volunteers

- Franklin County Leadership Class
- Ottawa Police Department
- Franklin County Sheriff's Office
- OPD - Volunteers In Police
- Friends of the OMA



## Rental Partners

- |                                |                             |
|--------------------------------|-----------------------------|
| • Wellsville High School       | • Studio H Dance            |
| • Grand Ottawa Opry            | • Sacred Heart School       |
| • Spotlight Dance Academy      | • Ottawa City Band          |
| • BCI Mechanical               | • Flint Hills League        |
| • Centropolis Christian Church | • Blessing Box Found.       |
| • Prairie Paws Animal          | • 17/24 Agenda Pkt Page #43 |

**Semi-regular Report**

---

**January 4, 2024****Accomplished**

- Was called to join a drug bust yesterday morning. House was in bad but not necessarily terrible shape. Was an interesting learning opportunity.
- The POSA met yesterday for 930 S. Lincoln lot 20. Notes from that were sent in an email but are also appended to this.
- Donna is out sick this week, so we are all covering for her.

**1. Planned**

- NCS will move to an 8-5 schedule without closing for lunch starting 1/8.
- Police and NCS will work to meet more regularly.
- GIS meeting today. Notes from that will be sent in an email but are also included below.
- Gearing up for changes in the Code Enforcement function.
- I am presenting to/attending the Ottawa Ministerial Alliance on 1/11. This was originally scheduled for 1/4.

**2. Budget Status**

It looks like the Finance budget report is stuck in the year-change. I do have an invoice from GBA for November, for \$10,109.68. That is less than the monthly cost with benefits of a FT employee providing that function. The team seems to be warming to the reality that GBA is providing that function and those services capably.

**3. Schedule Status/Timeline**

Kansas State Bank Plat	1/17
Condemnation for 930 S. Lincoln Lot 20	1/17
NRP (waiting on a signature)	1/31
NE Village	2/21
Interchange Overlay District	3/6
ADUs	3/20

825 S. Main St. CUP                      No application received.

Condemnations—We are pursuing two paths. Terry had started a path of taking them to court rather than the commission. We're working to find any procedures related to that. If we are staying with the Commission, I anticipate that we will have a solo condemnation for 930 S. Lincoln Lot 20 starting on 1/17, and that we will have a group of condemnations starting 2/7. NE Village is a situation where we are waiting on the developer. The developer believes that we are slowing the process down, but the submittals we receive from them are not responsive to our requests.

**4. KPIs**

This is a draft. Interested in any feedback you have for me.

<b>Department of Neighborhood Services Key Performance Indicators</b>		
	<b>2023</b>	<b>2022</b>
Development Applications	24	14
Development Plans Approved	6	3
Building Plans Reviewed	142	134
Building Plans Valuation	\$28,147,458.93	\$29,351,219.00
New Home Permits Issued	26	14
New Home Permits Issued Valuation	\$5,408,571.00	\$3,522,432.00
Remodel Permits Issued	60	65
Remodel Permits Issued Valuation	\$7,515,570.74	\$13,695,174.00
Inspections	2644	3562
Code Violations In Progress	27	42
Code Violations Resolved	751	996
Demolitions	31	39
Ag Permits	4	0

**5. Input Needed/Date By or Waiting On**

- Property Improvement Partner / Codes Case Manager
- We need to make a decision about making a decision about Clancy's position

**6. Other Issues/Concerns/Items of Note**

- An email will be coming from Zack Martin regarding the appearance of a Juice Shack in the parking lot of Brandywine Liquors (1605 S. Main). It does not conform to code and the proprietor is aware of this.



POSA Meeting : 930 S. Lincoln

January 3, 2024

Chief Weingartner, Michael Haeffele, Chris Loder, Lucas Neece, Stuart Wolzen, Ben Jones

Background: Call came through 911 on 12/24

One individual (George) at the residence is well known to PD.

Not a unique situation in Ottawa:

How do we handle other cases?

Are there children involved? We are mandatory reporters.

Chief will work to organize a mandatory reporting class for NCS and FD.

FD to email [Communitydevelopment@ottawaks.gov](mailto:Communitydevelopment@ottawaks.gov) after any structure fire

Chief proposed attaching a POSA meeting to the DRC meeting. Who should participate? I propose 1 pm to be a half hour at the front end of the DRC meeting.

We discussed investments that have been made in the area near 930 S. Lincoln recently:

- roads have been upgraded from gravel to chip and seal
- lights are in good repair
- potential OU student residence would be a big investment in the area
- there have been several new houses built in the surrounding area

The actions identified were calling COF and the Property Management company.

I called both COF and Saratoga Communities (Property Management) after the meeting.

COF is having an emergency meeting to develop a plan of communication with the residents

Saratoga communicated that they are waiting on bids for the roof

GIS Meeting  
January 4, 2024

NCS: Lucas Neece, Zack Martin

Utilities: Dan Riney, Ed Thompson, Scott Bebar

IT: Paul Sommer

What does Planning need from GIS?

Examples: NRP, TIF, Downtown, Common Consumption, Codes, etc. Need this to be more manageable and complete. Need to be able to hit a button and churn out a map for a project or for a POSA discussion of a property: for 930 S. Lincoln, what is the property ownership? Utility Payment history? Neighboring parcels? Police Activity? History of public improvements?

What does Utilities/Public Works/Stormwater need from GIS?

Opportunities for optimization

- Clarity on GIS resources
  - Databases, layer files, shape files, etc. available and where they are located.
  - Location of past GIS project files
  - Roles of specific individuals
    - What are the goals of the planning position with GIS?
    - Do some tasks need to be moved over to Planning? (zoning map updates, etc. that are relevant to the position)?

Missing Pieces

- Centralized database on the share drive with access to all relevant GIS files
- Likely additional GIS training opportunities
- Stated long-term goals for GIS beyond the day-to-day updating and access.
  - This would hopefully help clarify roles and who can do what.

Outcomes:

- Agreement that getting all the data into a single box would be beneficial
- Meeting planned with Sam to discuss the recent flyover and integration within the next 4 weeks
- Paul will continue to play a role in helping the different internal customers avoid a turf war
- Expect regular (monthly or so) meetings of key users

Finance Department

# **4TH QUARTER 2023 REPORT**



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- 01** Department Report
- 02** Revenues Report
- 03** Budget Report
- 04** Quarterly Treasurer's Report
- 05** Investment Report
- 06** Debt Report

# 01 DEPARTMENT REPORT

During this quarter the Finance Department has accomplished the following items:

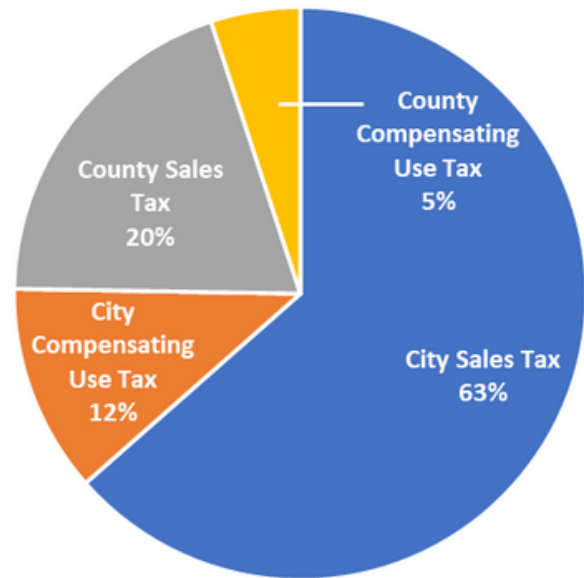
1. Finance team worked with cereal malt beverage (CMB) retailers to change allowable Sunday sales hours within City limits.
2. Worked with electric utility staff to submit a Grid Resilience and Innovation Partnerships (GRIP) grant application for a planned electric utility project.
3. Submitted a Kansas Build grant application to supplement and offset the city's grant match requirements for the GRIP grant.
4. Renewed SAM.gov registration.
5. The 4th quarter had a total of 40 licenses processed by the City Clerk (including the CMB and tobacco).
6. Completed 2024 funding agreements with outside agencies/community partners.
7. Compensation Study calculations were finalized and the Finance team assisted Human Resources in rolling out the study results to all City staff.
8. Continued process streamlining of monthly project tracking and Commission reporting.
9. First draft of Expanded Investment Policy is under review.
10. First draft of Annual Economic Development Incentive Report is under review.
11. The Budget Book for the 2024 City Budget is under final review.
12. Public hearing held on October 4th, 2023 for constitutional tax abatement request by Hasty Awards for a planned expansion. This request was approved by the Commission.
13. The utility billing team received 68 Winter Assistance applications and set-up assistance on utility accounts for eligible customers.
14. Completed 778 utility service orders for the quarter.
15. Produced 19,842 utility bills for the quarter.
16. Processed 14 open requests for the quarter.
17. All Finance Department staff attended the Error Reduction community seminar.

Finance Department  
4TH QUARTER REPORT 2023

# 02 REVENUES REPORT

During the 4th quarter the following revenues were collected by The City of Ottawa:

- **\$2,268,728 in sales tax distributions**
  - \$2,196,374 is the portion of these distributions allocated to fund City activities. The list below is illustrated in the chart to the right:
    - City Sales - \$1,394,926
    - County Sales - \$432,066
    - City Use - \$258,245
    - County Use - \$111,137
  - This total represents a 10% growth in sales tax revenues YTD for 2023 compared to the same time period in 2022.
  - A total of \$72,354 of sales tax was collected from all CID (Community Improvement Districts) Districts. The City of Ottawa currently has four active CID districts.
- **\$86,881 in highway tax disbursements.** These funds are allocated to the Special Highway Fund, funding the annual sidewalk and street repairs throughout the City of Ottawa.
- **\$13,682 in connecting city links (CCLIP) distributions.** These funds are allocated to the General Fund to pay for road maintenance.
- **\$32,178 in special alcohol tax distributions.** These funds are collected from the sale of alcohol by any club, caterer, drinking establishment, public venue, or temporary permit holder. The funds are split three ways between the General, Special Parks, and Special Drug & Alcohol funds.



***A total of  
\$2,268,728 in  
sales tax was  
received by The  
City of Ottawa  
during the 4th  
quarter.***



# 03 BUDGET REPORT

Quarter four marks 75-100% of the budget year coming to a close. During quarter four the finance department's budget team focus was not only completing the budget book for the next fiscal year, but strategically planning for the remainder of fiscal year 2023. Each department head met with the budget team to update forecasting models, review compliance, and plan for any known encumbrance needs as the Finance team plans for closing out 2023. The Finance team strategically planned for any budget amendments that may be necessary.



## No. 01 — Budget Forecast

Budget forecasting helps staff evaluate the fund performance and estimate the ending fund balance (that will roll over into the new year). Forecasting is an important part of the budget process as it helps inform compliance. Forecasting is especially important with unexpected expenses or events (like the July 30th storm) happen.



## No. 02 — Budget Compliance

The Certified Budget gives The City of Ottawa budget authority to expend a set amount of money in each budgeted fund. The budget team regularly meets with departments to ensure continued compliance with their authority throughout the calendar year.



## No. 03 — Budget Encumbrances

There may be a need to encumber (reserve) funds from the fiscal year 2023 budget into fiscal year 2024 budget if goods or services are ordered before the end of the year and not received (this helps with unplanned supply chain issues for example - related to meter acquisitions). This helps keep compliance with budget authority and keep projects moving through a change in fiscal year.

### Budget Report - 4th Quarter 2023

	Expenditure Budget	Expenditures year-to-date	% of budget spent		Expenditure Budget	Expenditures year-to-date	% of budget spent
001 General Fund	\$ 14,494,780	\$ 12,069,901	83.3%	028 Special Streets Fund	\$ 856,030	\$ 769,916	89.9%
005 Debt Service Fund	\$ 4,282,411	\$ 4,262,134	99.5%	029 Stormwater Utility Fund	\$ 981,268	\$ 391,209	39.9%
011 Community Service Fund	\$ 183,530	\$ 176,030	95.9%	030 Water Utility Fund	\$ 4,095,416	\$ 3,348,665	81.8%
013 Auditorium Fund	\$ 448,175	\$ 381,181	85.1%	031 Wastewater Utility Fund	\$ 4,271,738	\$ 3,399,469	79.6%
014 Airport Fund	\$ 208,700	\$ 96,523	46.2%	037 Electric Utility Fund	\$ 19,189,185	\$ 16,050,216	83.6%
016 Special Parks & Rec Fund	\$ 199,000	\$ 70,117	35.2%	050 Capital Projects Fund	\$ 50,000	\$ 4,000	8.0%
017 Special Drug & Alcohol Fund	\$ 35,500	\$ 35,000	98.6%	053 Equipment Reserve	\$ 502,000	\$ 144,810	28.8%
018 Library Fund (City)	\$ 1,184,330	\$ 1,129,661	95.4%	056 Risk Management Fund	\$ 1,297,970	\$ 966,871	74.5%
025 Economic Development Fund	\$ 412,050	\$ 84,742	20.6%	078 WWTP Debt Fund	\$ 916,011	\$ 816,011	89.1%
027 Golf Course Fund	\$ 20,000	\$ 10,639	53.2%	097 Proximity Park Sales Tax Fund	\$ 2,075,000	\$ 2,055,279	99.0%
				100 Land Bank Fund	\$ -	\$ -	0.0%

# 04 QUARTERLY TREASURER'S REPORT

The report shows all transactions that occurred during the quarter ranging from October 1 - December 31, 2023 and how these transactions impacted the different fund balances for all funds for the City of Ottawa.

\*\*The following report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once December transactions are closed in February 2024.

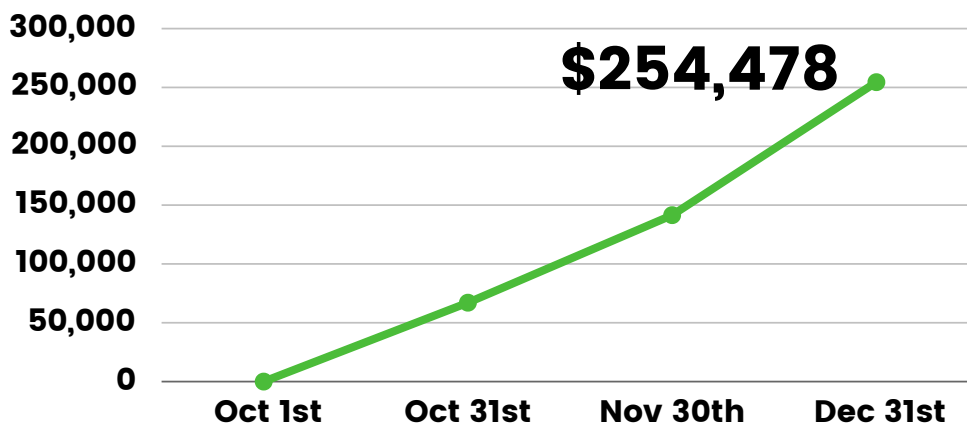
CITY OF OTTAWA QUARTER TO DATE TREASURER'S REPORT DECEMBER 31, 2023**								
FUND	ACCOUNT TITLE	BEGINNING CASH BALANCE	Q-T-D REVENUES	Q-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	UNENCUMBERED ENDING CASH BALANCE
001	General Fund	\$ 2,915,935.29	\$ 3,922,332.25	\$ 3,242,120.92	\$ 3,596,146.62	\$ 282.16	\$ 62,340.57	\$ 3,658,205.03
005	Debt Service Fund	\$ 160,374.57	\$ 39,210.57	\$ -	\$ 199,585.14	\$ -	\$ -	\$ 199,585.14
011	Community Service Support	\$ 111,002.49	\$ 2,000.00	\$ 43,264.35	\$ 69,738.14	\$ -	\$ -	\$ 69,738.14
013	Auditorium Fund	\$ 98,404.25	\$ 93,781.61	\$ 126,444.02	\$ 65,741.84	\$ -	\$ 3,199.11	\$ 68,940.95
014	Airport Fund	\$ 129,613.74	\$ 73,476.04	\$ 14,417.68	\$ 188,672.10	\$ -	\$ 532.90	\$ 189,205.00
016	Special Park & Rec Fund	\$ 387,708.00	\$ 22,938.94	\$ 27,267.63	\$ 383,379.31	\$ -	\$ -	\$ 383,379.31
017	Special Drug & Alcohol	\$ 38,691.72	\$ 10,725.90	\$ 35,000.00	\$ 14,417.62	\$ -	\$ -	\$ 14,417.62
18	Library Fund	\$ -	\$ 95,681.60	\$ 95,681.60	\$ -	\$ -	\$ -	\$ -
025	Economic Development Fund	\$ 612,927.65	\$ 24,400.54	\$ 44,890.25	\$ 592,437.94	\$ -	\$ 18,950.00	\$ 611,387.94
027	Golf Course Fund	\$ 1,358.07	\$ 20,003.57	\$ 43.90	\$ 21,317.74	\$ -	\$ 43.90	\$ 21,361.64
028	Special Streets Fund	\$ 593,435.98	\$ 250,622.66	\$ (15,047.27)	\$ 859,105.91	\$ -	\$ -	\$ 859,105.91
029	Stormwater Utility	\$ 1,562,302.92	\$ 141,500.11	\$ 57,838.80	\$ 1,645,964.23	\$ -	\$ -	\$ 1,645,964.23
030	Water Utility	\$ 1,179,282.28	\$ 873,561.01	\$ 1,158,129.91	\$ 894,713.38	\$ -	\$ 56,366.71	\$ 951,080.09
036	Waste Water Utility	\$ 2,662,177.44	\$ 897,645.13	\$ 1,029,857.31	\$ 2,529,965.26	\$ -	\$ 5,723.18	\$ 2,535,688.44
037	Electric Utility	\$ 7,546,224.07	\$ 4,314,677.85	\$ 4,157,485.05	\$ 7,703,416.87	\$ -	\$ (6,736.78)	\$ 7,696,680.09
046	Electric CIP Fund	\$ 2,012,012.87	\$ 13,315.47	\$ 11,741.16	\$ 2,013,587.18	\$ -	\$ -	\$ 2,013,587.18
050	Capital Improvement	\$ 111,105.01	\$ 1,338.59	\$ -	\$ 112,443.60	\$ -	\$ -	\$ 112,443.60
051	Utility Credits	\$ 199,040.24	\$ (1,854.56)	\$ -	\$ 197,185.68	\$ -	\$ (5,911.77)	\$ 191,273.91
052	Capital Projects-Sidewalk	\$ 171,216.52	\$ 283.70	\$ 63,349.25	\$ 108,150.97	\$ -	\$ -	\$ 108,150.97
053	Equipment Reserve	\$ 550,166.13	\$ 31,587.13	\$ 4,706.00	\$ 577,047.26	\$ -	\$ -	\$ 577,047.26
054	Law Enforcement Trust	\$ 13,231.86	\$ 34.80	\$ -	\$ 13,266.66	\$ -	\$ -	\$ 13,266.66
056	Risk Management	\$ 915,038.34	\$ 2,443.37	\$ 35,810.56	\$ 881,671.15	\$ -	\$ 1,621.96	\$ 883,293.11
057	AEO Foundation Loan Fund	\$ 20,331.82	\$ 631.41	\$ -	\$ 20,963.23	\$ -	\$ -	\$ 20,963.23
076	TIF-South Hwy 59	\$ 1,535,791.93	\$ 27,368.20	\$ -	\$ 1,563,160.13	\$ -	\$ -	\$ 1,563,160.13
077	TDD-South Hwy 59	\$ 283,502.51	\$ 3,415.61	\$ -	\$ 286,918.12	\$ -	\$ -	\$ 286,918.12
078	Sales Tax-WWTP Projects	\$ 318,934.04	\$ 298,848.74	\$ -	\$ 617,782.78	\$ -	\$ -	\$ 617,782.78
079	TIF/CID-Princeton & 19th	\$ 367,243.47	\$ 22,414.84	\$ 38,878.95	\$ 350,779.36	\$ -	\$ 15,004.82	\$ 365,784.18
080	CID-Princeton & 21st	\$ 28,577.40	\$ 25,071.79	\$ 53,395.38	\$ 253.81	\$ -	\$ 24,505.42	\$ 24,759.23
081	TIF/CID-Holiday Inn	\$ 56,734.20	\$ 31,695.95	\$ 65,679.97	\$ 22,750.18	\$ -	\$ 29,975.82	\$ 52,726.00
091	TIF-K-68 Hwy District	\$ 636,738.89	\$ 16,802.99	\$ -	\$ 653,541.88	\$ -	\$ -	\$ 653,541.88
095*	Grants-FAA Airport Imp	\$ 4,983.28	\$ -	\$ 117,214.86	\$ (112,231.58)	\$ -	\$ -	\$ (112,231.58)
097	Sales Tax-Proximity Park	\$ 3,425,683.17	\$ 561,520.49	\$ 1,200,250.00	\$ 2,786,953.66	\$ -	\$ -	\$ 2,786,953.66
098	Prox Park Infrastructure	\$ 143,031.20	\$ 3,182.40	\$ 4,668.00	\$ 141,545.60	\$ -	\$ -	\$ 141,545.60
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42
102	Opioid Settlement Fund	\$ 31,842.42	\$ 5,940.36	\$ -	\$ 37,782.78	\$ -	\$ -	\$ 37,782.78
103	GO 2022A	\$ 2,376,488.22	\$ 22,999.64	\$ 670,062.52	\$ 1,729,425.34	\$ -	\$ -	\$ 1,729,425.34
401	Grants-Fire	\$ 9,176.61	\$ 1,750.00	\$ 886.17	\$ 10,040.44	\$ -	\$ 886.17	\$ 10,926.61
402	Grants-Parks	\$ 48,641.90	\$ (29,000.00)	\$ 5,762.05	\$ 13,879.85	\$ -	\$ -	\$ 13,879.85
407	Grants-ARPA	\$ 1,386,681.57	\$ 11,899.85	\$ 846,160.11	\$ 552,421.31	\$ -	\$ -	\$ 552,421.31
408	Grants-Police	\$ 12,356.00	\$ -	\$ -	\$ 12,356.00	\$ -	\$ -	\$ 12,356.00
409	Grants-BASE	\$ 1,036,940.94	\$ 1,207,573.40	\$ 847,054.08	\$ 1,397,460.26	\$ -	\$ -	\$ 1,397,460.26
410	Grants-ARPA-Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	Self Insured Health	\$ 1,428,345.10	\$ 448,735.62	\$ 444,872.82	\$ 1,432,207.90	\$ (1,417.76)	\$ -	\$ 1,433,625.66
801	Flex Spending Account	\$ 16,037.78	\$ 14,764.07	\$ 12,153.19	\$ 18,648.66	\$ -	\$ -	\$ 18,648.66
GRAND TOTAL		\$ 35,149,615.31	\$ 13,505,321.64	\$ 14,440,039.22	\$ 34,214,897.73	\$ (1,135.60)	\$ 206,502.01	\$ 34,422,535.34
Published Quarterly in Accordance with KSA 12-1608 & 12-1609								
Rebekah McCurdy, Assistant Finance Director								
**Fund 095 is for tracking reimbursement grants and will be reimbursed in full.								
**This report is unaudited and does not reflect all December 2023 expenditures. An updated report will be provided once all 2023 transactions are recorded and books are closed in February 2024.								

# 05 INVESTMENT REPORT

## Interest Earned: 4th Quarter

The City of Ottawa has a pooled investment fund that is made up of idle funds from across eligible City funds. These idle funds are invested according to state statute requirements to secure both safe investments and the highest return available.

From the beginning of the quarter to the end of the quarter the graph below shows the interest earned from the maturity of investments only.



# 06

number of matured investments

# 01

number of new investments opened

In addition to the Pooled Investment Fund, City funds also earn interest while occupying city operational accounts. Below is information regarding interest accrued from operational accounts during the 3rd quarter:

- **Health** - generated \$46.91 in interest.
- **Operating** - generated \$191.18 in interest.
- **Invested Operating (Sweep)** - generated \$89,754.40 in interest.

Total interest revenue generated from operational accounts for this quarter was \$ 89,992.49



# \$344,470

*in total realized interest was recorded during the 4th quarter 2023 compared to \$29,922.82 in 4th quarter 2022.*

# 06 DEBT REPORT

The City of Ottawa has a number of General Obligation Bonds. For a more detailed description of each bond issuance please see our monthly Finance Reports online [here](#). Below is a list of the outstanding bond issuances, their unpaid balance and the maturity year:

- GO Bond 2009: \$98,895 - maturity 2024
- GO Bond 2009-A: \$1,086,732 - maturity 2029
- GO Bond 2012-B: matured 2023, final payment made October 1st, 2023
- GO Bond 2014-A: \$1,726,663 - maturity 2030
- GO Bond 2017-A: \$1,885,375 - maturity 2026
- GO Bond 2017-B: \$264,170 - maturity 2027
- GO Bond 2018-A: \$1,861,025 - maturity 2038
- GO Bond 2018-B: \$459,430 - maturity 2026
- GO Bond 2019-A: \$1,183,000 - maturity 2027
- GO Bond 2020-A: \$1,983,354 - maturity 2050
- GO Bond 2021-A: \$5,387,893 - maturity 2039
- GO Bond 2021-B: \$4,085,200 - maturity 2028
- GO Bond 2022-A: \$3,619,000 - maturity 2032



The City of Ottawa has a number of Lease Purchase Agreements. Below is a list of the current leases, their unpaid balance, and the maturity year:

- Platform Fire Truck (Refinance): \$5,264 - maturity 2024
- 911 Radio System: \$63,833 - maturity 2024
- Pierce Fire Truck: \$379,958 - maturity 2028
- Sewer Van: \$124,685 - maturity 2028
- Vacuum Truck: \$0 - final payment made December 1, 2023
- Backhoe & Breaker: \$0 - final payment made December 1, 2023
- Police Patrol Unit: \$46,293 - maturity 2027
- Police Patrol Unit: \$47,906 - maturity 2027
- Bucket Truck: \$185,213 - maturity 2032
- Pierce Fire Truck: \$825,313 - maturity 2032

***City of Ottawa's total debt: \$25,319,200***



# OFD 4<sup>th</sup> Quarter Report 2023



# Calls for Service By Type

Call Types	Total
Building Fire/Vehicle Fire	12
Grass Fire	6
EMS	379
Haz-Mat	20
False Alarm (False, Accidental, Malfunction)	42
Dispatched Cancel Enroute/No Incident Found	40
Motor Vehicle Crash	16
Aircraft Standby	4
Authorized/Unauthorized Controlled Burning	16
Electrical	6
Assist Police/Government Agency	3
Public Assist	6



# Training



# Training Hours Breakdown

Training Type	Description	Hours
580.A	Facilities and Use	25
580.B	Company Training	1,165
580.C	Officer Training	134
580.D	New Driver/Operator Training	11
580.E	Existing Driver/Operator Training	27
580.F	Hazardous Materials Training	48
580.G	Recruit Training	15
580.H	Pre-Fire Planning/Inspection Training	80
Investigator	Fire Investigator Training	28
EMS	EMS Recertification Hours Training	127
Wildland	Wildland Training	83
Special Operations	Ice Rescue, Drone Training	77
Administrative/Misc.	Administrative/Misc. Training	61
<b>Total Hours</b>		<b>1881</b>

# Public Education & Prevention

[Back to Agenda](#)

Event	Adults	Kids	Seniors	Total Contacts	Smoke Alarms	CO Alarms
FIRE SAFETY EDUCATION	74	1085		1159		
SMOKE ALARM	6		6	12	36	4
STATION TOUR	3	29	0	32		
CAR SEAT	3	5	0	9		
TRUCK DISPLAY	6	64		70		
YFPI	1	3		4		
PUBLIC RELATIONS	150	20		170		
				1456		
Fire Inspections				Total 85		

# Fire Science Program

## OHS Fire Science Program



### CPR/First Aid for Severe Trauma Certifications

- **FFI- Taught CPR/AED for first responders. They were taught how to recognize emergencies, how to perform CPR, and how to use an AED. All students obtained certification.**
- **FFII- Taught First Aid for Severe Trauma. They were taught how to apply tourniquets, pack wounds and apply direct pressure to wounds to stop bleeding. They all obtained certification.**



# Grants

## Wal-Mart Grant

### SEMS II Software/Antenna



The screenshot displays the SEMS II Monitor software interface. It features a sidebar on the left with icons for a list, a warning triangle, and a checkmark. The main area is a table with the following columns: ☐, Pat. Id., Name, Time, Air Level, PASS, Evacuate, Withdraw, and Range. The table contains 11 rows of data for various personnel, with air levels displayed in colored bars (green for good, red for low, yellow for warning) and PASS status indicated by red or green triangles. The 'Evacuate' column shows blue stick figures in different poses.

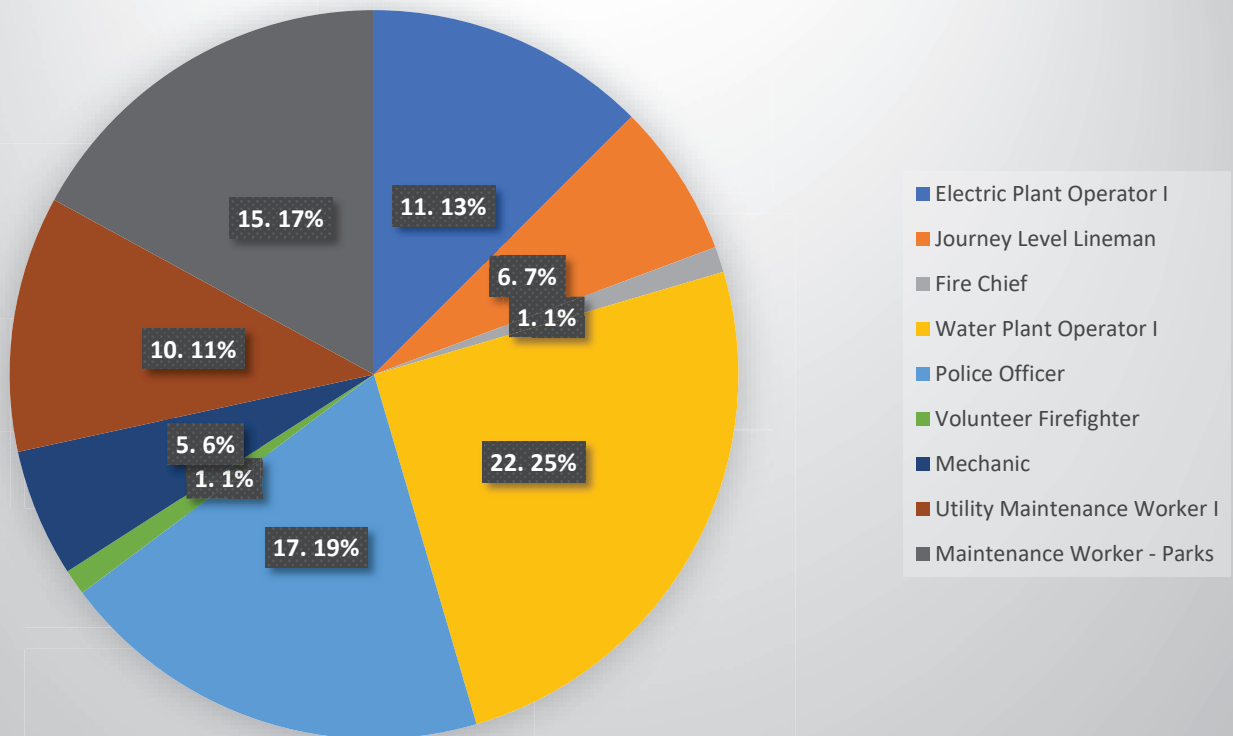
<input type="checkbox"/>	Pat. Id.	Name	Time	Air Level	PASS	Evacuate	Withdraw	Range
<input type="checkbox"/>	SS-E1-A	Scott, Michael	00:30	5000				040
<input type="checkbox"/>	SS-E1-B	Johnson, Larry	00:30	5000				040
<input type="checkbox"/>	SS-E1-C	Ford, Henry	00:30	3000				040
<input type="checkbox"/>	SS-E1-D	Tandy, Matt	00:30	4000				040
<input type="checkbox"/>	SS-E1-E		00:30					040
<input type="checkbox"/>	SS-E1-A	Franklin, Ben	01:30	2575				040
<input type="checkbox"/>	SS-E1-B	Jones, John	00:30	3100				040
<input type="checkbox"/>	SS-E1-C	Smith, Robert	00:30	2900				040
<input type="checkbox"/>	SS-E1-D	Williamson, Aaron	00:30	5000				040
<input type="checkbox"/>	SS-M01	Freeman, Milton	00:30	2700				040

We received a grant from Wal-Mart DC for \$1,700.00 to assist with the purchase of the Scott SEMS II Program. Scott Safety's patented SEMS II personnel accountability system, Monitor allows the incident commander or team leader to see air level, PASS, and EVAC data on a user-friendly dashboard. Users can toggle between two displays, allowing them to view the Air-Pak data of their entire team or only be alerted if something is wrong. And since Scott Connect Monitor utilizes SEMS II data, it is compatible with any Air-Pak X3, Air-Pak 75, or Air-Pak NxG7 equipped with SEMS II consoles.

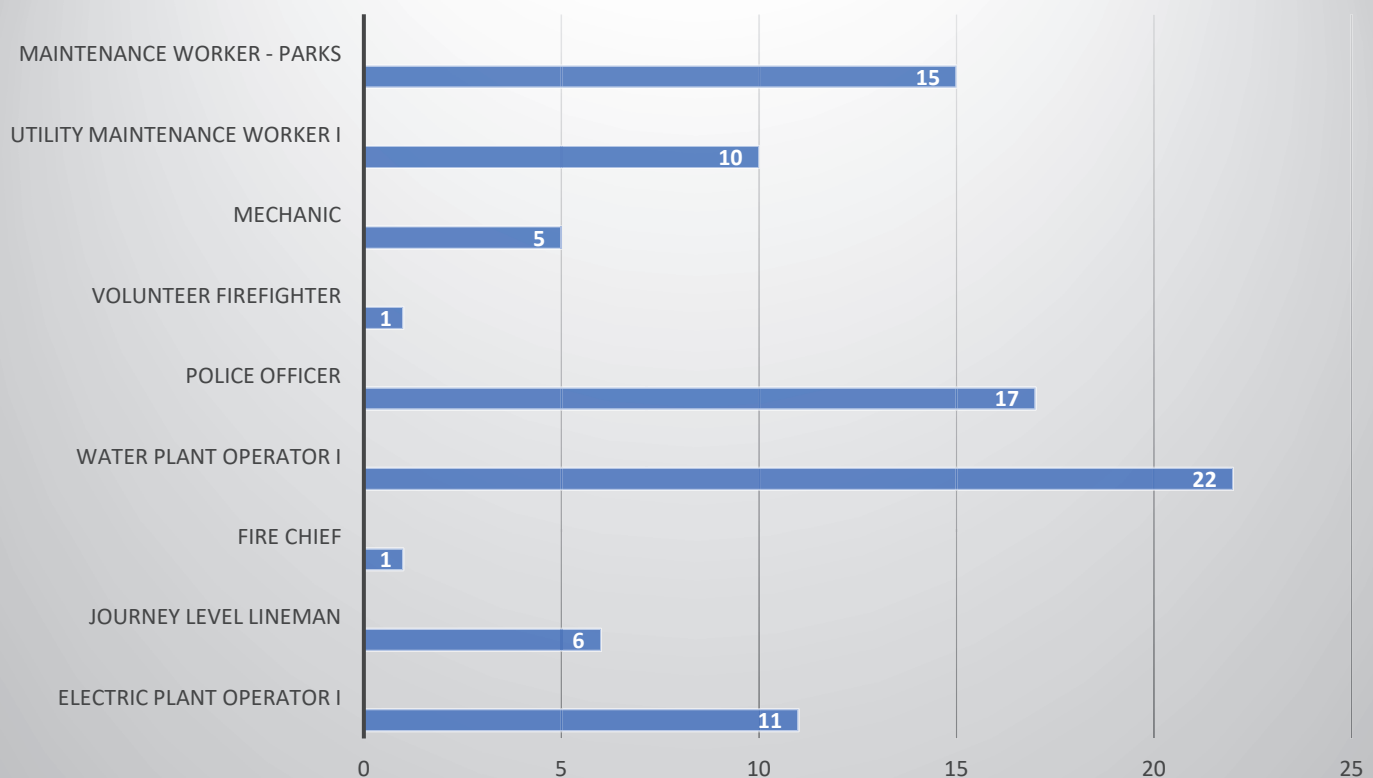


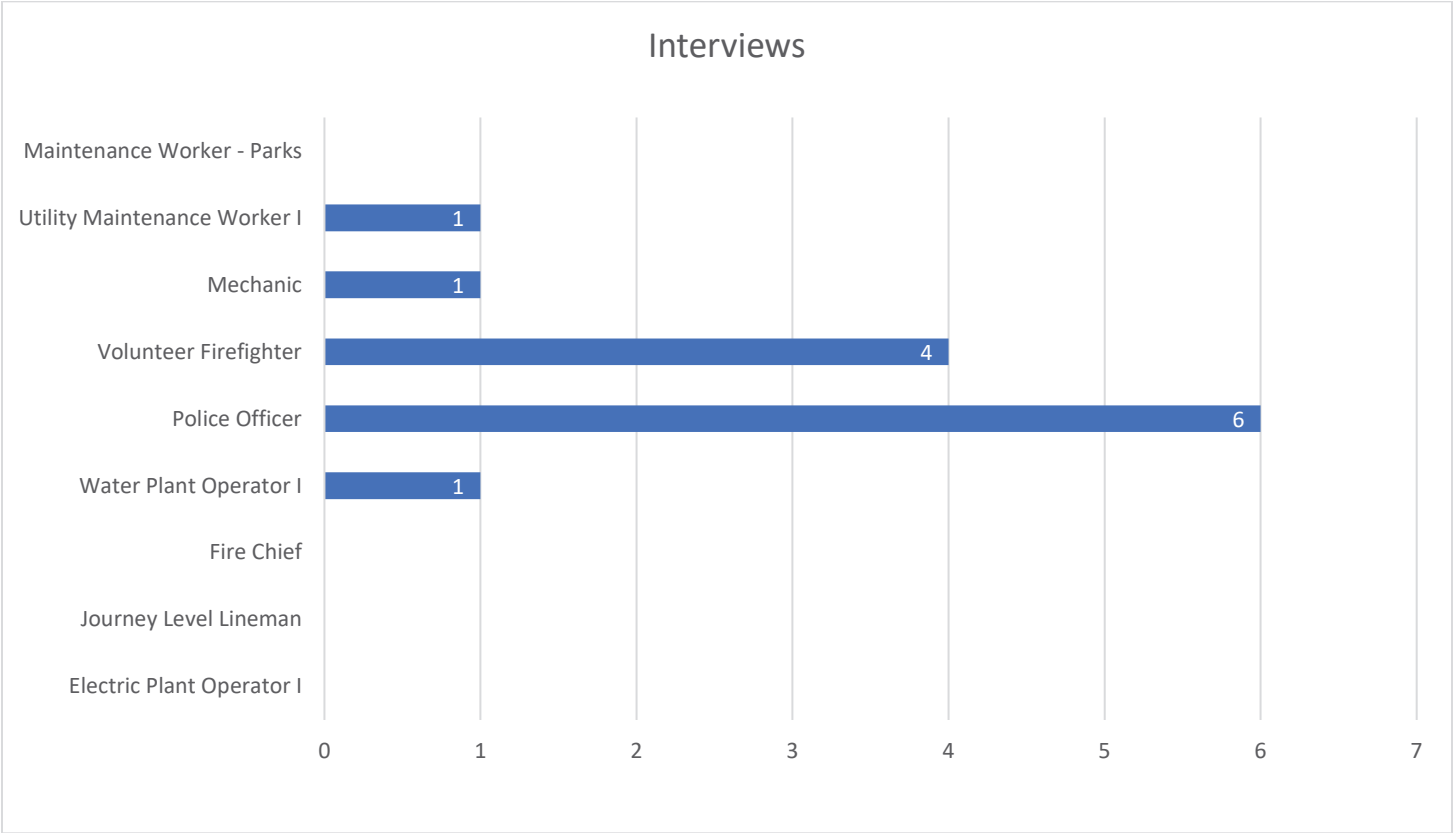
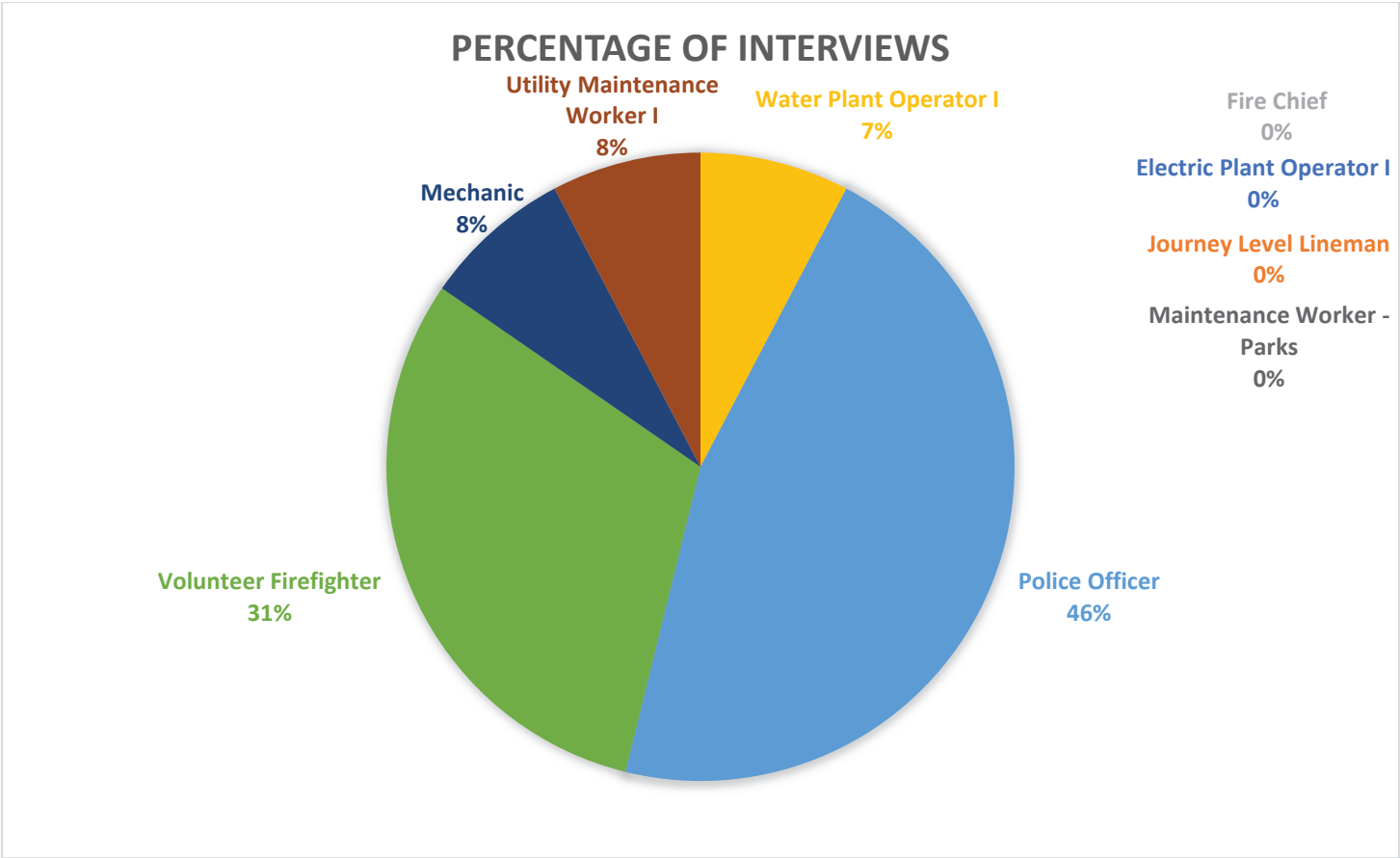
## HR 4TH QUARTER REPORT

### Percentage of Number Of Applicants

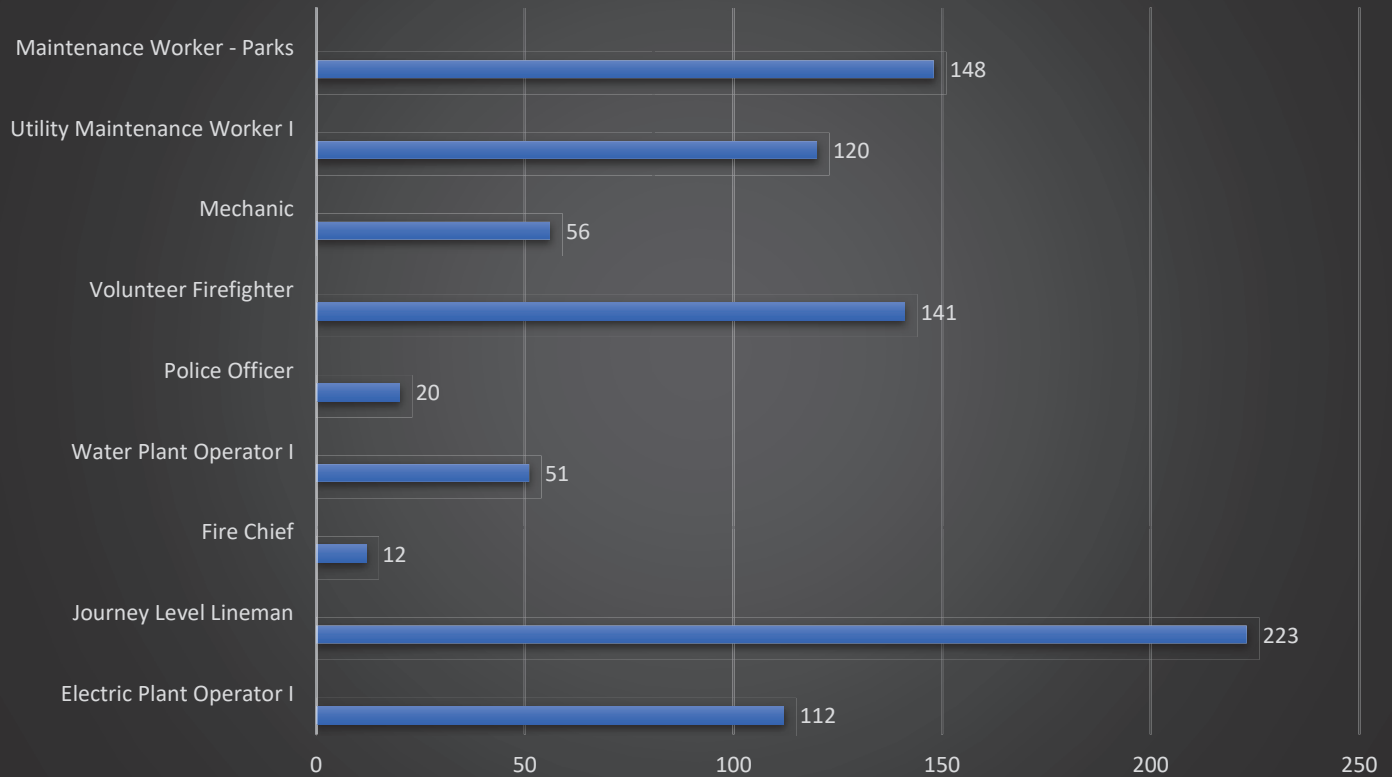


### Number of Applicants



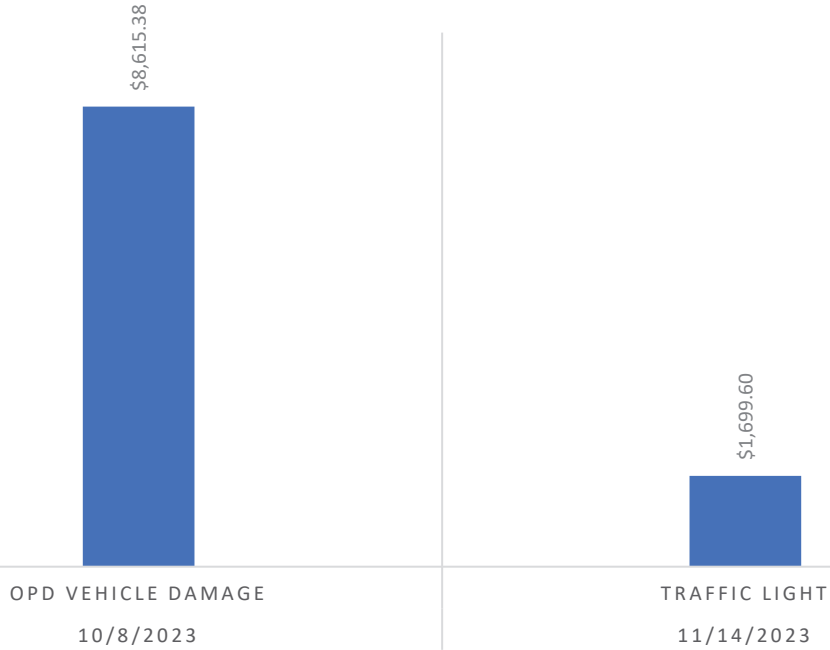


## Job Postings Days Opened

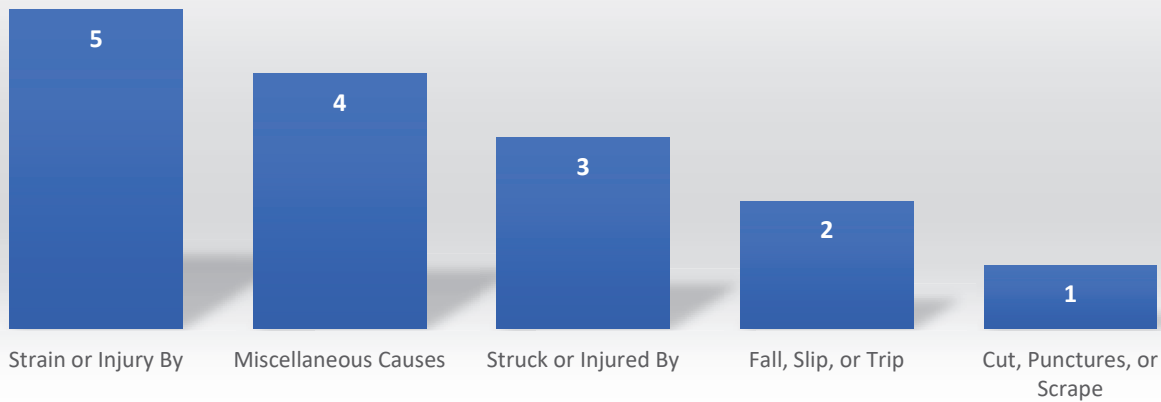


Job Title	Accepted
Electric Plant Operator I	0
Journey Level Lineman	0
Fire Chief	0
Water Plant Operator I	1
Police Officer	0
Volunteer Firefighter	4
Mechanic	1
Utility Maintenance Worker I	0
Maintenance Worker - Parks	0
<b>Total</b>	<b>6</b>

### DAMAGE TO CITY PROPERTY



### 2023 Workers' Compensation Top Causes

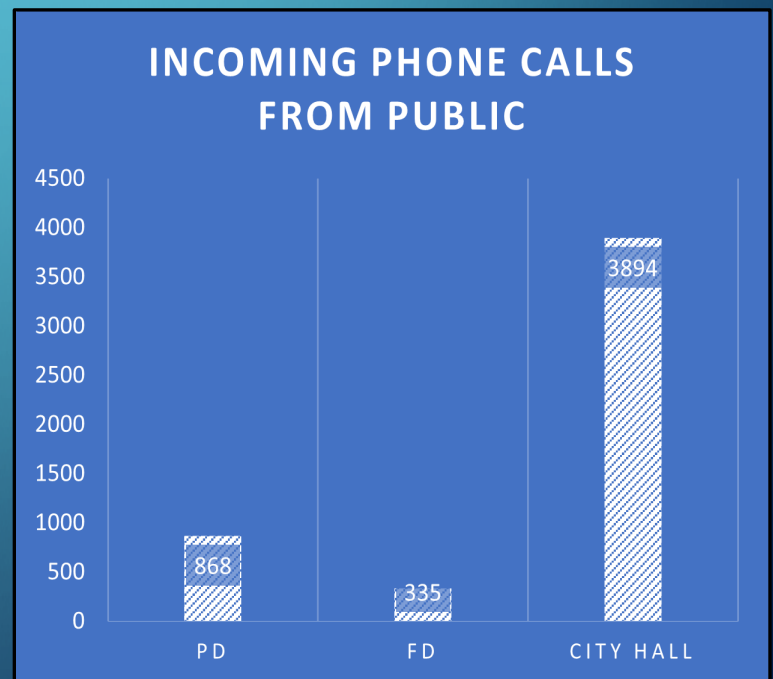
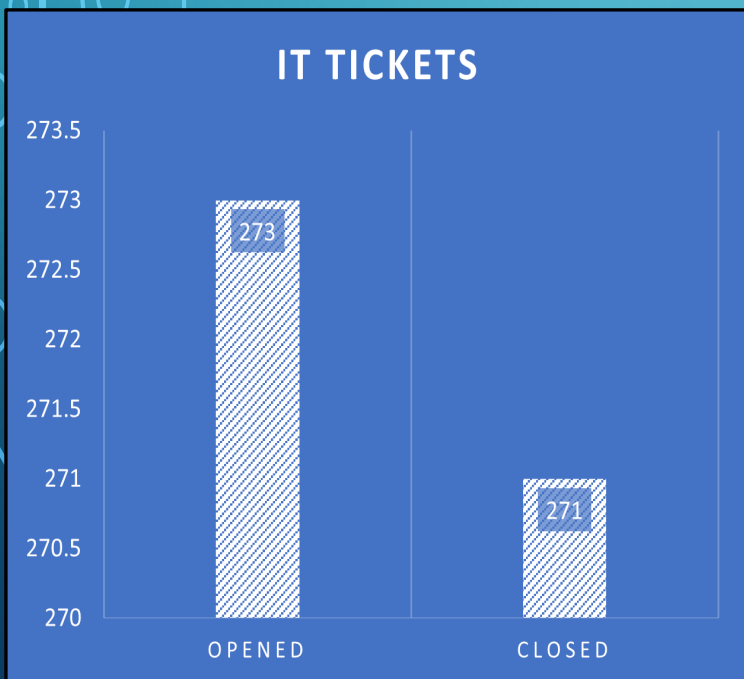
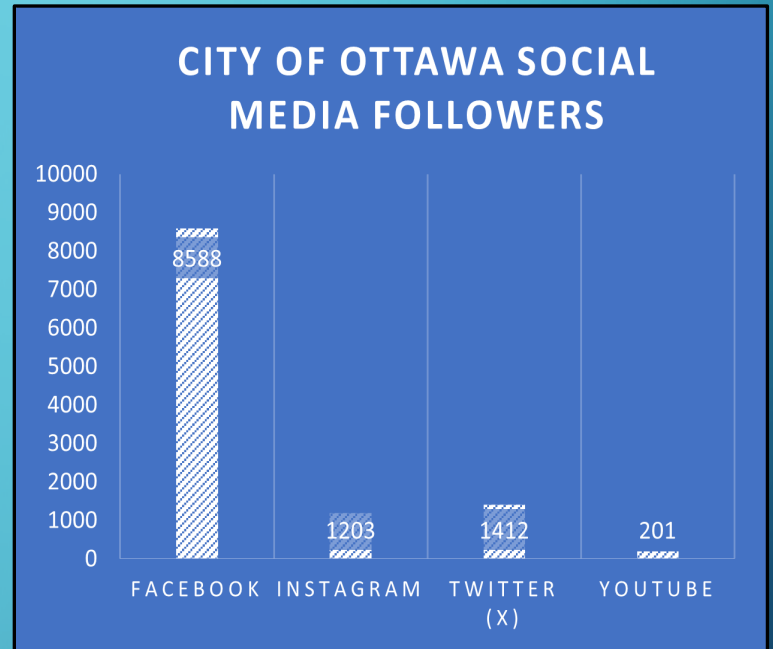
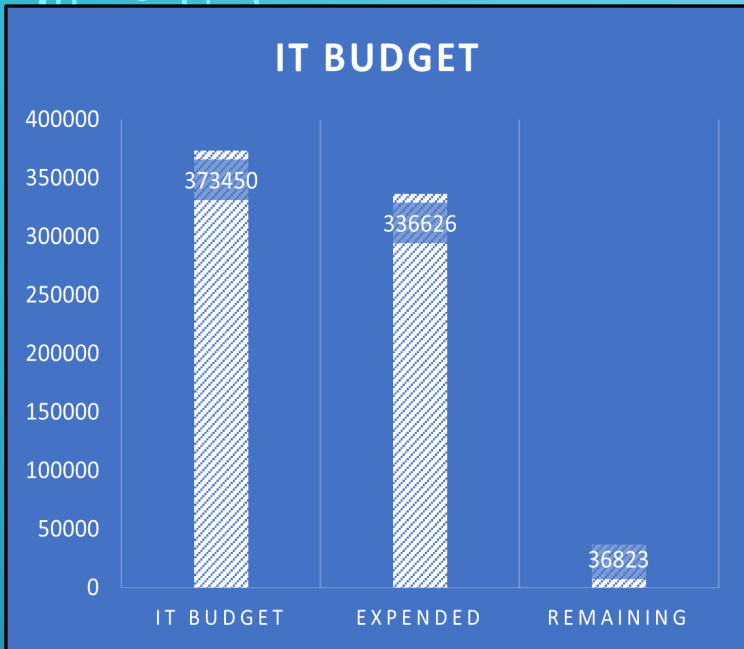


# City of Ottawa IT Department Quarterly Report

## Oct1 – Dec 31, 2023

The City of Ottawa IT department is responsible for providing technical support to the organization's employees and ensuring that the IT infrastructure is reliable and secure.

The department is composed of four professionals with a wide range of skills, including photo/video production, social media, systems administration, networking, and security.





## **Parks**

### **Quarterly Report**

**October, November, December 2023**

#### **Training:**

- Playground Maintenance Course by KRPA- DJ Welsh and Greg Morrow
- Arborist Training Course- Angelo Martin
- Foundations in Customer Service, A Roads Scholar 1 course- Tate Jackson and Angelo Martin
- Facility Maintenance Workshop by KRPA- Greg Morrow and Angelo Martin
- Certified Winter Maintenance Operator course by APWA- Chad Pickert, Angelo Martin, Tate Jackson, Ian Beuttel
- Support Equipment Library by APWA- Chad Pickert, Tate Jackson, Ian Beuttel, Angelo Martin
- Supervisors Role in Enhancing Cooperative Work Relationships, a Roads Scholar II class- Chad Pickert
- Annual training through KMU- Everyone

#### **Projects:**

- Crews installed 180 cubic yards of Engineered Wood Fiber over our two largest playgrounds, Adventureland in Forest Park and the playground at Kanza Park. In addition to the playgrounds, they also installed EWF at the Isometric Stretching Station at Kanza Park.
- The parks department worked together with members of the Rotary Club to assemble benches and tables that were installed at Forest Park, Freedom Park, and Walton Park. These were a part of a grant awarded to us by KDHE.
- Chad Pickert and Angelo Martin represented the Parks Department in the annual career day at the Ottawa High School.
- Put up flags for Veterans Day

#### **Maintenance:**

- Hanger removal from trees at Hope Cemetery, Kanza Park, Forest Park
- Trimmed trees in Forest Park, Highland Cemetery, Hope Cemetery, Kanza Park, City Park
- Ground stumps in Forest Park, Heritage Park, Kanza Park, Highland and Hope Cemeteries.
- Winterized the swimming pool, public water fountains, and all public restrooms.
- Removed shade canopies from the swimming pool, and along the trails.
- Removed all watering bags from young trees.
- Annual maintenance on our mowers, UTV's, trucks and small equipment.



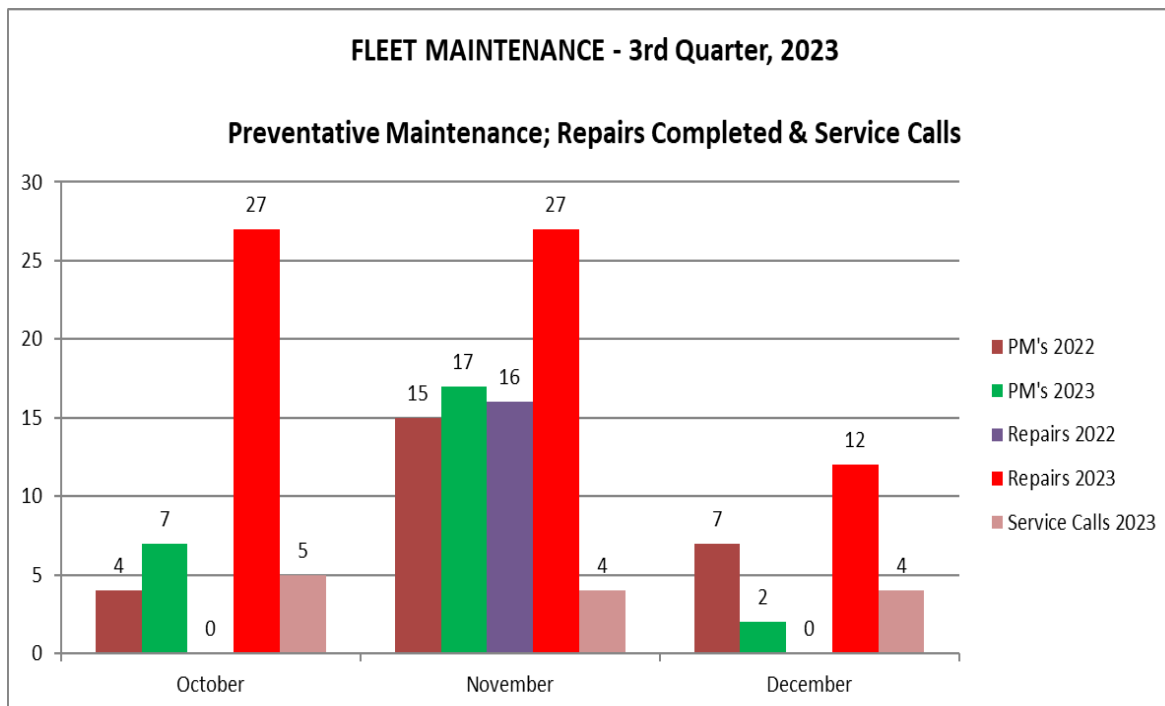
**Above: Crews work to install Engineered Wood Fiber at the Adventureland Playground in Forest Park.**

**Below: New tables and benches were installed with help from grand funds from KDHE and the assembly assistance of our local Rotary Club.**





**Below: Crews work to trim trees, remove hangers, and grind stumps from multiple locations within the City.**



# WATER RECLAMATION QUARTERLY REPORT

## 4th Quarter 2023

	2023		2022	
	This Quarter	Year To Date	Same Quarter	Year To Date
<b>TOTAL FLOW, MG</b>	131.55	403.1	79.74	373.61
<b>PEAK DEMAND DAY, MG</b>	6.85	6.85	2.41	4.6
<b>AVERAGE DAILY FLOW, MGD</b>	1.42	1.68	0.86	1.16
<b>PROCESSED BIO-SOLIDS, TON</b>	346.68	1512.07	363.41	1166.9

## AVERAGE PLANT INFLUENT

BOD5, MG/L	215.83		263	
TSS, MG/L	190		323	
TKN MG/L	31.4		33.3	
pH, SU	7.4		7.4	

## Regulatory

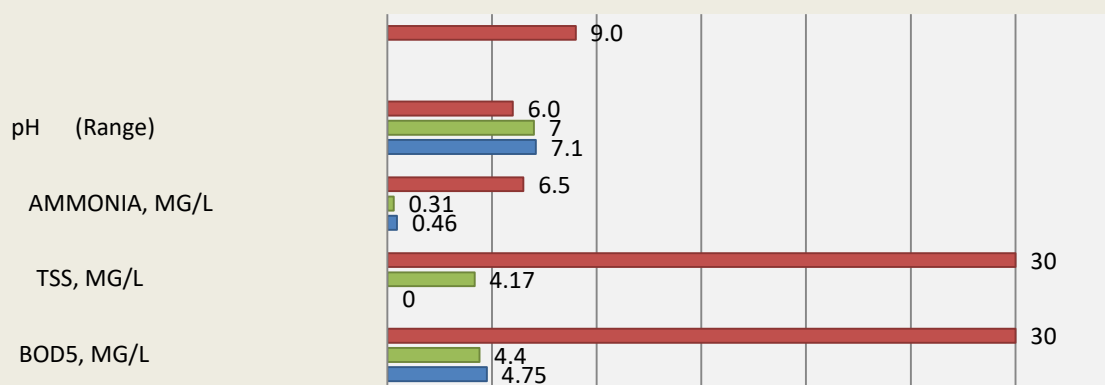
## AVERAGE PLANT EFFLUENT

## Limit

BOD5, MG/L	4.4	30	MG/L	4.75
TSS, MG/L	4.17	30	MG/L	<5.0
AMMONIA, MG/L	0.31	6.5	MG/L	0.46
pH (Range)	7	6.0	9.0	7.1
PERCENT REDUCTION BOD5	98%	85%		98%
PERCENT REDUCTION TSS	98%	85%		98%
TOTAL PHOSPHOROUS	0.77	1.5 yr/ave	MG/L	0.55

## Ottawa WRF 4th Quarter 2023

Regulatory Limit 2023 2022





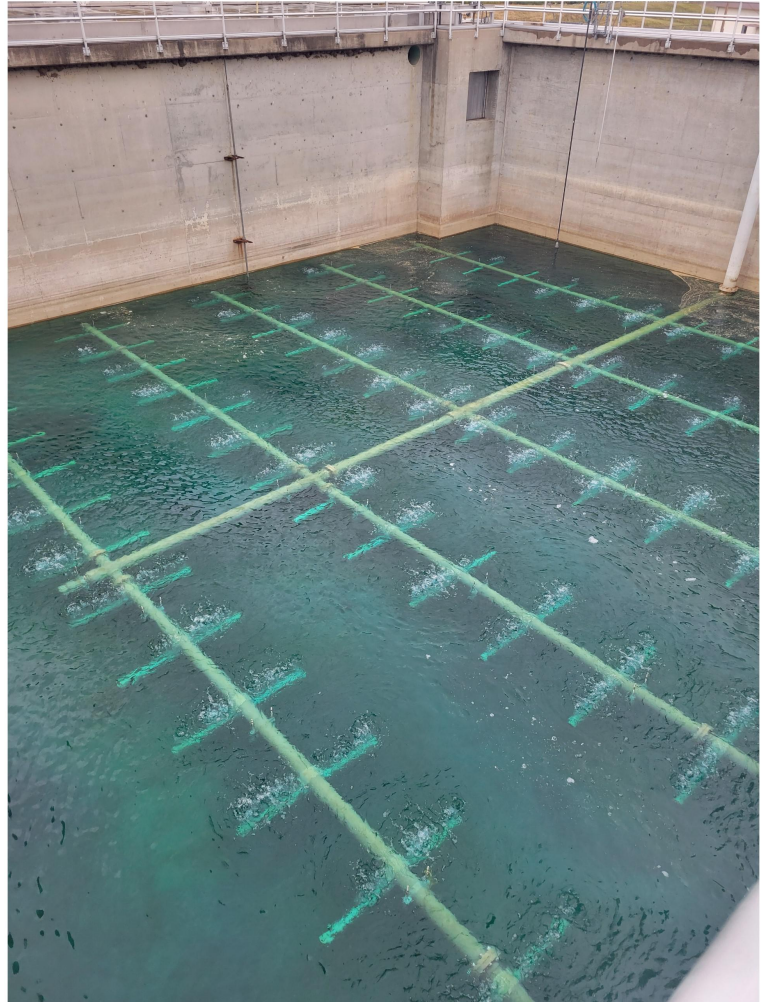
10/24/2023

Pulling pumps is a common occurrence at the WRF. With the rise of "flushable wipes" the crew has plenty of experience. Pictured is Kirt Chapman and Ryan Reynolds pulling a pump at Logan Lift.

Ottawa  
Water Reclamation  
Facility







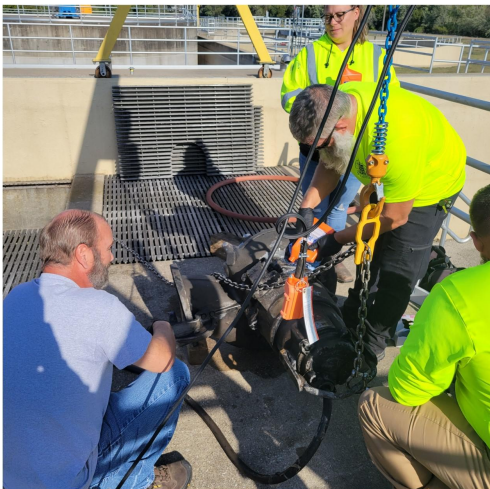
10/09/2023

Annually the WRF crew will drain, clean and inspect the uncovered digester. This digester is currently not in use due to population size, but with preventative maintenance it will be ready for future growth.

Ottawa  
Water Reclamation  
Facility







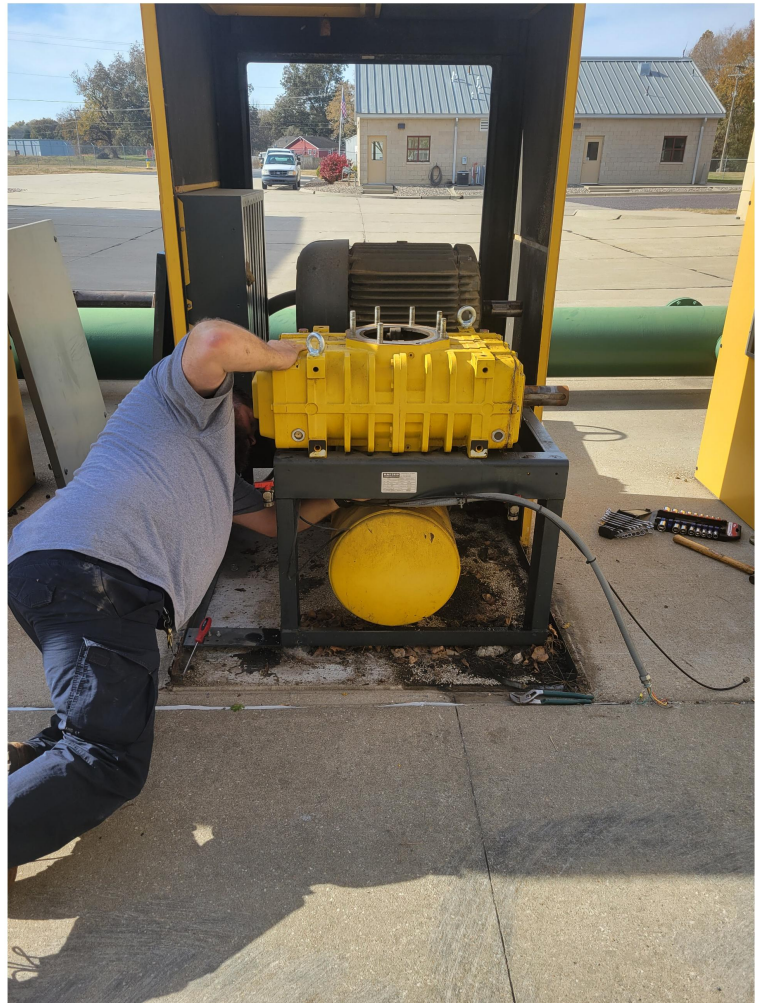
10/11/2023

The WRF crew pulled the RAS (Return Activated Sludge) pumps for annual service and inspection.

Ottawa  
Water Reclamation  
Facility







11/□/2023

Ryan Reynolds □ Kirt Chapman and Le □ Harn replaced a failed blower.





10/31/2023

Ryan Dickinson, Kirt Chapman and Ryan Reynolds repaired and replaced water solenoid valves on the screenings compactor.





11/01/2023

Ryan Reynolds and Kirt Chapman completed service of the on-site generator.





11/1□/2023

Ryan Dic□inson and Haley Boss  
hose and clean out empty basin.

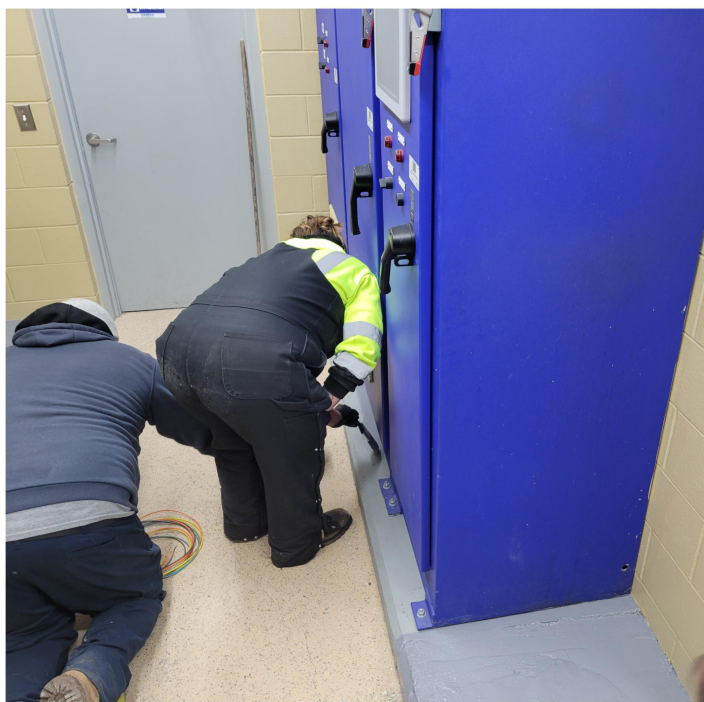




12/01/2023

The WRF crew worked on installation of a mechanical seal on a pump at the Pinoa station. The motor was also refurbished by Patchen Electric.

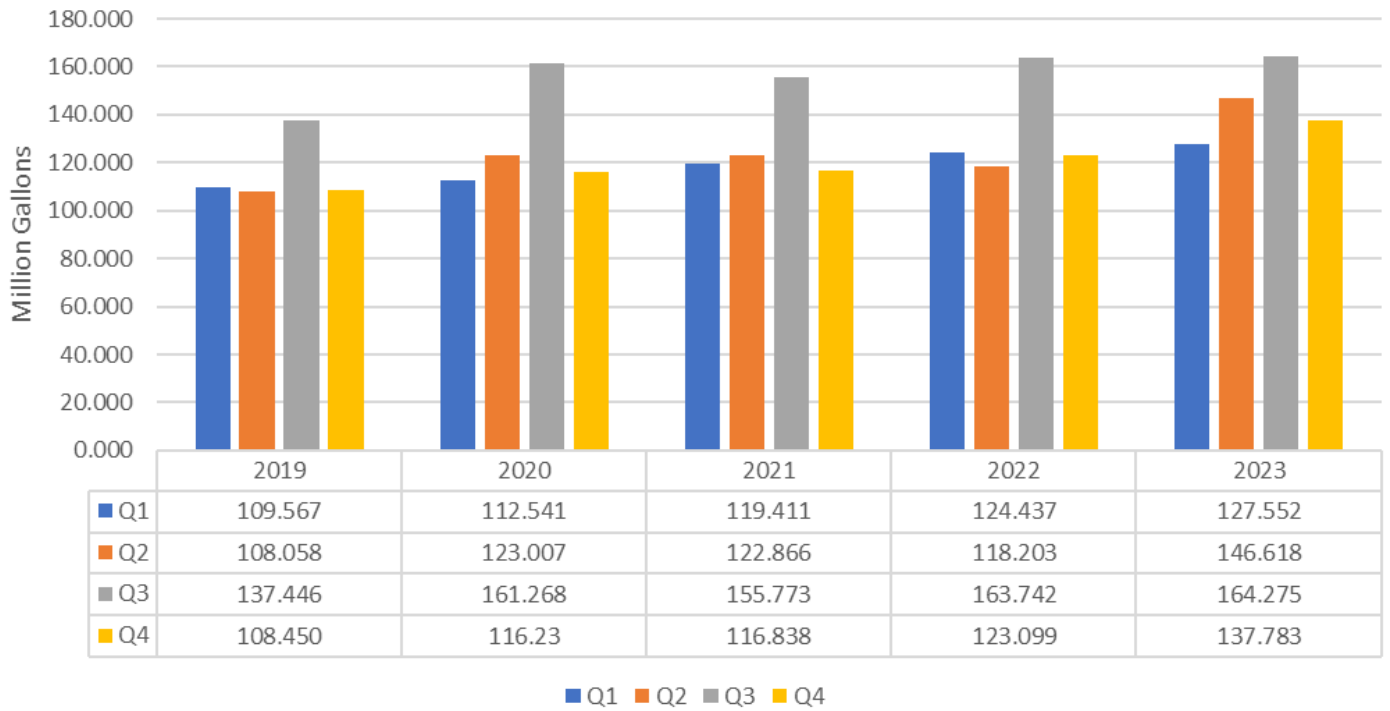




12/20/2023

With the latest □□ upgrade completed. The WRF team wor□ed together to finish the pro□ect with a fresh coat of paint.

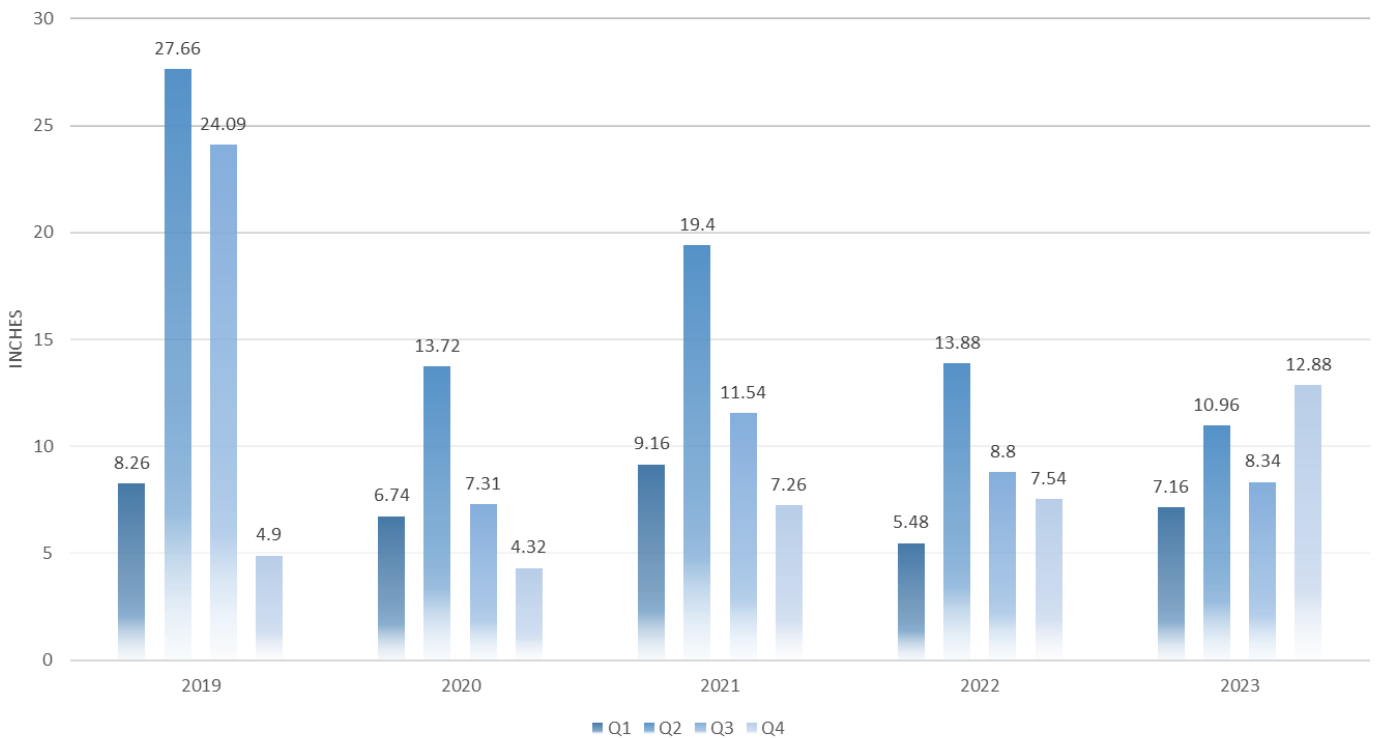
## Water Production



## 4th Quarter Chemical Usage

Lime	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Poly
45,716	8,665	315	2,970	1,371	200	2,599
Pounds	Pounds	Gallons	Pounds	Gallons	Pounds	Gallons

## PRECIPITATION







With the wonderful weather we experienced in the 4<sup>th</sup> quarter, a lot of welding took place on our Proximity Park water tower. The upper left picture shows the piping that will be inside the base section of the tower. The upper right picture shows the bottom bowl section of the tower with top portion just beyond it and to the right. The bottom picture shows the base section along with the riser section just to its right.



During the 4<sup>th</sup> quarter, staff collected 30 bacteriological samples, all of which were negative, 3 total organic carbon (TOC) samples with an average of 34.3% removal (25% required). 4 TTHM/HAA were collected during an organic spike through our plant which caused levels to be higher than normal. Staff also collected 2 lead and copper samples, one as a follow up to the triennial samples collected and the other at a homeowner's request. All samples collected showed no signs of lead. In 2023 staff collected 227 samples that were sent to KDHE's laboratory for analysis.

Progress on our basin rehabilitation project got underway, with the removal of the old shafts, along with sprockets and chains. New wall bearings are being installed along with new shafts, sprockets and chain. Staff washed out and inspected our upflow clarifier and recarb basin.



Left: Primary Clarifier shaft being removed. Middle: Upflow clarifier drain/washout, Right: Recarb basin drain/washout.

Two projects were completed in the last quarter of 2023. Our old metal grating on our flume was removed and replaced with new fiberglass grating. The transfer switch at our low lift pump station was installed by CDL electric allowing us to use our portable generator during power outages at the pump station.



Left: Old metal grating that was unsafe and deteriorated and the fiberglass replacement. Right: Low lift pump station transfer switch.

Staff completed 114 work orders throughout the plant and outbuildings. Most of those being preventative maintenance with a few corrective work orders as well.



Web deflection Unit .



Ottawa Electric Production Hosted  
Sub-station training at Southeast sub-station and





Ottawa Memorial Auditorium.



Ottawa Electric Production hosted the KM Power Plant Operator Workshop at Power Plant and Ottawa Memorial Auditorium.

## ELECTRIC PRODUCTION QUARTER IV 2023

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Ottawa Electric Production staff toured the Wolf Creek Power Plant.

Additional Training: John Thompson completed segment 7 of the KMU Power Plant program. John Thompson completed 21 SPP e-learning training.

Sub-station training was attended by Rocky Evans, Brian Demoret, John Thompson, Mark Winter, Raymond Tegtmeyer and Brian Hall.

KMU Power Plant workshop was attended by Rocky Evans, Brian Demoret, John Thompson, Mark Winter, Brian Hall and Raymond Tegtmeyer.

Other projects included monthly and quarterly periodic maintenance, replacing lights in building 1 engine bay with led's.

Communication processor replacement at Southeast sub-station to place 161 network on its own SCADA to enhance cyber security. Installed HMI computer device for the new network.

Hired Power Engineers to do electrical study on Northeast sub-station circuits, should be receiving preliminary report in mid January.

# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT

October-23

2023

2022

		This Month	Year to Date	This Month	Year to Date
PURCHASED POWER:					
GRDA	KWh	6,696,000	78,687,000	6,696,000	78,640,872
SWPA (HYDRO)	KWh	73,125	1,775,250	72,000	2,093,175
WAPA	KWh	697,000	8,237,996	697,000	8,237,996
DOGWOOD (NAT. GAS)	KWh	2,239	16,128,097	1,668,590	13,117,795
EMP 1 (KCPL)	KWh	-44,600	-1,440,200	-22,700	-1,545,900
BUCKEYE (WIND)	KWh	2,575,509	23,411,680	1,960,691	25,521,509
MARSHALL (WIND)	KWh	555	7,046,434	912,430	8,883,251
SPP Integrated Market Charges	KWh	11,326,500	128,694,600	10,829,100	131,473,200
SPP Integrated Market Credits	KWh	-12,281,676	-136,047,858	-11,819,416	-134,355,894
<b>TOTAL ENERGY RESOURCES</b>	<b>KWh</b>	<b>9,044,652</b>	<b>126,492,999</b>	<b>10,993,695</b>	<b>132,066,004</b>
CONSUMPTION:					
SUB STATION ENERGY	KWh	11,282,900	127,251,200	10,806,400	129,915,200
GROSS SELF GENERATION	KWh	58,744	1,596,196	24,960	1,707,304
<b>TOTAL CITY CONSUMPTION</b>	<b>KWh</b>	<b>11,341,644</b>	<b>128,847,396</b>	<b>10,831,360</b>	<b>131,622,504</b>
<b>CONSUMPTION - PURCHASES</b>	<b>KWh</b>	<b>2,296,992</b>	<b>2,354,397</b>	<b>-162,335</b>	<b>-443,500</b>
CITY CONSUMPTION INCREASE / DECREASE <sup>2</sup> (2023 VS 2022)					
		4.71%	-2.11%		
<b>2nd St. SOLAR ENERGY kWh</b>	<b>KWh</b>	<b>1834.16</b>	<b>21080.69</b>	<b>2305.23</b>	<b>21245.48</b>
MEGAWATT LOAD					
PEAK DEMAND		28.500	39.200	21.200	36.400
TIME OF PEAK		5:00 PM	3:00 PM	3:00 PM	5:00 PM
DAY OF PEAK		1/1/2023	8/25/2023	10/4/2022	8/2/2022
TEMPERATURE					
HIGH		94	8/25/2023 (108)	84	7/11/2022 (100)
LOW		30	1/31/2023 (12)	27	2/18/2022 (5)
CONSUMPTION STATISTICS KWh					
DAILY AVERAGE		365,859	423,840	349,399	432,969
HOURLY AVERAGE		15,244	17,660	14,558	18,040

**GRDA:** Grand River Dam Authority

**SWPA:** Southwestern Power Administration

**WAPA:** Western Area Power Administration

**EMP 1:** Kansas Municipal Energy Agency Energy Management Project 1

**SPP:** Southwest Power Pool



# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT

**November-23**

**2023**

**2022**

		This Month	Year to Date	This Month	Year to Date
<b>PURCHASED POWER:</b>					
GRDA	KWh	6,489,000	85,176,000	6,489,000	85,129,872
SWPA (HYDRO)	KWh	74,925	1,850,175	70,200	2,163,375
WAPA	KWh	697,000	8,934,996	697,000	8,934,996
DOGWOOD (NAT. GAS)	KWh	527,942	16,656,039	131,908	13,249,703
EMP 1 (KCPL)	KWh	-22,800	-1,463,000	-400	-1,546,300
BUCKEYE (WIND)	KWh	2,633,765	26,045,445	2,552,230	28,073,740
MARSHALL (WIND)	KWh	46,919	7,093,353	1,177,646	10,060,897
SPP Integrated Market Charges	KWh	10,861,800	139,556,400	11,110,700	142,583,900
SPP Integrated Market Credits	KWh	-10,462,540	-146,510,398	-10,829,412	-145,185,307
<b>TOTAL ENERGY RESOURCES</b>	<b>KWh</b>	<b>10,846,011</b>	<b>137,339,010</b>	<b>11,398,872</b>	<b>143,464,876</b>
<b>CONSUMPTION:</b>					
SUB STATION ENERGY	KWh	10,837,800	138,089,000	11,112,200	141,027,400
GROSS SELF GENERATION	KWh	36,447	1,632,643	2	1,707,306
<b>TOTAL CITY CONSUMPTION</b>	<b>KWh</b>	<b>10,874,247</b>	<b>139,721,643</b>	<b>11,112,202</b>	<b>142,734,706</b>
<b>CONSUMPTION - PURCHASES</b>	<b>KWh</b>	<b>28,236</b>	<b>2,382,633</b>	<b>-286,670</b>	<b>-730,170</b>
<i>CITY CONSUMPTION</i>					
<i>INCREASE / DECREASE<sup>2</sup></i>		<i>-2.14%</i>	<i>-2.11%</i>		
<i>(2023 VS 2022)</i>					
<b>2nd St. SOLAR ENERGY kWh</b>	<b>KWh</b>	<b>1702.29</b>	<b>22782.98</b>	<b>1683.04</b>	<b>22928.52</b>
<b>MEGAWATT LOAD</b>					
PEAK DEMAND		21.000	39.200	20.000	36.400
TIME OF PEAK		8:00 AM	3:00 PM	9:00 AM	5:00 PM
DAY OF PEAK		11/28/2023	8/25/2023	11/18/2022	8/2/2022
<b>TEMPERATURE</b>					
HIGH		78	8/25/2023 (108)	79	7/11/2022 (100)
LOW		24	1/31/2023 (12)	20	2/18/2022 (5)
<b>CONSUMPTION STATISTICS KWh</b>					
DAILY AVERAGE		362,475	418,328	370,407	427,349
HOURLY AVERAGE		15,103	17,430	15,434	17,806

**GRDA:** Grand River Dam Authority

**SWPA:** Southwestern Power Administration

**WAPA:** Western Area Power Administration

**EMP 1:** Kansas Municipal Energy Agency Energy Management Project 1

**SPP:** Southwest Power Pool

# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT

December-23

2023

2022

		This Month	Year to Date	This Month	Year to Date
<b>PURCHASED POWER:</b>					
GRDA	KWh	6,696,000	91,872,000	6,696,000	91,825,872
SWPA (HYDRO)	KWh	86,175	1,936,350	101,250	2,264,625
WAPA	KWh	763,000	9,697,996	763,000	9,697,996
DOGWOOD (NAT. GAS)	KWh	2,213,124	18,869,163	1,198,511	14,448,214
EMP 1 (KCPL)	KWh	-21,300	-1,484,300	-43,700	-1,590,000
BUCKEYE (WIND)	KWh	2,555,012	28,600,457	2,902,293	30,976,032
MARSHALL (WIND)	KWh	326,523	7,419,876	1,006,367	11,067,264
SPP Integrated Market Charges	KWh	11,490,800	151,047,200	12,584,000	155,167,900
SPP Integrated Market Credits	KWh	-12,555,081	-159,065,479	-12,506,223	-157,691,530
<b>TOTAL ENERGY RESOURCES</b>	<b>KWh</b>	<b>11,554,253</b>	<b>148,893,263</b>	<b>12,701,498</b>	<b>156,166,373</b>
<b>CONSUMPTION:</b>					
SUB STATION ENERGY	KWh	11,469,500	149,558,500	12,538,400	153,565,800
GROSS SELF GENERATION	KWh	22,339	1,654,982	45,575	1,752,881
<b>TOTAL CITY CONSUMPTION</b>	<b>KWh</b>	<b>11,491,839</b>	<b>151,213,482</b>	<b>12,583,975</b>	<b>155,318,681</b>
<b>CONSUMPTION - PURCHASES</b>	<b>KWh</b>	<b>-62,414</b>	<b>2,320,219</b>	<b>-117,523</b>	<b>-847,692</b>
<i>CITY CONSUMPTION</i>					
<i>INCREASE / DECREASE<sup>2</sup></i>		<i>-8.68%</i>	<i>-2.64%</i>		
<i>(2023 VS 2022)</i>					
<b>2nd St. SOLAR ENERGY kWh</b>	<b>KWh</b>	<b>1155.47</b>	<b>23939</b>	<b>1139.13</b>	<b>24067.65</b>
<b>MEGAWATT LOAD</b>					
PEAK DEMAND		21.800	39.200	25.300	36.400
TIME OF PEAK		11:00 AM	3:00 PM	6:00 PM	5:00 PM
DAY OF PEAK		12/27/2023	8/25/2023	12/22/2023	8/2/2022
<b>TEMPERATURE</b>					
HIGH		64	8/25/2023 (108)	65	7/11/2022 (100)
LOW		29	1/31/2023 (12)	-6	12/22/2022 (-6)
<b>CONSUMPTION STATISTICS KWh</b>					
DAILY AVERAGE		370,704	414,284	405,935	425,531
HOURLY AVERAGE		15,446	17,262	16,914	17,730

**GRDA:** Grand River Dam Authority

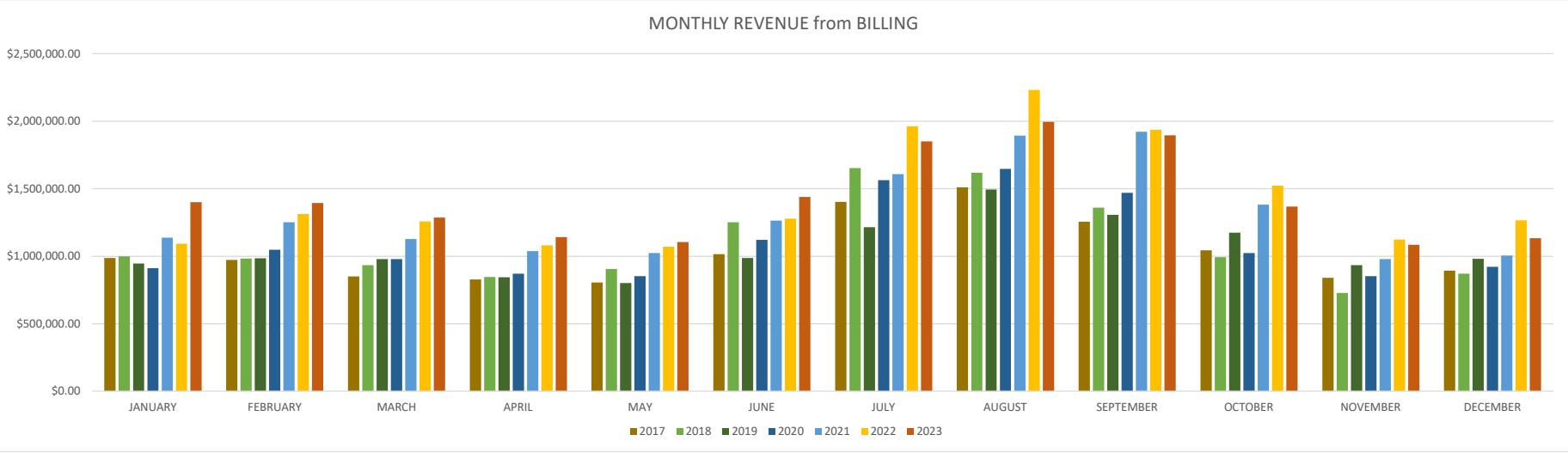
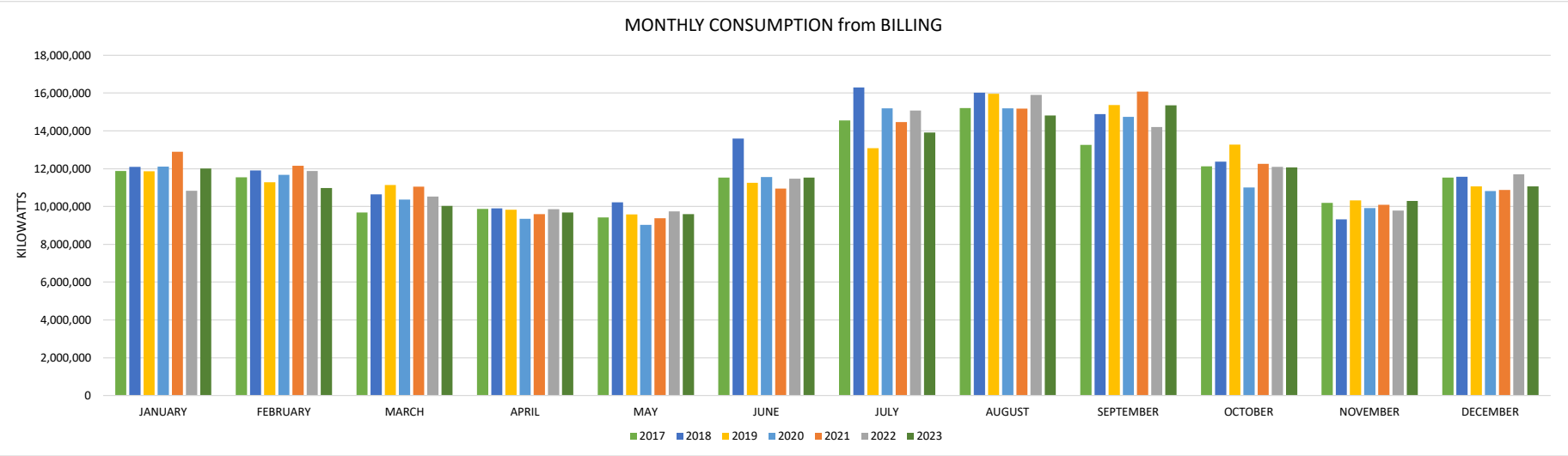
**SWPA:** Southwestern Power Administration

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**EMP 1:** Kansas Municipal Energy Agency Energy Management Project 1

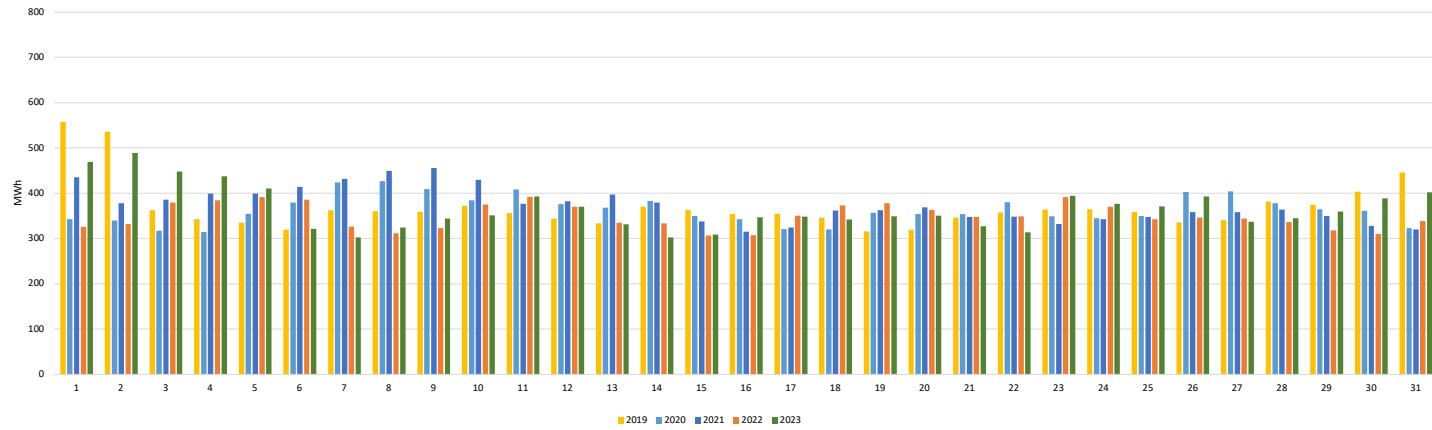
**SPP:** Southwest Power Pool

	2023 JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CONSUMPTION	12,006,581	10,977,131	10,028,634	9,677,998	9,590,174	11,525,417	13,919,607	14,818,059	15,356,765	12,073,083	10,292,849	11,071,261
USERS	6,331	6,337	6,326	6,356	6,346	6,384	6,363	6,389	6,369	6,348	6,346	6,342
REVENUE	\$1,400,343.75	\$1,393,498.38	\$1,286,673.41	\$1,141,832.83	\$1,105,243.05	\$1,439,297.58	\$1,851,490.45	\$1,994,420.96	\$1,894,803.13	\$1,368,153.66	\$1,084,723.04	\$1,134,290.55

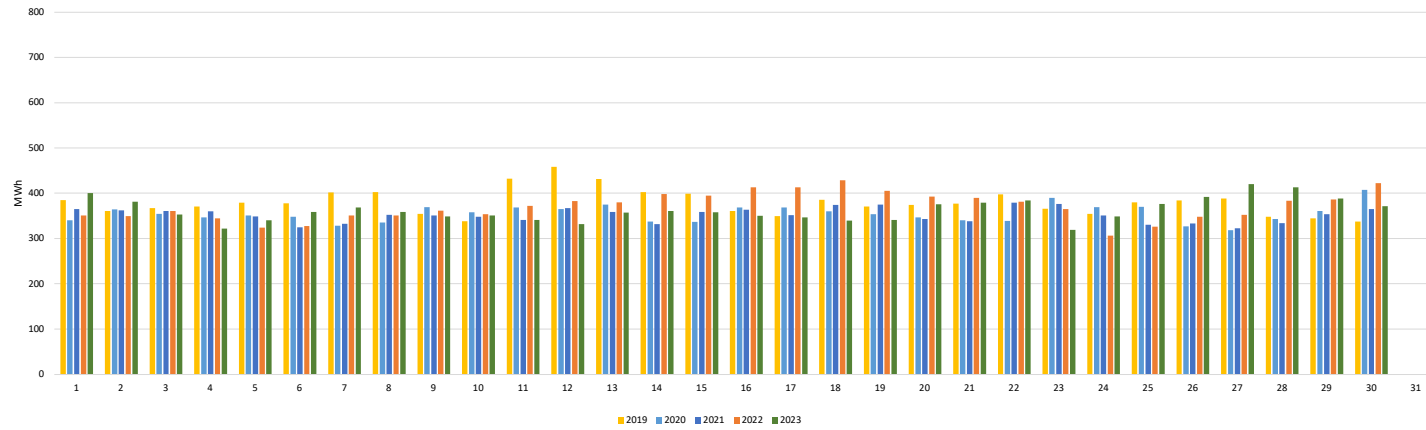




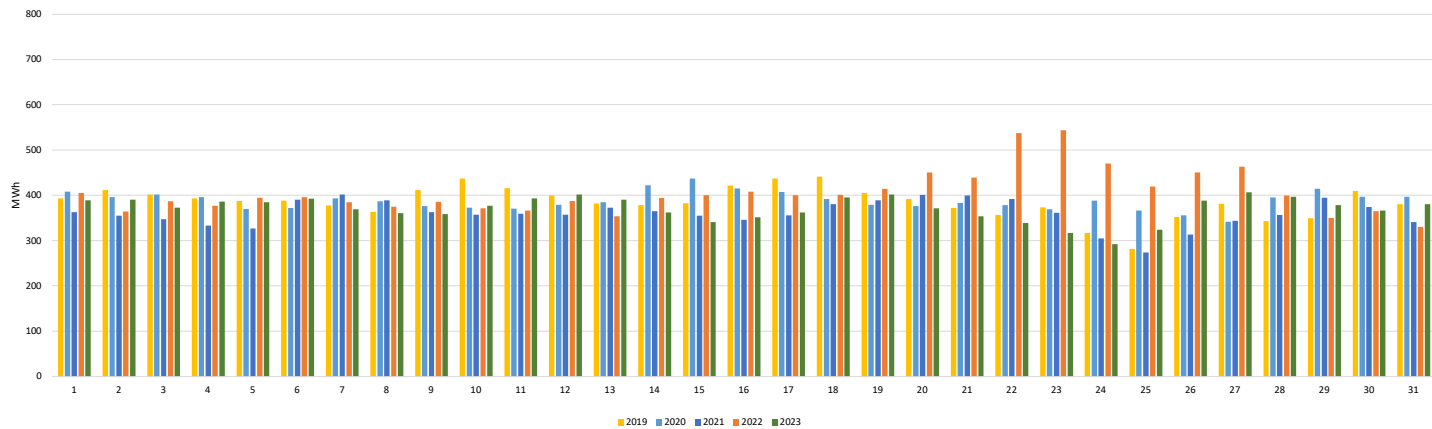
OCTOBER DAILY CONSUMPTION COMPARISON



NOVEMBER DAILY CONSUMPTION COMPARISON



DECEMBER DAILY CONSUMPTION COMPARISON



#### 4 Th. Quarter Year End Report 2023

In 2023 the Warehouse department received 7301 total parts and sent out 6894 parts for the Electric Distribution, Water Distribution and Wastewater Collection departments.

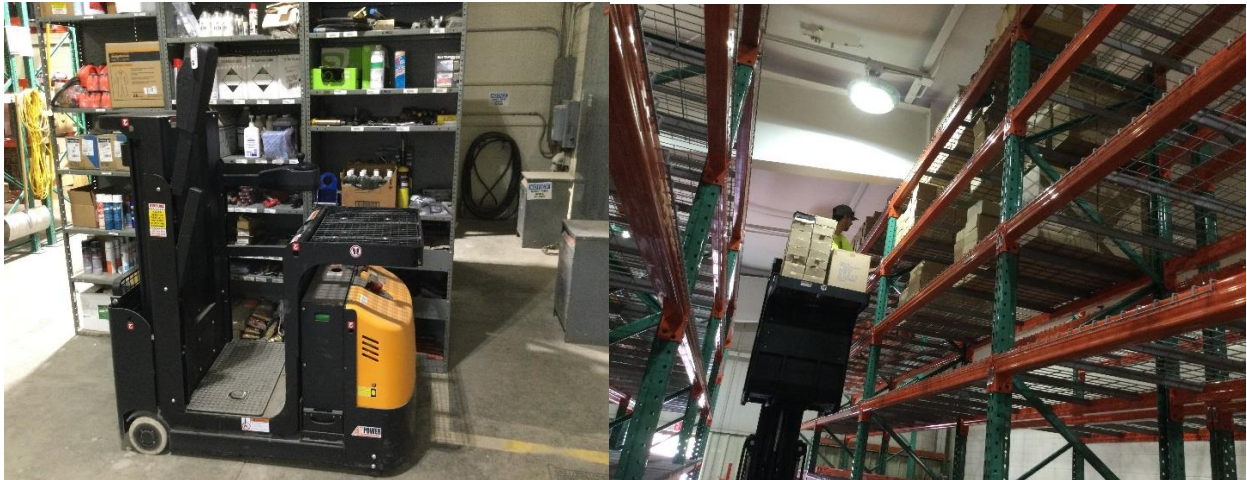
The Warehouse also received much needed new equipment in 2023 to help maintain the grounds outside and become more efficient inside the Warehouse.

Such as.

2023 Kubota 72" Mower



New Joey Lift to help with stocking and picking parts.

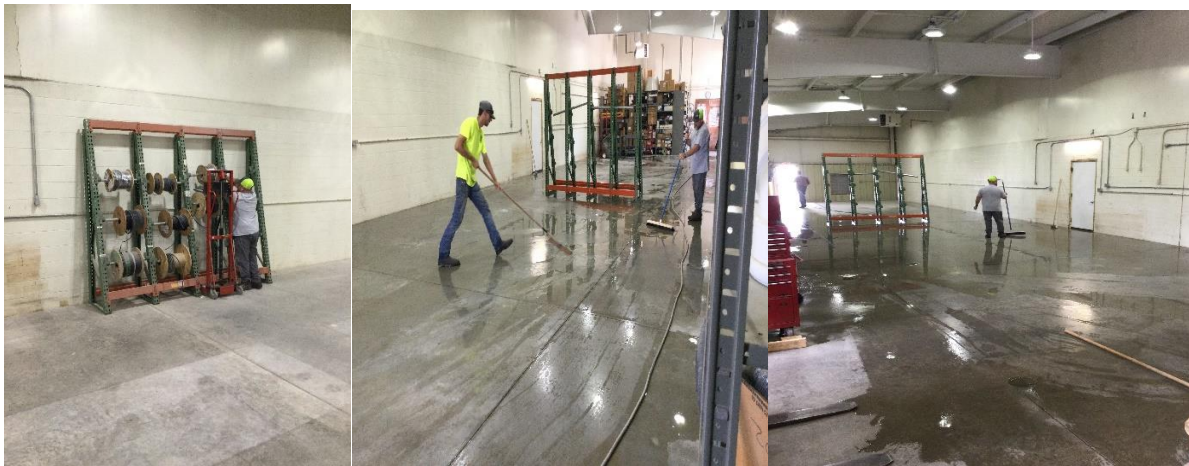


We also removed the old racking, cleaned the Warehouse and had the 1<sup>st</sup>. phase of the new racking installed.

Old shelving.

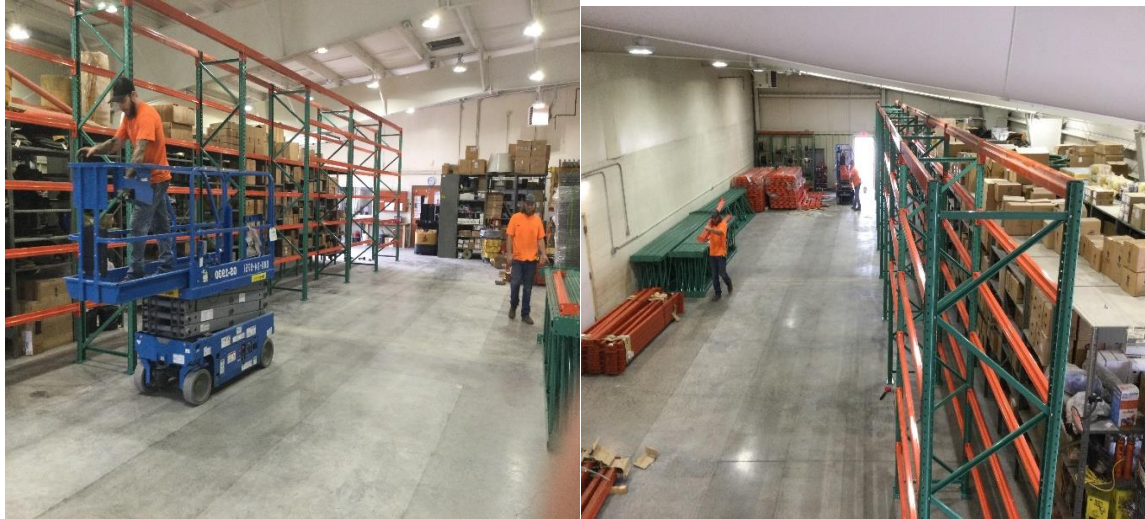


Prep for new PHASE 1 racking.

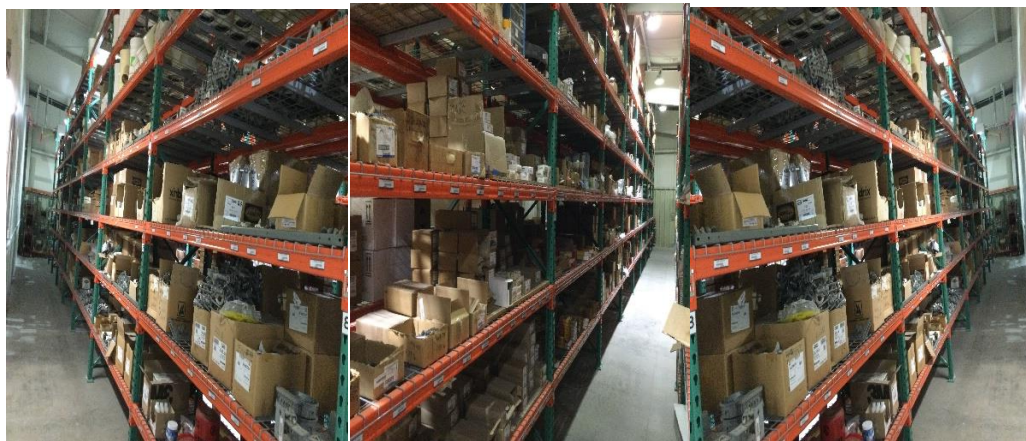




New racking being installed.



New Racking PHASE 1 stocked.



The Warehouse is now prepped for PHASE 2. The new racking is to be installed in the first week of February and the new lighting is to be installed on the 15<sup>th</sup> of February that will complete the project.



With the help of the street crew. The warehouse replaced the concrete in front of the East, bay doors.



Zach Peterson received two certifications. Communication Strategies and Performance Management.

Both, through KMU.

Anthony Parker received 2 certifications. One through KMU, Performance Management. The other was through, The University of Kansas., Emerging Leaders Academy. This was a 3-month class in which Anthony put in many hours to complete successfully.

#### 4th Quarter report

In the last quarter of 2023, we completed dirt work on all the water main breaks that we had. The leaks have drastically slowed down. We have completed maintenance on much of our equipment.

### WD/WWC DIVISION

#### WATERLINE INSTALL

	OCT	NOV	DEC	ANNUAL
FOOTAGE				820

#### SEWER LINE INSTALL

	OCT	NOV	DEC	ANNUAL
FOOTAGE	0	0	0	414

#### SEWER RODDER

	OCT	NOV	DEC	ANNUAL
FOOTAGE	0	0	0	92407

#### CAMERA VAN

	OCT	NOV	DEC	ANNUAL
FOOTAGE	0	1745	1358	47589

#### VACCON

	OCT	NOV	DEC	ANNUAL
FOOTAGE	0	0	1900	88363

#### NEW WATER SERVICES

	OCT	NOV	DEC	ANNUAL
AMOUNT	3	0	2	23

CUT OFFS	OCT	NOV	DEC	ANNUAL
	3	0	2	10

## Electric Distribution 4<sup>th</sup> Quarter Report

OCTOBER	LOCATION	REASON	HOURS
6th	719 N Oak	Service tore down/ Tree	4
8th	1211 S Ash	Line fuse/squirrel	4
12th	1313 S Oak	Line fuse/trees	4
16th	1039 S Ash	Line fuse/squirrel	4
19th	1250 E Commercial Rd	service burnt up	4
21st	734 N Locust	Line fuse/squirrel	4
25th	724 S Sycamore	Line fuse/trees	4
30th	206 S Locust	Breaker	4
		<b>MONTHLY TOTAL</b>	<b>32</b>
NOVEMBER	LOCATION	REASON	HOURS
5th	719 N Mulberry	Line fuse/trees	4
6th	711 N Cedar	burnt service	4
8th	215 W 3rd	Trees in wires	4
11th	916 N Oak	Service wire down/trees	4
18th	801 N Cherry	Transformer fuse/Trees	4
19th	2314 S Princeton	Crossarm burnt	4
21st	802 S Cedar	breaker	4
23rd	709 E Powhattan	line fuse/squirrel	4
23rd	1042 W 15th	line fuse/squirrel	4
23rd	939 N Birch	Line fuse/trees	4
30th	111 S Oak	Bad transformer	4
		<b>MONTHLY TOTAL</b>	<b>44</b>
DECEMBER	LOCATION	REASON	HOURS
15th	228 W 15th	transformer	4
16th	501 Otter Ln	Blown fuse/Squirrel	4
20th	1621 S Main	Transformer	4
23rd	802 S Cedar	Breaker triped	4
24th	1320 S Ash	Burnt cutout	4
24th	823 S Sycamore	Blown fuse/Squirrel	4
25th	1742 S Elm	Burnt up meter can	4
26th	1825 S Osage	Burnt up underground	4
30th	424 S Walnut	Breaker triped	4
		<b>MONTHLY TOTAL</b>	<b>36</b>
		<b>Quarterly Total</b>	<b>112</b>
		<b>Y-T-D TOTAL</b>	<b>723</b>

## POLE SETS

OCTOBER	LOCATION	REASON	HOURS
	E 4th & Poplar	broken from storm	12
	407 E 4th	broken from storm	20
	E 4th & Mulberry	broken from storm	12
	E 9th & Highland	Rotten pole	24
	104 E Logan	Replace pole for new service	42
	E 4th Poplar & Mulberry	broken from storm	12
		<b>MONTHLY TOTAL</b>	<b>122</b>
NOVEMBER	LOCATION	REASON	HOURS
	1920 S Princeton	Rotten/street light	6
	324 Beach	New light pole/truck plugin	6
		<b>MONTHLY TOTAL</b>	<b>12</b>
DECEMBER	LOCATION	REASON	HOURS
	None		
		<b>MONTHLY TOTAL</b>	<b>0</b>
		<b>Quarterly Total</b>	<b>134</b>
		<b>Y-T-D TOTAL</b>	<b>410</b>



## Call Outs

OCTOBER	LOCATION	REASON	HOURS
6th	719 N Oak	Service tore down/ Tree	4
8th	1211 S Ash	Line fuse/squirrel	4
12th	1313 S Oak	Line fuse/trees	4
16th	1039 S Ash	Line fuse/squirrel	4
19th	1250 E Commercial Rd	service burnt up	4
21st	734 N Locust	Line fuse/squirrel	4
25th	724 S Sycamore	Line fuse/trees	4
30th	206 S Locust	Breaker	4
		MONTHLY TOTAL	32
NOVEMBER	LOCATION	REASON	HOURS
5th	719 N Mulberry	Line fuse/trees	4
6th	711 N Cedar	burnt service	4
8th	215 W 3rd	Trees in wires	4
11th	916 N Oak	Service wire down/trees	4
18th	801 N Cherry	Transformer fuse/Trees	4
19th	2314 S Princeton	Crossarm burnt	4
21st	802 S Cedar	breaker	4
23rd	709 E Powhattan	line fuse/squirrel	4
23rd	1042 W 15th	line fuse/squirrel	4
23rd	939 N Birch	Line fuse/trees	4
30th	111 S Oak	Bad transformer	4
		MONTHLY TOTAL	44
DECEMBER	LOCATION	REASON	HOURS
15th	228 W 15th	transformer	4
16th	501 Otter Ln	Blown fuse/Squirrel	4
20th	1621 S Main	Transformer	4
23rd	802 S Cedar	Breaker triped	4
24th	1320 S Ash	Burnt cutout	4
24th	823 S Sycamore	Blown fuse/Squirrel	4
25th	1742 S Elm	Burnt up meter can	4
26th	1825 S Osage	Burnt up underground	4
30th	424 S Walnut	Breaker triped	4
		MONTHLY TOTAL	36
		Quarterly Total	112
		Y-T-D TOTAL	723

Streets Division

Quarterly Report

October/November/December

Training:

- Monthly Safety Trainings
- Mike Barker, Talan Morris, and Brandon Ruby attended the Kansas Arborist training course in Manhattan, Ks.
- Chad Bently, Ray Hamilton, Talan Morris, Mike Barker, Jordan Powell, Brandon Ruby, Noah Potter, Ryan Sink, Matt Wahweotten, and Josh Hinderliter all completed the APWA Certified Winter Maintenance Operator training.
- Mike Barker, Brandon Ruby, Matt Wahweotten, Talan Morris, and Ryan Sink completed both the APWA Heavy Equipment Library and APWA Support Equipment Library.

Projects:

- Crews finished the concrete replacement in the 1200 block of S. Maple.
- We finished hauling off and burning all the storm debris.
- We repaired the brick st in the 300 block of S. Elm with dyed concrete and stamped to look like brick.
- Crews replaced concrete in front of the Utility Warehouse and up at the Water Plant.
- We replaced a 36 inch tube that crosses Eisenhower Ave. at 17<sup>th</sup> st.
- Repaired 60 feet of curb in the 1700 block of S. Elm, damaged by a water leak.

Maintenance:

- Crews repaired some sidewalk at E. 13<sup>th</sup> and Main.
- We assisted the Line Crew in hanging up Veterans banners.
- Crews replaced faded street signs.
- Crews repaired a catch basin on W. 2<sup>nd</sup> st between Ash and Willow.
- Alley maintenance
- Crew worked on blading off shoulder grass throughout town.
- Crews worked on cleaning the ditch in the alley of the 600 block of N. Cedar.



Crews replacing the concrete drive at the Water Plant.

Crews replacing a 36 inch tube at 17<sup>th</sup> and Eisenhower.

