

COMMISSIONERS

Mayor Blake Jorgensen

Sara Caylor

Linda Reed

Gene Ramsey

Jeff Richards



CITY MANAGER & DEPARTMENT HEADS

Richard U. Nienstedt	(City Manager)
Scott D. Bird	(Director of Finance)
Wynndee Lee	(Planning & Codes Admin.)
James Bradley	(Director of Utilities)
Jeff Carner	(Fire Chief)
Andy Haney	(Public Works Director)
Dennis Butler	(Police Chief)
Chuck Bigham	(IT Director)
Melissa Fairbanks	(HR/Risk Management Director)

ORGANIZATIONAL CHART



Citizens



- BOARDS**
- Tree Board
 - 4th Judicial Correction Advisory Board
 - KMEA Board of Directors
 - Construction Board of Appeals
 - Board of Zoning Appeals
 - Library Board
- COMMISSIONS**
- Planning Commission
 - Recreation Commission
 - Band Committee

Boards & Commissions

City Commission

City Manager

Assistant to the City Manager

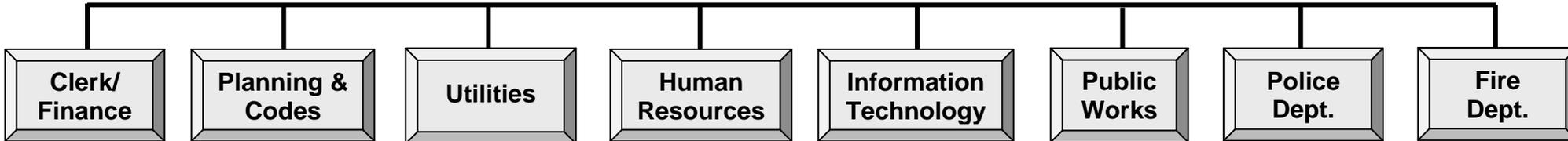
Management Intern

City Attorney & City Engineer

Municipal Court

Municipal Auditorium

DEPARTMENTS



- DIVISIONS**
- Water
 - Wastewater
 - Electric
 - Utility Warehouse

- DIVISIONS**
- Parks & Cemetery
 - Streets
 - Fleet Management
 - Airport
 - Stormwater

**CITY OF OTTAWA
2013 BUDGET**

TABLE OF CONTENTS

Introduction.....	1
Budget Formation	2
Legal Restrictions.....	3
Financial Operations.....	4
Accounting Policy.....	5-6
City Budget Policy.....	7-8
Capital Improvement Program	9-10
Ottawa Vision	11
City Profile	12-16
Glossary of Terms.....	17-19
Schedule of Transfers.....	20
All Funds Summary.....	21

GENERAL FUND

Revenue Detail and Expenditure Summary.....	22
General Fund Revenue Detail.....	23
City Manager.....	24-25
Finance/City Clerk.....	26-27
Transfers	28-29
Planning & Code Administration	30-31
Public Works: Cemetery.....	32-33
Public Works: Streets.....	34-35
Public Works: Flood Control.....	36-37
Public Works: Fleet Management.....	38-39
Public Works: Parks.....	40-41
Police.....	42-43
Municipal Court.....	44-45
Fire.....	46-47
Information Technology.....	48-49
Human Resources.....	50-51
Employee Benefits.....	52-53

(Continued...)

TABLE OF CONTENTS (Continued)

SPECIAL REVENUE FUNDS - MISCELLANEOUS FUNDS

G.O. Debt Retirement Fund.....	54-55
Community Services Support.....	56-57
Auditorium Fund.....	58-59
Airport Fund.....	60-61
Special Parks & Recreation Fund.....	62-63
Special Alcohol Fund.....	64-65
Library.....	66-67
Economic Development.....	68-69
Special Street Fund.....	70-71
Stormwater Utility.....	72-73
Power Supply Fund.....	74-75
Equipment Reserve Fund.....	76-77
Revolving Loan Fund.....	78-79
Risk Management Reserve Fund.....	80-81
Wastewater Treatment Plant Debt Fund.....	82-83

WATER FUND

Revenues Graph.....	84
Expenditures Graph.....	85
Revenue Detail and Expenditures Summary.....	86-87
Water Production.....	88-89
Water and Sewer Maintenance/Water Distribution.....	90-91

WASTEWATER FUND

Revenues Graph.....	92
Expenditures Graph.....	93
Revenue Detail and Expenditures Summary.....	94-95
Wastewater Treatment.....	96-97
Water and Sewer Maintenance/Wastewater Collection	98-99

ELECTRIC FUND

Expenditures Graph.....	100
Revenues Graph.....	101
Revenue Detail and Expenditures Summary.....	102-103
Electric Production.....	104-105
Electric Distribution.....	106-107
Utility Warehouse.....	108-109
Utilities Billing/Administration.....	110-111



Budget Guide

PURPOSE

The purpose of the budget guide is to assist the public and City Commission in understanding the way the City budget is prepared, adopted, implemented and amended. It provides information about citizens' rights to get involved in the budget process and shows how to exercise those rights. The budget guide also defines financial terms and provides an overview of the city's financial goals.

WHAT IS A BUDGET?

The budget is one of the most important processes a City Commission engages in on a continuing basis. The budget is, first of all, a policy document and operations plan. It establishes the activities and projects the City expects to pursue and provides a plan of organization for implementing those activities. The budget also anticipates future staffing and resource requirements.

The budget is also a financial plan. It identifies financial resources and ties those resources to specific activities. A comparison of prior years' activities is included. The budget also serves as a communication device to the public about the planned activities of the City. The budget consists of the operating budget that identifies the necessary resources to complete the activities planned for the year, and projects that effect those decisions.

BUDGET PROCESS

Preparation and implementation of the City's budget is a year-round process, although this process attracts the most attention during the summer just prior to establishing the City's mill levy rate for the following year. The City of Ottawa uses a multi-year approach to budgeting. This enables the management to identify future effects of current decisions in a timely manner. City budgets present actual figures for prior years, revised figures for the current year and budgeted figures for the next year. In arriving at next year's budget, City staff reviews prior expenditures and works to determine anticipated needs.

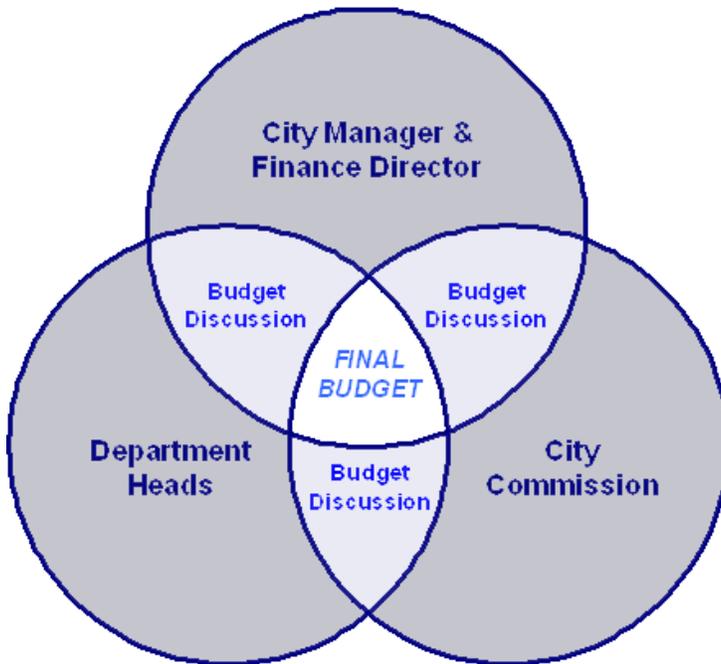
The City Manager and Finance Director meet with each Dept. Head who has already prepared an initial budget estimate based on the projected needs within their scope of responsibility. Each line item is discussed and adjusted to fit the next year's projections. The City Manager's approach in these meetings is to make certain there is adequate justification for increasing budget requests based on a detailed scope of work or specific need to purchase items. Similarly, there needs to be justification for maintaining an existing line item budget level if historically the funds have not been used. Finally, the City Manager reviews areas that may need more funding to fit the community's priorities based upon his or her perceptions, management experience, and especially City Commission priorities. The final budget requests are submitted to the Commission, which may further refine items based on input from the public and community leaders, as well as formal budget hearings.

Throughout the year, interim financial reports are generated to monitor progress. Reports detailing budgetary performance by minor and major item are provided to Department Heads and City Manager. The City Commission may amend the budget at any time during the year by publishing a notice and holding a public hearing on the amendment. Amendments may be used to expend unanticipated revenues; however, taxes may not be increased by budget amendment.

Budget Guide

BUDGET FORMATION

The diagram below illustrates the complex and overlapping character of the budget formation process. There are three primary stakeholders involved in this process: Administration (City Manager & Finance Director), Department Heads, and the elected City Commission. The final budget is a product of much discussion between these stakeholders.



Budget Discussion Overlap
The final budget document is a product of much discussion between these various stakeholders. Discussion occurs during work study sessions and formal budget hearings, which are open to the public.

**** Should an unfunded and unforeseen emergency arise, which requires an increase in budget expenditure, the City Commission will be approached with a recommendation for increasing the budget authority or expending budgeted contingency funds.*

CITY MANAGER & FINANCE DIRECTOR

Primary Responsibilities:

- Review previous year's budget.
- Assess the needs of the city.
- Forecast revenues & expenditures for the coming year (and beyond).
- Meet with department heads to discuss budget estimates.
- Review and refine budget requests.

Secondary Responsibilities:

- Present budget to City Commission.
- Make recommendations for budget changes.
- Prepare budget for publication.

DEPARTMENT HEADS

Primary Responsibilities:

- Assess the needs of the city.
- Prepare their respective department's initial budget estimate based on anticipated needs.

Secondary Responsibilities:

- Prepare monthly reports to evaluate progress towards budget implementation.

CITY COMMISSION

Primary Responsibilities:

- Provide input about community priorities to be considered during budget formation.

Secondary Responsibilities:

- Review proposed budgets and consider recommendations from city staff.



Budget Guide

LEGAL RESTRICTIONS & PROVISIONS

Relevant Statutes

Budget Law

(K.S.A. 79-2925 –
K.S.A. 79-2937)

Cash Basis Law

(K.S.A. 10-1101)

Limit on

Indebtedness

(K.S.A. 10-309)

Open Meetings

(K.S.A. 75-4317)
et. seq.

Open Records Act

(K.S.A. 45-215)
et. seq.



The city is subject to a number of requirements imposed by state law and by local policy that either restrict the activity of the city or provide the public with certain rights. Some of these requirements extend beyond the budget process but are particularly important to that process.

Budget Law: The city is required to establish a budget of planned expenditures for every fund, except capital project funds for which debt has been issued. The budget law also prohibits the city from expending an amount that exceeds the amount budgeted for the fund. The city may, without violation of the budget law, transfer budget authority within the General Fund from department to department or between items of expenditure. The budget law also prescribes a minimum procedure the city must follow in order to adopt the budget. The law requires the city to hold a public hearing prior to budget adoption. This hearing must be publicized by public notice in the official city newspaper at least ten days prior to the date of the hearing.

Cash Basis Law: The Kansas Cash Basis Law prohibits cities from creating a financial obligation unless there is money on hand in the proper fund with which to pay the indebtedness.

Limit on Indebtedness: Kansas law limits the long term debt (Bonds and Temporary Notes) outstanding to a maximum of 30% of assessed valuation. Assessed value for the purposes of establishing the debt limit includes the value assigned to motor vehicles. Motor vehicles are not included in the assessed value for the purposes of establishing the mill levy. Debt issued for the purposes of storm or sanitary sewers for city utilities are not subject to the limit. In addition, debt issued under some statutes may be specifically exempt by the authorizing legislation.

Open Meetings: Generally, any time a quorum of the City Commission meets for the purpose of conducting or discussing business, the meeting must be open to the public. State law provides specific instances in which the City Commission may go into executive session (non-public meeting), but no binding decisions may be made in such closed sessions. The City of Ottawa prepares an agenda for all meetings and tries to provide at least 24 hours notice of any meeting to all news media. The public is encouraged to attend and participate in all City Commission meetings pursuant to the rules of order. Special meetings, work sessions, or changes in the place or time of regular meetings will be announced in advance through normal news media channels.

Kansas Open Records Act: The Kansas Open Records Act provides that, unless specifically exempt by law or court ruling, all public records are open to public inspection. The basic policy is that the public has a right to public records unless that right has been limited by state or federal law. Access may be charged if substantial amounts of staff time are required to provide access. Copies of records can be provided for a nominal fee. If a record is requested and access is denied, a specific reason for denial must be given.



Budget Guide

FINANCIAL OPERATIONS AND STRUCTURE

The city's accounting system is established to conform to requirements of State Law and good financial management practices. The city has established the minimum number of funds necessary to ensure that all receipts are expended for legally permitted or required purposes. Expenditure categories are generally classified by department, category (personnel, contractual, commodity, etc.) and line item (salaries, utilities, office supplies, etc.) For the purpose of management control, and for showing the total cost of a particular activity, expenditures are shown by department or function. For the purpose of showing compliance with restrictions on the use of funds, expenditures are also shown by fund. The budget document breaks **expenditures** down to the line item level of detail. Budget **revenues** come from a variety of sources, including but not limited to the following: taxes, state and federal aid, interest, charges, fees, and fines.

FUND ACCOUNTING

The use of Fund Accounting is one of the major differences between governmental and commercial accounting. It requires separate record keeping for each individual Fund. Each Fund operates as a self-contained entity with its own revenue sources, expenses, assets, liabilities, and fund balance. Even though all cash is kept in one bank account, a separate accounting is kept of all Funds within a computerized accounting system. Expenditures and revenues are shown in the budget by Fund.

BASIS OF ACCOUNTING

All city funds are reported on a cash basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized in the fiscal year in which the liability has been incurred, whether or not the money has actually been spent. In simple terms, a city cannot spend money it does not have in hand, and expenditures are recognized as soon as a commitment to buy is made (i.e. an order is placed).

FINANCIAL AUDIT

Each year the city's financial system and activity is audited by an independent public accountant. The audit is prepared according to Generally Accepted Auditing Standards and the Kansas Minimum Standard Audit Program. The final audit is presented to the City Commission, the Municipal Accounting section of the Kansas Department of Administration, and other regulatory or oversight bodies as required.

DEPARTMENTS

Operationally, the city is divided into a number of departments, activities, or programs. A department is generally responsible to one Department Head and performs a related group of services. One example would be a Parks and Recreation Department, which usually takes care of all public parks and recreational facilities in a city. A department's employees are the people who actually deliver the service to the citizen. A department may draw on the financial resources of one or more Funds.



Budget Guide

ACCOUNTING POLICY

The City of Ottawa makes use of a uniform system of accounting maintained to reflect compliance with the applicable laws of the State of Kansas. Annual financial statements are presented after applying encumbrances, where applicable, to record accrued contracts, inventories, property, and equipment resulting in financial statements presented on a **cash basis** of accounting.

As a governmental system, the City is charged with the duties of reporting and fully disclosing its financial position and financial results of operation in conformity with the laws of the State of Kansas. The City must demonstrate compliance with finance-related legal and contractual provisions within the system's financial activities.

The City operates a **fund accounting system**. In governmental accounting, a fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with certain regulations, restrictions, or limitations. The following types of funds comprise the financial activities of the City:

- **General Fund** – accounts for all unrestricted resources except those required to be accounted for in other funds.
- **Special Revenue Funds** – account for the proceeds of specific revenue sources (other than special assessments or major capital projects) that are restricted for specified purposes by law or administrative action.
- **Debt Service Funds** – account for the accumulation of resources for and the payment of principal, interest, and related costs on general obligation long-term debt, and the financing of special assessments which are general obligations of the City.
- **Enterprise Funds** – account for operations that are financed and operated in a manner similar to private business enterprises where the stated intent is that the expense of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or where periodic determination of revenues earned, expenses incurred, and/or net income is deemed appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
- **Capital Project Funds** – account for financial resources segregated for the acquisition or construction of major capital facilities.
- **Trust and Agency Funds** – account for assets held by the City in a fiduciary capacity or as an agent for individuals, private organizations, or other governments and/or funds.

Revenues are recognized in the accounting period in which they are received. Expenditures are recognized when the related liability is current (the encumbrance method of accounting). Interest on unmatured general long-term debt is recognized when due. Long-term debt for proprietary funds are recorded in those funds and not included in the general long-term debt account group.



Budget Guide

The accounting principles employed by the City in its budgetary accounting and reporting differ from those used to present financial statements in accordance with generally accepted accounting principles due to the inclusion of encumbrances and reimbursements with expenditures in the budgetary basis statement. For enterprise funds, depreciation and bad debt is not budgeted, while debt payments are budgeted.

- **EXPENDITURES**—grouped by object as follows:

Personnel: These are salary and wages, overtime, employee liability costs, etc.

Contractual: Services that the City buys, such as electricity, telephone, insurance, rentals, etc.

Commodity: Tangible supplies the City consumes or materially alters when used in the course of operations (e.g. stationery, forms, cleaning supplies, gas, oil etc.).

Capital Outlay: All costs involved in the acquisition or improvement of land, buildings, and major equipment.

Transfers: Money to be transferred out of one fund and into another.

- **REVENUES**—classified primarily by source as follows:

Property Taxes: Taxes levied on the value of property. The amount depends on the assessed value of the property and the tax levy set by the city and other city taxing entities (e.g. the county).

County, State, and Federal Aid: Revenues received from other governments that are not specifically attributable to a particular service that the city has provided, although the City may be restricted as to how the money may be spent.

Sales and Use Taxes: Taxes levied by the city on the value of a sale. These have been authorized by election and are collected by the state for the city.

Interest on Investment: Interest the city earns on money it temporarily invests.

Service Charges: Revenue collected for service provided to another party, such as water service charges, special assessments, license fees, rental of facilities, etc.

Franchise Fees: Fees the city charges other entities for the use of city right-of-way. (i.e. Cable TV, telephone, gas companies, etc.).

Municipal Court Fines: Fines levied by the judge of the municipal court for legal infractions.

Cash Balances From Prior Year: Money that has been left over from the prior year operations. This money is often used to maintain an adequate level of cash reserves for emergencies, but portions are also budgeted for expenditure in future years to help reduce reliance on other funding sources.

Miscellaneous Revenues: Anything that is not included in any of the above categories.



Budget Guide

BUDGET POLICY

This policy outlines the conventions used in guiding the preparation and management of the City's overall budget and the major objectives to be accomplished. The rationale that led to the establishment of each policy statement is also identified.

1. A comprehensive annual budget will be prepared for all funds expended by the city.

Rationale: State law provides that "the budget as approved and filed with the county clerk for each year shall constitute and shall hereafter be declared to be an appropriation for each fund..." Inclusion of all funds in the budget enables the commission, the administration, and the public to consider all financial aspects of city government when preparing, modifying, and monitoring the budget.

2. The budget will be prepared in such a manner as to facilitate its understanding by citizens and elected officials.

Rationale: One of the stated purposes of the budget is to present a picture of city government operations and intentions for the year to the citizens of Ottawa. Presenting a budget document that is understandable furthers the goal of effectively communicating local government finance issues to both elected officials and the public.

3. In addition to required public hearings, the Commission will hold work sessions on the budget, which will be open to the public, and a preliminary hearing for additional public input.

Rationale: These sessions provide all citizens with a forum for meaningful participation in the budget process. They enable citizens to: obtain an understanding of the budget; provide public input to the proposed budget; and to monitor the changes to the proposed budget.

4. Copies of the proposed budget will be made available to citizens and elected officials prior to the work sessions.

Rationale: Providing copies of the proposed budget in advance of the work sessions enables the public to become better informed on the issues facing the commission and the administration during the budget process.

5. Budgetary emphasis will focus on providing those basic municipal services which provide the maximum level of services, to the most citizens, in the most cost effective manner, with due consideration being given to all costs-economic, fiscal, and social.

Rationale: Adherence to this basic philosophy provides the citizens of Ottawa assurance that its government and elected officials are responsive to the basic needs of the citizens and that its government is operated in an economical and efficient manner.



Budget Guide

6. The budget will provide for adequate maintenance of capital, facilities, and equipment and for their orderly replacement.

Rationale: All governments experience prosperous times as well as periods of economic decline. In periods of economic decline, proper maintenance and replacement of capital, facilities, and equipment is generally postponed or eliminated as a first means of balancing the budget. Recognition of the need for adequate maintenance and replacement of capital, facilities, and equipment, regardless of the economic conditions, will assist in maintaining equipment and infrastructure in good operating condition.

7. The City will attempt to avoid budgetary practices that balance current expenditures at the expense of meeting future years' expenses.

Rationale: Budgetary practices such as postponing capital expenditures, accruing future years' revenues, or rolling over short-term debt are budgetary practices, which can solve short-term financial problems. However, they can create financial problems for future administrations and commissions. Avoidance of these budgetary practices will assure citizens that current problems are not being deferred to future years.

8. The City will give highest priority in the use of one-time revenues to the funding of capital asset and/or other non-recurring expenditures.

Rationale: Utilizing one-time revenues to fund on-going expenditures results in annual expenditure obligations which may be unfunded in future years. Using one-time revenues to fund non-recurring expenditures better enables future administrations and commissions to cope with the financial problems when these revenue sources are discontinued.

9. The City will maintain a budgetary control system to help it adhere to the established budget.

Rationale: The budget adopted by the commission establishes legal spending limits for the city. A budgetary control system is essential to ensure legal compliance with these limits.

10. The City will exercise budgetary control (maximum spending authority) through City Commission approval of appropriation authority for each appropriated fund and each activity within a fund.

Rationale: Exercising budgetary control for each fund satisfies requirements of state law. It assists the Administration in monitoring current year operations and acts as an early warning mechanism when departments deviate substantively from the original budget.

11. The City will utilize information obtained from annual audits, professional associations, and best practices from other municipalities to improve the City budget process.

Rationale: Evolving developments in municipal budgeting are to be utilized to better serve the community in ways that will hold costs down while at the same time maintain services that are essential to serving the needs of the community.



Budget Guide

CAPITAL IMPROVEMENT PROGRAM

WHAT IS A CAPITAL IMPROVEMENT PROJECT?

A capital improvement project is a project that may include the construction of new facilities as additions to the City's assets, and/or infrastructure, renovation of existing structures to significantly extend useful life, and major repair operations of a comprehensive and non-routine nature. To be defined as a capital project, the project must exceed \$100,000 in cost, and should be an expense that is nonrecurring (not an operating budget item). Most generally, the cost of a capital improvement project requires the issuance of public debt. Common examples of capital improvement projects include the construction of roads and bridges, facility construction, and land acquisition. However, funding of certain other large ticket items such as fire trucks is considered to be a capital project as well.

WHAT IS A CAPITAL IMPROVEMENT PROGRAM?

A capital improvement plan is a document that is the result of a systematic evaluation of capital projects. The plan serves as a guide for the efficient and effective provision of public facilities, outlining a timing and financing schedule of capital projects for a five year period of time. In the process of formulating the plan, public improvements are prioritized and costs are projected, thereby allowing the City to take maximum advantage of federal, state, and county funds. However, the capital improvement plan is not a document of long-term certainty. Rather, the plan is reviewed annually, during which time the needs of the City may be re-prioritized and financial status re-evaluated. This evaluation allows the City further flexibility in maintaining and promoting an effective level of service for present and future citizens.

WHAT ARE THE OBJECTIVES OF A CAPITAL IMPROVEMENT PROGRAM?

- 1) To forecast and provide public improvements in a systematic manner.
- 2) To anticipate and project financing needs in order to maximize available federal, state and county funds.
- 3) To promote a sound financial plan to enhance and protect the City's ability to issue debt, in accordance with the Debt Policy.
- 4) To avoid, through sound financial planning, dramatic fluctuations of the tax rate.
- 5) To focus attention on and assist in the implementation of established community goals as outlined in the official Comprehensive Plan.
- 6) To serve as a guide for local officials in making budgetary decisions.
- 7) To balance the needs of development throughout the Community.
- 8) To promote and enhance the economic development of the City.
- 9) To strike a balance between improvement needs and the financial capability of the City.
- 10) To provide an opportunity for citizens and interest groups to voice their opinion regarding request for improvement needs.



Budget Guide

HOW DOES CAPITAL SPENDING IMPACT THE OPERATION BUDGET?

Capital spending impacts the operating budget by adding additional revenue and also additional expenses sometimes. When the City undertakes a capital improvement such as streets, sometimes it is undertaken to attract new businesses or industries to the City. Thus, the businesses will increase the City's property tax distribution and also increase the sales tax distribution. Building permits also increase due to construction of the buildings used in the businesses.

The Construction of a new street will:

- 1) Increase the expenditure side of the operating budget.
- 2) Parks Department will have additional areas to maintain.
- 3) Planning and Development has additional area to zone.
- 4) The Police Department has additional streets to patrol.
- 5) The Public Works Department has an additional street(s) to maintain.
- 6) The Fire Department has additional areas to provide fire protection.

HOW IS THE CAPITAL IMPROVEMENT PROGRAM FORMULATED?

Since a capital improvement program is intended to schedule major physical improvements, it is necessary to allow all City departments an opportunity to submit capital improvement requests that are anticipated over a five-year period. Likewise, citizens and public interest groups are offered the opportunity to voice their requests for community improvements.

Once a composite list of capital improvement requests has been created and the administrative recommendations submitted, the Planning Commission is responsible for reviewing and recommending project priority from a professional planning perspective. The Governing Body is responsible for recommending and prioritizing projects from a budgetary and affordability perspective, as well as, examining the need and priority of the projects themselves. The scheduling of projects over a five-year period is based on an evaluation of Ottawa's development policies, plans for future growth, and the ability of the City to amortize the debt.

It is important to understand that the Governing Body is not committed to a particular expenditure in a particular year. Instead, the capital improvement programming process is repeated each year to allow reevaluation of previous requests, consider new requests based on changing needs, and to reestablish capital priorities.



Budget Guide

OTTAWA VISION: DESIGNING OUR FUTURE

Whether we call it dreaming, daydreaming, hoping, wishing, or pondering the future, **visioning** is a vital process in the life of any community. Visioning forces a community to decide what it wants to be in the future. When we develop ways to make the future we've imagined real, that is called planning. In late 2000, the Ottawa Planning Commission proposed to the City Commission that the community engage in a Visioning process. The Vision Program was seen as the way to solicit community opinions, and was to be the foundation for the new Comprehensive Plan. In 2001, a Vision Steering Committee composed of volunteers and community leaders came together to begin the process of gauging community values, concerns, and dreams.

The process culminated with the Ottawa Vision Plan: a document that targets recommendations to the organizations and leaders who can make them a reality. It is divided into three phases, Phase I (2001-2007); Phase II (2007-2012); and Phase III (2012-2017). Recommendations were placed in one of the three phases based on priority. These recommendations served as the foundation of the City's comprehensive plan, which was completed in 2004. Recommendations from the Vision Plan also inform the budget process in two ways: 1) they provide long-term goals for the City to strive to achieve; and 2) they help individual Departments set short-term objectives to work towards achieving those goals.

Every community has a variety of concerns, needs, opportunities, and resources to address or manage. In the community visioning process, community leaders, government officials, and citizens identify what they see as valuable in their community and what they may want to see changed or developed. The Ottawa Steering Committee selected five general areas to study in the community visioning process. The five general categories selected were: **Business and Economic Growth, Civic Image, Community Growth, Public Service, and Quality of Life.** The following vision statement arose:



COMMUNITY VISION STATEMENT

In the year 2018, Ottawa will be: a thriving City that has managed to grow and yet retain its small town feel; a City that respects diversity and tradition, and takes positive steps to protect both; a City that preserves its history while encouraging new growth, both on its outskirts and in its downtown; a city that is safe and takes a positive position on education and the prevention of violence, drug abuse, and racial intolerance; a City that takes a balanced approach to retaining existing jobs and industries and bringing in new ones, all while raising the wage scale for all Ottawa workers; a City that invests in itself, including improving green-spaces and adding new ones; a City that is preemptive in addressing problems; a City that engages in constructive debate and planning rather than polarizing and demeaning bashing of fellow citizens, community leaders, and community entities; a City that meets the current utility needs of its customers and has adequate infrastructure capacity to handle future growth; a City that exists in harmony with the rural environment around it, yet does not forgo cosmopolitan amenities within its limits; a City that listens to all voices in the community and seeks to do what will benefit the majority of its citizens; a City that has expanded its tax base through the addition of new housing, new commerce, and new industry so that current tax payers are not overcome by high taxes; a City that is committed to cooperation with the local school district, and county government; a City that is proud of itself and shows that pride to the world; a City that seeks to be the best in the services it provides and the quality of life its residents enjoy; a City on the vanguard of improvements in technology, industry, housing, and commerce; and a City full of people who know that Ottawa can do more than previous generations ever thought possible.



Budget Guide



CITY HISTORY AND FORM OF GOVERNMENT

Ottawa was incorporated in 1866 and in 1867 voted to become a city of the second class under the guidelines established by the State of Kansas. During the same time frame, a bridge company was formed, and constructed a suspension bridge across the Marais des Cygnes River at Main Street, purchased by the City in 1874.

City Hall was constructed at the corner of Fourth & Walnut in 1911 and remained at that location until August 1996 when it moved to 101 S. Hickory.

Ottawa was governed by a Mayor-Council system until 1913 when the City became a Commission form of government. In 1970 voters established the City Manager form of government with a five (5) member Commission, which annually selects a Mayor from its ranks. Three seats on the Commission are open every odd numbered year. Two Commissioners are elected to four-year terms and one is elected to a two-year term.

The City Commission is the legislative and policy making body of the City. Regular City Commission meetings are held on the first and third Wednesday of each month. The first Wednesday meeting is scheduled at 7:00 p.m. and the third Wednesday is set at 9:30 a.m. The City Commission also meets at 4:00 p.m. every Monday afternoon in work session and in joint session with the County Commission and members of the U.S.D. 290 School Board every third Wednesday at noon. All meetings are open to the public.

The City Manager is appointed by the City Commission to serve as agreed upon by a written employment agreement. The City Commission may remove the City Manager from office at any time. The City Manager serves as the CEO of the City and is charged with the responsibility of supervision, coordination, and administration of the City, and carrying out policies of the City Commission.



CITY MANAGER & COMMISSIONERS



2013 BUDGET

Budget Guide

GOVERNMENT SERVICE DELIVERY

The City of Ottawa is a full-service entity with a \$47,000,000 budget. The City purchased the utilities in 1905 and currently operates the electric, water and wastewater utilities. The electric system transfers approximately \$1,100,000 to the General Fund each year. The City employs 26 full-time police officers and in 2009 received its 2-year Domestic Violence Grant awarded by the Office of Justice Programs.

The City maintains eight parks: Forest Park in the northwest corner of the city is notable for its mature trees and recreational facilities, including the municipal swimming pool. Kanza Park has a 4,200 foot walking track lit with vintage Victorian light fixtures from Main Street. City Park has a renovated bandstand used for summer concerts and the Carnegie Cultural Center, operated by the Community Arts Council. Freedom Park is a neighborhood facility on the east side of town. Haley Park serves as a focal point for downtown events. Heritage Park, located on the northeast side of town, boasts a ¼ mile-walking track. Orlis Cox Ball Fields serve as a baseball complex for the community. The Prairie Spirit Rail Trail, a state park, starts in Ottawa and extends through Iola.

The City owns and operates a Municipal Airport encompassing 440 acres. Ground was broke for a new runway in 2012. The facility includes a T-hangar; hard surface tie-downs; a hard surface runway; hard surface taxi-way, and one sod runway.



Water Treatment Plant



The New Wastewater Treatment Facility

CITY PARKS

- Forest Park
- Kanza Park
- City Park
- Haley Park
- Heritage
- Freedom
- Orlis Cox Ball Fields
- Prairie Spirit River Trail

[On-line Park Reservation Form](http://www.ottawaks.gov)
www.ottawaks.gov

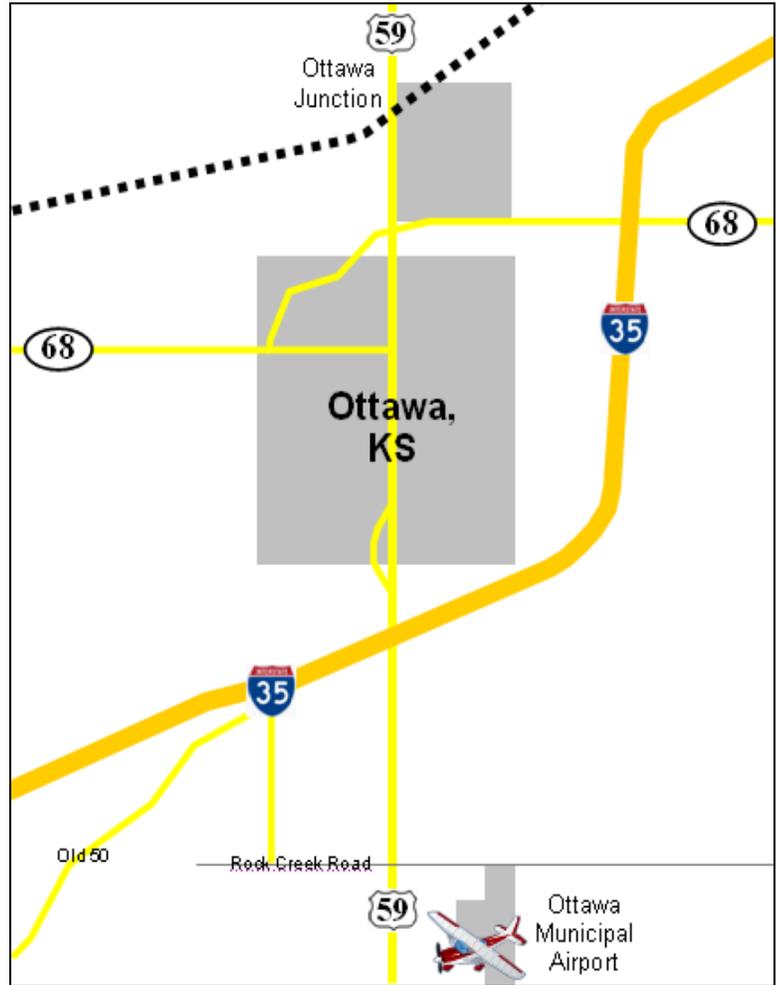




Budget Guide

LOCATION AND GROWTH

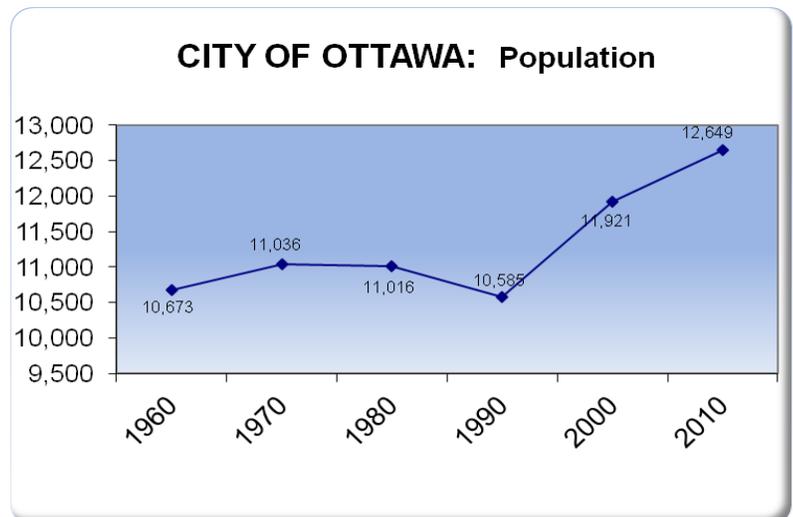
Ottawa is served by the Burlington Northern Santa Fe Railroad, several trucking firms and by Interstate 35, US-59 and Kansas Highway 68. Ottawa is located in a strategic area approximately 25 miles south of Lawrence and 30 miles southwest of the greater Kansas City area, and is experiencing an upward growth cycle. Residential electric accounts are up to 4,997 as of August 2006. This compares to 4,631 in January 1999. Over the last 12 years 2,800 job opportunities have been established by the expansion of existing businesses and the development of new business locations in the Ottawa area.



BUILDING PERMITS

Year	Value
2011	18,200,235
2010	24,173,969
2009	15,661,381
2008	26,793,833
2007	29,277,480
2006	54,855,860
2005	16,348,645

The official United States Census figures indicate the population of Ottawa was 10,193 in 1940; 10,081 in 1950; 10,673 in 1960; 11,036 in 1970; 11,016 in 1980 and 10,585 in 1990, 11,921 in 2000 and 12,649 in 2010.





Budget Guide

BUSINESS AND ECONOMIC DEVELOPMENT

The City serves as a retail and agricultural center for a trade area containing some 73,500 people. Ottawa's industries include a manufacturer of air filtration units, two manufacturers of steel fabrication components, a manufacturer of steel aircraft components, restaurant cabinets and equipment, semi-trailer tractors, and two regional distribution facilities.

Significant businesses in the area include a regional distribution center for Wal-Mart located three miles east of Ottawa, which started construction in 1994 and now employs approximately 1,200 workers at the 205-acre facility. In 2001 American Eagle Outfitters located in Ottawa's Industrial Park. This facility is currently operating with approximately 700 employees. In 2006 American Eagle Outfitters broke ground on a \$54,000,000 addition to its compound, doubling their presence in the community and adding over 300 additional jobs.

Through the efforts of the Chamber of Commerce and downtown business community, Ottawa achieved designation as a Kansas Main Street City. One member of the City Commission participates on the Main Street Board of Directors and the City provides financial support up to \$25,000 per year. In addition, the City offers low interest economic development loans and participates in a tax-increment financing plan known as the Neighborhood Revitalization Act. This Act helps retain valuable retail businesses and provides future development opportunities.

Agriculture of Franklin County and surrounding counties contribute substantially to the economy of Ottawa. Cattle production, corn, milo, soybeans and wheat are the major agricultural activities in the area.

Encouraging economic development is a major focus for the City of Ottawa. As a result of this focus and Ottawa's strategic location, manufacturing and distribution are the leading commerce. For example, major companies such as American Eagle Outfitters, Midwest Cabinets and Wal-Mart Distribution have invested or expanded in the Ottawa area. Land is available along this major traffic artery, making Ottawa prime for additional growth and development.

The City has invested in infrastructure to better support commercial and industrial growth. In addition to the 2010 build of a 750,000 gallon water tower located just south of Industrial Park, the city is interconnected to the electric grid at two points with K.C.P.L. The first connection is a 161-kV delivery point at the Southeast Substation, constructed in 2004. The second is a 34.5-kV delivery point at the 2nd Street Substation. In 2010 the City added a 161-kV transmission line, which connects the Southeast Substation with the Northeast Substation, constructed in 2009-2010.

MAJOR EMPLOYERS

Wal-Mart Distribution Center	1200
American Eagle Outfitters	700
Ransom Hospital	312
Wal-Mart Super Center	284
Cargotech	275
Franklin County	215
Ottawa Retirement Village	175
City of Ottawa	155
Ottawa University	145
Schuff Steel	124
ECKAN	110
Midwest Cabinet	104
Loma Vista	100



Budget Guide

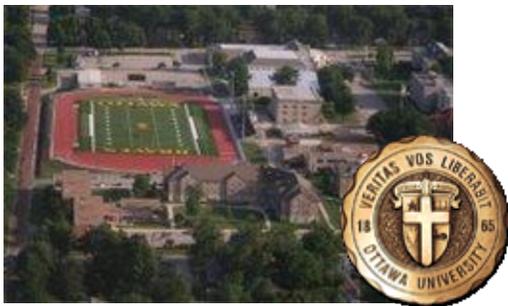
EDUCATION

There are three elementary schools, one senior high school and one middle school in Ottawa. In 2005 voters approved a \$25,900,000 bond issue for construction of a new elementary school and improvements to O.H.S. and Garfield Elementary. The schools are staffed with a faculty of approximately 194 teachers and administrators. Past enrollment statistics follow:

Ottawa is home to Ottawa University, a private four-year liberal arts college that provides cultural events for the citizens of Ottawa, as well as, providing a general atmosphere of higher education. The City is also the home to a satellite of Neosho County Community College, a two-year junior college. NCCC recently completed a \$7,000,000 campus in Ottawa, providing additional access for the community to education and cultural benefits.

ENROLLMENT

2004-2005	2,445
2005-2006	2,459
2006-2007	2,452
2007-2008	2,539
2008-2009	2,541
2009-2010	2,570
2010-2011	2,543
2011-2012	2,534
2012-2013	2,551



COMMUNITY SERVICES & SUPPORT

The Ottawa Library is located in the same building with City Hall and provides over 55,887 print and non-print informational, educational, cultural, and recreational materials, public use computers, as well as, programs for children and adults. A seven-member board oversees library management, which is appointed by the mayor and approved by the city commission.

The City owns and operates a municipal auditorium, which was constructed at the corner of Third and Hickory in 1919.

The community is served by Ransom Memorial Hospital, a 55-bed hospital, located in Ottawa. Twenty-one full-time physicians serve the area and thirty-four specialists who make scheduled visits to the community.

VISIT THE WEBSITE!

[USD 290](#)

[Ottawa University](#)

[Neosho County Community College](#)

[Municipal Auditorium](#)

[Ottawa Library](#)

[Ransom Memorial Hospital](#)





Budget Guide

GLOSSARY OF TERMS

Appropriation: An authorization granted by the City Commission to make expenditures and to incur obligations for purposes specified in the Appropriation Ordinance.

Assessed Value: A value set upon real estate or other property by the County Assessor and the State as a basis for levying ad valorem property taxes.

Balanced Budget: The operating expenditure budget for each fund is balanced with current revenues, which includes beginning fund balances less required reserves as established by the City Manager as directed by the City Commission.

Beginning Balance: The beginning balance represents the residual funds brought forward from the previous fiscal year (unencumbered cash balance).

Bonds: Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate, or according to a formula for determining the interest rate.

Budget: A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term “budget” is used in two ways. Sometimes it designates the financial plan presented for adoption and sometimes it designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary or whether the Governing Body has approved it.

Capital Improvement Program (CIP): The Capital Improvement Program is a plan for capital expenditures needed to maintain and expand the public infrastructure. It projects the infrastructure needs for a set number of years (usually five) and is updated annually to reflect the latest priorities, cost estimates, or changing financial strategies. The first year of the adopted Capital Improvement Program becomes the Annual Capital Budget.

Capital Project: A project that must exceed \$100,000 in cost, and should be a nonrecurring (not an operating budget item). Generally, the cost of a capital improvement project requires the issuance of public debt. A capital improvement project may include the construction of new facilities as additions to the City’s assets, and/or infrastructure, renovation of existing structures to significantly extend useful life, and major repair operations of a comprehensive and non-routine nature. Common examples of capital improvement projects include the construction of roads and bridges, facility construction, and land acquisition. However, the funding of certain other large ticket items like fire trucks is also considered a capital project.

Capital Project Funds: Funds that account for financial resources segregated for the acquisition or construction of major capital facilities.

Commodity Items: Consumable goods such as office supplies, small tools, fuel, etc. Commodities also include repair and replacement parts and non-capital materials.



Budget Guide

GLOSSARY OF TERMS cont'd

Contractual Services: Services provided by firms, individuals, or other city departments.

Debt Service: Payment of interest and principal on an obligation resulting from the issuance of bonds or other such financing methods.

Debt Service Funds: Funds that account for the accumulation of resources for and the payment of, principal, interest, and related costs on general obligation long-term debt and the financing of special assessments, which are general obligations of the City.

Encumbrance: A reservation of funds to cover purchase orders, contracts, or other funding commitments which are yet to be fulfilled. The budget basis of accounting considers an encumbrance to be the equivalent of an expenditure.

Enterprise Funds: Funds which are accounted for in a manner similar to a private business enterprise. Usually the governmental entity intends for enterprise funds to fully recover their costs (including depreciation) through user fees. The City of Ottawa has three Enterprise Funds: Electric, Wastewater, and Water.

Expenditures: Refers to current cash operating expenses and encumbrances.

Full-Time Equivalent: A part-time position converted to the decimal equivalent of a full-time position, usually based on 2,080 work hours/ year or 40 hours/week. For example, a part-time person working 20 hours/week is equal to .5 of a full-time position.

Fund: An independent governmental accounting entity with a self-balancing group of accounts, including assets, liabilities, and fund balance.

Fund Balance: The difference between a fund's assets and liabilities.

General Purpose Funds: Funds supported by taxes and fees that have unrestricted use.

Grant: A contribution usually from one government unit or funding source to another. The contribution is usually made to aid in the support of a specified function, i.e., library materials, drug enforcement, but it is sometimes for general purposes.

In-Lieu of Property Taxes: An amount which may be charged to enterprise operations equal to the real and personal property taxes that would be due to the city on plant and equipment if the enterprise operation was a for-profit private company. Used as a justification for making a transfer of funds to the General Fund.

Major Capital Item: Major items such as equipment, buildings, and vehicles that are a significant investment but that are still appropriate to fund out of current revenue. These are usually items that cost more than \$2,000 and have a useful life of more than two years.



Budget Guide

GLOSSARY OF TERMS cont'd

Mill Levy: A mill is 1/10th of \$0.01 or one thousandth. A mill levy is the number of dollars a tax payer must pay per \$1,000 of assessed valuation.

Operating Funds: Resources derived from reoccurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

Resources: Total funds available for appropriation including estimated revenues, fund transfers, beginning balances.

Salary Savings: Savings realized while a position is vacant until a new employee is hired.

Special Revenue Funds: Account for accumulation of resources (other than special assessments or major capital projects) that are restricted for specified purposes by law or administrative action.

State-Shared Revenues: Money collected by the State but shared on a predetermined basis with local governments.

Transfers: Transfers are the authorized exchanges of cash or other resources between funds. The transfer of resources between funds is not recorded as revenues to the fund receiving or expenditures to the fund providing.

Trust and Agency Funds: Funds used to account for assets held by the City in a fiduciary capacity or as an agent for individuals, private organizations, or other governments and/or funds.

Tax Levy: The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.



Budget Guide

Schedule of Transfers

Expenditure	Receipt	Actual	Current	Budget
From:	To:	2011	2012	2013
General	Airport	75,142	77,000	83,000
General	Community Services	25,500	32,000	34,000
General	WWT Plant	210,000	210,000	219,500
General	Risk Management	60,000	180,200	210,000
General	Equip Res - Police	36,750	50,000	58,000
General	Equip Res - Fire	63,000	88,000	95,000
General	Equip Res - Planning	2,000	1,000	1,000
General	Equip Res - PW	50,000	93,000	115,000
Special Highway	GO Debt	50,000	74,000	71,576
Special Highway	Equipment Reserve	25,000	50,000	50,000
Special Highway	Capital Projects	162,783	-	-
Special Alcohol	General	24,024	-	-
Water	Bond and Interest	95,000	101,000	100,576
Water	General Fund	405,000	425,000	425,000
Water	Community Services	36,000	36,000	36,000
Water	Equipment Reserve	43,719	51,208	51,548
Water	Risk Management	68,719	130,862	143,714
Water	Capital Projects	188,848	-	-
Wastewater	GO Debt Service	105,000	26,000	
Wastewater	General	225,000	250,000	250,000
Wastewater	Equipment Reserve	65,334	74,360	75,064
Wastewater	Risk Management	-	104,254	122,820
Wastewater	Community Service	34,000	36,000	36,000
Wastewater	WWTP Debt	679,723	545,000	550,450
Electric	GO Debt Service	-	400,000	521,000
Electric	General Fund	1,025,000	1,125,000	1,125,000
Electric	Equipment Reserve Fund	106,179	112,118	111,168
Electric	Risk Management Fund	120,644	276,714	298,317
Electric	Community Services	37,000	37,000	38,000
Power Supply	GO Debt Service	130,000	130,000	130,000
Total		4,149,364	4,715,716	4,951,733



Budget Guide

CITY OF OTTAWA, KANSAS ALL FUNDS EXPENDITURE SUMMARY			
FUND	Actual 2011	Revised 2012	Budget 2013
General	8,753,902	9,402,829	10,546,976
GO Debt Service	882,876	1,457,000	1,995,184
Library	737,071	756,582	764,410
Auditorium	138,116	163,281	272,370
Special Streets	512,943	547,265	471,994
Economic Development	43,002	43,000	139,674
Community Services	131,475	141,210	146,042
Special Parks & Rec.	66,273	37,500	169,496
Special Alcohol	24,024	24,000	27,000
Equipment Reserve	449,076	248,130	2,015,786
Revolving Loan Fund	76,986	77,011	266,879
Risk Mgt. Reserve	426,651	786,949	1,039,558
Stormwater Utility	0	0	400,000
Water Operations	2,306,772	2,624,456	3,379,837
Wastewater Operation	2,335,166	2,511,702	3,153,464
Electric Fund	13,853,556	16,995,262	20,127,134
Airport Fund	76,927	81,325	87,040
Wastewater Treatment Plant	725,989	729,922	1,355,562
KMEA Power Supply Fund	419,262	452,481	1,303,632
Totals	31,960,067	37,079,905	47,662,035
Less Budgeted Reserves			(8,055,334)
Net Budgeted Expenditures	31,960,067	37,079,905	39,606,701
Less Transfers	4,149,364	4,715,716	4,951,733
Net Exp. Less Transfers	27,810,703	32,364,189	34,654,968

CITY OF



OTTAWA
KANSAS

CITY OF



OTTAWA
KANSAS

GENERAL FUND SUMMARY

REVENUE DETAIL

	Actual	Actual	Actual	Revised	Budget
	2009	2010	2011	2012	2013
Mill Levy	25.211	26.215	27.181	28.235	28.491
Unencumbered Cash Balance, Jan. 1	1,037,580	1,133,013	1,160,592	1,076,425	1,037,833
Revenue					
Ad Valorem Taxes	1,904,200	1,940,571	2,027,692	2,263,828	2,364,105
Sales Tax - City	1,880,328	1,830,652	1,897,605	1,964,021	1,993,481
Sales Tax - City for Sewer Plant	224,000	210,000	210,000	217,350	220,610
Sales Tax - County	902,617	901,682	945,947	979,055	993,741
Transfer - Electric	995,000	1,025,000	1,025,000	1,115,000	1,115,000
Transfer - Water	375,000	405,000	405,000	425,000	425,000
Court Fines	241,935	251,151	240,449	300,562	303,567
Transfer - Wastewater	195,000	225,000	225,000	250,000	250,000
Vehicle Tax	195,809	205,719	214,118	221,000	229,711
Franchise Tax Gas	329,835	292,544	267,289	265,000	300,000
Comp. Use Tax	334,127	355,947	392,556	370,000	375,000
Municipal Court Fees	107,122	79,266	73,831	110,368	111,471
Reimbursed Expense	234,205	182,657	149,113	250,000	250,000
Franchise Tax - CATV	82,720	73,190	65,903	67,000	66,000
Permits & Fees	89,169	150,307	111,911	200,000	200,000
Highway Connecting Links	58,394	58,434	58,434	45,050	30,000
Back Tax Collections	75,477	94,384	132,527	104,000	104,000
Franchise Tax Telephone	51,187	46,535	45,606	46,000	47,000
Interest Income	65,978	79,346	36,973	50,000	50,000
Transfer - Special Alcohol	32,500	29,139	24,024	30,000	30,000
Burial	21,900	28,344	24,724	31,000	31,000
Cemetery Lot Sales	31,800	15,700	17,400	32,500	32,500
Liquor Tax	27,933	24,134	24,024	26,000	27,040
Miscellaneous	42,771	10,707	7,082	40,000	40,000
Dog License	6,858	5,887	5,475	10,000	10,000
License	13,680	34,267	37,910	30,000	30,000
Rent - Airport	7,001	10,125	6,000	10,200	8,080
Uncollected Ad Valorem Tax	0	0	0	-88,696	-93,164
Total Revenue	8,526,545	8,565,689	8,671,593	9,364,237	9,544,142
Total Resources	9,564,124	9,698,702	9,832,185	10,440,662	10,581,975

EXPENDITURE DETAIL

Personnel Services	6,694,645	6,675,736	6,905,711	6,940,212	7,324,791
Contractual Services	786,861	879,049	812,007	902,996	974,882
Commodities	368,935	420,536	455,422	546,318	625,581
Capital Outlay	92,810	123,983	94,008	282,104	290,087
Transfers	483,360	438,807	462,392	731,200	605,500
Reserves	4,500	0	26,220	0	0
Total Requirements	8,431,111	8,538,110	8,755,760	9,402,830	9,820,841
Contingency Reserves					761,135
Unencumbered Cash Bal, Dec. 31	1,133,013	1,160,592	1,076,425	1,037,833	

GENERAL FUND (0100)

	SOURCE OF REVENUE 0100	Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash	1,037,580	1,133,013	1,160,592	1,076,425	1,037,833
301	Ad Valorem Property Tax	1,904,200	1,940,571	2,027,692	2,263,828	2,364,105
301	Uncollected Ad Valorem Tax				-88,696	-93,164
302	Back Tax Collections	75,477	94,384	132,527	104,000	104,000
303	Sales Tax - City	1,880,328	1,830,652	1,897,605	1,964,021	1,993,481
303	Sales Tax - City to WWTP	224,000	210,000	210,000	217,350	220,610
304	Sales Tax - County	902,617	901,682	945,947	979,055	993,741
305	Comp. Use Tax	334,127	355,947	392,556	370,000	375,000
306	Franchise Tax - CATV	82,720	73,190	65,903	67,000	66,000
307	Franchise Tax Gas	329,835	292,544	267,289	265,000	300,000
311	Franchise Tax Telephone	51,187	46,535	45,606	46,000	47,000
314	Liquor Tax	27,933	24,134	24,024	26,000	27,040
315	Vehicle Tax	195,809	205,719	214,118	221,000	229,711
318	Business License: License Income-general	13,680	34,267	37,909	30,000	30,000
319	Rent - Airport	7,001	10,125	6,000	10,200	8,080
320	Highway Connecting Links	58,394	58,434	58,434	45,050	30,000
323	Dog License	6,858	5,887	5,475	10,000	10,000
324	Interest Income	65,978	79,346	36,973	50,000	50,000
325	Reimbursed Expense	234,205	182,657	149,113	250,000	250,000
331	Cemetery Lot Sales	31,800	15,700	17,400	32,500	32,500
332	Burial Fees	21,900	28,344	24,724	31,000	31,000
333	Fines	241,935	251,151	240,449	300,562	303,567
335	Court Fees	107,122	79,266	73,831	110,368	111,471
336	Building Permits & Fees	89,169	150,307	111,911	200,000	200,000
367	Transfer from Special Alcohol Fund	32,500	29,139	24,024	30,000	30,000
345	Transfers - Electric	995,000	1,025,000	1,025,000	1,115,000	1,115,000
347	Transfers - Water	375,000	405,000	405,000	425,000	425,000
344	Transfers - Wastewater	195,000	225,000	225,000	250,000	250,000
399	Miscellaneous	42,771	10,707	7,082	40,000	40,000
	TOTAL	9,564,124	9,698,702	9,832,184	10,440,662	10,581,975



FUND (0110)

CITY COMMISSION & CITY MANAGER'S OFFICE

Description of Services

The City Commission serves as the board of directors of the municipal corporation, in which are vested all municipal powers granted by the constitution and laws of the State of Kansas. The Commission makes policy through ordinance, resolution and the annual budget process. The Commission appoints the City Manager to serve as the chief executive officer of the City.

The City Manager is hired contractually by the City Commission to oversee the day-to-day operations of the City organization. The City Manager serves at the pleasure of the City Commission. He or she is charged with the responsibility of supervision, coordination, and administration of all City departments. The Manager must supervise all daily activities and must review and oversee departmental operations. In addition to the City Manager, this division has a full time Assistant to the City Manager and a full-time administrative intern.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	163,752	156,726	173,000	177,213
Contractual Services	31,335	29,042	35,000	36,500
Commodities	9,430	9,088	9,500	9,500
Capital Expenditures	1,015	73	1,421	1,421
Total	205,533	194,929	218,921	224,634

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
City Manager	1.00	1.00	1.00	1.00
Asst. to the City Man.	1.00	1.00	1.00	1.00
Part Time Adm. Intern	1.00	0	.50	.50
Full Time Adm. Intern	0	1.00	.50	1.00
City Commission	5.00	5.00	5.00	5.00
Total	8.00	8.00	8.00	8.00

GOALS

- To provide professional administration of all City affairs.
- Positive community stewardship
- Quality services/low cost
- Policy that reflects the will of Ottawa's citizens

OBJECTIVES

- To manage municipal government in an effective and efficient manner in such a way to promote citizen confidence within the community.

EXPENDITURE CHANGES

- A small increase for Contractual Services and an increase for intern position.

STAFF CHANGES

- Intern position moved to full time.



CITY COMMISSION & CITY MANAGER (0110)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
	PERSONNEL SERVICES					
411	Salaries (full time)	155,410	154,966	148,476	164,500	168,613
411	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000
410	Overtime	1,581	2,786	2,250	2,500	2,600
	SUBTOTAL	162,992	163,752	156,726	173,000	177,213
	CONTRACTUAL SERVICES					
502	Postage	198	172	331	200	200
503	Telecommunications	678	700	844	1,000	1,000
504	Travel Expense	10,970	6,406	10,629	11,750	12,000
505	Professional Development	5,635	8,119	6,621	5,500	6,750
509	Meeting Expense	0	0	45	0	0
512	Employee Recognition	3,206	4,837	4,512	4,500	4,500
527	Mayor's Breakfast	1,361	2,403	1,577	1,500	1,500
514	Printing Expense	4,370	3,284	2,306	3,000	3,000
524	Bonds	0	0	0	350	350
551	Dues & Subscriptions	4,907	5,002	2,080	4,000	4,000
558	Other Cont. Services	1,109	413	96	3,200	3,200
	SUBTOTAL	32,433	31,335	29,042	35,000	36,500
	COMMODITIES					
600	Office Supplies	4,317	4,323	3,359	4,400	4,400
601	Computer Supplies	49	0	0	0	0
670	Receptions & Meals	2,824	4,653	5,668	5,000	5,000
615	Uniforms	50	0	0	100	100
630	Other Operating Supplies	1,990	453	62	0	0
	SUBTOTAL	9,231	9,430	9,088	9,500	9,500
	CAPITAL OUTLAY					
702	Furniture (Office Furniture)	36	675	0	0	0
704	Office Equipment	0	0	0	500	500
705	Computer Equipment	813	340	73	921	921
738	Street & Sidewalk Improvements	11,045	0	0	0	0
	SUBTOTAL	11,894	1,015	73	1,421	1,421
	TOTAL	216,549	205,533	194,929	218,921	224,634



FUND (0115)

FINANCE / CITY CLERK

Description of Services

The Administration Division of the Finance Department is responsible for all financial and accounting functions of the City, including budget administration, financial reporting, and treasury management. Administration is also responsible for the record-keeping functions, including minutes of official meetings of the Governing Body. The Data Processing Division operates and maintains the City's main computer equipment including the IBM A/S400, which runs the payroll program, general ledger, utility billing and collections and other programs. This system is expected to be replaced in 2013. Meter Reading and Building Maintenance functions are part of this division. The Finance Department bills 6,300 electric and 5,200 water customers each month.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	315,076	314,848	316,000	324,275
Contractual Services	74,324	78,061	81,914	85,155
Commodities	11,703	10,574	13,800	16,200
Capital Expenditures	1,686	3,477	2,300	37,149
Total	402,789	406,961	414,014	462,779

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Director of Finance	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00
City Attorney	.50	.50	.50	.50
Building Crew Chief	0	0	1.00	1.00
Custodian	3.00	3.00	2.00	2.00
Total	6.00	6.00	6.50	6.50

GOALS

To direct and coordinate the Finance Department with sound fiscal management and to assist the Governing Body, City Manager and other city departments with fiscal credibility, integrity and consistency.

OBJECTIVES

Promote efficient utilization of all city resources
 Protect city assets
 Provide professional financial services

EXPENDITURE CHANGES

A major accounting software conversion is anticipated in 2013.

STAFF CHANGES

This department had two new hires in 2012, replacing the retirement of two long time employees.



CITY CLERK/FINANCE (0115)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	296,113	310,924	308,809	311,000	318,775
410	Overtime	1,959	4,152	6,039	5,000	5,500
SUBTOTAL		298,072	315,076	314,848	316,000	324,275
CONTRACTUAL SERVICES						
502	Postage	4,607	312	1,275	1,300	2,000
503	Telecommunications	4,245	4,272	4,331	4,500	4,600
505	Professional Development	2,015	3,275	2,180	3,500	3,800
515	Advertising & Publications	3,814	4,145	4,248	5,000	5,000
520	Ins. - Bldg. & Contents	5,749	6,738	0	0	0
530	Utilities (City Hall)	6,907	6,609	5,240	4,500	6,000
551	Dues & Subscriptions	175	299	478	250	250
558	Other Cont. Services	21,570	21,560	21,840	22,000	22,000
558	Elevator Service	2,255	1,740	2,040	2,000	2,040
558	HVAC Service	16,973	17,064	18,000	20,000	20,000
558	Pest Control	655	650	650	675	675
558	Solid Waste Disposal	625	650	650	689	690
558	Building Maintenance	3,637	10	8,500	8,500	9,000
571	Audit (General Fund Share)	6,625	7,000	8,603	8,700	8,800
599	Refunds	316	0	25	300	300
SUBTOTAL		80,167	74,324	78,061	81,914	85,155
COMMODITIES						
600	Office Supplies	4,099	3,373	3,424	5,000	5,000
601	Computer Supplies	100	49	42	500	850
614	Books	77	0	188	0	50
615	Uniforms (Custodial)	255	166	303	300	300
620	Supplies (Custodial)	10,656	8,115	6,618	8,000	10,000
SUBTOTAL		15,187	11,703	10,574	13,800	16,200
CAPITAL OUTLAY						
702	Furniture (Office Furniture)	0	0	2,265	0	0
704	Office Machines	0	180	0	0	0
705	Computer Equipment	0	510	515	2,300	2,149
710	Buildings	3,432	0	0	0	35,000
718	Equipment Purchase	1,278	996	698	0	0
SUBTOTAL		4,710	1,686	3,477	2,300	37,149
TOTAL		398,136	402,789	406,961	414,014	462,779

FUND (0117)

GENERAL FUND TRANSFERS

Description of Services

Activity 0117 was originally established as a Non-Operation Activity for the General Fund. Over the last several years many of the expenditures previously assigned to this activity have been allocated to those funds that should more appropriately bear those expenses. Those expenditures remaining are primarily transfers made from the General Fund in support of other City funding activities. As the expenditure detail indicates, the General Fund transfers moneys to the Community Services, Airport, and the Wastewater Treatment Funds. In addition, the City uses this activity to fund its 50 percent share of the County’s cost of operating the Emergency Dispatch Center. Finally, the General Fund Contingency Reserve is budgeted here. This allows the Governing Body the authority to spend these funds if the need arises without having to amend the budget.

GOALS

- Supplement city activities beyond the General Fund

STAFF CHANGES

- No personnel are dedicated to this activity.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Contractual Services	284,848	287,567	280,000	285,600
Streets, Walks, Curbs	7,957	19,790	195,000	195,000
Transfers	303,247	310,642	319,000	336,500
Total	596,052	617,999	794,000	817,100

NON-OPERATING (0117)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
TRANSFERS						
912	Transfer to Airport Fund	72,000	71,996	75,142	77,000	83,000
909	Transfer to Community Service Fund	28,293	21,251	25,500	32,000	34,000
905	Transfer to Sewer Replacement Fund	224,000	210,000	210,000	210,000	219,500
SUBTOTAL		324,293	303,247	310,642	319,000	336,500
CONTRACTUAL						
507	911 Services - Paid to Fr. Co.	264,759	271,928	277,706	280,000	285,600
558	Other Cont.	2,151	12,920	9,662	0	0
599	Refunds	0	0	199	0	0
SUBTOTAL		266,909	284,848	287,567	280,000	285,600
CAPITAL OUTLAY						
738	Streets, Curb, Sidewalks	0	7,957	19,790	195,000	195,000
TOTAL		591,202	596,052	617,999	794,000	817,100



FUND (0130)

PLANNING AND CODES ADMINISTRATION

Description of Services

The Planning & Codes Administration Department assists the City by planning for appropriate land use, preserving resources for the future, and enforcing codes. The Planning Director serves as the staff liaison for the Planning Commission and the Board of Zoning Appeals. Staff administers the Comprehensive Plan, Zoning, and Subdivision Regulations. The Planning Department coordinates and manages implementation and revision of the Comprehensive Plan and capital improvement planning to govern development of individual sites and whole new areas. The Planning Department also develops special projects such as sidewalks & trails.

Another way the department serves the public is through enforcement of construction codes, and Chapter 10 of the Municipal Code, which deals with nuisances and health hazards. The inspectors review all construction within the City for compliance, and assist builders and residents with construction methods. The inspectors also oversee the licensing of general contractors, electricians, plumbers and gas fitters, and serve as staff liaison to contractor appeal boards. Staff in this department also inspects the community for violations of the nuisance, weed, and inoperable vehicle ordinances.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	333,021	347,113	351,300	352,281
Contractual Services	60,557	70,843	95,300	102,100
Commodities	9,165	8,626	13,000	14,000
Capital Expenditures	7,048	223	12,756	3,256
Transfers	4,500	2,000	1,000	1,000
Total	414,290	428,805	473,356	472,637

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Director of P&C	1.00	1.00	1.00	1.00
Planner/Code Officer	1.00	1.00	1.00	1.00
Codes Inspector	2.25	2.00	3.00	3.00
Planning Adm. Asst. 1	1.00	1.00	1.00	1.00
Planning Secretary	1.00	1.00	1.00	1.00
Total	6.25	6.00	7.00	7.00

GOALS

- To support growth in the Ottawa Community while fostering the values and goals to benefit existing and future citizens.
- To enhance the quality of life for all citizens through the enforcement of the adopted regulations.

OBJECTIVES

- Process TIF Development Areas and TIF Projects
- Coordinate Developments through “one stop shop” efforts creating efficiency for the city and developers
- Ensure inspection process complete and communicate effectively
- Annually inspect all areas of Ottawa for nuisance violations, inspect all complaints, and follow-up as necessary
- Develop sidewalk/trail/bike lane projects for transportation, recreation, and fitness

EXPENDITURE CHANGES

- No significant change.

STAFF CHANGES

- Long time employee will retire in early 2013.

PLANNING & CODE ADMINISTRATION (0130)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	319,249	331,839	346,281	349,500	339,000
411	Retirement	0	0	0	0	11,781
410	Overtime	769	1,182	832	1,800	1,500
SUBTOTAL		320,018	333,021	347,113	351,300	352,281
CONTRACTUAL SERVICES						
502	Postage	5,539	3,080	5,211	5,300	6,000
503	Telecommunications	2,042	2,628	3,191	3,200	3,400
505	Professional Dev./Meetings	7,259	6,931	9,570	8,000	8,500
509	Meeting Expense	927	875	931	1,200	1,200
515	Legal & Other Advertising	8,358	9,337	8,116	6,000	7,000
523	Vehicle Ins-Risk Mgt.	1,123	1,199	0	0	0
533	Equipment Repair	0	0	0	300	300
534	Vehicle Repair	254	75	0	1,000	1,200
553	Service Agreements	790	1,169	1,290	1,300	1,300
558	Other Cont. Services	2,028	2,065	10,373	4,500	2,200
558	Temp Services	0	0	0	500	500
558	Weeds	5,734	6,128	4,458	7,500	7,500
558	Nuisance	55	780	0	2,000	2,000
558	Condemnation & Demolition	5,248	19,615	19,356	23,500	25,000
558	Annexation	0	0	698	1,000	1,000
558	Comp Plan	0	0	0	0	0
590	Planning Services	503	0	0	15,000	15,000
591	Building Code Plan Check	11,925	6,675	7,650	15,000	20,000
599	Refunds	103	0	0	0	0
SUBTOTAL		51,887	60,557	70,843	95,300	102,100
COMMODITIES						
600	Office Supplies	3,346	3,443	4,540	5,000	5,500
601	Computer Supplies	49	0	0	0	0
608	Vehicle Operations	3,635	5,290	3,661	6,000	6,500
612	Equipment	0	0	150	0	0
614	Books	670	262	242	1,500	1,500
615	Uniforms	0	170	33	500	500
SUBTOTAL		7,700	9,165	8,626	13,000	14,000
CAPITAL OUTLAY						
702	Furniture	213	0	0	10,000	500
710	Equipment	0	0	0	300	300
705	Computer Equipment	9,361	7,048	223	2,456	2,456
SUBTOTAL		9,574	7,048	223	12,756	3,256
TRANSFERS						
906	Transfer to Equipment Reserve	4,500	4,500	2,000	1,000	1,000
TOTAL		393,680	414,290	428,805	473,356	472,637



FUND (0140)

CEMETERY

Description of Services

The Cemetery Division of the Public Works Department is responsible for operation and maintenance of Highland Cemetery. In addition to burial services, the cemetery staff provides perpetual care for the site, including turf care, mowing, and trimming. Proper maintenance and a neat appearance are high priorities, especially for occasions such as Memorial Day, which bring a large number of visitors. The staff is comprised of two full time employees who also supervise several seasonal workers.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	78,841	76,643	80,700	86,300
Contractual Services	6,699	5,787	10,510	10,675
Commodities	8,093	10,100	15,100	18,650
Capital Expenditures	12,948	1,195	0	0
Total	106,580	93,724	106,310	115,625

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Sexton/Lead Equip.Op.	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00
Seasonal	2.00	1.00	2.00	2.00

GOALS

- To operate and maintain Highland Cemetery in a manner suitable to assist grieving families and those wishing to honor past generations.

OBJECTIVES

- Maintain grounds such that citizens/users are satisfied with appearance.
- Be courteous in operations such that grieving families are treated with dignity.

EXPENDITURE CHANGES

- The expenditures proposed for 2013 represent only incremental change from 2012. Ultimately, budget proposals will include a building replacement to better accommodate public interaction and storage of equipment.

STAFF CHANGES

- No staff changes (full-time) have occurred during the past . Staffing increases are proposed in the future to provide for assumption of duties associated with operating both Highland and Hope Cemeteries.

CEMETERY (0140)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	69,671	67,695	65,228	69,000	72,900
411	Seasonal	6,283	4,983	6,798	6,200	6,950
410	Overtime	2,399	6,163	4,617	5,500	6,450
SUBTOTAL		78,352	78,841	76,643	80,700	86,300
CONTRACTUAL SERVICES						
502	Postage	56	38	100	60	125
503	Telecommunications	686	707	712	800	800
505	Professional Development	160	822	1,453	1,000	1,500
520	Insurance - Bldg. & Contents	230	1,106	0	0	0
523	Vehicle Insurance	843	799	0	0	0
530	Utilities	1,887	975	840	1,900	1,500
532	Repairs: Buildings & Structures	0	93	24	1,000	1,000
533	Machinery & Equipment Repair	2,177	84	76	3,000	3,000
558	Other Cont. Services	2,316	2,074	2,283	2,750	2,750
599	Refunds			300		
SUBTOTAL		8,355	6,699	5,787	10,510	10,675
COMMODITIES						
608	Vehicle Operations	3,292	3,873	5,930	6,000	7,150
611	Chemical Supplies	370	0	0	1,000	1,000
612	Equipment Repair Supplies	1,505	1,770	520	2,000	3,700
615	Uniforms	750	672	1,133	1,400	1,400
617	Fertilizer & Seed	138	0	0	500	500
620	Supplies	1,373	1,666	1,521	1,900	2,300
622	Hand Tools and Supplies	499	111	607	1,000	1,300
629	Cement, Gravel & Rebar	0	0	0	300	300
638	Building/Structure Repair Supplies	11	0	388	1,000	1,000
SUBTOTAL		7,938	8,093	10,100	15,100	18,650
CAPITAL OUTLAY						
708	Radio Replacement	0	550	0	0	0
710	Equipment	0	12,398	1,195	0	0
710	09 Lease 60" ZTR Mower & Noah system	2,195	0	0	0	0
SUBTOTAL		2,195	12,948	1,195	0	0
TOTAL		96,841	106,580	93,724	106,310	115,625



FUND (0141)

STREETS

Description of Services

The Streets Division of the Public Works Department is responsible for maintenance of all City driving surfaces. Division duties include, but are not limited to, grading, patching, sweeping and striping streets and alleys. The Streets Division also mows along some of the highway rights-of-way and maintains the storm drainage system directly associated with the streets and highways within the city limits. The Streets Division winter maintenance includes removing snow (hauling away) from the Central Business District streets, plowing snow from other streets, treating arterial and collector streets with salt/sand mixture to prevent freezing, and treating local street intersections where stopping movements are necessary with salt/sand mixture in order to assist the safety of the driving public during adverse conditions. The Streets Division also provides all the staff responsible for inspecting streets and storm drainage infrastructure installed with new development, and for operating and maintaining the flood control system.

DIVISION EXPENDITURES

Account	Actual 2010	Actual 2011	Revised 2012	Budget 2013
Personnel Services	572,113	576,743	588,000	633,000
Contractual Services	77,011	61,527	77,065	81,500
Commodities	146,729	172,265	180,000	228,000
Capital Expenditures	15,576	5,327	2,763	2,763
Transfer to Equip. Reserve	23,000	50,000	93,000	115,000
Total	834,429	865,862	940,828	1,060,263

PERSONNEL SCHEDULE

	Actual 2010	Actual 2011	Revised 2012	Budget 2013
Director of Public Works	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Streets Superintendent	1.00	1.00	1.00	1.00
Asst. Streets Superintend.	1.00	1.00	1.00	1.00
Maintenance Crew Leader	1.00	1.00	1.00	1.00
Heavy Equip. Operator	4.00	4.00	4.00	4.00
Equipment Operator	5.00	5.00	5.00	5.00
Total	14.00	14.00	14.00	14.00
Seasonal	7.00	5.00	5.00	7.00

GOALS

- Maintain streets to facilitate safe travel.
- Maintain the existing storm drainage systems to evacuate storm water as efficiently as possible.

OBJECTIVES

- Inspect pavements and repair minor problems (potholes, etc.).
- Maintain pavement markings and traffic control signs.

EXPENDITURE CHANGES

- Proposed 2013 expenses for represent only incremental change from 2012. The Capital Outlay funding illustrated here represents equipment purchases anticipated for the entire Public Works Department. The fleet is significantly aged.

STAFF CHANGES

- Charles King retired. The resulting vacancy was filled by Clancy Moore, who accepted a promotion and moved to the Finance Department. Another vacancy resulted during the year. Josh Roberts and Ryan Sink filled those vacancies. Reggie Silvey accepted a seasonal position. The entry level position vacated in 2008 remains open.



GENERAL FUND - STREETS (0141)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	568,496	530,714	541,295	550,000	580,000
411	Retirement	0	0	0	0	0
411	Seasonal	29,973	27,256	17,890	28,000	28,000
410	Overtime	24,806	14,144	17,558	10,000	25,000
SUBTOTAL		623,275	572,113	576,743	588,000	633,000
CONTRACTUAL SERVICES						
502	Postage	46	24	57	200	200
503	Telecommunications	1,040	1,014	1,026	1,200	1,200
505	Professional Development	6,137	7,986	7,743	9,000	9,000
520	Insurance - Bldg. & Contents	1,519	1,595	0	0	0
523	Vehicle Insurance	11,491	12,006	0	0	0
530	Utilities	5,112	4,962	3,493	7,000	7,000
532	Building Repairs	1,628	1,317	4,714	5,665	5,600
533	Machinery & Equipment Repair	7,180	18,317	16,523	20,000	20,000
539	Repair (Flood Control)	0	0	0	0	0
543	Rent - Machinery & Equipment	980	0	0	1,000	1,000
550	Towel & Laundry Service	0	0	0	500	500
558	Other Cont. Services	8,815	1,797	2,087	7,500	7,000
559	Environmental Compliance	24,310	23,839	25,883	25,000	30,000
598	Contract Labor	0	4,155	0	0	0
SUBTOTAL		68,259	77,011	61,527	77,065	81,500
COMMODITIES						
600	Office Supplies	535	820	440	1,000	1,000
608	Vehicle Operations	45,839	44,770	62,383	60,000	77,000
611	Chemical Supplies	215	100	235	1,000	1,000
612	Equipment Repair Supplies	27,170	17,915	25,017	25,000	30,000
615	Uniforms	3,230	3,803	5,094	5,000	5,500
616	Paint & Supplies	0	0	5,651	0	6,000
617	Seed, Trees, & Fertilizer, for Levee	0	0	0	500	500
620	Supplies	3,911	1,737	2,344	7,000	7,500
622	Hand Tools and Supplies	344	763	811	2,000	2,000
624	Asphalt & Asphalt Patch	9,446	35,741	14,019	35,000	35,000
625	Downtown Maintenance Supplies	2,894	1,267	1,958	2,500	2,500
626	Ice control Materials	14,313	17,790	22,712	20,000	30,000
628	Signs & Material	14,361	11,908	10,399	11,000	13,000
629	Gravel, Rock & Cement	4,305	8,345	19,094	9,000	15,000
638	Building/Structure Repair Supplies	42	1,769	2,107	1,000	2,000
SUBTOTAL		126,605	146,729	172,265	180,000	228,000
CAPITAL OUTLAY						
705	Computer Equipment	126	279	286	2,763	2,763
710	Equipment	3,942	0	5,041	0	0
710	Replacement Radios	0	15,162	0	0	0
712	Trucks	135	135	0	0	0
SUBTOTAL		4,203	15,576	5,327	2,763	2,763
906	Transfer to Reserve Fund	23,000	23,000	50,000	93,000	115,000
TOTAL		845,341	834,429	865,862	940,828	1,060,263

FUND (0142)

FLOOD CONTROL

Description of Services

This activity (combined with Streets in the 2007 budget document) was reestablished as a separate fund in the 2008 budget, primarily in response to significant flooding events. There is no staff authorized in the Flood Control budget, and the majority of the work is completed by members of the Streets Division as a part of their storm drainage system functions. The flood control system includes underground storm drainage systems, drainage ditches, levees on both banks of the river and three pumping stations to eliminate surface water from retention ponds within the City during high river stages. Gates at openings in the levee may be closed during high water, and an emergency operations plan implemented. Routine maintenance responsibilities include mowing and maintenance of flood control levees, grounds maintenance around storm water retention ponds and large open areas such as Kanza Park, and inspection and repair of large pumping plant facilities. The project is inspected annually by the US Army Corps of Engineers.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Contractual Services	13,534	16,268	19,750	17,750
Commodities	224	667	10,250	11,000
Capital Expenditures	0	0	22,250	0
Total	13,758	16,935	52,250	28,750

GOALS

- Within the geographic limits of the levee system, protect the low elevation areas from flooding in the river.

OBJECTIVES

- Comply with directives received from the US Army Corps of Engineers concerning levee maintenance.
- Routinely communicate with Corps representatives at both reservoirs upstream from Ottawa.

EXPENDITURE CHANGES

- Overall expenses proposed are significantly reduced from 2012, due to the creation of the Storm Water Utility.

STAFF CHANGES

- Staff is shared from other divisions within Public Works, along with assistance from other departments.

FLOOD CONTROL (0142)

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
	CONTRACTUAL SERVICES					
503	Telecommunications	211	219	225	1,750	1,750
530	Utilities	0	0	0	0	0
539	Repair	7,041	0	0	4,500	0
558	Other Cont. Services	12,450	13,316	16,043	13,500	16,000
559	Environmental Compliance	0	0	0	0	0
	SUBTOTAL	19,702	13,534	16,268	19,750	17,750
	COMMODITIES					
611	Chemical Supplies	0	0	0	1,000	1,000
617	Seed, Trees, & Fertilizer	0	0	0	3,500	7,500
620	Supplies	798	224	226	3,000	500
629	Gravel, Rock, & Cement	380		441	2,750	2,000
	SUBTOTAL	1,178	224	667	10,250	11,000
	CAPITAL OUTLAY					
710	Stainless Steel/Rubber Seals	0	0	0	22,250	0
	SUBTOTAL	0	0	0	22,250	0
	TOTAL	20,880	13,758	16,935	52,250	28,750

Note: Salaries, Overtime and Computer not currently included in the total Personnel Costs for the General Fund Budget



FUND (0144)

FLEET MANAGEMENT

Description of Services

The Fleet Management Division is responsible for the preventive maintenance, servicing and repair of City vehicles and equipment. Employees in this Division schedule and complete preventive maintenance services and repairs for City-owned automobiles, trucks, utility and construction equipment, grounds maintenance equipment and emergency equipment, including Police and Fire vehicles. Although the City Garage is a General Fund activity, partial funding for this activity is apportioned to the Utilities Department for the services they receive.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	90,477	89,039	92,800	94,000
Contractual Services	19,466	13,222	20,950	26,985
Commodities	14,902	16,722	20,600	21,020
Capital Expenditures	1,001	17,284	0	0
Total	125,846	136,267	134,350	142,005

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Garage Superintendent	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

GOALS

- Maintain maximum possible fleet readiness.

OBJECTIVES

- Perform routine preventive maintenance according to established schedules.
- Repair breakdowns as they occur within the capabilities of the City Garage.
- Schedule and monitor contractual repairs by outside vendors when necessary.

STAFF CHANGES

- None

FLEET MANAGEMENT (0144)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	88,034	89,924	87,903	91,000	92,500
410	Overtime	922	553	1,136	1,800	1,500
SUBTOTAL		88,956	90,477	89,039	92,800	94,000
CONTRACTUAL SERVICES						
503	Telecommunications	468	474	486	700	700
505	Professional Development	623	1,726	862	2,000	2,000
520	Insurance - Bldg. & Contents	1,269	1,331	0	0	0
523	Vehicle Insurance	1,003	799	0	0	0
530	Utilities	5,058	4,132	3,074	5,750	5,750
532	Repairs: Buildings & Structures	2,310	470	811	1,000	8,000
533	Machinery & Equipment Repair	662	0	657	500	500
543	Rent: Machinery & Equipment	80	113	156	500	500
550	Towel & Laundry Service	2,650	2,731	1,827	1,500	1,500
558	Other Contractual Services	3,169	7,120	4,634	8,000	7,035
559	Environmental Services	714	570	715	1,000	1,000
SUBTOTAL		18,007	19,466	13,222	20,950	26,985
COMMODITIES						
600	Office Supplies	825	280	326	700	700
608	Vehicle Operations	1,799	1,517	1,925	2,200	2,420
609	Motor Oil	4,347	5,936	5,280	6,200	6,200
612	Equipment Repair Supplies	368	710	38	700	700
614	Books (Maintenance Library Replacement)	0	325	154	500	500
615	Uniforms	440	404	499	500	500
620	Supplies	5,291	4,283	7,107	7,500	7,500
622	Hand Tool Supplies	129	950	1,299	2,000	2,000
638	Building/Structure Repair Supplies	10	496	94	300	500
SUBTOTAL		13,209	14,902	16,722	20,600	21,020
CAPITAL OUTLAY						
701	Equipment (Software Upgrade)	0	0	2,095	0	0
708	Replacement Radios	0	1,001	0	0	0
710	Equipment (Two Post Lift)	14,496	0	15,189	0	0
705	Computer Equipment	1,222	0	0	0	0
SUBTOTAL		15,717	1,001	17,284	0	0
TOTAL		135,890	125,846	136,267	134,350	142,005



FUND (0146)

PARKS

Description of Services

The Parks Division of the Public Works Department is responsible for maintenance of 7 parks and Hope Cemetery, totaling approximately 135 acres of highly visible grounds and facilities that are a major contributor to the quality of life in Ottawa. Forest Park, in the northwest corner of the City, is notable for its mature oak and walnut trees and its array of recreational facilities. Included are a 475,000 gallon municipal swimming pool, 5 lit tennis courts, 18 individual horseshoe courts, 1 basketball court, a lit baseball diamond, a lit softball diamond, and four playgrounds including a “tots lot.” Forest Park hosts a number of community events each year, including the Ol’ Marais River Run (a custom car show) and the Power of the Past Antique Tractor and Engine Show. Kanza Park serves as a storm water detention pond on the upper end of the Skunk Run drainage basin, and has been enhanced by the addition of a hard-surfaced walking track almost a mile long and lit with salvaged Victorian fixtures from early 20th Century Main Street (downtown). City Park, which is home to the Carnegie Cultural Center, boasts a gazebo/bandstand used for summer evening concerts, weddings and other similar events. City Park includes playground equipment, pre-World War II naval artillery, and the Dietrich Cabin, an original 1859 Franklin County home. Other park facilities include the Prairie Spirit Rail Trail, Haley Park, Heritage Park, Cox Field Baseball Complex, a skate park and Freedom Park.

GOALS

- Maintain facilities that contribute significantly to the quality of life in Ottawa.

OBJECTIVES

- Maintain grounds in parks not operated by other entities (ORC, etc.).
- Facilitate large community events that take place in city parks.

EXPENDITURE CHANGES

- No significant changes in funding levels are anticipated, other than anticipated cost increases for vehicle and equipment operating expenses.

STAFF CHANGES

- Reggie Silvey retired in 2012. Danny Fehling was hired as a replacement. No permanent staff increases are included in the 2013 Budget, but studies indicate staffing is below industry standards.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	189,953	212,408	220,340	209,800
Contractual Services	47,750	11,282	19,600	19,885
Commodities	41,515	40,672	68,150	71,300
Capital Expenditures	4,831	3,835	0	1,000
Total	284,048	268,197	308,090	301,985

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Superintendent of Parks	1.00	1.00	1.00	1.00
Forestry Specialist	3.00	3.00	3.00	3.00
Park Equipment Operator	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00
Seasonal	3.00	2.00	2.00	3.00

PARKS (0146)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	189,379	181,325	185,583	195,840	185,000
411	Seasonal	6,326		10,900	12,500	12,500
410	Overtime	6,290	8,629	15,925	12,000	12,300
SUBTOTAL		201,995	189,953	212,408	220,340	209,800
CONTRACTUAL SERVICES						
502	Postage	94	78	97	150	155
503	Telecommunications	656	681	693	750	775
505	Professional Development	2,120	2,651	3,229	3,600	3,700
520	Insurance - Bldg. & Cont.	3,448	3,546	0	0	0
523	Vehicle Insurance	1,579	1,598	0	0	0
530	Utilities	2,986	2,903	2,350	3,000	3,000
532	Repairs: Buildings & Structures	0	80	991	1,000	1,000
533	Machinery & Equipment Repair	1,619	423	1,153	1,800	1,855
536	Facility Repairs	120	972	360	2,000	2,000
537	Recreation Facility Repair	1,904	1,200	398	2,500	2,500
543	Rent: Machinery & Equipment	0	0	0	500	500
558	Other Cont. Services	2,333	1,513	2,011	3,800	3,900
559	Environmental Services	0	8	0	500	500
598	Contract Labor	0	32,096	0	0	0
SUBTOTAL		16,860	47,750	11,282	19,600	19,885
COMMODITIES						
600	Office Supplies	334	703	500	1,000	1,000
608	Vehicle Operation	6,952	9,927	11,287	16,000	17,600
611	Chemical Supplies	0	424	676	1,600	1,650
612	Repair Equipment Supplies	3,092	5,422	3,267	6,000	6,000
615	Uniforms	2,065	1,504	2,323	2,500	2,500
620	Supplies	7,348	8,637	4,401	12,500	12,500
622	Hand Tools & Supplies	475	521	1,307	1,000	1,300
628	Signs	53	0	13	300	1,000
629	Gravel & Cement	0	0	0	2,000	2,000
632	Pool Chemicals	6,875	6,034	3,544	9,500	9,800
636	Park Facility Repair Supplies	4,939	1,978	7,023	6,500	6,700
637	Recreation Facility Repair Supplies	7,978	6,271	6,063	8,000	8,000
638	Building/Structure Repair Supplies	138	93	268	1,250	1,250
SUBTOTAL		40,249	41,515	40,672	68,150	71,300
CAPITAL OUTLAY						
705	Computer Equipment	254	2,021	626	0	0
708	Replacement Radios	0	1,575	0	0	1,000
710	2009 Lease 72" ZTR Mower	0	1,235	3,209	0	0
SUBTOTAL		254	4,831	3,835	0	1,000
TOTAL		259,358	284,048	268,197	308,090	301,985



POLICE DEPARTMENT

Description of Services

The Police Department serves as the law enforcement branch of City government. The department enforces all laws and ordinances and promotes safe use of city streets. Crime prevention programs such as D.A.R.E. (Drug Abuse Resistance Education) and McGruff are provided as educational programs by the Police Department. The Police Department constantly strives to improve its ability to “serve and protect” the citizens of Ottawa. The Department continuously pursues training and education in new and better methods of crime prevention, detection, and investigation.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	1,750,463	1,730,472	1,765,000	1,791,970
Contractual Services	123,569	119,501	116,857	121,877
Commodities	130,160	130,275	148,748	166,091
Capital Expenditures	37,430	6,713	8,175	8,875
Transfers	28,560	36,750	50,000	58,000
Total	2,070,183	2,023,711	2,088,780	2,146,813

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Chief of Police	1.00	1.00	1.00	1.00
Staff Commander/Cap./Lt.	2.00	2.00	2.00	2.00
Sergeant	5.00	5.00	5.00	5.00
Police Officer	16.00	15.00	15.00	16.00
S.R.O. (<i>Grant funded</i>)	1.00	1.00	1.00	0
Detective	1.00	1.00	1.00	1.00
DV Detective (<i>Grant funded</i>)	0.50	1.00	1.00	1.00
Community Service Officer	0.00	0.00	0.00	1.00
Total Commissioned Officers	26.50	26.00	26.00	27.00
Custodian	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00	1.00
Special Services Officer	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	0
DV Admin Asst. (<i>Grant</i>)	.00	.13	.50	0
Total Non-Com. Officers	5.00	5.13	5.50	4.00
Total	31.50	31.13	31.50	31.00

FUND (0151)

GOALS

- Promote a safe community for all residents
- Protect life and property of city residents
- Preserve peace and order
- Prevent and detect crime

OBJECTIVES

- This department requires employees to obey all laws and department rules and to treat all persons fairly and with respect. In order to maintain public trust and confidence, it is also the policy of this department to objectively and thoroughly investigate all allegations of wrongdoing and to consistently and fairly administer discipline when appropriate. Public faith and trust in the Police Department and its employees are essential to the accomplishment of its mission.

EXPENDITURE CHANGES

- Increased annual maintenance fees for the Franklin County Records Management system.
- Increased fuel budget, & professional development.

STAFF CHANGES

- One police officer retirement planned.

POLICE DEPARTMENT (0151)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	1,463,973	1,474,524	1,461,439	1,485,000	1,490,000
411	Retirements	0	0	0	0	11,970
410	Overtime	269,112	275,938	269,033	280,000	290,000
SUBTOTAL		1,733,086	1,750,463	1,730,472	1,765,000	1,791,970
CONTRACTUAL SERVICES						
501	Communications	0	0	0	0	0
502	Postage	1,716	981	887	1,500	1,500
503	Telecommunications	14,045	14,470	14,388	13,692	14,377
504	Travel and Meals	4,083	5,743	7,231	8,100	9,600
505	Professional Development	6,760	5,493	5,395	6,000	7,500
513	Prisoner Care	17,245	26,900	30,260	28,000	29,000
514	Printing	717	721	964	1,700	1,400
520	P & I Insurance	10,425	12,218	0	0	0
523	Motor Vehicle Insurance	9,106	9,089	0	0	0
532	Building Maintenance	10,064	4,027	5,131	5,500	5,500
533	Equipment Repair	912	116	0	1,900	1,500
534	Repair Motor Vehicle	421	135	300	3,000	2,000
543	Lease Payment	6,012	5,293	5,099	6,195	5,500
551	Dues and Subscriptions	4,053	3,110	2,386	3,000	3,000
558	Other Cont. Services	22,014	32,858	43,182	34,270	37,000
564	Community & Public Relations	2,225	2,415	4,278	4,000	4,000
SUBTOTAL		109,800	123,569	119,501	116,857	121,877
COMMODITIES						
600	Office Supplies	7,468	7,507	6,047	7,957	7,500
608	Vehicle Operations	54,340	71,152	76,217	85,000	105,500
609	Motor Oil	0	0	1,430	1,591	1,591
611	Chemical supplies	460	17	226	700	500
612	Vehicle Repair	0	4,516	10,929	12,000	11,000
614	Books	490	245	330	500	500
615	Uniforms	12,244	13,842	11,080	10,000	10,000
621	Public Safety Equipment	4,236	3,684	4,273	5,000	5,000
630	Operating Supplies	6,400	10,710	9,581	12,200	12,200
635	Star Team Supplies	4,396	6,184	5,936	8,000	6,500
639	Ammunition	3,146	12,304	4,226	5,800	5,800
639	Firearms and Equipment	0	0	0	0	0
SUBTOTAL		93,180	130,160	130,275	148,748	166,091
CAPITAL OUTLAY						
702	Office Furniture	539	0	0	0	1,200
704	Office Equipment	423	2,821	0	500	0
705	Computer Equipment	259	2,690	6,713	7,675	7,675
710	Equipment	0	31,920	0	0	0
SUBTOTAL		1,220	37,430	6,713	8,175	8,875
TRANSFERS						
906	Transfer to Equip. Reserve (Cars)	52,040	28,560	36,750	50,000	58,000
SUBTOTAL		52,040	28,560	36,750	50,000	58,000
TOTAL		1,989,326	2,070,183	2,023,711	2,088,780	2,146,813



FUND (0155)

MUNICIPAL COURT

Description of Services

The Municipal Court adjudicates cases involving violations of City ordinances and applicable state laws and handles all paperwork and fines associated with those cases. Municipal Court is held every Tuesday, part of Wednesday and the first Friday of every month at the Law Enforcement Center. The Court Clerk manages all Court activity. Sharing with the Police Department improves communication and accessibility of records between these two divisions. The City Attorney's office acts as prosecutor for the Municipal Court and as legal counsel to the City Commission and City staff. The Municipal Court Judge is hired by the City Manager.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	95,247	96,726	97,500	95,000
Contractual Services	51,624	54,130	51,500	63,705
Commodities	1,079	2,397	2,150	3,000
Capital Expenditures	11,842	0	614	614
Total	159,793	153,252	151,764	162,319

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Part Time Judge	1.00	1.00	1.00	1.00
Municipal Court Clerk	1.00	1.00	1.00	.60
Assistant Clerk	1.00	0	.50	.60
Part Time Prosecutor	1.00	1.00	1.00	1.00
Part Time Bailiff	2.00	2.00	2.00	1.00
Total	6.00	6.00	5.00	4.20

GOALS

- Promote a safe community for all residents
- Protect life and property of city residents

OBJECTIVES

- We want every person leaving the Court feeling as though fair deliberations were rendered in accordance with Kansas law.

EXPENDITURE CHANGES

- Increased budget to allow for online and telephone payment of fines and fees. We anticipate the budget increase will be offset by improved revenue.

STAFF CHANGES

- One full-time court clerk converted to two part-time positions for improved staffing & flexibility at reduced costs.

MUNICIPAL COURT (0155)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	105,176	87,815	91,297	94,000	91,500
410	Overtime	3,854	7,432	5,428	3,500	3,500
SUBTOTAL		109,030	95,247	96,726	97,500	95,000
CONTRACTUAL SERVICES						
502	Postage	1,006	737	625	1,000	1,200
503	Telecommunications	893	901	913	900	1,433
504	Travel	802	1,007	534	1,000	1,500
505	Professional Development	175	325	650	750	1,450
514	Printing	819	978	1,405	1,000	1,400
543	Lease Payments	0	719	1,358	0	1,400
556	Defense Attorneys	34,200	43,650	41,790	40,000	44,000
558	Other Cont. Services	2,012	3,308	6,854	6,850	11,322
SUBTOTAL		39,908	51,624	54,130	51,500	63,705
COMMODITIES						
600	Office Supplies	1,914	557	1,886	1,900	2,750
614	Books	273	522	316	250	250
630	Other Operating Supplies	0	0	195	0	0
SUBTOTAL		2,187	1,079	2,397	2,150	3,000
CAPITAL OUTLAY						
701	Computer Equipment	4,095	11,842	0	614	614
705	Computer Equipment	7,431	0	0	0	0
SUBTOTAL		11,526	11,842	0	614	614
TOTAL		162,652	159,793	153,252	151,764	162,319



FUND (0157)

FIRE DEPARTMENT

Description of Services

The mission of the Ottawa Fire Department is to protect lives and conserve property by minimizing the frequency and effect of fires, hazardous material incidents, disasters and other like occurrences. The methods used to accomplish this mission are prevention, control, training and public education. The Department is committed to being efficient, effective, and innovative.

The nature of firefighting service is varied. Examples include but are not limited to:

- Equal, equitable, and fair service to all.
- Responding to all calls for service.
- Inspections, preplanning and public relations contacts.
- A personal demeanor, conduct, and image of our personnel on duty as well as off duty.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	936,965	954,932	994,422	1,018,000
Contractual Services	45,079	35,646	37,550	38,050
Commodities	37,798	45,872	53,800	54,300
Capital Expenditures	19,967	2,8888	29,491	33,500
Transfers	79,500	63,000	88,000	95,000
Total	1,119,309	1,128,338	1,203,263	1,238,850

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	1.00	3.00	3.00	3.00
Driver Engineer/EMT	7.00	8.00	8.00	8.00
Driver Engineer	1.00	0.00	0.00	0.00
Firefighter/EMT	6.00	4.00	4.00	4.00
Total	20.00	20.00	20.00	20.00

GOALS

- To provide the highest level of life and property safety to our customers through the extension of fire prevention, fire control, emergency medical care, crisis intervention and public education.

OBJECTIVES

- Reduce the estimated dollar loss as a result of fire and other related incidents and the reduction of the likelihood or civilian injury or death as a result of fire, and provide the best pre-hospital medical care within our capabilities.

EXPENDITURE CHANGES

- None at this time.

STAFF CHANGES

- None at this time.

FIRE DEPARTMENT (0157)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	902,185	912,137	923,670	947,000	983,000
411	Retirements	0	0	0	22,422	0
410	Overtime	26,750	24,828	31,262	25,000	35,000
SUBTOTAL		928,936	936,965	954,932	994,422	1,018,000
CONTRACTUAL SERVICES						
502	Postage	269	183	379	250	350
503	Telecommunications	3,994	3,041	2,829	3,500	3,500
505	Professional Development	5,203	6,520	6,713	7,000	7,000
514	Printing	241	408	432	600	600
520	General Ins. (EMT Prof. Liability)	2,827	3,313	0	0	0
523	Motor Vehicle Insurance	3,986	3,995	0	0	0
530	Utilities	2,103	2,258	2,098	2,500	2,400
532	Repair of Building & Structure	5,582	5,368	5,703	5,500	6,000
533	Equipment Repair	1,488	926	1,509	2,000	2,000
534	Repair Motor Vehicle	3,551	4,574	2,671	4,000	4,000
551	Dues & Subscriptions	616	521	716	700	700
553	Service Agreements	3,481	4,527	3,911	4,000	4,000
558	Other Cont. Services	6,670	9,446	8,687	7,500	7,500
SUBTOTAL		40,013	45,079	35,646	37,550	38,050
COMMODITIES						
600	Office Supplies	1,263	1,704	1,336	1,800	1,800
614	Public Education Materials	2,539	2,380	2,559	2,500	3,000
608	Vehicle Operations	9,500	10,827	13,784	17,000	17,000
611	Chemical Supplies	876	6	0	0	0
612	Vehicle & Equipment Repair/Supplies	8,520	7,781	7,129	12,000	12,000
615	Uniforms & Turn out Gear	13,309	9,098	14,721	12,500	12,500
620	Supplies	4,431	6,001	6,343	8,000	8,000
SUBTOTAL		40,439	37,798	45,872	53,800	54,300
CAPITAL OUTLAY						
705	Computer Equipment	0	0	0	3,991	4,000
704	Office Equipment	3,625	0	0	0	0
710	Equipment	13,895	14,227	13,823	17,500	17,500
715	Building Improvement	8,662	5,740	15,065	8,000	12,000
SUBTOTAL		26,181	19,967	28,888	29,491	33,500
TRANSFERS						
906	Transfer to Equipment Reserve	79,527	79,500	63,000	88,000	95,000
SUBTOTAL		79,527	79,500	63,000	88,000	95,000
TOTAL		1,115,095	1,119,309	1,128,338	1,203,263	1,238,850



FUND (0159)

INFORMATION TECHNOLOGY

Description of Services

The Information Technology Department provides computer and technology support ranging from procurement, repair, replacement, virus prevention, e-mail management and network installations as well as supporting PC, printer, fax machines and phone systems. The department also provides maintenance of and improvement to the City's website, and handles all aspects of the City's Government Access Channel 20 television station. The MultiMedia Specialist is responsible not only for website updates, enhancements and FaceBook management but the broadcast and re-broadcast of City Commission meetings on the Government Access Channel, special programs, community events as well as daily programming. Additionally, photography and videotaping, editing and production occur through this position. The IT Support Specialist position, along with the other two members of the IT Department, provides support for the technical needs of the entire City.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	170,182	169,938	173,850	176,900
Contractual Services	7,457	5,167	14,500	16,900
Commodities	6,462	4,952	7,720	9,020
Capital Expenditures	1,952	5,971	4,106	4,256
Total	186,054	186,028	200,176	207,076

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
IT Director	1.00	1.00	1.00	1.00
IT Specialist	1.00	1.00	1.00	1.00
Multimedia Specialist	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

GOALS

- Maintain all City PC's, servers and other technology
- Minimize outside risks to city technology assets
- Improve multimedia resources including the Web Site and Government Access Channel (GAC) and FaceBook
- Plan viable and cost effective technology roadmaps

OBJECTIVES

- Continue providing professional technology services in a timely manner
- Further eliminate risks to PC users which would reduce efficiency or cause downtime
- Tighten electronic security using new technologies
- Enhance easy citizen access and answers to frequently asked questions via the city web site and portal

EXPENDITURE CHANGES

- No significant Changes

STAFF CHANGES

- None

INFORMATION TECHNOLOGY (0159)

	EXPENDITURE DETAIL	Actual 2009	Actual 2010	Actual 2011	Revised 2012	Budget 2013
	EXPENDITURE DETAIL					
411	Salaries	167,187	169,413	169,171	172,750	175,600
410	Overtime	721	770	768	1,100	1,300
	SUBTOTAL	167,908	170,182	169,938	173,850	176,900
	CONTRACTUAL SERVICES					
502	Postage	240	40	20	100	300
503	Telecommunications	230	321	240	250	400
505	Professional Development	507	0	174	500	2,000
533	Equipment & Machinery Repair	283	141	0	250	800
551	Dues and Subscriptions	3,844	4,128	1,673	3,000	3,000
553	Service Agreements/Contract	3,268	2,649	2,769	8,900	8,900
558	Other Contractual (consulting, tech work)	84	178	291	1,500	1,500
	SUBTOTAL	8,456	7,457	5,167	14,500	16,900
	COMMODITIES					
600	Office Supplies	924	896	64	750	1,000
601	Computer Supplies (repair inventory)	5,894	3,817	3,687	4,000	4,500
614	Books & Instructional Materials	0	26	32	300	300
615	Uniforms	0	0	0	120	120
620	Operating Supplies (GAC, Web etc.)	1,073	970	1,120	1,250	1,700
622	Tools	461	754	49	1,300	1,400
	SUBTOTAL	8,353	6,462	4,952	7,720	9,020
	CAPITAL OUTLAY					
705	Computer Equip (Network Related)	0	0	0	1,000	1,100
705	Computer Equip (Computing)	3,750	1,952	5,971	2,456	2,456
710	Office Furniture and Equipment	643	0	0	650	700
	SUBTOTAL	4,393	1,952	5,971	4,106	4,256
	TOTAL	189,109	186,054	186,028	200,176	207,076

FUND (0175)

HUMAN RESOURCES

Description of Services

The Human Resources Department is responsible for the activities associated with the City's personnel. Employees of the City are the number one resource in meeting the needs of our community. Department functions include administering benefit programs, risk management, performance evaluation, recruitment and retirement.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	118,293	118,215	120,600	121,500
Contractual Services	35,794	23,964	42,500	68,200
Commodities	3,277	3,212	3,500	3,500
Capital Expenditures	731	1,233	2,228	1,228
Total	158,094	146,624	168,828	194,428

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
HR/Risk Management Dir.	1.00	1.00	1.00	1.00
Human Resources Asst.	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

GOALS

- To recruit and retain employees who are dedicated to providing the very best level of public service to the citizens of Ottawa.

OBJECTIVES

- Ensure compliance with all applicable labor laws and provide a work environment that is conducive to professionalism and high quality performance
- Provide a competitive and desirable compensation and benefits package
- Promote a safe and healthy working environment

EXPENDITURE CHANGES

- No significant changes

STAFF CHANGES

- None

HUMAN RESOURCES (0175)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	115,334	117,875	117,804	119,700	120,600
410	Overtime	414	418	410	900	900
SUBTOTAL		115,748	118,293	118,215	120,600	121,500
CONTRACTUAL SERVICES						
500	Training - (Confined Space, BB Path)	178	79	1,921	1,000	2,000
501	Education Reimbursement	5,178	7,300	5,301	8,000	8,000
502	Postage	495	575	860	600	1,000
503	Telecommunications	690	703	727	800	900
504	Travel Expense	954	576	96	1,000	800
505	Professional Development	871	364	258	2,000	2,500
510	Employee Memorials	1,139	1,341	810	1,500	1,500
512	Meeting Expenses/Meals	381	44	232	500	500
516	Recruitment & Screening	14,605	21,115	13,009	18,000	25,000
551	Dues & Subscriptions	1,012	1,140	632	900	1,000
558	Other Cont. Services	601	2,557	118	8,200	25,000
SUBTOTAL		26,105	35,794	23,964	42,500	68,200
COMMODITIES						
600	Office Supplies	3,479	3,277	2,612	3,500	3,500
615	Uniforms	0	0	0	0	0
620	Operating Supplies	0	0	600	0	0
630	Safety Related Supplies	0	0	0	0	0
SUBTOTAL		3,479	3,277	3,212	3,500	3,500
CAPITAL OUTLAY						
702	Furniture	0	437	1,123	0	0
704	Office Machines	941	294	0	1,000	0
705	Computer & Software	0	0	0	1,228	1,228
710	Equipment	0	0	110	0	0
SUBTOTAL		941	731	1,233	2,228	1,228
TOTAL		146,274	158,094	146,624	168,828	194,428



FUND (0180)

GENERAL FUND EMPLOYEE BENEFITS

Description of Services

The Employee Benefits activity was established for the General Fund to administer and track costs associated with employee benefits that are associated with General Fund employees. Benefits include the City’s portion of Social Security payments, state retirement, workers compensation and unemployment insurance, and the city’s allocation for health and dental insurance.

DIVISION EXPENDITURES

Account	Actual 2010	Actual 2011	Revised 2012	Budget 2013
Contribution to FICA	346,461	340,310	347,000	356,022
Retirement – KPERs	149,840	166,390	161,000	171,000
Retirement – KPF	325,163	366,558	369,000	378,225
Health Insurance	914,083	1,016,987	1,085,000	1,124,305
Workers Comp. Ins.	121,539	167,020	0	0
Unemployment Ins.	4,267	4,642	4,700	5,000
Transfer to Risk Mgt.	0	0	180,200	210,000
Total	1,861,352	2,061,907	2,146,900	2,244,552

GOALS

- To ensure city employee benefits are adequately funded and maintained.

OBJECTIVES

- To adequately fund and track city benefit costs for those employees who work in positions funded by the General Fund.

EXPENDITURE CHANGES

- Increase in the KPERs from 7.34% to 7.94%
- Increase in the KPF rate from 16.43% to 17.26%.
- Estimated 4.0% increase to health insurance costs.
- The Workers Comp. costs were moved to the 5600 - Risk Management Reserve Fund in 2012.

EMPLOYEE BENEFITS (0180)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
412	State Contribution Fund - FICA	365,694	346,461	340,310	347,000	356,022
413	State Retirement Fund - KPERS	134,265	149,840	166,390	161,000	171,000
416	State Retirement Fund - KPF	357,704	325,163	366,558	369,000	378,225
414	Health Insurance	880,637	914,083	1,016,987	1,085,000	1,124,305
521	Worker's Compensation Insurance	123,670	121,539	167,020	0	0
522	Unemployment Insurance	4,309	4,267	4,642	4,700	5,000
906	Transfer to Risk Mgt. (For Worker's Comp)	0	0	0	180,200	210,000
	TOTAL	1,866,278	1,861,352	2,061,907	2,146,900	2,244,552

Note: Workers Compensation is being handled as a transfer to Risk Management rather than a direct pay

CITY OF



OTTAWA

KANSAS

CITY OF



OTTAWA

KANSAS



Budget Guide

FUND (0500)

G.O. DEBT RETIREMENT FUND

Description of Services

The General Obligation Retirement Fund provides principal and interest payments for the City's general obligation bond issues. The budget sets appropriations for an amount needed to meet the budget year debt service obligations plus a carryover to provide positive cash flow in the following year. This additional amount remains in fund balance to be used as a financing source for the subsequent year's debt service payments.

Debt Financing Principles

Through debt financing the City can construct capital improvements in advance of need, or as the need arises, rather than delaying projects. Debt financing allows the distribution of cost of the improvements fairly to actual users over the useful life of project.

The goal of Ottawa's debt policy is to maintain the ability to provide high quality essential services in a cost effective manner. The City uses the following guidelines before financing projects with long-term debt:

1. Administration and the Governing Body conservatively project the revenue sources to pay off debt.
2. The financing of the improvement will not exceed its useful life.
3. The benefits of the improvement must outweigh costs, including the debt issuance and interest costs of project financing.

Through the use of the Capital Projects Debt Schedule, the staff within the direction and policy of the Governing Body prepares for upcoming financial requirements. The City of Ottawa uses debt when necessary to provide financing for essential and necessary projects.

GOALS

- To enhance the city's ability to meet the community's needs through skillful application of debt issuance and retirement, coordinated with the city's long term priorities.

OBJECTIVES

- Maintenance of existing infrastructure
- To assist in the planning for both short and long term needs.
- To utilize debt as needed and necessary

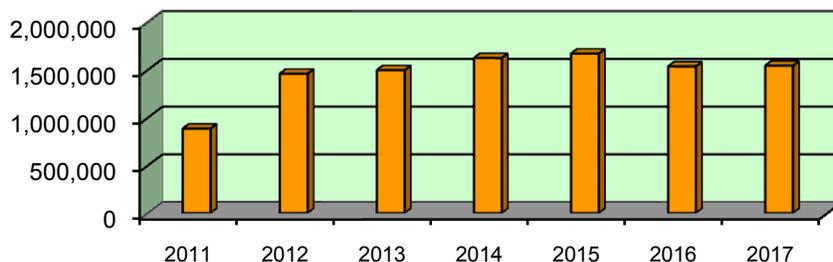
EXPENDITURE CHANGES

- Expenditures for 2013 are projected to increase 2.6% over 2012

STAFF

- Staffing is provided by the Finance Department

G.O. Debt Payments



G. O. DEBT RETIREMENT FUND (0500)

REVENUE DETAIL

	Mill Levy	7.020	7.007	7.001	6.994	6.451
		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash Balance, Jan. 1	250,055	347,346	308,865	533,194	506,408
301	Ad Valorem Taxes	530,433	518,697	522,270	560,000	535,300
302	Back Taxes	24,370	28,253	36,807	35,000	25,000
310	Special Assessments	85,273	92,831	99,847	74,000	75,000
315	Vehicle Tax	60,146	57,449	57,309	56,949	56,840
324	Interest	2,158	6,657	1,164	1,500	1,500
325	Reimbursed Expense Income	0	0	9,808	0	0
344	Transfer from Wastewater	70,000	52,831	105,000	26,000	0
345	Transfer from Electric	408,000	307,988	0	400,000	521,000
345	Transfer from Power Supply Fund	130,000	80,000	130,000	130,000	130,000
347	Transfer from Water	30,692	15,509	95,000	101,000	100,576
348	Transfer from Capital Project Funds	48,017	0	0	0	0
350	Transfer from Special Streets	137,266	75,831	50,000	73,765	71,576
301	Estimated Unpaid Taxes	0	0	0	-28,000	-28,000
	Total Revenue	1,526,354	1,236,046	1,107,205	1,430,214	1,488,792
	Total Resources	1,776,410	1,583,392	1,416,069	1,963,408	1,995,200

EXPENDITURE DETAIL

742	Levy Certification	0	0	1,544	150,000	0
800	Principal	785,000	845,364	604,500	675,000	870,000
803	Interest	644,064	429,163	276,832	632,000	624,971
	Total Requirements	1,429,064	1,274,527	882,876	1,457,000	1,494,971
926	Designated Reserves - (Prepaid Specials)			60,903	59,148	57,441
925	Covenant Reserve			472,291	447,260	442,787
	Unencumbered Cash Balance, Dec. 31	347,346	308,865	533,194	506,408	500,229

PROJECT	2013			
	Principle	Interest	Total	Payout
2010 Refunding	\$ 320,000	\$ 60,775	\$ 380,775	2021
Coves	\$ 60,000	\$ 34,705	\$ 94,705	2024
Levee Project (Rip Rap)	\$ 70,000	\$ 11,868	\$ 81,868	2023
NE Substation & Transmission	\$ 250,000	\$ 425,125	\$ 675,125	2028
NE Water Tower	\$ 85,000	\$ 79,475	\$ 164,475	2029
Airport	\$ 85,000	\$ 13,023	\$ 98,023	2021
TOTAL	\$ 870,000	\$ 624,971	\$ 1,494,971	

The General Obligation Retirement fund provides principal and interest payments on the City's general obligation bond issues. The budget sets appropriations for an amount needed to meet the budget year debt service obligations, and an adequate carry over to provide positive cash flow in the subsequent years. This additional amount remains in fund balance to be used as a financing source future debt service payments.



Budget Guide

FUND (1100)

COMMUNITY SERVICES SUPPORT

Description of Services

The Community Services Fund makes support available for community groups and activities that provide a communitywide service. Transfers from the Utility Funds and the General Fund create revenue for this activity. Contractual agreements for services for economic development and the Ottawa Main Street program are funded through this activity, as is the City's contribution to the Animal Shelter.

GOALS

- To support community activities of benefit to the community.

EXPENDITURE CHANGES

- A \$5,000 increase for Economic Development

STAFF CHANGES

- Staff is shared from other departments

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	2,701	3,203	5,252	4,042
Reimbursed Expense	300	270	0	0
Donations to City Band	0	754	0	0
Transfers from Wastewater	36,000	34,000	36,000	36,000
Transfers from Electric	36,000	37,000	36,000	36,000
Transfers from Water	36,000	36,000	36,000	36,000
Transfers from General	21,251	25,500	32,000	34,000
Total Revenues	129,551	133,524	140,000	142,000
Total Resources	132,252	136,727	145,252	146,042

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Animal Shelter	45,540	45,540	45,540	45,540
Fr. County Development	45,000	48,000	55,000	60,000
Ottawa Main Street	27,600	27,600	27,600	27,600
Youth Conference Activity	4,140	4,140	4,140	4,140
City Band	2,536	2,975	3,210	3,210
Jaycees Fireworks	2,300	2,300	2,300	2,300
Veteran's Day Parade	920	920	920	1,000
Miscellaneous	525	0	2,500	0
Reserves	488	0	0	2,252
Total Requirements	129,049	131,475	141,210	146,042
Unencumbered Cash Bal.	3,203	5,252	4,042	0

COMMUNITY SERVICES SUPPORT (1100)

REVENUE DETAIL

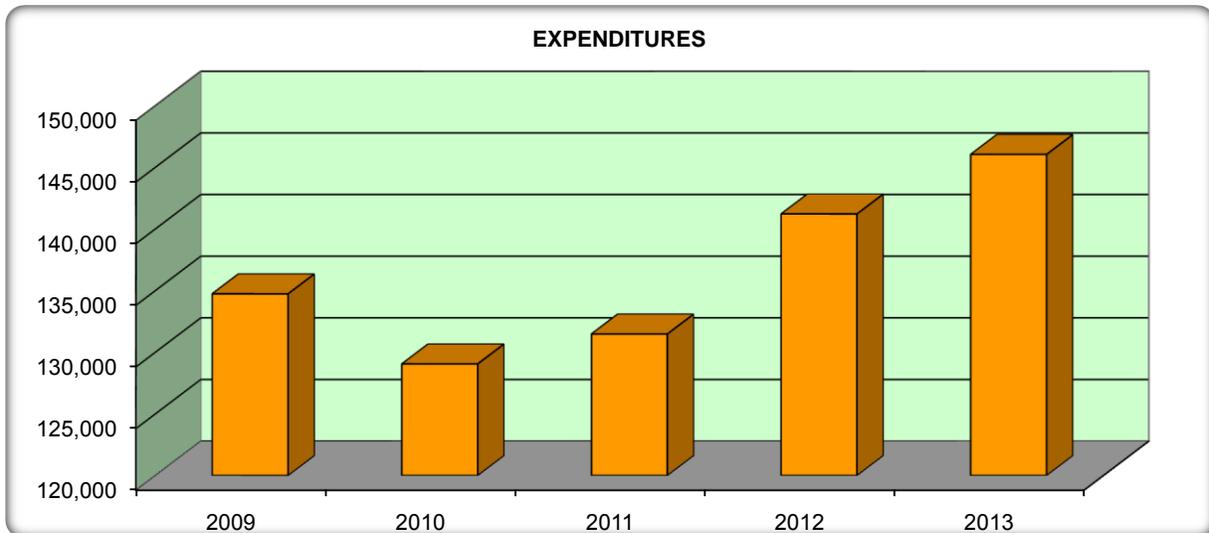
		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash Balance, Jan. 1	1,918	2,701	3,203	5,252	4,042
325	Reimbursed Expense	0	300	270	0	0
327	Donations (City Band)	500	0	754	0	0
344	Transfer from Wastewater	36,000	36,000	34,000	36,000	36,000
345	Transfers from Electric	36,000	36,000	37,000	36,000	36,000
347	Transfers from Water	34,725	36,000	36,000	36,000	36,000
349	Transfers from General Fund	28,293	21,251	25,500	32,000	34,000
	Total Revenue	135,518	129,551	133,524	140,000	142,000
	Total Resources	137,436	132,252	136,727	145,252	146,042

EXPENDITURE DETAIL

511	Prairie Paws	48,139	45,540	45,540	45,540	45,540
572	Franklin Co. Development	48,000	45,000	48,000	55,000	60,000
577	Ottawa Main Street	29,175	27,600	27,600	27,600	27,600
575	Youth Conference Activities	2,667	4,140	4,140	4,140	4,140
569	City Band	3,284	2,536	2,975	3,210	3,210
578	Jaycees Fireworks	2,500	2,300	2,300	2,300	2,300
564	Veteran's Day Parade	970	920	920	920	1,000
999	Misc.	0	525	0	2,500	0
925	Reserves	0	488	0	0	2,252
	Total Requirements	134,735	129,049	131,475	141,210	146,042
	Unencumbered Cash Balance, Dec. 31	2,701	3,203	5,252	4,042	0

Notes:

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





Budget Guide

FUND (1300)

AUDITORIUM

Description of Services

The Ottawa Municipal Auditorium (OMA) was built to serve as a community cultural, entertainment and educational facility. The auditorium offers a venue for community theatre productions, special programming, and private rentals.

MISSION

The mission of the OMA is to serve and enrich the community as a cultural, entertainment and educational center.

OBJECTIVES

- To provide a variety of arts, entertainment, educational, and enrichment activities to the Ottawa community.
- To serve as a cultural and community center where citizens and visitors to the city can gather.
- To provide reasonably priced convention and meeting space.

EXPENDITURE CHANGES

- Increased contractual services and capital expenditures are expected as a revival of auditorium sponsored shows are anticipated.

STAFF CHANGES

- No significant changes are anticipated for 2013.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Mill Levy	1.066	1.167	1.499	1.898
Cash Balance, Jan. 1	53,446	31,250	20,558	21,576
Ad Valorem Tax	78,765	87,058	120,110	157,512
Ticket Sales	1,611	879	15,000	30,000
Vehicle Tax	8,742	8,716	9,489	12,187
Grants, Foundation	0	0	2,600	2,600
Rentals	11,080	11,165	11,000	11,000
Concessions	1,799	2,431	2,504	2,579
Back Tax Collections	4,840	5,777	5,950	6,129
Interest Income	2,193	148	1,000	1,000
Reimbursed Expense	877	10,700	400	400
Donations	0	550	550	550
Miscellaneous	0	0	0	0
Program Advertising	0	0	500	500
Uncollected Ad Valorem			-4,804	-8,663
Total Resources	163,354	158,675	184,857	237,370

EXPENDITURE DETAIL

Personnel Services	82,433	85,351	93,934	95,813
Contractual Services	43,303	47,456	55,345	78,769
Commodities	4,467	2,914	3,001	4,750
Capital Expenditures	1,901	2,395	11,000	32,500
Total Requirements	132,105	138,116	163,281	211,832
Cash Bal., Dec. 31	31,250	20,557	21,576	25,538

PERSONNEL SCHEDULE

Auditorium Director	0	0	0	0
Secretary/Bookkeeper	0	0	0	0
Operations Manager	0	0	0	0
Administrative Manager	1	1	1	1
Janitorial	0.5	0.5	0.5	0.5
Total	1.5	1.5	1.5	1.5
Temporary	7.0	7.0	7.0	7.0

AUDITORIUM (1300)

	Mill Levy	1.066	1.066	1.167	1.499	1.898
		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2009	2010	2011	2012	2013
100	Unencumbered Cash	72,274	53,446	31,250	20,558	21,576
301	Ad Valorem Tax	80,890	78,765	87,058	120,110	157,512
302	Back Tax Collections	5,026	4,840	5,777	5,950	6,129
315	Vehicle Tax	9,800	8,742	8,715	9,489	12,187
	Total Tax Revenue	95,715	92,348	101,550	135,549	175,828
321	Rentals	14,034	11,080	11,165	11,000	11,000
324	Interest Income	988	2,193	148	1,000	1,000
325	Reimbursed Expense	719	877	10,700	400	400
327	Donations & Sponsorships	0	0	550	550	550
328	Concessions	2,868	1,799	2,431	2,504	2,579
329	Ticket Sales	9,336	1,611	879	15,000	30,000
343	Grants, Foundation	0	0	0	2,600	2,600
337	Program Advertising	425	0	0	500	500
	Total Other Revenue	28,369	17,561	25,873	33,554	48,629
301	Uncollected Ad Valorem Tax			0	-4,804	-8,663
	Total Resources	196,359	163,354	158,674	184,857	237,370
EXPENDITURE DETAIL						
		Actual	Actual	Actual	Revised	Budget
	PERSONNEL SERVICES	2009	2011	2011	2012	2013
411	Salaries	54,570	55,447	54,854	55,951	57,070
411	Temporary	0	0	0	7,000	7,140
410	Overtime	10,354	8,073	10,163	10,000	10,200
412	Social Security	4,819	4,822	4,823	5,581	5,693
413	Retirement	3,459	3,812	4,268	3,598	3,670
414	Health Insurance	10,664	10,279	11,242	11,804	12,040
	SUBTOTAL	83,866	82,433	85,351	93,934	95,813
	CONTRACTUAL SERVICES					
502	Postage	0	0	0	200	200
503	Telephone	1,008	1,272	1,355	1,395	1,815
504	Travel Expense	209	172	40	400	400
505	Educational Advancement	0	0	0	500	500
514	Printing	0	7	0	1,000	1,000
515	Advertising	1,951	691	1,348	5,000	5,000
520	Insurance - Bldg. & Contents	5,163	6,051	1,497	1,542	1,573
521	Worker's Comp	30	29	29	29	30
522	Unemployment Insurance	205	203	221	232	237
530	Utilities	11,672	10,215	19,954	20,553	20,964
551	Dues & Subscriptions	543	781	497	512	550
552	Ticket Refunds	64	0	0	500	500
553	Service Agreement/Compliance	969	1,435	1,583	250	250
555	Public Relations	96	60	25	250	250
558	Other Cont. Services	15,139	19,659	12,903	9,000	10,500
560	Auditorium Maintenance	5	2,694	682	6,000	6,000
567	Event Fees & Deposits	10,450	0	7,232	7,232	25,000
570	Misc. Event Expenses	1,716	35	91	750	4,000
	SUBTOTAL	49,219	43,303	47,456	55,345	78,769
	COMMODITIES					
600	Office Supplies	573	652	335	345	500
613	Janitorial Supplies	670	820	871	897	1,500
619	Concession Supplies	2,996	2,515	1,578	1,625	2,500
630	Other Operating Supplies	986	479	130	134	250
	SUBTOTAL	5,576	4,467	2,914	3,001	4,750
	CAPITAL EXPENDITURES					
702	Furniture & Fixtures	0	0	0	0	0
704	Office Machines	0	716	51	0	0
709	Stage Equipment	2,152	1,185	2,344	0	0
715	Repair & Renovations	974	0	0	11,000	32,500
	SUBTOTAL	3,126	1,901	2,395	11,000	32,500
925	Reserves	0				
	Total Requirements	141,787	132,105	138,116	163,281	211,832
	Unencumbered Cash Bal., Dec. 31	54,572	31,250	20,557	21,576	25,538



Budget Guide

FUND (1400)

AIRPORT

The Ottawa Municipal Airport covers 440 acres and consists of a new main runway and several buildings including a main hangar, constructed in 2010, and a T-hangar. Currently there is a contractual Fixed Base Operator (FBO) who is in charge of the day-to-day functions of the airport. In 2001 the City completed an Airport Master Plan to establish a "road map" for projects at the facility. Several exciting developments have been and are taking place at the Airport; including the installation of PAPI lights, a new main hangar in 2011, and the a total rebuild of the main runway in 2012 and the addition of approximately acres in 2012. These projects have been made possible by the attainment of grants from the Federal Aviation Administration, which is reimbursing the expenses of both projects at 95%.

GOALS

- To provide a key element related to transportation infrastructure for the Ottawa/Franklin County area.

OBJECTIVES

- To promote accessibility to the Ottawa community.
- To provide transportation alternatives.
- To promote air travel and cargo capabilities.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Contractual Service	66,529	75,698	75,625	77,600
Commodities	772	1,229	5,700	5,700
Capital Outlay	0	0	0	0
Capital Improvement	0	0	0	0
Contingency Reserve	0	0	0	3,740
Total Requirements	67,301	76,927	81,325	87,040
Cash Balance, Dec. 31	4,900	4,864	2,290	0

EXPENDITURE CHANGES

- In 2011 an additional \$10,000 was included in Contractual Services to assist Airport operations.

STAFF CHANGES

- At the drafting of this budget no changes are anticipated in 2013.

AIRPORT (1400)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2009	2010	2011	2012	2013
100	Unencumbered Cash	4,073	75	4,900	4,865	2,290
325	Reimbursed Expense Income	63	130	0	0	0
319	Rent			1,750	1,750	1,750
348	Transfer from Capital Improvement	361	0	0	0	0
349	Transfer - General	72,000	71,996	75,142	77,000	83,000
	Total Revenue	72,361	72,127	76,892	78,750	84,750
	Total Resources	76,496	72,201	81,792	83,615	87,040

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	2009	2010	2011	2012	2013
	CONTRACTUAL SERVICES					
505	Professional Development	0	0	0	100	500
520	Insurance - Bldg. & Contents	1,238	1,423	5,653	6,000	6,400
526	Insurance - Aviation Liability	1,913	1,111	1,913	2,400	2,400
530	Utilities	1,412	2,294	2,671	2,000	2,000
532	Repair - Building, etc.	1,751	688	0	500	500
533	Equipment Repairs	64	746	10	500	500
549	Airport Management Contract	58,000	58,125	58,000	58,125	59,300
559	Environmental Compliance	0		0	0	0
559	Environmental Compliance	0	0	0	0	0
	SUBTOTAL	74,334	66,529	75,698	75,625	77,600
	COMMODITIES					
612	Equipment Repair Supplies	602	394	423	1,000	1,000
616	Paint	0		0	500	500
620	Supplies	320	95	377	500	500
624	Asphalt (Patch)	0	0	0	2,000	2,000
629	Gravel, Rock & Cement	665	0	307	500	500
636	Facility Repair Supplies	14	283	0	200	200
638	Building/Structure Repair Supplies	13	0	122	1,000	1,000
	SUBTOTAL	1,614	772	1,229	5,700	5,700
	CAPITAL OUTLAY					
710	Master Plan	474	0	0	0	0
	SUBTOTAL	474	0	0	0	0
925	Contingency Reserve	0	0	0	0	3,740
	Total Requirements	76,422	67,301	76,927	81,325	87,040
	Unencumbered Cash Balance, Dec. 31	75	4,900	4,864	2,290	0



Budget Guide

FUND (1600)

SPECIAL PARKS AND RECREATION

Description of Services

The Special Parks and Recreation activity attains revenue from 1/3 of all Liquor Drink Tax distributed to the City from the State of Kansas. This activity allows for special projects to be completed in parks and other areas that will enhance recreation opportunities for the community. Larger projects have included playground equipment and the swimming pool filtration system.

GOALS

The goal of the Special Park and Recreation Fund is to provide enhanced quality of life opportunities through the establishment, enhancement, and maintenance of leisure and recreational possibilities.

OBJECTIVES

- To purchase, establish, maintain and expand park and recreational services.

EXPENDITURE CHANGES

- No significant changes

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	61,965	87,876	83,496	70,496
Liquor Selling Taxes	24,134	24,024	24,000	24,000
Reimbursed Exp. Income	1,248	14,785	0	0
Donations	2,780	23,083	500	75,000
Total Revenues	28,161	61,893	24,500	99,000
Total Resources	90,126	149,769	107,996	169,496

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Supplies	444	17,363	3,000	3,000
Capital Expenditures	624	35,925	30,000	150,000
Contractual Services	1,182	12,985	4,500	4,500
Reserves	0	0	0	11,996
Total Requirements	2,250	66,273	37,500	169,496
Cash Balance, Dec. 31	87,876	83,496	70,496	0

SPECIAL PARK AND RECREATION (1600)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2009	2010	2011	2012	2013
100	Unencumbered Cash	34,167	61,965	87,876	83,496	70,496
314	Liquor Drink Taxes (Note 1)	27,933	24,134	24,024	24,000	24,000
325	Reimbursed Expense Income	0	1,248	14,785	0	0
	Prior year reimbursement	0	0	0	0	0
327	Donations	0	2,780	23,083	500	75,000
	Total Revenue	27,933	28,161	61,893	24,500	99,000
	Total Resources	62,100	90,126	149,769	107,996	169,496

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	CONTRACTUAL SERVICES					
554	Engineering	0	389	0	500	500
558	Contractual Services	0	794	11,285	4,000	4,000
575	Youth Activities	0	0	1,700	0	0
	SUBTOTAL	0	1,182	12,985	4,500	4,500
	COMMODITIES					
620	General Supplies	135	444	17,363	3,000	3,000
	SUBTOTAL	135	444	17,363	3,000	3,000
	CAPITAL OUTLAY					
710	Equipment	0	624	0	0	0
754	Park Improvements (Note 2)	0	0	35,925	30,000	150,000
	SUBTOTAL	0	624	35,925	30,000	150,000
925	Contingency Reserves					11,996
	Total Requirements	135	2,250	66,273	37,500	169,496
	Unencumbered Cash Balance, Dec. 31	61,965	87,876	83,496	70,496	0

Notes for 2012

1. Liquor tax estimates are based on the State Treasurer's estimates.
2. Line 754 includes:
 - 2012 City park Bridge replacement - \$15,000
 - 2012 Climbing Structure for north Forest Park -\$5,000
 - 2012 Downtown Park Benches -\$10,000
 - 2013 Replace Forest Park timber structure - \$150,000 (This project will anticipate additional funding through grants/donations).
 - 2014 Freedom Park climbing structures - \$7,265.



Budget Guide

FUND (1700)

SPECIAL DRUG & ALCOHOL PROGRAM

Description of Services

The Special Drug and Alcohol Program receives revenue from 1/3 of the Liquor Drink Tax distributed to the City, which is collected on the sale of liquor by the drink. This activity allows for funding of programs and education for youth against the use of drugs and alcohol. The Police Department sponsors a Drug Abuse Resistance Education (DARE) program, which is a preventative educational program targeting grade school children in the USD 290 school system. The DARE Officer and DARE programs are partially funded from the Special Alcohol Program.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	5,006	0	0	0
Liquor Selling Taxes	24,134	24,024	24,000	27,000
Total Resources	29,140	24,025	24,000	27,000

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Transfer for DARE Officer	29,140	24,024	24,000	27,000
Contingency Reserve	0	0	0	0
Total Requirements	29,140	24,024	24,000	27,000
Cash Balance, Dec. 31	0	0	0	0

GOALS

Promote a safe community for all residents.

OBJECTIVES

- To educate against the use of drugs and alcohol.
- To support the (DARE), Drug Resistance, Intervention, and Awareness program.

EXPENDITURE CHANGES

- Increase by \$3,000

STAFF CHANGES

- Staff is shared from other departments

SPECIAL ALCOHOL PROGRAM (1700)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash	9,823	5,006	0	0	0
314	Liquor Drink Taxes (Note 1)	27,933	24,134	24,024	24,000	27,000
325	Reimbursed Expense	0	0	0	0	
	Total Revenue	37,756	29,140	24,025	24,000	27,000
	Total Resources	37,756	29,140	24,025	24,000	27,000

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
901	DARE Officer	32,750	29,140	24,024	24,000	27,000
925	Contingency Reserves	0	0	0		
	Total Requirements	32,750	29,140	24,024	24,000	27,000
	Unencumbered Cash Balance, Dec. 31	5,006	0	0	0	0

Notes:

1. Liquor tax estimates are based on the State Treasurer's estimates.



Budget Guide

FUND (1800)

LIBRARY

Description of Services

The Library functions with a separate Board appointed by the City Commission, a Library Director, and several staff. Revenue consists of a dedicated mill levy approved by the City Commission during the annual budget process. The library has been dedicated to keeping a relatively flat mill levy over the last several years during recent budget stress.

GOALS

- Ottawa Library is a community library that links everyone to free educational, informational, and entertainment resources through responsive quality service to support lifelong learning.

OBJECTIVES

Providing a pleasant and secure environment where people experience a sense of community.

Developing community partnerships to enhance visibility and viability.

Ensuring community representation in our leadership and decision-making.

Providing an educated, well-trained, professional staff. Developing outreach services to extend services beyond our facilities

EXPENDITURE CHANGES

- An \$7,800 increase in dollars

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Mill Levy	8.385	8.384	8.378	8.533
Cash Balance, Jan. 1	5	0	0	0
Ad Valorem Taxes	620,626	624,993	683,244	690,076
Back Taxes	32,336	43,511	38,500	39,501
Vehicle Taxes	68,529	68,567	69,000	69,337
Interest	0	0	0	0
Uncollected Taxes			(34,162)	(34,504)
Total Resources	721,497	737,071	756,582	764,410

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Ap. to Library Board	721,497	737,071	756,582	764,410
Transfers	0	0	0	0
Total Requirements	721,497	737,071	756,582	764,410
Cash Balance, Dec. 31	0	0	0	0

LIBRARY (1800)

REVENUE DETAIL

	Mill Levy	8.385	8.384	8.378	8.522	8.316
		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash	5	5	0	0	0
301	Ad Valorem Tax	633,118	620,626	624,993	683,244	690,076
302	Back Tax	25,709	32,336	43,511	38,500	39,501
315	Vehicle Tax	68,729	68,529	68,567	69,000	69,337
324	Interest	0	0	0	0	0
	Uncollected Taxes (Estimated 5%)				(34,162)	(34,504)
	Total Revenue	727,557	721,492	737,071	756,582	764,410
	Total Resources	727,562	721,497	737,071	756,582	764,410

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
576	Appropriations to Library Board	727,557	721,497	737,071	756,582	764,410
	Total Requirements	727,557	721,497	737,071	756,582	764,410
	Unencumbered Cash Balance, Dec. 31	5	0	0	0	0



Budget Guide

FUND (2500)

ECONOMIC DEVELOPMENT

Description of Services

The Economic Development Fund has a revenue source made up primarily of building permit fees, with additional revenue from the renting, leasing and sale of public properties. This fund is responsible for paying engineering and other contractual fees related to the City's portion of development expenses.

REVENUE DETAIL

	Actual 2010	Actual 2011	Revised 2012	Budget 2013
Cash Balance, Jan. 1	134,627	119,225	130,334	107,254
Interest	694	342	400	400
Reimbursed Expenses	10,100	0	5,000	2,500
Building Permits	0	0	0	15,000
Other Rents/T-Mobile Lease	14,286	14,520	14,520	14,520
Sale of Property	1,000	39,250	0	0
Total Revenues	26,081	54,112	19,920	32,420
Total Resources	160,708	173,336	150,254	139,674

EXPENDITURE DETAIL

	Actual 2010	Actual 2011	Revised 2012	Budget 2013
Transfer to General Fund	23,426	41,012	41,000	41,000
Engineering & Other Cont.	18,057	1,990	2,000	2,000
Economic Development	0	0	0	0
Reserves				96,674
Total Requirements	41,483	43,002	43,000	139,674
Cash Balance, Dec. 31	119,225	130,334	107,254	0

GOALS

- To provide funds to further the economic growth of the city by providing assistance to attract enterprises that will further the city's economic objectives.

OBJECTIVES

- Expand the city's tax base
- Increase employment opportunities
- Provide permanent jobs
- Enhance the physical and economic environment of the city
- Have a net positive impact on city revenues

EXPENDITURE CHANGES

- None anticipated

STAFF CHANGES

- Staff is shared from other departments

ECONOMIC DEVELOPMENT (2500)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash Balance, Jan. 1	136,666	134,627	119,225	130,334	107,254
	Ad Valorem	0		0	0	0
324	Interest	1,490	694	342	400	400
325	Reimbursed Expenses	3,440	10,100	0	5,000	2,500
336	Building Permits (Note 1)	3,000	0	0	0	15,000
321	Other Rents/T-Mobile Lease	13,200	14,286	14,520	14,520	14,520
398	Sale of Property	0	1,000	39,250	0	0
	Total Revenue	21,130	26,081	54,112	19,920	32,420
	Total Resources	157,796	160,708	173,336	150,254	139,674

EXPENDITURE DETAIL

558	Engineering & Other Contractual	20,954	23,426	41,012	41,000	41,000
572	Economic Development	715	18,057	1,990	2,000	2,000
918	Land Purchase	1,500	0	0	0	0
925	Contingency Reserve					96,674
	Total Requirements	23,169	41,483	43,002	43,000	139,674
	Unencumbered Cash Balance, Dec. 31	134,627	119,225	130,334	107,254	0

Notes:

1. Land sale to Mac Fasteners in 2010 - 2011.



Budget Guide

FUND (2800)

SPECIAL STREETS (STREET REHABILITATION)

Description of Services

The Special Streets Rehabilitation Fund receives its revenue primarily from the State's City and County Special Highway Fund. Additionally, street impact fees collected are posted in this fund. Street expenditures consist of a variety of projects including the repair and maintenance of traffic signals, alley maintenance, street construction and transfers to the Bond and Interest Fund for long term financing of street projects.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	70,169	215,783	91,339	71,784
Special Highway	345,621	333,189	326,710	329,210
Reimbursed Expense	4,377	13,853	200,000	70,000
Transfer From Capital Imp.	500	0	0	0
Impact Fees	0	22,461	1,000	1,000
Misc.	0	18,996	0	0
Total Revenues	350,498	388,499	527,710	400,210
Total Resources	420,667	604,282	619,049	471,994

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Contractual Services	2,913	3,374	22,500	22,500
Commodities	107,573	28,687	33,000	33,000
Capital Expenditures	11,560	243,099	368,000	250,000
Transfers	82,837	237,783	123,765	121,576
Reserves				44,918
Total Requirements	204,884	512,943	547,265	471,994
Cash Balance, Dec. 31	215,783	91,339	71,784	0

GOALS

- Promote preservation of pavement condition in a cost-effective manner.

OBJECTIVES

- Conduct routine surveys to determine the Pavement Condition Index (PCI) of the streets in the City in order to appropriately preserve pavements.
- Maintain and improve storm drainage systems in order to preserve pavements.

EXPENDITURE CHANGES

- A reduction of expenditures is anticipated due to reductions in overall funding levels.

STAFF CHANGES

- Staff is shared from other departments

SPECIAL STREET (2800)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash	77,500	70,169	215,783	91,339	71,784
317	Special Highway	323,850	345,621	333,189	326,710	329,210
325	Reimbursed Expense	1,054	4,377	13,853	200,000	70,000
348	Transfer From Capital Improvement	36,920	500	0	0	0
369	Impact Fees	0	0	22,461	1,000	1,000
399	Misc.	0	0	18,996	0	0
	Total Revenue	361,824	350,498	388,499	527,710	400,210
	Total Resources	439,324	420,667	604,282	619,049	471,994

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
	CONTRACTUAL SERVICES					
533	Repair & Main. of Traffic Signals	2,915	2,030	400	10,000	10,000
554	Engineering Services	240	883	62	2,500	2,500
558	Other Contractual	3,899	0	2,913	10,000	10,000
	SUBTOTAL	7,054	2,913	3,374	22,500	22,500
	COMMODITIES					
620	General Supplies	6,509	0	0	1,000	1,000
625	Street Maintenance	30,204	0	0	20,000	20,000
612	(Traffic) Equipment Repair Supplies	688	1,942	7,572	2,000	2,000
624	Asphalt Supplies-Road Oil	0	0	20,791	5,000	5,000
625	Street Const.	0	101,041	0	0	0
629	Alley Maintenance	5,730	4,591	323	5,000	5,000
	SUBTOTAL	43,130	107,573	28,687	33,000	33,000
	CAPITAL OUTLAY					
738	Capital Improvement - Street Work	143,108	11,560	243,099	368,000	250,000
	SUBTOTAL	143,108	11,560	243,099	368,000	250,000
	TRANSFERS					
918	Transfer to 5300 for St Sweeper & Sealer	0	23,000	25,000	50,000	50,000
918	Transfer to Bond & Interest	175,863	59,837	50,000	73,765	71,576
918	Transfer to Capital Improvement Projects	0	0	162,783	0	0
925	Contingency Reserve	0	0	0	0	44,918
	SUBTOTAL	175,863	82,837	237,783	123,765	166,494
	Total Requirements	369,155	204,884	512,943	547,265	471,994
	Unencumbered Cash Balance, Dec. 31	70,169	215,783	91,339	71,784	0



STORM WATER UTILITY

Description of Services

The purpose of the Storm Water Utility is to fund capital projects and enhancements to the stormwater collection system and to ensure the City is maintaining compliance with KDHE and EPA regulations. Management of stormwater runoff has become an increasingly important responsibility for local governments, and the City of Ottawa is required to protect the Marias Des Cygnes River from waterborne pollutants. In 2007, the City developed a Stormwater Master Plan, which details capital enhancements throughout the community that will assist in the proper management of stormwater for future growth. Working with its residents and local businesses, the City is striving to ensure the community is using modern practices in its effort to control stormwater runoff and to reduce harmful discharge into this essential natural waterway.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Cash Balance, Jan. 1				0
Interest				0
Reimbursed Expense				0
Stormwater Service				400,000
Miscellaneous				0
Bond Proceeds				0
Total	0	0	0	400,000

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services				46,797
Contractual Services				116,469
Commodities				4,950
Capital Expenditures				202,500
Transfers				0
Total	0	0	0	370,316

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Stormwater Tech	0	0	0	.50
Total	0	0	0	.50

FUND (2900)

GOALS

- To ensure the stormwater collection system safely and efficiently conveys runoff away from the community, while keeping it free of pollutants
- To properly maintain and enhance the current stormwater collection system

OBJECTIVES

- Maintain compliance with KDHE and EPA stormwater discharge regulations
- Pursue projects for system enhancement as indicated by the Stormwater Master Plan and Task Force
- Ensure City staff and residents are trained and educated in best practices for stormwater management

EXPENDITURE CHANGES

- NA

STAFF CHANGES

- Staff is shared with other activities

STORMWATER UTILITY (2900)

SOURCE OF REVENUE		Actual	Actual	Revised	Budget
		2010	2011	2012	2013
100	Unencumbered Cash	0	0	0	0
324	Interest				
325	Reimbursed Expenses				0
368	Stormwater Service Charges	0	0	0	400,000
399	Miscellaneous Revenues				0
340	Bond Proceeds				
	TOTAL	0	0	0	400,000
EXPENDITURE DETAIL		Actual	Actual	Revised	Budget
		2010	2011	2012	2013
PERSONNEL SERVICES					
411	Salaries	0	0	0	30,000
410	Overtime				0
412	Social Security				2,295
413	KPERS				2,502
414	Health Insurance				12,000
	SUBTOTAL	0	0	0	46,797
CONTRACTUAL SERVICES					
502	Postage				200
503	Telephone				750
505	Professional Development				2,500
515	Legal & Advertising Notices				1,000
554	Engineering				55,000
521	Worker's Comp				2,019
558	Other Contractual				55,000
	SUBTOTAL	0	0	0	116,469
COMMODITIES					
600	Office Supplies				200
608	Vehicle Operation				1,500
615	Uniforms			0	750
620	Operating and Maintenance Supplies				2,500
	SUBTOTAL	0	0	0	4,950
CAPITAL EXPENDITURES					
705	Computer Equipment				1,500
742	Storm Sewer Improvements				200,000
762	Easement Acquisitions				1,000
	SUBTOTAL	0	0	0	202,500
TRANSFERS					
906	Transfer to Reserve Funds				-
	TOTAL			0	370,716
	Unencumbered Ending Cash Balance			0	29,284

- 1 Revenue for this fund begins in 2013. Estimates are based on known information as of 5/30/2012 and will be updated as actual information is collected.
- 2 Salaries include one full time person to begin no earlier than March 2013.
- 3 In addition to annual improvements, this fund anticipates a \$2.6 mil capital project to begin in 2015; financed over 20 years at an estimated 3.5%.



Budget Guide

KMEA POWER SUPPLY FUND

Description of Services

The KMEA Power Supply Fund was originally created to fund the City's share of the capital cost of participating in the Nearman Power Pool. After fulfilling that contractual obligation in 2002, the Governing Body executed Resolution 1136-02, authorizing these funds to be utilized for other capital improvements to the City's electric system. One of those improvements was the development of the Southeast Substation, which was financed with long-term debt that is being paid for through the Power Supply Fund. Other expenditures in this fund include major maintenance items and the purchase of new equipment to sustain operations at the local Power Plant. For example, in 2004-2005 a new transformer was installed at the original Second Street substation. This addition added flexibility to the plant's ability to supply power to the community. In addition, this fund assists in the debt payment of NE Substation.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	857,289	858,149	929,833	890,492
Interest	4,605	2,485	2,500	2,500
Refunds	410,641	410,640	410,640	410,640
		77,822		
Total Revenues	415,246	490,946	413,140	413,140
Total Resources	1,272,535	1,349,096	1,342,973	1,303,632

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Engineering	0	500	10,000	10,000
NE Sub. Payments	80,000	130,000	130,000	130,000
Capital Expenditures	0	0	0	0
Principal Payment for SE Sub	170,000	160,500	220,000	220,000
Interest Payment for SE Sub	164,236	128,112	92,331	85,731
Bank Fees	150	150	150	150
Total Expenditures	414,386	419,262	452,481	445,881
Designated Reserves				857,751
Cash Balance, Dec. 31	858,149	929,833	890,492	0

FUND (4100)

GOALS

To provide funding for long term capital improvement needs for the electric utility.

OBJECTIVES

- Identify capital funding needs for the electric utility
- Coordinate these funds with the Electric Operating fund and the CIP to address electric maintenance and development needs.

EXPENDITURE CHANGES

- Only small changes were anticipated for 2013 due the refinancing of the SE Substation debt.

STAFF CHANGES

- Staff is shared from other departments

ELECTRIC POWER SUPPLY FUND 4100

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash Balance, Jan. 1	869,051	857,289	858,149	929,833	890,492
324	Interest	9,621	4,605	2,485	2,500	2,500
342	Refunds	444,860	410,641	410,640	410,640	410,640
325	Reimbursed Expense			77,822		
	Total Revenue	454,481	415,246	490,946	413,140	413,140
	Total Resources	1,323,532	1,272,535	1,349,096	1,342,973	1,303,632

EXPENDITURE DETAIL

554	Engineering (Note 1)	2,750	0	500	10,000	10,000
900	NE Substation Payment (Transfer GO Debt) (2)	130,000	80,000	130,000	130,000	130,000
710	Capital Expenditures (3)	0	0	0	0	0
800	Principal Payment for SE Substation (4)	165,000	170,000	160,500	220,000	220,000
803	Interest Payment for SE Substation (4)	168,343	164,236	128,112	92,331	85,731
803	Bank Fees	150	150	150	150	150
	Total Requirements	466,243	414,386	419,262	452,481	445,881
925	Designated Reserves					857,751
	Unencumbered Cash Balance, Dec. 31	857,289	858,149	929,833	890,492	

Notes:

- 1 Resolution 1136-02 executed 12/18/02, approved the 3rd amendment to
- 2 Resolution 1136-02 executed 12/18/02, approved the 3rd amendment to
- 3 A Southside Electric Study was conducted in 2007 at a cost of \$29,662.
- 4 The NE Substation and Transmission was financed in 2007 and is partially funded from this fund and partially from the Electric Fund
- 5 A Transformer was installed at the Power Plant Substation in 2004/2005 at a cost of \$275,000.
- 6 The Original debt resulted from the 2004 issuance of Certificates of Participation for the construction of the Southeast Substation.
- 7 This issue was refunded in 2010 Series B to a lower interest rate, allowing a savings of more than \$200,000 and shortening the issue by 1 yr to a payout in 2023.



Budget Guide

FUND (5300)

EQUIPMENT RESERVE

Description of Services

The Equipment Reserve Fund is authorized by KSA 12-1,117 and is used by the City for the acquisition of equipment that is not purchased through the operating budget, e.g. utility vehicles, fire trucks, police vehicles, etc. This fund is financed by transfers from the three utility funds, the general fund, grant receipts and interest earnings. The Equipment Reserve Fund was established for the purpose of setting funds aside on a rational basis for the systematic and planned replacement of equipment.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	968,843	1,029,613	1,169,450	1,448,007
Interest	4,444	2,427	3,000	3,000
Reimbursed Income	230,235	113,719	4,000	4,000
Grants (OMA AC)	14,075	44,626	0	0
Transfer - Wastewater	72,534	65,334	74,360	75,065
Transfer Electric	116,060	106,179	112,118	111,168
Transfer Water	50,111	43,719	51,208	51,548
Transfer - Police	28,560	36,750	50,000	58,000
Transfer - Fire	79,500	63,000	88,000	95,000
Loan Proceeds	0	0	0	0
Transfer - Planning	0	2,000	1,000	1,000
Transfer - Public Works	27,500	50,000	93,000	115,000
Misc	0	36,159	0	0
Transfer-Special Street	0	25,000	50,000	50,000
Total Revenues	623,019	588,913	526,686	563,781
Total Resources	1,591,862	1,618,525	1,696,136	2,011,787

EXPENDITURE DETAIL

Capital Expenditure	562,249	449,076	248,130	564,201
Designated Reserves				1,447,586
Cash Balance, Dec. 31	1,029,613	1,169,449	1,448,007	0

GOALS

- Provide a rational depreciation of major equipment owned by the City for the systematic and planned replacement.

OBJECTIVES

- Provide for the acquisition of Equipment as needed
- Provide uniformity in annual equipment replacement costs
- Produce a budget which reflects a more accurate annual cost
- Create departmental budgets, which can be used for accurate accounting

EXPENDITURE CHANGES

- As called for by replacement schedule

STAFF CHANGES

- No personnel are dedicated to this fund.

EQUIPMENT RESERVE (5300)

REVENUE DETAIL

		Actual 2009	Actual 2010	Actual 2011	Revised 2012	Budget 2013
100	Unencumbered Cash	175,771	968,843	1,029,613	1,169,450	1,448,007
324	Interest	9,441	4,444	2,427	3,000	3,000
325	Reimbursed Income	40,400	230,235	113,719	4,000	4,000
343	Grants (OMA AC)	23,133	14,075	44,626	0	0
344	Transfer - Wastewater	72,534	72,534	65,334	74,360	75,065
345	Transfer Electric	91,370	116,060	106,179	112,118	111,168
347	Transfer Water	51,483	50,111	43,719	51,208	51,548
373	Transfer - Police	52,040	28,560	36,750	50,000	58,000
374	Transfer - Fire	79,527	79,500	63,000	88,000	95,000
399	Loan Proceeds	768,706	0	0	0	0
349	Transfer - Planning	4,500	0	2,000	1,000	1,000
349	Transfer - Public Works	23,000	27,500	50,000	93,000	115,000
399	Misc	0	0	36,159	0	0
350	Transfer - Special Streets	0	0	25,000	50,000	50,000
	Total Revenue	1,216,133	623,019	588,913	526,686	563,781
	Total Resources	1,391,904	1,591,862	1,618,525	1,696,136	2,011,787

EXPENDITURE DETAIL

		Actual 2009	Actual 2010	Actual 2011	Revised 2012	Budget 2013
701	Fire Equipment	0	23,251	0	0	0
710	Equipment Purchase	103,250	57,685	29,266	0	0
710	Equipment Purchase	2,411	223,290	21,198	0	0
711	Equipment Purchase (Pool Car)	0	0	0	0	27,000
713	OMA Equipment	33,819	0	98,258	0	0
717	Equipment Purchase	64,810	20,742	0	0	0
718	Equipment Purchase Police Dept.	7,500	22,644	41,073	90,000	60,000
719	Equipment Purchase-Water	59,281	36,005	0	0	40,093
720	Lease Purchase Fire Dept.	71,794	71,794	76,794	76,794	76,794
721	Lease Purchase Police Dept.	34,542	19,248	0	0	0
722	Equipment Purchase Water	0	0	0	0	0
725	Lease Purchase Public Works	0	0	69,042	81,336	107,200
723	Equipment Purchase Wastewater	45,655	17,308	0	0	73,114
724	Equipment Purchase Electric	0	70,283	113,446	0	180,000
925	Designated Reserves					1,447,586
	Total Expenditures	423,062	562,249	449,076	248,130	2,011,787
	Unencumbered Cash Balance, Dec. 31	968,843	1,029,613	1,169,449	1,448,007	0

CAPITAL OUTLAY DETAIL

Fund/Activity	Scheduled Item	2013 Request	2013 Tot. by Dept.
Water Fund	62" Lawn Mower	\$ 5,625	
Water Fund	Skid Steer Loader	\$ 34,468	\$ 40,093
Sanitary Sewer/Wastewater	Backhoe	\$ 73,114	\$ 73,114
Electric Administration	Accounting System	\$ 180,000	\$ 180,000
Fire	Lease Payment Ariel Vehicle	\$ 76,794	\$ 76,794
Police	2 Squad Cars	\$ 60,000	\$ 60,000
Public Works	Public Works - Lease Arrangements	\$ 95,000	
Public Works	Public Works - Fleet Software	\$ 12,200	\$ 107,200
Administration	Pool Car	\$ 27,000	\$ 27,000
		\$ 564,201	\$ 564,201



Budget Guide

REVOLVING LOAN FUND

Description of Services

The Revolving Loan Fund was established as part of the State of Kansas economic development initiatives. The purpose fund is to assist new or existing industrial or commercial businesses in creating, expanding, or relocating jobs to Ottawa. The use of the Fund is intended to impact the economy of Ottawa in a positive manner, allowing the loan generated to remain in, and be a benefit to the community, meeting the “appropriateness” criterion of the Kansas Department of Commerce (KDOC) and the City’s Revolving Loan policy.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	125,698	106,494	146,885	168,376
Agreement (Fashion)	0	37,748	18,874	18,874
Agreement (Burnett)	193	2,317	2,317	2,317
Interest	603	325	325	325
Reimbursed Expense	76,986	76,986	76,986	76,986
Misc	0	0	0	0
Total Revenues	77,782	117,377	98,502	98,502
Total Resources	203,480	223,871	245,387	266,879

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Grant Proceeds Fashion	76,986	76,986	76,986	76,986
Loans	20,000	0	0	189,868
Misc., Filing Fees	0	0	25	25
Other Contractual	0	0	0	0
Total Requirements	96,986	76,986	77,011	266,879
Cash Balance, Dec. 31	106,494	146,885	168,376	0

FUND (5500)

GOALS

- To provide low interest loans to stimulate economic development

OBJECTIVES

- To offer low interest revolving loans to local business and industry
- To create and retain local job opportunities

EXPENDITURE CHANGES

- All funds are budgeted to provide the best opportunity for loans should the need arise

STAFF CHANGES

- Staff is provided by other activities.

REVOLVING LOAN FUND (5500)

REVENUE DETAIL						
		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash Balance, Jan. 1	105,613	125,698	106,494	146,885	168,376
322	Agreement (Fashion)	18,874	0	37,748	18,874	18,874
322	Agreement (Burnett)	0	193	2,317	2,317	2,317
324	Interest	1,221	603	325	325	325
325	Reimbursed Expense	76,986	76,986	76,986	76,986	76,986
	Total Revenue	97,081	77,782	117,377	98,502	98,502
	Total Resources	202,694	203,480	223,871	245,387	266,879
EXPENDITURE DETAIL						
572	Grant Proceeds for Fashion CDBG	76,986	76,986	76,986	76,986	76,986
572	Loans	0	20,000	0	0	189,868
558	Misc., Filing Fees	10	0	0	25	25
558	Other Contractual	0	0	0	0	0
	Total Requirements	76,996	96,986	76,986	77,011	266,879
	Unencumbered Cash Balance, Dec. 31	125,698	106,494	146,885	168,376	0

Notes:

1. This fund was established as part of the State's economic development initiative to assist local ED efforts.
2. Interest earnings are carried in this fund to be used for future loans.
3. A loan to Crist Auto was paid in full in 2006.
4. Fashion, Inc. borrowed \$161,000 at 3% from this fund in 2004. Payments began in 2005 and are current.
5. The fund also captures pass through activity of a 2004, \$455,000 CDBG loan Fashion has with the State of Kansas.
6. A loan in the amount of \$20,000 was made to Dannie and Annette Burnett in 2010 for a roof at the CarStar Building.
7. The 2013 loan amount has not been designated and is shown for budgetary purposes.
If no loans are made in 2012 or 2013 this amount will be carried for future use.



Budget Guide

RISK MANAGEMENT

Description of Services

The Risk Management Fund receives revenue primarily from transfers from the General and Enterprise Funds and has expenditures related to maintaining a safe work environment for City employees. Expenditures also include repair and replacement of vehicles or machinery, contractual agreements for education and assessment of risk and potentially the payment of judgments and claims filed against the City. An increase from other funds is evident in 2011, which will shift insurance accountability to this fund and at the same time help to establish greater reserves for the City's overall risk.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	289,700	279,137	277,423	229,922
Reimbursed Expense	6,831	32,048	25,000	24,000
Reimbursed Insurance	6,104	0	6,000	6,000
Transfer - Airport	0	0	2,226	2,360
Transfers - Auditorium	0	0	6,828	7,238
Transfers - Wastewater	25,000	65,334	104,254	115,509
Transfers - Electric	25,000	197,984	276,714	298,317
Transfers - Water	25,000	60,000	130,862	143,714
Transfers - General	12,000	60,000	180,200	210,000
Misc	47	8,835	4,590	0
Interest	1,240	736	2,774	2,299
Total Revenues	101,175	424,937	739,448	809,436
Total Resources	390,922	704,074	1,016,871	1,039,359

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Contractual Services	82,694	403,078	738,894	786,100
Commodities	19,911	22,692	23,805	24,486
Capital Expenditures	0	0	8,500	8,000
Judgments and Claims	9,180	881	15,750	16,538
Safety Grant	0	0	0	10,000
Reserves	0	0	0	194,235
Total Requirements	111,785	426,651	786,949	845,124
Cash Balance, Dec. 31	279,137	277,423	229,922	0

FUND (5600)

GOALS

- To provide funds to cover insurable and unanticipated claims on city resources, with a view to increase self insurance coverage where it is to the City's advantage.

OBJECTIVES

- Maintain a reserve in the Risk Management Fund adequate to fund expected liabilities
- Continue activities to identify hazards, assess, control and reduce risk of loss to the City.
- Continue to promote a culture of awareness and departmental accountability

EXPENDITURE CHANGES

- Shifts in expenditures continue to be made to spread Risk Management activities across all funds and to transfer all insurance liabilities to the Risk Management fund.

STAFF CHANGES

- Staff is provided by other activities

RISK MANAGEMENT (5600)

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2009	2010	2011	2012	2013
100	Unencumbered Cash	184,201	289,700	279,137	277,423	229,922
325	Reimbursed Expense Income	20,000	6,831	32,048	25,000	24,000
326	Reimbursed Expenses-Insurance	0	6,104	0	6,000	6,000
346	Transfer - Airport	0	0	0	2,226	2,360
346	Transfers - Auditorium	0	0	0	6,828	7,238
344	Transfers - Wastewater	12,000	25,000	65,334	104,254	115,509
345	Transfers - Electric	12,000	25,000	197,984	276,714	298,317
347	Transfers - Water	12,000	25,000	60,000	130,862	143,714
349	Transfers - General	12,000	12,000	60,000	180,200	210,000
	Total Transfers	48,000	87,000	383,318	701,084	777,137
399	Misc	0	47	8,835	4,590	0
324	Interest	3,600	1,240	736	2,774	2,299
	Total Revenue	71,600	101,175	424,937	739,448	809,436
	Total Resources	255,801	390,922	704,074	1,016,871	1,039,359
Expenditure Detail						
500	Training	0	0	5,048	5,000	5,000
502	Postage	0	0	194	500	500
504	Travel Expense	0	1,121	798	1,000	1,000
505	Professional Development	0	80	378	1,000	1,000
512	Meeting Expenses/Meals	0	211	860	500	1,000
520	Insurance - Building and Contents	0	0	176,068	191,871	208,949
521	Workers Comp	0	0	0	185,000	194,250
523	Vehicle Insurance	2,500	1,084	51,773	54,362	47,520
524	Public Officials/Law Enforcement Liab.	0	0	16,335	17,152	18,009
525	Boiler Insurance	0	0	90,463	94,986	99,735
526	General Liability Insurance	17,000	23,034	19,549	20,526	21,552
527	Inland Marine Insurance	0	0	0	0	22,050
528	Airport Liability Insurances	0	0	0	0	2,520
529	Flood Insurance	0	0	0	61,347	64,414
532	Repair: Building & Structures	10,000	4,869	781	10,300	10,000
533	Machine & Equipment Repair	3,000	0	0	3,000	3,000
534	Vehicle Repair	10,000	9,206	3,293	10,000	10,000
537	Repair: Recreation Facility	10,000	0	997	10,000	10,000
551	Dues & Subscriptions	0	385	420	600	600
558	Other Contractual	15,000	36,431	30,935	58,000	58,000
574	Safety and Wellness	0	1,015	0	1,250	0
584	EAP Services	700	4,942	4,942	7,500	5,500
585	Wellness Program	5,000	316	244	5,000	1,500
	SUBTOTAL	73,200	82,694	403,078	738,894	786,100
600	Office Supplies	0	0	469	500	500
620	Other Operating Supplies	0	1,072	600	600	600
*630	Safety Supplies	28,000	18,838	21,623	22,705	23,386
	SUBTOTAL	28,000	19,911	22,692	23,805	24,486
702	Furniture	0	0	0	3,000	3,000
705	Computer & Software	0	0	0	500	0
715	Building Maintenance	5,000	0	0	5,000	5,000
720	Equipment Purchase	2,500	0	0	0	0
	SUBTOTAL	7,500	0	0	8,500	8,000
812	Judgments & Claims	15,000	9,180	881	15,750	16,538
970	Safety Grant	0	0	0	0	10,000
	SUBTOTAL	15,000	9,180	881	15,750	26,538
	Contingency Reserves					194,235
	Total Requirements	123,700	111,785	426,651	786,949	845,124
	Unencumbered Cash Balance, Dec. 31	289,700	279,137	277,423	229,922	



Budget Guide

FUND (7800)

WASTEWATER DEBT FUND

Description of Services

This fund receives a transfer of sales tax from the General Fund, equal to 1/10 of a cent of sales tax collected in Ottawa, and a transfer of wastewater surcharge fees from the Wastewater Fund. Principal and interest payments are made to KDHE for the Wastewater Treatment Plant and River Lift Station projects per the amended Kansas Water Pollution Control Revolving Loan agreement and payment schedule dated March 1, 2006.

GOALS

- To provide funding for the payment of debt issued for the construction of the Wastewater Treatment Plant and the Maris des Cygnes River Lift Station.

OBJECTIVES

- To ensure cash flow is sufficient to meet the KDHE payment schedule per agreement on file in the Finance Department.

EXPENDITURE CHANGES

- Expenditures are scheduled, no additional changes are scheduled.

STAFF CHANGES

- Staff is provided by other activities.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Cash Balance, Jan. 1	472,980	505,590	552,034	588,312
Interest	2,533	1,433	1,200	1,200
Transfer Wastewater	550,000	560,999	555,000	555,000
Transfer General Fund	210,000	210,000	210,000	219,500
Total Revenues	762,533	772,432	766,200	775,700
Total Resources	1,235,513	1,278,022	1,318,234	1,364,012

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Principal	468,944	479,469	495,601	510,883
Interest	239,657	226,379	215,177	201,144
State of Kansas Serv. Fees	21,322	20,140	19,144	17,895
Total Requirements	729,922	725,989	729,922	729,922
Designated Reserves	0	0	0	634,090
Cash Balance, Dec. 31	505,590	552,034	588,312	

WWTP DEBT FUND (7800)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash Balance, Jan. 1	525,956	472,980	505,590	552,034	588,312
324	Interest	4,947	2,533	1,433	1,200	1,200
344	Transfers - Wastewater Fund	448,000	550,000	560,999	555,000	555,000
349	Transfers - General Fund	224,000	210,000	210,000	210,000	219,500
	Total Revenue	676,947	762,533	772,432	766,200	775,700
	Total Resources	1,202,903	1,235,513	1,278,022	1,318,234	1,364,012

EXPENDITURE DETAIL

800	Principal	454,917	468,944	479,469	495,601	510,883
803	Interest	252,538	239,657	226,379	215,177	201,144
820	State of Kansas Service Fees	22,468	21,322	20,140	19,144	17,895
	Total Requirements	729,922	729,922	725,989	729,922	729,922
925	Designated Reserve					634,090
	Unencumbered Cash Bal. Dec. 31	472,980	505,590	552,034	588,312	

Note: The Wastewater Treatment Plant (WWTP) Debt Fund receives funding from two dedicated revenue sources: A transfer of sales tax from the General Fund and a transfer of the Wastewater surcharge fees from the Wastewater Fund. Principal and interest payments are made to KDHE for the Wastewater Treatment Plant and River Lift Station projects per the amended Kansas Water Pollution Control Revolving Loan agreement and payment schedule dated March 1, 2006. The \$0.001 sales tax was approved by a vote of the Ottawa citizens and will expire upon the retirement of the debt. Final payment is scheduled for 2024. This fund is currently fully funded.

CITY OF



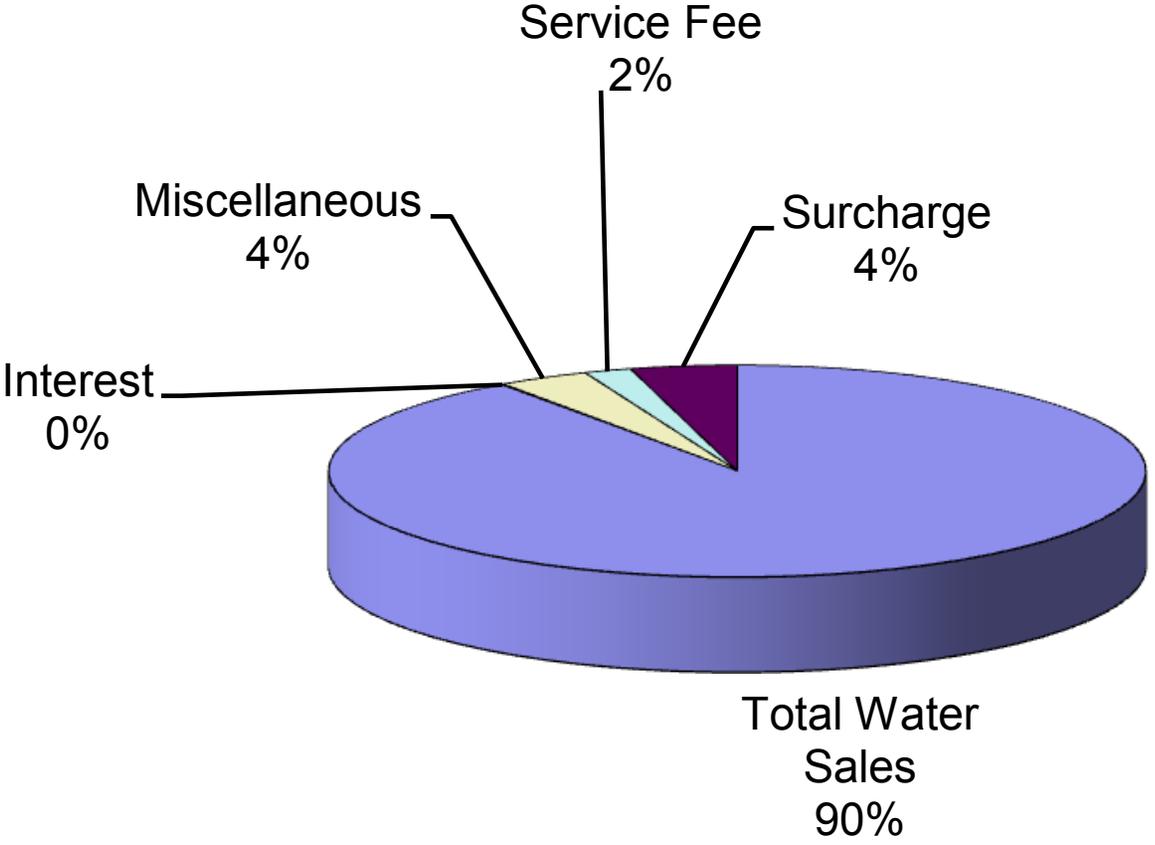
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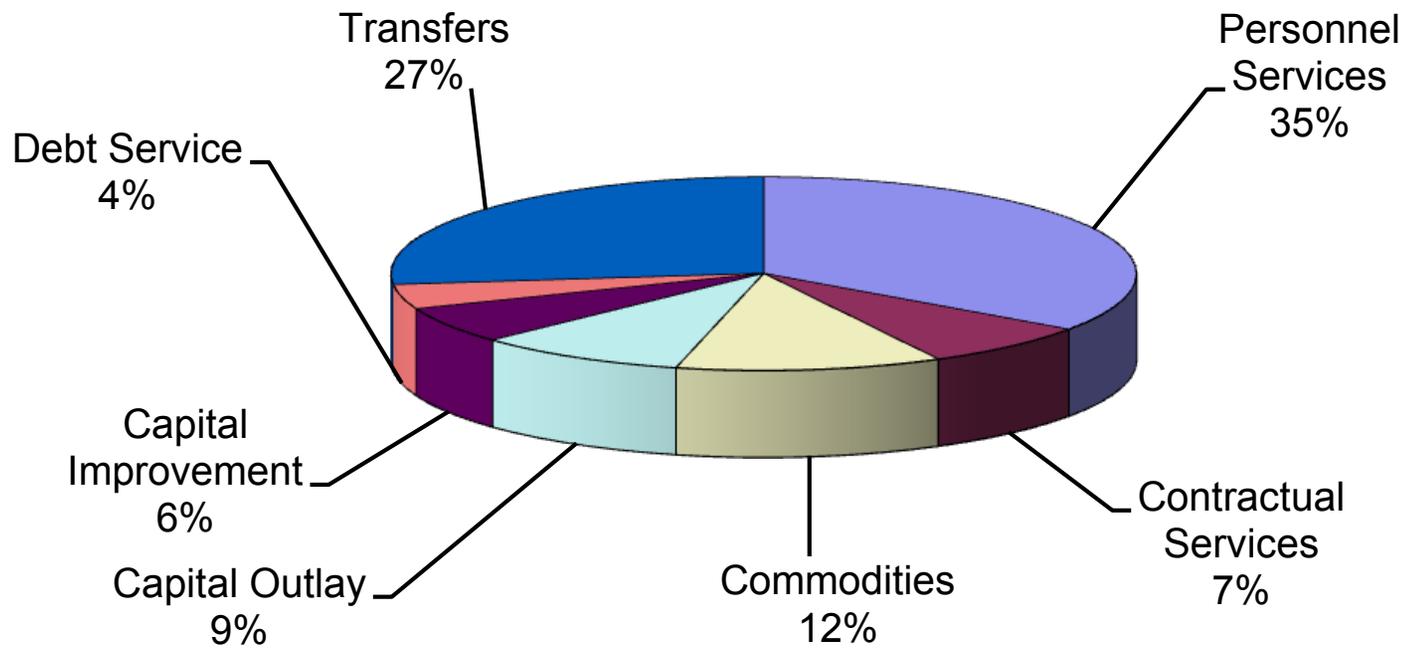


OTTAWA
KANSAS

WATER FUND REVENUE



WATER FUND EXPENDITURES



WATER (3000)

	Actual	Actual	Actual	Revised	Budget
	2009	2010	2011	2012	2013
Unencumbered Cash Bal. Jan. 1	519,569	611,968	489,686	762,967	793,503
Water Sales					
Residential	1,086,623	1,155,139	1,228,739	1,241,027	1,253,437
Small Business	214,412	221,236	228,767	232,199	234,521
Wholesale	254,069	263,623	297,498	300,473	303,478
Large Business	329,978	351,573	399,045	405,030	409,081
School	70,774	78,538	90,652	91,558	92,474
Surcharge	44,552	46,829	50,640	55,000	55,550
Sales- Rural Large Business	43,086	39,534	40,715	50,592	51,098
City	38,698	35,107	32,031	32,672	32,999
Bulk	6,813	6,122	7,043	10,000	10,100
Rural Small Business	4,030	3,827	4,103	7,706	7,783
Fire Hydrant Rental	5,821	3,122	7,809	8,000	8,000
Rural Residential	1,375	1,614	1,287	1,500	1,515
Total Water Sales	2,100,232	2,206,265	2,388,329	2,435,757	2,460,035
Interest	6,673	3,240	1,675	3,000	3,030
State Fee	11,413	11,524	12,089	12,331	12,454
Reimbursed Expense	24,685	12,722	10,069	25,000	25,250
Service Installations	3,446	2,304	700	9,204	9,296
Service Fee	38,851	37,601	40,867	41,276	41,688
Labor & Materials	0	5,221	0	5,000	5,050
Sale of Used Equipment	662	2,633	2,614	2,600	2,626
Miscellaneous	7,007	8,568	16,021	84,021	16,000
Reconnect Fees	8,841	7,079	9,293	9,500	9,595
Impact Fees	0	0	0	10,000	10,100
River Levy Surcharge	0	17,668	81,094	0	
Other Rents (Sprint Tower Lease)	14,520	13,915	17,303	17,303	17,476
Total Revenue	2,216,329	2,328,740	2,580,054	2,654,991	2,612,600
Total Resources	2,735,898	2,940,708	3,069,740	3,417,959	3,406,103
EXPENDITURE DETAIL					
Personnel Services	892,521	879,795	864,074	934,687	1,006,191
Contractual Services	196,876	161,379	163,402	156,550	216,325
Commodities	217,196	284,266	264,601	298,400	332,905
Capital Outlay	33,670	48,972	24,485	151,228	265,000
Capital Improvement	86,629	100,830	181,795	212,100	177,100
Debt Service	120,019	121,716	114,476	118,421	118,421
Transfers	577,019	728,420	646,189	753,070	776,838
Reserves	0	125,644	47,750	0	0
Total Requirements	2,123,930	2,451,022	2,306,772	2,624,456	2,892,780
Reserves					513,323
Unencumbered Cash Balance Dec. 31	611,968	489,686	762,967	793,503	

WATER (3000)

	SOURCE OF REVENUE	Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash	519,569	611,968	489,686	762,967	793,503
321	Other Rents (Sprint Lease)	14,520	13,915	17,303	17,303	17,476
324	Interest	6,673	3,240	1,675	3,000	3,030
325	Reimbursed Expense	24,685	12,722	10,069	25,000	25,250
341	Fire Hydrant Rental	5,821	3,122	7,809	8,000	8,000
353	Residential	1,086,623	1,155,139	1,228,739	1,241,027	1,253,437
354	Rural Residential	1,375	1,614	1,287	1,500	1,515
355	Small Business	214,412	221,236	228,767	232,199	234,521
356	Rural Small Business	4,030	3,827	4,103	7,706	7,783
357	Large Business	329,978	351,573	399,045	405,030	409,081
358	School	70,774	78,538	90,652	91,558	92,474
359	City	38,698	35,107	32,031	32,672	32,999
360	Wholesale	254,069	263,623	297,498	300,473	303,478
361	Bulk	6,813	6,122	7,043	10,000	10,100
362	State Fee	11,413	11,524	12,089	12,331	12,454
363	Labor & Materials	0	5,221	0	5,000	5,050
364	Service Installations & Tap Fees	3,446	2,304	700	9,204	9,296
365	Service Fee	38,851	37,601	40,867	41,276	41,688
366	Rural Large Business	43,086	39,534	40,715	50,592	51,098
369	Impact Fees	0	0	0	10,000	10,100
384	Levy Surcharge - (See line 757 below & Note 1)	0	17,668	81,094	0	0
385	Surcharge	44,552	46,829	50,640	55,000	55,550
390	Sale of Used Equipment	662	2,633	2,614	2,600	2,626
392	Reconnect Fees	8,841	7,079	9,293	9,500	9,595
399	Miscellaneous	7,007	8,568	16,021	84,021	16,000
	TOTAL	2,735,898	2,940,708	3,069,740	3,417,959	3,406,103
		Actual	Actual	Actual	Revised	Budget
	ADMINISTRATIVE EXPENSE (3012)	2009	2010	2011	2012	2013
	CAPITAL					
757	Levy Certification - (See line 384 above & Note 1)	0	0	89,394	30,000	0
	SUBTOTAL	0	0	89,394	30,000	0
	DEBT SERVICE					
800	New Debt for (16" Water Line)	0	0	68,421	68,421	68,421
809	Debt Reduction (K68 Water Line) - Paid Out	61,696	28,392	0	0	0
809	Debt Reduction (Wtr Assurance Dist)	58,323	93,324	46,055	50,000	50,000
	SUBTOTAL	120,019	121,716	114,476	118,421	118,421
	TRANSFERS					
558	Other contractual	6,491	9,721	3,291	0	0
900	Transfer to Bond and Interest	30,692	15,509	95,000	90,000	100,576
901	Transfer to General Fund	375,000	405,000	405,000	425,000	425,000
909	Transfer to Community Services	34,725	36,000	36,000	36,000	36,000
906	Transfer to Equipment Reserve	50,111	50,111	8,719	51,208	51,548
906	Transfer to Risk Management	12,000	25,000	60,000	130,862	143,714
918	Transfer to Capital Projects	68,000	196,800	38,179	20,000	20,000
	Total Transfers	577,019	728,420	646,189	753,070	776,838
925	Reserves	0	125,644	47,750	0	0
	SUBTOTAL	703,529	985,502	897,810	901,491	895,259

Note 1: Funds captured for the River Levy Certification.



WATER PRODUCTION

Description of Services

The current water plant began production in 1980 and is listed by EPA and KDHE as a Class IV facility. The plant has had no violation, exemption or variance of Kansas or EPA requirements in over 29 years. The City provides water service to over 5,100 City meters, four rural water districts and the City of Princeton, with production of over 540 million gallon per year. Source water is the Marais des Cygnes River. The plant uses four multimedia filters for final cleaning. Treatment process is free chlorine as the primary disinfectant with the addition of ammonia to form chloramines for distribution disinfection. Activated carbon is used for taste and odor control. The plant has a 1.2 million gallon underground clear well where water is stored prior to being pumped into the distribution system.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	536,776	505,772	539,269	558,377
Contractual Services	89,555	70,834	98,750	117,825
Commodities	186,232	173,054	182,200	204,080
Capital Expenditures	48,972	24,485	151,228	265,000
Transfers	5,691	5,691	5,691	5,691
Total	867,226	779,837	977,138	1,150,973

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Director of Utilities	0.33	0.33	0.33	1.33
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Water Plant Operator	3.00	3.00	3.00	3.00
Maintenance	2.00	2.00	2.00	2.00
Meter Reader	0.00	0.00	0.00	0.00
Auto-Cad Tech	0.25	0.25	0.25	0.25
Environ. Coordinator	0.00	0.00	0.00	0.00
Assistant Director	0.25	0.25	0.25	0.25
Total	7.83	7.83	7.83	8.83
Seasonal	0	0	1.00	2.00

FUND (3001)

GOALS

- To produce and furnish product to our customers that is safe and aesthetically pleasing in an efficient manner while maintaining and obtaining maximum use of the City's existing infrastructure.

OBJECTIVES

- To promote the quality and economics of our products.
- Encourage wise water use practices and the protection of our watershed.
- To remain familiar with all new and pending regulations while staying abreast of the latest technologies.
- To continue to actively promote fiscal responsibility within our department.

EXPENDITURE CHANGES

- The 2013 planned cleaning of the backwash and sludge holding ponds on Beech St.

STAFF CHANGES

- No staff changes.

WATER PRODUCTION (3001)

		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
PERSONNEL SERVICES						
411	Salaries	377,116	390,990	358,004	371,645	380,000
410	Overtime	22,707	27,747	18,998	20,000	21,000
412	Social Security	29,213	30,717	27,360	29,961	30,560
413	Retirement (KPERs)	23,306	28,651	28,775	32,663	33,316
414	Health Insurance	62,527	58,672	72,636	85,000	93,500
	SUBTOTAL	514,869	536,776	505,772	539,269	558,377
CONTRACTUAL SERVICES						
502	Postage	25	1,511	1,297	1,700	2,755
503	Telephone	701	724	747	800	920
505	Professional Development & Dues	4,523	5,382	5,255	12,000	13,975
514	Printing	477	360	456	500	510
515	Advertising - Legal & Other	32	165	165	250	255
520	Insurance - Bldg. & Contents	12,020	14,088	0	0	0
521	Worker's Compensation Ins.	13,349	13,101	13,125	0	0
523	Vehicle Insurance	2,422	1,134	0	0	0
526	General Liability Insurance	0	1,100	0	0	0
530	Utilities	22,717	21,726	19,176	25,000	28,600
532	Building & Structure Repair	23,491	4,419	5,333	7,000	7,150
533	Equipment Repair	8,064	12,151	7,251	12,000	13,260
534	Vehicle Repair	13	8	41	800	800
553	Service Agreements	515	762	5,959	6,500	6,500
558	Other Contractual Services	30,470	10,924	8,954	20,000	25,600
568	Professional Services	4,156	0	876	10,000	15,300
571	Audit Expenses	2,000	2,000	2,200	2,200	2,200
	SUBTOTAL	124,974	89,555	70,834	98,750	117,825
COMMODITIES						
600	Office Supplies	67	750	673	700	700
601	CAD Supplies	0	0	0	0	500
608	Vehicle Operations	2,372	2,823	3,340	4,000	4,950
611	Chemical Supplies	120,379	155,425	136,968	140,000	155,500
612	Vehicle & Equipment Repair & Supplies	15,177	7,989	9,799	15,000	15,810
615	Uniforms	1,988	1,857	1,866	2,500	4,485
629	Road Rock, Cement & Gravel	1,177	62	0	500	1,225
630	Other Operating Supplies	8,392	5,324	5,039	7,500	8,670
633	Water Testing Supplies	5,366	8,053	6,833	7,000	7,140
638	Building & Structure Repair Supplies	2,901	3,949	8,536	5,000	5,100
	SUBTOTAL	157,820	186,232	173,054	182,200	204,080
CAPITAL OUTLAY						
705	Computers	0	0	0	1,228	1,228
710	Equipment	33,670	29,013	24,485	150,000	15,000
710	Equipment (Radios)	0	0	0	0	0
710	Equipment (Chem. Metering Sys.)	0	0	0	0	0
715	Building & Basins	0	19,959	0	0	250,000
	SUBTOTAL	33,670	48,972	24,485	151,228	265,000
TRANSFERS						
906	Transfer to Equipment Reserve	5,916	5,691	5,691	5,691	5,691
	TOTAL	837,248	867,226	779,837	977,138	1,150,973



WATER DISTRIBUTION

Description of Services

During the last seven years the Water Distribution Division has focused on water line construction. This division not only maintains 82 miles of water line, but also replaces and adds new lines. This division averages over 25 new services, 10 new fire hydrants, 26 new water values and over 5,000 feet of new or replacement water lines per year.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	343,019	358,301	395,418	447,815
Contractual Services	65,300	89,277	57,800	98,500
Commodities	98,034	91,547	116,200	128,825
Capital Expenditures	100,830	92,401	182,100	177,100
Transfers	44,420	44,420	45,517	45,857
Total	651,601	675,946	797,035	898,097

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Water/Sewer Tech.	3.00	2.00	2.00	3.00
Meter Reader	1.00	1.00	1.00	1.00
Service Representative	0.50	0.50	0.50	0.50
Auto-Cad Tech	0.50	0.50	0.50	0.50
Total	7.00	6.00	6.00	7.00
Seasonal	2.00	2.00	2.00	2.00

FUND (3002)

GOALS

- To provide reliable delivery of safe potable water while maintaining and constantly improving the existing distribution system.

OBJECTIVES

- To be fiscally responsible with resources within the division.
- To meet the city's needs and provide sound customer service.

EXPENDITURE CHANGES

- No notable changes.

STAFF CHANGES

The division is 1 person below normal Personnel schedule due to the 2009 hiring freeze

WATER DISTRIBUTION (3002)

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

CITY OF



OTTAWA
KANSAS

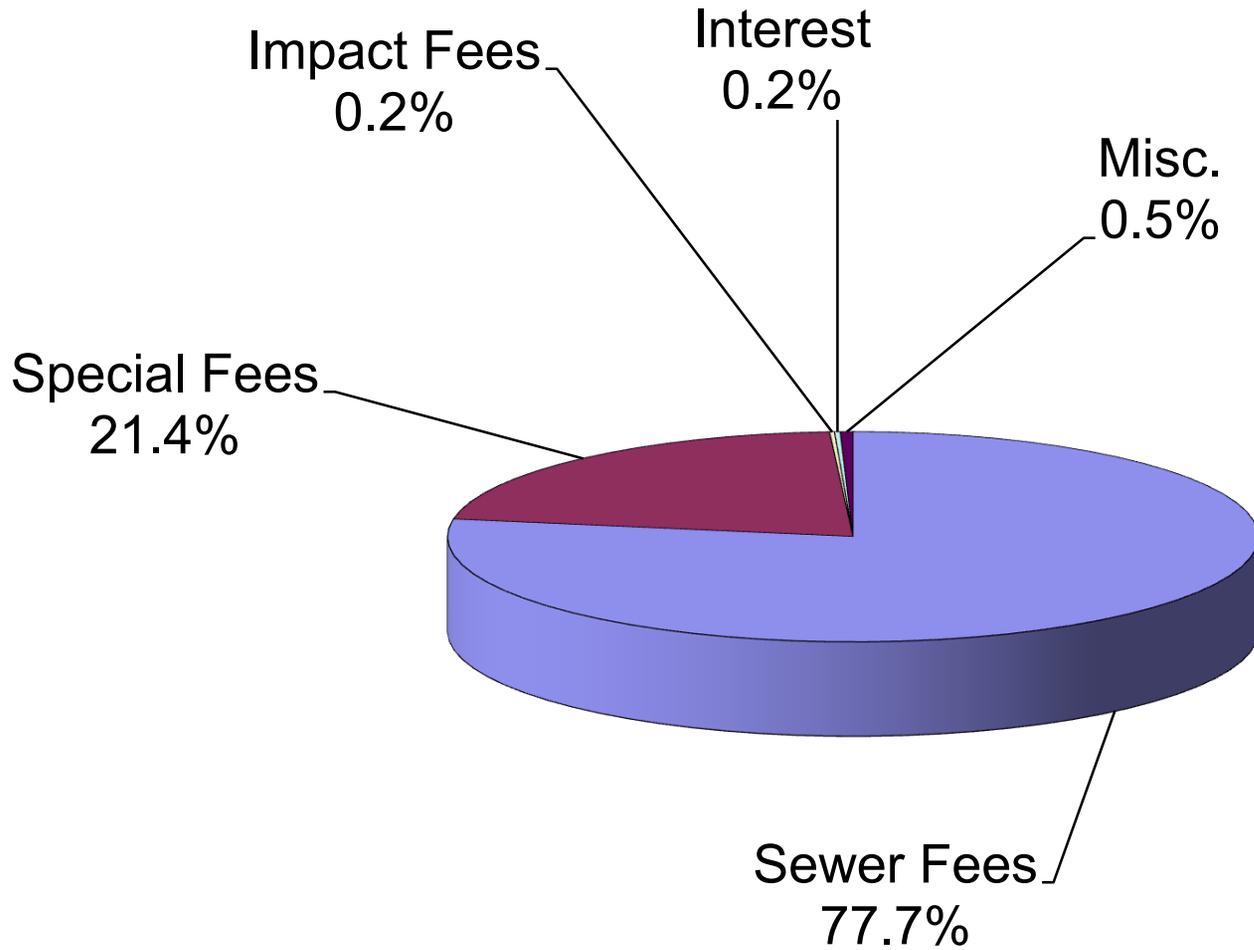
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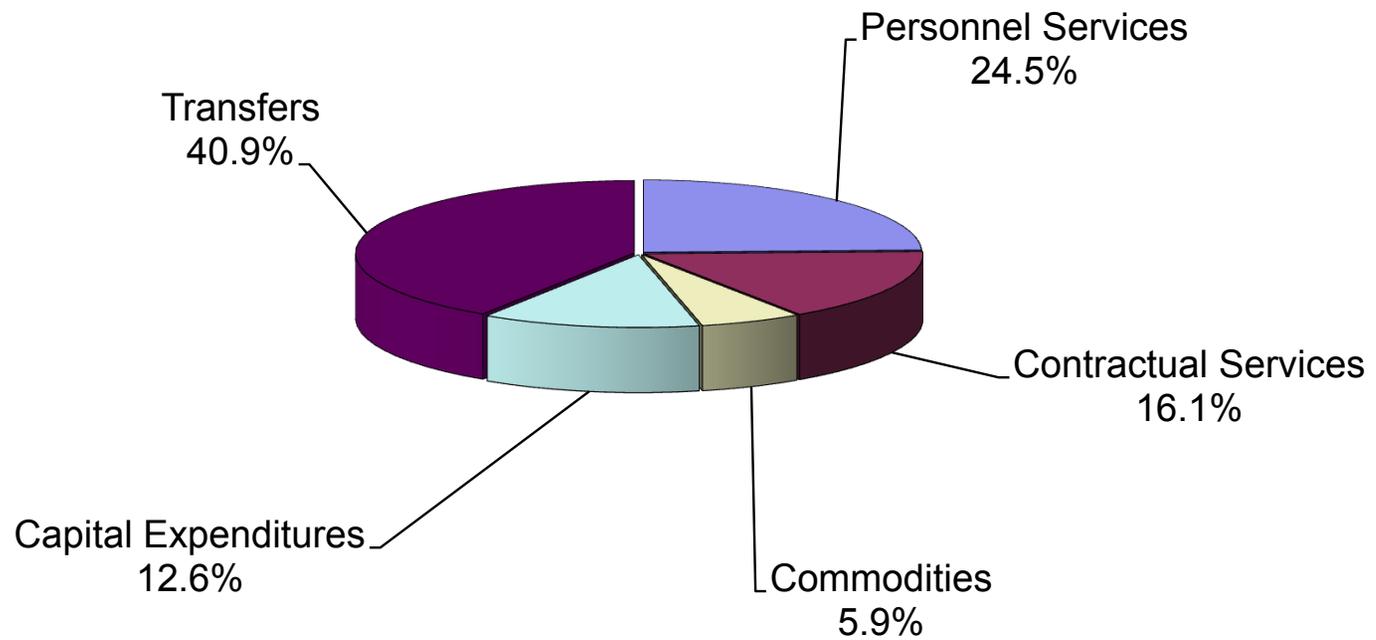
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KANSAS

WASTEWATER FUND REVENUE



WASTEWATER EXPENDITURES



WASTEWATER (3600)

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2009	2010	2011	2012	2013
Unencumbered Cash Balance, Jan. 1	802,023	829,314	824,096	768,700	582,191
Sewer Service Charges	1,726,843	1,722,547	1,732,184	1,749,506	1,997,001
Special Service Charges	432,276	522,653	542,566	545,000	550,450
Impact Fees	2,086	4,980	481	10,000	5,000
Interest	10,208	4,511	2,247	7,687	5,822
Reimbursed Expenses	7,675	6,348	2,242	10,000	10,000
Labor & Materials	0	2,029	0	2,000	2,000
Misc. Revenues	3,109	0	50	1,000	1,000
Total Revenue	2,182,197	2,263,067	2,279,770	2,325,193	2,571,273
Total Resources	2,984,220	3,092,382	3,103,866	3,093,893	3,153,464
EXPENDITURE DETAIL					
Personnel Services	571,919	542,594	553,589	599,351	619,604
Contractual Services	372,149	377,539	323,008	420,900	407,200
Commodities	101,653	102,535	159,086	146,000	148,950
Capital Expenditures	201,709	249,277	120,302	312,921	318,914
Debt Service (Transfer)	70,000	52,831	105,000	26,000	0
Transfer to General	195,000	225,000	225,000	250,000	250,000
Transfer to Equipment Reserve	72,534	72,534	70,124	72,276	75,064
Transfer to Risk Management Reserve	12,000	25,000	65,334	104,254	122,820
Transfer to Community Service	36,000	36,000	34,000	35,000	35,000
Transfer to WWTP Debt	521,941	584,976	679,723	545,000	550,450
Reserves	0	0	0	0	0
Total Requirements	2,154,905	2,268,286	2,335,166	2,511,702	2,528,002
Reserves					625,462
Unencumbered Cash Balance, Dec. 31	829,314	824,096	768,700	582,191	

WASTEWATER (3600)

SOURCE OF REVENUE		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash	802,023	829,314	824,096	768,700	582,191
324	Interest	10,208	4,511	2,247	7,687	5,822
325	Reimbursed Expenses	7,675	6,348	2,242	10,000	10,000
369	Impact Fees	2,086	4,980	481	10,000	5,000
368	Sewer Service Charges	1,726,843	1,722,547	1,732,184	1,749,506	1,997,001
370	Labor & Materials	0	2,029	0	2,000	2,000
394	Special Fee	432,276	522,653	542,566	545,000	550,450
399	Miscellaneous Revenues	3,109	0	50	1,000	1,000
TOTAL		2,984,220	3,092,382	3,103,866	3,093,893	3,153,464
ADMINISTRATIVE EXPENSE (3612)						
TRANSFERS OUT		2009	2010	2011	2012	2013
599	Refunds	0	0	956	0	0
558	Other contractual	2,698	6,500	3,618	0	0
809	Transfer Debt Reduction	70,000	52,831	105,000	26,000	0
901	Transfer to General Fund	195,000	225,000	225,000	250,000	250,000
905	Transfer to WWTP Fund	432,276	550,000	560,999	545,000	550,450
909	Transfer to Community Services	36,000	36,000	34,000	35,000	35,000
906	Transfer to Equipment Reserve	72,534	72,534	70,124	74,360	75,064
906	Transfer to Risk Management	12,000	25,000	65,334	104,254	122,820
918	Transfer to Capital Projects (WWTP)	89,665	34,976	118,724	0	0
925	Reserves	0	0	4,750	0	0
SUBTOTAL		907,475	996,341	1,188,504	1,034,614	1,033,334



WASTEWATER TREATMENT

Description of Services

The Wastewater Treatment Plant has been operational since May 2004. The cost of the plant for construction and engineering services was approximately \$11,000,000. The facility is an extended aeration activated sludge process, contained in a multiple compartment, ditch configuration. The design flow is 2.68 million gallons per day, which doubled the capabilities of the previous facility. The projected flow coming into the plant is estimated to reach the 2.6 MGD level by the year 2022. Disinfection is accomplished by ultra-violet light. The plant also has an extensive odor control system which is much more “friendly” to the community.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	364,100	369,876	380,854	393,336
Contractual Services	340,535	312,049	378,600	379,900
Commodities	43,979	49,654	57,800	57,250
Capital Expenditures	36,131	7,515	10,614	10,614
Transfers	10,124	10,124	10,124	12,912
Total	794,869	749,217	837,992	854,012

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Director of Utilities	0.33	0.33	0.33	0.33
Superintendent	1.00	1.00	1.00	1.00
Wastewater Plant Op.	3.00	3.00	3.00	3.00
Environmental Coord.	0.00	0.00	0.00	0.00
Asst. Director Utilities	0.50	0.50	0.50	0.50
Total	4.83	4.83	4.83	4.83
Seasonal	1.00	2.00	1.00	2.00

FUND (3601)

GOALS

- To properly treat and clean the City of Ottawa’s wastewater flow by mechanical and biological means.
- To return cleaner plant effluent than from the receiving stream.

OBJECTIVES

- To maintain full compliance with Kansas and EPA established effluent limitations.
- To prepare for future regulations thru education and training.
- To ensure the plant is maintained in a fashion that will serve the City for many years into the future.

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

WASTEWATER TREATMENT (3601)

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



FUND (3602)

WASTEWATER COLLECTION

Description of Services

The wastewater collection division is responsible for maintaining the 70 miles of gravity sewer lines from 6" to 36" in size, made of Vitrified Clay PVC and truss pipe. The city also has 10 miles of sewer force mains in town. Most of these have been replaced and are now made of PVC. The system includes five lift stations north of the Marais des Cygnes River and five south of the river that are cleaned out each year by the collection division and maintained each day by plant personnel. An important part of the equipment used by the collection division is the Television Inspection Camera for the sewer lines. This allows us to look inside the sewer lines for problems and eliminate the guesswork so we know just exactly what has to be repaired or what maintenance requirement is needed for the line segment. We can tell if the line has roots, broken pipe, or just needs cleaned before there is a problem with the line backing up.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	178,494	183,713	218,496	226,268
Contractual Services	30,504	10,959	42,300	27,300
Commodities	58,556	109,432	88,200	91,700
Capital Expenditures	213,146	112,787	302,307	308,300
Transfers	62,410	60,000	62,152	62,152
Total	543,110	476,892	713,455	715,720

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Maint. Crew Leader	1.00	1.00	1.00	1.00
Water/Sewer Technical	3.00	3.00	3.00	3.00
Total	4.00	4.00	4.00	4.00
Seasonal	1.00	1.00	0.00	0.00

GOALS

- To ensure proper maintenance of the existing wastewater collection system in order to remove wastewater safely from our community.
- To provide for growth within the system while doing so in an economical fashion.

OBJECTIVES

- To make the best possible use of all our resources in a fiscally responsible fashion.
- To provide a safe work place for the employees of the division.

EXPENDITURE CHANGES

- The Eastside Interceptor Sewer project is progressing
- Planning stage for replacement of Logan lift station and Eastside sewer interceptor

STAFF CHANGES

- The division is 1 person below the normal personnel schedule due to the 2009 hiring freeze

WASTEWATER COLLECTION (3602)

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

CITY OF



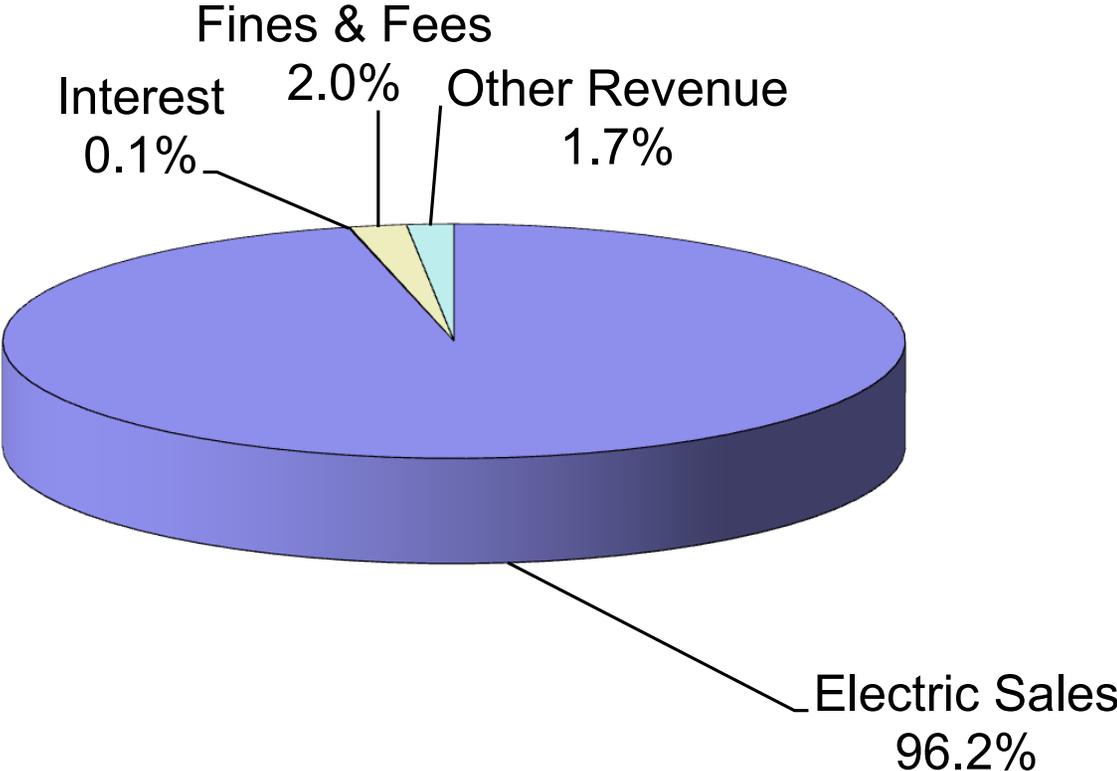
OTTAWA
KANSAS

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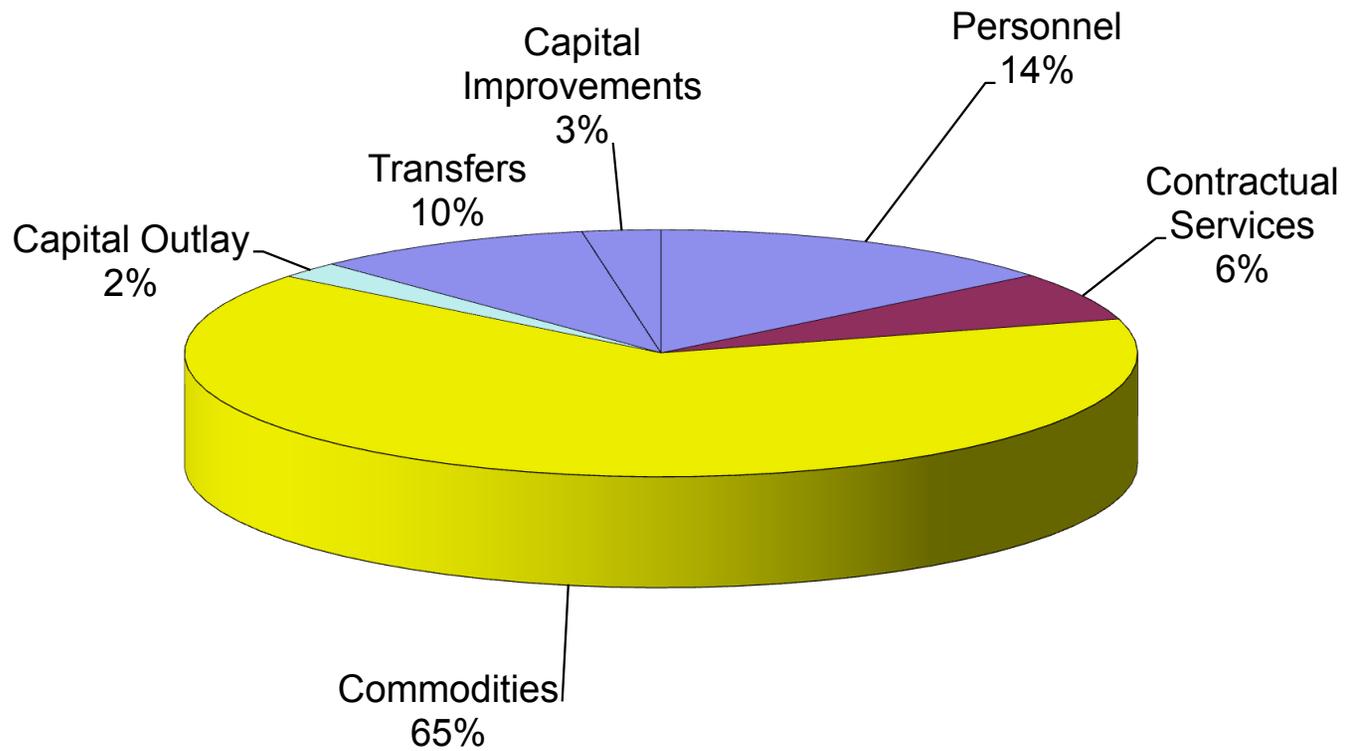


OTTAWA
KANSAS

ELECTRIC FUND REVENUE



ELECTRIC FUND EXPENDITURES



ELECTRIC 3700

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2009	2010	2011	2012	2013
Unencumbered Cash Balance, Jan. 1	1,975,935	2,149,816	2,949,253	3,920,270	2,935,706
Electric Sales					
Residential Urban	5,001,073	5,825,323	5,906,293	6,319,733	6,825,312
Large Power	5,957,416	6,140,773	5,816,341	6,281,648	6,752,772
General Service Small Urban	1,087,267	1,203,413	1,310,281	1,415,103	1,528,311
School & City	983,649	1,112,917	1,143,011	1,177,301	1,265,599
Area Lights	61,578	70,804	61,228	61,841	62,459
Service Fee	52,424	49,824	51,985	60,000	60,000
General Service Small Rural	13,891	14,619	11,443	12,358	13,285
Electric Sales-Rural Res.	9,158	11,151	12,057	13,021	13,998
Reconnect Fees	16,485	18,265	21,059	20,000	20,000
Total Electric Sales	13,182,941	14,447,090	14,333,697	15,361,006	16,541,736
Interest	32,008	33,236	9,093	10,000	10,000
Fines & Fees	217,103	278,840	326,211	350,000	350,000
Reimbursed Expense	115,596	35,046	48,120	150,000	150,000
Miscellaneous	196,255	51,983	33,536	75,000	75,000
Sale - Junk & Equipment	15,790	1,010	19,224	10,000	10,000
Labor & Materials	34,711	13,596	17,693	17,693	17,693
Refunds	36,270	15,000	37,000	37,000	37,000
Total Other Revenue	647,733	428,711	490,876	649,693	649,693
Total Revenue	13,830,674	14,875,801	14,824,572	16,010,698	17,191,428
Total Resources	15,806,608	17,025,617	17,773,826	19,930,968	20,127,134
EXPENDITURE DETAIL					
Personnel Services	2,286,058	2,251,635	2,294,673	2,401,220	2,485,993
Contractual Services	784,426	922,597	620,733	1,218,170	1,126,370
Commodities	8,485,309	8,757,440	9,304,865	10,411,100	11,434,730
Capital Outlay	79,884	406,424	209,606	571,940	377,063
Capital Improvement	365,488	213,364	134,856	443,000	468,000
Transfer to Bond & Interest	417,000	146,242	0	400,000	100,000
Transfer to General Fund	995,000	1,025,000	1,025,000	1,125,000	1,125,000
Transfer to Equipment Reserve Fund	91,370	96,060	106,179	112,118	111,168
Transfer to Risk Management Fund	12,000	69,226	120,644	276,714	298,317
Transfer to Community Services	36,000	36,000	37,000	36,000	36,000
Transfer to Capital Projects	59,000	0	0	0	0
Contingency Reserve	45,257	152,374	0	0	0
Total Requirements	13,656,792	14,076,364	13,853,556	16,995,262	17,562,641
Unencumbered Cash Balance, Dec 31	2,149,816	2,949,253	3,920,270	2,935,706	2,564,493

ELECTRIC (3700)

SOURCE OF REVENUE		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
100	Unencumbered Cash	1,975,935	2,149,816	2,949,253	3,920,270	2,935,706
324	Interest	32,008	33,236	9,093	10,000	10,000
325	Reimbursed Expense	115,596	35,046	48,120	150,000	150,000
333	Fines & Fees	217,103	278,840	326,211	350,000	350,000
375	Electric Sales, Res. Urban	5,001,073	5,825,323	5,906,293	6,319,733	6,825,312
376	Electric Sales, Rural Res.	9,158	11,151	12,057	13,021	13,998
377	General Service Small Urban	1,087,267	1,203,413	1,310,281	1,415,103	1,528,311
378	General Service Small Rural	13,891	14,619	11,443	12,358	13,285
380	General Service Large	5,957,416	6,140,773	5,816,341	6,281,648	6,752,772
382	Area Lights	61,578	70,804	61,228	61,841	62,459
383	School & City	983,649	1,112,917	1,143,011	1,177,301	1,265,599
388	Origination Service Fee	52,424	49,824	51,985	60,000	60,000
389	Labor & Materials	34,711	13,596	17,693	17,693	17,693
390	Sale - Junk & Equip.	15,790	1,010	19,224	10,000	10,000
393	Refunds	36,270	15,000	37,000	37,000	37,000
392	Reconnection Fees	16,485	18,265	21,059	20,000	20,000
399	Miscellaneous	196,255	51,983	33,536	75,000	75,000
TOTAL		15,806,608	17,025,617	17,773,826	19,930,968	20,127,134
TRANSFERS OUT						
ADMINISTRATIVE EXPENSE (3712)		Actual	Actual	Actual	Revised	Budget
		2009	2010	2011	2012	2013
900	Transfer to Bond & Interest	417,000	146,242	0	400,000	521,000
901	Transfer to General Fund	995,000	1,025,000	1,025,000	1,125,000	1,125,000
906	Transfer to Equipment Reserve Fund	91,370	96,060	106,179	112,118	111,168
906	Transfer to Risk Management Fund	12,000	69,226	120,644	276,714	298,317
909	Transfer to Community Services	36,000	36,000	37,000	36,000	36,000
918	Transfer	0	0	91,805	0	0
925	Contingency - Adjustment	45,705	152,374	4,750	0	0
926	Transfer to Capital	59,000	0	0	0	0
SUBTOTAL		1,610,370	1,524,902	1,385,378	1,949,832	2,091,485



FUND (3703)

ELECTRIC PRODUCTION

Description of Services

The Ottawa electric system is a combination of purchased power and peaking generation. The City is interconnected to Kansas City Power and Light (KCPL) via 161Kv and 35Kv lines. The interconnection was upgraded in 2004 and 2009 to provide additional reliability and opportunity for growth. The City has a contract with Kansas City Board of Public Utilities for purchased capacity of 10 Mw. A contract with the Grand River Dam Authority (GRDA) provides purchased capacity of 12 Mw. Both contracts provide coal fired generation with GRDA also supplying hydropower. The City also purchases capacity through the Southwest Power Authority (1 Mw) and Western Area Power Authority (3 Mw) for additional hydropower. The City is a member of Energy Management Project (EMP1) with 4 nearby cities. The EMP1 project uses marketers and load forecasting techniques to optimize the purchase and scheduling of group resources.

When the peak demand exceeds 23 Mw the power plant is capable of generating the remainder of the load. A peak demand of 41.2 Mw was established in August 2011. Total capacity of the Ottawa system with purchased power and generation is 52.7 Mw.

Cost increases within this line item are due to changing environmental and transmission costs, as well as rising energy costs from suppliers.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	885,720	895,406	943,440	975,663
Contractual Services	513,778	304,118	854,400	775,700
Commodities	8,655,477	9,197,120	10,288,500	11,306,750
Capital Expenditures	312,908	192,419	475,035	323,500
Transfers	24,165	25,000	25,000	25,000
Total	10,392,047	10,614,063	12,586,375	13,406,613

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Director of Utilities	0.33	0.33	0.33	0.33
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Operator/Maintenance	8.00	8.00	8.00	8.00
Maintenance	3.00	3.00	3.00	3.00
Auto-Cad Tech	0.25	0.25	0.25	0.25
Total	13.58	13.58	13.58	13.58

GOALS

- To provide reliable and cost effective electrical energy to the City of Ottawa.

OBJECTIVES

- To use all available resources for the effective and efficient production and purchase of electrical energy to meet the electric demands of the community.
- To maintain generation units and substations to produce cost effective energy.

EXPENDITURE CHANGES

- Expenditure changes are primarily cost increases in fuels and purchased power contract costs.
- Completed installation of emission Control equipment to meet EPA RICE NESHAP regulations
- Completed repairs to the STAG steam turbine

STAFF CHANGES

- No Changes

ELECTRIC PRODUCTION (3703)

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



FUND (3704)

ELECTRIC DISTRIBUTION

Description of Services

The Electric Distribution Division involves maintenance and construction. This division has completed construction of one major circuit and installation of electric service in six new additions over the last eight years. The division has one crew dedicated primarily to line clearance. The remainder completes required and routine maintenance of over 60 miles of 12.4 and 4.6 kV lines.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	743,751	749,811	770,707	798,610
Contractual Services	100,981	65,398	93,620	73,620
Commodities	64,788	69,845	80,600	82,300
Capital Expenditures	287,911	135,346	447,000	472,000
Transfers	64,805	64,805	70,744	69,794
Total	1,262,236	1,085,206	1,462,671	1,496,324

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Electric Dist. Crew Chief	3.00	3.00	3.00	3.00
Line Electrician	4.00	4.00	4.00	4.00
Service Representative	0.50	0.50	0.50	0.50
Asst. Director of Utilities	0.25	0.25	0.25	0.25
Total	9.75	9.75	9.75	9.75

GOALS

- To provide safe reliable delivery of electrical energy.
- To ensure maintenance of the electrical distribution center in a cost effective manner.

OBJECTIVES

- Continue to provide the best customer service possible with a strong emphasis on safety and efficiency.

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

ELECTRIC DISTRIBUTION (3704)

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



FUND (3705)

UTILITY WAREHOUSE

Description of Services

The Utility Warehouse is home to the Electric Distribution Division, Water Distribution Division, and the Wastewater Collection Division. Three administrative employees staff the Utility Warehouse and are responsible for all inventory and associated records. The physical inventory for the Division in 2009 exceeded 1.4 million dollars.

The Warehouse was built in 1983, and contains 2,660 square feet of office space, 3,760 square feet of indoor inventory space and 8,195 square feet of equipment space. The indoor parking space has provided quicker more reliable response in inclement weather. The property also includes a storage yard of approximately 14,000 square feet.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	161,402	168,374	170,725	179,500
Contractual Services	67,022	34,924	39,650	48,150
Commodities	4,913	6,093	9,100	9,280
Capital Expenditures	13,050	6,830	69,142	5,800
Transfers	7,090	7,090	7,090	7,090
Total	253,476	223,312	295,707	249,820

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
Warehouse Manager	1.00	1.00	1.00	1.00
Warehouse Worker	1.00	1.00	1.00	1.00
Secretary/Computer Op.	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00
Seasonal	1.00	1.00	1.00	1.00

GOALS

- To provide excellent support systems for the Electric and Water Distribution divisions and Wastewater Collection division.
- To provide first rate customer service at all times.
- To be prepared to support utility response systems in the event of natural or man made emergency situations.

OBJECTIVES

- Purchase materials at the best possible price available.
- Maintain an accurate and adequate inventory to ensure continuation of services.
- To provide the community with accurate information along with timely and well trained service.

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

UTILITY WAREHOUSE (3705)

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



FUND (3710)

UTILITY BILLING

Description of Services

The Utility Billing Division is responsible for monthly billing of Ottawa's 6,300 electric and 5,200 water customers. This division operates and maintains the City's main computer that runs the payroll program, general ledger, utility billing and other programs. The Meter Readers use an ITRON reading system, which was updated in 2012 to collect data in the field. Information gathered is downloaded to the city's main computer system and used to calculate utility bills. Radio read meters are installed in new subdivisions and are proving capable of dramatically reducing read time.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2010	2011	2012	2013
Personnel Services	460,762	481,081	516,349	532,220
Contractual Services	240,817	216,293	230,500	228,900
Commodities	32,262	31,806	32,900	36,400
Capital Expenditures	5,920	9,868	23,763	43,763
Transfers	0	9,284	9,284	9,284
Total	739,762	748,332	812,796	850,567

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2010	2011	2012	2013
City Attorney	0.50	0.50	0.50	0.50
Utility Clerk II	3.00	2.50	2.00	3.00
Data Operator	2.00	2.00	2.00	2.00
Office Manager	1.00	1.00	1.00	1.00
Payable Clerk	1.00	1.00	1.00	1.00
Assist. Finance Director	1.00	1.00	1.00	1.00
Custodian	0.50	0.50	0.50	0.50
Total	9.00	8.50	8.00	9.00

GOALS

- To promote the effective and efficient use of financial resources, while protecting city assets and providing a well trained staff to support the City's overall goals.

OBJECTIVES

- To provide accurate and timely utility billing for all city utilities.
- To play a key role in the annual budget preparation.
- To provide professional financial management.
- To support the Governing Body, the City Manager, and all city departments.
- To provide timely financial information to management and the citizens.

EXPENDITURE CHANGES

- This division makes an annual transfer to the city's Equipment Reserve fund for systematic depreciation of the City's main computer system.

STAFF CHANGES

- This division experienced a retirement of one person in 2009. As of the printing of this document that position has not been replaced due to a hiring freeze.

UTILITY BILLING (3710)

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

CITY OF



OTTAWA
KANSAS