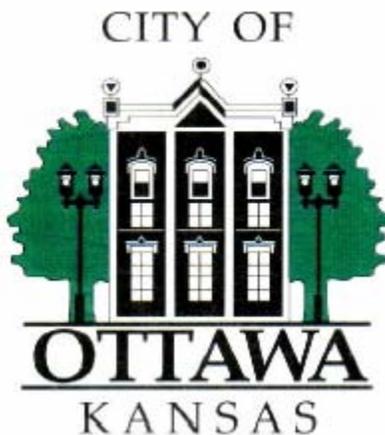


COMMISSIONERS

Gene Ramsey, Mayor  
Linda Reed  
Blake Jorgensen  
Rocky Fleer  
Sara Humm



CITY MANAGER & DEPARTMENT HEADS

<b>Richard Nienstedt</b>	(City Manager)
<b>Scott D. Bird</b>	(Finance Director)
<b>Wynndee Lee</b>	(Planning & Codes Admin.)
<b>James Bradley</b>	(Utility Director)
<b>Jeff Carner</b>	(Fire Chief)
<b>Andy Haney</b>	(Public Works Director)
<b>Dennis Butler</b>	(Police Chief)
<b>Chuck Bigham</b>	(Information Technology)
<b>Melissa Fairbanks</b>	(Human Resource 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**

Clerk/ Finance

Planning & Codes

Utilities

Human Resources

Information Technology

Public Works

Police Dept.

Fire Dept.

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

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

**CITY OF OTTAWA  
2009 BUDGET**

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## Budget Guide

### PURPOSE

The purpose of the budget guide is to assist the public and City Commission in understanding the way that 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 that the City is going to pursue and provides a plan of organization for implementing those activities. Staffing and resource levels are set.

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. Finally, the budget 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. Although the City of Ottawa uses a single-year approach, some cities use a multi-year approach to budgeting. This enables cities 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 the Finance Director meet with each Department 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.

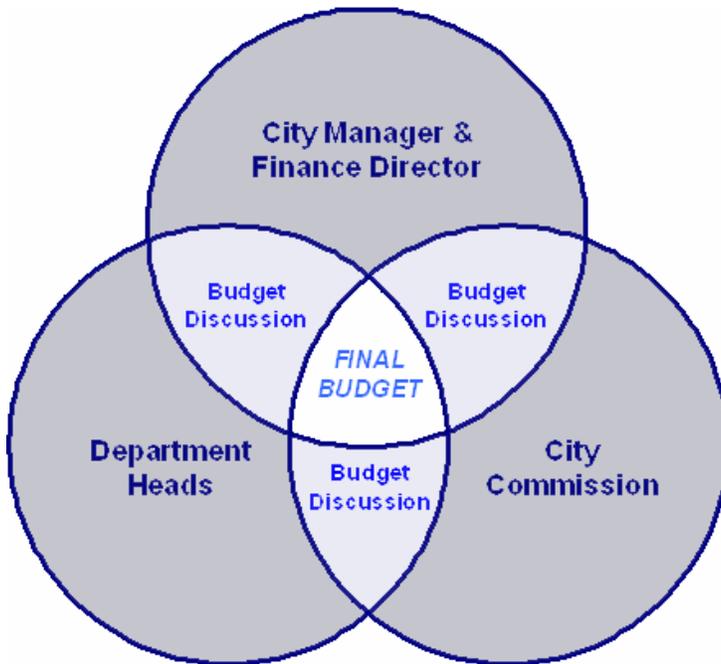
Throughout the year, interim financial reports are generated to monitor progress. Reports detailing budgetary performance by minor and major item are provided to Department Heads and City Manager. The City Commission may amend the budget at any time during the year by publishing a notice and holding 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 various 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.
- 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 RELATING TO BUDGETING

#### 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. A fee 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 the City buys, such as electricity, telephone, insurance, rentals, etc.

**Commodity:** Tangible supplies the City buys (office supplies, street & sidewalk materials, 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; i.e. the school, county, etc.).

**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 insure 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 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) The Parks Department may 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 to.

### 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. The City is currently developing its first comprehensive CIP in several years.



## 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, at the recommendation of former Planning Director John Merrell, 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.

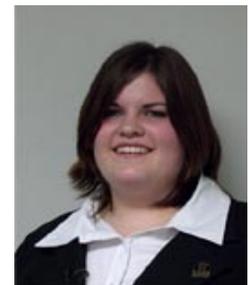
Ottawa was governed by a Mayor-Council system until 1913 when the City became a Commission form of government. In 1970 voters established the City Manager form of government with a five (5) member Commission, which annually selects a Mayor from its ranks. Three seats on the Commission are open every 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





## Budget Guide

### GOVERNMENT SERVICE DELIVERY

The City of Ottawa is a full-service entity with a \$42,000,000 budget. The City purchased the utilities in 1905 and currently operates the electric, water and wastewater utilities. The electric system transfers approximately \$1,000,000 to the General Fund each year. The City employs 26 full-time police officers and in 2005 received a 2-year Domestic Violence Grant awarded by the Office of Justice Programs.

The City maintains six 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. The Prairie Spirit Rail Trail, a state park, starts in Ottawa and extends through Garnett.

The City owns and operates a Municipal Airport encompassing 440 acres of land. Located there is a main hangar and shop building, a T-hangar, a hard surface tie-down area, a hard surface runway, hard surface taxi-way, and two sod run-ways.



Water Treatment Plant



The New Wastewater Treatment Facility

### CITY PARKS

Forest Park

Kanza Park

City Park

Haley Park

Heritage

Cox

Freedom

Prairie Spirit River Trail



Municipal Airport

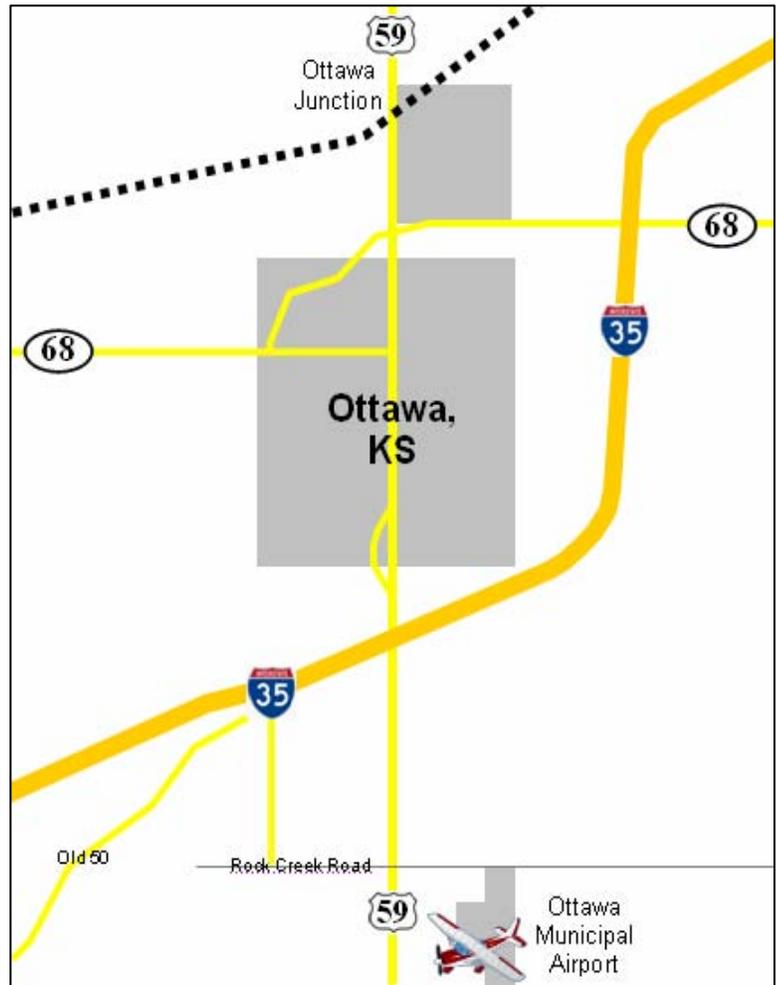
[On-line Park Reservation Form](#)



## 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 5,191 as of August 2008. This compares to 4,631 in January 1999. Over the last 12 years 2,800 jobs opportunities have been established by the expansion of existing businesses and the development of new business locations in the Ottawa area.

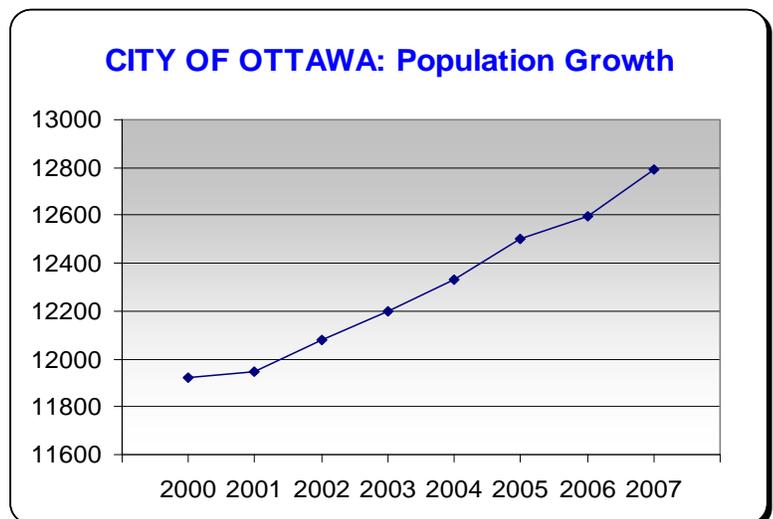


### BUILDING PERMITS

Year	Value
2000	\$10,560,525
2001	\$17,534,344
2002	\$11,441,331
2003	\$36,172,426
2004	\$18,518,326
2005	\$16,348,645
2006	\$54,855,860

Significant businesses added to the area in the last decade include a regional distribution center for Wal-Mart located three miles east of Ottawa, which started construction in 1994 and now employs approximately 1,500 workers at the 205-acre facility. In 2001 American Eagle Outfitters located in Ottawa's Industrial Park. This facility is currently operating with approximately 250 employees. In 2006 American Eagle Outfitters broke ground on a \$54,000,000 addition to its current facility, doubling their presence in the community and adding up to 300 additional jobs.

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 12,830 in 2008.





## 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 plastic kennel products, a manufacturer of air filtration units, a manufacturer of steel fabrication components, a manufacturer of steel aircraft components, restaurant cabinets and equipment, semi-trailer tractors, and two regional distribution facilities.

Significant businesses added to the area in the last decade include a regional distribution center for Wal-Mart located three miles east of Ottawa, which started construction in 1994 and now employs approximately 1,500 workers at the 205-acre facility. In 2001 American Eagle Outfitters located in Ottawa's Industrial Park. This facility is currently operating with approximately 250 employees. In 2006 American Eagle Outfitters broke ground on a \$54,000,000 addition to its current facility, doubling their presence in the community and adding up to 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 sits on the Main Street Board of Directors and the Commission has provided financial support of up to \$30,000 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 potential development opportunities in the future.

The City works closely with local retailers. The Sears store relocated as a strong anchor in the downtown area. In addition to providing low interest economic development loans, the City also participates in a tax increment-financing plan known as the Neighborhood Revitalization Act. This act helps retain valuable retail businesses and should provide potential development opportunities in the future.

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 recently invested or expanded in the Ottawa area. Land is available along this major traffic artery, making Ottawa prime for additional growth and development.

### MAJOR EMPLOYERS

Wal-Mart DC	Distribution	1,500
Wal-Mart Store	Retail	350
KALMAR Ind.	Semi-tractors	350
USD 290	Education	340
Ransom Hospital	Medical/ Surgical	289
American Eagle	Distribution Center	250
Franklin County	Government	225
Schuff Steel	Structural	150
Ottawa University	Education	145
Midwest Cabinets	Cabinets	120
COF Training Services	Assembly	82





## Budget Guide

### EDUCATION

There are four elementary schools, one senior high school and one middle school in Ottawa. Voters approved a \$25,900,000 bond issue for construction of one new elementary school and improvements to the high school and Garfield Elementary. The schools are staffed with a faculty of approximately 201 teachers and administrators. Past enrollment statistics follow:

Ottawa is home to Ottawa University, a private four-year liberal arts college that provides many cultural events for the citizens of Ottawa, as well as, providing a general atmosphere of higher education. The City is also the home a satellite of Neosho County Community College, a two-year junior college. In addition, the University of Kansas, located at Lawrence, Kansas, 25 miles North of Ottawa, provides additional access for the community to higher education and cultural benefits.

### ENROLLMENT

1999–2000	2,329
2000–2001	2,474
2001–2002	2,431
2002–2003	2,503
2003–2004	2,472
2004–2005	2,445
2005–2006	2,459
2006–2007	2,443
2007–2008	Est. 2,526



### COMMUNITY SERVICES & SUPPORT

The Ottawa Library is located in the same building with City Hall and provides over 52,000 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. Eleven full-time physicians serve the area and twenty-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 use 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 1/10<sup>th</sup> 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.

**Zero Base Budgeting:** A process for allocating financial resources that provides for the comparison and prioritization of existing programs and services relative to the need for new programs and services. The process includes organizing expenditures in discrete decision packages and absolute priority ranking of the decision packages.

**CITY OF OTTAWA, KANSAS  
ALL FUNDS  
EXPENDITURE SUMMARY**

	Actual	Actual	Estimate	Budgeted
FUND	2006	2007	2008	2009
General	\$ 7,975,309	\$ 8,390,787	\$ 8,845,965	\$ 10,070,868
Bond & Interest	\$ 1,203,046	\$ 1,214,878	\$ 1,722,395	\$ 1,557,656
Auditorium	\$ 158,549	\$ 128,616	\$ 150,164	\$ 269,101
Library	\$ 583,028	\$ 685,744	\$ 775,780	\$ 780,388
Economic Development	\$ 72,425	\$ 56,718	\$ 103,000	\$ 176,904
Special Streets	\$ 368,713	\$ 546,597	\$ 417,665	\$ 423,757
Community Services	\$ 122,505	\$ 134,869	\$ 139,000	\$ 144,130
Special Parks & Rec.	\$ 10,815	\$ 41,338	\$ 143,900	\$ 39,172
Special Alcohol	\$ 30,000	\$ 32,000	\$ 34,000	\$ 39,222
Equipment Reserve	\$ 290,194	\$ 479,611	\$ 501,895	\$ 2,315,891
Revolving Loan Fund	\$ 7	\$ 89,816	\$ 76,986	\$ 205,500
Risk Mgt. Reserve	\$ 62,547	\$ 130,607	\$ 77,000	\$ 235,696
Water Operations	\$ 2,551,066	\$ 2,154,578	\$ 2,333,063	\$ 2,929,115
Wastewater Operation	\$ 2,005,199	\$ 2,178,491	\$ 2,424,008	\$ 2,986,780
Electric Fund	\$ 12,081,669	\$ 13,081,061	\$ 15,244,428	\$ 17,607,503
Airport Fund	\$ 60,523	\$ 59,826	\$ 62,581	\$ 73,075
Wastewater Treatment Plant	\$ 712,936	\$ 729,922	\$ 729,923	\$ 1,218,089
KMEA Power Supply Fund	\$ 226,805	\$ 348,467	\$ 486,505	\$ 1,314,296
<b>Totals</b>	<b>\$ 28,515,337</b>	<b>\$ 30,483,926</b>	<b>\$ 34,268,258</b>	<b>\$ 42,387,143</b>
Less Budgeted Reserves				\$ 7,095,221
<b>Net Budgeted Expenditures</b>	<b>\$ 28,515,337</b>	<b>\$ 30,483,926</b>	<b>\$ 34,268,258</b>	<b>\$ 35,291,922</b>
Less Transfers	\$ 3,260,690	\$ 3,336,719	\$ 3,850,720	\$ 3,689,348
<b>Net Exp. Less Transfers</b>	<b>\$ 25,254,647</b>	<b>\$ 27,147,207</b>	<b>\$ 30,417,538</b>	<b>\$ 31,602,574</b>

<b>Schedule of Transfers</b>				
<b>Fund Transferred From:</b>	<b>Fund Transferred To:</b>	<b>Actual Amount for 2007</b>	<b>Current Amount for 2008</b>	<b>Budget Amount for 2009</b>
General	Airport	61,000	61,000	72,000
General	Econ. Development	-	-	
General	Community Services	18,000	29,000	30,750
General	WWT Plant	222,500	222,500	224,000
General	Risk Management			12,000
General	Equipment Res (PW)			23,000
General	Equipment Res (PD)	71,760	57,078	52,040
General	Equipment Res (Fire)	95,152	95,152	79,527
General	Equipment Res (Plan)	3,000	3,000	4,500
Econ. Development	General	45,000	-	-
Library	Electric	56,139	14,000	-
Special Highway	GO Debt	134,289	135,265	137,266
Special Alcohol	General	32,000	34,000	34,000
Water	GO Debt	84,860	50,860	30,692
Water	General	370,000	370,000	375,000
Water	Community Services	36,000	36,000	36,000
Water	Equipment Reserve	73,415	64,797	51,483
Water	Risk Management	10,000	12,000	12,000
Wastewater	GO Debt	70,000	70,000	70,000
Wastewater	General	190,000	192,000	195,000
Wastewater	Equipment Reserve	73,739	59,854	72,720
Wastewater	Risk Management	10,000	12,000	12,000
Wastewater	Community Services	36,000	36,000	36,000
Wastewater	WWT Plant	340,000	440,000	448,000
Electric	GO Debt	170,000	599,173	417,000
Electric	General	984,712	990,000	995,000
Electric	Equipment Reserve	103,153	89,041	91,370
Electric	Risk Management	10,000	12,000	12,000
Electric	Community Services	36,000	36,000	36,000
Power Supply	GO Debt	-	130,000	130,000
<b>Totals</b>		<b>3,336,719</b>	<b>3,850,720</b>	<b>3,689,348</b>

CITY OF



**OTTAWA**  
KANSAS

**GENERAL FUND (0100)**

**REVENUE DETAIL**

	Actual 2005	Actual 2006	Actual 2007	Estimate 2008	Budget 2009
<b>Unencumbered Cash Balance, Jan. 1</b>	779,516	792,410	814,414	927,063	928,977
<b>Revenue</b>					
Ad Valorem Taxes	1,546,508	1,719,855	1,439,215	1,939,095	2,058,095
Sales Tax - City	997,864	1,327,499	1,977,495	2,018,161	2,098,887
Sales Tax - City for Sewer Plant	199,573	220,000	222,500	224,000	232,960
Sales Tax - County	992,141	1,043,666	914,681	970,000	1,008,800
Transfer - Electric	957,500	984,720	984,712	990,000	995,000
Transfer - Water	350,000	384,720	370,000	370,000	375,000
Court Fines	283,390	307,123	271,920	260,000	260,000
Transfer - Wastewater	300,000	211,212	190,000	191,900	195,000
Vehicle Tax	214,505	216,409	226,803	189,000	202,366
Franchise Tax Gas	257,702	303,938	355,917	380,000	405,000
Comp. Use Tax	178,517	300,739	413,291	371,000	378,420
Municipal Court Fees	109,659	130,503	116,650	90,000	90,900
Reimbursed Expense	122,644	188,267	278,723	207,000	200,000
Franchise Tax - CATV	86,453	80,311	80,823	78,000	76,000
Permits & Fees	218,842	142,955	186,965	180,000	185,000
Highway Connecting Links	58,394	58,434	58,434	58,434	70,500
Back Tax Collections	77,497	47,581	81,176	82,000	85,000
Franchise Tax Telephone	63,951	57,588	57,625	55,000	52,000
Interest Income	39,177	89,268	109,268	85,000	60,000
Transfer - Special Alcohol	25,539	30,288	32,000	34,000	34,000
Burial	24,450	26,170	30,050	30,000	30,000
Cemetery Lot Sales	16,000	31,250	24,800	28,000	28,500
Liquor Tax	25,328	23,346	28,025	33,000	33,000
Rents & Leases	12,351	12,351	12,357	13,130	1,130
Miscellaneous	13,978	23,206	18,396	18,000	21,000
Dog License	9,008	7,932	6,717	10,000	10,000
License	13,770	13,005	13,619	14,140	14,140
Sale of Land	2,500	0	0	0	0
Transfer Economic Dev	0	0	0	0	21,000
Rent - Airport	5,250	10,675	1,275	16,120	8,080
Transfer - Economic Development	0	0	0	0	
State Slider funds	0	0	0		8,300
Uncollected Ad Valorem Tax	0	0	0	-87,102	-88,000
<b>Total Revenue</b>	<b>7,202,489</b>	<b>7,993,011</b>	<b>8,503,437</b>	<b>8,847,878</b>	<b>9,150,078</b>
<b>Total Resources</b>	<b>7,982,005</b>	<b>8,785,421</b>	<b>9,317,851</b>	<b>9,774,941</b>	<b>10,079,055</b>

**EXPENDITURE DETAIL**

Personnel Services	5,622,645	6,143,664	6,488,969	6,766,036	7,060,733
Contractual Services	871,538	863,109	921,871	931,368	974,729
Capital Outlay	11,136	109,578	63,698	246,450	352,674
Cost Allocation Operating	0	0	0	0	0
Transfers	354,840	501,112	491,286	465,730	497,817
Reserves	11,500	0	16,857	0	700,376
<b>Total Requirements</b>	<b>7,189,595</b>	<b>7,975,310</b>	<b>8,390,787</b>	<b>8,845,965</b>	<b>10,079,055</b>
<b>Unencumbered Cash Bal, Dec. 31</b>	<b>792,410</b>	<b>814,414</b>	<b>927,063</b>	<b>928,977</b>	<b>0</b>

**GENERAL FUND (0100)**

<b>GENERAL FUND (0100)</b>						
	<b>SOURCE OF REVENUE 0100</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
100	Unencumbered Cash	779,516	792,410	814,414	927,063	928,977
301	Ad Valorem Property Tax	1,546,508	1,719,855	1,439,215	1,939,095	2,058,095
301	Uncollected Ad Valorem Tax				-87,102	-88,000
302	Back Tax Collections	77,497	47,581	81,176	82,000	85,000
303	Sales Tax - City	997,864	1,327,499	1,977,495	2,018,161	2,098,887
303	Sales Tax - City to WWTP	199,573	220,000	222,500	224,000	232,960
304	Sales Tax - County	992,141	1,043,666	914,681	970,000	1,008,800
305	Comp. Use Tax	178,517	300,739	413,291	371,000	378,420
306	Franchise Tax - CATV	86,453	80,311	80,823	78,000	76,000
307	Franchise Tax Gas	257,702	303,938	355,917	380,000	405,000
309	Local Ad Valorem Tax Reduction	0	0	0	0	0
310	Slider	0	0	0	0	8,300
311	Franchise Tax Telephone	63,951	57,588	57,625	55,000	52,000
314	Liquor Tax	25,328	23,346	28,025	33,000	33,000
315	Vehicle Tax	214,505	216,409	226,803	189,000	202,366
318	Business License	13,770	13,005	13,619	14,140	14,140
319	Rent - Airport	5,250	10,675	1,275	16,120	8,080
320	Highway Connecting Links	58,394	58,434	58,434	58,434	70,500
321	Rent & Leases	12,351	12,351	12,357	13,130	1,130
323	Dog License	9,008	7,932	6,717	10,000	10,000
324	Interest Income	39,177	89,268	109,268	85,000	60,000
325	Reimbursed Expense	122,644	188,267	278,723	207,000	200,000
331	Cemetery Lot Sales	16,000	31,250	24,800	28,000	28,500
332	Burial Fees	24,450	26,170	30,050	30,000	30,000
333	Fines	283,390	307,123	271,920	260,000	260,000
335	Court Fees	109,659	130,503	116,650	90,000	90,900
336	Building Permits & Fees	218,842	142,955	186,965	180,000	185,000
342	Transfer from Special Alcohol Fund	25,539	30,288	32,000	34,000	34,000
345	Transfers - Electric	957,500	984,720	984,712	990,000	995,000
347	Transfers - Water	350,000	384,720	370,000	370,000	375,000
344	Transfers - Wastewater	300,000	211,212	190,000	191,900	195,000
367	Transfers - Economic Development	0	0	0	0	21,000
396	Sale of Land	2,500	0	0	0	0
399	Miscellaneous	13,978	23,206	18,396	18,000	21,000
	<b>TOTAL</b>	<b>7,982,005</b>	<b>8,785,421</b>	<b>9,317,851</b>	<b>9,774,941</b>	<b>10,079,055</b>



## General Fund

## FUND (0110)

### CITY COMMISSION AND 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 contractually hired by the City Commission to oversee the day-to-day operations of the City organization, and 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 Executive Assistant to the City Manager and a part-time administrative intern.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Personnel Services	167,111	130,573	167,400	160,500
Contractual Services	48,290	44,588	39,250	41,550
Commodities	3,420	6,221	9,000	9,000
Capital Expenditures	1,750	5,266	0	122,900
<b>Total</b>	<b>220,571</b>	<b>186,648</b>	<b>215,650</b>	<b>333,950</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
City Manager	1.0	.5	1.0	1.0
Asst. to the City Man.	1.0	1.0	1.0	1.0
Executive Secretary	0	0	0	0
Full Time Adm. Intern	0	0	0	0
Administrative Intern	.5	.5	1.0	1.0
City Commission	5.0	5.0	5.0	5.0
<b>Total</b>	<b>7.5</b>	<b>7.0</b>	<b>8.0</b>	<b>8.0</b>

#### 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

- \$122,000 was added to be reserved for street, curb and gutter, and sidewalk improvements.

#### STAFF CHANGES

- Leslie Quillen joined the City Manager's office as Executive Assistant to the City Manager on June 9, 2008.
- Due to a move outside the city limits, Commissioner Deb Henningsen resigned from the Commission. Commissioner Linda Reed was appointed to fill the remaining year on the unexpired term.



**CITY COMMISSION & CITY MANAGER (0110)**

<b>CITY COMMISSION &amp; CITY MANAGER (0110)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries (full time)	144,942	160,107	122,254	150,000	147,500
411	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000
411	Salaries (Interns)	10,347	0	0	10,000	5,500
410	Overtime	754	1,005	2,319	1,400	1,500
	<b>SUBTOTAL</b>	<b>162,042</b>	<b>167,111</b>	<b>130,573</b>	<b>167,400</b>	<b>160,500</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	108	294	137	300	300
503	Telecommunications	1,568	2,250	861	1,000	1,000
504	Travel Expense	18,565	16,824	20,465	18,000	18,000
505	Professional Development	2,971	10,646	5,470	5,000	5,500
509	Meeting Expense	0	176	15	0	0
512	Employee Recognition	2,770	5,188	3,176	3,200	5,000
527	Mayor's Luncheon	2,247	0	5,321	2,500	2,500
514	Printing Expense	1,100	1,742	1,860	2,000	2,000
524	Bonds	350	0	0	350	350
551	Dues & Subscriptions	1,958	4,365	2,327	4,000	4,000
558	Other Cont. Services	3,825	6,805	4,957	3,200	3,200
	<b>SUBTOTAL</b>	<b>35,462</b>	<b>48,290</b>	<b>44,588</b>	<b>39,250</b>	<b>41,550</b>
	<b>COMMODITIES</b>					
600	Office Supplies	2,265	3,248	2,485	3,000	3,000
670	Receptions & Meals	2,229	0	2,702	5,000	5,000
615	Uniforms	0	172	0	0	0
630	Other Operating Supplies	0	0	1,034	1,000	1,000
	<b>SUBTOTAL</b>	<b>4,494</b>	<b>3,420</b>	<b>6,221</b>	<b>9,000</b>	<b>9,000</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture (Office Furniture)	0	1,487	0	0	0
704	Office Equipment	64	0	3,506	0	0
705	Computer Equipment	0	263	1,760	0	900
	<b>SUBTOTAL</b>	<b>64</b>	<b>1,750</b>	<b>5,266</b>	<b>0</b>	<b>122,900</b>
	<b>TOTAL</b>	<b>202,063</b>	<b>220,571</b>	<b>186,648</b>	<b>215,650</b>	<b>333,950</b>

Note: The Mayor's Prayer Luncheon was reimbursed \$2,200 in 2007 and earned approximately \$1,600 in ticket sales.

# 2009 BUDGET



## General Fund

## 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/S 400, which runs the payroll program, general ledger, utility billing and collections and other programs. Meter Reading and Building Maintenance functions are also part of this division. The City's system is used to calculate utility bills for Ottawa's 6,000 electric and 5,000 water customers.

### GOALS

To provide sound financial management to the City 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

### DIVISION EXPENDITURES

Account	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Personnel Services	249,534	278,818	294,400	307,600
Contractual Services	99,824	106,429	98,221	100,652
Commodities	15,455	14,393	16,200	16,200
Capital Expenditures	11,943	1,549	0	1,200
<b>Total</b>	<b>376,756</b>	<b>401,190</b>	<b>408,821</b>	<b>425,652</b>

### EXPENDITURE CHANGES

- Only minor changes were made in this activity.

### PERSONNEL SCHEDULE

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Custodian	2.50	2.50	2.50	2.50
Finance Director	.75	1.00	1.00	1.00
City Clerk	0	0	0	1.00
Deputy City Clerk	1.00	1.00	1.00	0
Account Clerk	1.00	1.00	1.00	1.00
City Attorney	.25	.50	.50	.50
<b>Total</b>	<b>5.5</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

### STAFF CHANGES

Carolyn Snethen promoted from Deputy City Clerk to City Clerk on June 30, 2008.



**CITY CLERK/FINANCE OFFICE (0115)**

<b>CITY CLERK/FINANCE OFFICE (0115)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	201,764	245,551	275,756	289,000	303,000
410	Overtime	5,725	3,984	3,062	5,400	4,600
	<b>SUBTOTAL</b>	<b>207,489</b>	<b>249,534</b>	<b>278,818</b>	<b>294,400</b>	<b>307,600</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	4,639	5,388	1,264	5,600	5,825
503	Telecommunications	7,468	7,209	7,264	7,600	8,000
505	Professional Development	1,787	266	978	2,000	2,000
515	Advertising & Publications	4,986	6,836	6,581	5,700	6,500
520	Ins. - Bldg. & Contents	4,392	4,832	4,590	4,921	5,117
524	Bonds	125	169		250	250
525	Boiler Insurance	3,200	3,300	3,600	0	0
530	Utilities (City Hall)	410	3,330	5,699	4,500	5,000
551	Dues & Subscriptions	137	432	276	250	0
558	Other Cont. Services	21,171	18,579	21,719	21,000	21,000
558	CIP	0	0	7,161	0	0
558	Special Election	0	14,359	0	0	0
558	Attorney	25,871	0	0	0	0
558	Tech Support	0	355	0	0	0
558	Elevator Service	2,509	2,671	3,400	3,500	3,600
558	HVAC Service	23,537	17,523	21,581	22,000	22,440
558	Pest Control	480	480	480	500	520
558	Solid Waste Disposal	545	562	587	600	600
558	Building Maintenance	4,514	6,533	12,199	12,500	12,500
571	Audit (General Fund Share)	7,000	7,000	8,675	7,000	7,000
599	Refunds	0	0	375	300	300
	<b>SUBTOTAL</b>	<b>112,771</b>	<b>99,824</b>	<b>106,429</b>	<b>98,221</b>	<b>100,652</b>
	<b>COMMODITIES</b>					
600	Office Supplies	5,388	5,751	6,195	5,500	5,500
601	Computer Supplies	0	0	0	600	600
614	Books	0	0	0	400	400
615	Uniforms (Custodial)	604	742	283	700	700
620	Supplies (Custodial)	6,749	8,962	7,915	9,000	9,000
	<b>SUBTOTAL</b>	<b>12,741</b>	<b>15,455</b>	<b>14,393</b>	<b>16,200</b>	<b>16,200</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture (Office Furniture)	0	650	0	0	0
704	Office Machines	0	2,650	368	0	0
710	Buildings	2,737	2,610	0	0	0
718	Equipment Purchase	0	6,033	1,181	0	1,200
	<b>SUBTOTAL</b>	<b>2,737</b>	<b>11,943</b>	<b>1,549</b>	<b>0</b>	<b>1,200</b>
	<b>TOTAL</b>	<b>335,738</b>	<b>376,756</b>	<b>401,190</b>	<b>408,821</b>	<b>425,652</b>



## General Fund

## FUND (0117)

### GENERAL FUND TRANSFERS

#### Description of Services

Activity 0117 was 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. The only expenditures remaining are transfers made from the General Fund in support of other City funding activities. As the expenditure detail indicates, the General Fund transfers to the Community Services, Airport, Risk Management and the Wastewater Treatment Funds. In addition, the City uses this activity to fund its 50% share of the County's cost of operating the Emergency Dispatch Center. Finally, the General Fund Contingency Reserve is budgeted in this activity. This allows the Governing Body the authority to spend emergency funds if the need arises without having to amend the budget.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Contractual Services	237,216	254,498	272,500	268,850
Capital Expenditures	0	16,857	0	0
Transfers	311,366	324,374	312,500	338,750
<b>Total</b>	<b>548,582</b>	<b>595,729</b>	<b>585,000</b>	<b>607,600</b>

#### GOALS

- Supplement city activities beyond the General Fund

#### OBJECTIVES

- To track transfers from the General Fund and meet obligations of the overall city government.

#### EXPENDITURE CHANGES

- \$10k increase to Airport
- \$12k increase to Risk Mgt
- \$3.6k decrease to 911

#### STAFF CHANGES

- No personnel are dedicated to this activity.

## NON-OPERATING (0117)

NON-OPERATING (0117)						
	EXPENDITURE DETAIL	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	BUDGET 2009
	<b>TRANSFERS</b>					
912	Transfer to Airport Fund	53,273	58,637	59,130	61,000	72,000
906	Transfer to Risk Management	0	0	0	0	12,000
909	Transfer to Community Service Fund	36,000	18,000	17,000	29,000	30,750
905	Transfer to Sewer Replacement Fund	199,573	220,000	222,500	222,500	224,000
925	Contingency Reserve	0	14,729	25,744	0	0
	<b>SUBTOTAL</b>	<b>288,846</b>	<b>311,366</b>	<b>324,374</b>	<b>312,500</b>	<b>338,750</b>
	<b>CONTRACTUAL</b>					
507	911 Services	212,500	235,000	253,922	272,500	268,850
558	Other Cont.	931	1,664	471	0	0
599	Refunds	0	552	105	0	0
	<b>SUBTOTAL</b>	<b>213,431</b>	<b>237,216</b>	<b>254,498</b>	<b>272,500</b>	<b>268,850</b>
	<b>MISCELLANEOUS</b>					
925	Reserves	11,500	0	16,857	0	0
	<b>SUBTOTAL</b>	<b>11,500</b>	<b>0</b>	<b>16,857</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>513,777</b>	<b>548,582</b>	<b>595,729</b>	<b>585,000</b>	<b>607,600</b>



## General Fund

## 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 administer 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.

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 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	2006	2007	2008	2009
Personnel Services	292,404	304,716	342,900	382,200
Contractual Services	67,346	61,653	82,350	89,000
Commodities	8,615	10,142	11,000	10,950
Capital Expenditures	6,351	5,585	1,200	1,200
Transfers	4,000	3,000	3,000	4,500
<b>Total</b>	<b>378,716</b>	<b>385,096</b>	<b>440,450</b>	<b>487,850</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Director of P&C	1.0	1.0	1.0	1.0
Planner/Code Officer	1.0	1.0	1.0	1.0
Codes Inspector	2.0	2.0	2.25	3.0
Planning Adm. Asst. 1	1.0	1.0	1.0	1.0
Planning Secretary	1.0	1.0	1.0	1.0
Plan Reviewer	0.0	.25	.25	0
<b>Total</b>	<b>6.0</b>	<b>6.25</b>	<b>6.5</b>	<b>7.0</b>

#### GOALS

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

#### OBJECTIVES

- Identify and 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

#### EXPENDITURE CHANGES

- No significant change, but due to change in staffing, will contract work for building plan review

#### STAFF CHANGES

- In 2008 experienced opening due to resignation (only had position filled for ¼ of the year) and hope to fill the position in late 2008 or early 2009



**PLANNING & CODE ADMINISTRATION (0130)**

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
<b>PERSONNEL SERVICES</b>						
411	Salaries	268,435	291,042	302,455	340,000	379,000
411	Retirement		0	0	0	0
410	Overtime	1,919	1,362	2,261	2,900	3,200
	<b>SUBTOTAL</b>	<b>270,354</b>	<b>292,404</b>	<b>304,716</b>	<b>342,900</b>	<b>382,200</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	2,039	2,369	5,860	5,500	6,000
503	Telecommunications	3,079	3,604	2,926	2,500	2,500
505	Professional Dev./Meetings	7,475	4,465	7,055	9,000	9,000
509	Meeting Expense	1,002	740	1,045	1,000	1,200
515	Legal & Other Advertising	3,801	4,102	7,417	4,500	5,000
523	Vehicle Ins-Risk Mgt.	1,244	1,334	1,292	1,200	1,400
533	Equipment Repair	84	0	0	300	300
534	Vehicle Repair	0	436	399	500	500
553	Service Agreements	0	0	467	350	350
558	Other Cont. Services	2,510	1,782	3,362	3,500	3,000
558	Temp Services	255	119	1,290	500	750
558	Weeds	3,844	5,131	6,738	7,000	7,000
558	Nuisance	270	310	448	1,500	2,000
558	Condemnation & Demolition	16,308	19,485	14,710	25,000	25,000
558	Annexation	1,541	1,719	0	1,000	2,000
590	Planning Services	3,840	10,446	5,028	7,000	8,000
591	Building Code Plan Check	10,128	11,303	3,616	12,000	15,000
	<b>SUBTOTAL</b>	<b>57,668</b>	<b>67,346</b>	<b>61,653</b>	<b>82,350</b>	<b>89,000</b>
<b>COMMODITIES</b>						
600	Office Supplies	3,456	4,198	4,088	5,000	5,000
608	Vehicle Operations	2,204	2,773	3,708	4,500	4,500
614	Books	187	1,189	1,956	1,000	750
615	Uniforms	436	455	390	500	700
	<b>SUBTOTAL</b>	<b>6,283</b>	<b>8,615</b>	<b>10,142</b>	<b>11,000</b>	<b>10,950</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture	0	0	1,294	1,200	500
704	Office Machines (Copier)	2,794	2,545	1,216	0	0
705	Computer Equipment	0	3,806	3,074	0	700
711	Vehicles	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>2,794</b>	<b>6,351</b>	<b>5,585</b>	<b>1,200</b>	<b>1,200</b>
599	Refunds	0	0	200	0	0
906	Transfer to Equipment Reserve	3,000	4,000	3,000	3,000	4,500
	<b>TOTAL</b>	<b>340,099</b>	<b>378,716</b>	<b>385,296</b>	<b>440,450</b>	<b>487,850</b>



## General Fund

## 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	2006	2007	2008	2009
Personnel Services	74,515	76,677	80,300	85,600
Contractual Services	10,653	13,263	8,687	11,449
Commodities	7,320	8,925	12,600	15,500
Capital Expenditures	2,646	8,100	135,000	35,000
<b>Total</b>	<b>95,135</b>	<b>106,965</b>	<b>236,587</b>	<b>147,549</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Sexton/Lead Equip.Op.	1.0	1.0	1.0	1.0
Equipment Operator	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
Seasonal	2.0	2.0	2.0	2.0

#### 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 increased expenditures in 2008 are due to replacing the backhoe and overlaying some streets. Equipment costs proposed for 2009 are lower, but include a replacement mower and auxiliary equipment. Future proposals include building replacement to better accommodate public interaction and storage of equipment.

#### STAFF CHANGES

- None at this time. However, 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	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
<b>PERSONNEL SERVICES</b>						
411	Salaries	57,640	61,696	64,656	66,800	71,000
411	Seasonal	7,873	8,455	7,186	9,000	9,200
410	Overtime	4,183	4,364	4,835	4,500	5,400
<b>SUBTOTAL</b>		<b>69,696</b>	<b>74,515</b>	<b>76,677</b>	<b>80,300</b>	<b>85,600</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	0	0	32	0	35
503	Telecommunications	872	784	675	900	900
505	Professional Development	430	408	373	1,000	1,000
520	Insurance - Bldg. & Contents	784	900	944	1,040	1,084
523	Vehicle Insurance	1,163	1,223	861	947	830
530	Utilities	886	934	961	1,200	1,200
532	Repairs: Buildings & Structures	876	1,378	276	600	400
533	Machinery & Equipment Repair	1,577	3,614	2,787	1,500	3,000
558	Other Cont. Services	1,695	1,412	6,354	1,500	3,000
<b>SUBTOTAL</b>		<b>8,283</b>	<b>10,653</b>	<b>13,263</b>	<b>8,687</b>	<b>11,449</b>
<b>COMMODITIES</b>						
608	Vehicle Operations	3,694	4,379	4,292	5,000	6,500
611	Chemical Supplies	153	528	235	800	900
612	Equipment Repair Supplies	0	0	1,424	1,200	1,800
615	Uniforms	1,054	905	965	1,500	1,600
617	Fertilizer & Seed	600	85	199	1,000	1,000
620	Supplies	2,106	1,205	1,733	2,000	2,000
622	Hand Tools and Supplies	350	218	28	400	400
629	Cement, Gravel & Rebar	200	0	0	300	300
638	Building/Structure Repair Supplies	0	0	48	400	1,000
<b>SUBTOTAL</b>		<b>8,157</b>	<b>7,320</b>	<b>8,925</b>	<b>12,600</b>	<b>15,500</b>
<b>CAPITAL OUTLAY</b>						
705	Computer & Software	0	672	1,239	0	0
710	Equipment	0	1,975	6,689	0	0
710	36" Mower (Replace 166)	0	0	0	0	0
710	Backhoe (Replace 166)	0	0	0	85,000	0
710	#186 Ex Mark ZTR 60" Mower	0	0	0	0	20,000
710	Noah Mowing System	0	0	0	0	3,000
710	Lift-All (headstone lifting system)	0	0	0	0	2,000
731	Buildings & Structures (Accessible Spaces)	0	0	0	0	10,000
738	Overlay Existing Streets	0	0	0	50,000	0
<b>SUBTOTAL</b>		<b>0</b>	<b>2,646</b>	<b>7,928</b>	<b>135,000</b>	<b>35,000</b>
<b>TOTAL</b>		<b>86,136</b>	<b>95,135</b>	<b>106,794</b>	<b>236,587</b>	<b>147,549</b>



## General Fund

## 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.

### 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

- The 2008 increase is largely due to the purchase of a new flatbed truck with snowplow and winch. Future budget proposals will include significant equipment replacements, as the fleet is significantly aged.

### STAFF CHANGES

- Randy Hughes retired as a Heavy Equipment Operator in June 2008. Justin McCurdy was promoted to fill that position. The open entry level position will be hired.

### DIVISION EXPENDITURES

Account	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Personnel Services	586,978	651,944	660,000	675,000
Contractual Services	76,961	116,164	82,413	87,640
Commodities	110,468	138,553	132,600	162,300
Capital Expenditures	39,256	6,656	67,000	72,500
Transfer to Equip. Reserve				23,000
<b>Total</b>	<b>813,663</b>	<b>913,317</b>	<b>942,013</b>	<b>1,020,440</b>

### PERSONNEL SCHEDULE

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Director of Public Works	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Streets Superintendent	1.0	1.0	1.0	1.0
Asst. Streets Superintend.	1.0	1.0	1.0	1.0
Maintenance Crew Leader	1.0	1.0	1.0	1.0
Heavy Equip. Operator	4.0	4.0	4.0	4.0
Equipment Operator	5.0	5.0	5.0	5.0
<b>Total</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>
Seasonal	7.0	7.0	7.0	7.0



## GENERAL FUND - STREETS (0141)

GENERAL FUND - STREETS (0141)						
	EXPENDITURE DETAIL	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	BUDGET 2009
	<b>PERSONNEL SERVICES</b>					
411	Salaries	509,568	558,002	564,439	590,000	599,000
411	Seasonal	39,427	17,750	32,787	40,000	41,000
410	Overtime	34,894	11,226	54,718	30,000	35,000
	<b>SUBTOTAL</b>	<b>583,889</b>	<b>586,978</b>	<b>651,944</b>	<b>660,000</b>	<b>675,000</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	0	200	181	400	400
503	Telecommunications	2,668	2,340	1,897	1,400	1,500
505	Professional Development	6,149	5,576	10,414	7,000	9,000
520	Insurance - Bldg. & Contents	4,758	5,368	6,194	6,650	7,122
523	Vehicle Insurance	13,275	14,119	12,057	13,263	11,618
530	Utilities	6,695	5,045	6,122	7,000	7,000
532	Building Repairs	1,759	2,281	1,599	1,200	1,500
533	Machinery & Equipment Repair	21,465	9,653	17,969	12,000	15,000
539	Repair (Flood Control)	1,573	711	2,998	0	0
543	Rent - Machinery & Equipment	21	367	100	500	500
558	Other Cont. Services	20,570	2,675	29,821	5,000	5,000
559	Environmental Compliance	22,999	28,625	26,812	28,000	29,000
	<b>SUBTOTAL</b>	<b>101,932</b>	<b>76,961</b>	<b>116,164</b>	<b>82,413</b>	<b>87,640</b>
	<b>COMMODITIES</b>					
600	Office Supplies	663	1,230	621	1,000	1,000
608	Vehicle Operations	46,006	46,905	52,182	52,000	65,000
611	Chemical Supplies	712	731		1,500	1,500
612	Equipment Repair Supplies	0	0	14,680	12,000	15,000
615	Uniforms	3,631	4,854	4,246	5,000	5,000
617	Seed, Trees, & Fertilizer, for Levy	0	0	0	500	500
620	Supplies	6,500	20,916	5,722	9,000	9,000
622	Hand Tools and Supplies	0	0	0	500	600
624	Asphalt & Asphalt Patch	9,305	10,632	10,610	12,000	12,000
625	Downtown Maintenance Supplies	0	0	0	1,000	1,000
626	Ice control Materials	20,833	10,681	37,401	22,000	35,000
628	Signs & Material	12,274	12,204	10,356	15,000	15,000
629	Gravel, Rock & Cement	1,643	2,315	2,632	500	1,000
638	Building/Structure Repair Supplies	0	0	101	600	700
	<b>SUBTOTAL</b>	<b>101,566</b>	<b>110,468</b>	<b>138,553</b>	<b>132,600</b>	<b>162,300</b>
	<b>CAPITAL OUTLAY</b>					
705	Computer Equipment	0	0	1,206	0	
710	Equipment (Mowing Deck)	0		5,450	0	
711	Equipment High Loader (Replace 146)	0	0	0	0	
712	Trucks (Replace 106 w/4-Wheel Drive SUV)	0	39,256	0	0	
712	(Replace 108 2 ton dump truck w spreader)	0	0	0	0	72,500
712	Trucks (Replace 116 w/2 ton flatbed w/winc)	0	0	0	67,000	
730	Parking Lot Improvements (320 Beech St.)	0	0	0	0	
731	Salt Storage Building	0	0	0	0	
		0	0	0	0	
	<b>SUBTOTAL</b>	<b>0</b>	<b>39,256</b>	<b>6,656</b>	<b>67,000</b>	<b>72,500</b>
999	Transfer to Equipment Reserve					23,000
	<b>TOTAL</b>	<b>787,388</b>	<b>813,663</b>	<b>913,317</b>	<b>942,013</b>	<b>1,020,440</b>



## General Fund

## 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.

#### 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

- A minor increase is included for contractual repairs

#### STAFF CHANGES

- Staff is shared from other departments

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Contractual Services	10,451	0	14,300	18,000
Commodities	3,497	0	8,500	10,500
Capital Expenditures	0	0	0	0
<b>Total</b>	<b>13,949</b>	<b>0</b>	<b>22,800</b>	<b>28,500</b>

<b>FLOOD CONTROL 0142</b>						
		<i>ACTUAL</i>	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>ESTIMATE</i>	<i>BUDGET</i>
		<i>2005</i>	<i>2006</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>
	<b>CONTRACTUAL SERVICES</b>					
503	Telecommunications	902	816	0	1,000	1,000
530	Utilities	0	0	0		
539	Repair	1,573	711	0	2,300	5,000
558	Other Cont. Services	18,402	8,924	0	11,000	12,000
559	Environmental Compliance			0		
	<b>SUBTOTAL</b>	<b>20,876</b>	<b>10,451</b>	<b>0</b>	<b>14,300</b>	<b>18,000</b>
	<b>COMMODITIES</b>					
611	Chemical Supplies	0	0	0	1,000	1,000
617	Seed, Trees, & Fertilizer	0	0	0	2,000	4,000
620	Supplies	494	1,182	0	3,000	3,000
629	Gravel, Rock, & Cement	1,643	2,315	0	2,500	2,500
	<b>SUBTOTAL</b>	<b>2,137</b>	<b>3,497</b>	<b>0</b>	<b>8,500</b>	<b>10,500</b>
	<b>CAPITAL OUTLAY</b>					
710	Equipment (15' Mowing Deck)	0	0	0	0	0
736	Engineering	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>23,014</b>	<b>13,949</b>	<b>0</b>	<b>22,800</b>	<b>28,500</b>

Note: Activities 0142 and 0141 were combined for 2007 only.



## General Fund

## 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 repairs and preventive maintenance services for City-owned mechanical equipment including automobiles, trucks, utility and construction equipment, grounds maintenance equipment and emergency equipment. This service is provided for all City of Ottawa departments/divisions.

#### DIVISION EXPENDITURES

Account	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Personnel Services	83,135	88,164	93,500	85,000
Contractual Services	18,885	20,452	21,890	21,793
Commodities	16,890	148,057	21,300	21,300
Capital Expenditures	0	231	2,800	30,900
<b>Total</b>	<b>118,910</b>	<b>126,903</b>	<b>139,490</b>	<b>158,993</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Garage Superintendent	1.0	1.0	1.0	1.0
Mechanic	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

#### 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.

#### EXPENDITURE CHANGES

- A (1984) pickup truck will be replaced in 2009.

#### STAFF CHANGES

- Mr. Merle Young retired in June of 2008. He has been replaced by Mr. Chris Raby.

## FLEET MANAGEMENT (0144)

FLEET MANAGEMENT (0144)						
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
	<b>PERSONNEL SERVICES</b>					
411	Salaries	76,771	82,705	86,920	92,500	84,000
410	Overtime	769	430	1,244	1,000	1,000
	<b>SUBTOTAL</b>	<b>77,540</b>	<b>83,135</b>	<b>88,164</b>	<b>93,500</b>	<b>85,000</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telecommunications	575	755	643	800	700
505	Professional Development	301	344	812	1,200	1,000
520	Insurance - Bldg. & Contents	4,469	4,759	5,193	5,600	5,963
523	Vehicle Insurance	992	1,052	861	1,240	830
530	Utilities	5,447	4,681	5,359	5,250	5,500
532	Repairs: Buildings & Structures	317	858	390	750	500
533	Machinery & Equipment Repair	642	53	368	750	500
543	Rent: Machinery & Equipment	278	87	395	800	500
550	Towel & Laundry Service	2,388	2,765	2,304	2,300	2,500
558	Other Contractual Services	2,186	2,062	2,969	2,000	2,500
559	Environmental Services	1,180	1,471	1,159	1,200	1,300
	<b>SUBTOTAL</b>	<b>18,774</b>	<b>18,885</b>	<b>20,452</b>	<b>21,890</b>	<b>21,793</b>
	<b>COMMODITIES</b>					
600	Office Supplies	363	1,003	546	750	700
608	Vehicle Operations	1,214	1,566	1,717	1,600	2,000
609	Motor Oil	2,721	4,666	3,764	5,000	5,000
612	Equipment Repair Supplies	0	0	1,011	550	700
614	Books (Maintenance Library Replacement)	685	875	115	1,000	1,000
615	Uniforms	345	894	250	1,100	600
620	Supplies	8,894	6,839	9,704	10,000	10,000
622	Hand Tool Supplies	947	1,047	950	1,000	1,000
638	Building/Structure Repair Supplies	0	0	0	300	300
	<b>SUBTOTAL</b>	<b>15,168</b>	<b>16,890</b>	<b>18,057</b>	<b>21,300</b>	<b>21,300</b>
	<b>CAPITAL OUTLAY</b>					
701	Computer Software (upgrade CFA) *	0	0	0	2,800	
710	Equipment (Replace #103) 1984	0	0	0	0	30,000
710	Equipment (Replace #128)					
705	Computer Equipment	625	0	230.5	0	900
	<b>SUBTOTAL</b>	<b>625</b>	<b>0</b>	<b>231</b>	<b>2,800</b>	<b>30,900</b>
	<b>TOTAL</b>	<b>112,107</b>	<b>118,910</b>	<b>126,903</b>	<b>139,490</b>	<b>158,993</b>

\* Computerized Fleet Analysis Software Upgrade



## General Fund

## 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

- Proposed contractual and commodities increase reflect inflationary costs.
- A replacement mower with accessories is proposed for purchase in 2009.

### STAFF CHANGES

- None are included in the budget, but a recent study indicates that staffing is below industry standards.

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Personnel Services	193,941	214,712	213,500	220,500
Contractual Services	18,899	25,578	21,163	26,564
Commodities	46,637	39,586	51,550	55,046
Capital Expenditures	750	5,126	2,000	25,000
<b>Total</b>	<b>260,226</b>	<b>285,002</b>	<b>288,213</b>	<b>327,110</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Superintendent of Parks	1.0	1.0	1.0	1.0
Forestry Specialist	1.0	1.0	1.0	1.0
Park Equipment Operator	3.0	3.0	3.0	3.0
<b>Total</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
Seasonal	3.0	3.0	3.0	3.0

**PARKS (0146)**

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
<b>PERSONNEL SERVICES</b>						
411	Salaries	164,536	176,002	194,145	188,000	192,500
411	Seasonal	14,458	10,765	9,076	15,000	17,000
410	Overtime	8,748	7,173	11,491	10,500	11,000
	<b>SUBTOTAL</b>	<b>187,742</b>	<b>193,941</b>	<b>214,712</b>	<b>213,500</b>	<b>220,500</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	0	0	136	0	150
503	Telecommunications	798	965	879	1,200	1,236
505	Professional Development	2,832	2,586	3,559	3,000	3,090
520	Insurance - Bldg. & Cont.	1,570	1,831	1,967	2,163	2,259
523	Vehicle Insurance	2,496	2,617	1,723	2,000	1,660
530	Utilities	3,418	2,928	2,766	4,500	4,635
532	Repairs: Buildings & Structures	283	1,344	273	1,000	1,000
533	Machinery & Equipment Repair	3,860	1,159	806	1,500	1,545
536	Facility Repairs	3,980	1,376	773	2,000	2,060
537	Recreation Facility Repair	7,787	2,705	3,040	1,000	3,600
543	Rent: Machinery & Equipment	16	32		1,000	1,030
558	Other Cont. Services	2,885	1,356	9,656	1,300	3,800
559	Environmental Services	0	0	0	500	500
	<b>SUBTOTAL</b>	<b>29,925</b>	<b>18,899</b>	<b>25,578</b>	<b>21,163</b>	<b>26,564</b>
<b>COMMODITIES</b>						
600	Office Supplies	577	760	608	1,000	1,030
608	Vehicle Operation	7,815	10,559	9,398	9,000	11,250
611	Chemical Supplies	2,099	86	1,565	1,500	1,545
612	Repair Equipment Supplies	0	0	5,152	4,500	4,635
615	Uniforms	1,504	2,058	2,075	2,500	2,575
620	Supplies	10,318	17,108	7,370	11,500	11,845
622	Hand Tools & Supplies	148	478	133	500	515
628	Signs	129	231	127	250	257
629	Gravel & Cement	681	1,794	0	1,800	1,854
632	Pool Chemicals	7,451	8,019	7,814	9,000	9,270
636	Park Facility Repair Supplies		4,458	1,334	5,000	5,150
637	Recreation Facility Repair Supplies		1,084	3,983	4,000	4,120
638	Building/Structure Repair Supplies	0	0	26	1,000	1,000
	<b>SUBTOTAL</b>	<b>30,722</b>	<b>46,637</b>	<b>39,586</b>	<b>51,550</b>	<b>55,046</b>
<b>CAPITAL OUTLAY</b>						
705	Computer Equipment	0	750	330	0	0
710	Equipment (Ice Machine)	3,965	0	4,796	0	0
710	Equipment (Picnic Tables)	0	0	0	2,000	
710	Equipment (Tractor mower,cab&broom)	0	0	0	0	25,000
	<b>SUBTOTAL</b>	<b>3,965</b>	<b>750</b>	<b>5,126</b>	<b>2,000</b>	<b>25,000</b>
	<b>TOTAL</b>	<b>252,354</b>	<b>260,226</b>	<b>285,002</b>	<b>288,213</b>	<b>327,110</b>

See Notes on Street Improvement 2008

# 2009 BUDGET



## General Fund

## FUND (0151)

## 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

Account	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Personnel Services	1,691,550	1,696,442	1,762,236	1,818,733
Contractual Services	144,688	136,717	131,849	142,278
Commodities	91,315	106,702	109,300	128,200
Capital Expenditures	16,725	9,989	5,200	1,150
Transfers	120,454	71,760	55,078	52,040
<b>Total</b>	<b>2,064,733</b>	<b>2,021,610</b>	<b>2,063,664</b>	<b>2,142,401</b>

### PERSONNEL SCHEDULE

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Chief of Police	1.0	1.0	1.0	1.0
Staff Commander/Cap./Lt.	2.0	2.0	2.0	2.0
Sergeant	5.0	5.0	5.0	5.0
Police Officer	16.0	16.0	16.0	15.0
School Resource Officer	1.0	1.0	1.0	1.0
Detective (Drug Officer)	1.0	1.0	1.0	1.0
Detective (Dom.Viol. Officer)	.5	1.0	.5	1.0
Community Service Officer	.5	.5	0	0
<b>Total Commiss. Officers</b>	<b>27.0</b>	<b>27.5</b>	<b>26.5</b>	<b>26.0</b>
Custodian	1.0	1.0	1.0	1.0
Office Manager	1.0	1.0	1.0	1.0
Records Clerk	1.0	1.0	1.0	1.0
Special Services Officer	1.0	1.0	1.0	1.0
Animal Control Officer	.5	.5	1.0	1.0
<b>Total Non-Com. Officers</b>	<b>4.5</b>	<b>4.5</b>	<b>5.0</b>	<b>5.0</b>
<b>Total</b>	<b>31.5</b>	<b>32.0</b>	<b>31.5</b>	<b>31.0</b>

### 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 joining the Franklin County Records Management system.
- Increased fuel budget.

### STAFF CHANGES

- Hired in 2008: Police Officers Jeffrey Clinton, James Hawkins, and Jeff Diehl.

**POLICE DEPARTMENT (0151)**

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
<b>PERSONNEL SERVICES</b>						
411	Salaries	1,304,152	1,435,771	1,434,843	1,492,236	1,520,000
411	Retirements	0	0	0	0	18,733
410	Overtime	227,584	255,779	261,600	270,000	280,000
	<b>SUBTOTAL</b>	<b>1,531,737</b>	<b>1,691,550</b>	<b>1,696,442</b>	<b>1,762,236</b>	<b>1,818,733</b>
<b>CONTRACTUAL SERVICES</b>						
501	Communications	5,194	3,267	3,289	3,700	3,700
502	Postage	870	1,421	1,913	2,200	2,500
503	Telecommunications	16,690	15,903	13,048	14,500	13,776
504	Travel and Meals	0	0	0	0	5,000
505	Professional Development	9,193	13,266	15,509	14,900	6,500
513	Prisoner Care	36,903	45,928	32,756	40,000	38,000
514	Printing	1,993	1,552	1,436	2,000	2,000
520	P & I Insurance	6,461	7,155	7,747	8,331	8,748
523	Motor Vehicle Insurance	7,882	8,394	8,012	6,718	7,054
530	Utilities	80	0	0	0	0
532	Building Maintenance	2,803	4,974	4,205	5,500	5,500
533	Equipment Repair	5,674	3,000	549	2,500	3,000
534	Repair Motor Vehicle	9,637	2,161	1,364	3,500	3,500
543	Lease Payment	6,906	4,627	5,900	5,500	6,000
551	Dues and Subscriptions					3,500
558	Other Cont. Services	21,810	30,130	38,575	17,000	28,000
564	Community & Public Relations	4,134	2,910	2,414	5,500	5,500
	<b>SUBTOTAL</b>	<b>136,229</b>	<b>144,688</b>	<b>136,717</b>	<b>131,849</b>	<b>142,278</b>
<b>COMMODITIES</b>						
600	Office Supplies	6,378	6,402	6,709	6,400	7,500
608	Vehicle Operations	47,378	55,686	63,542	56,200	75,000
611	Chemical supplies	286	274	453	700	700
614	Books	0	0	0	0	500
615	Uniforms	15,549	12,870	8,671	12,500	12,500
621	Public Safety Equipment	7,000	2,122	5,730	7,000	6,000
630	Operating Supplies	7,620	5,654	9,187	11,000	10,500
635	Star Team Supplies	1,200	8,306	12,410	6,500	6,500
639	Ammunition	0	0	0	6,000	6,000
639	Firearms and Equipment	0	0	0	3,000	3,000
	<b>SUBTOTAL</b>	<b>85,411</b>	<b>91,315</b>	<b>106,702</b>	<b>109,300</b>	<b>128,200</b>
<b>CAPITAL OUTLAY</b>						
702	Office Furniture	0	0	0	0	650
704	Office Equipment	0	0	0	0	500
705	Computer Equipment	0	11,630	9,989	4,000	0
710	Equipment	0	5,095	0	1,200	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>16,725</b>	<b>9,989</b>	<b>5,200</b>	<b>1,150</b>
<b>TRANSFERS</b>						
906	Transfer to Equip. Reserve (Cars)	17,775	120,454	71,760	55,078	52,040
	<b>SUBTOTAL</b>	<b>17,775</b>	<b>120,454</b>	<b>71,760</b>	<b>55,078</b>	<b>52,040</b>
	<b>TOTAL</b>	<b>1,771,152</b>	<b>2,064,733</b>	<b>2,021,610</b>	<b>2,063,664</b>	<b>2,142,401</b>

# 2009 BUDGET



## General Fund

## 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

Account	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Personnel Services	112,771	113,960	123,000	141,427
Contractual Services	43,735	46,920	46,200	46,550
Commodities	4,276	2,508	3,250	3,250
Capital Expenditures	0	0	250	24,924
<b>Total</b>	<b>160,781</b>	<b>163,388</b>	<b>172,700</b>	<b>216,151</b>

### PERSONNEL SCHEDULE

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Part Time Judge	1.0	1.0	1.0	1.0
Municipal Court Clerk	1.0	1.0	1.0	1.0
Assistant Clerk	1.0	1.0	1.0	1.0
Part Time Prosecutor	1.0	1.0	1.0	1.0
Part Time Bailiff	2.0	2.0	2.0	2.0
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

### 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

- Plans are in place to implement an new Court Records Management System including annual maintenance fee.

### STAFF CHANGES

- None.

## MUNICIPAL COURT (0155)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
<b>PERSONNEL SERVICES</b>						
411	Salaries	94,416	110,447	109,564	120,000	124,500
411	Retirement	0	0	0	0	13,427
410	Overtime	2,513	2,324	4,396	3,000	3,500
<b>SUBTOTAL</b>		<b>96,929</b>	<b>112,771</b>	<b>113,960</b>	<b>123,000</b>	<b>141,427</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	997	818	941	1,000	1,100
503	Telecommunications	1,771	1,066	896	1,300	1,300
504	Travel	205	362	953	1,500	800
505	Professional Development	0	0	0	0	950
514	Printing	425	900	352	1,400	1,400
556	Defense Attorneys	32,598	26,175	40,950	35,000	35,000
558	Other Cont. Services	17,255	14,414	2,828	6,000	6,000
558	Muni Judge	12,604	0	0	0	0
<b>SUBTOTAL</b>		<b>65,854</b>	<b>43,735</b>	<b>46,920</b>	<b>46,200</b>	<b>46,550</b>
<b>COMMODITIES</b>						
600	Office Supplies	2,431	4,105	2,373	2,750	2,750
614	Books	128	171	135	500	500
615	Uniforms	283	0	0	0	0
<b>SUBTOTAL</b>		<b>2,842</b>	<b>4,276</b>	<b>2,508</b>	<b>3,250</b>	<b>3,250</b>
<b>CAPITAL OUTLAY</b>						
701	Computer Equipment (Court Software)	0	0	0	0	24,924
710	Equipment	0	0	0	250	0
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>24,924</b>
<b>TOTAL</b>		<b>165,625</b>	<b>160,781</b>	<b>163,388</b>	<b>172,700</b>	<b>216,151</b>

Note: In 2005 the Municipal Judge and the City Prosecutor were moved from line 558-Other Contractual Service to line 411-Salaries.



## General Fund

## 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, and 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	2006	2007	2008	2009
Personnel Services	854,375	889,388	907,000	931,000
Contractual Services	44,860	47,302	44,460	46,078
Commodities	32,547	37,890	37,400	47,100
Capital Expenditures	15,297	10,048	26,200	30,900
Transfers	65,292	95,152	95,152	79,527
<b>Total</b>	<b>1,012,371</b>	<b>1,079,780</b>	<b>1,110,212</b>	<b>1,134,605</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Fire Chief	1.0	1.0	1.0	1.0
Assistant Fire Chief	1.0	1.0	1.0	1.0
Captain	3.0	3.0	3.0	3.0
Lieutenant	1.0	1.0	1.0	3.0
Driver Engineer/EMT	7.0	7.0	7.0	8.0
Driver Engineer	1.0	1.0	1.0	0
Firefighter/EMT	6.0	6.0	6.0	4.0
<b>Total</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>

### 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

- Transfers to Equipment reserve were reduced.

### STAFF CHANGES

- Shawn Dillon and Jared Shinkle were promoted to Lieutenant on October 4, 2008.

## FIRE DEPARTMENT (0157)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
<b>PERSONNEL SERVICES</b>						
411	Salaries	790,638	831,058	863,404	875,000	893,000
411	Retirements	0	0	0	0	0
410	Overtime	29,532	23,317	25,984	32,000	38,000
<b>SUBTOTAL</b>		<b>820,170</b>	<b>854,375</b>	<b>889,388</b>	<b>907,000</b>	<b>931,000</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	78	251	115	150	150
503	Telecommunications	4,626	4,897	5,140	5,600	5,200
505	Professional Development	7,325	6,479	7,676	7,000	7,500
514	Printing	270	283	596	500	500
520	General Ins. (EMT Prof. Liability)	2,054	2,595	2,868	<b>2,855</b>	4,008
523	Motor Vehicle Insurance	3,900	4,141	3,445	<b>4,555</b>	3,320
530	Utilities	1,806	1,770	1,873	2,000	2,000
532	Repair of Building & Structure	3,872	3,887	4,918	4,500	5,000
533	Equipment Repair	1,979	1,466	2,388	1,000	1,500
534	Repair Motor Vehicle	7,735	8,041	4,707	4,500	5,000
551	Dues & Subscriptions	504	539	681	600	600
553	Service Agreements	1,658	1,939	3,159	2,100	2,200
558	Other Cont. Services	8,850	8,572	9,737	9,100	9,100
<b>SUBTOTAL</b>		<b>44,655</b>	<b>44,860</b>	<b>47,302</b>	<b>44,460</b>	<b>46,078</b>
<b>COMMODITIES</b>						
600	Office Supplies	1,453	1,715	1,509	1,500	1,700
614	Public Education Materials	975	1,147	1,486	2,000	2,500
608	Vehicle Operations	6,750	7,643	9,747	7,000	15,000
611	Chemical Supplies	1,871	1,571	1,594	1,400	1,400
612	Vehicle & Equipment Repair/Supplies	0	1,374	6,739	6,000	6,500
615	Uniforms & Turn out Gear	12,158	13,989	11,161	14,000	14,000
620	Supplies	4,472	5,107	5,654	5,500	6,000
<b>SUBTOTAL</b>		<b>27,679</b>	<b>32,547</b>	<b>37,890</b>	<b>37,400</b>	<b>47,100</b>
<b>CAPITAL OUTLAY</b>						
704	Office Equipment	0	0	543	9,200	4,900
710	Equipment	0	15,017	9,505	15,000	15,000
715	Building Improvement	0	280	0	2,000	11,000
<b>SUBTOTAL</b>		<b>0</b>	<b>15,297</b>	<b>10,048</b>	<b>26,200</b>	<b>30,900</b>
<b>TRANSFERS</b>						
906	Transfer to Equipment Reserve (mower)	0	0	4,000	4,000	2,000
906	Lease purchase (2001 Pumper)	45,219	0	0	0	0
906	Lease purchase (Durango)	0	0	5,527	5,527	5,527
906	Transfer to Equipment Reserve	0	65,292	85,625	85,625	72,000
<b>SUBTOTAL</b>		<b>45,219</b>	<b>65,292</b>	<b>95,152</b>	<b>95,152</b>	<b>79,527</b>
<b>TOTAL</b>		<b>937,723</b>	<b>1,012,371</b>	<b>1,079,780</b>	<b>1,110,212</b>	<b>1,134,605</b>



## General Fund

## FUND (0159)

### INFORMATION TECHNOLOGY

#### Description of Services

Created in 2005, the Information Technology Department provides computer and technology support ranging from procurement, repair, replacement, virus prevention, e-mail management, PC and network installations as well as PC troubleshooting, 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 Media Services and Broadcast Coordinator is responsible not only for website updates and enhancements 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 creation of an IT Support Specialist position has helped support the technical needs of the entire City and reduced the need for contractual support services.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Personnel Services	85,493	130,998	152,800	166,900
Contractual Services	7,051	9,277	11,585	11,925
Commodities	8,068	9,034	9,680	9,880
Capital Expenditures	4,370	6,813	6,300	5,600
<b>Total</b>	<b>104,983</b>	<b>156,122</b>	<b>180,365</b>	<b>194,305</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
IT Director	1.0	1.0	1.0	1.0
IT Specialist	0	.5	1.0	1.0
Multimedia Specialist	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.5</b>	<b>3.0</b>	<b>3.0</b>

#### 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)
- Plan viable and cost effective technology roadmaps

#### OBJECTIVES

- Provide professional technology services in a timely manner
- Bring in-house critical resources such as the city email server
- Eliminate risks to PC users which would reduce efficiency or cause downtime
- Provide easy citizen access and answers to frequently asked questions via web site and portal

#### EXPENDITURE CHANGES

- No significant Changes

#### STAFF CHANGES

- None

## INFORMATION TECHNOLOGY (0159)

INFORMATION TECHNOLOGY (0159)						
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ESTIMATE	BUDGET	
		2006	2007	2008	2009	
	EXPENDITURE DETAIL					
411	Salaries	85,371	129,799	151,000	165,000	
410	Overtime	123	1,199	1,800	1,900	
	<b>SUBTOTAL</b>	<b>85,493</b>	<b>130,998</b>	<b>152,800</b>	<b>166,900</b>	
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	241	209	350	325	
503	Telecommunications	1,842	944	400	400	
505	Professional Development	1,477	1,215	2,000	2,000	
533	Equipment & Machinery Repair	489	1,350	800	800	
551	Dues and Subscriptions	371	1,056	1,835	1,800	
553	Service Agreements/Contract	1,561	4,038	4,200	4,800	
558	Other Contractual (consulting, tech work)	1,071	465	2,000	1,800	
	<b>SUBTOTAL</b>	<b>7,051</b>	<b>9,277</b>	<b>11,585</b>	<b>11,925</b>	
	<b>COMMODITIES</b>					
600	Office Supplies	966	1,082	1,200	1,200	
601	Computer Supplies (repair inventory)	3,149	4,909	4,000	4,500	
614	Books & Instructional Materials	55	491	500	400	
615	Uniforms	154	0	180	180	
620	Operating Supplies (GAC, Web etc.)	2,331	1,537	2,000	2,000	
622	Tools	1,413	1,015	1,800	1,600	
	<b>SUBTOTAL</b>	<b>8,068</b>	<b>9,034</b>	<b>9,680</b>	<b>9,880</b>	
	<b>CAPITAL OUTLAY</b>					
705	Digital Cameras	3,433	1,126	0	0	
705	Computer Equip (Network Related)	0	4,560	3,000	2,500	
705	Computer Equip (System Firewall)	0	0	0	0	
705	Computer Equip (Computing)	0	0	2,500	2,300	
710	Office Furniture and Equipment	937	1,128	800	800	
	<b>SUBTOTAL</b>	<b>4,370</b>	<b>6,813</b>	<b>6,300</b>	<b>5,600</b>	
	<b>TOTAL</b>	<b>104,983</b>	<b>156,122</b>	<b>180,365</b>	<b>194,305</b>	

# 2009 BUDGET



## General Fund

## 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. Beginning in the second quarter of 2003 the City of Ottawa changed the way employment applications are received. Applicants are directed to a computer link with HRePartners Online Employment Opportunities. Persons interested in pursuing employment opportunities with the City of Ottawa will find detailed descriptions of all the positions available, employee benefits and other pertinent information.

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Personnel Services	105,627	113,295	113,500	118,000
Contractual Services	44,701	39,030	56,500	62,400
Commodities	12,836	16,095	14,000	3,500
Capital Expenditures	6,214	4,507	500	1,400
<b>Total</b>	<b>169,378</b>	<b>172,927</b>	<b>184,500</b>	<b>185,300</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
HR/Risk Management Dir.	1.0	1.0	1.0	1.0
Secretary	1.0	.5	0	0
Human Resources Asst.	0	.5	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

### 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)

HUMAN RESOURCES (0175)						
	EXPENDITURE DETAIL	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	BUDGET 2009
	<b>PERSONNEL SERVICES</b>					
411	Salaries	110,376	105,258	112,751	111,000	115,500
410	Overtime	298	369	544	2,500	2,500
	<b>SUBTOTAL</b>	<b>110,674</b>	<b>105,627</b>	<b>113,295</b>	<b>113,500</b>	<b>118,000</b>
	<b>CONTRACTUAL SERVICES</b>					
500	Training - (Confined Space, BB Path)	4,907	1,440	40	3,000	4,000
501	Education Reimbursement	3,587	5,338	7,370	8,000	8,000
502	Postage	74	53	521	200	600
503	Telecommunications	826	1,337	1,043	800	800
504	Travel Expense	562	1,764	1,290	2,000	4,000
505	Professional Development	83	1,105	1,581	2,000	3,000
510	Employee Memorials	0	0	0	0	1,000
512	Meeting Expenses/Meals	0	918	934	1,500	1,500
515	Advertising (City Wide Recruitment)	11,882	5,213	0	0	0
516	Recruitment & Screening	0	17,883	14,310	30,000	30,000
551	Dues & Subscriptions	360	864	842	1,000	1,500
558	Other Cont. Services	24,273	8,785	11,098	8,000	8,000
	<b>SUBTOTAL</b>	<b>46,553</b>	<b>44,701</b>	<b>39,030</b>	<b>56,500</b>	<b>62,400</b>
	<b>COMMODITIES</b>					
600	Office Supplies	281	4,215	3,335	2,000	3,500
615	Uniforms	0	0	70	0	0
620	Operating Supplies	3,522	170	0	0	0
630	Safety Related Supplies	19,070	8,451	12,690	12,000	0
	<b>SUBTOTAL</b>	<b>22,873</b>	<b>12,836</b>	<b>16,095</b>	<b>14,000</b>	<b>3,500</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture	501	2,390	469	0	0
704	Office Machines	449	789	4,038	500	1,400
710	Equipment	0	3,035	0	0	0
	<b>SUBTOTAL</b>	<b>950</b>	<b>6,214</b>	<b>4,507</b>	<b>500</b>	<b>1,400</b>
	<b>TOTAL</b>	<b>181,050</b>	<b>169,378</b>	<b>172,927</b>	<b>184,500</b>	<b>185,300</b>



## General Fund

## 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 2006	Actual 2007	Revised 2008	Budget 2009
Contribution to FICA	314,087	331,759	343,000	361,000
Retirement – KPERs	86,434	109,013	129,000	150,000
Retirement – KPF	287,724	319,051	345,000	357,525
Health Insurance	826,477	903,361	908,000	960,000
Workers Comp. Ins.	126,954	129,357	125,000	134,000
Unemployment Ins.	3,966	5,843	5,500	5,748
Other Contractual	588	898	0	0
<b>Total</b>	<b>1,646,230</b>	<b>1,799,281</b>	<b>1,855,500</b>	<b>1,968,273</b>

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- Increase in the KPERs from 5.93% to 6.54%.
- Increase in the KPF rate from 13.38% to 13.51%.
- Approximately 6% increase to health insurance cost, which includes the possible addition of one employee

#### STAFF CHANGES

- No personnel are dedicated to this activity.

## EMPLOYEE BENEFITS (0180)

EMPLOYEE BENEFITS (0180)						
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
412	State Contribution Fund - FICA	296,526	314,087	331,759	343,000	361,000
413	State Retirement Fund - KPERS	69,871	86,434	109,013	129,000	150,000
416	State Retirement Fund - KP&F	262,398	287,724	319,051	345,000	357,525
414	Health Insurance	725,991	826,477	903,361	908,000	960,000
521	Worker's Compensation Insurance	134,672	126,954	129,357	125,000	134,000
522	Unemployment Insurance	4,924	3,966	5,843	5,500	5,748
558	Other Contractual Services	10,000	588	898	0	0
	<b>TOTAL</b>	<b>1,504,382</b>	<b>1,646,230</b>	<b>1,799,281</b>	<b>1,855,500</b>	<b>1,968,273</b>

Note: 0180 was a new activity in the 2001 General Fund. These activities were previously handled by fund 0800.

Note: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.

Note: KP&F rate was 6.86 for 2003, 9.47 in 2004, 11.69 for 2005, 12.39 in 2006, 13.32 in 2007, 13.38 in 2008 and 13.51 in 2009

CITY OF



**OTTAWA**  
KANSAS



## Special Fund

## FUND (0500)

### G.O. DEBT RETIREMENT FUND

#### Description of Services

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 plus a small 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 improvements in advance of or as the need arises rather than delaying projects. Debt financing distributes the cost of the improvements more fairly to 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 capital 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 plans.

#### OBJECTIVES

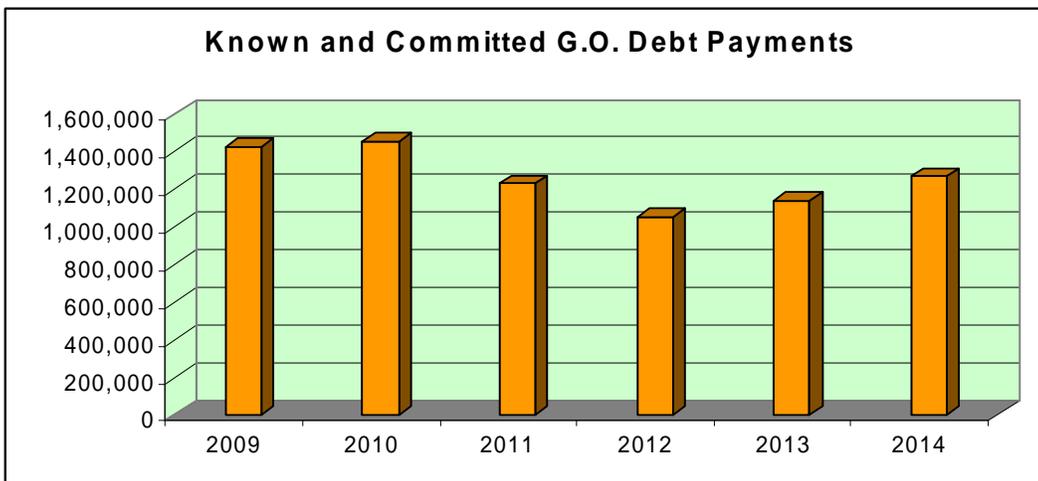
- Maintenance of existing infrastructure
- To assist in the planning for both short and long term needs.
- To utilize debt as needed and necessary

#### EXPENDITURE CHANGES

- Expenditures for 2009 have been reduced as old debt issues have been retired.

#### STAFF CHANGES

- Staff is shared with other activities.



**G. O. DEBT RETIREMENT FUND (0500)**

		8.720	8.584	7.995	7.053	7.020
		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
SOURCE OF REVENUE		2005	2006	2007	2008	2009
100	Unencumbered Cash	163,892	190,942	161,482	120,504	99,321
301	Ad Valorem Tax	536,539	551,203	547,895	590,000	573,000
301	Estimated Unpaid Taxes	0	0	0	-29,500	-29,000
302	Back Taxes	22,561	34,525	26,905	22,000	22,000
310	Special Assessments	43,461	18,549	61,976	60,414	42,544
315	Vehicle Tax	58,371	74,518	72,822	69,000	61,658
324	Interest	5,090	6,653	4,841	4,000	3,000
325	Reimbursed Expense Income	0	0	313	0	0
344	Transfer from Wastewater Fund	139,895	69,996	70,000	70,000	70,000
345	Transfer from Electric Fund	178,000	174,993	170,000	599,173	417,225
345	Transfer from Power Supply Fund	0	0	0	130,000	130,000
347	Transfer from Water	105,000	98,996	84,860	50,860	30,692
348	Transfer from Cap. Project	3,254	0	0	0	0
350	Transfer from Special Streets	104,822	144,153	134,289	135,265	137,266
<b>TOTAL</b>		1,360,886	1,364,528	1,335,382	1,821,716	1,557,706

**G. O. DEBT RETIREMENT FUND (0500)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
EXPENDITURE DETAIL		2005	2006	2007	2008	2009
800	Principal	890,000	910,000	955,000	935,000	785,000
803	Interest	279,944	293,046	259,878	787,395	686,064
925	Covenant Reserve					86,592
<b>TOTAL</b>		1,169,944	1,203,046	1,214,878	1,722,395	1,557,656

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 a small carry over 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.

PROJECT	PRINCIPLE	INTEREST	TOTAL	PAYOUT
2004 Refunding	\$ 405,000	\$ 25,261	\$ 430,261	2011
23rd St and 59 Hwy & K68 Sewer		Refunded		2007
Law Enforcement Center	\$ 130,000	\$ 105,020	\$ 235,020	2021
Levee Project (Rip Rap)	\$ 40,000	\$ 37,048	\$ 77,048	2023
23rd St Water and Sewer & Cedar St.	\$ 110,000	\$ 29,510	\$ 139,510	2015
Temporary Notes Coves		\$ 42,000	\$ 42,000	2009
NE Substation & Transmission	\$ 100,000	\$ 447,225	\$ 547,225	2028
<b>TOTAL</b>	\$ 785,000	\$ 686,064	\$ 1,471,064	



## Special Fund

## FUND (1100)

### COMMUNITY SERVICES SUPPORT

#### Description of Services

Community Services Support provides support for community groups and activities that provide a community wide service. Transfers from the Utility Funds and the General Fund generate revenue for this activity. Contractual agreements for services with the Ottawa Area Chamber of Commerce for economic development and Ottawa Main Street are funded through this activity, as is the City's contribution to the Bea Martin Peck Animal Shelter.

#### REVENUE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Cash Balance, Jan. 1	39,775	14,998	5,130	3,130
Transfers from Wastewater	26,576	36,000	36,000	36,000
Transfers from Electric	26,576	36,000	36,000	36,000
Transfers from Water	26,576	36,000	36,000	36,000
Transfers from General	18,000	17,000	29,000	30,000
<b>Total Revenues</b>	<b>97,728</b>	<b>125,000</b>	<b>137,000</b>	<b>138,000</b>
<b>Total Resources</b>	<b>137,503</b>	<b>139,998</b>	<b>142,130</b>	<b>141,130</b>

#### EXPENDITURE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Bea Martin Peck	40,000	45,000	49,500	49,500
Chamber of Commerce	45,000	45,000	48,000	48,000
Ottawa Main Street	27,500	30,000	30,000	30,000
Youth Conference Activity	555	2,705	4,500	4,500
City Band	3,000	2,813	3,000	3,000
Jaycees Fireworks	2,500	2,500	2,500	2,500
Veteran's Day Parade	1,000	1,000	1,000	1,000
Contractual Services	450	350	500	500
Historical Society	2,500	0	0	0
Reserves	0	5,000	0	0
<b>Total Requirements</b>	<b>122,505</b>	<b>134,869</b>	<b>139,000</b>	<b>139,000</b>
Contingency Reserve				2,130
Unencumbered Cash Bal.	14,998	5,130	3,130	

#### GOALS

- To support community activities of benefit to the City and its citizens.

#### EXPENDITURE CHANGES

- No changes were made in this fund

#### STAFF CHANGES

- Staff is shared with other activities.

**COMMUNITY SERVICES SUPPORT (1100)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	37,327	39,775	14,998	5,130	3,130
325	Reimbursed Expense	650	0	0	0	0
344	Transfer from Wastewater Fund	36,000	26,576	36,000	36,000	36,000
345	Transfers from Electric Fund	36,000	26,576	36,000	36,000	36,000
347	Transfers from Water Fund	36,000	26,576	36,000	36,000	36,000
349	Transfers from General Fund	34,000	18,000	17,000	29,000	30,000
	<b>TOTAL</b>	179,977	137,503	139,998	142,130	141,130

**COMMUNITY SERVICES SUPPORT (1100)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
511	Bea Martin Peck Shelter, (See Note)	45,500	40,000	45,500	49,500	49,500
558	Contractual Services	0	450	350	500	500
564	Veteran's Day Parade	1,000	1,000	1,000	1,000	1,000
564	Historical Society	2,500	2,500	0	0	0
569	City Band	2,702	3,000	2,813	3,000	3,000
572	Chamber/Economic Dev. Agreement	45,000	45,000	45,000	48,000	48,000
575	Youth In Gov't Conference Activities	4,500	555	2,705	4,500	4,500
577	Ottawa Main Street	30,000	27,500	30,000	30,000	30,000
578	Jaycees Fireworks	2,500	2,500	2,500	2,500	2,500
925	Skunk Run Festival Committee	500	0	0	0	0
925	Storm Relief (Notes 1 & 2)	6,000	0	5,000	0	0
925	Contingency Reserve	0	0	0	0	2,130
	<b>TOTAL</b>	140,202	122,505	134,869	139,000	141,130

Notes:

- 1 In 2005 \$6,000 was approved for Hurricane Relief to be split between 3 Gulf states assaulted by Katrina.
- 2 In 2007 \$5,000 was approved for the relief effort at Greensburg, Kansas.

# 2009 BUDGET



## Special Fund

## FUND (1300)

## AUDITORIUM

### MISSION

### 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.

The mission of the Municipal Auditorium 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 are expected as a revival of auditorium sponsored shows are anticipated.
- For the first time a reserve fund is being established to help meet future capital purchases for the facility.

### STAFF CHANGES

- No significant changes are anticipated for 2009.

### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Mill Levy	2.281	1.723	1.131	1.066
Cash Balance, Jan. 1	13,777	50,237	104,927	99,708
Ad Valorem Tax	146,479	117,743	94,600	87,000
Ticket Sales	7,535	9,080	13,000	50,000
Vehicle Tax	18,430	19,222	14,845	9,879
Grants, Foundation	3,520	2,574	2,600	2,600
Rentals	7,029	8,880	7,000	8,000
Concessions	3,459	4,145	3,000	5,000
Back Tax Collections	4,169	6,957	6,000	6,000
Interest Income	3,652	4,488	2,500	2,000
Reimbursed Expense	427	10,068	400	400
Donations	288	150	1,000	2,000
Uncollectable Taxes	20	0	0	-3,986
Program Advertising	0	0	0	500
<b>Total Resources</b>	<b>208,785</b>	<b>233,543</b>	<b>249,873</b>	<b>269,131</b>
EXPENDITURE DETAIL				
Personnel Services	56,575	68,539	65,687	73,268
Contractual Services	48,853	42,105	56,427	97,588
Commodities	5,528	6,086	5,050	5,050
Capital Expenditures	47,593	11,887	23,000	6,000
<b>Total Requirements</b>	<b>158,549</b>	<b>128,616</b>	<b>150,164</b>	<b>181,906</b>
Cash Bal., Dec. 31	50,237	104,927	99,708	80,195
PERSONNEL SCHEDULE				
Auditorium Director	0	0	0	0
Secretary/Bookkeeper	0	0	0	0
Operations Manager	0	0	0	0
Administrative Manager	1.0	1.0	1.0	1.0
Janitorial	.25	.5	.5	.5
<b>Total</b>	<b>1.25</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
Temporary	7.0	7.0	7.0	7.0

## AUDITORIUM (1300)

		Actual	Actual	Actual	Estimate	Budget
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	-6,557	13,777	50,237	104,927	99,708
301	Ad Valorem Tax	131,748	146,479	117,743	94,600	87,000
302	Back Tax Collections	7,086	4,169	6,957	6,000	6,000
315	Vehicle Tax	18,398	18,430	19,222	14,845	9,909
	<b>Total Tax Revenue</b>	<b>157,232</b>	<b>169,078</b>	<b>143,922</b>	<b>115,445</b>	<b>102,909</b>
321	Rentals	12,263	7,029	8,880	7,000	8,000
324	Interest Income	456	3,652	4,488	2,500	2,000
325	Reimbursed Expense	560	427	10,068	400	400
327	Donations & Sponsorships	3,870	288	150	1,000	2,000
328	Concessions	6,467	3,459	4,145	3,000	5,000
329	Ticket Sales	55,096	7,535	9,080	13,000	50,000
343	Grants, Foundation	7,560	3,520	2,574	2,600	2,600
399	Miscellaneous	0	20	0	0	0
337	Program Advertising	2,428	0	0	0	500
	<b>Total Other Revenue</b>	<b>88,699</b>	<b>25,930</b>	<b>39,385</b>	<b>29,500</b>	<b>70,500</b>
	Uncollected Ad Valorem Tax					-3,986
	<b>TOTAL</b>	<b>239,375</b>	<b>208,785</b>	<b>233,543</b>	<b>249,873</b>	<b>269,131</b>

## EXPENDITURE DETAIL9 Budget: Introduction

		Actual	Actual	Actual	Estimate	Budget
		2005	2006	2007	2008	2009
	<b>PERSONNEL SERVICES</b>					
411	Salaries	47,163	34,984	42,772	44,697	46,932
411	Temporary	14,607	2,359	3,300	1,000	3,500
410	Overtime	7,938	6,360	7,123	4,500	6,000
412	Social Security	5,336	3,273	3,991	3,840	4,317
413	Retirement	2,171	1,929	2,719	2,651	3,069
414	Health Insurance	10,833	7,669	8,634	9,000	9,450
	<b>SUBTOTAL</b>	<b>88,048</b>	<b>56,575</b>	<b>68,539</b>	<b>65,687</b>	<b>73,268</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	386	166	69	300	300
503	Telephone	1,258	1,955	1,188	1,200	1,200
504	Travel Expense	589	171	315	400	400
505	Educational Advancement	65	0	0	500	500
514	Printing	678	0	54	200	1,000
515	Advertising	13,306	350	445	500	5,000
516	Recruitment & Screening	0	512	107	0	0
520	Insurance - Bldg. & Contents	2,961	3,318	4,868	5,227	5,488
521	Worker's Comp	1,090	634	304	300	1,000
522	Unemployment Insurance	235	189	278	175	175
525	Boiler Insurance	1,250	1,300	1,500	0	0
530	Utilities	18,512	18,096	14,876	20,000	20,000
551	Dues & Subscriptions	658	936	524	525	525
552	Ticket Refunds	2,035	308	2,274	100	500
553	Service Agreement/Compliance	0	249	573	250	250
555	Public Relations	106	44	14	250	250
558	Other Cont. Services	14,353	11,385	7,629	9,000	9,000
560	Auditorium Maintenance	921	7	4	5,000	5,000
567	Event Fees & Deposits	53,115	8,000	7,084	12,000	45,000
570	Misc. Event Expenses	17,396	1,232	0	500	2,000
	<b>SUBTOTAL</b>	<b>128,913</b>	<b>48,853</b>	<b>42,105</b>	<b>56,427</b>	<b>97,588</b>
	<b>COMMODITIES</b>					
600	Office Supplies	1,138	497	989	600	600
613	Janitorial Supplies	595	672	263	750	750
619	Concession Supplies	2,949	2,522	2,879	3,000	3,000
630	Other Operating Supplies	550	1,836	1,955	700	700
	<b>SUBTOTAL</b>	<b>5,231</b>	<b>5,528</b>	<b>6,086</b>	<b>5,050</b>	<b>5,050</b>
	<b>CAPITAL EXPENDITURES</b>					
702	Furniture & Fixtures	376	650	1,420	0	0
704	Office Machines	0	186	530	0	0
709	Stage Equipment	1,139	12,777	9,937	8,000	0
715	Repair & Renovations	1,890	33,980	0	15,000	6,000
	<b>SUBTOTAL</b>	<b>3,405</b>	<b>47,593</b>	<b>11,887</b>	<b>23,000</b>	<b>6,000</b>
	Equipment Reserve					7,000
925	Contingency Reserves					80,225
	<b>TOTAL</b>	<b>225,597</b>	<b>158,549</b>	<b>128,616</b>	<b>150,164</b>	<b>269,131</b>

# 2009 BUDGET



## Special Fund

## FUND (1400)

## AIRPORT

### GOALS

### Description of Services

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

The Ottawa Municipal Airport covers 440 acres and consists of runways and several buildings including a main hangar, shop building and a t-hangar. Currently there is a contractual Fixed Base Operator 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 taking place at the Airport including the installation of PAPI lights and reconstruction of the apron. 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%.

### OBJECTIVES

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

### DIVISION EXPENDITURES

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Contractual Service	60,068	57,254	57,181	67,229
Commodities	454	2,572	5,400	5,400
Contingency Reserve	0	0	0	445
<b>Total Requirements</b>	<b>60,522</b>	<b>59,826</b>	<b>62,581</b>	<b>73,074</b>
Cash Balance, Dec. 31	2,982	2,656	1,075	0

### EXPENDITURE CHANGES

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

### STAFF CHANGES

- No changes are anticipated in 2009.

## AIRPORT (1400)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
SOURCE OF REVENUE		2005	2006	2007	2008	2009
100	Unencumbered Cash	3,505	4,867	2,982	2,656	1,075
349	Transfers - General	57,313	58,637	59,130	61,000	72,000
<b>TOTAL</b>		<b>60,818</b>	<b>63,504</b>	<b>62,482</b>	<b>63,656</b>	<b>73,075</b>
		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
EXPENDITURE DETAIL		2005	2006	2007	2008	2009
<b>CONTRACTUAL SERVICES</b>						
520	Insurance - Bldg. & Contents	1,310	1,472	453	481	529
526	Insurance - Aviation Liability	0	2,025	2,025	2,400	2,400
530	Utilities	940	1,067	1,468	1,500	1,500
532	Repair - Building, etc.	106	485	482	500	500
533	Equipment Repairs	1,085	260	0	300	300
549	Airport Management Contract	48,000	48,000	48,000	48,000	58,000
558	Other Cont. Services	4,498	6,760	4,826	4,000	4,000
<b>SUBTOTAL</b>		<b>55,939</b>	<b>60,068</b>	<b>57,254</b>	<b>57,181</b>	<b>67,229</b>
<b>COMMODITIES</b>						
612	Equipment Repair Supplies	0	0	661	200	200
616	Paint	0	0	101	500	500
620	Supplies - (Taxiway Markers)	12	354	182	1,000	1,000
624	Asphalt (Patch)	0	0	321	2,000	2,000
629	Gravel, Rock & Cement	0	80	0	500	500
636	Facility Repair Supplies			890	200	200
638	Building/Structure Repair Supplies	0	20	416	1,000	1,000
<b>SUBTOTAL</b>		<b>12</b>	<b>454</b>	<b>2,572</b>	<b>5,400</b>	<b>5,400</b>
<b>CONTINGENCY RESERVE</b>						
		0	0	0	0	445
<b>TOTAL</b>		<b>55,951</b>	<b>60,522</b>	<b>59,826</b>	<b>62,581</b>	<b>73,074</b>

Notes:

1. The Airport Master Plan includes a new Terminal Area, T-hangars, and others estimated at 1.5 million.

# 2009 BUDGET



## Special Fund

## FUND (1600)

### SPECIAL PARKS AND RECREATION

#### Description of Services

The Special Parks and Recreation activity gains its revenue from 1/3 of all Liquor Drink Tax distributed to the City. 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

#### STAFF CHANGES

- Staff is shared with other activities.

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Cash Balance, Jan. 1	21,659	34,190	27,877	7,497
Liquor Selling Taxes	23,346	28,025	28,000	31,675
Reimbursed Exp. Income	0	7,000	95,520	0
<b>Total Revenues</b>	<b>23,346</b>	<b>35,025</b>	<b>123,520</b>	<b>31,675</b>
<b>Total Resources</b>	<b>45,005</b>	<b>69,215</b>	<b>151,397</b>	<b>39,172</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Supplies	614	3,102	3,000	3,000
Capital Expenditures	5,551	21,103	122,400	14,000
Swimming Pool Filtration	0	14,000	14,000	14,000
Contractual Services	4,650	3,047	4,500	4,500
Reserves	0	86	0	0
<b>Total Requirements</b>	<b>10,815</b>	<b>41,338</b>	<b>143,900</b>	<b>35,500</b>
Contingency Reserve				3,672
Cash Balance, Dec. 31	34,190	27,877	7,497	

**SPECIAL PARK AND RECREATION (1600)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	26,968	21,659	34,190	27,877	7,497
314	Liquor Drink Taxes (Note 1)	25,328	23,346	28,025	28,000	31,675
325	Reimbursed Expense Income	0	0	7,000	0	0
	Grant Reimbursement Heritage Park Trail	0	0	0	6,400	0
	Grant Reimbursement Kanza Park Trail	0	0	0	29,120	0
	Grant Reimbursement PSRT Park Trail	0	0	0	60,000	0
	<b>TOTAL</b>	<b>52,296</b>	<b>45,005</b>	<b>69,215</b>	<b>151,397</b>	<b>39,172</b>

**SPECIAL PARK AND RECREATION (1600)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
	<b>CONTRACTUAL SERVICES</b>					
554	Engineering	0	0	0	500	500
558	Contractual Services	3,370	4,650	3,047	4,000	4,000
	<b>SUBTOTAL</b>	<b>3,370</b>	<b>4,650</b>	<b>3,047</b>	<b>4,500</b>	<b>4,500</b>
	<b>COMMODITIES</b>					
620	General Supplies	0	614	3,102	3,000	3,000
	<b>SUBTOTAL</b>	<b>0</b>	<b>614</b>	<b>3,102</b>	<b>3,000</b>	<b>3,000</b>
	<b>CAPITAL OUTLAY</b>					
710	Capital Outlay	10,022	5,449	0	0	0
715	(Horse Shoe Pits & Picnic Tables)	0	0	551	0	0
753	(Drake Field Dugouts)	0	102	516	0	0
729	(City & Kanza Park) Water Fountains 06	1,795	0	4,606	0	0
730	(Park Water Fountains 07	0	0	15,430	3,000	0
730	(Swimming Pool Filter, 4 yrs)	14,000	0	14,000	14,000	14,000
730	(Forest Park Improvements) (Note 2)	0	0	0	0	14,000
738	Asphalt Overlay @ Heritage Park (NRT Grant)	0	0	0	8,000	0
738	Asphalt Overlay @ Kanza Park (NRT Grant)	0	0	0	36,400	0
738	PSRT (NRT Grant) Overlay & Storm Drainage Impr.	0	0	0	75,000	0
	<b>SUBTOTAL</b>	<b>25,817</b>	<b>5,551</b>	<b>35,103</b>	<b>136,400</b>	<b>28,000</b>
	<b>MISCELLANEOUS</b>					
925	Contingency Reserve	1,450	0	86	0	3,672
	<b>TOTAL</b>	<b>30,637</b>	<b>10,815</b>	<b>41,338</b>	<b>143,900</b>	<b>39,172</b>

Notes:

1. Liquor Drink Tax for 2007 and 2008 is estimated based upon estimates from the County Treasurer.
2. \$14,000 in 2009 is for Forest Park ADA Improvements
3. \$30,000 in 2010 and 20,000 in 2011 is for Forest Park Tot Lot Playground equipment
4. \$30,000 in 2012 and \$25,000 is for Playground Equipment



## Special Fund

## FUND (1700)

### SPECIAL DRUG & ALCOHOL PROGRAM

#### Description of Services

The Special Drug and Alcohol Program activity receives revenue from 1/3 of the Liquor Drink Tax distributed to the City and collected on the sale of liquor by the drink. This activity allows for funding of programming 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.

#### GOALS

Promote a safe community for all residents.

#### OBJECTIVES

- To educate against the use of drugs and alcohol.
- To support drug resistance, intervention, and awareness efforts.

#### EXPENDITURE CHANGES

- None

#### STAFF CHANGES

- Staff is shared with other activities.

#### REVENUE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Cash Balance, Jan. 1	23,312	16,657	12,682	7,548
Liquor Selling Taxes	23,346	28,025	28,866	31,374
<b>Total Revenues</b>	<b>23,346</b>	<b>28,025</b>	<b>28,866</b>	<b>31,674</b>
<b>Total Resources</b>	<b>46,657</b>	<b>44,682</b>	<b>41,548</b>	<b>39,222</b>

#### EXPENDITURE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Transfer for DARE Officer	30,000	32,000	34,000	34,000
Contingency Reserve	0	0	0	5,222
<b>Total Requirements</b>	<b>30,000</b>	<b>32,000</b>	<b>34,000</b>	<b>39,222</b>
Cash Balance, Dec. 31	16,657	12,682	7,548	0

**SPECIAL ALCOHOL PROGRAM (1700)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	26,183	23,312	16,657	12,682	7,548
314	Liquor Drink Taxes	25,329	23,346	28,025	28,866	31,674
325	Reimbursed Expense	1,800				
	<b>TOTAL</b>	53,312	46,657	44,682	41,548	39,222

**SPECIAL ALCOHOL PROGRAM (1700)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
901	Transfer to Gen Fund for DARE Officer	30,000	30,000	32,000	34,000	34,000
925	Contingency Reserves					5,222
	<b>TOTAL</b>	30,000	30,000	32,000	34,000	39,222

Liquor Drink Tax for 2006 and 2007 is estimated. Estimates for 2007 are based upon information provided by the County Treasurer. By state statute, the General Fund, Special Parks and Recreation Fund and Special Alcohol Fund each receive one third of the Drink Tax.

# 2009 BUDGET



## Special Fund

## FUND (1800)

## LIBRARY

### GOALS

### Description of Services

- To provide quality library service to the citizens of the community in a fiscally responsible manner.

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.

### OBJECTIVES

- To serve as a cent of reliable information.
- To assemble, preserve and administer print and non-print educational materials.
- To support educational, civic and cultural activities.
- To provide opportunities for the education of all ages

### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Mill Levy	7.741	8.653	8.081	8.386
Cash Balance, Jan. 1	0	0	0	0
Ad Valorem Taxes	497,285	592,906	676,000	684,500
Back Taxes	15,687	25,371	25,000	25,000
Vehicle Taxes	67,390	65,254	74,480	70,588
Interest	2,667	2,213	300	300
<b>Total Revenues</b>	<b>583,028</b>	<b>685,744</b>	<b>775,780</b>	<b>780,388</b>

### EXPENDITURE CHANGES

- Only a minor increase in total expenditures.
- The elimination of a reimbursement to the City's Electric Fund

### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Approps. to Library Board	526,889	629,605	761,780	780,388
Transfer—To Electric Fund	56,139	56,139	14,000	0
<b>Total Requirements</b>	<b>583,028</b>	<b>685,744</b>	<b>775,780</b>	<b>780,388</b>
Cash Balance, Dec. 31	0	0	0	0

### STAFF CHANGES

- Long time Director, Barbara Dew retired in 2008, and was replaced by new Robin Flory.

**LIBRARY (1800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	0	0	0	0	0
301	Ad Valorem Tax	482,906	497,285	592,906	676,000	684,500
302	Back Tax	27,480	15,687	25,371	25,000	25,000
315	Vehicle Tax	69,114	67,390	65,254	74,480	70,588
324	Interest	1,889	2,667	2,213	300	300
	<b>TOTAL</b>	<b>581,389</b>	<b>583,028</b>	<b>685,744</b>	<b>775,780</b>	<b>780,388</b>

**LIBRARY (1800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
576	Appropriations to Library Board	517,739	526,889	629,605	761,780	780,388
904	Transfer - Reimbursement to Electric	63,650	56,139	56,139	14,000	0
	<b>TOTAL</b>	<b>581,389</b>	<b>583,028</b>	<b>685,744</b>	<b>775,780</b>	<b>780,388</b>

# 2009 BUDGET



## Special Fund

## FUND (2500)

### ECONOMIC DEVELOPMENT

#### Description of Services

The Economic Development Fund has a revenue source that is made up primarily from building permit fees with additional revenue from the renting or leasing of public property. This fund is responsible for paying the engineering and other contractual fees related to the City's portion of development expenses. It is also being utilized to fund the purchase of property located at First and Hickory for a public parking lot.

#### 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

- A three year payment on land associated with a downtown parking lot was paid out in 2008

#### STAFF CHANGES

- Staff is shared with other activities.

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Cash Balance, Jan. 1	88,296	135,928	121,005	120,705
Interest	4,625	6,372	2,000	2,000
Reimbursed Expenses	4,000	2,000	2,500	2,500
Building Permits	98,232	16,623	20,000	15,000
Other Rents/T-Mobile Lease	13,200	14,300	13,200	13,200
Sale of Property	0	2,500	65,000	2,500
<b>Total Revenues</b>	<b>120,057</b>	<b>41,794</b>	<b>102,700</b>	<b>56,200</b>
<b>Total Resources</b>	<b>208,353</b>	<b>177,722</b>	<b>228,705</b>	<b>155,905</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Engineering & Other Cont.	61,050	41,035	45,000	45,000
Economic Development	5,375	9,683	5,000	10,000
Land Purchase	6,000	6,000	53,000	0
<b>Total Requirements</b>	<b>72,425</b>	<b>56,718</b>	<b>103,000</b>	<b>55,000</b>
Contingency Reserve	0	0	0	100,905
Cash Balance, Dec. 31	135,928	121,005	120,705	0

**ECONOMIC DEVELOPMENT (2500)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	20,761	88,296	135,928	121,005	120,705
321	Other Rents/T-Mobile Lease	10,858	13,200	14,300	13,200	13,200
324	Interest	2,018	4,625	6,372	2,000	2,000
325	Reimbursed Expense	55,578	4,000	2,000	2,500	2,500
336	Building Permits (Note 1)	0	98,232	16,623	25,000	15,000
349	Transfer from General Fund	0	0	0	0	0
398	Sale of Industrial Park Property	65,900	0	2,500	65,000	2,500
	<b>TOTAL</b>	<b>155,115</b>	<b>208,353</b>	<b>177,722</b>	<b>228,705</b>	<b>155,905</b>

**ECONOMIC DEVELOPMENT (2500)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
558	Engineering & Other Contractual	50,247	61,050	41,035	45,000	45,000
572	Economic Development	16,572	5,375	9,683	5,000	10,000
734	Land Purchase (Note 2)	0	6,000	6,000	53,000	0
925	Contingency Reserve	0	0	0	0	100,905
	<b>TOTAL</b>	<b>66,819</b>	<b>72,425</b>	<b>56,718</b>	<b>103,000</b>	<b>155,905</b>

Notes:

1. Line 336, Building Permits, was a new line to this fund in 2006.
2. Land purchase in 2006 was for public parking at 1st and Hickory. The final payment of \$53,000 was made in 2008.

# 2009 BUDGET



## Special Fund

## FUND (2800)

### SPECIAL STREET

#### Description of Services

The Special Street 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, some street construction and transfers to the Bond and Interest Fund for long term financing of street projects.

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Cash Balance, Jan. 1	176,999	235,395	69,352	36,507
Special Highway	361,563	372,665	372,820	380,250
Reimbursed Expense	14,775	7,889	10,000	5,000
Impact Fees	50,771	0	2,000	2,000
<b>Total Revenues</b>	<b>427,109</b>	<b>380,554</b>	<b>384,820</b>	<b>387,757</b>
<b>Total Resources</b>	<b>604,108</b>	<b>615,949</b>	<b>454,172</b>	<b>423,757</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Contractual Services	37,320	78,164	20,400	15,000
Commodities	119,077	90,159	41,000	68,000
Capital Expenditures	27,464	199,190	221,000	20,000
Transfers	144,153	134,289	135,265	137,266
Reserves	40,698	44,796	0	320,757
<b>Total Requirements</b>	<b>368,713</b>	<b>546,597</b>	<b>417,665</b>	<b>423,757</b>
Cash Balance, Dec. 31	235,395	69,352	46,507	0

#### EQUIPMENT DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Street Sweeper Lease	24,876	0	20,000	20,000
<b>Total</b>	<b>24,876</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>

#### 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

- While no significant funding changes are proposed for 2009, future proposals are likely to include significant increases to fund a comprehensive and systematic street rehabilitation program.

#### STAFF CHANGES

- Staff is shared with other Public Works activities.

**SPECIAL STREET (2800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	74,244	176,999	235,395	69,352	36,507
317	Special Highway	356,715	361,563	372,665	372,820	380,250
325	Reimbursed Expense	20,957	14,775	7,889	10,000	5,000
348	Transfer From Capital Improvement	25,396	0	0	0	0
369	Impact Fees	24,257	50,771	0	2,000	2,000
	<b>TOTAL</b>	<b>501,569</b>	<b>604,108</b>	<b>615,949</b>	<b>454,172</b>	<b>423,757</b>

**SPECIAL STREET (2800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	CONTRACTUAL SERVICES	2005	2006	2007	2008	2009
533	Repair & Main. of Traffic Signals	9,302	9,514	6,085	10,500	10,000
554	Engineering Services	0	9,010	3,262	7,400	2,500
558	Other Contractual	152	0	68,816	2,500	2,500
558	Dust Control	15,363	18,796	0	0	0
	<b>SUBTOTAL</b>	<b>24,817</b>	<b>37,320</b>	<b>78,164</b>	<b>20,400</b>	<b>15,000</b>
	COMMODITIES					
620	General Supplies	0	15	0	1,000	1,000
625	Street Maintenance	129,987	0	77,908	20,000	40,000
612	(Traffic) Equipment Repair Supplies	0	210	1,705	0	2,000
624	Asphalt Supplies-Road Oil	0	11,580	1,768	5,000	10,000
625	Sidewalk Replacement Program	0	90,958	0	0	0
629	Alley Maintenance	18,103	16,314	8,777	15,000	15,000
	<b>SUBTOTAL</b>	<b>148,090</b>	<b>119,077</b>	<b>90,159</b>	<b>41,000</b>	<b>68,000</b>
	CAPITAL OUTLAY					
710	Street Sweeper Lease	29,851	24,876	0	20,000	20,000
710	1 Skid Loader	16,991	0	0	0	0
738A	Capital Improvement	0	0	0	185,000	
738C	3rd St: Poplar to Cherry Overlay	0	0	0	16,000	0
751	Parking Lot Improvements (1st & Hickory)	0	56	199,190	0	0
738	Lincoln School Path	0	2,533	0	0	0
	<b>SUBTOTAL</b>	<b>46,842</b>	<b>27,464</b>	<b>199,190</b>	<b>221,000</b>	<b>20,000</b>
918	Transfer to Bond & Interest	104,822	144,153	134,289	135,265	137,266
925	Contingency Reserve	0	40,698	44,796	0	183,491
	<b>SUBTOTAL</b>	<b>104,822</b>	<b>184,851</b>	<b>179,085</b>	<b>135,265</b>	<b>320,757</b>
	<b>TOTAL</b>	<b>324,570</b>	<b>368,713</b>	<b>546,597</b>	<b>417,665</b>	<b>423,757</b>

Note: Special Highway Revenue is estimated by the State.  
A \$500,000 temporary note issue is anticipated in 2009 for Street, Curb and Sidewalk repairs

# 2009 BUDGET



## Special Fund

## FUND (4100)

### 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. In 2002, after the fulfillment of that obligation, 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 this fund. Other expenditures in this fund include major maintenance items and the purchase of new equipment to sustain operations at the Municipal Power Plant. For example, in 2004-2005 a new transformer was installed at the power plant substation, which added flexibility to the plant's ability to supply power to the community.

#### 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 the City's maintenance and development needs.

#### EXPENDITURE CHANGES

- Only small changes were anticipated for 2009 due to scheduled debt payments

#### STAFF CHANGES

- Staff is shared with other activities.

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Cash Balance, Jan. 1	544,706	793,021	924,920	883,055
Interest	28,580	35,506	34,000	20,600
Refunds	446,540	444,860	410,640	410,640
<b>Total Revenues</b>	<b>475,120</b>	<b>480,366</b>	<b>444,640</b>	<b>431,240</b>
<b>Total Resources</b>	<b>1,019,826</b>	<b>1,273,387</b>	<b>1,369,560</b>	<b>1,314,295</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Engineering	20,360	29,662	25,000	30,000
NE Sub. Payments (Design 4)	0	0	130,000	130,000
Capital Expenditures (Dist.)	32,586	0	0	0
Principal Payment for SE Sub	145,000	150,000	155,000	165,000
Interest Payment for SE Sub	28,859	168,656	176,355	169,918
Bank Fees	0	150	150	150
Designated Reserves				824,228
<b>Total Expenditures</b>	<b>226,805</b>	<b>348,467</b>	<b>461,505</b>	<b>1,289,295</b>
Cash Balance, Dec. 31	793,021	924,920	883,055	

**ELECTRIC POWER SUPPLY FUND 4100**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	298,501	544,706	793,021	924,920	883,055
324	Interest	5,569	28,580	35,506	34,000	20,600
344	Refunds	548,000	446,540	444,860	410,640	410,640
	<b>TOTAL</b>	<b>852,071</b>	<b>1,019,826</b>	<b>1,273,387</b>	<b>1,369,560</b>	<b>1,314,295</b>

**ELECTRIC POWER SUPPLY FUND 4100**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
554	Engineering	0	20,360	29,662	25,000	30,000
900	NE Substation Payments (Transfer to Debt)	0	0	0	130,000	130,000
710	Capital Expenditures (Plant Transformer)	0	0	0	0	0
710	Capital Expenditures (Distrib. Construction)	0	32,586	0	0	0
800	Principal Payment COPs for SE Substation 2	140,000	145,000	150,000	155,000	165,000
803	Interest Payment COPs for SE Substation 2	167,165	28,859	168,656	176,355	169,918
803	Bank Fees	200	0	150	150	150
925	Designated Reserves	0	0	0		824,228
	<b>TOTAL</b>	<b>307,365</b>	<b>226,805</b>	<b>348,467</b>	<b>461,505</b>	<b>1,289,295</b>

Resolution 1136-02 executed 12/18/02, approved the 3rd amendment to the Nearman Power Contract confirming an agreement to set aside funds for future use by the electric utility.

The Plant Transformer was installed at the Power Plant Substation in 2004/2005.

Principal and Interest results from 2004 Certificates of Participation for construction of the Southeast Substation.

The City paid \$335,285 toward the COPs as the Bond Reserve Fund, which can be used for the final payment

These Funds are held at Security Bank of Kansas City and pay out in 2024

COP Interest is due semiannually in April and October

COP Principal is due annually in October

The NE Substation and Transmission was financed in 2007

# 2009 BUDGET



## Special Fund

## FUND (5300)

### EQUIPMENT RESERVE

#### Description of Services

The Equipment Reserve Fund is authorized by KSA 12-1,117 and is used for the acquisition of equipment that is not purchased through the operating budget. This fund is financed by transfers from the three utility funds, the general fund and by 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 rolling equipment.

#### GOALS

- Provide for the rational depreciation of rolling stock and other major equipment owned by the City Ottawa for its systematic and planned replacement.

#### OBJECTIVES

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

#### REVENUE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Cash Balance, Jan. 1	738,818	1,064,515	1,108,706	1,151,764
Transfer from Electric	103,153	98,708	89,041	91,043
Transfer from Wastewater	88,729	70,248	59,854	72,534
Transfer from Fire	110,511	95,152	95,512	79,527
Transfer from Police	75,235	71,760	57,078	52,040
Transfer from Water	73,414	70,248	64,797	51,483
Lease Proceeds	0	0	0	750,000
Fire Grants	128,250	74,705	131,031	0
Transfer from Planning	4,000	3,000	3,000	4,500
Transfer from Public Works	0	0	0	23,000
Transfer from Street Rehab			20,000	20,000
Interest	28,600	39,981	25,000	20,000
Reimbursed Income	3,999	0	0	0
<b>Total Revenues</b>	<b>615,891</b>	<b>523,802</b>	<b>544,953</b>	<b>1,164,127</b>
<b>Total Resources</b>	<b>1,354,709</b>	<b>1,588,317</b>	<b>1,653,659</b>	<b>2,315,891</b>

#### EXPENDITURE CHANGES

- The purchase of a ladder truck is planned by the Fire Department for 2009, which will be partially funded through reserves and partially through debt.

#### EXPENDITURE DETAIL

Equipment Purchase	21,627	106,398	19,358	950,000
Eq. Purchase (06' Pumper)	140,539	51,171	0	0
Eq. Purchase Planning	0	0	14,000	0
Eq. Purchase Police	13,989	1,779	0	0
Eq. Purchase Public Works	0	4,719	0	0
Eq. Purchase Water	0	24,337	163,409	29,000
Eq. Purchase Wastewater	0	199,426	40,619	0
Eq. Purchase Electric	6,431	15,485	201,904	0
Eq. Lease Purchase Police	53,093	70,883	57,078	52,040
Eq. Lease Purchase Fire	54,516	5,413	5,527	5,527
<b>Total Requirements</b>	<b>290,194</b>	<b>479,611</b>	<b>501,895</b>	<b>1,188,581</b>
Cash Balance, Dec. 31	1,064,515	1,108,706	1,151,764	1,036,567
Designated Funds	0	0	0	1,279,324

#### STAFF CHANGES

- Staff is provided by other activities.

**EQUIPMENT RESERVE (5300)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	531,284	738,818	1,064,515	1,108,706	1,151,764
324	Interest	10,794	28,600	39,981	25,000	20,000
325	Reimbursed Income	34,584	3,999	0	0	0
325	Grants (2006 Mini Pumper, 2007 SCBA)	0	128,250	74,705	131,031	0
344	Transfer - Wastewater	115,710	88,729	70,248	59,854	72,534
345	Transfer Electric	134,468	103,153	98,708	89,041	91,043
347	Transfer Water	76,287	73,414	70,248	64,797	51,483
367	Transfer - Library	0	0	0	0	0
373	Transfer - Police	17,775	75,235	71,760	57,078	52,040
373	Transfer - Fire	45,219	110,511	95,152	95,152	79,527
399	Loan Proceeds	147,000	0	0	0	750,000
349	Transfer - Planning & Finance	3,000	4,000	3,000	3,000	4,500
349	Transfer - Public Works	0	0	0	0	23,000
350	Transfer - Special Streets	0	0	0	20,000	20,000
	<b>TOTAL</b>	<b>1,116,122</b>	<b>1,354,709</b>	<b>1,588,317</b>	<b>1,653,659</b>	<b>2,315,891</b>

**EQUIPMENT RESERVE (5300)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
701	Fire Equipment	0	11,155	0	19,358	950,000
710	Equipment Purchase	55,496	10,472	106,398	0	0
711	Equipment Purchase (PW)	80,004		4,719	0	0
713	Fire Equip-06 MiniPumper, 07 Compressor	0	140,539	51,171	0	0
717	Equipment Purchase Planning	0	0	0	14,000	0
718	Equipment Purchase Police Dept.	58,760	13,989	1,779	0	0
719	Equipment Purchase-Water	0	0	24,337	163,409	29,000
720	Lease Purchase Fire Dept.	90,361	54,516	5,413	5,527	5,527
721	Lease Purchase Police Dept.	30,122	53,093	70,883	57,078	52,040
722	Equipment Purchase Water	0	0	0	0	0
723	Equipment Purchase Wastewater	24,420	0	199,426	40,619	0
724	Equipment Purchase Electric	38,139	6,431	15,485	201,904	0
	<b>SUB TOTAL</b>					1,036,567
925	Designated Funds					1,279,324
	<b>TOTAL</b>	<b>377,303</b>	<b>290,194</b>	<b>479,611</b>	<b>501,895</b>	<b>2,315,891</b>

**EQUIPMENT CAPITAL OUTLAY DETAIL**

		Year to	Funds
	Activity	Purchase	Requested
	Mini Derrick	To be leased directly from the Electric Fund	
	Water	2009	\$ 29,000
	Fire	2009/2010	\$ 950,000
		<b>Subtotal</b>	<b>\$ 979,000</b>
	Police	Car Lease	Per Schedule \$ 52,040
	Fire	SUV Lease	Per Schedule \$ 5,527
		<b>Total</b>	<b>\$ 1,036,567</b>

Notes:

A lease purchase is anticipated in 2009/2010 to replace the LaFrance ladder truck.

A Mini Derrick is anticipated to be leased purchased directly from the Electric Fund in 2009

# 2009 BUDGET



## Special Fund

## FUND (5500)

## REVOLVING LOAN FUND

### Description of Services

The Revolving Loan Fund was established as part of the State of Kansas economic development initiatives. The purpose of the 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 benefit 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
	2006	2007	2008	2009
Agreement (Crist Auto)	30,695	78,948	87,766	108,140
Lease Payment (COF)	17,185	0	0	0
Agreement: Fashion	18,874	18,874	18,874	18,874
Interest	1,158	2,563	1,500	1,500
Reimbursed Expense	68,234	76,986	76,986	76,986
Misc	0	211	0	0
<b>Total Revenues</b>	<b>105,451</b>	<b>98,634</b>	<b>97,360</b>	<b>97,360</b>
<b>Total Resources</b>	<b>136,146</b>	<b>177,582</b>	<b>185,126</b>	<b>205,500</b>

### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Grant Proceeds Fashion	57,191	89,816	76,986	76,986
Loans	0	0	0	128,489
Misc., Filing Fees	7	0	0	25
<b>Total Requirements</b>	<b>57,198</b>	<b>89,816</b>	<b>76,986</b>	<b>205,500</b>
Cash Balance, Dec. 31	<b>78,948</b>	<b>87,766</b>	<b>108,140</b>	<b>0</b>

### 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 retail 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)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	4,132	30,695	78,948	87,766	108,140
322	Agreement (Crist Auto)	3,238	17,185	0	0	0
322	Agreement (Fashion)	22,111	18,874	18,874	18,874	18,874
324	Interest	622	1,158	2,563	1,500	1,500
325	Reimbursed Expense	131,540	68,234	76,986	76,986	76,986
399	Misc	0	0	0	0	0
367	Transfer	0	0	211	0	0
	<b>TOTAL</b>	<b>161,643</b>	<b>136,146</b>	<b>177,582</b>	<b>185,126</b>	<b>205,500</b>

**REVOLVING LOAN FUND (5500)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
572	Grant Proceeds for Fashion CDBG	0	57,191	89,816	76,986	76,986
572	Loans	0	0	0	0	128,489
558	Misc., Filing Fees	0	7	0	0	25
558	Other Contractual	130,949	0	0	0	0
	<b>TOTAL</b>	<b>130,949</b>	<b>57,198</b>	<b>89,816</b>	<b>76,986</b>	<b>205,500</b>

Notes:

The loan to Crist Auto was paid in full in 2006.

Fashion, Inc. borrowed \$161,000 at 3% from this fund in 2004. Payments began in 2005 and are current.

The 2009 loan amount has not been specified and is shown for budgetary purposes only.

If no loans are made in 2009 this amount will be carried over for future use.



## Special Fund

## FUND (5600)

### 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.

#### REVENUE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Cash Balance, Jan. 1	295,203	261,111	179,496	164,096
Interest	10,574	8,924	3,600	3,600
Transfer Water	2,750	10,000	12,000	12,000
Transfer Wastewater	2,750	10,000	12,000	12,000
Transfer Electric	2,750	10,000	12,000	12,000
Transfer General	0	0	0	12,000
Reimbursed Exp. Income	10,807	10,068	22,000	20,000
<b>Total Revenues</b>	<b>29,631</b>	<b>48,993</b>	<b>61,600</b>	<b>71,600</b>
<b>Total Resources</b>	<b>324,834</b>	<b>310,104</b>	<b>241,096</b>	<b>235,696</b>

#### EXPENDITURE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Personnel Services	10,446	33,173	0	0
Contractual Services	38,847	65,684	47,500	73,200
Commodities	0	0	12,000	28,000
Capital Expenditures	10,050	14,166	2,500	7,500
Judgments and Claims	4,379	17,585	15,000	15,000
<b>Total Requirements</b>	<b>63,722</b>	<b>130,607</b>	<b>77,000</b>	<b>123,700</b>
Reserves	0	0	0	111,996
Cash Balance, Dec. 31	261,111	179,496	164,096	

#### 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

- None

#### STAFF CHANGES

- Staff is provided by other activities.

### RISK MANAGEMENT (5600)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2005	2006	2007	2008	2009
100	Unencumbered Cash	336,088	295,203	261,111	179,496	164,096
325	Reimbursed Expense Income	124,079	10,807	10,068	22,000	20,000
344	Transfers - Sewer	6,700	2,750	10,000	12,000	12,000
345	Transfers - Electric	6,700	2,750	10,000	12,000	12,000
347	Transfers - Water	6,700	2,750	10,000	12,000	12,000
349	Transfers - General	0	0	0	0	12,000
	Total Transfers	20,100	8,250	30,000	36,000	48,000
324	Interest	7,652	10,574	8,924	3,600	3,600
	<b>TOTAL</b>	<b>487,919</b>	<b>324,834</b>	<b>310,104</b>	<b>241,096</b>	<b>235,696</b>

### RISK MANAGEMENT (5600)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2005	2006	2007	2008	2009
411	Salaries	0	8,519	25,491	0	0
412	Social Security	0	752	4,075	0	0
414	Health Insurance	0		1,354	0	0
416	Retirement-State KP&F	0	1,176	2,253	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>10,446</b>	<b>33,173</b>	<b>0</b>	<b>0</b>
523	Vehicle Insurance	7,250	7,250	3,859	2,500	2,500
526	Insurance	22,094	14,125	14,541	17,000	17,000
532	Repair: Building & Structures	0	0	0	0	10,000
533	Machine & Equipment Repair	1,547	3,997	12,880	3,000	3,000
534	Vehicle Repair	9,322	7,640	7,215	10,000	10,000
537	Repair: Recreation Facility	0	0	0	0	10,000
558	Other Contractual	29,504	5,836	27,189	15,000	15,000
584	EAP Services	0	0	0	0	700
585	Wellness Program	0	0	0	0	5,000
	<b>SUBTOTAL</b>	<b>69,717</b>	<b>38,847</b>	<b>65,684</b>	<b>47,500</b>	<b>73,200</b>
630	Safety Supplies				12,000	8,000
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>28,000</b>
710	Equipment	0	10,050	14,131	0	0
715	Building Maintenance	61,246	0	34	0	5,000
720	Equipment Purchase (Note 1)	0	0	0	2,500	2,500
	<b>SUBTOTAL</b>	<b>61,246</b>	<b>10,050</b>	<b>14,166</b>	<b>2,500</b>	<b>7,500</b>
812	Judgments & Claims	61,753	4,379	17,585	15,000	15,000
925	Reserves					111,996
	<b>TOTAL</b>	<b>192,717</b>	<b>63,723</b>	<b>130,607</b>	<b>77,000</b>	<b>235,696</b>



## Special Fund

## 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 debt issued for the construction of the Wastewater Treatment Plant and the Maris des Cygnes River Lift Station.

### OBJECTIVES

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

### REVENUE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Cash Balance, Jan. 1	866,356	734,661	583,189	531,880
Interest	31,241	25,950	11,664	10,638
Transfer Wastewater	330,000	330,000	440,000	448,000
Transfer General Fund	220,000	222,500	226,950	227,572
<b>Total Revenues</b>	<b>581,241</b>	<b>578,450</b>	<b>678,614</b>	<b>686,210</b>
<b>Total Resources</b>	<b>1,447,597</b>	<b>1,313,111</b>	<b>1,261,803</b>	<b>1,218,089</b>

### EXPENDITURE CHANGES

- Expenditures are scheduled, no changes are anticipated.

### EXPENDITURE DETAIL

	Actual 2006	Actual 2007	Revised 2008	Budget 2009
Principal	410,744	429,664	438,912	452,445
Interest	277,503	275,728	267,236	254,807
State of Kansas Serv. Fees	24,689	24,531	23,775	22,670
<b>Total Requirements</b>	<b>712,936</b>	<b>729,922</b>	<b>729,923</b>	<b>729,922</b>
Contingency Reserve				
Cash Balance, Dec. 31	734,661	583,189	531,880	488,167

### STAFF CHANGES

- Staff is provided by other activities.

**WWTP DEBT FUND (7800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
SOURCE OF REVENUE		2005	2006	2007	2008	2009
100	Unencumbered Cash	1,008,367	866,356	734,661	583,189	531,880
324	Interest	20,371	31,241	25,950	11,664	10,638
344	Transfers - Wastewater Fund	220,000	330,000	330,000	440,000	442,000
349	Transfers - General Fund	199,573	220,000	222,500	226,950	227,572
348	Transfer - Capital Project (WWTP) Fund	113,995				
<b>TOTAL</b>		<b>1,562,306</b>	<b>1,447,597</b>	<b>1,313,111</b>	<b>1,261,803</b>	<b>1,212,089</b>

**WWTP DEBT FUND (7800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
EXPENDITURE DETAIL		2005	2006	2007	2008	2009
502	Postage	0	0	0	0	0
800	Principal	382,314	410,744	429,664	438,912	452,445
803	Interest	288,013	277,503	275,728	267,236	254,807
820	Service Fee	25,624	24,689	24,531	23,775	22,670
820	Debt Service Fees	0		0	0	0
925	Designated Reserves	0	0	0		0
<b>TOTAL</b>		<b>695,950</b>	<b>712,936</b>	<b>729,922</b>	<b>729,923</b>	<b>729,922</b>

Note: This fund receives a transfer of sales tax from the General Fund 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 as per amended Kansas Water Pollution Control Revolving Loan agreement and payment schedule dated March 1, 2006. The \$0.001 sales tax will expire upon the retirement of the debt. Payout is scheduled for 2024.

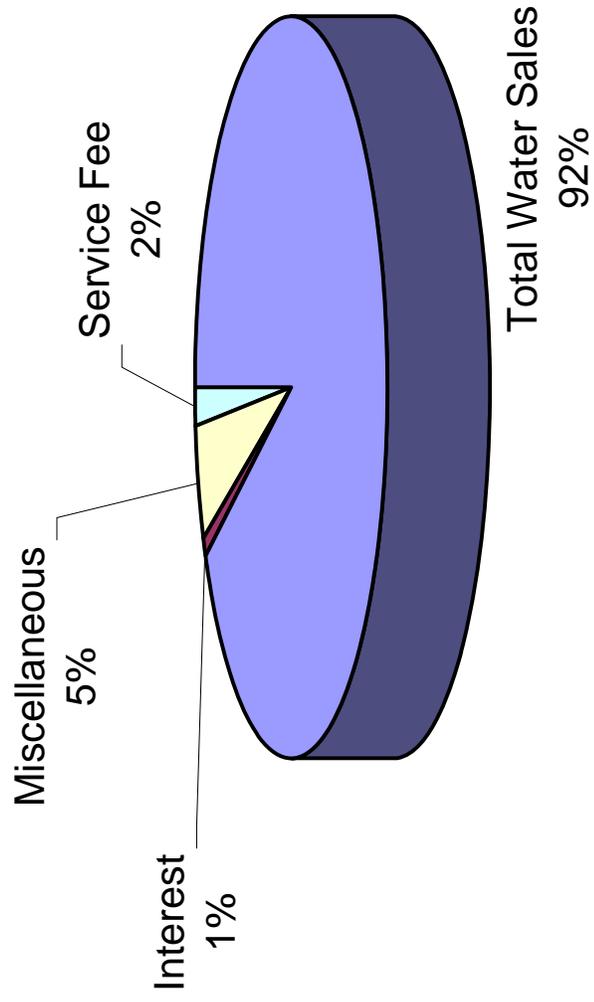
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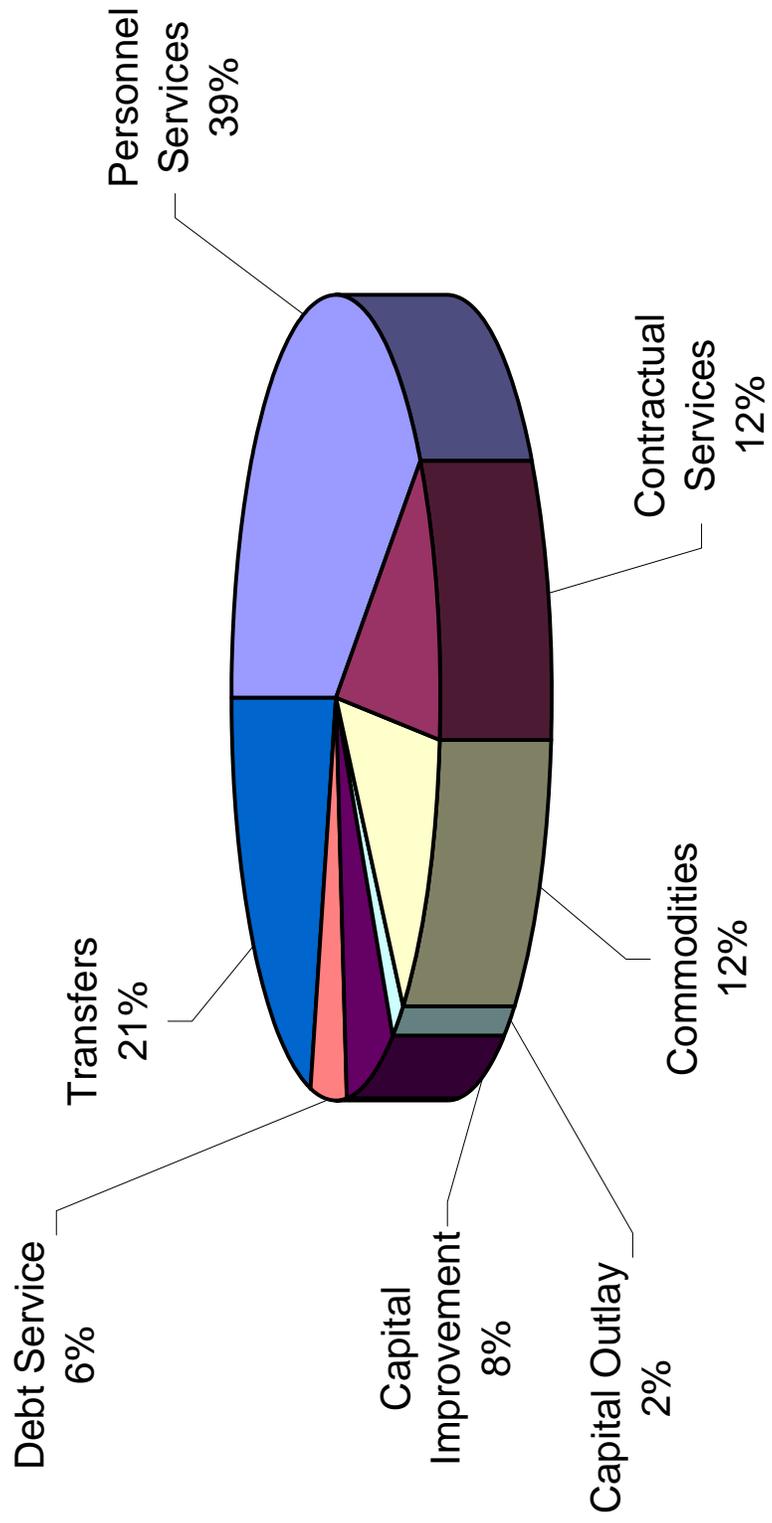
**OTTAWA**

KANSAS

# WATER FUND REVENUE



# WATER FUND EXPENDITURES



## WATER (3000)

	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	2005	2006	2007	2008	2009
<b>Unencumbered Cash Bal. Jan. 1</b>	1,804,130	1,496,430	982,556	819,058	580,495
<b>Water Sales</b>					
Residential	940,040	963,757	946,951	990,000	1,099,890
Small Business	215,538	211,754	210,428	225,000	247,921
Wholesale	247,625	236,869	205,229	235,000	258,500
Large Business	269,477	288,650	299,045	305,000	348,618
School	72,025	70,436	69,902	72,000	79,200
Surcharge	41,950	42,325	41,146	42,500	46,953
Sales- Rural Large Business	31,695	32,515	32,375	35,000	39,655
City	29,616	21,658	27,810	23,000	25,300
Bulk	8,704	9,185	8,187	11,000	12,100
Rural Small Business	6,111	5,232	5,419	6,000	6,600
Fire Hydrant Rental	2,345	7,166	10,825	7,000	8,085
Rural Residential	2,220	2,304	2,574	2,500	2,833
<b>Total Water Sales</b>	1,867,347	1,891,849	1,859,891	1,954,000	2,175,655
Interest	41,339	57,803	36,351	25,000	14,521
State Fee	12,254	12,649	12,282	13,000	13,259
Reimbursed Expense	3,549	12,912	23,659	25,000	12,360
Service Installations	8,850	8,693	1,000	9,000	9,051
Service Fee	29,334	27,692	28,400	30,000	30,373
Labor & Materials	1,574	1,040	805	2,000	2,000
Sale of Used Equipment	0	1,058	3,257	500	500
Miscellaneous	5,272	7,693	6,812	7,000	7,000
Reconnect Fees	7,789	5,811	5,315	9,500	9,500
Impact Fees	2,113	0	0	5,000	59,900
Other Rents (Sprint Tower Lease)	15,085	13,310	13,310	14,500	14,500
<b>Total Revenue</b>	1,994,505	2,040,510	1,991,081	2,094,500	2,348,619
<b>Total Resources</b>	3,798,634	3,536,941	2,973,638	2,913,558	2,929,114
<b>EXPENDITURE DETAIL</b>					
Personnel Services	854,986	911,654	899,209	899,893	955,634
Contractual Services	188,535	177,878	179,900	253,715	277,728
Commodities	209,181	211,782	221,919	277,435	290,545
Capital Outlay	79,960	53,687	35,677	46,650	42,000
Capital Improvement	135,534	169,867	108,431	180,050	180,000
Debt Service	130,703	105,373	107,724	132,203	132,203
Transfers	676,910	915,297	587,253	543,117	505,175
Reserves	26,395	8,846	14,464	0	0
<b>Total Requirements</b>	2,302,204	2,554,384	2,154,578	2,333,063	2,383,285
Reserves					545,828
<b>Unencumbered Cash Balance Dec. 31</b>	1,496,430	982,556	819,058	580,495	

## WATER (3000)

	SOURCE OF REVENUE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	BUDGET 2009
100	Unencumbered Cash	1,804,130	1,496,430	982,556	819,058	580,495
321	Other Rents (Sprint Lease)	15,085	13,310	13,310	14,500	14,500
324	Interest	41,339	57,803	36,351	25,000	14,521
325	Reimbursed Expense	3,549	12,912	23,659	25,000	12,360
341	Fire Hydrant Rental	2,345	7,166	10,825	7,000	8,085
353	Residential	940,040	963,757	946,951	990,000	1,099,890
354	Rural Residential	2,220	2,304	2,574	2,500	2,833
355	Small Business	215,538	211,754	210,428	225,000	247,921
356	Rural Small Business	6,111	5,232	5,419	6,000	6,600
357	Large Business	269,477	288,650	299,045	305,000	348,618
358	School	72,025	70,436	69,902	72,000	79,200
359	City	29,616	21,658	27,810	23,000	25,300
360	Wholesale	247,625	236,869	205,229	235,000	258,500
361	Bulk	8,704	9,185	8,187	11,000	12,100
362	State Fee	12,254	12,649	12,282	13,000	13,259
363	Labor & Materials	1,574	1,040	805	2,000	2,000
364	Service Installations & Tap Fees	8,850	8,693	1,000	9,000	9,051
365	Service Fee	29,334	27,692	28,400	30,000	30,373
366	Rural Large Business	31,695	32,515	32,375	35,000	39,655
369	Impact Fees	2,113	0	0	5,000	59,900
385	Surcharge	41,950	42,325	41,146	42,500	46,953
390	Sale of Used Equipment	0	1,058	3,257	500	500
392	Reconnect Fees	7,789	5,811	5,315	9,500	9,500
399	Miscellaneous	5,272	7,693	6,812	7,000	7,000
	<b>TOTAL</b>	<b>3,798,634</b>	<b>3,536,941</b>	<b>2,973,638</b>	<b>2,913,558</b>	<b>2,929,114</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>ADMINISTRATIVE EXPENSE</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>DEBT SERVICE</b>					
809	Debt Reduction (K68 Water Line) Note 1	92,203	92,203	92,203	92,203	92,203
809	Debt Reduction (Wtr Assurance Dist) Note 2	38,500	13,170	15,521	40,000	40,000
	<b>SUBTOTAL</b>	<b>130,703</b>	<b>105,373</b>	<b>107,724</b>	<b>132,203</b>	<b>132,203</b>
	<b>TRANSFERS</b>					
900	Transfer to Bond and Interest	105,000	98,996	84,860	60,320	30,692
901	Transfer to General Fund	350,000	384,720	370,000	370,000	375,000
909	Transfer to Community Services	36,000	26,576	36,000	36,000	36,000
906	Transfer to Equipment Reserve	76,287	76,287	70,248	64,797	51,483
906	Transfer to Risk Management	6,700	0	10,000	12,000	12,000
908	Transfer to Technology Fund	36,000	0	0	0	0
918	Transfer to Capital Projects	66,923	328,718	16,145	0	0
	Total Transfers	676,910	915,297	587,253	543,117	505,175
925	Reserves	26,395	8,846	11,763		
	<b>SUBTOTAL</b>	<b>834,008</b>	<b>1,029,516</b>	<b>706,740</b>	<b>675,320</b>	<b>637,378</b>

Note 1: The K-68 Water Line is a 3.8% loan from the Kansas Revolving Loan Fund that pays out 3/15/2010.

Note 2: Additional Water Assurance payments anticipated to start October 2008.

# 2009 BUDGET



## Enterprise Fund

## FUND (3001)

### 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 26 years. The City provides water service to over 5,000 City meters, four rural water districts and the City of Princeton, with production of over 590 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. Activated carbon is used for taste and odor control. The plant has a 1.2 million gallon underground basin where water is stored prior to being pumped into the distribution system.

#### GOALS

To produce and furnished 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.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Personnel Services	558,195	509,507	496,197	531,700
Contractual Services	92,967	92,615	138,500	158,820
Commodities	110,064	139,012	140,660	150,370
Capital Expenditures	53,687	35,677	46,650	42,000
Transfers	5,915	5,916	5,916	5,916
<b>Total</b>	<b>820,829</b>	<b>782,726</b>	<b>827,923</b>	<b>888,806</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Director of Utilities	.33	.33	.33	.33
Superintendent	2.0	1.0	1.0	1.0
Assist. Superintendent	1.0	1.0	1.0	1.0
Water Plant Operator	3.0	3.0	3.0	3.0
Maintenance	2.0	2.0	2.0	2.0
Meter Reader	1.0	0	0	0
Auto-Cad Tech	.25	.25	.25	.25
Environmental Coord.	.25	.25	0	0
Asst. Director of Utilities	0	0	.25	.25
<b>Total</b>	<b>9.83</b>	<b>7.83</b>	<b>7.83</b>	<b>7.83</b>
Seasonal	0	0	0	0

#### EXPENDITURE CHANGES

- The addition of a second clearwell, as shown in the Capital Improvement Plan, to provide additional reliability in the system will be the largest increase to the current budget.

#### STAFF CHANGES

- No staff changes

## WATER PRODUCTION (3001)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
	<b>PERSONNEL SERVICES</b>					
411	Salaries	363,202	411,773	372,119	352,000	375,500
411	Seasonal	3,647	0	0	0	0
410	Overtime	22,324	23,239	24,500	25,000	27,600
412	Social Security	28,852	31,437	27,817	28,841	30,837
413	Retirement (KPERS)	16,112	20,288	19,561	22,356	26,363
414	Health Insurance	70,877	71,458	65,509	68,000	71,400
	<b>SUBTOTAL</b>	<b>505,013</b>	<b>558,195</b>	<b>509,507</b>	<b>496,197</b>	<b>531,700</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	1,750	1,912	1,840	2,500	2,700
503	Telephone	1,715	2,390	975	900	900
505	Professional Development & Dues	3,474	6,452	5,105	13,700	13,700
514	Printing	389	409	440	500	500
515	Advertising - Legal & Other	0	273	224	0	250
520	Insurance - Bldg. & Contents	8,949	10,028	8,112	11,000	12,100
521	Worker's Compensation Ins.	15,162	14,567	15,095	16,900	18,590
523	Vehicle Insurance	1,163	1,223	796	1,300	1,430
526	General Liability Insurance	2,010	2,707	2,358	3,000	3,300
530	Utilities	18,170	19,670	19,976	21,600	22,250
532	Building & Structure Repair	9,221	6,718	5,393	7,000	23,000
533	Equipment Repair	17,930	11,940	19,494	13,000	13,000
534	Vehicle Repair	493	68	291	800	800
558	Other Contractual Services	11,930	10,684	8,283	28,300	28,300
568	Professional Services	2,940	2,425	3,733	15,000	15,000
571	Audit Expenses	3,000	1,500	500	3,000	3,000
	<b>SUBTOTAL</b>	<b>98,295</b>	<b>92,967</b>	<b>92,615</b>	<b>138,500</b>	<b>158,820</b>
	<b>COMMODITIES</b>					
600	Office Supplies	0	0	231	700	700
601	CAD Supplies	554	218	199	500	500
608	Vehicle Operations	2,649	3,618	3,060	3,900	4,500
611	Chemical Supplies	73,902	87,544	101,652	101,760	105,070
612	Vehicle & Equipment Repair & Supplies	0	0	11826	5,000	11,000
615	Uniforms	2,534	2,077	1,884	4,400	4,400
629	Road Rock, Cement & Gravel	0	0	180	1,200	1,200
630	Other Operating Supplies	11,980	11,787	9,094	13,000	9,500
633	Water Testing Supplies	6,947	4,820	5,738	7,200	7,000
638	Building & Structure Repair Supplies	0	0	5147	3,000	6,500
	<b>SUBTOTAL</b>	<b>98,568</b>	<b>110,064</b>	<b>139,012</b>	<b>140,660</b>	<b>150,370</b>
	<b>CAPITAL OUTLAY</b>					
705	Computers	0	2,075	796	3,350	0
710	Equipment	34,392	31,358	34,881	0	42,000
710	Equipment (Refrigerator)	0	0	0	1,300	0
710	Equipment (Chem. Metering Sys.)	0	0	0	2,000	0
710	Equipment (2 plug valves)	0	0	0	15,000	0
710	Equipment (2 Gear Boxes- Floc Pumps)	0	0	0	25,000	0
715	Building & Basins	45,568	20,254	0	0	0
	<b>SUBTOTAL</b>	<b>79,960</b>	<b>53,687</b>	<b>35,677</b>	<b>46,650</b>	<b>42,000</b>
	<b>TRANSFERS</b>					
906	Transfer to Equipment Reserve	5,916	5,915	5,916	5,916	5,916
	<b>TOTAL</b>	<b>787,751</b>	<b>820,829</b>	<b>782,726</b>	<b>827,923</b>	<b>888,806</b>

Note: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.

# 2009 BUDGET



## Enterprise Fund

## FUND (3002)

### 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	2006	2007	2008	2009
Personnel Services	353,459	389,702	403,696	423,934
Contractual Services	84,911	87,285	115,215	118,908
Commodities	101,718	82,908	136,775	140,175
Capital Expenditures	169,867	108,431	180,050	180,000
Transfers	67,499	64,332	58,881	45,567
<b>Total</b>	<b>777,454</b>	<b>732,659</b>	<b>894,617</b>	<b>908,584</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Superintendent	1.0	1.0	1.0	1.0
Assist. Superintendent	1.0	1.0	1.0	1.0
Water/Sewer Tech.	3.0	3.0	3.0	3.0
Meter Reader	1.0	1.0	1.0	1.0
Service Representative	.5	.5	.5	.5
Auto-Cad Tech	.5	.5	.5	.5
<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

#### 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 the sound customer service.

#### EXPENDITURE CHANGES

- No notable changes.

#### STAFF CHANGES

- None

## WATER DISTRIBUTION (3002)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
	<b>PERSONNEL SERVICES</b>					
411	Salaries	246,020	248,794	273,450	280,500	293,000
411	Seasonal	8,020	8,521	8,500	8,800	9,000
410	Overtime	12,935	9,820	9,940	10,000	10,000
412	Social Security	19,943	19,145	21,087	22,896	23,868
413	Retirement	10,822	11,490	14,363	16,500	19,816
414	Health Insurance	52,233	55,688	62,362	65,000	68,250
	<b>SUBTOTAL</b>	<b>349,973</b>	<b>353,459</b>	<b>389,702</b>	<b>403,696</b>	<b>423,934</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telephone	2,705	2,320	1,067	1,300	1,300
505	Professional Development	1,437	2,073	2,173	2,500	2,500
515	Advertising - Human Resources	0	0	0	0	0
520	Insurance - Bldg. & Contents	8,949	10,028	8,112	8,923	9,369
521	Worker's Compensation Ins.	11,438	10,989	11,387	12,600	13,230
523	Vehicle Ins. - Risk Management	4,650	4,891	3,631	5,127	5,383
526	General Liability Insurance	2,010	2,707	2,358	2,215	2,326
530	Utilities	0	0	0	800	800
533	Equipment Repair	6,674	2,211	101	7,000	8,000
534	Vehicle Repair	201	670	0	3,500	3,500
535	Radio Maintenance	272	0	0	500	0
558	Other Contractual Services	27,665	24,139	34,300	43,750	45,500
565	Taxes - Compensating Use	0	41	77	0	0
566	State Water Protection Fees	24,240	24,842	24,080	27,000	27,000
	<b>SUBTOTAL</b>	<b>90,240</b>	<b>84,911</b>	<b>87,285</b>	<b>115,215</b>	<b>118,908</b>
	<b>COMMODITIES</b>					
600	Office Supplies	282	675	581	675	675
601	CAD Supplies	0	0	0	500	500
608	Vehicles Operations	12,154	11,095	11,459	12,500	15,000
615	Uniforms	2,530	2,646	1,911	4,100	4,000
620	Supplies	53,496	55,259	28,149	67,000	68,000
623	Bedding and Fill Material	34,828	25,622	34,333	45,000	45,000
629	Road Rock, Cement & Gravel	1,415	502	2,567	0	0
630	Other Operating Supplies	5,908	5,919	3,907	7,000	7,000
	<b>SUBTOTAL</b>	<b>110,614</b>	<b>101,718</b>	<b>82,908</b>	<b>136,775</b>	<b>140,175</b>
	<b>CAPITAL OUTLAY</b>					
705	Computer Equipment	0	0	0	850	0
710	(Small Equipment)	0	0	0	1,000	0
746	Water Line Construction	113,601	108,654	68,228	128,700	125,000
744	Distribution Line Supplies	21,933	61,213	40,204	49,500	55,000
	<b>SUBTOTAL</b>	<b>135,534</b>	<b>169,867</b>	<b>108,431</b>	<b>180,050</b>	<b>180,000</b>
	<b>TRANSFERS</b>					
908	Transfer to Equipment Reserve	70,371	67,499	64,332	58,881	45,567
	<b>TOTAL</b>	<b>756,731</b>	<b>777,454</b>	<b>732,659</b>	<b>894,617</b>	<b>908,584</b>

Note: The KPERs rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.

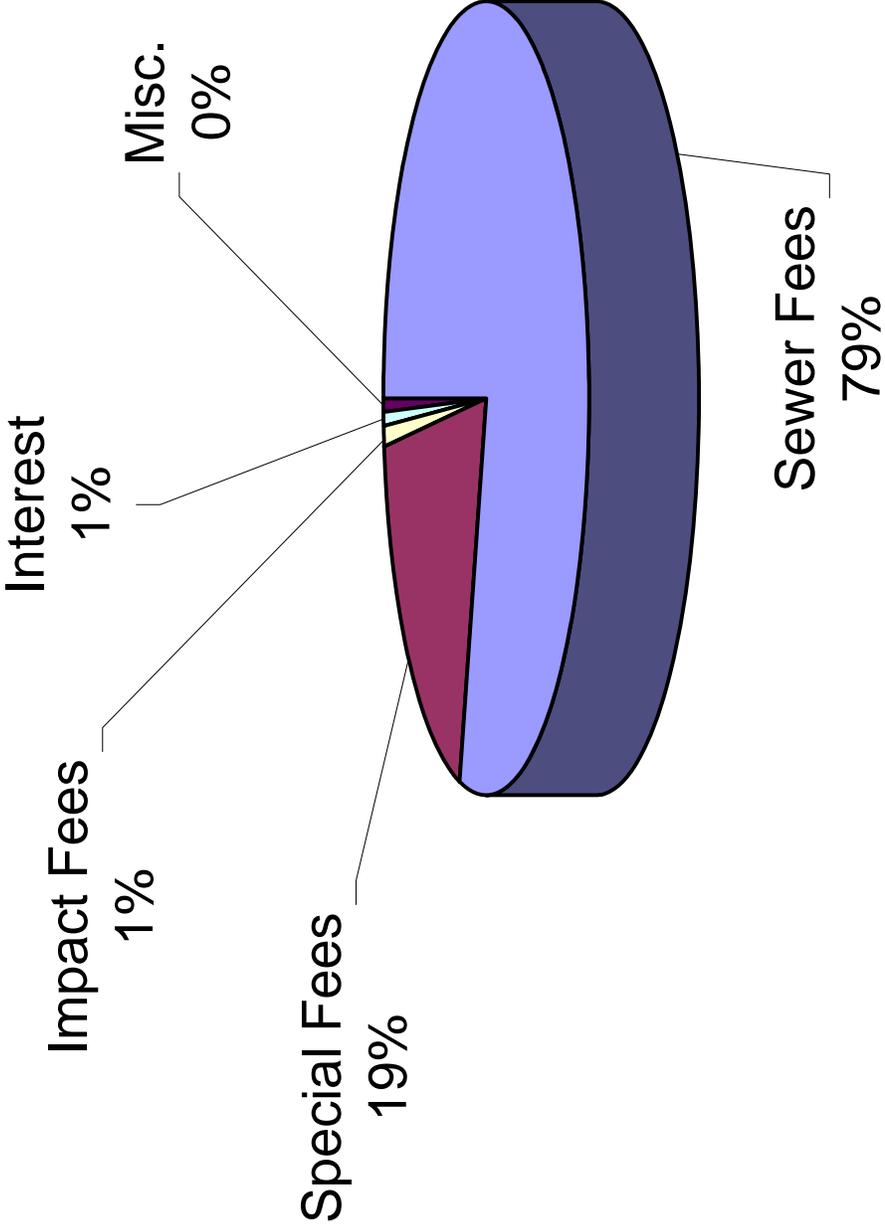
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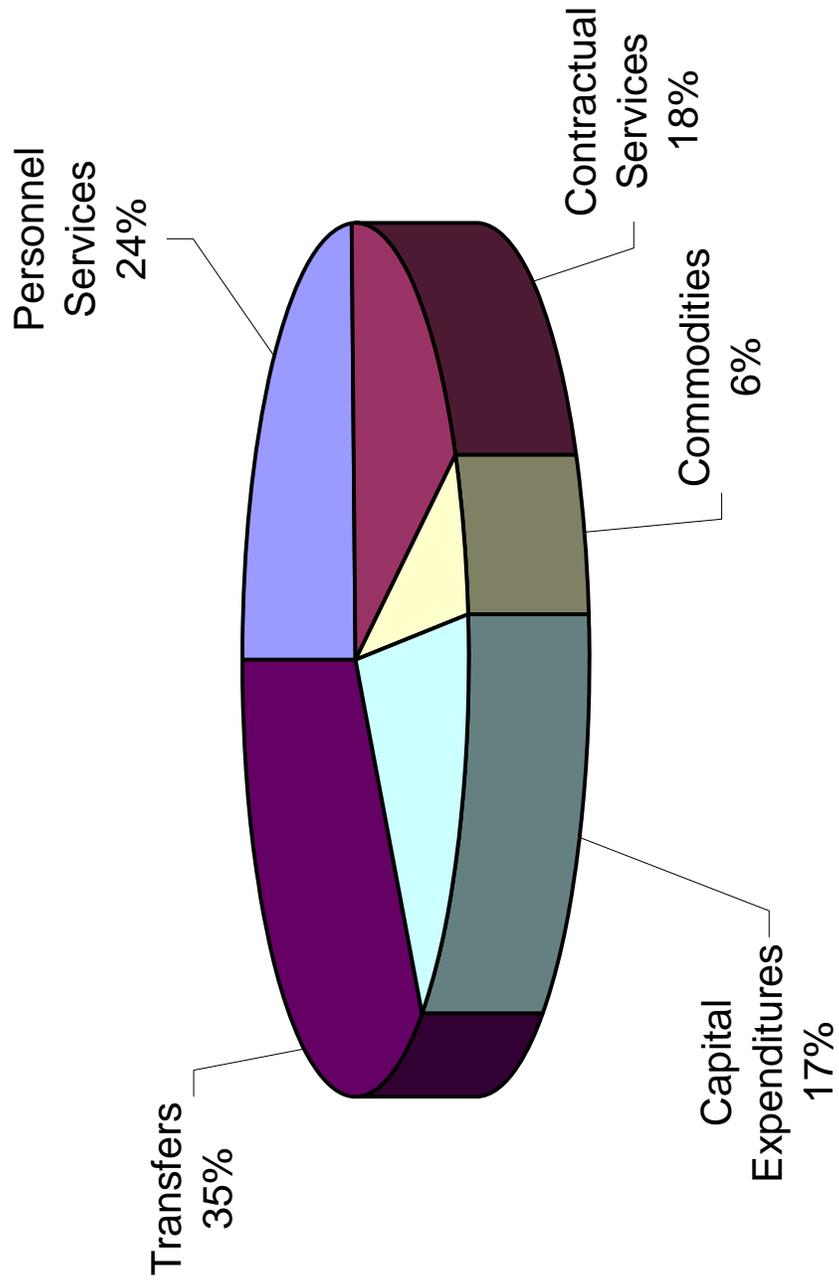
**OTTAWA**

KANSAS

# WASTEWATER FUND REVENUE



# WASTEWATER EXPENDITURES



## **WASTEWATER (3600)**

### **REVENUE DETAIL**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Unencumbered Cash Balance, Jan. 1</b>	1,058,023	660,326	762,918	726,528	613,320
Sewer Service Charges	1,381,683	1,709,104	1,759,000	1,822,000	1,876,660
Special Service Charges	228,736	334,730	336,442	440,000	448,000
Impact Fees	963	24,622	1,605	20,000	20,000
Tap Fees	4,080	4,785	4,500	4,000	4,000
Interest	23,200	32,258	33,088	18,000	18,000
Reimbursed Expenses	508	2,201	7,261	6,000	6,000
Labor & Materials	0	0	0	500	500
Misc. Revenues	0	90	207	300	300
<b>Total Revenue</b>	1,639,171	2,107,790	2,142,102	2,310,800	2,373,460
<b>Total Resources</b>	2,697,194	2,768,117	2,905,020	3,037,328	2,986,780
<b>EXPENDITURE DETAIL</b>					
Personnel Services	476,326	516,043	556,009	560,509	582,024
Contractual Services	335,451	342,711	387,308	429,707	425,968
Commodities	73,136	90,516	127,978	118,150	143,750
Capital Expenditures	222,224	301,481	306,790	497,850	399,500
Debt Service (Transfer)	144,500	69,996	70,000	70,000	70,000
Transfer to General	300,000	211,212	190,000	192,000	195,000
Transfer to Equipment Reserve	115,710	88,729	70,248	67,792	72,534
Transfer to Risk Management Reserve	6,700	2,750	10,000	12,000	12,000
Transfer to Community Service	36,000	26,576	36,000	36,000	36,000
Transfer to Capital Projects (WWTP)	250,437	330,000	414,446	440,000	448,000
Reserves	76,384	25,185	9,712	0	0
<b>Total Requirements</b>	2,036,868	2,005,199	2,178,491	2,424,008	2,384,776
<b>Reserves</b>					602,004
<b>Unencumbered Cash Balance, Dec. 31</b>	660,326	762,918	726,528	613,320	

## WASTEWATER (3600)

	<b>SOURCE OF REVENUE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
100	Unencumbered Cash	1,058,023	660,326	762,918	726,528	613,320
324	Interest	23,200	32,258	33,088	18,000	18,000
325	Reimbursed Expenses	508	2,201	7,261	6,000	6,000
364	Service Installation & Tap Fee	4,080	4,785	4,500	4,000	4,000
369	Impact Fees	963	24,622	1,605	20,000	20,000
368	Sewer Service Charges	1,381,683	1,709,104	1,759,000	1,822,000	1,876,660
370	Labor & Materials	0	0	0	500	500
394	Special Fee	228,736	334,730	336,442	440,000	448,000
399	Miscellaneous Revenues	0	90	207	300	300
	<b>TOTAL</b>	<b>2,697,194</b>	<b>2,768,117</b>	<b>2,905,020</b>	<b>3,037,328</b>	<b>2,986,780</b>
	<b>ADMINISTRATIVE EXPENSE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>TRANSFERS</b>					
599	Refunds	0	0	408	0	0
809	Transfer Debt Reduction	139,895	69,996	70,000	70,000	70,000
901	Transfer to General Fund	300,000	211,212	190,000	192,000	195,000
905	Transfer to WWTP Fund	220,000	330,000	330,000	440,000	448,000
909	Transfer to Community Services	36,000	26,576	36,000	36,000	36,000
906	Transfer to Equipment Reserve	105,586	88,729	70,248	57,668	72,720
906	Transfer to Risk Mgt	6,700	2,750	10,000	12,000	12,000
918	Transfer to Capital Projects (WWTP)	30,437	0	84,446	0	0
925	Reserves	76,384	25,185	9,712	0	0
	<b>SUBTOTAL</b>	<b>915,002</b>	<b>754,448</b>	<b>800,814</b>	<b>807,668</b>	<b>833,720</b>



## Enterprise Fund

## FUND (3601)

### WASTEWATER TREATMENT

#### Description of Services

The recently completed 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 new 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	2006	2007	2008	2009
Personnel Services	323,467	384,351	366,416	375,656
Contractual Services	303,054	355,108	365,732	361,028
Commodities	38,177	47,670	57,700	57,700
Capital Expenditures	33,982	29,768	197,000	53,000
Transfers	10,124	10,124	10,124	10,124
<b>Total</b>	<b>708,805</b>	<b>827,022</b>	<b>996,972</b>	<b>857,508</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Director of Utilities	.33	.33	.33	.33
Superintendent	1.0	1.0	1.0	1.0
Wastewater Plant Op.	3.0	3.0	3.0	3.0
Environmental Coord.	.5	.5	.5	0
Asst. Director of Utilities	0	0	0	.5
<b>Total</b>	<b>4.83</b>	<b>4.83</b>	<b>4.83</b>	<b>4.83</b>
Seasonal	1.0	1.0	1.0	1.0

#### 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

- The 2009 budget is lower than the previous year due to completion of the Princeton Lift station project.

#### STAFF CHANGES

- None

## WASTEWATER TREATMENT (3601)

	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
	<b>PERSONNEL SERVICES</b>					
411	Salaries	217,949	233,706	282,627	248,000	259,000
411	Seasonal	4,662	4,820	0	4,500	4,500
411	Retirement	0	0	0	10,500	0
410	Overtime	5,868	6,658	10,601	7,200	10,000
412	Social Security	16,382	17,163	20,414	19,523	20,579
413	KPERS (Note 1)	9,349	11,128	15,211	15,756	17,593
414	Health Insurance	38,726	47,725	53,271	58,598	61,528
521	Worker's Compensation Insurance	2,491	2,267	2,228	2,340	2,457
	<b>SUBTOTAL</b>	<b>295,426</b>	<b>323,467</b>	<b>384,351</b>	<b>366,416</b>	<b>375,656</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	158	156	180	400	400
503	Telephone	1,714	1,587	1,168	2,000	2,000
505	Professional Development	4,467	6,049	7,216	12,600	12,500
518	Waste Removal	53,811	71,848	70,609	70,000	72,000
519	Odor Control	80	0	9,825	16,000	16,000
520	Insurance - Bldg. & Contents	4,306	4,649	33,326	26,000	27,300
523	Vehicle Ins. - Risk Management	1,163	1,223	861	725	762
526	General Liability Insurance	3,652	1,789	1,558	1,206	1,267
530	Utilities	155,945	151,261	172,287	170,000	180,000
533	Equipment Repair	29,703	15,561	14,553	15,000	15,000
534	Motor Vehicle Repair	136	11	26	800	800
558	Other Contractual Services	42,198	45,458	41,820	30,000	20,000
558	Other Contractual Services (Lab)	7,781	0	0	8,000	0
559	Environmental Compliance	446	760	1,179	8,000	8,000
568	Professional Serv. (NPDS Permit, RBC)	0	1,204	0	4,000	4,000
571	Audit Expense	1,500	1,500	500	1,000	1,000
	<b>SUBTOTAL</b>	<b>307,059</b>	<b>303,054</b>	<b>355,108</b>	<b>365,732</b>	<b>361,028</b>
	<b>COMMODITIES</b>					
600	Office Supplies	370	169	279	1,100	1,100
601	CAD Supplies	592	0	1,106	1,000	1,000
608	Vehicle Operation	2,720	2,392	2,990	4,500	4,500
611	Chemical Supplies	9,727	10,382	11,172	14,000	14,000
615	Uniforms	1,075	1,422	1,109	2,100	2,100
620	Operating and Maintenance Supplies	20,659	23,813	31,014	35,000	35,000
	<b>SUBTOTAL</b>	<b>35,144</b>	<b>38,177</b>	<b>47,670</b>	<b>57,700</b>	<b>57,700</b>
	<b>CAPITAL EXPENDITURES</b>					
705	Computer Equipment	0	1,132	398	2,000	1,500
710	Equipment	16,986	23,877	14,595	40,000	6,500
730	Capital Improvements (Note 2)	0	0	14,245	150,000	40,000
731	Buildings & Structures	4,262	8,974	530	5,000	5,000
	<b>SUBTOTAL</b>	<b>21,249</b>	<b>33,982</b>	<b>29,768</b>	<b>197,000</b>	<b>53,000</b>
	<b>TRANSFERS</b>					
906	Transfer To Equipment Replacemen	10,124	10,124	10,124	10,124	10,124
	<b>TOTAL</b>	<b>669,001</b>	<b>708,805</b>	<b>827,022</b>	<b>996,972</b>	<b>857,508</b>

Notes:

- 1 Note: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.
- 2 The 2008 Capital Project is a rebuild of the Princeton lift station.



## Enterprise Fund

## FUND (3602)

### WASTEWATER COLLECTION

#### Description of Services

The Wastewater Collection System includes five lift stations north of the Marais Des Cygnes River and four south of the river. These lift stations are maintained by plant personnel. The Wastewater Collection Division maintains 61 miles of sanitary sewer line. Contractors are hired where depths of sewer are beyond the reach of the City's backhoes or where time is the overriding factor. In addition to the maintenance, the Division has averaged replacing or upgrading over 650 feet of sewer line each year for the last six years. The Division has also undertaken an Inflow/Infiltration removal program. The program involves cleaning over 40,000 feet of line per year, televising over 15,000 feet per year and contracting for approximately 7,500 feet of slip form over the last two years. The crew has been involved in replacing 96 grade adjustments, and replacing 49 manholes.

#### 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.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Personnel Services	192,575	171,658	194,093	206,368
Contractual Services	39,657	32,200	63,975	64,940
Commodities	52,339	80,307	60,450	86,050
Capital Expenditures	267,499	277,021	300,850	346,500
Transfers	78,605	60,124	57,668	62,410
<b>Total</b>	<b>630,675</b>	<b>621,311</b>	<b>677,036</b>	<b>766,268</b>

#### EXPENDITURE CHANGES

- The 2009 budget has increased with the planned purchase of an "easement rodder". This equipment will allow better maintenance of the existing system.

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Maint. Crew Leader	1.0	1.0	1.0	1.0
Water/Sewer Technical	3.0	3.0	3.0	3.0
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
Seasonal	1.0	1.0	1.0	1.0

#### STAFF CHANGES

- None

## WASTEWATER COLLECTION (3602)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2005	2006	2007	2008	2009
<b>PERSONNEL SERVICES</b>						
411	Salaries	126,457	135,363	127,089	139,000	146,500
411	Seasonal	4,016	0	0	3,900	4,500
410	Overtime	3,519	3,834	2,688	3,000	3,700
412	Social Security	9,292	9,447	9,487	10,863	11,490
413	KPERS (Note 1)	5,546	6,408	6,112	8,421	9,823
414	Health Insurance	32,071	37,522	26,281	28,909	30,355
<b>SUBTOTAL</b>		<b>180,901</b>	<b>192,575</b>	<b>171,658</b>	<b>194,093</b>	<b>206,368</b>
<b>CONTRACTUAL SERVICES</b>						
503	Telephone	1,973	1,632	1,210	1,700	1,700
505	Professional Development	1,250	2,802	579	3,000	3,000
520	Insurance - Bldg. & Contents	3,690	4,166	6,875	9,853	10,346
521	Worker's Compensation		1,221	1,200	1,500	1,575
523	Vehicle Ins. - Risk Management	4,069	4,280	3,014	2,766	3,043
526	General Liability Insurance	1,328	1,789	1,558	1,206	1,327
533	Equipment Repair	3,508	5,402	3,658	6,000	6,000
534	Vehicle Repair	484	118	0	1,800	1,800
558	Other Contractual Services	8,760	18,248	14,107	36,150	36,150
571	Audit Expense	1,500	0	0	0	0
<b>SUBTOTAL</b>		<b>26,563</b>	<b>39,657</b>	<b>32,200</b>	<b>63,975</b>	<b>64,940</b>
<b>COMMODITIES</b>						
600	Office Supplies	332	255	344	400	400
601	CAD Supplies	973	506	99	1,100	1,100
608	Vehicle Supplies	5,709	7,801	10,239	6,000	6,000
615	Uniforms	1,515	1,867	828	3,200	3,200
620	Supplies	7,090	7,377	12,432	11,350	11,350
622	Small Tools	683	969	792	1,000	1,000
623	Concrete & Masonry	17,458	27,194	50,109	30,000	55,000
629	Sand, Gravel & Rock	2,219	3,087	4,262	3,700	4,000
630	Other Operating Supplies	2,012	3,284	1,202	3,700	4,000
<b>SUBTOTAL</b>		<b>37,992</b>	<b>52,339</b>	<b>80,307</b>	<b>60,450</b>	<b>86,050</b>
<b>CAPITAL EXPENDITURE</b>						
705	Computer Equipment	0	0	398	850	0
710	Equipment (Safety)	0	0	0	0	46,500
747	Sewer Line Construction	144,179	127,780	125,231	150,000	150,000
760	Inflow & Infiltration Removal	56,796	139,719	151,392	150,000	150,000
<b>SUBTOTAL</b>		<b>200,975</b>	<b>267,499</b>	<b>277,021</b>	<b>300,850</b>	<b>346,500</b>
<b>TRANSFERS</b>						
906	Transfer To Equipment Replacement	105,586	78,605	60,124	57,668	62,410
<b>TOTAL</b>		<b>552,017</b>	<b>630,675</b>	<b>621,311</b>	<b>677,036</b>	<b>766,268</b>

Notes:

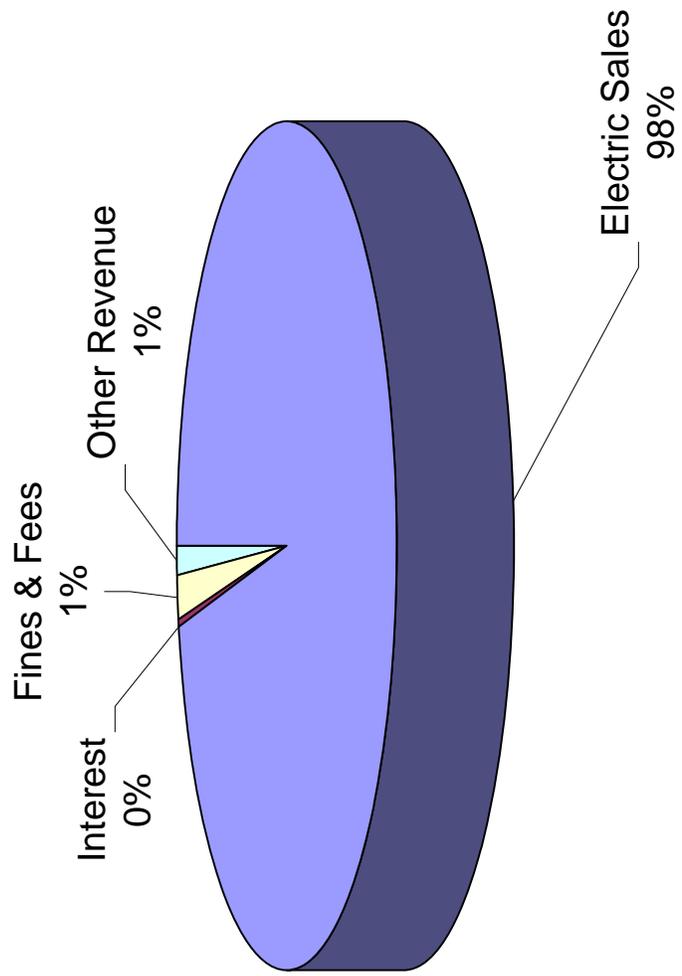
- Note: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.

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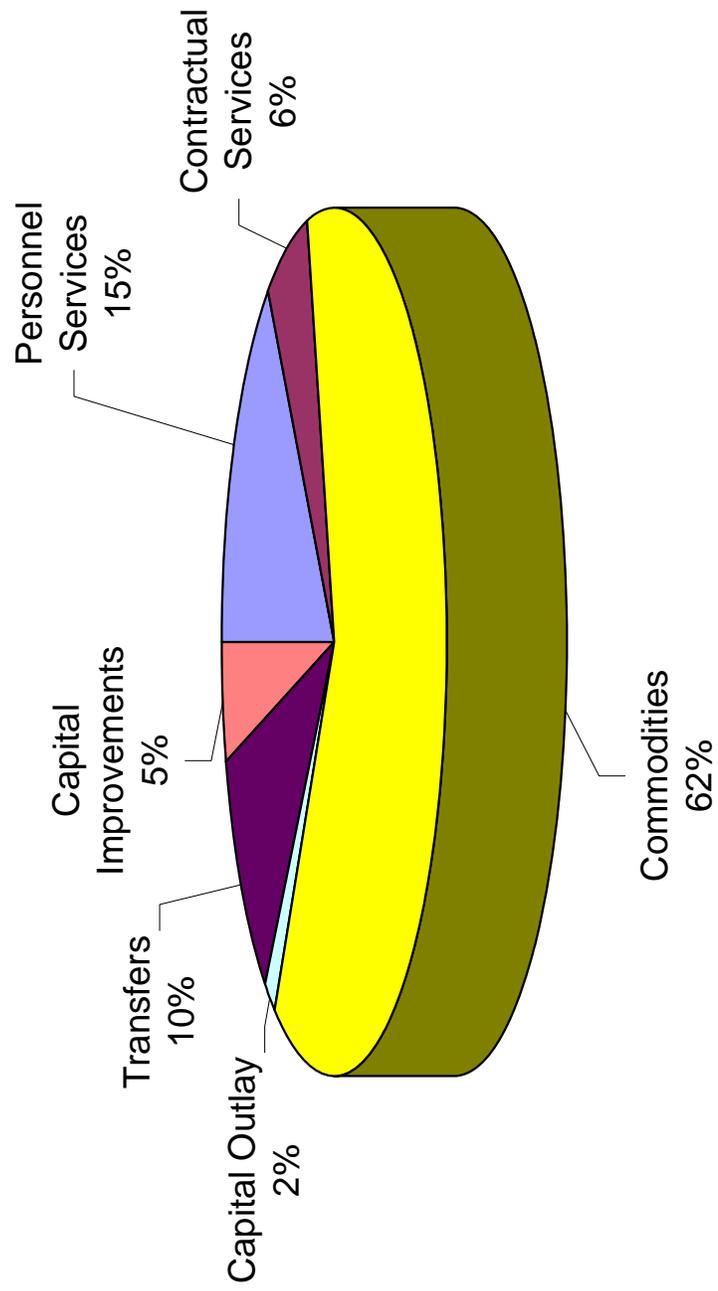


**OTTAWA**  
KANSAS

# ELECTRIC FUND REVENUE



# ELECTRIC FUND EXPENDITURES



**ELECTRIC (3700)**

REVENUE DETAIL					
	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	2005	2006	2007	2008	2009
<b>Unencumbered Cash Balance, Jan. 1</b>	3,373,411	2,834,184	2,396,136	2,293,289	1,678,533
<b>Electric Sales</b>					
Residential Urban	3,976,933	4,567,557	4,899,984	5,634,981	6,170,304
Large Power	3,642,990	4,343,431	5,347,842	6,150,018	6,734,270
General Service Small Urban	904,739	1,073,888	1,053,306	1,211,301	1,326,375
School & City	706,536	821,649	946,031	983,872	1,062,582
Area Lights	48,809	54,495	56,338	59,000	61,360
Service Fee	0	3,714	0	0	0
Service Fee	47,031	47,228	47,238	52,000	55,000
General Service Small Rural	16,469	17,274	17,471	2,200	2,300
Electric Sales-Rural Res.	12,996	12,179	12,190	12,799	13,439
Reconnect Fees	10,493	12,788	13,873	13,000	13,000
<b>Total Electric Sales</b>	9,366,996	10,954,202	12,394,270	14,119,172	15,438,630
Interest	85,751	103,991	108,988	64,000	64,000
Fines & Fees	183,896	204,861	212,248	221,000	229,840
Reimbursed Expense	582,643	88,675	101,922	115,000	100,000
Miscellaneous	73,513	39,556	45,809	50,000	50,000
Sale - Junk & Equipment	13,093	1,142	1,276	1,500	1,500
Labor & Materials	23,504	66,495	19,109	30,000	30,000
Refunds (2005 reversed encumbrance)	7,478	0	38,452	15,000	15,000
Pool Loan Repayment	0	15,930	0	0	0
<b>Total Other Revenue</b>	969,878	520,649	527,804	496,500	490,340
Transfers from Capital Improvement	0	113,041	0	0	0
Transfers from Library Fund	63,650	56,139	56,139	14,000	0
<b>Total Transfers in</b>	63,650	169,180	56,139	14,000	0
<b>Total Revenue</b>	10,400,524	11,644,031	12,978,213	14,629,672	15,928,970
<b>Total Resources</b>	13,773,935	14,478,215	15,374,349	16,922,961	17,607,503
EXPENDITURE DETAIL					
Personnel Services	2,035,527	2,040,806	2,154,359	2,226,366	2,357,652
Contractual Services	769,508	688,198	746,961	926,098	956,310
Commodities	5,746,990	7,698,492	8,542,608	9,450,550	9,907,400
Capital Outlay	71,598	37,349	19,623	381,200	263,550
Capital Improvement	211,548	324,631	318,091	534,000	718,000
Construction	416,246	0	0	0	0
Transfer to Bond & Interest (Note 1)	178,000	174,993	170,000	599,173	417,000
Transfer to General Fund	957,500	984,720	984,712	990,000	995,000
Transfer to Equipment Reserve Fund	134,468	103,153	98,708	89,041	91,370
Transfer to Risk Management Fund	6,700	3,160	10,000	12,000	12,000
Transfer to Community & Utility	36,000	26,576	36,000	36,000	36,000
Transfer to Stormwater Utility	75,667	0	0	0	0
Loan to Pool Project	300,000	0	0	0	0
<b>Total Requirements</b>	10,939,751	12,082,079	13,081,062	15,244,428	15,754,283
<b>Unencumbered Cash Balance, Dec 31</b>	2,834,184	2,396,136	2,293,289	1,678,533	
Contingency Reserve					1,853,220

Note 1: The increase to Bond and Interest is for the retirement of G.O. debt issued for the N.E. Substation

**ELECTRIC (3700)**

	<b>SOURCE OF REVENUE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
100	Unencumbered Cash	3,373,410	2,834,184	2,396,136	2,293,289	1,678,533
324	Interest	85,751	103,991	108,988	64,000	64,000
325	Reimbursed Expense	582,643	88,675	101,922	115,000	100,000
333	Fines & Fees	183,896	204,861	212,248	221,000	229,840
348	Transfers from Capital Improvement	0	113,041	0	0	0
364	Service Installation & Tap Fees	0	3,714	0	0	0
367	Transfer from Library	63,650	56,139	56,139	14,000	0
375	Electric Sales, Res. Urban	3,976,933	4,567,557	4,899,984	5,634,981	6,170,304
376	Electric Sales, Rural Res.	12,996	12,179	12,190	12,799	13,439
377	General Service Small Urban	904,739	1,073,888	1,053,306	1,211,301	1,326,375
378	General Service Small Rural	16,469	17,274	17,471	2,200	2,300
380	General Service Large	3,642,990	4,343,431	5,347,842	6,150,018	6,734,270
382	Area Lights	48,809	54,495	56,338	59,000	61,360
383	School & City	706,536	821,649	946,031	983,872	1,062,582
388	Origination Service Fee	47,031	47,228	47,238	52,000	55,000
389	Labor & Materials	23,504	66,495	19,109	30,000	30,000
390	Sale - Junk & Equip.	13,093	1,142	1,276	1,500	1,500
393	Refunds	7,478	0	38,452	15,000	15,000
392	Reconnection Fees	10,493	12,788	13,873	13,000	13,000
395	Pool Loan Repayment	0	15,930	0	0	0
399	Miscellaneous	73,513	39,556	45,809	50,000	50,000
	<b>TOTAL</b>	<b>13,773,934</b>	<b>14,478,215</b>	<b>15,374,349</b>	<b>16,922,961</b>	<b>17,607,503</b>
	<b>TRANSFER EXPENSE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
900	Transfer to Bond & Interest (Note 1)	178,000	174,993	170,000	599,173	417,000
901	Transfer to General Fund	957,500	984,720	984,712	990,000	995,000
906	Transfer to Equipment Reserve Fund	134,468	103,153	98,708	89,041	91,370
906	Transfer to Risk Management Fund	6,700	3,160	10,000	12,000	12,000
909	Transfer to Community & Utility	36,000	26,576	36,000	36,000	36,000
924	Swimming Pool Loan	300,000	0	0	0	0
925	Contingency	0	51,360	4,769	0	0
999	Transfer to Stormwater Mgt.	75,667	0	0	0	0
	<b>SUBTOTAL</b>	<b>1,688,335</b>	<b>1,343,962</b>	<b>1,304,189</b>	<b>1,726,214</b>	<b>1,551,370</b>

Note 1: The increase to Bond and Interest is for the retirement of G.O. debt issued for the N.E. Substation



## Enterprise Fund

## 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 a 161Kv and 35Kw lines. The interconnection was upgraded in 2004 to provide dual feed points. 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 an additional 12 Mw during the summer months and 4 Mw during the winter months. Both contracts provide coal fired generation with GRDA also supplying hydropower. The City is also able to purchase economy energy from KCPL. This energy is normally available during winter months or off peak hours during the spring and fall seasons.

Under normal circumstances, the interconnection supplies the City's needs for approximately seven months out of each year. When the peak demand exceeds 23 Mw the power plant is capable of generating the remainder of the load. A peak demand of 37.9 Mw was established in 2006. Total capacity of the Ottawa system with purchased power and generation is 49.7 Mw. A considerable increase in this fund is primarily attributed to the increasing cost of purchasing power and the increasing demand.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Personnel Services	819,651	855,928	875,090	944,467
Contractual Services	330,266	423,788	579,091	578,436
Commodities	7,589,358	8,436,642	9,328,200	9,781,500
Capital Expenditures	21,934	546	327,000	235,600
Transfers	12,463	12,463	10,567	10,567
<b>Total</b>	<b>8,773,672</b>	<b>9,729,367</b>	<b>11,119,947</b>	<b>11,550,570</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Director of Utilities	.33	.33	.33	.33
Superintendent	1.0	1.0	1.0	1.0
Assist. Superintendent	1.0	1.0	1.0	1.0
Operator/Maintenance	8.0	8.0	8.0	8.0
Maintenance	3.0	3.0	3.0	3.0
Auto-Cad Tech	.25	.25	.25	.25
<b>Total</b>	<b>13.58</b>	<b>13.58</b>	<b>13.58</b>	<b>13.58</b>
Seasonal	1.0	1.0	1.0	1.0

#### 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.

#### STAFF CHANGES

- Jeff Oleson promoted from Plant Superintendent to Assistant Director of Utilities.
- Dennis Tharp promoted from Assistant Power Plant Superintendent to Power Plant Superintendent.
- The position of Assistant Superintendent will be eliminated and replaced with two coordinator positions; Electrical-Electronic Coordinator and Mechanical-Building Coordinator. The creation of these two positions was made due to changes in the technological demands to meet current standards within the industry. No additional personnel will be added due to these changes.

<b>ELECTRIC PRODUCTION (3703)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	600,148	604,313	635,762	629,040	679,000
410	Overtime	16,750	13,041	8,704	11,500	11,500
412	Social Security	44,384	43,618	45,216	49,001	52,823
413	KPERS (Note 1)	24,807	27,056	32,097	37,984	45,159
414	Health Insurance	107,938	111,475	115,202	126,722	133,058
521	Worker's Comp. Ins.	23,061	20,148	18,948	20,843	22,927
	<b>SUBTOTAL</b>	<b>817,088</b>	<b>819,651</b>	<b>855,928</b>	<b>875,090</b>	<b>944,467</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telephone	4,690	3,752	2,577	3,500	4,000
505	Professional Development	11,294	8,776	12,212	13,000	16,000
520	Insurance - Bldg. & Cont.	43,632	39,903	37,379	48,668	51,101
523	Vehicle Ins.	2,569	2,720	2,153	2,261	2,374
525	Boiler Insurance (Plant)	46,619	52,509	60,384	66,422	73,065
526	General Liability Ins.	17,234	23,216	20,223	21,234	22,296
528	SCADA Maintenance & Equipment	4,266	7,925	9,108	12,360	10,000
530	Utilities	35,286	34,320	30,060	36,050	35,000
532	Building & Structure Repair	155	2,215	0	5,150	5,000
533	Equipment Repair	68,915	23,307	112,406	166,000	160,000
534	Vehicle Repair	561	10	0	620	600
550	Towel & Laundry Service	924	996	1,258	825	1,000
558	Other Contractual Services	146,238	121,614	124,005	185,000	180,000
561	Utility Assistance	5,232	5,888	9,542	12,000	12,000
565	Destination Based Sales Tax	5,731	3,117	2,480	6,000	6,000
	<b>SUBTOTAL</b>	<b>393,347</b>	<b>330,266</b>	<b>423,788</b>	<b>579,091</b>	<b>578,436</b>
	<b>COMMODITIES</b>					
600	Office Supplies	3,752	1,669	1,349	4,500	3,000
601	CAD Supplies	986	743	1,135	1,200	1,000
605	Purchase Power	3,661,942	4,987,063	5,242,175	5,816,000	6,000,000
606	Purchase Demand	1,533,752	2,102,103	2,587,339	2,750,000	3,000,000
607	Natural Gas	291,570	302,530	336,320	500,000	450,000
608	Vehicle Operations	5,728	6,043	6,521	6,000	7,500
609	Motor Oil	6,439	10,293	3,696	18,000	15,000
610	Fuel Oil (Plant Engines)	89,836	109,526	155,786	150,000	195,000
611	Chemical Supplies	11,209	9,265	12,871	15,000	15,000
615	Uniforms	3,103	1,836	3,054	7,500	5,000
620	Supplies	32,528	58,287	86,396	60,000	90,000
	<b>SUBTOTAL</b>	<b>5,640,845</b>	<b>7,589,358</b>	<b>8,436,642</b>	<b>9,328,200</b>	<b>9,781,500</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture & Fixtures	0	615	66	2,000	2,500
704	Office Equipment	0	0	0	1,500	1,500
705	Computer Equipment	0	0	0	3,500	5,500
710	Equipment	5,689	4,353	480	300,000	210,000
710	Radio Equipment (Radios 09 & 10)	0	0	0	0	1,100
715	Building Maintenance	28,037	13,997		20,000	15,000
718	Equipment Purchase	0	2,970	0	0	0
	<b>SUBTOTAL</b>	<b>33,726</b>	<b>21,934</b>	<b>546</b>	<b>327,000</b>	<b>235,600</b>
	<b>TRANSFERS</b>					
	Transfer to Equipment Reserve	18,494	12,463	12,463	10,567	10,567
	<b>TOTAL</b>	<b>6,903,500</b>	<b>8,773,672</b>	<b>9,729,367</b>	<b>11,119,947</b>	<b>11,550,570</b>

Note 1: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.

# 2009 BUDGET



## Enterprise Fund

## 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	2006	2007	2008	2009
Personnel Services	601,617	690,680	715,501	753,548
Contractual Services	116,430	110,027	112,341	117,227
Commodities	74,592	61,488	77,600	80,600
Capital Expenditures	334,071	323,345	560,700	727,800
Transfers	83,915	71,669	71,669	64,744
<b>Total</b>	<b>1,210,624</b>	<b>1,257,209</b>	<b>1,537,811</b>	<b>1,743,918</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Superintendent	1.0	1.0	1.0	1.0
Assist. Superintendent	1.0	1.0	1.0	1.0
Electric Dist. Crew Chief	3.0	3.0	3.0	3.0
Line Electrician	4.0	4.0	4.0	4.0
Service Representative	.5	.5	.5	.5
Asst. Director of Utilities	0	0	.25	.25
<b>Total</b>	<b>9.5</b>	<b>9.5</b>	<b>9.75</b>	<b>9.75</b>

#### GOALS

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

#### OBJECTIVES

- Continue to provide the best customer service possible with a strong emphasis on safety and efficiency.
- Promote conservation of electrical energy.
- To seek the most cost effective ways of providing reliable sources of energy to the community.

#### EXPENDITURE CHANGES

- None

#### STAFF CHANGES

- None

<b>ELECTRIC DISTRIBUTION (3704)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	428,650	427,746	480,015	501,560	524,600
410	Overtime	45,206	31,313	36,750	32,000	34,000
412	Social Security	32,935	32,841	36,730	40,817	42,733
413	KPERS (Note 1)	17,070	21,115	25,555	31,640	36,532
414	Health Insurance	76,169	74,600	98,462	95,000	99,750
521	Worker's Comp. Ins.	16,024	14,001	13,167	14,484	15,932
	<b>SUBTOTAL</b>	<b>616,055</b>	<b>601,617</b>	<b>690,680</b>	<b>715,501</b>	<b>753,548</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	0	15	68	120	120
503	Telephone	2,689	3,043	2,389	1,500	1,500
505	Professional Development	4,022	5,805	6,306	6,500	7,500
520	Insurance - Bldg. & Cont.	17,457	19,563	17,326	18,193	19,102
523	Vehicle Ins.	4,231	4,502	3,876	4,069	4,273
526	General Liability Insurance	11,976	16,133	14,053	15,459	16,232
533	Equipment Repair	14,971	12,178	12,586	8,000	8,000
534	Motor Vehicle Repair	1,261	1,273	2,770	4,000	4,000
558	Other Contractual Services	60,138	52,722	49,877	53,000	55,000
558	Other Contractual Services (HR)	0	0	0	0	0
565	Destination Based Sales Tax	2,522	1,194	776	1,500	1,500
	<b>SUBTOTAL</b>	<b>119,267</b>	<b>116,430</b>	<b>110,027</b>	<b>112,341</b>	<b>117,227</b>
	<b>COMMODITIES</b>					
600	Office Supplies	230	328	310	500	500
601	Computer Supplies (CAD)	1,035	557	234	1,000	1,000
608	Vehicle Operations	13,656	12,621	15,349	14,000	17,000
615	Uniforms	2,834	3,253	2,705	5,100	5,100
620	Supplies	53,320	57,833	42,890	57,000	57,000
	<b>SUBTOTAL</b>	<b>71,075</b>	<b>74,592</b>	<b>61,488</b>	<b>77,600</b>	<b>80,600</b>
	<b>CAPITAL OUTLAY</b>					
646	Traffic Signals	4,236	0	1,133	3,500	3,500
710	Equipment (Radios 09 and 10)	0	0	708	2,200	1,300
710	Equipment - (Lease Purchase Mini Derrick)	9,797	9,439	3,413	8,500	5,000
715	Building & Structure	0	0	0	12,500	0
	<b>SUBTOTAL</b>	<b>14,033</b>	<b>9,439</b>	<b>5,254</b>	<b>26,700</b>	<b>9,800</b>
	<b>CAPITAL IMPROVEMENT</b>					
642	Transformers	96,064	154,884	123,135	150,000	175,000
644	Meters	20,830	20,252	7,207	44,000	46,000
745	Street Light Construction	21,395	29,234	36,976	40,000	47,000
749	Electric Line Construction	73,258	120,262	150,774	300,000	450,000
	<b>SUBTOTAL</b>	<b>211,548</b>	<b>324,631</b>	<b>318,091</b>	<b>534,000</b>	<b>718,000</b>
	<b>TRANSFERS</b>					
	Transfer to Equipment Reserve	97,421	83,915	71,669	71,669	64,744
	<b>TOTAL</b>	<b>1,129,398</b>	<b>1,210,624</b>	<b>1,257,209</b>	<b>1,537,811</b>	<b>1,743,918</b>

Note 1: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.

# 2009 BUDGET



## Enterprise Fund

## 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 2006 exceeded 1.1 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	2006	2007	2008	2009
Personnel Services	147,470	150,609	162,135	174,606
Contractual Services	32,672	33,672	38,515	59,151
Commodities	5,870	7,063	9,100	9,600
Capital Expenditures	5,645	6,052	11,800	2,650
Transfers	6,775	6,775	6,775	6,775
<b>Total</b>	<b>198,432</b>	<b>204,172</b>	<b>228,326</b>	<b>252,782</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
Warehouse Manager	1.0	1.0	1.0	1.0
Warehouse Worker	1.0	1.0	1.0	1.0
Secretary/Computer Op.	1.0	1.0	1.0	1.0
<b>Total</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
Seasonal	0	1.0	1.0	1.0

#### 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

<b>UTILITY WAREHOUSE (3705)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	95,881	106,699	108,650	115,000	123,700
410	Overtime	1,123	809	477	600	750
412	Social Security	7,137	7,576	7,706	8,843	9,520
413	KPERS (Note 1)	4,038	4,811	5,759	6,855	8,139
414	Health Insurance	24,053	25,782	26,244	28,869	30,312
521	Workers Comp. Ins.	1,962	1,793	1,773	1,968	2,184
	<b>SUBTOTAL</b>	<b>134,194</b>	<b>147,470</b>	<b>150,609</b>	<b>162,135</b>	<b>174,606</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	0	0	0	100	100
503	Telephone	2,616	2,337	2,514	2,750	2,750
505	Professional Development	130	130	986	800	1,000
520	Insurance - Bldg. & Cont.	5,386	6,035	4,582	4,811	5,051
523	Vehicle Ins.	1,163	1,223	861	904	950
530	Utilities	16,158	17,474	19,149	18,600	21,500
532	Building Repair	5,709	2,011	1,963	5,000	6,000
533	Equipment Repair	692	637	431	750	1,000
534	Motor Vehicle Repair	0	28	0	500	500
558	Other Contractual Services	4,307	2,582	3,102	4,000	20,000
565	Destination Based Sales Tax	72	215	84	300	300
	<b>SUBTOTAL</b>	<b>36,233</b>	<b>32,672</b>	<b>33,672</b>	<b>38,515</b>	<b>59,151</b>
	<b>COMMODITIES</b>					
600	Office Supplies	110	725	665	1,000	1,000
601	Computer Supplies	306	304	395	400	400
604	Small Tools Expense	143	53	55	200	200
608	Vehicle Operation	746	902	1,293	1,800	1,800
615	Uniforms	647	942	1,005	1,700	1,700
620	Supplies	2,847	2,945	3,650	4,000	4,500
	<b>SUBTOTAL</b>	<b>4,799</b>	<b>5,870</b>	<b>7,063</b>	<b>9,100</b>	<b>9,600</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture & Fixtures	0	427	413	500	500
704	Office Equipment	682	1,500	4,661	500	300
705	Computer	0	0	0	1,800	0
710	Equipment (Radios 09 and 10)	0	0	978	5,500	350
715	Building Improvements	16,530	3,718	0	3,500	1,500
	<b>SUBTOTAL</b>	<b>17,212</b>	<b>5,645</b>	<b>6,052</b>	<b>11,800</b>	<b>2,650</b>
	<b>TRANSFERS</b>					
712	Transfer to Equipment Reserve	18,553	6,775	6,775	6,775	6,775
	<b>TOTAL</b>	<b>210,992</b>	<b>198,432</b>	<b>204,172</b>	<b>228,326</b>	<b>252,782</b>

Note 1: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.



## Enterprise Fund

## 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, which runs the payroll program, general ledger, utility billing and other programs. The Meter Readers use an ITRON reading device to collect data in the field, which 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.

This division was delighted with the final installation and implementation of a new IBM AS/400 computer in 2007. This improvement increased processing speed, improved storage capacity and moved the city towards a solid disaster recovery program. The old AS/400 was relocated to an off site department to be used as a backup system. This provides improved disaster recovery abilities and is part of a larger plan to be able to meet the city's needs in the event of a natural or manmade disaster.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2006	2007	2008	2009
Personnel Services	472,068	457,142	473,639	485,032
Contractual Services	157,470	174,704	196,152	201,497
Commodities	28,672	37,414	35,650	35,700
Capital Expenditures	9,549	7,771	15,700	15,500
Transfers				9,284
<b>Total</b>	<b>667,759</b>	<b>677,031</b>	<b>721,141</b>	<b>747,012</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2006	2007	2008	2009
City Attorney	0.25	0.50	0.50	0.50
Utility Clerk II	3	3	3	3
Data Operator	2	2	2	2
Office Manager	1	1	1	1
Payable Clerk	1	1	1	1
Assist. Finance Director	1	1	1	1
Custodian	0.50	0.50	0.50	0.50
Environ. Coordinator	0.25	0.25	0	0
Director of Finance	0.25	0	0	0
<b>Total</b>	<b>9.25</b>	<b>9.25</b>	<b>9.00</b>	<b>9.00</b>

#### 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

- For the first time this division includes a transfer to Equipment Reserve for the systematic depreciation of the City's main computer system.

#### STAFF CHANGES

- None

<b>UTILITY BILLING (3710)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	356,806	360,884	351,365	357,000	362,000
410	Overtime	2,416	2,341	2,637	2,900	3,000
412	Social Security	26,433	26,142	25,972	27,532	27,923
413	KPERS (Note 1)	12,362	15,551	18,200	21,342	23,871
414	Health Insurance	67,606	64,781	56,599	62,258	65,371
521	Workers Comp. Ins.	2,567	2,369	2,369	2,606	2,867
	<b>SUBTOTAL</b>	<b>468,189</b>	<b>472,068</b>	<b>457,142</b>	<b>473,639</b>	<b>485,032</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	32,568	32,589	25,509	30,000	32,000
503	Telephone	3,295	2,967	1,770	700	700
505	Professional Development	10,986	6,368	4,766	10,500	10,500
508	Bad Debt Expense	36,740	17,991	13,289	18,000	20,000
509	Meeting Expense	0	0	0	1,000	1,000
514	Printing	219	0	1,110	1,000	1,200
520	Ins. Building & Content	3,637	4,076	4,142	4,720	5,192
523	Vehicle Insurance	1,500	1,560	861	790	830
530	Utility Expense		2,678	4,965	5,500	5,775
553	Service Agreements (Itron, Copier, Postage Machi	11,355	14,774	14,848	15,442	18,000
558	Other Contractual Services					
	Attorney	24,778	0	0	0	0
	Kansas Comp Use Tax	603	113	299	500	500
	Programming Support	41,574	40,861	69,132	59,000	59,000
	Technical Support	7,891	1,458	1,476	5,000	5,000
	IBM Support	2,888	2,945	1,656	3,200	3,000
	Temp Service	7,935	0	2,681	8,300	4,000
	Building Repairs	814	99	1,184	2,000	2,000
	Credit Card Service Fees		6,800	6,062	9,000	9,800
	Other Contractual Services	4,291	4,449	6,396	6,500	6,500
599	Refunds	3,292	1,242	3,034	2,500	4,000
571	Audit	17,040	16,500	11,525	12,500	12,500
	<b>SUBTOTAL</b>	<b>211,406</b>	<b>157,470</b>	<b>174,704</b>	<b>196,152</b>	<b>201,497</b>
	<b>COMMODITIES</b>					
600	Office Supplies	2,301	2,611	4,921	5,000	5,000
601	Computer Room Supplies	23,904	23,528	29,057	26,000	26,000
614	Books & Instructional Materials	0	0	0	200	200
615	Uniforms	595	74	195	450	500
620	Custodial Supplies	3,471	2,459	3,241	4,000	4,000
	<b>SUBTOTAL</b>	<b>30,271</b>	<b>28,672</b>	<b>37,414</b>	<b>35,650</b>	<b>35,700</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture & Fixtures	0	0	0	0	5,000
704	Office Machines (Computers)	431	183	0	2,700	0
705	Computer Equipment (PC Equipment)	494	3,661	2,800	3,000	1,500
705	Computer Equipment (Payable Printer)	0		0	0	4,000
710	Equipment (Radios for 09 & 10)	5,703	331	154	5,000	0
715	Building Maintenance	0	0	4,817	5,000	5,000
718	Equipment Purchase	0	5,373	0	0	0
	<b>SUBTOTAL</b>	<b>6,627</b>	<b>9,549</b>	<b>7,771</b>	<b>15,700</b>	<b>15,500</b>
712	Transfer to Equipment Reserve					9,284
	<b>TOTAL</b>	<b>716,493</b>	<b>667,759</b>	<b>677,031</b>	<b>721,141</b>	<b>747,012</b>

Note 1: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008 and 6.54 in 2009.