

COMMISSIONERS

Mayor Gene Ramsey
Blake Jorgensen
Linda Reed
Sara Caylor
Jeff Richards



CITY MANAGER & DEPARTMENT HEADS

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

ORGANIZATIONAL CHART



Citizens



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

Boards & Commissions

City Commission

City Manager

Assistant to the City Manager

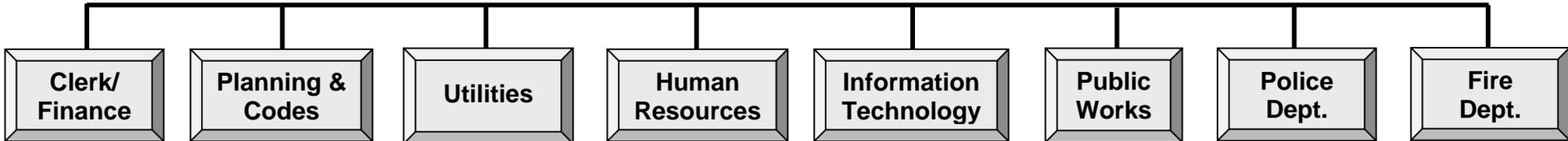
Management Intern

City Attorney & City Engineer

Municipal Court

Municipal Auditorium

DEPARTMENTS



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

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

**CITY OF OTTAWA
2012 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 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.

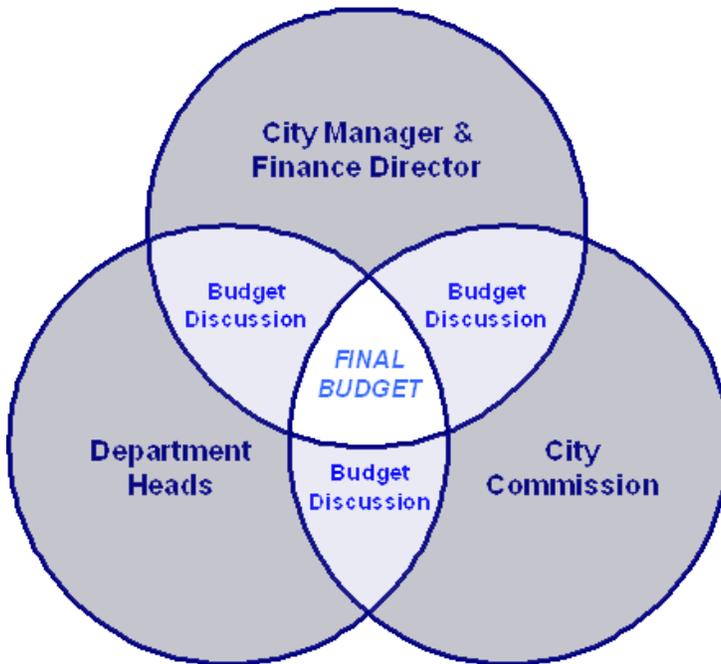
The City Manager and Finance Director meet with each Dept. Head who has already prepared an initial budget estimate based on the projected needs within their scope of responsibility. Each line item is discussed and adjusted to fit the next year's projections. The City Manager's approach in these meetings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

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

Budget Guide

BUDGET FORMATION

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

Relevant Statutes

- Budget Law**
(K.S.A. 79-2925 – K.S.A. 79-2937)
- Cash Basis Law**
(K.S.A. 10-1101)
- Limit on Indebtedness**
(K.S.A. 10-309)
- Open Meetings**
(K.S.A. 75-4317 et. seq.)
- Open Records Act**
(K.S.A. 45-215 et. seq.)



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

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

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

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

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

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



Budget Guide

FINANCIAL OPERATIONS AND STRUCTURE

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

FUND ACCOUNTING

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

BASIS OF ACCOUNTING

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

FINANCIAL AUDIT

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

DEPARTMENTS

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



Budget Guide

ACCOUNTING POLICY

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

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

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

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

Revenues are recognized in the accounting period in which they are received. Expenditures are recognized when the related liability is current (the encumbrance method of accounting). Interest on un-matured 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.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Budget Guide

BUDGET POLICY

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

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

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

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

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

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

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

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

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

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

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



Budget Guide

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

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

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

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

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

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

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

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

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

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

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

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



Budget Guide

CAPITAL IMPROVEMENT PROGRAM

WHAT IS A CAPITAL IMPROVEMENT PROJECT?

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

WHAT IS A CAPITAL IMPROVEMENT PROGRAM?

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

WHAT ARE THE OBJECTIVES OF A CAPITAL IMPROVEMENT PROGRAM?

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



Budget Guide

HOW DOES CAPITAL SPENDING IMPACT THE OPERATION BUDGET?

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

The Construction of a new street will:

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

HOW IS THE CAPITAL IMPROVEMENT PROGRAM FORMULATED?

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

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

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



Budget Guide

OTTAWA VISION: DESIGNING OUR FUTURE

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

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

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



COMMUNITY VISION STATEMENT

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

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CITY HISTORY AND FORM OF GOVERNMENT

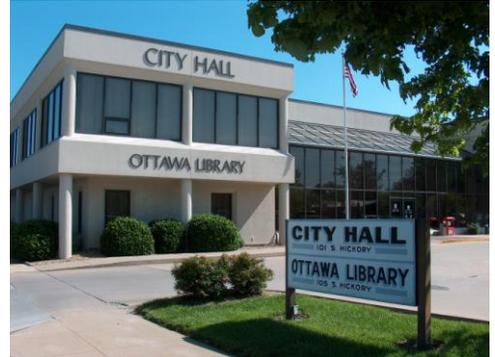
Ottawa was incorporated in 1866 and in 1867 voted to become a city of the second class under the guidelines established by the State of Kansas. During the same time frame, a bridge company was formed, and constructed a suspension bridge across the Marais des Cygnes River at Main Street, purchased by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



2012 BUDGET

Budget Guide

GOVERNMENT SERVICE DELIVERY

The City of Ottawa is a full-service entity with a \$40,000,000 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 27 full-time police officers and in 2009 received a 2-year Domestic Violence Grant awarded by the Office of Justice Programs.



Water Treatment Plant

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



The New Wastewater Treatment Facility

The City owns and operates a Municipal Airport encompassing 440 acres. Ground was broke for a new main hangar in 2010. The facility includes a T-hangar; hard surface tie-downs; a hard surface runway; hard surface taxi-way, and one sod runway.



CITY PARKS

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

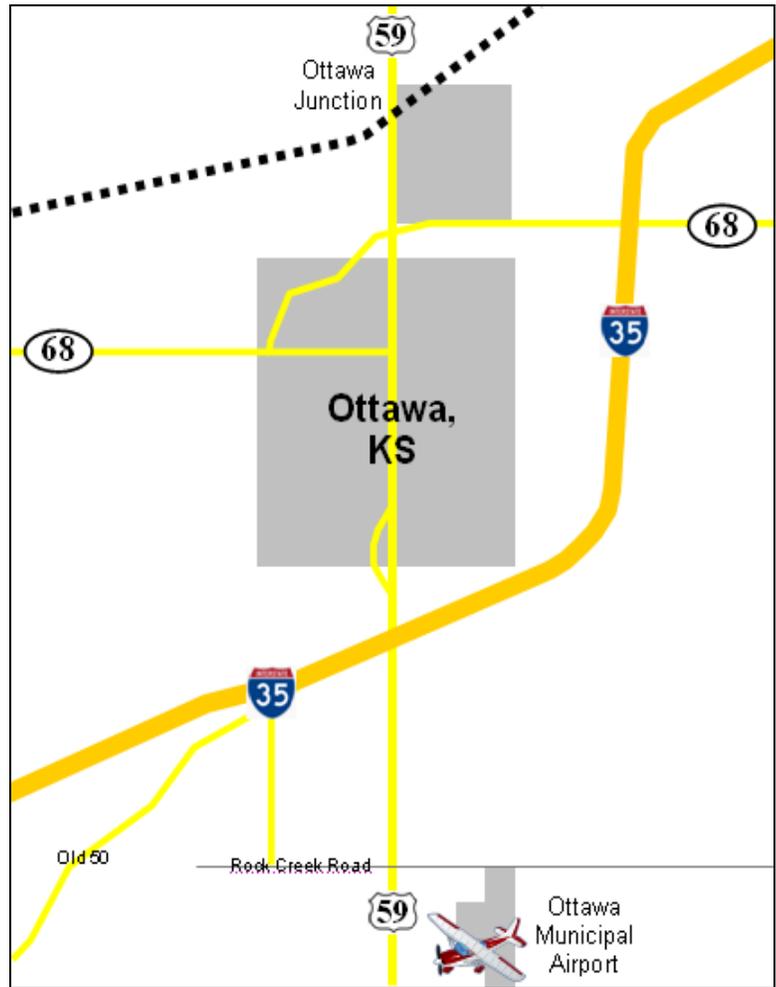
[On-line Park Reservation Form](http://www.ottawaks.gov)
www.ottawaks.gov



Budget Guide

LOCATION AND GROWTH

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

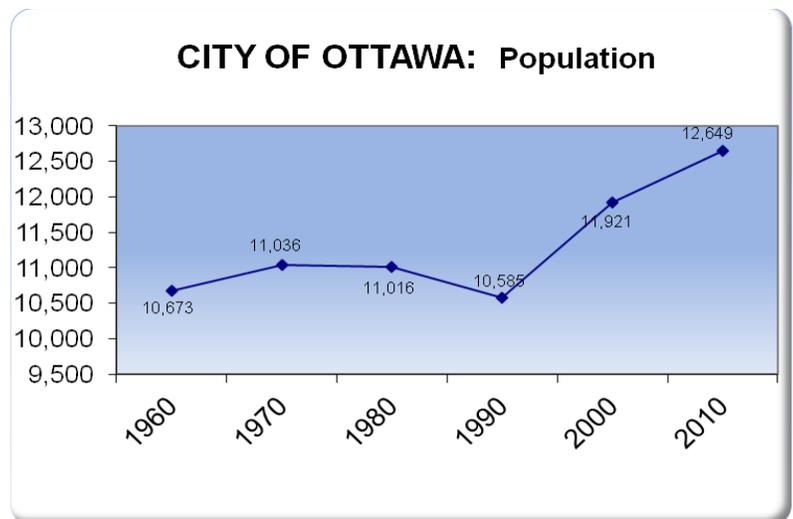


BUILDING PERMITS

Year	Value
2004	\$18,518,326
2005	\$16,348,645
2006	\$54,855,860
2007	\$29,277,480
2008	\$26,793,833
2009	\$15,661,381
2010	\$24,173,969

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 Industrial Park. This facility is currently operating with approximately 685 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 12,649 in 2010.





Budget Guide

BUSINESS AND ECONOMIC DEVELOPMENT

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

Significant businesses 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 1,200 workers at the 205-acre facility. In 2001 American Eagle Outfitters located in Ottawa's Industrial Park. This facility is currently operating with approximately 700 employees. In 2006 American Eagle Outfitters broke ground on a \$54,000,000 addition to its compound, doubling their presence in the community and adding over 300 additional jobs.

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

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

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

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

MAJOR EMPLOYERS

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



Budget Guide

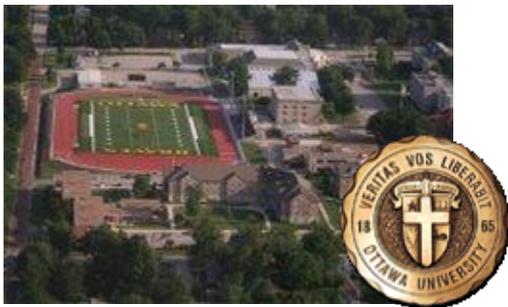
EDUCATION

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

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

ENROLLMENT

2002-2003	2,503
2003-2004	2,472
2004-2005	2,445
2005-2006	2,459
2006-2007	2,443
2007-2008	2,526
2008-2009	2,541
2009-2010	2,570
2010-2011	2,530



COMMUNITY SERVICES & SUPPORT

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

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

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

VISIT THE WEBSITE!

[USD 290](#)

[Ottawa University](#)

[Neosho County Community College](#)

[Municipal Auditorium](#)

[Ottawa Library](#)

[Ransom Memorial Hospital](#)





Budget Guide

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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



Budget Guide

GLOSSARY OF TERMS cont'd

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

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

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

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

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

Expenditures: Refers to current cash operating expenses and encumbrances.

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

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

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

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

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

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

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



Budget Guide

GLOSSARY OF TERMS cont'd

Mill Levy: A mill is $1/10^{\text{th}}$ 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.





CITY OF OTTAWA, KANSAS			
ALL FUNDS			
EXPENDITURE SUMMARY			
	Actual	Revised	Budget
FUND	2010	2011	2012
General	8,538,110	9,085,825	10,302,938
GO Debt Service	1,274,527	1,545,282	1,774,115
Auditorium	132,105	161,637	183,576
Library	721,496	748,102	756,582
Special Streets	204,883	536,000	510,153
Economic Development	41,483	50,000	187,166
Community Services	129,049	131,710	140,520
Special Parks & Rec.	2,250	57,500	82,786
Special Alcohol	29,140	25,000	26,308
Equipment Reserve	562,249	354,916	1,642,626
Revolving Loan Fund	96,986	76,986	245,947
Risk Mgt. Reserve	111,785	484,875	1,037,829
Stormwater Utility	0	0	100
Water Operations	2,451,022	2,554,149	3,240,150
Wastewater Operation	2,268,286	2,437,924	3,112,313
Electric Fund	14,076,363	15,310,340	19,303,933
Airport Fund	67,301	79,473	81,827
Wastewater Treatment Plant	729,922	729,922	1,300,887
KMEA Power Supply Fund	414,386	440,830	1,248,599
Totals	31,851,343	34,810,472	45,178,353
Less Budgeted Reserves			7,820,217
Net Budgeted Expenditures	31,851,343	34,810,472	37,358,136
Less Transfers	3,761,794	3,939,769	4,528,214
Net Exp. Less Transfers	28,089,549	30,870,703	32,829,922



Budget Guide

SCHEDULE OF TRANSFERS

Fund Transferred From:	Fund Transferred To:	Actual Amount for 2010	Current Amount for 2011	Budget Amount for 2012
General	Airport	71,996	76,000	77,000
General	Community Services	21,251	29,500	30,000
General	Wastewater Plant	210,000	210,000	210,000
General	Risk Management	12,000	86,818	200,200
General	Equipment Res (PW)	23,000	65,000	97,000
General	Equipment Res (PD)	28,560	49,000	55,000
General	Equipment Res (Fire)	79,500	84,000	88,000
General	Equipment Res (Plan)	4,500	3,000	1,000
Special Highway	GO Debt	59,837	74,000	74,000
Special Highway	Equipment Reserve	23,000	26,500	50,000
Special Highway	Capital Projects	-	-	285,653
Special Alcohol	General	30,000	27,500	-
Water	Bond and Interest	15,509	101,000	101,000
Water	General Fund	405,000	405,000	425,000
Water	Community Services	36,000	36,000	36,000
Water	Equipment Reserve	50,111	50,111	51,208
Water	Risk Management	25,000	68,719	130,862
Water	Capital Projects	196,800	-	-
Wastewater	Debt Service	52,831	52,000	26,000
Wastewater	General	225,000	225,000	250,000
Wastewater	Equipment Reserve	72,534	70,124	72,276
Wastewater	Risk Management	25,000	65,334	111,151
Wastewater	Community Service	36,000	34,000	35,000
Wastewater	WWTP Debt	584,976	535,000	545,000
Electric	Bond & Interest	146,242	100,000	100,000
Electric	General Fund	1,025,000	1,025,000	1,125,000
Totals		3,761,794	3,939,769	4,702,182

GENERAL FUND SUMMARY

REVENUE DETAIL

	Actual 2008	Actual 2009	Actual 2010	Revised 2011	Budget 2012
Mill Levy	23.179	25.211	26.215	27.181	29.229
Unencumbered Cash Balance, Jan. 1	927,063	1,039,170	1,134,603	1,162,182	1,038,619
Revenue					
Ad Valorem Taxes	1,821,144	1,904,200	1,940,571	2,190,431	2,263,828
Sales Tax - City	2,009,306	1,880,328	1,830,652	1,865,369	1,865,369
Sales Tax - City for Sewer Plant	224,000	224,000	210,000	210,000	210,000
Sales Tax - County	959,267	902,617	901,682	895,371	900,000
Transfer - Electric	990,000	995,000	1,025,000	1,025,000	1,115,000
Transfer - Water	370,000	375,000	405,000	405,000	425,000
Court Fines	267,473	241,935	251,151	265,000	267,650
Transfer - Wastewater	191,900	195,000	225,000	225,000	250,000
Vehicle Tax	181,089	195,809	205,719	222,000	221,125
Franchise Tax Gas	370,443	329,835	292,544	303,000	306,030
Comp. Use Tax	404,131	334,127	355,947	341,700	345,117
Municipal Court Fees	77,929	107,122	79,266	109,275	110,368
Reimbursed Expense	329,310	234,205	182,657	280,000	280,000
Franchise Tax - CATV	77,854	82,720	73,190	81,305	82,931
Permits & Fees	117,045	89,169	150,307	115,000	200,000
Highway Connecting Links	58,474	58,394	58,434	45,000	30,000
Back Tax Collections	72,273	75,477	94,384	140,000	133,000
Franchise Tax Telephone	51,160	51,187	46,535	47,000	47,000
Interest Income	87,784	65,978	79,346	85,000	100,000
Transfer - Special Alcohol	32,000	32,500	29,139	30,000	30,000
Burial	31,125	21,900	28,344	30,603	31,000
Cemetery Lot Sales	16,500	31,800	15,700	32,500	32,500
Liquor Tax	29,141	27,933	24,134	26,308	26,000
Rents & Leases	12,001	0	0	1,200	1,200
Miscellaneous	17,849	42,771	10,707	40,000	40,000
Dog License	6,966	6,858	5,887	10,000	10,000
License	14,240	13,680	34,267	25,000	25,000
Rent - Airport	15,375	7,001	10,125	10,200	10,200
LAVTR	1,068	0	0	0	0
Uncollected Ad Valorem Tax	0	0	0	-94,000	-94,000
Total Revenue	8,836,846	8,526,545	8,565,689	8,962,262	9,264,318
Total Resources	9,763,909	9,565,714	9,700,292	10,124,444	10,302,937

EXPENDITURE DETAIL

Personnel Services	6,646,329	6,682,645	6,663,736	6,858,236	7,144,561
Contractual Services	910,460	786,861	879,049	878,875	938,658
Commodities	468,298	368,935	420,536	513,646	597,468
Capital Outlay	231,923	92,810	123,983	231,750	266,353
Transfers	467,730	495,360	450,807	603,318	646,000
Reserves	0	4,500	0	0	709,897
Total Requirements	8,724,740	8,431,111	8,538,110	9,085,825	10,302,937
Contingency Reserves					
Unencumbered Cash Bal, Dec. 31	1,039,170	1,134,603	1,162,182	1,038,619	0

GENERAL FUND (0100)

	SOURCE OF REVENUE 0100	Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash	927,063	1,039,170	1,134,603	1,162,182	1,038,619
301	Ad Valorem Property Tax	1,821,144	1,904,200	1,940,571	2,190,431	2,263,828
301	Uncollected Ad Valorem Tax	0	0	0	-94,000	-94,000
302	Back Tax Collections	72,273	75,477	94,384	140,000	133,000
303	Sales Tax - City	2,009,306	1,880,328	1,830,652	1,865,369	1,865,369
303	Sales Tax - City to WWTP	224,000	224,000	210,000	210,000	210,000
304	Sales Tax - County	959,267	902,617	901,682	895,371	900,000
305	Comp. Use Tax	404,131	334,127	355,947	341,700	345,117
306	Franchise Tax - CATV	77,854	82,720	73,190	81,305	82,931
307	Franchise Tax Gas	370,443	329,835	292,544	303,000	306,030
309	Local Ad Valorem Tax Reduction	1,068	0	0	0	0
311	Franchise Tax Telephone	51,160	51,187	46,535	47,000	47,000
314	Liquor Tax	29,141	27,933	24,134	26,308	26,000
315	Vehicle Tax	181,089	195,809	205,719	222,000	221,125
318	Business License: License Income-general	14,240	13,680	34,267	25,000	25,000
319	Rent - Airport	15,375	7,001	10,125	10,200	10,200
320	Highway Connecting Links	58,474	58,394	58,434	45,000	30,000
321	Rent & Leases	12,001	0	0	1,200	1,200
323	Dog License	6,966	6,858	5,887	10,000	10,000
324	Interest Income	87,784	65,978	79,346	85,000	100,000
325	Reimbursed Expense	329,310	234,205	182,657	280,000	280,000
331	Cemetery Lot Sales	16,500	31,800	15,700	32,500	32,500
332	Burial Fees	31,125	21,900	28,344	30,603	31,000
333	Fines	267,473	241,935	251,151	265,000	267,650
335	Court Fees	77,929	107,122	79,266	109,275	110,368
336	Building Permits & Fees	117,045	89,169	150,307	115,000	200,000
367	Transfer from Special Alcohol Fund	32,000	32,500	29,139	30,000	30,000
345	Transfers - Electric	990,000	995,000	1,025,000	1,025,000	1,115,000
347	Transfers - Water	370,000	375,000	405,000	405,000	425,000
344	Transfers - Wastewater	191,900	195,000	225,000	225,000	250,000
399	Miscellaneous	17,849	42,771	10,707	40,000	40,000
	TOTAL	9,763,909	9,565,714	9,700,292	10,124,444	10,302,937



FUND (0110)

CITY COMMISSION & CITY MANAGER'S OFFICE

Description of Services

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

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	162,992	163,752	170,500	173,500
Contractual Services	32,433	31,335	33,250	35,000
Commodities	9,231	9,430	9,500	9,500
Capital Expenditures	11,894	1,015	1,250	1,421
Total	216,549	205,533	214,500	219,421

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
City Manager	1.00	1.00	1.00	1.00
Asst. to the City Man.	1.00	1.00	1.00	1.00
Part Time Adm. Intern	1.00	1.00	.50	.50
Full Time Adm. Intern	0	0	.50	0
City Commission	5.00	5.00	5.00	5.00
Total	8.00	8.00	8.00	8.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Only a small increase for Office Equipment.

STAFF CHANGES

- Intern position moved to full time.



CITY COMMISSION & CITY MANAGER (0110)

	EXPENDITURE DETAIL	Actual 2008	Actual 2009	Actual 2010	Revised 2011	Budget 2012
	PERSONNEL SERVICES					
411	Salaries (full time)	141,069	155,410	154,966	155,000	165,000
411	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000
410	Overtime	1,238	1,581	2,786	2,000	2,500
	SUBTOTAL	148,307	162,992	163,752	170,500	173,500
	CONTRACTUAL SERVICES					
502	Postage	194	198	172	200	200
503	Telecommunications	686	678	700	1,000	1,000
504	Travel Expense	19,923	10,970	6,406	10,000	11,750
505	Professional Development	9,867	5,635	8,119	5,500	5,500
509	Meeting Expense	225	0	0	0	0
512	Employee Recognition	3,723	3,206	4,837	4,500	4,500
527	Mayor's Breakfast	2,746	1,361	2,403	1,500	1,500
514	Printing Expense	3,333	4,370	3,284	3,000	3,000
524	Bonds	0	0	0	350	350
551	Dues & Subscriptions	4,051	4,907	5,002	4,000	4,000
558	Other Cont. Services	6,004	1,109	413	3,200	3,200
	SUBTOTAL	50,752	32,433	31,335	33,250	35,000
	COMMODITIES					
600	Office Supplies	3,666	4,317	4,323	4,400	4,400
601	Computer Supplies	0	49		0	0
670	Receptions & Meals	6,199	2,824	4,653	5,000	5,000
615	Uniforms	48	50		100	100
630	Other Operating Supplies	1,001	1,990	453	0	0
	SUBTOTAL	10,914	9,231	9,430	9,500	9,500
	CAPITAL OUTLAY					
702	Furniture (Office Furniture)	0	36	675	0	0
704	Office Equipment	0	0		0	500
705	Computer Equipment	0	813	340	1,250	921
738	Street & Sidewalk Improvements	0	11,045		0	0
	SUBTOTAL	0	11,894	1,015	1,250	1,421
	TOTAL	209,973	216,549	205,533	214,500	219,421



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 AS/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 6,200 electric and 5,200 water customers.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	298,072	315,076	310,600	313,500
Contractual Services	80,167	74,324	81,050	84,286
Commodities	15,187	11,703	14,800	16,200
Capital Expenditures	4,710	1,686	1,000	2,149
Total	398,136	402,789	407,450	416,135

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Custodian	2.50	2.00	1.50	2.50
Fin. Director	1.00	1.00	1.00	1.00
City Clerk	0.00	1.00	1.00	1.00
Deputy City Clerk	1.00	0.00	0.00	0.00
Account Clerk	1.00	1.00	1.00	1.00
City Attorney	.50	.50	.50	.50
Total	6.00	6.00	6.00	6.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

Only minor changes were made in this activity

STAFF CHANGES

This division had a retirement in the custodial ranks in 2009 that has not been filled due to a hiring freeze.



CITY CLERK/FINANCE OFFICE (0115)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
	PERSONNEL SERVICES					
411	Salaries	289,945	296,113	310,924	308,000	311,000
410	Overtime	1,925	1,959	4,152	2,600	2,500
	SUBTOTAL	291,870	298,072	315,076	310,600	313,500
	CONTRACTUAL SERVICES					
502	Postage	722	4,607	312	2,000	2,000
503	Telecommunications	7,862	4,245	4,272	4,500	4,600
505	Professional Development	2,142	2,015	3,275	3,800	3,800
515	Advertising & Publications	5,254	3,814	4,145	4,500	5,000
520	Ins. - Bldg. & Contents	4,921	5,749	6,738	0	0
530	Utilities (City Hall)	7,576	6,907	6,609	6,800	7,400
551	Dues & Subscriptions	26	175	299	215	250
558	Other Cont. Services	21,317	21,570	21,560	21,600	22,032
558	Elevator Service	3,959	2,255	1,740	2,000	2,040
558	HVAC Service	16,066	16,973	17,064	18,000	20,000
558	Pest Control	480	655	650	660	675
558	Solid Waste Disposal	650	625	650	675	689
558	Building Maintenance	16,469	3,637	10	9,000	8,500
571	Audit (General Fund Share)	7,150	6,625	7,000	7,000	7,000
599	Refunds	0	316	0	300	300
	SUBTOTAL	94,594	80,167	74,324	81,050	84,286
	COMMODITIES					
600	Office Supplies	4,442	4,099	3,373	4,000	5,000
601	Computer Supplies	0	100	49	500	900
614	Books	0	77	0	0	0
615	Uniforms (Custodial)	217	255	166	300	300
620	Supplies (Custodial)	8,271	10,656	8,115	10,000	10,000
	SUBTOTAL	12,930	15,187	11,703	14,800	16,200
	CAPITAL OUTLAY					
704	Office Machines	397	0	180	0	0
705	Computer Equipment	0	0	510	0	0
710	Buildings	116	3,432	0	0	0
718	Equipment Purchase	265	1,278	996	1,000	2,149
	SUBTOTAL	778	4,710	1,686	1,000	2,149
	TOTAL	400,171	398,136	402,789	407,450	416,135



GENERAL FUND TRANSFERS

Description of Services

Activity 0117 was established as a Non-Operation Activity for the General Fund. Expenditures in this activity include transfers made from the General Fund in support of other City activities. As the expenditure detail indicates, the General Fund transfers moneys to the Airport, Risk Management, Community Services and the Wastewater Treatment Plant Payment Fund. In addition, the City uses this activity to fund its share of the County's cost of operating the Emergency Dispatch Center, and also to fund certain improvements to streets, sidewalks, curbs and gutters. Finally, the General Fund Contingency Reserves are budgeted in this activity. This allows the Governing Body the authority to spend these funds if the need arises without having to amend the budget.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Contractual Services	266,909	284,848	277,771	281,697
Capital Expenditures	0	7,957	185,000	195,000
Transfers	336,293	315,247	402,318	405,000
Total	603,202	608,052	865,089	881,697

FUND (0117)

GOALS

- Supplement city activities beyond the General Fund

STAFF CHANGES

- No personnel are dedicated to this fund.

NON-OPERATING (0117)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
TRANSFERS						
912	Transfer to Airport Fund	61,000	72,000	71,996	76,000	77,000
906	Transfer to Risk Management	0	12,000	12,000	86,818	88,000
909	Transfer to Community Service Fund	29,000	28,293	21,251	29,500	30,000
905	Transfer to Sewer Replacement Fund	222,500	224,000	210,000	210,000	210,000
925	Contingency Reserve	0	0	0	0	0
SUBTOTAL		312,500	336,293	315,247	402,318	405,000
CONTRACTUAL						
507	911 Services - Paid to Fr. Co.	273,442	264,759	271,928	277,771	281,697
558	Other Cont.	2,950	2,151	12,920	0	0
599	Refunds	0	0	0	0	0
SUBTOTAL		276,392	266,909	284,848	277,771	281,697
CAPITAL OUTLAY						
738	Streets, Curb, Sidewalks	0	0	7,957	185,000	195,000
TOTAL		588,892	603,202	608,052	865,089	881,697

Note: Increased transfers to Risk Management eliminates the certain payments from the various activities within the 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 administers the Comprehensive Plan, Zoning, and Subdivision Regulations. The Planning Department coordinates and manages implementation and revision of the Comprehensive Plan and capital improvement planning to govern development of individual sites and whole new areas. The Planning Department also develops special projects such as sidewalks & trails.

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	320,018	333,021	336,758	358,381
Contractual Services	51,887	60,557	93,550	106,300
Commodities	7,700	9,165	11,900	13,700
Capital Expenditures	9,574	7,048	2,500	4,256
Transfers	4,500	4,500	3,000	1,000
Total	393,680	414,290	447,708	484,637

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Director of P&C	1.00	1.00	1.00	1.00
Planner/Code Officer	1.00	1.00	1.00	1.00
Codes Inspector	2.25	2.00	3.00	3.00
Planning Adm. Asst. 1	1.00	1.00	1.00	1.00
Planning Secretary	1.00	1.00	1.00	1.00
Plan Reviewer	0.00	0.00	0.00	0.00
Total	6.25	6.00	7.00	7.00

GOALS

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

OBJECTIVES

- Process TIF Development Areas and TIF Projects
- Coordinate Developments through "one stop shop" efforts creating efficiency for the city and developers
- Ensure inspection process complete and communicate effectively
- Annually inspect all areas of Ottawa for nuisance violations, inspect all complaints, and follow-up as necessary

EXPENDITURE CHANGES

- No significant change, but due to reduction in staffing, contracted work for building plan review is included.

STAFF CHANGES

- None

PLANNING & CODE ADMINISTRATION (0130)

	EXPENDITURE DETAIL	Actual 2008	Actual 2009	Actual 2010	Revised 2011	Budget 2012
	PERSONNEL SERVICES					
411	Salaries	326,955	319,249	331,839	335,158	344,800
411	Retirement	0	0	0	0	11,781
410	Overtime	1,647	769	1,182	1,600	1,800
	SUBTOTAL	328,602	320,018	333,021	336,758	358,381
	CONTRACTUAL SERVICES					
502	Postage	5,022	5,539	3,080	5,800	6,300
503	Telecommunications	1,992	2,042	2,628	3,250	3,000
505	Professional Dev./Meetings	7,653	7,259	6,931	8,000	8,500
509	Meeting Expense	647	927	875	1,200	1,200
515	Legal & Other Advertising	5,545	8,358	9,337	8,500	9,000
523	Vehicle Ins-Risk Mgt.	1,186	1,123	1,199	0	0
533	Equipment Repair	0	0	0	300	300
534	Vehicle Repair	323	254	75	800	800
553	Service Agreements	684	790	1,169	700	700
558	Other Cont. Services	2,762	2,028	2,065	7,000	7,000
558	Temp Services	36	0	0	500	500
558	Weeds	5,220	5,734	6,128	7,500	7,500
558	Nuisance	161	55	780	2,000	2,000
558	Condemnation & Demolition	26,591	5,248	19,615	24,000	23,500
558	Annexation	749	0	0	1,000	1,000
558	Comp Plan	0	0	0	0	0
590	Planning Services	4,603	503	0	5,000	15,000
591	Building Code Plan Check	13,875	11,925	6,675	18,000	20,000
599	Refunds		103			
	SUBTOTAL	77,048	51,887	60,557	93,550	106,300
	COMMODITIES					
600	Office Supplies	4,665	3,346	3,443	5,000	5,500
601	Computer Supplies	0	49	0	0	0
608	Vehicle Operations	3,814	3,635	5,290	5,500	6,500
614	Books	1,022	670	262	700	1,200
615	Uniforms	125	0	170	700	500
	SUBTOTAL	9,625	7,700	9,165	11,900	13,700
	CAPITAL OUTLAY					
702	Furniture	1,158	213	0	200	500
710	Equipment	0	0	0	300	300
705	Computer Equipment	0	9,361	7,048	2,000	2,456
	SUBTOTAL	1,158	9,574	7,048	2,500	4,256
	TRANSFERS					
599	Refunds	265	0	0	0	0
906	Transfer to Equipment Reserve	3,000	4,500	4,500	3,000	1,000
	TOTAL	419,698	393,680	414,290	447,708	483,637



FUND (0140)

CEMETERY

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	78,352	78,841	80,910	82,484
Contractual Services	8,355	6,699	10,050	10,510
Commodities	7,938	8,093	17,468	18,000
Capital Expenditures	2,195	12,948	2,000	0
Total	96,841	106,580	110,428	110,994

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Sexton/Lead Equip.Op.	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00
Seasonal	2.00	1.00	2.00	2.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- The proposed expenditures for 2012 are not significantly different from 2011. Funding that had been proposed (and partially approved) for design of a new building at Highland Cemetery was removed from the Budget due to overall expense concerns. Ultimately, budget proposals will include a building replacement to better accommodate public interaction and storage of equipment.

STAFF CHANGES

- Scott Davis was hired at Highland Cemetery to replace an employee that moved to the Utilities Dept. Staffing increases are proposed in the future to provide for assumption of duties associated with operating both Highland and Hope Cemeteries.

CEMETERY (0140)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	69,908	69,671	67,695	68,710	70,084
411	Seasonal	9,526	6,283	4,983	6,000	6,000
410	Overtime	6,776	2,399	6,163	6,200	6,400
SUBTOTAL		86,210	78,352	78,841	80,910	82,484
CONTRACTUAL SERVICES						
502	Postage	42	56	38	50	60
503	Telecommunications	683	686	707	800	800
505	Professional Development	499	160	822	1,000	1,000
520	Insurance - Bldg. & Contents	1,033	230	1,106	0	0
523	Vehicle Insurance	790	843	799	0	0
530	Utilities	1,200	1,887	975	1,700	1,900
532	Repairs: Buildings & Structures	0	0	93	1,000	1,000
533	Machinery & Equipment Repair	2,204	2,177	84	2,750	3,000
558	Other Cont. Services	1,534	2,316	2,074	2,750	2,750
SUBTOTAL		7,985	8,355	6,699	10,050	10,510
COMMODITIES						
608	Vehicle Operations	5,428	3,292	3,873	6,450	6,500
611	Chemical Supplies	1,189	370	0	958	1,000
612	Equipment Repair Supplies	1,068	1,505	1,770	3,660	3,700
615	Uniforms	974	750	672	1,600	1,400
617	Fertilizer & Seed	0	138	0	1,000	500
620	Supplies	1,844	1,373	1,666	2,000	2,300
622	Hand Tools and Supplies	90	499	111	500	1,300
629	Cement, Gravel & Rebar	0	0	0	300	300
638	Building/Structure Repair Supplies	36	11	0	1,000	1,000
SUBTOTAL		10,628	7,938	8,093	17,468	18,000
CAPITAL OUTLAY						
705	Computer & Software	61,316	0	0	0	0
708	Radio Replacement	0	0	550	0	0
710	Equipment	0	0	12,398	0	0
710	09 Lease 60" ZTR Mower & Noah system	0	2,195	0	0	0
710	Lift-All (headstone lifting system)	0	0	0	2,000	0
731	Buildings design Accessible Space Storage)	0	0	0	0	0
SUBTOTAL		61,316	2,195	12,948	2,000	0
TOTAL		166,138	96,841	106,580	110,428	110,994



FUND (0141)

STREETS

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	623,275	572,113	591,646	618,000
Contractual Services	68,259	77,011	79,490	82,065
Commodities	126,605	146,729	181,500	202,500
Capital Expenditures	4,203	15,576	0	2,763
Transfer to Equip. Reserve	23,000	23,000	65,000	97,000
Total	845,341	834,429	917,636	1,002,328

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Director of Public Works	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Streets Superintendent	1.00	1.00	1.00	1.00
Asst. Streets Superintend.	1.00	1.00	1.00	1.00
Maintenance Crew Leader	1.00	1.00	1.00	1.00
Heavy Equip. Operator	4.00	4.00	4.00	4.00
Equipment Operator	5.00	5.00	5.00	5.00
Total	14.00	14.00	14.00	14.00
Seasonal	7.00	5.00	5.00	7.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- The 2012 Commodities increase is largely due to the cost of materials for street maintenance and actual expenses for Equipment Repair Supplies. The transfer of funds for equipment replacement has been increased, and is proposed to increase in greater amounts as funding is available in future years.. Future budget proposals will include significant equipment replacements,.

STAFF CHANGES

Due to personnel departures there are new faces on board. Matthew Mader came to us as a Heavy Equipment Operator in December 2010. Robert Crowell, Clancy Moore and Pat Haas were added as replacements during 2011. One retirement has been announced at the end of 2011.



GENERAL FUND - STREETS (0141)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	577,887	568,496	530,714	536,021	556,000
411	Retirement	0	0	0	0	0
411	Seasonal	35,019	29,973	27,256	25,625	28,000
410	Overtime	34,803	24,806	14,144	30,000	34,000
SUBTOTAL		647,709	623,275	572,113	591,646	618,000
CONTRACTUAL SERVICES						
502	Postage	42	46	24	400	200
503	Telecommunications	1,020	1,040	1,014	1,500	1,200
505	Professional Development	7,243	6,137	7,986	9,000	9,000
520	Insurance - Bldg. & Contents	6,783	1,519	1,595	0	0
523	Vehicle Insurance	11,065	11,491	12,006	0	0
530	Utilities	7,164	5,112	4,962	7,525	7,000
532	Building Repairs	842	1,628	1,317	5,500	5,665
533	Machinery & Equipment Repair	25,831	7,180	18,317	20,000	20,000
539	Repair (Flood Control)	0	0	0	0	0
543	Rent - Machinery & Equipment	10	980	0	515	1,000
550	Towel & Laundry Service	0	0	0		500
558	Other Cont. Services	1,823	8,815	1,797	5,150	7,500
559	Environmental Compliance	27,409	24,310	23,839	29,900	30,000
598	Contract Labor			4,155		
SUBTOTAL		89,231	68,259	77,011	79,490	82,065
COMMODITIES						
600	Office Supplies	450	535	820	1,000	1,000
608	Vehicle Operations	59,178	45,839	44,770	71,500	70,000
611	Chemical Supplies	436	215	100	1,500	1,000
612	Equipment Repair Supplies	27,494	27,170	17,915	17,000	25,000
615	Uniforms	4,665	3,230	3,803	5,500	5,000
617	Seed, Trees, & Fertilizer, for Levee	0	0	0	600	500
620	Supplies	6,174	3,911	1,737	9,000	7,500
622	Hand Tools and Supplies	74	344	763	650	2,000
624	Asphalt & Asphalt Patch	24,508	9,446	35,741	25,000	35,000
625	Downtown Maintenance Supplies	495	2,894	1,267	1,000	2,500
626	Ice control Materials	37,595	14,313	17,790	30,000	30,000
628	Signs & Material	5,960	14,361	11,908	12,000	13,000
629	Gravel, Rock & Cement	7,952	4,305	8,345	6,000	9,000
638	Building/Structure Repair Supplies	231	42	1,769	750	1,000
SUBTOTAL		175,212	126,605	146,729	181,500	202,500
CAPITAL OUTLAY						
705	Computer Equipment	0	126	279	0	2,763
710	Equipment	0	3,942	0	0	0
710	Replacement Radios	0	0	15,162	0	0
712	Trucks	76,951	135	135	0	0
SUBTOTAL		76,951	4,203	15,576	0	2,763
906	Transfer to Reserve Fund	0	23,000	23,000	65,000	97,000
TOTAL		989,102	845,341	834,429	917,636	1,002,328



FUND (0142)

FLOOD CONTROL

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Contractual Services	19,702	13,534	18,540	25,250
Commodities	1,178	224	10,500	10,250
Capital Expenditures	0	0	0	16,000
Total	20,880	13,758	29,040	51,500

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

- Contractual Services are increased to reflect a new agreement with USGS that provides maintenance for the system that monitors river depth. The Capital increase is to repair some pipe joints within the levee system.

STAFF CHANGES

- Staff is shared from other departments

FLOOD CONTROL (0142)

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries (Note)	0	0	0	0	0
411	Overtime (Note)	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
CONTRACTUAL SERVICES						
503	Telecommunications	157	211	219	1,030	2,750
530	Utilities	0	0		0	
539	Repair	129	7,041	0	5,150	9,000
558	Other Cont. Services	16,856	12,450	13,316	12,360	13,500
559	Environmental Compliance	0	0		0	0
	SUBTOTAL	17,142	19,702	13,534	18,540	25,250
COMMODITIES						
611	Chemical Supplies	0	0		1,000	1,000
617	Seed, Trees, & Fertilizer	1,960	0		4,000	3,500
620	Supplies	1,134	798	224	3,000	3,000
629	Gravel, Rock, & Cement	194	380		2,500	2,750
	SUBTOTAL	3,287	1,178	224	10,500	10,250
CAPITAL OUTLAY						
705	Computer Equipment	0	0	0	0	0
710	Stainless Steel/Rubber Seals	0	0	0	0	16,000
	SUBTOTAL	0	0	0	0	16,000
	TOTAL	20,429	20,880	13,758	29,040	51,500

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



FUND (0144)

FLEET MANAGEMENT

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	88,956	90,477	91,000	92,800
Contractual Services	18,007	19,466	17,450	21,450
Commodities	13,209	14,902	18,400	20,600
Capital Expenditures	15,717	1,001	0	0
Total	135,890	125,846	126,850	134,850

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Garage Superintendent	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

GOALS

- Maintain maximum possible fleet readiness.

OBJECTIVES

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

EXPENDITURE CHANGES

- Contractual Services are increased to reflect a recent experience with increasing costs. Funding for Motor Oil was increased due to significant uncertainty related to those expenses.

FLEET MANAGEMENT (0144)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	93,225	88,034	89,924	90,000	91,800
410	Overtime	390	922	553	1,000	1,000
SUBTOTAL		93,615	88,956	90,477	91,000	92,800
CONTRACTUAL SERVICES						
503	Telecommunications	455	468	474	700	700
505	Professional Development	1,125	623	1,726	2,000	2,000
520	Insurance - Bldg. & Contents	5,679	1,269	1,331	0	0
523	Vehicle Insurance	790	1,003	799	0	0
530	Utilities	6,323	5,058	4,132	4,500	5,750
532	Repairs: Buildings & Structures	370	2,310	470	500	1,000
533	Machinery & Equipment Repair	0	662	0	500	500
543	Rent: Machinery & Equipment	297	80	113	500	500
550	Towel & Laundry Service	2,651	2,650	2,731	2,650	1,500
558	Other Contractual Services	2,235	3,169	7,120	4,800	8,500
559	Environmental Services	1,057	714	570	1,300	1,000
SUBTOTAL		20,982	18,007	19,466	17,450	21,450
COMMODITIES						
600	Office Supplies	194	825	280	700	700
608	Vehicle Operations	1,611	1,799	1,517	2,100	2,200
609	Motor Oil	1,553	4,347	5,936	5,000	6,200
612	Equipment Repair Supplies	35	368	710	700	700
614	Books (Maintenance Library Replacement)	0	0	325	500	500
615	Uniforms	727	440	404	600	500
620	Supplies	11,628	5,291	4,283	7,500	7,500
622	Hand Tool Supplies	40	129	950	1,000	2,000
638	Building/Structure Repair Supplies	0	10	496	300	300
SUBTOTAL		15,788	13,209	14,902	18,400	20,600
CAPITAL OUTLAY						
708	Replacement Radios	0	0	1,001	0	0
710	Equipment	1,893	14,496	0	0	0
705	Computer Equipment	3,455	1,222	0	0	0
SUBTOTAL		5,348	15,717	1,001	0	0
TOTAL		135,733	135,890	125,846	126,850	134,850



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

- Changes in funding levels relate to the increasing incremental costs for materials and services.

STAFF CHANGES

Joe Moody retired in 2011. Doug (D.J.) Welsh was hired as a replacement. No permanent staff increases are included in the 2012 Budget, but studies indicate that staffing is below industry standards

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	201,995	189,953	216,322	220,340
Contractual Services	16,860	47,750	17,830	20,600
Commodities	40,249	41,515	61,700	68,150
Capital Expenditures	254	4,831	0	0
Total	259,358	284,048	295,852	309,090

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Superintendent of Parks	1.00	1.00	1.00	1.00
Forestry Specialist	3.00	3.00	3.00	3.00
Park Equipment Operator	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00
Seasonal	3.00	2.00	2.00	3.00

PARKS (0146)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	184,871	189,379	181,325	192,000	195,840
411	Seasonal	12,459	6,326		12,500	12,500
410	Overtime	11,928	6,290	8,629	11,822	12,000
SUBTOTAL		209,258	201,995	189,953	216,322	220,340
CONTRACTUAL SERVICES						
502	Postage	85	94	78	155	150
503	Telecommunications	648	656	681	1,275	750
505	Professional Development	4,079	2,120	2,651	2,700	3,600
520	Insurance - Bldg. & Cont.	2,151	3,448	3,546	0	0
523	Vehicle Insurance	1,581	1,579	1,598	0	0
530	Utilities	3,760	2,986	2,903	4,000	4,000
532	Repairs: Buildings & Structures	0	0	80	1,050	1,000
533	Machinery & Equipment Repair	5,469	1,619	423	1,600	1,800
536	Facility Repairs	13	120	972	2,050	2,000
537	Recreation Facility Repair	820	1,904	1,200	2,000	2,500
543	Rent: Machinery & Equipment	0	0	0	500	500
558	Other Cont. Services	1,028	2,333	1,513	2,500	3,800
559	Environmental Services	15	0	8	0	500
598	Contract Labor	0	0	32,096	0	0
SUBTOTAL		19,649	16,860	47,750	17,830	20,600
COMMODITIES						
600	Office Supplies	758	334	703	1,100	1,000
608	Vehicle Operation	12,408	6,952	9,927	16,000	16,000
611	Chemical Supplies	42	0	424	1,100	1,600
612	Repair Equipment Supplies	2,800	3,092	5,422	4,800	6,000
615	Uniforms	1,795	2,065	1,504	2,200	2,500
620	Supplies	9,394	7,348	8,637	11,700	12,500
622	Hand Tools & Supplies	302	475	521	550	1,000
628	Signs	741	53	0	300	300
629	Gravel & Cement	1,466	0	0	1,000	2,000
632	Pool Chemicals	8,885	6,875	6,034	9,050	9,500
636	Park Facility Repair Supplies	743	4,939	1,978	5,300	6,500
637	Recreation Facility Repair Supplies	11,210	7,978	6,271	7,500	8,000
638	Building/Structure Repair Supplies	14	138	93	1,100	1,250
SUBTOTAL		50,559	40,249	41,515	61,700	68,150
CAPITAL OUTLAY						
705	Computer Equipment	0	254	2,021	0	0
708	Replacement Radios	0	0	1,575	0	0
710	2009 Lease 72" ZTR Mower	0	0	1,235	0	0
729	Site Improvements (Horse Shoe Pits)	0	0	0	0	0
738	Street Improvement (Forest Park Road)	50,000	0	0	0	0
SUBTOTAL		50,000	254	4,831	0	0
TOTAL		329,466	259,358	284,048	295,852	309,090



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 2009	Actual 2010	Revised 2011	Budget 2012
Personnel Services	1,733,086	1,750,463	1,764,000	1,790,624
Contractual Services	109,800	123,569	108,044	116,857
Commodities	93,180	130,160	123,958	169,248
Capital Expenditures	1,220	37,430	4,500	8,175
Transfers	52,040	28,560	49,000	55,000
Total	1,989,326	2,070,183	2,049,502	2,139,904

PERSONNEL SCHEDULE

	Actual 2009	Actual 2010	Revised 2011	Budget 2012
Chief of Police	1.00	1.00	1.00	1.00
Staff Commander/Cap./Lt.	2.00	2.00	2.00	2.00
Sergeant	5.00	5.00	5.00	5.00
Police Officer	16.00	15.00	15.00	15.00
S.R.O. (<i>Grant funded</i>)	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	1.00
DV Detective (<i>Grant funded</i>)	0.50	1.00	1.00	1.00
Community Service Officer	0.00	0.00	0.00	0.00
Total Commiss. Officers	26.50	26.00	26.00	26.00
Custodian	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00	1.00
Special Services Officer	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00
DV Admin. (<i>Grant funded</i>)	.00	.13	.50	.38
Total Non-Com. Officers	5.00	5.13	5.50	5.38
Total	31.50	31.13	31.50	31.38

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 police use of the Franklin County Records Management system for law enforcement.
- Increased fuel budget.

STAFF CHANGES

- One new hire
- Two separations

POLICE DEPARTMENT (0151)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	1,453,359	1,463,973	1,474,524	1,484,000	1,489,654
411	Retirements	0	0	0	0	11,970
410	Overtime	276,557	269,112	275,938	280,000	289,000
SUBTOTAL		1,729,916	1,733,086	1,750,463	1,764,000	1,790,624
CONTRACTUAL SERVICES						
501	Communications	1,828	0	0	0	0
502	Postage	999	1,716	981	2,750	1,500
503	Telecommunications	15,003	14,045	14,470	13,052	13,692
504	Travel and Meals	0	4,083	5,743	6,500	8,100
505	Professional Development	16,235	6,760	5,493	6,000	6,000
513	Prisoner Care	25,908	17,245	26,900	22,000	28,000
514	Printing	1,146	717	721	1,700	1,700
520	P & I Insurance	8,331	10,425	12,218	0	0
523	Motor Vehicle Insurance	6,933	9,106	9,089	0	0
532	Building Maintenance	5,891	10,064	4,027	5,500	5,500
533	Equipment Repair	1,529	912	116	1,750	1,900
534	Repair Motor Vehicle	2,352	421	135	3,105	3,000
543	Lease Payment	6,212	6,012	5,293	6,695	6,195
551	Dues and Subscriptions	0	4,053	3,110	2,500	3,000
558	Other Cont. Services	16,701	22,014	32,858	31,492	34,270
564	Community & Public Relations	2,459	2,225	2,415	5,000	4,000
SUBTOTAL		111,526	109,800	123,569	108,044	116,857
COMMODITIES						
600	Office Supplies	6,907	7,468	7,507	7,757	7,957
608	Vehicle Operations	72,511	54,340	71,152	65,456	105,500
609	Motor Oil	0	0	0	1,545	1,591
611	Chemical supplies	694	460	17	700	700
612	Vehicle Repair	0	0	4,516	12,000	12,000
614	Books	0	490	245	500	500
615	Uniforms	8,492	12,244	13,842	10,000	10,000
621	Public Safety Equipment	3,371	4,236	3,684	5,000	5,000
630	Operating Supplies	7,546	6,400	10,710	10,500	12,200
635	Star Team Supplies	3,117	4,396	6,184	6,500	8,000
639	Ammunition	7,693	3,146	12,304	4,000	5,800
639	Firearms and Equipment	0	0	0	0	0
SUBTOTAL		110,333	93,180	130,160	123,958	169,248
CAPITAL OUTLAY						
702	Office Furniture	0	539	0	0	0
704	Office Equipment	0	423	2,821	500	500
705	Computer Equipment	3,914	259	2,690	4,000	7,675
710	Equipment	1,220	0	31,920	0	0
SUBTOTAL		5,134	1,220	37,430	4,500	8,175
TRANSFERS						
906	Transfer to Equip. Reserve (Cars)	57,078	52,040	28,560	49,000	55,000
SUBTOTAL		57,078	52,040	28,560	49,000	55,000
TOTAL		2,013,987	1,989,326	2,070,183	2,049,502	2,139,904



FUND (0155)

MUNICIPAL COURT

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	109,030	95,247	92,693	104,500
Contractual Services	39,908	51,624	49,425	55,693
Commodities	2,187	1,079	3,000	3,000
Capital Expenditures	11,526	11,842	0	614
Total	162,652	159,793	145,118	163,807

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2008	2009	2010	2011
Part Time Judge	1.00	1.00	1.00	1.00
Municipal Court Clerk	1.00	1.00	1.00	1.00
Assistant Clerk	1.00	1.00	0.00	0.00
Part Time Prosecutor	1.00	1.00	1.00	1.00
Part Time Bailiff	2.00	2.00	2.00	2.00
Total	6.00	6.00	5.00	5.00

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

- Increase in training budget for records management system conference.

STAFF CHANGES

- None.

MUNICIPAL COURT (0155)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	115,513	105,176	87,815	88,693	100,500
410	Overtime	1,811	3,854	7,432	4,000	4,000
SUBTOTAL		117,323	109,030	95,247	92,693	104,500
CONTRACTUAL SERVICES						
502	Postage	1,184	1,006	737	1,200	1,200
503	Telecommunications	900	893	901	1,365	1,433
504	Travel	1,158	802	1,007	800	1,500
505	Professional Development	50	175	325	950	1,450
514	Printing	1,101	819	978	1,400	1,400
543	Lease Payments	0	0	719	0	0
556	Defense Attorneys	47,201	34,200	43,650	35,000	40,000
558	Other Cont. Services	1,953	2,012	3,308	8,710	8,710
SUBTOTAL		53,547	39,908	51,624	49,425	55,693
COMMODITIES						
600	Office Supplies	1,490	1,914	557	2,750	2,750
614	Books	236	273	522	250	250
SUBTOTAL		1,726	2,187	1,079	3,000	3,000
CAPITAL OUTLAY						
701	Computer Equipment	0	4,095	11,842	0	614
705	Computer Equipment	0	7,431	0	0	0
SUBTOTAL		250	11,526	11,842	0	614
TOTAL		172,846	162,652	159,793	145,118	163,807



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	2009	2010	2011	2012
Personnel Services	928,936	936,965	955,000	1,005,022
Contractual Services	40,013	45,079	35,875	37,550
Commodities	40,439	37,798	47,700	53,800
Capital Expenditures	26,181	19,967	29,600	29,491
Transfers	79,527	79,500	84,000	88,000
Total	1,115,095	1,119,309	1,152,175	1,213,863

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	1.00	3.00	3.00	3.00
Driver Engineer/EMT	7.00	8.00	8.00	8.00
Driver Engineer	1.00	0.00	0.00	0.00
Firefighter/EMT	6.00	4.00	4.00	4.00
Total	20.00	20.00	20.00	20.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None at this time.

STAFF CHANGES

- None at this time.

FIRE DEPARTMENT (0157)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	877,478	902,185	912,137	930,000	948,600
411	Retirements					22,422
410	Overtime	22,874	26,750	24,828	25,000	34,000
SUBTOTAL		900,353	928,936	936,965	955,000	1,005,022
CONTRACTUAL SERVICES						
502	Postage	200	269	183	250	250
503	Telecommunications	4,301	3,994	3,041	3,900	3,500
505	Professional Development	6,984	5,203	6,520	7,000	7,000
514	Printing	564	241	408	600	600
520	General Ins. (EMT Prof. Liability)	3,817	2,827	3,313	0	0
523	Motor Vehicle Insurance	3,161	3,986	3,995	0	0
530	Utilities	3,261	2,103	2,258	2,425	2,500
532	Repair of Building & Structure	2,802	5,582	5,368	5,000	5,500
533	Equipment Repair	1,089	1,488	926	1,500	2,000
534	Repair Motor Vehicle	3,897	3,551	4,574	3,500	4,000
551	Dues & Subscriptions	506	616	521	700	700
553	Service Agreements	1,729	3,481	4,527	3,000	4,000
558	Other Cont. Services	4,247	6,670	9,446	8,000	7,500
SUBTOTAL		36,558	40,013	45,079	35,875	37,550
COMMODITIES						
600	Office Supplies	2,525	1,263	1,704	1,800	1,800
614	Public Education Materials	1,934	2,539	2,380	2,500	2,500
608	Vehicle Operations	13,588	9,500	10,827	12,000	17,000
611	Chemical Supplies	1,621	876	6	0	0
612	Vehicle & Equipment Repair/Supplies	4,164	8,520	7,781	11,000	12,000
615	Uniforms & Turn out Gear	8,852	13,309	9,098	13,000	12,500
620	Supplies	3,579	4,431	6,001	7,400	8,000
SUBTOTAL		36,263	40,439	37,798	47,700	53,800
CAPITAL OUTLAY						
705	Computer Equipment	900	0	0	0	3,991
704	Office Equipment	9,200	3,625	0	0	0
710	Equipment	14,876	13,895	14,227	15,000	17,500
715	Building Improvement	2,150	8,662	5,740	14,600	8,000
SUBTOTAL		27,126	26,181	19,967	29,600	29,491
TRANSFERS						
906	Transfer to Equipment Reserve	2,000	0	0	0	0
906	Lease purchase (2009 Ladder Truck)	0	0	72,000	72,000	72,000
906	Lease purchase (Durango)	0	0	0	0	0
906	Transfer to Equipment Reserve	93,152	79,527	7,500	12,000	16,000
SUBTOTAL		95,152	79,527	79,500	84,000	88,000
TOTAL		1,095,451	1,115,095	1,119,309	1,152,175	1,213,863



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 IT Support Specialist position along with the IT Department provides support for the technical needs of the entire City.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	167,908	170,182	171,683	174,970
Contractual Services	8,456	7,457	13,000	16,900
Commodities	8,353	6,462	9,320	9,020
Capital Expenditures	4,393	1,952	4,900	4,256
Total	189,109	186,054	198,903	205,146

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
IT Director	1.00	1.00	1.00	1.00
IT Specialist	1.00	1.00	1.00	1.00
Multimedia Specialist	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

GOALS

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

OBJECTIVES

- Continue providing professional technology services in a timely manner
- Eliminate risks to PC users which would reduce efficiency or cause downtime
- Implement Desktop Computer Lifecycle Plan
- Continue to utilize and enhance server virtualization

EXPENDITURE CHANGES

- No significant Changes

STAFF CHANGES

- None

INFORMATION TECHNOLOGY (0159)

	EXPENDITURE DETAIL	Actual 2008	Actual 2009	Actual 2010	Revised 2011	Budget 2012
	EXPENDITURE DETAIL					
411	Salaries	160,517	167,187	169,413	170,683	173,670
410	Overtime	1,949	721	770	1,000	1,300
	SUBTOTAL	162,465	167,908	170,182	171,683	174,970
	CONTRACTUAL SERVICES					
502	Postage	91	240	40	300	300
503	Telecommunications	226	230	321	400	400
505	Professional Development	1,388	507	0	2,000	2,000
533	Equipment & Machinery Repair	679	283	141	800	800
551	Dues and Subscriptions	2,504	3,844	4,128	2,900	3,000
553	Service Agreements/Contract	4,263	3,268	2,649	5,600	8,900
558	Other Contractual (consulting, tech work)	0	84	178	1,000	1,500
	SUBTOTAL	9,150	8,456	7,457	13,000	16,900
	COMMODITIES					
600	Office Supplies	891	924	896	1,000	1,000
601	Computer Supplies (repair inventory)	4,034	5,894	3,817	5,000	4,500
614	Books & Instructional Materials	0	0	26	300	300
615	Uniforms	0	0		120	120
620	Operating Supplies (GAC, Web etc.)	1,685	1,073	970	1,600	1,700
622	Tools	1,007	461	754	1,300	1,400
	SUBTOTAL	7,618	8,353	6,462	9,320	9,020
	CAPITAL OUTLAY					
705	Digital Cameras	0	0	0	200	0
705	Computer Equip (Network Related)	2,385		0	0	1,100
705	Computer Equip (Computing)	0	3,750	1,952	4,000	2,456
710	Office Furniture and Equipment	1,147	643	0	700	700
	SUBTOTAL	3,532	4,393	1,952	4,900	4,256
	TOTAL	182,765	189,109	186,054	198,903	205,146



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. 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 on the Kansas HRePartners Online Employment Opportunities website.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	115,748	118,293	119,853	122,334
Contractual Services	26,105	35,794	43,550	44,500
Commodities	3,479	3,277	3,900	3,500
Capital Expenditures	941	731	1,000	2,228
Total	146,274	158,094	168,303	172,562

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
HR/Risk Management Dir.	1.00	1.00	1.00	1.00
Human Resources Asst.	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No significant changes

STAFF CHANGES

- None

HUMAN RESOURCES (0175)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	117,481	115,334	117,875	119,053	121,434
410	Overtime	1,383	414	418	800	900
SUBTOTAL		118,864	115,748	118,293	119,853	122,334
CONTRACTUAL SERVICES						
500	Training - (Confined Space, BB Path)	2,373	178	79	750	1,000
501	Education Reimbursement	5,817	5,178	7,300	8,000	8,000
502	Postage	420	495	575	600	600
503	Telecommunications	684	690	703	800	800
504	Travel Expense	2,688	954	576	1,000	1,000
505	Professional Development	2,468	871	364	2,000	2,000
510	Employee Memorials		1,139	1,341	1,000	1,500
512	Meeting Expenses/Meals	1,495	381	44	500	500
516	Recruitment & Screening	23,340	14,605	21,115	20,000	20,000
551	Dues & Subscriptions	973	1,012	1,140	900	900
558	Other Cont. Services	5,647	601	2,557	8,000	8,200
SUBTOTAL		45,904	26,105	35,794	43,550	44,500
COMMODITIES						
600	Office Supplies	3,682	3,479	3,277	3,300	3,500
615	Uniforms	0	0	0	0	0
620	Operating Supplies	0	0	0	600	0
630	Safety Related Supplies	19,734	0	0	0	0
SUBTOTAL		23,416	3,479	3,277	3,900	3,500
CAPITAL OUTLAY						
702	Furniture	0	0	437	0	0
704	Office Machines	330	941	294	1,000	1,000
705	Computer & Software	0	0	0	0	1,228
SUBTOTAL		330	941	731	1,000	2,228
TOTAL		188,514	146,274	158,094	168,303	172,562



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 2009	Actual 2010	Revised 2011	Budget 2012
Contribution to FICA	365,694	346,461	349,603	358,343
Retirement – KPERS	134,265	149,840	154,500	161,000
Retirement – KPF	357,704	325,163	350,000	370,000
Health Insurance	880,637	914,083	988,185	1,081,063
Workers Comp. Ins.	111,670	109,539	110,000	0
Unemployment Ins.	4,309	4,267	4,483	5,000
Other Contractual	0	0	500	500
Work Comp Transfer				112,200
Total	1,854,278	1,849,352	1,957,270	2,088,105

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Increase in KPERS from 7.74% to 8.34%
- Increase in KPF rate from 14.57% to 16.54%
- Approximately 10% increase to health insurance

EMPLOYEE BENEFITS (0180)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
412	State Contribution Fund - FICA	344,091	365,694	346,461	349,603	358,343
413	State Retirement Fund - KPERS	130,194	134,265	149,840	154,500	161,000
416	State Retirement Fund - KP&F	339,055	357,704	325,163	350,000	370,000
414	Health Insurance	880,816	880,637	914,083	988,185	1,081,063
521	Worker's Compensation Insurance	111,886	111,670	109,539	110,000	0
522	Unemployment Insurance	4,859	4,309	4,267	4,483	5,000
558	Other Contractual Services	935	0	0	500	500
906	Transfer to Risk Mgt. (For Worker's Comp)	0	0	0	0	112,200
	TOTAL	1,811,837	1,854,278	1,849,352	1,957,270	2,088,105

Note: KPERS rates: 3.6 in 2004, avg 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, 7.14 in 2010, 7.74 in 2011

Note: KP&F rates: 9.47 in 2004, 11.69 in 2005, 12.39 in 2006, 13.32 in 2007, 13.38 in 2008, 13.51 in 2009, 12.86 in 2010, 14.57 in 2011, 16.54 in 2012.

CITY OF



OTTAWA
KANSAS

CITY OF



OTTAWA
KANSAS

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

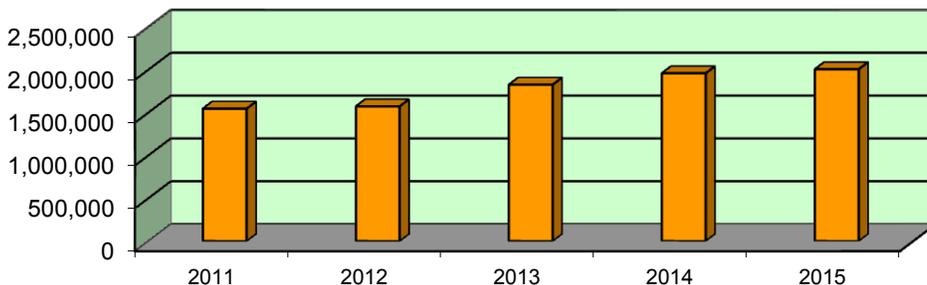
Through debt financing the City can construct capital improvements in advance of, or as the need arises, rather than delaying projects. Debt financing distributes the cost of the improvements fairly to users over the useful life of project.

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 projects.

G.O. Debt Payments



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 2012 are projected to increase 1.7% over 2011

STAFF

- Staffing is provided by the Finance Department

G. O. DEBT RETIREMENT FUND (0500)

REVENUE DETAIL

	Mill Levy	7.053	7.020	7.007	7.001	6.994
		Actual	Actual	Actual	Budget	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash Balance, Jan. 1	120,504	250,055	347,346	308,865	293,738
301	Ad Valorem Taxes	554,538	530,433	518,697	564,134	560,000
302	Back Taxes	25,279	24,370	28,253	35,000	35,000
310	Special Assessments	59,722	85,273	92,831	74,000	74,000
315	Vehicle Tax	68,259	60,146	57,449	59,305	56,949
325	Interest	1,010	2,158	6,657	4,000	4,000
344	Transfer from Wastewater	70,000	70,000	52,831	70,000	26,000
345	Transfer from Electric	450,587	408,000	387,988	447,663	447,663
345	Transfer from Power Supply Fund	0	130,000	0	130,000	130,000
347	Transfer from Water	50,860	30,692	15,509	101,000	101,000
348	Transfer from Capital Project Funds	0	48,017	0	0	0
350	Transfer from Special Streets	112,720	137,266	75,831	73,260	73,765
301	Estimated Unpaid Taxes		0	0	-28,207	-28,000
	Total Revenue	1,392,976	1,526,354	1,236,046	1,530,155	1,480,377
	Total Resources	1,513,480	1,776,410	1,583,392	1,839,020	1,774,115

EXPENDITURE DETAIL

800	Principal	830,000	785,000	845,364	670,000	800,000
803	Interest	433,425	644,064	429,163	685,282	771,726
	Bond refinance savings for levy certification				190,000	
	Total Requirements	1,263,425	1,429,064	1,274,527	1,545,282	1,571,726
926	Designated Reserves - (Prepaid Specials)				60,903	59,148
925	Covenant Reserve				232,835	143,241
	Unencumbered Cash Balance, Dec. 31	250,055	347,346	308,865	293,738	202,389

PROJECT	2012			
	PRINCIPLE	INTEREST	TOTAL	PAYOUT
2010 Refunding	\$ 315,000	\$ 67,075	\$ 382,075	2021
Coves	\$ 55,000	\$ 36,630	\$ 91,630	2024
Levee Project (Rip Rap)	\$ 50,000	\$ 32,633	\$ 82,633	2023
NE Substation & Transmission	\$ 155,000	\$ 431,713	\$ 586,713	2028
NE Water Tower	\$ 80,000	\$ 81,875	\$ 161,875	2029
Airport (Estimate)	\$ 70,000	\$ 36,000	\$ 106,000	2020
Sewer Interceptors (Estimate)	\$ 75,000	\$ 85,800	\$ 160,800	2031
TOTAL	\$ 800,000	\$ 771,726	\$ 1,571,726	

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



Budget Guide

FUND (1100)

COMMUNITY SERVICES SUPPORT

Description of Services

The Community Services Fund makes support available for community groups and activities that provide a community wide service. Transfers from the Utility Funds and the General Fund create 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 Animal Shelter.

REVENUE DETAIL

	Actual 2009	Actual 2010	Revised 2011	Budget 2012
Cash Balance, Jan. 1	1,918	2,701	3,203	2,520
Reimbursed Expense	0	300	27	0
Donations	500	0	500	0
Transfers from Wastewater	36,000	36,000	33,500	36,000
Transfers from Electric	36,000	36,000	33,500	36,000
Transfers from Water	34,725	36,000	33,500	36,000
Transfers from General	28,293	21,251	30,000	30,000
Total Revenues	135,518	129,551	131,027	138,000
Total Resources	137,436	132,252	134,230	140,520

EXPENDITURE DETAIL

	Actual 2009	Actual 2010	Revised 2011	Budget 2012
Animal Shelter	48,139	45,540	45,540	45,540
Chamber of Commerce	48,000	45,000	48,000	55,000
Ottawa Main Street	29,175	27,600	27,600	27,600
Youth Conference Activity	2,667	4,140	4,140	4,140
City Band	3,284	2,536	3,210	3,210
Jaycees Fireworks	2,500	2,300	2,300	2,300
Veteran's Day Parade	970	920	920	920
Reserves	0	488	0	1,810
Total Requirements	134,735	129,049	131,710	140,520
Unencumbered Cash Bal.	2,701	3,203	2,520	0

GOALS

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

EXPENDITURE CHANGES

- The only change was a \$7,000 increase to the Chamber of Commerce

STAFF CHANGES

- Staff is shared from other departments

COMMUNITY SERVICES SUPPORT (1100)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash Balance, Jan. 1	5,130	1,918	2,701	3,203	2,520
325	Reimbursed Expense	85	0	300	27	0
327	Donations (City Band)	0	500	0	500	0
344	Transfer from Wastewater	36,000	36,000	36,000	33,500	36,000
345	Transfers from Electric	36,000	36,000	36,000	33,500	36,000
347	Transfers from Water	36,000	34,725	36,000	33,500	36,000
349	Transfers from General Fund	29,000	28,293	21,251	30,000	30,000
	Total Revenue	137,085	135,518	129,551	131,027	138,000
	Total Resources	142,215	137,436	132,252	134,230	140,520

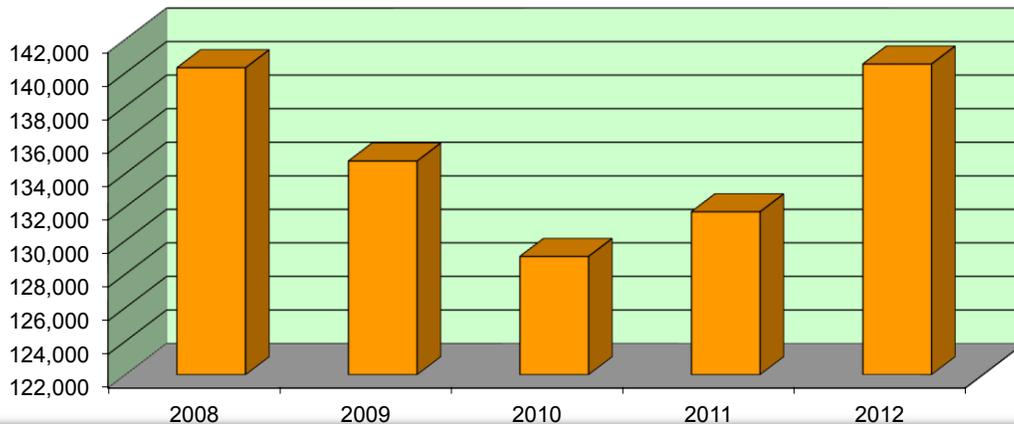
EXPENDITURE DETAIL

511	Animal Shelter	49,500	48,139	45,540	45,540	45,540
572	Chamber of Commerce	48,000	48,000	45,000	48,000	55,000
577	Ottawa Main Street	30,000	29,175	27,600	27,600	27,600
575	Youth Conference Activities	6,290	2,667	4,140	4,140	4,140
569	City Band	3,008	3,284	2,536	3,210	3,210
578	Jaycees Fireworks	2,500	2,500	2,300	2,300	2,300
564	Veteran's Day Parade	1,000	970	920	920	920
999	Misc.	0	0	525	0	0
925	Reserves	0	0	488		1,810
	Total Requirements	140,297	134,735	129,049	131,710	140,520
	Unencumbered Cash Balance, Dec. 31	1,918	2,701	3,203	2,520	

Notes:

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

EXPENDITURES





Budget Guide

FUND (1300)

AUDITORIUM

Description of Services

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

MISSION

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Mill Levy	1.07	1.06	1.17	1.67
Cash Balance, Jan. 1	72,274	54,571	32,375	14,452
Ad Valorem Tax	80,890	78,765	94,000	120,110
Ticket Sales	9,336	1,611	15,000	15,000
Vehicle Tax	9,800	8,742	9,004	9,489
Grants, Foundation	0	0	2,600	2,600
Rentals	14,034	11,080	12,000	11,000
Concessions	2,868	1,799	5,305	5,464
Back Tax Collections	5,026	4,840	6,180	6,365
Interest Income	988	2,193	1,000	1,000
Reimbursed Expense	719	877	400	400
Donations	0	0	2,000	2,000
Miscellaneous	0	0	0	0
Program Advertising	425	0	500	500
Uncollected Ad Valorem			-4,274	-4,804
Total Resources	196,359	164,479	176,088	183,575

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.

EXPENDITURE DETAIL

Personnel Services	83,866	82,433	88,467	90,195
Contractual Services	49,219	43,303	52,813	54,417
Commodities	5,576	4,467	5,358	5,518
Capital Expenditures	3,126	1,901	15,000	11,000
Total Requirements	141,787	132,105	161,637	161,130
Cash Bal., Dec. 31	54,571	32,375	14,452	22,446

STAFF CHANGES

- No significant changes are anticipated for 2012.

PERSONNEL SCHEDULE

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

AUDITORIUM (1300)

	Mill Levy	1.131	1.066	1.066	1.167	1.673
		Actual	Actual	Actual	Estimate	Budget
	SOURCE OF REVENUE	2008	2009	2010	2011	2012
100	Unencumbered Cash	104,928	72,274	54,571	32,375	14,452
301	Ad Valorem Tax	89,763	80,890	78,765	94,000	120,110
302	Back Tax Collections	5,668	5,026	4,840	6,180	6,365
315	Vehicle Tax	14,776	9,800	8,742	9,003	9,489
	Total Tax Revenue	110,206	95,715	92,348	109,183	135,964
321	Rentals	11,061	14,034	11,080	12,000	11,000
324	Interest Income	3,012	988	2,193	1,000	1,000
325	Reimbursed Expense	1,692	719	877	400	400
327	Donations & Sponsorships	100	0	0	2,000	2,000
328	Concessions	3,374	2,868	1,799	5,305	5,464
329	Ticket Sales	7,673	9,336	1,611	15,000	15,000
343	Grants, Foundation	1,500	0	0	2,600	2,600
337	Program Advertising	0	425	0	500	500
	Total Other Revenue	28,412	28,369	17,561	38,805	37,964
301	Uncollected Ad Valorem Tax				-4,274	-4,804
	Total Resources	243,546	196,359	164,479	176,088	183,575
EXPENDITURE DETAIL						
		Actual	Actual	Actual	Estimate	Budget
	PERSONNEL SERVICES	2008	2009	2011	2011	2012
411	Salaries	51,376	54,570	55,447	52,020	53,060
411	Temporary	0	0	0	7,000	7,000
410	Overtime	6,280	10,354	8,073	10,000	10,000
412	Social Security	4,387	4,819	4,822	5,280	5,360
413	Retirement	3,347	3,459	3,812	3,345	3,412
414	Health Insurance	9,348	10,664	10,279	10,822	11,363
	SUBTOTAL	74,738	83,866	82,433	88,467	90,195
	CONTRACTUAL SERVICES					
502	Postage	6	0	0	200	200
503	Telephone	1,111	1,008	1,272	1,273	1,311
504	Travel Expense	168	209	172	400	400
505	Educational Advancement	0	0	0	500	500
514	Printing	210	0	7	1,000	1,000
515	Advertising	1,737	1,951	691	5,000	5,000
520	Insurance - Bldg. & Contents	5,227	5,163	6,051	5,477	5,642
521	Worker's Comp	287	30	29	31	32
522	Unemployment Insurance	231	205	203	242	254
530	Utilities	20,562	11,672	10,215	12,383	12,754
551	Dues & Subscriptions	901	543	781	557	574
552	Ticket Refunds	138	64	0	500	500
553	Service Agreement/Compliance	748	969	1,435	250	250
555	Public Relations	67	96	60	250	250
558	Other Cont. Services	33,552	15,139	19,659	9,000	9,000
560	Auditorium Maintenance	3,817	5	2,694	5,000	6,000
567	Event Fees & Deposits	14,350	10,450	0	10,000	10,000
570	Misc. Event Expenses	49	1,716	35	750	750
	SUBTOTAL	83,162	49,219	43,303	52,813	54,417
	COMMODITIES					
600	Office Supplies	1,173	573	652	637	656
613	Janitorial Supplies	1,473	670	820	796	820
619	Concession Supplies	3,237	2,996	2,515	3,183	3,278
630	Other Operating Supplies	790	986	479	743	765
	SUBTOTAL	6,673	5,576	4,467	5,358	5,518
	CAPITAL EXPENDITURES					
702	Furniture & Fixtures	40	0	0	0	0
704	Office Machines	0	0	716	0	0
709	Stage Equipment	6,659	2,152	1,185	0	0
715	Repair & Renovations	0	974	0	15,000	11,000
	SUBTOTAL	6,699	3,126	1,901	15,000	11,000
925	Reserves	0	0			22,446
	Total Requirements	171,272	141,787	132,105	161,637	183,576
	Unencumbered Cash Bal., Dec. 31	72,274	54,572	32,375	14,451	0

FUND (1400)

AIRPORT

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Contractual Service	74,334	66,529	70,497	71,091
Commodities	1,614	772	4,700	5,700
Capital Outlay	0	0	0	0
Capital Improvement	474	0	0	0
Contingency Reserve	0	0	4,276	0
Total Requirements	76,422	67,301	79,473	76,791
Cash Balance, Dec. 31	75	4,900	3,127	5,036

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- No changes are anticipated in 2012.

AIRPORT (1400)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2008	2009	2010	2011	2012
100	Unencumbered Cash	2,656	4,073	75	4,900	3,127
325	Reimbursed Expense Income	0	63	130	0	0
319	Rent				1,700	1,700
348	Transfer from Capital Improvement	4,494	361		0	0
349	Transfer - General	61,000	72,000	71,996	76,000	77,000
	Total Revenue	65,494	72,361	71,996	76,000	77,000
	Total Resources	68,149	76,496	72,201	82,600	81,827

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	2008	2009	2010	2011	2012
	CONTRACTUAL SERVICES					
520	Insurance - Bldg. & Contents	613	1,238	1,423	1,497	1,566
526	Insurance - Aviation Liability	2,025	1,913	1,111	2,400	2,400
530	Utilities	1,480	1,412	2,294	1,600	2,000
532	Repair - Building, etc.	7,244	1,751	688	500	500
533	Equipment Repairs	0	64	746	500	500
549	Airport Management Contract	48,000	58,000	58,125	58,000	58,125
558	Other Cont. Services	4,062	9,957	2,142	6,000	6,000
559	Environmental Compliance	11	0	0	0	0
	SUBTOTAL	63,435	74,334	66,529	70,497	71,091
	COMMODITIES					
612	Equipment Repair Supplies	221	602	394	1,000	1,000
616	Paint	0	0		500	500
620	Supplies	335	320	95	500	500
624	Asphalt (Patch)	0	0	0	1,000	2,000
629	Gravel, Rock & Cement	0	665	0	500	500
636	Facility Repair Supplies	0	14	283	200	200
638	Building/Structure Repair Supplies	86	13	0	1,000	1,000
	SUBTOTAL	642	1,614	772	4,700	5,700
	CAPITAL OUTLAY					
710	Equipment	0	474	0	0	0
	SUBTOTAL	0	474	0	0	0
925	Contingency Reserve	0	0	0	4,276	5,036
	Total Requirements	64,077	76,422	67,301	79,473	81,827
	Unencumbered Cash Balance, Dec. 31	4073	75	4,900	3,128	0



Budget Guide

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Cash Balance, Jan. 1	34,167	61,965	87,876	57,786
Liquor Selling Taxes	27,933	24,134	26,308	25,000
Reimbursed Exp. Income	0	1,248	500	0
Donations		2,780	602	
Total Revenues	27,933	28,161	27,410	25,000
Total Resources	62,100	90,126	115,286	82,786

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Supplies	135	444	3,000	3,000
Capital Expenditures	0	624	50,000	50,000
Swimming Pool Filtration				
Contractual Services	0	1,182	4,500	4,500
Reserves				
Total Requirements	135	2,250	57,500	57,500
Contingency Reserve				25,286
Cash Balance, Dec. 31	61,965	87,876	57,786	82,786

SPECIAL PARK AND RECREATION (1600)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2008	2009	2010	2011	2012
100	Unencumbered Cash	27,877	34,167	61,965	87,876	57,786
314	Liquor Drink Taxes (Note 1)	29,141	27,933	24,134	26,308	25,000
325	Reimbursed Expense Income	100,228	0	1,248	500	0
	Prior year reimbursement	0	0	0	0	0
327	Donations	0	0	2,780	602	
	Total Revenue	129,369	27,933	28,161	27,410	25,000
	Total Resources	157,245	62,100	90,126	115,286	82,786

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	CONTRACTUAL SERVICES					
554	Engineering	0	0	389	500	500
558	Contractual Services	1,148	0	794	4,000	4,000
	SUBTOTAL	1,148	0	1,182	4,500	4,500
	COMMODITIES					
620	General Supplies	660	135	444	3,000	3,000
	SUBTOTAL	660	135	444	3,000	3,000
	CAPITAL OUTLAY					
710	Equipment	4,247	0	624	0	0
730	(Shade Structures for Pool)	14,000	0	0	0	0
738	Asphalt Overlay Park Trails	103,024	0	0	0	0
754	Park Improvements (Note 2)	0	0	0	50,000	50,000
	SUBTOTAL	121,271	0	624	50,000	50,000
925	Contingency Reserves	0	0	0	0	25,286
	Total Requirements	123,078	135	2,250	57,500	82,786
	Unencumbered Cash Balance, Dec. 31	34,167	61,965	87,876	57,786	0

Notes:

1. Liquor tax estimates are based on the State Treasurer's estimates.
2. Line item 754 is for Park Playground Equipment and can be used to match grants.



Budget Guide

FUND (1700)

SPECIAL DRUG & ALCOHOL PROGRAM

Description of Services

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

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 from other departments

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Cash Balance, Jan. 1	9,823	5,006	0	1,308
Liquor Selling Taxes	27,933	24,134	26,308	25,000
Total Resources	37,756	29,140	26,308	26,308

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Transfer for DARE Officer	32,750	29,140	25,000	25,000
Contingency Reserve	0	0	0	1,308
Total Requirements	32,750	29,140	25,000	26,308
Cash Balance, Dec. 31	5,006	0	1,308	0

SPECIAL ALCOHOL PROGRAM (1700)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash	12,682	9,823	5,006	0	1,308
314	Liquor Drink Taxes (Note 1)	29,141	27,933	24,134	26,308	25,000
325	Reimbursed Expense	0	0	0	0	0
	Total Revenue	41,823	37,756	29,140	26,308	26,308
	Total Resources	41,823	37,756	29,140	26,308	26,308

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
901	Transfer to Gen Fund for DARE Officer	32,000	32,750	29,140	25,000	25,000
925	Contingency Reserves	0	0	0	0	1,308
	Total Requirements	32,000	32,750	29,140	25,000	26,308
	Unencumbered Cash Balance, Dec. 31	9,823	5,006	0	1,308	0

Notes:

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



Budget Guide

FUND (1800)

LIBRARY

Description of Services

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

GOALS

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

OBJECTIVES

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

Developing community partnerships to enhance visibility and viability.

Ensuring community representation in our leadership and decision-making.

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

EXPENDITURE CHANGES

- An \$8,500 increase in dollars

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Mill Levy	8.385	8.384	8.378	8.533
Cash Balance, Jan. 1	0	5	0	0
Ad Valorem Taxes	633,118	620,626	673,244	683,244
Back Taxes	25,709	32,336	39,500	38,500
Vehicle Taxes	68,729	68,529	69,000	69,000
Interest	0	0	20	0
Uncollected Taxes			(33,662)	(34,162)
Total Revenues	727,562	721,496	748,102	756,582

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Ap. to Library Board	727,557	721,496	748,102	756,582
Transfer—To Electric Fund	0	0	0	0
Total Requirements	727,557	721,496	748,102	756,582
Cash Balance, Dec. 31	0	5	0	0

LIBRARY (1800)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash	5	5	5	0	0
301	Ad Valorem Tax	633,421	633,118	620,626	673,244	683,244
302	Back Tax	26,592	25,709	32,336	39,500	38,500
315	Vehicle Tax	73,412	68,729	68,529	69,000	69,000
324	Interest	286	0	0	20	0
	Uncollected Taxes (Estimated 5%)				(33,662)	(34,162)
	Total Revenue	733,711	727,557	721,492	748,102	756,582
	Total Resources	733,716	727,562	721,497	748,102	756,582

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
576	Appropriations to Library Board	719,706	727,557	721,497	748,102	756,582
904	Transfer - Reimbursement to Electric	14,000	0	0	0	0
	Total Requirements	733,716	727,557	721,497	748,102	756,582
	Unencumbered Cash Balance, Dec. 31	0	5	0	0	0



Budget Guide

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, leasing and sale of public properties. 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.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Cash Balance, Jan. 1	136,108	134,069	118,666	144,466
Interest	1,490	694	1,100	1,500
Reimbursed Expenses	3,440	10,100	2,500	3,000
Building Permits	3,000	0	20,000	25,000
Other Rents/T-Mobile Lease	13,200	14,286	13,200	13,200
Sale of Property	0	1,000	39,000	0
Total Revenues	21,130	26,081	75,800	42,700
Total Resources	157,238	160,150	194,466	187,166

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Transfer to General Fund	0	0	0	0
Engineering & Other Cont.	20,954	23,426	40,000	42,000
Economic Development	715	18,057	10,000	145,166
Land Purchase	1,500	0	0	0
Total Requirements	23,169	41,483	50,000	187,166
Cash Balance, Dec. 31	134,069	118,666	144,466	0

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- Staff is shared from other departments

ECONOMIC DEVELOPMENT (2500)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash Balance, Jan. 1	121,004	136,108	134,069	118,666	144,466
324	Interest	2,433	1,490	694	1,100	1,500
325	Reimbursed Expenses	2,000	3,440	10,100	2,500	3,000
336	Building Permits (Note 1)	62,478	3,000	0	20,000	25,000
321	Other Rents/T-Mobile Lease	12,100	13,200	14,286	13,200	13,200
398	Sale of Property	69,472	0	1,000	39,000	0
	Total Revenue	148,483	21,130	26,081	75,800	42,700
	Total Resources	269,487	157,238	160,150	194,466	187,166

EXPENDITURE DETAIL

901	Transfer to General Fund	19,987	0	0	0	0
558	Engineering & Other Contractual	54,834	20,954	23,426	40,000	42,000
572	Economic Development	5,000	715	18,057	10,000	145,166
918	Land Purchase (Note 2)	53,000	1,500	0	0	0
	Total Requirements	133,379	23,169	41,483	50,000	187,166
	Unencumbered Cash Balance, Dec. 31	136,108	134,069	118,666	144,466	0

Notes:

1. Land sale to Mac Fasteners in 2010 - 2011.
2. Land purchase was for public parking at 1st and Hickory. The final payment of \$53,000 was made in 2008.

2012 BUDGET



Budget Guide

SPECIAL STREETS (STREET REHABILITATION)

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Cash Balance, Jan. 1	77,500	70,169	215,783	155,653
Special Highway	323,850	345,621	343,870	348,500
Reimbursed Expense	1,054	4,377	5,000	5,000
Impact Fees	0	0	1,000	1,000
Transfer From Capital Im.	36,920	500	0	0
Impact Fees	0	0	126,000	0
Total Revenues	361,824	350,498	475,870	354,500
Total Resources	439,324	420,667	691,653	510,153

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Contractual Services	7,054	2,913	22,500	22,500
Commodities	43,130	107,573	33,000	33,000
Capital Expenditures	143,108	11,560	380,000	225,000
Transfers	175,863	82,837	100,500	124,000
Reserves	0	0	0	105,653
Total Requirements	369,155	204,884	536,000	510,153
Cash Balance, Dec. 31	70,169	215,783	155,653	0

EQUIPMENT DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Street Sweeper Lease	0	17,000	20,500	44,000
Crack Sealer	0	6,000	6,000	6,000
Total	0	23,000	26,500	50,000

FUND (2800)

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 2012, future budget proposals are likely to include significant increases to fund a comprehensive and systematic street rehabilitation program.

STAFF CHANGES

- Staff is shared from other departments

SPECIAL STREET (2800)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash	69,351	77,500	70,169	215,783	155,653
317	Special Highway	368,455	323,850	345,621	343,870	348,500
325	Reimbursed Expense	30,943	1,054	4,377	5,000	5,000
348	Transfer From Capital Improvement	0	36,920	500	0	0
369	Impact Fees	0	0	0	1,000	1,000
325	Federal Dollars for KLINK match and Parking Lot				126,000	
	Total Revenue					
	Total Resources	468,750	439,324	420,667	691,653	510,153

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
	CONTRACTUAL SERVICES					
533	Repair & Main. of Traffic Signals	7,396	2,915	2,030	10,000	10,000
554	Engineering Services	7,303	240	883	2,500	2,500
558	Other Contractual	15,505	3,899	0	10,000	10,000
	SUBTOTAL	30,204	7,054	2,913	22,500	22,500
	COMMODITIES					
620	General Supplies	240	6,509	0	1,000	1,000
625	Street Maintenance		30,204	0	20,000	20,000
612	(Traffic) Equipment Repair Supplies	1,003	688	1,942	2,000	2,000
624	Asphalt Supplies-Road Oil	0	0	0	5,000	5,000
625	Transfer Street Const.	0	0	0	0	0
625	Street Const.	0	0	101,041	0	0
625	Sidewalk Replacement Program	0	0	0	0	0
625	Overlay at Forest Park	0	0	0	0	0
629	Alley Maintenance	19,245	5,730	4,591	5,000	5,000
	SUBTOTAL	20,488	43,130	107,573	33,000	33,000
	CAPITAL OUTLAY					
710	Equipment - Crack Seal Machine	0	0	0	0	0
710	Street Sweeper Lease	0	0	0	0	0
710	1 Skid Loader	0	0	0	0	0
712	2 Skid Loader	0	0	0	0	0
738	KLINK match and Parking Lot	0	0	0	130,000	
738	Capital Improvement - Street Work	181,890	143,108	11,560	250,000	225,000
751	Parking Lot Improvements (1st & Hickory)	0	0	0	0	0
738	Lincoln School Path	0	0	0	0	0
	SUBTOTAL	181,890	143,108	11,560	380,000	225,000
	TRANSFERS					
918	Transfer to 5300 for St Sweeper & Sealer	0	0	23,000	26,500	50,000
918	Transfer to Bond & Interest	156,467	175,863	59,837	74,000	74,000
925	Contingency Reserve	2,200	0	0		105,653
	SUBTOTAL	158,667	175,863	82,837	100,500	229,653
	Total Requirements	391,249	369,155	204,884	536,000	510,153
	Unencumbered Cash Balance, Dec. 31	77,500	70,169	215,783	155,653	0



Budget Guide

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

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.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Cash Balance, Jan. 1	869,051	857,289	858,149	832,959
Interest	9,621	4,605	5,000	5,000
Refunds	444,860	410,640	410,640	410,640
Total Revenues	454,481	415,246	415,640	415,640
Total Resources	1,323,532	1,272,535	1,273,789	1,248,599

EXPENDITURE CHANGES

- Only small changes were anticipated for 2012 due the refinancing of the SE Substation debt.

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Engineering	2,750	0	10,000	10,000
NE Sub. Payments	130,000	80,000	100,000	100,000
Capital Expenditures	0	0	0	0
Principal Payment for SE Sub	165,000	170,000	175,000	220,000
Interest Payment for SE Sub	168,343	164,236	155,680	92,331
Bank Fees	150	150	150	150
Total Expenditures	466,243	414,386	440,830	422,481
Designated Reserves				826,118
Cash Balance, Dec. 31	857,289	858,149	832,959	

STAFF CHANGES

- Staff is shared from other departments

ELECTRIC POWER SUPPLY FUND 4100

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash Balance, Jan. 1	924,920	869,051	857,289	858,149	832,959
324	Interest	16,927	9,621	4,605	5,000	5,000
342	Refunds	376,420	444,860	410,641	410,640	410,640
	Total Revenue	393,347	454,481	415,246	415,640	415,640
	Total Resources	1,318,267	1,323,532	1,272,535	1,273,789	1,248,599

EXPENDITURE DETAIL

554	Engineering (Note 1)	0	2,750	0	10,000	10,000
900	NE Substation Payment (Transfer GO Debt) (2)	130,000	130,000	80,000	100,000	100,000
710	Capital Expenditures (3)	0	0	0	0	0
710	Capital Expenditures (Distrib. Construction)	0	0	0	0	0
800	Principal Payment for SE Substation (4)	155,000	165,000	170,000	175,000	220,000
803	Interest Payment for SE Substation (4)	164,066	168,343	164,236	155,680	92,331
803	Bank Fees	150	150	150	150	150
	Total Requirements	449,216	466,243	414,386	440,830	422,481
925	Designated Reserves					826,118
	Unencumbered Cash Balance, Dec. 31	869,051	857,289	858,149	832,959	

Notes:

Resolution 1136-02 executed 12/18/02, approved the 3rd amendment to the Nearman Power

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



Budget Guide

FUND (5300)

EQUIPMENT RESERVE

Description of Services

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

REVENUE DETAIL

	Actual 2009	Actual 2010	Revised 2011	Budget 2012
Cash Balance, Jan. 1	175,771	968,843	1,029,613	1,137,669
Transfer from Electric	91,370	116,060	102,691	100,535
Transfer Wastewater	72,534	72,534	68,417	74,360
Transfer from Fire	79,527	79,500	85,000	95,000
Transfer from Police	52,040	28,560	50,000	68,000
Transfer from Water	51,483	50,111	49,716	40,373
Lease Proceeds	768,706	230,235	0	0
Grants	23,133	14,075	0	0
Transfer from Planning	4,500	0	3,000	3,000
Transfer from P. Works	23,000	27,500	70,000	93,000
Transfer Special Streets	0	0	25,000	25,000
Interest	9,441	4,444	5,148	5,688
Reimbursed Income	40,400	0	4,000	0
Total Revenues	1,216,133	623,019	462,972	504,957
Total Resources	1,391,904	1,591,862	1,492,585	1,642,626

EXPENDITURE DETAIL

Equipment Purchase	139,480	280,975	45,000	0
2008 Ariel Truck	64,810	0	0	0
Purchase Police Dept.	7,500	22,644	49,000	90,500
Purchase Police Dept.	34,542	19,248	0	0
Purchase Water Dept.	59,281	36,005	0	32,495
Purchase Wastewater	45,655	17,308	0	114,784
Purchase Electric	0	70,283	142,122	117,230
Lease Purchase PWks	0	23,251	47,000	70,000
Lease Purchase Fire	71,794	92,535	71,794	71,794
Total Requirements	423,062	562,249	354,916	496,803
Designated Reserves				1,145,823
Cash Balance, Dec. 31	968,843	1,029,613	1,137,669	

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- As called for by replacement schedule

STAFF CHANGES

- No personnel are dedicated to this fund.

EQUIPMENT RESERVE (5300)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash	1,108,706	175,771	968,843	1,029,613	1,137,669
324	Interest	18,333	9,441	4,444	5,148	5,688
325	Reimbursed Income	0	40,400	230,235	4,000	4,000
343	Grants (2006 Mini Pumper, 2007 SCBA)	140,757	23,133	14,075	0	0
344	Transfer - Wastewater	59,853	72,534	72,534	68,417	74,360
345	Transfer Electric	89,011	91,370	116,060	102,691	100,535
347	Transfer Water	64,797	51,483	50,111	49,716	40,373
367	Transfer - Library	0	0	0	0	0
373	Transfer - Police	57,078	52,040	28,560	50,000	68,000
374	Transfer - Fire	95,152	79,527	79,500	85,000	95,000
399	Loan Proceeds	0	768,706	0	0	0
349	Transfer - Planning	3,000	4,500		3,000	3,000
349	Transfer - Public Works	0	23,000	27,500	70,000	93,000
350	Transfer - Special Streets	0	0	0	25,000	25,000
	Total Revenue			623,019	462,972	
	Total Resources	1,636,687	1,391,904	1,591,862	1,492,585	1,646,626

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2008	2009	2010	2011	2012
701	Fire Equipment	7,610	0	23,251	0	0
710	Equipment Purchase	15,616	103,250	57,685	45,000	0
711	Equipment Purchase (PW)	0	2,411	223,290	0	0
713	Fire Equipment (2006 Mini Pumper) (2007 Comp)	155,648	33,819	0	0	0
717	Equipment Purchase	882,314	64,810	20,742	0	0
718	Equipment Purchase Police Dept.	6,513	7,500	22,644	49,000	90,500
719	Equipment Purchase-Water	13,106	59,281	36,005	0	32,495
720	Lease Purchase Fire Dept.	3,140	71,794	71,794	71,794	71,794
721	Lease Purchase Police Dept.	64,722	34,542	19,248	0	0
722	Equipment Purchase Water	0	0	0	0	0
725	Lease Purchase Public Works	0	0	0	47,000	70,000
723	Equipment Purchase Wastewater	118,303	45,655	17,308	0	114,784
724	Equipment Purchase Electric	183,945	0	70,283	142,122	117,230
925	Designated Reserves	10,000	0			1,145,823
	Total Expenditures	1,460,916	423,062	562,249	354,916	1,642,626
	Unencumbered Cash Balance, Dec. 31	175,771	968,843	1,029,613	1,137,669	4,000

CAPITAL OUTLAY DETAIL

		2011	2012
	Scheduled Item	Revised	Request
	2 Patrol Cars	\$ 49,000	\$ 50,500
	ICOP Equipment	\$ -	\$ 40,000
	Lease Payment Ariel Truck	\$ 71,794	\$ 71,794
	Lease Payment	\$ 47,000	\$ 70,000
	2T Auto Crane	\$ -	\$ 114,784
	Camera Van and Computer	\$ -	\$ -
	Camera Van	\$ -	\$ -
	Mower	\$ 17,122	\$ -
	Ford Digger Derrick	\$ 125,000	\$ -
	Bucket Truck	\$ -	\$ 117,230
	AC Equipment OMA	\$ 45,000	\$ -
	3/4 Ton Pickup	\$ -	\$ 32,495
		\$ 354,916	\$ 496,803



Budget Guide

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
	2009	2010	2011	2012
Cash Balance, Jan. 1	105,616	125,708	106,504	147,170
Agreement (Fashion)	18,874	0	37,748	18,874
Agreement (Burnett)	0	193	2,317	2,317
Interest	1,221	603	600	600
Reimbursed Expense	76,986	76,986	76,986	76,986
Misc	0	0	0	0
Total Revenues	97,081	77,782	117,651	98,777
Total Resources	202,694	203,490	224,156	245,947

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Grant Proceeds Fashion	76,986	76,986	76,986	76,986
Loans	0	20,000	0	168,936
Misc., Filing Fees	0	0	0	25
Other Contractual	0	0	0	0
Total Requirements	76,986	96,986	76,986	245,947
Cash Balance, Dec. 31	125,708	106,504	147,170	0

GOALS

- To provide low interest loans to stimulate economic development

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- Staff is provided by other activities.

REVOLVING LOAN FUND (5500)

REVENUE DETAIL						
		Actual	Actual	Actual	Revised	Proposed
		2008	2009	2010	2011	2012
100	Unencumbered Cash Balance, Jan. 1	85,028	105,613	125,708	106,504	147,170
322	Agreement (Fashion)	18,874	18,874	0	37,748	18,874
322	Agreement (Burnett)	0	0	193	2,317	2,317
322	Agreement (Crist Auto)	0	0	0	0	0
322	Lease Payment (COF)	0	0	0	0	0
322	Agreement (Sears) (COF)	0	0	0	0	0
324	Interest	1,710	1,221	603	600	600
325	Reimbursed Expense	76,986	76,986	76,986	76,986	76,986
399	Misc	0	0	0	0	0
	Total Revenue	97,570	97,081	77,782	117,651	98,777
	Total Resources	182,598	202,694	203,490	224,156	245,947
EXPENDITURE DETAIL						
572	Grant Proceeds for Fashion CDBG	76,986	76,986	76,986	76,986	76,986
572	Loans	0	0	20,000	0	168,936
558	Misc., Filing Fees	0	0	0	0	25
558	Other Contractual	0	0	0	0	0
	Total Requirements	76,986	76,986	96,986	76,986	245,947
	Unencumbered Cash Balance, Dec. 31	105,612	125,708	106,504	147,170	0

Notes:

1. This fund was established as part of the State's economic development initiative to assist local ED efforts.
2. Interest earnings are carried in this fund to be used for future loans.
3. A loan to Crist Auto was paid in full in 2006.
4. Fashion, Inc. borrowed \$161,000 at 3% from this fund in 2004. Payments began in 2005 and are current.
5. The fund also captures pass through activity of a 2004, \$455,000 CDBG loan Fashion has with the State of Kansas.
6. A loan in the amount of \$20,000 was made to Dannie and Annette Burnett in 2010 for a roof at the CarStar Building.
7. The 2012 loan amount has not been designated and is shown for budgetary purposes only.
8. If no loans are made in 2011 or 2012 this amount will be carried for future use.



Budget Guide

RISK MANAGEMENT

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Cash Balance, Jan. 1	189,107	289,869	279,306	255,800
Interest	2,146	1,240	2,500	2,558
Transfer Airport	0	0	2,100	2,226
Transfer Auditorium	0	0	6,414	6,828
Transfer Water	12,000	25,000	68,719	130,862
Transfer Wastewater	12,000	25,000	65,334	111,151
Transfer Electric	12,000	25,000	197,984	276,714
Transfer General	12,000	12,000	86,818	200,200
Reimbursed Expense	181,732	6,831	31,500	25,000
Reimbursed Insurance	0	6,104	0	6,000
Grant Funds	0	0	0	
Misc	0	47	0	20,000
Total Revenues	231,878	101,222	461,369	761,539
Total Resources	420,986	391,092	740,675	1,017,339

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Contractual Services	56,842	82,694	435,775	676,169
Commodities	14,190	19,911	29,100	30,500
Capital Expenditures	2,981	0	5,000	8,750
Judgments and Claims	8,035	9,180	15,000	15,750
Storm Repairs	49,068	0	0	0
Trans. Airport Construct.	0	0	0	0
Reserves	0	0	0	306,661
Total Requirements	180,184	111,785	484,875	1,037,830
Cash Balance, Dec. 31	240,802	279,306	255,800	

FUND (5600)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- Staff is provided by other activities

RISK MANAGEMENT (5600)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2008	2009	2010	2011	2012
100	Unencumbered Cash	179,496	189,107	289,869	279,306	255,800
301	Ad Valorem Tax	0	0	0	0	0
302	Back Tax	0	0	0	0	0
315	Vehicle Tax	0	0	0	0	0
325	Reimbursed Expense Income	25,198	181,732	6,831	31,500	25,000
326	Reimbursed Expenses-Insurance	0	0	6,104	0	6,000
346	Transfer - Airport	0	0	0	2,100	2,226
346	Transfers - Auditorium	0	0	0	6,414	6,828
344	Transfers - Wastewater	10,000	12,000	25,000	65,334	111,151
345	Transfers - Electric	10,000	12,000	25,000	197,984	276,714
347	Transfers - Water	10,000	12,000	25,000	68,719	130,862
349	Transfers - General	0	12,000	12,000	86,818	200,200
	Total Transfers	30,000	48,000	87,000	427,369	727,981
399	Misc	0	0	47	0	0
343	Grant Funds	0	0	0	0	0
324	Interest	3,515	2,146	1,240	2,500	2,558
	Total Revenue	58,712	231,878	101,175	461,369	761,539
	Total Resources	238,208	420,986	391,092	740,675	1,017,339

Expenditure Detail

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	2008	2009	2010	2011	2012
500	Training	0	0		3,000	5,000
502	Postage					500
504	Travel Expense	0	0	1,121	1,000	1,000
505	Professional Development	0	0	80	1,000	1,000
512	Meeting Expenses/Meals	0	0	211	500	500
520	Insurance - Building and Contents	0	0		176,068	191,871
521	Workers Comp					185,000
523	Vehicle & Inland Marine Insurance	0	123	1,084	50,986	53,535
524	Public Officials/Law Enforcement Liab.	0	0		16,335	17,152
525	Boiler Insurance	0	0		90,043	94,545
526	General Liability Insurance	17,405	17,607	23,034	19,443	20,415
532	Repair: Building & Structures	0	704	4,869	10,300	10,300
533	Machine & Equipment Repair	6,616	2,083		3,000	3,000
534	Vehicle Repair	0	6,099	9,206	10,000	10,000
537	Repair: Recreation Facility	0	0		10,000	10,000
551	Dues & Subscriptions	0	0	385	600	600
558	Other Contractual	15,851	24,125	36,431	30,000	58,000
574	Safety and Wellness	0	0	1,015	1,000	1,250
584	EAP Services	0	4,973	4,942	7,500	7,500
585	Wellness Program	0	1,129	316	5,000	5,000
	SUBTOTAL	39,872	56,842	82,694	435,775	676,169
600	Office Supplies				500	500
620	Other Operating Supplies			1,072	600	600
*630	Safety Supplies	0	14,190	18,838	28,000	29,400
	SUBTOTAL	0	14,190	19,911	29,100	30,500
702	Furniture	0	0	0	0	3,000
704	Office Machines	0	0	0	0	0
705	Computer & Software	0	0	0	0	500
710	Equipment	4,698	0	0	0	0
715	Building Maintenance	0	0	0	5,000	5,250
720	Equipment Purchase	1,570	2,981	0	0	
	SUBTOTAL	6,268	2,981	0	5,000	8,750
812	Judgments & Claims	2,961	8,035	9,180	15,000	15,750
830	Storm Repairs	0	49,068	0	0	0
918	Transfer to Airport Construction Fund	0	0	0	0	0
925	Reserves	0	0	0	0	306,661
	Total Requirements	49,101	180,184	111,785	484,875	1,037,830
	Unencumbered Cash Balance, Dec. 31	189,107	240,802	279,306	255,800	



Budget Guide

FUND (7800)

WASTEWATER DEBT FUND

Description of Services

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

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Expenditures are scheduled, no additional changes are scheduled.

STAFF CHANGES

- Staff is provided by other activities.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Cash Balance, Jan. 1	525,956	472,980	505,590	538,196
Interest	4,947	2,533	2,528	2,691
Transfer Wastewater	448,000	550,000	550,000	550,000
Transfer General Fund	224,000	210,000	210,000	210,000
Total Revenues	676,947	762,533	762,528	762,691
Total Resources	1,202,903	1,235,513	1,268,118	1,300,887

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Principal	454,917	468,944	480,777	495,601
Interest	252,538	239,657	228,790	215,177
State of Kansas Serv. Fees	22,468	21,322	20,355	19,144
Contingency Reserve				570,965
Total Requirements	729,922	729,922	729,922	729,922
Cash Balance, Dec. 31	472,980	505,590	538,196	

WWTP DEBT FUND (7800)

REVENUE DETAIL

		Actual	Actual	Actual	Estimate	Budget
		2008	2009	2010	2011	2012
100	Unencumbered Cash Balance, Jan. 1	583,189	525,956	472,980	505,590	538,196
324	Interest	10,189	4,947	2,533	2,528	2,691
344	Transfers - Wastewater Fund	440,000	448,000	550,000	550,000	550,000
349	Transfers - General Fund	222,500	224,000	210,000	210,000	210,000
	Total Revenue	672,689	676,947	762,533	762,528	762,691
	Total Resources	1,255,878	1,202,903	1,235,513	1,268,118	1,300,887

EXPENDITURE DETAIL

800	Principal	441,309	454,917	468,944	480,777	495,601
803	Interest	265,034	252,538	239,657	228,790	215,177
820	State of Kansas Service Fees	23,580	22,468	21,322	20,355	19,144
	Total Requirements	729,922	729,922	729,922	729,922	729,922
925	Designated Reserve					570,965
	Unencumbered Cash Bal. Dec. 31	525,956	472,980	505,590	538,196	

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

CITY OF



OTTAWA

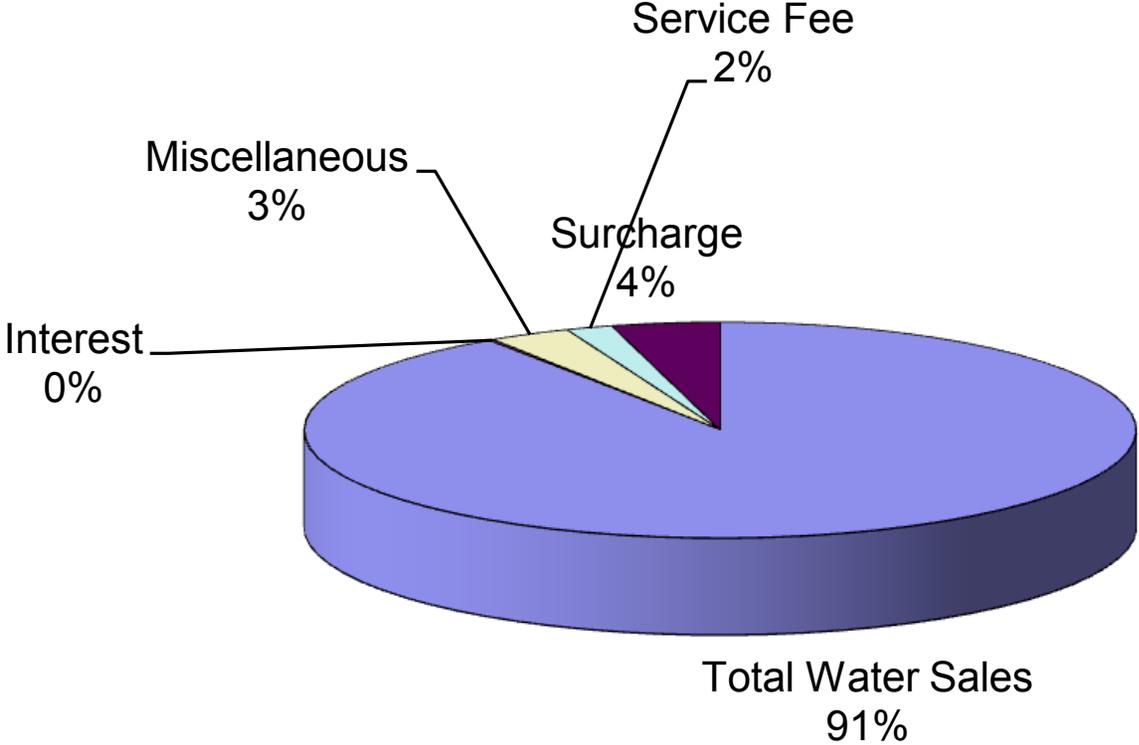
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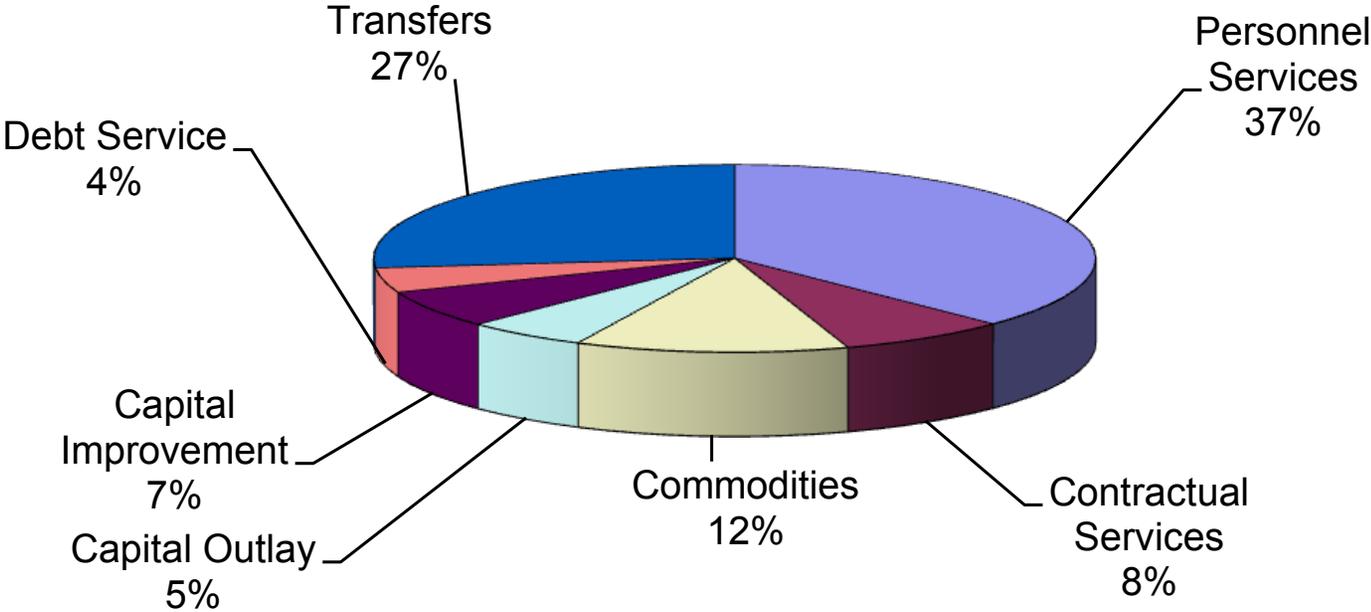


OTTAWA
KANSAS

WATER FUND REVENUE



WATER FUND EXPENDITURES



WATER (3000)

	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	2008	2009	2010	2011	2012
Unencumbered Cash Bal. Jan. 1	819,058	519,569	611,968	489,686	621,500
Water Sales					
Residential	1,021,622	1,086,623	1,155,139	1,252,788	1,265,316
Small Business	212,629	214,412	221,236	282,835	290,935
Wholesale	216,218	254,069	263,623	277,443	277,443
Large Business	310,271	329,978	351,573	370,731	378,145
School	67,391	70,774	78,538	90,200	92,469
Surcharge	41,849	44,552	46,829	50,000	55,000
Sales- Rural Large Business	43,431	43,086	39,534	41,511	50,592
City	27,536	38,698	35,107	36,862	37,230
Bulk	8,113	6,813	6,122	10,000	10,000
Rural Small Business	5,371	4,030	3,827	7,517	7,706
Fire Hydrant Rental	8,615	5,821	3,122	8,500	8,500
Rural Residential	2,806	1,375	1,614	3,322	3,614
Total Water Sales	1,965,851	2,100,232	2,206,265	2,431,709	2,476,951
Interest	16,433	6,673	3,240	4,000	5,000
State Fee	11,731	11,413	11,524	12,100	12,705
Reimbursed Expense	30,960	24,685	12,722	25,000	25,000
Service Installations	5,660	3,446	2,304	9,153	9,204
Service Fee	32,174	38,851	37,601	39,481	40,270
Labor & Materials	6,494	0	5,221	5,000	5,000
Sale of Used Equipment	3,178	662	2,633	2,500	2,500
Miscellaneous	6,874	7,007	8,568	8,000	8,000
Reconnect Fees	7,324	8,841	7,079	9,500	9,500
Impact Fees	1,000	0	0	10,000	10,000
River Levy Surcharge	0	0	17,668	115,000	0
Other Rents (Sprint Tower Lease)	15,730	14,520	13,915	14,520	14,520
Total Revenue	2,103,409	2,216,329	2,328,740	2,685,963	2,618,650
Total Resources	2,922,467	2,735,898	2,940,708	3,175,649	3,240,151
EXPENDITURE DETAIL					
Personnel Services	895,351	892,521	879,795	929,792	1,041,400
Contractual Services	209,512	196,876	161,379	198,863	211,788
Commodities	227,653	217,196	284,266	312,475	339,975
Capital Outlay	46,872	33,670	48,972	22,000	151,228
Capital Improvement	167,470	86,629	100,830	314,768	182,100
Debt Service	143,195	120,019	121,716	115,421	118,421
Transfers	706,846	577,019	728,420	660,830	744,070
Reserves	6,000	0	125,644	0	451,169
Total Requirements	2,402,898	2,123,930	2,451,022	2,554,149	3,240,151
Reserves					
Unencumbered Cash Balance Dec. 31	519,569	611,968	489,686	621,500	(0)

WATER (3000)

	SOURCE OF REVENUE	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2008	2009	2010	2011	2012
100	Unencumbered Cash	819,058	519,569	611,968	489,686	621,500
321	Other Rents (Sprint Lease)	15,730	14,520	13,915	14,520	14,520
324	Interest	16,433	6,673	3,240	4,000	5,000
325	Reimbursed Expense	30,960	24,685	12,722	25,000	25,000
341	Fire Hydrant Rental	8,615	5,821	3,122	8,500	8,500
353	Residential	1,021,622	1,086,623	1,155,139	1,252,788	1,265,316
354	Rural Residential	2,806	1,375	1,614	3,322	3,614
355	Small Business	212,629	214,412	221,236	282,835	290,935
356	Rural Small Business	5,371	4,030	3,827	7,517	7,706
357	Large Business	310,271	329,978	351,573	370,731	378,145
358	School	67,391	70,774	78,538	90,200	92,469
359	City	27,536	38,698	35,107	36,862	37,230
360	Wholesale	216,218	254,069	263,623	277,443	277,443
361	Bulk	8,113	6,813	6,122	10,000	10,000
362	State Fee	11,731	11,413	11,524	12,100	12,705
363	Labor & Materials	6,494	0	5,221	5,000	5,000
364	Service Installations & Tap Fees	5,660	3,446	2,304	9,153	9,204
365	Service Fee	32,174	38,851	37,601	39,481	40,270
366	Rural Large Business	43,431	43,086	39,534	41,511	50,592
369	Impact Fees	1,000	0	0	10,000	10,000
384	Levy Surcharge - (See line 757 below & Note 1)	0	0	17,668	115,000	0
385	Surcharge	41,849	44,552	46,829	50,000	55,000
390	Sale of Used Equipment	3,178	662	2,633	2,500	2,500
392	Reconnect Fees	7,324	8,841	7,079	9,500	9,500
399	Miscellaneous	6,874	7,007	8,568	8,000	8,000
	TOTAL	2,922,467	2,735,898	2,940,708	3,175,649	3,240,151
		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	ADMINISTRATIVE EXPENSE (3012)	2008	2009	2010	2011	2012
	CAPITAL					
757	Levy Certification - (See line 384 above & Note 1)	0	0	0	132,668	0
	SUBTOTAL	0	0	0	132,668	0
	DEBT SERVICE					
800	New Debt for (16" Water Line)	0	0	0	68,421	68,421
809	Debt Reduction (K68 Water Line) - Paid Out	92,203	61,696	28,392	0	0
809	Debt Reduction (Wtr Assurance Dist)	50,992	58,323	93,324	47,000	50,000
	SUBTOTAL	143,195	120,019	121,716	115,421	118,421
	TRANSFERS					
558	Other contractual	32,363	6,491	9,721	0	0
900	Transfer to Bond and Interest	60,320	30,692	15,509	101,000	101,000
901	Transfer to General Fund	370,000	375,000	405,000	405,000	425,000
909	Transfer to Community Services	36,000	34,725	36,000	36,000	36,000
906	Transfer to Equipment Reserve	64,797	50,111	50,111	50,111	51,208
906	Transfer to Risk Management	12,000	12,000	25,000	68,719	130,862
918	Transfer to Capital Projects	163,729	68,000	196,800	0	0
	Total Transfers	739,209	577,019	728,420	660,830	744,070
925	Reserves	0	0	125,644	0	0
	SUBTOTAL	914,767	703,529	985,502	908,919	862,491

Note 1: Funds captured for the River Levy Certification. The charges for this project sunset on Dec. 25, 2011.



WATER PRODUCTION

Description of Services

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

DIVISION EXPENDITURES

Account	Actual 2009	Actual 2010	Revised 2011	Budget 2012
Personnel Services	514,869	536,776	553,138	572,650
Contractual Services	124,974	89,555	112,225	115,150
Commodities	157,820	186,232	172,300	199,800
Capital Expenditures	33,670	48,972	22,000	151,228
Transfers	5,916	5,691	5,691	5,691
Total	837,248	867,226	865,354	1,044,519

PERSONNEL SCHEDULE

	Actual 2009	Actual 2010	Revised 2011	Budget 2012
Director of Utilities	0.33	0.33	0.33	1.33
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Water Plant Operator	3.00	3.00	3.00	3.00
Maintenance	2.00	2.00	2.00	2.00
Meter Reader	0.00	0.00	0.00	0.00
Auto-Cad Tech	0.25	0.25	0.25	0.25
Environ. Coordinator	0.00	0.00	0.00	0.00
Assistant Director	0.25	0.25	0.25	0.25
Total	7.83	7.83	7.83	8.83
Seasonal	0	0	1.00	2.00

FUND (3001)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

The major project for 2012 will be the rate of flow controls and backwash control project

STAFF CHANGES

- No staff changes.

WATER PRODUCTION (3001)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	358,264	377,116	390,990	394,899	402,797
410	Overtime	21,381	22,707	27,747	28,024	28,584
412	Social Security	27,380	29,213	30,717	32,354	33,001
413	Retirement (KPERS)	21,986	23,306	28,651	32,734	35,977
414	Health Insurance	59,846	62,527	58,672	65,126	72,290
	SUBTOTAL	488,857	514,869	536,776	553,138	572,650
CONTRACTUAL SERVICES						
502	Postage	34	25	1,511	2,700	2,700
503	Telephone	700	701	724	900	900
505	Professional Development & Dues	5,205	4,523	5,382	13,700	13,700
514	Printing	454	477	360	500	500
515	Advertising - Legal & Other	172	32	165	250	250
520	Insurance - Bldg. & Contents	8,962	12,020	14,088	0	0
521	Worker's Compensation Ins.	13,759	13,349	13,101	0	0
523	Vehicle Insurance	2,551	2,422	1,134	0	0
526	General Liability Insurance	0	0	1,100	0	0
530	Utilities	21,603	22,717	21,726	27,500	27,500
532	Building & Structure Repair	3,053	23,491	4,419	7,000	7,000
533	Equipment Repair	11,484	8,064	12,151	13,000	13,000
534	Vehicle Repair	136	13	8	800	800
553	Service Agreements	397	515	762	3,575	6,500
558	Other Contractual Services	23,555	30,470	10,924	25,100	25,100
568	Professional Services	0	4,156	0	15,000	15,000
571	Audit Expenses	1,000	2,000	2,000	2,200	2,200
	SUBTOTAL	93,065	124,974	89,555	112,225	115,150
COMMODITIES						
600	Office Supplies	518	67	750	700	700
601	CAD Supplies	0	0	0	500	500
608	Vehicle Operations	3,286	2,372	2,823	4,500	4,500
611	Chemical Supplies	106,470	120,379	155,425	125,000	152,500
612	Vehicle & Equipment Repair & Supplies	13,075	15,177	7,989	15,500	15,500
615	Uniforms	3,475	1,988	1,857	4,400	4,400
629	Road Rock, Cement & Gravel	394	1,177	62	1,200	1,200
630	Other Operating Supplies	4,516	8,392	5,324	8,500	8,500
633	Water Testing Supplies	4,976	5,366	8,053	7,000	7,000
638	Building & Structure Repair Supplies	1,895	2,901	3,949	5,000	5,000
	SUBTOTAL	138,605	157,820	186,232	172,300	199,800
CAPITAL OUTLAY						
705	Computers	2,631	0	0	0	1,228
710	Equipment	44,240	33,670	29,013	22,000	150,000
710	Equipment (Radios)	0	0	0	0	0
710	Equipment (Chem. Metering Sys.)	0	0	0	0	0
715	Building & Basins	0	0	19,959	0	0
	SUBTOTAL	46,872	33,670	48,972	22,000	151,228
TRANSFERS						
906	Transfer to Equipment Reserve	5,916	5,916	5,691	5,691	5,691
	TOTAL	773,316	837,248	867,226	865,354	1,044,519



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	2009	2010	2011	2012
Personnel Services	377,653	343,019	376,654	468,750
Contractual Services	71,902	65,300	86,638	96,638
Commodities	59,376	98,034	140,175	140,175
Capital Expenditures	86,629	100,830	182,100	182,100
Transfers	45,567	44,420	44,420	45,517
Total	641,127	651,601	829,987	933,180

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Water/Sewer Tech.	3.00	2.00	2.00	3.00
Meter Reader	1.00	1.00	1.00	1.00
Service Representative	0.50	0.50	0.50	0.50
Auto-Cad Tech	0.50	0.50	0.50	0.50
Total	7.00	6.00	6.00	7.00
Seasonal	2.00	2.00	2.00	2.00

FUND (3002)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No notable changes.

STAFF CHANGES

- None

WATER DISTRIBUTION (3002)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	294,969	278,342	243,818	246,256	310,000
411	Seasonal	0	0	0	0	4,500
410	Overtime	9,020	7,798	5,077	8,000	8,160
412	Social Security	21,948	20,748	17,690	17,867	24,683
413	KPERS Retirement	17,446	15,898	15,755	19,060	26,535
414	Health Insurance	63,111	54,868	60,678	85,470	94,872
	SUBTOTAL	406,494	377,653	343,019	376,654	468,750
CONTRACTUAL SERVICES						
502	Postage	33	41	11	0	0
503	Telephone	868	812	582	1,300	1,300
505	Professional Development	3,606	1,033	1,346	2,500	2,500
520	Insurance - Bldg. & Contents	8,962	9,835	11,527	0	0
521	Worker's Compensation Ins.	10,346	10,070	9,883	0	0
523	Vehicle Ins. - Risk Management	3,562	2,686	2,862	0	0
526	General Liability Insurance	1,826	1,364	1,100	0	0
530	Utilities	0	0	0	800	800
533	Equipment Repair	2,915	281	1,416	8,000	8,000
534	Vehicle Repair	102	0		3,400	3,400
558	Other Contractual Services	28,622	21,229	14,016	45,500	55,500
565	Taxes - Compensating Use	0	12		0	0
566	State Water Protection Fees	23,241	22,539	22,556	25,138	25,138
568	Professional Services		2,000			
	SUBTOTAL	84,084	71,902	65,300	86,638	96,638
COMMODITIES						
600	Office Supplies	138	191	480	675	675
601	CAD Supplies	486	277	0	500	500
608	Vehicles Operations	13,048	8,820	13,130	15,000	15,000
615	Uniforms	2,483	1,069	2,207	4,000	4,000
620	Supplies	45,029	26,713	39,090	68,000	68,000
623	Bedding and Fill Material	22,593	18,493	38,723	45,000	45,000
630	Other Operating Supplies	5,272	3,815	4,405	7,000	7,000
	SUBTOTAL	89,048	59,376	98,034	140,175	140,175
CAPITAL OUTLAY						
705	Computer Equipment	846	0	0	2,100	2,100
710	(Small Equipment radio	212	0	2,699	0	0
746	Water Line Construction	128,584	81,431	92,336	125,000	125,000
744	Distribution Line Supplies	37,827	5,198	5,794	55,000	55,000
	SUBTOTAL	167,470	86,629	100,830	182,100	182,100
TRANSFERS						
906	Transfer to Equipment Reserve	58,881	45,567	44,420	44,420	45,517
	TOTAL	805,976	641,127	651,601	829,987	933,180

CITY OF



OTTAWA

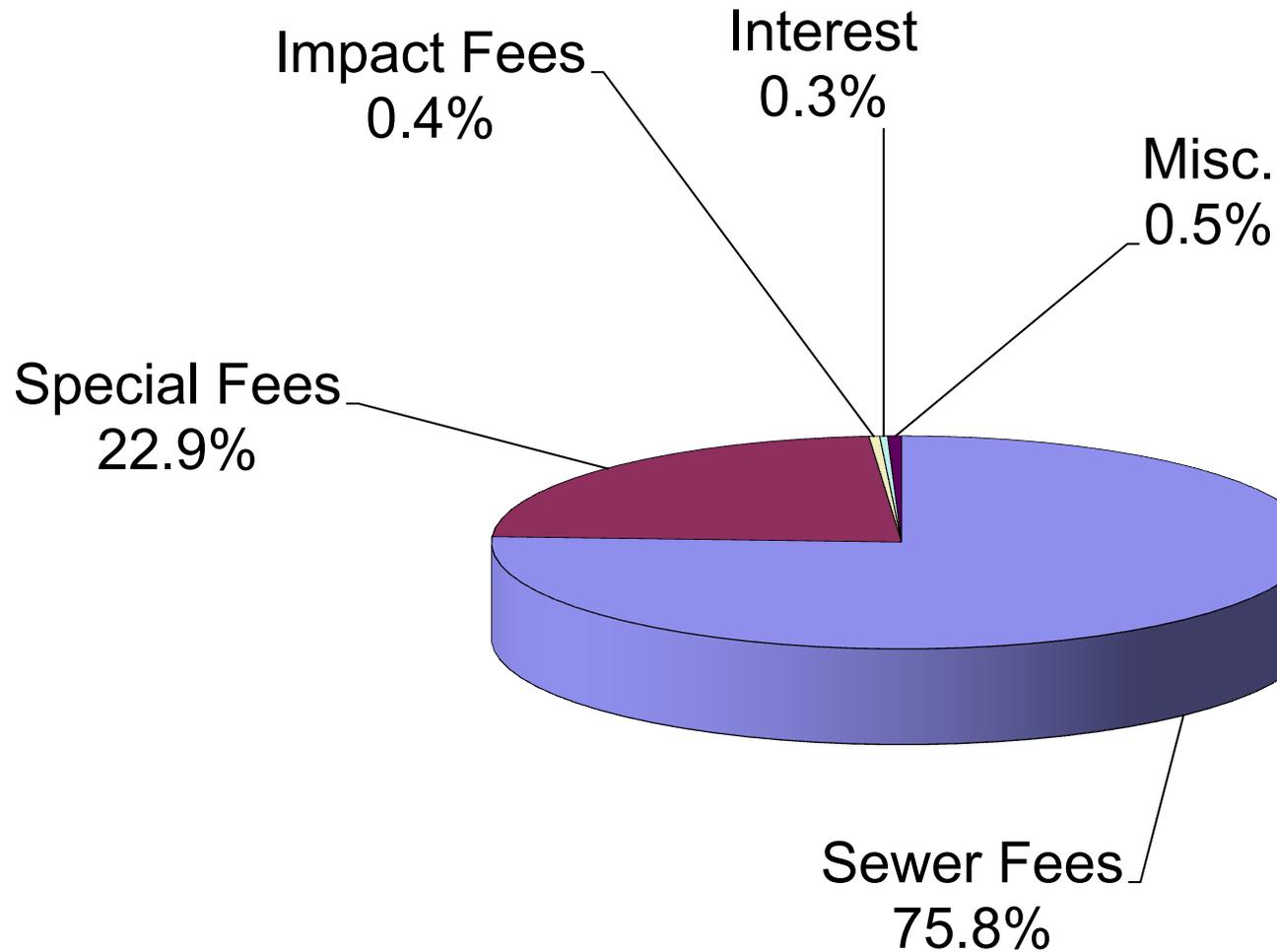
KANSAS

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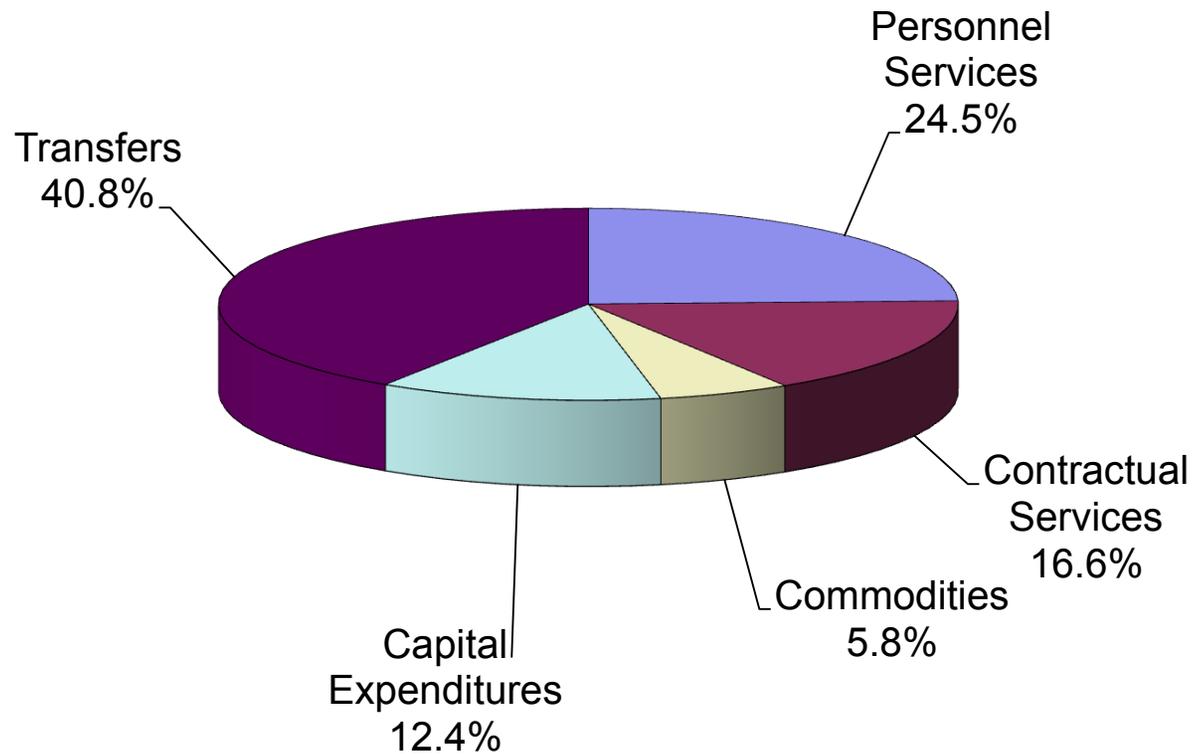


OTTAWA
KANSAS

WASTEWATER FUND REVENUE



WASTEWATER EXPENDITURES



WASTEWATER (3600)

REVENUE DETAIL

	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	2008	2009	2010	2011	2012
Unencumbered Cash Balance, Jan. 1	726,528	802,023	829,314	824,096	734,172
Sewer Service Charges	1,779,714	1,726,843	1,722,547	1,785,000	1,802,850
Special Service Charges	445,850	432,276	522,653	535,000	545,000
Impact Fees	1,926	2,086	4,980	10,000	10,000
Interest	16,138	10,208	4,511	5,000	7,342
Reimbursed Expenses	10,515	7,675	6,348	10,000	10,000
Labor & Materials	0	0	2,029	2,000	2,000
Misc. Revenues	0	3,109	0	1,000	1,000
Total Revenue	2,254,143	2,182,197	2,263,067	2,348,000	2,378,192
Total Resources	2,980,671	2,984,220	3,092,382	3,172,096	3,112,363

EXPENDITURE DETAIL

Personnel Services	523,826	571,919	542,594	599,716	620,019
Contractual Services	352,749	372,149	377,539	400,900	420,900
Commodities	98,843	101,653	102,535	143,850	146,000
Capital Expenditures	395,478	201,709	249,277	312,000	312,921
Debt Service (Transfer)	70,000	70,000	52,831	52,000	26,000
Transfer to General	191,900	195,000	225,000	225,000	250,000
Transfer to Equipment Reserve	59,853	72,534	72,534	70,124	72,276
Transfer to Risk Management Reserve	10,000	12,000	25,000	65,334	104,254
Transfer to Community Service	36,000	36,000	36,000	34,000	35,000
Transfer to WWTP Debt	440,000	521,941	584,976	535,000	545,000
Reserves	0	0	0	0	579,993
Total Requirements	2,178,648	2,154,905	2,268,286	2,437,924	3,112,363
Reserves					
Unencumbered Cash Balance, Dec. 31	802,023	829,314	824,096	734,172	0

WASTEWATER (3600)

SOURCE OF REVENUE		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
100	Unencumbered Cash	726,528	802,023	829,314	824,096	734,172
324	Interest	16,138	10,208	4,511	5,000	7,342
325	Reimbursed Expenses	10,515	7,675	6,348	10,000	10,000
369	Impact Fees	1,926	2,086	4,980	10,000	10,000
368	Sewer Service Charges	1,779,714	1,726,843	1,722,547	1,785,000	1,802,850
370	Labor & Materials	0	0	2,029	2,000	2,000
394	Special Fee	445,850	432,276	522,653	535,000	545,000
399	Miscellaneous Revenues	0	3,109	0	1,000	1,000
	TOTAL	2,980,671	2,984,220	3,092,382	3,172,096	3,112,363
ADMINISTRATIVE EXPENSE (3612)						
		2008	2009	2010	2011	2012
TRANSFERS OUT						
558	Other contractual	1,315	2,698	6,500	0	0
809	Transfer Debt Reduction	70,000	70,000	52,831	52,000	26,000
901	Transfer to General Fund	191,900	195,000	225,000	225,000	250,000
905	Transfer to WWTP Fund	440,000	432,276	550,000	535,000	545,000
909	Transfer to Community Services	36,000	36,000	36,000	34,000	35,000
906	Transfer to Equipment Reserve	49,729	72,534	72,534	72,534	74,360
906	Transfer to Risk Mgt	10,000	12,000	25,000	65,334	104,254
918	Transfer to Capital Projects (WWTP)	0	89,665	34,976	0	0
	SUBTOTAL	798,944	907,475	996,341	983,868	1,034,614



WASTEWATER TREATMENT

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	358,014	364,100	377,673	389,641
Contractual Services	347,801	340,535	368,600	378,600
Commodities	45,044	43,979	57,800	57,800
Capital Expenditures	7,739	36,131	10,000	10,614
Transfers	10,124	10,124	10,124	10,124
Total	768,723	794,869	824,197	846,779

PERSONNEL SCHEDULE

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

FUND (3601)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

WASTEWATER TREATMENT (3601)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	239,778	264,149	264,799	267,650	273,003
411	Seasonal	8,645	0	0	0	0
411	Retirement	0	0	0	0	0
410	Overtime	7,865	9,423	7,746	10,000	10,200
412	Social Security	18,255	19,846	19,881	21,240	21,665
413	KPERS	14,418	15,964	18,877	21,490	21,920
414	Health Insurance	45,785	46,353	50,561	54,878	60,366
521	Worker's Compensation Insurance	2,126	2,279	2,237	2,414	2,486
SUBTOTAL		336,872	358,014	364,100	377,673	389,641
CONTRACTUAL SERVICES						
502	Postage	234	183	186	400	400
503	Telephone	1,097	1,099	1,146	2,000	2,000
505	Professional Development	3,341	3,942	3,273	12,500	12,500
518	Waste Removal	79,557	67,958	67,012	80,000	80,000
519	Odor Control	0	12,790	0	20,000	20,000
520	Insurance - Bldg. & Contents	9,854	14,995	17,576	0	0
523	Vehicle Ins. - Risk Management	790	1,872	2,236	0	0
526	General Liability Insurance	1,206	901	727	0	0
530	Utilities	188,248	211,316	205,649	215,000	215,000
533	Equipment Repair	13,238	14,285	16,277	15,000	20,000
534	Motor Vehicle Repair	511	80	0	500	500
558	Other Contractual Services	19,006	16,449	24,583	20,000	25,000
558	Other Contractual Services (Lab)	0	0	0	0	0
559	Environmental Compliance	870	930	870	1,000	1,000
568	Professional Serv. (NPDS Permit, RBC)	0	0		1,200	1,200
571	Audit Expense	1,000	1,000	1,000	1,000	1,000
SUBTOTAL		318,952	347,801	340,535	368,600	378,600
COMMODITIES						
600	Office Supplies	511	97	50	1,100	1,100
601	CAD Supplies	1,236	179	0	1,000	1,000
608	Vehicle Operation	3,591	2,586	3,520	4,500	4,500
611	Chemical Supplies	13,339	12,219	13,550	15,000	15,000
615	Uniforms	975	973	808	1,200	1,200
620	Operating and Maintenance Supplies	26,825	28,989	26,051	35,000	35,000
SUBTOTAL		46,479	45,044	43,979	57,800	57,800
CAPITAL EXPENDITURES						
705	Computer Equipment	1,932	886	0	0	614
710	Equipment	26,000	6,853	1,279	5,000	5,000
730	Capital Improvements	218,537	0	34,852	0	0
731	Buildings & Structures	0	0		5,000	5,000
SUBTOTAL		246,469	7,739	36,131	10,000	10,614
TRANSFERS						
906	Transfer To Equipment Replacement	10,124	10,124	10,124	10,124	10,124
TOTAL		958,896	768,723	794,869	824,197	846,779



WASTEWATER COLLECTION

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	213,905	178,494	222,044	230,378
Contractual Services	21,650	30,504	32,300	42,300
Commodities	56,609	58,556	86,050	88,200
Capital Expenditures	193,970	213,146	302,000	302,307
Transfers	62,410	62,410	60,000	62,152
Total	548,545	543,110	702,394	725,337

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Maint. Crew Leader	1.00	1.00	1.00	1.00
Water/Sewer Technical	3.00	3.00	3.00	3.00
Total	4.00	4.00	4.00	4.00
Seasonal	1.00	1.00	0.00	0.00

FUND (3602)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

WASTEWATER COLLECTION (3602)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	136,044	149,372	122,003	150,490	153,500
411	Seasonal	0	0	0	0	0
410	Overtime	1,657	2,377	2,927	3,060	3,121
412	Social Security	10,092	10,655	8,494	11,747	11,982
413	KPERS	6,878	7,806	8,658	8,281	8,529
414	Health Insurance	31,137	42,469	35,209	47,141	51,855
521	Workers Comp	1,145	1,227	1,204	1,325	1,391
SUBTOTAL		186,953	213,905	178,494	222,044	230,378
CONTRACTUAL SERVICES						
503	Telephone	215	237	283	1,500	1,500
505	Professional Development	745	649	1,212	3,000	3,000
515	Advertising - Human Resources	0	0	0	0	0
520	Insurance - Bldg. & Contents	9,854	3,749	4,394	0	0
523	Vehicle Ins. - Risk Management	2,766	3,819	3,196	0	0
526	General Liability Insurance	1,206	901	727	0	0
533	Equipment Repair	6,125	3,650	5,615	6,000	6,000
534	Vehicle Repair	0	0	0	1,800	1,800
558	Other Contractual Services	11,571	8,645	15,076	20,000	30,000
SUBTOTAL		32,482	21,650	30,504	32,300	42,300
COMMODITIES						
600	Office Supplies	81	184	104	400	400
601	CAD Supplies	1,093	355	0	1,100	1,100
608	Vehicle Operations	14,227	10,021	9,911	6,000	6,000
615	Uniforms	2,083	907	737	3,200	3,200
620	Supplies	9,798	12,505	12,382	11,350	13,500
622	Small Tools	1,057	380	0	1,000	1,000
623	Concrete & Masonry	20,591	27,048	28,141	55,000	55,000
629	Sand, Gravel & Rock	1,838	2,312	4,444	4,000	4,000
630	Other Operating Supplies	1,596	2,897	2,838	4,000	4,000
SUBTOTAL		52,364	56,609	58,556	86,050	88,200
CAPITAL EXPENDITURE						
705	Computer Equipment	846	0	0	0	307
710	Equipment (Safety) + Radios	0	52,025	2,195	2,000	2,000
747	Sewer Line Construction	129,225	17,375	34,847	150,000	150,000
760	Inflow & Infiltration Removal	18,938	124,570	176,104	150,000	150,000
SUBTOTAL		149,010	193,970	213,146	302,000	302,307
TRANSFERS						
906	Transfer To Equipment Replacement	49,729	62,410	62,410	60,000	62,152
TOTAL		470,538	548,545	543,110	702,394	725,337

CITY OF



OTTAWA
KANSAS

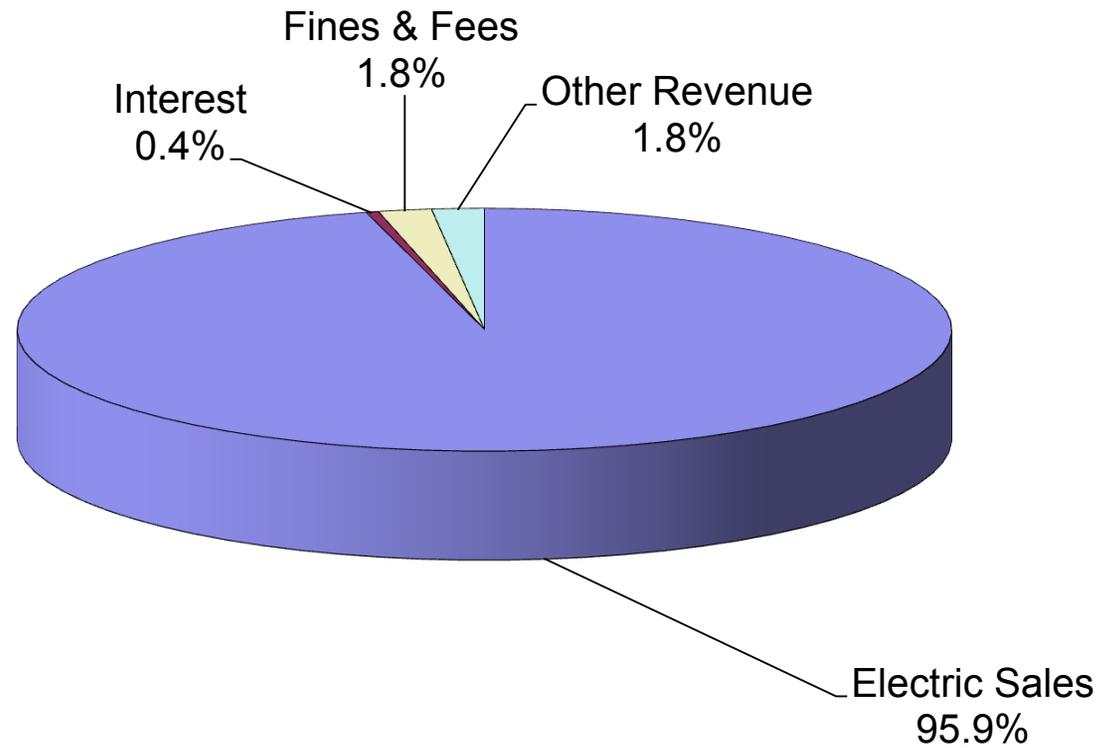
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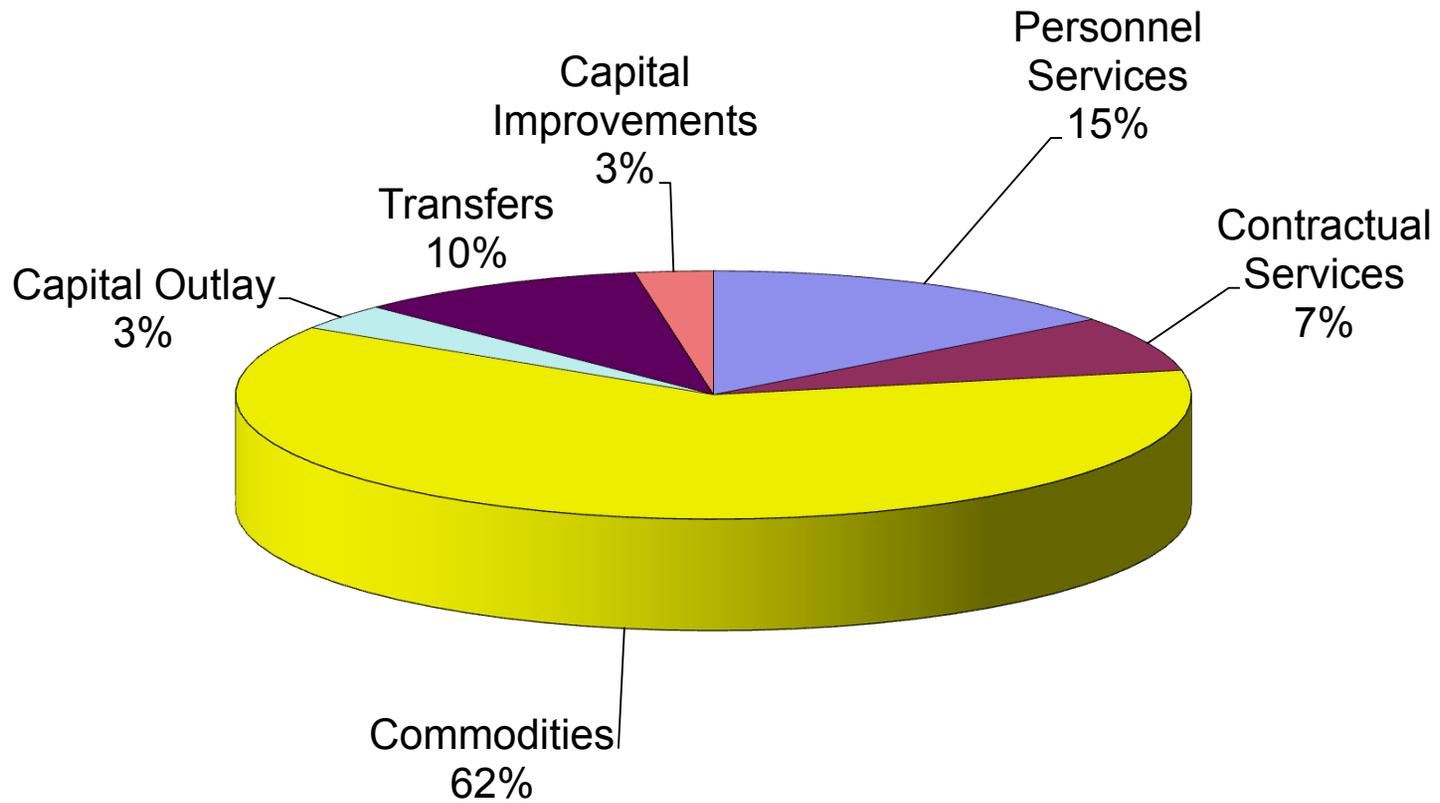
OTTAWA

KANSAS

ELECTRIC FUND REVENUE



ELECTRIC FUND EXPENDITURES



ELECTRIC (3700)**REVENUE DETAIL**

	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	2008	2009	2010	2011	2012
Unencumbered Cash Balance, Jan. 1	2,293,289	1,975,935	2,149,816	2,949,253	3,010,163
Electric Sales					
Residential Urban	4,884,133	5,001,073	5,825,323	6,000,000	6,420,000
Large Power	5,827,130	5,957,416	6,140,773	6,300,000	6,741,000
General Service Small Urban	1,097,912	1,087,267	1,203,413	1,210,000	1,234,200
School & City	922,631	983,649	1,112,917	1,050,000	1,050,000
Area Lights	60,261	61,578	70,804	75,000	75,750
Service Fee	0	0	0	0	0
Wholesale	18,000	0	0	0	0
Service Fee	59,768	52,424	49,824	59,000	60,000
General Service Small Rural	18,358	13,891	14,619	16,000	16,320
Electric Sales-Rural Res.	12,186	9,158	11,151	12,500	12,750
Reconnect Fees	16,891	16,485	18,265	18,750	18,750
Total Electric Sales	12,917,269	13,182,941	14,447,090	14,741,250	15,628,770
Interest	51,826	32,008	33,236	35,000	70,000
Fines & Fees	210,200	217,103	278,840	300,000	300,000
Reimbursed Expense	175,362	115,596	35,046	150,000	150,000
Miscellaneous	34,750	196,255	51,983	60,000	60,000
Sale - Junk & Equipment	6,656	15,790	1,010	5,000	5,000
Labor & Materials	49,664	34,711	13,596	45,000	45,000
Refunds	21,965	36,270	15,000	35,000	35,000
Pool Loan Repayment	0	0	0	0	0
Total Other Revenue	550,423	647,733	428,711	630,000	665,000
Transfers from Library Fund	14,000	0	0	0	0
Total Transfers in	14,000	0	0	0	0
Total Revenue	13,481,692	13,830,674	14,875,801	15,371,250	16,293,770
Total Resources	15,774,981	15,806,608	17,025,617	18,320,503	19,303,933

EXPENDITURE DETAIL

Personnel Services	2,168,239	2,286,058	2,251,635	2,360,870	2,442,031
Contractual Services	838,651	784,426	922,597	1,008,308	1,216,570
Commodities	8,722,851	8,485,309	8,757,440	9,760,600	10,414,600
Capital Outlay	205,304	79,884	406,424	271,400	571,940
Capital Improvement	347,985	365,488	213,364	443,000	443,000
Transfer to Bond & Interest	391,004	417,000	146,242	100,000	100,000
Transfer to General Fund	990,000	995,000	1,025,000	1,025,000	1,125,000
Transfer to Equipment Reserve Fund	89,011	91,370	96,060	106,179	112,118
Transfer to Risk Management Fund	10,000	12,000	69,226	197,984	276,714
Transfer to Community Services	36,000	36,000	36,000	37,000	37,000
Transfer to Capital Projects	0	59,000	0	0	0
925 Contingency Reserve	0	45,257	152,374	0	2,564,960
Total Requirements	13,799,046	13,656,792	14,076,364	15,310,340	19,303,933
Unencumbered Cash Balance, Dec 31	1,975,935	2,149,816	2,949,253	3,010,163	0

ELECTRIC (3700)

SOURCE OF REVENUE		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
100	Unencumbered Cash	2,293,289	1,975,935	2,149,816	2,949,253	3,010,163
324	Interest	51,826	32,008	33,236	35,000	70,000
325	Reimbursed Expense	175,362	115,596	35,046	150,000	150,000
333	Fines & Fees	210,200	217,103	278,840	300,000	300,000
367	Transfer from Library	14,000	0	0	0	0
375	Electric Sales, Res. Urban	4,884,133	5,001,073	5,825,323	6,000,000	6,420,000
376	Electric Sales, Rural Res.	12,186	9,158	11,151	12,500	12,750
377	General Service Small Urban	1,097,912	1,087,267	1,203,413	1,210,000	1,234,200
378	General Service Small Rural	18,358	13,891	14,619	16,000	16,320
380	General Service Large	5,827,130	5,957,416	6,140,773	6,300,000	6,741,000
382	Area Lights	60,261	61,578	70,804	75,000	75,750
383	School & City	922,631	983,649	1,112,917	1,050,000	1,050,000
388	Origination Service Fee	59,768	52,424	49,824	59,000	60,000
389	Labor & Materials	49,664	34,711	13,596	45,000	45,000
390	Sale - Junk & Equip.	6,656	15,790	1,010	5,000	5,000
393	Refunds	21,965	36,270	15,000	35,000	35,000
392	Reconnection Fees	16,891	16,485	18,265	18,750	18,750
398	Wholesale	18,000	0	0	0	0
399	Miscellaneous	34,750	196,255	51,983	60,000	60,000
TOTAL		15,774,981	15,806,608	17,025,617	18,320,503	19,303,933
TRANSFERS OUT						
ADMINISTRATIVE EXPENSE (3712)		ACTUAL	ACTUAL	ACTUAL	REVISED	PROPOSED
		2008	2009	2010	2011	2012
900	Transfer to Bond & Interest	391,004	417,000	146,242	100,000	100,000
901	Transfer to General Fund	990,000	995,000	1,025,000	1,025,000	1,125,000
906	Transfer to Equipment Reserve Fund	89,011	91,370	96,060	106,179	112,118
906	Transfer to Risk Management Fund	10,000	12,000	69,226	197,984	276,714
909	Transfer to Community Services	36,000	36,000	36,000	37,000	37,000
925	Contingency - Adjustment	6,436	45,705	152,374	0	0
926	Transfer to Capital	0	59,000	0	0	0
SUBTOTAL		1,522,451	1,610,370	1,524,902	1,466,163	1,650,832



ELECTRIC PRODUCTION

Description of Services

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

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 41.2 Mw was established in 2011. 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	2009	2010	2011	2012
Personnel Services	910,726	885,720	921,686	954,443
Contractual Services	436,777	513,778	647,000	854,400
Commodities	8,422,936	8,655,477	9,636,500	10,288,500
Capital Expenditures	68,609	312,908	233,500	475,035
Transfers	10,567	24,165	25,000	25,000
Total	9,849,616	10,392,047	11,463,686	12,597,378

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2008	2010	2011	2012
Director of Utilities	0.33	0.33	0.33	0.33
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Operator/Maintenance	8.00	8.00	8.00	8.00
Maintenance	3.00	3.00	3.00	3.00
Auto-Cad Tech	0.25	0.25	0.25	0.25
Total	13.58	13.58	13.58	13.58

FUND (3703)

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

Rice/Neshap upgrade to meet EPA regulations

- Expenditure changes are primarily cost increases in fuels and purchased power contract costs.

STAFF CHANGES

- The position of Assistant Superintendent has been 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.

ELECTRIC PRODUCTION (3703)

	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	639,985	685,486	643,721	653,377	669,711
410	Overtime	10,094	11,732	14,692	14,913	15,286
412	Social Security	46,295	50,662	47,353	51,124	52,402
413	KPERS	35,711	38,370	45,538	51,726	51,443
414	Health Insurance	120,678	124,475	134,417	150,547	165,601
	SUBTOTAL	852,763	910,726	885,720	921,686	954,443
CONTRACTUAL SERVICES						
502	Postage	0	63	38	200	200
503	Telephone	2,938	2,943	2,987	4,000	4,000
505	Professional Development	16,783	12,710	18,757	22,000	20,000
520	Insurance - Bldg. & Cont.	47,611	38,302	38,615	0	0
521	Worker's Comp. Ins.	15,126	14,631	14,390	16,000	0
523	Vehicle Ins.	1,976	2,247	2,397	0	0
525	Boiler Insurance (Plant)	64,796	58,805	63,581	0	0
526	General Liability Ins.	15,656	11,694	9,432	0	0
528	SCADA Maintenance & Equipment	6,737	2,375	8,665	15,000	15,000
530	Utilities	44,637	12,448	16,569	35,000	35,000
533	Equipment Repair	110,014	98,668	112,580	185,000	355,000
534	Vehicle Repair	461	0	708	1,000	1,000
550	Towel & Laundry Service	1,186	1,857	2,197	1,800	2,200
553	Service Agreement/Compliance	0	21,988	1,282	15,000	15,000
558	Other Contractual Services	148,607	138,173	198,083	235,000	380,000
559	Environmental Compliance	0	0	0	100,000	0
561	Utility Assistance	14,539	18,055	22,317	12,000	22,000
565	Destination Based Sales Tax	5,036	1,499	1,179	5,000	5,000
	SUBTOTAL	496,103	436,777	513,778	647,000	854,400
COMMODITIES						
600	Office Supplies	962	476	151	3,000	3,000
601	CAD Supplies	280	1,675	919	1,000	1,000
605	Purchase Power	5,377,674	5,269,630	5,091,394	5,600,000	6,000,000
606	Purchase Demand	2,844,505	2,754,613	3,306,332	3,350,000	3,500,000
607	Natural Gas	159,416	196,000	171,618	350,000	450,000
608	Vehicle Operations	7,375	4,391	6,273	7,500	7,500
609	Motor Oil	0	10,468	7,315	15,000	15,000
610	Fuel Oil (Plant Engines)	175,256	107,817	0	195,000	195,000
611	Chemical Supplies	15,031	14,890	17,725	15,000	17,000
615	Uniforms	2,990	3,456	2,190	5,000	5,000
620	Supplies	40,148	59,520	51,560	95,000	95,000
	SUBTOTAL	8,623,637	8,422,936	8,655,477	9,636,500	10,288,500
CAPITAL OUTLAY						
702	Furniture & Fixtures	376	1,193	0	2,000	2,000
704	Office Equipment	0	102	483	1,500	1,500
705	Computer Equipment	2,641	5,640	5,583	10,000	11,535
710	Equipment	161,977	56,496	290,738	200,000	450,000
712	Trucks	0	0	7,394	0	0
715	Building Maintenance	0	5,179	0	20,000	10,000
	SUBTOTAL	164,995	68,609	312,908	233,500	475,035
TRANSFERS						
906	Transfer to Equipment Reserve	10,567	10,567	24,165	25,000	25,000
	TOTAL	10,148,064	9,849,616	10,392,047	11,463,686	12,597,378



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	2009	2010	2011	2012
Personnel Services	730,298	743,751	770,784	798,256
Contractual Services	98,735	100,981	93,620	93,620
Commodities	41,601	64,788	80,600	80,600
Capital Expenditures	366,488	287,911	447,000	447,000
Transfers	64,744	64,805	64,805	70,744
Total	1,301,866	1,262,236	1,456,809	1,490,220

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Electric Dist. Crew Chief	3.00	3.00	3.00	3.00
Line Electrician	4.00	4.00	4.00	4.00
Service Representative	0.50	0.50	0.50	0.50
Asst. Director of Utilities	0.25	0.25	0.25	0.25
Total	9.75	9.75	9.75	9.75

FUND (3704)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

ELECTRIC DISTRIBUTION (3704)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	488,769	506,456	516,653	522,725	535,793
410	Overtime	45,005	47,842	35,602	35,271	36,153
412	Social Security	38,427	39,712	39,904	42,687	43,754
413	KPERS	30,567	31,563	38,277	43,189	42,953
414	Health Insurance	97,783	104,725	113,314	126,912	139,603
SUBTOTAL		700,551	730,298	743,751	770,784	798,256
CONTRACTUAL SERVICES						
502	Postage	222	125	19	120	120
503	Telephone	681	409	279	1,500	1,500
505	Professional Development	7,548	3,957	2,481	7,500	7,500
520	Insurance - Bldg. & Cont.	17,999	15,234	23,686	0	0
521	Worker's Comp. Ins.	10,512	10,167	9,979	10,000	0
523	Vehicle Ins.	3,633	4,643	4,794	0	0
526	General Liability Insurance	10,880	8,126	6,555	0	0
533	Equipment Repair	14,981	18,526	7,664	15,000	15,000
534	Motor Vehicle Repair	300	0	14	3,000	3,000
558	Other Contractual Services	34,756	37,091	44,825	55,000	65,000
565	Destination Based Sales Tax	1,171	456	685	1,500	1,500
SUBTOTAL		102,683	98,735	100,981	93,620	93,620
COMMODITIES						
600	Office Supplies	378	179	181	500	500
601	Computer Supplies (CAD)	980	596	146	1,000	1,000
608	Vehicle Operations	17,474	10,380	13,995	17,000	17,000
615	Uniforms	3,807	3,846	2,233	5,100	5,100
620	Supplies	38,005	26,601	48,234	57,000	57,000
SUBTOTAL		60,644	41,601	64,788	80,600	80,600
CAPITAL OUTLAY						
646	Traffic Signals	0	0	6,500	4,000	4,000
710	Equipment (Radios 09 and 10)	7,551	1,000	0	0	0
710	Equipment - (1/2 Purchase Mini Derrick)	0	0	68,047	0	0
715	Building & Structure	9,110	0	0	0	0
SUBTOTAL		16,661	1,000	74,547	4,000	4,000
CAPITAL IMPROVEMENT						
642	Transformers	124,390	59,355	86,315	175,000	175,000
644	Meters	21,747	4,296	11,667	46,000	46,000
745	Street Light Construction	31,911	7,221	13,248	47,000	47,000
749	Electric Line Construction	169,938	294,616	102,134	175,000	175,000
SUBTOTAL		347,985	365,488	213,364	443,000	443,000
TRANSFERS						
906	Transfer to Equipment Reserve	71,669	64,744	64,805	64,805	70,744
TOTAL		1,300,193	1,301,866	1,262,236	1,456,809	1,490,220



FUND (3705)

UTILITY WAREHOUSE

Description of Services

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

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2009	2010	2011	2012
Personnel Services	167,162	161,402	167,448	174,803
Contractual Services	32,429	67,022	41,450	39,650
Commodities	5,523	4,913	9,100	9,100
Capital Expenditures	299	13,050	22,000	69,142
Transfers	6,775	7,090	7,090	7,090
Total	212,188	253,476	247,088	299,785

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Warehouse Manager	1.00	1.00	1.00	1.00
Warehouse Worker	1.00	1.00	1.00	1.00
Secretary/Computer Op.	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00
Seasonal	1.00	1.00	1.00	1.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

UTILITY WAREHOUSE (3705)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	119,498	125,347	114,331	116,046	118,948
410	Overtime	646	244	184	750	769
412	Social Security	8,512	9,008	8,235	8,935	9,158
413	KPERS	6,767	7,018	9,476	9,040	9,984
414	Health Insurance	26,482	25,545	29,176	32,677	35,944
SUBTOTAL		161,906	167,162	161,402	167,448	174,803
CONTRACTUAL SERVICES						
502	Postage	0	0	0	100	100
503	Telephone	2,906	2,505	2,529	2,750	2,750
505	Professional Development	853	279	843	1,000	1,000
520	Insurance - Bldg. & Cont.	4,997	1,797	2,106	0	0
521	Workers Comp. Ins.	1,534	1,801	1,767	1,800	0
523	Vehicle Ins.	790	749	799	0	0
530	Utilities	20,209	20,068	21,635	21,500	21,500
532	Building Repair (Yard gate)	4,098	2,035	5,354	6,500	6,500
533	Equipment Repair	870	19	300	1,000	1,000
534	Motor Vehicle Repair	0	0	0	500	500
553	Service Agreement/Compliance	0	1,029	1,523	0	0
558	Other Contractual Services (Bar code sys)	3,109	2,083	19,732	6,000	6,000
565	Destination Based Sales Tax	21	65	131	300	300
598	Contract Labor			10,302	0	0
SUBTOTAL		39,387	32,429	67,022	41,450	39,650
COMMODITIES						
600	Office Supplies	562	486	1,314	1,000	1,000
601	Computer Supplies	229	291	400	400	400
604	Small Tools Expense	159	88	38	200	200
608	Vehicle Operation	1,635	997	904	1,800	1,800
615	Uniforms	884	748	589	1,700	1,700
620	Supplies	2,942	2,913	1,668	4,000	4,000
SUBTOTAL		6,411	5,523	4,913	9,100	9,100
CAPITAL OUTLAY						
702	Furniture & Fixtures	0	299	0	500	500
704	Office Equipment	391	0	108	300	300
705	Computer	1,265	0	0	2,100	1,842
710	Equipment (Radios 09 and 10)	4,512	0	908	4,100	0
715	Building Improvements (Bay Heaters)	1,959	0	12,034	15,000	66,500
SUBTOTAL		8,128	299	13,050	22,000	69,142
TRANSFERS						
906	Transfer to Equipment Reserve	6,775	6,775	7,090	7,090	7,090
TOTAL		222,606	212,188	253,476	247,088	299,785



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.

DIVISION EXPENDITURES

Account	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
Personnel Services	477,872	460,762	500,952	514,528
Contractual Services	216,484	240,817	226,238	228,900
Commodities	15,249	32,262	34,400	36,400
Capital Expenditures	9,976	5,920	11,900	23,763
Transfers	9,284	0	9,284	9,284
Total	728,865	739,762	782,774	812,875

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2009	2010	2011	2012
City Attorney	0.50	0.50	0.50	0.50
Utility Clerk II	3.00	2.50	2.00	3.00
Data Operator	2.00	2.00	2.00	2.00
Asst. City Clerk	1.00	1.00	1.00	1.00
Payable Clerk	1.00	1.00	1.00	1.00
Assist. Finance Director	1.00	1.00	1.00	1.00
Custodian	0.50	0.50	0.50	0.50
Total	9.00	8.50	8.00	9.00

FUND (3710)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

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

UTILITY BILLING (3710)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2008	2009	2010	2011	2012
PERSONNEL SERVICES						
411	Salaries	351,765	366,519	337,684	361,000	370,025
410	Overtime	2,532	2,242	2,463	2,800	2,870
412	Social Security	25,829	27,408	24,925	27,831	28,526
413	KPERS	19,765	20,945	23,222	28,158	31,099
414	Health Insurance	53,128	60,758	72,467	81,163	82,007
SUBTOTAL		453,020	477,872	460,762	500,952	514,528
CONTRACTUAL SERVICES						
502	Postage	35,786	35,388	34,965	38,000	38,000
503	Telephone	512	530	413	600	600
505	Professional Development	6,679	1,743	3,587	5,000	5,000
508	Bad Debt Expense	9,795	13,683	16,112	14,000	17,000
509	Meeting Expense	0	0	0	0	0
514	Printing	0	1,093	0	1,200	1,200
520	Ins. Building & Content	4,721	5,749	6,738	0	0
521	Workers Comp. Ins.	2,057	2,500	2,484	2,238	0
523	Vehicle Insurance	790	1,123	1,199	0	0
530	Utility Expense	6,621	5,217	5,100	6,500	6,500
553	Service Agreements (Itron, Copier, Postage Machine)	16,025	16,822	26,953	17,000	17,000
558	Other Contractual Services					
	Kansas Comp Use Tax	105	77	117	200	100
	Programming Support	69,401	81,442	76,251	75,000	80,000
	Technical Support	2,799	2,952	2,957	2,000	2,000
	IBM Support	0	1,064	1,064	3,000	3,000
	Temp Service	8,848	4,533	0	1,000	0
	Building Maintenance/Repair	0	324	0	2,000	2,000
	Credit Card Service Fees	9,470	15,865	35,911	39,000	40,000
	Other Contractual Services	6,833	13,815	12,257	6,000	2,000
599	Refunds	1,099	140	1,909	1,000	2,000
571	Audit	12,500	12,425	12,800	12,500	12,500
SUBTOTAL		194,042	216,484	240,817	226,238	228,900
COMMODITIES						
600	Office Supplies	4,157	4,030	2,277	5,000	4,000
601	Computer Room Supplies	24,443	6,133	25,117	24,000	27,000
614	Books & Instructional Materials	0	0	0	0	0
615	Uniforms	284	377	287	400	400
620	Custodial Supplies	3,276	4,709	4,581	5,000	5,000
SUBTOTAL		32,160	15,249	32,262	34,400	36,400
CAPITAL OUTLAY						
702	Furniture & Fixtures	0	0	0	0	0
704	Office Machines (Computers)	256	0	0	0	0
705	Computer Equipment (PC Equipment)	2,050	0	920	900	2,763
705	Computer Equipment	5,152	400	0	0	0
710	Equipment (Radios for 09 & 10)	0	0	1,000	1,000	1,000
715	Building Maintenance	8,063	9,576	4,000	10,000	20,000
718	Equipment Purchase	0	0	0	0	0
SUBTOTAL		15,521	9,976	5,920	11,900	23,763
906	Transfer to Equipment Reserve	0	9,284	0	9,284	9,284
TOTAL		694,743	728,865	739,762	782,774	812,875

CITY OF



OTTAWA
KANSAS