

# **CITY OF OTTAWA, KANSAS 2005 BUDGET**

Adopted: August 18, 2004

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Andy Haney – Public Works Director  
Judy Hasty – Human Resource Director  
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**CITY OF OTTAWA  
2005 BUDGET**

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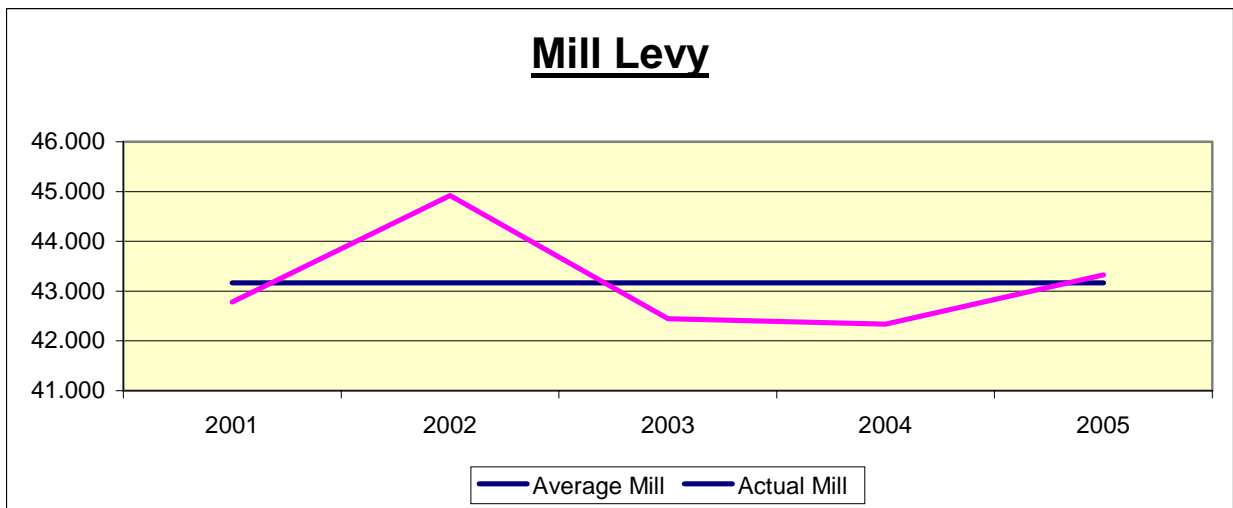
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# City of Ottawa, Kansas Budget 2005

Dear Mayor and Commissioners:

It is an honor to submit to you the budget for the 2005 budget year. The main focus of this budget was to meet basic service requirements for our citizens, while recognizing that funding streams for the City have been drastically affected over the last several years. It is believed that staff has accomplished this task. However, the question remains, can this objective continue?

Although property taxes account for only 8% of the total City budget, it accounts for just under 23% of the combined General Fund budgets. Property tax is the area citizens are most concerned with, and although the budget adopted by the City Commission included a slight increase over the previous year (from 42.338 to 43.327, equal to only about a 2.3% difference), this is still very close to the 43.163 that the mill levy has averaged over the last five years. Unfortunately, due to a change in the way the County Clerk handles a computation of the property tax, the final mill levy rate was calculated at 43.854.

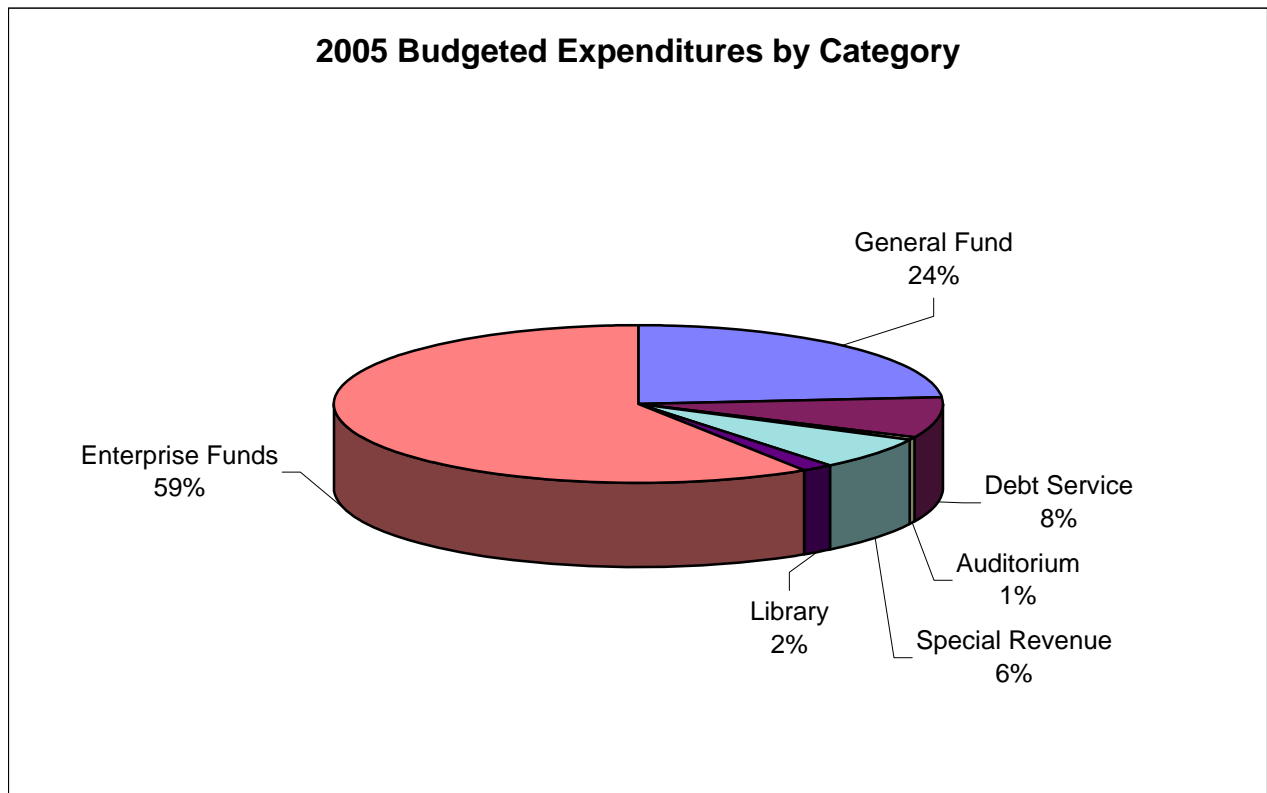


There were no substantive changes in formatting and no further consolidation of funds as was done in the previous two years. The policy of ensuring that expenditures are shown in the appropriate fund locations within the overall budget will continue to be a priority. While the operating budgets basically remain flat, it is important to emphasize that capital equipment needs will go unmet for the second straight year. An equipment replacement schedule is being developed for the Public Works Department, but funding this schedule will not be possible until new revenue becomes available. Large capital projects are also being delayed due to lack of available funds.

The City is, however, moving forward with Phase I of the Cedar Street project, with the City picking up \$600,000 of the project costs. Other projects include: construction of a replacement parks building (\$245,000), and ADA improvements at the swimming pool bathhouse and a zero-depth entry expansion at the swimming pool (\$235,000). A Kansas Wildlife and Parks grant has been secured in the amount of \$75,000 to help fund the pool project.

There are a number of concerns within the 2005 budget, with insurance being a primary factor in our increased costs. Double-digit increases continue to be the trend, fuel costs continue to rise, and the loss of state transfers still negatively affects the City. Telephone franchise fee revenue has continued to decrease for a number of reasons, not the least of which is the growing dependence on cell phones.

The three utilities (water, wastewater and electric) account for over \$19.8 million (59%) of the entire \$33.4 million budget. The rates, fees and charges within all three utilities are currently under review to ensure that capital and operating projects are funded at appropriate levels.



The City Commission should be commended for its commitment to upgrade City facilities. The newly constructed wastewater treatment plant and the southeast electrical substation were two major projects completed in 2004.

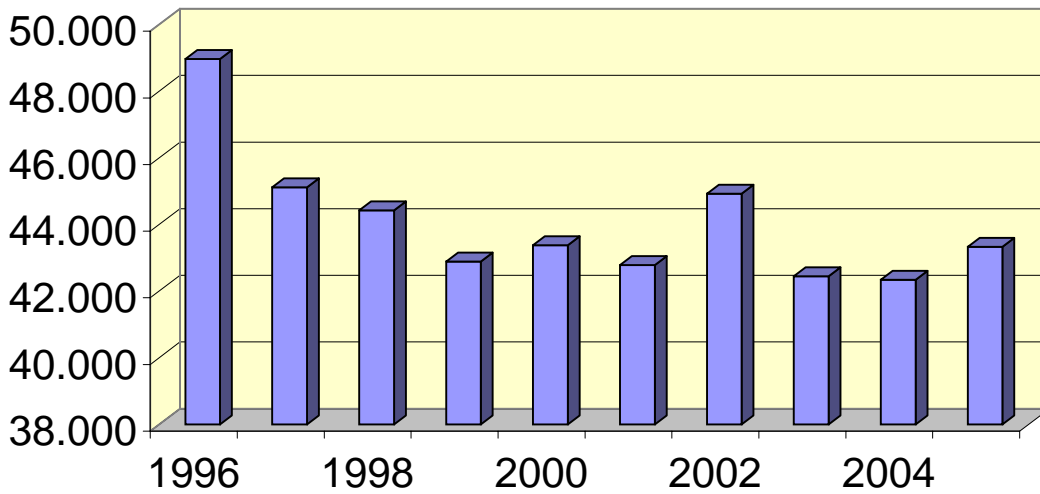
The wastewater plant will have its first full year of operation in 2005, which will provide a better understanding of the cost of operations than can be estimated. Debt payments will begin on this project in 2005.

The City Commission continues to discuss the possibility of sales tax revenues as a logical source of new revenue, especially since some initial research is indicating that a large percentage of sales taxes are generated by persons living outside of the community.

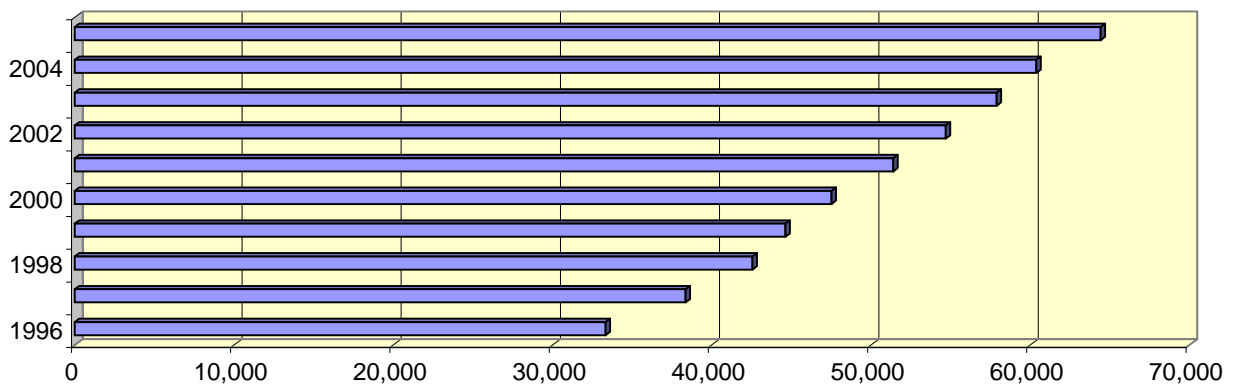
## CITY MILL LEVY BY FUND 1996 - 2005

| FUND                 | 1996             | 1997             | 1998             | 1999             | 2000             | 2001             | 2002             | 2003             | 2004             | 2005             |
|----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| General              | 16.459           | 11.340           | 11.750           | 10.160           | 10.521           | 23.994           | 22.858           | 23.871           | 25.210           | 24.844           |
| Employee Benefit     | 15.062           | 14.338           | 14.429           | 13.941           | 13.047           | 0.000            | 0.000            | 0.000            | 0.000            | 0.000            |
| Safety Equipment     | 0.000            | 1.668            | 1.645            | 1.569            | 1.578            | 1.459            | 1.518            | 0.000            | 0.000            | 0.000            |
| Bond & Interest      | 9.961            | 7.612            | 5.758            | 6.388            | 7.264            | 6.323            | 8.369            | 6.909            | 6.856            | 8.615            |
| Library              | 5.985            | 8.829            | 8.557            | 8.563            | 8.742            | 8.627            | 9.741            | 9.386            | 8.108            | 7.753            |
| Auditorium           | 1.496            | 1.330            | 2.287            | 2.264            | 2.221            | 2.377            | 2.437            | 2.280            | 2.164            | 2.115            |
| <b>TOTAL LEVY</b>    | <b>48.963</b>    | <b>45.117</b>    | <b>44.426</b>    | <b>42.885</b>    | <b>43.373</b>    | <b>42.780</b>    | <b>44.923</b>    | <b>42.446</b>    | <b>42.338</b>    | <b>43.327</b>    |
| <b>ASSESSED VAL.</b> | <b>33,329</b>    | <b>38,360</b>    | <b>42,553</b>    | <b>44,617</b>    | <b>47,522</b>    | <b>51,399</b>    | <b>54,691</b>    | <b>57,896</b>    | <b>60,389</b>    | <b>64,420</b>    |
| <b>TOTAL TAXES</b>   | <b>1,631,878</b> | <b>1,730,666</b> | <b>1,890,438</b> | <b>1,913,363</b> | <b>2,061,182</b> | <b>2,198,800</b> | <b>2,456,895</b> | <b>2,457,446</b> | <b>2,563,285</b> | <b>2,791,186</b> |

### Annual Mill Levy 1996 - 2005



### Assessed Valuation 1996-2005



# VALUE OF YOUR CITY TAX DOLLAR

MARKET VALUE OF HOME: \$100,000  
 To determine assessed valuation, multiply by 11.5%  
 $\$100,000 \times 11.5\% = \$11,500$

ASSESSED VALUATION: \$11,500  
 To determine city tax liability, multiply  
 assessed valuation by published mill levy  
 $\$11,500 \times .043327 = \$498.26$

CITY TAX LIABILITY = \$498.26



## MONTHLY EXPENSE FOR CITY SERVICES

To determine the monthly expense for city services, divide tax liability by 12 months.

$\$498.26 \text{ divided by } 12 = \$41.52 \text{ per month}$

The following represents a sampling of City services provided for the \$41.52/month:

|                         |                           |                          |
|-------------------------|---------------------------|--------------------------|
| Police Protection       | Street Lighting           | Municipal Improvements   |
| Fire Protection         | Cemetery Care             | Flood Plain Management   |
| Community Planning      | City Administration       | Legal Counsel            |
| Building Inspection     | Snow Removal              | Engineering Services     |
| Street Maintenance      | Traffic Control & Marking | Public Library           |
| Park Maintenance        | Public Parking Services   | Animal Control Services  |
| Swimming Pool           | Auditorium Events         | Drug Task Force Services |
| Dare & McGruff Programs | School Resource Officer   | Airport                  |

**For comparison purposes, the following items illustrate other common monthly expenses experienced by an Ottawa family:**

Twenty-five gallons of unleaded self-service fuel at \$1.89/gallon will cost **\$47.25**.

Expanded Basic cable television service and movie entertainment will cost **\$53.50** per month.

The monthly cost of homeowners insurance for a \$100,000 house is approximately **\$64.25** for a standard protection policy.

All business and residences within the City of Ottawa enjoy a Class 4 fire rating. The rural fire districts around Ottawa have a Class 9 or Class 10 fire rating. According to a local insurance firm, a home insured for \$100,000, with HO3 insurance, will cost an Ottawa Resident approximately \$771 per year. The same home outside of Ottawa with equivalent coverage in a Class 9 rating will cost \$1,035 in annual premiums. The savings of **\$264** in premiums accounts for 53% of the owners City tax liability.

# City of Ottawa, Kansas -- Budget Guide

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 the citizens' rights to get involved in the budget process, and shows how to exercise that right. Some of the constraints placed upon the City in regard to the budget and financial operations are highlighted. The budget guide also provides an overview of the types of information presented in the budget document and how that information is formatted.

## 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 setting the level of property taxes 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 more timely manner. City budgets often present actual figures for prior years, a budgeted figure for the current year and for the next year. In arriving at next year's budget, City staff works to determine anticipated needs and reviews prior expenditures.

In Ottawa, the City Manager and City Clerk/Finance Director meet with each Department Head who has already prepared an initial budget estimate based on the projected needs within their Department's scope of responsibility. Each line item is discussed and adjusted to fit next year's projections. The City Manager's approach in these meetings is to make certain the Department Head has 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 into priorities for the community based upon his perceptions, management experience, and especially City Commission priorities. The final budget requests are submitted to the City Commission, which may further refine items based on input from the public and community leaders, as well as the formal budget hearings.

Throughout the year, interim financial reports are generated during the course of implementing and monitoring the program of work. 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 through a budget amendment.



During the budget process, the City Manager makes it clear to each Department Head that should an unfunded and unforeseen emergency arise which requires an increase in budget expenditure, the City Commission will be approached and a recommendation made for increasing the budget authority or expending budgeted contingency funds. The city tries to maintain sufficient levels of reserves or cash carry over in specific funds to cover such emergencies. The city does not budget “padding” in line items, knowing that a truly realistic operational budget will help ensure that reserves can be available in an emergency.

### **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. Major categories include:

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

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

Commodity: Tangible supplies the City buys (office supplies, street & sidewalk materials, etc.).

Major Capital Items: Major items such as equipment, buildings, and vehicles, that are a significant investment but that are still appropriate to fund out of current revenue.

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

Debt Service: This is the principal and interest payment on our outstanding debt.

The city receives revenues from a wide variety of sources. A general classification of revenues is provided below.

Property Taxes. Taxes levied on the value of property. The amount of the tax depends on the assessed value of the property and on the tax rate established by the city (and other taxing entities in the city, such as the school, county, etc.).

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

Sales and Use Taxes. Tax 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. This is revenue collected for service provided to another party, such as water service charges, special assessments, license fees, rental of facilities, etc.

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

Municipal Court Fines. These are fines levied by the judge of the municipal court for infractions of the law.

Cash Balances From Prior Year. This is 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 year to help reduce reliance on other funding sources.

Miscellaneous Revenues. This is a category for anything that is not included in any of the above categories.

### **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 the actual cash is kept in one bank account, a separate accounting is kept of all Funds by the use of a computerized accounting system. Expenditures and revenues by Fund are shown in the budget document.

### **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.

### **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.

## **Legal Restrictions and Provisions Relating to Budgeting**

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 extend beyond the budget process but are particularly important with regard to that process. These are discussed below.

Budget law. The City is required to establish a budget of planned expenditures for every fund, except for 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 that 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. As mentioned earlier, the Fund budgets may be amended by following the procedure prescribed for original adoption of the budget, although no additional taxes may be levied through such amendment.

The budget law also prescribes a minimum procedure that the City must follow in order to adopt the budget. The law requires that the City hold a public hearing prior to adopting the budget. This hearing must have been publicized by public notice in the official city newspaper at least ten days prior to the date set for 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 for 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 twenty-four 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.

## **GLOSSARY OF BUDGET 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.

**Beginning Balance.** The beginning balance is 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 and tentative 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.

**Major Capital Item.** These are usually items that cost more than \$2,000, and have a useful life of more than two years.

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

**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.

**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.

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.

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.

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.

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

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

## CITY OF OTTAWA, KANSAS BUDGET POLICY

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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.

6. The budget will provide for adequate maintenance of capital, plant, 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, plant, 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, plant, and equipment, regardless of the economic conditions, will assist in maintaining equipment and infrastructure in good operating condition.
7. The city will 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 incurring 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 passed by the commission establishes the legal spending limits for the city. A budgetary control system is essential in order to insure legal compliance with the city's budget.
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 in any substantive way from the original budget.

# CITY OF OTTAWA

## FINANCIAL MANAGEMENT POLICY STATEMENTS

### **Fund Balance/Retained Earnings**

To maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the City's creditworthiness, as well as, its financial position from unforeseeable emergencies.

#### *A. General Fund Undesignated Fund Balance*

The City shall strive to maintain the General Fund undesignated fund balance at between 20 percent of current year anticipated budget expenditures.

#### *B. Retained Earnings of Enterprise Operating Funds*

The City shall strive to maintain positive retained earnings positions to provide sufficient reserves for emergencies and revenue shortfalls in the three utility enterprise funds. The Water and Sewer Funds operating and contingency reserves will be established and maintained at between 20 and 25 percent of the current year's budget appropriation. The Electric Fund operating, contingency and fuel/purchase power reserves will be established and maintained at between 20 and 25 percent of the current year's budget appropriation. Other reserves shall be maintained to comply with bond ordinances and debt reserves specific to the abovementioned funds.

#### *C. Use of Fund Balance/Retained Earnings*

Fund Balance/Reserves shall be used only for emergencies, non-recurring expenditures, or major capital purchases that cannot be accommodated through current year savings. Should such use reduce the balance below the appropriate level set as the objective for that fund, restoration recommendations will accompany the decision to utilize said balance.

#### *D. Debt Service Funds*

The City shall maintain sufficient reserves in its debt service fund, which shall equal or exceed the reserve fund balances required by bond ordinances.

#### *E. Special Revenue Funds*

Special Revenue funds shall maintain sufficient reserves as determined on a fund-by-fund basis as determined by the City Manager and the Director of Finance as directed by the City Commission.



**CITY PROFILE  
OTTAWA, KANSAS**

Ottawa was founded as a town company along the south side of the Marais des Cygnes River, (River of Swans), on September 6, 1864. 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, which was purchased by the city in 1874.

The City of Ottawa is a full-service entity with a \$30,000,000 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 owns and operates a municipal auditorium, which was constructed at the corner of Third and Hickory in 1919. 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. In addition, the City Commissioners meet at 4:00 p.m. every Monday afternoon in work session. The City Commission meets 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.

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 4,925 as of August 2004. This compares to 4,631 in January 1999. Over the last 11 years 2,800 jobs opportunities have been established by the expansion of existing businesses and the development of new business locations.

**BUILDING PERMITS VALUES**

|      |              |
|------|--------------|
| 1991 | \$ 6,941,469 |
| 1992 | \$ 5,954,134 |
| 1993 | \$ 3,360,873 |
| 1994 | \$15,153,255 |
| 1995 | \$12,339,426 |
| 1996 | \$10,224,176 |
| 1997 | \$15,479,522 |
| 1998 | \$13,602,165 |
| 1999 | \$10,250,467 |
| 2000 | \$10,560,525 |
| 2001 | \$17,534,344 |
| 2002 | \$12,060,962 |
| 2003 | \$36,172,426 |

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 12,031 in 2004.

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

The City owns and operates a Municipal Airport encompassing 440 acres of land. Located there is a main hanger and shop building, a T-hanger, a hard surface tie-down area, a hard surface runway, hard surface taxi-way, and two sod run-ways. Total assets of the airport are estimated to be \$385,000. Ottawa is served by the Burlington Northern Santa Fe Railroad, several trucking firms and by Interstate 35, US-59 and Kansas Highway 68.

(Continued)

There are five elementary schools, a senior high school, and a new middle school within Ottawa. These schools are staffed with a faculty of approximately 190 teachers and administrators. Enrollments for past years are as follows:

**ENROLLMENT**

|             |       |
|-------------|-------|
| 1992 - 1993 | 2,362 |
| 1993 - 1994 | 2,405 |
| 1994 - 1995 | 2,439 |
| 1995 - 1996 | 2,480 |
| 1996 - 1999 | 2,458 |
| 1997 - 1998 | 2,445 |
| 1998 - 1999 | 2,386 |
| 1999 - 2000 | 2,359 |
| 2000 - 2001 | 2,359 |
| 2001 - 2002 | 2,368 |
| 2002 - 2003 | 2,399 |

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 of Neosho County Community College, a two-year junior college extension facility. In addition, the University of Kansas, located at Lawrence, Kansas, 25 miles North of Ottawa, provides additional access for the community to higher education and cultural benefits.

The Ottawa Library is located in the same building with City Hall and provides over 52,000 print and non-print informational, educational, cultural, and recreational materials, public use computers, as well as, programs for children and adults. A seven-member board oversees library management, which is appointed by the mayor and approved by the city commission.

Franklin County is served by Ransom Memorial Hospital, a 55-bed hospital, located in Ottawa. Eleven full-time physicians serve the area and twenty-four specialists who make scheduled visits to the community.

Ottawa serves as a retail and agricultural center for a trade area containing some 73,500 people. Ottawa's industries include: a manufacturer of plastic products, manufacturers of steel fabrication components, restaurant cabinets and equipment, erection cranes, fine china, and semi-trailer tractors.

In 1994 Wal-Mart Stores, Inc. broke ground on a regional distribution center located 3 miles east of Ottawa. Approximately 1,500 workers are employed at the 205-acre facility. The City of Ottawa and Franklin County played no small part in attracting the project to the area. The City secured a 1.2 million dollar loan from the State of Kansas, which was used

to extend a 12-inch water main to the project site. In cooperation with the City to secure this major employer, Franklin County also secured a low interest loan to make improvements to Nevada Terrace Road.

In 2001 American Eagle Outfitters announced it was locating a major distribution center in Ottawa's Industrial Park. This facility is currently operating with approximately 100 employees. They anticipate employing up to 200.

Through valiant efforts made by members of the Chamber of Commerce and the downtown business community, Ottawa was designated a Kansas Main Street City for the years 2000-2005. The City Commission actively supports this effort. One member of the Commission sits on the Main Street Board of Directors. In addition, the Commission has committed financial support of \$30,000 per year to the Main Street effort.

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

**MAJOR EMPLOYERS**

|                           |                  |      |
|---------------------------|------------------|------|
| Wal-Mart Distribution     | Distribution     | 1500 |
| Wal-Mart Store            | Retail           | 390  |
| USD 290                   | Education        | 333  |
| Ottawa Truck              | Semi-tractors    | 290  |
| Ransom Hospital           | Med/Surgical     | 275  |
| Franklin County           | Government       | 200  |
| Havens Steel              | Structural       | 180  |
| COF Training Services     | Assembly         | 119  |
| American Eagle Outfitters | Distribution     | 100  |
| Ottawa University         | Education        | 100  |
| Laich Industries          | Plastic Products | 80   |
| Fashion, Inc.             | Mfg, Canopies    | 70   |
| Midwest Cabinets          | Cabinets         | 60   |
| Neosho Community Col.     | Education        | 55   |
| Ottawa Coop               | Agriculture      | 42   |

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.

Last updated 11/04/04

## **CAPITAL IMPROVEMENT PROGRAM CITY OF OTTAWA, KANSAS**

### **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, the funding of certain other large ticket items, such as fire trucks, are considered to be capital projects 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 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.

## **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 and Recreation Department will have additional areas to maintain.
- 3) Planning and Development has additional area to zone.
- 4) The Police Department has additional street(s) to patrol.
- 5) The Public Works Department has an additional street(s) to maintain.
- 6) The Fire Department has additional areas to provide fire protection to.

## **HOW IS THE CAPITAL IMPROVEMENT PROGRAM FORMULATED?**

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

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

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

**CITY OF OTTAWA**  
**2005 CAPITAL PROJECTS**  
Existing Obligations/Projects

| Project Description   | Year Issued                      | Bond Type         | Avg Int Rate |                                 | 2005       | 2006       | 2007       | 2008      | 2009      |
|---|----------------------------------|-------------------|--------------|---------------------------------|------------|------------|------------|-----------|-----------|
| Sewerage Improv.  | Dec-85<br>Pay out 2005           | G.O.              | 8.9          | INDEBTEDNESS                    | 60,000     |            |            |           |           |
|   |                                  |                   |              | PRINCIPLE                       | 60,000     |            |            |           |           |
|   |                                  |                   |              | INTEREST                        | 5,520      |            |            |           |           |
|   |                                  |                   |              | TOTAL PMT                       | 65,520     |            |            |           |           |
|   |                                  |                   |              | Financed by Sewer Fund          | 65,520     |            |            |           |           |
| East 7th & 6th St.  | 05/01/94<br>Pay out 2005         | G.O.              | 5.87         | INDEBTEDNESS                    | 20,000     |            |            |           |           |
|   |                                  |                   |              | PRINCIPLE                       | 20,000     |            |            |           |           |
|   |                                  |                   |              | INTEREST                        | 600        |            |            |           |           |
|   |                                  |                   |              | TOTAL PMT                       | 20,600     |            |            |           |           |
|   |                                  |                   |              | Financed by Special Assessments | 7,153      |            |            |           |           |
| Financed by Sewer Fund  | 7,579                            |                   |              |                                 |            |            |            |           |           |
| G.O. Financed   | 3,904                            |                   |              |                                 |            |            |            |           |           |
| Wilson Street Project<br>15th St. Sewer Lift<br>Pin Oak Subdivision   | 1995<br>Pay out 2005             | G.O.              | 4.9          | INDEBTEDNESS                    | 40,000     |            |            |           |           |
|   |                                  |                   |              | PRINCIPLE                       | 40,000     |            |            |           |           |
|   |                                  |                   |              | INTEREST                        | 1,000      |            |            |           |           |
|   |                                  |                   |              | TOTAL PMT                       | 41,000     |            |            |           |           |
|   |                                  |                   |              | Special Street Fund             | 41,000     |            |            |           |           |
| 13th Street & Water Line  | 1997<br>Pay out 2007             | G.O.              | 5.005        | INDEBTEDNESS                    | 190,000    | 130,000    | 65,000     |           |           |
|   |                                  |                   |              | PRINCIPLE                       | 60,000     | 65,000     | 65,000     |           |           |
|   |                                  |                   |              | INTEREST                        | 7,200      | 4,385      | 1,463      |           |           |
|   |                                  |                   |              | TOTAL PMT                       | 67,200     | 69,385     | 66,463     |           |           |
|   |                                  |                   |              | Financed by Water Fund          | 10,080     | 10,408     | 9,969      |           |           |
| G.O. Financed   | 57,120                           | 58,977            | 56,494       |                                 |            |            |            |           |           |
| 17th Street & Res. Sts<br>Project 96-01<br>Ord. No. 3296-98   | 1998<br>Pay out 2008             | G.O.              | 3.96         | INDEBTEDNESS                    | 1,025,000  | 790,000    | 540,000    | 275,000   |           |
|   |                                  |                   |              | PRINCIPLE                       | 235,000    | 250,000    | 265,000    | 275,000   |           |
|   |                                  |                   |              | INTEREST                        | 35,334     | 25,935     | 15,893     | 5,363     |           |
|   |                                  |                   |              | TOTAL PMT                       | 270,334    | 275,935    | 280,893    | 280,363   |           |
|   |                                  |                   |              | Financed by Special Assessments | 18,183     | 17,622     | 17,000     | 16,400    |           |
| G.O. Financed   | 270,334                          | 275,935           | 280,893      | 280,363                         |            |            |            |           |           |
| K-68 Water Line<br>Kansas State Revolving Loan  | 1993<br>Pay out 2010             | State Loan        | 3.8          | INDEBTEDNESS                    | 453,757    | 378,085    | 299,510    | 217,921   | 133,202   |
|   |                                  |                   |              | PRINCIPLE                       | 75,672     | 78,575     | 81,589     | 84,719    | 87,969    |
|   |                                  |                   |              | INTEREST                        | 16,531     | 13,628     | 10,614     | 7,484     | 4,234     |
|   |                                  |                   |              | TOTAL PMT                       | 92,203     | 92,203     | 92,203     | 92,203    | 92,203    |
|   |                                  |                   |              | Financed by Water Fund          | 92,203     | 92,203     | 92,203     | 92,203    | 92,203    |
| Public Works Facility<br>& Res. St Project Ph 2   | 2000<br>Pay out 2010             | G.O.              | 5.17         | INDEBTEDNESS                    | 1,215,000  | 1,040,000  | 855,000    | 660,000   | 455,000   |
|   |                                  |                   |              | PRINCIPLE                       | 175,000    | 185,000    | 195,000    | 205,000   | 220,000   |
|   |                                  |                   |              | INTEREST                        | 57,086     | 48,288     | 38,880     | 28,778    | 17,885    |
|   |                                  |                   |              | TOTAL PMT                       | 232,086    | 233,288    | 233,880    | 233,778   | 237,885   |
|   |                                  |                   |              | Special Street Fund             | 63,824     | 64,154     | 64,317     | 64,289    | 65,418    |
| Financed by Special Assessments   | 17,747                           | 17,047            | 16,347       | 15,647                          | 4,800      |            |            |           |           |
| G.O. Financed   | 159,162                          | 161,733           | 163,363      | 163,989                         | 167,667    |            |            |           |           |
| City/State Improvement<br>23rd Street and 59 Hwy.<br>K 68 Sewer<br>NOTES SOLD AT 4.4%<br>MATURE ON 6/1/2001 | 2001<br>Pay out 2011<br>(10 yr.) | G.O.              | 4.75         | INDEBTEDNESS                    | 1,165,000  | 1,020,000  | 870,000    | 710,000   | 545,000   |
|   |                                  |                   |              | PRINCIPLE                       | 145,000    | 150,000    | 160,000    | 165,000   | 175,000   |
|   |                                  |                   |              | INTEREST                        | 45,848     | 40,168     | 34,043     | 27,419    | 20,233    |
|   |                                  |                   |              | TOTAL PMT                       | 190,848    | 190,168    | 194,043    | 192,419   | 195,233   |
|   |                                  |                   |              | Financed by Sewer Fund          | 66,797     | 66,559     | 67,915     | 67,347    | 68,332    |
| G.O. Financed   | 124,051                          | 123,609           | 126,128      | 125,072                         | 126,901    |            |            |           |           |
| Law Enforcement Facility<br>Police and Court  | NA<br>(20 yr.)                   | G.O.<br>Estimated | 4.72         | INDEBTEDNESS                    | 2,770,000  | 2,670,000  | 2,560,000  | 2,445,000 | 2,320,000 |
|   |                                  |                   |              | PRINCIPLE                       | 100,000    | 110,000    | 115,000    | 125,000   | 130,000   |
|   |                                  |                   |              | INTEREST                        | 131,708    | 125,708    | 119,068    | 112,208   | 105,020   |
|   |                                  |                   |              | TOTAL PMT                       | 231,708    | 235,708    | 234,068    | 237,208   | 235,020   |
|   |                                  |                   |              | Financed by Electric            | 178,000    | 175,000    | 175,000    | 135,000   | 130,000   |
| Financed by Water   | 60,000                           | 40,000            | 35,000       | 10,000                          | 0          |            |            |           |           |
| Levee Project (Rip Rap)<br>G.O. Financed  | (20 yr.)                         | Estimated         | 4.4263       | INDEBTEDNESS                    | 1,025,000  | 990,000    | 955,000    | 915,000   | 875,000   |
|   |                                  |                   |              | PRINCIPLE                       | 35,000     | 35,000     | 40,000     | 40,000    | 40,000    |
|   |                                  |                   |              | INTEREST                        | 43,210     | 41,635     | 40,148     | 38,548    | 37,048    |
|   |                                  |                   |              | TOTAL PMT                       | 78,210     | 76,635     | 80,148     | 78,548    | 77,048    |
|   |                                  |                   |              | G.O. Financed                   | 78,210     | 76,635     | 80,148     | 78,548    | 77,048    |
| Electric Imp. - Substations<br>Project-EL-FG-SW   | (20 yr.)                         | Estimated         | 4.75         | INDEBTEDNESS                    | 4,260,000  | 4,120,000  | 3,975,000  | 3,825,000 | 3,670,000 |
|   |                                  |                   |              | PRINCIPLE                       | 140,000    | 145,000    | 150,000    | 155,000   | 165,000   |
|   |                                  |                   |              | INTEREST                        | 194,993    | 189,043    | 182,880    | 176,505   | 169,918   |
|   |                                  |                   |              | TOTAL PMT                       | 334,993    | 334,043    | 332,880    | 331,505   | 334,918   |
|   |                                  |                   |              | Financed by Electric Fund       | 334,993    | 334,043    | 332,880    | 331,505   | 334,918   |
| Wastewater Treatment<br>Kansas State Revolving Loan   | NA                               | State Loan        | 3.08         | INDEBTEDNESS                    | 10,727,502 | 10,302,537 | 10,065,999 | 9,822,167 | 9,520,435 |
|   |                                  |                   |              | PRINCIPLE                       | 424,965    | 236,538    | 243,832    | 301,732   | 320,627   |
|   |                                  |                   |              | INTEREST                        | 325,035    | 313,462    | 306,168    | 298,168   | 288,964   |
|   |                                  |                   |              | TOTAL PMT                       | 750,000    | 550,000    | 550,000    | 599,900   | 609,591   |
|   |                                  |                   |              | G.O. Financed (Sewer Fund)      | 412,500    | 302,500    | 302,500    | 329,945   | 335,275   |
| Voter Approved Sales Tax  | 337,500                          | 247,500           | 247,500      | 269,955                         | 274,316    |            |            |           |           |

**CITY OF OTTAWA**  
**2005 CAPITAL PROJECTS**  
**ANTICIPATED AND PROPOSED PROJECTS**

| Project Description       | Year Issued | Bond Type           | Avg Int Rate |              | 2005    | 2006    | 2007    | 2008    | 2009    |
|---------------------------|-------------|---------------------|--------------|--------------|---------|---------|---------|---------|---------|
| 23rd St Sewer Improvement |             | Estimated           | 5.00         | INDEBTEDNESS | 380,000 | 360,000 | 335,000 | 310,000 | 280,000 |
| Sewer/Special Assessments |             |                     |              | PRINCIPLE    | 20,000  | 25,000  | 25,000  | 30,000  | 35,000  |
|                           |             |                     |              | INTEREST     | 19,000  | 18,000  | 16,750  | 15,500  | 14,000  |
|                           |             | Estimated           |              | TOTAL PMT    | 39,000  | 43,000  | 41,750  | 45,500  | 49,000  |
|                           |             | Special Assesments  |              |              | 39,000  | 43,000  | 41,750  | 45,500  | 49,000  |
| 23rd St Sewer Improvement |             | Estimated           | 5.00         | INDEBTEDNESS | 285,000 | 265,000 | 245,000 | 220,000 | 195,000 |
| Sewer/Special Assessments |             |                     |              | PRINCIPLE    | 20,000  | 20,000  | 25,000  | 25,000  | 30,000  |
|                           |             |                     |              | INTEREST     | 14,250  | 13,250  | 12,250  | 11,000  | 9,750   |
|                           |             | Estimated           |              | TOTAL PMT    | 34,250  | 33,250  | 37,250  | 36,000  | 39,750  |
|                           |             | Water Fund          |              |              | 34,250  | 33,250  | 37,250  | 36,000  | 39,750  |
| Park Equipment Building   | 2006        | GO                  | 5.00         | INDEBTEDNESS | 0       | 245,000 | 230,000 | 210,000 | 190,000 |
|                           |             |                     |              | PRINCIPLE    | 0       | 15,000  | 20,000  | 20,000  | 20,000  |
|                           |             |                     |              | INTEREST     | 0       | 12,250  | 11,500  | 10,500  | 9,500   |
|                           |             |                     |              | TOTAL PMT    | 0       | 27,250  | 31,500  | 30,500  | 29,500  |
|                           |             | GO Debt             |              |              | 0       | 27,250  | 31,500  | 30,500  | 29,500  |
| Cedar Street Improvement  |             | Estimated           | 5.00         | INDEBTEDNESS | 0       | 600,000 | 545,000 | 490,000 | 430,000 |
| Street Rehab/Fed Funds    | 1st - 8th   |                     |              | PRINCIPLE    | 0       | 55,000  | 55,000  | 60,000  | 65,000  |
| PHASE I                   |             |                     |              | INTEREST     | 0       | 30,000  | 27,250  | 24,500  | 21,500  |
|                           |             | Estimated           |              | TOTAL PMT    | 0       | 61,137  | 61,137  | 61,137  | 61,137  |
|                           |             | Special Street Fund |              |              | 0       | 61,137  | 61,137  | 61,137  | 61,137  |

**CITY OF OTTAWA**  
**2005 CAPITAL PROJECTS**  
**ANTICIPATED/UNFUNDED PROJECTS**

| Project Description        | Year Issued | Bond Type | Avg Int Rate |                |           |
|----------------------------|-------------|-----------|--------------|----------------|-----------|
| Cedar Street Improvement   |             | Estimated |              | INDEBTEDNESS   | 1,400,000 |
| Street Rehab/Fed Funds     | 8th - 15h   |           |              | ANNUAL PAYMENT | 181,306   |
| <b>PHASE II</b>            |             |           |              |                |           |
| Salt/Chemical Storage      |             | Estimated |              | INDEBTEDNESS   | 160,000   |
|                            |             |           |              | ANNUAL PAYMENT | 20,721    |
| Swimming Pool Improvements |             | Estimated |              | INDEBTEDNESS   | 235,000   |
| Zero Depth and Bathhouse   |             |           |              | GRANT          | 75,000    |
|                            |             |           |              | BALANCE        | 160,000   |
|                            |             |           |              | ANNUAL PAYMENT | 20,721    |
| Swimming Pool Improvements |             | Estimated |              | INDEBTEDNESS   | 175,000   |
| Slide                      |             |           |              | ANNUAL PAYMENT | 22,663    |
| Major Street Rehab.        |             | Estimated |              | INDEBTEDNESS   | 1,500,000 |
| Street Rehab/Fed Funds     |             |           |              | ANNUAL PAYMENT | 194,257   |
| Major Capital Equipment    |             | Estimated |              | INDEBTEDNESS   | 1,846,000 |
|                            |             |           |              | ANNUAL PAYMENT | 239,065   |

**CITY OF OTTAWA**  
**2005 CAPITAL IMPROVEMENTS PROGRAM**  
**EXISTING PROJECTS SUMMARY**

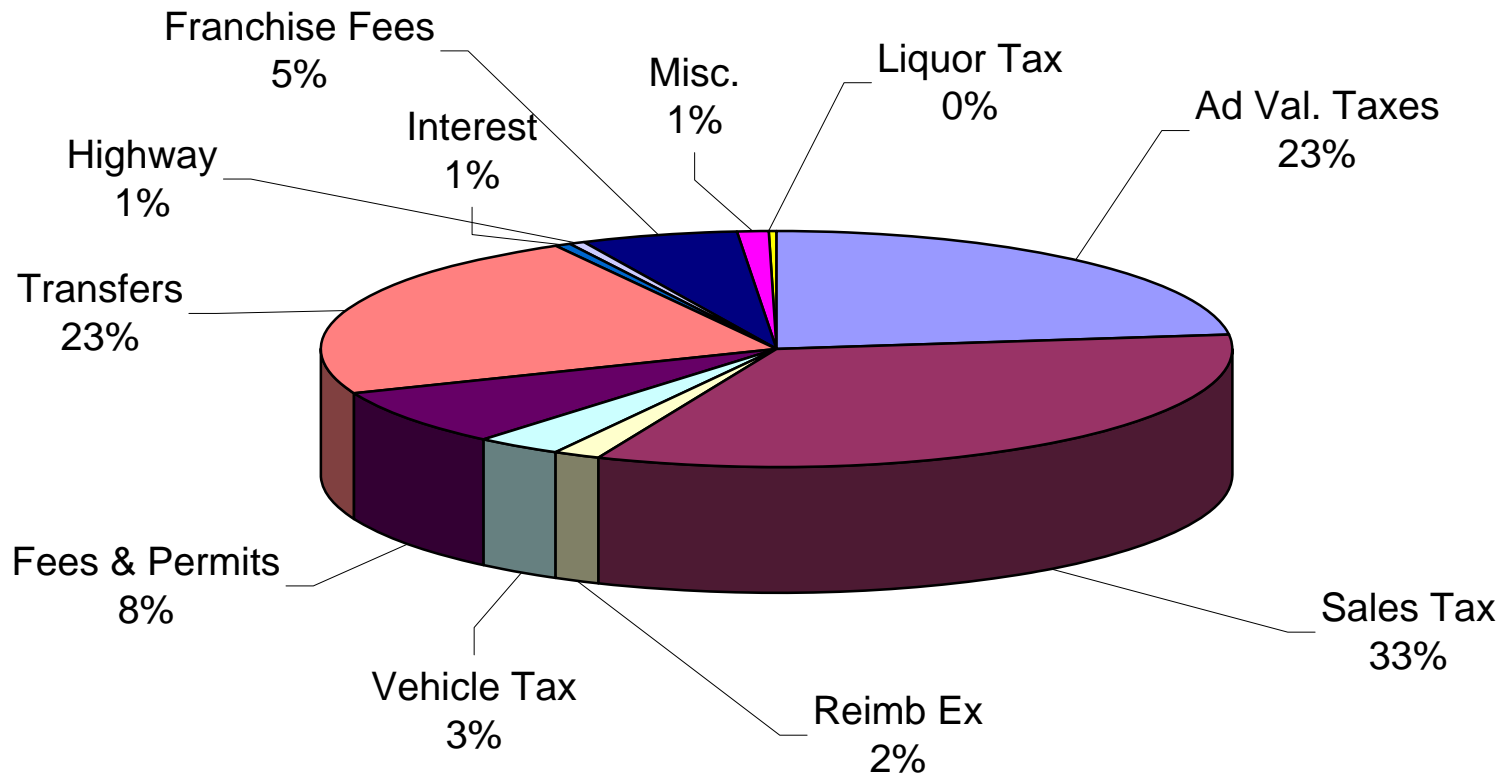
|   |                    | 2005       | 2006       | 2007       | 2008       | 2009       |       |           |       |           |       |
|---|--------------------|------------|------------|------------|------------|------------|-------|-----------|-------|-----------|-------|
| <b>Payment Subtotals</b>                                  | INDEBTEDNESS       | 23,616,259 | 22,910,622 | 21,540,509 | 20,100,088 | 18,613,637 |       |           |       |           |       |
|   | PRINCIPLE          | 1,550,637  | 1,370,113  | 1,440,421  | 1,486,451  | 1,288,596  |       |           |       |           |       |
|   | INTEREST           | 897,313    | 875,751    | 816,906    | 755,972    | 698,051    |       |           |       |           |       |
| <b>Subtotal</b>   | Principle/Interest | 2,447,950  | 2,245,864  | 2,257,327  | 2,242,423  | 1,986,647  |       |           |       |           |       |
| <b>Estimated Assessed Valuation (In thousands)</b>        |                    | 64,422     | 66,999     | 69,679     | 72,466     | 75,365     |       |           |       |           |       |
|   |                    |            | Mill       | Mill       | Mill       | Mill       |       |           |       |           |       |
|   |                    |            | Equiv.     | Equiv.     | Equiv.     | Equiv.     |       |           |       |           |       |
| <b>Financed by Sales Tax</b>                              | 1.0                | 337,500    | 5.86       | 247,500    | 4.30       | 247,500    | 4.30  | 269,955   | 4.69  | 274,316   | 4.76  |
| <b>Financed by Federal Funds</b>                          | 2.0                | 0          | 0.00       | 0          | 0.00       | 0          | 0.00  | 0         | 0.00  | 0         | 0.00  |
| <b>Financed by Economic Dev. Fund</b>                     | 3.0                | 0          | 0.00       | 0          | 0.00       | 0          | 0.00  | 0         | 0.00  | 0         | 0.00  |
| <b>Financed by Special Street</b>                         | 4.0                | 104,824    | 1.82       | 125,291    | 2.17       | 125,454    | 2.18  | 125,425   | 2.18  | 126,555   | 2.20  |
| <b>Transfer Capital Projects</b>                          | 5.0                |            | 0.00       |            | 0.00       |            | 0.00  |           | 0.00  |           | 0.00  |
| <b>Financed by Water Fund (Debt Service)</b>              | 5.5                | 136,533    | 2.37       | 135,861    | 2.36       | 139,422    | 2.42  | 128,203   | 2.23  | 131,953   | 2.29  |
| <b>Financed by Water (Transfer)</b>                       | 6.0                | 60,000     | 1.04       | 40,000     | 0.69       | 35,000     | 0.61  | 10,000    | 0.17  | 0         | 0.00  |
| <b>Financed by Electric Construction Fund</b>             | 7.0                | 334,993    | 5.82       | 334,043    | 5.80       | 332,880    | 5.78  | 331,505   | 5.75  | 334,918   | 5.81  |
| <b>Financed by Electric Fund (Debt Service)</b>           | 8.0                | 0          | 0.00       | 0          | 0.00       | 0          | 0.00  | 0         | 0.00  | 0         | 0.00  |
| <b>Financed by Electric Fund (Transfer)</b>               | 9.0                | 178,000    | 3.09       | 175,000    | 3.04       | 175,000    | 3.04  | 135,000   | 2.34  | 130,000   | 2.26  |
| <b>Financed by Wastewater Fund</b>                        | 10.0               | 552,395    | 9.59       | 369,059    | 6.41       | 370,415    | 6.43  | 397,292   | 6.90  | 403,607   | 7.01  |
| <b>Reimbursed Income</b>                                  | 11.0               | 0          | 0.00       | 0          | 0.00       | 0          | 0.00  | 0         | 0.00  | 0         | 0.00  |
| <b>Interest</b>   | 12.0               | 10,000     | 0.17       | 8,000      | 0.14       | 8,000      | 0.14  | 8,000     | 0.14  | 8,000     | 0.14  |
| <b>Financed by Special Assessments</b>                    | 13.0               | 82,083     | 1.42       | 77,669     | 1.35       | 75,097     | 1.30  | 77,547    | 1.35  | 53,800    | 0.93  |
| <b>Vehicle Taxes</b>                                      | 14.0               | 56,464     | 0.98       | 58,158     | 1.01       | 59,903     | 1.04  | 61,700    | 1.07  | 63,551    | 1.10  |
| <b>Back Taxes</b>   | 15.0               | 20,000     | 0.35       | 24,000     | 0.42       | 24,000     | 0.42  | 24,000    | 0.42  | 24,000    | 0.42  |
| <b>Reduction in Cash Carry Overy</b>                      |                    | 52,733     |            |            |            |            |       |           |       |           |       |
| <b>Subtotal-Other Financing</b>                           |                    | 1,925,524  | 33.42      | 1,594,580  | 27.68      | 1,592,671  | 27.65 | 1,568,627 | 27.23 | 1,550,699 | 26.92 |
| <b>Estimated uncollectable</b>                            |                    | 35,520     |            |            |            |            |       |           |       |           |       |
| <b>Financed by G.O. Debt Fund</b>                         |                    | 557,946    | 8.66       | 651,284    | 11.31      | 664,656    | 11.54 | 673,796   | 11.70 | 435,948   | 7.57  |
| <b>Estimated Future Mill Levy, Assuming 4% AV Growth.</b> |                    |            |            | 9.72       |            | 9.54       |       | 9.30      |       | 5.78      |       |



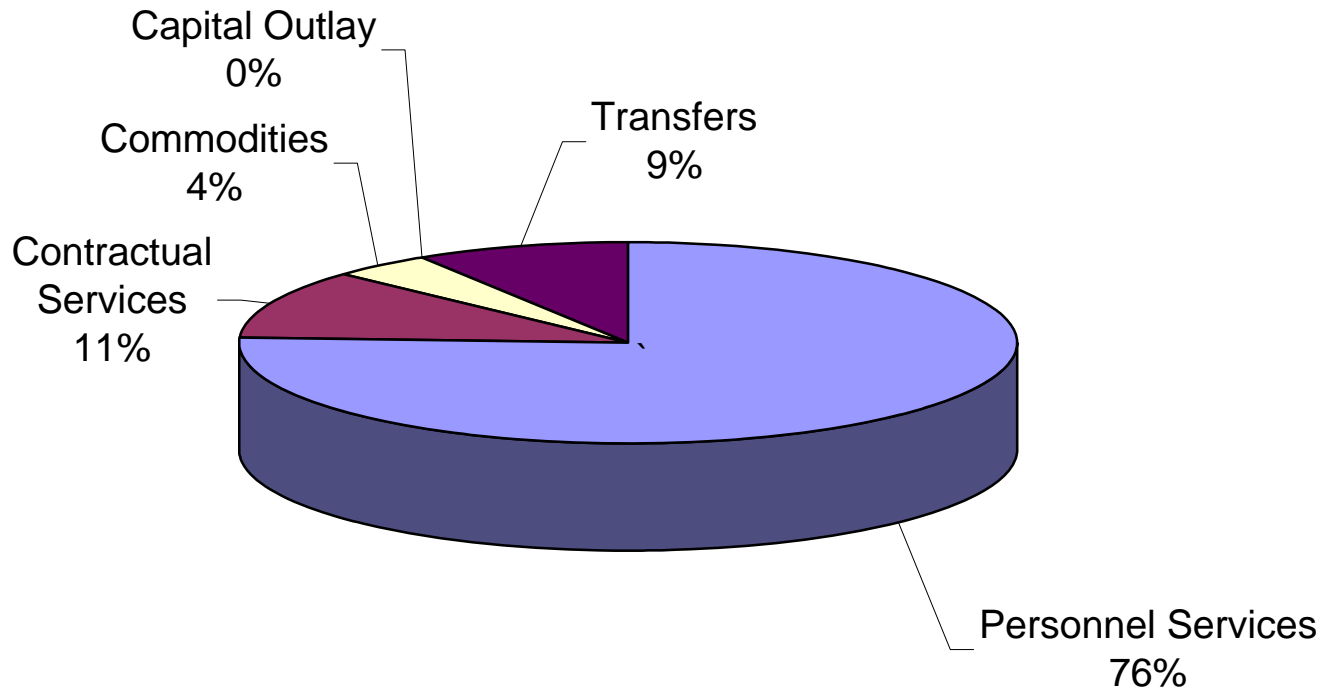
**CITY OF OTTAWA, KANSAS**  
**Schedule of Transfers**

| <b>Fund Transferred From:</b> | <b>Fund Transferred To:</b> | <b>2003 Amount</b> | <b>2004 Amount</b> | <b>2005 Amount</b> |
|-------------------------------|-----------------------------|--------------------|--------------------|--------------------|
| General                       | Airport                     | \$133,657          | \$51,000           | \$50,500           |
| General                       | E. Development              | \$15,400           | \$10,000           | \$10,000           |
| General                       | Community Services          | \$0                | \$37,000           | \$36,000           |
| General                       | WWT Plant                   | \$198,500          | \$200,000          | \$200,000          |
| General                       | Equipment Res PD            | \$38,000           | \$38,000           | \$41,469           |
| General                       | Equipment Res Fire          | \$91,400           | \$91,400           | \$90,439           |
| Library                       | Electric                    | \$57,000           | \$60,389           | \$64,400           |
| Special Highway               | GO Debt                     | \$102,371          | \$101,500          | \$104,822          |
| Special Alcohol               | General                     | \$25,000           | \$30,000           | \$30,000           |
| Economic Development          | GO Debt                     | \$60,421           | \$0                | \$0                |
| Water                         | GO Debt                     | \$111,500          | \$60,000           | \$104,330          |
| Water                         | General                     | \$191,000          | \$350,000          | \$357,500          |
| Water                         | Community Services          | \$10,000           | \$37,000           | \$36,000           |
| Water                         | Equipment Reserve           | \$37,000           | \$76,287           | \$77,712           |
| Water                         | Risk Management             | \$0                | \$0                | \$10,000           |
| Water                         | Technology Fund             | \$15,000           | \$0                | \$0                |
| Water                         | Capital Improvement         | \$8,756            | \$0                | \$0                |
| Wastewater                    | GO Debt                     | \$142,000          | \$144,500          | \$139,895          |
| Wastewater                    | General                     | \$174,500          | \$300,000          | \$300,000          |
| Wastewater                    | Equipment Reserve           | \$49,000           | \$132,930          | \$122,590          |
| Wastewater                    | Risk Management             | \$0                | \$0                | \$10,000           |
| Wastewater                    | Community Services          | \$10,000           | \$37,000           | \$36,000           |
| Wastewater                    | WWT Plant                   | \$266,868          | \$220,000          | \$220,000          |
| Electric                      | GO Debt                     | \$178,000          | \$178,000          | \$178,000          |
| Electric                      | General                     | \$795,500          | \$950,000          | \$957,500          |
| Electric                      | Equipment Reserve           | \$63,000           | \$174,059          | \$138,336          |
| Electric                      | Risk Management             | \$0                | \$0                | \$10,000           |
| Electric                      | Community Services          | \$10,000           | \$37,000           | \$36,000           |
| <b>Total</b>                  |                             | <b>\$2,783,873</b> | <b>\$3,316,065</b> | <b>\$3,361,493</b> |

# GENERAL FUND REVENUE



# GENERAL FUND EXPENDITURES



**GENERAL FUND 0100**

|     | <b>SOURCE OF REVENUE 0100</b>      | <b>ACTUAL</b>    | <b>ACTUAL</b>    | <b>ACTUAL</b>    | <b>REVISED</b>   | <b>BUDGET</b>    |
|-----|------------------------------------|------------------|------------------|------------------|------------------|------------------|
|     |                                    | <b>2001</b>      | <b>2002</b>      | <b>2003</b>      | <b>2004</b>      | <b>2005</b>      |
| 100 | Unencumbered Cash                  | 1,732,254        | 1,948,234        | 1,350,034        | 913,326          | 782,051          |
| 301 | Ad Valorem Property Tax            | 1,249,664        | 1,265,612        | 1,293,880        | 1,526,346        | 1,600,500        |
| 301 | Uncollected Ad Valorem Tax         |                  |                  |                  | -76,317          | -81,205          |
| 302 | Back Tax Collections               | 48,541           | 42,381           | 52,342           | 55,000           | 55,000           |
| 303 | Sales Tax - City                   | 956,490          | 924,588          | 972,798          | 1,000,000        | 1,050,000        |
| 303 | Sales Tax - City                   | 0                | 175,000          | 175,000          | 203,000          | 210,000          |
| 304 | Sales Tax - County                 | 819,564          | 843,228          | 946,501          | 980,000          | 990,000          |
| 305 | Comp. Use Tax                      | 38,477           | 48,730           | 110,491          | 160,000          | 160,000          |
| 306 | Franchise Tax - CATV               | 81,853           | 85,845           | 88,243           | 88,000           | 90,000           |
| 307 | Franchise Tax Gas                  | 269,169          | 167,480          | 207,782          | 250,000          | 250,000          |
| 309 | Local Ad Valorem Tax Reduction     | 105,000          | 99,969           | 0                | 0                | 0                |
| 311 | Franchise Tax Telephone            | 84,542           | 90,101           | 56,591           | 50,000           | 50,000           |
| 313 | State Local Revenue Sharing        | 107,223          | 50,915           | 0                | 0                | 0                |
| 314 | Liquor Tax                         | 18,460           | 14,119           | 27,065           | 16,550           | 24,589           |
| 315 | Vehicle Tax                        | 179,418          | 29,015           | 199,704          | 187,688          | 207,621          |
| 317 | Special Highway                    | 362,068          | 355,306          | 0                | 0                | 0                |
| 318 | Business License                   | 9,100            | 9,160            | 13,616           | 12,000           | 12,000           |
| 319 | Rent - Airport                     | 15,146           | 10,359           | 9,950            | 0                | 0                |
| 320 | Highway Connecting Links           | 58,394           | 58,434           | 58,434           | 58,500           | 58,500           |
| 321 | Rent & Leases                      | 12,723           | 12,723           | 16,723           | 17,000           | 17,000           |
| 323 | Dog License                        | 7,721            | 7,117            | 9,970            | 9,000            | 9,000            |
| 324 | Interest Income                    | 183,154          | 95,348           | 31,087           | 40,000           | 40,000           |
| 325 | Reimbursed Expense                 | 168,311          | 131,999          | 107,297          | 116,000          | 116,000          |
| 331 | Cemetery Lot Sales                 | 17,925           | 30,625           | 21,875           | 25,000           | 25,000           |
| 332 | Burial Fees                        | 26,250           | 25,150           | 24,975           | 25,000           | 25,000           |
| 333 | Municipal Court Fines              | 301,163          | 287,270          | 337,079          | 350,000          | 350,000          |
| 335 | Muni Court Fees                    | 0                | 0                | 54,141           | 125,000          | 125,000          |
| 336 | Permits & Fees                     | 65,290           | 51,986           | 70,359           | 70,000           | 70,000           |
| 342 | Transfer from Special Alcohol Fund | 10,000           | 190,600          | 25,000           | 30,000           | 30,000           |
| 345 | Transfers - Electric               | 495,000          | 525,000          | 795,500          | 950,000          | 957,500          |
| 347 | Transfers - Water                  | 0                | 0                | 191,000          | 350,000          | 357,500          |
| 348 | Transfers - Wastewater             | 0                | 79               | 174,500          | 300,000          | 300,000          |
| 367 | Transfers - Employee Benefits Fund | 104,368          | 3,494            | 0                | 0                | 0                |
| 396 | Sale of Land                       | 0                | 0                | 33,500           | 17,000           | 0                |
| 399 | Miscellaneous                      | 9,856            | 9,778            | 23,951           | 10,000           | 10,000           |
|     | <b>TOTAL</b>                       | <b>7,537,123</b> | <b>7,589,645</b> | <b>7,479,388</b> | <b>7,858,093</b> | <b>7,891,056</b> |

## GENERAL FUND

### REVENUE DETAIL

|   | ACTUAL    | ACTUAL    | ACTUAL    | REVISED   | BUDGET    |
|---|-----------|-----------|-----------|-----------|-----------|
|   | 2001      | 2002      | 2003      | 2004      | 2005      |
| <b>Unencumbered Cash Balance, January 1</b>   | 1,732,254 | 1,948,234 | 1,350,034 | 913,326   | 782,051   |
| <b>Revenue</b>                                |           |           |           |           |           |
| Ad Valorem Taxes                              | 1,249,664 | 1,265,612 | 1,293,880 | 1,526,346 | 1,600,500 |
| Sales Tax - City                              | 956,490   | 924,588   | 972,798   | 1,000,000 | 1,050,000 |
| Sales Tax - City for Sewer Plant              | 0         | 175,000   | 175,000   | 203,000   | 210,000   |
| Sales Tax - County                            | 819,564   | 843,228   | 946,501   | 990,000   | 990,000   |
| Transfer - Electric                           | 495,000   | 525,000   | 795,500   | 950,000   | 957,500   |
| Transfer - Water                              |           |           | 191,000   | 350,000   | 357,500   |
| Court Fines                                   | 301,163   | 287,270   | 337,079   | 350,000   | 350,000   |
| Transfer - Wastewater                         |           |           | 174,500   | 300,000   | 300,000   |
| Vehicle Tax                                   | 179,418   | 29,015    | 199,704   | 187,688   | 207,621   |
| Franchise Tax Gas                             | 269,169   | 167,480   | 207,782   | 250,000   | 250,000   |
| Comp. Use Tax                                 | 38,477    | 48,730    | 110,491   | 160,000   | 160,000   |
| Municipal Court Fees                          | 0         | 0         | 54,141    | 125,000   | 125,000   |
| Reimbursed Expense                            | 168,311   | 131,999   | 107,297   | 116,000   | 116,000   |
| Franchise Tax - CATV                          | 81,853    | 85,845    | 88,243    | 88,000    | 90,000    |
| Permits & Fees                                | 65,290    | 51,986    | 70,359    | 70,000    | 70,000    |
| Highway Connecting Links                      | 58,394    | 58,434    | 58,434    | 58,500    | 58,500    |
| Back Tax Collections                          | 48,541    | 42,381    | 52,342    | 55,000    | 55,000    |
| Franchise Tax Telephone                       | 84,542    | 90,101    | 56,591    | 50,000    | 50,000    |
| Interest Income                               | 183,154   | 95,348    | 31,087    | 40,000    | 40,000    |
| Transfer - Special Alcohol                    | 10,000    | 190,600   | 25,000    | 30,000    | 30,000    |
| Burial  | 26,250    | 25,150    | 24,975    | 25,000    | 25,000    |
| Cemetery Lot Sales                            | 17,925    | 30,625    | 21,875    | 25,000    | 25,000    |
| Liquor Tax                                    | 18,460    | 14,119    | 27,065    | 16,550    | 24,589    |
| Rents & Leases                                | 12,723    | 12,723    | 16,723    | 17,000    | 17,000    |
| Miscellaneous                                 | 9,856     | 9,778     | 23,951    | 10,000    | 10,000    |
| Dog License                                   | 7,721     | 7,117     | 9,970     | 9,000     | 9,000     |
| License                                       | 9,100     | 9,160     | 13,616    | 12,000    | 12,000    |
| Sale of Land                                  | 0         | 0         | 33,500    | 17,000    | 0         |
| Special Highway Fund                          | 362,068   | 355,306   | 0         | 0         | 0         |
| LAVTR   | 105,000   | 99,969    | 0         | 0         | 0         |
| Rent - Airport                                | 15,146    | 10,359    | 9,950     | 0         | 0         |
| State Local Revenue Sharing                   | 107,223   | 50,915    | 0         | 0         | 0         |
| Transfer - Employee Benefits                  | 104,368   | 0         | 0         | 0         | 0         |
| Uncollected Ad Valorem Tax                    |           |           |           | -76,317   | -81,205   |
| <b>Total Revenue</b>                          | 5,700,501 | 5,637,838 | 6,129,354 | 6,954,767 | 7,109,005 |
| <b>Total Resources</b>                        | 7,432,755 | 7,586,072 | 7,479,388 | 7,868,093 | 7,891,056 |
| <b>EXPENDITURE DETAIL</b>                     |           |           |           |           |           |
| Personnel Services                            | 3,614,596 | 4,024,743 | 4,776,135 | 5,334,211 | 5,557,033 |
| Contractual Services                          | 764,737   | 803,289   | 715,039   | 793,156   | 817,256   |
| Commodities                                   | 288,432   | 268,889   | 255,858   | 303,375   | 304,775   |
| Capital Outlay                                | 73,874    | 65,977    | 67,095    | 21,400    | 9,750     |
| Cost Allocation Operating                     | 13,302    | 11,999    | 0         | 0         | 0         |
| Transfers                                     | 754,232   | 723,933   | 735,239   | 633,900   | 644,989   |
| Reserves                                      | 25,669    | 122,255   | 16,697    | 0         | 0         |
| <b>Total Requirements</b>                     | 5,534,840 | 6,021,084 | 6,566,062 | 7,086,042 | 7,336,153 |
| <b>Unencumbered Cash Balance, December 31</b> | 1,897,914 | 1,350,034 | 913,326   |           |           |
| Reserves                                      |           |           |           | 782,051   | 554,903   |

# CITY MANAGER

## Description of Services

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 and serves as the Chief Executive Officer of the City. He is charged with the responsibility of supervision, coordination, and administration of all departments of the City. 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 Administrative Assistant, one full time intern and one part time intern.

### DIVISION EXPENDITURES

|                             | Actual | Actual | Revised        | Budget         |
|-----------------------------|--------|--------|----------------|----------------|
| Account                     | 2002   | 2003   | 2004           | 2005           |
| <b>Personnel Services</b>   |        |        | 177,500        | 193,800        |
| <b>Contractual Services</b> |        |        | 58,400         | 59,900         |
| <b>Commodities</b>          |        |        | 2,525          | 2,525          |
| <b>Capital Expenditures</b> |        |        | 0              | 1,350          |
| <b>Total</b>                |        |        | <b>238,425</b> | <b>257,575</b> |

### PERSONNEL SCHEDULE

|  | Actual | Actual | Revised     | Budget      |
|--|--------|--------|-------------|-------------|
|  | 2002   | 2003   | 2004        | 2005        |
| <b>City Manager</b>                    |        |        | 1.00        | 1.00        |
| <b>Assistant to the City Manager</b>   |        |        | 0           | 1.00        |
| <b>Executive Secretary</b>             |        |        | 1.00        | 0           |
| <b>Full Time Administrative Intern</b> |        |        | 0           | 1.00        |
| <b>Administrative Intern</b>           |        |        | 2.00        | 1.00        |
| <b>City Commission</b>                 |        |        | 5.00        | 5.00        |
| <b>Total</b>                           |        |        | <b>9.00</b> | <b>9.00</b> |

**GENERAL FUND - CITY COMMISSION/MANAGER 0110**

| EXPENDITURE DETAIL          |                              | ACTUAL   | ACTUAL   | ACTUAL   | REVISED        | BUDGET         |
|-----------------------------|------------------------------|----------|----------|----------|----------------|----------------|
|                             |                              | 2001     | 2002     | 2003     | 2004           | 2005           |
| <b>PERSONNEL SERVICES</b>   |                              |          |          |          |                |                |
| 411                         | Salaries (full time)         |          |          |          | 140,000        | 151,000        |
| 411                         | Salaries (Commissioners)     |          |          |          | 6,000          | 6,000          |
| 411                         | Salaries (Interns)           |          |          |          | 27,900         | 35,500         |
| 410                         | Overtime                     |          |          |          | 3,600          | 1,300          |
|                             | <b>SUBTOTAL</b>              | <b>0</b> | <b>0</b> | <b>0</b> | <b>177,500</b> | <b>193,800</b> |
| <b>CONTRACTUAL SERVICES</b> |                              |          |          |          |                |                |
| 502                         | Postage                      |          |          |          | 300            | 300            |
| 503                         | Telecommunications           |          |          |          | 1,000          | 1,000          |
| 504                         | Commission Travel Expense    |          |          |          | 28,000         | 28,000         |
| 505                         | Professional Development     |          |          |          | 2,500          | 4,000          |
| 511                         | Meeting Expense              |          |          |          | 2,500          | 2,500          |
| 512                         | Receptions & Meals           |          |          |          | 7,000          | 7,000          |
| 512                         | Mayor's Luncheon             |          |          |          | 3,500          | 3,500          |
| 524                         | Bonds                        |          |          |          | 350            | 350            |
| 551                         | Dues & Subscriptions         |          |          |          | 8,000          | 8,000          |
| 558                         | Other Cont. Services         |          |          |          | 2,000          | 2,000          |
| 558.1                       | Employee Recognition         |          |          |          | 3,250          | 3,250          |
|                             | <b>SUBTOTAL</b>              | <b>0</b> | <b>0</b> | <b>0</b> | <b>58,400</b>  | <b>59,900</b>  |
| <b>COMMODITIES</b>          |                              |          |          |          |                |                |
| 600                         | Office Supplies              |          |          |          | 2,100          | 2,100          |
| 601                         | Computer Supplies            |          |          |          | 250            | 250            |
| 615                         | Uniforms                     |          |          |          | 175            | 175            |
|                             | <b>SUBTOTAL</b>              | <b>0</b> | <b>0</b> | <b>0</b> | <b>2,525</b>   | <b>2,525</b>   |
| <b>CAPITAL OUTLAY</b>       |                              |          |          |          |                |                |
| 702                         | Furniture (Office Furniture) |          |          |          |                |                |
| 704                         | Color Lazer Printer          |          |          |          |                | 1,350          |
|                             | <b>SUBTOTAL</b>              | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>       | <b>1,350</b>   |
|                             | <b>TOTAL</b>                 | <b>0</b> | <b>0</b> | <b>0</b> | <b>238,425</b> | <b>257,575</b> |

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

### DIVISION EXPENDITURES

|                             | Actual         | Actual         | Revised        | Budget         |
|-----------------------------|----------------|----------------|----------------|----------------|
| Account                     | 2002           | 2003           | 2004           | 2005           |
| <b>Personnel Services</b>   | 59,718         | 256,996        | 234,600        | 239,200        |
| <b>Contractual Services</b> | 140,221        | 137,678        | 160,900        | 160,900        |
| <b>Commodities</b>          | 13,899         | 13,884         | 14,700         | 14,700         |
| <b>Capital Expenditures</b> | 2,651          | 393            | 400            | 400            |
| <b>Total</b>                | <b>216,488</b> | <b>408,952</b> | <b>410,600</b> | <b>415,200</b> |

### PERSONNEL SCHEDULE

|                                    | Actual      | Actual       | Revised     | Budget      |
|------------------------------------|-------------|--------------|-------------|-------------|
|                                    | 2002        | 2003         | 2004        | 2005        |
| <b>City Commission</b>             | 1.25        | 5.00         | 0           | 0           |
| <b>City Clerk/Finance Director</b> | 0.25        | 1.00         | 1.00        | 1.00        |
| <b>Assistant Finance Director</b>  | 0.25        | 1.00         | 1.00        | 1.00        |
| <b>Deputy City Clerk</b>           | 0           | 1.00         | 1.00        | 1.00        |
| <b>Account Clerk</b>               | 1.00        | 1.00         | 1.00        | 1.00        |
| <b>Program Manager</b>             | 0           | 0.50         | 1.00        | 1.00        |
| <b>Custodian</b>                   | 0.50        | 2.00         | 2.00        | 2.00        |
| <b>Total</b>                       | <b>3.25</b> | <b>11.50</b> | <b>7.00</b> | <b>7.00</b> |
| <b>Seasonal</b>                    |             |              |             | 1.00        |



**GENERAL FUND - CITY CLERK/FINANCE 0115**

| EXPENDITURE DETAIL          |                              | ACTUAL         | ACTUAL         | ACTUAL         | REVISED        | BUDGET         |
|-----------------------------|------------------------------|----------------|----------------|----------------|----------------|----------------|
|                             |                              | 2001           | 2002           | 2003           | 2004           | 2005           |
| <b>PERSONNEL SERVICES</b>   |                              |                |                |                |                |                |
| 411                         | Salaries                     | 56,751         | 59,718         | 256,996        | 231,600        | 236,000        |
| 410                         | Overtime                     |                |                |                | 3,000          | 3,200          |
| <b>SUBTOTAL</b>             |                              | <b>56,751</b>  | <b>59,718</b>  | <b>256,996</b> | <b>234,600</b> | <b>239,200</b> |
| <b>CONTRACTUAL SERVICES</b> |                              |                |                |                |                |                |
| 502                         | Postage                      | 5,232          | 6,385          | 2,644          | 5,600          | 5,600          |
| 503                         | Telecommunications           | 7,591          | 8,037          | 7,101          | 7,500          | 7,500          |
| 504                         | Travel Expense               | 651            | 526            | 30             | 200            | 200            |
| 505                         | Professional Development     | 139            | 988            | 0              | 400            | 400            |
| 515                         | Advertising & Publications   | 5,654          | 6,702          | 3,210          | 5,700          | 5,700          |
| 520                         | Ins. - Bldg. & Contents      | 2,415          | 2,247          | 2,664          | 4,400          | 4,400          |
| 524                         | Bonds                        | 878            | 962            | 982            | 650            | 650            |
| 525                         | Boiler Insurance             | 1,500          | 2,575          | 2,700          | 3,200          | 3,200          |
| 530                         | Utilities (City Hall)        | 1,391          | 1,091          | 1,001          | 2,800          | 2,800          |
| 551                         | Dues & Subscriptions         | 1,113          | 1,023          | 838            | 450            | 450            |
| 558                         | Other Cont. Services         | 80,537         | 38,776         | 27,053         | 29,055         | 29,055         |
| 558                         | Attorney                     | 36,945         | 29,814         | 30,019         | 35,000         | 35,000         |
| 558                         | Tech Support                 | 3,276          | 4,299          | 31,069         | 34,000         | 34,000         |
| 558                         | Elevator Service             | 4,510          | 4,641          | 5,166          | 5,100          | 5,100          |
| 558                         | HVAC Service                 | 15,428         | 14,172         | 17,357         | 17,500         | 17,500         |
| 558                         | Pest Control                 | 640            | 780            | 640            | 640            | 640            |
| 558                         | Solid Waste Disposal         | 754            | 647            | 705            | 705            | 705            |
| 558                         | Cleaning                     | 6,937          | 9,210          | 6,000          | 1,000          | 1,000          |
| 571                         | Audit (General Fund Share)   | 10,127         | 7,344          | 4,500          | 7,000          | 7,000          |
| <b>SUBTOTAL</b>             |                              | <b>185,718</b> | <b>140,221</b> | <b>137,678</b> | <b>160,900</b> | <b>160,900</b> |
| <b>COMMODITIES</b>          |                              |                |                |                |                |                |
| 600                         | Office Supplies              | 8,770          | 6,457          | 5,590          | 6,000          | 6,000          |
| 601                         | Computer Supplies            | 610            | 467            | 20             | 600            | 600            |
| 614                         | Books                        | 1,018          | 50             | 0              | 400            | 400            |
| 615                         | Uniforms (Custodial)         | 702            | 422            | 715            | 700            | 700            |
| 620                         | Supplies (Custodial)         | 8,915          | 6,504          | 7,560          | 7,000          | 7,000          |
| <b>SUBTOTAL</b>             |                              | <b>20,015</b>  | <b>13,899</b>  | <b>13,884</b>  | <b>14,700</b>  | <b>14,700</b>  |
| <b>CAPITAL OUTLAY</b>       |                              |                |                |                |                |                |
| 702                         | Furniture (Office Furniture) | 0              | 0              | 0              | 0              | 0              |
| 704                         | Office Machines              | 2,151          | 104            | 393            | 400            | 400            |
| 710                         | Buildings                    | 9,519          | 2,547          | 0              | 0              | 0              |
| <b>SUBTOTAL</b>             |                              | <b>11,671</b>  | <b>2,651</b>   | <b>393</b>     | <b>400</b>     | <b>400</b>     |
| <b>TOTAL</b>                |                              | <b>274,155</b> | <b>216,488</b> | <b>408,952</b> | <b>410,600</b> | <b>415,200</b> |

# GENERAL FUND TRANSFERS

## Description of Services

Activity 0117 was originally established as a Non-Operation Activity for the General Fund. Over the last several years, many of the expenditures previously assigned to this activity have been allocated to those funds that should more appropriately bear those expenses. The only expenditures remaining are transfers made from the General Fund in support of other city funding activities. As the expenditure detail indicates, the General Fund transfers moneys to the Economic Development, Airport, Community Service, and the Wastewater Treatment Funds.

In addition, the City uses this activity to fund its 50 percent share of the County's cost of operating the Emergency Dispatch Center. Finally, the General Fund Contingency Reserve is budgeted here. This allows the Governing Body the authority to spend these funds if the need arises without having to amend budget.

**GENERAL FUND 0117**

| EXPENDITURE DETAIL   |                                    | ACTUAL         | ACTUAL         | ACTUAL         | REVISED        | BUDGET           |
|----------------------|------------------------------------|----------------|----------------|----------------|----------------|------------------|
|                      |                                    | 2001           | 2002           | 2003           | 2004           | 2005             |
| <b>TRANSFERS</b>     |                                    |                |                |                |                |                  |
| 906                  | Transfer to Reserve Funds          | 84,653         | 0              | 0              | 0              | 0                |
| 907                  | Transfer to Economic Development   | 70,000         | 70,000         | 15,400         | 10,000         | 10,000           |
| 909                  | Transfer to Community Service Fund | 0              | 0              | 0              | 37,000         | 36,000           |
| 912                  | Transfer to Airport Fund           | 0              | 0              | 133,657        | 51,000         | 50,500           |
| 916                  | Transfer to St. Rehab.             | 360,000        | 220,000        | 0              | 0              | 0                |
| 918                  | Transfer to WWTP Fund              | 0              | 175,000        | 198,500        | 203,000        | 210,000          |
| <b>SUBTOTAL</b>      |                                    | <b>514,653</b> | <b>465,000</b> | <b>347,557</b> | <b>301,000</b> | <b>306,500</b>   |
| <b>CONTRACTUAL</b>   |                                    |                |                |                |                |                  |
| 507                  | 911 Services                       | 206,579        | 217,650        | 217,270        | 212,500        | 212,500          |
| 511                  | B. Martin Peck Animal Shelter      | 33,000         | 35,000         | 47,500         | 0              | 0                |
| 531                  | Street Lighting                    | 0              | 15,776         | 0              | 0              | 0                |
| 542                  | Hydrant Rental                     | 0              | 0              | 0              | 0              | 0                |
| 558                  | Other Cont.                        | 0              | 41,842         | 0              | 0              | 0                |
| 564                  | Community Support                  | 0              | 0              | 0              | 0              | 0                |
| 565                  | Compensating Use Tax               | 0              | 0              | 0              | 0              | 0                |
| <b>SUBTOTAL</b>      |                                    | <b>239,579</b> | <b>310,267</b> | <b>264,770</b> | <b>212,500</b> | <b>212,500</b>   |
| <b>MISCELLANEOUS</b> |                                    |                |                |                |                |                  |
| 705                  | Equipment (Computers)              | 0              | 6,284          | 0              | 0              | 0                |
| 710                  | Equipment                          |                | 253            | 0              | 0              | 0                |
| 798                  | Cost Allocation Admin. Computer    | 7,857          | 8,540          | 0              | 0              | 0                |
| 799                  | Cost Allocation                    | 5,445          | 3,458          | 0              | 0              | 0                |
| 796                  | Weed Control                       | 0              | 0              | 0              | 0              | 0                |
| 925                  | Reserves                           | 25,669         | 122,255        | 16,697         | 0              | 554,903          |
| <b>SUBTOTAL</b>      |                                    | <b>38,971</b>  | <b>140,790</b> | <b>16,697</b>  | <b>0</b>       | <b>554,903</b>   |
| <b>TOTAL</b>         |                                    | <b>793,202</b> | <b>916,058</b> | <b>629,024</b> | <b>513,500</b> | <b>1,073,903</b> |

# PLANNING, ADMINISTRATION AND CODES

## Description of Services

The Planning, Zoning & Codes Department assists the City by providing for orderly growth, planning for appropriate land use, the preservation of resources for the future, and enforcement of 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 the Capital Improvement Plan to govern development of individual site and whole new areas.

Recent change in the department has been the work done with the Planning Commission and public during 2003 to develop a new comprehensive plan. The plan took a lot of its direction from the Ottawa Vision document, which was completed in 2002. The Comprehensive Plan was adopted in early 2004 and outlines both near term and long term goals. Work is now underway to redraft the city's zoning regulations with plans to adopt in early 2005. The city's subdivision regulations are slated for review in late 2004 and early 2005, with adoption following shortly after the zoning regulations.

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

### DIVISION EXPENDITURES

|                             | Actual           | Actual           | Revised          | Budget           |
|-----------------------------|------------------|------------------|------------------|------------------|
| Account                     | 2002             | 2003             | 2004             | 2005             |
| <b>Personnel Services</b>   | 218,695          | 242,932          | 264,391          | 278,497          |
| <b>Contractual Services</b> | 110,420          | 92,609           | 81,100           | 90,100           |
| <b>Commodities</b>          | 6,846            | 5,516            | 9,100            | 9,100            |
| <b>Capital Expenditures</b> | 5,095            | 3,173            | 15,500           | 2,500            |
| <b>Total</b>                | <b>\$341,056</b> | <b>\$344,229</b> | <b>\$370,091</b> | <b>\$380,197</b> |

### PERSONNEL SCHEDULE

|  | Actual      | Actual      | Revised     | Budget      |
|--|-------------|-------------|-------------|-------------|
|  | 2002        | 2003        | 2004        | 2005        |
| <b>Director of Planning &amp; Zoning</b> | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Assistant to the Director</b>         | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Administrative Assistant</b>          | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>City Inspector</b>                    | 1.00        | 1.00        | 2.00        | 2.00        |
| <b>Deputy City Inspector</b>             | 1.00        | 1.00        | 0           | 0           |
| <b>Secretary</b>                         | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>                             | <b>6.00</b> | <b>6.00</b> | <b>6.00</b> | <b>6.00</b> |

| <b>GENERAL FUND - PLANNING &amp; CODE ADMINISTRATION 0130</b> |  |                |                |                |                |                |
|---|--|----------------|----------------|----------------|----------------|----------------|
|   | <b>EXPENDITURE DETAIL</b>              | <b>ACTUAL</b>  | <b>ACTUAL</b>  | <b>ACTUAL</b>  | <b>REVISED</b> | <b>BUDGET</b>  |
|   |  | <b>2001</b>    | <b>2002</b>    | <b>2003</b>    | <b>2004</b>    | <b>2005</b>    |
|   | <b>PERSONNEL SERVICES</b>              |                |                |                |                |                |
| 411   | Salaries                               | 227,927        | 218,695        | 242,932        | 256,506        | 270,597        |
| 411   | Seasonal                               |                |                |                | 5,000          | 5,000          |
| 410   | Overtime                               |                |                |                | 2,885          | 2,900          |
|   | <b>SUBTOTAL</b>                        | <b>227,927</b> | <b>218,695</b> | <b>242,932</b> | <b>264,391</b> | <b>278,497</b> |
|   | <b>CONTRACTUAL SERVICES</b>            |                | 0              |                |                |                |
| 502   | Postage                                | 2,070          | 2,810          | 1,975          | 2,100          | 2,100          |
| 503   | Telecommunications                     | 2,997          | 3,053          | 3,027          | 3,000          | 3,000          |
| 505   | Professional Dev./Meetings             | 8,844          | 5,724          | 4,724          | 8,200          | 10,000         |
| 509   | Meeting Expense                        | 0              | 0              | 0              | 1,300          | 1,900          |
| 515   | Legal & Other Advertising              | 1,662          | 2,129          | 2,401          | 2,500          | 2,500          |
| 523   | Vehicle Ins-Risk Mgt.                  | 760            | 874            | 950            | 800            | 1,200          |
| 533   | Equipment Repair                       | 547            | 1,375          | 269            | 800            | 1,000          |
| 534   | Vehicle Repair                         | 953            | 2,553          | 845            | 1,200          | 1,200          |
| 535   | Radio & Telecommunications Maintenance |                | 36             | 0              | 200            | 200            |
| 558   | Other Cont. Services                   | 5,038          | 1,554          | 696            | 10,000         | 10,000         |
| 558   | Temp Services                          | 4,596          | 7,751          | 9,626          | 0              | 0              |
| 558   | Weeds                                  | 7,392          | 11,483         | 5,605          | 8,000          | 7,500          |
| 558   | Nuisance                               | 0              | 1,735          | 1,526          | 3,000          | 3,000          |
| 558   | Condemnation                           | 37,375         | 53,660         | 4,995          | 20,000         | 30,000         |
| 558   | Annexation                             | 0              | 0              | 10,699         | 2,500          | 1,000          |
| 558   | Comp Plan                              | 0              | 14,582         | 31,771         | 4,500          | 0              |
| 558   | Zoning/Subdivision Regulations         | 0              | 0              | 13,500         | 5,000          | 0              |
| 590   | Planning Services                      | 11,020         | 1,101          | 0              | 7,000          | 12,000         |
| 591   | Building Code Plan Check               | 0              | 0              | 0              | 1,000          | 3,500          |
|   | <b>SUBTOTAL</b>                        | <b>83,254</b>  | <b>110,420</b> | <b>92,609</b>  | <b>81,100</b>  | <b>90,100</b>  |
|   | <b>COMMODITIES</b>                     |                |                |                |                |                |
| 600   | Office Supplies                        | 5,400          | 4,364          | 3,474          | 6,000          | 5,500          |
| 608   | Vehicle Operations                     | 994            | 1,109          | 1,581          | 1,400          | 1,800          |
| 614   | Books                                  | 723            | 1,110          | 461            | 1,200          | 1,000          |
| 615   | Uniforms                               | 299            | 263            | 0              | 500            | 800            |
|   | <b>SUBTOTAL</b>                        | <b>7,416</b>   | <b>6,846</b>   | <b>5,516</b>   | <b>9,100</b>   | <b>9,100</b>   |
|   | <b>CAPITAL OUTLAY</b>                  |                |                |                |                |                |
| 702   | Furniture                              | 3,911          | 1,819          | 379            | 0              | 0              |
| 704   | Office Machines (Copier lease)         | 0              | 875            | 0              | 2,500          | 2,500          |
| 705   | Computer Equipment (2 PCs)             | 3,570          | 2,401          | 2,794          | 0              | 0              |
| 712   | Vehicles                               | 0              | 0              | 0              | 10,000         | 0              |
| 711   | Transfer to Equipment Reserve          | 0              | 0              | 0              | 3,000          | 0              |
|   | <b>SUBTOTAL</b>                        | <b>7,481</b>   | <b>5,095</b>   | <b>3,173</b>   | <b>15,500</b>  | <b>2,500</b>   |
|   | <b>TOTAL</b>                           | <b>326,078</b> | <b>341,056</b> | <b>344,229</b> | <b>370,091</b> | <b>380,197</b> |

# CEMETERY

## Description of Services

The Cemetery Division is a General Fund activity responsible for operations and maintenance at Highland Cemetery. In addition to burial services performed, crewmembers provide perpetual care for this 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 crew is comprised of two full time employees who also supervise season summer workers.

### DIVISION EXPENDITURES

|                             | Actual          | Actual          | Revised         | Budget          |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|
| Account                     | 2002            | 2003            | 2004            | 2005            |
| <b>Personnel Services</b>   | \$63,767        | \$62,202        | \$67,300        | \$70,335        |
| <b>Contractual Services</b> | \$10,202        | \$9,040         | \$8,350         | \$8,350         |
| <b>Commodities</b>          | \$7,952         | \$5,588         | \$8,400         | \$8,400         |
| <b>Capital Expenditures</b> | \$1,864         | \$2,604         |                 |                 |
| <b>Total</b>                | <b>\$83,784</b> | <b>\$82,710</b> | <b>\$84,050</b> | <b>\$87,085</b> |

### PERSONNEL SCHEDULE

|                                       | Actual      | Actual      | Revised     | Budget      |
|---------------------------------------|-------------|-------------|-------------|-------------|
|                                       | 2002        | 2003        | 2004        | 2005        |
| <b>Sexton/Lead Equipment Operator</b> | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Equipment Operator</b>             | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>                          | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> |
| <b>Seasonal</b>                       | 2.00        | 2.00        | 4.00        | 2.00        |

|                          | Actual | Actual | Actual | As of Aug. |
|--------------------------|--------|--------|--------|------------|
|                          | 2001   | 2002   | 2003   | 2004       |
| <b>Highland Cemetery</b> |        |        |        |            |
| <b>Spaces Sold</b>       | 86     | 129    | 114    | 85         |
| <b>Burials</b>           | 84     | 88     | 101    | 71         |
| <b>Available Spaces</b>  |        |        |        | 12,612     |
| <b>Hope Cemetery</b>     |        |        |        |            |
| <b>Spaces Sold</b>       | 6      | 9      | 1      | 2          |
| <b>Burials</b>           | 6      | 9      | 1      | 9          |
| <b>Available Spaces</b>  |        |        |        | 3,389      |

**GENERAL FUND - CEMETERY 0140**

| EXPENDITURE DETAIL          |                                 | ACTUAL        | ACTUAL        | ACTUAL        | REVISED       | BUDGET        |
|-----------------------------|---------------------------------|---------------|---------------|---------------|---------------|---------------|
|                             |                                 | 2001          | 2002          | 2003          | 2004          | 2005          |
| <b>PERSONNEL SERVICES</b>   |                                 |               |               |               |               |               |
| 411                         | Salaries                        | 57,651        | 63,767        | 62,202        | 56,000        | 58,835        |
| 411                         | Seasonal                        |               |               |               | 9,000         | 9,200         |
| 410                         | Overtime                        |               |               |               | 2,300         | 2,300         |
|                             | <b>SUBTOTAL</b>                 | <b>57,651</b> | <b>63,767</b> | <b>62,202</b> | <b>67,300</b> | <b>70,335</b> |
| <b>CONTRACTUAL SERVICES</b> |                                 |               |               |               |               |               |
| 503                         | Telecommunications              | 964           | 1,303         | 866           | 1,200         | 1,200         |
| 505                         | Professional Development        | 351           | 1,174         | 154           | 800           | 800           |
| 520                         | Insurance - Bldg. & Contents    | 500           | 594           | 625           | 725           | 725           |
| 523                         | Vehicle Insurance               | 701           | 583           | 625           | 925           | 925           |
| 530                         | Utilities                       | 2,713         | 2,788         | 2,643         | 1,000         | 1,000         |
| 532                         | Repairs: Buildings & Structures | 152           | 1,165         | 1,372         | 600           | 600           |
| 533                         | Machinery & Equipment Repair    | 1,572         | 2,083         | 1,815         | 2,000         | 2,000         |
| 558                         | Other Cont. Services            | 1,226         | 512           | 940           | 1,000         | 1,000         |
| 559                         | Environmental Compliance        | 190           | 0             | 0             | 100           | 100           |
|                             | <b>SUBTOTAL</b>                 | <b>8,369</b>  | <b>10,202</b> | <b>9,040</b>  | <b>8,350</b>  | <b>8,350</b>  |
| <b>COMMODITIES</b>          |                                 |               |               |               |               |               |
| 608                         | Vehicle Operations              | 2,198         | 1,907         | 2,251         | 2,500         | 3,000         |
| 611                         | Chemical Supplies               | 533           | 1,141         | 0             | 750           | 750           |
| 615                         | Uniforms                        | 1,189         | 1,302         | 1,210         | 1,400         | 1,400         |
| 617                         | Fertilizer & Seed               | 2,132         | 1,864         | 192           | 1,500         | 1,000         |
| 620                         | Supplies                        | 1,510         | 1,687         | 1,453         | 1,700         | 1,700         |
| 622                         | Hand Tools and Supplies         | 280           | 51            | 329           | 300           | 350           |
| 629                         | Cement, Gravel & Rebar          | 496           | 0             | 153           | 250           | 200           |
|                             | <b>SUBTOTAL</b>                 | <b>8,338</b>  | <b>7,952</b>  | <b>5,588</b>  | <b>8,400</b>  | <b>8,400</b>  |
| <b>CAPITAL OUTLAY</b>       |                                 |               |               |               |               |               |
| 705                         | Computer & Software             | 7,998         |               | 2,604         |               |               |
| 710                         | Equipment                       |               | 1,864         | 0             |               |               |
|                             | <b>SUBTOTAL</b>                 | <b>7,998</b>  | <b>1,864</b>  | <b>2,604</b>  | <b>0</b>      | <b>0</b>      |
|                             | <b>TOTAL</b>                    | <b>82,357</b> | <b>83,784</b> | <b>79,433</b> | <b>84,050</b> | <b>87,085</b> |

# STREETS



## Description of Services

The Streets Division is responsible for maintenance of all City driving surfaces, whether they are permanently improved or gravel-surfaced. 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 removes snow from the Central Business District streets, plows snow from other streets, treats selected intersections, where stopping movements are necessary, with salt/sand mixture in order to assist the safety of the driving public during adverse conditions.

### DIVISION EXPENDITURES

|                             | Actual           | Actual           | Revised          | Budget           |
|-----------------------------|------------------|------------------|------------------|------------------|
| Account                     | 2002             | 2003             | 2004             | 2005             |
| <b>Personnel Services</b>   | \$514,462        | \$550,447        | \$572,900        | \$589,000        |
| <b>Contractual Services</b> | \$66,279         | \$70,509         | \$89,530         | \$89,530         |
| <b>Commodities</b>          | \$80,738         | \$74,414         | \$91,400         | \$91,400         |
| <b>Capital Expenditures</b> | 0                | \$2,930          | \$4,000          | 0                |
| <b>Total</b>                | <b>\$661,479</b> | <b>\$698,300</b> | <b>\$757,830</b> | <b>\$769,930</b> |

### PERSONNEL SCHEDULE

|  | Actual       | Actual       | Revised      | Budget       |
|--|--------------|--------------|--------------|--------------|
|  | 2002         | 2003         | 2004         | 2005         |
| <b>Director of Public Works</b>        | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Administrative Assistant</b>        | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Superintendent of Streets</b>       | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Assistant Street Superintendent</b> | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Maintenance Crew Leader</b>         | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Heavy Equipment Operator</b>        | 4.00         | 4.00         | 4.00         | 4.00         |
| <b>Equipment Operator</b>              | 5.00         | 5.00         | 5.00         | 5.00         |
| <b>Total</b>                           | <b>14.00</b> | <b>14.00</b> | <b>14.00</b> | <b>14.00</b> |
| <b>Seasonal/Temporary</b>              | 7.00         | 7.00         | 7.00         | 7.00         |



**GENERAL FUND - STREETS 0141**

|     | EXPENDITURE DETAIL              | ACTUAL         | ACTUAL         | ACTUAL         | REVISED        | BUDGET         |
|-----|---------------------------------|----------------|----------------|----------------|----------------|----------------|
|     |                                 | 2001           | 2002           | 2003           | 2004           | 2005           |
|     | <b>PERSONNEL SERVICES</b>       |                |                |                |                |                |
| 411 | Salaries                        | 466,907        | 514,462        | 550,447        | 538,000        | 551,000        |
| 411 | Seasonal                        |                |                |                | 18,000         | 20,000         |
| 410 | Overtime                        |                |                |                | 16,900         | 18,000         |
|     | <b>SUBTOTAL</b>                 | <b>466,907</b> | <b>514,462</b> | <b>550,447</b> | <b>572,900</b> | <b>589,000</b> |
|     | <b>CONTRACTUAL SERVICES</b>     |                |                |                |                |                |
| 503 | Telecommunications              | 1,669          | 1,468          | 1,518          | 1,800          | 1,800          |
| 505 | Professional Development        | 6,969          | 7,130          | 6,185          | 7,500          | 7,500          |
| 520 | Insurance - Bldg. & Contents    | 3,126          | 3,120          | 3,700          | 4,680          | 4,680          |
| 523 | Vehicle Insurance               | 7,424          | 8,165          | 9,280          | 11,000         | 11,000         |
| 530 | Utilities                       | 9,921          | 9,194          | 11,914         | 5,500          | 5,500          |
| 532 | Building Repairs                | 775            | 230            | 1,172          | 800            | 1,800          |
| 533 | Machinery & Equipment Repair    | 22,654         | 28,970         | 19,899         | 25,000         | 24,000         |
| 543 | Rent - Machinery & Equipment    | 1,292          | 14             | 52             | 750            | 750            |
| 558 | Other Cont. Services            | 7,019          | 7,987          | 16,790         | 7,400          | 7,400          |
| 559 | Environmental Compliance        | 500            | 0              | 0              | 25,100         | 25,100         |
|     | <b>SUBTOTAL</b>                 | <b>61,348</b>  | <b>66,279</b>  | <b>70,509</b>  | <b>89,530</b>  | <b>89,530</b>  |
|     | <b>COMMODITIES</b>              |                |                |                |                |                |
| 600 | Office Supplies                 | 943            | 987            | 1,084          | 900            | 900            |
| 608 | Vehicle Operations              | 24,362         | 28,787         | 29,027         | 28,000         | 28,000         |
| 611 | Chemical Supplies               | 1,334          | 1,304          | 1,071          | 2,000          | 2,000          |
| 615 | Uniforms                        | 6,224          | 5,873          | 4,769          | 6,500          | 6,500          |
| 620 | Supplies                        | 12,688         | 13,319         | 8,844          | 16,000         | 16,000         |
| 624 | Asphalt & Asphalt Patch         | 7,142          | 9,512          | 5,469          | 7,000          | 7,000          |
| 625 | Downtown - Maintenance Material | 2,359          | 4,021          | 0              | 0              | 0              |
| 626 | Ice control Materials           | 25,414         | 9,608          | 18,127         | 20,000         | 20,000         |
| 628 | Signs & Material                | 10,876         | 7,327          | 6,020          | 11,000         | 11,000         |
|     | <b>SUBTOTAL</b>                 | <b>91,341</b>  | <b>80,738</b>  | <b>74,414</b>  | <b>91,400</b>  | <b>91,400</b>  |
|     | <b>CAPITAL OUTLAY</b>           |                |                |                |                |                |
| 705 | Computer Equipment              |                |                | 2,930          | 2,500          |                |
| 708 | Radio Equipment                 |                |                |                | 1,500          |                |
| 710 | Equipment (2 Mowing Decks)      | 25,500         |                |                |                |                |
| 712 | Trucks (Flatbed with winch)     |                |                |                |                |                |
|     | <b>SUBTOTAL</b>                 | <b>25,500</b>  | <b>0</b>       | <b>2,930</b>   | <b>4,000</b>   | <b>0</b>       |
|     | <b>TOTAL</b>                    | <b>645,096</b> | <b>661,479</b> | <b>698,300</b> | <b>757,830</b> | <b>769,930</b> |

# FLOOD CONTROL

## Description of Services

Flood Control is budgeted separately from the staffed divisions, with the majority of the work being completed by members of the Streets Division as a part of their storm drainage system functions, and normally managed by the Street Superintendent. 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 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

|                             | <b>Actual</b> | <b>Actual</b> | <b>Revised</b> | <b>Budget</b> |
|-----------------------------|---------------|---------------|----------------|---------------|
| <b>Account</b>              | <b>2002</b>   | <b>2003</b>   | <b>2004</b>    | <b>2005</b>   |
| <b>Contractual Services</b> | 3,743         | 9,900         | 12,700         | 12,700        |
| <b>Commodities</b>          | 11,737        | 2,658         | 7,500          | 7,500         |
| <b>Capital Outlay</b>       | 0             | 3,750         | 0              | 0             |
| <b>Total</b>                | <b>15,480</b> | <b>16,308</b> | <b>20,200</b>  | <b>20,200</b> |

**GENERAL FUND - FLOOD CONTROL 0142**

| EXPENDITURE DETAIL          |                          | ACTUAL       | ACTUAL        | ACTUAL        | REVISED       | BUDGET        |
|-----------------------------|--------------------------|--------------|---------------|---------------|---------------|---------------|
|                             |                          | 2001         | 2002          | 2003          | 2004          | 2005          |
| <b>CONTRACTUAL SERVICES</b> |                          |              |               |               |               |               |
| 503                         | Telecommunications       | 0            | 0             | 0             | 0             | 1,200         |
| 530                         | Utilities                | 1,192        | 1,509         | 1,419         | 0             | 0             |
| 539                         | Repair                   | 62           | 407           | 291           | 2,500         | 2,300         |
| 558                         | Other Cont. Services     | 5,520        | 1,827         | 8,190         | 10,000        | 9,000         |
| 559                         | Environmental Compliance | 0            | 0             | 0             | 200           | 200           |
| <b>SUBTOTAL</b>             |                          | <b>6,774</b> | <b>3,743</b>  | <b>9,900</b>  | <b>12,700</b> | <b>12,700</b> |
| <b>COMMODITIES</b>          |                          |              |               |               |               |               |
| 611                         | Chemical Supplies        | 1067         | 1043          | 0             | 1,000         | 1,000         |
| 620                         | Supplies                 | 402          | 6,913         | 1,766         | 4,000         | 4,000         |
| 629                         | Gravel, Rock & Cement    | 0            | 3,781         | 892           | 2,500         | 2,500         |
| <b>SUBTOTAL</b>             |                          | <b>1,469</b> | <b>11,737</b> | <b>2,658</b>  | <b>7,500</b>  | <b>7,500</b>  |
| 736                         | Engineering              |              |               | 3,750         |               |               |
| <b>TOTAL</b>                |                          | <b>8,243</b> | <b>15,480</b> | <b>16,308</b> | <b>20,200</b> | <b>20,200</b> |

# FLEET MANAGEMENT

## Description of Services

The Fleet Management Division is responsible for the preventative 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                     | 2002          | 2003           | 2004           | 2005           |
| <b>Personnel Services</b>   | 18,244        | 71,694         | 74,390         | 76,600         |
| <b>Contractual Services</b> | 15,213        | 24,576         | 18,360         | 18,360         |
| <b>Commodities</b>          | 18,865        | 16,840         | 21,600         | 21,600         |
| <b>Capital Expenditures</b> | 25,446        | 5,824          |                |                |
| <b>Total</b>                | <b>77,768</b> | <b>118,934</b> | <b>114,350</b> | <b>116,560</b> |

### PERSONNEL SCHEDULE

|                              | Actual      | Actual      | Revised     | Budget      |
|------------------------------|-------------|-------------|-------------|-------------|
|                              | 2002        | 2003        | 2004        | 2005        |
| <b>Garage Superintendent</b> | 0.25        | 1.00        | 1.00        | 1.00        |
| <b>Mechanic</b>              | 0.25        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>                 | <b>0.50</b> | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> |

**GENERAL FUND - FLEET MANAGEMENT 0144**

|     | EXPENDITURE DETAIL              | ACTUAL<br>2001 | ACTUAL<br>2002 | ACTUAL<br>2003 | REVISED<br>2004 | BUDGET<br>2005 |
|-----|---------------------------------|----------------|----------------|----------------|-----------------|----------------|
|     | <b>PERSONNEL SERVICES</b>       |                |                |                |                 |                |
| 411 | Salaries                        | 16,056         | 18,244         | 71,694         | 73,850          | 76,100         |
| 410 | Overtime                        | 0              | 0              |                | 540             | 500            |
|     | <b>SUBTOTAL</b>                 | <b>16,056</b>  | <b>18,244</b>  | <b>71,694</b>  | <b>74,390</b>   | <b>76,600</b>  |
|     | <b>CONTRACTUAL SERVICES</b>     |                |                |                |                 |                |
| 503 | Telecommunications              | 653            | 514            | 716            | 700             | 700            |
| 505 | Professional Development        | 1,038          | 605            | 95             | 1,200           | 1,200          |
| 520 | Insurance - Bldg. & Contents    | 3,126          | 1,486          | 2,322          | 4,500           | 4,500          |
| 523 | Vehicle Insurance               | 339            | 292            | 759            | 960             | 960            |
| 530 | Utilities                       | 7,557          | 5,838          | 6,332          | 4,000           | 4,000          |
| 532 | Repairs: Buildings & Structures | 425            | 813            | 1,060          | 750             | 750            |
| 533 | Machinery & Equipment Repair    | 173            | 1,251          | 32             | 1,300           | 1,300          |
| 543 | Rent: Machinery & Equipment     | 704            | 337            | 384            | 700             | 700            |
| 550 | Towel & Laundry Service         | 1,611          | 1,755          | 1,842          | 1,800           | 1,800          |
| 558 | Other Contractual Services      | 1,241          | 1,001          | 10,012         | 1,250           | 1,250          |
| 559 | Environmental Services          | 778            | 1,322          | 1,022          | 1,200           | 1,200          |
|     | <b>SUBTOTAL</b>                 | <b>17,644</b>  | <b>15,213</b>  | <b>24,576</b>  | <b>18,360</b>   | <b>18,360</b>  |
|     | <b>COMMODITIES</b>              |                |                |                |                 |                |
| 600 | Office Supplies                 | 741            | 270            | 1,692          | 750             | 750            |
| 608 | Vehicle Operations              | 630            | 318            | 208            | 750             | 750            |
| 609 | Motor Oil                       | 6,162          | 3,307          | 1,749          | 5,500           | 5,000          |
| 614 | Books                           | 0              | 735            | 813            | 500             | 1,000          |
| 615 | Uniforms                        | 1,008          | 1,046          | 745            | 1,100           | 1,100          |
| 620 | Supplies                        | 12,045         | 11,726         | 10,117         | 12,000          | 12,000         |
| 622 | Hand Tool Supplies              | 714            | 1,462          | 1,516          | 1,000           | 1,000          |
|     | <b>SUBTOTAL</b>                 | <b>21,300</b>  | <b>18,865</b>  | <b>16,840</b>  | <b>21,600</b>   | <b>21,600</b>  |
|     | <b>CAPITAL OUTLAY</b>           |                |                |                |                 |                |
| 710 | Equipment                       |                |                | 5,824          |                 |                |
| 712 | Trucks                          |                | 25,446         |                |                 |                |
|     | <b>SUBTOTAL</b>                 | <b>0</b>       | <b>25,446</b>  | <b>5,824</b>   | <b>0</b>        | <b>0</b>       |
|     | <b>TOTAL</b>                    | <b>55,001</b>  | <b>77,768</b>  | <b>118,934</b> | <b>114,350</b>  | <b>116,560</b> |

# PARKS

## Description of Services

The Parks Division is responsible for maintenance of highly visible, well-used grounds and facilities that are a major contributor to the quality of life in Ottawa, as well as Hope Cemetery. 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 full size municipal swimming pool, 5 new 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 Ole Marais River Run (a custom car show), the Power of the Past Antique Tractor and Engine Show, and Chautauqua Days (a July 4th celebration). Kanza Park serves as a storm water detention pond on the upper end of the Skunk Run drainage basin, but Kanza Park 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 an old historical cabin. Other park facilities include the Prairie Spirit Rail Trail, Haley Park, Heritage Park, Cox Field, and Freedom Park.

### DIVISION EXPENDITURES

|                             | Actual         | Actual         | Revised        | Budget         |
|-----------------------------|----------------|----------------|----------------|----------------|
| Account                     | 2002           | 2003           | 2004           | 2005           |
| <b>Personnel Services</b>   | 168,807        | 184,098        | 187,600        | 192,600        |
| <b>Contractual Services</b> | 37,370         | 30,871         | 31,600         | 35,596         |
| <b>Commodities</b>          | 25,142         | 20,542         | 27,000         | 27,000         |
| <b>Capital Expenditures</b> | 19,385         | 2,999          | 0              | 5,500          |
| <b>Total</b>                | <b>250,704</b> | <b>238,511</b> | <b>246,200</b> | <b>260,696</b> |

### PERSONNEL SCHEDULE

|                                      | Actual      | Actual      | Revised     | Budget      |
|--------------------------------------|-------------|-------------|-------------|-------------|
|                                      | 2002        | 2003        | 2004        | 2005        |
| <b>Superintendent of Parks</b>       | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Park Equipment Operator</b>       | 3.00        | 3.00        | 3.00        | 3.00        |
| <b>Equip. Op/Forestry Specialist</b> | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>                         | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> |
| <b>Seasonal</b>                      | 3.00        | 3.00        | 5.00        | 3.00        |

**GENERAL FUND - PARKS 0146**

| EXPENDITURE DETAIL          |   | ACTUAL         | ACTUAL         | ACTUAL         | REVISED        | BUDGET         |
|-----------------------------|---|----------------|----------------|----------------|----------------|----------------|
|                             |   | 2001           | 2002           | 2003           | 2004           | 2005           |
| <b>PERSONNEL SERVICES</b>   |   |                |                |                |                |                |
| 411                         | Salaries                                    | 145,117        | 168,807        | 184,098        | 166,000        | 171,000        |
| 411                         | Seasonal                                    |                |                |                | 13,500         | 13,500         |
| 410                         | Overtime                                    |                |                |                | 8,100          | 8,100          |
|                             | <b>SUBTOTAL</b>                             | <b>145,117</b> | <b>168,807</b> | <b>184,098</b> | <b>187,600</b> | <b>192,600</b> |
| <b>CONTRACTUAL SERVICES</b> |   |                |                |                |                |                |
| 503                         | Telecommunications                          | 1,690          | 1,849          | 1,071          | 2,000          | 2,000          |
| 505                         | Professional Development                    | 3,617          | 3,046          | 1,922          | 3,500          | 3,000          |
| 520                         | Insurance - Bldg. & Cont.                   | 847            | 1,333          | 1,100          | 1,500          | 1,500          |
| 523                         | Vehicle Insurance                           | 1,664          | 1,458          | 1,518          | 2,496          | 2,496          |
| 530                         | Utilities                                   | 11,288         | 14,351         | 12,224         | 5,000          | 5,000          |
| 532                         | Repairs: Buildings & Structures             | 1,070          | 1,596          | 1,930          | 2,000          | 2,000          |
| 533                         | Machinery & Equipment Repair                | 7,776          | 2,630          | 3,576          | 7,500          | 7,500          |
| 536                         | Facility Repairs                            | 3,820          | 3,862          | 3,485          | 4,000          | 4,000          |
| 537                         | Recreation Facility Repair                  | 2,106          | 6,103          | 2,907          | 2,500          | 3,500          |
| 543                         | Rent: Machinery & Equipment                 | 0              | 1,255          | 0              | 1,000          | 1,000          |
| 558                         | Other Cont. Services                        | 1,717          | 2,678          | 3,755          | 4,000          | 3,500          |
| 559                         | Environmental Services                      | 0              | 0              | 0              | 100            | 100            |
|                             | <b>SUBTOTAL</b>                             | <b>35,594</b>  | <b>40,161</b>  | <b>33,489</b>  | <b>35,596</b>  | <b>35,596</b>  |
| <b>COMMODITIES</b>          |   |                |                |                |                |                |
| 600                         | Office Supplies                             | 916            | 1,379          | 619            | 1,000          | 1,000          |
| 608                         | Vehicle Operation                           | 6,180          | 3,945          | 5,138          | 5,000          | 5,000          |
| 611                         | Chemical Supplies                           | 2,134          | 2,085          | 408            | 2,000          | 1,500          |
| 615                         | Uniforms                                    | 2,506          | 2,325          | 2,185          | 2,500          | 2,500          |
| 620                         | Supplies                                    | 10,731         | 9,484          | 7,460          | 11,000         | 10,000         |
| 622                         | Hand Tools & Supplies                       | 336            | 558            | 477            | 500            | 500            |
| 624                         | Asphalt Supplies                            | 0              | 0              | 0              | 0              | 0              |
| 628                         | Signs                                       | 0              | 283            | 284            | 200            | 200            |
| 629                         | Gravel & Cement                             | 93             | 588            | 69             | 300            | 1,800          |
| 632                         | Pool Chemicals                              | 4,133          | 4,494          | 3,904          | 4,500          | 4,500          |
|                             | <b>SUBTOTAL</b>                             | <b>27,029</b>  | <b>25,142</b>  | <b>20,542</b>  | <b>27,000</b>  | <b>27,000</b>  |
| <b>CAPITAL OUTLAY</b>       |   |                |                |                |                |                |
| 705                         | Computer Equipment                          | 2,544          |                | 614            |                |                |
| 710                         | Equipment (Ice Machine)                     |                |                | 2,385          |                | 1,500          |
| 710                         | Equipment (Picnic Tables)                   |                |                |                |                | 4,000          |
| 708                         | Radios & Communications Equip.              |                |                |                |                |                |
| 730                         | Capital Improvements                        |                |                |                |                |                |
| 731                         | Buildings & Structures                      |                | 9,385          |                |                |                |
| 738                         | Building & Structures (park overlay & curb) |                |                |                |                |                |
| 753                         | Recreational Improvement                    | 5,000          | 10,000         |                |                |                |
|                             | <b>SUBTOTAL</b>                             | <b>7,544</b>   | <b>19,385</b>  | <b>2,999</b>   | <b>0</b>       | <b>5,500</b>   |
|                             | <b>TOTAL</b>                                | <b>215,283</b> | <b>253,494</b> | <b>241,129</b> | <b>250,196</b> | <b>260,696</b> |

# POLICE DEPARTMENT



## Description of Services

The Police Department serves as the law enforcement branch of City government. One of the primary objectives is to provide a safe community environment for all residents. The department serves the community by protecting life and property, preserving peace and order, preventing and detecting crime, enforcing all laws and ordinances, and promoting 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. We pursue training and education in new and better methods of crime prevention, detection and investigation. We respond to community needs as expeditiously as possible. Our officers will maintain a professional work ethic and attitude. Ottawa Police Department is dedicated to protecting the lives, rights and property of the citizens of our community.

### DIVISION EXPENDITURES

|                      | Actual           | Actual           | Revised          | Budget           |
|----------------------|------------------|------------------|------------------|------------------|
| Account              | 2002             | 2003             | 2004             | 2005             |
| Personnel Services   | 1,333,319        | 1,407,240        | 1,469,200        | 1,458,000        |
| Contractual Services | 141,787          | 143,553          | 139,440          | 140,340          |
| Commodities          | 65,811           | 71,364           | 74,900           | 76,300           |
| Capital Expenditures | 0                | 14,987           | 1,500            | 0                |
| Transfers            | 0                | 38,000           | 29,000           | 35,550           |
| <b>Total</b>         | <b>1,540,918</b> | <b>1,675,144</b> | <b>1,714,040</b> | <b>1,710,190</b> |

### PERSONNEL SCHEDULE

|                               | Actual       | Actual       | Revised      | Budget       |
|-------------------------------|--------------|--------------|--------------|--------------|
|                               | 2002         | 2003         | 2004         | 2005         |
| Chief of Police               | 1.00         | 1.00         | 1.00         | 1.00         |
| Staff Commander/Captain/Lt.   | 2.00         | 2.00         | 2.00         | 2.00         |
| Sergeant                      | 5.00         | 5.00         | 5.00         | 5.00         |
| Police Officer                | 16.00        | 16.00        | 16.00        | 16.00        |
| School Resource Officer       | 1.00         | 1.00         | 1.00         | 1.00         |
| Detective (Drug Officer)      | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Total Commissioned</b>     | <b>26.00</b> | <b>26.00</b> | <b>26.00</b> | <b>26.00</b> |
| Custodian                     | 0            | 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      | 2.00         | 1.50         | 1.50         | 2.00         |
| <b>Total Non-Commissioned</b> | <b>4.00</b>  | <b>4.50</b>  | <b>4.50</b>  | <b>5.00</b>  |
| <b>Total</b>                  | <b>30.00</b> | <b>30.50</b> | <b>30.50</b> | <b>31.00</b> |



## GENERAL FUND - POLICE 0151

| EXPENDITURE DETAIL          |   | ACTUAL           | ACTUAL           | ACTUAL           | REVISED          | BUDGET           |
|-----------------------------|---|------------------|------------------|------------------|------------------|------------------|
|                             |   | 2001             | 2002             | 2003             | 2004             | 2005             |
| <b>PERSONNEL SERVICES</b>   |   |                  |                  |                  |                  |                  |
| 411                         | Salaries  | 1,170,729        | 1,333,319        | 1,407,240        | 1,253,400        | 1,313,500        |
| 411                         | Retirements (Taylor, Chase, Herrman)            |                  |                  |                  | 71,000           |                  |
| 410                         | Overtime  |                  |                  |                  | 144,800          | 144,500          |
|                             | <b>SUBTOTAL</b>                                 | <b>1,170,729</b> | <b>1,333,319</b> | <b>1,407,240</b> | <b>1,469,200</b> | <b>1,458,000</b> |
| <b>CONTRACTUAL SERVICES</b> |   |                  |                  |                  |                  |                  |
| 501                         | Communications                                  | 5,581            | 5,912            | 4,786            | 5,500            | 5,000            |
| 502                         | Postage   | 1,615            | 1,201            | 1,654            | 1,600            | 1,700            |
| 503                         | Telecommunications                              | 12,957           | 14,270           | 13,166           | 14,500           | 14,500           |
| 505                         | Professional Development                        | 12,842           | 14,459           | 11,191           | 14,900           | 14,900           |
| 513                         | Prisoner Care                                   | 28,442           | 33,215           | 36,911           | 34,000           | 37,000           |
| 514                         | Printing  | 1,506            | 1,709            | 2,253            | 2,000            | 2,000            |
| 520                         | P & I Insurance                                 | 1,000            | 1,383            | 1,640            | 6,500            | 6,500            |
| 523                         | Motor Vehicle Insurance                         | 4,013            | 5,557            | 5,200            | 6,240            | 6,240            |
| 530                         | Utilities                                       | 17,296           | 14,818           | 20,067           | 1,000            | 0                |
| 532                         | Building Maintenance                            | 336              | 345              | 2,273            | 4,700            | 4,500            |
| 533                         | Equipment Repair                                | 5,938            | 5,887            | 4,382            | 6,000            | 6,000            |
| 534                         | Repair Motor Vehicle                            | 12,396           | 9,796            | 6,873            | 8,000            | 8,000            |
| 543                         | Lease Payment                                   | 6,617            | 4,240            | 6,843            | 6,500            | 6,500            |
| 558                         | Other Cont. Services                            | 21,181           | 23,068           | 21,921           | 21,500           | 22,000           |
| 564                         | Community & Public Relations                    | 7,016            | 5,929            | 4,393            | 6,500            | 5,500            |
|                             | <b>SUBTOTAL</b>                                 | <b>138,736</b>   | <b>141,787</b>   | <b>143,553</b>   | <b>139,440</b>   | <b>140,340</b>   |
| <b>COMMODITIES</b>          |   |                  |                  |                  |                  |                  |
| 600                         | Office Supplies                                 | 6,146            | 5,913            | 6,353            | 6,000            | 6,400            |
| 608                         | Vehicle Operations                              | 30,694           | 26,220           | 30,849           | 31,000           | 32,000           |
| 611                         | Chemical supplies                               | 470              | 356              | 514              | 700              | 700              |
| 615                         | Uniforms  | 21,965           | 17,401           | 15,312           | 20,000           | 18,000           |
| 621                         | Public Safety Equipment                         | 7,420            | 7,035            | 6,809            | 7,000            | 7,000            |
| 630                         | Other Operating Supplies                        | 7,695            | 8,088            | 10,388           | 9,000            | 11,000           |
| 635                         | Star Team Supplies                              | 1,475            | 799              | 1,139            | 1,200            | 1,200            |
|                             | <b>SUBTOTAL</b>                                 | <b>75,866</b>    | <b>65,811</b>    | <b>71,364</b>    | <b>74,900</b>    | <b>76,300</b>    |
| <b>CAPITAL OUTLAY</b>       |   |                  |                  |                  |                  |                  |
| 705                         | Computer Equipment                              |                  |                  | 12,320           |                  |                  |
| 710                         | Equipment (3 Tactical Vests)                    | 2,556            |                  | 2,667            | 1,500            |                  |
|                             | <b>SUBTOTAL</b>                                 | <b>2,556</b>     | <b>0</b>         | <b>14,987</b>    | <b>1,500</b>     | <b>0</b>         |
| <b>TRANSFERS</b>            |   |                  |                  |                  |                  |                  |
| 711                         | Transfer to Equip. Reserve (3 Vehicles/ 6 mo's) |                  |                  | 38,000           | 29,000           | 13,000           |
| 711                         | Transfer to Equip. Reserve (4 Vehicles/ 6 mo's) |                  |                  |                  |                  | 22,550           |
|                             | <b>SUBTOTAL</b>                                 |                  |                  | <b>38,000</b>    | <b>29,000</b>    | <b>35,550</b>    |
|                             | <b>TOTAL</b>                                    | <b>1,387,887</b> | <b>1,540,918</b> | <b>1,675,144</b> | <b>1,714,040</b> | <b>1,710,190</b> |

# 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 and part of Wednesday at the Law Enforcement Center located at. The Court Clerk manages all Court activity. Integration with the Police Department greatly 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                     | 2002           | 2003           | 2004           | 2005           |
| <b>Personnel Services</b>   | 33,336         | 48,738         | 47,650         | 50,331         |
| <b>Contractual Services</b> | 88,331         | 97,190         | 100,280        | 99,980         |
| <b>Commodities</b>          | 2,953          | 3,224          | 4,150          | 4,150          |
| <b>Capital Expenditures</b> | 0              | 0              | 0              | 0              |
| <b>Total</b>                | <b>124,621</b> | <b>149,153</b> | <b>152,080</b> | <b>154,461</b> |

### PERSONNEL SCHEDULE

|                              | Actual      | Actual      | Revised     | Budget      |
|------------------------------|-------------|-------------|-------------|-------------|
|                              | 2002        | 2003        | 2004        | 2005        |
| <b>Municipal Court Clerk</b> | 1.00        | 1.00        | 1.00        | 2.00        |
| <b>Part Time Clerk</b>       | 0           | .5          | .5          | 0           |
| <b>Total</b>                 | <b>1.50</b> | <b>1.50</b> | <b>1.50</b> | <b>2.00</b> |

**GENERAL FUND - MUNICIPAL COURT 0155**

| EXPENDITURE DETAIL          |                          | ACTUAL         | ACTUAL         | ACTUAL         | REVISED        | BUDGET         |
|-----------------------------|--------------------------|----------------|----------------|----------------|----------------|----------------|
|                             |                          | 2001           | 2002           | 2003           | 2004           | 2005           |
| <b>PERSONNEL SERVICES</b>   |                          |                |                |                |                |                |
| 411                         | Salaries                 | 31,230         | 33,336         | 48,738         | 46,320         | 49,000         |
| 410                         | Overtime                 |                |                |                | 1,330          | 1,331          |
| <b>SUBTOTAL</b>             |                          | <b>31,230</b>  | <b>33,336</b>  | <b>48,738</b>  | <b>47,650</b>  | <b>50,331</b>  |
| <b>CONTRACTUAL SERVICES</b> |                          |                |                |                |                |                |
| 502                         | Postage                  | 981            | 1,308          | 662            | 980            | 700            |
| 503                         | Telecommunications       | 1,619          | 1,710          | 1,967          | 1,600          | 1,880          |
| 504                         | Professional Development | 814            | 534            | 351            | 800            | 500            |
| 514                         | Printing                 | 965            | 747            | 824            | 900            | 900            |
| 556                         | Defense Attorneys        | 38,880         | 43,450         | 55,365         | 50,000         | 50,000         |
| 558                         | Other Cont. Services     | 24,243         | 23,497         | 19,947         | 28,000         | 28,000         |
| 558                         | Muni Judge               | 13,000         | 17,084         | 18,074         | 18,000         | 18,000         |
| <b>SUBTOTAL</b>             |                          | <b>80,502</b>  | <b>88,331</b>  | <b>97,190</b>  | <b>100,280</b> | <b>99,980</b>  |
| <b>COMMODITIES</b>          |                          |                |                |                |                |                |
| 600                         | Office Supplies          | 3,501          | 2,577          | 2,904          | 3,200          | 3,650          |
| 614                         | Books                    | 143            | 111            | 90             | 650            | 200            |
| 615                         | Uniforms                 | 336            | 266            | 230            | 300            | 300            |
| <b>SUBTOTAL</b>             |                          | <b>3,979</b>   | <b>2,953</b>   | <b>3,224</b>   | <b>4,150</b>   | <b>4,150</b>   |
| <b>TOTAL</b>                |                          | <b>115,711</b> | <b>124,621</b> | <b>149,153</b> | <b>152,080</b> | <b>154,461</b> |



# 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. We are 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.

The perceptions we create while engaging in these services are functionally defined, made real, and ultimately judged by the nature of activities, as well as how we appear while performing such activities.

### DIVISION EXPENDITURES

|                             | Actual         | Actual         | Revised          | Budget           |
|-----------------------------|----------------|----------------|------------------|------------------|
| Account                     | 2002           | 2003           | 2004             | 2005             |
| <b>Personnel Services</b>   | 700,974        | 754,510        | 839,280          | 860,000          |
| <b>Contractual Services</b> | 56,160         | 58,682         | 47,000           | 47,000           |
| <b>Commodities</b>          | 22,276         | 21,889         | 26,400           | 26,400           |
| <b>Capital Expenditures</b> | 10,380         | 30,433         | 0                | 0                |
| <b>Transfers</b>            | 0              | 91,400         | 91,400           | 90,439           |
| <b>Total</b>                | <b>789,790</b> | <b>956,915</b> | <b>1,004,080</b> | <b>1,023,839</b> |

### PERSONNEL SCHEDULE

|                             | Actual       | Actual       | Revised      | Budget       |
|-----------------------------|--------------|--------------|--------------|--------------|
|                             | 2002         | 2003         | 2004         | 2005         |
| <b>Fire Chief</b>           | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Assistant Fire Chief</b> | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Captain</b>              | 3.00         | 3.00         | 3.00         | 3.00         |
| <b>Lieutenant</b>           | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Driver Engineer/EMT</b>  | 7.00         | 7.00         | 10.00        | 10.00        |
| <b>Driver Engineer</b>      | 1.00         | 1.00         | 0            | 0            |
| <b>Firefighter/EMT</b>      | 6.00         | 6.00         | 6.00         | 4.00         |
| <b>Total</b>                | <b>20.00</b> | <b>20.00</b> | <b>20.00</b> | <b>20.00</b> |

**GENERAL FUND - FIRE 0157**

| EXPENDITURE DETAIL          |  | ACTUAL         | ACTUAL         | ACTUAL         | REVISED          | BUDGET           |
|-----------------------------|--|----------------|----------------|----------------|------------------|------------------|
|                             |  | 2001           | 2002           | 2003           | 2004             | 2005             |
| <b>PERSONNEL SERVICES</b>   |  |                |                |                |                  |                  |
| 411                         | Salaries                                 | 640,307        | 700,974        | 754,510        | 809,280          | 830,000          |
| 410                         | Overtime                                 | 0              | 0              |                | 30,000           | 30,000           |
| <b>SUBTOTAL</b>             |  | <b>640,307</b> | <b>700,974</b> | <b>754,510</b> | <b>839,280</b>   | <b>860,000</b>   |
| <b>CONTRACTUAL SERVICES</b> |  |                |                |                |                  |                  |
| 502                         | Postage                                  | 284            | 281            | 185            | 300              | 300              |
| 503                         | Telecommunications                       | 2,688          | 4,101          | 5,194          | 6,700            | 6,700            |
| 504                         | Travel & Meeting Expense                 | 2,422          | 2,104          | 1,022          | 2,200            | 2,200            |
| 505                         | Educational Advancement                  | 4,105          | 3,954          | 3,538          | 4,500            | 4,500            |
| 514                         | Printing                                 | 240            | 305            | 408            | 400              | 400              |
| 520                         | General Ins. (EMT Prof. Liability)       | 1,757          | 1,383          | 1,640          | 2,000            | 2,000            |
| 523                         | Motor Vehicle Insurance                  | 2,077          | 2,333          | 3,035          | 3,400            | 3,400            |
| 530                         | Utilities                                | 14,781         | 15,529         | 20,231         | 2,000            | 2,000            |
| 532                         | Repair of Building & Structure           | 3,165          | 3,248          | 2,958          | 3,200            | 3,200            |
| 533                         | Equipment Repair                         | 1,449          | 1,935          | 1,411          | 1,800            | 1,800            |
| 534                         | Repair Motor Vehicle                     | 7,463          | 8,486          | 7,932          | 8,000            | 8,000            |
| 543                         | Lease Payment                            | 433            | 397            | 0              | 400              | 400              |
| 551                         | Dues & Subscriptions                     | 492            | 640            | 667            | 600              | 600              |
| 553                         | Service Agreements                       | 2,030          | 1,954          | 1,497          | 2,000            | 2,000            |
| 558                         | Other Cont. Services                     | 9,431          | 9,512          | 8,965          | 9,500            | 9,500            |
| <b>SUBTOTAL</b>             |  | <b>52,817</b>  | <b>56,160</b>  | <b>58,682</b>  | <b>47,000</b>    | <b>47,000</b>    |
| <b>COMMODITIES</b>          |  |                |                |                |                  |                  |
| 600                         | Office Supplies                          | 1,145          | 1,089          | 996            | 1,200            | 1,200            |
| 608                         | Vehicle Operations                       | 3,902          | 3,816          | 3,994          | 3,900            | 3,900            |
| 611                         | Chemical Supplies                        | 1,771          | 1,869          | 1,885          | 1,800            | 1,800            |
| 615                         | Uniforms & Turn out Gear                 | 10,171         | 10,065         | 9,899          | 14,000           | 14,000           |
| 620                         | Supplies                                 | 5,573          | 5,438          | 5,116          | 5,500            | 5,500            |
| <b>SUBTOTAL</b>             |  | <b>22,562</b>  | <b>22,276</b>  | <b>21,889</b>  | <b>26,400</b>    | <b>26,400</b>    |
| <b>CAPITAL OUTLAY</b>       |  |                |                |                |                  |                  |
| 704                         | Office Equipment                         | 0              |                | 400            |                  |                  |
| 710                         | Equipment (1 PC)                         | 6,384          |                | 4,807          |                  |                  |
| 715                         | Building Improvement (exterior lighting) |                | 10,380         | 25,226         |                  |                  |
| 731                         | Capital Improvement                      | 0              |                |                |                  |                  |
| <b>SUBTOTAL</b>             |  | <b>6,384</b>   | <b>10,380</b>  | <b>30,433</b>  | <b>0</b>         | <b>0</b>         |
| <b>TRANSFERS</b>            |  |                |                |                |                  |                  |
| 711                         | Lease purchase (Pumper)                  |                |                | 84,912         | 84,912           | 84,912           |
| 711                         | Lease purchase (Vehicle)                 |                |                | 6,488          | 6,488            | 5,527            |
| <b>SUBTOTAL</b>             |  | <b>0</b>       | <b>0</b>       | <b>91,400</b>  | <b>91,400</b>    | <b>90,439</b>    |
| <b>TOTAL</b>                |  | <b>722,070</b> | <b>789,790</b> | <b>950,427</b> | <b>1,004,080</b> | <b>1,023,839</b> |

# 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. Beginning in the second quarter of 2003 the City of Ottawa changed the way employment applications are received. Applicants are directed to a computer link with HRPartners Online Employment Opportunities. This website shows employment opportunities with all the partner entities. 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. They will also be prompted through the process of registering and completing an application online. Once the application is complete, it can be changed or updated at any time and the applicant can direct their application to any open positions for which they want to be considered. We believe this process will be more convenient for people to apply – 24 hours per day, 7 days per week.

### DIVISION EXPENDITURES

|                             | Actual        | Actual         | Revised        | Budget         |
|-----------------------------|---------------|----------------|----------------|----------------|
| Account                     | 2002          | 2003           | 2004           | 2005           |
| <b>Personnel Services</b>   | 23,779        | 101,763        | 105,600        | 110,330        |
| <b>Contractual Services</b> | 31,327        | 37,813         | 41,500         | 54,500         |
| <b>Commodities</b>          | 12,577        | 19,937         | 15,700         | 15,700         |
| <b>Capital Expenditures</b> | 1,156         | 0              | 0              | 0              |
| <b>Total</b>                | <b>67,684</b> | <b>159,513</b> | <b>162,800</b> | <b>180,530</b> |

### PERSONNEL SCHEDULE

|                                    | Actual      | Actual      | Revised     | Budget      |
|------------------------------------|-------------|-------------|-------------|-------------|
|                                    | 2002        | 2003        | 2004        | 2005        |
| <b>HR/Risk Management Director</b> | 0.25        | 1.00        | 1.00        | 1.00        |
| <b>Secretary</b>                   | 0.25        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>                       | <b>0.50</b> | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> |

**GENERAL FUND - HUMAN RESOURCES 0175**

| EXPENDITURE DETAIL          |                                     | ACTUAL        | ACTUAL        | ACTUAL         | REVISED        | BUDGET         |
|-----------------------------|-------------------------------------|---------------|---------------|----------------|----------------|----------------|
|                             |                                     | 2001          | 2002          | 2003           | 2004           | 2005           |
| <b>PERSONNEL SERVICES</b>   |                                     |               |               |                |                |                |
| 411                         | Salaries                            | 21,525        | 23,779        | 101,763        | 104,600        | 109,830        |
| 410                         | Overtime                            |               |               |                | 1,000          | 500            |
| <b>SUBTOTAL</b>             |                                     | <b>21,525</b> | <b>23,779</b> | <b>101,763</b> | <b>105,600</b> | <b>110,330</b> |
| <b>CONTRACTUAL SERVICES</b> |                                     |               |               |                |                |                |
| 500                         | Training - City Wide                | 8,080         | 7,993         | 6,006          | 10,000         | 10,000         |
| 501                         | Education Reimbursement             | 0             | 0             | 0              | 10,000         | 10,000         |
| 502                         | Postage                             | 104           | 153           | 19             | 100            | 100            |
| 503                         | Telecommunications                  | 1,098         | 917           | 1,121          | 1,000          | 1,000          |
| 504                         | Travel Expense                      | 1,037         | 753           | 531            | 900            | 900            |
| 505                         | Professional Development            | 771           | 690           | 258            | 500            | 500            |
| 515                         | Advertising (City Wide Recruitment) | 19,878        | 5,655         | 7,885          | 6,000          | 6,000          |
| 551                         | Dues & Subscriptions                | 1,417         | 2,245         | 772            | 1,000          | 1,000          |
| 558                         | Other Cont. Services                | 7,475         | 12,922        | 21,221         | 12,000         | 25,000         |
| <b>SUBTOTAL</b>             |                                     | <b>39,860</b> | <b>31,327</b> | <b>37,813</b>  | <b>41,500</b>  | <b>54,500</b>  |
| <b>COMMODITIES</b>          |                                     |               |               |                |                |                |
| 600                         | Office Supplies                     | 1,710         | 980           | 2,315          | 2,000          | 2,000          |
| 614                         | Books and Safety Materials          | 3,652         | 8,926         | 8,689          | 4,500          | 4,500          |
| 620                         | Operating Supplies                  | 2,004         | 2,671         | 1,034          | 1,200          | 1,200          |
| 710                         | Safety Related Equipment            | 0             | 0             | 7,899          | 8,000          | 8,000          |
| <b>SUBTOTAL</b>             |                                     | <b>7,367</b>  | <b>12,577</b> | <b>19,937</b>  | <b>15,700</b>  | <b>15,700</b>  |
| <b>CAPITAL OUTLAY</b>       |                                     |               |               |                |                |                |
| 702                         | Furniture                           | 895           |               |                |                |                |
| 704                         | Office Machines                     | 1,257         | 398           |                |                |                |
| 710                         | Equipment (Safety)                  | 2,589         | 758           |                |                |                |
| <b>SUBTOTAL</b>             |                                     | <b>4,741</b>  | <b>1,156</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>       |
| <b>TOTAL</b>                |                                     | <b>73,493</b> | <b>68,840</b> | <b>159,513</b> | <b>162,800</b> | <b>180,530</b> |

Note: Increase in 558 is to allow this activity to take care of all funds.

**GENERAL FUND - EMPLOYEE BENEFITS 0180**

|     | <b>EXPENDITURE DETAIL</b>       | <b>ACTUAL</b>  | <b>ACTUAL</b>  | <b>ACTUAL</b>    | <b>REVISED</b>   | <b>BUDGET</b>    |
|-----|---------------------------------|----------------|----------------|------------------|------------------|------------------|
|     |                                 | <b>2001</b>    | <b>2002</b>    | <b>2003</b>      | <b>2004</b>      | <b>2005</b>      |
| 412 | State Contribution Fund - FICA  | 209,156        | 229,260        | 267,179          | 295,000          | 305,000          |
| 413 | State Retirement Fund - KPERS   | 27,965         | 36,150         | 49,356           | 58,000           | 73,000           |
| 416 | State Retirement Fund - KP&F    | 121,020        | 130,410        | 139,881          | 209,000          | 270,000          |
| 414 | Health Insurance                | 297,724        | 384,030        | 511,011          | 585,400          | 643,940          |
| 521 | Worker's Compensation Insurance | 97,075         | 106,683        | 124,702          | 136,400          | 136,400          |
| 522 | Unemployment Insurance          | 3,318          | 3,108          | 3,386            | 10,000           | 10,000           |
| 558 | Other Contractual Services      | 0              | 0              | 0                | 0                | 0                |
|     | <b>TOTAL</b>                    | <b>756,259</b> | <b>889,641</b> | <b>1,095,516</b> | <b>1,293,800</b> | <b>1,438,340</b> |

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

Note: KPERS rate was set at 2.77% in 2001, 3.52 in 2002, 3.67 for 2003, 3.6 in 2004 and an average of 4.21% in 2005.

Note: The KP&F rate was set at 6.89% in 2001, 6.79 for 2002, 6.86 for 2003, 9.47 in 2004, and 11.69% for 2005.



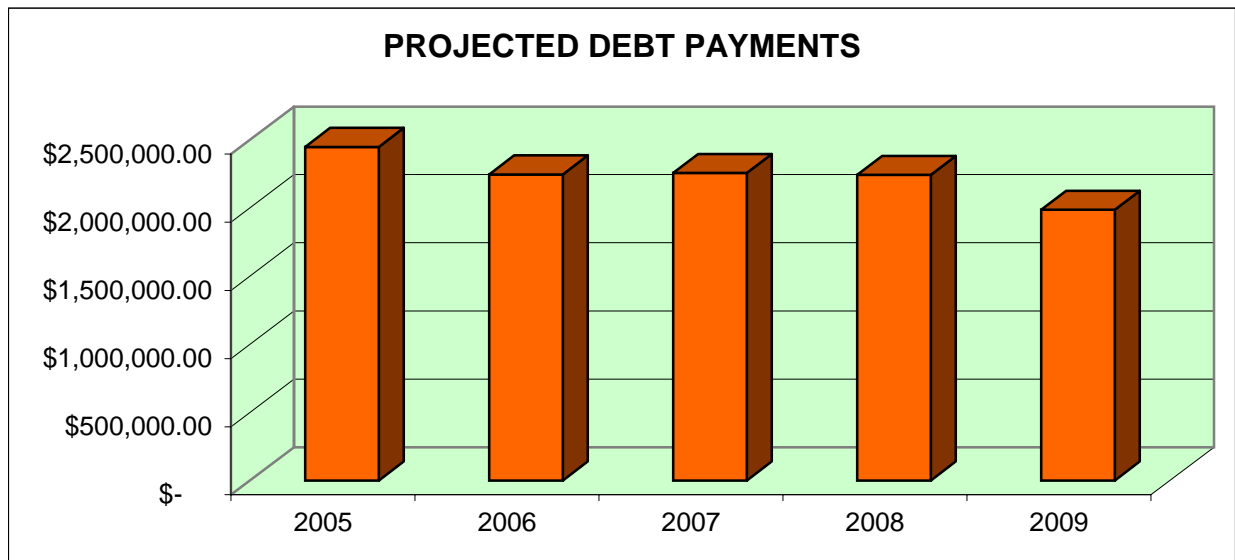
## DEBT FINANCING PRINCIPLES

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

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

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

Through the use of the Strategic Plan and 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 then uses debt when necessary to provide financing for essential and necessary capital projects.



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

|     |                                    | ACTUAL           | ACTUAL           | ACTUAL           | REVISED          | BUDGET           |
|-----|------------------------------------|------------------|------------------|------------------|------------------|------------------|
|     | SOURCE OF REVENUE                  | 2001             | 2002             | 2003             | 2004             | 2005             |
| 100 | Unencumbered Cash                  | 689,898          | 468,735          | 443,165          | 356,535          | 112,855          |
| 301 | Ad Valorem Tax                     | 309,977          | 421,534          | 374,436          | 415,067          | 555,000          |
| 301 | Estimated Unpaid Taxes             |                  |                  |                  | -26,564          | -35,520          |
| 302 | Back Taxes                         | 12,986           | 24,058           | 17,201           | 20,000           | 20,000           |
| 310 | Special Assessments                | 48,990           | 54,746           | 44,317           | 45,500           | 82,083           |
| 315 | Vehicle Tax (Note 1)               | 52,036           | 45,811           | 65,386           | 54,391           | 56,464           |
| 324 | Interest                           | 23,929           | 8,533            | 3,199            | 3,000            | 3,000            |
| 325 | Reimbursed Expense Income          | 24,651           | 24,900           | 24,900           | 0                | 0                |
| 344 | Transfer from Wastewater Fund      | 120,000          | 157,000          | 142,000          | 144,500          | 139,895          |
| 351 | Transfer from Economic Development | 99,000           | 70,000           | 60,421           | 0                | 0                |
| 345 | Transfer from Electric             | 0                | 90,000           | 178,000          | 178,000          | 178,000          |
| 347 | Transfer from Water                | 0                | 50,000           | 111,500          | 60,000           | 104,330          |
| 348 | Transfer from Cap. Project         | 79,774           | 143,387          | 94,007           | 14,000           | 10,000           |
| 350 | Transfer from Special Streets      | 89,000           | 94,000           | 102,371          | 101,500          | 104,822          |
|     | <b>TOTAL</b>                       | <b>1,550,240</b> | <b>1,652,705</b> | <b>1,660,903</b> | <b>1,365,929</b> | <b>1,330,928</b> |

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

|     |                      | ACTUAL           | ACTUAL           | ACTUAL           | REVISED          | BUDGET           |
|-----|----------------------|------------------|------------------|------------------|------------------|------------------|
|     | EXPENDITURE DETAIL   | 2001             | 2002             | 2003             | 2004             | 2005             |
| 502 | Commission & Postage | 0                | 0                | 50               | 50               | 50               |
| 800 | Principal            | 629,323          | 840,570          | 901,107          | 845,000          | 910,000          |
| 803 | Interest             | 381,613          | 368,969          | 403,211          | 408,024          | 360,756          |
| 925 | Covenant Reserve     |                  |                  |                  |                  | 60,122           |
|     | <b>TOTAL</b>         | <b>1,010,936</b> | <b>1,209,539</b> | <b>1,304,368</b> | <b>1,253,074</b> | <b>1,330,928</b> |

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

| REVENUE DETAIL                           |                  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|------------------|
|  | Actual<br>2001   | Actual<br>2002   | Actual<br>2003   | Revised<br>2004  | Budget<br>2005   |
| <b>Unencumbered Cash Balance, Jan. 1</b> | 689,898          | 468,735          | 443,165          | 356,535          | 112,855          |
| Ad Valorem Taxes                         | 309,977          | 421,534          | 374,436          | 415,067          | 555,000          |
| Back Taxes                               | 12,986           | 24,058           | 17,201           | 20,000           | 20,000           |
| Special Assessments                      | 48,990           | 54,746           | 44,317           | 45,500           | 82,083           |
| Vehicle Tax                              | 52,036           | 45,811           | 65,386           | 54,391           | 56,464           |
| Interest                                 | 23,929           | 8,533            | 3,199            | 3,000            | 3,000            |
| Reimbursed Expense Income                | 24,651           | 24,900           | 24,900           | 0                | 0                |
| Transfer from Wastewater                 | 120,000          | 157,000          | 142,000          | 144,500          | 139,895          |
| Transfer from Economic Development       | 99,000           | 70,000           | 60,421           | 0                | 0                |
| Transfer from Electric                   | 0                | 90,000           | 178,000          | 178,000          | 178,000          |
| Transfer from Water                      | 0                | 50,000           | 111,500          | 60,000           | 104,330          |
| Transfer from Capital Project Funds      | 79,774           | 143,387          | 94,007           | 14,000           | 10,000           |
| Transfer from Street Rehabilitation      | 89,000           | 94,000           | 102,371          | 101,500          | 104,822          |
| Estimated Unpaid Taxes                   |                  |                  |                  | -26,564          | -35,520          |
| <b>Total Revenue</b>                     | <b>860,343</b>   | <b>1,183,970</b> | <b>1,217,738</b> | <b>1,009,394</b> | <b>1,218,074</b> |
| <b>Total Resources</b>                   | <b>1,550,240</b> | <b>1,652,705</b> | <b>1,660,903</b> | <b>1,365,929</b> | <b>1,330,928</b> |

| EXPENDITURE DETAIL                        |                  |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|
|   |                  |                  |                  |                  |                  |
| Commission & Postage                      | 0                | 0                | 50               | 50               | 50               |
| Principal                                 | 629,323          | 840,570          | 901,107          | 845,000          | 910,000          |
| Interest                                  | 381,613          | 368,969          | 403,211          | 408,024          | 360,756          |
| <b>Total Requirements</b>                 | <b>1,010,936</b> | <b>1,209,539</b> | <b>1,304,368</b> | <b>1,253,074</b> | <b>1,270,806</b> |
| Covenant Reserve                          |                  |                  |                  |                  | 60,122           |
| <b>Unencumbered Cash Balance, Dec. 31</b> | <b>539,305</b>   | <b>443,165</b>   | <b>356,535</b>   | <b>112,855</b>   |                  |

| PROJECT                                   | PRINCIPLE  | INTEREST   | TOTAL        | PAYOUT |
|---|------------|------------|--------------|--------|
| <b>Sewerage Improvement</b>               | \$ 60,000  | \$ 5,520   | \$ 65,520    | 2005   |
| <b>East 7th &amp; 6th St.</b>             | \$ 20,000  | \$ 600     | \$ 20,600    | 2005   |
| <b>Wilson Street, 15th Lift, Pin Oak</b>  | \$ 40,000  | \$ 1,000   | \$ 41,000    | 2005   |
| <b>13th Street &amp; Water Line</b>       | \$ 60,000  | \$ 7,200   | \$ 67,200    | 2007   |
| <b>17th Street &amp; Res. Sts</b>         | \$ 235,000 | \$ 35,334  | \$ 270,334   | 2008   |
| <b>Public Works Facility/Rock St</b>      | \$ 175,000 | \$ 57,086  | \$ 232,086   | 2010   |
| <b>23rd St and 59 Hwy &amp; K68 Sewer</b> | \$ 145,000 | \$ 45,848  | \$ 190,848   | 2011   |
| <b>23rd St and Eisenhower Projects</b>    | \$ 40,000  | \$ 33,250  | \$ 73,250    | 2015   |
| <b>Law Enforcement Center</b>             | \$ 100,000 | \$ 131,708 | \$ 231,708   | 2021   |
| <b>Levee Project (Rip Rap)</b>            | \$ 35,000  | \$ 43,210  | \$ 78,210    | 2023   |
|   | \$ 910,000 | \$ 360,756 | \$ 1,270,756 |        |

**COMMUNITY SERVICES SUPPORT 1100**

|     |                          | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET  |
|-----|--------------------------|---------|---------|---------|---------|---------|
|     | SOURCE OF REVENUE        | 2001    | 2002    | 2003    | 2004    | 2005    |
| 100 | Unencumbered Cash        | 23,903  | 56,384  | 95,074  | 19,483  | 19,283  |
| 325 | Reimbursed Expense       | 5,058   | 1,463   | 6,260   | 0       | 0       |
| 327 | Donations                | 0       | 0       | 0       | 0       | 0       |
| 344 | Transfer from Wastewater | 50,000  | 55,000  | 5,000   | 37,000  | 36,000  |
| 345 | Transfers from Electric  | 50,000  | 55,000  | 5,000   | 37,000  | 36,000  |
| 347 | Transfers from Water     | 50,000  | 50,000  | 5,000   | 37,000  | 36,000  |
| 349 | Transfers from General   | 0       | 0       | 0       | 35,000  | 36,000  |
|     | <b>TOTAL</b>             | 178,961 | 217,847 | 116,334 | 165,483 | 163,283 |

**COMMUNITY SERVICES SUPPORT 1100**

|     |  | ACTUAL  | ACTUAL  | ACTUAL | REVISED | BUDGET  |
|-----|--|---------|---------|--------|---------|---------|
|     | EXPENDITURE DETAIL                       | 2001    | 2002    | 2003   | 2004    | 2005    |
| 504 | Travel Expense                           | 26,567  | 31,643  | 15,793 | 0       | 0       |
| 511 | B. Martin Peck - Animal Shelter          |         |         |        | 45,500  | 45,500  |
| 512 | Receptions & Meals                       | 10,057  | 8,672   | 10,042 | 2,500   | 2,500   |
| 515 | Advertising                              | 3,048   | 5,411   | 3,223  | 3,000   | 3,000   |
| 551 | Dues & Subscriptions                     | 404     | 5,053   | 85     |         |         |
| 558 | Other Contractual Services               | 10,251  | 17,291  | 9,507  | 2,500   | 2,500   |
| 564 | Community Services Support Misc          | 22,050  | 3,004   | 0      | 0       | 0       |
| 564 | Franklin Co. Visitor Information/Tourism | 15,200  | 15,200  | 14,250 | 0       | 0       |
| 564 | Historical Society                       | 2,500   | 2,500   | 7,500  | 0       | 2,500   |
| 569 | City Band                                |         |         |        | 3,000   | 3,000   |
| 572 | Chamber/Economic Dev. Agreement          |         |         | 250    | 45,000  | 45,000  |
| 575 | Youth In Gov't Conference Activities     | 0       | 1,500   | 3,700  | 3,000   | 4,500   |
| 577 | Ottawa Main Street                       | 30,000  | 30,000  | 30,000 | 30,000  | 30,000  |
| 578 | Jaycees Fireworks                        | 2,500   | 2,500   | 2,500  | 2,500   | 2,500   |
| 579 | Christmas Lighting                       |         |         |        | 8,200   | 8,200   |
| 925 | Contingency Reserve                      |         |         |        | 1,000   | 14,083  |
|     | <b>TOTAL</b>                             | 122,577 | 122,774 | 96,851 | 146,200 | 163,283 |

## COMMUNITY SERVICES SUPPORT 1100

| REVENUE DETAIL                            |                |                |                |                 |                |                |
|---|----------------|----------------|----------------|-----------------|----------------|----------------|
|   | Actual<br>2001 | Actual<br>2002 | Actual<br>2003 | Revised<br>2004 | Budget<br>2005 |                |
| <b>Unencumbered Cash Balance, Jan. 1</b>  | 23,903         | 56,384         | 95,074         | 19,483          |                | 19,283         |
| Reimbursed Expense (Note 2 & 3)           | 5,058          | 1,463          | 6,260          | 0               |                | 0              |
| Donations                                 | 0              | 0              | 0              | 0               |                | 0              |
| Transfer from Wastewater                  | 50,000         | 55,000         | 5,000          | 37,000          |                | 36,000         |
| Transfers from Electric                   | 50,000         | 55,000         | 5,000          | 37,000          |                | 36,000         |
| Transfers from Water                      | 50,000         | 50,000         | 5,000          | 37,000          |                | 36,000         |
| Transfers from General                    | 0              | 0              | 0              | 35,000          |                | 36,000         |
| <b>Total Revenue</b>                      | <b>155,058</b> | <b>161,463</b> | <b>21,260</b>  | <b>146,000</b>  |                | <b>144,000</b> |
| <b>Total Resources</b>                    | <b>178,961</b> | <b>217,847</b> | <b>116,334</b> | <b>165,483</b>  |                | <b>163,283</b> |
| EXPENDITURE DETAIL                        |                |                |                |                 |                |                |
| B. Martin Peck                            |                |                |                | 45,500          |                | 45,500         |
| Chamber of Commerce                       |                |                | 250            | 45,000          |                | 45,000         |
| Ottawa Main Street                        | 30,000         | 30,000         | 30,000         | 30,000          |                | 30,000         |
| Christmas Lighting                        |                |                |                | 8,200           |                | 8,200          |
| Youth Conference Activities               |                | 1,500          | 3,700          | 3,000           |                | 4,500          |
| City Band                                 |                |                |                | 3,000           |                | 3,000          |
| Advertising                               | 3,048          | 5,411          | 3,223          | 3,000           |                | 3,000          |
| Jaycees Fireworks                         | 2,500          | 2,500          | 2,500          | 2,500           |                | 2,500          |
| Receptions & Meals                        | 10,057         | 8,672          | 10,042         | 2,500           |                | 2,500          |
| Other Contractual Services                | 10,251         | 17,291         | 9,507          | 2,500           |                | 2,500          |
| Historical Society                        | 2,500          | 2,500          | 7,500          | 0               |                | 2,500          |
| Skunk Run                                 | 750            | 0              | 0              | 500             |                | 0              |
| American Legion/Babe Ruth                 | 500            | 1,000          | 0              | 500             |                | 0              |
| Travel Expense                            | 26,567         | 31,643         | 15,793         | 0               |                | 0              |
| Dues & Subscriptions                      | 404            | 5,053          | 85             | 0               |                | 0              |
| Veteran's Day Parade                      | 0              | 1,000          | 0              | 0               |                | 0              |
| Employee Christmas                        | 0              | 1,004          | 0              | 0               |                | 0              |
| Friends of the Airport                    | 1,731          | 0              | 0              | 0               |                | 0              |
| Speaker System                            | 5,814          | 0              | 0              | 0               |                | 0              |
| Visitor Center                            | 15,200         | 15,200         | 14,250         | 0               |                | 0              |
| OFCED                                     | 11,255         | 0              | 0              | 0               |                | 0              |
| Chautauqua event                          | 2,000          | 0              | 0              | 0               |                | 0              |
| <b>Total Requirements</b>                 | <b>122,577</b> | <b>122,774</b> | <b>96,851</b>  | <b>146,200</b>  |                | <b>149,200</b> |
| Contingency Reserve                       |                |                |                |                 |                | 14,083         |
| <b>Unencumbered Cash Balance, Dec. 31</b> | <b>56,384</b>  | <b>95,074</b>  | <b>19,483</b>  | <b>19,283</b>   |                |                |

**AUDITORIUM FUND 1300**

| <b>AUDITORIUM FUND 1300</b> |                                       |                |                |                |                |                |
|-----------------------------|---------------------------------------|----------------|----------------|----------------|----------------|----------------|
|                             | <b>REVENUE DETAIL</b>                 | <b>ACTUAL</b>  | <b>ACTUAL</b>  | <b>ACTUAL</b>  | <b>REVISED</b> | <b>BUDGET</b>  |
|                             |                                       | <b>2001</b>    | <b>2002</b>    | <b>2003</b>    | <b>2004</b>    | <b>2005</b>    |
| 100                         | Unencumbered Cash                     | 28,755         | 7,155          | 1,412          | 10,544         | 12,737         |
| 301                         | Ad Valorem Tax                        | 116,508        | 126,577        | 123,579        | 131,000        | 136,240        |
| 302                         | Back Tax Collections                  | 4,234          | 3,753          | 5,307          | 4,000          | 4,000          |
| 315                         | Vehicle Tax                           | 16,055         | 17,816         | 19,224         | 17,936         | 17,822         |
|                             | <b>Total Tax Revenue</b>              | <b>136,797</b> | <b>148,146</b> | <b>148,110</b> | <b>152,936</b> | <b>158,062</b> |
| 321                         | Rentals                               | 8,223          | 8,681          | 8,797          | 8,000          | 9,000          |
| 324                         | Interest Income                       | 2,143          | 611            | 306            | 300            | 300            |
| 325                         | Reimbursed Expense                    | 1,672          | 190            | 66             | 100            | 100            |
| 327                         | Donations                             | 3,422          | 1,650          | 973            | 4,000          | 3,000          |
| 328                         | Concessions                           | 4,420          | 4,777          | 5,176          | 5,500          | 6,000          |
| 329                         | Ticket Sales                          | 62,351         | 43,454         | 34,800         | 50,000         | 48,000         |
| 343                         | Grants, Foundation                    | 10,330         | 5,800          | 13,410         | 10,000         | 10,000         |
| 346                         | Transfers                             | 0              | 0              | 0              | 0              | 0              |
| 399                         | Miscellaneous                         | 2,795          | 0              | 0              | 0              | 0              |
| 337                         | Program Advertising                   | 3,410          | 2,850          | 1,575          | 4,000          | 2,500          |
|                             | <b>Total Other Revenue</b>            | <b>98,766</b>  | <b>68,014</b>  | <b>65,103</b>  | <b>81,900</b>  | <b>78,900</b>  |
| <b>EXPENDITURE DETAIL</b>   |                                       |                |                |                |                |                |
|                             | <b>PERSONAL SERVICES</b>              |                |                |                |                |                |
| 411                         | Salaries                              | 101,321        | 100,506        | 69,367         | 75,700         | 83,000         |
| 411                         | Temporary                             | 4,804          | 3,757          | 7,713          | 8,000          | 8,000          |
| 410                         | Overtime                              |                |                | 11,833         | 12,000         | 12,000         |
| 412                         | Social Security                       | 8,081          | 8,000          | 6,740          | 7,321          | 7,880          |
| 413                         | Retirement                            | 2,807          | 3,252          | 2,432          | 3,445          | 3,708          |
| 414                         | Health Insurance                      | 11,588         | 11,919         | 12,752         | 16,500         | 18,150         |
|                             | <b>SUBTOTAL</b>                       | <b>128,601</b> | <b>127,433</b> | <b>110,836</b> | <b>122,966</b> | <b>132,738</b> |
|                             | <b>CONTRACTUAL SERVICES</b>           |                |                |                |                |                |
| 502                         | Postage                               | 1,395          | 1,188          | 675            | 1,500          | 1,500          |
| 503                         | Telephone                             | 1,444          | 1,326          | 1,550          | 1,550          | 1,550          |
| 504                         | Travel Expense                        | 231            | 306            | 150            | 400            | 400            |
| 505                         | Educational Advancement               | 0              | 0              | 0              | 200            | 200            |
| 514                         | Printing                              | 985            | 832            | 843            | 1,000          | 1,000          |
| 515                         | General Advertising                   | 255            | 354            | 175            | 400            | 300            |
| 516                         | Event Advertising                     | 12,956         | 11,285         | 9,045          | 13,000         | 13,000         |
| 520                         | Insurance - Bldg. & Contents          | 2,321          | 1,826          | 2,166          | 2,599          | 2,600          |
| 521                         | Worker's Comp                         | 920            | 921            | 1,045          | 1,253          | 1,400          |
| 522                         | Unemployment Insurance                | 0              | 139            | 152            | 175            | 175            |
| 525                         | Boiler Insurance                      | 575            | 1,000          | 1,000          | 1,350          | 1,250          |
| 530                         | Utilities                             | 11,994         | 11,505         | 14,166         | 16,999         | 17,500         |
| 551                         | Dues & Subscriptions                  | 917            | 914            | 538            | 750            | 700            |
| 552                         | Ticket Refunds                        | 1,007          | 491            | 525            | 500            | 750            |
| 555                         | Public Relations                      | 237            | 44             | 161            | 250            | 250            |
| 558                         | Other Cont. Services                  | 2,031          | 2,116          | 3,182          | 2,250          | 3,140          |
| 560                         | Auditorium Maintenance                | 5,212          | 4,270          | 7,469          | 4,200          | 4,000          |
| 565                         | Sales Tax                             | 0              | 0              | 0              | 0              | 0              |
| 567                         | Event Fees & Deposits                 | 64,642         | 45,969         | 35,377         | 49,000         | 49,000         |
| 570                         | Misc. Event Expenses                  | 4,269          | 2,893          | 2,641          | 5,000          | 4,000          |
|                             | <b>SUBTOTAL</b>                       | <b>111,389</b> | <b>87,378</b>  | <b>80,858</b>  | <b>102,376</b> | <b>102,715</b> |
|                             | <b>COMMODITIES</b>                    |                |                |                |                |                |
| 600                         | Office Supplies                       | 1,206          | 1,547          | 1,050          | 1,500          | 1,500          |
| 613                         | Janitorial Supplies                   | 466            | 554            | 915            | 750            | 800            |
| 619                         | Concession Supplies                   | 2,037          | 2,403          | 2,682          | 2,500          | 3,000          |
| 630                         | Other Operating Supplies              | 197            | 320            | 593            | 550            | 600            |
|                             | <b>SUBTOTAL</b>                       | <b>3,906</b>   | <b>4,824</b>   | <b>5,240</b>   | <b>5,300</b>   | <b>5,900</b>   |
|                             | <b>CAPITAL OUTLAY</b>                 |                |                |                |                |                |
| 702                         | Furniture & Fixtures (folding tables) | 0              | 594            | 30             | 500            | 1,500          |
| 704                         | Office Machines                       | 272            | 437            | 371            | 400            | 0              |
| 709                         | Stage Equipment                       | 586            | 1,005          | 2,744          | 1,100          | 0              |
|                             | <b>SUBTOTAL</b>                       | <b>858</b>     | <b>2,036</b>   | <b>3,145</b>   | <b>2,000</b>   | <b>1,500</b>   |
|                             | <b>CAPITAL IMPROVEMENT</b>            |                |                |                |                |                |
| 730                         | Major Equipment & Renovations         | 12,078         | 0              | 0              | 0              | 0              |
| 925                         | Contingency Reserve                   | 331            | 231            | 858            | 0              | 6,847          |
|                             | <b>SUBTOTAL</b>                       | <b>12,409</b>  | <b>231</b>     | <b>858</b>     | <b>0</b>       | <b>6,847</b>   |

**AUDITORIUM FUND 1300**

| REVENUE DETAIL                           |                |                |                |                 |                |
|--|----------------|----------------|----------------|-----------------|----------------|
|  | Actual<br>2001 | Actual<br>2002 | Actual<br>2003 | Revised<br>2004 | Budget<br>2005 |
| <b>Unencumbered Cash Balance, Jan. 1</b> | 28,755         | 7,155          | 1,412          | 10,544          | 12,737         |
| Ad Valorem Tax                           | 116,508        | 126,577        | 123,579        | 131,000         | 136,240        |
| Ticket Sales                             | 62,351         | 43,454         | 34,800         | 50,000          | 48,000         |
| Vehicle Tax                              | 16,055         | 17,816         | 19,224         | 17,936          | 17,822         |
| Grants, Foundation                       | 10,330         | 5,800          | 13,410         | 10,000          | 10,000         |
| Rentals                                  | 8,223          | 8,681          | 8,797          | 8,000           | 9,000          |
| Concessions                              | 4,420          | 4,777          | 5,176          | 5,500           | 6,000          |
| Back Tax Collections                     | 4,234          | 3,753          | 5,307          | 4,000           | 4,000          |
| Interest Income                          | 2,143          | 611            | 306            | 300             | 300            |
| Reimbursed Expense                       | 1,672          | 190            | 66             | 100             | 100            |
| Donations                                | 3,422          | 1,650          | 973            | 4,000           | 3,000          |
| Miscellaneous                            | 2,795          | 0              | 0              | 0               | 0              |
| Program Advertising                      | 3,410          | 2,850          | 1,575          | 4,000           | 2,500          |
| <b>Total Revenue</b>                     | 235,563        | 216,159        | 213,213        | 234,836         | 236,962        |
| <b>Total Resources</b>                   | 264,318        | 223,314        | 214,625        | 245,380         | 249,699        |
| EXPENDITURE DETAIL                       |                |                |                |                 |                |
| Personal Services                        | 128,601        | 127,433        | 110,836        | 122,966         | 132,738        |
| Contractual Services                     | 111,389        | 87,378         | 80,858         | 102,376         | 102,715        |
| Commodities                              | 3,906          | 4,824          | 5,240          | 5,300           | 5,900          |
| Capital Outlay                           | 858            | 2,036          | 3,145          | 2,000           | 1,500          |
| Capital Improvements                     | 12,078         | 0              | 3,145          | 0               | 0              |
| Reserves                                 | 331            | 231            | 858            | 0               |                |
| <b>Total Requirements</b>                | 257,164        | 221,902        | 204,081        | 232,643         | 242,853        |
| <b>Unencumbered Cash Bal., Dec. 31</b>   | 7,155          | 1,412          | 10,544         | 12,737          |                |
| <b>Contingency Reserve</b>               |                |                |                |                 | 6,847          |
| PERSONNEL SCHEDULE                       |                |                |                |                 |                |
|  | 2001           | 2002           | 2003           | 2004            | 2005           |
| Auditorium Director                      | 1              | 1              | 0              | 0               | 0              |
| Secretary/Bookkeeper                     | 1              | 1              | 1              | 0               | 0              |
| Facility Supervisor                      | 1              | 1              | 1              | 0               | 0              |
| Operations Manager                       | 0              | 0              | 0              | 1               | 1              |
| Administrative Manager                   | 0              | 0              | 0              | 1               | 1              |
| Janitorial                               | 0              | 0.5            | 0.5            | 0.5             | 0.5            |
| <b>Total</b>                             | 3              | 3.5            | 2.5            | 2.5             | 2.5            |
| Temporary                                | 7              | 7              | 7              | 7               | 7              |

**AIRPORT FUND 1400**

|     |                     | ACTUAL | ACTUAL | ACTUAL        | REVISED       | BUDGET        |
|-----|---------------------|--------|--------|---------------|---------------|---------------|
|     | SOURCE OF REVENUE   | 2001   | 2002   | 2003          | 2004          | 2005          |
| 100 | Unencumbered Cash   | 0      | 0      | 0             | 517           | 517           |
| 349 | Transfers - General | 0      | 0      | 43,657        | 51,000        | 50,483        |
|     | <b>TOTAL</b>        |        |        | <b>43,657</b> | <b>51,000</b> | <b>50,483</b> |

**AIRPORT FUND 1400**

|     | EXPENDITURE DETAIL                | ACTUAL        | ACTUAL        | ACTUAL        | REVISED       | BUDGET        |
|-----|-----------------------------------|---------------|---------------|---------------|---------------|---------------|
|     |                                   | 2001          | 2002          | 2003          | 2004          | 2005          |
|     | <b>CONTRACTUAL SERVICES</b>       |               |               |               |               |               |
| 503 | Telecommunications                | 732           | 633           | 154           | 0             | 0             |
| 520 | Insurance - Bldg. & Contents      | 800           | 974           | 1,112         | 1,200         | 1,200         |
| 526 | Insurance - Aviation Liability    | 1,920         | 2,000         | 1,667         | 3,000         | 3,000         |
| 530 | Utilities                         | 1,121         | 1,222         | 1,097         | 4,000         | 4,000         |
| 532 | Repair - Building, etc.           | 9,879         | 1,138         | 100           | 2,000         | 2,000         |
| 533 | Equipment Repairs                 | 932           | 54            | 50            | 1,200         | 1,200         |
| 549 | Airport Management Contract       | 33,500        | 33,500        | 33,500        | 33,500        | 33,500        |
| 558 | Other Cont. Services              | 1,810         | 2,306         | 3,320         | 2,100         | 2,100         |
| 559 | Environmental Compliance          | 200           | 0             | 10            | 0             | 0             |
|     | <b>SUBTOTAL</b>                   | <b>50,895</b> | <b>41,827</b> | <b>41,011</b> | <b>47,000</b> | <b>47,000</b> |
|     | <b>COMMODITIES</b>                |               |               |               |               |               |
| 616 | Paint                             | 0             | 0             | 0             | 500           | 500           |
| 620 | Supplies                          | 0             | 17            | 0             | 1,000         | 1,000         |
| 624 | Asphalt (Patch)                   | 0             | 0             | 0             | 2,000         | 2,000         |
| 629 | Gravel, Rock & Cement             | 0             | 0             | 0             | 500           | 500           |
|     | <b>SUBTOTAL</b>                   | <b>0</b>      | <b>17</b>     | <b>0</b>      | <b>4,000</b>  | <b>4,000</b>  |
|     | <b>CAPITAL OUTLAY</b>             |               |               |               |               |               |
| 710 | Equipment (8' Bushhog Mower Deck) |               |               | 2,130         |               |               |
| 738 | Improvements - (Taxiway)          |               |               | 0             |               |               |
|     | <b>SUBTOTAL</b>                   |               |               | <b>2,130</b>  |               |               |
|     | <b>TOTAL</b>                      |               |               | <b>43,141</b> | <b>51,000</b> | <b>51,000</b> |



## AIRPORT FUND 1400

| REVENUE DETAIL  |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|---|--------------------|-------------------|--------------------|------------------|----------------|------|--------------------|-------------------|--------------------|------------------|---------------------------------|------|--------|--|----|----------------------|------|-------|--|----|--------------|--|--------|--|--|
|   | Actual<br>2001     | Actual<br>2002    | Actual<br>2003     | Revised<br>2004  | Budget<br>2005 |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| <b>Unencumbered Cash Balance, Jan. 1</b>  | 0                  | 0                 | 0                  | 517              | 517            |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Transfers - General   |                    |                   | 43,657             | 51,000           | 50,483         |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    | 0                | 0              |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| <b>Total Revenue</b>  |                    |                   | <b>43,657</b>      | <b>51,000</b>    | <b>50,483</b>  |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| <b>Total Resources</b>  |                    |                   | <b>43,657</b>      | <b>51,517</b>    | <b>51,000</b>  |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| EXPENDITURE DETAIL  |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Contractual Service   |                    |                   | 41,011             | 47,000           | 47,000         |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Commodities   |                    |                   | 0                  | 4,000            | 4,000          |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Capital Outlay - (8' Bushhog Mower)   |                    |                   | 2,130              | 0                | 0              |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Capital Improvement - (Parallel Taxiway)  |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Reserves  |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| <b>Total Requirements</b>   |                    |                   | <b>43,141</b>      | <b>51,000</b>    | <b>51,000</b>  |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Contingency Reserve   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| <b>Unencumbered Cash Balance, Dec. 31</b>   |                    |                   | 517                | 517              | 0              |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
|   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Equipment Reserve/Capital Outlay Schedule   |                    |                   |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Year to<br/>Replace</th> <th style="text-align: center;">Estimated<br/>Cost</th> <th style="text-align: center;">Funds<br/>Requested</th> <th style="text-align: center;">Expected<br/>Life</th> </tr> </thead> <tbody> <tr> <td>John Deere Agricultural Tractor</td> <td style="text-align: center;">1998</td> <td style="text-align: center;">25,000</td> <td> </td> <td style="text-align: center;">10</td> </tr> <tr> <td>Rhino 8' Mowing Deck</td> <td style="text-align: center;">2013</td> <td style="text-align: center;">5,500</td> <td> </td> <td style="text-align: center;">10</td> </tr> <tr> <td><b>Total</b></td> <td> </td> <td style="text-align: center;">30,500</td> <td> </td> <td> </td> </tr> </tbody> </table> |                    |                   |                    |                  |                | Item | Year to<br>Replace | Estimated<br>Cost | Funds<br>Requested | Expected<br>Life | John Deere Agricultural Tractor | 1998 | 25,000 |  | 10 | Rhino 8' Mowing Deck | 2013 | 5,500 |  | 10 | <b>Total</b> |  | 30,500 |  |  |
| Item  | Year to<br>Replace | Estimated<br>Cost | Funds<br>Requested | Expected<br>Life |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| John Deere Agricultural Tractor   | 1998               | 25,000            |                    | 10               |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| Rhino 8' Mowing Deck  | 2013               | 5,500             |                    | 10               |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |
| <b>Total</b>  |                    | 30,500            |                    |                  |                |      |                    |                   |                    |                  |                                 |      |        |  |    |                      |      |       |  |    |              |  |        |  |  |

**SPECIAL PARK AND RECREATION FUND 1600**

|     |                           | ACTUAL         | ACTUAL        | ACTUAL        | REVISED       | BUDGET        |
|-----|---------------------------|----------------|---------------|---------------|---------------|---------------|
|     | SOURCE OF REVENUE         | 2001           | 2002          | 2003          | 2004          | 2005          |
| 100 | Unencumbered Cash         | 43,170         | 29,309        | 29,927        | 25,829        | 32,629        |
| 314 | Liquor Drink Taxes        | 18,615         | 9,263         | 27,065        | 16,500        | 24,589        |
| 325 | Reimbursed Expense Income | 211,095        | 0             | 2,725         | 0             | 0             |
|     | <b>TOTAL</b>              | <b>272,880</b> | <b>38,572</b> | <b>59,717</b> | <b>42,329</b> | <b>57,218</b> |

**SPECIAL PARK AND RECREATION FUND 1600**

|     |                                   | ACTUAL         | ACTUAL       | ACTUAL        | REVISED      | BUDGET        |
|-----|-----------------------------------|----------------|--------------|---------------|--------------|---------------|
|     | EXPENDITURE DETAIL                | 2001           | 2002         | 2003          | 2004         | 2005          |
|     | <b>CONTRACTUAL SERVICES</b>       |                |              |               |              |               |
| 558 | Contractual Services              | 22,640         | 3,312        | 16,276        | 1,200        | 1,200         |
|     | <b>SUBTOTAL</b>                   | <b>22,640</b>  | <b>3,312</b> | <b>16,276</b> | <b>1,200</b> | <b>1,200</b>  |
|     | <b>CAPITAL OUTLAY</b>             |                |              |               |              |               |
| 710 | Capital Outlay                    | 2,510          | 3,586        | 0             | 4,500        | 0             |
| 710 | (1 Mower Deck)                    | 0              | 0            | 0             | 0            | 15,000        |
| 715 | (Roof Renovation DWCC)            | 0              | 0            | 800           | 0            | 0             |
| 753 | (Drake Field Dugouts)             | 0              | 0            | 1,900         | 0            | 0             |
| 729 | (Skate Park)                      | 24,544         | 0            | 0             | 0            | 0             |
| 730 | (Tennis Courts)                   | 192,844        | 1,747        | 8,292         | 0            | 0             |
| 730 | (Old Depot Trail Match)           | 0              | 0            | 0             | 4,000        | 0             |
| 730 | (Swimming Pool Filtration System) | 0              | 0            | 0             | 0            | 18,500        |
|     | <b>SUBTOTAL</b>                   | <b>219,898</b> | <b>5,333</b> | <b>10,992</b> | <b>8,500</b> | <b>33,500</b> |
|     | <b>MISCELLANEOUS</b>              |                |              |               |              |               |
| 620 | Supplies                          | 1,033          | 0            | 2,840         | 0            | 0             |
| 925 | Contingency Reserve               | 0              | 0            | 3,780         | 0            | 22,518        |
|     | <b>TOTAL</b>                      | <b>243,571</b> | <b>8,645</b> | <b>33,888</b> | <b>9,700</b> | <b>57,218</b> |

**SPECIAL PARK AND RECREATION FUND 1600**

| <b>REVENUE DETAIL</b>                     |                |               |               |                |               |  |
|---|----------------|---------------|---------------|----------------|---------------|--|
|   | <b>Actual</b>  | <b>Actual</b> | <b>Actual</b> | <b>Revised</b> | <b>Budget</b> |  |
|   | <b>2001</b>    | <b>2002</b>   | <b>2003</b>   | <b>2004</b>    | <b>2005</b>   |  |
| <b>Unencumbered Cash Balance, Jan. 1</b>  | 43,170         | 29,309        | 29,927        | 25,829         | 32,629        |  |
| Liquor Selling Taxes                      | 18,615         | 9,263         | 27,065        | 16,500         | 24,589        |  |
| Reimbursed Expense Income (Note 2)        | 211,095        | 0             | 2,725         | 0              | 0             |  |
| <b>Total Revenue</b>                      | <b>229,710</b> | <b>9,263</b>  | <b>29,790</b> | <b>16,500</b>  | <b>24,589</b> |  |
| <b>Total Resources</b>                    | <b>272,880</b> | <b>38,572</b> | <b>59,717</b> | <b>42,329</b>  | <b>57,218</b> |  |
| <b>EXPENDITURE DETAIL</b>                 |                |               |               |                |               |  |
| Supplies                                  | 1,033          | 0             | 2,840         | 0              | 0             |  |
| Capital Outlay                            | 219,898        | 5,333         | 14,772        | 8,500          | 33,500        |  |
| Contractual Services                      | 22,640         | 3,312         | 16,276        | 1,200          | 1,200         |  |
| <b>Total Requirements</b>                 | <b>243,571</b> | <b>8,645</b>  | <b>33,888</b> | <b>9,700</b>   | <b>34,700</b> |  |
| Contingency Reserve                       |                |               |               |                | 22,518        |  |
| <b>Unencumbered Cash Balance, Dec. 31</b> | <b>29,309</b>  | <b>29,927</b> | <b>25,829</b> | <b>32,629</b>  |               |  |

Note 1: By statute, the Special Parks and Recreation fund receives 1/3 of the revenue from the sale of alcohol within the city. Funds are used to purchase playground equipment for City parks and to support other recreational activities.

**SPECIAL ALCOHOL PROGRAM FUND 1700**

|     |                    | ACTUAL        | ACTUAL        | ACTUAL        | REVISED       | BUDGET        |
|-----|--------------------|---------------|---------------|---------------|---------------|---------------|
|     | SOURCE OF REVENUE  | 2001          | 2002          | 2003          | 2004          | 2005          |
| 100 | Unencumbered Cash  | 15,852        | 23,467        | 21,730        | 22,795        | 9,295         |
| 314 | Liquor Drink Taxes | 18,615        | 9,263         | 27,065        | 16,500        | 24,589        |
|     | <b>TOTAL</b>       | <b>34,467</b> | <b>32,730</b> | <b>48,796</b> | <b>39,295</b> | <b>33,884</b> |

**SPECIAL ALCOHOL PROGRAM FUND 1700**

|     |                                       | ACTUAL        | ACTUAL        | ACTUAL        | REVISED       | BUDGET        |
|-----|---------------------------------------|---------------|---------------|---------------|---------------|---------------|
|     | EXPENDITURE DETAIL                    | 2001          | 2002          | 2003          | 2004          | 2005          |
|     | <b>CONTRACTUAL SERVICES</b>           |               |               |               |               |               |
| 558 | Contractual Services, (DARE Program)  | 1,000         | 1,000         | 1,000         | 0             | 0             |
|     | <b>MISCELLANEOUS</b>                  |               |               |               |               |               |
| 901 | Transfer to Gen Fund for DARE Officer | 10,000        | 10,000        | 25,000        | 30,000        | 30,000        |
| 925 | Contingency Reserve                   |               |               |               |               | 3,884         |
|     | <b>TOTAL</b>                          | <b>11,000</b> | <b>11,000</b> | <b>26,000</b> | <b>30,000</b> | <b>33,884</b> |

**SPECIAL ALCOHOL PROGRAM FUND 1700**

| REVENUE DETAIL                            |                |                |                |                 |                |
|---|----------------|----------------|----------------|-----------------|----------------|
|   | Actual<br>2001 | Actual<br>2002 | Actual<br>2003 | Revised<br>2004 | Budget<br>2005 |
| <b>Unencumbered Cash Balance, Jan. 1</b>  | 15,852         | 23,467         | 21,730         | 22,795          | 9,295          |
| Liquor Selling Taxes                      | 18,615         | 9,263          | 27,065         | 16,500          | 24,589         |
| <b>Total Revenue</b>                      | <b>18,615</b>  | <b>9,263</b>   | <b>27,065</b>  | <b>16,500</b>   | <b>24,589</b>  |
| <b>Total Resources</b>                    | <b>34,467</b>  | <b>32,730</b>  | <b>48,796</b>  | <b>39,295</b>   | <b>33,884</b>  |
|   |                |                |                |                 |                |
| EXPENDITURE DETAIL                        |                |                |                |                 |                |
| Contractual Services, (DARE Program)      | 1,000          | 1,000          | 1,000          | 0               | 0              |
| Transfer for DARE Officer                 | 10,000         | 10,000         | 25,000         | 30,000          | 30,000         |
| <b>Total Requirements</b>                 | <b>11,000</b>  | <b>11,000</b>  | <b>26,000</b>  | <b>30,000</b>   | <b>30,000</b>  |
| Contingency Reserve                       |                |                |                |                 | 3,884          |
| <b>Unencumbered Cash Balance, Dec. 31</b> | <b>23,467</b>  | <b>21,730</b>  | <b>22,795</b>  | <b>9,295</b>    | <b>0</b>       |

Note: The Special Alcohol fund receives revenue from the sale of alcohol in the City. Use of these funds is strictly limited to activities designed to help prevent alcohol and substance abuse, through education, demonstration, and similar means. Beginning in 1992, the City's D.A.R.E. program has made use of these funds.

**LIBRARY FUND 1800**

|     |                      | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET  |
|-----|----------------------|---------|---------|---------|---------|---------|
|     | SOURCE OF REVENUE    | 2001    | 2002    | 2003    | 2004    | 2005    |
| 100 | Unencumbered Cash    | 116     | 180     | 127     | 0       | 0       |
| 301 | Ad Valorem Tax       | 422,830 | 505,739 | 508,675 | 490,905 | 499,445 |
| 302 | Back Tax             | 16,405  | 14,216  | 20,806  | 20,000  | 22,000  |
| 315 | Vehicle Tax (Note 1) | 63,009  | 67,147  | 76,590  | 73,797  | 66,775  |
| 324 | Interest             | 1,679   | 1,716   | 1,110   | 600     | 700     |
|     | <b>TOTAL</b>         | 504,039 | 588,998 | 607,309 | 585,302 | 588,920 |

**LIBRARY FUND 1800**

|     |                                      | ACTUAL      | ACTUAL      | ESTIMATED   | REVISED     | BUDGET      |
|-----|--------------------------------------|-------------|-------------|-------------|-------------|-------------|
|     | EXPENDITURE DETAIL                   | 2001        | 2002        | 2003        | 2004        | 2005        |
| 576 | Appropriations to Library Board      | 458,359     | 536,722     | 550,299     | 524,913     | 524,913     |
| 904 | Transfer - Reimbursement to Electric | 45,500      | 50,000      | 57,000      | 60,389      | 64,007      |
|     | <b>TOTAL</b>                         | 257,472,087 | 299,814,778 | 310,329,707 | 299,089,322 | 300,938,120 |

## LIBRARY FUND 1800

| REVENUE DETAIL                            |                |                |                   |                 |                |
|---|----------------|----------------|-------------------|-----------------|----------------|
|   | Actual<br>2001 | Actual<br>2002 | Estimated<br>2003 | Revised<br>2004 | Budget<br>2005 |
| <b>Unencumbered Cash Balance, Jan. 1</b>  | 116            | 180            | 127               | 0               | 0              |
|   |                |                |                   |                 |                |
| Ad Valorem Taxes                          | 422,830        | 505,739        | 508,675           | 490,905         | 499,445        |
| Back Taxes                                | 16,405         | 14,216         | 20,806            | 20,000          | 22,000         |
| Vehicle Taxes                             | 63,009         | 67,147         | 76,590            | 73,797          | 66,775         |
| Interest                                  | 1,679          | 1,716          | 1,100             | 600             | 700            |
| Total Revenue                             | 503,923        | 588,818        | 607,172           | 585,302         | 588,920        |
|   |                |                |                   |                 |                |
| Total Resources                           | 504,039        | 588,998        | 607,299           | 585,302         | 588,920        |
|   |                |                |                   |                 |                |
| EXPENDITURE DETAIL                        |                |                |                   |                 |                |
|   |                |                |                   |                 |                |
| Appropriations to Library Board           | 458,359        | 536,722        | 550,299           | 524,913         | 524,913        |
| Transfer - Reimbursement to Electric      | 45,500         | 50,000         | 57,000            | 60,389          | 64,007         |
|   |                |                |                   |                 |                |
| Total Expenditures                        | 503,859        | 586,722        | 607,299           | 585,302         | 588,920        |
|   |                |                |                   |                 |                |
| <b>Unencumbered Cash Balance, Dec. 31</b> | 180            | 127            | 0                 | 0               | 0              |

**ECONOMIC DEVELOPMENT FUND 2500**

|     |                            | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET |
|-----|----------------------------|---------|---------|---------|---------|--------|
|     | SOURCE OF REVENUE          | 2001    | 2002    | 2003    | 2004    | 2005   |
| 100 | Unencumbered Cash          | 222,599 | 190,610 | 232,520 | 90,152  | 52,952 |
| 324 | Interest                   | 10,617  | 4,940   | 1,917   | 800     | 600    |
| 325 | Reimbursed Expense         | 2,000   | 2,000   | 2,000   | 2,000   | 2,000  |
| 349 | Transfer from General Fund | 70,000  | 70,000  | 15,400  | 10,000  | 10,000 |
| 398 | Sale of Property           | 0       | 67,592  | 0       | 0       | 10,000 |
|     | <b>TOTAL</b>               | 305,216 | 335,142 | 251,837 | 102,952 | 75,552 |

**ECONOMIC DEVELOPMENT FUND 2500**

|     |                                  | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET |
|-----|----------------------------------|---------|---------|---------|---------|--------|
|     | EXPENDITURE DETAIL               | 2001    | 2002    | 2003    | 2004    | 2005   |
| 900 | Transfer to Bond & Interest Fund | 99,000  | 70,000  | 60,421  | 0       | 0      |
| 558 | Other Contractual                | 15,606  | 32,622  | 37,975  | 0       | 0      |
| 558 | Airport Improvement              | 0       | 0       | 10,831  | 10,000  | 0      |
| 572 | Economic Development             | 0       | 0       | 52,458  | 40,000  | 50,000 |
| 925 | Contingency Reserve              |         |         |         |         | 25,552 |
|     | <b>TOTAL</b>                     | 114,606 | 102,622 | 161,685 | 50,000  | 75,552 |



**ECONOMIC DEVELOPMENT FUND 2500**

| <b>REVENUE DETAIL</b>                     |                |                |                |                |               |  |
|---|----------------|----------------|----------------|----------------|---------------|--|
|   | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Revised</b> | <b>Budget</b> |  |
|   | <b>2001</b>    | <b>2002</b>    | <b>2003</b>    | <b>2004</b>    | <b>2005</b>   |  |
| <b>Unencumbered Cash Balance, Jan. 1</b>  | 222,599        | 190,610        | 232,520        | 90,152         | 52,952        |  |
| Interest                                  | 10,617         | 4,940          | 1,917          | 800            | 600           |  |
| Reimbursed Expenses                       | 2,000          | 2,000          | 2,000          | 2,000          | 2,000         |  |
| Transfer from General Fund                | 70,000         | 70,000         | 15,400         | 10,000         | 10,000        |  |
| Sale of Property                          | 0              | 67,592         | 0              | 0              | 10,000        |  |
| <b>Total Revenue</b>                      | <b>82,617</b>  | <b>144,532</b> | <b>19,317</b>  | <b>12,800</b>  | <b>22,600</b> |  |
| <b>Total Resources</b>                    | <b>305,216</b> | <b>335,142</b> | <b>251,837</b> | <b>102,952</b> | <b>75,552</b> |  |
| <b>EXPENDITURE DETAIL</b>                 |                |                |                |                |               |  |
| Transfers                                 | 99,000         | 70,000         | 71,252         | 10,000         | 0             |  |
| Other Contractual                         | 15,606         | 32,622         | 90,433         | 40,000         | 50,000        |  |
| <b>Total Requirements</b>                 | <b>114,606</b> | <b>102,622</b> | <b>161,685</b> | <b>50,000</b>  | <b>50,000</b> |  |
| Contingency Reserve                       |                |                |                |                | 25,552        |  |
| <b>Unencumbered Cash Balance, Dec. 31</b> | <b>190,610</b> | <b>232,520</b> | <b>90,152</b>  | <b>52,952</b>  |               |  |

**SPECIAL STREET FUND 2800**

|     |                                   | ACTUAL           | ACTUAL           | ACTUAL           | REVISED        | BUDGET         |
|-----|-----------------------------------|------------------|------------------|------------------|----------------|----------------|
|     | SOURCE OF REVENUE                 | 2001             | 2002             | 2003             | 2004           | 2005           |
| 100 | Unencumbered Cash                 | 994,318          | 1,034,942        | 732,246          | 59,868         | 67,017         |
| 317 | Special Highway                   | 0                | 0                | 330,020          | 335,000        | 369,650        |
| 349 | Transfers From General Fund       | 360,000          | 220,000          | 0                | 0              | 0              |
| 325 | Reimbursed Expense                | 6,825            | 38,049           | 48,088           | 30,000         | 15,000         |
| 348 | Transfer From Capital Improvement | 277,478          | 0                | 45,529           | 0              | 0              |
| 369 | Impact Fees                       | 0                | 12,532           | 14,001           | 26,000         | 20,000         |
|     | <b>TOTAL</b>                      | <b>1,638,621</b> | <b>1,305,522</b> | <b>1,169,885</b> | <b>450,868</b> | <b>471,667</b> |

**SPECIAL STREET FUND 2800**

|     |   | ACTUAL         | ACTUAL         | ACTUAL           | REVISED        | BUDGET         |
|-----|---|----------------|----------------|------------------|----------------|----------------|
|     | EXPENDITURE DETAIL                          | 2001           | 2002           | 2003             | 2004           | 2005           |
| 533 | Repair & Maint. of Traffic Signals (Note 1) | 19,137         | 19,571         | 9,293            | 20,000         | 20,000         |
| 554 | Engineering Services                        | 0              | 14,104         | 0                | 2,500          | 0              |
| 558 | Other Contractuals                          | 3,191          | 2,191          | 879              | 1,000          | 1,000          |
| 625 | Street Maintenance                          | 0              | 0              | 0                | 4,000          | 0              |
| 625 | Rail Trail Grant Match                      | 0              | 0              | 0                | 75,000         | 0              |
| 625 | Street Const. (KLINK-Main, Logan to Bridg   | 0              | 0              | 0                | 34,000         | 0              |
| 625 | Street Const. (15th Street Bridge)          | 0              | 0              | 0                | 0              | 0              |
| 625 | Sidewalks                                   | 223,081        | 146,288        | 235,363          | 100,000        | 100,000        |
| 629 | Alley Maintenance                           | 17,678         | 9,884          | 19,002           | 20,000         | 20,000         |
| 710 | Equipment                                   | 37,472         | 0              | 0                | 0              | 0              |
| 710 | Street Sweeper Lease                        | 0              | 35,000         | 29,851           | 29,851         | 27,364         |
| 710 | 1 Skid Loader                               | 0              | 0              | 0                | 0              | 28,000         |
| 710 | Motor Grader                                | 0              | 24,975         | 0                | 0              | 0              |
| 712 | Trucks, 2 ea. 3/4 Ton Pickup Trucks         | 0              | 0              | 52,137           | 0              | 0              |
| 918 | Transfers                                   | 303,120        | 321,263        | 763,492          | 101,500        | 105,000        |
| 925 | Contingency Reserve                         |                |                |                  |                | 170,303        |
|     | <b>TOTAL</b>                                | <b>603,679</b> | <b>573,276</b> | <b>1,110,017</b> | <b>387,851</b> | <b>471,667</b> |

Note: City match for the Rail Trail grant is estimated at \$72,947.25

Note: There is currently \$85,000 worth of sidewalk improvements remaining on the project waiting list for 2005.

## SPECIAL STREET FUND 2800

| REVENUE DETAIL                           |                |                |                |                 |                |
|--|----------------|----------------|----------------|-----------------|----------------|
|  | Actual<br>2001 | Actual<br>2002 | Actual<br>2003 | Revised<br>2004 | Budget<br>2005 |
| <b>Unencumbered Cash Balance, Jan. 1</b> | 994,318        | 1,034,942      | 732,246        | 59,868          | 67,017         |
| Special Highway                          | 0              | 0              | 330,020        | 335,000         | 369,650        |
| Transfers from General Fund              | 360,000        | 220,000        | 0              | 0               | 0              |
| Reimbursed Expense                       | 6,825          | 38,049         | 48,088         | 30,000          | 15,000         |
| Impact Fees                              | 0              | 12,532         | 14,001         | 26,000          | 20,000         |
| Transfer From Capital Improvement        | 277,478        | 0              | 45,529         | 0               | 0              |
| Total Revenue                            | 644,303        | 270,581        | 437,638        | 391,000         | 404,650        |
| <b>Total Resources</b>                   | 1,638,621      | 1,305,522      | 1,169,885      | 450,868         | 471,667        |

| EXPENDITURE DETAIL                        |           |         |           |         |         |
|---|-----------|---------|-----------|---------|---------|
| Repair & Maint. of Traffic Signals        | 19,137    | 19,571  | 9,293     | 20,000  | 20,000  |
| Other Contractuals                        | 3,191     | 16,295  | 879       | 3,500   | 1,000   |
| Transfers                                 | 303,120   | 321,263 | 763,492   | 101,500 | 105,000 |
| Street Maintenance                        | 0         | 0       | 0         | 0       | 0       |
| Rail Trail Grant Match                    | 0         | 0       |           | 75,000  | 0       |
| Street Const. (KLINK-Main, Logan to Bridg | 0         | 0       | 0         | 34,000  | 0       |
| Street Const. (15th Street Bridge)        | 0         | 0       | 0         | 0       | 0       |
| Sidewalks                                 | 223,081   | 146,288 | 235,363   | 100,000 | 100,000 |
| Alley Maintenance                         | 17,678    | 9,884   | 19,002    | 20,000  | 20,000  |
| Equipment                                 | 37,472    | 35,000  | 29,851    | 29,851  | 55,364  |
| Motor Grader                              | 0         | 24,975  | 0         | 0       | 0       |
| Trucks, 2 ea. 3/4 Ton Pickup Trucks       | 0         | 0       | 52,137    | 0       | 0       |
| Reserves                                  | 0         | 0       | 0         | 0       | 0       |
| Total Requirements                        | 603,679   | 573,276 | 1,110,017 | 383,851 | 301,364 |
| <b>Unencumbered Cash Balance, Dec. 31</b> | 1,034,942 | 732,246 | 59,868    | 67,017  | 170,303 |
| Contingency Reserve                       |           |         |           |         | 170,303 |

| EQUIPMENT CAPITAL OUTLAY DETAIL |           |                 |
|---------------------------------|-----------|-----------------|
| Lease Purchase                  | Model Yr. | Funds requested |
| Street Sweeper (4 yr. lease)    | 2002      | \$27,364        |
| Skid Loader                     | 1992      | \$28,000        |
| <b>Total</b>                    |           | <b>\$55,364</b> |

**EQUIPMENT RESERVE FUND 5300**

|     |                       | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET  |
|-----|-----------------------|---------|---------|---------|---------|---------|
|     | SOURCE OF REVENUE     | 2001    | 2002    | 2003    | 2004    | 2005    |
| 100 | Unencumbered Cash     | 247,876 | 238,165 | 250,009 | 275,313 | 497,314 |
| 324 | Interest              | 11,567  | 3,023   | 1,773   | 1,800   | 1,800   |
| 325 | Reimbursed Income     | 383,809 | 9,520   | 13,472  | 1,000   | 1,000   |
| 367 | Transfer - Library    | 45,500  | 50,000  | 0       | 0       | 0       |
| 347 | Transfer Water        | 55,000  | 55,000  | 37,000  | 73,912  | 76,287  |
| 345 | Transfer Electric     | 50,000  | 60,000  | 63,000  | 174,059 | 134,468 |
| 344 | Transfer - Wastewater | 70,000  | 66,000  | 49,000  | 132,930 | 115,710 |
| 373 | Transfer - Police     | 84,653  | 92,000  | 38,000  | 29,000  | 41,531  |
| 373 | Transfer - Fire       | 0       | 0       | 91,400  | 89,700  | 90,439  |
| 399 | Transfer - Planning   | 0       | 0       | 0       | 3,000   | 1,000   |
|     | <b>TOTAL</b>          | 948,405 | 573,708 | 543,654 | 780,714 | 959,549 |

**EQUIPMENT RESERVE FUND 5300**

|     |                                   | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET  |
|-----|-----------------------------------|---------|---------|---------|---------|---------|
|     | EXPENDITURE DETAIL                | 2001    | 2002    | 2003    | 2004    | 2005    |
| 710 | Equipment Purchase                | 16,872  | 45,136  | 16,776  | 0       | 0       |
| 710 | Equipment Purchase (Copy Machine) | 14,409  | 0       | 0       | 0       | 0       |
| 713 | Equipment Purchase                | 370,867 | 0       | 0       | 0       | 0       |
| 717 | Equipment Purchase Public Works   | 0       | 0       | 0       | 0       | 0       |
| 718 | Equipment Purchase Police Dept.   | 12,683  | 69,138  | 5,778   | 9,000   | 0       |
| 719 | Equipment Purchase-Water          | 0       | 0       | 44,338  | 0       | 0       |
| 720 | Lease Purchase Fire Dept.         | 57,372  | 93,223  | 91,333  | 91,400  | 90,439  |
| 721 | Lease Purchase Police Dept.       | 55,483  | 44,406  | 37,854  | 38,000  | 41,531  |
| 722 | Equipment Purchase Water          | 83,370  | 38,196  | 0       | 0       | 0       |
| 723 | Equipment Purchase Wastewater     | 78,500  | 33,600  | 45,011  | 25,000  | 31,300  |
| 724 | Equipment Purchase Electric       | 20,685  | 0       | 27,252  | 120,000 | 71,100  |
| 925 | Contingency Reserve               | 0       | 0       | 0       | 0       | 725,179 |
|     | <b>TOTAL</b>                      | 710,240 | 323,700 | 268,341 | 283,400 | 959,549 |

## EQUIPMENT RESERVE FUND 5300

| REVENUE DETAIL  |                  |                |                 |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
|---|------------------|----------------|-----------------|---------|---------|----------|------------------|----------------|-----------------|--|------------|------|-----------|--|--|--|--|--|----------|--|----------|------|-----------|--|--|----------|------|-----------|------|--|----------|------|-----------|--|--|--|--|--|----------|--|
|   | Actual           | Actual         | Actual          | Revised | Budget  |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
|   | 2001             | 2002           | 2003            | 2004    | 2005    |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| <b>Unencumbered Cash Balance, Jan. 1</b>  | 247,876          | 238,165        | 250,009         | 275,313 | 497,314 |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Transfer from Electric Fund   | 50,000           | 60,000         | 63,000          | 174,059 | 134,468 |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Transfer from Wastewater Fund   | 70,000           | 66,000         | 49,000          | 132,930 | 115,710 |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Transfer from Fire  | 0                | 0              | 91,400          | 89,700  | 90,439  |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Transfer from Police  | 0                | 0              | 38,000          | 29,000  | 41,531  |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Transfer from Water Fund  | 55,000           | 55,000         | 37,000          | 73,912  | 76,287  |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Transfer from Planning  | 0                | 0              | 0               | 3,000   | 1,000   |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Interest  | 11,567           | 3,023          | 1,773           | 1,800   | 1,800   |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Reimbursed Income   | 383,809          | 9,520          | 13,472          | 1,000   | 1,000   |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Transfer from Library   | 45,500           | 50,000         | 0               | 0       | 0       |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Transfer from Police & Fire Equipment   | 84,653           | 92,000         | 0               | 0       | 0       |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Total Revenue   | 700,529          | 335,543        | 293,645         | 505,401 | 462,235 |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Total Resources   | 948,405          | 573,708        | 543,654         | 780,714 | 959,549 |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| EXPENDITURE DETAIL  |                  |                |                 |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Equipment Purchase  | 31,281           | 45,136         | 22,554          | 9,000   | 0       |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Equipment Purchase Public Works   | 0                | 0              | 0               | 0       | 0       |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Equipment Purchase Water  | 83,370           | 38,196         | 44,338          | 0       | 0       |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Equipment Purchase Wastewater   | 78,500           | 33,600         | 45,011          | 25,000  | 31,300  |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Equipment Purchase Electric   | 20,685           | 0              | 27,252          | 120,000 | 71,100  |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Equipment Purchase Police Dept.   | 68,166           | 113,544        | 37,854          | 38,000  | 41,531  |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Equipment Purchase Fire Dept.   | 428,239          | 93,223         | 91,333          | 91,400  | 90,439  |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Reserves  | 0                | 0              | 0               | 0       | 0       |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Total Requirements  | 710,240          | 323,700        | 268,341         | 283,400 | 234,370 |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Contingency Reserve   |                  |                |                 |         | 725,179 |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| <b>Unencumbered Cash Balance, Dec. 31</b>   | 238,165          | 250,009        | 275,313         | 497,314 |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| EQUIPMENT CAPITAL OUTLAY DETAIL   |                  |                |                 |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Activity</th> <th style="text-align: center;">Year to Purchase</th> <th style="text-align: center;">Estimated Cost</th> <th style="text-align: center;">Funds Requested</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Wastewater</td> <td style="text-align: center;">2005</td> <td style="text-align: right;">\$ 31,256</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">\$31,256</td> <td></td> </tr> <tr> <td style="text-align: center;">Electric</td> <td style="text-align: center;">2005</td> <td style="text-align: right;">\$ 17,408</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Electric</td> <td style="text-align: center;">2005</td> <td style="text-align: right;">\$ 21,764</td> <td style="text-align: center;">Used</td> <td></td> </tr> <tr> <td style="text-align: center;">Electric</td> <td style="text-align: center;">2005</td> <td style="text-align: right;">\$ 31,915</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">\$71,087</td> <td></td> </tr> </tbody> </table> |                  |                |                 |         |         | Activity | Year to Purchase | Estimated Cost | Funds Requested |  | Wastewater | 2005 | \$ 31,256 |  |  |  |  |  | \$31,256 |  | Electric | 2005 | \$ 17,408 |  |  | Electric | 2005 | \$ 21,764 | Used |  | Electric | 2005 | \$ 31,915 |  |  |  |  |  | \$71,087 |  |
| Activity  | Year to Purchase | Estimated Cost | Funds Requested |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Wastewater  | 2005             | \$ 31,256      |                 |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
|   |                  |                | \$31,256        |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Electric  | 2005             | \$ 17,408      |                 |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Electric  | 2005             | \$ 21,764      | Used            |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
| Electric  | 2005             | \$ 31,915      |                 |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |
|   |                  |                | \$71,087        |         |         |          |                  |                |                 |  |            |      |           |  |  |  |  |  |          |  |          |      |           |  |  |          |      |           |      |  |          |      |           |  |  |  |  |  |          |  |

**REVOLVING LOAN FUND 5500**

|     |                        | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET |
|-----|------------------------|---------|---------|---------|---------|--------|
|     | SOURCE OF REVENUE      | 2001    | 2002    | 2003    | 2004    | 2005   |
| 100 | Unencumbered Cash      | 133,167 | 124,796 | 142,902 | 157,717 | 205    |
| 321 | Agreement (COF)        | 8,500   | 11,000  | 0       |         |        |
| 322 | Agreement (Crist Auto) |         |         |         | 3,238   | 3,238  |
| 322 | Agreement (Sears)      | 3,997   | 3,496   | 13,284  |         |        |
| 322 | Agreement (Fashion)    |         |         |         |         | 20,850 |
| 324 | Interest               | 4,132   | 3,610   | 1,608   | 750     | 100    |
|     | <b>TOTAL</b>           | 149,796 | 142,902 | 157,794 | 161,705 | 24,393 |

**REVOLVING LOAN FUND 5500**

|     |                    | ACTUAL | ACTUAL | ACTUAL | REVISED | BUDGET |
|-----|--------------------|--------|--------|--------|---------|--------|
|     | EXPENDITURE DETAIL | 2001   | 2002   | 2003   | 2004    | 2005   |
| 925 | Loans              | 25,000 | 0      | 0      | 161,000 | 24,393 |
| 558 | Misc.              | 0      | 0      | 77     | 500     | 0      |
|     | <b>TOTAL</b>       | 25,000 | 0      | 77     | 161,500 | 24,393 |



**RISK MANAGEMENT RESERVE FUND 5600**

|     |                           | ACTUAL         | ACTUAL         | ACTUAL         | REVISED        | BUDGET         |
|-----|---------------------------|----------------|----------------|----------------|----------------|----------------|
|     | SOURCE OF REVENUE         | 2001           | 2002           | 2003           | 2004           | 2005           |
| 100 | Unencumbered Cash         | 266,769        | 356,939        | 384,030        | 444,778        | 302,828        |
| 301 | Ad Valorem Tax            | 0              | 0              | 0              | 0              | 0              |
| 302 | Back Tax                  | 0              | 0              | 3              | 0              | 0              |
| 315 | Vehicle Tax               | 0              | 0              | 0              | 0              | 0              |
| 325 | Reimbursed Expense Income | 5,746          | 1,383          | 159,457        | 208,000        | 2,000          |
| 344 | Transfers - Sewer         | 40,000         | 15,000         | 0              | 0              | 10,000         |
| 347 | Transfers - Water         | 40,000         | 15,000         | 0              | 0              | 10,000         |
| 349 | Transfers - General       | 0              | 0              | 0              |                |                |
| 345 | Transfers - Electric      | 24,500         | 15,000         | 0              | 0              | 10,000         |
|     | Total Transfers           | 104,500        | 45,000         | 0              | 0              | 30,000         |
| 324 | Interest                  | 12,750         | 8,368          | 4,255          | 3,000          | 2,500          |
|     | <b>TOTAL</b>              | <b>389,765</b> | <b>411,690</b> | <b>547,744</b> | <b>655,778</b> | <b>337,328</b> |

**RISK MANAGEMENT RESERVE FUND 5600**

|     |                            | ACTUAL        | ACTUAL        | ACTUAL         | REVISED        | BUDGET         |
|-----|----------------------------|---------------|---------------|----------------|----------------|----------------|
|     | EXPENDITURE DETAIL         | 2001          | 2002          | 2003           | 2004           | 2005           |
| 523 | Vehicle Insurance          | 3,471         | 2,065         | 4,961          | 19,000         | 0              |
| 526 | Insurance                  | 20,027        | 15,403        | 21,573         | 22,000         |                |
| 533 | Machine & Equipment Repair | 456           | 951           | 24,868         | 3,000          | 3,000          |
| 534 | Vehicle Repair             | 822           | 2,440         | 21,590         | 10,000         | 10,000         |
| 558 | Other Contractual          | 2,565         | 3,116         | 11,626         | 15,000         | 10,000         |
| 715 | Building Maintenance       |               |               |                | 233,950        |                |
| 812 | Judgments & Claims         | 5,486         | 3,685         | 18,349         | 50,000         | 50,000         |
| 925 | Contingency Reserve        |               |               |                |                | 264,328        |
|     | <b>TOTAL</b>               | <b>32,826</b> | <b>27,660</b> | <b>102,966</b> | <b>352,950</b> | <b>337,328</b> |





**WWTP DEBT FUND 7800**

|     |                             | ACTUAL | ACTUAL | ACTUAL         | REVISED        | BUDGET         |
|-----|-----------------------------|--------|--------|----------------|----------------|----------------|
|     | SOURCE OF REVENUE           | 2001   | 2002   | 2003           | 2004           | 2005           |
| 100 | Unencumbered Cash           | 0      | 0      | 0              | 582,201        | 1,007,501      |
| 325 | Interest                    | 0      | 0      | 4,100          | 5,300          | 6,500          |
| 344 | Transfers - Wastewater Fund | 0      | 0      | 204,601        | 220,000        | 220,000        |
| 349 | Transfers - General Fund    | 0      | 0      | 373,500        | 200,000        | 200,000        |
|     | <b>TOTAL</b>                |        |        | <b>373,500</b> | <b>200,000</b> | <b>200,000</b> |

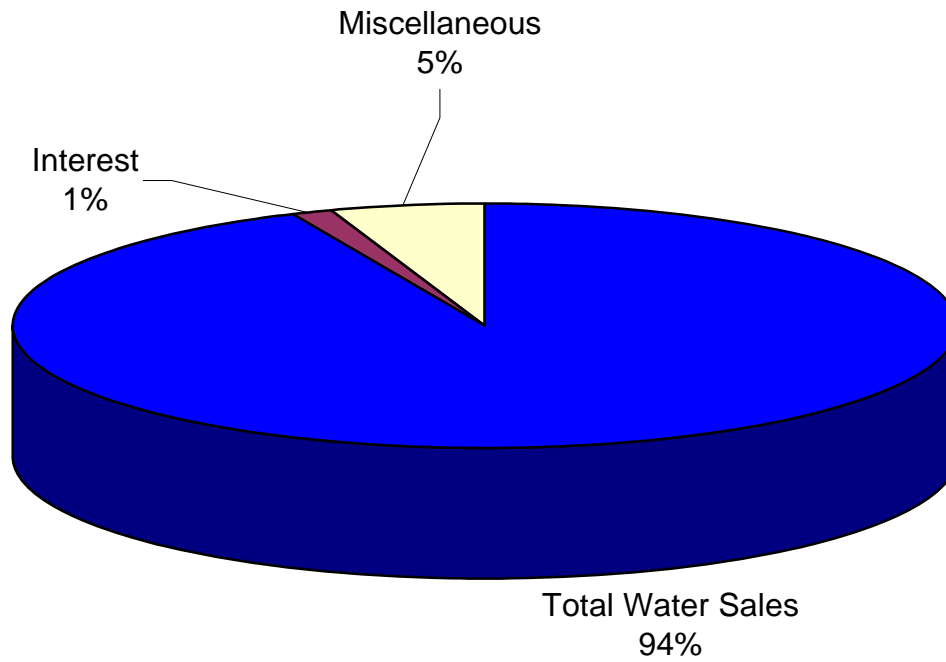
**WWTP DEBT FUND 7800**

|     |                      | ACTUAL   | ACTUAL   | ACTUAL   | REVISED  | BUDGET           |
|-----|----------------------|----------|----------|----------|----------|------------------|
|     | EXPENDITURE DETAIL   | 2001     | 2002     | 2003     | 2004     | 2005             |
| 502 | Commission & Postage | 0        | 0        | 0        | 0        | 0                |
| 800 | Principal            | 0        | 0        | 0        | 0        | 400,000          |
| 803 | Interest             | 0        | 0        | 0        | 0        | 306,000          |
| 925 | Encumbered Carryover | 0        | 0        | 0        | 0        | 728,001          |
|     | <b>TOTAL</b>         | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1,434,001</b> |

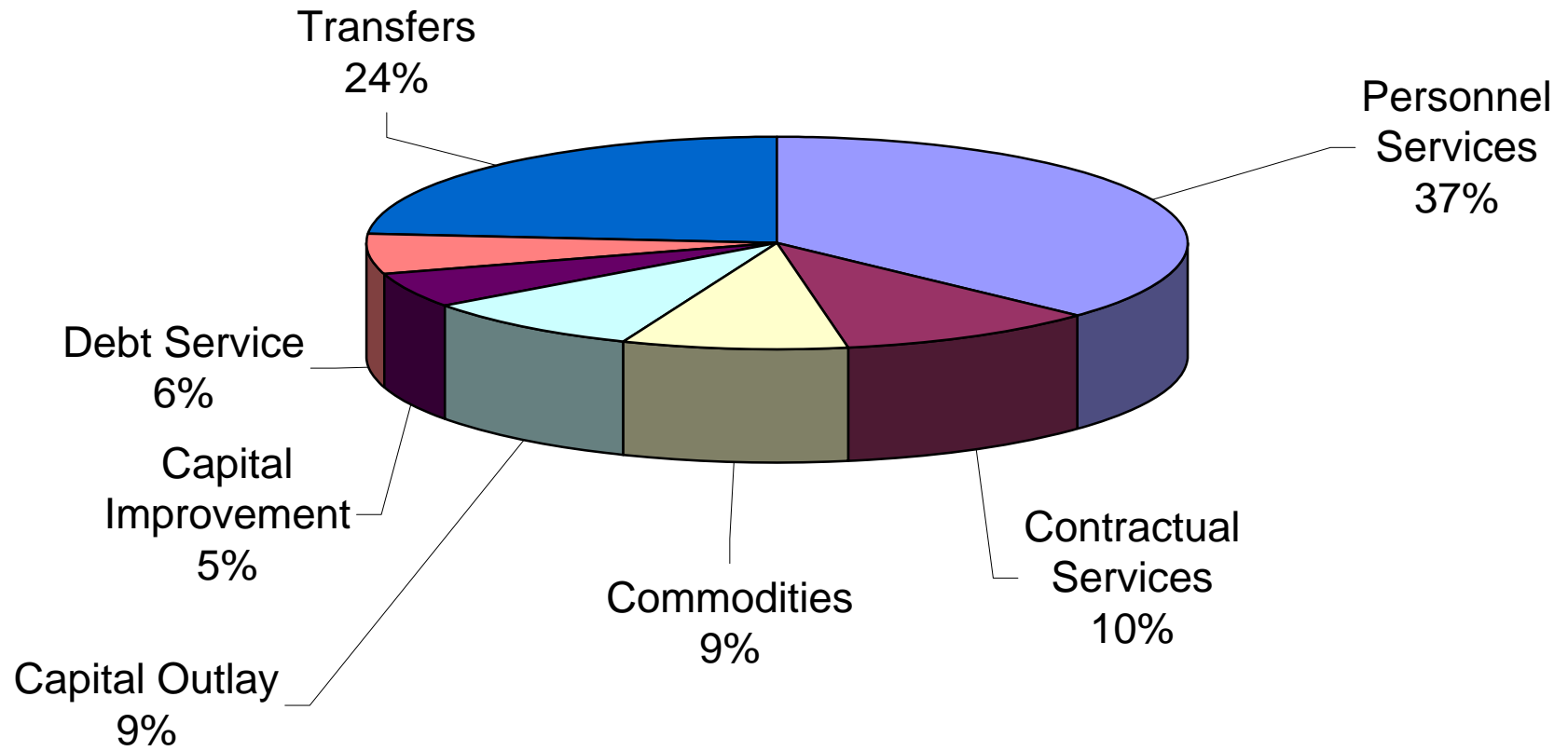
**WWTP DEBT FUND 7800**

| REVENUE DETAIL                           |                |                |                |                  |                  |
|--|----------------|----------------|----------------|------------------|------------------|
|  | Actual<br>2001 | Actual<br>2002 | Actual<br>2003 | Revised<br>2004  | Budget<br>2005   |
| <b>Unencumbered Cash Balance, Jan. 1</b> |                |                | 0              | 582,201          | 1,007,501        |
| Interest                                 |                |                | 4,100          | 5,300            | 6,500            |
| Transfers - Wastewater Fund              |                |                | 204,601        | 220,000          | 220,000          |
| Transfers - General Fund                 |                |                | 373,500        | 200,000          | 200,000          |
| <b>Total Revenue</b>                     |                |                | <b>582,201</b> | <b>425,300</b>   | <b>426,500</b>   |
| <b>Total Resources</b>                   |                |                | <b>582,201</b> | <b>1,007,501</b> | <b>1,434,001</b> |
|  |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
| EXPENDITURE DETAIL                       |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
|  |                |                |                |                  |                  |
| Commission & Postage                     |                |                | 0              | 0                | 0                |
| Principal                                |                |                | 0              | 0                | 400,000          |
| Interest                                 |                |                |                |                  | 306,000          |
| <b>Total Expenditures</b>                |                |                |                |                  | <b>706,000</b>   |
|  |                |                |                |                  |                  |
| <b>Encumbered Cash Balance, Dec. 31</b>  |                |                | <b>582,201</b> | <b>1,007,501</b> | <b>728,001</b>   |

# WATER FUND REVENUE



# WATER FUND EXPENDITURES





## WATER FUND SUMMARY

| REVENUE DETAIL                           |                |                |                |                 |                |  |
|--|----------------|----------------|----------------|-----------------|----------------|--|
|  | Actual<br>2001 | Actual<br>2002 | Actual<br>2003 | Revised<br>2004 | Budget<br>2005 |  |
| <b>Unencumbered Cash Balance, Jan. 1</b> | 2,328,898      | 2,160,152      | 1,936,782      | 2,068,406       | 1,916,190      |  |
| <b>Water Sales</b>                       |                |                |                |                 |                |  |
| Residential                              | 917,745        | 943,770        | 960,347        | 960,000         | 960,000        |  |
| Small Business                           | 264,028        | 245,157        | 222,295        | 230,000         | 230,000        |  |
| Wholesale                                | 222,583        | 203,329        | 227,009        | 225,000         | 225,000        |  |
| Large Business                           | 214,025        | 251,086        | 298,437        | 290,000         | 290,000        |  |
| School                                   | 71,553         | 78,395         | 77,581         | 77,000          | 77,000         |  |
| Surcharge                                | 40,089         | 40,874         | 42,273         | 40,000          | 42,000         |  |
| Sales- Rural Large Business              | 29,894         | 25,212         | 33,765         | 30,000          | 30,000         |  |
| City                                     | 15,967         | 20,807         | 22,328         | 21,000          | 21,000         |  |
| Bulk                                     | 12,579         | 13,886         | 13,080         | 15,000          | 15,000         |  |
| Rural Small Business                     | 7,625          | 6,964          | 6,110          | 8,000           | 8,000          |  |
| Fire Hydrant Rental                      | 7,126          | 3,860          | 4,906          | 7,300           | 7,300          |  |
| Rural Residential                        | 3,155          | 2,976          | 2,645          | 3,500           | 3,500          |  |
| <b>Total Water Sales</b>                 | 1,806,369      | 1,836,317      | 1,910,776      | 1,906,800       | 1,908,800      |  |
| Interest                                 | 129,660        | 56,791         | 23,200         | 26,000          | 26,000         |  |
| State Fee                                | 12,700         | 13,154         | 13,304         | 13,000          | 13,000         |  |
| Reimbursed Expense                       | 34,049         | 6,553          | 2,118          | 25,000          | 25,000         |  |
| Service Installations                    | 7,175          | 7,660          | 8,112          | 9,000           | 9,000          |  |
| Service Fee                              | 24,635         | 26,435         | 27,395         | 29,000          | 29,000         |  |
| Labor & Materials                        | 1,674          | 3,356          | 4,448          | 2,000           | 2,000          |  |
| Sale of Used Equipment                   | 0              | 404            | 0              | 500             | 500            |  |
| Miscellaneous                            | 5,658          | 11,633         | 6,490          | 7,000           | 7,000          |  |
| Reconnect Fees                           | 3,020          | 4,895          | 5,280          | 5,000           | 5,000          |  |
| Impact Fees                              | 0              | 1,380          | 0              | 5,000           | 5,000          |  |
| Other Rents (Sprint Tower Lease)         | 13,200         | 13,200         | 14,300         | 13,200          | 13,200         |  |
| <b>Total Revenue</b>                     | 2,038,139      | 1,981,777      | 2,015,422      | 2,041,500       | 2,043,500      |  |
| <b>Total Resources</b>                   | 4,367,036      | 4,141,929      | 3,952,204      | 4,109,906       | 3,959,690      |  |
| EXPENDITURE DETAIL                       |                |                |                |                 |                |  |
| Personnel Services                       | 722,443        | 770,350        | 816,728        | 836,839         | 898,875        |  |
| Contractual Services                     | 183,838        | 213,606        | 200,466        | 257,140         | 254,490        |  |
| Commodities                              | 167,798        | 196,219        | 176,140        | 213,650         | 213,300        |  |
| Capital Outlay                           | 245,560        | 161,210        | 85,315         | 86,300          | 213,700        |  |
| Capital Improvement                      | 150,236        | 136,024        | 125,879        | 133,500         | 133,500        |  |
| Debt Service                             | 547,233        | 543,218        | 133,490        | 143,000         | 145,000        |  |
| Transfers                                | 181,076        | 168,756        | 351,474        | 523,287         | 577,287        |  |
| Cost Allocation Operating                | 2,768          | 12,978         | 0              | 0               | 0              |  |
| Reserves                                 | 5,933          | 2,788          | 0              | 0               | 0              |  |
| <b>Total Requirements</b>                | 2,206,885      | 2,205,147      | 1,889,491      | 2,193,716       | 2,436,152      |  |
| Reversed prior year encumbrances         | 0              | 0              | 5,693          | 0               | 0              |  |
| <b>Unencumbered Cash Balance</b>         | 2,160,152      | 1,936,782      | 2,068,406      | 1,916,190       |                |  |
| Reserves                                 |                |                |                |                 | 1,523,538      |  |
| Operating Cash Balance - RES             |                |                |                |                 | 153,538        |  |
| Contingency Reserve                      |                |                |                |                 | 325,000        |  |
| Debt Res Account - K68 Line/Wtr Ass.     |                |                |                |                 | 145,000        |  |
| CIP Reserve Lines                        |                |                |                |                 | 450,000        |  |
| CIP Reserve Plant                        |                |                |                |                 | 450,000        |  |

# WATER PRODUCTION

## Description of Services

The water plant was designed by A.C. Kirkwood & Associates, began production in 1980 and is listed by EPA and KDHE as a Class IV plant. The plant has had no violation, exemption or variance of Kansas or EPA requirements in 23 years. The City provides water service to over 4,800 meters with production of over 552 million gallon per year. Source water is the Marais des Cygnes River. The plant uses four multi media filters for final cleaning. Treatment process is free chlorine as the primary disinfectant and the addition of ammonia forms chloramines to maintain a chlorine residual in the distribution system. Alum is the primary coagulant with polymers as filter aids. Activated carbon is used for taste and odor control. Lime is used for softening. The high service pump station has four three-stage turbine high service pumps rated at 1,160 gpm with one filter backwash rated at 7,000 gpm. The plant has a 1.2 million gallon underground basin where water is stored prior to being pumped into the distribution system.

### DIVISION EXPENDITURES

|                      | Actual         | Actual         | Revised        | Budget           |
|----------------------|----------------|----------------|----------------|------------------|
| Account              | 2002           | 2003           | 2004           | 2005             |
| Personnel Services   | 432,356        | 491,951        | 495,436        | 536,761          |
| Contractual Services | 91,503         | 136,754        | 163,494        | 155,956          |
| Commodities          | 94,766         | 87,351         | 107,250        | 106,900          |
| Capital Expenditures | 158,782        | 84,016         | 82,600         | 210,000          |
| Transfers            | 0              | 0              | 5,916          | 5,916            |
| <b>Total</b>         | <b>777,408</b> | <b>800,073</b> | <b>854,696</b> | <b>1,015,533</b> |

### PERSONNEL SCHEDULE

|                           | 2002         | 2003        | 2004        | 2005        |
|---------------------------|--------------|-------------|-------------|-------------|
| Director of Utilities     | 0            | 0           | 0.33        | 0.33        |
| Superintendent            | 1.00         | 1.00        | 1.00        | 1.00        |
| Assistant Superintendent  | 1.00         | 1.00        | 1.00        | 1.00        |
| Water Plant Operator      | 4.00         | 4.00        | 4.00        | 4.00        |
| Maintenance               | 1.00         | 1.00        | 1.00        | 1.00        |
| Meter Reader              | 1.00         | 1.00        | 1.00        | 1.00        |
| Auto-Cad Tech             | 0.25         | 1.00        | 1.00        | 1.00        |
| Environmental Coordinator | 0.25         | 0.25        | 0.25        | 0.25        |
| HR Director               | 0.25         | 0           | 0           | 0           |
| HR Technician             | 0.25         | 0           | 0           | 0           |
| Administrative Assist.    | 0.25         | 0           | 0           | 0           |
| City Clerk                | 0.25         | 0           | 0           | 0           |
| City Treasurer            | 0.25         | 0           | 0           | 0           |
| Custodian                 | 0.25         | 0           | 0           | 0           |
| Custodian                 | 0.25         | 0           | 0           | 0           |
| City Commission           | 1.25         | 0           | 0           | 0           |
| <b>Total</b>              | <b>11.50</b> | <b>9.25</b> | <b>9.58</b> | <b>9.58</b> |
| Seasonal                  | 1.00         | 1.00        | 1.00        | 1.00        |



## WATER FUND PRODUCTION 3001

|                             |   | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET    |
|-----------------------------|---|---------|---------|---------|---------|-----------|
|                             |   | 2001    | 2002    | 2003    | 2004    | 2005      |
| <b>PERSONNEL SERVICES</b>   |   |         |         |         |         |           |
| 411                         | Salaries  | 356,482 | 344,265 | 369,633 | 355,000 | 380,000   |
| 411                         | Seasonal  |         |         |         | 4,500   | 4,500     |
| 410                         | Overtime  |         |         | 29,787  | 27,000  | 29,000    |
| 412                         | Social Security   | 25,272  | 28,220  | 27,373  | 29,567  | 31,633    |
| 413                         | Retirement (KPERs)                                      | 9,043   | 12,233  | 11,297  | 14,700  | 17,219    |
| 414                         | Health Insurance  | 37,353  | 47,638  | 53,557  | 64,269  | 73,909    |
| 522                         | Unemployment  |         |         | 304     | 400     | 500       |
|                             | <b>SUBTOTAL</b>   | 428,150 | 432,356 | 491,951 | 495,436 | 536,761   |
| <b>CONTRACTUAL SERVICES</b> |   |         |         |         |         |           |
| 502                         | Postage   | 14      | 1,700   | 1,690   | 2,000   | 2,000     |
| 503                         | Telephone   | 1,449   | 2,505   | 1,529   | 2,600   | 2,600     |
| 505                         | Professional Development                                | 3,775   | 3,196   | 2,347   | 13,400  | 13,400    |
| 514                         | Printing  | 0       | 369     | 270     | 1,000   | 500       |
| 515                         | Advertising - Legal & Other (HR)                        | 109     | 115     | 495     | 3,500   | 3,500     |
| 520                         | Insurance - Bldg. & Contents                            | 7,415   | 5,520   | 6,546   | 7,000   | 7,350     |
| 521                         | Worker's Compensation Ins.                              | 10,916  | 11,848  | 15,313  | 16,844  | 17,686    |
| 523                         | Vehicle Insurance                                       | 439     | 583     | 650     | 650     | 700       |
| 526                         | General Liability Insurance                             | 2,000   | 1,839   | 2,079   | 2,400   | 2,520     |
| 530                         | Utilities   | 13,559  | 12,706  | 9,979   | 14,000  | 14,000    |
| 532                         | Building & Structure Repair                             | 9,156   | 12,231  | 7,029   | 12,000  | 10,000    |
| 533                         | Equipment Repair  | 18,596  | 19,295  | 15,018  | 18,500  | 18,500    |
| 534                         | Vehicle Repair  | 172     | 213     | 42      | 600     | 600       |
| 558                         | Other Contractual Services                              | 12,394  | 13,643  | 28,361  | 29,000  | 22,600    |
| 559                         | Environmental Compliance                                | 2,232   | 1,657   | 3,243   | 0       | 0         |
| 564                         | Community Support                                       | 0       | 0       | 0       | 0       | 0         |
| 565                         | Taxes - Compensating Use                                | 1,392   | 640     | 0       | 0       | 0         |
| 568                         | Profes. Serv (03 Alt Disinfections; 04 Clearwell study) | 7,497   | 9,626   | 40,665  | 35,000  | 35,000    |
| 571                         | Audit Expenses  | 0       | 0       | 1,500   | 5,000   | 5,000     |
|                             | <b>SUBTOTAL</b>   | 91,114  | 91,503  | 136,754 | 163,494 | 155,956   |
| <b>COMMODITIES</b>          |   |         |         |         |         |           |
| 601                         | CAD Supplies  | 1,590   | 1,620   | 1,514   | 600     | 600       |
| 608                         | Vehicle Supplies  | 1,716   | 1,999   | 1,577   | 2,950   | 2,950     |
| 611                         | Chemical Supplies                                       | 74,738  | 71,994  | 63,101  | 80,000  | 80,000    |
| 615                         | Uniforms  | 3,314   | 3,114   | 3,171   | 4,300   | 4,300     |
| 630                         | Other Operating Supplies                                | 9,363   | 10,860  | 12,008  | 12,700  | 12,350    |
| 633                         | Water Testing Supplies                                  | 4,433   | 5,179   | 5,981   | 6,700   | 6,700     |
|                             | <b>SUBTOTAL</b>   | 95,153  | 94,766  | 87,351  | 107,250 | 106,900   |
| <b>CAPITAL OUTLAY</b>       |   |         |         |         |         |           |
| 710                         | Equipment   | 0       | 0       | 10,836  | 0       | 0         |
| 705                         | Computers   | 2,452   | 0       | 5,920   | 3,600   | 0         |
| 710                         | Equipment (Titrator)                                    | 0       | 0       | 0       | 3,000   | 0         |
| 710                         | Equipment (Lime Slaker)                                 | 40,219  | 0       | 0       | 0       | 0         |
| 710                         | Equipment (Chem. MeteringSystem)                        | 0       | 26,466  | 0       | 0       | 0         |
| 710                         | Equipment (Mowing Equipment)                            | 0       | 0       | 7,550   | 0       | 0         |
| 710                         | Equipment (Sample Pumps)                                | 0       | 0       | 0       | 26,000  | 0         |
| 710                         | Equipment (2 Gear Boxes)                                | 0       | 0       | 0       | 0       | 15,000    |
| 710                         | Equipment (Cloritainers)                                | 0       | 0       | 0       | 0       | 150,000   |
| 712                         | Trucks  | 0       | 0       | 0       | 0       | 0         |
| 715                         | Building & Basins (1 Altitude Valve)                    | 72,364  | 82,351  | 49,710  | 40,000  | 45,000    |
| 730                         | Capital Improvements                                    | 114,581 | 49,965  | 10,000  | 10,000  | 0         |
|                             | <b>SUBTOTAL</b>   | 229,616 | 158,782 | 84,016  | 82,600  | 210,000   |
| <b>TRANSFERS</b>            |   |         |         |         |         |           |
| 906                         | Transfer to Equipment Reserve                           | 0       | 0       | 0       | 5,916   | 5,916     |
|                             | <b>TOTAL</b>  | 844,034 | 777,408 | 800,073 | 854,696 | 1,015,533 |

# WATER DISTRIBUTION

## Description of Services

The Water Distribution has become more of a construction group during the last five to seven years. This group not only maintains approximately 82 miles of water line but replaces and adds new lines in many places where a contractor would have completed job in past years. The crews average 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 in the past five years.

|                              | <b>Actual</b>    | <b>Actual</b>    | <b>Revised</b>   | <b>Budget</b>    |
|------------------------------|------------------|------------------|------------------|------------------|
| <b>Division Expenditures</b> | <b>2002</b>      | <b>2003</b>      | <b>2004</b>      | <b>2005</b>      |
| Personnel Services           | \$337,993        | \$324,777        | \$341,404        | \$362,115        |
| Contractual Services         | \$90,327         | \$63,712         | \$93,646         | \$98,534         |
| Commodities                  | \$101,452        | \$88,789         | \$106,400        | \$106,400        |
| Capital Expenditures         | \$135,535        | \$127,178        | \$137,200        | \$137,200        |
| Transfers                    |                  |                  | \$70,371         | \$70,371         |
| <b>Total</b>                 | <b>\$665,308</b> | <b>\$604,455</b> | <b>\$749,021</b> | <b>\$774,619</b> |

| <b>Personnel Schedule</b> | <b>2002</b> | <b>2003</b> | <b>2004</b> | <b>2005</b> |
|---------------------------|-------------|-------------|-------------|-------------|
| Superintendent            | 1.00        | 1.00        | 1.00        | 1.00        |
| Assistant Superintendent  | 1.00        | 1.00        | 1.00        | 1.00        |
| Water/Sewer Technical     | 3.00        | 3.00        | 3.00        | 3.00        |
| Meter Reader              | 1.00        | 1.00        | 1.00        | 1.00        |
| Service Representative    | 1.00        | 1.00        | 1.00        | 1.00        |
| Auto-CAD Tech             | 0.50        |             | 0.33        |             |
| Mechanic                  | 0.25        |             |             |             |
| Mechanic Assistant        | 0.25        |             |             |             |
| <b>Total</b>              | <b>8.00</b> | <b>7.00</b> | <b>7.33</b> | <b>7.00</b> |

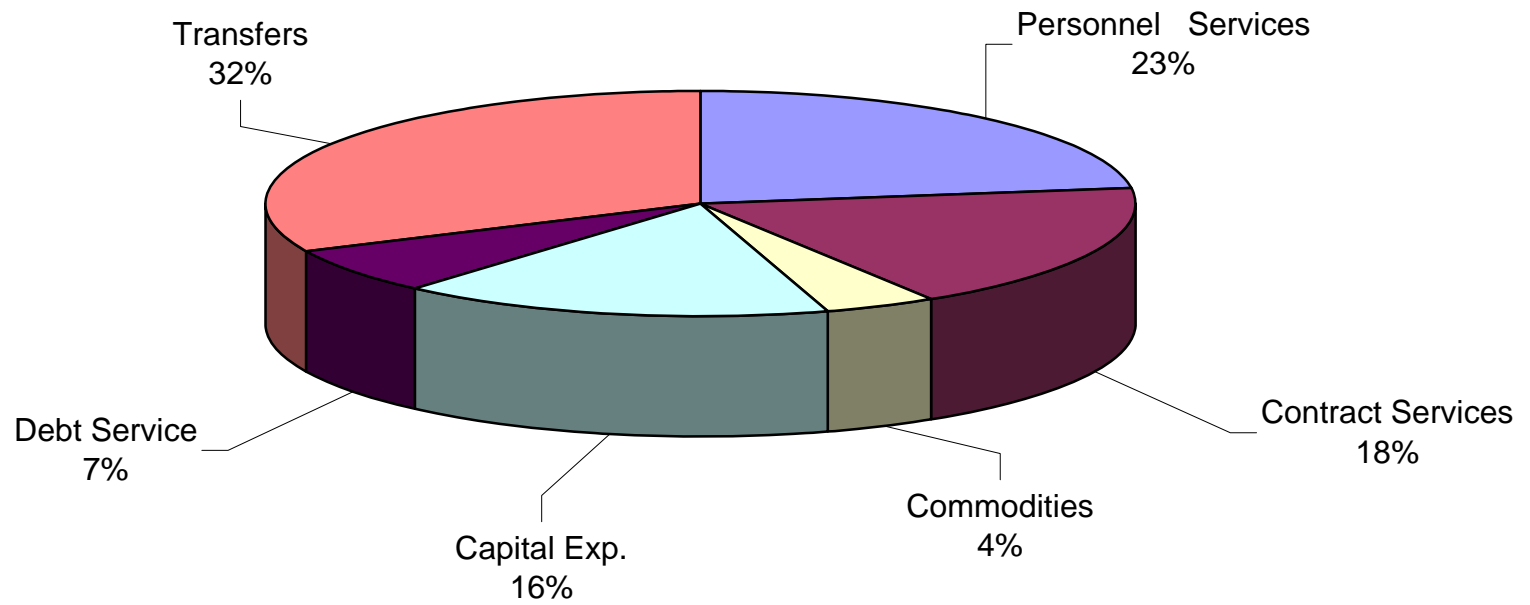
## WATER FUND DISTRIBUTION 3002

|                             |                                | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET  |
|-----------------------------|--------------------------------|---------|---------|---------|---------|---------|
|                             |                                | 2001    | 2002    | 2003    | 2004    | 2005    |
| <b>PERSONNEL SERVICES</b>   |                                |         |         |         |         |         |
| 411                         | Salaries                       | 241,700 | 273,043 | 247,541 | 241,000 | 259,000 |
| 411                         | Seasonal                       |         |         |         | 8,200   | 8,200   |
| 410                         | Overtime                       |         |         | 13,127  | 17,000  | 10,000  |
| 412                         | Social Security                | 17,517  | 19,596  | 18,192  | 20,364  | 21,206  |
| 413                         | Retirement                     | 6,453   | 8,476   | 7,654   | 9,288   | 11,325  |
| 414                         | Health Insurance               | 28,623  | 36,879  | 37,959  | 45,551  | 52,384  |
| 522                         | Unemployment                   |         |         | 304     |         |         |
|                             | <b>SUBTOTAL</b>                | 294,292 | 337,993 | 324,777 | 341,404 | 362,115 |
| <b>CONTRACTUAL SERVICES</b> |                                |         |         |         |         |         |
| 503                         | Telephone                      | 2,508   | 2,231   | 1,590   | 2,300   | 2,300   |
| 505                         | Professional Development       | 1,865   | 1,656   | 1,404   | 2,500   | 2,500   |
| 515                         | Advertising - Human Resources  | 814     | 0       | 0       | 3,500   | 3,500   |
| 520                         | Insurance - Bldg. & Contents   | 7,415   | 5,520   | 6,546   | 7,000   | 7,350   |
| 521                         | Worker's Compensation Ins.     | 8,235   | 8,938   | 12,042  | 13,246  | 13,909  |
| 523                         | Vehicle Ins. - Risk Management | 2,428   | 2,333   | 2,900   | 3,000   | 3,150   |
| 526                         | General Liability Insurance    | 2,000   | 1,839   | 2,079   | 2,500   | 2,625   |
| 530                         | Utilities                      | 0       | 0       | 0       | 800     | 800     |
| 533                         | Equipment Repair               | 3,538   | 3,671   | 2,555   | 6,000   | 6,000   |
| 534                         | Vehicle Repair                 | 1,193   | 636     | 514     | 3,500   | 3,500   |
| 535                         | Radio Maintenance              | 762     | 0       | 0       | 1,100   | 1,100   |
| 558                         | Other Contractual Services     | 9,849   | 38,697  | 7,160   | 21,200  | 24,800  |
| 565                         | Taxes - Compensating Use       | 1,942   | 299     | 0       | 0       | 0       |
| 566                         | State Water Protection Fees    | 14,139  | 24,508  | 26,923  | 27,000  | 27,000  |
|                             | <b>SUBTOTAL</b>                | 56,688  | 90,327  | 63,712  | 93,646  | 98,534  |
| <b>COMMODITIES</b>          |                                |         |         |         |         |         |
| 600                         | Office Supplies                | 373     | 455     | 525     | 600     | 600     |
| 601                         | CAD Supplies                   | 1,400   | 2,985   | 976     | 0       | 0       |
| 608                         | Vehicles Supplies              | 7,961   | 9,413   | 9,934   | 11,100  | 11,100  |
| 615                         | Uniforms                       | 2,397   | 2,509   | 2,619   | 3,600   | 3,600   |
| 620                         | Supplies                       | 35,373  | 55,269  | 51,564  | 59,700  | 59,700  |
| 623                         | Bedding and Fill Material      | 21,819  | 26,771  | 17,420  | 25,000  | 25,000  |
| 630                         | Other Operating Supplies       | 3,322   | 4,050   | 5,750   | 6,400   | 6,400   |
|                             | <b>SUBTOTAL</b>                | 72,645  | 101,452 | 88,789  | 106,400 | 106,400 |
| <b>CAPITAL OUTLAY</b>       |                                |         |         |         |         |         |
| 710                         | (Hydraulics)                   | 0       | 0       | 0       | 0       | 0       |
| 710                         | (Small Equipment)              | 13,176  | 0       | 0       | 0       | 0       |
| 710                         | Equipment (Safety)             | 2,768   | 2,428   | 1,299   | 2,500   | 2,500   |
|                             | <b>SUBTOTAL</b>                | 15,944  | 2,428   | 1,299   | 3,700   | 3,700   |
| <b>CAPITAL IMPROVEMENT</b>  |                                |         |         |         |         |         |
| 746                         | Water Line Construction        | 74,586  | 98,646  | 95,731  | 110,000 | 110,000 |
| 744                         | Distribution Line Supplies     | 59,953  | 18,183  | 13,727  | 23,500  | 23,500  |
| 748                         | Fire Hydrants                  | 15,697  | 16,278  | 16,420  | 0       | 0       |
|                             | <b>SUBTOTAL</b>                | 150,236 | 133,107 | 125,879 | 133,500 | 133,500 |
| <b>TRANSFERS</b>            |                                |         |         |         |         |         |
| 908                         | Transfer to Equipment Reserve  | 0       | 0       | 0       | 70,371  | 70,371  |
|                             | <b>TOTAL</b>                   | 589,805 | 665,308 | 604,455 | 749,021 | 774,619 |

# WASTEWATER REVENUE



# WASTEWATER EXPENDITURES



**WASTEWATER FUND 3600**

| <b>WASTEWATER FUND 3600</b> |                                      |                  |                  |                  |                  |                  |
|-----------------------------|--------------------------------------|------------------|------------------|------------------|------------------|------------------|
|                             | <b>SOURCE OF REVENUE</b>             | <b>ACTUAL</b>    | <b>ACTUAL</b>    | <b>ACTUAL</b>    | <b>REVISED</b>   | <b>BUDGET</b>    |
|                             |                                      | <b>2001</b>      | <b>2002</b>      | <b>2003</b>      | <b>2004</b>      | <b>2005</b>      |
| 100                         | Unencumbered Cash                    | 2,073,623        | 1,778,685        | 1,752,213        | 1,473,224        | 1,076,521        |
| 324                         | Interest                             | 109,658          | 44,815           | 18,860           | 18,000           | 18,000           |
| 325                         | Reimbursed Expenses                  | 5,842            | 6,402            | 893              | 13,000           | 13,000           |
| 349                         | Transfer From General                | 0                | 175,000          | 0                | 0                | 0                |
| 364                         | Service Installation & Tap Fee       | 2,278            | 4,112            | 4,547            | 5,000            | 5,000            |
| 369                         | Impact Fees                          | 8,574            | 2,859            | 12,281           | 25,000           | 20,000           |
| 368                         | Sewer Service Charges                | 1,312,148        | 1,335,210        | 1,353,436        | 1,390,000        | 1,390,000        |
| 370                         | Labor & Materials                    | 90               | 244              | 208              | 700              | 700              |
| 394                         | Special Fee                          | 0                | 91,868           | 119,065          | 220,000          | 220,000          |
| 399                         | Miscellaneous Revenues               | 319              | 136              | 2,036            | 300              | 300              |
|                             | <b>TOTAL</b>                         | <b>3,512,532</b> | <b>3,439,332</b> | <b>3,263,539</b> | <b>3,145,224</b> | <b>2,743,521</b> |
|                             |                                      |                  |                  |                  |                  |                  |
|                             |                                      |                  |                  |                  |                  |                  |
|                             |                                      |                  |                  |                  |                  |                  |
|                             |                                      |                  |                  |                  |                  |                  |
|                             | <b>ADMINISTRATIVE EXPENSE</b>        | <b>ACTUAL</b>    | <b>ACTUAL</b>    | <b>ACTUAL</b>    | <b>REVISED</b>   | <b>BUDGET</b>    |
|                             |                                      | <b>2001</b>      | <b>2002</b>      | <b>2003</b>      | <b>2004</b>      | <b>2005</b>      |
|                             | <b>TRANSFERS</b>                     |                  |                  |                  |                  |                  |
| 809                         | Transfer Debt Reduction              | 120,000          | 157,000          | 142,000          | 144,500          | 139,895          |
| 901                         | Transfer to General Fund             | 0                | 0                | 174,500          | 300,000          | 300,000          |
| 904                         | Transfer to Electric Fund            | 0                | 0                | 0                | 0                | 0                |
| 905                         | Transfer to Sewer Replacement Fund   | 0                | 0                | 112,733          | 0                | 0                |
| 909                         | Transfer to C & U Fund               | 50,000           | 55,000           | 5,000            | 37,000           | 36,000           |
| 906                         | Transfer to Equipment Reserve        | 110,000          | 81,000           | 49,000           | 132,930          | 115,710          |
| 906                         | Transfer to Risk Mgt                 | 0                | 0                | 0                | 0                | 10,000           |
| 908                         | Transfer to Technology Improvements  | 0                | 15,000           | 0                | 0                | 0                |
| 918                         | Transfer Capital Project (WWT Plant) | 212,048          | 30,616           | 266,868          | 220,000          | 220,000          |
|                             | <b>SUBTOTAL</b>                      | <b>492,048</b>   | <b>338,616</b>   | <b>750,101</b>   | <b>834,430</b>   | <b>821,605</b>   |

## WASTEWATER FUND SUMMARY

| REVENUE DETAIL                     |                  |                  |                  |                  |                  |  |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|--|
|                                    | Actual<br>2001   | Actual<br>2002   | Actual<br>2003   | Revised<br>2004  | Budget<br>2005   |  |
| Sewer Service Charges              | 1,312,148        | 1,335,210        | 1,353,436        | 1,390,000        | 1,390,000        |  |
| Transfer From General              | 0                | 175,000          | 0                | 0                | 0                |  |
| Special Service Charges            | 0                | 91,868           | 119,065          | 220,000          | 220,000          |  |
| Impact Fees                        | 8,574            | 2,859            | 12,281           | 25,000           | 20,000           |  |
| Tap Fees                           | 2,278            | 4,112            | 4,547            | 5,000            | 5,000            |  |
| Interest                           | 109,658          | 44,815           | 18,860           | 18,000           | 18,000           |  |
| Reimbursed Expenses                | 5,842            | 6,402            | 893              | 13,000           | 13,000           |  |
| Labor & Materials                  | 90               | 244              | 208              | 700              | 700              |  |
| Misc. Revenues                     | 319              | 136              | 2,036            | 300              | 300              |  |
| <b>Total Revenue</b>               | <b>1,438,910</b> | <b>1,660,647</b> | <b>1,511,326</b> | <b>1,672,000</b> | <b>1,667,000</b> |  |
| EXPENDITURE DETAIL                 |                  |                  |                  |                  |                  |  |
| Personnel Services                 | 409,750          | 434,498          | 395,597          | 439,373          | 486,633          |  |
| Contractual Services               | 514,165          | 528,551          | 242,153          | 363,700          | 390,810          |  |
| Commodities                        | 62,756           | 54,159           | 79,357           | 87,500           | 87,500           |  |
| Capital Expenditures               | 188,568          | 258,452          | 323,107          | 343,700          | 343,700          |  |
| Debt Service (Transfer)            | 120,000          | 157,000          | 142,000          | 144,500          | 139,895          |  |
| Transfer to General                | 0                | 0                | 174,500          | 300,000          | 300,000          |  |
| Transfer to Electric Fund          | 0                | 0                | 0                | 0                | 0                |  |
| Transfer to Equipment Reserve      | 70,000           | 81,000           | 49,000           | 132,930          | 115,710          |  |
| Transfer to Risk Management Res.   | 40,000           | 0                | 0                | 0                | 10,000           |  |
| Transfer to Community Service      | 50,000           | 55,000           | 5,000            | 37,000           | 36,000           |  |
| Transfer to Capital Projects       | 212,048          | 45,616           | 379,601          | 220,000          | 220,000          |  |
| Cost Allocation Operating          |                  | 14,380           | 0                | 0                | 0                |  |
| Reserves                           | 73,174           | 58,463           | 0                | 0                | 0                |  |
| <b>Total Requirements</b>          | <b>1,740,462</b> | <b>1,687,119</b> | <b>1,790,315</b> | <b>2,068,703</b> | <b>2,130,248</b> |  |
| <b>Unencumbered Cash</b>           |                  |                  |                  |                  |                  |  |
| Unencumbered Cash Balance, Jan. 1  | 2,073,623        | 1,778,685        | 1,752,213        | 1,473,224        | 1,076,521        |  |
| Total Revenue                      | 1,438,910        | 1,660,647        | 1,511,326        | 1,672,000        | 1,667,000        |  |
| Total Resources                    | 3,512,532        | 3,439,332        | 3,263,539        | 3,145,224        | 2,743,521        |  |
| Total Requirements                 | 1,740,462        | 1,687,119        | 1,790,315        | 2,068,703        | 2,130,248        |  |
| Unencumbered Cash Balance, Dec. 31 | 1,778,685        | 1,752,213        | 1,473,224        | 1,076,521        | 613,273          |  |
| <b>Reserves</b>                    |                  |                  |                  |                  |                  |  |
| Operating Reserves                 |                  |                  |                  |                  | 225,000          |  |
| Contingency Reserve                |                  |                  |                  |                  | 225,000          |  |
| CIP. Reserves                      |                  |                  |                  |                  | 163,273          |  |

# WASTEWATER TREATMENT

## Description of Services

The firm of Professional Engineering Consultants (PEC) was selected to design recently completed wastewater treatment facility. The cost of the plant for construction and engineering services was approximately \$11,000,000. The new facility is an oxidation ditch plant. 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 to be accomplished by ultra-violet light. The plant will also has an extensive odor control system which is much more friendly to the community.

|                              | <b>Actual</b>    | <b>Actual</b>    | <b>Revised</b>   | <b>Budget</b>    |
|------------------------------|------------------|------------------|------------------|------------------|
| <b>Division Expenditures</b> | <b>2002</b>      | <b>2003</b>      | <b>2004</b>      | <b>2005</b>      |
| Personnel Services           | \$269,860        | \$230,660        | \$258,645        | \$294,798        |
| Contractual Services         | \$449,877        | \$209,249        | \$319,580        | \$346,345        |
| Commodities                  | \$29,095         | \$53,540         | \$50,800         | \$50,800         |
| Capital Expenditures         | \$10,081         | \$23,108         | \$40,000         | \$40,000         |
| <b>Total</b>                 | <b>\$758,913</b> | <b>\$516,558</b> | <b>\$689,565</b> | <b>\$742,067</b> |

| <b>Personnel Schedule</b> | <b>2002</b> | <b>2003</b> | <b>2004</b> | <b>2005</b> |
|---------------------------|-------------|-------------|-------------|-------------|
| Director of Utilities     | 0           | 0           | 0.33        | 0.33        |
| Superintendent            | 1.00        | 1.00        | 1.00        | 1.00        |
| Wastewater Plant Operator | 3.00        | 3.00        | 3.00        | 3.00        |
| Environmental Coordinator | 0.50        | 0.50        | 0.50        | 0.50        |
| <b>Total</b>              | <b>4.50</b> | <b>4.50</b> | <b>4.83</b> | <b>4.5</b>  |



## WASTEWATER TREATMENT 3601

|                             | EXPENDITURE DETAIL                      | ACTUAL         | ACTUAL         | ACTUAL         | REVISED        | BUDGET         |
|-----------------------------|---|----------------|----------------|----------------|----------------|----------------|
|                             |   | 2001           | 2002           | 2003           | 2004           | 2005           |
| <b>PERSONNEL SERVICES</b>   |   |                |                |                |                |                |
| 411                         | Salaries                                | 207,558        | 216,292        | 175,589        | 190,000        | 218,000        |
| 411                         | Seasonal                                |                |                |                | 4,000          | 4,000          |
| 410                         | Overtime                                |                |                | 5,811          | 6,200          | 6,000          |
| 412                         | Social Security                         | 14,766         | 16,145         | 12,787         | 15,009         | 17,136         |
| 413                         | Retirement                              | 5,272          | 7,210          | 5,921          | 7,201          | 9,408          |
| 414                         | Health Insurance                        | 21,902         | 27,970         | 26,280         | 31,536         | 35,320         |
| 521                         | Worker's Compensation Insurance         | 2,343          | 2,243          | 4,272          | 4,699          | 4,934          |
|                             | <b>SUBTOTAL</b>                         | <b>251,841</b> | <b>269,860</b> | <b>230,660</b> | <b>258,645</b> | <b>294,798</b> |
| <b>CONTRACTUAL SERVICES</b> |   |                |                |                |                |                |
| 502                         | Postage                                 | 942            | 823            | 436            | 800            | 800            |
| 503                         | Telephone                               | 1,807          | 1,974          | 1,676          | 1,800          | 2,000          |
| 505                         | Professional Development                | 1,531          | 1,098          | 1,230          | 11,330         | 11,330         |
| 515                         | Advertising - (HR)                      | 0              | 0              | 910            | 3,500          | 3,500          |
| 518                         | Waste Removal                           | 211,459        | 258,367        | 32,614         | 80,000         | 80,000         |
| 519                         | Odor Control                            | 6,614          |                | 13,582         | 8,000          | 16,000         |
| 520                         | Insurance - Bldg. & Contents            | 2,689          | 2,430          | 2,882          | 4,000          | 4,200          |
| 523                         | Vehicle Ins. - Risk Management          | 619            | 583            | 700            | 700            | 735            |
| 522                         | Unemployment Insurance                  | 0              | 0              | 0              | 100            | 105            |
| 526                         | General Liability Insurance             | 1,000          | 1,215          | 1,373          | 1,500          | 1,575          |
| 530                         | Utilities                               | 101,159        | 94,595         | 69,899         | 120,000        | 120,000        |
| 533                         | Equipment Repair                        | 11,681         | 5,104          | 12,829         | 14,250         | 30,000         |
| 534                         | Motor Vehicle Repair                    | 723            | 608            | 1,213          | 1,600          | 1,600          |
| 558                         | Other Contractual Services              | 25,006         | 34,053         | 28,546         | 50,000         | 50,000         |
| 558                         | Other Contractual Services (HR)         | 0              | 0              | 0              | 0              | 0              |
| 559                         | Environmental Compliance                | 9,024          | 46,307         | 39,859         | 5,500          | 8,000          |
| 568                         | Professional Services (NPDS Permit, RBC | 84,718         | 2,719          | 0              | 15,000         | 15,000         |
| 571                         | Audit Expense                           |                |                | 1,500          | 1,500          | 1,500          |
|                             | <b>SUBTOTAL</b>                         | <b>458,973</b> | <b>449,877</b> | <b>209,249</b> | <b>319,580</b> | <b>346,345</b> |
| <b>COMMODITIES</b>          |   |                |                |                |                |                |
| 600                         | Office Supplies                         | 158            | 25             | 221            | 1,100          | 1,100          |
| 601                         | CAD Supplies                            | 1,381          | 1,500          | 2,400          | 600            | 600            |
| 608                         | Vehicle Supplies                        | 6,021          | 2,567          | 4,804          | 5,500          | 5,500          |
| 611                         | Chemical Supplies                       | 12,051         | 7,919          | 29,805         | 17,500         | 17,500         |
| 615                         | Uniforms                                | 1,342          | 1,365          | 1,632          | 2,100          | 2,100          |
| 620                         | Supplies                                | 7,090          | 7,500          | 7,356          | 10,000         | 10,000         |
| 630                         | Other Operating Supplies                | 7,748          | 8,220          | 7,322          | 14,000         | 14,000         |
|                             | <b>SUBTOTAL</b>                         | <b>35,792</b>  | <b>29,095</b>  | <b>53,540</b>  | <b>50,800</b>  | <b>50,800</b>  |
| <b>CAPITAL EXPENDITURES</b> |   |                |                |                |                |                |
| 705                         | Computer Equipment                      | 0              | 0              | 0              | 1,200          | 0              |
| 710                         | Equipment                               | 10,059         | 10,081         | 20,825         | 30,000         | 30,000         |
| 731                         | Buildings & Structures                  | 0              | 0              | 2,284          | 10,000         | 10,000         |
|                             | <b>SUBTOTAL</b>                         | <b>10,059</b>  | <b>10,081</b>  | <b>23,108</b>  | <b>40,000</b>  | <b>40,000</b>  |
| 906                         | Transfer to Equipment Replacement       | 0              | 0              | 0              | 20,540         | 10,124         |
|                             | <b>TOTAL</b>                            | <b>756,664</b> | <b>758,913</b> | <b>516,558</b> | <b>689,565</b> | <b>742,067</b> |

# WASTEWATER COLLECTION

## Description of Services

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

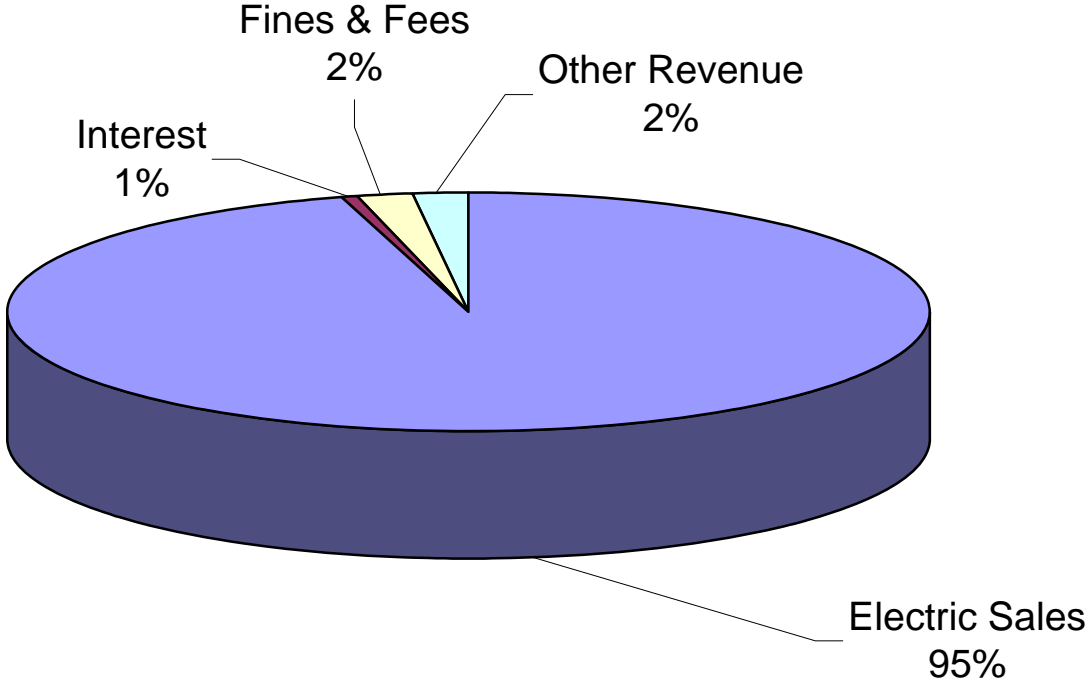
|                              | <b>Actual</b>    | <b>Actual</b>    | <b>Estimated</b> | <b>Proposed</b>  |
|------------------------------|------------------|------------------|------------------|------------------|
| <b>Division Expenditures</b> | <b>2002</b>      | <b>2003</b>      | <b>2004</b>      | <b>2005</b>      |
| Personnel Services           | \$164,639        | \$164,937        | \$180,729        | \$191,835        |
| Contractual Services         | \$23,535         | \$32,904         | \$44,120         | \$44,465         |
| Commodities                  | \$25,064         | \$25,816         | \$36,700         | \$36,700         |
| Capital Expenditures         | \$245,554        | \$299,999        | \$303,700        | \$303,700        |
| <b>Total</b>                 | <b>\$458,791</b> | <b>\$523,656</b> | <b>\$677,639</b> | <b>\$682,286</b> |

| <b>Personnel Schedule</b> | <b>2002</b> | <b>2003</b> | <b>2004</b> | <b>2005</b> |
|---------------------------|-------------|-------------|-------------|-------------|
| Maintenance Crew Leader   | 1.00        | 1.00        | 1.00        | 1.00        |
| Water/Sewer Technical     | 3.00        | 3.00        | 3.00        | 3.00        |
| Mechanic                  | 0.25        | 0           | 0           | 0           |
| Mechanic Assistant        | 0.25        | 0           | 0           | 0           |
| <b>Total</b>              | <b>4.50</b> | <b>4.00</b> | <b>4.00</b> | <b>4.00</b> |

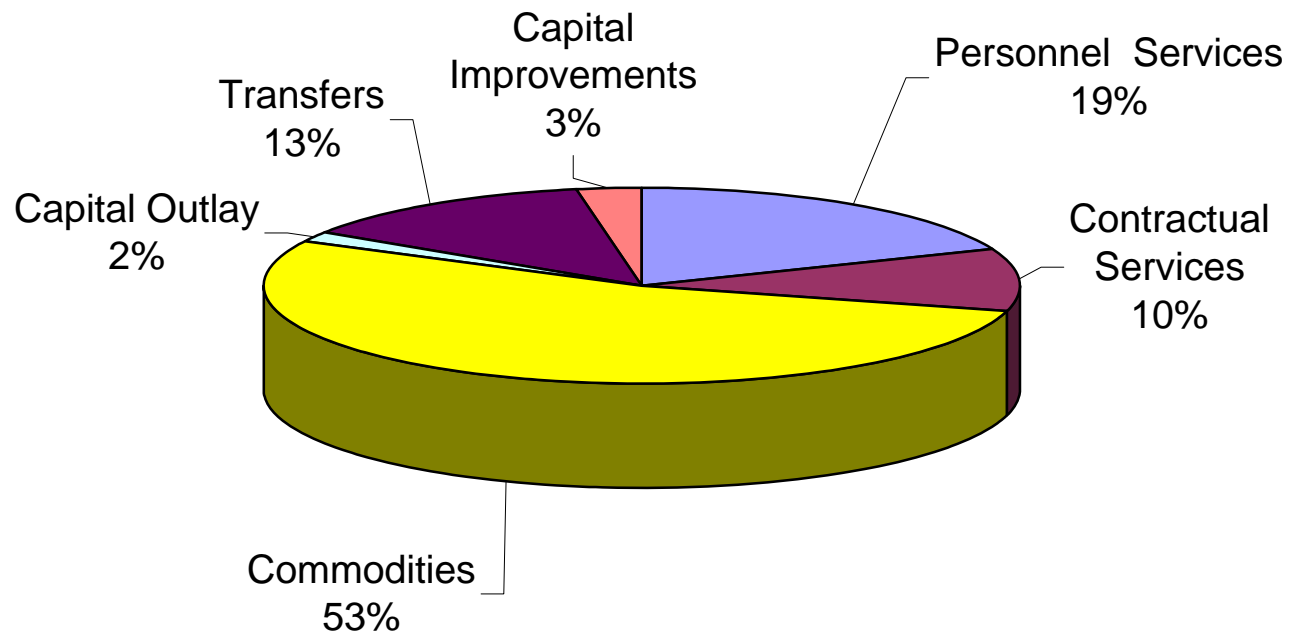
## WASTEWATER COLLECTION 3602

|     | EXPENDITURE DETAIL                | ACTUAL<br>2001 | ACTUAL<br>2002 | ACTUAL<br>2003 | REVISED<br>2004 | BUDGET<br>2005 |
|-----|-----------------------------------|----------------|----------------|----------------|-----------------|----------------|
|     | <b>PERSONNEL SERVICES</b>         |                |                |                |                 |                |
| 411 | Salaries                          | 128,142        | 128,815        | 120,926        | 123,480         | 129,500        |
| 411 | Seasonal                          |                |                |                | 4,000           | 4,000          |
| 410 | Overtime                          |                |                | 5,077          | 6,000           | 6,000          |
| 412 | Social Security                   | 9,082          | 9,964          | 8,973          | 9,905           | 10,366         |
| 413 | Retirement                        | 3,409          | 3,892          | 3,518          | 4,752           | 5,705          |
| 414 | Health Insurance                  | 15,993         | 20,738         | 23,360         | 29,200          | 32,704         |
| 521 | Worker's Compensation Insurance   | 1,284          | 1,229          | 3,083          | 3,392           | 3,561          |
|     | <b>SUBTOTAL</b>                   | 157,910        | 164,639        | 164,937        | 180,729         | 191,835        |
|     | <b>CONTRACTUAL SERVICES</b>       |                |                |                |                 |                |
| 503 | Telephone                         | 1,555          | 1,419          | 1,664          | 1,600           | 1,600          |
| 505 | Professional Development          | 1,466          | 1,425          | 2,656          | 2,920           | 2,920          |
| 515 | Advertising - Human Resources     | 0              | 0              | 0              | 3,500           | 3,500          |
| 520 | Insurance - Bldg. & Contents      | 2,689          | 2,430          | 2,882          | 3,000           | 3,150          |
| 523 | Vehicle Ins. - Risk Management    | 2,458          | 2,041          | 2,500          | 2,500           | 2,625          |
| 526 | General Liability Insurance       | 1,000          | 1,215          | 1,373          | 1,400           | 1,470          |
| 533 | Equipment Repair                  | 5,092          | 3,260          | 8,598          | 6,000           | 6,000          |
| 534 | Vehicle Repair                    | 1,139          | 1,035          | 1,438          | 1,700           | 1,700          |
| 558 | Other Contractual Services        | 21,661         | 10,709         | 10,293         | 20,000          | 20,000         |
| 571 | Audit Expense                     |                |                | 1,500          | 1,500           | 1,500          |
|     | <b>SUBTOTAL</b>                   | 37,059         | 23,535         | 32,904         | 44,120          | 44,465         |
|     | <b>COMMODITIES</b>                |                |                |                |                 |                |
| 600 | Office Supplies                   | 44             | 147            | 374            | 400             | 400            |
| 601 | CAD Supplies                      | 1,300          | 2,956          | 0              | 1,000           | 1,000          |
| 608 | Vehicle Supplies                  | 4,924          | 4,587          | 4,014          | 6,000           | 6,000          |
| 613 | Janitor Supplies                  | 0              | 0              | 0              | 300             | 300            |
| 615 | Uniforms                          | 2,507          | 3,159          | 2,400          | 3,000           | 3,000          |
| 620 | Supplies                          | 6,564          | 8,573          | 6,479          | 11,000          | 11,000         |
| 622 | Small Tools                       | 312            | 193            | 127            | 1,000           | 1,000          |
| 623 | Concrete & Masonry                | 5,847          | 2,144          | 5,296          | 6,000           | 6,000          |
| 629 | Sand, Gravel & Rock               | 2,183          | 1,181          | 3,405          | 4,000           | 4,000          |
| 630 | Other Operating Supplies          | 3,282          | 2,124          | 3,721          | 4,000           | 4,000          |
|     | <b>SUBTOTAL</b>                   | 26,964         | 25,064         | 25,816         | 36,700          | 36,700         |
|     | <b>CAPITAL EXPENDITURE</b>        |                |                |                |                 |                |
| 705 | Computer Equipment                | 0              | 0              | 0              | 1,200           | 1,200          |
| 710 | Equipment (Safety)                | 0              | 0              | 0              | 2,500           | 2,500          |
| 747 | Sewer Line Construction           | 88,706         | 145,554        | 149,999        | 150,000         | 150,000        |
| 760 | Inflow & Infiltration Removal     | 83,240         | 100,000        | 150,000        | 150,000         | 150,000        |
| 762 | Easement Acquisition              | 2,308          | 0              | 0              | 0               | 0              |
|     | <b>SUBTOTAL</b>                   | 174,254        | 245,554        | 299,999        | 303,700         | 303,700        |
|     | <b>TRANSFERS</b>                  |                |                |                |                 |                |
| 906 | Transfer To Equipment Replacement | 0              | 0              | 0              | 112,390         | 105,586        |
|     | <b>TOTAL</b>                      | 396,188        | 458,791        | 523,656        | 677,639         | 682,286        |

**ELECTRIC FUND REVENUE**



## ELECTRIC FUND EXPENDITURES





## ELECTRIC FUND SUMMARY

| REVENUE DETAIL                           |            |            |            |            |            |  |
|--|------------|------------|------------|------------|------------|--|
|  | ACTUAL     | ACTUAL     | ACTUAL     | REVISED    | BUDGET     |  |
|  | 2001       | 2002       | 2003       | 2004       | 2005       |  |
| <b>Unencumbered Cash Balance, Jan. 1</b> | 4,135,300  | 4,092,768  | 4,599,938  | 4,002,500  | 3,393,173  |  |
| <b>Electric Sales</b>                    |            |            |            |            |            |  |
| Residential Urban                        | 3,815,517  | 3,695,746  | 3,576,462  | 3,850,000  | 3,850,000  |  |
| Large Power                              | 3,669,227  | 3,549,685  | 3,351,847  | 3,700,000  | 3,700,000  |  |
| General Service Small Urban              | 813,773    | 768,765    | 770,426    | 790,000    | 790,000    |  |
| School & City                            | 764,659    | 677,472    | 606,575    | 750,000    | 750,000    |  |
| Area Lights                              | 48,262     | 47,151     | 44,792     | 50,000     | 50,000     |  |
| Service Fee                              |            | 9,000      | 4,307      | 10,000     | 10,000     |  |
| Wholesale                                | 18,090     | 10,973     | 0          | 50,000     | 50,000     |  |
| Service Fee                              | 38,598     | 41,168     | 42,203     | 42,000     | 42,000     |  |
| General Service Small Rural              | 17,551     | 14,340     | 13,878     | 20,000     | 20,000     |  |
| Electric Sales-Rural Res.                | 14,769     | 13,466     | 12,323     | 15,000     | 15,000     |  |
| Reconnect Fees                           | 9,168      | 11,920     | 12,625     | 11,000     | 11,000     |  |
| <b>Total Electric Sales</b>              | 9,209,613  | 8,839,687  | 8,435,438  | 9,288,000  | 9,288,000  |  |
| Fines & Fees                             | 172,808    | 179,894    | 175,998    | 190,000    | 190,000    |  |
| Reimbursed Expense                       | 33,943     | 242,167    | 33,259     | 55,000     | 55,000     |  |
| Miscellaneous                            | 4,221      | 23,360     | 0          | 20,000     | 20,000     |  |
| Sale - Junk & Equipment                  | 10,094     | 14,325     | 3,377      | 5,000      | 5,000      |  |
| Labor & Materials                        | 20,745     | 15,456     | 23,843     | 20,000     | 20,000     |  |
| Connecting Fees                          | 430        | 230        | 0          | 750        | 750        |  |
| Refunds                                  | 18,004     | 0          | 2,385      | 40,000     | 20,000     |  |
| <b>Total Other Revenue</b>               | 542,734    | 593,548    | 290,691    | 380,750    | 360,750    |  |
| Transfer from Water Fund                 | 0          | 0          | 0          | 0          | 0          |  |
| Transfers from Sewer Fund                | 0          | 0          | 0          | 0          | 0          |  |
| Transfers from Library Fund              | 0          | 0          | 57,000     | 60,389     | 64,000     |  |
| <b>Total Transfers</b>                   | 0          | 0          | 57,000     | 60,389     | 64,000     |  |
| <b>Total Revenue</b>                     | 9,752,347  | 9,433,235  | 8,783,129  | 9,729,139  | 9,712,750  |  |
| <b>Total Resources</b>                   | 13,887,647 | 13,526,003 | 13,383,067 | 13,731,639 | 13,105,923 |  |
| EXPENDITURE DETAIL                       |            |            |            |            |            |  |
| PERSONNEL Services                       | 1,727,124  | 1,934,248  | 1,981,146  | 1,846,022  | 1,911,567  |  |
| Contractual Services                     | 991,505    | 871,718    | 962,559    | 1,298,085  | 1,054,441  |  |
| Commodities                              | 5,377,237  | 4,389,353  | 5,018,476  | 5,422,000  | 5,419,500  |  |
| Capital Outlay                           | 64,246     | 47,408     | 151,683    | 167,300    | 163,449    |  |
| Capital Improvement                      | 204,221    | 203,798    | 225,203    | 266,000    | 287,000    |  |
| Debt Service                             | 573,287    | 570,568    | 0          | 0          | 0          |  |
| Cost Allocation Operating                | 19,381     | 14,380     | 0          | 0          | 0          |  |
| Transfer to Bond & Interest              | 45,000     | 45,000     | 178,000    | 178,000    | 178,000    |  |
| Transfer to General Fund                 | 495,000    | 525,000    | 795,500    | 950,000    | 957,500    |  |
| Transfer to Equipment Reserve Fund       | 74,500     | 75,000     | 63,000     | 174,059    | 134,468    |  |
| Transfer to Risk Management Fund         | 0          | 0          | 0          | 0          | 10,000     |  |
| Transfer to Community & Utility          | 50,000     | 55,000     | 5,000      | 37,000     | 36,000     |  |
| Transfer to Technology Improvements      | 0          | 15,000     | 0          | 0          | 0          |  |
| Construction Reserves                    | 173,379    | 179,592    | 0          | 0          | 0          |  |
| <b>Total Requirements</b>                | 9,794,879  | 8,926,065  | 9,380,567  | 10,338,465 | 10,151,925 |  |
| <b>Unencumbered Cash Balance, Dec 31</b> | 4,092,768  | 4,599,938  | 4,002,500  | 3,393,173  | 2,953,999  |  |
| Represented by:                          |            |            |            |            |            |  |
| Operating Reserve                        |            |            |            |            | 443,100    |  |
| Contingency Reserve                      |            |            |            |            | 590,800    |  |
| Electric Fuel Purchase Power Reserve     |            |            |            |            | 750,000    |  |
| CIP Reserve                              |            |            |            |            | 1,170,099  |  |

# ELECTRIC PRODUCTION

## Description of Services

The Ottawa electric system is a combination of purchased power and peaking generation. The City is interconnected to Kansas City Power and Light (KCPL) via a 35Kw line. The interconnection was upgraded in 2004 to provide dual feed points.

The City has a contract with Kansas City Board of Public Utilities for purchased capacity of 10 Mw. A contract with the Grand River Dam Authority (GRDA) provides an additional 6 Mw during the summer months and 4 Mw during the winter months. Both contracts provide coal-fired generation with GRDA also supplying hydropower. The City is also able to purchase economy energy from KCPL. This energy is normally available during winter months or off peak hours during the spring and fall seasons.

Under normal circumstances, the interconnection supplies the City's needs for approximately seven months out of each year. When the peak demand exceeds 20Mw the power plant is capable of generating the remainder of the load. An historical peak demand of 36.3 Mw was established in 2003. Total capacity of the Ottawa system with purchased power and generation is 42.9 Mw.

|                              | <b>Actual</b>      | <b>Actual</b>      | <b>Revised</b>     | <b>Budget</b>      |
|------------------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Division Expenditures</b> | <b>2002</b>        | <b>2003</b>        | <b>2004</b>        | <b>2005</b>        |
| Personnel Services           | \$584,022          | \$696,925          | \$783,305          | \$828,682          |
| Contractual Services         | \$489,805          | \$608,771          | \$859,300          | \$610,400          |
| Commodities                  | \$4,287,558        | \$4,899,039        | \$5,285,600        | \$5,283,100        |
| Capital Expenditures         | \$5,770            | \$76,919           | \$70,250           | \$105,250          |
| <b>Total</b>                 | <b>\$5,367,155</b> | <b>\$6,281,624</b> | <b>\$7,026,949</b> | <b>\$6,845,926</b> |

| <b>Personnel Schedule</b> | <b>2002</b>  | <b>2003</b>  | <b>2004</b>  | <b>2005</b>  |
|---------------------------|--------------|--------------|--------------|--------------|
| Director of Utilities     | 0            | 0            | 0.33         | 0.33         |
| Superintendent            | 1.00         | 1.00         | 1.00         | 1.00         |
| Assistant Superintendent  | 1.00         | 1.00         | 1.00         | 1.00         |
| Operator/Maintenance      | 8.00         | 8.00         | 8.00         | 8.00         |
| Maintenance               | 2.00         | 3.00         | 3.00         | 3.00         |
| Auto-CAD Tech             | 0.25         | 0            | 0            | 0            |
| <b>Total</b>              | <b>12.25</b> | <b>13.00</b> | <b>13.33</b> | <b>13.33</b> |



## ELECTRIC PRODUCTION 3703

|     | EXPENDITURE DETAIL                       | ACTUAL           | ACTUAL           | ACTUAL           | REVISED          | BUDGET           |
|-----|--|------------------|------------------|------------------|------------------|------------------|
|     |  | 2001             | 2002             | 2003             | 2004             | 2005             |
|     | <b>PERSONNEL SERVICES</b>                |                  |                  |                  |                  |                  |
| 411 | Salaries                                 | 441,620          | 465,554          | 528,353          | 580,000          | 604,000          |
| 410 | Overtime                                 |                  |                  | 15,000           | 18,000           | 20,200           |
| 412 | Social Security                          | 31,815           | 33,569           | 39,338           | 45,747           | 47,751           |
| 413 | KPERS                                    | 9,941            | 12,666           | 15,217           | 21,528           | 22,471           |
| 414 | Health Insurance                         | 39,441           | 53,864           | 73,775           | 88,530           | 101,810          |
| 521 | Worker's Comp. Ins.                      | 16,161           | 18,370           | 25,212           | 29,500           | 32,450           |
|     | <b>SUBTOTAL</b>                          | <b>538,978</b>   | <b>584,022</b>   | <b>696,895</b>   | <b>783,305</b>   | <b>828,682</b>   |
|     | <b>CONTRACTUAL SERVICES</b>              |                  |                  |                  |                  |                  |
| 503 | Telephone                                | 5,347            | 5,793            | 5,473            | 5,500            | 5,500            |
| 505 | Professional Development                 | 10,309           | 12,326           | 5,302            | 20,350           | 15,000           |
| 515 | Advertising - (HR)                       | 0                | 0                | 0                | 1,000            | 1,000            |
| 520 | Insurance - Bldg. & Cont.                | 8,753            | 38,310           | 39,921           | 40,000           | 40,000           |
| 523 | Vehicle Ins.                             | 1,955            | 1,458            | 1,600            | 1,700            | 1,700            |
| 525 | Boiler Insurance (Plant)                 | 25,692           | 36,154           | 42,880           | 50,000           | 50,000           |
| 526 | General Liability Ins.                   | 12,772           | 15,772           | 17,826           | 17,000           | 17,000           |
| 528 | SCADA Maintenance & Equipment            | 11,898           | 3,838            | 4,694            | 26,500           | 20,000           |
| 530 | Utilities                                | 33,866           | 23,733           | 30,101           | 30,000           | 30,000           |
| 532 | Building & Structure Repair              | 2,744            | 40               | 912              | 5,000            | 5,000            |
| 533 | Equipment Repair                         | 96,458           | 111,382          | 174,351          | 282,500          | 122,500          |
| 534 | Vehicle Repair                           | 159              | 85               | 1,337            | 600              | 600              |
| 550 | Towel & Laundry Service                  | 291              | 334              | 342              | 550              | 600              |
| 558 | Other Contractual Services               | 314,945          | 215,611          | 235,243          | 355,600          | 273,000          |
| 558 | Other Contractual Services (HR)          | 0                | 0                | 0                | 10,000           | 15,000           |
| 559 | Environmental Compliance                 | 8,793            | 11,152           | 39,372           | 0                | 0                |
| 561 | Utility Assistance                       | 7,243            | 6,230            | 5,664            | 8,000            | 8,000            |
| 565 | State Taxes                              | 11,789           | 7,585            | 3,755            | 5,000            | 5,500            |
|     | <b>SUBTOTAL</b>                          | <b>553,013</b>   | <b>489,805</b>   | <b>608,771</b>   | <b>859,300</b>   | <b>610,400</b>   |
|     | <b>COMMODITIES</b>                       |                  |                  |                  |                  |                  |
| 600 | Office Supplies                          | 1,817            | 3,072            | 3,149            | 3,500            | 3,500            |
| 601 | CAD Supplies                             | 1,400            | 1,426            | 1,071            | 1,100            | 1,100            |
| 605 | Purchase Power                           | 2,886,667        | 2,528,362        | 2,683,661        | 3,000,000        | 3,000,000        |
| 606 | Purchase Demand                          | 1,464,047        | 1,273,651        | 1,339,455        | 1,500,000        | 1,500,000        |
| 607 | Natural Gas                              | 732,155          | 333,593          | 709,576          | 600,000          | 600,000          |
| 608 | Vehicle Operations                       | 2,456            | 2,150            | 2,980            | 4,500            | 5,500            |
| 609 | Motor Oil                                | 12,764           | 8,687            | 15,223           | 15,000           | 16,000           |
| 610 | Fuel Oil (Plant Engines)                 | 112,528          | 73,117           | 81,637           | 90,000           | 90,000           |
| 611 | Chemical Supplies                        | 16,377           | 13,101           | 20,343           | 20,000           | 20,000           |
| 615 | Uniforms                                 | 4,070            | 5,365            | 4,852            | 6,500            | 7,000            |
| 620 | Supplies                                 | 40,722           | 45,034           | 37,092           | 45,000           | 40,000           |
|     | <b>SUBTOTAL</b>                          | <b>5,275,004</b> | <b>4,287,558</b> | <b>4,899,039</b> | <b>5,285,600</b> | <b>5,283,100</b> |
|     | <b>CAPITAL OUTLAY</b>                    |                  |                  |                  |                  |                  |
| 702 | Furniture & Fixtures                     | 1,256            | 0                | 959              | 2,500            | 2,500            |
| 704 | Office Equipment                         | 2,787            | 0                | 413              | 1,500            | 1,500            |
| 710 | Equipment                                | 9,070            | 5,004            | 20,990           | 10,000           | 45,000           |
| 710 | Equipment (Safety Equipment HR)          | 0                | 0                | 0                | 1,250            | 1,250            |
| 710 | Computer Equipment (2 PCs 1 flat screen) | 0                | 0                | 0                | 5,000            | 5,000            |
| 715 | Building Maintenance                     | 26               | 766              | 54,558           | 50,000           | 50,000           |
|     | <b>SUBTOTAL</b>                          | <b>13,140</b>    | <b>5,770</b>     | <b>76,919</b>    | <b>70,250</b>    | <b>105,250</b>   |
|     | <b>TRANSFERS</b>                         |                  |                  |                  |                  |                  |
| 906 | Transfer to Equipment Reserve            | 0                | 0                | 0                | 28,494           | 18,494           |
|     | <b>TOTAL</b>                             | <b>6,380,134</b> | <b>5,367,155</b> | <b>6,281,624</b> | <b>7,026,949</b> | <b>6,845,926</b> |

# ELECTRIC DISTRIBUTION

## Description of Services

The Electric Distribution Division is a maintenance group and construction crew. The Electric Distribution Division has completed construction of one major circuit in the last six to seven years. This crew has also accomplished installation of electric service in five new additions over the last seven years. Two major additions to the system were completed last year by an outside contractor. This division has one crew dedicated, primarily, to line clearance with remainder completing required maintenance of the approximate 60 miles of 12.4 and 4.6 kV lines. The division has a fleet of three bucket-trucks; one digger derrick, one flatbed, a chipper and the superintendents pick up truck.

|                              | <b>Actual</b>    | <b>Actual</b>      | <b>Revised</b>     | <b>Budget</b>      |
|------------------------------|------------------|--------------------|--------------------|--------------------|
| <b>Division Expenditures</b> | <b>2002</b>      | <b>2003</b>        | <b>2004</b>        | <b>2005</b>        |
| Personnel Services           | \$602,342        | \$615,026          | \$576,773          | \$572,791          |
| Contractual Services         | \$121,829        | \$101,223          | \$137,600          | \$140,300          |
| Commodities                  | \$55,275         | \$70,150           | \$82,800           | \$82,800           |
| Capital Expenditures         | \$203,273        | \$240,233          | \$281,850          | \$300,500          |
| <b>Total</b>                 | <b>\$982,719</b> | <b>\$1,026,631</b> | <b>\$1,206,035</b> | <b>\$1,193,812</b> |

| <b>Personnel Schedule</b>        | <b>2002</b>  | <b>2003</b> | <b>2004</b> | <b>2005</b> |
|----------------------------------|--------------|-------------|-------------|-------------|
| Superintendent                   | 1.00         | 1.00        | 1.00        | 1.00        |
| Assistant Superintendent         | 1.00         | 1.00        | 1.00        | 1.00        |
| Electric Distribution 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        |
| Mechanic                         | 0.25         | 0           | 0           | 0           |
| Mechanic Assistant               | 0.25         | 0           | 0           | 0           |
| <b>Total</b>                     | <b>10.00</b> | <b>9.50</b> | <b>9.50</b> | <b>9.50</b> |

## ELECTRIC DISTRIBUTION 3704

|     | EXPENDITURE DETAIL                         | ACTUAL  | ACTUAL  | ACTUAL    | REVISED   | BUDGET    |
|-----|--|---------|---------|-----------|-----------|-----------|
|     |  | 2001    | 2002    | 2003      | 2004      | 2005      |
|     | <b>PERSONNEL SERVICES</b>                  |         |         |           |           |           |
| 411 | Salaries                                   | 411,840 | 488,370 | 474,312   | 421,000   | 400,000   |
| 410 | Overtime                                   |         |         | 17,000    | 18,500    | 25,000    |
| 412 | Social Security                            | 29,284  | 34,862  | 34,851    | 33,622    | 32,513    |
| 413 | KPERS                                      | 11,316  | 14,860  | 14,870    | 15,822    | 15,300    |
| 414 | Health Insurance                           | 38,280  | 51,484  | 56,108    | 67,329    | 77,429    |
| 521 | Worker's Comp. Ins.                        | 11,230  | 12,765  | 17,885    | 20,500    | 22,550    |
|     | <b>SUBTOTAL</b>                            | 501,950 | 602,342 | 615,026   | 576,773   | 572,791   |
|     | <b>CONTRACTUAL SERVICES</b>                |         |         |           |           |           |
| 502 | Postage                                    | 61      | 0       | 5         | 100       | 100       |
| 503 | Telephone                                  | 2,268   | 2,343   | 3,044     | 3,000     | 3,000     |
| 505 | Professional Development                   | 3,911   | 3,529   | 3,803     | 6,700     | 6,700     |
| 515 | Advertising - (HR)                         | 0       | 0       | 0         | 1,000     | 1,000     |
| 517 | Blueprinting & Mapping                     | 0       | 0       | 0         | 900       | 900       |
| 520 | Insurance - Bldg. & Cont.                  | 8,753   | 10,767  | 12,769    | 12,000    | 13,200    |
| 523 | Vehicle Ins.                               | 2,204   | 2,625   | 2,800     | 3,000     | 3,300     |
| 526 | General Liability Insurance                | 8,875   | 10,960  | 12,388    | 12,000    | 13,200    |
| 530 | Utilities                                  | 0       | 0       | 0         | 900       | 900       |
| 533 | Equipment Repair                           | 9,094   | 11,860  | 7,310     | 7,500     | 7,500     |
| 534 | Motor Vehicle Repair                       | 1,342   | 6,213   | 3,476     | 2,700     | 2,700     |
| 558 | Other Contractual Services                 | 59,779  | 65,890  | 48,194    | 67,800    | 67,800    |
| 558 | Other Contractual Services, Christmas Ligt | 6,657   | 0       | 0         |           |           |
| 558 | Other Contractual Services (HR)            | 0       | 0       | 1,367     | 15,000    | 15,000    |
| 559 | Environmental Compliance                   | 3,744   | 6,172   | 3,553     | 0         | 0         |
| 565 | Sales Tax - Compensating Use               | 1,223   | 1,470   | 2,514     | 5,000     | 5,000     |
|     | <b>SUBTOTAL</b>                            | 107,911 | 121,829 | 101,223   | 137,600   | 140,300   |
|     | <b>COMMODITIES</b>                         |         |         |           |           |           |
| 600 | Office Supplies                            | 311     | 328     | 455       | 500       | 500       |
| 601 | Computer Supplies (CAD)                    | 1,230   | 1,573   | 1,200     | 1,100     | 1,100     |
| 608 | Vehicle Operations                         | 7,661   | 7,517   | 6,592     | 13,700    | 13,700    |
| 615 | Uniforms                                   | 4,530   | 5,844   | 5,329     | 5,000     | 5,000     |
| 620 | Supplies                                   | 57,578  | 40,013  | 56,574    | 62,500    | 62,500    |
|     | <b>SUBTOTAL</b>                            | 71,311  | 55,275  | 70,150    | 82,800    | 82,800    |
|     | <b>CAPITAL OUTLAY</b>                      |         |         |           |           |           |
| 646 | Traffic Signals                            | 0       | 0       | 5,826     | 6,000     | 6,000     |
| 705 | Computer Equipment                         | 0       | 0       | 0         | 1,100     |           |
| 710 | Equipment                                  | 2,288   | 555     | 9,203     | 7,500     | 7,500     |
| 710 | Equipment (Safety Equipment HR)            | 0       | 0       | 0         | 1,250     | 0         |
| 712 | Trucks                                     | 0       | 0       | 0         | 0         | 0         |
|     | <b>SUBTOTAL</b>                            | 2,288   | 555     | 15,030    | 15,850    | 13,500    |
|     | <b>CAPITAL IMPROVEMENT</b>                 |         |         |           |           |           |
| 642 | Transformers                               | 77,313  | 68,967  | 56,125    | 95,000    | 95,000    |
| 644 | Meters                                     | 17,053  | 20,507  | 17,788    | 19,000    | 40,000    |
| 745 | Street Light Construction                  | 21,487  | 13,234  | 26,198    | 27,000    | 27,000    |
| 749 | Electric Line Cons..                       | 88,368  | 100,010 | 125,092   | 125,000   | 125,000   |
|     | <b>SUBTOTAL</b>                            | 204,221 | 202,718 | 225,203   | 266,000   | 287,000   |
|     | <b>TRANSFERS</b>                           |         |         |           |           |           |
| 906 | Transfer to Equipment Reserve              | 0       | 0       | 0         | 127,012   | 97,421    |
|     | <b>TOTAL</b>                               | 887,682 | 982,719 | 1,026,631 | 1,206,035 | 1,193,812 |

# Utility Warehouse

## Description of Services

The Warehouse facility is home to the Electric Distribution and the Water Distribution/Wastewater Collection divisions. The Warehouse also houses three administrative employees responsible for all inventory and associated records for the Warehouse division.

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.

The Utility Department has established a planned vehicle replacement program fund for all utility vehicles. Each vehicle has been assigned an expected life and during the budget process funds are set aside on a straight line basis into the Equipment Reserve Fund for planned replacement. This allows a leveled budget figure to be used each year.

|                              | <b>Actual</b>    | <b>Actual</b>    | <b>Proposed</b>  | <b>Budget</b>    |
|------------------------------|------------------|------------------|------------------|------------------|
| <b>Division Expenditures</b> | <b>2002</b>      | <b>2003</b>      | <b>2004</b>      | <b>2005</b>      |
| Personnel Services           | \$111,279        | \$117,924        | \$129,612        | \$137,208        |
| Contractual Services         | \$35,352         | \$35,352         | \$45,625         | \$47,770         |
| Commodities                  | \$6,372          | \$6,521          | \$8,900          | \$8,900          |
| Capital Expenditures         | \$14,479         | \$26,807         | \$31,300         | \$19,350         |
| Transfers                    | 0                | 0                | \$18,553         | \$18,553         |
| <b>Total</b>                 | <b>\$167,482</b> | <b>\$186,388</b> | <b>\$233,990</b> | <b>\$231,781</b> |

| <b>Personnel Schedule</b>   | <b>2002</b> | <b>2003</b> | <b>2004</b> | <b>2005</b> |
|-----------------------------|-------------|-------------|-------------|-------------|
| Utilities Warehouse Manager | 1.00        | 1.00        | 1.00        | 1.00        |
| Warehouse Worker            | 1.00        | 1.00        | 1.00        | 1.00        |
| Secretary/Computer Worker   | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>                | <b>3.00</b> | <b>3.00</b> | <b>3.00</b> | <b>3.00</b> |

## UTILITY WAREHOUSE 3705

| EXPENDITURE DETAIL          |                               | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET  |
|-----------------------------|-------------------------------|---------|---------|---------|---------|---------|
|                             |                               | 2001    | 2002    | 2003    | 2004    | 2005    |
| <b>PERSONNEL SERVICES</b>   |                               |         |         |         |         |         |
| 411                         | Salaries                      | 78,703  | 86,207  | 88,493  | 95,200  | 99,000  |
| 410                         | Overtime                      |         |         | 416     | 475     | 475     |
| 412                         | Social Security               | 5,646   | 6,351   | 6,441   | 7,319   | 7,610   |
| 413                         | KPERS                         | 1,643   | 2,802   | 2,912   | 3,444   | 3,581   |
| 414                         | Health Insurance              | 11,588  | 14,752  | 17,520  | 21,024  | 24,177  |
| 521                         | Workers Comp. Ins.            | 1,036   | 1,168   | 2,142   | 2,150   | 2,365   |
|                             | <b>SUBTOTAL</b>               | 98,616  | 111,279 | 117,924 | 129,612 | 137,208 |
| <b>CONTRACTUAL SERVICES</b> |                               |         |         |         |         |         |
| 502                         | Postage                       | 4       | 0       | 0       | 100     | 100     |
| 503                         | Telephone                     | 2,276   | 3,363   | 2,991   | 2,500   | 2,750   |
| 505                         | Professional Development      | 92      | 489     | 0       | 1,600   | 1,600   |
| 515                         | Advertising - (HR)            | 0       | 0       | 0       | 1,000   | 1,000   |
| 520                         | Insurance - Bldg. & Cont.     | 2,651   | 3,322   | 3,939   | 3,500   | 3,850   |
| 523                         | Vehicle Ins.                  | 259     | 292     | 350     | 375     | 420     |
| 530                         | Utilities                     | 15,897  | 14,038  | 14,623  | 24,500  | 25,000  |
| 532                         | Building Repair               | 2,420   | 9,562   | 5,760   | 5,000   | 6,000   |
| 533                         | Equipment Repair              | 647     | 528     | 649     | 750     | 750     |
| 534                         | Motor Vehicle Repair          | 295     | 5       | 139     | 500     | 500     |
| 558                         | Other Contractual Services    | 5,508   | 3,475   | 6,193   | 5,500   | 5,500   |
| 565                         | Sales Taxes - Comp Use        | 52      | 278     | 492     | 300     | 300     |
|                             | <b>SUBTOTAL</b>               | 30,101  | 35,352  | 35,135  | 45,625  | 47,770  |
| <b>COMMODITIES</b>          |                               |         |         |         |         |         |
| 600                         | Office Supplies               | 807     | 894     | 806     | 1,000   | 1,000   |
| 601                         | Computer Supplies             | 440     | 249     | 397     | 400     | 400     |
| 604                         | Small Tools Expense           | 124     | 32      | 97      | 200     | 200     |
| 608                         | Vehicle Operation             | 415     | 424     | 729     | 1,700   | 1,700   |
| 615                         | Uniforms                      | 1,360   | 1,136   | 1,393   | 1,700   | 1,700   |
| 620                         | Supplies                      | 3,244   | 3,636   | 3,100   | 3,900   | 3,900   |
|                             | <b>SUBTOTAL</b>               | 6,390   | 6,372   | 6,521   | 8,900   | 8,900   |
| <b>CAPITAL OUTLAY</b>       |                               |         |         |         |         |         |
| 704                         | Office Equipment              | 4,335   | 0       | 260     | 1,300   | 1,350   |
| 710                         | Equipment                     | 0       | 1,605   | 17,953  | 0       | 0       |
| 712                         | Transfer to Equipment Reserve | 0       | 0       | 0       | 0       | 0       |
| 715                         | Building Improvements         | 17,351  | 12,874  | 8,594   | 30,000  | 18,000  |
|                             | <b>SUBTOTAL</b>               | 21,685  | 14,479  | 26,807  | 31,300  | 19,350  |
| <b>TRANSFERS</b>            |                               |         |         |         |         |         |
| 906                         | Transfer to Equipment Reserve | 0       | 0       | 0       | 18,553  | 18,553  |
|                             | <b>TOTAL</b>                  | 156,793 | 167,482 | 186,388 | 233,990 | 231,781 |

# Utility Billing

## Description of Services

The Utility Billing Division is responsible for billing, on a monthly basis, Ottawa's 5800 electric and 4800 customers. This division operates and maintains the City's main computer equipment including the IBM A/S 400, which runs the payroll program, general ledger, utility billing and other programs. This division also oversees the computer information systems for the city. 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 were recently installed for the first time in the City of Ottawa and is proving capable of dramatically reducing read time.

The Utility Billing Division department was delighted with the final installation and implementation of a new IBM AS/400 computer in 2003. This improvement drastically increased processing speeds, improved storage capacity and moved the city a giant step towards a true disaster recovery program. The old AS/400 was relocated to the Fire Station to be used as a backup system and thereby allows the city a disaster recovery system, something that has been talked about for several years.

|                       | Actual         | Actual         | Revised        | Budget         |
|-----------------------|----------------|----------------|----------------|----------------|
| Division Expenditures | 2002           | 2003           | 2004           | 2005           |
| Personnel Services    | 636,605        | 551,302        | 356,331        | 372,885        |
| Contractual Services  | 173,869        | 217,429        | 255,560        | 255,971        |
| Commodities           | 40,148         | 42,766         | 44,700         | 44,700         |
| Capital Expenditures  | 26,605         | 32,927         | 49,900         | 25,349         |
| <b>Total</b>          | <b>877,227</b> | <b>844,424</b> | <b>706,491</b> | <b>698,905</b> |

| Personnel Schedule          | 2002         | 2003         | 2004        | 2005        |
|-----------------------------|--------------|--------------|-------------|-------------|
| City Manager                | 1.00         | 1.00         | 0           | 0           |
| Administrative Secretary    | 1.00         | 1.00         | 0           | 0           |
| Director of Utilities       | 1.00         | 1.00         | 0           | 0           |
| Office Manager              | 1.00         | 1.00         | 1.00        | 1.00        |
| Utility Clerk               | 3.00         | 3.00         | 3.00        | 3.00        |
| Payable Clerk               | 1.00         | 1.00         | 1.00        | 1.00        |
| Data Operator               | 2.00         | 2.00         | 2.00        | 2.00        |
| Environmental Coordinator   | 0.25         | 0            | 0           | 0           |
| Assistant Finance Director  | 1.00         | 0            | 1.00        | 1.00        |
| City Clerk/Finance Director | 0.25         | 0            | 0           | 0           |
| Personnel Director          | 0.25         | 0            | 0           | 0           |
| Senior Secretary            | 1.25         | 0            | 0           | 0           |
| Administrative Assistant    | 0.25         | 0            | 0           | 0           |
| City Commission             | 1.00         | 0            | 0           | 0           |
| <b>Total</b>                | <b>15.00</b> | <b>10.00</b> | <b>8.00</b> | <b>8.00</b> |
| Seasonal                    | 0            | 0            | 1.00        | 1.00        |

## UTILITY BILLING 3710

| EXPENDITURE DETAIL          |  | ACTUAL  | ACTUAL  | ACTUAL  | REVISED | BUDGET  |
|-----------------------------|--|---------|---------|---------|---------|---------|
|                             |  | 2001    | 2002    | 2003    | 2004    | 2005    |
| <b>PERSONNEL SERVICES</b>   |  |         |         |         |         |         |
| 411                         | Salaries                                   | 491,868 | 518,978 | 443,381 | 264,000 | 269,000 |
| 410                         | Overtime                                   |         |         | 2,500   | 2,500   | 7,000   |
| 412                         | Social Security                            | 35,008  | 37,751  | 32,311  | 20,387  | 21,114  |
| 413                         | KPERS                                      | 11,817  | 14,989  | 13,470  | 9,594   | 9,936   |
| 414                         | Health Insurance                           | 47,471  | 63,293  | 56,909  | 57,000  | 62,700  |
| 521                         | Workers Comp. Ins.                         | 1,415   | 1,593   | 2,731   | 2,850   | 3,135   |
|                             | <b>SUBTOTAL</b>                            | 587,580 | 636,605 | 551,302 | 356,331 | 372,885 |
| <b>CONTRACTUAL SERVICES</b> |  |         |         |         |         |         |
| 502                         | Postage                                    | 24,429  | 26,097  | 30,061  | 33,067  | 33,000  |
| 503                         | Telephone                                  | 3,792   | 3,357   | 3,234   | 3,900   | 3,900   |
| 505                         | Professional Development                   | 12,104  | 12,781  | 8,178   | 11,500  | 11,500  |
| 508                         | Bad Debt Expense                           | 5,537   | 685     | 322     | 5,000   | 5,000   |
| 509                         | Meeting Expense                            | 712     | 701     | 788     | 2,500   | 2,500   |
| 514                         | Printing                                   | 1,190   | 1,370   | 1,500   | 1,900   | 1,900   |
| 520                         | Ins. Building & Content                    | 1,885   | 2,243   | 2,660   | 3,192   | 3,671   |
| 523                         | Vehicle Insurance                          | 753     | 875     | 1,000   | 1,500   | 1,500   |
| 553                         | Service Agreements                         | 10,861  | 11,729  | 28,450  | 60,000  | 60,000  |
| 558                         | Other Contractual Services                 |         |         |         |         |         |
|                             | Attorney                                   | 39,171  | 37,336  | 33,356  | 40,000  | 40,000  |
|                             | Kansas Comp Use Tax                        | 3,139   | 2,777   | 2,358   | 3,500   | 3,500   |
|                             | Programming Support                        | 20,298  | 29,634  | 27,031  | 35,000  | 35,000  |
|                             | Technical Support                          | 1,671   | 4,387   | 32,515  |         |         |
|                             | IBM Support                                | 9,822   | 6,416   | 4,072   | 5,500   | 5,500   |
|                             | Temp Service                               | 18,035  | 18,037  | 15,482  | 18,000  | 18,000  |
|                             | Cleaning Services                          | 9,500   | 9,000   | 6,000   | 1,000   | 1,000   |
|                             | Other Contractual Services                 | 10,800  | 0       | 0       | 10,000  | 10,000  |
| 599                         | Refunds                                    | 0       | 0       | 1,434   | 2,000   | 2,000   |
| 571                         | Audit                                      | 16,127  | 6,444   | 18,988  | 18,000  | 18,000  |
|                             | <b>SUBTOTAL</b>                            | 189,827 | 173,869 | 217,429 | 255,560 | 255,971 |
| <b>COMMODITIES</b>          |  |         |         |         |         |         |
| 600                         | Office Supplies                            | 11,293  | 28,195  | 11,193  | 12,000  | 12,000  |
| 601                         | Computer Supplies                          | 9,297   | 10,677  | 5,578   | 9,500   | 9,500   |
| 601                         | Billing Supplies                           | 0       | 0       | 25,955  | 20,000  | 20,000  |
| 614                         | Books & Instructional Materials            | 2,067   | 28      | 41      | 1,500   | 1,500   |
| 615                         | Uniforms                                   | 1,874   | 1,248   | 0       | 1,700   | 1,700   |
|                             | <b>SUBTOTAL</b>                            | 24,531  | 40,148  | 42,766  | 44,700  | 44,700  |
| <b>CAPITAL OUTLAY</b>       |  |         |         |         |         |         |
| 702                         | Furniture & Fixtures (Work Station Furn.)  | 0       | 0       | 0       | 5,000   | 3,000   |
| 704                         | Office Machines (4 PCs)                    | 1,943   | 0       | 578     | 6,500   | 6,500   |
| 705                         | Computer Equipment (Used AS/400 DR)        | 13,846  | 24,018  | 20,147  | 7,500   | 0       |
| 705                         | Computer Equipment (Impact Printer)        | 0       | 0       | 0       | 11,000  | 0       |
| 705                         | Computer Equipment (Network storage)       | 0       | 0       | 0       | 7,500   | 0       |
| 705                         | Computer Equipment (Antivirus Renewal)     | 0       | 0       | 0       | 5,000   | 5,000   |
| 705                         | Computer Equipment (Data Projector)        | 0       | 0       | 0       | 1,400   | 0       |
| 708                         | Communication Eq. (Wireless Network Tools) | 0       | 0       | 0       | 1,000   | 0       |
| 710                         | Equipment                                  | 3,439   | 0       | 11,554  | 0       | 0       |
| 715                         | Building Maintenance - Capital Imp.        | 4,386   | 2,587   | 648     | 5,000   | 5,000   |
| 705                         | Computer Equipment                         |         |         |         |         | 0       |
|                             | Kiosk Credit Card System                   |         |         |         |         | 4,000   |
|                             | Laptop                                     |         |         |         |         | 1,849   |
|                             | <b>SUBTOTAL</b>                            | 23,614  | 26,605  | 32,927  | 49,900  | 25,349  |
|                             | <b>TOTAL</b>                               | 825,552 | 877,227 | 844,424 | 706,491 | 698,905 |