

CITY OF OTTAWA, KANSAS 2005 BUDGET

Adopted: August 18, 2004

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**CITY OF OTTAWA
2005 BUDGET**

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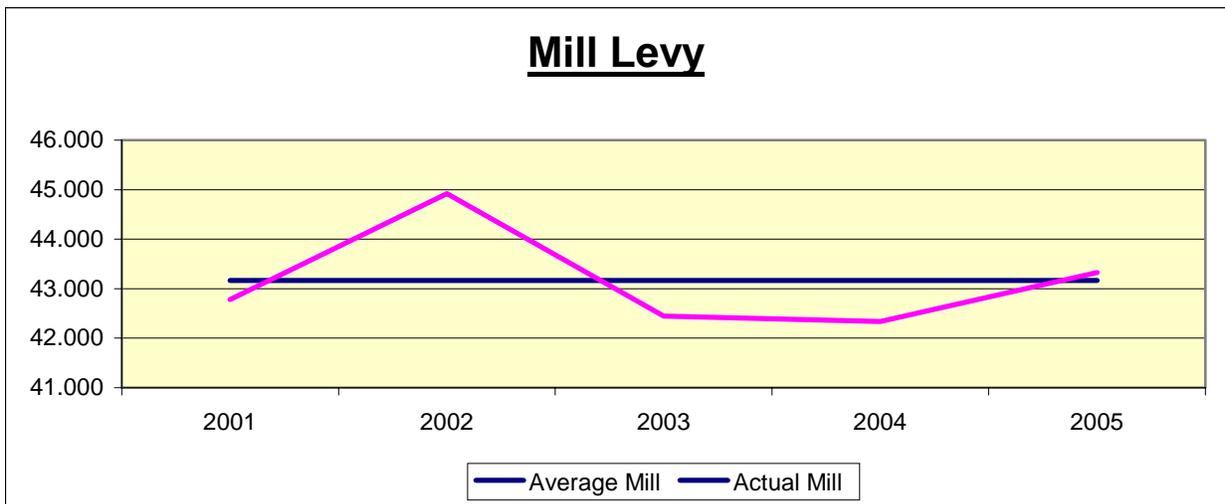
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City of Ottawa, Kansas Budget 2005

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.

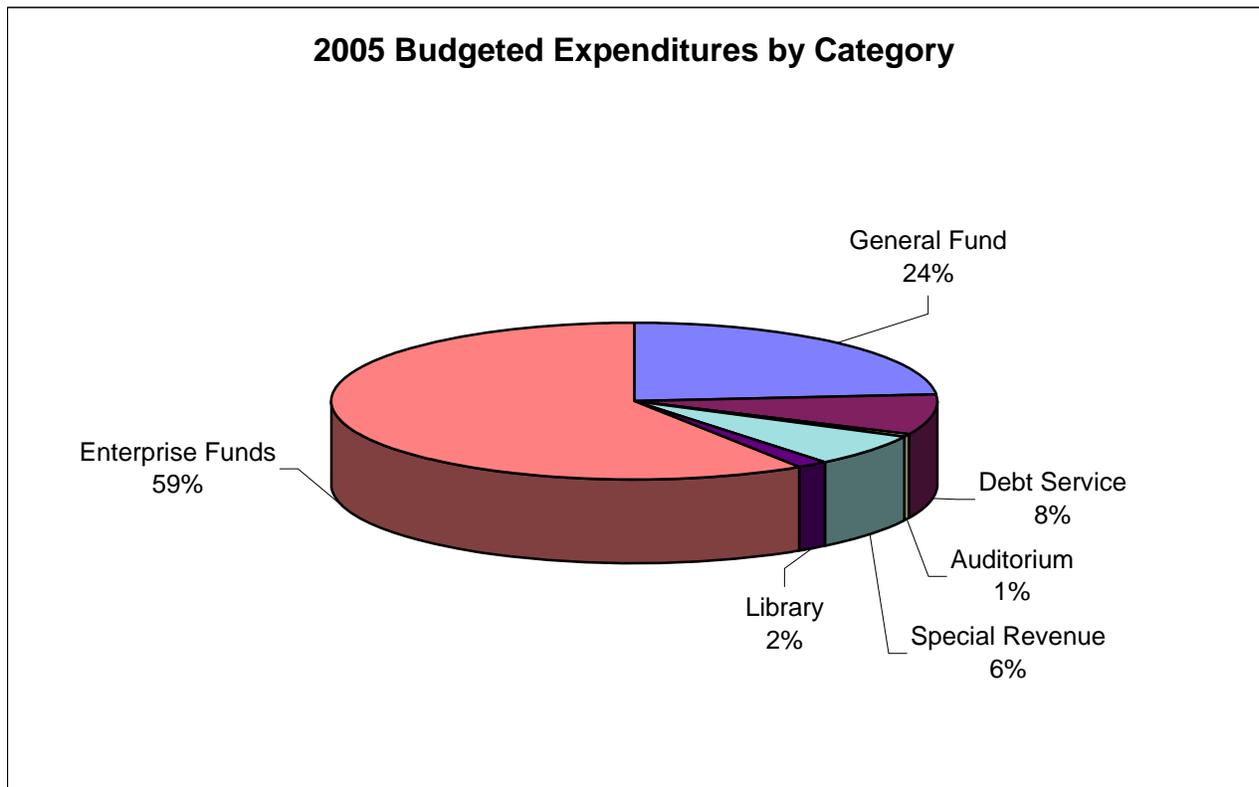


There were no substantive changes in formatting and no further consolidation of funds as was done in the previous two years. The policy of ensuring that expenditures are shown in the appropriate fund locations within the overall budget will continue to be a priority. While the operating budgets basically 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.

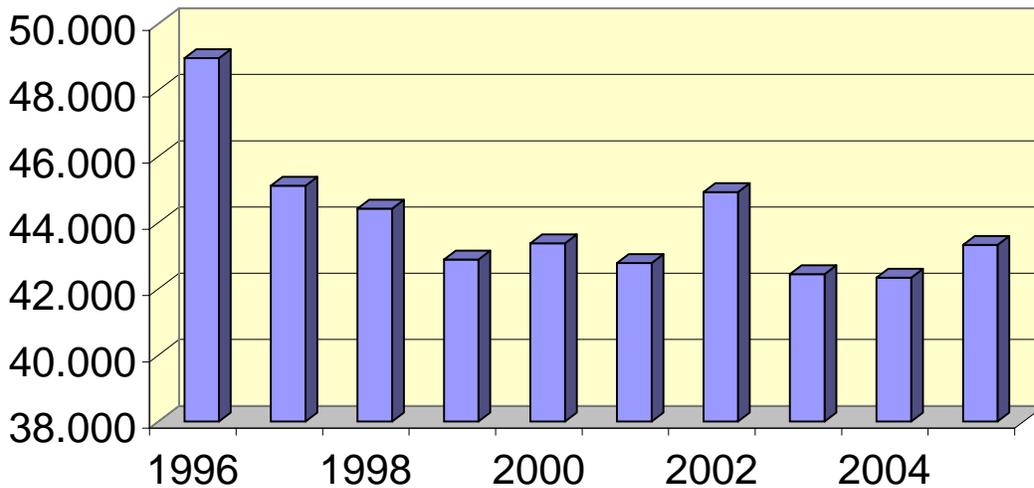
The wastewater plant will have its first full year of operation in 2005, which will provide a better understanding of the cost of operations than can be estimated. Debt payments will begin on this project in 2005.

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.

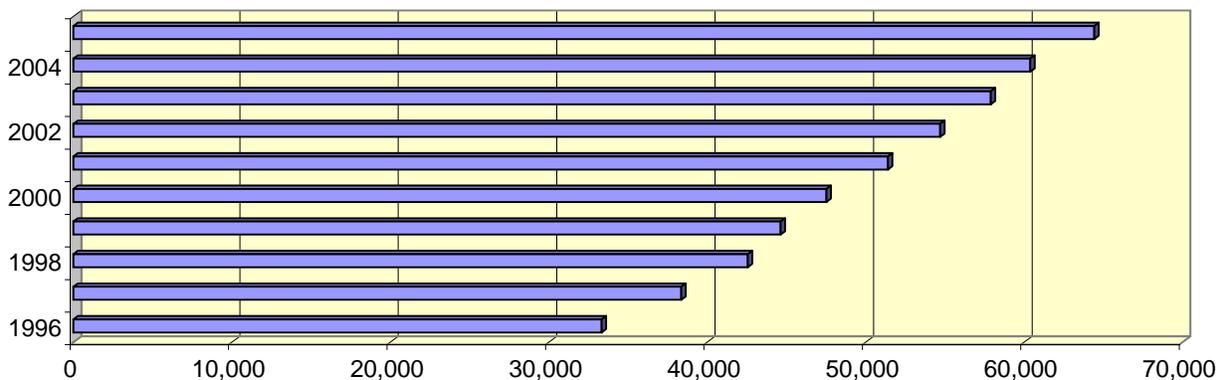
CITY MILL LEVY BY FUND 1996 - 2005

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
TOTAL LEVY	48.963	45.117	44.426	42.885	43.373	42.780	44.923	42.446	42.338	43.327
ASSESSED VAL.	33,329	38,360	42,553	44,617	47,522	51,399	54,691	57,896	60,389	64,420
TOTAL TAXES	1,631,878	1,730,666	1,890,438	1,913,363	2,061,182	2,198,800	2,456,895	2,457,446	2,563,285	2,791,186

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 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

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 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 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 15th St. Sewer Lift Pin Oak Subdivision	1995 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 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 Project 96-01 Ord. No. 3296-98	1998 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 Kansas State Revolving Loan	1993 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 & Res. St Project Ph 2	2000 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 23rd Street and 59 Hwy. K 68 Sewer NOTES SOLD AT 4.4% MATURE ON 6/1/2001	2001 Pay out 2011 (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 Police and Court	NA (20 yr.)	G.O. 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) 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 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 Kansas State Revolving Loan	NA (20 yr.)	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 Assessments			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

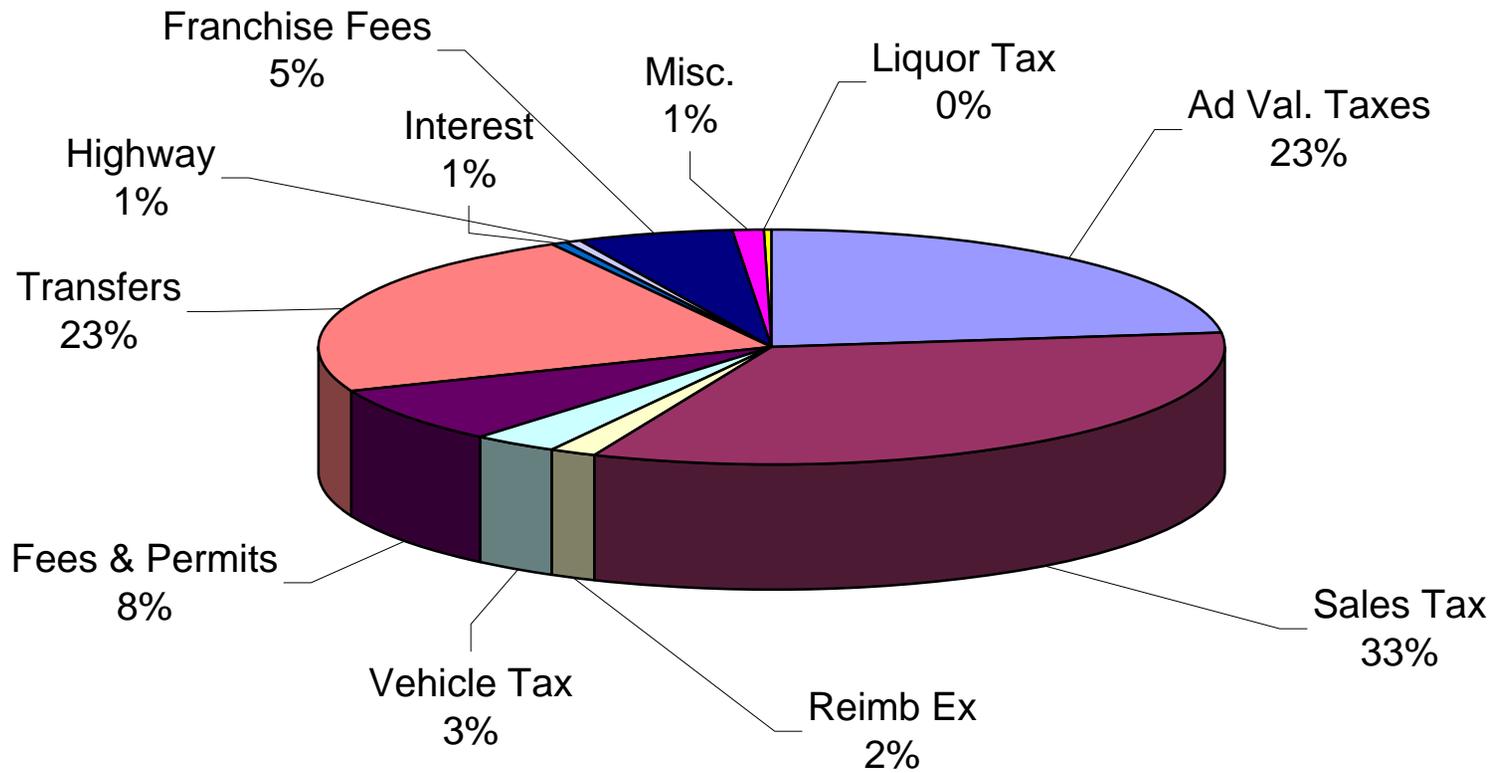
**CITY OF OTTAWA
2005 CAPITAL PROJECTS
ANTICIPATED/UNFUNDED PROJECTS**

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
PHASE II					
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

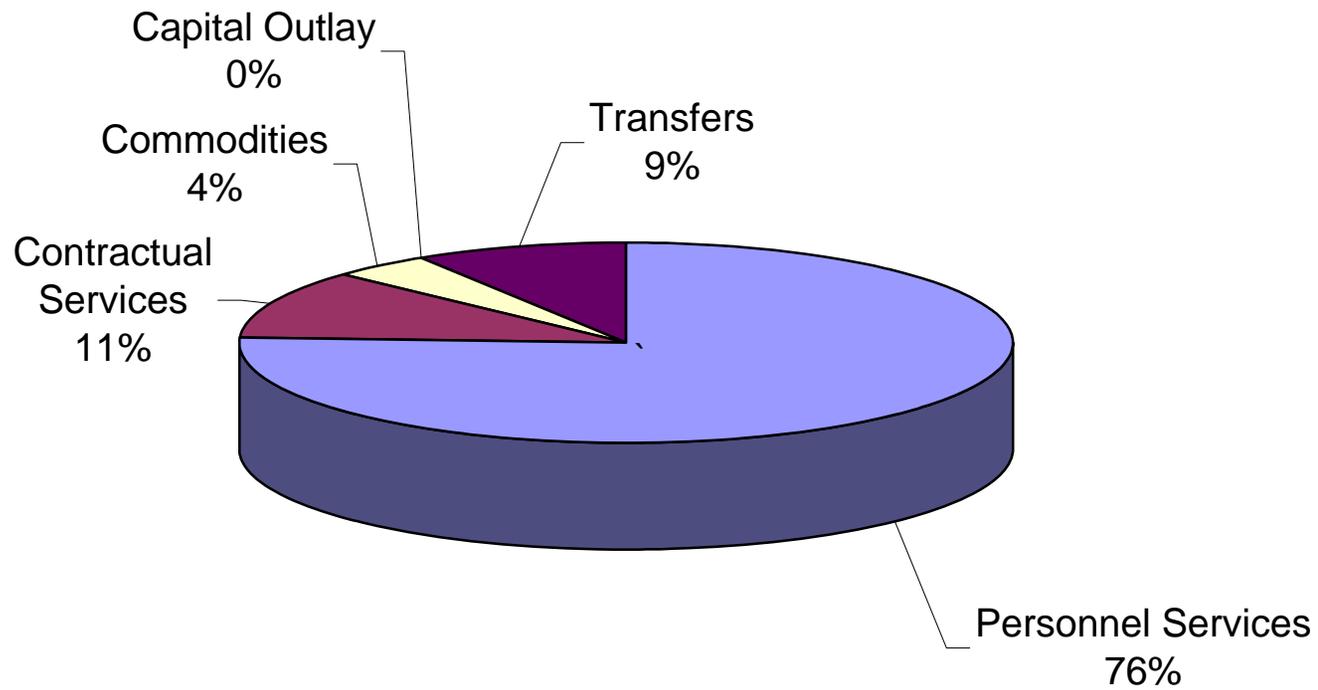
CITY OF OTTAWA, KANSAS
Schedule of Transfers

Fund Transferred From:	Fund Transferred To:	2003 Amount	2004 Amount	2005 Amount
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
Total		\$2,783,873	\$3,316,065	\$3,361,493

GENERAL FUND REVENUE



GENERAL FUND EXPENDITURES



GENERAL FUND 0100

	SOURCE OF REVENUE 0100	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
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
	TOTAL	7,537,123	7,589,645	7,479,388	7,858,093	7,891,056

GENERAL FUND

REVENUE DETAIL

	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	2001	2002	2003	2004	2005
Unencumbered Cash Balance, January 1	1,732,254	1,948,234	1,350,034	913,326	782,051
Revenue					
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
Total Revenue	5,700,501	5,637,838	6,129,354	6,954,767	7,109,005
Total Resources	7,432,755	7,586,072	7,479,388	7,868,093	7,891,056
EXPENDITURE DETAIL					
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
Total Requirements	5,534,840	6,021,084	6,566,062	7,086,042	7,336,153
Unencumbered Cash Balance, December 31	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
Personnel Services			177,500	193,800
Contractual Services			58,400	59,900
Commodities			2,525	2,525
Capital Expenditures			0	1,350
Total			238,425	257,575

PERSONNEL SCHEDULE

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

GENERAL FUND - CITY COMMISSION/MANAGER 0110

	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
	PERSONNEL SERVICES					
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
	SUBTOTAL	0	0	0	177,500	193,800
	CONTRACTUAL SERVICES					
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
	SUBTOTAL	0	0	0	58,400	59,900
	COMMODITIES					
600	Office Supplies				2,100	2,100
601	Computer Supplies				250	250
615	Uniforms				175	175
	SUBTOTAL	0	0	0	2,525	2,525
	CAPITAL OUTLAY					
702	Furniture (Office Furniture)					
704	Color Lazer Printer					1,350
	SUBTOTAL	0	0	0	0	1,350
	TOTAL	0	0	0	238,425	257,575

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
Personnel Services	59,718	256,996	234,600	239,200
Contractual Services	140,221	137,678	160,900	160,900
Commodities	13,899	13,884	14,700	14,700
Capital Expenditures	2,651	393	400	400
Total	216,488	408,952	410,600	415,200

PERSONNEL SCHEDULE

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

GENERAL FUND - CITY CLERK/FINANCE 0115

GENERAL FUND - CITY CLERK/FINANCE 0115						
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
	PERSONNEL SERVICES					
411	Salaries	56,751	59,718	256,996	231,600	236,000
410	Overtime				3,000	3,200
	SUBTOTAL	56,751	59,718	256,996	234,600	239,200
	CONTRACTUAL SERVICES					
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
	SUBTOTAL	185,718	140,221	137,678	160,900	160,900
	COMMODITIES					
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
	SUBTOTAL	20,015	13,899	13,884	14,700	14,700
	CAPITAL OUTLAY					
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
	SUBTOTAL	11,671	2,651	393	400	400
	TOTAL	274,155	216,488	408,952	410,600	415,200

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
TRANSFERS						
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
SUBTOTAL		514,653	465,000	347,557	301,000	306,500
CONTRACTUAL						
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
SUBTOTAL		239,579	310,267	264,770	212,500	212,500
MISCELLANEOUS						
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
SUBTOTAL		38,971	140,790	16,697	0	554,903
TOTAL		793,202	916,058	629,024	513,500	1,073,903

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
Personnel Services	218,695	242,932	264,391	278,497
Contractual Services	110,420	92,609	81,100	90,100
Commodities	6,846	5,516	9,100	9,100
Capital Expenditures	5,095	3,173	15,500	2,500
Total	\$341,056	\$344,229	\$370,091	\$380,197

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2002	2003	2004	2005
Director of Planning & Zoning	1.00	1.00	1.00	1.00
Assistant to the Director	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
City Inspector	1.00	1.00	2.00	2.00
Deputy City Inspector	1.00	1.00	0	0
Secretary	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00

GENERAL FUND - PLANNING & CODE ADMINISTRATION 0130						
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
	PERSONNEL SERVICES					
411	Salaries	227,927	218,695	242,932	256,506	270,597
411	Seasonal				5,000	5,000
410	Overtime				2,885	2,900
	SUBTOTAL	227,927	218,695	242,932	264,391	278,497
	CONTRACTUAL SERVICES		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
	SUBTOTAL	83,254	110,420	92,609	81,100	90,100
	COMMODITIES					
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
	SUBTOTAL	7,416	6,846	5,516	9,100	9,100
	CAPITAL OUTLAY					
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
	SUBTOTAL	7,481	5,095	3,173	15,500	2,500
	TOTAL	326,078	341,056	344,229	370,091	380,197

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
Personnel Services	\$63,767	\$62,202	\$67,300	\$70,335
Contractual Services	\$10,202	\$9,040	\$8,350	\$8,350
Commodities	\$7,952	\$5,588	\$8,400	\$8,400
Capital Expenditures	\$1,864	\$2,604		
Total	\$83,784	\$82,710	\$84,050	\$87,085

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2002	2003	2004	2005
Sexton/Lead Equipment Operator	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00
Seasonal	2.00	2.00	4.00	2.00

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

GENERAL FUND - CEMETERY 0140

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
411	Salaries	57,651	63,767	62,202	56,000	58,835
411	Seasonal				9,000	9,200
410	Overtime				2,300	2,300
	SUBTOTAL	57,651	63,767	62,202	67,300	70,335
CONTRACTUAL SERVICES						
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
	SUBTOTAL	8,369	10,202	9,040	8,350	8,350
COMMODITIES						
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
	SUBTOTAL	8,338	7,952	5,588	8,400	8,400
CAPITAL OUTLAY						
705	Computer & Software	7,998		2,604		
710	Equipment		1,864	0		
	SUBTOTAL	7,998	1,864	2,604	0	0
	TOTAL	82,357	83,784	79,433	84,050	87,085

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
Personnel Services	\$514,462	\$550,447	\$572,900	\$589,000
Contractual Services	\$66,279	\$70,509	\$89,530	\$89,530
Commodities	\$80,738	\$74,414	\$91,400	\$91,400
Capital Expenditures	0	\$2,930	\$4,000	0
Total	\$661,479	\$698,300	\$757,830	\$769,930

PERSONNEL SCHEDULE

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

GENERAL FUND - STREETS 0141

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
411	Salaries	466,907	514,462	550,447	538,000	551,000
411	Seasonal				18,000	20,000
410	Overtime				16,900	18,000
	SUBTOTAL	466,907	514,462	550,447	572,900	589,000
CONTRACTUAL SERVICES						
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
	SUBTOTAL	61,348	66,279	70,509	89,530	89,530
COMMODITIES						
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
	SUBTOTAL	91,341	80,738	74,414	91,400	91,400
CAPITAL OUTLAY						
705	Computer Equipment			2,930	2,500	
708	Radio Equipment				1,500	
710	Equipment (2 Mowing Decks)	25,500				
712	Trucks (Flatbed with winch)					
	SUBTOTAL	25,500	0	2,930	4,000	0
	TOTAL	645,096	661,479	698,300	757,830	769,930

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

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

GENERAL FUND - FLOOD CONTROL 0142

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
CONTRACTUAL SERVICES						
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
	SUBTOTAL	6,774	3,743	9,900	12,700	12,700
COMMODITIES						
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
	SUBTOTAL	1,469	11,737	2,658	7,500	7,500
736	Engineering			3,750		
	TOTAL	8,243	15,480	16,308	20,200	20,200

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
Personnel Services	18,244	71,694	74,390	76,600
Contractual Services	15,213	24,576	18,360	18,360
Commodities	18,865	16,840	21,600	21,600
Capital Expenditures	25,446	5,824		
Total	77,768	118,934	114,350	116,560

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2002	2003	2004	2005
Garage Superintendent	0.25	1.00	1.00	1.00
Mechanic	0.25	1.00	1.00	1.00
Total	0.50	2.00	2.00	2.00

GENERAL FUND - FLEET MANAGEMENT 0144

	EXPENDITURE DETAIL	ACTUAL 2001	ACTUAL 2002	ACTUAL 2003	REVISED 2004	BUDGET 2005
	PERSONNEL SERVICES					
411	Salaries	16,056	18,244	71,694	73,850	76,100
410	Overtime	0	0		540	500
	SUBTOTAL	16,056	18,244	71,694	74,390	76,600
	CONTRACTUAL SERVICES					
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
	SUBTOTAL	17,644	15,213	24,576	18,360	18,360
	COMMODITIES					
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
	SUBTOTAL	21,300	18,865	16,840	21,600	21,600
	CAPITAL OUTLAY					
710	Equipment			5,824		
712	Trucks		25,446			
	SUBTOTAL	0	25,446	5,824	0	0
	TOTAL	55,001	77,768	118,934	114,350	116,560

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
Personnel Services	168,807	184,098	187,600	192,600
Contractual Services	37,370	30,871	31,600	35,596
Commodities	25,142	20,542	27,000	27,000
Capital Expenditures	19,385	2,999	0	5,500
Total	250,704	238,511	246,200	260,696

PERSONNEL SCHEDULE

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

GENERAL FUND - PARKS 0146

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
411	Salaries	145,117	168,807	184,098	166,000	171,000
411	Seasonal				13,500	13,500
410	Overtime				8,100	8,100
	SUBTOTAL	145,117	168,807	184,098	187,600	192,600
CONTRACTUAL SERVICES						
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
	SUBTOTAL	35,594	40,161	33,489	35,596	35,596
COMMODITIES						
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
	SUBTOTAL	27,029	25,142	20,542	27,000	27,000
CAPITAL OUTLAY						
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			
	SUBTOTAL	7,544	19,385	2,999	0	5,500
	TOTAL	215,283	253,494	241,129	250,196	260,696

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
Total	1,540,918	1,675,144	1,714,040	1,710,190

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
Total Commissioned	26.00	26.00	26.00	26.00
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
Total Non-Commissioned	4.00	4.50	4.50	5.00
Total	30.00	30.50	30.50	31.00

GENERAL FUND - POLICE 0151

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
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
SUBTOTAL		1,170,729	1,333,319	1,407,240	1,469,200	1,458,000
CONTRACTUAL SERVICES						
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
SUBTOTAL		138,736	141,787	143,553	139,440	140,340
COMMODITIES						
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
SUBTOTAL		75,866	65,811	71,364	74,900	76,300
CAPITAL OUTLAY						
705	Computer Equipment			12,320		
710	Equipment (3 Tactical Vests)	2,556		2,667	1,500	
SUBTOTAL		2,556	0	14,987	1,500	0
TRANSFERS						
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
SUBTOTAL				38,000	29,000	35,550
TOTAL		1,387,887	1,540,918	1,675,144	1,714,040	1,710,190

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
Personnel Services	33,336	48,738	47,650	50,331
Contractual Services	88,331	97,190	100,280	99,980
Commodities	2,953	3,224	4,150	4,150
Capital Expenditures	0	0	0	0
Total	124,621	149,153	152,080	154,461

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2002	2003	2004	2005
Municipal Court Clerk	1.00	1.00	1.00	2.00
Part Time Clerk	0	.5	.5	0
Total	1.50	1.50	1.50	2.00

GENERAL FUND - MUNICIPAL COURT 0155

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
411	Salaries	31,230	33,336	48,738	46,320	49,000
410	Overtime				1,330	1,331
SUBTOTAL		31,230	33,336	48,738	47,650	50,331
CONTRACTUAL SERVICES						
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
SUBTOTAL		80,502	88,331	97,190	100,280	99,980
COMMODITIES						
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
SUBTOTAL		3,979	2,953	3,224	4,150	4,150
TOTAL		115,711	124,621	149,153	152,080	154,461



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
Personnel Services	700,974	754,510	839,280	860,000
Contractual Services	56,160	58,682	47,000	47,000
Commodities	22,276	21,889	26,400	26,400
Capital Expenditures	10,380	30,433	0	0
Transfers	0	91,400	91,400	90,439
Total	789,790	956,915	1,004,080	1,023,839

PERSONNEL SCHEDULE

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

GENERAL FUND - FIRE 0157

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
411	Salaries	640,307	700,974	754,510	809,280	830,000
410	Overtime	0	0		30,000	30,000
SUBTOTAL		640,307	700,974	754,510	839,280	860,000
CONTRACTUAL SERVICES						
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
SUBTOTAL		52,817	56,160	58,682	47,000	47,000
COMMODITIES						
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
SUBTOTAL		22,562	22,276	21,889	26,400	26,400
CAPITAL OUTLAY						
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				
SUBTOTAL		6,384	10,380	30,433	0	0
TRANSFERS						
711	Lease purchase (Pumper)			84,912	84,912	84,912
711	Lease purchase (Vehicle)			6,488	6,488	5,527
SUBTOTAL		0	0	91,400	91,400	90,439
TOTAL		722,070	789,790	950,427	1,004,080	1,023,839

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, 7days per week.

DIVISION EXPENDITURES

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

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2002	2003	2004	2005
HR/Risk Management Director	0.25	1.00	1.00	1.00
Secretary	0.25	1.00	1.00	1.00
Total	0.50	2.00	2.00	2.00

GENERAL FUND - HUMAN RESOURCES 0175

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
411	Salaries	21,525	23,779	101,763	104,600	109,830
410	Overtime				1,000	500
SUBTOTAL		21,525	23,779	101,763	105,600	110,330
CONTRACTUAL SERVICES						
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
SUBTOTAL		39,860	31,327	37,813	41,500	54,500
COMMODITIES						
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
SUBTOTAL		7,367	12,577	19,937	15,700	15,700
CAPITAL OUTLAY						
702	Furniture	895				
704	Office Machines	1,257	398			
710	Equipment (Safety)	2,589	758			
SUBTOTAL		4,741	1,156	0	0	0
TOTAL		73,493	68,840	159,513	162,800	180,530

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

GENERAL FUND - EMPLOYEE BENEFITS 0180

	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
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
	TOTAL	756,259	889,641	1,095,516	1,293,800	1,438,340

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.

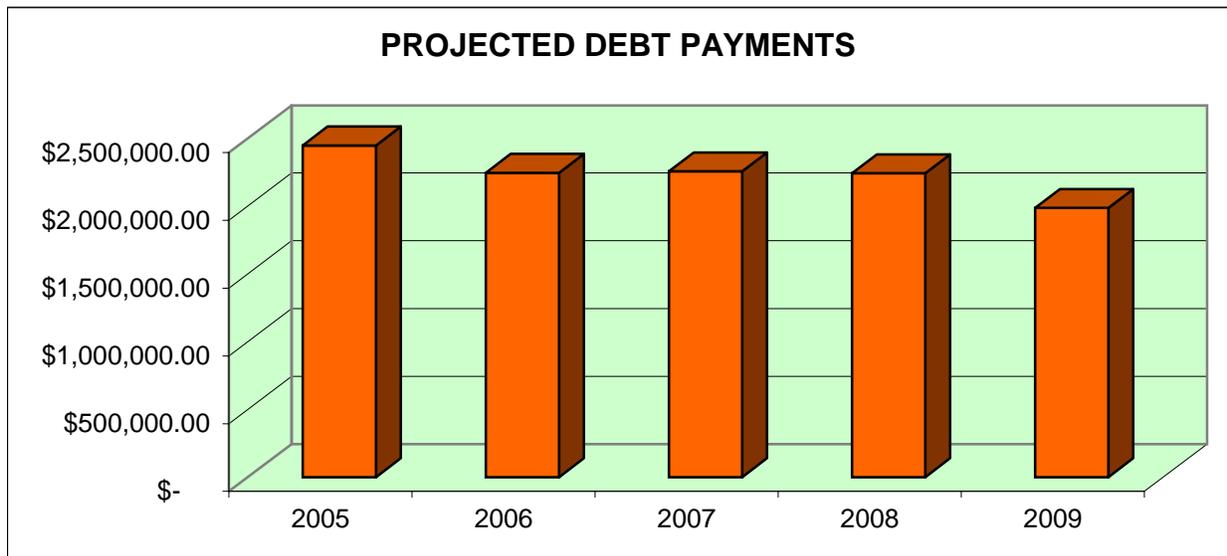
DEBT FINANCING PRINCIPLES

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
	TOTAL	1,550,240	1,652,705	1,660,903	1,365,929	1,330,928

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
	TOTAL	1,010,936	1,209,539	1,304,368	1,253,074	1,330,928

G.O. DEBT RETIREMENT FUND 0500

REVENUE DETAIL					
	Actual 2001	Actual 2002	Actual 2003	Revised 2004	Budget 2005
Unencumbered Cash Balance, Jan. 1	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
Total Revenue	860,343	1,183,970	1,217,738	1,009,394	1,218,074
Total Resources	1,550,240	1,652,705	1,660,903	1,365,929	1,330,928
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
Total Requirements	1,010,936	1,209,539	1,304,368	1,253,074	1,270,806
Covenant Reserve					60,122
Unencumbered Cash Balance, Dec. 31	539,305	443,165	356,535	112,855	

PROJECT	PRINCIPLE	INTEREST	TOTAL	PAYOUT
Sewerage Improvement	\$ 60,000	\$ 5,520	\$ 65,520	2005
East 7th & 6th St.	\$ 20,000	\$ 600	\$ 20,600	2005
Wilson Street, 15th Lift, Pin Oak	\$ 40,000	\$ 1,000	\$ 41,000	2005
13th Street & Water Line	\$ 60,000	\$ 7,200	\$ 67,200	2007
17th Street & Res. Sts	\$ 235,000	\$ 35,334	\$ 270,334	2008
Public Works Facility/Rock St	\$ 175,000	\$ 57,086	\$ 232,086	2010
23rd St and 59 Hwy & K68 Sewer	\$ 145,000	\$ 45,848	\$ 190,848	2011
23rd St and Eisenhower Projects	\$ 40,000	\$ 33,250	\$ 73,250	2015
Law Enforcement Center	\$ 100,000	\$ 131,708	\$ 231,708	2021
Levee Project (Rip Rap)	\$ 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
	TOTAL	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
	TOTAL	122,577	122,774	96,851	146,200	163,283

COMMUNITY SERVICES SUPPORT 1100

REVENUE DETAIL						
	Actual	Actual	Actual	Revised	Budget	
	2001	2002	2003	2004	2005	
Unencumbered Cash Balance, Jan. 1	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
Total Revenue	155,058	161,463	21,260	146,000		144,000
Total Resources	178,961	217,847	116,334	165,483		163,283
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
Total Requirements	122,577	122,774	96,851	146,200		149,200
Contingency Reserve						14,083
Unencumbered Cash Balance, Dec. 31	56,384	95,074	19,483	19,283		

AUDITORIUM FUND 1300

AUDITORIUM FUND 1300						
	REVENUE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
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
	Total Tax Revenue	136,797	148,146	148,110	152,936	158,062
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
	Total Other Revenue	98,766	68,014	65,103	81,900	78,900
EXPENDITURE DETAIL						
	PERSONAL SERVICES					
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
	SUBTOTAL	128,601	127,433	110,836	122,966	132,738
	CONTRACTUAL SERVICES					
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
	SUBTOTAL	111,389	87,378	80,858	102,376	102,715
	COMMODITIES					
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
	SUBTOTAL	3,906	4,824	5,240	5,300	5,900
	CAPITAL OUTLAY					
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
	SUBTOTAL	858	2,036	3,145	2,000	1,500
	CAPITAL IMPROVEMENT					
730	Major Equipment & Renovations	12,078	0	0	0	0
925	Contingency Reserve	331	231	858	0	6,847
	SUBTOTAL	12,409	231	858	0	6,847

AUDITORIUM FUND 1300

REVENUE DETAIL					
	Actual 2001	Actual 2002	Actual 2003	Revised 2004	Budget 2005
Unencumbered Cash Balance, Jan. 1	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
Total Revenue	235,563	216,159	213,213	234,836	236,962
Total Resources	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	
Total Requirements	257,164	221,902	204,081	232,643	242,853
Unencumbered Cash Bal., Dec. 31	7,155	1,412	10,544	12,737	
Contengency Reserve					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
Total	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
	TOTAL			43,657	51,000	50,483

AIRPORT FUND 1400

	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
	CONTRACTUAL SERVICES					
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
	SUBTOTAL	50,895	41,827	41,011	47,000	47,000
	COMMODITIES					
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
	SUBTOTAL	0	17	0	4,000	4,000
	CAPITAL OUTLAY					
710	Equipment (8' Bushhog Mower Deck)			2,130		
738	Improvements - (Taxiway)			0		
	SUBTOTAL			2,130		
	TOTAL			43,141	51,000	51,000

AIRPORT FUND 1400

REVENUE DETAIL																									
	Actual 2001	Actual 2002	Actual 2003	Revised 2004	Budget 2005																				
Unencumbered Cash Balance, Jan. 1	0	0	0	517	517																				
Transfers - General			43,657	51,000	50,483																				
				0	0																				
Total Revenue			43,657	51,000	50,483																				
Total Resources			43,657	51,517	51,000																				
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																									
Total Requirements			43,141	51,000	51,000																				
Contingency Reserve																									
Unencumbered Cash Balance, Dec. 31			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 Replace</th> <th style="text-align: center;">Estimated Cost</th> <th style="text-align: center;">Funds Requested</th> <th style="text-align: center;">Expected 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>Total</td> <td> </td> <td style="text-align: center;">30,500</td> <td> </td> <td> </td> </tr> </tbody> </table>						Item	Year to Replace	Estimated Cost	Funds Requested	Expected Life	John Deere Agricultural Tractor	1998	25,000		10	Rhino 8' Mowing Deck	2013	5,500		10	Total		30,500		
Item	Year to Replace	Estimated Cost	Funds Requested	Expected Life																					
John Deere Agricultural Tractor	1998	25,000		10																					
Rhino 8' Mowing Deck	2013	5,500		10																					
Total		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
	TOTAL	272,880	38,572	59,717	42,329	57,218

SPECIAL PARK AND RECREATION FUND 1600

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2001	2002	2003	2004	2005
	CONTRACTUAL SERVICES					
558	Contractual Services	22,640	3,312	16,276	1,200	1,200
	SUBTOTAL	22,640	3,312	16,276	1,200	1,200
	CAPITAL OUTLAY					
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
	SUBTOTAL	219,898	5,333	10,992	8,500	33,500
	MISCELLANEOUS					
620	Supplies	1,033	0	2,840	0	0
925	Contingency Reserve	0	0	3,780	0	22,518
	TOTAL	243,571	8,645	33,888	9,700	57,218

SPECIAL PARK AND RECREATION FUND 1600

REVENUE DETAIL						
	Actual	Actual	Actual	Revised	Budget	
	2001	2002	2003	2004	2005	
Unencumbered Cash Balance, Jan. 1	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	
Total Revenue	229,710	9,263	29,790	16,500	24,589	
Total Resources	272,880	38,572	59,717	42,329	57,218	
EXPENDITURE DETAIL						
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	
Total Requirements	243,571	8,645	33,888	9,700	34,700	
Contingency Reserve					22,518	
Unencumbered Cash Balance, Dec. 31	29,309	29,927	25,829	32,629		

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
	TOTAL	34,467	32,730	48,796	39,295	33,884

SPECIAL ALCOHOL PROGRAM FUND 1700

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

SPECIAL ALCOHOL PROGRAM FUND 1700

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2001	2002	2003	2004	2005
Unencumbered Cash Balance, Jan. 1	15,852	23,467	21,730	22,795	9,295
Liquor Selling Taxes	18,615	9,263	27,065	16,500	24,589
Total Revenue	18,615	9,263	27,065	16,500	24,589
Total Resources	34,467	32,730	48,796	39,295	33,884
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
Total Requirements	11,000	11,000	26,000	30,000	30,000
Contingency Reserve					3,884
Unencumbered Cash Balance, Dec. 31	23,467	21,730	22,795	9,295	0

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
	TOTAL	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
	TOTAL	257,472,087	299,814,778	310,329,707	299,089,322	300,938,120

LIBRARY FUND 1800

REVENUE DETAIL					
	Actual 2001	Actual 2002	Estimated 2003	Revised 2004	Budget 2005
Unencumbered Cash Balance, Jan. 1	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
Unencumbered Cash Balance, Dec. 31	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
	TOTAL	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
	TOTAL	114,606	102,622	161,685	50,000	75,552

ECONOMIC DEVELOPMENT FUND 2500

REVENUE DETAIL						
	Actual 2001	Actual 2002	Actual 2003	Revised 2004	Budget 2005	
Unencumbered Cash Balance, Jan. 1	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	
Total Revenue	82,617	144,532	19,317	12,800	22,600	
Total Resources	305,216	335,142	251,837	102,952	75,552	
EXPENDITURE DETAIL						
Transfers	99,000	70,000	71,252	10,000	0	
Other Contractual	15,606	32,622	90,433	40,000	50,000	
Total Requirements	114,606	102,622	161,685	50,000	50,000	
Contingency Reserve					25,552	
Unencumbered Cash Balance, Dec. 31	190,610	232,520	90,152	52,952		

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
	TOTAL	1,638,621	1,305,522	1,169,885	450,868	471,667

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
	TOTAL	603,679	573,276	1,110,017	387,851	471,667

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 2001	Actual 2002	Actual 2003	Revised 2004	Budget 2005
Unencumbered Cash Balance, Jan. 1	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
Total Resources	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
Unencumbered Cash Balance, Dec. 31	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
Total		\$55,364

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
	TOTAL	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
	TOTAL	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
Unencumbered Cash Balance, Jan. 1	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
Unencumbered Cash Balance, Dec. 31	238,165	250,009	275,313	497,314	

EQUIPMENT CAPITAL OUTLAY DETAIL				
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
	TOTAL	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
	TOTAL	25,000	0	77	161,500	24,393

REVOLVING LOAN FUND 5500

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2001	2002	2003	2004	2005
Unencumbered Cash Balance, Jan. 1	133,167	124,796	142,902	157,717	205
Agreement (Fashion)					20,850
Agreement (Crist Auto)	0	0	0	3,238	3,238
Lease Payment (COF)	8,500	11,000			
Agreement (Sears) (COF)	3,997	3,496	13,284	0	0
Interest	4,132	3,610	1,608	750	100
Total Revenue	16,629	18,106	14,892	3,988	24,188
Total Resources	149,796	142,902	157,794	161,705	24,393
EXPENDITURE DETAIL					
Loans	25,000	0	0	161,000	24,393
Other Expenditures	0	0	77	500	0
Unencumbered Cash Balance, Dec. 31	124,796	142,902	157,717	205	0

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
	TOTAL	389,765	411,690	547,744	655,778	337,328

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
	TOTAL	32,826	27,660	102,966	352,950	337,328

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
	TOTAL			373,500	200,000	200,000

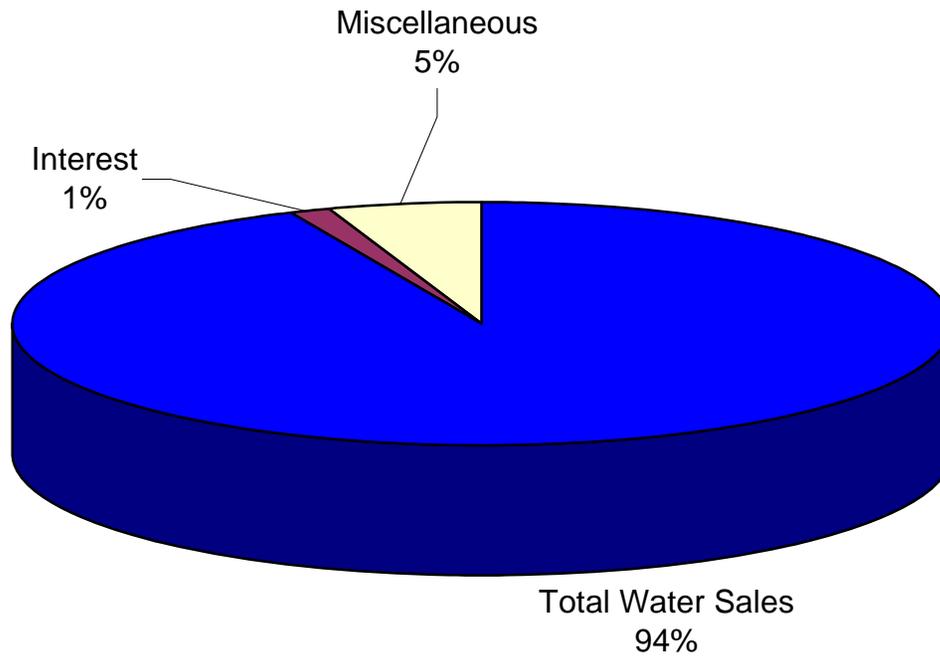
WWTP DEBT FUND 7800

		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
	TOTAL	0	0	0	0	1,434,001

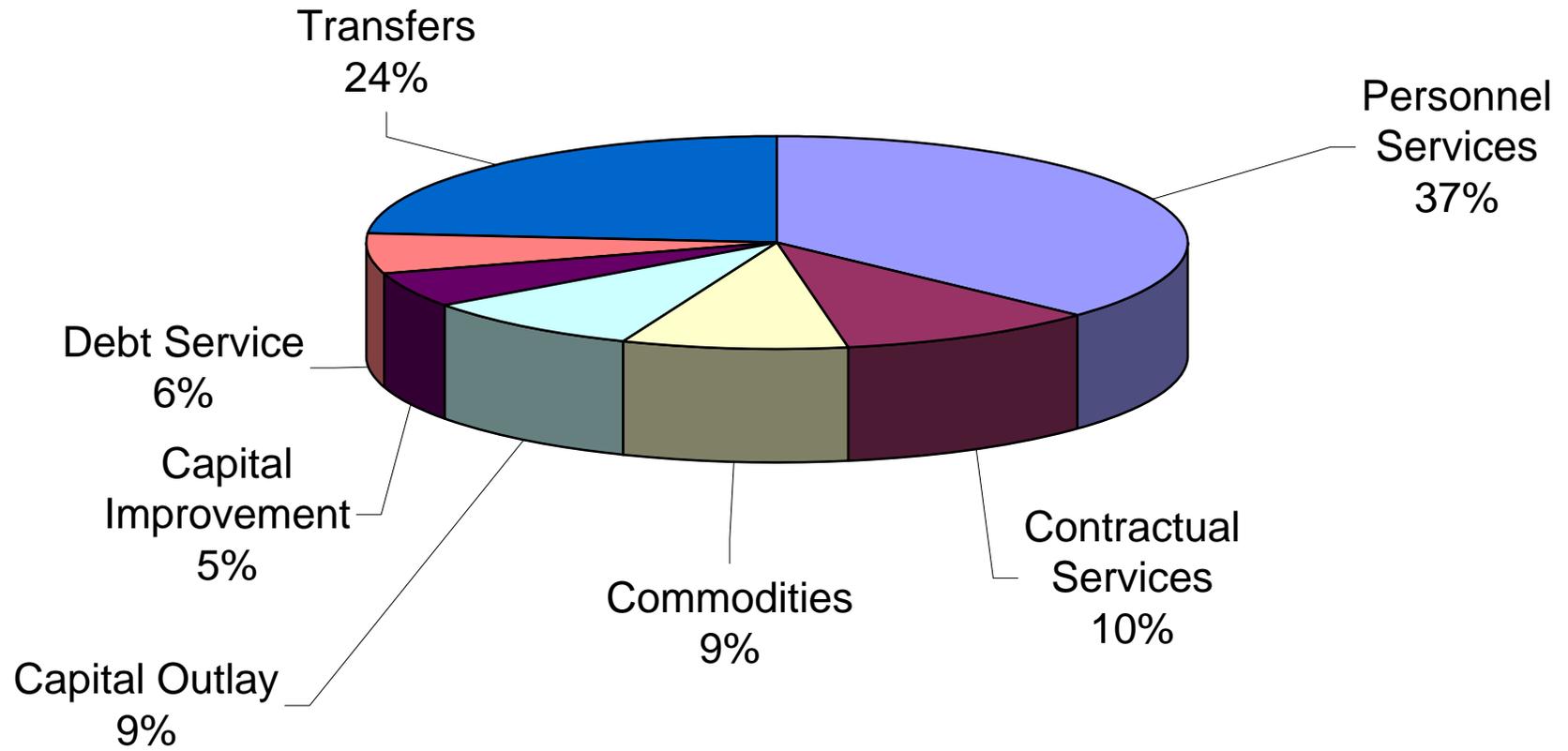
WWTP DEBT FUND 7800

REVENUE DETAIL					
	Actual 2001	Actual 2002	Actual 2003	Revised 2004	Budget 2005
Unencumbered Cash Balance, Jan. 1			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
Total Revenue			582,201	425,300	426,500
Total Resources			582,201	1,007,501	1,434,001
EXPENDITURE DETAIL					
Commission & Postage			0	0	0
Principal			0	0	400,000
Interest					306,000
Total Expenditures					706,000
Encumbered Cash Balance, Dec. 31			582,201	1,007,501	728,001

WATER FUND REVENUE



WATER FUND EXPENDITURES



WATER FUND SUMMARY

REVENUE DETAIL						
	Actual 2001	Actual 2002	Actual 2003	Revised 2004	Budget 2005	
Unencumbered Cash Balance, Jan. 1	2,328,898	2,160,152	1,936,782	2,068,406	1,916,190	
Water Sales						
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	
Total Water Sales	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	
Total Revenue	2,038,139	1,981,777	2,015,422	2,041,500	2,043,500	
Total Resources	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	
Total Requirements	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	
Unencumbered Cash Balance	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
Total	777,408	800,073	854,696	1,015,533

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
Total	11.50	9.25	9.58	9.58
Seasonal	1.00	1.00	1.00	1.00

WATER FUND PRODUCTION 3001

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
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
	SUBTOTAL	428,150	432,356	491,951	495,436	536,761
CONTRACTUAL SERVICES						
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
	SUBTOTAL	91,114	91,503	136,754	163,494	155,956
COMMODITIES						
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
	SUBTOTAL	95,153	94,766	87,351	107,250	106,900
CAPITAL OUTLAY						
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
	SUBTOTAL	229,616	158,782	84,016	82,600	210,000
TRANSFERS						
906	Transfer to Equipment Reserve	0	0	0	5,916	5,916
	TOTAL	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.

	Actual	Actual	Revised	Budget
Division Expenditures	2002	2003	2004	2005
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
Total	\$665,308	\$604,455	\$749,021	\$774,619

Personnel Schedule	2002	2003	2004	2005
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			
Total	8.00	7.00	7.33	7.00

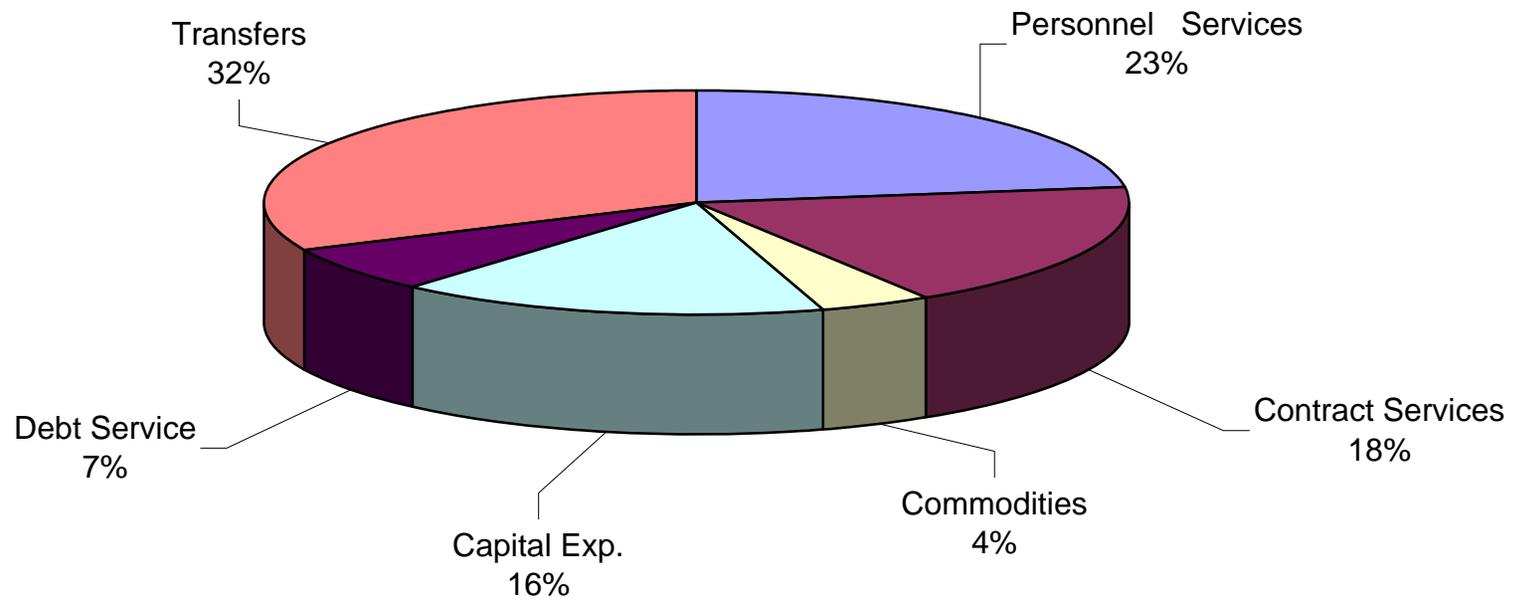
WATER FUND DISTRIBUTION 3002

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
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		
	SUBTOTAL	294,292	337,993	324,777	341,404	362,115
CONTRACTUAL SERVICES						
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
	SUBTOTAL	56,688	90,327	63,712	93,646	98,534
COMMODITIES						
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
	SUBTOTAL	72,645	101,452	88,789	106,400	106,400
CAPITAL OUTLAY						
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
	SUBTOTAL	15,944	2,428	1,299	3,700	3,700
CAPITAL IMPROVEMENT						
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
	SUBTOTAL	150,236	133,107	125,879	133,500	133,500
TRANSFERS						
908	Transfer to Equipment Reserve	0	0	0	70,371	70,371
	TOTAL	589,805	665,308	604,455	749,021	774,619

WASTEWATER REVENUE



WASTEWATER EXPENDITURES



WASTEWATER FUND SUMMARY

REVENUE DETAIL						
	Actual 2001	Actual 2002	Actual 2003	Revised 2004	Budget 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	
Total Revenue	1,438,910	1,660,647	1,511,326	1,672,000	1,667,000	
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	
Total Requirements	1,740,462	1,687,119	1,790,315	2,068,703	2,130,248	
Unencumbered Cash						
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	
Reserves						
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.

	Actual	Actual	Revised	Budget
Division Expenditures	2002	2003	2004	2005
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
Total	\$758,913	\$516,558	\$689,565	\$742,067

Personnel Schedule	2002	2003	2004	2005
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
Total	4.50	4.50	4.83	4.5

WASTEWATER TREATMENT 3601

	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
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
	SUBTOTAL	251,841	269,860	230,660	258,645	294,798
CONTRACTUAL SERVICES						
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
	SUBTOTAL	458,973	449,877	209,249	319,580	346,345
COMMODITIES						
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
	SUBTOTAL	35,792	29,095	53,540	50,800	50,800
CAPITAL EXPENDITURES						
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
	SUBTOTAL	10,059	10,081	23,108	40,000	40,000
906	Transfer to Equipment Replacement	0	0	0	20,540	10,124
	TOTAL	756,664	758,913	516,558	689,565	742,067

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.

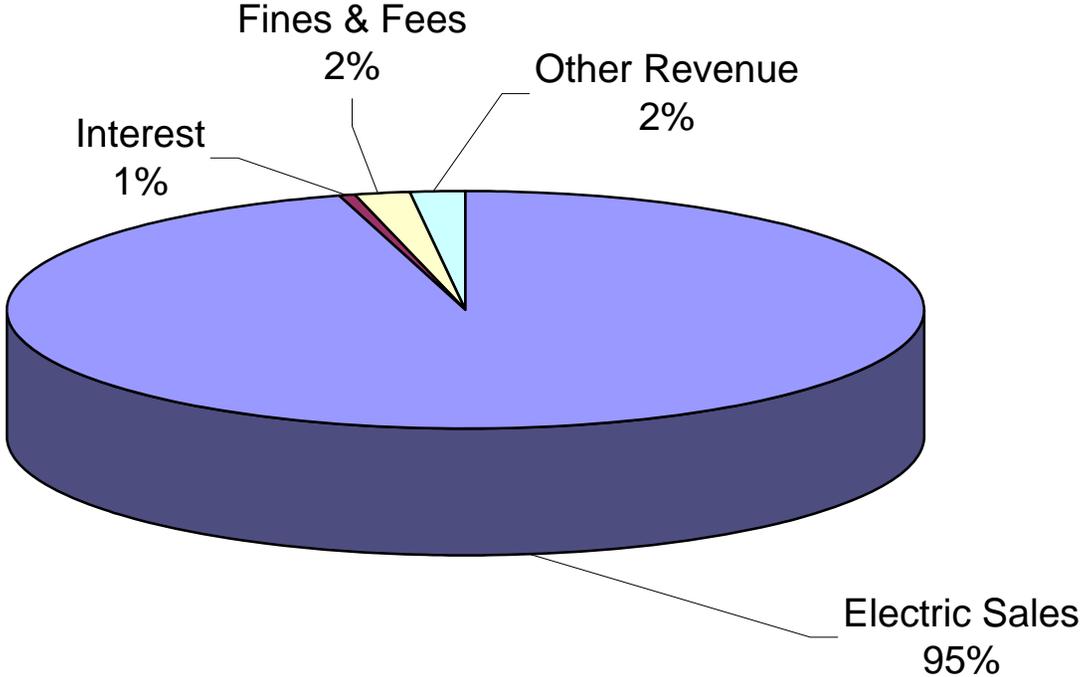
	Actual	Actual	Estimated	Proposed
Division Expenditures	2002	2003	2004	2005
Personnel Services	\$164,639	\$164,937	\$180,729	\$191,835
Contractual Services	\$23,535	\$32,904	\$44,120	\$44,465
Commodities	\$25,064	\$25,816	\$36,700	\$36,700
Capital Expenditures	\$245,554	\$299,999	\$303,700	\$303,700
Total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

Personnel Schedule	2002	2003	2004	2005
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
Total	4.50	4.00	4.00	4.00

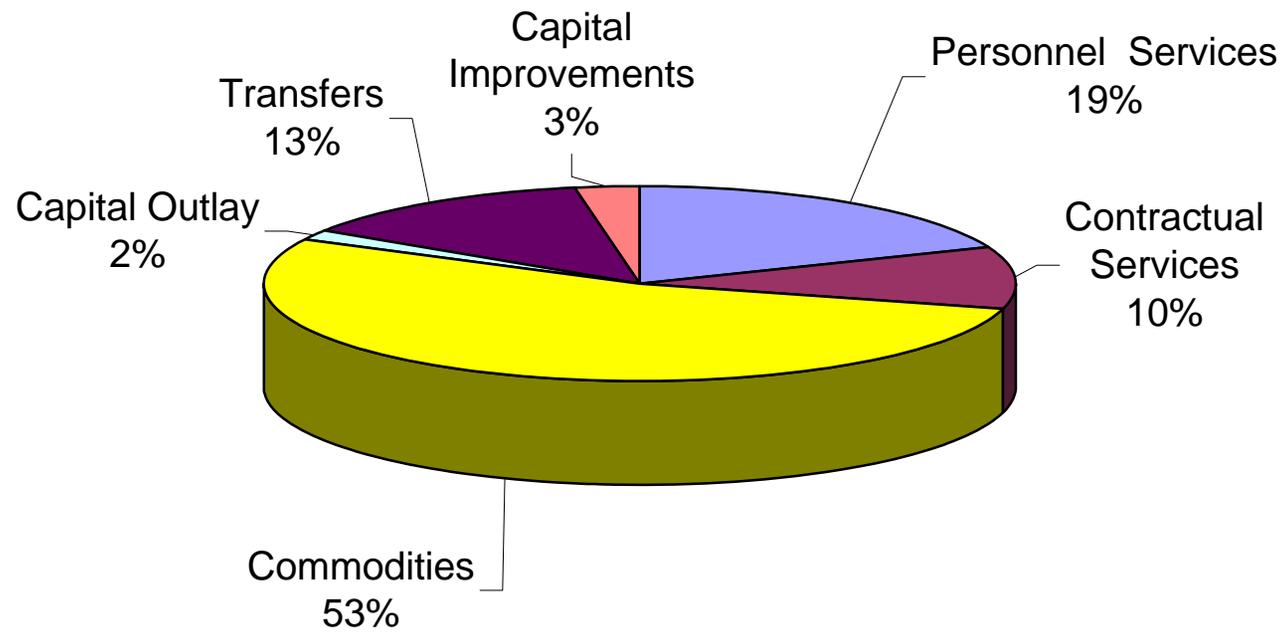
WASTEWATER COLLECTION 3602

	EXPENDITURE DETAIL	ACTUAL 2001	ACTUAL 2002	ACTUAL 2003	REVISED 2004	BUDGET 2005
	PERSONNEL SERVICES					
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
	SUBTOTAL	157,910	164,639	164,937	180,729	191,835
	CONTRACTUAL SERVICES					
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
	SUBTOTAL	37,059	23,535	32,904	44,120	44,465
	COMMODITIES					
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
	SUBTOTAL	26,964	25,064	25,816	36,700	36,700
	CAPITAL EXPENDITURE					
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
	SUBTOTAL	174,254	245,554	299,999	303,700	303,700
	TRANSFERS					
906	Transfer To Equipment Replacement	0	0	0	112,390	105,586
	TOTAL	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	
Unencumbered Cash Balance, Jan. 1	4,135,300	4,092,768	4,599,938	4,002,500	3,393,173	
Electric Sales						
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	
Total Electric Sales	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	
Total Other Revenue	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	
Total Transfers	0	0	57,000	60,389	64,000	
Total Revenue	9,752,347	9,433,235	8,783,129	9,729,139	9,712,750	
Total Resources	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	
Total Requirements	9,794,879	8,926,065	9,380,567	10,338,465	10,151,925	
Unencumbered Cash Balance, Dec 31	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.

	Actual	Actual	Revised	Budget
Division Expenditures	2002	2003	2004	2005
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
Total	\$5,367,155	\$6,281,624	\$7,026,949	\$6,845,926

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
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
Total	12.25	13.00	13.33	13.33

ELECTRIC PRODUCTION 3703

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
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
	SUBTOTAL	538,978	584,022	696,895	783,305	828,682
CONTRACTUAL SERVICES						
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
	SUBTOTAL	553,013	489,805	608,771	859,300	610,400
COMMODITIES						
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
	SUBTOTAL	5,275,004	4,287,558	4,899,039	5,285,600	5,283,100
CAPITAL OUTLAY						
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
	SUBTOTAL	13,140	5,770	76,919	70,250	105,250
TRANSFERS						
906	Transfer to Equipment Reserve	0	0	0	28,494	18,494
	TOTAL	6,380,134	5,367,155	6,281,624	7,026,949	6,845,926

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.

	Actual	Actual	Revised	Budget
Division Expenditures	2002	2003	2004	2005
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
Total	\$982,719	\$1,026,631	\$1,206,035	\$1,193,812

Personnel Schedule	2002	2003	2004	2005
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
Total	10.00	9.50	9.50	9.50

ELECTRIC DISTRIBUTION 3704

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
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
	SUBTOTAL	501,950	602,342	615,026	576,773	572,791
CONTRACTUAL SERVICES						
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 Ligh	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
	SUBTOTAL	107,911	121,829	101,223	137,600	140,300
COMMODITIES						
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
	SUBTOTAL	71,311	55,275	70,150	82,800	82,800
CAPITAL OUTLAY						
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
	SUBTOTAL	2,288	555	15,030	15,850	13,500
CAPITAL IMPROVEMENT						
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
	SUBTOTAL	204,221	202,718	225,203	266,000	287,000
TRANSFERS						
906	Transfer to Equipment Reserve	0	0	0	127,012	97,421
	TOTAL	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.

	Actual	Actual	Proposed	Budget
Division Expenditures	2002	2003	2004	2005
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
Total	\$167,482	\$186,388	\$233,990	\$231,781

Personnel Schedule	2002	2003	2004	2005
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
Total	3.00	3.00	3.00	3.00

UTILITY WAREHOUSE 3705

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
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
	SUBTOTAL	98,616	111,279	117,924	129,612	137,208
CONTRACTUAL SERVICES						
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
	SUBTOTAL	30,101	35,352	35,135	45,625	47,770
COMMODITIES						
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
	SUBTOTAL	6,390	6,372	6,521	8,900	8,900
CAPITAL OUTLAY						
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
	SUBTOTAL	21,685	14,479	26,807	31,300	19,350
TRANSFERS						
906	Transfer to Equipment Reserve	0	0	0	18,553	18,553
	TOTAL	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
Total	877,227	844,424	706,491	698,905

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
Total	15.00	10.00	8.00	8.00
Seasonal	0	0	1.00	1.00

UTILITY BILLING 3710

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2001	2002	2003	2004	2005
PERSONNEL SERVICES						
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
	SUBTOTAL	587,580	636,605	551,302	356,331	372,885
CONTRACTUAL SERVICES						
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
	SUBTOTAL	189,827	173,869	217,429	255,560	255,971
COMMODITIES						
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
	SUBTOTAL	24,531	40,148	42,766	44,700	44,700
CAPITAL OUTLAY						
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
	SUBTOTAL	23,614	26,605	32,927	49,900	25,349
	TOTAL	825,552	877,227	844,424	706,491	698,905