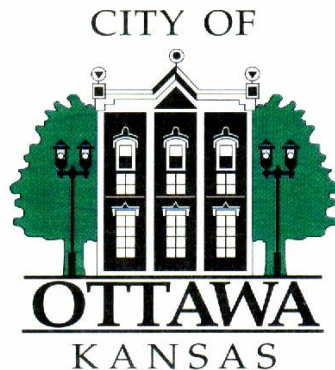


# CITY OF OTTAWA, KANSAS 2008 BUDGET

Blake Jorgensen – Mayor  
Deborah Henningsen – Commissioner  
Sara Humm – Commissioner  
Gene Ramsey – Commissioner  
Rocky Fleer – Commissioner



Wynndee Lee – Interim City Manager  
Scott D. Bird – City Clerk/Finance Director  
Wynndee Lee – Planning & Codes Administration  
James Bradley – Utility Director  
Jeff Carner – Fire Chief  
Andy Haney – Public Works Director  
Dennis Butler – Police Chief  
Chuck Bigham – Information Technology  
Melissa Fairbanks – Human Resource Director

**CITY OF OTTAWA  
2008 BUDGET**

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## **Budget Guide**

### **Introduction** Section A

#### **Purpose:**

**The purpose of the budget guide is to assist the public and City Commission in understanding the way the City budget is prepared, adopted, implemented and amended. It provides information about the citizen's rights to get involved in the budget process, and shows how to exercise that right. 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 establishing the City's mill levy rate for the following year. Although the City of Ottawa uses a single-year approach, some cities use a multi-year approach to budgeting. This enables cities to identify future effects of current decisions in a timely manner. City budgets present actual figures for prior years, revised figures for the current year and budgeted figures for the next year. In arriving at next year's budget, City staff reviews prior expenditures and works to determine anticipated needs.

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

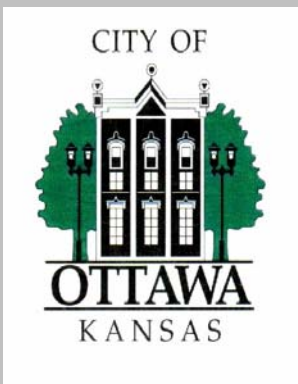
Throughout the year, interim financial reports are generated to monitor progress. Reports detailing budgetary performance by minor and major item are provided to Department Heads and City Manager. The City Commission may amend the budget at any time during the year by publishing a notice and holding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

## Budget Guide

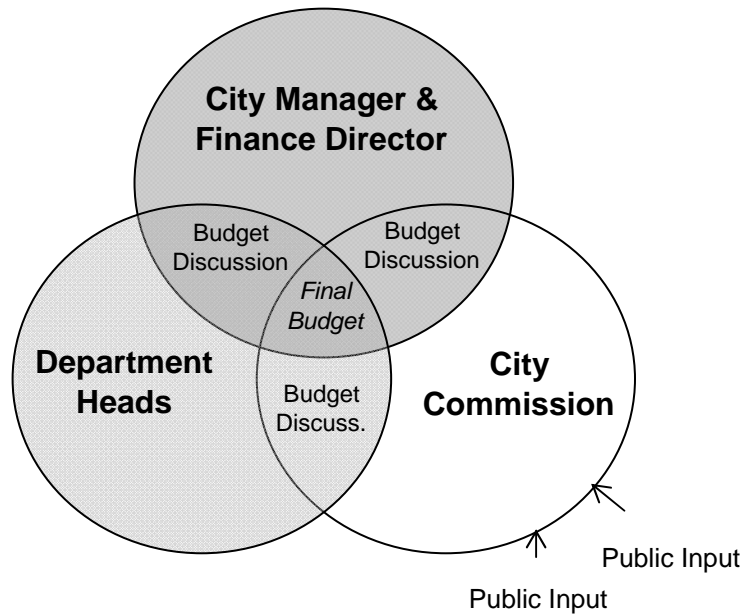
### Introduction Section A

This diagram illustrates the complexity and overlapping character of the budget formation process. There are three primary stakeholders in this process: Administration (City Manager & Finance Director); Department Heads; and the elected City Commission.

*"The final budget document is a product of much discussion between these stakeholders."*



## Budget Formation



Budget Responsibilities Table		
City Manager & Finance Director	Department Heads	City Commission
Primary	Primary	Primary
Meet with department heads to discuss budget estimates; review and refine budget requests.	Prepare their respective department's initial budget estimate based on anticipated needs.	Provide input about public priorities to be considered during budget formation.
Present budget to City Commission and make recommendations for changes.	Prepare monthly reports to evaluate progress toward budget implementation.	Review proposed budgets and consider recommendations from City staff.*

### Budget Discussion Overlap

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

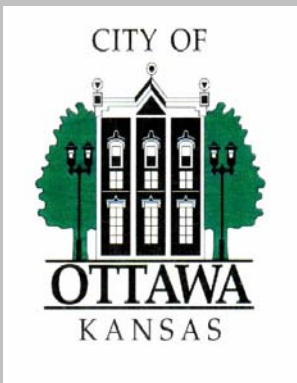
\* Should an unfunded and unforeseen emergency arise, which requires an increase in budget expenditure, the City Commission will be approached with a recommendation for increasing the budget authority or expending budgeted contingency funds.

## Budget Guide

### Introduction Section A



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 to that process.



## Legal Restrictions & Provisions Relating to Budgeting

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

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

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

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

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

**City Manager's Message & Budget Overview**

**General Fund**

**Revenues  
Section 1**

Total FY 2008 General Fund revenues are expected to increase 5% over revised FY 2007 revenues. These projections are based on a flat mill levy rate.



**General Fund Revenues (thousands of dollars)**

	FY 2006 Actual	FY 2007 Revised	FY 2008 Projected	%Change 07 Revised / 08 Projected
Ad Val. Taxes	1,719.9	1,552.0	1,939.0	25%
Sales Tax	2,891.9	3,536.0	3,614.0	2%
Reimbursed Ex	188.3	222.0	187.0	-16%
Vehicle Tax	216.4	222.0	189.0	-15%
Court	437.6	385.0	388.0	1%
Transfers	1,610.9	1,627.0	1,584.0	-3%
Franchise Fees	441.8	469.0	475.0	1%
Building Fees	143.0	150.0	180.0	20%
Misc.	343.2	315.0	306.0	-3%
<b>Total Requirements</b>	<b>\$ 7,993</b>	<b>\$ 8,478</b>	<b>\$ 8,862</b>	<b>5%</b>

\* The total change from FY 2006 Actual is 11%.  
\* Unencumbered cash balance not included.

**REVENUE FORECAST METHODOLOGY**

**Ad Valorem Property Taxes** - The basis of this tax is the assessed valuation of taxable real and tangible personal property in each taxing district.

**Sales Tax** - The sales tax revenue is an aggregate of revenue from city sales tax, county sales tax, and compensating use tax.

**Reimbursed Expenses** - Based on historical receipts. The city receives various and sundry reimbursed expenses.

**Motor Vehicle Tax** - This tax is a levy on the County's average mill rate applied against the assessed valuation of registered motor vehicles within the city.

**Court** - Municipal Court is charged with the enforcement of penalties upon municipal violators. Fees collected are returned to the general fund.

**Transfers** - For the 2008 budget, transfers are being made to the general fund from the special alcohol, electric, water, and wastewater funds.

**Franchise Fees** - Franchise fees are monies obtained from franchise agreements with Cable TV, gas, and telephone companies.

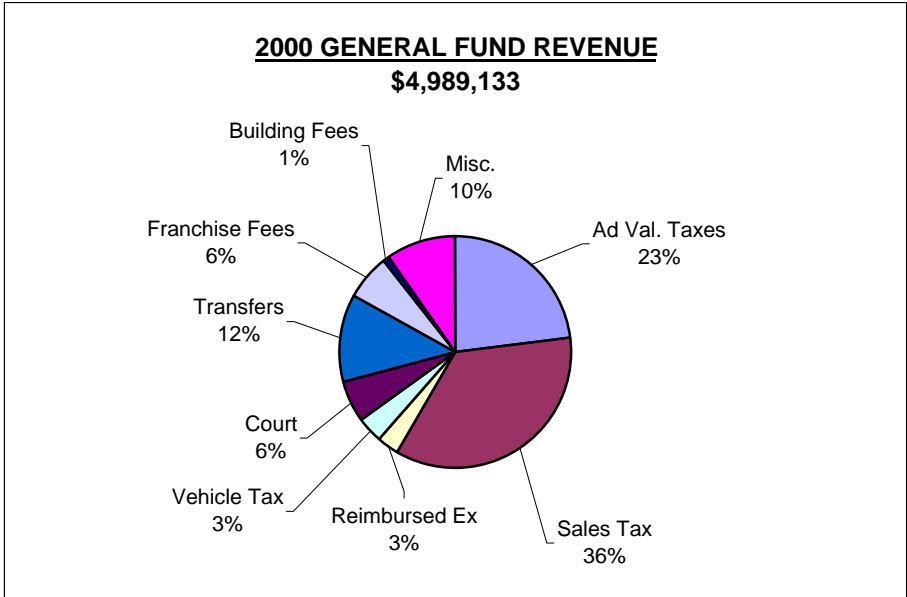
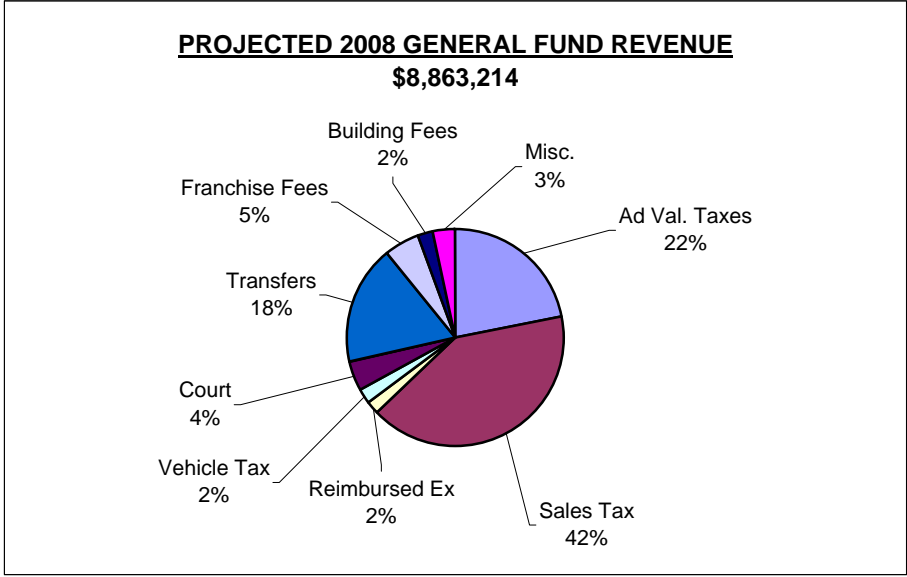
**Building fees** - The city receives revenue from building permits and fees established by the Governing Body.

**Miscellaneous** - The city from time-to-time receives various receipts that cannot be classified in any other revenue source.

## General Fund

### Revenues Section 1

Ottawa had a 6/10th sales tax with 1/2 cent going to the General Fund without restrictions on its use, and 1/10th going to help pay off debt for a new wastewater treatment plant. In April 2006, a 1/2 cent sales tax increase was proposed as a solution to dwindling general fund reserves, and to mitigate the increases in property taxes seen from the County and USD. Ottawa's citizens voted overwhelmingly to support the increase.



\* Unencumbered cash balance not included in graphs.

#### General Fund Revenue Comparison

A comparison of General Fund Revenue in FY 2000 and FY 2008 reveals three significant changes. Ad valorem tax as a percentage of revenue has dropped despite assessed valuation nearly doubling in the past eight years. While it appears the city has grown much more reliant on transfers from enterprise funds to supplement the general fund, the increase from 12% to 18% is largely due to the transfers to the G.O. Debt Fund for bond payments on the new substation. Sales tax revenue has jumped to 42% of general fund revenue as a result of the recently passed 1/2 cent sales tax increase. Sales tax, however, is a volatile revenue source that is often unreliable and difficult to predict.



**City Manager's Message & Budget Overview**

**General Fund**

**Revenues  
Section 1**

**Your Monthly Expense  
for City Services**

Market Value of Home

\$100,000

Assessment Rate

11.50%

Assessed Valuation

$100,000 \times 11.5\% = \$11,500$

City Tax Liability

$\$11,500 \times \text{mill levy}$

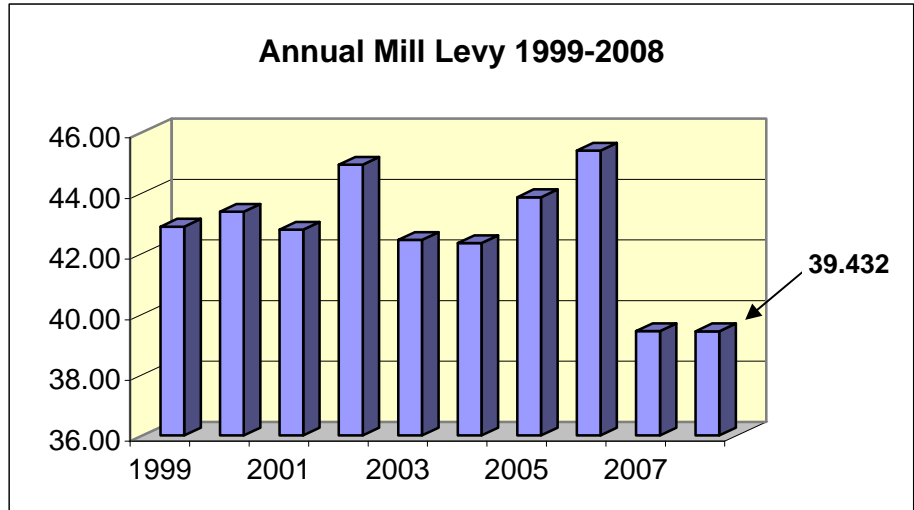
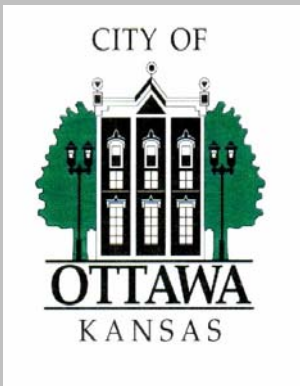
$\$11,500 \times .0394 = \$453.10$

Monthly Expense

$\$453.10 / 12 = \$37.76$

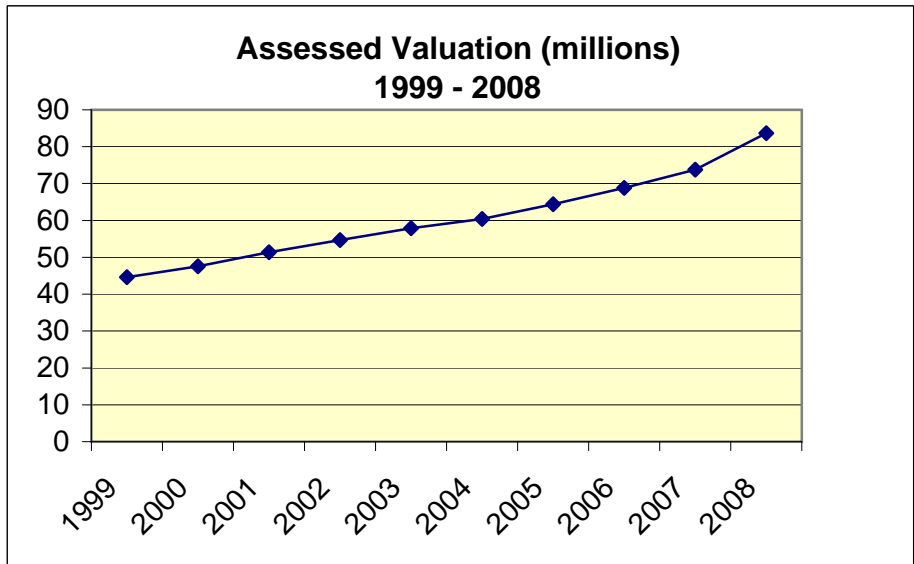
**\$37.76 per month**

Assessed valuation in Ottawa nearly doubled from \$44.6 million in 1999 to \$83.7 million in 2008.



**Mill Levy Evaluation**

During the period 1999-2008, the mill levy peaked as high as 45.388. The mill levy for 2008 is set at 39.432, as low as it has been since the 1970s. At this year's budget discussion, based on advice from the City Clerk and Interim City Manager, the City Commission elected to keep a flat mill levy rate as opposed to passing a 2-mill reduction as anticipated. Sales tax revenues have been weaker than expected, and the city share of county sales tax has decreased by \$200,000 for 2007. This combination of issues has raised concern about the health of Ottawa's revenue sources.



**METHODOLOGY**

**Assessed Valuation** - 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.

**City Manager's Message & Budget Overview**

**General Fund**

**Expenditures**

**Section 1**

**Departments** - Operationally, the city is divided into a number of departments. A department is generally responsible to one Department Head and performs a related group of services.

**Department Heads**

**City Manager**

Interim-Wynnndee Lee

**City Clerk/Finance**

Scott Bird

**Planning & Zoning**

Wynnndee Lee

**Utilities**

Jim Bradley

**Public Works**

Andy Haney

**Human Resources**

Melissa Fairbanks

**Information Technology**

Chuck Bigham

**Police Chief**

Dennis Butler

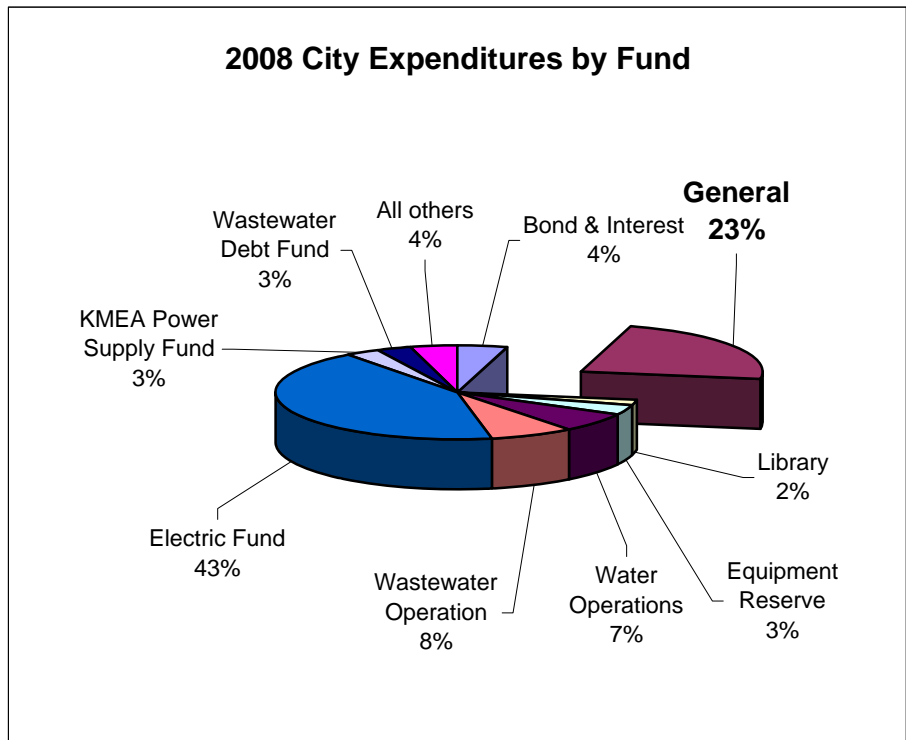
**Fire Chief**

Jeff Carner

**DESCRIPTION OF GENERAL FUND SERVICES**

The city separates its budget into three groups: the General Fund, Special Revenue Funds, and Enterprise Funds. For the 2008 budget year, the **General Fund** accounts for around 23% of the City's total expenditures. This fund includes separate budgets for the Cemetery; City Clerk / Finance; City Commission / City Manager's Office; Employee Benefits and non-operating Transfers; Fire; Fleet Management; Human Resources; Information Technology; Municipal Court; Parks; Planning, Zoning and Codes; Police; and Streets. There are approximately 100 employees to provide these basic city services.

**2008 City Expenditures by Fund**



**The following represents a sampling of City services provided by Ad Valorem Property Tax expenditures.**

Police Protection	Street Lighting	Flood Plain Management
Fire Protection	Cemetery Care	Capital Improvements
Community Planning	City Administration	Dare & McGruff Programs
Building Inspection	Snow Removal	Public Library
Street Maintenance	Traffic Control & Marking	Animal Control Services
Park Maintenance	Public Parking Services	Drug Task Force Services
Nuisance Enforcement	School Resource Officer	Government TV

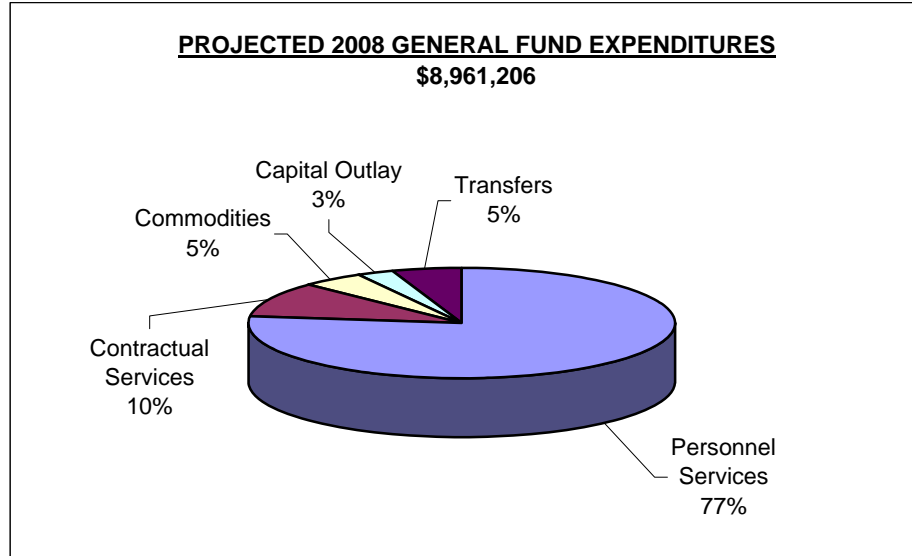


**City Manager's Message & Budget Overview**

**General Fund**

**Expenditures  
Section 1**

Personnel services constitute the largest single portion of General Fund expenditures. The City General Fund has approximately 100 employees spread across 15 different divisions.



\* Unencumbered cash balance not included in graph.

**Comparison with Past Years' Expenditures**

	Actual 2005	Actual 2006	Revised 2007	Projected 2008
<b>Personnel Services</b>	5,622.6	6,143.7	6,496.3	6,896.3
<b>Contractual Services</b>	871.5	863.1	898.6	916.0
<b>Commodities</b>	317.9	357.8	404.3	435.4
<b>Capital Outlay</b>	11.1	109.6	65.7	245.8
<b>Transfers</b>	354.8	501.1	464.3	467.7
<b>Reserves</b>	11.5	-	-	-
<b>Total Requirements</b>	\$ 7,190	\$ 7,975	\$ 8,329	\$ 8,961
<b>% Change</b>		10.93%	4.44%	7.59%

**METHODOLOGY**

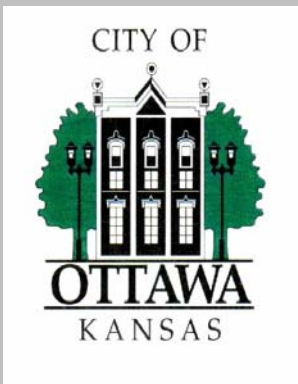
**Personnel Services** - These are salaries and wages, overtime, and benefits.

**Contractual Services** - Services the city buys, such as for repairs, telephone, insurance, rentals, etc.

**Commodities** - Tangible supplies the city buys (office supplies, street & sidewalk materials, etc.).

**Capital Outlay** - Direct expenditure for acquisition of capital assets, such as computers, construction equipment, etc.

**Transfers** - Funds transferred out of the general fund to other funds like airport, community services, etc.



**City Manager's Message & Budget Overview**

**Special Funds**

**Section 2**

**Total FY 2008 Special Fund revenues are expected to increase 4% over revised FY 2007 revenues. These projections are based on a flat mill levy rate.**

**DESCRIPTION OF SPECIAL FUND SERVICES**

**Special funds** are services provided by the city that are not paid for directly by the general fund. Revenue for these funds comes from a variety of different sources, including transfers from the general and enterprise funds, state and federal grants, taxes, sales, etc. Certain special funds also receive a portion of the city mill levy: for 2008, the Library gets 8.078 mills and the auditorium gets 1.13 mills.

**Special Fund Resources (thousands)**

#	Fund	Revised 2007	Projected 2008	% Change
0500	G.O. Debt Retirement	1,342.5	1,826.5	36%
1100	Community Services	141.0	141.0	0%
1300	Auditorium	235.6	282.6	20%
1400	Airport	64.0	64.5	1%
1600	Special Parks & Rec.	66.2	145.8	120%
1700	Special Alcohol Program	41.7	34.7	-17%
1800	Library	728.3	776.7	7%
2500	Economic Development	236.2	163.0	-31%
2800	Special Street	622.2	497.0	-20%
4100	KMEA Power Supply	1,238.7	1,317.3	6%
5300	Equipment Reserve	1,550.8	1,421.7	-8%
5500	Revolving Loan	88.8	109.5	23%
5600	Risk Management	312.8	279.1	-11%
7800	Wastewater Debt Fund	1,317.7	1,283.2	-3%
<b>Total Requirements</b>		<b>\$ 7,986.4</b>	<b>\$ 8,342.2</b>	<b>4%</b>

\* Unencumbered cash and contingency reserve balances included.

\* Values are rounded to the nearest hundred.

**Special Fund Evaluation**

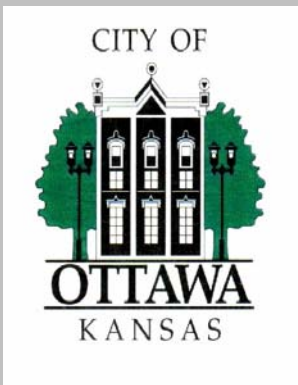
The largest changes in these budgets are in the following funds:

a) Special Parks & Recreation: Revenues for this fund have more than doubled because the City of Ottawa is anticipating receiving three substantial grants, which will enhance the trails at Heritage, Kanza, and PSRT parks.

b) Economic Development: The drop in revenues in this fund is the product of a change in philosophy on building permit revenues. These revenues, which used to be located in this fund, have been relocated to the General Fund.

c) Special Street: This fund has experienced a notable drop in reserves as a result of changes in capital projects.

c) G.O. Debt Retirement Fund: Revenues in this fund are dramatically increasing as a result of larger transfers from the Electric Fund due to recent substation project.



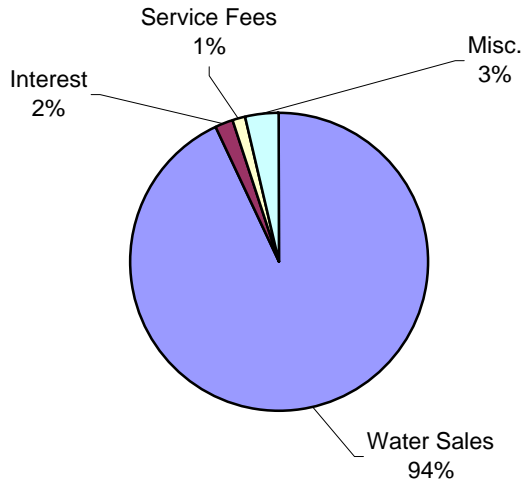
**Enterprise Funds**

**Water Fund Section 3**

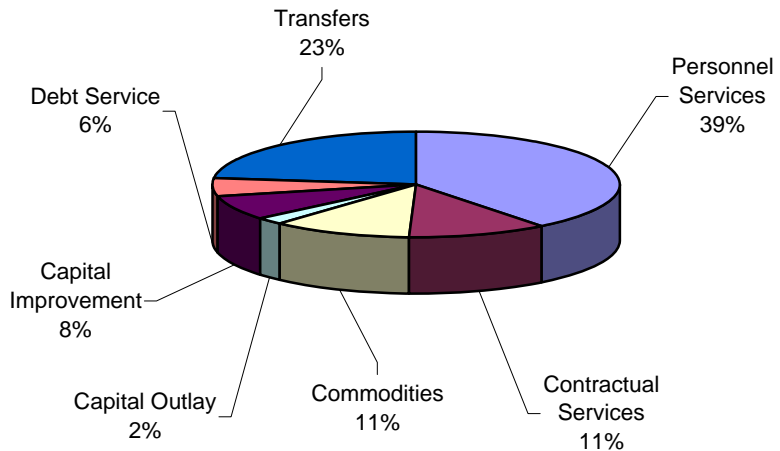
Water sales constitute the largest source of revenue for Ottawa's Water Fund. In 2008, 94% of Water Fund revenues come from water sales.



**2008 WATER FUND REVENUE**



**2008 WATER FUND EXPENDITURES**



**Water Fund Evaluation**

On the revenue side, water sales for 2008 are expected to increase slightly over sales for 2007, primarily as a result of residential growth. On the expenditure side, compared to 2007, transfers and contractual services constitute a slightly smaller portion of Water Fund expenditures, whereas capital improvements and debt service constitute a slightly larger percentage of water fund expenditures.

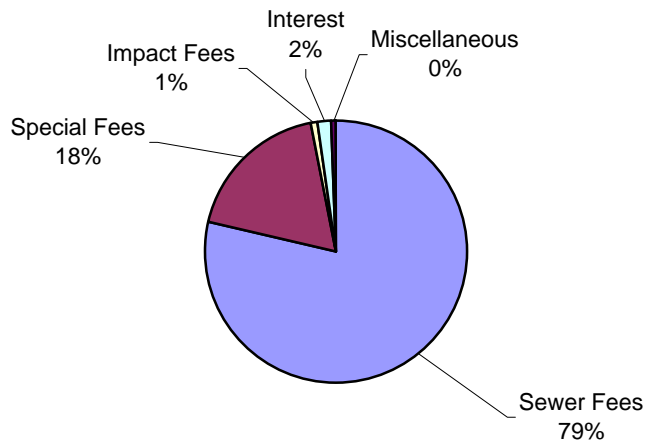
**Enterprise Funds**

**Wastewater Fund Section 3**

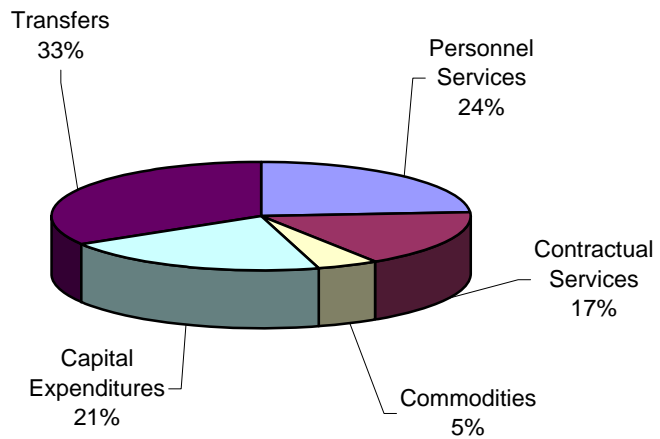
Sewer Fees constitute the largest source of revenue for Ottawa's Wastewater Fund. In 2008, 79% of Wastewater Fund revenues come from sewer fees.



**2008 Wastewater Fund Revenue**



**2008 Wastewater Fund Expenditures**



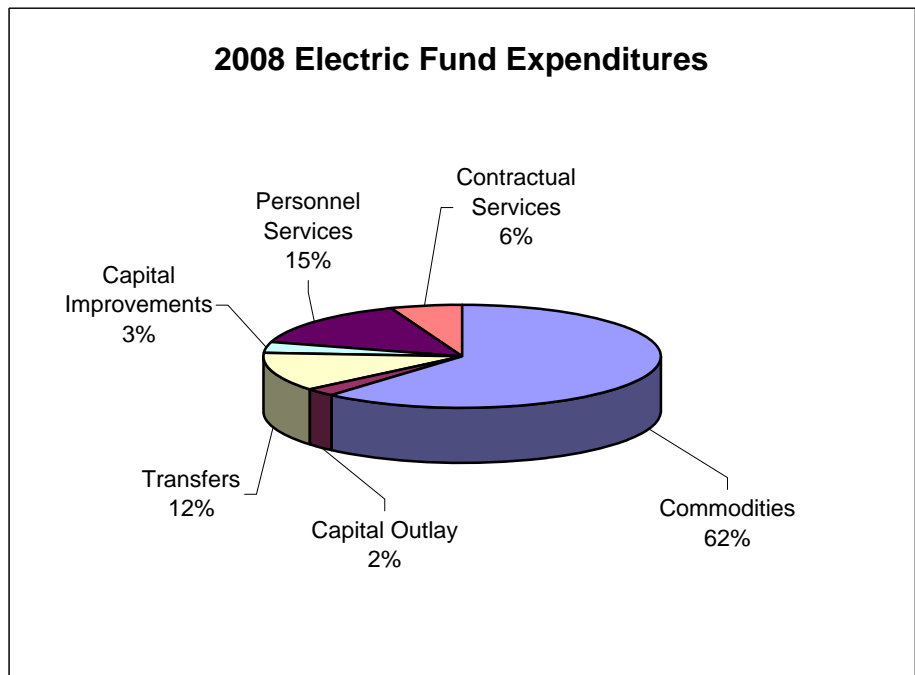
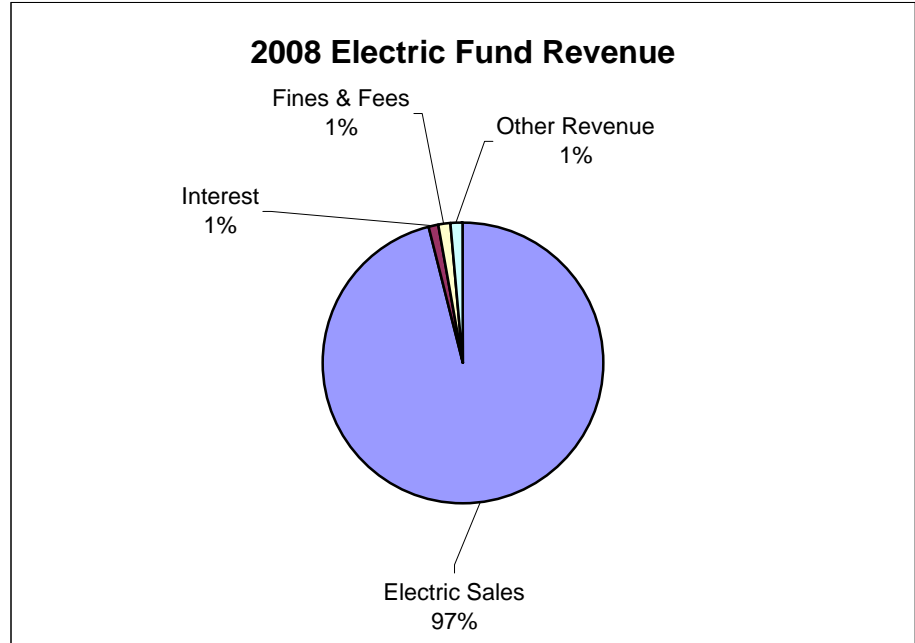
**Wastewater Fund Evaluation**

On the revenue side, sewer fees for 2008 are expected to increase over 2007 fee collections. They make up a slightly smaller percentage of Wastewater Fund revenues as a result of increases in special fees and impact fees. On the expenditure side, the biggest change between 2007 and 2008 is in capital expenditures. Capital expenditures are expected to increase to 21% of expenditures for 2008 compared to 16% for 2007. The 2008 Capital Project is a rebuild of the Princeton lift station.

**Enterprise Funds**

**Electric Fund Section 3**

Electric sales constitute the largest source of revenue for Ottawa's Electric Fund. In 2008, 97% of Electric Fund revenues come from electric sales.



**Electric Fund Evaluation**

In 2008, electric sales are expected to increase about \$400,000 over 2007 electric sales as a result of residential growth and increases in large power consumption and adopted rate increases. On the expenditure side, commodities constitute a 3% larger percentage of Electric Fund expenditures as a result of increases in purchase power and purchase demand.



**CITY OF OTTAWA, KANSAS  
ADMINISTRATIVE BUDGET POLICY**

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

**Rationale:** Utilizing one-time revenues to fund on-going expenditures results in 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 adopted 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.

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

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

# CITY PROFILE OTTAWA, KANSAS

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

The City of Ottawa is a full-service entity with a \$40,000,000 budget. The City purchased the utilities in 1905 and currently operates the electric, water and wastewater utilities. The electric system transfers approximately \$1,000,000 to the General Fund each year. The City employs 27 full-time police officers and in 2005 received a 2-year Domestic Violence Grant awarded by the Office of Justice Programs.

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. The City Commission also meets at 4:00 p.m. every Monday afternoon in work session and in joint session with the County Commission and members of the U.S.D. 290 School Board every third Wednesday at noon. All meetings are open to the public.

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

Ottawa is located in a strategic area approximately 25 miles south of Lawrence and 30 miles southwest of the greater Kansas City area, and is experiencing an upward growth cycle. Residential electric accounts are up to 5,166 as of August 2007. This compares to 4,631 in January 1999. Over the last 12 years 2,800 jobs opportunities have been established by the expansion of existing businesses and the development of new business locations in the Ottawa area.

## Building Permits

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

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 12,792 in 2007.

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

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

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

## ENROLLMENT

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

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

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

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

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

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

Through the efforts of the Chamber of Commerce and downtown business community, Ottawa achieved designation as a Kansas Main Street City. One member of the City Commission sits on the Main Street Board of Directors and the Commission has provided financial support of up to \$30,000 per year. In addition, the City offers low interest economic development loans and participates in a tax-increment financing plan known as the Neighborhood Revitalization Act. This Act helps retain valuable retail businesses and provides potential development opportunities in the future.

The City works closely with local retailers. The Sears store relocated as an anchor in the downtown area. In addition to providing low interest economic development loans, the City also participates in a tax assistance 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 DC	Distribution	1,500
Wal-Mart Store	Retail	350
KALMAR Ind.	Semi-tractors	350
USD 290	Education	340
Ransom Hospital	Medical/Surgical	289
American Eagle	Distribution Center	250
Franklin County	Government	225
Schuff Steel	Structural	150
Ottawa University	Education	145
Midwest Cabinets	Cabinets	120
COF Training Services	Assembly	82

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 10/1/07

## **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 official Comprehensive Plan.
- 6) To serve as a guide for local officials in making budgetary decisions.
- 7) To balance the needs of development throughout the Community.
- 8) To promote and enhance the economic development of the City.
- 9) To strike a balance between improvement needs and the financial capability of the City.
- 10) To provide an opportunity for citizens and interest groups to voice their opinion regarding request for improvement needs.

## **HOW DOES CAPITAL SPENDING IMPACT THE OPERATION BUDGET?**

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

The Construction of a new street will:

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

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

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

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

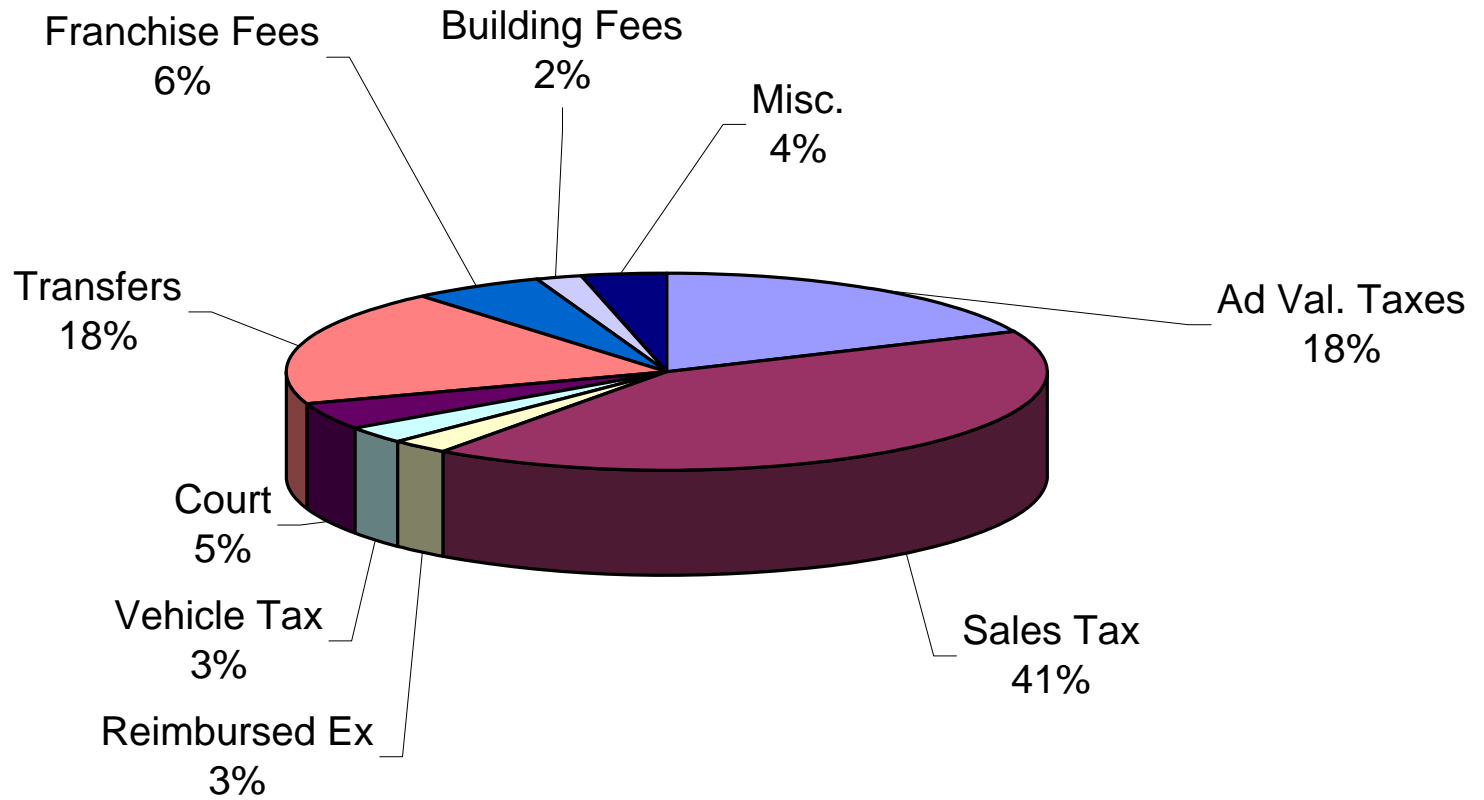
It is important to understand that the Governing Body is not committed to a particular expenditure in a particular year. Instead, the capital improvement programming process is repeated each year to allow reevaluation of previous requests, consider new requests based on changing needs, and to reestablish capital priorities. The City is currently developing its first comprehensive CIP in several years.

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

<b>FUND</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Revised 2007</b>	<b>Budgeted 2008</b>
<b>General</b>	\$ 7,189,593	\$ 7,975,309	\$ 8,329,211	\$ 9,830,090
<b>Bond &amp; Interest</b>	\$ 1,169,944	\$ 1,203,046	\$ 1,219,676	\$ 1,826,492
<b>Auditorium</b>	\$ 225,598	\$ 158,549	\$ 130,628	\$ 282,551
<b>Library</b>	\$ 581,389	\$ 583,028	\$ 728,338	\$ 776,680
<b>Special Streets</b>	\$ 324,570	\$ 368,713	\$ 518,289	\$ 496,966
<b>Community Services</b>	\$ 140,202	\$ 122,505	\$ 137,000	\$ 140,998
<b>Special Parks &amp; Rec.</b>	\$ 30,637	\$ 10,815	\$ 40,946	\$ 145,764
<b>Special Alcohol</b>	\$ 30,000	\$ 30,000	\$ 32,000	\$ 34,657
<b>Economic Development</b>	\$ 66,819	\$ 72,425	\$ 131,000	\$ 163,028
<b>Equipment Reserve</b>	\$ 377,303	\$ 290,194	\$ 558,072	\$ 1,421,672
<b>Revolving Loan Fund</b>	\$ 130,949	\$ 7	\$ 200	\$ 109,452
<b>Risk Mgt. Reserve</b>	\$ 192,716	\$ 62,547	\$ 100,713	\$ 279,073
<b>Water Operations</b>	\$ 2,302,204	\$ 2,551,066	\$ 2,319,510	\$ 2,839,653
<b>Wastewater Operation</b>	\$ 2,036,868	\$ 2,005,199	\$ 2,166,763	\$ 3,215,828
<b>Electric Fund</b>	\$ 10,939,751	\$ 12,081,669	\$ 13,531,394	\$ 18,087,536
<b>Airport Fund</b>	\$ 57,951	\$ 60,523	\$ 60,518	\$ 64,463
<b>Wastewater Treatment Plant</b>	\$ 695,950	\$ 712,936	\$ 729,922	\$ 1,283,178
<b>KMEA Power Supply Fund</b>	\$ 307,365	\$ 226,805	\$ 367,030	\$ 1,317,271
<b>Totals</b>	\$ 26,799,811	\$ 28,515,337	\$ 31,101,212	\$ 42,315,352
<b>Less Budgeted Reserves</b>				\$ 7,727,483
<b>Net Budgeted Expenditures</b>	\$ 26,799,811	\$ 28,515,337	\$ 31,101,212	\$ 34,587,869
<b>Less Budgeted Transfers</b>	\$ 3,329,244	\$ 3,260,690	\$ 3,336,719	\$ 3,851,377
<b>Net Exp. Less Transfers</b>	\$ 23,470,567	\$ 25,254,647	\$ 27,764,493	\$ 30,736,492

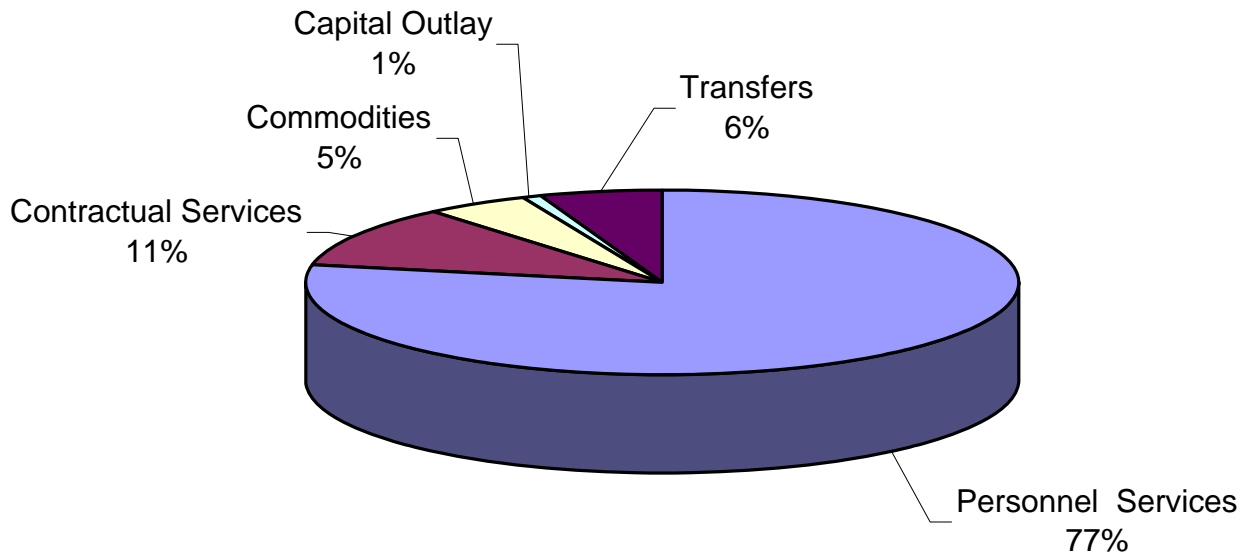
<b>Schedule of Transfers</b>				
<b>Fund</b> Transferred From:	<b>Fund</b> Transferred To:	<b>Actual</b> 2006 Amount	<b>Current</b> 2007 Amount	<b>Budget</b> 2008 Amount
General	Airport	60,111	61,000	61,000
General	Econ. Development	-	-	-
General	Community Services	18,000	18,000	29,000
General	WWT Plant	211,000	222,500	222,500
General	Equipment Res (PD)	57,460	71,760	57,078
General	Equipment Res (Fire)	65,292	95,152	95,152
General	Equipment Res (Plan)	4,000	3,000	3,000
Econ. Develop.	General	-	45,000	-
Library	Electric	56,139	56,139	14,000
Special Highway	GO Debt	144,154	134,289	135,265
Special Alcohol	General	31,000	32,000	34,657
Water	GO Debt	99,000	84,860	50,860
Water	General	384,712	370,000	370,000
Water	Community Services	26,576	36,000	36,000
Water	Equipment Reserve	73,415	73,415	64,797
Water	Risk Management	10,000	10,000	12,000
Wastewater	GO Debt	70,000	70,000	70,000
Wastewater	General	183,750	190,000	192,000
Wastewater	Equipment Reserve	88,792	73,739	59,854
Wastewater	Risk Management	10,000	10,000	12,000
Wastewater	Community Services	26,576	36,000	36,000
Wastewater	WWT Plant	330,000	340,000	440,000
Electric	GO Debt	175,000	170,000	729,173
Electric	General	984,712	984,712	990,000
Electric	Equipment Reserve	103,153	103,153	89,041
Electric	Risk Management	10,000	10,000	12,000
Electric	Community Services	26,576	36,000	36,000
<b>Total</b>		<b>3,249,418</b>	<b>3,336,719</b>	<b>3,851,377</b>

# GENERAL FUND REVENUE





# GENERAL FUND EXPENDITURES



## GENERAL FUND (0100)

### REVENUE DETAIL

	Actual 2004	Actual 2005	Actual 2006	Revised 2007	Budget 2008
<b>Unencumbered Cash Balance, Jan. 1</b>	761,691	779,516	792,410	810,111	959,333
<b>Revenue</b>					
Ad Valorem Taxes	1,442,706	1,546,508	1,719,855	1,551,888	1,939,095
Sales Tax - City	1,007,247	997,864	1,327,499	1,985,932	2,018,161
Sales Tax - City for Sewer Plant	200,000	199,573	220,000	222,000	224,000
Sales Tax - County	968,918	992,141	1,043,666	940,000	980,000
Transfer - Electric	950,000	957,500	984,720	990,000	990,000
Transfer - Water	350,000	350,000	384,720	370,000	370,000
Court Fines	291,495	283,390	307,123	290,000	292,900
Transfer - Wastewater	300,000	300,000	211,212	190,000	191,900
Vehicle Tax	196,472	214,505	216,409	222,448	189,000
Franchise Tax Gas	249,844	257,702	303,938	310,000	315,000
Comp. Use Tax	207,635	178,517	300,739	388,000	391,880
Municipal Court Fees	97,675	109,659	130,503	95,000	95,950
Reimbursed Expense	250,580	122,644	188,267	222,000	187,000
Franchise Tax - CATV	85,426	86,453	80,311	100,000	101,000
Permits & Fees	62,254	218,842	142,955	150,000	180,000
Highway Connecting Links	58,474	58,394	58,434	60,000	70,500
Back Tax Collections	50,956	77,497	47,581	70,000	70,000
Franchise Tax Telephone	60,087	63,951	57,588	59,000	59,000
Interest Income	46,662	39,177	89,268	110,000	106,000
Transfer - Special Alcohol	30,000	25,539	30,288	32,000	32,320
Burial	26,975	24,450	26,170	26,000	26,000
Cemetery Lot Sales	25,000	16,000	31,250	31,000	32,000
Liquor Tax	23,387	25,328	23,346	26,000	26,260
Rents & Leases	12,000	12,351	12,351	13,000	13,130
Miscellaneous	23,442	13,978	23,206	17,000	17,000
Dog License	9,726	9,008	7,932	10,000	10,000
License	13,150	13,770	13,005	14,000	14,140
Sale of Land	16,681	2,500	0	0	0
LAVTR	0	0	0	0	0
Rent - Airport	8,000	5,250	10,675	8,000	8,080
Transfer - Economic Development	0	0	0	45,000	0
Uncollected Ad Valorem Tax	0	0	0	-69,835	-87,102
					0
<b>Total Revenue</b>	<b>7,064,793</b>	<b>7,202,489</b>	<b>7,993,011</b>	<b>8,478,433</b>	<b>8,863,214</b>
<b>Total Resources</b>	<b>7,826,484</b>	<b>7,982,005</b>	<b>8,785,421</b>	<b>9,288,544</b>	<b>9,822,547</b>
<b>EXPENDITURE DETAIL</b>					
Personnel Services	5,384,637	5,622,645	6,143,664	6,496,274	6,896,325
Contractual Services	884,204	871,538	863,109	898,595	916,021
Commodities	290,024	317,936	357,846	404,300	435,380
Capital Outlay	30,579	11,136	109,578	65,698	245,750
Transfers	452,524	354,840	501,112	464,344	467,730
Reserves	5,000	11,500	0	0	0
<b>Total Requirements</b>	<b>7,046,968</b>	<b>7,189,595</b>	<b>7,975,309</b>	<b>8,329,211</b>	<b>8,961,206</b>
<b>Unencumbered Cash Bal, Dec. 31</b>	<b>779,516</b>	<b>792,410</b>	<b>810,111</b>	<b>959,333</b>	<b>861,341</b>
Reserves					

**GENERAL FUND (0100)**

<b>GENERAL FUND (0100)</b>						
	<b>SOURCE OF REVENUE 0100</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
100	Unencumbered Cash	761,691	779,516	792,410	810,111	969,333
301	Ad Valorem Property Tax	1,442,706	1,546,508	1,719,855	1,551,888	1,767,975
301	Uncollected Ad Valorem Tax				-69,835	-79,559
302	Back Tax Collections	50,956	77,497	47,581	70,000	70,000
303	Sales Tax - City	1,007,247	997,864	1,327,499	1,985,932	2,018,161
303	Sales Tax - City	200,000	199,573	220,000	222,000	224,000
304	Sales Tax - County	968,918	992,141	1,043,666	950,000	970,000
305	Comp. Use Tax	207,635	178,517	300,739	388,000	391,880
306	Franchise Tax - CATV	85,426	86,453	80,311	100,000	101,000
307	Franchise Tax Gas	249,844	257,702	303,938	310,000	315,000
309	Local Ad Valorem Tax Reduction	0	0	0	0	0
311	Franchise Tax Telephone	60,087	63,951	57,588	59,000	59,000
314	Liquor Tax	23,387	25,328	23,346	26,000	26,260
315	Vehicle Tax	196,472	214,505	216,409	222,448	189,000
318	Business License	13,150	13,770	13,005	14,000	14,140
319	Rent - Airport	8,000	5,250	10,675	8,000	8,080
320	Highway Connecting Links	58,474	58,394	58,434	60,000	70,500
321	Rent & Leases	12,000	12,351	12,351	13,000	13,130
323	Dog License	9,726	9,008	7,932	10,000	10,000
324	Interest Income	46,662	39,177	89,268	110,000	106,000
325	Reimbursed Expense	250,580	122,644	188,267	222,000	187,000
331	Cemetery Lot Sales	25,000	16,000	31,250	31,000	32,000
332	Burial Fees	26,975	24,450	26,170	26,000	26,000
333	Fines	291,495	283,390	307,123	290,000	292,900
335	Court Fees	97,675	109,659	130,503	95,000	95,950
336	Building Permits & Fees	62,254	218,842	142,955	150,000	180,000
342	Transfer from Special Alcohol Fund	30,000	25,539	30,288	32,000	32,320
345	Transfers - Electric	950,000	957,500	984,720	990,000	990,000
347	Transfers - Water	350,000	350,000	384,720	370,000	370,000
344	Transfers - Wastewater	300,000	300,000	211,212	190,000	191,900
367	Transfers - Economic Development	0	0	0	45,000	0
396	Sale of Land	16,681	2,500	0	0	0
399	Miscellaneous	23,442	13,978	23,206	17,000	17,000
	<b>TOTAL</b>	<b>7,826,484</b>	<b>7,982,005</b>	<b>8,785,421</b>	<b>9,298,544</b>	<b>9,658,970</b>



# CITY COMMISSION

## CITY MANAGER'S OFFICE

### Description of Services

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

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	162,042	167,111	140,400	172,900
<b>Contractual Services</b>	35,462	48,290	41,420	39,250
<b>Commodities</b>	4,494	3,420	6,000	9,000
<b>Capital Expenditures</b>	64	1,750	1,000	0
<b>Total</b>	202,063	220,571	188,820	221,150

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>City Manager</b>	1.00	1.00	.50	1.00
<b>Assist. to the City Manager</b>	1.00	1.00	1.00	1.00
<b>Executive Secretary</b>	0.00	0.00	0.00	0.00
<b>Full Time Admin. Intern</b>	.50	0.00	0.00	0.00
<b>Administrative Intern</b>	1.00	.50	.50	1.00
<b>City Commission</b>	5.00	5.00	5.00	5.00
<b>Total</b>	<b>8.50</b>	<b>7.50</b>	<b>7.00</b>	<b>8.00</b>

<b>CITY COMMISSION &amp; CITY MANAGER (0110)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries (full time)	132,348	144,942	160,107	130,000	159,000
411	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000
411	Salaries (Interns)	24,227	10,347	0	2,400	6,500
410	Overtime	1,336	754	1,005	2,000	1,400
	<b>SUBTOTAL</b>	<b>163,911</b>	<b>162,042</b>	<b>167,111</b>	<b>140,400</b>	<b>172,900</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	1,426	108	294	150	300
503	Telecommunications	1,105	1,568	2,250	1,200	1,000
504	Travel Expense	19,485	18,565	16,824	18,000	18,000
505	Professional Development	5,550	2,971	10,646	5,000	5,000
509	Meeting Expense	0	0	176	0	0
512	Employee Recognition	3,000	2,770	5,188	3,200	3,200
527	Mayor's Luncheon	2,247	2,247	0	5,320	2,500
514	Printing Expense	0	1,100	1,742	2,000	2,000
524	Bonds	350	350	0	350	350
551	Dues & Subscriptions	4,417	1,958	4,365	3,000	4,000
558	Other Cont. Services	5,188	3,825	6,805	3,200	3,200
	<b>SUBTOTAL</b>	<b>42,767</b>	<b>35,462</b>	<b>48,290</b>	<b>41,420</b>	<b>39,250</b>
	<b>COMMODITIES</b>					
600	Office Supplies	3,206	2,265	3,248	2,000	3,000
670	Receptions & Meals	4,380	2,229	0	3,000	5,000
615	Uniforms	0	0	172	0	0
630	Other Operating Supplies	0	0	0	1,000	1,000
	<b>SUBTOTAL</b>	<b>7,586</b>	<b>4,494</b>	<b>3,420</b>	<b>6,000</b>	<b>9,000</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture (Office Furniture)	5,440	0	1,487	0	0
704	Office Equipment	3,063	64		0	0
705	Computer Equipment	0	0	263	1,000	0
	<b>SUBTOTAL</b>	<b>8,503</b>	<b>64</b>	<b>1,750</b>	<b>1,000</b>	<b>0</b>
	<b>TOTAL</b>	<b>222,768</b>	<b>202,063</b>	<b>220,571</b>	<b>188,820</b>	<b>221,150</b>

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

# 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 IMB 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	2005	2006	2007	2008
<b>Personnel Services</b>	207,489	249,534	277,100	294,600
<b>Contractual Services</b>	112,771	99,824	101,341	97,508
<b>Commodities</b>	12,741	15,455	16,200	16,200
<b>Capital Expenditures</b>	2,737	11,943	1,500	0
<b>Total</b>	<b>335,738</b>	<b>376,756</b>	<b>396,141</b>	<b>408,308</b>

### PERSONNEL SCHEDULE

	ACTUAL	ACTUAL	REVISED	BUDGET
	2005	2006	2007	2008
<b>Custodian</b>	2.50	2.50	2.50	2.50
<b>City Clerk/Finance Director</b>	0.50	0.75	1.00	1.00
<b>Deputy City Clerk</b>	1.00	1.00	1.00	1.00
<b>Account Clerk</b>	1.00	1.00	1.00	1.00
<b>City Attorney</b>	0.00	0.25	0.50	0.50
<b>Program Manager</b>	0.00	0.00	0.00	0.00
<b>Total</b>	<b>6.00</b>	<b>4.50</b>	<b>4.75</b>	<b>6.00</b>
<b>Seasonal</b>				1.0

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

<b>CITY CLERK/FINANCE OFFICE (0115)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	221,947	201,764	245,551	273,000	289,000
410	Overtime	4,369	5,725	3,984	4,100	5,600
	<b>SUBTOTAL</b>	<b>226,316</b>	<b>207,489</b>	<b>249,534</b>	<b>277,100</b>	<b>294,600</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	2,027	4,639	5,388	5,600	5,600
503	Telecommunications	7,397	7,468	7,209	7,600	7,600
505	Professional Development	1,294	1,787	266	1,800	2,000
515	Advertising & Publications	3,913	4,986	6,836	5,700	5,700
520	Ins. - Bldg. & Contents	2,929	4,392	4,832	4,541	4,995
524	Bonds	512	125	169	250	250
525	Boiler Insurance	2,800	3,200	3,300	3,630	3,993
530	Utilities (City Hall)	379	410	3,330	4,500	4,500
551	Dues & Subscriptions	95	137	432	250	250
558	Other Cont. Services	22,345	21,171	18,579	22,800	25,000
558	CIP				7,200	
558	Special Election	0	0	14,359	0	0
558	Attorney	39,948	25,871	0	0	0
558	Tech Support	2,524	0	355	0	0
558	Elevator Service	3,792	2,509	2,671	2,850	3,000
558	HVAC Service	16,711	23,537	17,523	22,000	22,000
558	Pest Control	560	480	480	520	520
558	Solid Waste Disposal	540	545	562	600	600
558	Building Maintenance	191	4,514	6,533	4,500	4,500
571	Audit (General Fund Share)	7,000	7,000	7,000	7,000	7,000
	<b>SUBTOTAL</b>	<b>114,958</b>	<b>112,771</b>	<b>99,824</b>	<b>101,341</b>	<b>97,508</b>
	<b>COMMODITIES</b>					
600	Office Supplies	5,520	5,388	5,751	5,500	5,500
601	Computer Supplies	0	0		600	600
614	Books	213	0		400	400
615	Uniforms (Custodial)	474	604	742	700	700
620	Supplies (Custodial)	7,060	6,749	8,962	9,000	9,000
	<b>SUBTOTAL</b>	<b>13,267</b>	<b>12,741</b>	<b>15,455</b>	<b>16,200</b>	<b>16,200</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture (Office Furniture)			650		
704	Office Machines	3,200	0	2,650	1,500	0
710	Buildings	94	2,737	2,610	0	0
718	Equipment Purchase	0	0	6,033	0	0
	<b>SUBTOTAL</b>	<b>3,294</b>	<b>2,737</b>	<b>11,943</b>	<b>1,500</b>	<b>0</b>
	<b>TOTAL</b>	<b>357,835</b>	<b>335,738</b>	<b>376,756</b>	<b>396,141</b>	<b>408,308</b>

# GENERAL FUND TRANSFERS

## Description of Services

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

### DIVISION EXPENDITURES

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
<b>Account</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Contractual Services</b>	213,431	237,215	254,000	272,500
<b>Capital Expenditures</b>	11,500	0	0	0
<b>Transfers</b>	288,846	311,366	299,000	312,500
<b>Total</b>	<b>513,777</b>	<b>548,581</b>	<b>553,000</b>	<b>585,000</b>



## TRANSFERS (0117)

TRANSFERS (0117)						
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
	<b>TRANSFERS</b>					
712	Transfer to Airport Capital Improvement	22,318	0	0	0	0
907	Transfer to Economic Development	10,000	0	0	0	0
912	Transfer to Airport Fund	51,000	53,273	58,637	61,000	61,000
915	Transfer to Electric Fund	0	0	0	0	0
916	Transfer to St. Rehab.	0	0	0	0	0
906	Transfer to Reserve Funds	3,306	0	0	0	0
909	Transfer to Community Service Fund	37,000	36,000	18,000	18,000	26,000
905	Transfer to Sewer Replacement Fund	198,500	199,573	220,000	220,000	222,500
511	B. Martin Peck Animal Shelter	0	0	0	0	0
925	Contingency Reserve	0	0	14,729	0	0
	<b>SUBTOTAL</b>	<b>322,124</b>	<b>288,846</b>	<b>311,366</b>	<b>299,000</b>	<b>309,500</b>
	<b>CONTRACTUAL</b>					
507	911 Services	212,500	212,500	235,000	254,000	272,500
558	Other Cont.	6,272	931	1,664	0	0
599	Refunds	0	0	552	0	0
	<b>SUBTOTAL</b>	<b>218,772</b>	<b>213,431</b>	<b>237,215</b>	<b>254,000</b>	<b>272,500</b>
	<b>MISCELLANEOUS</b>					
798	Cost Allocation Admin. Computer					
799	Cost Allocation					
796	Weed Control					
705	Equipment (Computers)					
925	Reserves	5,000	11,500			
710	Equipment					
	<b>SUBTOTAL</b>	<b>5,000</b>	<b>11,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>545,896</b>	<b>513,777</b>	<b>548,581</b>	<b>553,000</b>	<b>582,000</b>



# PLANNING AND CODES ADMINISTRATION

## Description of Services

The Planning & Codes Administration 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 capital improvement planning to govern development of individual sites and whole new areas.

Another way the department serves the public is through enforcement of construction codes, and Chapter 10 of the Municipal Code, which deals with nuisances and health hazards. The inspectors review all construction within the City for compliance, and assist builders and residents with construction methods. The inspectors also oversee the licensing of electricians, plumbers and gas fitters, and serve as staff liaison to contractor appeal boards. Staff in this department also inspects the community for violations of the nuisance, weed, and inoperable vehicle ordinances. An increase in this department's budget will fund the hiring of a plan reviewer. Recent years have seen a considerable increase in development activity, thus warranting the addition of a full-time staff person to replace contractual plan review services.

## DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	270,354	292,404	312,060	377,900
<b>Contractual Services</b>	57,668	67,346	78,142	69,850
<b>Commodities</b>	6,283	8,615	10,800	10,000
<b>Capital Expenditures</b>	2,794	6,351	6,500	500
<b>Transfers</b>	3,000	4,000	3,000	3,000
<b>Total</b>	<b>340,099</b>	<b>378,716</b>	<b>410,502</b>	<b>461,250</b>

## PERSONNEL SCHEDULE

	ACTUAL	ACTUAL	REVISED	BUDGET
	2005	2006	2007	2008
<b>Dir. of Planning &amp; Codes Admin.</b>	1.00	1.00	1.00	1.00
<b>Planner/Code Officer</b>	1.00	1.00	1.00	1.00
<b>Codes Inspector</b>	2.00	2.00	2.00	2.00
<b>Planning Admin. Assistant 1</b>	1.00	1.00	1.00	1.00
<b>Planning Secretary</b>	1.00	1.00	1.00	1.00
<b>Plan Reviewer</b>	0.00	0.00	0.25	1.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.25</b>	<b>7.00</b>
Seasonal	1.00	1.00	1.00	1.00

**PLANNING & CODE ADMINISTRATION (0130)**

<b>PLANNING &amp; CODE ADMINISTRATION (0130)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	264,769	264,607	291,042	294,000	360,000
411	Seasonal		3,828		15,000	15,000
410	Overtime	2,036	1,919	1,362	3,060	2,900
	<b>SUBTOTAL</b>	<b>266,806</b>	<b>270,354</b>	<b>292,404</b>	<b>312,060</b>	<b>377,900</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	2,285	2,039	2,369	2,800	3,000
503	Telecommunications	2,959	3,079	3,604	3,600	2,500
505	Professional Dev./Meetings	7,553	7,475	4,465	6,500	9,000
509	Meeting Expense	1,118	1,002	740	1,200	1,200
515	Legal & Other Advertising	2,343	3,801	4,102	5,000	4,500
523	Vehicle Ins-Risk Mgt.	800	1,244	1,334	1,292	1,400
533	Equipment Repair	136	84		500	500
534	Vehicle Repair	0	0	436	1,000	500
553	Service Agreements	0	0	0	0	0
558	Other Cont. Services	5,700	2,510	1,782	3,000	2,500
558	Temp Services	0	255	119	750	750
558	Weeds	5,603	3,844	5,131	7,000	7,000
558	Nuisance	1,308	270	310	2,000	2,000
558	Condemnation & Demolition	125	16,308	19,485	25,000	25,000
558	Annexation	3,060	1,541	1,719	2,000	2,000
558	Comp Plan	4,472	0	0	0	0
558	Zoning/Subdivision Regulations	9,250	0	0	0	0
590	Planning Services	4,085	3,840	10,446	8,000	8,000
591	Building Code Plan Check	0	10,128	11,303	7,500	0
	<b>SUBTOTAL</b>	<b>51,808</b>	<b>57,668</b>	<b>67,346</b>	<b>78,142</b>	<b>69,850</b>
	<b>COMMODITIES</b>					
600	Office Supplies	4,081	3,456	4,198	4,800	5,000
608	Vehicle Operations	1,765	2,204	2,773	3,300	3,800
614	Books	1,177	187	1,189	2,000	500
615	Uniforms	398	436	455	700	700
	<b>SUBTOTAL</b>	<b>7,421</b>	<b>6,283</b>	<b>8,615</b>	<b>10,800</b>	<b>10,000</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture	0	0		1,500	500
704	Office Machines (Copier lease)	2,297	2,794	2,545	1,250	0
705	Computer Equipment	0	0	3,806	3,750	0
711	Vehicles	9,850	0		0	
	<b>SUBTOTAL</b>	<b>12,147</b>	<b>2,794</b>	<b>6,351</b>	<b>6,500</b>	<b>500</b>
906	Transfer to Equipment Reserve	1,000	3,000	4,000	3,000	3,000
	<b>TOTAL</b>	<b>339,181</b>	<b>340,099</b>	<b>378,716</b>	<b>410,502</b>	<b>461,250</b>

# CEMETERY

## Description of Services

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	69,696	74,515	72,050	80,300
<b>Contractual Services</b>	8,283	10,653	13,206	8,687
<b>Commodities</b>	8,157	7,320	9,100	12,600
<b>Capital Expenditures</b>	0	2,646	8,100	85,000
<b>Total</b>	<b>86,136</b>	<b>95,135</b>	<b>102,456</b>	<b>186,587</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Sexton / Lead Equip. Oper.</b>	1.00	1.00	1.00	1.00
<b>Equipment Operator</b>	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Seasonal	2.00	2.00	2.00	1.00

## CEMETERY (0140)

CEMETERY (0140)						
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
	<b>PERSONNEL SERVICES</b>					
411	Salaries	61,158	65,513	70,151	60,550	66,800
411	Seasonal				7,000	9,000
410	Overtime	2,990	4,183	4,364	4,500	4,500
	<b>SUBTOTAL</b>	<b>64,147</b>	<b>69,696</b>	<b>74,515</b>	<b>72,050</b>	<b>80,300</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telecommunications	895	872	784	800	900
505	Professional Development	344	430	408	800	1,000
520	Insurance - Bldg. & Contents	695	784	900	945	1,040
523	Vehicle Insurance	922	1,163	1,223	861	947
530	Utilities	735	886	934	1,200	1,200
532	Repairs: Buildings & Structures		876	1,378	600	600
533	Machinery & Equipment Repair	3,311	1,577	3,614	2,000	1,500
558	Other Cont. Services	986	1,695	1,412	6,000	1,500
	<b>SUBTOTAL</b>	<b>7,890</b>	<b>8,283</b>	<b>10,653</b>	<b>13,206</b>	<b>8,687</b>
	<b>COMMODITIES</b>					
608	Vehicle Operations	3,709	3,694	4,379	4,500	5,000
611	Chemical Supplies		153	528	750	800
612	Equipment Repair Supplies	0	0	0	0	1,200
615	Uniforms	410	1,054	905	1,100	1,500
617	Fertilizer & Seed	165	600	85	600	1,000
620	Supplies	1,190	2,106	1,205	1,800	2,000
622	Hand Tools and Supplies		350	218	250	400
629	Cement, Gravel & Rebar		200		100	300
638	Building/Structure Repair Supplies	0	0	0	0	400
	<b>SUBTOTAL</b>	<b>5,473</b>	<b>8,157</b>	<b>7,320</b>	<b>9,100</b>	<b>12,600</b>
	<b>CAPITAL OUTLAY</b>					
705	Computer & Software	40	0	672	1,300	0
710	Equipment (Mud Tracks)	3,368	0	1,975	2,000	0
710	36" Mower (Replace 166)				4,300	0
710	Backhoe (Replace 166)	0	0	0	0	85,000
710	Mule	0	0	0	0	0
710	Auger Stand	0	0	0	500	0
731	Buildings & Structures (Accessible Spaces & Storage)		0	0	0	0
738	Survey new roads & grave spaces	0	0	0	0	0
738	Overlay Existing Streets	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>3,408</b>	<b>0</b>	<b>2,646</b>	<b>8,100</b>	<b>85,000</b>
	<b>TOTAL</b>	<b>80,918</b>	<b>86,136</b>	<b>95,135</b>	<b>102,456</b>	<b>186,587</b>

# STREETS



## Description of Services

The Streets Division is responsible for maintenance of all City driving surfaces, whether they are permanently improved or gravel-surfaced. Division duties include, but are not limited to grading, patching, sweeping and striping streets and alleys. The Streets Division also mows along some of the highway rights-of-way and maintains the storm drainage system directly associated with the streets and highways within the city limits. The Streets Division removes snow from the Central Business District streets, plows snow from other streets, and 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. This division also takes care of flood control issues that were previously budgeted through a separate budget activity.

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	583,889	586,978	637,040	660,000
<b>Contractual Services</b>	101,932	76,961	83,857	82,413
<b>Commodities</b>	101,566	110,468	131,500	132,600
<b>Capital Expenditures</b>	0	39,256	12,500	67,000
<b>Total</b>	<b>787,388</b>	<b>813,663</b>	<b>864,897</b>	<b>942,013</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Director of Public Works</b>	1.00	1.00	1.00	1.00
<b>Administrative Assistant</b>	1.00	1.00	1.00	1.00
<b>Superintendent of Streets</b>	1.00	1.00	1.00	1.00
<b>Assist. Street Superintendent</b>	1.00	1.00	1.00	1.00
<b>Maintenance Crew Leader</b>	1.00	1.00	1.00	1.00
<b>Heavy Equipment Operator</b>	4.00	4.00	4.00	4.00
<b>Equipment Operator</b>	5.00	5.00	5.00	5.00
<b>Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
Seasonal/Temporary	7.00	7.00	7.00	7.00

**GENERAL FUND - STREETS (0141)**

<b>GENERAL FUND - STREETS (0141)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	496,413	509,568	575,752	567,000	595,000
411	Seasonal	35,000	39,427		40,040	40,000
410	Overtime	23,192	34,894	11,226	30,000	25,000
	<b>SUBTOTAL</b>	<b>554,605</b>	<b>583,889</b>	<b>586,978</b>	<b>637,040</b>	<b>660,000</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	0	0	200	0	400
503	Telecommunications	2,125	2,668	2,340	2,000	1,400
505	Professional Development	5,157	6,149	5,576	6,500	7,000
520	Insurance - Bldg. & Contents	4,067	4,758	5,368	6,200	6,650
523	Vehicle Insurance	10,999	13,275	14,119	12,057	13,263
530	Utilities	4,985	6,695	5,045	7,000	7,000
532	Building Repairs	1,648	1,759	2,281	1,800	1,200
533	Machinery & Equipment Repair	19,722	21,465	9,653	7,000	12,000
539	Repair (Flood Control)	0	1,573	711	2,300	0
543	Rent - Machinery & Equipment	60	21	367	0	500
558	Other Cont. Services	10,251	20,570	2,675	13,000	5,000
559	Environmental Compliance	26,326	22,999	28,625	26,000	28,000
	<b>SUBTOTAL</b>	<b>85,340</b>	<b>101,932</b>	<b>76,961</b>	<b>83,857</b>	<b>82,413</b>
	<b>COMMODITIES</b>					
600	Office Supplies	1,125	663	1,230	900	1,000
608	Vehicle Operations	31,342	46,006	46,905	47,100	52,000
611	Chemical Supplies	169	712	731	2,000	1,500
612	Equipment Repair Supplies				15,000	12,000
615	Uniforms	5,130	3,631	4,854	5,500	5,000
617	Seed, Trees, & Fertilizer, for Levy	0	0	0	2,000	500
620	Supplies	12,368	6,500	20,916	9,500	9,000
622	Hand Tools and Supplies					500
624	Asphalt & Asphalt Patch	12,120	9,305	10,632	10,000	12,000
625	Downtown Maintenance Supplies					1,000
626	Ice control Materials	15,886	20,833	10,681	22,000	22,000
628	Signs & Material	7,779	12,274	12,204	15,000	15,000
629	Gravel, Rock & Cement	1,891	1,643	2,315	2,500	500
638	Building/Structure Repair Supplies					600
	<b>SUBTOTAL</b>	<b>87,809</b>	<b>101,566</b>	<b>110,468</b>	<b>131,500</b>	<b>132,600</b>
	<b>CAPITAL OUTLAY</b>					
705	Computer Equipment	1,241	0	0	2,000	0
710	Equipment (Mowing Deck)	0	0		5,500	0
711	Equipment High Loader (Replace 146)			0	0	0
712	Trucks (Replace 106 w/4-Wheel Drive SUV)	0	0	39,256	0	0
712	Trucks (Replace 114 w/2 ton flatbed w/plow)					0
712	Trucks (Replace 116 w/2 ton flatbed w/winch & plow)					67,000
730	Parking Lot Improvements (320 Beech St.)					0
731	Salt Storage Building					0
999	Equipment Reserve				5,000	0
	<b>SUBTOTAL</b>	<b>1,241</b>	<b>0</b>	<b>39,256</b>	<b>12,500</b>	<b>67,000</b>
	<b>TOTAL</b>	<b>728,994</b>	<b>787,388</b>	<b>813,663</b>	<b>864,897</b>	<b>942,013</b>

# FLOOD CONTROL

## Description of Services

This activity was combined with Public Works in the 2007 budget but has been reestablished as a separate fund in the 2008 budget, primarily in response to recent flooding events. Flood Control is budgeted separately from the staffed divisions, with the majority of the work being completed by members of the Streets Division as a part of their storm drainage system functions, and normally managed by the Street Superintendent. The flood control system includes underground storm drainage systems, drainage ditches, levees on both banks of the river and three pumping stations to eliminate surface water from retention ponds within the City during high river stages. Gates at openings in the levee may be closed during high water, and an emergency operations plan implemented. Routine maintenance responsibilities include mowing and maintenance of flood control levees, grounds around storm water retention ponds and large open areas such as Kanza Park, and inspection and repair of large pumping plant facilities. The project is inspected annually by the US Army Corps of Engineers.

### DIVISION EXPENDITURES

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
<b>Account</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Contractual Services</b>	10,451	13,700	0	14,300
<b>Commodities</b>	3,497	7,500	0	8,500
<b>Capital Outlay</b>	0	15,000	0	0
<b>Total Requirements</b>	<b>13,949</b>	<b>36,200</b>	<b>0</b>	<b>22,800</b>



<b>FLOOD CONTROL 0142</b>						
		<i>ACTUAL</i>	<i>ACTUAL</i>	<i>ACTUAL</i>	<b>BUDGET</b>	
		<i>2004</i>	<i>2005</i>	<i>2006</i>	<i>2008</i>	
<b>CONTRACTUAL SERVICES</b>						
503	Telecommunications	479	902	816	1,000	
530	Utilities	440				
539	Repair		1,573	711	2,300	
558	Other Cont. Services	8,762	18,402	8,924	11,000	
559	Environmental Compliance					
	<b>SUBTOTAL</b>	<b>9,681</b>	<b>20,876</b>	<b>10,451</b>	<b>14,300</b>	
<b>COMMODITIES</b>						
611	Chemical Supplies				1,000	
617	Seed, Trees, & Fertilizer				2,000	
620	Supplies	4,474	494	1,182	3,000	
629	Gravel, Rock, & Cement	1,891	1,643	2,315	2,500	
	<b>SUBTOTAL</b>	<b>6,365</b>	<b>2,137</b>	<b>3,497</b>	<b>8,500</b>	
<b>CAPITAL OUTLAY</b>						
710	Equipment (15' Mowing Deck)					
736	Engineering					
	<b>SUBTOTAL</b>				<b>0</b>	
	<b>TOTAL</b>	<b>16,046</b>	<b>23,014</b>	<b>13,949</b>	<b>22,800</b>	

Note: 0142 and 0141 was combined for 2007 and has been broken out for 2008. Numbers in italics are shown for historical reference only.

# FLEET MANAGEMENT

## Description of Services

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	77,540	83,135	86,800	91,700
<b>Contractual Services</b>	18,774	18,885	21,042	21,890
<b>Commodities</b>	15,168	16,890	20,350	21,300
<b>Capital Expenditures</b>	625	0	0	2,800
<b>Total</b>	<b>112,107</b>	<b>118,910</b>	<b>128,192</b>	<b>137,690</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Garage Superintendent</b>	1.00	1.00	1.00	1.00
<b>Mechanic</b>	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## FLEET MANAGEMENT (0144)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
<b>PERSONNEL SERVICES</b>						
411	Salaries	75,162	76,771	82,705	86,000	91,000
410	Overtime	302	769	430	800	700
<b>SUBTOTAL</b>		<b>75,465</b>	<b>77,540</b>	<b>83,135</b>	<b>86,800</b>	<b>91,700</b>
<b>CONTRACTUAL SERVICES</b>						
503	Telecommunications	586	575	755	700	800
505	Professional Development	123	301	344	1,200	1,200
520	Insurance - Bldg. & Contents	2,497	4,469	4,759	5,235	5,600
523	Vehicle Insurance	956	992	1,052	1,157	1,240
530	Utilities	4,355	5,447	4,681	5,000	5,250
532	Repairs: Buildings & Structures	945	317	858	750	750
533	Machinery & Equipment Repair	2,003	642	53	1,300	750
543	Rent: Machinery & Equipment	156	278	87	700	800
550	Towel & Laundry Service	2,068	2,388	2,765	2,300	2,300
558	Other Contractual Services	1,590	2,186	2,062	1,500	2,000
559	Environmental Services	1,357	1,180	1,471	1,200	1,200
<b>SUBTOTAL</b>		<b>16,634</b>	<b>18,774</b>	<b>18,885</b>	<b>21,042</b>	<b>21,890</b>
<b>COMMODITIES</b>						
600	Office Supplies	1,368	363	1,003	750	750
608	Vehicle Operations	1,327	1,214	1,566	1,500	1,600
609	Motor Oil	4,410	2,721	4,666	5,000	5,000
612	Equipment Repair Supplies	0	0	0	0	550
614	Books (Maintenance Library Replacement)	224	685	875	1,000	1,000
615	Uniforms	627	345	894	1,100	1,100
620	Supplies	8,830	8,894	6,839	10,000	10,000
622	Hand Tool Supplies	994	947	1,047	1,000	1,000
638	Building/Structure Repair Supplies	0	0	0	0	300
<b>SUBTOTAL</b>		<b>17,781</b>	<b>15,168</b>	<b>16,890</b>	<b>20,350</b>	<b>21,300</b>
<b>CAPITAL OUTLAY</b>						
701	Computer Software (upgrade CFA) *	0	0	0	0	2,800
710	Equipment	0	0	0	0	0
705	Computer Equipment	0	625	0	0	0
<b>SUBTOTAL</b>		<b>0</b>	<b>625</b>	<b>0</b>	<b>0</b>	<b>2,800</b>
<b>TOTAL</b>		<b>109,880</b>	<b>112,107</b>	<b>118,910</b>	<b>128,192</b>	<b>137,690</b>

\* Computerized Fleet Analysis Software Upgrade

# PARKS

## Description of Services

The Parks Division is responsible for maintenance of 7 parks totaling 89 acres of highly visible 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 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 4<sup>th</sup> 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 the Dietrich Cabin, an original 1859 Franklin County home. 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	2005	2006	2007	2008
<b>Personnel Services</b>	187,742	193,941	209,500	218,500
<b>Contractual Services</b>	29,925	18,899	18,889	21,163
<b>Commodities</b>	30,722	46,637	47,150	51,550
<b>Capital Expenditures</b>	3,965	750	5,475	52,000
<b>Total</b>	<b>252,354</b>	<b>260,226</b>	<b>281,014</b>	<b>343,213</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Superintendent of Parks</b>	1.00	1.00	1.00	1.00
<b>Park Equipment Operator</b>	3.00	3.00	3.00	3.00
<b>Equipment Oper./Forestry Spec.</b>	1.00	1.00	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Seasonal	3.00	3.00	3.00	3.00

**PARKS (0146)**

<b>PARKS (0146)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	163,852	164,536	186,768	182,000	191,000
411	Seasonal	15,447	14,458		17,000	17,000
410	Overtime	9,623	8,748	7,173	10,500	10,500
	<b>SUBTOTAL</b>	<b>188,922</b>	<b>187,742</b>	<b>193,941</b>	<b>209,500</b>	<b>218,500</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telecommunications	937	798	965	1,100	1,200
505	Professional Development	1,378	2,832	2,586	3,000	3,000
520	Insurance - Bldg. & Cont.	1,257	1,570	1,831	1,966	2,163
523	Vehicle Insurance	2,495	2,496	2,617	1,723	2,000
530	Utilities	3,796	3,418	2,928	3,800	4,500
532	Repairs: Buildings & Structures	979	283	1,344	1,000	1,000
533	Machinery & Equipment Repair	3,891	3,860	1,159	1,000	1,500
536	Facility Repairs	3,514	3,980	1,376	1,400	2,000
537	Recreation Facility Repair	3,019	7,787	2,705	2,200	1,000
543	Rent: Machinery & Equipment	92	16	32	200	1,000
558	Other Cont. Services	1,134	2,885	1,356	1,500	1,300
559	Environmental Services	13	0	0	0	500
	<b>SUBTOTAL</b>	<b>22,504</b>	<b>29,925</b>	<b>18,899</b>	<b>18,889</b>	<b>21,163</b>
	<b>COMMODITIES</b>					
600	Office Supplies	1,037	577	760	750	1,000
608	Vehicle Operation	6,114	7,815	10,559	8,000	9,000
611	Chemical Supplies	2,075	2,099	86	2,000	1,500
612	Repair Equipment Supplies	0	0	0	4,000	4,500
615	Uniforms	2,496	1,504	2,058	2,500	2,500
620	Supplies	6,444	10,318	17,108	11,000	11,500
622	Hand Tools & Supplies	500	148	478	500	500
628	Signs	0	129	231	200	250
629	Gravel & Cement	1,016	681	1,794	1,800	1,800
632	Pool Chemicals	11,291	7,451	8,019	8,000	9,000
636	Park Facility Repair Supplies			4,458	3,400	5,000
637	Recreation Facility Repair Supplies			1,084	4,000	4,000
638	Building/Structure Repair Supplies	0	0	0	1,000	1,000
	<b>SUBTOTAL</b>	<b>30,972</b>	<b>30,722</b>	<b>46,637</b>	<b>47,150</b>	<b>51,550</b>
	<b>CAPITAL OUTLAY</b>					
705	Computer Equipment	149	0	750	0	0
710	Equipment (Ice Machine)	0	3,965		1,475	0
710	Equipment (Picnic Tables)	0	0		4,000	2,000
729	Site Improvements (Gate/Fence @ Hope)	0	0		0	0
729	Site Improvements (Horse Shoe Pits)	0	0	0	0	0
731	Buildings & Structures (Maintenance Bldg)				0	0
738	Street Improvement (Forest Park Road)	0	0	0	0	50,000
754	Park Improvements (Replace timber playgr	0	0		0	
	<b>SUBTOTAL</b>	<b>149</b>	<b>3,965</b>	<b>750</b>	<b>5,475</b>	<b>52,000</b>
	<b>TOTAL</b>	<b>242,547</b>	<b>252,354</b>	<b>260,226</b>	<b>281,014</b>	<b>343,213</b>

# POLICE DEPARTMENT



## Description of Services

The Police Department serves as the law enforcement branch of City government. One of the primary objectives is to promote a safe community 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. The Department pursues training and education in new and better methods of crime prevention, detection and investigation.

### **DIVISION EXPENDITURES**

<b>Account</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Revised 2007</b>	<b>Budget 2008</b>
<b>Personnel Services</b>	1,531,737	1,691,550	1,710,724	1,788,000
<b>Contractual Services</b>	136,229	144,688	146,179	139,716
<b>Commodities</b>	85,411	91,315	101,800	109,300
<b>Capital Expenditures</b>	0	16,725	9,258	5,200
<b>Transfers</b>	17,775	120,454	62,192	57,078
<b>Total</b>	<b>1,771,152</b>	<b>2,064,733</b>	<b>2,030,153</b>	<b>2,099,294</b>

### **PERSONNEL SCHEDULE**

	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Revised 2007</b>	<b>Budget 2008</b>
<b>Chief of Police</b>	1.00	1.00	1.00	1.00
<b>Staff Commander/Captain/Lt.</b>	2.00	2.00	2.00	2.00
<b>Sergeant</b>	5.00	5.00	5.00	5.00
<b>Police Officer</b>	16.00	16.00	16.00	16.00
<b>School Resource Officer</b>	1.00	1.00	1.00	1.00
<b>Detective (Drug Officer)</b>	1.00	1.00	1.00	1.00
<b>Detective (Domestic Violence Officer)</b>	0.00	0.50	1.00	1.00
<b>Community Service Officer</b>	0.00	0.50	0.50	0.50
<b>Total Commissioned Officers</b>	<b>26.00</b>	<b>27.00</b>	<b>27.50</b>	<b>27.50</b>
<b>Custodian</b>	1.00	1.00	1.00	1.00
<b>Office Manager</b>	1.00	1.00	1.00	1.00
<b>Records Clerk</b>	1.00	1.00	1.00	1.00
<b>Special Services Officer</b>	2.00	1.00	1.00	1.00
<b>Community Service Officer</b>	0.00	0.50	0.50	0.50
<b>Total Non-commissioned Officers</b>	<b>5.00</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>
<b>Total</b>	<b>31.00</b>	<b>31.50</b>	<b>32.00</b>	<b>32.00</b>

**POLICE DEPARTMENT (0151)**

	EXPENDITURE DETAIL	ACTUAL 2004	ACTUAL 2005	ACTUAL 2006	REVISED 2007	BUDGET 2008
<b>PERSONNEL SERVICES</b>						
411	Salaries	1,292,066	1,304,152	1,435,771	1,446,724	1,518,000
411	Retirements	63,701	0	0	0	0
410	Overtime	160,400	227,584	255,779	264,000	270,000
	<b>SUBTOTAL</b>	<b>1,516,167</b>	<b>1,531,737</b>	<b>1,691,550</b>	<b>1,710,724</b>	<b>1,788,000</b>
<b>CONTRACTUAL SERVICES</b>						
501	Communications	5,347	5,194	3,267	3,300	3,700
502	Postage	1,713	870	1,421	2,070	2,200
503	Telecommunications	15,152	16,690	15,903	15,840	15,840
505	Professional Development	11,445	9,193	13,266	14,900	14,900
513	Prisoner Care	46,541	36,903	45,928	35,000	45,000
514	Printing	1,702	1,993	1,552	2,000	2,000
520	P & I Insurance	6,237	6,461	7,155	7,747	8,522
523	Motor Vehicle Insurance	6,416	7,882	8,394	7,322	8,054
530	Utilities	948	80	0	0	0
532	Building Maintenance	5,212	2,803	4,974	5,000	5,500
533	Equipment Repair	6,547	5,674	3,000	3,000	2,500
534	Repair Motor Vehicle	10,281	9,637	2,161	4,000	3,500
543	Lease Payment	8,300	6,906	4,627	6,000	5,500
558	Other Cont. Services	22,884	21,810	30,130	35,000	17,000
564	Community & Public Relations	4,607	4,134	2,910	5,000	5,500
	<b>SUBTOTAL</b>	<b>153,333</b>	<b>136,229</b>	<b>144,688</b>	<b>146,179</b>	<b>139,716</b>
<b>COMMODITIES</b>						
600	Office Supplies	6,354	6,378	6,402	6,400	6,400
608	Vehicle Operations	35,905	47,378	55,686	49,200	56,200
611	Chemical supplies	326	286	274	700	700
615	Uniforms	15,640	15,549	12,870	13,000	12,500
621	Public Safety Equipment	6,945	7,000	2,122	7,000	7,000
630	Operating Supplies	9,270	7,620	5,654	10,000	11,000
635	Star Team Supplies	1,843	1,200	8,306	6,500	6,500
639	Ammunition				6,000	6,000
639	Firearms and Equipment				3,000	3,000
	<b>SUBTOTAL</b>	<b>76,283</b>	<b>85,411</b>	<b>91,315</b>	<b>101,800</b>	<b>109,300</b>
<b>CAPITAL OUTLAY</b>						
705	Computer Equipment	0	0	11,630	9,258	4,000
710	Equipment	0	0	5,095	0	1,200
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>16,725</b>	<b>9,258</b>	<b>5,200</b>
<b>TRANSFERS</b>						
906	Transfer to Equip. Reserve (Cars)	38,000	17,775	120,454	62,192	57,078
	<b>SUBTOTAL</b>	<b>38,000</b>	<b>17,775</b>	<b>120,454</b>	<b>62,192</b>	<b>57,078</b>
	<b>TOTAL</b>	<b>1,783,782</b>	<b>1,771,152</b>	<b>2,064,733</b>	<b>2,030,153</b>	<b>2,099,294</b>

# MUNICIPAL COURT

## Description of Services

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	96,929	112,771	115,000	125,500
<b>Contractual Services</b>	65,854	43,735	40,050	41,200
<b>Commodities</b>	2,842	4,276	2,950	3,250
<b>Capital</b>	0	0	0	250
<b>Total</b>	<b>165,625</b>	<b>160,781</b>	<b>158,000</b>	<b>170,200</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Part Time Judge</b>	1.00	1.00	1.00	1.00
<b>Municipal Court Clerk</b>	1.00	1.00	1.00	1.00
<b>Assistant Clerk</b>	1.00	1.00	1.00	1.00
<b>Part Time Prosecutor</b>	1.00	1.00	1.00	1.00
<b>Part time Bailiff</b>	2.00	2.00	2.00	2.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>



## MUNICIPAL COURT (0155)

MUNICIPAL COURT (0155)						
	EXPENDITURE DETAIL	ACTUAL 2004	ACTUAL 2005	ACTUAL 2006	REVISED 2007	BUDGET 2008
	<b>PERSONNEL SERVICES</b>					
411	Salaries	59,724	94,416	110,447	111,000	122,500
410	Overtime	334	2,513	2,324	4,000	3,000
	<b>SUBTOTAL</b>	<b>60,058</b>	<b>96,929</b>	<b>112,771</b>	<b>115,000</b>	<b>125,500</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	1,009	997	818	770	1,000
503	Telecommunications	2,042	1,771	1,066	1,880	1,300
504	Professional Development	383	205	362	500	1,500
514	Printing	715	425	900	900	1,400
556	Defense Attorneys	40,275	32,598	26,175	30,000	30,000
558	Other Cont. Services	17,262	17,255	14,414	6,000	6,000
558	Muni Judge	22,945	12,604		0	0
	<b>SUBTOTAL</b>	<b>84,631</b>	<b>65,854</b>	<b>43,735</b>	<b>40,050</b>	<b>41,200</b>
	<b>COMMODITIES</b>					
600	Office Supplies	2,485	2,431	4,105	2,750	2,750
614	Books	665	128	171	200	500
615	Uniforms	23	283		0	0
	<b>SUBTOTAL</b>	<b>3,173</b>	<b>2,842</b>	<b>4,276</b>	<b>2,950</b>	<b>3,250</b>
	<b>CAPITAL OUTLAY</b>					
705	Computers	0	0	0	0	
710	Equipment	0	0	0	0	250
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250</b>
	<b>TOTAL</b>	<b>147,861</b>	<b>165,625</b>	<b>160,781</b>	<b>158,000</b>	<b>170,200</b>

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

# FIRE DEPARTMENT



## Description of Services

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

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

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

## DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	820,170	854,375	898,000	902,000
<b>Contractual Services</b>	44,655	44,860	43,510	44,460
<b>Commodities</b>	27,679	32,547	35,900	37,400
<b>Capital Expenditures</b>	0	15,297	15,000	26,200
<b>Transfers</b>	45,219	65,292	95,152	95,152
<b>Total</b>	<b>937,723</b>	<b>1,012,371</b>	<b>1,087,562</b>	<b>1,105,212</b>

## PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Fire Chief</b>	1.00	1.00	1.00	1.00
<b>Assistant Fire Chief</b>	1.00	1.00	1.00	1.00
<b>Captain</b>	3.00	3.00	3.00	3.00
<b>Lieutenant</b>	1.00	1.00	1.00	1.00
<b>Driver Engineer/EMT</b>	7.00	7.00	7.00	7.00
<b>Driver Engineer</b>	1.00	1.00	1.00	1.00
<b>Firefighter/EMT</b>	6.00	6.00	6.00	6.00
<b>Total</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>

<b>FIRE DEPARTMENT (0157)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	788,513	790,638	831,058	860,000	863,000
411	Retirements	0	0	0	8,000	0
410	Overtime	19,821	29,532	23,317	30,000	39,000
	<b>SUBTOTAL</b>	<b>808,334</b>	<b>820,170</b>	<b>854,375</b>	<b>898,000</b>	<b>902,000</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	202	78	251	200	150
503	Telecommunications	5,589	4,626	4,897	5,700	5,600
505	Professional Development	5,415	7,325	6,479	6,700	7,000
514	Printing	259	270	283	500	500
520	General Ins. (EMT Prof. Liability)	2,001	2,054	2,595	2,854	2,855
523	Motor Vehicle Insurance	3,360	3,900	4,141	4,555	4,555
530	Utilities	1,313	1,806	1,770	2,000	2,000
532	Repair of Building & Structure	3,187	3,872	3,887	4,200	4,500
533	Equipment Repair	2,222	1,979	1,466	900	1,000
534	Repair Motor Vehicle	7,903	7,735	8,041	4,000	4,500
543	Lease Payment	154	0	0	0	0
551	Dues & Subscriptions	594	504	539	600	600
553	Service Agreements	2,275	1,658	1,939	2,200	2,100
558	Other Cont. Services	8,823	8,850	8,572	9,100	9,100
	<b>SUBTOTAL</b>	<b>43,297</b>	<b>44,655</b>	<b>44,860</b>	<b>43,510</b>	<b>44,460</b>
	<b>COMMODITIES</b>					
600	Office Supplies	1,100	1,453	1,715	1,400	1,500
614	Public Education Materials	0	975	1,147	1,500	2,000
608	Vehicle Operations	5,181	6,750	7,643	7,000	7,000
611	Chemical Supplies	1,751	1,871	1,571	1,600	1,400
612	Vehicle & Equipment Repair/Supplies	0	0	1,374	4,900	6,000
615	Uniforms & Turn out Gear	13,817	12,158	13,989	14,000	14,000
620	Supplies	5,174	4,472	5,107	5,500	5,500
	<b>SUBTOTAL</b>	<b>27,022</b>	<b>27,679</b>	<b>32,547</b>	<b>35,900</b>	<b>37,400</b>
	<b>CAPITAL OUTLAY</b>					
704	Office Equipment	0	0	0	0	9,200
710	Equipment	0	0	15,017	15,000	15,000
715	Building Improvement	0	0	280	0	2,000
731	Capital Improvement	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>15,297</b>	<b>15,000</b>	<b>26,200</b>
	<b>TRANSFERS</b>					
906	Transfer to Equipment Reserve (mower)	0	0		4,000	4,000
906	Lease purchase (2001 Pumper)	84,912	45,219		0	0
906	Lease purchase (Durango)	6,488	0		5,527	5,527
906	Transfer to Equipment Reserve			65,292	85,625	85,625
	<b>SUBTOTAL</b>	<b>91,400</b>	<b>45,219</b>	<b>65,292</b>	<b>95,152</b>	<b>95,152</b>
	<b>TOTAL</b>	<b>970,053</b>	<b>937,723</b>	<b>1,012,371</b>	<b>1,087,562</b>	<b>1,105,212</b>

Notes:

The lease purchase for the 2001 Pumper paid out in August of 2006.

# INFORMATION TECHNOLOGY

## Description of Services

Created in 2005, the Information Technology Department provides computer and technology support ranging from procurement, repair, replacement, virus prevention, e-mail management, PC and network installations as well as PC troubleshooting, printer, fax machines and phone systems. The department also provides maintenance of and improvement to the City's website, and handles all aspects of the City's Government Access Channel 20 television station. The Media Services and Broadcast Coordinator is responsible not only for website updates and enhancements but the broadcast and re-broadcast of City Commission meetings on the Government Access Channel, special programs, community events as well as daily programming. Additionally, photography and videotaping, editing and production occur through this position. The creation of an IT Support Specialist position has helped support the technical needs of the entire City and reduced the need for contractual support services.

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>		85,493	121,900	151,900
<b>Contractual Services</b>		7,051	10,160	11,585
<b>Commodities</b>		8,068	8,550	9,680
<b>Capital Expenditures</b>		4,370	5,365	6,300
<b>Total</b>		<b>104,983</b>	<b>145,975</b>	<b>179,465</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>IT Director</b>		1.00	1.00	1.00
<b>IT Specialist</b>		0.00	0.50	1.00
<b>Multimedia Specialist</b>		1.00	1.00	1.00
<b>Total</b>		<b>2.00</b>	<b>2.50</b>	<b>3.00</b>

## INFORMATION TECHNOLOGY (0159)

INFORMATION TECHNOLOGY (0159)					
	EXPENDITURE DETAIL		ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL		2006	2007	2008
411	Salaries		85,371	121,000	151,000
410	Overtime		123	900	900
	<b>SUBTOTAL</b>		<b>85,493</b>	<b>121,900</b>	<b>151,900</b>
	<b>CONTRACTUAL SERVICES</b>				
502	Postage		241	300	350
503	Telecommunications		1,842	1,200	400
505	Professional Development		1,477	1,500	2,000
533	Equipment & Machinery Repair		489	800	800
543	Lease Payments (video production etc.)		0	0	0
551	Dues and Subscriptions		371	1,000	1,835
553	Service Agreements/Contract		1,561	4,000	4,200
558	Other Contractual (consulting, tech work)		1,071	1,360	2,000
	<b>SUBTOTAL</b>		<b>7,051</b>	<b>10,160</b>	<b>11,585</b>
	<b>COMMODITIES</b>				
600	Office Supplies		966	1,000	1,200
601	Computer Supplies (repair inventory)		3,149	4,000	4,000
614	Books & Instructional Materials		55	300	500
615	Uniforms		154	150	180
620	Operating Supplies (GAC, Web etc.)		2,331	1,600	2,000
622	Tools		1,413	1,500	1,800
	<b>SUBTOTAL</b>		<b>8,068</b>	<b>8,550</b>	<b>9,680</b>
	<b>CAPITAL OUTLAY</b>				
705	Digital Cameras		3,433	0	0
705	Computer Equip (Network Related)		0	1,700	3,000
705	Computer Equip (System Firewall)		0	2,900	0
705	Computer Equip (Computing)		0	0	2,500
710	Office Furniture and Equipment		937	765	800
	<b>SUBTOTAL</b>		<b>4,370</b>	<b>5,365</b>	<b>6,300</b>
	<b>TOTAL</b>		<b>104,983</b>	<b>145,975</b>	<b>179,465</b>

# HUMAN RESOURCES

## Description of Services

The Human Resources Department is responsible for the activities associated with the City's personnel. Employees of the City are the number one resource in meeting the needs of our community. Department functions include administering benefit programs, risk management, performance evaluation, recruitment and retirement. Beginning in the second quarter of 2003 the City of Ottawa changed the way employment applications are received. Applicants are directed to a computer link with HRePartners Online Employment Opportunities. Persons interested in pursuing employment opportunities with the City of Ottawa will find detailed descriptions of all the positions available, employee benefits and other pertinent information.

### DIVISION EXPENDITURES

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
<b>Account</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Personnel Services</b>	110,674	105,627	114,200	116,525
<b>Contractual Services</b>	46,553	44,701	46,800	51,500
<b>Commodities</b>	22,873	12,836	14,000	14,000
<b>Capital Expenditures</b>	950	6,214	1,000	500
<b>Total</b>	<b>181,050</b>	<b>169,378</b>	<b>176,000</b>	<b>182,525</b>

### PERSONNEL SCHEDULE

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Human Resource/Risk Mgt Dir.</b>	1.00	1.00	1.00	1.00
<b>Secretary</b>	1.00	1.00	0.50	0.00
<b>Human Resources Assistant</b>	0.00	0.00	0.50	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**HUMAN RESOURCES (0175)**

<b>HUMAN RESOURCES (0175)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	103,367	110,376	105,258	113,800	116,000
410	Overtime	1,382	298	369	400	525
	<b>SUBTOTAL</b>	<b>104,749</b>	<b>110,674</b>	<b>105,627</b>	<b>114,200</b>	<b>116,525</b>
	<b>CONTRACTUAL SERVICES</b>					
500	Training - (Confined Space, BB Path)	5,292	4,907	1,440	3,000	3,000
501	Education Reimbursement	4,733	3,587	5,338	8,000	8,000
502	Postage	96	74	53	200	200
503	Telecommunications	800	826	1,337	1,400	800
504	Travel Expense	487	562	1,764	2,000	2,000
505	Professional Development	398	83	1,105	1,200	2,000
512	Meeting Expenses/Meals	0	0	918	1,000	1,500
515	Advertising (City Wide Recruitment)	6,529	11,882	5,213	0	0
516	Recruitment & Screening	0	0	17,883	20,000	25,000
551	Dues & Subscriptions	1,290	360	864	1,000	1,000
558	Other Cont. Services	22,647	24,273	8,785	9,000	8,000
	<b>SUBTOTAL</b>	<b>42,271</b>	<b>46,553</b>	<b>44,701</b>	<b>46,800</b>	<b>51,500</b>
	<b>COMMODITIES</b>					
600	Office Supplies	1,527	281	4,215	2,000	2,000
620	Operating Supplies	1,800	3,522	170	0	0
630	Safety Related Supplies	9,911	19,070	8,451	12,000	12,000
	<b>SUBTOTAL</b>	<b>13,238</b>	<b>22,873</b>	<b>12,836</b>	<b>14,000</b>	<b>14,000</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture	150	501	2,390	0	0
704	Office Machines	1,687	449	789	1,000	500
710	Equipment	0	0	3,035	0	0
	<b>SUBTOTAL</b>	<b>1,836</b>	<b>950</b>	<b>6,214</b>	<b>1,000</b>	<b>500</b>
	<b>TOTAL</b>	<b>162,094</b>	<b>181,050</b>	<b>169,378</b>	<b>176,000</b>	<b>182,525</b>

# EMPLOYEE BENEFITS

## Description of Services

In order to remain competitive with other employers, the City strives to offer solid benefits for employees and their families. Benefits include a self-funded health insurance program; KPERS state retirement and KP&F, which is a state retirement program for public safety personnel. This activity was originally established as a stand alone Employee Benefits Fund to pay the City's share of benefits for City employees who are paid through the General Fund. In 2001 the Employee Benefits Fund was consolidated with the General Fund, which was part of a larger effort to reduce the number of unnecessary funds and to simplify City bookkeeping. Each year the Finance Department collects data from various sources to project the cost of benefits. These estimates, along with known historical information are used to establish budget calculations for the upcoming year.

### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
State Contribution Fund - FICA	296,526	314,087	332,000	350,000
State Retirement Fund - KPERS	69,871	86,434	109,000	129,000
State Retirement Fund - KP&F	262,398	287,724	320,000	353,000
Health Insurance	725,991	826,477	905,000	949,000
Worker's Compensation Insur.	134,672	126,954	129,400	130,000
Unemployment Insurance	4,924	3,966	5,200	5,500
Other Contractual Services	10,000	588	900	0
<b>TOTAL</b>	<b>1,504,382</b>	<b>1,646,230</b>	<b>1,801,500</b>	<b>1,916,500</b>



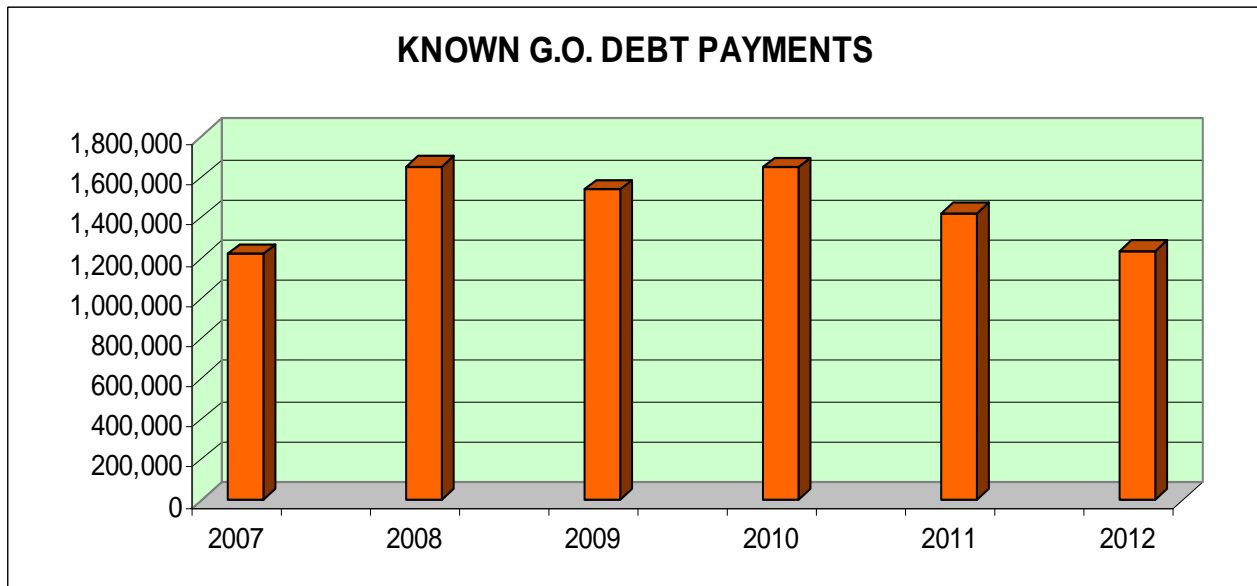
## DEBT FINANCING PRINCIPLES

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

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

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

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



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

**REVENUE DETAIL**

	Actual	Actual	Actual	Revised	Budget
	2004	2005	2006	2007	2008
<b>Unencumbered Cash Balance, Jan. 1</b>	356,535	163,891	190,942	161,485	122,843
Ad Valorem Taxes	392,360	536,539	551,203	590,000	590,000
Back Taxes	15,038	22,561	34,525	20,000	20,000
Special Assessments	45,825	43,461	18,549	60,512	60,414
Vehicle Tax	57,280	58,371	74,518	71,333	68,897
Interest	6,090	5,090	6,653	6,000	5,000
Reimbursed Expense Income	627	0	0	0	0
Transfer from Wastewater	144,500	139,895	70,000	70,000	70,000
Transfer from Economic Development	0	0	0	0	0
Transfer from Electric & Power Supply	178,000	178,000	174,993	170,000	729,173
Transfer from Water	60,000	105,000	98,996	84,860	50,860
Transfer from Capital Project Funds	14,613	3,254	0	0	0
Transfer from Special Streets	101,500	104,822	144,153	134,289	135,265
Estimated Unpaid Taxes			0	-25,960	-25,960
<b>Total Revenue</b>	<b>1,015,834</b>	<b>1,196,994</b>	<b>1,173,590</b>	<b>1,181,034</b>	<b>1,703,649</b>
<b>Total Resources</b>	<b>1,372,369</b>	<b>1,360,886</b>	<b>1,364,532</b>	<b>1,342,519</b>	<b>1,826,492</b>

**EXPENDITURE DETAIL**

Commission & Postage	50	0	0	0	0
Principal	845,000	890,000	910,000	955,000	935,000
Interest	359,609	279,944	293,046	264,676	787,395
Reserves	3,819	0	0	0	0
<b>Total Requirements</b>	<b>1,208,478</b>	<b>1,169,944</b>	<b>1,203,046</b>	<b>1,219,676</b>	<b>1,722,395</b>
Covenant Reserve					104,097
<b>Unencumbered Cash Balance, Dec. 31</b>	<b>163,891</b>	<b>190,942</b>	<b>161,485</b>	<b>122,843</b>	

PROJECT	PRINCIPLE	INTEREST	TOTAL	PAYOUT
<b>2004 Refunding</b>	\$ 665,000	\$ 42,649	\$ 707,649	2011
<b>23rd St and 59 Hwy &amp; K68 Sewer</b>		<b>Refunded</b>		2007
<b>Law Enforcement Center</b>	\$ 125,000	\$ 112,208	\$ 237,208	2021
<b>Levee Project (Rip Rap)</b>	\$ 40,000	\$ 38,548	\$ 78,548	2023
<b>23rd St Water and Sewer &amp; Cedar St.</b>	\$ 105,000	\$ 32,818	\$ 137,818	2015
<b>Temporary Notes Coves</b>		\$ 42,000	\$ 42,000	2008
<b>Montana Road</b>	\$ -	\$ -	\$ -	
<b>NE Substation &amp; Transmission</b>	\$ -	\$ 519,172	\$ 519,172	2028
<b>TOTAL</b>	\$ 935,000	\$ 787,395	\$ 1,722,395	

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

	<b>Mill Levy</b>	<b>6.856</b>	<b>8.720</b>	<b>8.584</b>	<b>7.995</b>	<b>7.122</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>SOURCE OF REVENUE</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
100	Unencumbered Cash	356,535	163,891	190,942	161,485	122,843
301	Ad Valorem Tax	392,360	536,539	551,203	590,000	590,000
301	Estimated Unpaid Taxes	0	0	0	-25,960	-25,960
302	Back Taxes	15,038	22,561	34,525	20,000	20,000
310	Special Assessments	45,825	43,461	18,549	60,512	60,414
315	Vehicle Tax	57,280	58,371	74,518	71,333	68,897
324	Interest	6,090	5,090	6,653	6,000	5,000
325	Reimbursed Expense Income	627	0	0	0	0
344	Transfer from Wastewater Fund	144,500	139,895	69,996	70,000	70,000
351	Transfer from Economic Development	0	0	0	0	0
345	Transfer from Electric	178,000	178,000	174,993	170,000	729,173
347	Transfer from Water	60,000	105,000	98,996	84,860	50,860
348	Transfer from Cap. Project	14,613	3,254	0	0	0
350	Transfer from Special Streets	101,500	104,822	144,153	134,289	135,265
	<b>TOTAL</b>	<b>1,372,369</b>	<b>1,360,886</b>	<b>1,364,528</b>	<b>1,342,519</b>	<b>1,826,492</b>

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

		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>EXPENDITURE DETAIL</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
502	Commission & Postage	50	0	0	0	0
800	Principal	845,000	890,000	910,000	955,000	935,000
803	Interest	359,609	279,944	293,046	264,676	787,395
925	Covenant Reserve	3,819				104,097
	<b>TOTAL</b>	<b>1,208,478</b>	<b>1,169,944</b>	<b>1,203,046</b>	<b>1,219,676</b>	<b>1,826,492</b>

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

# COMMUNITY SERVICES SUPPORT (1100)

## Description of Services

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

### REVENUE DETAIL

	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Revised 2007</b>	<b>Budget 2008</b>
Cash Balance, Jan. 1	37,327	39,775	14,998	3,998
Reimbursed Expense	650	0	0	0
Transfers from Wastewater	36,000	26,576	36,000	36,000
Transfers from Electric	36,000	26,576	36,000	36,000
Transfers from Water	36,000	26,576	36,000	36,000
Transfers from General	34,000	18,000	18,000	29,000
Total Revenue	142,650	97,728	126,000	137,000
Total Resources	179,977	137,503	140,998	140,998

### EXPENDITURE DETAIL

	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Revised 2007</b>	<b>Budget 2008</b>
Bea Martin Peck	45,500	40,000	45,500	49,500
Chamber of Commerce	45,000	45,000	45,000	48,000
Ottawa Main Street	30,000	27,500	30,000	30,000
Youth Conference Activities	4,500	555	4,500	4,500
City Band	2,702	3,000	3,000	3,000
Jaycees Fireworks	2,500	2,500	2,500	2,500
Veteran's Day Parade	1,000	1,000	1,000	1,000
Contractual Services	0	450	500	500
Historical Society	2,500	2,500	0	0
Skunk Run	500	0	0	0
Reserves	6,000	0	5,000	0
Total Requirements	140,202	122,505	137,000	139,000
Contingency Reserve				
Cash Balance, Dec. 31	39,775	14,998	3,998	

**COMMUNITY SERVICES SUPPORT (1100)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	18,666	37,327	39,775	14,998	3,998
325	Reimbursed Expense	3,534	650	0	0	0
327	Donations	375	0	0	0	0
344	Transfer from Wastewater	37,000	36,000	26,576	36,000	36,000
345	Transfers from Electric	37,000	36,000	26,576	36,000	36,000
347	Transfers from Water	37,000	36,000	26,576	36,000	36,000
349	Transfers from General	37,000	34,000	18,000	18,000	29,000
	<b>TOTAL</b>	170,575	179,977	137,503	140,998	140,998

**COMMUNITY SERVICES SUPPORT (1100)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2004	2005	2006	2007	2008
502	Postage	661	0	0	0	0
504	Travel Expense	238	0	0	0	0
511	Bea Martin Peck Shelter, (See Note)	45,500	45,500	40,000	45,500	49,500
512	Receptions & Meals	1,351	0	0	0	0
515	Advertising	461	0	0	0	0
551	Dues & Subscriptions	0	0	0	0	0
558	Contractual Services	3,025	0	450	500	500
564	Veteran's Day Parade	1,000	1,000	1,000	1,000	1,000
564	Franklin Co. Visitor Information/Tourism	0	0	0	0	0
564	Historical Society	0	2,500	2,500	0	0
569	City Band	2,300	2,702	3,000	3,000	3,000
572	Chamber/Economic Dev. Agreement	45,000	45,000	45,000	45,000	48,000
575	Youth In Gov't Conference Activities	711	4,500	555	4,500	4,500
577	Ottawa Main Street	30,000	30,000	27,500	30,000	30,000
578	Jaycees Fireworks	2,500	2,500	2,500	2,500	2,500
579	Christmas Lighting	0	0	0	0	0
	Skunk Run Committee	500	500	0	0	0
925	Storm Relief (Notes 1 & 2)	0	6,000	0	5,000	0
925	Contingency Reserve	0	0	0		1,998
	<b>TOTAL</b>	133,247	140,202	122,505	137,000	140,998

# AUDITORIUM (1300)

## Description of Services

The Ottawa Municipal Auditorium (OMA) was built to serve as a community cultural, entertainment and educational facility. The auditorium offers special programming, a venue for community theatre productions, and a facility for private rentals. Revenue is a combination of a dedicated mill levy approved by the City Commission, as well as ticket and concession sales, grants and donations.

### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
Mill Levy	2.141	2.281	1.774	1.135
Cash Balance, Jan. 1	-6,557	13,777	50,237	105,005
Ad Valorem Tax	131,748	146,479	127,000	94,600
Ticket Sales	55,096	7,535	8,000	47,500
Vehicle Tax	18,398	18,430	18,945	14,845
Grants, Foundation	7,560	3,520	2,600	2,600
Rentals	12,263	7,029	7,000	7,000
Concessions	6,467	3,459	3,000	3,000
Back Tax Collections	7,086	4,169	4,200	4,200
Interest Income	456	3,652	4,400	3,000
Reimbursed Expense	560	427	10,052	200
Donations	3,870	288	200	200
Miscellaneous	0	20	0	0
Program Advertising	2,428	0	0	0
Total Revenue	245,932	195,008	185,397	177,145

### EXPENDITURE DETAIL

Personnel Services	88,048	56,575	64,980	140,851
Contractual Services	128,913	48,853	50,898	84,250
Commodities	5,231	5,528	4,750	5,050
Capital Expenditures	3,405	47,593	10,000	5,000
Total Requirements	225,597	158,549	130,628	235,151
Reserves				
Cash Bal., Dec. 31	13,777	50,237	105,005	47,000

### PERSONNEL SCHEDULE

Auditorium Director	0.00	0.00	0.00	1.00
Secretary/Bookkeeper	0.00	0.00	0.00	1.00
Operations Manager	1.00	0.00	0.00	0.00
Administrative Manager	.50	1.00	1.00	0.00
Janitorial	.50	.25	.50	.50
Total	2.00	1.25	1.50	2.50
Temporary	7.00	7.00	7.00	7.00

## AUDITORIUM (1300)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	10,544	-6,557	13,777	50,237	105,005
301	Ad Valorem Tax	123,845	131,748	146,479	127,000	94,600
301	Uncollected Ad Valorem Tax					
302	Back Tax Collections	4,107	7,086	4,169	4,200	4,200
315	Vehicle Tax	19,470	18,398	18,430	18,945	14,845
	<b>Total Tax Revenue</b>	<b>147,422</b>	<b>157,232</b>	<b>169,078</b>	<b>150,145</b>	<b>113,645</b>
321	Rentals	7,002	12,263	7,029	7,000	7,000
324	Interest Income	850	456	3,652	4,400	3,000
325	Reimbursed Expense	143	560	427	10,052	200
327	Donations	2,903	3,870	288	200	200
328	Concessions	6,635	6,467	3,459	3,000	3,000
329	Ticket Sales	42,907	55,096	7,535	8,000	47,500
343	Grants, Foundation	10,980	7,560	3,520	2,600	2,600
346	Transfers	0	0	0	0	0
399	Miscellaneous	0	0	20	0	0
337	Program Advertising	960	2,428	0	0	0
	<b>Total Other Revenue</b>	<b>72,380</b>	<b>88,699</b>	<b>25,930</b>	<b>35,252</b>	<b>63,500</b>
	<b>TOTAL</b>	<b>230,346</b>	<b>239,375</b>	<b>208,785</b>	<b>235,634</b>	<b>282,151</b>

## EXPENDITURE DETAIL

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2004	2005	2006	2007	2008
	<b>PERSONNEL SERVICES</b>					
411	Salaries	78,879	47,163	34,984	42,000	100,000
411	Temporary	7,912	14,607	2,359	3,500	8,000
410	Overtime	7,616	7,938	6,360	4,500	6,000
412	Social Security	6,956	5,336	3,273	3,825	8,721
413	Retirement	2,739	2,171	1,929	2,355	5,930
414	Health Insurance	18,155	10,833	7,669	8,800	12,200
	<b>SUBTOTAL</b>	<b>122,256</b>	<b>88,048</b>	<b>56,575</b>	<b>64,980</b>	<b>140,851</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	421	386	166	200	300
503	Telephone	1,357	1,258	1,955	950	950
504	Travel Expense	402	589	171	400	400
505	Educational Advancement	1,950	65	0	200	500
514	Printing	770	678	0	1,000	1,000
515	Advertising	11,806	13,306	350	1,000	1,000
516	Recruitment & Screening	0	0	512	0	0
520	Insurance - Bldg. & Contents	2,381	2,961	3,318	4,868	5,000
521	Worker's Comp	1,318	1,090	634	750	1,300
522	Unemployment Insurance	329	235	189	175	175
525	Boiler Insurance	1,200	1,250	1,300	1,430	1,500
530	Utilities	17,531	18,512	18,096	18,500	18,500
551	Dues & Subscriptions	851	658	936	525	525
552	Ticket Refunds	47	2,035	308	100	100
553	Service Agreement/Compliance	0	0	249	250	250
555	Public Relations	56	106	44	250	250
558	Other Cont. Services	2,996	14,353	11,385	7,000	7,000
558	OU Management Contract	0	0	0	0	0
560	Auditorium Maintenance	1,569	921	7	4,000	5,000
567	Event Fees & Deposits	54,187	53,115	8,000	9,000	40,000
570	Misc. Event Expenses	4,133	17,396	1,232	300	500
	<b>SUBTOTAL</b>	<b>103,302</b>	<b>128,913</b>	<b>48,853</b>	<b>50,898</b>	<b>84,250</b>
	<b>COMMODITIES</b>					
600	Office Supplies	1,010	1,138	497	600	600
613	Janitorial Supplies	672	595	672	750	750
619	Concession Supplies	2,678	2,949	2,522	2,500	3,000
630	Other Operating Supplies	588	550	1,836	900	700
	<b>SUBTOTAL</b>	<b>4,949</b>	<b>5,231</b>	<b>5,528</b>	<b>4,750</b>	<b>5,050</b>
	<b>CAPITAL EXPENDITURES</b>					
702	Furniture & Fixtures	309	376	650	0	0
704	Office Machines	0	0	186	0	0
709	Stage Equipment	243	1,139	12,777	0	0
715	Renovations	5,844	1,890	33,980	10,000	5,000
	<b>SUBTOTAL</b>	<b>6,396</b>	<b>3,405</b>	<b>47,593</b>	<b>10,000</b>	<b>5,000</b>
925	Reserves					
	<b>TOTAL</b>	<b>236,903</b>	<b>225,597</b>	<b>158,549</b>	<b>130,628</b>	<b>235,151</b>

# AIRPORT (1400)

## Description of Services

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

### DIVISION EXPENDITURES

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Contractual Service	55,939	60,068	57,618	58,040
Commodities	12	455	2,900	5,400
Capital Outlay	0	0	0	0
Capital Improvement	0	0	0	0
Contingency Reserve	0	0	0	1,023
Total Requirements	55,951	60,523	60,518	64,463
Cash Balance, Dec. 31	4,867	2,981	3,463	



**AIRPORT (1400)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	516	3,505	4,867	2,981	3,463
349	Transfers - General	51,000	57,313	58,637	61,000	61,000
	<b>TOTAL</b>	<b>51,516</b>	<b>60,818</b>	<b>63,504</b>	<b>63,981</b>	<b>64,463</b>

**AIRPORT (1400)**

	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
	<b>CONTRACTUAL SERVICES</b>					
520	Insurance - Bldg. & Contents	1,199	1,310	1,472	1,618	1,740
526	Insurance - Aviation Liability	2,000	0	2,025	2,200	2,400
530	Utilities	843	940	1,067	1,200	1,200
532	Repair - Building, etc.	145	106	485	300	400
533	Equipment Repairs	301	1,085	260	300	300
549	Airport Management Contract	33,500	48,000	48,000	48,000	48,000
558	Other Cont. Services	3,146	4,498	6,760	4,000	4,000
559	Environmental Compliance	150	0	0	0	0
	<b>SUBTOTAL</b>	<b>41,284</b>	<b>55,939</b>	<b>60,068</b>	<b>57,618</b>	<b>58,040</b>
	<b>COMMODITIES</b>					
612	Equipment Repair Supplies	0	0	0	0	200
616	Paint	1,173	0	0	500	500
620	Supplies - (Taxiway Markers)	85	12	354	1,000	1,000
624	Asphalt (Patch)	1,764	0	0	700	2,000
629	Gravel, Rock & Cement	0	0	80	500	500
636	Facility Repair Supplies				200	200
638	Building/Structure Repair Supplies	0	0	21	0	1,000
	<b>SUBTOTAL</b>	<b>3,022</b>	<b>12</b>	<b>455</b>	<b>2,900</b>	<b>5,400</b>
	<b>CAPITAL OUTLAY</b>					
710	Equipment (8' Bushhog Mower Deck)	3,705	0	0	0	0
	<b>SUBTOTAL</b>	<b>3,705</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CONTINGENCY RESERVE</b>					<b>1,023</b>
	<b>TOTAL</b>	<b>48,011</b>	<b>55,951</b>	<b>60,523</b>	<b>60,518</b>	<b>64,463</b>

# SPECIAL PARKS AND RECREATION (1600)

## Description of Services

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

### REVENUE DETAIL

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Cash Balance, Jan. 1	26,968	21,659	34,190	25,244
Liquor Selling Taxes	25,328	23,346	25,000	25,000
Reimbursed Exp. Income	0	0	7,000	95,520
Total Revenue	25,328	23,346	32,000	120,520
Total Resources	52,296	45,005	66,190	145,764

### EXPENDITURE DETAIL

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Supplies	0	614	2,500	3,000
Capital Outlay	11,817	5,551	20,946	122,400
Swimming Pool Filtration	14,000	0	14,000	14,000
Contractual Services	3,370	4,650	3,500	4,500
Reserves	1,450	0	0	1,864
Total Requirements	30,637	10,815	40,946	145,764
Contingency Reserve				
Cash Balance, Dec. 31	21,659	34,190	25,244	0

**SPECIAL PARK AND RECREATION (1600)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	13,709	26,968	21,659	34,190	25,244
314	Liquor Drink Taxes	23,387	25,328	23,346	25,000	25,000
325	Reimbursed Expense Income	695	0	0	0	0
	Prior year reimbursement	13,677	0	0	0	0
	Grant Reimbursement Heritage Park Trail	0	0	0	0	6,400
	Grant Reimbursement Kanza Park Trail	0	0	0	0	29,120
	Grant Reimbursement PSRT Park Trail	0	0	0	0	60,000
	ORC Payment for Shade Structure	0	0	0	7,000	0
	<b>TOTAL</b>	<b>51,468</b>	<b>52,296</b>	<b>45,005</b>	<b>66,190</b>	<b>145,764</b>

**SPECIAL PARK AND RECREATION (1600)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2004	2005	2006	2007	2008
	<b>CONTRACTUAL SERVICES</b>					
554	Engineering	0	0	0	0	500
558	Contractual Services	0	3,370	4,650	3,500	4,000
	<b>SUBTOTAL</b>	<b>0</b>	<b>3,370</b>	<b>4,650</b>	<b>3,500</b>	<b>4,500</b>
	<b>COMMODITIES</b>					
620	General Supplies	500	0	614	2,500	3,000
	<b>SUBTOTAL</b>	<b>500</b>	<b>0</b>	<b>614</b>	<b>2,500</b>	<b>3,000</b>
	<b>CAPITAL OUTLAY</b>					
710	Capital Outlay	0	10,022	5,449	0	0
753	(Drake Field Dugouts)	0	0	102	0	0
729	(City & Kanza Park) Water Fountains 06		1,795	0	5,000	0
730	(Park Water Fountains 07		0	0	0	3,000
730	(Old Depot Trail Match)	24,000	0	0	0	0
730	(Swimming Pool Filter, 4 yrs)	0	14,000	0	14,000	14,000
730	(Shade Structures for Pool)	0	0	0	15,946	0
738	Asphalt Overlay @ Heritage Park (NRT Grant)		0	0	0	8,000
738	Asphalt Overlay @ Kanza Park (NRT Grant)		0	0	0	36,400
738	PSRT (NRT Grant) Overlay & Storm Drainage Impr.		0	0	0	75,000
	<b>SUBTOTAL</b>	<b>24,000</b>	<b>25,817</b>	<b>5,551</b>	<b>34,946</b>	<b>136,400</b>
	<b>MISCELLANEOUS</b>					
620	Supplies		0	0	0	0
925	Contingency Reserve	0	1,450	0	0	1,864
	<b>TOTAL</b>	<b>24,500</b>	<b>30,637</b>	<b>10,815</b>	<b>40,946</b>	<b>145,764</b>

Liquor Drink Tax for 2007 and 2008 is estimated based upon estimates from the County Treasurer. By statute, the Special Parks and Recreation fund receives 1/3 of the City's Liquor Drink Tax. In addition to Special Parks, the General and Special Alcohol Funds each receive 1/3 of the Drink Tax.

# SPECIAL DRUG & ALCOHOL PROGRAM (1700)

## Description of Services

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

### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
Cash Balance, Jan. 1	26,183	23,312	16,657	9,657
Liquor Selling Taxes	25,329	23,346	25,000	25,000
Reimbursed Expenses	1,800			
Total Revenue	27,129	23,346	25,000	25,000
Total Resources	53,312	46,657	41,657	34,657

### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
Transfer for DARE Officer	30,000	30,000	32,000	34,657
Total Requirements	30,000	30,000	32,000	34,657
Cash Balance, Dec. 31	23,312	16,657	9,657	0

**SPECIAL ALCOHOL PROGRAM (1700)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	32,795	26,183	23,312	16,657	9,657
314	Liquor Drink Taxes	23,388	25,329	23,346	25,000	25,000
325	Reimbursed Expense		1,800			
	<b>TOTAL</b>	56,183	53,312	46,657	41,657	34,657

**SPECIAL ALCOHOL PROGRAM (1700)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2004	2005	2006	2007	2008
901	Transfer to Gen Fund for DARE Officer	30,000	30,000	30,000	32,000	34,657
	<b>TOTAL</b>	30,000	30,000	30,000	32,000	34,657

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

# LIBRARY (1800)

## Description of Services

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

### REVENUE DETAIL

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Mill Levy	7.847	7.741	8.643	8.078
Cash Balance, Jan. 1	0	0	0	0
Ad Valorem Taxes	482,906	497,285	637,812	676,000
Back Taxes	27,480	15,687	25,000	25,000
Vehicle Taxes	69,114	67,390	64,026	74,480
Interest	1,889	2,667	1,500	1,200
Total Revenue	581,389	583,028	728,338	776,680
Total Resources	581,389	583,028	728,338	776,680

### EXPENDITURE DETAIL

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Approps. to Library Board	517,739	526,889	672,199	762,680
Transfer – Reimb. to Electric	63,650	56,139	56,139	14,000
Total Expenditures	581,389	583,028	728,338	776,680
Cash Balance, Dec. 31	0	0	0	0

**LIBRARY (1800)**

<b>LIBRARY (1800)</b>						
	<b>SOURCE OF REVENUE</b>	<b>ACTUAL 2004</b>	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>REVISED 2007</b>	<b>BUDGET 2008</b>
100	Unencumbered Cash	0	0	0	0	0
301	Ad Valorem Tax	490,905	482,906	497,285	637,812	676,000
302	Back Tax	20,000	27,480	15,687	25,000	25,000
315	Vehicle Tax	73,797	69,114	67,390	64,026	74,480
324	Interest	600	1,889	2,667	1,500	1,200
	<b>TOTAL</b>	<b>585,302</b>	<b>581,389</b>	<b>583,028</b>	<b>728,338</b>	<b>776,680</b>

**LIBRARY (1800)**

<b>LIBRARY (1800)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL 2004</b>	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>REVISED 2007</b>	<b>BUDGET 2008</b>
576	Appropriations to Library Board	524,913	517,739	526,889	672,199	762,680
904	Transfer - Reimbursement to Electric	60,389	63,650	56,139	56,139	14,000
	<b>TOTAL</b>	<b>585,302</b>	<b>581,389</b>	<b>583,028</b>	<b>728,338</b>	<b>776,680</b>

<b>LIBRARY (1800)</b>					
<b>CITY REVENUE</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
City ad valorem	\$464,035	\$482,569	\$497,285	\$637,812	\$676,000
Back Tax	\$19,244	\$27,480	\$15,687	\$25,000	\$25,000
Motor vehicle tax	\$77,181	\$69,451	\$67,390	\$64,026	\$74,369
Interest	\$872	\$1,889	\$2,667	\$1,500	\$1,200
Uncollected Taxes (Estimated 4%)				(\$25,520)	-\$27,040
<b>Total City Revenue</b>	<b>\$561,332</b>	<b>\$581,389</b>	<b>\$583,029</b>	<b>\$702,818</b>	<b>\$749,529</b>
Building Payment Withheld	(\$60,389)	(\$63,650)	(\$56,139)	(\$56,139)	(\$14,000)
<b>Actual Appropriations</b>	<b>\$500,943</b>	<b>\$517,739</b>	<b>\$526,890</b>	<b>\$646,679</b>	<b>\$735,529</b>
<b>OTHER REVENUE</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007R</b>	<b>2008</b>
State aid	\$8,428	\$8,385	\$8,617	\$8,000	\$8,300
Grants	\$20,075	\$25,237	\$28,624	\$24,000	\$22,250
Fines & Fees	\$16,442	\$17,149	\$19,342	\$18,000	\$18,000
Endowment Interest	\$0	\$0	\$11,000	\$30,453	\$8,400
Interest	\$4,040	\$4,687	\$6,046	\$4,000	\$5,000
Gifts	\$5,394	\$3,505	\$2,358	\$1,010	\$0
Reserve	\$43,446	\$71,183	\$95,333	\$0	\$0
Special Purchase/Pass-Thru	\$3,048	\$1,965	\$3,774	\$0	\$0
Reimbursements/Misc	\$420	\$2,658	\$2,099	\$600	\$600
<b>Total Other Revenue</b>	<b>\$101,293</b>	<b>\$134,769</b>	<b>\$177,193</b>	<b>\$86,063</b>	<b>\$62,550</b>
<b>TOTAL ALL SOURCES</b>	<b>\$602,236</b>	<b>\$652,508</b>	<b>\$704,083</b>	<b>\$732,742</b>	<b>\$798,079</b>
<b>EXPENDITURE SUMMARY</b>					
	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007R</b>	<b>2008</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
<b>Personnel Services</b>					
Staff Salaries	\$361,401	\$392,699	\$413,960	\$444,000	\$466,200
Employee benefits	\$54,989	\$64,674	\$76,201	\$86,000	\$98,900
<b>Total</b>	<b>\$416,390</b>	<b>\$457,373</b>	<b>\$490,161</b>	<b>\$530,000</b>	<b>\$565,100</b>
<b>Materials and Programs</b>					
Books/Periodicals	\$67,910	\$77,096	\$74,181	\$80,000	80,000
AV Materials	\$6,341	\$6,811	\$8,224	\$9,000	9,000
Programs	\$1,582	\$1,982	\$1,645	\$2,000	2,000
Binding	\$54	\$262	\$0	\$0	0
Special Materials/Programing Grants	\$1,457	\$0	\$3,666	\$0	0
Gifts	\$4,227	\$3,745	\$2,441	\$0	0
<b>Total</b>	<b>\$81,571</b>	<b>\$89,896</b>	<b>\$90,157</b>	<b>\$91,000</b>	<b>\$91,000</b>
<b>Operating Expenditures</b>					
Building insurance	\$1,833	\$3,403	\$4,552	\$3,000	\$3,300
Audit	\$2,161	\$2,259	\$2,463	\$2,500	\$2,600
Utilities	\$18,747	\$22,039	\$27,551	\$27,500	\$29,000
Telephone	\$2,884	\$3,799	\$2,762	\$2,950	\$3,000
Postage	\$7,519	\$5,626	\$6,228	\$9,000	\$10,000
Public Relations	\$2,533	\$1,378	\$1,862	\$2,000	\$2,000
Custodial Supplies & Bldg Maint.	\$25,461	\$26,694	\$25,708	\$28,000	\$28,000
Office Supplies & Copy Machine Exp	\$12,394	\$11,294	\$11,570	\$12,000	\$12,000
Prof.Mtgs., Mbrshps, & Mi. Expenses	\$10,427	\$8,106	\$12,474	\$10,000	\$12,500
Equip. Purchase	\$7,679	\$6,870	\$12,043	\$7,300	\$7,300
Equip.Rental & Repair	\$658	\$719	\$871	\$1,000	\$1,000
Miscellaneous	\$237	\$714	\$566	\$500	\$500
Automation Support	\$7,132	\$7,154	\$6,632	\$9,000	\$9,000
Electronic Access Expenditures	\$395	\$828	\$786	\$1,000	\$1,000
Collection Agency	\$0	\$0	\$0	\$700	\$700
Computer Stwr. Upgrades	\$1,168	\$1,902	\$912	\$1,982	\$2,000
Cont. Ed Grant	\$0	\$0	\$0	\$0	\$0
Operating Grants	\$0	\$489	\$1,545	\$0	\$0
Special Purchase & Pass-Thru	\$3,048	\$1,965	\$3,774	\$0	\$0
Downstairs Carpet	\$0	\$0	\$0	\$0	\$10,000
Equipment Reserve (CIF)	\$0	\$0	\$0	\$6,000	\$0
<b>Total</b>	<b>\$104,276</b>	<b>\$105,239</b>	<b>\$122,299</b>	<b>\$124,432</b>	<b>\$133,900</b>
<b>Total</b>				<b>\$745,432</b>	<b>\$790,000</b>



# ECONOMIC DEVELOPMENT (2500)

## Description of Services

The Economic Development Fund has a revenue source that is made up primarily from building permit fees with additional revenue from the renting or leasing of public property. This fund is responsible for paying the engineering and other contractual fees related to the City's portion of development expenses. It is also being utilized to fund the purchase of property located at 1<sup>st</sup> and Hickory for a public parking lot.

### REVENUE DETAIL

	Actual 2005	Actual 2006	Revised 2007	Budget 2008
Cash Balance, Jan. 1	20,761	88,296	135,928	105,228
Interest	2,018	4,625	4,600	4,600
Reimbursed Expenses	55,578	4,000	2,500	2,500
Building Permits	0	98,232	77,500	35,000
Other Rents/T-Mobile Lease	10,858	13,200	13,200	13,200
Sale of Property	65,900	0	2,500	2,500
Total Revenue	134,354	120,057	100,300	57,800
Total Resources	155,115	208,353	236,228	163,028

### EXPENDITURE DETAIL

	Actual 2005	Actual 2006	Revised 2007	Budget 2008
Transfer to General Fund	0	0	45,000	0
Engineering & Other Contract.	50,247	61,050	55,000	60,000
Economic Development	16,572	5,375	25,000	25,000
Land Purchase	0	6,000	6,000	53,000
Total Requirements	66,819	72,425	131,000	138,000
Contingency Reserve				25,028
Cash Balance, Dec. 31	88,296	135,928	105,228	0

**ECONOMIC DEVELOPMENT (2500)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	90,152	20,761	88,296	135,928	105,228
307	Franchise	0	0	0	0	0
321	Other Rents/T-Mobile Lease	0	10,858	13,200	13,200	13,200
324	Interest	755	2,018	4,625	4,600	4,600
325	Reimbursed Expense	2,047	55,578	4,000	2,500	2,500
336	Building Permits	0	0	98,232	77,500	35,000
349	Transfer from General Fund	10,000	0	0	0	0
398	Sale of Industrial Park Property	0	65,900	0	2,500	2,500
	<b>TOTAL</b>	<b>102,953</b>	<b>155,115</b>	<b>208,353</b>	<b>236,228</b>	<b>163,028</b>

**ECONOMIC DEVELOPMENT (2500)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2004	2005	2006	2007	2008
558	Engineering & Other Contractual	29,096	50,247	61,050	55,000	60,000
558	Airport Improvement	0	0	0	0	0
572	Economic Development	53,095	16,572	5,375	25,000	25,000
591	Plan Checks					
734	Land Purchase	0	0	6,000	6,000	53,000
900	Transfer to Bond & Interest Fund	0	0	0	0	0
901	Transfer to General Fund	0	0	0	45,000	
925	Contingency Reserve	0	0	0	0	25,028
	<b>TOTAL</b>	<b>82,191</b>	<b>66,819</b>	<b>72,425</b>	<b>131,000</b>	<b>163,028</b>

Note: Line 336, Building Permits is a new line to this fund in 2006 to capture part of those fees for economic development. Land purchase in 2006 was for public parking at 1st and Hickory. A final payment of \$53,000 is due in 2008. \$53,095 in 2004, line 572 resulted from a bank error, which was reimbursed in 2005.

# SPECIAL STREET (2800)

## Description of Services

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

### REVENUE DETAIL

	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Revised 2007</b>	<b>Budget 2008</b>
Cash Balance, Jan. 1	74,244	176,999	235,395	103,896
Special Highway	356,715	361,563	373,000	381,070
Reimbursed Expense	20,957	14,775	11,790	10,000
Impact Fees	24,257	50,771	2,000	2,000
Transfer From Cap. Improve.	25,396	0	0	0
Total Revenue	427,325	427,109	386,790	393,070
Total Resources	501,569	604,108	622,185	496,966

### EXPENDITURE DETAIL

Contractual Services	24,817	37,320	11,000	15,000
Commodities	148,090	119,077	156,000	216,000
Capital Expenditures	46,842	27,464	217,000	76,000
Transfers	104,822	144,153	134,289	135,265
Reserves	0	40,698	0	54,701
Total Requirements	324,570	368,713	518,289	496,966
Cash Balance, Dec. 31	176,999	235,395	103,896	0

### EQUIPMENT DETAIL

Street Sweeper Lease	29,851	24,876	0	0
1 Skid Loader	16,991			
Total	46,842	24,876	0	0

### SPECIAL STREET (2800)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	59,867	74,244	176,999	235,395	103,896
317	Special Highway	338,453	356,715	361,563	373,000	381,070
325	Reimbursed Expense	36,944	20,957	14,775	11,790	10,000
348	Transfer From Capital Improvement	98,286	25,396	0	0	0
369	Impact Fees	33,789	24,257	50,771	2,000	2,000
	<b>TOTAL</b>	<b>567,339</b>	<b>501,569</b>	<b>604,108</b>	<b>622,185</b>	<b>496,966</b>

### SPECIAL STREET (2800)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	CONTRACTUAL SERVICES	2004	2005	2006	2007	2008
508	Bad Debt Expense	209	0	0	0	0
533	Repair & Main. of Traffic Signals	1,553	9,302	9,514	10,000	10,000
554	Engineering Services	0	0	9,010	0	2,500
558	Other Contractual	64	152	0	1,000	2,500
558	Dust Control	8,374	15,363	18,796	0	0
	<b>SUBTOTAL</b>	<b>10,200</b>	<b>24,817</b>	<b>37,320</b>	<b>11,000</b>	<b>15,000</b>
	COMMODITIES					
620	General Supplies	0	0	15	0	1,000
625	Street Maintenance	56,621	129,987	0	100,000	100,000
612	(Traffic) Equipment Repair Supplies	0	0	210	6,000	10,000
624	Asphalt Supplies-Road Oil	0	0	11,580	0	15,000
625	Rail Trail Grant Match	70,000	0	0	0	0
625	Transfer Street Const.	95,071	0	0	0	0
625	Street Const. (15th Street Bridge)	0	0	0	0	0
625	Transfer Sidewalk Replacement Program	101,500	0	90,958	0	0
625	Overlay at Forest Park	0	0	0	20,000	50,000
629	Alley Maintenance	28,351	18,103	16,314	30,000	40,000
	<b>SUBTOTAL</b>	<b>351,543</b>	<b>148,090</b>	<b>119,077</b>	<b>156,000</b>	<b>216,000</b>
	CAPITAL OUTLAY					
710	Equipment	0	0	0	0	0
710	Street Sweeper Lease	29,851	29,851	24,876	0	0
710	1 Skid Loader	0	16,991	0	0	0
738	Street Improvement (15th St.: Hickory to Cedar Mill/Overlay)	0	0	0	13,000	0
738	Street Improvement (Keokuk/K-68: Beech to Bridge Mill/Overlay)	0	0	0	0	60,000
738	Street Improvement (3rd St: Poplar to Cherry Overlay)	0	0	0	0	16,000
751	Parking Lot Improvements (1st & Hickory)	0	0	56	204,000	0
738	Lincoln School Path	0	0	2,533	0	0
	<b>SUBTOTAL</b>	<b>29,851</b>	<b>46,842</b>	<b>27,464</b>	<b>217,000</b>	<b>76,000</b>
918	Transfer to Bond & Interest	101,500	104,822	144,153	134,289	135,265
925	Contingency Reserve	0	0	40,698	0	54,701
	<b>TOTAL</b>	<b>493,094</b>	<b>324,570</b>	<b>368,713</b>	<b>518,289</b>	<b>496,966</b>

Note: Special Highway Revenue is estimated by the State.

# KMEA POWER SUPPLY FUND (4100)

## Description of Services

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

### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
Cash Balance, Jan. 1	298,501	544,706	793,021	871,631
Interest	5,569	28,580	35,000	35,000
Refunds	548,000	446,540	410,640	410,640
Total Revenue	<b>553,569</b>	<b>475,120</b>	<b>445,640</b>	<b>445,640</b>
Total Resources	<b>852,071</b>	<b>1,019,826</b>	<b>1,238,661</b>	<b>1,317,271</b>

### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
Engineering 3	0	20,360	34,000	0
NE Sub Payments (Design 4)	0	0	0	130,000
Capital Expenditures (Plant)	0	0	0	0
Capital Expenditures (Distrib.)	0	32,586	0	0
Principal Payment for SE Sub	140,000	145,000	150,000	155,000
Interest Payment for SE Sub	167,165	28,859	182,880	176,504
Bank Fees	200	0	150	150
Total Expenditures	307,365	226,805	367,030	461,654
Reserves				855,617
Undesignated Reserves				350,000
Cash Balance, Dec. 31	544,706	793,021	871,631	

<b>POWER SUPPLY FUND 4100</b>						
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>SOURCE OF REVENUE</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
100	Unencumbered Cash	875,694	298,501	544,706	793,021	871,631
324	Interest	5,649	5,569	28,580	35,000	35,000
344	Refunds	342,200	548,000	446,540	410,640	410,640
	<b>TOTAL</b>	<b>1,223,542</b>	<b>852,071</b>	<b>1,019,826</b>	<b>1,238,661</b>	<b>1,317,271</b>
<b>POWER SUPPLY FUND 4100</b>						
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>EXPENDITURE DETAIL</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
554	Engineering	0	0	20,360	34,000	0
554	NE Substation Payments for Design	0	0	0	0	130,000
710	Capital Expenditures (Plant Transformer) 1	274,589	0	0	0	0
710	Capital Expenditures (Distrib. Construction)	250,000	0	32,586	0	0
800	Principal Payment COPs for SE Substation 2	335,285	140,000	145,000	150,000	155,000
803	Interest Payment COPs for SE Substation 2	64,978	167,165	28,859	182,880	176,504
803	Bank Fees	190	200	0	150	150
925	Designated Reserves	0	0	0	0	855,617
	<b>TOTAL</b>	<b>925,041</b>	<b>307,365</b>	<b>226,805</b>	<b>333,030</b>	<b>1,317,271</b>

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

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

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

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

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

COP Interest is due semiannually in April and October

COP Principal is due annually in October

\$34,000 in 2007 is for the Southside Electric Study.

Design for the NE Substation and Transmission is scheduled for financing in 2007

# EQUIPMENT RESERVE (5300)

## Description of Services

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

### REVENUE DETAIL

	Actual 2005	Actual 2006	Revised 2007	Budget 2008
Cash Balance, Jan. 1	531,284	738,818	1,064,515	992,750
Transfer from Electric Fund	134,468	103,153	103,153	89,041
Transfer from Wastewater	115,710	88,729	62,896	59,854
Transfer from Fire	45,219	110,511	95,152	95,152
Transfer from Police	17,775	75,235	62,192	57,078
Transfer from Water Fund	76,287	73,414	73,414	64,797
Lease Proceeds	147,000	0	0	0
Fire Grants (2006 Mini Pumper, 2007 SCBA Compressor)	0	128,250	40,500	0
Transfer from Planning	3,000	4,000	4,000	3,000
Transfer from Public Works				5,000
Interest	10,794	28,600	40,000	50,000
Reimbursed Income	34,584	3,999	5,000	5,000
Total Revenue	584,837	615,891	486,307	428,922
Total Resources	1,116,122	1,354,709	1,550,822	1,421,672

### EXPENDITURE DETAIL

	Actual 2005	Actual 2006	Revised 2007	Budget 2008
Equipment Purchase	194,260	21,627	50,000	0
Equip. Purchase (2006 Mini Pumper)	0	140,539	45,000	0
Equipment Purchase Planning	0	0	0	14,000
Equipment Purchase Water	0	0	40,000	153,409
Equip. Purchase Wastewater	24,420	0	195,353	40,619
Equipment Purchase Electric	38,139	6,431	160,000	58,904
Equip. Lease Purchase Police	30,122	67,082	62,192	57,078
Equip. Lease Purchase Fire	90,361	54,516	5,527	5,527
Total Requirements	377,303	290,194	558,072	329,537
Designated Funds				1,075,829
Undesignated Funds				16,305
Cash Balance, Dec. 31	738,818	1,064,515	992,750	

**EQUIPMENT RESERVE (5300)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	275,313	531,284	738,818	1,064,515	992,750
324	Interest	2,468	10,794	28,600	40,000	50,000
325	Reimbursed Income	22,427	34,584	3,999	5,000	5,000
325	Grants (2006 Mini Pumper, 2007 SCBA)	0	0	128,250	40,500	0
344	Transfer - Wastewater	132,930	115,710	88,729	62,896	59,854
345	Transfer Electric	174,059	134,468	103,153	103,153	89,041
347	Transfer Water	88,912	76,287	73,414	73,414	64,797
367	Transfer - Library	0	0	0	0	0
373	Transfer - Police	38,000	17,775	75,235	62,192	57,078
373	Transfer - Fire	91,400	45,219	110,511	95,152	95,152
399	Loan Proceeds	0	147,000	0	0	0
349	Transfer - Planning & Finance		3,000	4,000	4,000	3,000
349	Transfer - Public Works					5,000
	<b>TOTAL</b>	<b>825,509</b>	<b>1,116,122</b>	<b>1,354,709</b>	<b>1,550,822</b>	<b>1,421,672</b>

**EQUIPMENT RESERVE (5300)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2004	2005	2006	2007	2008
701	Fire Equipment	22,370	0	11,155	0	0
710	Equipment Purchase	0	55,496	10,472	0	0
711	Equipment Purchase	0	80,004		50,000	0
713	Fire Equipment (2006 Mini Pumper) (2007 Con	0	0	140,539	45,000	0
717	Equipment Purchase Planning	0	0	0	0	14,000
718	Equipment Purchase Police Dept.	30,867	58,760	13,989	0	0
719	Equipment Purchase-Water	0	0	0	40,000	153,409
720	Lease Purchase Fire Dept.	90,919	90,361	54,516	5,527	5,527
721	Lease Purchase Police Dept.	27,729	30,122	53,093	62,192	57,078
722	Equipment Purchase Water	0	0	0	0	0
723	Equipment Purchase Wastewater	0	24,420	0	195,353	40,619
724	Equipment Purchase Electric	122,339	38,139	6,431	160,000	58,904
925	Designated Funds	0	0	0	0	1,075,829
926	Undesignated Funds	0	0	0	0	16,305
	<b>TOTAL</b>	<b>294,224</b>	<b>377,303</b>	<b>290,194</b>	<b>558,072</b>	<b>1,421,672</b>



**EQUIPMENT RESERVE WORKSHEET**

<b>EQUIPMENT RESERVE WORKSHEET</b>	<b>Year Of</b>	<b>Est. Replace Year</b>	<b>Est. Replace Cost</b>	<b>Designated Funds EOY 2007</b>	<b>2008 Expected Budget</b>	<b>2008 Request</b>	<b>Designated Funds EOY 2008</b>	<b>Dollars Needed After 08</b>	<b>2009 Request</b>	<b>Dollars Needed After 09</b>
<b>DEPARTMENT</b>	<b>Purch</b>									
<b>WATER OPERATIONS</b>										
Dodge 1/2 Ton Pick-up	1999	2011	\$29,890	\$16,191		\$3,425	\$19,616	\$10,275	\$3,425	\$6,850
Ford 1/2 Ton Pick-up	2002	2014	\$29,890	\$12,454		\$2,491	\$14,945	\$14,945	\$2,491	\$12,454
<b>Subtotal</b>			\$59,781	\$28,645	\$0	\$5,916	\$34,561	\$25,220	\$5,916	\$19,304
<b>WATER DISTRIBUTION</b>										
GMC 1 Ton Pick-up	1997	2007	\$28,000	\$0		\$0	\$3,468	\$37,712	\$3,771	\$33,941
Head Earth Auger	1978	2008	\$46,892	\$37,514	\$46,892	\$9,378	\$0	\$73,297	\$2,443	\$70,853
Dodge Dakota	1999	2008	\$19,000	\$16,625	\$19,000	\$2,375	\$0	\$22,050	\$2,205	\$19,845
Case Loader	1993	2008	\$87,516	\$71,180	\$87,516	\$16,336	\$0	\$109,416	\$7,294	\$102,121
Dodge 1/2 Ton	1999	2009	\$29,014	\$20,309		\$4,352	\$24,661	\$4,352	\$4,352	\$33,671
Case Loader	1999	2010	\$75,435	\$46,339		\$9,699	\$56,038	\$19,398	\$9,699	\$9,699
Chevrolet 2 T. with Auto Crane	2002	2011	\$111,412	\$75,638		\$9,662	\$85,300	\$28,985	\$9,662	\$19,323
Chevy 3/4 Ton Pick-up	2002	2012	\$32,495	\$16,248		\$3,250	\$19,497	\$12,998	\$3,250	\$9,749
Skid Steer Loader	2003	2013	\$38,298	\$15,319		\$3,830	\$19,149	\$19,149	\$3,830	\$15,319
<b>Subtotal</b>			\$468,062	\$299,172	\$153,409	\$58,881	\$208,113	\$327,356	\$46,505	\$314,521
<b>WASTEWATER TREATMENT</b>										
Ford 3/4 T. Pick-up	1999	2010	\$32,495	\$19,961		\$4,178	\$24,139	\$8,356	\$4,178	\$4,178
John Deere Tractor	2002	2012	\$17,408	\$8,704		\$1,741	\$10,445	\$6,963	\$1,741	\$5,222
Bobcat 773 Skid Steer Loader	1999	2014	\$25,005	\$10,153		\$2,122	\$12,275	\$12,730	\$2,122	\$10,608
GMC 2 T. Flatbed with Dump	2004	2019	\$31,256	\$6,252		\$2,084	\$8,335	\$22,921	\$2,084	\$20,837
<b>Subtotal</b>			\$106,164	\$45,070	\$0	\$10,124	\$55,195	\$50,969	\$10,124	\$40,845
<b>WASTEWATER COLLECTION</b>										
Ford Jet Vac	1992	2007	\$195,353	\$200,000		\$2,000	\$6,647	\$256,272	\$17,085	\$239,188
Sreco Flex Sewer Rodder	1998	2008	\$40,619	\$33,308	\$40,619	\$7,311	\$0	\$47,140	\$4,714	\$42,426
GMC 1 1/2 T. Flatbed	1995	2010	\$37,507	\$22,504		\$5,001	\$27,505	\$10,002	\$5,001	\$5,001
Sewer Rodder	1996	2011	\$43,758	\$23,338		\$5,105	\$28,443	\$15,315	\$5,105	\$10,210
Sewer TV Camera	2001	2011	\$63,830	\$35,106		\$7,181	\$42,287	\$21,543	\$7,181	\$14,362
Ford Camera Van	2001	2011	\$58,027	\$31,915		\$6,528	\$38,443	\$19,584	\$6,528	\$13,056
Backhoe	2003	2013	\$81,238	\$32,495		\$8,124	\$40,619	\$40,619	\$8,124	\$32,495
Chevrolet 2 T. Flatbed with dump	2002	2017	\$43,758	\$14,586		\$2,917	\$17,503	\$26,255	\$2,917	\$23,338
Mercury Montianeer	2000	2015	\$23,656	\$0		\$2,957	\$2,957	\$20,699	\$2,957	\$17,742
Chevrolet 1/2 T. Pick-up	2005	2020	\$39,077	\$17,191		\$2,605	\$19,796	\$31,262	\$2,605	\$28,656
<b>Subtotal</b>			\$626,823	\$410,443	\$40,619	\$49,729	\$224,200	\$488,691	\$62,217	\$426,474
<b>ELECTRIC PRODUCTION</b>										
John Deere	1968	2007	\$21,227	\$0		\$2,084	\$3,980	\$29,177	\$2,084	\$27,093
Riding Lawn Mower	2003	2011	\$17,123	\$8,561		\$2,140	\$10,702	\$6,421	\$2,140	\$4,281
Director Vehicle (Used)	2004	2014	\$22,868	\$7,341		\$2,259	\$9,599	\$13,551	\$2,259	\$11,293
GMC 1/2 Ton	2003	2018	\$31,256	\$8,335		\$2,084	\$10,419	\$20,837	\$2,084	\$18,753
Chevrolet 1/2 T. Pick-up	2005	2020	\$30,006	\$12,290		\$2,000	\$14,291	\$24,004	\$2,000	\$22,004
<b>Subtotal</b>			\$122,479	\$36,527		\$10,567	\$48,990	\$93,991	\$10,567	\$83,424
<b>ELECTRIC DISTRIBUTION</b>										
Ford 2 1/2 T. Bucket Truck	1995	2007	\$137,496	\$0		\$13,699	\$25,916	\$150,693	\$13,699	\$136,994
Brush Bandit Chipper	1997	2008	\$29,890	\$24,411	\$29,890	\$5,480	\$0	\$35,738	\$2,978	\$32,759
Dodge 3/4 T. w Service Bed	1999	2008	\$29,014	\$23,791	\$29,014	\$5,222	\$0	\$33,671	\$3,367	\$30,304
Ford Digger Derrick	1998	2010	\$137,496	\$83,480		\$18,005	\$101,485	\$36,011	\$18,005	\$18,005
Ford 11/2 T. Bucket Truck	2000	2012	\$119,562	\$58,674		\$12,178	\$70,851	\$48,710	\$12,178	\$36,533
Chevrolet 2 T. Flatbed	1999	2014	\$53,803	\$22,418		\$4,484	\$26,901	\$26,901	\$4,484	\$22,418
Dodge Dakota	2005	2015	\$20,203	\$15,076		\$2,020	\$17,097	\$14,142	\$2,020	\$12,122
Ford 2 1/2 T. Bucket Truck	2004	2016	\$119,562	\$29,890		\$9,964	\$39,853	\$79,708	\$9,964	\$69,745
Pole Trailer	1992	2017	\$9,431	\$2,964		\$647	\$3,611	\$5,820	\$647	\$5,174
<b>Subtotal</b>			\$656,457	\$260,703	\$58,904	\$71,699	\$285,714	\$431,396	\$67,342	\$364,054
<b>ELECTRIC WAREHOUSE</b>										
3/4 T. Pick-up	2005	2020	\$38,757	\$16,946		\$2,584	\$19,529	\$31,006	\$2,584	\$28,422
Hyster Forklift	1999	2024	\$58,038	\$12,934		\$2,653	\$15,587	\$42,451	\$2,653	\$39,797
Generator	2003	2028	\$38,450	\$6,152		\$1,538	\$7,690	\$30,760	\$1,538	\$29,222
<b>Subtotal</b>			\$135,245	\$36,032	\$0	\$6,775	\$42,807	\$104,216	\$6,775	\$97,441
<b>PLANNING DEPARTMENT</b>										
2003 Ford Taurus	2004	2019	\$20,320	\$0			\$0	\$20,320	\$1,355	\$18,965
Used 2000 Jeep SW	2002	2017	\$20,320	\$0			\$0	\$20,320	\$1,355	\$18,965
Used PD Ford Crown Vic	1995	2010	\$12,500	\$11,000	\$14,000	\$3,000	\$0	\$20,320	\$1,355	\$18,965
<b>Subtotal</b>			\$53,140	\$11,000	\$14,000	\$3,000	\$0	\$60,960	\$4,064	\$56,896
<b>FIRE DEPARTMENT</b>										
American LaFrance Ladder	1981		\$1,200,000	\$85,625	\$0	\$85,625	\$171,250	\$1,028,750	\$100,000	\$928,750
GMC	1990									
Ottawa Fire Chassis	1991									
Pierce	1996									
Dodge Durango	1999									
Pierce	2001									
Dodge Durango	2003									
Mini Pumper	2007									
<b>Subtotal</b>			\$1,200,000	\$85,625	\$0	\$85,625	\$171,250	\$1,028,750	\$100,000	\$928,750
<b>PUBLIC WORKS</b>										
Equipment							\$5,000			
<b>Total</b>			\$3,428,151	\$1,213,217	\$266,932	\$302,317	\$1,075,829		\$313,510	
<b>Total Electric Contribution</b>						\$89,041			\$84,684	
<b>Total Wastewater</b>						\$59,854			\$72,341	
<b>Total Water</b>						\$64,797			\$52,421	
<b>Total Planning</b>						\$3,000			\$4,064	
<b>Total Fire</b>						\$85,625			\$100,000	

# REVOLVING LOAN FUND (5500)

## Description of Services

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

### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
Cash Balance, Jan. 1	4,132	30,694	67,904	88,578
Agreement (Fashion)	22,111	18,874	18,874	18,874
Agreement (Crist Auto)	3,238	17,185	0	0
Interest	622	1,158	2,000	2,000
Reimbursed Expense	131,540	0	0	0
Misc.	0	0	0	0
Total Revenue	157,511	37,217	20,874	20,874
Total Resources	161,643	67,911	88,778	109,452

### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
Loans	0	0	0	109,252
Misc., Filing Fees	0	7	200	200
Other Contractual	130,949	0	0	0
Total Requirements	130,949	7	200	109,452
Cash Balance, Dec. 31	30,694	67,904	88,578	0

**REVOLVING LOAN FUND (5500)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	167,239	4,132	30,694	67,904	88,578
321	Agreement (COF)	0	0	0	0	0
322	Agreement (Crist Auto)	3,238	3,238	17,185	0	0
322	Agreement (Sears)	0	0	0	0	0
322	Agreement (Fashion)	0	22,111	18,874	18,874	18,874
324	Interest	3,364	622	1,158	2,000	2,000
325	Reimbursed Expense	356,595	131,540	0	0	0
399	Misc	0	0	0	0	0
	<b>TOTAL</b>	<b>530,436</b>	<b>161,643</b>	<b>67,911</b>	<b>88,778</b>	<b>109,452</b>

**REVOLVING LOAN FUND (5500)**

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2004	2005	2006	2007	2008
572	Grant Proceeds for Fashion CDBG	355,595	0	0	0	0
572	Loans	161,000	0	0	0	109,252
558	Misc., Filing Fees	187	0	7	200	200
558	Other Contractual	9,522	130,949	0	0	0
	<b>TOTAL</b>	<b>526,304</b>	<b>130,949</b>	<b>7</b>	<b>200</b>	<b>109,452</b>

Notes:

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

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

The 2008 loan amount has not been specified and is shown for budgetary purposes only.

# RISK MANAGEMENT (5600)

## Description of Services

The Risk Management Fund receives revenue primarily from transfers from the General and Enterprise Funds and has expenditures related to maintaining a safe work environment for City employees. Expenditures also include repair and replacement of vehicles or machinery, contractual agreements for education and assessment of risk and potentially the payment of judgments and claims filed against the City.

### REVENUE DETAIL

	Actual 2005	Actual 2006	Revised 2007	Budget 2008
Cash Balance, Jan. 1	336,088	295,203	262,287	212,073
Interest	7,652	10,574	10,500	9,000
Transfer Water	6,700	2,750	10,000	12,000
Transfer Wastewater	6,700	2,750	10,000	12,000
Transfer Electric	6,700	2,750	10,000	12,000
Transfer General	0	0	0	12,000
Reimbursed Expense Income	124,079	10,807	10,000	10,000
Total Revenue	151,831	29,631	50,500	67,000
Total Resources	487,919	324,834	312,787	279,073

### EXPENDITURE DETAIL

	Actual 2005	Actual 2006	Revised 2007	Budget 2008
Personnel Services	0	9,270	26,666	25,000
Insurance	29,344	21,375	16,047	16,500
Repair & Replacement	9,322	17,690	20,000	20,000
Other Contractual	29,504	5,836	10,000	20,000
Machine & Equipment Repair	1,547	3,997	3,000	3,000
Building Maintenance	61,246	0	0	0
Judgments & Claims	61,753	4,379	25,000	50,000
Reserves	0	0	0	144,573
Total Requirements	192,717	62,547	100,713	279,073
Reserves				0
Cash Balance, Dec. 31	295,203	262,287	212,073	

### RISK MANAGEMENT (5600)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	SOURCE OF REVENUE	2004	2005	2006	2007	2008
100	Unencumbered Cash	454,777	336,088	295,203	262,287	212,073
301	Ad Valorem Tax	0	0	0	0	0
302	Back Tax	0	0	0	0	0
315	Vehicle Tax	0	0	0	0	0
325	Reimbursed Expense Income	255,019	124,079	10,807	10,000	10,000
344	Transfers - Sewer	0	6,700	2,750	10,000	12,000
345	Transfers - Electric	0	6,700	2,750	10,000	12,000
347	Transfers - Water	0	6,700	2,750	10,000	12,000
349	Transfers - General	0	0	0	0	12,000
	Total Transfers	0	20,100	8,250	30,000	48,000
343	Grant Funds, (Fire Station Exhaust System)	22,815	0	0	0	0
324	Interest	4,230	7,652	10,574	10,500	9,000
	<b>TOTAL</b>	<b>736,841</b>	<b>487,919</b>	<b>324,834</b>	<b>312,787</b>	<b>279,073</b>

### RISK MANAGEMENT (5600)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	EXPENDITURE DETAIL	2004	2005	2006	2007	2008
411	Salaries			8,519	25,491	25,000
412	Social Security			752	1,175	0
414	Health Insurance				1,354	0
416	Retirement-State KP&F			1,176	2,253	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>10,446</b>	<b>30,273</b>	<b>25,000</b>
523	Vehicle Insurance	41,636	7,250	7,250	2,500	2,500
526	Insurance	17,037	22,094	14,125	13,547	14,000
533	Machine & Equipment Repair	3,008	1,547	3,997	3,000	3,000
534	Vehicle Repair	13,054	9,322	7,640	20,000	20,000
558	Other Contractual	25,406	29,504	5,836	10,000	20,000
710	Equipment Purchase	3,495	0	10,050	0	0
715	Building Maintenance	261,280	61,246	0	0	0
720	Equipment Purchase - Fire Exhaust	25,774	0	0	0	0
812	Judgments & Claims	10,000	61,753	4,379	25,000	50,000
925	Reserves	62	0			144,573
	<b>TOTAL</b>	<b>400,753</b>	<b>192,717</b>	<b>63,723</b>	<b>104,320</b>	<b>279,073</b>

# WASTEWATER DEBT FUND (7800)

## Description of Services

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

### REVENUE DETAIL

	Actual 2005	Actual 2006	Revised 2007	Budget 2008
Cash Balance, Jan. 1	1,008,367	866,356	734,661	587,738
Interest	20,371	31,241	27,000	29,000
Transfers - Wastewater Fund	220,000	330,000	334,000	440,000
Transfers - General Fund	199,573	220,000	222,000	226,440
Transfers – Cap Proj.(WWTP)	113,995	0	0	0
Total Revenue	553,939	581,241	583,000	695,440
Total Resources	1,562,306	1,447,597	1,317,661	1,283,178

### EXPENDITURE DETAIL

	Actual 2005	Actual 2006	Revised 2007	Budget 2008
Principal	382,314	410,744	425,783	438,912
Interest	288,013	277,503	279,291	267,236
State of Kansas Service Fees	25,624	24,689	24,848	23,775
Total Expenditures	695,950	712,936	729,922	729,923
Contingency Reserve				
Cash Balance. Dec. 31	866,356	734,661	587,738	553,255

**WWTP DEBT FUND (7800)**

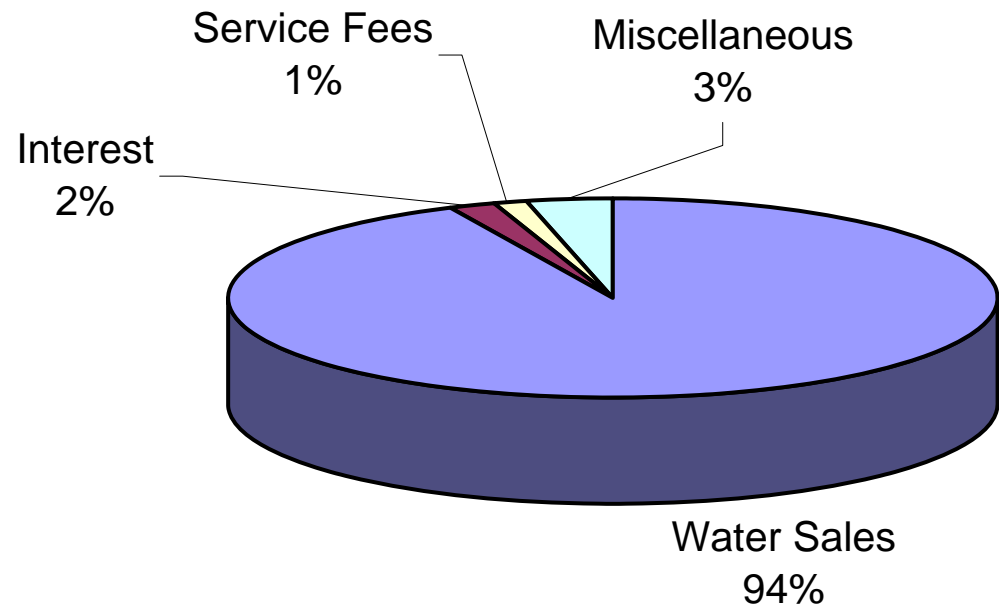
<b>WWTP DEBT FUND (7800)</b>						
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>SOURCE OF REVENUE</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
100	Unencumbered Cash	582,201	1,008,367	866,356	734,661	587,738
324	Interest	7,666	20,371	31,241	27,000	29,000
344	Transfers - Wastewater Fund	220,000	220,000	330,000	330,000	440,000
349	Transfers - General Fund	198,500	199,573	220,000	222,000	226,440
348	Transfer - Capital Project (WWTP) Fund		113,995			
	<b>TOTAL</b>	<b>1,008,367</b>	<b>1,562,306</b>	<b>1,447,597</b>	<b>1,313,661</b>	<b>1,283,178</b>

**WWTP DEBT FUND (7800)**

<b>WWTP DEBT FUND (7800)</b>						
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>EXPENDITURE DETAIL</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
502	Postage	0	0	0	0	0
800	Principal	0	382,314	410,744	425,783	438,912
803	Interest	0	288,013	277,503	279,291	267,236
820	Service Fee	0	25,624	24,689	24,848	23,775
820	Debt Service Fees	0	0		0	0
925	Designated Reserves	0	0	0	0	553,255
	<b>TOTAL</b>	<b>0</b>	<b>695,950</b>	<b>712,936</b>	<b>729,922</b>	<b>1,283,178</b>

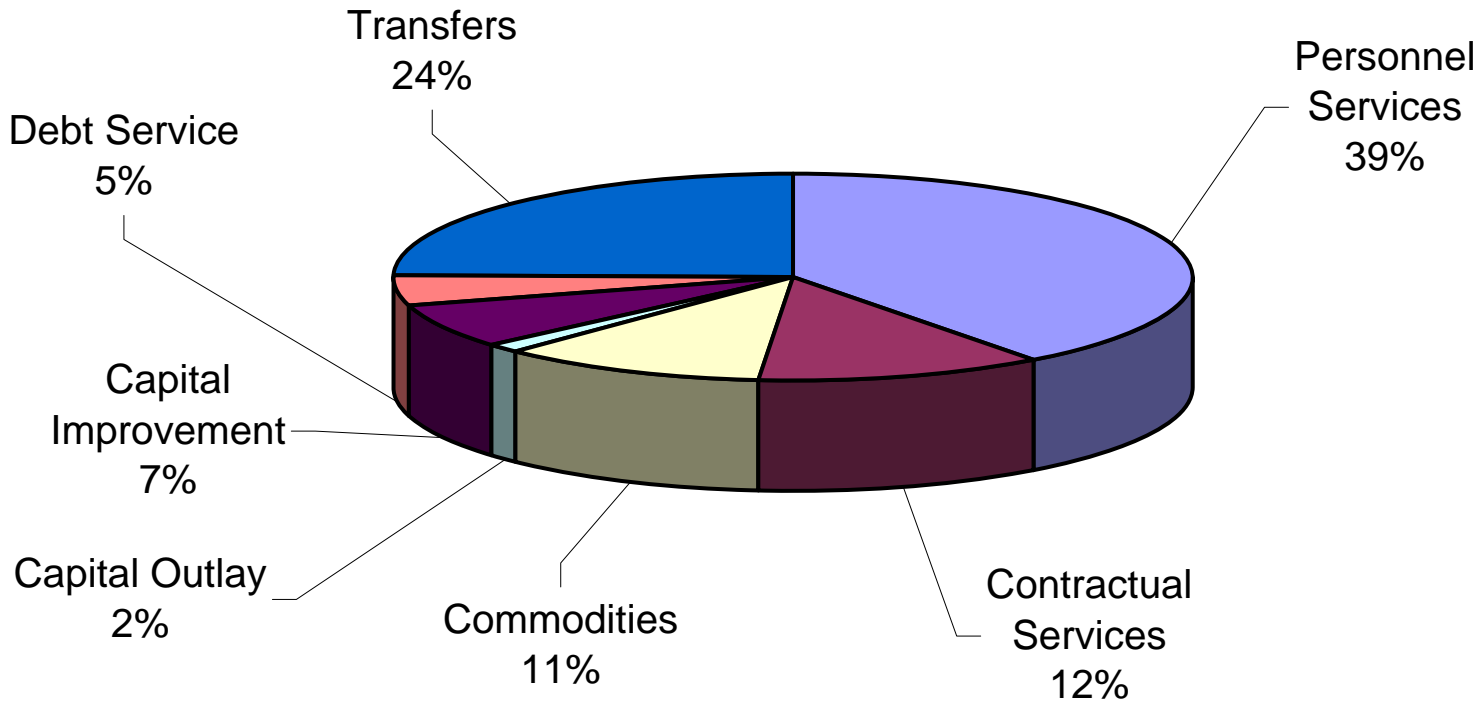
Note: This fund receives a transfer of sales tax from the General Fund and a transfer of Wastewater surcharge fees from the Wastewater Fund. Principal and interest payments are made to KDHE for the Wastewater Treatment Plant and River Lift Station projects as per amended Kansas Water Pollution Control Revolving Loan agreement and payment schedule dated March 1, 2006. The \$0.001 sales tax will expire upon the retirement of the debt.

# WATER FUND REVENUE





# WATER FUND EXPENDITURES



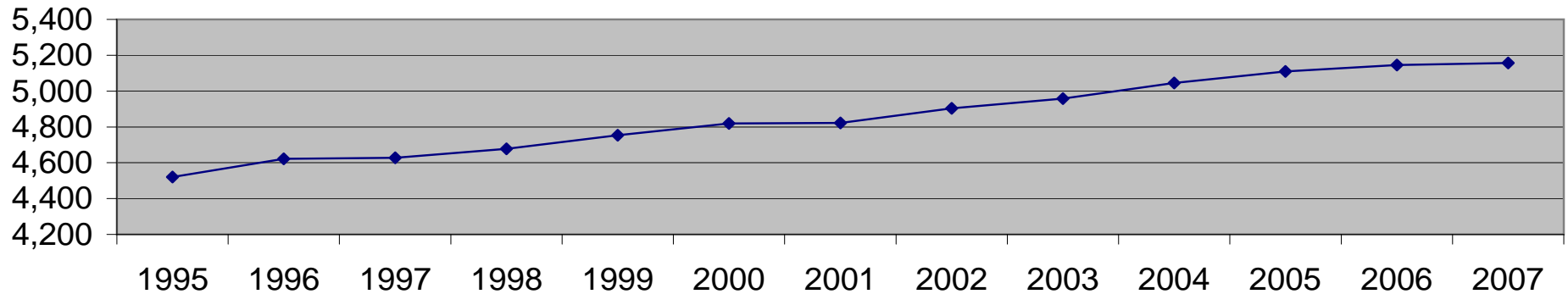
## CITY OF OTTAWA - UTILITIES DEPARTMENT

WATER METER COUNT AS OF JULY OF EACH YEAR

METER TYPE	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
BULK	1	1	1	1	1	1	1	1	1	1	1	1	1
WHOLESALE	5	5	5	5	5	5	5	5	5	5	5	5	5
RURAL SMALL BUS	12	9	10	10	10	10	10	9	10	10	9	9	8
SMALL BUSINESS	491	511	530	532	542	543	553	560	532	555	527	521	518
RURAL LARGE BUS	2	2	2	2	2	2	2	2	2	2	2	2	2
LARGE BUSINESS	58	62	58	57	53	54	53	53	75	75	75	81	88
CITY	20	31	30	30	31	27	27	35	40	38	38	41	41
SCHOOLS	24	24	22	22	25	25	28	28	28	28	29	29	30
RURAL RES.	13	11	10	9	8	8	8	7	6	5	5	7	7
RESIDENCE	3,894	3,966	3,959	4,010	4,076	4,145	4,135	4,204	4,259	4,327	4,418	4,449	4,457
<b>TOTAL</b>	<b>4,520</b>	<b>4,622</b>	<b>4,627</b>	<b>4,678</b>	<b>4,753</b>	<b>4,820</b>	<b>4,822</b>	<b>4,904</b>	<b>4,958</b>	<b>5,046</b>	<b>5,109</b>	<b>5,145</b>	<b>5,157</b>
<b>ANNUAL INCREASE</b>		102	5	51	75	67	2	82	54	88	63	36	12
<b>TOTAL INCREASE</b>			107	158	233	300	302	384	438	526	589	625	637

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**Water Meter Growth**  
**1995 - 2007**



## WATER (3000)

### REVENUE DETAIL

	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	2004	2005	2006	2007	2008
<b>Unencumbered Cash Bal. Jan. 1</b>	2,118,985	1,804,130	1,496,430	983,164	743,154
<b>Water Sales</b>					
Residential	928,060	940,040	963,757	980,000	990,000
Small Business	217,770	215,538	211,754	220,000	225,000
Wholesale	220,068	247,625	236,869	235,000	235,000
Large Business	286,083	269,477	288,650	300,000	305,000
School	68,828	72,025	70,436	72,000	72,000
Surcharge	41,049	41,950	42,325	42,500	42,500
Sales- Rural Large Business	25,824	31,695	32,515	35,000	35,000
City	23,945	29,616	21,658	23,000	23,000
Bulk	9,680	8,704	9,185	11,000	11,000
Rural Small Business	5,886	6,111	5,232	6,000	6,000
Fire Hydrant Rental	4,863	2,345	7,166	7,000	7,000
Rural Residential	2,295	2,220	2,304	2,500	2,500
<b>Total Water Sales</b>	<b>1,834,350</b>	<b>1,867,347</b>	<b>1,891,849</b>	<b>1,934,000</b>	<b>1,954,000</b>
Interest	20,590	41,339	57,803	43,000	40,000
State Fee	12,111	12,254	12,649	13,000	13,000
Reimbursed Expense	9,274	3,549	12,912	12,000	12,000
Service Installations	13,904	8,850	8,693	9,000	9,000
Service Fee	30,316	29,334	27,692	30,000	30,000
Labor & Materials	2,892	1,574	1,040	2,000	2,000
Sale of Used Equipment	20	0	1,058	500	500
Miscellaneous	5,129	5,272	4,983	7,000	7,000
Reconnect Fees	7,288	7,789	5,811	9,500	9,500
Impact Fees	2,113	2,113	0	5,000	5,000
Other Rents (Sprint Tower Lease)	13,200	15,085	13,310	14,500	14,500
<b>Total Revenue</b>	<b>1,951,186</b>	<b>1,994,505</b>	<b>2,037,800</b>	<b>2,079,500</b>	<b>2,096,500</b>
<b>Total Resources</b>	<b>4,070,171</b>	<b>3,798,634</b>	<b>3,534,231</b>	<b>3,062,664</b>	<b>2,839,654</b>
<b>EXPENDITURE DETAIL</b>					
Personnel Services	839,287	854,986	911,654	921,391	933,234
Contractual Services	200,549	188,535	177,878	271,341	253,715
Commodities	185,966	209,181	211,782	247,800	277,435
Capital Outlay	223,141	79,960	53,687	35,000	46,650
Capital Improvement	116,906	135,534	169,867	162,500	180,050
Debt Service	132,119	130,703	105,373	107,203	132,203
Transfers	568,073	676,910	915,297	574,275	543,117
Reserves		26,395	5,528		
<b>Total Requirements</b>	<b>2,266,041</b>	<b>2,302,204</b>	<b>2,551,066</b>	<b>2,319,510</b>	<b>2,366,404</b>
Reversed prior year encumbrances					
Reserves				743,154	473,250
<b>Unencumbered Cash Balance Dec. 31</b>	<b>1,804,130</b>	<b>1,496,430</b>	<b>983,164</b>		

## WATER (3000)

	SOURCE OF REVENUE	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
100	Unencumbered Cash	2,118,985	1,804,130	1,496,430	983,164	743,154
321	Other Rents (Sprint Lease)	13,200	15,085	13,310	14,500	14,500
324	Interest	20,590	41,339	57,803	43,000	40,000
325	Reimbursed Expense	9,274	3,549	12,912	12,000	12,000
341	Fire Hydrant Rental	4,863	2,345	7,166	7,000	7,000
348	Transfer From Capital Improvement	0	0	0	0	0
353	Residential	928,060	940,040	963,757	980,000	990,000
354	Rural Residential	2,295	2,220	2,304	2,500	2,500
355	Small Business	217,770	215,538	211,754	220,000	225,000
356	Rural Small Business	5,886	6,111	5,232	6,000	6,000
357	Large Business	286,083	269,477	288,650	300,000	305,000
358	School	68,828	72,025	70,436	72,000	72,000
359	City	23,945	29,616	21,658	23,000	23,000
360	Wholesale	220,068	247,625	236,869	235,000	235,000
361	Bulk	9,680	8,704	9,185	11,000	11,000
362	State Fee	12,111	12,254	12,649	13,000	13,000
363	Labor & Materials	2,892	1,574	1,040	2,000	2,000
364	Service Installations & Tap Fees	13,904	8,850	8,693	9,000	9,000
365	Service Fee	30,316	29,334	27,692	30,000	30,000
366	Rural Large Business	25,824	31,695	32,515	35,000	35,000
369	Impact Fees	2,113	2,113	0	5,000	5,000
385	Surcharge	41,049	41,950	42,325	42,500	42,500
390	Sale of Used Equipment	20	0	1,058	500	500
392	Reconnect Fees	7,288	7,789	5,811	9,500	9,500
399	Miscellaneous	5,129	5,272	4,983	7,000	7,000
	<b>TOTAL</b>	4,070,171	3,798,634	3,534,231	3,062,664	2,839,654
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>ADMINISTRATIVE EXPENSE</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>DEBT SERVICE</b>					
800	Principal	0	0	0	0	0
804	Interest	0	0	0	0	0
809	Debt Reduction (K68 Water Line) <b>Note 1</b>	92,203	92,203	92,203	92,203	92,203
809	Debt Reduction (Wtr Assurance Dist) <b>Note 2</b>	39,916	38,500	13,170	15,000	40,000
	<b>SUBTOTAL</b>	132,119	130,703	105,373	107,203	132,203
	<b>TRANSFERS</b>					
900	Transfer to Bond and Interest	60,000	105,000	98,996	84,860	60,320
901	Transfer to General Fund	350,000	350,000	384,720	370,000	370,000
904	Transfer to Electric Fund	0	0	0	0	0
909	Transfer to Community Services	37,000	36,000	26,576	36,000	36,000
906	Transfer to Equipment Reserve	88,912	76,287	76,287	73,415	64,797
906	Transfer to Risk Management	0	6,700	0	10,000	12,000
908	Transfer to Technology Fund	0	36,000	0	0	0
918	Transfer to Capital Projects	32,161	66,923	328,718	0	0
	Total Transfers	568,073	676,910	915,297	574,275	543,117
925	Reserves		26,395	5,528		
	<b>SUBTOTAL</b>	700,192	834,008	1,026,198	681,478	675,320

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

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

# WATER PRODUCTION

## Description of Services

The current water plant began production in 1980 and is listed by EPA and KDHE as a Class IV facility. The plant has had no violation, exemption or variance of Kansas or EPA requirements in over 26 years. The City provides water service to over 5,000 City meters, four rural water districts and the City of Princeton, with production of over 590 million gallon per year. Source water is the Marais des Cygnes River. The plant uses four multimedia filters for final cleaning. Treatment process is free chlorine as the primary disinfectant. Activated carbon is used for taste and odor control. The plant has a 1.2 million gallon underground basin where water is stored prior to being pumped into the distribution system.

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	505,013	558,195	529,734	527,154
<b>Contractual Services</b>	98,295	92,967	169,983	138,500
<b>Commodities</b>	98,568	110,064	125,600	140,660
<b>Capital Expenditures</b>	79,960	53,687	35,000	46,650
<b>Transfers</b>	5,916	5,915	5,916	5,916
<b>Total</b>	<b>787,751</b>	<b>820,829</b>	<b>866,234</b>	<b>858,880</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Director of Utilities</b>	0.33	.33	0.33	0.33
<b>Superintendent</b>	1.00	2.00	1.00	1.00
<b>Assistant Superintendent</b>	1.00	1.00	1.00	1.00
<b>Water Plant Operator</b>	3.00	3.00	3.00	3.00
<b>Maintenance</b>	2.00	2.00	2.00	2.00
<b>Meter Reader</b>	1.00	1.00	0.00	0.00
<b>Auto-Cad Tech</b>	0.25	0.25	0.25	0.25
<b>Environmental Coordinator</b>	0.25	0.25	0.25	0.25
<b>Total</b>	<b>8.83</b>	<b>9.83</b>	<b>7.83</b>	<b>7.83</b>
Seasonal	1.00	0.00	0.00	0.00

## WATER PRODUCTION (3001)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
<b>PERSONNEL SERVICES</b>						
411	Salaries	357,361	363,202	411,773	370,500	357,000
411	Retirements	0	0	0	0	0
411	Seasonal	3,440	3,647	0	0	0
410	Overtime	24,846	22,324	23,239	28,872	31,000
412	Social Security	28,704	28,852	31,437	30,552	29,682
413	Retirement (KPERs)	13,610	16,112	20,288	21,207	23,008
414	Health Insurance	64,306	70,877	71,458	78,604	86,464
<b>SUBTOTAL</b>		<b>492,267</b>	<b>505,013</b>	<b>558,195</b>	<b>529,734</b>	<b>527,154</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	1,768	1,750	1,912	2,500	2,500
503	Telephone	1,539	1,715	2,390	1,200	900
505	Professional Development & Dues	3,288	3,474	6,452	13,700	13,700
514	Printing	396	389	409	500	500
515	Advertising - Legal & Other	173	0	273	250	0
520	Insurance - Bldg. & Contents	7,196	8,949	10,028	10,028	11,000
521	Worker's Compensation Ins.	14,386	15,162	14,567	14,567	16,900
523	Vehicle Insurance	752	1,163	1,223	1,223	1,300
526	General Liability Insurance	2,099	2,010	2,707	2,215	3,000
530	Utilities	14,463	18,170	19,670	21,000	21,600
532	Building & Structure Repair	11,924	9,221	6,718	11,000	7,000
533	Equipment Repair	17,712	17,930	11,940	32,000	13,000
534	Vehicle Repair	170	493	68	800	800
558	Other Contractual Services	12,038	11,930	10,684	26,000	28,300
559	Environmental Compliance	0	0	0	0	0
564	Community Support	0	0	0	0	0
565	Taxes - Compensating Use	0	0	0	0	0
568	Professional Services	5,806	2,940	2,425	30,000	15,000
571	Audit Expenses	2,500	3,000	1,500	3,000	3,000
<b>SUBTOTAL</b>		<b>96,211</b>	<b>98,295</b>	<b>92,967</b>	<b>169,983</b>	<b>138,500</b>
<b>COMMODITIES</b>						
600	Office Supplies	0	0	0	0	700
601	CAD Supplies	1,048	554	218	500	500
608	Vehicle Supplies	2,264	2,649	3,618	3,800	3,900
611	Chemical Supplies	67,150	73,902	87,544	96,900	101,760
612	Vehicle & Equipment Repair & Supplies	0	0	0	0	5,000
615	Uniforms	2,553	2,534	2,077	4,400	4,400
629	Road Rock, Cement & Gravel	0	0	0	0	1,200
630	Other Operating Supplies	10,769	11,980	11,787	13,000	13,000
633	Water Testing Supplies	3,591	6,947	4,820	7,000	7,200
638	Building & Structure Repair Supplies	0	0	0	0	3,000
<b>SUBTOTAL</b>		<b>87,375</b>	<b>98,568</b>	<b>110,064</b>	<b>125,600</b>	<b>140,660</b>
<b>CAPITAL OUTLAY</b>						
705	Computers	1,759	0	2,075	0	3,350
710	Equipment	19,187	34,392	31,358	0	0
710	Equipment (Refrigerator)	0	0	0	0	1,300
710	Equipment (Pump Replacement)	0	0	0	0	0
710	Equipment (Chem. Metering Sys.)	0	0	0	0	2,000
710	Equipment (2 plug valves)	0	0	0	0	15,000
710	Equipment (Spectrophotometer)	0	0	0	3,000	0
710	Equipment (HS Pump Motor)	0	0	0	5,000	0
710	Equipment (Air Compressor)	0	0	0	5,000	0
710	Equipment (2 Gear Boxes- Floc Pumps)	0	0	0	22,000	25,000
710	Cloritainers	150,010	0	0	0	0
715	Building & Basins	40,905	45,568	20,254	0	0
730	Capital Improvements (New Clearwell)	10,080	0	0	0	0
<b>SUBTOTAL</b>		<b>221,941</b>	<b>79,960</b>	<b>53,687</b>	<b>35,000</b>	<b>46,650</b>
<b>TRANSFERS</b>						
906	Transfer to Equipment Reserve	5,916	5,916	5,915	5,916	5,916
<b>TOTAL</b>		<b>903,710</b>	<b>787,751</b>	<b>820,829</b>	<b>866,234</b>	<b>858,880</b>

Note: The KPERs rate was 3.67 in 2003, 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007 and 5.93 in 2008.

# WATER DISTRIBUTION

## Description of Services

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	349,973	353,459	391,657	406,079
<b>Contractual Services</b>	90,240	84,911	101,358	115,215
<b>Commodities</b>	110,614	101,718	122,200	136,775
<b>Capital Expenditures</b>	135,534	169,867	162,500	180,050
<b>Transfers</b>	70,371	67,499	67,499	58,881
<b>Total</b>	<b>756,731</b>	<b>777,454</b>	<b>845,214</b>	<b>897,000</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Superintendent</b>	1.00	1.00	1.00	1.00
<b>Assistant Superintendent</b>	1.00	1.00	1.00	1.00
<b>Water/Sewer Tech.</b>	3.00	3.00	3.00	3.00
<b>Meter Reader</b>	1.00	1.00	1.00	1.00
<b>Service Representative</b>	0.50	0.50	0.50	0.50
<b>Auto-Cad Tech</b>	0.50	0.50	0.50	0.50
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Seasonal</b>	2.00	2.00	2.00	2.00

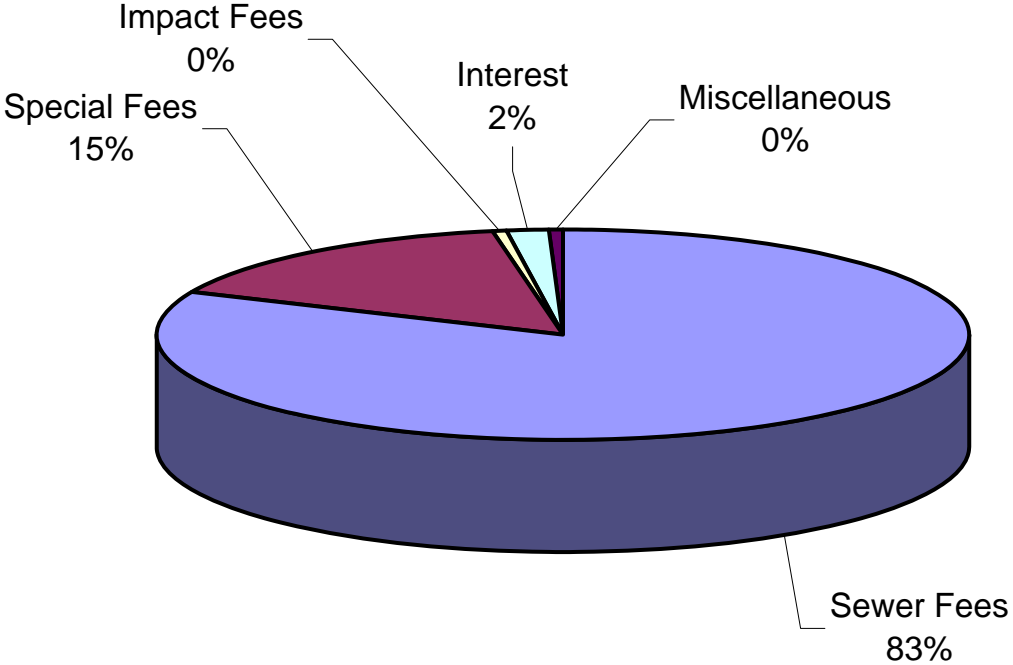
## WATER DISTRIBUTION (3002)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
<b>PERSONNEL SERVICES</b>						
411	Salaries	242,693	246,020	248,794	275,600	280,500
411	Seasonal	13,402	8,020	8,521	8,800	8,800
410	Overtime	11,891	12,935	9,820	10,000	10,000
412	Social Security	19,493	19,943	19,145	21,500	22,896
413	Retirement	8,840	10,822	11,490	14,500	16,500
414	Health Insurance	50,700	52,233	55,688	61,257	67,383
<b>SUBTOTAL</b>		<b>347,020</b>	<b>349,973</b>	<b>353,459</b>	<b>391,657</b>	<b>406,079</b>
<b>CONTRACTUAL SERVICES</b>						
503	Telephone	2,485	2,705	2,320	1,500	1,300
505	Professional Development	669	1,437	2,073	2,500	2,500
515	Advertising - Human Resources	0	0	0	0	0
520	Insurance - Bldg. & Contents	7,196	8,949	10,028	8,112	8,923
521	Worker's Compensation Ins.	10,853	11,438	10,989	12,088	12,600
523	Vehicle Ins. - Risk Management	3,010	4,650	4,891	5,380	5,127
526	General Liability Insurance	2,099	2,010	2,707	2,978	2,215
530	Utilities	0	0	0	800	800
533	Equipment Repair	3,895	6,674	2,211	7,000	7,000
534	Vehicle Repair	2,323	201	670	3,500	3,500
535	Radio Maintenance	668	272	0	500	500
558	Other Contractual Services	14,280	27,665	24,139	30,000	43,750
565	Taxes - Compensating Use	0	0	41	0	0
566	State Water Protection Fees	23,973	24,240	24,842	27,000	27,000
<b>SUBTOTAL</b>		<b>71,450</b>	<b>90,240</b>	<b>84,911</b>	<b>101,358</b>	<b>115,215</b>
<b>COMMODITIES</b>						
600	Office Supplies	531	282	675	600	675
601	CAD Supplies	0	0	0	0	500
608	Vehicles Supplies	10,121	12,154	11,095	12,000	12,500
615	Uniforms	1,552	2,530	2,646	3,700	4,100
620	Supplies	36,573	53,496	55,259	61,000	67,000
623	Bedding and Fill Material	46,985	34,828	25,622	38,500	45,000
629	Road Rock, Cement & Gravel	0	1,415	502	0	0
630	Other Operating Supplies	2,830	5,908	5,919	6,400	7,000
<b>SUBTOTAL</b>		<b>98,591</b>	<b>110,614</b>	<b>101,718</b>	<b>122,200</b>	<b>136,775</b>
<b>CAPITAL OUTLAY</b>						
705	Computer Equipment	1,200	0	0	500	850
710	(Hydraulics)	0	0	0	0	0
710	(Small Equipment)	0	0	0	0	1,000
710	Equipment (Safety)	0	0	0	0	0
746	Water Line Construction	99,465	113,601	108,654	117,000	128,700
744	Distribution Line Supplies	17,441	21,933	61,213	45,000	49,500
748	Fire Hydrants	0	0	0	0	0
<b>SUBTOTAL</b>		<b>118,106</b>	<b>135,534</b>	<b>169,867</b>	<b>162,500</b>	<b>180,050</b>
<b>TRANSFERS</b>						
908	Transfer to Equipment Reserve	82,996	70,371	67,499	67,499	58,881
<b>TOTAL</b>		<b>718,163</b>	<b>756,731</b>	<b>777,454</b>	<b>845,214</b>	<b>897,000</b>

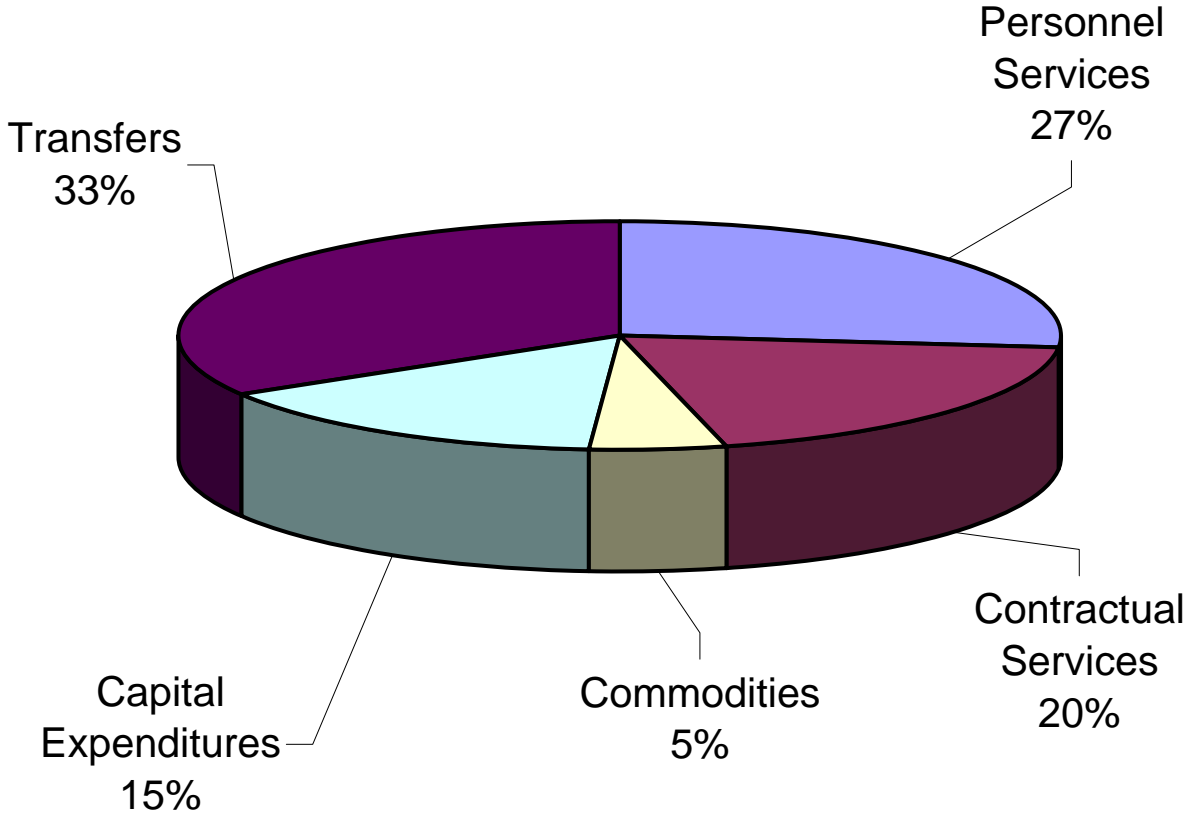
Note: The KPERS rate was 3.67 in 2003, 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007 and 5.93 in 2008.



# WASTEWATER FUND REVENUE



# WASTEWATER EXPENDITURES



## WASTEWATER (3600)

### REVENUE DETAIL

	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	2004	2005	2006	2007	2008
Sewer Service Charges	1,327,807	1,381,683	1,709,104	1,804,814	1,896,859
Transfer From General	0	0	0	0	0
Special Service Charges	221,094	228,736	334,730	340,000	440,000
Impact Fees	33,321	963	24,622	10,000	20,000
Tap Fees	1,271	4,080	4,785	5,000	5,000
Interest	14,549	23,200	32,258	41,000	45,000
Reimbursed Expenses	15,636	508	2,201	5,000	5,000
Labor & Materials	0	0	0	700	700
Misc. Revenues	12	0	90	300	300
<b>Total Revenue</b>	<b>1,613,689</b>	<b>1,639,171</b>	<b>2,107,790</b>	<b>2,206,814</b>	<b>2,412,859</b>
<b>EXPENDITURE DETAIL</b>					
Personnel Services	461,040	476,326	517,264	562,058	572,045
Contractual Services	331,409	335,451	341,490	412,964	409,079
Commodities	79,330	73,136	90,516	106,300	118,150
Capital Expenditures	310,681	222,224	301,481	326,545	497,850
Debt Service (Transfer)	144,500	144,500	69,996	70,000	70,000
Transfer to General	300,000	300,000	211,212	190,000	192,000
Transfer to Electric Fund	0	0	0	0	0
Transfer to Equipment Reserve	132,930	115,710	88,729	62,896	59,853
Transfer to Risk Management Reserve	0	6,700	2,750	10,000	12,000
Transfer to Community Service	37,000	36,000	26,576	36,000	36,000
Transfer to Capital Projects (WWTP)	232,000	250,437	330,000	340,000	440,000
Cost Allocation Operating Reserves	0	76,384	25,185	50,000	0
<b>Total Requirements</b>	<b>2,028,890</b>	<b>2,036,868</b>	<b>2,005,199</b>	<b>2,166,763</b>	<b>2,406,978</b>
<b>Unencumbered Cash</b>					
Unencumbered Cash Balance, January 1	1,473,224	1,058,023	660,326	762,918	802,968
Total Revenue	1,613,689	1,639,171	2,107,790	2,206,814	2,412,859
<b>Total Resources</b>	<b>3,086,913</b>	<b>2,697,194</b>	<b>2,768,116</b>	<b>2,969,731</b>	<b>3,215,828</b>
Total Requirements	2,028,890	2,036,868	2,005,199	2,166,763	2,406,978
Unencumbered Cash Balance, Dec. 31	1,058,023	660,326	762,918	802,968	0
<b>Reserves</b>					<b>808,850</b>

## WASTEWATER (3600)

<b>SOURCE OF REVENUE</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
100	Unencumbered Cash	1,473,224	1,058,023	660,326	762,918	802,968
324	Interest	14,549	23,200	32,258	41,000	45,000
325	Reimbursed Expenses	15,636	508	2,201	5,000	5,000
349	Transfer From General	0	0	0	0	0
364	Service Installation & Tap Fee	1,271	4,080	4,785	5,000	5,000
369	Impact Fees	33,321	963	24,622	10,000	20,000
368	Sewer Service Charges	1,327,807	1,381,683	1,709,104	1,804,814	1,896,859
370	Labor & Materials	0	0	0	700	700
394	Special Fee	221,094	228,736	334,730	340,000	440,000
399	Miscellaneous Revenues	12	0	90	300	300
<b>TOTAL</b>		<b>3,086,913</b>	<b>2,697,194</b>	<b>2,768,116</b>	<b>2,969,731</b>	<b>3,215,828</b>
<b>ADMINISTRATIVE EXPENSE</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>TRANSFERS</b>						
809	Transfer Debt Reduction	144,500	139,895	69,996	70,000	70,000
901	Transfer to General Fund	300,000	300,000	211,212	190,000	192,000
904	Transfer to Electric Fund	0	0	0	0	0
905	Transfer to WWTP Fund	220,000	220,000	330,000	340,000	440,000
909	Transfer to Community Services	37,000	36,000	26,576	36,000	36,000
906	Transfer to Equipment Reserve	132,930	115,710	88,729	62,896	59,853
906	Transfer to Risk Mgt	0	6,700	2,750	10,000	12,000
908	Transfer to Technology Improvements	0	0	0	0	0
918	Transfer to Capital Projects (WWT Plant)	12,000	30,437	0	0	0
925	Reserves	0	76,384	25,185	50,000	808,850
<b>SUBTOTAL</b>		<b>846,430</b>	<b>925,126</b>	<b>754,448</b>	<b>758,896</b>	<b>1,618,703</b>

# WASTEWATER TREATMENT

## Description of Services

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	295,426	323,467	367,071	365,726
<b>Contractual Services</b>	307,059	303,054	366,667	348,181
<b>Commodities</b>	35,144	38,177	46,700	57,700
<b>Capital Expenditures</b>	21,249	33,982	25,745	197,000
<b>Transfers</b>	10,124	10,124	10,124	10,124
<b>Total</b>	<b>669,001</b>	<b>708,805</b>	<b>816,307</b>	<b>978,730</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Director of Utilities</b>	0.33	0.33	0.33	0.33
<b>Superintendent</b>	1.00	1.00	1.00	1.00
<b>Wastewater Plant Operator</b>	3.00	3.00	3.00	3.00
<b>Environmental Coordinator</b>	0.50	0.50	0.50	0.50
<b>Total</b>	<b>4.83</b>	<b>4.83</b>	<b>4.83</b>	<b>4.83</b>
Seasonal	1.00	1.00	1.00	1.00

## WASTEWATER TREATMENT (3601)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
<b>PERSONNEL SERVICES</b>						
411	Salaries	217,307	217,949	233,706	265,000	248,000
411	Seasonal		4,662	4,820	4,400	4,500
411	Retirement	0	0	0	0	10,500
410	Overtime	6,686	5,868	6,658	7,500	7,200
412	Social Security	15,796	16,382	17,163	20,846	19,523
413	KPERS (Note 1)	7,672	9,349	11,128	14,447	15,756
414	Health Insurance	34,987	38,726	47,725	52,497	57,747
521	Worker's Compensation Insurance	2,191	2,491	2,267	2,381	2,500
<b>SUBTOTAL</b>		<b>284,638</b>	<b>295,426</b>	<b>323,467</b>	<b>367,071</b>	<b>365,726</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	223	158	156	400	400
503	Telephone	1,791	1,714	1,587	2,000	2,000
505	Professional Development	6,090	4,467	6,049	12,600	12,600
518	Waste Removal	58,355	53,811	71,848	65,000	70,000
519	Odor Control	17	80	0	16,000	16,000
520	Insurance - Bldg. & Contents	3,337	4,306	4,649	6,875	7,219
523	Vehicle Ins. - Risk Management	752	1,163	1,223	1,114	1,284
526	General Liability Insurance	1,387	3,652	1,789	1,878	1,878
530	Utilities	142,004	155,945	151,261	165,000	170,000
533	Equipment Repair	7,130	29,703	15,561	30,000	15,000
534	Motor Vehicle Repair	640	136	11	800	800
558	Other Contractual Services	55,889	42,198	45,458	52,000	30,000
558	Other Contractual Services (Lab)	7,502	7,781	0	8,000	8,000
559	Environmental Compliance	720	446	760	4,000	8,000
568	Professional Serv. (NPDS Permit, RBC)	0	0	1,204	0	4,000
571	Audit Expense	1,500	1,500	1,500	1,000	1,000
<b>SUBTOTAL</b>		<b>287,339</b>	<b>307,059</b>	<b>303,054</b>	<b>366,667</b>	<b>348,181</b>
<b>COMMODITIES</b>						
600	Office Supplies	555	370	169	1,100	1,100
601	CAD Supplies	471	592	0	1,000	1,000
608	Vehicle Operation	2,114	2,720	2,392	4,500	4,500
611	Chemical Supplies	17,385	9,727	10,382	14,000	14,000
615	Uniforms	1,023	1,075	1,422	2,100	2,100
620	Operating and Maintenance Supplies	19,594	20,659	23,813	24,000	35,000
<b>SUBTOTAL</b>		<b>41,141</b>	<b>35,144</b>	<b>38,177</b>	<b>46,700</b>	<b>57,700</b>
<b>CAPITAL EXPENDITURES</b>						
705	Computer Equipment	198		1,132	500	2,000
710	Equipment	14,918	16,986	23,877	10,000	40,000
712	Trucks	0	0	0	0	0
730	Capital Improvements (Note 2)	0	0	0	14,245	150,000
731	Buildings & Structures	5,575	4,262	8,974	1,000	5,000
<b>SUBTOTAL</b>		<b>20,691</b>	<b>21,249</b>	<b>33,982</b>	<b>25,745</b>	<b>197,000</b>
<b>TRANSFERS</b>						
906	Transfer To Equipment Replacement	20,540	10,124	10,124	10,124	10,124
<b>TOTAL</b>		<b>654,349</b>	<b>669,001</b>	<b>708,805</b>	<b>816,307</b>	<b>978,730</b>

Notes:

- 1 The KPERS rate was 3.67 in 2003, 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007 and 5.93 in 2008.
- 2 The 2008 Capital Project is a rebuild of the Princeton lift station.

# WASTEWATER COLLECTION

## Description of Services

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	180,901	193,796	194,987	206,319
<b>Contractual Services</b>	26,563	38,436	46,297	60,898
<b>Commodities</b>	37,992	52,339	59,600	60,450
<b>Capital Expenditures</b>	200,975	267,499	300,800	300,850
<b>Transfers</b>	105,586	78,605	52,772	49,729
<b>Total</b>	<b>552,017</b>	<b>630,675</b>	<b>654,456</b>	<b>678,247</b>

### PERSONNEL SCHEDULE

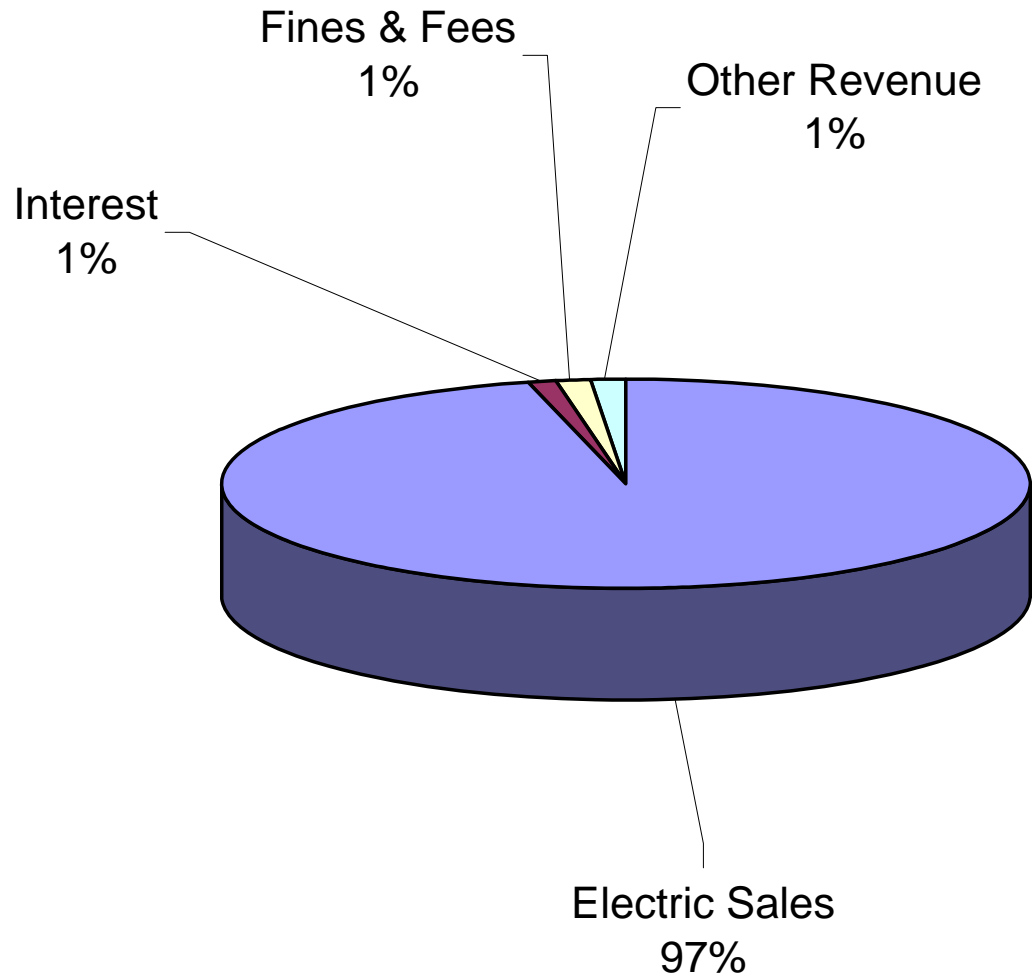
	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Maintenance Crew Leader</b>	1.00	1.00	1.00	1.00
<b>Water/Sewer Technical</b>	3.00	3.00	3.00	3.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Seasonal	1.00	0.00	0.00	1.00

## WASTEWATER COLLECTION (3602)

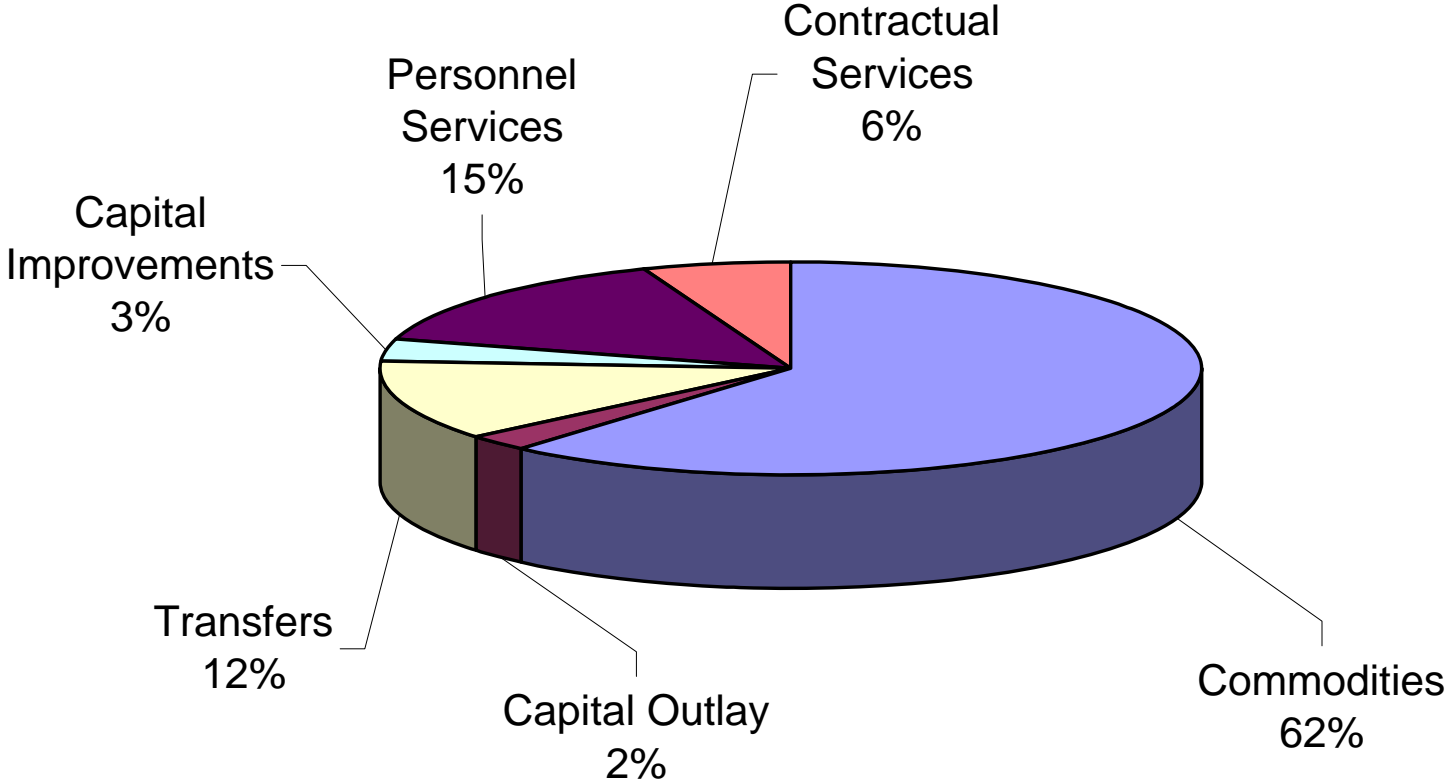
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2004	2005	2006	2007	2008
	<b>PERSONNEL SERVICES</b>					
411	Salaries	129,045	125,116	135,363	137,000	139,000
411	Seasonal	0	4,016	0	0	3,900
410	Overtime	3,190	3,519	3,834	4,000	4,000
412	Social Security	9,350	9,292	9,447	10,787	10,940
413	KPERS	4,589	5,546	6,408	6,700	8,480
414	Health Insurance	29,048	32,071	37,522	35,000	38,500
521	Worker's Compensation Insurance	1,180	1,341	1,221	1,500	1,500
	<b>SUBTOTAL</b>	<b>176,402</b>	<b>180,901</b>	<b>193,796</b>	<b>194,987</b>	<b>206,319</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telephone	1,636	1,973	1,632	1,650	1,700
505	Professional Development	926	1,250	2,802	3,000	3,000
515	Advertising - Human Resources	0	0	0	0	0
520	Insurance - Bldg. & Contents	3,000	3,690	4,166	6,875	7,219
523	Vehicle Ins. - Risk Management	2,634	4,069	4,280	3,014	3,316
526	General Liability Insurance	1,387	1,328	1,789	1,558	1,714
533	Equipment Repair	3,767	3,508	5,402	6,000	6,000
534	Vehicle Repair	1,505	484	118	1,800	1,800
558	Other Contractual Services	14,030	8,760	18,248	22,400	36,150
571	Audit Expense	1,500	1,500	0	0	0
	<b>SUBTOTAL</b>	<b>30,385</b>	<b>26,563</b>	<b>38,436</b>	<b>46,297</b>	<b>60,898</b>
	<b>COMMODITIES</b>					
600	Office Supplies	303	332	255	400	400
601	CAD Supplies	985	973	506	1,100	1,100
608	Vehicle Supplies	4,740	5,709	7,801	6,000	6,000
615	Uniforms	1,639	1,515	1,867	3,100	3,200
620	Supplies	10,293	7,090	7,377	11,000	11,350
622	Small Tools	0	683	969	1,000	1,000
623	Concrete & Masonry	15,188	17,458	27,194	30,000	30,000
629	Sand, Gravel & Rock	1,891	2,219	3,087	3,500	3,700
630	Other Operating Supplies	3,149	2,012	3,284	3,500	3,700
	<b>SUBTOTAL</b>	<b>38,189</b>	<b>37,992</b>	<b>52,339</b>	<b>59,600</b>	<b>60,450</b>
	<b>CAPITAL EXPENDITURE</b>					
705	Computer Equipment	1,200	0	0	800	850
710	Equipment (Safety)	0	0	0	0	0
747	Sewer Line Construction	147,264	144,179	127,780	150,000	150,000
760	Inflow & Infiltration Removal	141,525	56,796	139,719	150,000	150,000
	<b>SUBTOTAL</b>	<b>289,989</b>	<b>200,975</b>	<b>267,499</b>	<b>300,800</b>	<b>300,850</b>
	<b>TRANSFERS</b>					
906	Transfer To Equipment Replacement	112,390	105,586	78,605	52,772	49,729
	<b>TOTAL</b>	<b>647,355</b>	<b>552,017</b>	<b>630,675</b>	<b>654,456</b>	<b>678,247</b>



# ELECTRIC FUND REVENUE



# ELECTRIC FUND EXPENDITURES



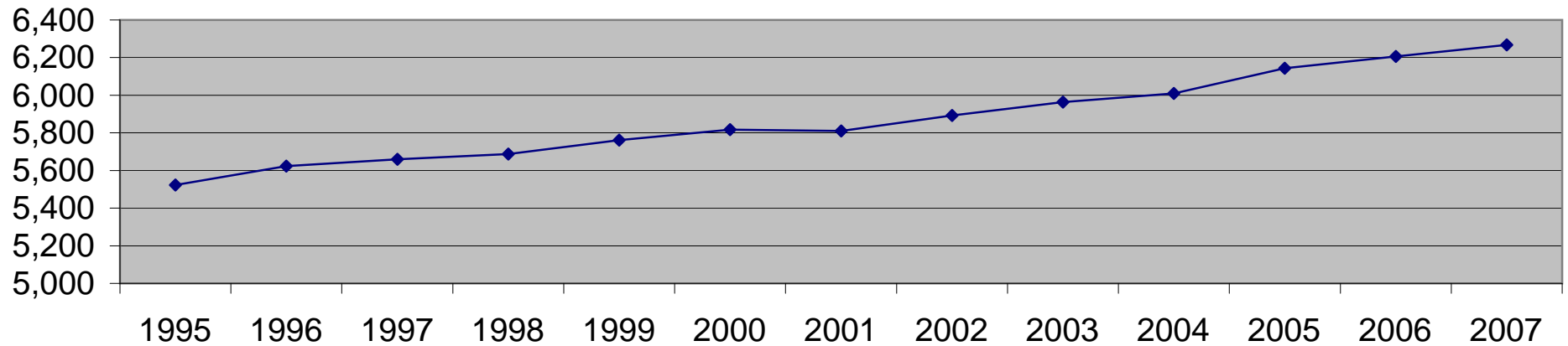
## CITY OF OTTAWA - UTILITIES DEPARTMENT

ELECTRIC METER COUNT AS OF JULY OF EACH YEAR

METER TYPE	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
STREET LIGHTS	13	14	14	15	15	14	14	14	14	14	14	14	14
AREA LIGHTS	285	285	285	294	301	299	286	286	283	271	323	311	321
RURAL SMALL BUS.	15	14	14	14	14	14	14	14	14	15	15	12	13
SMALL BUSINESS	515	514	547	532	530	528	550	568	554	595	595	629	575
LARGE POWER	91	96	99	104	115	118	115	116	115	105	106	109	113
SCHOOL/CITY	77	98	98	98	102	103	102	105	110	108	108	111	112
RES. RURAL	19	18	18	18	17	17	17	16	15	14	14	13	12
RES. URBAN	4,508	4,585	4,584	4,613	4,667	4,724	4,712	4,774	4,858	4,888	4,969	5,007	5,107
<b>TOTAL</b>	<b>5,523</b>	<b>5,624</b>	<b>5,659</b>	<b>5,688</b>	<b>5,761</b>	<b>5,817</b>	<b>5,810</b>	<b>5,893</b>	<b>5,963</b>	<b>6,010</b>	<b>6,144</b>	<b>6,206</b>	<b>6,267</b>
<b>ANNUAL INCREASE</b>		101	35	29	73	56	-7	83	70	47	134	62	61
<b>TOTAL INCREASE</b>			136	165	238	294	287	370	440	487	621	683	744

104

**Electric Meter Growth**  
**1995 - 2007**



**ELECTRIC (3700)**

REVENUE DETAIL					
	ACTUAL	ACTUAL	REVISED	BUDGET	
	2005	2006	2007	2008	
<b>Unencumbered Cash Balance, Jan. 1</b>	3,373,411	2,834,184	2,396,546	3,285,639	
<b>Electric Sales</b>					
Residential Urban	3,976,933	4,567,557	5,481,069	5,579,728	
Large Power	3,642,990	4,343,431	6,080,804	6,324,036	
General Service Small Urban	904,739	1,073,888	1,267,188	1,296,333	
School & City	706,536	821,649	850,000	884,000	
Area Lights	48,809	54,495	60,000	60,000	
Service Fee	0	3,714	0	0	
Wholesale	0	0	0	0	
Service Fee	47,031	47,228	48,000	48,000	
General Service Small Rural	16,469	17,274	18,000	18,000	
Electric Sales-Rural Res.	12,996	12,179	12,788	13,299	
Reconnect Fees	10,493	12,788	13,000	13,000	
<b>Total Electric Sales</b>	9,366,996	10,954,202	13,830,848	14,236,397	
Interest	85,751	103,991	137,000	140,000	
Fines & Fees	183,896	204,861	210,000	220,000	
Reimbursed Expense	582,643	88,675	70,000	70,000	
Miscellaneous	73,513	39,556	45,000	50,000	
Sale - Junk & Equipment	13,093	1,142	1,500	1,500	
Labor & Materials	23,504	66,495	30,000	30,000	
Refunds (2005 reversed encumbrance)	7,478	0	15,000	15,000	
Pool Loan Repayment	0	15,930	25,000	25,000	
<b>Total Other Revenue</b>	969,878	520,649	533,500	551,500	
Transfer from Water Fund	0	0	0	0	
Transfers from Capital Improvement	0	113,041	0	0	
Transfers from Library Fund	63,650	56,139	56,139	14,000	
<b>Total Transfers</b>	63,650	169,180	56,139	14,000	
<b>Total Revenue</b>	10,400,524	11,644,031	14,420,487	14,801,897	
<b>Total Resources</b>	13,773,935	14,478,215	16,817,033	18,087,536	
EXPENDITURE DETAIL					
Personnel Services	2,035,527	2,040,806	2,178,412	2,250,695	
Contractual Services	769,508	688,198	839,617	910,050	
Commodities	5,746,990	7,698,492	8,578,800	9,450,600	
Capital Outlay	71,598	37,349	237,700	381,200	
Capital Improvement	211,548	324,631	393,000	534,000	
Construction	416,246	0	0	0	
Transfer to Bond & Interest	178,000	174,993	170,000	729,173	
Transfer to General Fund	957,500	984,720	984,712	990,000	
Transfer to Equipment Reserve Fund	134,468	103,153	103,153	89,041	
Transfer to Risk Management Fund	6,700	2,750	10,000	12,000	
Transfer to Community & Utility	36,000	26,576	36,000	36,000	
Transfer to Stormwater Utility	75,667	0	0	0	
Loan to Pool Project	300,000	0	0	0	
<b>Total Requirements</b>	10,939,751	12,081,669	13,531,394	15,382,759	
<b>Unencumbered Cash Balance, Dec 31</b>	2,834,184	2,396,546	3,285,639	2,704,777	
Represented by:					
Operating Reserve				1,000,000	
Contingency Reserve				500,000	
Electric Fuel Purchase Power Reserve				1,204,777	

<b>ELECTRIC (3700)</b>						
	<b>SOURCE OF REVENUE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
100	Unencumbered Cash	4,009,111	3,373,410	2,834,184	2,396,546	3,285,639
324	Interest	38,415	85,751	103,991	137,000	140,000
325	Reimbursed Expense	647,533	582,643	88,675	70,000	70,000
333	Fines & Fees	189,560	183,896	204,861	210,000	220,000
344	Transfers from Sewer Fund	0	0	0	0	0
347	Transfers from Water Fund	0	0	0	0	0
348	Transfers from Capital Improvement	0	0	113,041	0	0
364	Service Installation & Tap Fees	0	0	3,714	0	0
367	Transfer from Library	60,389	63,650	56,139	56,139	14,000
375	Electric Sales, Res. Urban	3,439,354	3,976,933	4,567,557	5,481,069	5,579,728
376	Electric Sales, Rural Res.	10,876	12,996	12,179	12,788	13,299
377	General Service Small Urban	805,441	904,739	1,073,888	1,267,188	1,296,333
378	General Service Small Rural	14,559	16,469	17,274	18,000	18,000
380	General Service Large	3,347,530	3,642,990	4,343,431	6,080,804	6,324,036
382	Area Lights	44,510	48,809	54,495	60,000	60,000
383	School & City	631,745	706,536	821,649	850,000	884,000
388	Origination Service Fee	47,854	47,031	47,228	48,000	48,000
389	Labor & Materials	23,528	23,504	66,495	30,000	30,000
390	Sale - Junk & Equip.	6,207	13,093	1,142	1,500	1,500
393	Refunds	40,000	7,478	0	15,000	15,000
392	Reconnection Fees	13,773	10,493	12,788	13,000	13,000
395	Pool Loan Repayment	0	0	15,930	25,000	25,000
398	Wholesale	0	0	0	0	0
399	Miscellaneous	19,105	73,513	39,556	45,000	50,000
	<b>TOTAL</b>	<b>13,389,489</b>	<b>13,773,934</b>	<b>14,478,215</b>	<b>16,817,033</b>	<b>18,087,536</b>
	<b>TRANSFER EXPENSE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
900	Transfer to Bond & Interest	178,000	178,000	174,993	170,000	729,173
901	Transfer to General Fund	950,000	957,500	984,720	984,712	990,000
906	Transfer to Equipment Reserve Fund	174,059	134,468	103,153	103,153	89,041
906	Transfer to Risk Management Fund	0	6,700	2,750	10,000	10,000
909	Transfer to Community & Utility	37,000	36,000	26,576	36,000	36,000
924	Swimming Pool Loan	0	300,000	0	0	0
925	Contingency	0	0	51,360	0	0
999	Transfer to Stormwater Mgt.	0	75,667	0	0	0
	<b>SUBTOTAL</b>	<b>1,339,059</b>	<b>1,688,335</b>	<b>1,343,552</b>	<b>1,303,865</b>	<b>1,854,214</b>

# ELECTRIC PRODUCTION

## Description of Services

The Ottawa electric system is a combination of purchased power and peaking generation. The City is interconnected to Kansas City Power and Light (KCPL) via a 161Kv and 35Kw lines. The interconnection was upgraded in 2004 to provide dual feed points.

The City has a contract with Kansas City Board of Public Utilities for purchased capacity of 10 Mw. A contract with the Grand River Dam Authority (GRDA) provides an additional 12 Mw during the summer months and 4 Mw during the winter months. Both contracts provide coal-fired generation with GRDA also supplying hydropower. The City is also able to purchase economy energy from KCPL. This energy is normally available during winter months or off peak hours during the spring and fall seasons.

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	817,088	819,651	885,393	879,504
<b>Contractual Services</b>	393,347	330,266	518,938	577,562
<b>Commodities</b>	5,640,845	7,589,358	8,457,200	9,328,200
<b>Capital Expenditures</b>	33,726	21,934	202,000	327,000
<b>Transfers</b>	18,494	12,463	12,463	10,567
<b>Total</b>	<b>6,903,500</b>	<b>8,773,672</b>	<b>10,075,994</b>	<b>11,122,833</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Director of Utilities</b>	0.33	0.33	0.33	0.33
<b>Superintendent</b>	1	1	1	1
<b>Assistant Superintendent</b>	1	1	1	1
<b>Operator/Maintenance</b>	8	8	8	8
<b>Maintenance</b>	3	3	3	3
<b>Auto-Cad Tech</b>	0.25	0.25	0.25	0.25
<b>Total</b>	<b>13.58</b>	<b>13.58</b>	<b>13.58</b>	<b>13.58</b>
Seasonal	1	1	1	1

<b>ELECTRIC PRODUCTION (3703)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	583,749	600,148	604,313	641,000	629,040
410	Overtime	18,827	16,750	13,041	20,500	11,500
412	Social Security	44,657	44,384	43,618	50,605	49,001
413	KPERS	23,022	24,807	27,056	35,126	37,984
414	Health Insurance	91,201	107,938	111,475	116,000	127,600
521	Worker's Comp. Ins.	29,314	23,061	20,148	22,163	24,379
	<b>SUBTOTAL</b>	<b>790,769</b>	<b>817,088</b>	<b>819,651</b>	<b>885,393</b>	<b>879,504</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telephone	4,767	4,690	3,752	4,500	3,500
505	Professional Development	15,838	11,294	8,776	10,000	13,000
515	Advertising - (HR)	0	0	0	0	0
520	Insurance - Bldg. & Cont.	42,853	43,632	39,903	41,898	48,668
523	Vehicle Ins.	1,781	2,569	2,720	2,300	2,415
525	Boiler Insurance (Plant)	43,199	46,619	52,509	60,340	66,374
526	General Liability Ins.	18,001	17,234	23,216	22,000	23,100
528	SCADA Maintenance & Equipment	24,793	4,266	7,925	12,000	12,360
530	Utilities	34,923	35,286	34,320	35,000	36,050
532	Building & Structure Repair	2,468	155	2,215	5,000	5,150
533	Equipment Repair	228,811	68,915	23,307	230,000	166,000
	Temp Meters for 6 & 7					25,000
	Replacement of Oil Type Breaker					50,000
	Replacement of Oil Type 12.47kv Breaker					51,000
	Unexpected Repairs					40,000
534	Vehicle Repair	674	561	10	600	620
550	Towel & Laundry Service	742	924	996	800	825
558	Other Contractual Services	220,370	146,238	121,614	80,000	185,000
558	Other Contractual Services (HR)	0	0	0	0	0
559	Environmental Compliance	146	0	0	0	0
561	Utility Assistance	5,945	5,232	5,888	8,500	8,500
565	Destination Based Sales Tax	3,847	5,731	3,117	6,000	6,000
	<b>SUBTOTAL</b>	<b>649,156</b>	<b>393,347</b>	<b>330,266</b>	<b>518,938</b>	<b>577,562</b>
	<b>COMMODITIES</b>					
600	Office Supplies	3,546	3,752	1,669	4,500	4,500
601	CAD Supplies	255	986	743	1,200	1,200
605	Purchase Power	2,728,817	3,661,942	4,987,063	5,450,000	5,816,000
606	Purchase Demand	1,479,320	1,533,752	2,102,103	2,250,000	2,750,000
607	Natural Gas	592,490	291,570	302,530	500,000	500,000
608	Vehicle Operations	4,666	5,728	6,043	6,000	6,000
609	Motor Oil	15,546	6,439	10,293	18,000	18,000
610	Fuel Oil (Plant Engines)	80,314	89,836	109,526	150,000	150,000
611	Chemical Supplies	16,751	11,209	9,265	15,000	15,000
615	Uniforms	3,024	3,103	1,836	7,500	7,500
620	Supplies	41,479	32,528	58,287	55,000	60,000
	<b>SUBTOTAL</b>	<b>4,966,207</b>	<b>5,640,845</b>	<b>7,589,358</b>	<b>8,457,200</b>	<b>9,328,200</b>
	<b>CAPITAL OUTLAY</b>					
714	Oil Breakers	0	0	0	70,000	0
702	Furniture & Fixtures	0	0	615	2,000	2,000
704	Office Equipment	0	0	0	1,500	1,500
705	Computer Equipment	0	0	0	3,500	3,500
710	Equipment	8,859	5,689	4,353	105,000	300,000
710	Computer Equipment	0	0	0	0	0
715	Building Maintenance	36,644	28,037	13,997	20,000	20,000
718	Equipment Purchase	0	0	2,970	0	0
	<b>SUBTOTAL</b>	<b>45,503</b>	<b>33,726</b>	<b>21,934</b>	<b>202,000</b>	<b>327,000</b>
	<b>TRANSFERS</b>					
	Transfer to Equipment Reserve	0	18,494	12,463	12,463	10,567
	<b>TOTAL</b>	<b>6,451,635</b>	<b>6,903,500</b>	<b>8,773,672</b>	<b>10,075,994</b>	<b>11,122,833</b>

Note: The KPERS rate was 3.67 in 2003, 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007 and 5.93 in 2008.

# ELECTRIC DISTRIBUTION

## Description of Services

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
<b>Personnel Services</b>	616,055	601,617	669,789	717,958
<b>Contractual Services</b>	119,267	116,430	100,479	112,471
<b>Commodities</b>	71,075	74,592	77,300	77,600
<b>Capital Expenditures</b>	225,580	334,071	405,200	560,700
<b>Transfers</b>	97,421	83,915	83,915	71,669
<b>Total</b>	<b>1,129,398</b>	<b>1,210,624</b>	<b>1,336,683</b>	<b>1,540,398</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
<b>Superintendent</b>	1	1	1	1
<b>Assistant Superintendent</b>	1	1	1	1
<b>Electric Dist. Crew Chief</b>	3	3	3	3
<b>Line Electrician</b>	4	4	4	4
<b>Service Representative</b>	0.5	0.5	0.5	0.5
<b>Total</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>
Seasonal	0	0	0	0



<b>ELECTRIC DISTRIBUTION (3704)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	382,811	428,650	427,746	472,800	501,560
410	Overtime	29,967	45,206	31,313	26,836	32,000
412	Social Security	30,378	32,935	32,841	38,222	40,817
413	KPERS	13,601	17,070	21,115	26,531	31,640
414	Health Insurance	63,925	76,169	74,600	90,000	95,000
521	Worker's Comp. Ins.	20,371	16,024	14,001	15,401	16,941
	<b>SUBTOTAL</b>	<b>541,054</b>	<b>616,055</b>	<b>601,617</b>	<b>669,789</b>	<b>717,958</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	0	0	15	100	120
503	Telephone	2,320	2,689	3,043	3,000	1,500
505	Professional Development	4,490	4,022	5,805	4,000	6,500
520	Insurance - Bldg. & Cont.	14,037	17,457	19,563	17,326	18,192
523	Vehicle Ins.	3,186	4,231	4,502	4,000	4,200
526	General Liability Insurance	12,509	11,976	16,133	14,053	15,458
533	Equipment Repair	9,008	14,971	12,178	7,500	8,000
534	Motor Vehicle Repair	6,272	1,261	1,273	4,000	4,000
558	Other Contractual Services	47,021	60,138	52,722	45,000	53,000
558	Other Contractual Services (HR)	0	0	0	0	0
565	Destination Based Sales Tax	1,343	2,522	1,194	1,500	1,500
	<b>SUBTOTAL</b>	<b>100,187</b>	<b>119,267</b>	<b>116,430</b>	<b>100,479</b>	<b>112,471</b>
	<b>COMMODITIES</b>					
600	Office Supplies	40	230	328	500	500
601	Computer Supplies (CAD)	1,024	1,035	557	1,000	1,000
608	Vehicle Operations	8,887	13,656	12,621	13,700	14,000
615	Uniforms	3,689	2,834	3,253	5,100	5,100
620	Supplies	48,094	53,320	57,833	57,000	57,000
	<b>SUBTOTAL</b>	<b>61,734</b>	<b>71,075</b>	<b>74,592</b>	<b>77,300</b>	<b>77,600</b>
	<b>CAPITAL OUTLAY</b>					
646	Traffic Signals	5,605	4,236	0	4,000	3,500
705	Computer Equipment	1,174	0	0	700	2,200
710	Equipment	7,144	9,797	9,439	7,500	8,500
715	Building & Structure	0	0	0	0	12,500
	<b>SUBTOTAL</b>	<b>13,924</b>	<b>14,033</b>	<b>9,439</b>	<b>12,200</b>	<b>26,700</b>
	<b>CAPITAL IMPROVEMENT</b>					
642	Transformers	84,666	96,064	154,884	109,000	150,000
644	Meters	18,823	20,830	20,252	44,000	44,000
745	Street Light Construction	26,727	21,395	29,234	40,000	40,000
749	Electric Line Construction	80,155	73,258	120,262	200,000	300,000
	<b>SUBTOTAL</b>	<b>210,370</b>	<b>211,548</b>	<b>324,631</b>	<b>393,000</b>	<b>534,000</b>
	<b>TRANSFERS</b>					
	Transfer to Equipment Reserve	0	97,421	83,915	83,915	71,669
	<b>TOTAL</b>	<b>927,268</b>	<b>1,129,398</b>	<b>1,210,624</b>	<b>1,336,683</b>	<b>1,540,398</b>

Note: The KPERS rate was 3.67 in 2003, 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007 and 5.93 in 2008.

# UTILITY WAREHOUSE

## Description of Services

The Utility Warehouse is home to the Electric Distribution Division, Water Distribution Division, and the Wastewater Collection Division. Three administrative employees staff the Utility Warehouse and are responsible for all inventory and associated records. The physical inventory for the Division in 2006 exceeded 1.1 million dollars.

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

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
Personnel Services	134,194	147,470	155,763	163,207
Contractual Services	36,233	32,672	39,682	38,556
Commodities	4,799	5,870	9,100	9,100
Capital Expenditures	17,212	5,645	7,800	11,800
Transfers	18,553	6,775	6,775	6,775
<b>Total</b>	<b>210,992</b>	<b>198,432</b>	<b>219,120</b>	<b>229,438</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
Warehouse Manager	1	1	1	1
Warehouse Worker	1	1	1	1
Secretary/Computer Oper.	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Seasonal	0	1	1	1

<b>UTILITY WAREHOUSE (3705)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	93,218	95,881	106,699	112,034	115,000
410	Overtime	159	1,123	809	194	600
412	Social Security	7,064	7,137	7,576	8,585	8,843
413	KPERS	3,258	4,038	4,811	5,959	6,855
414	Health Insurance	21,786	24,053	25,782	27,000	29,700
521	Workers Comp. Ins.	2,039	1,962	1,793	1,990	2,209
	<b>SUBTOTAL</b>	<b>127,523</b>	<b>134,194</b>	<b>147,470</b>	<b>155,763</b>	<b>163,207</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	0	0	0	100	100
503	Telephone	2,664	2,616	2,337	2,750	2,750
505	Professional Development	1,235	130	130	800	800
520	Insurance - Bldg. & Cont.	4,331	5,386	6,035	4,582	4,811
523	Vehicle Ins.	375	1,163	1,223	900	945
530	Utilities	14,698	16,158	17,474	18,000	18,600
532	Building Repair	2,416	5,709	2,011	5,000	5,000
533	Equipment Repair	740	692	637	750	750
534	Motor Vehicle Repair	74	0	28	500	500
558	Other Contractual Services	2,012	4,307	2,582	6,000	4,000
565	Destination Based Sales Tax	34	72	215	300	300
	<b>SUBTOTAL</b>	<b>28,579</b>	<b>36,233</b>	<b>32,672</b>	<b>39,682</b>	<b>38,556</b>
	<b>COMMODITIES</b>					
600	Office Supplies	581	110	725	1,000	1,000
601	Computer Supplies	155	306	304	400	400
604	Small Tools Expense	78	143	53	200	200
608	Vehicle Operation	527	746	902	1,800	1,800
615	Uniforms	1,168	647	942	1,700	1,700
620	Supplies	3,683	2,847	2,945	4,000	4,000
	<b>SUBTOTAL</b>	<b>6,191</b>	<b>4,799</b>	<b>5,870</b>	<b>9,100</b>	<b>9,100</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture & Fixtures	0	0	427	2,000	500
704	Office Equipment	1,225	682	1,500	1,200	500
705	Computer					1,800
710	Equipment	0	0	0	1,100	5,500
715	Building Improvements	28,630	16,530	3,718	3,500	3,500
	<b>SUBTOTAL</b>	<b>29,855</b>	<b>17,212</b>	<b>5,645</b>	<b>7,800</b>	<b>11,800</b>
	<b>TRANSFERS</b>					
712	Transfer to Equipment Reserve	0	18,553	6,775	6,775	6,775
	<b>TOTAL</b>	<b>192,148</b>	<b>210,992</b>	<b>198,432</b>	<b>219,120</b>	<b>229,438</b>

Note: The KPERS rate was 3.67 in 2003, 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007 and 5.93 in 2008.

# UTILITY BILLING

## Description of Services

The Utility Billing Division is responsible for monthly billing of Ottawa's 6200 electric and 5100 water customers. This division operates and maintains the City's main computer, which runs the payroll program, general ledger, utility billing and other programs. The Meter Readers use an ITRON reading device to collect data in the field, which is downloaded to the city's main computer system and used to calculate utility bills. Radio read meters are installed in all new subdivisions and are 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.

### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2005	2006	2007	2008
Personnel Services	468,189	472,068	467,466	490,025
Contractual Services	211,406	157,470	180,518	181,461
Commodities	30,271	28,672	35,200	35,700
Capital Expenditures	6,627	9,549	15,700	15,700
<b>Total</b>	<b>716,493</b>	<b>667,759</b>	<b>698,884</b>	<b>722,886</b>

### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2005	2006	2007	2008
City Attorney	0	0	0.50	0.50
Utility Clerk II	3	3	3	3
Data Operator	2	2	2	2
Office Manager	1	1	1	1
Payable Clerk	1	1	1	1
Assistant Finance Director	1	1	1	1
Custodian	0.50	0.50	0.50	0.50
Environmental Coordinator	0.25	0.25	0.25	0.25
City Clerk/Finance Director	0.5	0.25	0	0
City Manager	0	0	0	0
Administrative Secretary	0	0	0	0
Director of Utilities	0	0	0	0
<b>Total</b>	<b>9.25</b>	<b>9.00</b>	<b>9.25</b>	<b>9.25</b>
Seasonal	1	1	0	1

<b>UTILITY BILLING (3710)</b>						
	<b>EXPENDITURE DETAIL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b>PERSONNEL SERVICES</b>					
411	Salaries	251,987	356,806	360,884	345,861	357,000
410	Overtime	1,518	2,416	2,341	2,582	2,900
412	Social Security	18,183	26,433	26,142	26,656	27,532
413	KPERS	7,272	12,362	15,551	18,502	21,342
414	Health Insurance	53,186	67,606	64,781	71,259	78,385
521	Workers Comp. Ins.	2,597	2,567	2,369	2,606	2,866
	<b>SUBTOTAL</b>	<b>334,742</b>	<b>468,189</b>	<b>472,068</b>	<b>467,466</b>	<b>490,025</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telephone	3,157	3,295	2,967	3,400	3,200
505	Professional Development	10,122	10,986	6,368	10,500	10,500
508	Bad Debt Expense	1,055	36,740	17,991	18,000	18,000
509	Meeting Expense	0	0	0	1,000	1,000
514	Printing	0	219	0	1,500	1,000
520	Ins. Building & Content	2,924	3,637	4,076	4,142	4,556
523	Vehicle Insurance	1,452	1,500	1,560	1,000	1,050
530	Utility Expense			2,678	3,176	3,335
553	Service Agreements (Itron, Copier, Postage Mach)	48,350	11,355	14,774	15,000	15,600
558	Other Contractual Services					
	Attorney	42,350	24,778	0	0	0
	Kansas Comp Use Tax	794	603	113	500	500
	Programming Support	37,002	41,574	40,861	40,000	40,000
	Technical Support	37,203	7,891	1,458	8,000	8,000
	IBM Support	2,787	2,888	2,945	3,000	3,200
	Temp Service	8,343	7,935	0	10,800	8,300
	Building Services	467	814	99	500	500
	Credit Card Service Fees			6,800	7,000	7,000
	Other Contractual Services	15,503	4,291	4,449	4,000	4,000
599	Refunds	1,098	3,292	1,242	2,500	2,500
571	Audit	14,872	17,040	16,500	12,500	12,500
	<b>SUBTOTAL</b>	<b>260,552</b>	<b>211,406</b>	<b>157,470</b>	<b>180,518</b>	<b>181,461</b>
	<b>COMMODITIES</b>					
600	Office Supplies	10,007	2,301	2,611	5,000	5,000
601	Computer Room Supplies	19,827	23,904	23,528	26,000	26,000
614	Books & Instructional Materials	84	0	0	200	200
615	Uniforms	1,265	595	74	500	500
620	Custodial Supplies	992	3,471	2,459	3,500	4,000
	<b>SUBTOTAL</b>	<b>32,175</b>	<b>30,271</b>	<b>28,672</b>	<b>35,200</b>	<b>35,700</b>
	<b>CAPITAL OUTLAY</b>					
702	Furniture & Fixtures	0	0	0	0	0
705	Computer Equipment (PC Equipment)	6,733	494	3,661	3,000	3,000
705	Computer Equipment (Impact Printer)	13,066	0	0	0	0
710	Equipment	26,653	5,703	331	5,000	5,000
715	Building Maintenance	1,160	0	0	5,000	5,000
718	Equipment Purchase	0	0	5,373	0	0
	<b>SUBTOTAL</b>	<b>47,612</b>	<b>6,627</b>	<b>9,549</b>	<b>15,700</b>	<b>15,700</b>
	<b>TOTAL</b>	<b>675,081</b>	<b>716,493</b>	<b>667,759</b>	<b>698,884</b>	<b>722,886</b>

Note: The KPERS rate was 3.67 in 2003, 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007 and 5.93 in 2008.