COMMISSIONERS

Mayor Sara Caylor
Linda Reed
Blake Jorgensen
Mike Skidmore
Shawn Dickinson

CITY MANAGER & DEPARTMENT HEADS

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

ORGANIZATIONAL CHART

Citizens

BOARDS
- Tree Board
- 4th Judicial Correction Advisory Board
- KMEA Board of Directors
- Construction Board of Appeals
- Board of Zoning Appeals
- Library Board
  Dog Park Advisory Board

COMMISSIONS
- Planning Commission
- Recreation Commission
- Band Committee

Boards & Commissions

City Commission

City Manager

Assistant to the City Manager

Management Intern

City Attorney & City Engineer

Municipal Court

Municipal Auditorium

DEPARTMENTS

Clerk/ Finance

Planning & Codes

Utilities

DIVISIONS
- Water
- Wastewater
- Electric
- Utility Warehouse

Human Resources

Information Technology

Public Works

DIVISIONS
- Parks & Cemetery
- Streets
- Fleet Management
- Airport
- Stormwater

Police Dept.

Fire Dept.

CITY OF OTTAWA
2014 BUDGET

TABLE OF CONTENTS

Introduction…….....1
Budget Formation ….…….....2
Legal Restrictions……...3
Financial Operations..... 4
Accounting Policy.....5-6
City Budget Policy.....7-8
Capital Improvement Program……..….....9-10
Ottawa Vision ……..... 11
City Profile …….....12-16
Glossary of Terms……..……17-19
Schedule of Transfers…… 20
All Funds Summary……..... 21

GENERAL FUND
Revenue Detail and Expenditure Summary.....22
General Fund Revenue Detail.....23
City Manager…….....…… 24-25
Finance/City Clerk…..……...26-27
Building Maintenance.....28-29
Transfers …….....……30-31
Planning & Code Administration 32-33
Public Works: Cemetery.....34-35
Public Works: Streets.....36-37
Public Works: Flood Control……38-39
Public Works: Fleet Management.....40-41
Public Works: Parks.....42-43
Police.....44-45
Municipal Court.....46-47
Fire.....48-49
Information Technology…… 50-51
Human Resources.....52-53
Employee Benefits.....54-55

(Continued...)

TABLE OF CONTENTS *(Continued)*

SPECIAL REVENUE FUNDS - MISCELLANEOUS FUNDS
G.O. Debt Retirement Fund.....56-57
Community Services Support.....58-59
Auditorium Fund.....60-61
Airport Fund.....62-63
Special Parks & Recreation Fund.....64-65
Special Alcohol Fund.....66-67
Library.....68-69
Economic Development.....70-71
Special Street Fund.....72-73
Power Supply Fund.....74-75
Equipment Reserve Fund.....76-77
Revolving Loan Fund.....78-79
Risk Management Reserve Fund.....80-81
Wastewater Treatment Plant Debt Fund.....82-83

STORM WATER UTILITY.....84-85

WATER FUND
Revenues Graph.....86
Expenditures Graph.....87
Revenue Detail and Expenditures Summary.....88-89
Water Production.....90-91
Water Maintenance/Water Distribution.....92-93

WASTEWATER FUND
Revenues Graph.....94
Expenditures Graph.....95
Revenue Detail and Expenditures Summary.....96-97
Wastewater Treatment.....98-99
Wastewater Maintenance/Wastewater Collection.....100-101

ELECTRIC FUND
Expenditures Graph.....102
Revenues Graph.....103
Revenue Detail and Expenditures Summary.....104-105
Electric Production.....106-107
Electric Distribution.....108-109
Utility Warehouse.....110-111
Utilities Billing/Administration.....112-113
Broadband.....114-115

Budget Guide

PURPOSE

The purpose of the budget guide is to assist the public and City Commission in understanding the way the City budget is prepared, adopted, implemented and amended. It provides information about citizens' rights to get involved in the budget process and shows how to exercise those rights. The budget guide also defines financial terms and provides an overview of the city's financial goals.

WHAT IS A BUDGET?

The budget is one of the most important processes a City Commission engages in on a continuing basis. The budget is, first of all, a policy document and operations plan. It establishes the activities and projects the City expects to pursue and provides a plan of organization for implementing those activities. The budget also anticipates future staffing and resource requirements.

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. The budget also 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. The City of Ottawa uses a multi-year approach to budgeting. This enables the management to identify future effects of current decisions in a timely manner. City budgets present actual figures for prior years, revised figures for the current year and budgeted figures for the next year. In arriving at next year's budget, City staff reviews prior expenditures and works to determine anticipated needs.

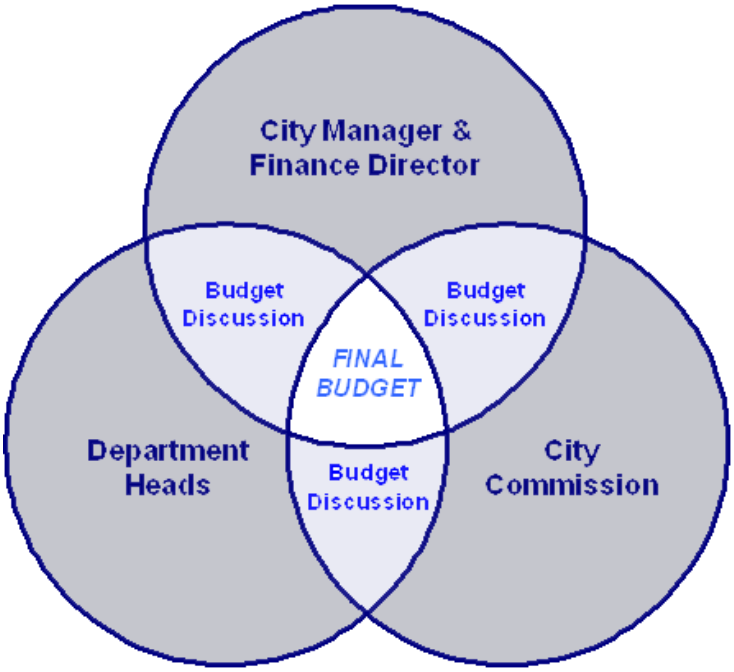
The City Manager and Finance Director meet with each Dept. Head who has already prepared an initial budget estimate based on the projected needs within their scope of responsibility. Each line item is discussed and adjusted to fit the next year's projections. The City Manager's approach in these meetings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

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

Budget Guide

BUDGET FORMATION

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



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

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

CITY MANAGER & FINANCE DIRECTOR

Primary Responsibilities:

- Review previous year's budget.
- Assess the needs of the city.
- Forecast revenues & expenditures for the coming year (and beyond).
- Meet with department heads to discuss budget estimates.
- Review and refine budget requests.

Secondary Responsibilities:

- Present budget to City Commission.
- Make recommendations for budget changes.
- Prepare budget for publication.

DEPARTMENT HEADS

Primary Responsibilities:

- Assess the needs of the city.
- Prepare their respective department's initial budget estimate based on anticipated needs.

Secondary Responsibilities:

- Prepare monthly reports to evaluate progress towards budget implementation.

CITY COMMISSION

Primary Responsibilities:

- Provide input about community priorities to be considered during budget formation.

Secondary Responsibilities:

- Review proposed budgets and consider recommendations from city staff.

LEGAL RESTRICTIONS & PROVISIONS

Relevant Statutes

Budget Law
(K.S.A.79-2925 – K.S.A. 79-2937)

Cash Basis Law
(K.S.A.10-1101)

Limit on Indebtedness
(K.S.A.10-309)

Open Meetings
(K.S.A.75-4317) et. seq.

Open Records Act
(K.S.A. 45-215) et. seq.

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

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

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

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

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

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

FINANCIAL OPERATIONS AND STRUCTURE

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

FUND ACCOUNTING

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

BASIS OF ACCOUNTING

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

FINANCIAL AUDIT

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

DEPARTMENTS

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

Budget Guide

ACCOUNTING POLICY

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

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

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

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

Revenues are recognized in the accounting period in which they are received. Expenditures are recognized when the related liability is current (the encumbrance method of accounting). Interest on un-matured general long-term debt is recognized when due. Long-term debt for proprietary funds are recorded in those funds and not included in the general long-term debt account group.

Budget Guide

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BUDGET POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CAPITAL IMPROVEMENT PROGRAM

WHAT IS A CAPITAL IMPROVEMENT PROJECT?

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

WHAT IS A CAPITAL IMPROVEMENT PROGRAM?

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

WHAT ARE THE OBJECTIVES OF A CAPITAL IMPROVEMENT PROGRAM?

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

Budget Guide

HOW DOES CAPITAL SPENDING IMPACT THE OPERATION BUDGET?

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

The Construction of a new street will:

1) Increase the expenditure side of the operating budget.

2) Parks Department will have additional areas to maintain.

3) Planning and Development has additional area to zone.

4) The Police Department has additional streets to patrol.

5) The Public Works Department has an additional street(s) to maintain.

6) The Fire Department has additional areas to provide fire protection.

HOW IS THE CAPITAL IMPROVEMENT PROGRAM FORMULATED?

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

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

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

OTTAWA VISION: DESIGNING OUR FUTURE

Whether we call it dreaming, daydreaming, hoping, wishing, or pondering the future, **visioning** is a vital process in the life of any community. When we develop ways to make the future we've imagined real, that is called planning. In late 2000, the City began a Visioning process, a process that was seen as the way to solicit community opinions, and was to be the cornerstone for the new Comprehensive Plan. In 2001, a Vision Steering Committee composed of volunteers and community leaders came together to begin the process of gauging community values, concerns, and dreams. In 2004, the City then adopted the new Comprehensive Plan, culminating the work of the Vision Plan and the Comprehensive Planning Process to set the future direction of the community.

Every community has a variety of concerns, needs, opportunities, and resources to address or manage. The five general categories selected for goal setting were: **Business and Economic Growth, Civic Image**, **Community Growth**, **Public Service**, and **Quality of Life.** The following vision statement arose:

COMMUNITY VISION STATEMENT

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

In 2014, the visioning/planning process will begin again, with community meetings, idea solicitation, and involvement in determining the next planning goals for the Ottawa community. The City, in the fall of 2013, launched "eNgage Ottawa" as the first step in generating ideas on-line, a new way to discuss issues. The visioning and planning will take approximately two years before new plans are adopted.

CITY HISTORY AND FORM OF GOVERNMENT

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

City Hall was constructed at the corner of Fourth & Walnut in 1911 and remained at that location until August 1996 when it moved to 101 S. Hickory.

Ottawa was governed by a Mayor-Council system until 1913 when the City became a Commission form of government. In 1970 voters established the City Manager form of government with a five (5) member Commission, which annually selects a Mayor from its ranks. Three seats on the Commission are open every odd numbered year. Two Commissioners are elected to four-year terms and one is elected to a two-year term.

The City Commission is the legislative and policy making body of the City. Regular City Commission meetings are held on the first and third Wednesday of each month. The first Wednesday meeting is scheduled at 7:00 p.m. and the third Wednesday is set at 9:30 a.m. The City Commission also meets at 4:00 p.m. every Monday afternoon in work session and in joint session with the County Commission and members of the U.S.D. 290 School Board every third Wednesday at noon. All meetings are open to the public.

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

CITY MANAGER & COMMISSIONERS

GOVERNMENT SERVICE DELIVERY

The City of Ottawa is a full-service entity with a $49,000,000 budget. The City purchased the utilities in 1905 and currently operates the electric, water and wastewater utilities. The electric system transfers approximately $1,100,000 to the General Fund each year. The City employs 28 full-time police officers. One is a Community Services Officer who handles animal control and one is a School Resource Officer for USD290 schools funded by a 3-year ($125,000) COPS Grant awarded by the Department of Justice on September 1, 2013.

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

The City owns the Ottawa Municipal Airport (KOWI), located approximately 2.5 miles south of the city limits and encompassing approximately 335 acres. Additionally, the City of Ottawa owns approximately 160 acres across Montana Road from the Airport, land which is currently leased by Kansas State University for an Agricultural Experiment Station. The main concrete runway was reconstructed in 2012, and received project quality award recognition at local and national levels.

Water Treatment Plant

Wastewater Treatment Facility

CITY PARKS

Forest Park

Kanza Park

City Park

Haley Park

Heritage

Freedom

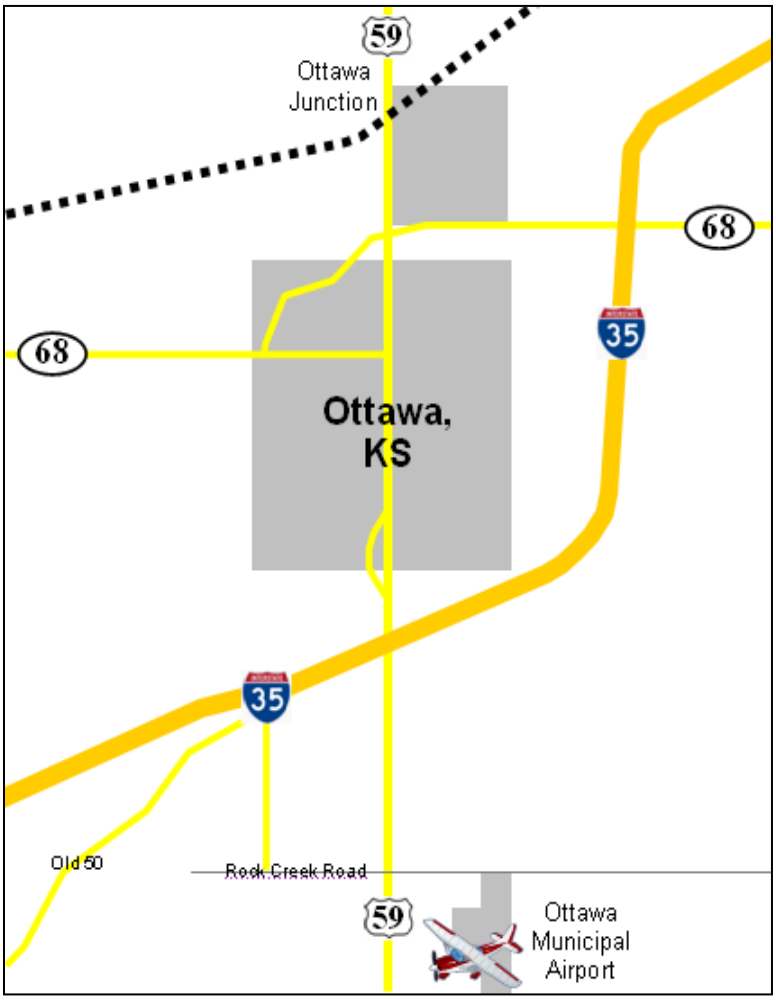
Orlis Cox Ball Fields

Prairie Spirit River Trail

On-line Park Reservation Form
www.ottawaks.gov

LOCATION AND GROWTH

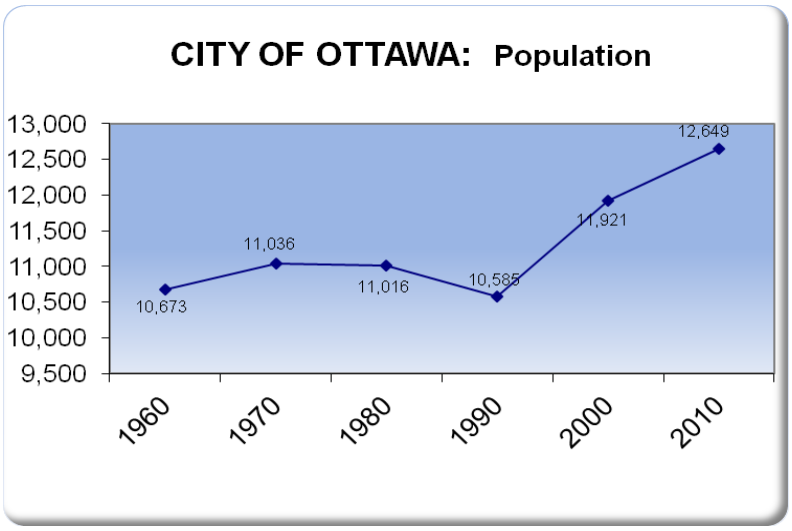
Ottawa is served by the Burlington Northern Santa Fe Railroad, several trucking firms and by Interstate 35, US-59 and Kansas Highway 68. Ottawa is located in a strategic area approximately 25 miles south of Lawrence and 30 miles southwest of the greater Kansas City area, and is experiencing an upward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



BUILDING PERMITS

Year	Value
2012	7.959,888
2011	18,200,235
2010	24,173,969
2009	15,661,381
2008	26,793,833
2007	29,277,480
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 12,649 in 2010.



BUSINESS AND ECONOMIC DEVELOPMENT

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

Significant businesses in the area include a regional distribution center for Wal-Mart located three miles east of Ottawa, which started construction in 1994 and now employs approximately 1,200 workers at the 205-acre facility. In 2001 American Eagle Outfitters located in Ottawa's Industrial Park. This facility is currently operating with approximately 700 employees. In 2006 American Eagle Outfitters broke ground on a $54,000,000 addition to its compound, doubling their presence in the community and adding over 300 additional jobs.

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

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

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

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

MAJOR EMPLOYERS

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

EDUCATION

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

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

ENROLLMENT

2005-2006	2,459
2006-2007	2,452
2007-2008	2,539
2008-2009	2,541
2009-2010	2,570
2010-2011	2,543
2011-2012	2,534
2012-2013	2,551
2013-2014	2,493

COMMUNITY SERVICES & SUPPORT

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

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

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

VISIT THE WEBSITE!

USD 290

Ottawa University

Neosho County Community College

Municipal Auditorium

Ottawa Library

Ransom Memorial Hospital

Ottawa Municipal Auditorium

RANSOM MEMORIAL HOSPITAL
A DESIGNATED FIVE-STAR HOSPITAL

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS cont'd

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

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

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

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

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

Expenditures: Refers to current cash operating expenses and encumbrances.

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

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

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

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

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

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

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

GLOSSARY OF TERMS cont'd

Mill Levy: A mill is 1/10th of $0.01 or one thousandth. A mill levy is the number of dollars a tax payer must pay per $1,000 of assessed valuation.

Operating Funds: Resources derived from reoccurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

Resources: Total funds available for appropriation including estimated revenues, fund transfers, beginning balances.

Salary Savings: Savings realized while a position is vacant until a new employee is hired.

Special Revenue Funds: Account for accumulation of resources (other than special assessments or major capital projects) that are restricted for specified purposes by law or administrative action.

State-Shared Revenues: Money collected by the State but shared on a predetermined basis with local governments.

Transfers: Transfers are the authorized exchanges of cash or other resources between funds. The transfer of resources between funds is not recorded as revenues to the fund receiving or expenditures to the fund providing.

Trust and Agency Funds: Funds used to account for assets held by the City in a fiduciary capacity or as an agent for individuals, private organizations, or other governments and/or funds.

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

Schedule of Transfers

Expenditure From:	Receipt To:	Actual 2012	Current 2013	Budget 2014
General	Airport	77,000	83,000	82,000
General	Community Services	32,000	34,000	32,000
General	WWT Plant	210,000	219,500	227,600
General	Risk Management	40,000	210,000	227,600
General	Equip Res - Police	-	58,000	68,400
General	Equip Res - Fire	-	95,000	95,000
General	Equip Res - Planning	-	1,000	3,000
General	Equip Res - PW	-	94,000	115,000
Special Highway	GO Debt	-	71,576	71,898
Special Highway	Equipment Reserve	-	50,000	50,000
Special Highway	Capital Projects	57,391	-	-
Special Alcohol	General	24,356	24,000	24,000
Water	Bond and Interest	100,576	100,576	100,714
Water	General Fund	425,000	425,000	445,000
Water	Community Services	36,000	36,000	38,500
Water	Equipment Reserve	51,548	51,548	51,548
Water	Risk Management	140,000	143,714	182,337
Water	Capital Projects	-	20,000	-
Wastewater	GO Debt Service	26,000	-	-
Wastewater	General	250,000	250,000	275,000
Wastewater	Equipment Reserve	72,276	75,064	75,064
Wastewater	Risk Management Reserve	111,151	122,820	127,440
Wastewater	Community Service	35,000	36,000	38,500
Wastewater	Transfer to WWTP Debt	555,000	553,658	555,000
Electric	GO Debt Service	98,438	521,000	679,500
Electric	General Fund	1,125,000	1,125,000	1,155,000
Electric	Equipment Reserve Fund	112,118	111,168	111,170
Electric	Risk Management Fund	276,714	298,317	351,216
Electric	Community Services	37,000	37,000	38,500
Power Supply	GO Debt Service	130,000	130,000	130,000
Auditorium	Risk Management	-	-	7,672
Airport	Risk Management	-	-	2,500
	Totals	**4,022,568**	**4,976,941**	**5,361,159**

CITY OF OTTAWA, KANSAS ALL FUNDS EXPENDITURE SUMMARY			
	Actual	**Revised**	**Budget**
FUND	**2012**	**2013**	**2014**
General	8,711,819	9,282,827	10,474,795
Debt Service	781,200	1,494,971	2,102,623
Library	728,159	764,410	789,573
Auditorium	155,674	202,128	234,449
Special Highway	533,054	320,845	428,718
Economic Development	38,355	43,000	130,762
Community Services	139,404	143,790	148,198
Special Parks & Recreation	49,397	207,000	71,259
Special Alcohol	24,356	24,000	24,000
Equipment Reserve	716,769	545,201	1,456,098
Revolving Loan Fund	76,986		210,634
Risk Mgt Reserve	725,170	828,777	1,177,944
Stormwater Utility		75,000	577,065
Water Fund	2,564,750	2,852,876	3,412,715
Wastewater Fund	2,211,884	2,368,366	3,442,955
Electric Fund	15,177,091	15,933,618	21,893,287
Airport Fund	86,850	95,413	85,030
WWT Plant Debt Fund	722,055	722,055	1,394,722
KMEA Power Supply Fund	363,331	446,731	1,352,872
Totals	**33,806,306**	**36,351,006**	**49,407,696**
Less Budgeted Reserves			9,375,889
Net Budgeted Expenditures	**33,806,306**	**36,351,006**	**40,031,807**
Less Transfers	4,018,430	4,956,941	5,361,159
Net Exp. Less Transfers	**29,787,876**	**31,394,065**	**34,670,648**

CITY OF

OTTAWA

KANSAS

CITY OF

OTTAWA

KANSAS

GENERAL FUND (0100)

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2010	2011	2012	2013	2014
Mill Levy	**26.215**	**27.181**	**28.235**	**28.803**	**29.754**
Unencumbered Cash Balance, Jan. 1	**1,133,013**	**1,160,592**	**1,076,425**	**988,832**	**950,097**
Revenue					
Ad Valorem Taxes	1,940,571	2,027,692	2,091,885	2,270,941	2,427,188
Sales Tax - City	1,830,652	1,897,605	1,902,819	1,993,481	2,013,416
Sales Tax - City for Sewer Plant	210,000	210,000	217,350	220,610	222,816
Sales Tax - County	901,682	945,947	952,539	993,741	1,003,678
Transfer - Electric	1,025,000	1,025,000	1,125,000	1,125,000	1,155,000
Transfer - Water	405,000	405,000	425,000	425,000	445,000
Court Fines	251,151	240,449	279,529	303,567	305,000
Transfer - Wastewater	225,000	225,000	250,000	250,000	275,000
Vehicle Tax	205,719	214,118	222,774	229,711	232,797
Franchise Tax Gas	292,544	267,289	203,040	300,000	300,000
Comp. Use Tax	355,947	392,556	385,620	375,000	378,750
Municipal Court Fees	79,266	73,831	65,005	74,000	78,000
Reimbursed Expense	182,657	149,113	33,366	100,000	100,000
Franchise Tax - CATV	73,190	65,903	55,934	66,000	66,000
Permits & Fees	150,307	111,911	72,977	100,000	200,000
Highway Connecting Links	58,434	58,434	58,705	39,000	33,000
Back Tax Collections	94,384	132,527	87,257	125,000	110,000
Franchise Tax Telephone	46,535	45,606	38,959	40,000	40,000
Interest Income	79,346	36,973	14,371	35,000	35,000
Transfer - Special Alcohol	29,139	24,024	24,356	30,000	30,000
Burial	28,344	24,724	24,392	31,000	31,000
Cemetery Lot Sales	15,700	17,400	16,200	20,000	20,000
Liquor Tax	24,134	24,024	24,356	27,040	27,040
Miscellaneous	10,707	7,082	8,504	20,000	40,000
Dog License	5,887	5,475	5,418	6,000	6,000
Business License	34,267	37,910	38,871	40,000	40,000
Rent - Airport	10,125	6,000	0	4,000	4,000
Uncollected Ad Valorem Tax	0	0	0	0	-94,000
Total Revenue	**8,565,689**	**8,671,593**	**8,624,226**	**9,244,091**	**9,524,686**
Total Resources	**9,698,702**	**9,832,185**	**9,700,651**	**10,232,923**	**10,474,783**

EXPENDITURE DETAIL					
Personnel Services	6,675,736	6,905,711	6,984,765	7,175,910	7,261,043
Contractual Services	879,049	812,007	805,828	875,662	987,144
Commodities	420,536	455,422	428,949	492,920	633,670
Capital Outlay	123,983	94,008	127,777	153,834	202,690
Transfers	438,807	462,392	364,500	584,500	623,000
Reserves	0	26,220	0	0	767,236
Total Requirements	**8,538,110**	**8,755,760**	**8,711,819**	**9,282,827**	**10,474,783**
Contingency Reserves					
Unencumbered Cash Bal, Dec. 31	**1,160,592**	**1,076,425**	**988,832**	**950,097**	**0**

GENERAL FUND (0100)

	SOURCE OF REVENUE 0100	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
100.00	Unencumbered Cash	1,133,013	1,160,592	1,076,425	988,832	950,097
301.00	Ad Valorem Property Tax	1,940,571	2,027,692	2,091,885	2,270,941	2,427,188
301.00	Uncollected Ad Valorem Tax					-94,000
302.00	Back Tax Collections	94,384	132,527	87,257	125,000	110,000
303.00	Sales Tax - City	1,830,652	1,897,605	1,902,819	1,993,481	2,013,416
303.00	Sales Tax - City to WWTP	210,000	210,000	217,350	220,610	222,816
304.00	Sales Tax - County	901,682	945,947	952,539	993,741	1,003,678
305.00	Comp. Use Tax	355,947	392,556	385,620	375,000	378,750
306.00	Franchise Tax - CATV	73,190	65,903	55,934	66,000	66,000
306.10	Franchise Tax Gas	292,544	267,289	203,040	300,000	300,000
306.20	Franchise Tax Telephone	46,535	45,606	38,959	40,000	40,000
314.00	Liquor Tax	24,134	24,024	24,356	27,040	27,040
315.00	Vehicle Tax	205,719	214,118	222,774	229,711	232,797
318.00	Business License: License Income-general	34,267	37,909	38,871	40,000	40,000
344.00	Rent - Ag Ground	10,125	6,000	0	4,000	4,000
317.00	Highway Connecting Links	58,434	58,434	58,705	39,000	33,000
323.00	Dog License	5,887	5,475	5,418	6,000	6,000
390.00	Interest Income	79,346	36,973	14,371	35,000	35,000
392.01	Reimbursed Expense	182,657	149,113	33,366	100,000	100,000
396.00	Cemetery Lot Sales	15,700	17,400	16,200	20,000	20,000
350.00	Burial Fees	28,344	24,724	24,392	31,000	31,000
324.00	Fines	251,151	240,449	279,529	303,567	305,000
326.00	Court Fees	79,266	73,831	65,005	74,000	78,000
327.00	Building Permits & Fees	150,307	111,911	72,977	100,000	200,000
398.05	Transfer from Special Alcohol Fund	29,139	24,024	24,356	30,000	30,000
398.02	Transfers - Electric	1,025,000	1,025,000	1,125,000	1,125,000	1,155,000
398.06	Transfers - Water	405,000	405,000	425,000	425,000	445,000
398.01	Transfers - Wastewater	225,000	225,000	250,000	250,000	275,000
399.00	Miscellaneous	10,707	7,082	8,504	20,000	40,000
	TOTAL	**9,698,702**	**9,832,184**	**9,700,651**	**10,232,923**	**10,474,783**

CITY COMMISSION & CITY MANAGER'S OFFICE

FUND (0110)

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 five member Commission makes policy through ordinance, resolution and the annual budget process. The Commission appoints the City Manager to serve as the CEO of the City.

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	156,726	166,779	173,338	189,500
Contractual Services	29,042	34,896	33,300	36,500
Commodities	9,088	7,566	8,700	9,300
Capital Expenditures	73	3,171	1,021	1,421
Total	**194,928**	**212,413**	**216,359**	**236,721**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
City Manager	1.00	1.00	1.00	1.00
Asst. to the City Man.	1.00	1.00	1.00	1.00
Part Time Adm. Intern	1.00	0	.50	.50
Full Time Adm. Intern	0	1.00	.50	0
City Commission	5.00	5.00	5.00	5.00
Total	**8.00**	**8.00**	**8.00**	**8.00**

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- A small increase for Contractual Services and an increase for intern position.

STAFF CHANGES

- The Assistant to the City Manager position was filled after a departure.

CITY COMMISSION & CITY MANAGER (0110)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	154,966	148,476	159,061	165,038	179,000
410.00	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000
411.00	Overtime	2,786	2,250	1,718	2,300	2,500
421.00	Stipend for Commission IT	0	0	0	0	2,000
	SUBTOTAL	**163,752**	**156,726**	**166,779**	**173,338**	**189,500**
	CONTRACTUAL SERVICES					
502.00	Postage	172	331	711	200	200
503.00	Telecommunications	700	844	1,025	1,000	1,000
504.00	Travel Expense	6,406	10,629	11,499	12,000	12,000
505.00	Professional Development	8,119	6,666	7,246	6,750	6,750
512.00	Employee Recognition	4,837	4,512	5,132	4,500	4,500
527.00	Mayor's Breakfast	2,403	1,577	1,920	1,500	1,500
514.00	Printing Expense	3,284	2,306	4,465	3,000	3,000
524.00	Bonds	0	0	0	350	350
551.00	Dues & Subscriptions	5,002	2,080	2,897	4,000	4,000
558.00	Other Cont. Services	413	96	0	0	3,200
	SUBTOTAL	**31,335**	**29,042**	**34,896**	**33,300**	**36,500**
	COMMODITIES					
600.00	Office Supplies	4,323	3,359	3,645	3,700	4,200
601.00	Computer Supplies	0	0	0	0	0
670.00	Receptions & Meals	4,653	5,668	3,921	5,000	5,000
615.00	Uniforms	0	0	0	0	100
630.00	Other Operating Supplies	453	62	0	0	0
	SUBTOTAL	**9,430**	**9,088**	**7,566**	**8,700**	**9,300**
	CAPITAL OUTLAY					
702.00	Furniture (Office Furniture)	675	0	0	0	0
704.00	Office Equipment	0	0	0	100	500
705.00	Computer Equipment	340	73	912	921	921
710.00	Equipment	0	0	2,259	0	0
	SUBTOTAL	**1,015**	**73**	**3,171**	**1,021**	**1,421**
	TOTAL	**205,533**	**194,928**	**212,413**	**216,359**	**236,721**

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 department utilizes the Tyler Incode Financial software for payroll, general ledger, utility billing and collections and other programs. This system was new in 2013. Meter Reading and Building Maintenance functions are part of this division. The Finance Department bills 6,300 electric and 5,200 water customers each month.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	314,848	308,200	315,000	189,500
Contractual Services	78,061	71,332	76,455	45,700
Commodities	10,574	16,977	14,950	5,900
Capital Expenditures	3,477	7,566	29,149	2,149
Total	**406,961**	**404,075**	**435,554**	**243,249**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Director of Finance	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00
City Attorney	.50	.50	.50	.50
Building Crew Chief	0	0	1.00	0
Custodian	3.00	3.00	2.00	0
Total	**6.00**	**6.00**	**6.50**	**4.50**

FUND (0115)

GOALS

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

OBJECTIVES

Promote efficient utilization of all city resources, protect city assets and provide professional financial services

EXPENDITURE CHANGES

A major accounting software conversion was completed in 2013.

STAFF CHANGES

This department had two new hires in 2013, replacing the retirement of two long time employees.

CITY CLERK/FINANCE (0115)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	310,924	308,809	304,489	310,800	184,000
411.00	Overtime	4,152	6,039	3,711	4,200	5,500
	SUBTOTAL	**315,076**	**314,848**	**308,200**	**315,000**	**189,500**
	CONTRACTUAL SERVICES					
502.00	Postage	312	1,275	445	1,200	1,750
503.00	Telecommunications	4,272	4,331	4,664	4,600	4,800
505.00	Professional Development	3,275	2,180	3,877	3,000	3,200
515.00	Advertising & Publications	4,145	4,248	4,125	4,300	5,000
520.00	Ins. - Bldg. & Contents	6,738	0	0	0	0
530.00	Utilities (City Hall)	6,609	5,240	4,525	6,000	0
551.00	Dues & Subscriptions	299	478	101	250	250
558.00	Other Cont. Services	21,560	21,840	18,498	22,000	22,000
558.00	Elevator Service	1,740	2,040	1,750	2,040	0
558.00	HVAC Service	17,064	18,000	17,064	14,000	0
558.00	Pest Control	650	650	510	675	0
558.00	Solid Waste Disposal	650	650	662	690	0
558.00	Building Maintenance	10	8,500	8,111	9,000	0
571.00	Audit (General Fund Share)	7,000	8,603	7,000	8,600	8,600
599.00	Refunds	0	25	0	100	100
	SUBTOTAL	**74,324**	**78,061**	**71,332**	**76,455**	**45,700**
	COMMODITIES					
600.00	Office Supplies	3,373	3,424	4,110	4,100	5,000
601.00	Computer Supplies	49	42	457	500	850
614.00	Books	0	188	9	50	50
615.00	Uniforms (Custodial)	166	303	50	300	0
620.00	Supplies (Custodial)	8,115	6,618	12,351	10,000	0
	SUBTOTAL	**11,703**	**10,574**	**16,977**	**14,950**	**5,900**
	CAPITAL OUTLAY					
702.00	Furniture (Office Furniture)	0	2,265	440	0	0
704.00	Office Machines	180	0	0	0	0
705.00	Computer Equipment	510	515	2,034	2,149	2,149
710.00	Buildings	0	0	3,409	27,000	0
718.00	Equipment Purchase	996	698	1,683	0	0
	SUBTOTAL	**1,686**	**3,477**	**7,566**	**29,149**	**2,149**
	TOTAL	**402,789**	**406,961**	**404,075**	**435,554**	**243,249**

FINANCE / BUILDING MAINTENANCE

Description of Services

The Building Maintenance Division of the Finance Department focuses on preventive maintenance for, and regular cleaning of real property belonging to the City of Ottawa. The Building Maintenance team ensures buildings, offices and meeting rooms are properly maintained, setup and properly cleaned for each day's business.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	0	0	0	86,500
Contractual Services	0	0	0	39,855
Commodities	0	0	0	10,900
Capital Expenditures	0	0	0	30,600
Total	**0**	**0**	**0**	**167,855**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Building Supervisor	0	0	0	1.00
Lead Custodian	0	0	0	1.00
Custodians	0	0	0	1.00
Total	**0**	**0**	**0**	**3.00**

FUND (0116)

GOALS

To provide professional cleaning in addition to planned and responsive maintenance to City owned properties; including: City Hall/Ottawa Library, the Municipal Auditorium, the Carnegie Building, Don Woodward Center, the old City Hall building and the Friends of the Library building.

OBJECTIVES

To protect and maintain publicly owned real property through professional building management.

EXPENDITURE CHANGES

This activity has been consolidated with 0115 since 2002, but is being separated to provide better tracking in 2014.

STAFF CHANGES

This division has four full time employees, one of which serves as a backup to the meter readers.

BUILDING MAINTENANCE (0116)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries					86,000
411.00	Overtime					500
	SUBTOTAL	**0**	**0**	**0**	**0**	**86,500**
	CONTRACTUAL SERVICES					
502.00	Postage					250
505.00	Professional Development					1,000
530.00	Utilities (City Hall)					6,000
551.00	Dues & Subscriptions					200
558.00	Elevator Service					2,040
558.00	HVAC Service					20,000
558.00	Pest Control					675
558.00	Solid Waste Disposal					690
558.00	Building Maintenance					9,000
	SUBTOTAL	**0**	**0**	**0**	**0**	**39,855**
	COMMODITIES					
600.00	Office Supplies					100
614.00	Books					500
615.00	Uniforms (Custodial)					300
620.00	Supplies (Custodial)					10,000
	SUBTOTAL	**0**	**0**	**0**	**0**	**10,900**
	CAPITAL OUTLAY					
710.00	Buildings					30,600
	SUBTOTAL	**0**	**0**	**0**	**0**	**30,600**
	TOTAL	**0**	**0**	**0**	**0**	**167,855**

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. Those expenditures remaining are primarily 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 share of the County's cost of operating the 911 Emergency Dispatch Center. Finally, the General Fund Contingency Reserve is budgeted here. This allows the Governing Body the authority to spend reserve funds if the need arises, without having to amend the budget.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Contractual Services	287,567	285,742	285,600	290,000
Streets, Walks, Curbs	19,790	35,126	60,000	100,000
Transfers	310,642	364,500	313,500	341,600
Total	**617,999**	**685,368**	**659,100**	**731,600**

FUND (0117)

GOALS

- Supplement city activities beyond the General Fund

STAFF CHANGES

- No personnel are dedicated to this activity.

NON-OPERATING (0117)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	TRANSFERS					
912.00	Transfer to Airport Fund	71,996	75,142	82,000	60,000	82,000
906.00	Transfer to Reserve Fund	0	0	40,000	0	0
909.00	Transfer to Community Service Fund	21,251	25,500	30,000	34,000	32,000
905.00	Transfer to Sewer Replacement Fund	210,000	210,000	210,000	219,500	227,600
891.00	Contingency Reserve	0	0	2,500	0	0
	SUBTOTAL	**303,247**	**310,642**	**364,500**	**313,500**	**341,600**
	CONTRACTUAL					
507.00	911 Services - Paid to Fr. Co.	271,928	277,706	281,697	285,600	290,000
558.00	Other Cont.	12,920	9,662	4,045	0	0
599.00	Refunds	0	199	0	0	0
	SUBTOTAL	**284,848**	**287,567**	**285,742**	**285,600**	**290,000**
	CAPITAL OUTLAY					
738.00	Streets, Curb, Sidewalks	7,957	19,790	35,126	60,000	100,000
	TOTAL	**596,052**	**617,999**	**685,368**	**659,100**	**731,600**

PLANNING AND CODES ADMINISTRATION

Description of Services

The Planning & Codes Administration Department assists the City by planning for appropriate land use, preserving resources for the future, and enforcing codes. The Planning Director serves as the staff liaison for the Planning Commission and the Board of Zoning Appeals. Staff administers the Comprehensive Plan, Zoning, and Subdivision Regulations. The Planning Department coordinates and manages implementation and revision of the Comprehensive Plan and capital improvement planning to govern development of individual sites and whole new areas. The Planning Department also develops special projects such as sidewalks and trails.

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	347,113	365,419	352,281	352,000
Contractual Services	70,843	65,210	93,700	108,800
Commodities	8,626	8,896	14,300	13,750
Capital Expenditures	223	10,771	3,956	3,500
Transfers	2,000	0	3,000	3,000
Total	**428,805**	**450,297**	**467,237**	**481,050**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Director of P&C	1.00	1.00	1.00	1.00
Planner/Code Officer	1.00	1.00	1.00	1.00
Codes Inspector	2.25	2.00	3.00	3.00
Planning Adm. Asst. 1	1.00	1.00	1.00	1.00
Planning Secretary	1.00	1.00	1.00	1.00
Total	**6.25**	**6.00**	**7.00**	**7.00**

FUND (0130)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No significant change,

STAFF CHANGES

- Management Analyst reassigned to the Planning & Codes Department.

PLANNING & CODE ADMINISTRATION (0130)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	331,839	346,281	364,095	339,000	338,500
	Retirement	0	0	0	11,781	12,000
411.00	Overtime	1,182	832	1,324	1,500	1,500
	SUBTOTAL	**333,021**	**347,113**	**365,419**	**352,281**	**352,000**
	CONTRACTUAL SERVICES					
502.00	Postage	3,080	5,211	3,718	6,000	6,000
503.00	Telecommunications	2,628	3,191	3,023	3,400	3,400
505.00	Professional Dev./Meetings	6,931	9,570	6,375	11,000	10,500
509.00	Meeting Expense	875	931	702	1,200	1,300
515.00	Legal & Other Advertising	9,337	8,116	3,061	5,000	6,000
523.00	Vehicle Ins-Risk Mgt.	1,199	0	0	0	0
533.00	Equipment Repair	0	0	0	300	300
534.00	Vehicle Repair	75	0	53	1,200	1,200
553.00	Service Agreements	1,169	1,290	1,632	2,400	2,400
558.00	Other Cont. Services	2,065	10,373	4,736	2,200	2,200
558.00	Temp Services	0	0	0	500	500
558.00	Weeds	6,128	4,458	7,977	7,500	8,000
558.00	Nuisance	780	0	1,963	2,000	2,000
558.00	Condemnation & Demolition	19,615	19,356	24,470	25,000	23,000
558.00	Annexation	0	698	0	1,000	1,000
590.00	Planning Services	0	0	7,500	15,000	24,000
591.00	Building Code Plan Check	6,675	7,650	0	10,000	17,000
	SUBTOTAL	**60,557**	**70,843**	**65,210**	**93,700**	**108,800**
	COMMODITIES					
600.00	Office Supplies	3,443	4,540	3,081	5,500	6,000
601.00	Computer Supplies	0	0	0	0	0
608.00	Vehicle Operations	5,290	3,661	3,828	6,500	6,500
612.00	Equipment	0	150	0	0	0
614.00	Books	262	242	1,862	1,800	750
615.00	Uniforms	170	33	125	500	500
	SUBTOTAL	**9,165**	**8,626**	**8,896**	**14,300**	**13,750**
	CAPITAL OUTLAY					
702.00	Furniture	0	0	8,877	500	500
710.00	Equipment	0	0	0	1,000	500
705.00	Computer Equipment	7,048	223	1,894	2,456	2,500
711.00	Vehicles	0	0	0	0	0
	SUBTOTAL	**7,048**	**223**	**10,771**	**3,956**	**3,500**
	TRANSFERS					
906.00	Transfer to Equipment Reserve	4,500	2,000	0	3,000	3,000
	TOTAL	**414,290**	**428,805**	**450,297**	**467,237**	**481,050**

CEMETERY

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	76,643	85,795	86,400	90,250
Contractual Services	5,787	4,922	5,695	9,850
Commodities	10,100	11,542	12,300	18,400
Capital Expenditures	1,195	0	0	0
Total	**93,724**	**102,259**	**104,395**	**118,500**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Sexton/Lead Equip.Op.	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00
Total	**2.00**	**2.00**	**2.00**	**2.00**
Seasonal	2.00	1.00	2.00	2.00

FUND (0140)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- The expenditures proposed for 2014 represent only incremental change from 2013. Ultimately, budget proposals will include a building replacement to better accommodate public interaction and storage of equipment.

STAFF CHANGES

- No staff changes (full-time) have occurred during the past year . Staffing increases are proposed in the future to provide for assumption of duties associated with operating both Highland and Hope Cemeteries.

CEMETERY (0140)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	67,695	65,228	71,401	73,000	76,150
410.00	Seasonal	4,983	6,798	7,514	6,950	7,200
411.00	Overtime	6,163	4,617	6,880	6,450	6,900
	SUBTOTAL	**78,841**	**76,643**	**85,795**	**86,400**	**90,250**
	CONTRACTUAL SERVICES					
502.00	Postage	38	100	40	100	150
503.00	Telecommunications	707	712	775	775	1,000
505.00	Professional Development	822	1,453	1,013	1,200	1,500
520.00	Insurance - Bldg. & Contents	1,106	0	0	0	0
523.00	Vehicle Insurance	799	0	0	0	0
530.00	Utilities	975	840	832	1,000	1,000
532.00	Repairs: Buildings & Structures	93	24	215	220	1,000
533.00	Machinery & Equipment Repair	84	76	56	100	2,500
558.00	Other Cont. Services	2,074	2,283	1,991	2,300	2,700
599.00	Refunds	0	300	0	0	0
	SUBTOTAL	**6,699**	**5,787**	**4,922**	**5,695**	**9,850**
	COMMODITIES					
600.00	Office Supplies	0	0	0	0	400
608.00	Vehicle Operations	3,873	5,930	6,566	6,500	7,500
611.00	Chemical Supplies	0	0	85	100	1,000
612.00	Equipment Repair Supplies	1,770	520	1,160	1,500	3,400
615.00	Uniforms	672	1,133	906	1,000	1,500
617.00	Fertilizer & Seed	0	0	0	0	500
620.00	Supplies	1,666	1,521	1,370	1,700	1,900
622.00	Hand Tools and Supplies	111	607	778	800	1,300
629.00	Cement, Gravel & Rebar	0	0	0	0	300
638.00	Building/Structure Repair Supplies	0	388	677	700	1,000
	SUBTOTAL	**8,093**	**10,100**	**11,542**	**12,300**	**18,400**
	CAPITAL OUTLAY					
708.00	Radio Replacement	550	0	0	0	0
710.00	Equipment	12,398	1,195	0	0	0
	SUBTOTAL	**12,948**	**1,195**	**0**	**0**	**0**
	TOTAL	**106,580**	**93,724**	**102,259**	**104,395**	**118,500**

STREETS

FUND (0141)

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	576,743	565,212	583,900	610,000
Contractual Services	61,527	45,276	50,325	80,100
Commodities	172,265	136,818	160,350	234,750
Capital Expenditures	5,327	3,790	3,235	3,235
Transfer to Equip. Reserve	50,000	0	115,000	115,000
Total	**865,862**	**751,097**	**912,810**	**1,043,085**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Director of Public Works	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Streets Superintendent	1.00	1.00	1.00	1.00
Asst. Streets Superintend.	1.00	1.00	1.00	1.00
Maintenance Crew Leader	1.00	1.00	1.00	1.00
Heavy Equip. Operator	4.00	4.00	4.00	4.00
Equipment Operator	5.00	5.00	5.00	5.00
Total	**14.00**	**14.00**	**14.00**	**14.00**
Seasonal	5.00	5.00	7.00	7.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Proposed 2014 expenses represent only incremental change from 2013. The Capital Outlay funding illustrated here represents equipment purchases anticipated for the entire Public Works Department. The fleet is significantly aged.

STAFF CHANGES

- The entry level position vacated in 2008 was filled during 2013.

GENERAL FUND - STREETS (0141)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	530,714	541,295	538,817	548,900	571,000
410.00	Seasonal	27,256	17,890	20,982	20,000	21,000
411.00	Overtime	14,144	17,558	5,413	15,000	18,000
	SUBTOTAL	**572,113**	**576,743**	**565,212**	**583,900**	**610,000**
	CONTRACTUAL SERVICES					
502.00	Postage	24	57	73	75	200
503.00	Telecommunications	1,014	1,026	1,088	1,100	1,300
505.00	Professional Development	7,986	7,743	8,359	8,400	9,300
520.00	Insurance - Bldg. & Contents	1,595	0	0	0	0
523.00	Vehicle Insurance	12,006	0	0	0	0
530.00	Utilities	4,962	3,493	2,747	5,000	5,000
532.00	Building Repairs	1,317	4,714	80	4,800	4,000
533.00	Machinery & Equipment Repair	18,317	16,523	11,037	1,700	21,500
539.00	Repair (Flood Control)	0	0	0	0	0
543.00	Rent - Machinery & Equipment	0	0	0	0	1,000
550.00	Towel & Laundry Service	0	0	287	250	600
558.00	Other Cont. Services	1,797	2,087	3,989	4,000	7,200
559.00	Environmental Compliance	23,839	25,883	17,616	25,000	30,000
598.00	Contract Labor	4,155	0	0	0	0
	SUBTOTAL	**77,011**	**61,527**	**45,276**	**50,325**	**80,100**
	COMMODITIES					
600.00	Office Supplies	820	440	375	700	1,000
608.00	Vehicle Operations	44,770	62,383	52,141	55,000	77,000
611.00	Chemical Supplies	100	235	168	250	1,000
612.00	Equipment Repair Supplies	17,915	25,017	20,360	20,000	30,000
615.00	Uniforms	3,803	5,094	5,193	5,100	6,500
616.00	Paint & Supplies	0	5,651	4,144	5,500	6,000
617.00	Seed, Trees, & Fertilizer, for Levee	0	0	29	0	500
620.00	Supplies	1,737	2,344	1,253	2,300	7,750
622.00	Hand Tools and Supplies	763	811	2,966	2,500	3,000
624.00	Asphalt & Asphalt Patch	35,741	14,019	14,110	20,000	37,000
625.00	Downtown Maintenance Supplies	1,267	1,958	1,775	2,000	3,000
626.00	Ice control Materials	17,790	22,712	8,651	18,000	30,000
628.00	Signs & Material	11,908	10,399	13,912	12,000	14,000
629.00	Gravel, Rock & Cement	8,345	19,094	10,731	15,000	16,000
638.00	Building/Structure Repair Supplies	1,769	2,107	1,010	2,000	2,000
	SUBTOTAL	**146,729**	**172,265**	**136,818**	**160,350**	**234,750**
	CAPITAL OUTLAY					
702.00	Furniture & Fixtures	**0**	0	555	0	0
705.00	Computer Equipment	279	286	3,235	3,235	3,235
710.00	Equipment	0	5,041	0	0	0
710.00	Replacement Radios	15,162	0	0	0	0
712.00	Trucks	135	0	0	0	0
	SUBTOTAL	**15,576**	**5,327**	**3,790**	**3,235**	**3,235**
906.00	Transfer to Reserve Fund	23,000	50,000	0	115,000	115,000
	TOTAL	**834,429**	**865,862**	**751,097**	**912,810**	**1,043,085**

FLOOD CONTROL

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Contractual Services	16,268	13,339	15,250	20,750
Commodities	667	3,497	9,800	11,000
Capital Expenditures	0	22,250	0	0
Total	**16,935**	**39,086**	**25,050**	**31,750**

FUND (0142)

GOALS

- Within the geographic limits of the levee system, protect the low elevation areas from flooding in the river.

OBJECTIVES

- Comply with directives received from the US Army Corps of Engineers concerning levee maintenance.
- Routinely communicate with Corps representatives at both reservoirs upstream from Ottawa.

STAFF CHANGES

- Staff is shared from other divisions within Public Works, along with assistance from other departments.

FLOOD CONTROL (0142)

		Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	CONTRACTUAL SERVICES					
503.00	Telecommunications	219	225	244	250	1,750
530.00	Utilities	0	0	0	0	0
539.00	Repair	0	0	0	0	6,500
558.00	Other Cont. Services	13,316	16,043	13,094	15,000	12,500
559.00	Environmental Compliance	0	0	0	0	0
	SUBTOTAL	**13,534**	**16,268**	**13,339**	**15,250**	**20,750**
	COMMODITIES					
611.00	Chemical Supplies	0	0	8	0	1,000
617.00	Seed, Trees, & Fertilizer	0	0	0	7,500	7,500
620.00	Supplies	224	226	1,657	500	500
629.00	Gravel, Rock, & Cement		441	1,832	1,800	2,000
	SUBTOTAL	**224**	**667**	**3,497**	**9,800**	**11,000**
	CAPITAL OUTLAY					
705.00	Computer Equipment	0	0	0	0	0
710.00	Equipment	0	0	22,250	0	0
	SUBTOTAL	**0**	**0**	**22,250**	**0**	**0**
	TOTAL	**13,758**	**16,935**	**39,086**	**25,050**	**31,750**

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	**2011**	**2012**	**2013**	**2014**
Personnel Services	89,039	94,178	94,500	96,500
Contractual Services	13,222	16,028	17,210	24,800
Commodities	16,722	20,022	19,700	24,950
Capital Expenditures	17,284	124	8,500	0
Total	**136,267**	**130,352**	**139,910**	**146,250**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Garage Superintendent	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
Total	**2.00**	**2.00**	**2.00**	**2.00**

FUND (0144)

GOALS

- Maintain maximum possible fleet readiness.

OBJECTIVES

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

STAFF CHANGES

- None

FLEET MANAGEMENT (0144)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	89,924	87,903	92,415	93,000	94,800
411.00	Overtime	553	1,136	1,762	1,500	1,700
	SUBTOTAL	**90,477**	**89,039**	**94,178**	**94,500**	**96,500**
	CONTRACTUAL SERVICES					
503.00	Telecommunications	474	486	524	525	700
505.00	Professional Development	1,726	862	1,628	1,650	2,100
520.00	Insurance - Bldg. & Contents	1,331	0	0	0	0
523.00	Vehicle Insurance	799	0	0	0	0
530.00	Utilities	4,132	3,074	3,054	4,200	4,500
532.00	Repairs: Buildings & Structures	470	811	350	500	2,000
533.00	Machinery & Equipment Repair	0	657	155	500	500
543.00	Rent: Machinery & Equipment	113	156	258	300	500
550.00	Towel & Laundry Service	2,731	1,827	1,279	1,500	1,300
558.00	Other Contractual Services	7,120	4,634	7,729	7,035	12,000
559.00	Environmental Services	570	715	1,051	1,000	1,200
	SUBTOTAL	**19,466**	**13,222**	**16,028**	**17,210**	**24,800**
	COMMODITIES					
600.00	Office Supplies	280	326	656	600	800
608.00	Vehicle Operations	1,517	1,925	1,300	1,900	2,500
609.00	Motor Oil	5,936	5,280	6,828	6,200	7,500
612.00	Equipment Repair Supplies	710	38	31	700	700
614.00	Books (Maintenance Library Replacement)	325	154	559	500	1,000
615.00	Uniforms	404	499	599	500	750
620.00	Supplies	4,283	7,107	8,335	7,500	8,500
622.00	Hand Tool Supplies	950	1,299	1,713	1,500	2,700
638.00	Building/Structure Repair Supplies	496	94	0	300	500
	SUBTOTAL	**14,902**	**16,722**	**20,022**	**19,700**	**24,950**
	CAPITAL OUTLAY					
701.00	Equipment (Software Upgrade)	0	2,095	0	0	0
708.00	Replacement Radios	1,001	0	0	0	0
710.00	Equipment (2 Post Lift)	0	15189	124	8,500	0
705.00	Computer Equipment	0	0	0	0	0
	SUBTOTAL	**1,001**	**17,284**	**124**	**8,500**	**0**
	TOTAL	**125,846**	**136,267**	**130,352**	**139,910**	**146,250**

PARKS

Description of Services

The Parks Division of the Public Works Department is responsible for maintenance of 7 parks and Hope Cemetery, totaling approximately 135 acres of highly visible grounds and facilities that are a major contributor to the quality of life in Ottawa. Forest Park, in the northwest corner of the City, is notable for its mature oak and walnut trees and its array of recreational facilities. Included are a 475,000 gallon municipal swimming pool, 5 lit tennis courts, 18 individual horseshoe courts, 1 basketball court, a lit baseball diamond, a lit softball diamond, and four playgrounds including a "tots lot." Forest Park hosts a number of community events each year, including the Ol' Marais River Run (a custom car show) and the Power of the Past Antique Tractor and Engine Show. Kanza Park serves as a storm water detention pond on the upper end of the Skunk Run drainage basin, and has been enhanced by the addition of a hard-surfaced walking track almost a mile long and lit with salvaged Victorian fixtures from early 20th Century Main Street (downtown). City Park, which is home to the Carnegie Cultural Center, boasts a gazebo/bandstand used for summer evening concerts, weddings and other similar events. City Park includes playground equipment, pre-World War II naval artillery, and the Dietrich Cabin, an original 1859 Franklin County home. Other park facilities include the Prairie Spirit Rail Trail, Haley Park, Heritage Park, Cox Field Baseball Complex, a skate park and Freedom Park.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2011	2012	2013	2014
Personnel Services	212,408	204,065	196,587	203,650
Contractual Services	11,282	9,133	12,800	22,100
Commodities	40,672	45,620	47,500	73,200
Capital Expenditures	3,835	0	1,000	1,000
Total	**268,197**	**258,818**	**257,887**	**299,950**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Superintendent of Parks	1.00	1.00	1.00	1.00
Crew Leader	3.00	3.00	3.00	1.00
Park Equipment Operator	1.00	1.00	1.00	3.00
Total	**5.00**	**5.00**	**5.00**	**5.00**
Seasonal	3.00	2.00	2.00	3.00

FUND (0146)

GOALS

- Maintain facilities that contribute significantly to the quality of life in Ottawa.

OBJECTIVES

- Maintain grounds in parks not operated by other entities (ORC, etc.).
- Facilitate large community events that take place in city parks.

EXPENDITURE CHANGES

- No significant changes in funding levels are anticipated, other than anticipated cost increases for vehicle and equipment operating expenses.

STAFF CHANGES

- No permanent staff increases are included in the 2014 Budget, but studies indicate staffing is below industry standards.

PARKS (0146)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	181,325	185,583	183,098	176,000	178,650
410.00	Seasonal		10,900	13,077	12,500	12,500
411.00	Overtime	8,629	15,925	7,890	8,087	12,500
	SUBTOTAL	**189,953**	**212,408**	**204,065**	**196,587**	**203,650**
	CONTRACTUAL SERVICES					
502.00	Postage	78	97	21	100	200
503.00	Telecommunications	681	693	762	750	1,000
505.00	Professional Development	2,651	3,229	1,878	3,000	4,000
520.00	Insurance - Bldg. & Cont.	3,546	0	0	0	0
523.00	Vehicle Insurance	1,598	0	0	0	0
530.00	Utilities	2,903	2,350	2,193	2,500	3,000
532.00	Repairs: Buildings & Structures	80	991	302	700	1,100
533.00	Machinery & Equipment Repair	423	1,153	386	1,100	2,000
536.00	Facility Repairs	972	360	0	750	2,100
537.00	Recreation Facility Repair	1,200	398	1,859	1,800	2,600
543.00	Rent: Machinery & Equipment	0	0	0	100	550
558.00	Other Cont. Services	1,513	2,011	1,734	2,000	5,000
559.00	Environmental Services	8	0	0	0	550
598.00	Contract Labor	32,096	0	0	0	0
	SUBTOTAL	**47,750**	**11,282**	**9,133**	**12,800**	**22,100**
	COMMODITIES					
600.00	Office Supplies	703	500	446	500	1,000
608.00	Vehicle Operation	9,927	11,287	9,864	11,000	17,500
611.00	Chemical Supplies	424	676	332	700	2,000
612.00	Repair Equipment Supplies	5,422	3,267	2,719	3,500	6,200
615.00	Uniforms	1,504	2,323	2,961	2,500	2,800
620.00	Supplies	8,637	4,401	6,955	8,000	12,500
622.00	Hand Tools & Supplies	521	1,307	1,184	1,300	1,400
628.00	Signs	0	13	85	100	1,000
629.00	Gravel & Cement	0	0	96	100	2,000
632.00	Pool Chemicals	6,034	3,544	4,501	5,000	10,000
636.00	Park Facility Repair Supplies	1,978	7,023	5,208	6,500	7,500
637.00	Recreation Facility Repair Supplies	6,271	6,063	11,182	8,000	8,000
638.00	Building/Structure Repair Supplies	93	268	85	300	1,300
	SUBTOTAL	**41,515**	**40,672**	**45,620**	**47,500**	**73,200**
	CAPITAL OUTLAY					
705.00	Computer Equipment	2,021	626	0	0	0
708.00	Communications Equipment	1,575	0	0	1,000	1,000
710.00	2009 Lease 72" ZTR Mower	1,235	3,209	0	0	0
	SUBTOTAL	**4,831**	**3,835**	**0**	**1,000**	**1,000**
	TOTAL	**284,048**	**268,197**	**258,818**	**257,887**	**299,950**

POLICE DEPARTMENT

FUND (0151)

Description of Services

The Police Department serves as the law enforcement branch of City government. The department enforces all laws and ordinances and promotes safe use of city streets. Crime prevention programs such as D.A.R.E. (Drug Abuse Resistance Education) and McGruff are provided as educational programs by the Police Department. The Police Department constantly strives to improve its ability to "serve and protect" the citizens of Ottawa. The Department continuously pursues training and education in new and better methods of crime prevention, detection, and investigation.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	1,730,472	1,728,770	1,756,970	1,765,000
Contractual Services	119,501	128,347	116,377	125,003
Commodities	130,275	113,065	142,700	161,600
Capital Expenditures	6,713	13,117	8,875	15,075
Transfers	36,750	0	58,000	68,400
Total	**2,023,711**	**1,983,299**	**2,082,922**	**2,135,078**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Chief of Police	1.00	1.00	1.00	1.00
Staff Commander/Cap./Lt.	2.00	2.00	2.00	2.00
Sergeant	5.00	5.00	5.00	6.00
Police Officer	16.00	15.00	15.00	13.00
S.R.O. ***(Grant funded)***	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	2.00
DV Detective ***(Grant funded)***	0.50	1.00	1.00	1.00
Community Service Officer	0.00	0.00	0.00	1.00
Total Commissioned Officers	**26.50**	**26.00**	**26.00**	**27.00**
Custodian	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00	1.00
Special Services Officer	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	0
DV Admin Asst. ***(Grant)***	.00	.13	.50	0
Total Non-Com. Officers	**5.00**	**5.13**	**5.50**	**4.00**
Total	**31.50**	**31.13**	**31.50**	**31.00**

GOALS

- Promote a safe community for all residents
- Protect life and property of city residents
- Preserve peace and order
- Prevent and detect crime

OBJECTIVES

- This department requires employees to obey all laws and department rules and to treat all persons fairly and with respect. In order to maintain public trust and confidence, it is also the policy of this department to objectively and thoroughly investigate all allegations of wrongdoing and to consistently and fairly administer discipline when appropriate. Public faith and trust in the Police Department and its employees are essential to the accomplishment of its mission.

EXPENDITURE CHANGES

- Increased annual maintenance fees for the Franklin County Records Management system.
- Increased fuel budget, & professional development.

STAFF CHANGES

- One police officer retirement planned.

POLICE DEPARTMENT (0151)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	1,474,524	1,461,439	1,470,370	1,475,000	1,475,000
410.00	Retirements	0	0	0	11,970	0
411.00	Overtime	275,938	269,033	258,399	270,000	290,000
	SUBTOTAL	**1,750,463**	**1,730,472**	**1,728,770**	**1,756,970**	**1,765,000**
	CONTRACTUAL SERVICES					
502.00	Postage	981	887	1,235	1,200	1,500
503.00	Telecommunications	14,470	14,388	15,718	14,377	15,700
504.00	Travel and Meals	5,743	7,231	6,319	7,000	9,600
505.00	Professional Development	5,493	5,395	5,655	5,500	7,500
513.00	Prisoner Care	26,900	30,260	19,600	29,000	24,300
514.00	Printing	721	964	1,846	4,000	4,006
520.00	P & I Insurance	12,218	0	0	0	0
523.00	Motor Vehicle Insurance	9,089	0	0	0	0
532.00	Building Maintenance	4,027	5,131	24,908	5,500	6,150
533.00	Equipment Repair	116	0	0	100	1,500
534.00	Repair Motor Vehicle	135	300	704	700	2,000
543.00	Lease Payment	5,293	5,099	4,991	5,000	5,800
551.00	Dues and Subscriptions	3,110	2,386	2,922	3,000	3,000
558.00	Other Cont. Services	32,858	43,182	41,140	37,000	39,947
564.00	Community & Public Relations	2,415	4,278	3,310	4,000	4,000
	SUBTOTAL	**123,569**	**119,501**	**128,347**	**116,377**	**125,003**
	COMMODITIES					
600.00	Office Supplies	7,507	6,047	5,565	7,000	7,500
608.00	Vehicle Operations	71,152	76,217	66,740	90,000	90,000
609.00	Motor Oil	0	1,430	1,124	1,500	1,500
611.00	Chemical supplies	17	226	141	200	500
612.00	Vehicle Repair	4,516	10,929	4,922	7,500	7,500
614.00	Books	245	330	404	500	500
615.00	Uniforms	13,842	11,080	9,286	9,000	10,000
621.00	Public Safety Equipment	3,684	4,273	4,782	4,500	5,400
630.00	Operating Supplies	10,710	9,581	11,914	12,000	12,200
635.00	Star Team Supplies	6,184	5,936	3,878	6,000	6,500
639.00	Ammunition	12,304	4,226	4,309	4,500	20,000
	SUBTOTAL	**130,160**	**130,275**	**113,065**	**142,700**	**161,600**
	CAPITAL OUTLAY					
702.00	Office Furniture	0	0	0	1,200	400
704.00	Office Equipment	2,821	0	0	0	0
705.00	Computer Equipment	2,690	6,713	13,117	7,675	14,675
710.00	Equipment	31,920	0	0	0	0
	SUBTOTAL	**37,430**	**6,713**	**13,117**	**8,875**	**15,075**
	TRANSFERS					
906.00	Transfer to Equip. Reserve (Cars)	28,560	36,750	0	58,000	68,400
	SUBTOTAL	**28,560**	**36,750**	**0**	**58,000**	**68,400**
	TOTAL	**2,070,183**	**2,023,711**	**1,983,299**	**2,082,922**	**2,135,078**

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	**2011**	**2012**	**2013**	**2014**
Personnel Services	96,726	102,549	91,300	94,456
Contractual Services	54,130	50,498	54,900	63,136
Commodities	2,397	2,983	3,000	3,000
Capital Expenditures	0	0	614	4,726
Total	**153,252**	**156,030**	**149,814**	**165,318**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Part Time Judge	1.00	1.00	1.00	1.00
Municipal Court Clerk	1.00	1.00	1.00	.60
Assistant Clerk	1.00	0	.50	.60
Part Time Prosecutor	1.00	1.00	1.00	1.00
Part Time Bailiff	2.00	2.00	2.00	1.00
Total	**6.00**	**6.00**	**5.00**	**4.20**

FUND (0155)

GOALS

- Promote a safe community for all residents
- Protect life and property of city residents

OBJECTIVES

- We want every person leaving the Court feeling as though fair deliberations were rendered in accordance with Kansas law.

EXPENDITURE CHANGES

- Increased budget to allow for online and telephone payment of fines and fees. We anticipate the budget increase will be offset by improved revenue.

STAFF CHANGES

- One full-time court clerk converted to two part-time positions for improved staffing & flexibility at reduced costs.

MUNICIPAL COURT (0155)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	87,815	91,297	100,493	91,300	94,456
411.00	Overtime	7,432	5,428	2,056	0	0
	SUBTOTAL	**95,247**	**96,726**	**102,549**	**91,300**	**94,456**
	CONTRACTUAL SERVICES					
502.00	Postage	737	625	747	750	1,000
503.00	Telecommunications	901	913	947	950	1,000
504.00	Travel	1,007	534	621	1,000	1,500
505.00	Professional Development	325	650	605	650	1,450
514.00	Printing	978	1,405	921	1,400	1,200
543.00	Lease Payments	719	1,358	1,544	1,350	1,400
556.00	Defense Attorneys	43,650	41,790	36,450	40,000	42,000
558.00	Other Cont. Services	3,308	6,854	8,662	8,800	13,586
	SUBTOTAL	**51,624**	**54,130**	**50,498**	**54,900**	**63,136**
	COMMODITIES					
600.00	Office Supplies	557	1,886	2,736	2,750	2,750
614.00	Books	522	316	247	250	250
630.00	Other Operating Supplies	0	195	0	0	0
	SUBTOTAL	**1,079**	**2,397**	**2,983**	**3,000**	**3,000**
	CAPITAL OUTLAY					
705.00	Computer Equipment	11,842	0	0	614	4,726
704.00	Office Equipment	0	0	0	0	0
710.00	Equipment	0	0	0	0	0
705.00	Computer Equipment	0	0	0	0	0
	SUBTOTAL	**11,842**	**0**	**0**	**614**	**4,726**
	TOTAL	**159,793**	**153,252**	**156,030**	**149,814**	**165,318**

FIRE DEPARTMENT

FUND (0157)

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, 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	**2011**	**2012**	**2013**	**2014**
Personnel Services	954,932	993,413	987,000	1,051,000
Contractual Services	35,646	36,589	36,050	38,550
Commodities	45,872	50,968	49,500	54,300
Capital Expenditures	28,888	28,803	32,000	33,500
Transfers	63,000	0	95,000	95,000
Total	**1,128,338**	**1,109,774**	**1,199,550**	**1,272,350**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	1.00	3.00	3.00	3.00
Driver Engineer/EMT	7.00	8.00	8.00	8.00
Driver Engineer	1.00	0.00	0.00	0.00
Firefighter/EMT	6.00	4.00	4.00	4.00
Total	**20.00**	**20.00**	**20.00**	**20.00**

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No major changes

STAFF CHANGES

- None at this time.

FIRE DEPARTMENT (0157)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	912,137	923,670	968,267	955,000	988,000
410.00	Retirements	0	0	0	0	28,000
411.00	Overtime	24,828	31,262	25,146	32,000	35,000
	SUBTOTAL	**936,965**	**954,932**	**993,413**	**987,000**	**1,051,000**
	CONTRACTUAL SERVICES					
502.00	Postage	183	379	53	350	350
503.00	Telecommunications	3,041	2,829	2,982	3,000	3,500
505.00	Professional Development	6,520	6,713	7,246	7,000	8,000
514.00	Printing	408	432	477	500	600
520.00	General Ins. (EMT Prof. Liability)	3,313	0	0	0	0
523.00	Motor Vehicle Insurance	3,995	0	0	0	0
530.00	Utilities	2,258	2,098	1,608	2,200	2,200
532.00	Repair of Building & Structure	5,368	5,703	5,131	5,800	5,000
533.00	Equipment Repair	926	1,509	4,403	2,000	2,500
534.00	Repair Motor Vehicle	4,574	2,671	2,367	3,000	4,000
551.00	Dues & Subscriptions	521	716	706	700	700
553.00	Service Agreements	4,527	3,911	4,114	4,000	4,200
558.00	Other Cont. Services	9,446	8,687	7,502	7,500	7,500
	SUBTOTAL	**45,079**	**35,646**	**36,589**	**36,050**	**38,550**
	COMMODITIES					
600.00	Office Supplies	1,704	1,336	1,195	1,500	1,800
614.00	Public Education Materials	2,380	2,559	2,488	2,500	3,500
608.00	Vehicle Operations	10,827	13,784	13,633	14,000	14,000
612.00	Vehicle & Equipment Repair/Supplies	7,781	7,129	12,642	11,000	12,000
615.00	Uniforms & Turn out Gear	9,098	14,721	12,774	12,500	15,000
620.00	Supplies	6,008	6,343	8,235	8,000	8,000
	SUBTOTAL	**37,798**	**45,872**	**50,968**	**49,500**	**54,300**
	CAPITAL OUTLAY					
705.00	Computer Equipment	0	0	3,791	4,000	4,000
710.00	Equipment	14,227	13,823	17,043	17,000	19,500
715.00	Building Improvement	5,740	15,065	7,969	11,000	10,000
	SUBTOTAL	**19,967**	**28,888**	**28,803**	**32,000**	**33,500**
	TRANSFERS					
906.00	Transfer to Equipment Reserve	79,500	63,000	0	95,000	95,000
	SUBTOTAL	**79,500**	**63,000**	**0**	**95,000**	**95,000**
	TOTAL	**1,119,309**	**1,128,338**	**1,109,774**	**1,199,550**	**1,272,350**

INFORMATION TECHNOLOGY

Description of Services

The Information Technology Department provides computer and technology support ranging from procurement, repair, replacement, virus prevention, e-mail management and network installations as well as supporting PC, 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 MultiMedia Specialist is responsible not only for website updates, enhancements and FaceBook management but the broadcast and re-broadcast of City Commission meetings on the Government Access Channel, special programs, community events as well as daily programming. Additionally, photography and videotaping, editing and production occur through this position. The IT Support Specialist position, along with the other two members of the IT Department, provides support for the technical needs of the entire City.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	169,938	175,300	176,900	185,402
Contractual Services	5,167	8,922	9,800	21,400
Commodities	4,952	8,345	7,120	9,020
Capital Expenditures	5,971	1,052	4,256	4,256
Total	**186,028**	**193,619**	**198,076**	**220,078**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
IT Director	1.00	1.00	1.00	1.00
IT Specialist	1.00	1.00	1.00	1.00
Multimedia Specialist	1.00	1.00	1.00	1.00
Total	**3.00**	**3.00**	**3.00**	**3.00**

FUND (0159)

GOALS

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

OBJECTIVES

- Continue providing professional technology services in a timely manner
- Further eliminate risks to PC users which would reduce efficiency or cause downtime
- Tighten electronic security using new technologies
- Enhance easy citizen access and answers to frequently asked questions via the city web site and portal

EXPENDITURE CHANGES

- No significant Changes

STAFF CHANGES

- None

INFORMATION TECHNOLOGY (0159)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	EXPENDITURE DETAIL					
410.00	Salaries	169,413	169,171	174,327	175,600	183,502
411.00	Overtime	770	768	974	1,300	1,900
	SUBTOTAL	**170,182**	**169,938**	**175,300**	**176,900**	**185,402**
	CONTRACTUAL SERVICES					
502.00	Postage	40	20	67	100	300
503.00	Telecommunications	321	240	316	300	400
505.00	Professional Development	0	174	364	400	2,000
551.00	Dues and Subscriptions	4,128	1,673	1,853	2,000	3,000
553.00	Service Agreements/Contract	2,649	2,769	6,009	6,000	8,900
558.00	Other Contractual (add $4500 - Closed Cap TV)	178	291	879	900	6,000
	SUBTOTAL	**7,457**	**5,167**	**8,922**	**9,800**	**21,400**
	COMMODITIES					
600.00	Office Supplies	896	64	489	500	1,000
601.00	Computer Supplies (repair inventory)	3,817	3,687	7,050	4,500	4,500
614.00	Books & Instructional Materials	26	32	181	300	300
615.00	Uniforms	0	0	0	120	120
620.00	Operating Supplies (GAC, Web etc.)	970	1,120	596	1,200	1,700
622.00	Tools	754	49	28	500	1,400
	SUBTOTAL	**6,462**	**4,952**	**8,345**	**7,120**	**9,020**
	CAPITAL OUTLAY					
705.00	Computer Equip (Network Related)	0	0	0	1,100	1,100
705.00	Computer Equip (Computing)	1,952	5,971	1,052	2,456	2,456
710.00	Office Furniture and Equipment	0	0	0	700	700
	SUBTOTAL	**1,952**	**5,971**	**1,052**	**4,256**	**4,256**
	TOTAL	**186,054**	**186,028**	**193,619**	**198,076**	**220,078**

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.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	118,215	120,231	120,500	63,500
Contractual Services	23,964	35,592	68,200	60,600
Commodities	3,212	2,652	3,000	3,600
Capital Expenditures	1,233	2,004	1,228	3,228
Total	**146,624**	**160,479**	**192,928**	**130,928**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
HR/Risk Management Dir.	1.00	1.00	1.00	1.00
Human Resources Asst.	1.00	1.00	1.00	1.00
Total	**2.00**	**2.00**	**2.00**	**2.00**

FUND (0175)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No significant changes

STAFF CHANGES

- None

HUMAN RESOURCES (0175)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	117,875	117,804	120,010	119,600	63,000
411.00	Overtime	418	410	222	900	500
	SUBTOTAL	**118,293**	**118,215**	**120,231**	**120,500**	**63,500**
	CONTRACTUAL SERVICES					
500.00	Training - (Confined Space, BB Path)	79	1,921	3,449	2,000	3,500
501.00	Education Reimbursement	7,300	5,301	6,003	8,000	7,500
502.00	Postage	575	860	618	1,000	1,000
503.00	Telecommunications	703	727	786	900	900
504.00	Travel Expense	576	96	568	800	1,200
505.00	Professional Development	364	258	320	2,500	3,000
510.00	Employee Memorials	1,341	810	1,035	1,500	1,500
512.00	Meeting Expenses/Meals	44	232	202	500	500
516.00	Recruitment & Screening	21,115	13,009	21,933	25,000	35,000
551.00	Dues & Subscriptions	1,140	632	552	1,000	1,500
558.00	Other Cont. Services	2,557	118	127	25,000	4,000
	SUBTOTAL	**35,794**	**23,964**	**35,592**	**68,200**	**60,600**
	COMMODITIES					
600.00	Office Supplies	3,277	2,612	2,652	3,000	3,000
620.00	Operating Supplies	0	600	0	0	600
	SUBTOTAL	**3,277**	**3,212**	**2,652**	**3,000**	**3,600**
	CAPITAL OUTLAY					
702.00	Furniture	437	1,123	0	0	2,000
704.00	Office Machines	294	0	0	0	0
705.00	Computer & Software	0	0	1,052	1,228	1,228
710.00	Equipment	0	110	951	0	0
	SUBTOTAL	**731**	**1,233**	**2,004**	**1,228**	**3,228**
	TOTAL	**158,094**	**146,624**	**160,479**	**192,928**	**130,928**

GENERAL FUND EMPLOYEE BENEFITS

Description of Services

The Employee Benefits activity was established for the General Fund to administer and track costs associated with employee benefits that are associated with General Fund employees. Benefits include the City's portion of Social Security payments, state retirement, workers compensation and unemployment insurance, and the city's allocation for health and dental insurance.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Contribution to FICA	340,310	345,022	349,000	362,088
Retirement – KPERS	166,390	177,416	195,000	201,825
Retirement – KPF	366,558	424,196	419,368	429,852
Health Insurance	1,016,987	1,114,369	1,014,020	1,014,020
Dental Insurance	0	0	39,700	40,000
Workers Comp. Ins.	167,020	9,411	9,646	0
Unemployment Ins.	4,642	4,440	4,500	5,000
Transfer to Risk Mgt.	0	0	210,000	231,000
Total	**2,061,907**	**2,074,853**	**2,241,234**	**2,283,785**

FUND (0180)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Increase in the KPERS from 7.34% to 7.94%
- Increase in the KPF rate from 16.43% to 17.26%.
- Estimated 4.0% increase to health insurance costs.
- The Workers Comp. costs were moved to the 5600 - Risk Management Reserve Fund in 2012.

EMPLOYEE BENEFITS (0180)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
412.00	State Contribution Fund - FICA	346,461	340,310	345,022	349,000	362,088
413.00	State Retirement Fund - KPERS	149,840	166,390	177,416	195,000	201,825
416.00	State Retirement Fund - KPF	325,163	366,558	424,196	419,368	429,852
414.00	Health Insurance	914,083	1,016,987	1,114,369	1,014,020	1,014,020
415.00	Dental Insurance	0	0	0	39,700	40,000
521.00	Worker's Compensation Insurance	121,539	167,020	9,411	9,646	0
522.00	Unemployment Insurance	4,267	4,642	4,440	4,500	5,000
906.00	Transfer to Risk Mgt. (For Worker's Comp)	0	0	0	210,000	231,000
	TOTAL	**1,861,352**	**2,061,907**	**2,074,853**	**2,241,234**	**2,283,785**

Note: Workers Compensation is being handled as a transfer to Risk Management rather than a direct pay

CITY OF

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KANSAS

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KANSAS

G.O. DEBT RETIREMENT FUND

Description of Services

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

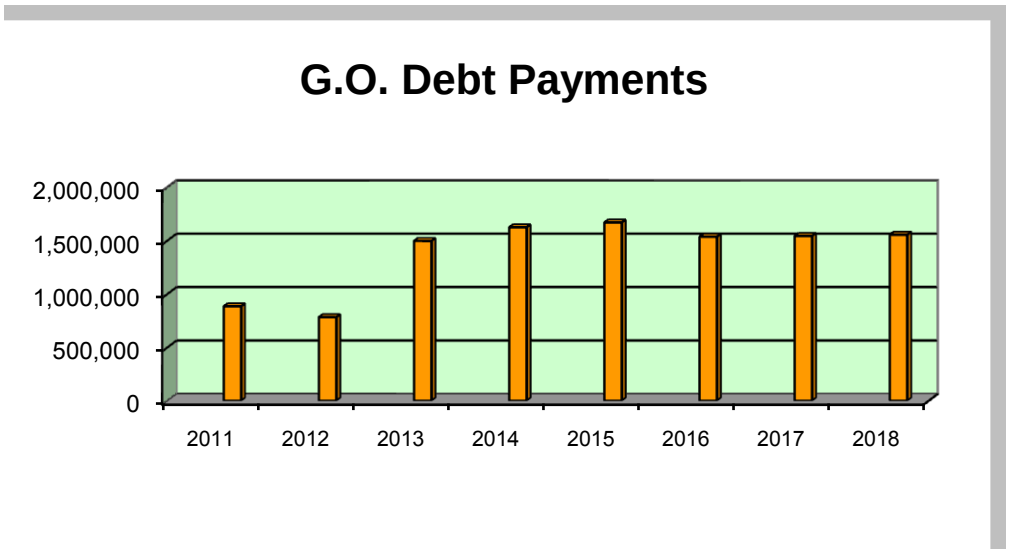
Debt Financing Principles

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

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

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

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



FUND (0500)

GOALS

- To enhance the city's ability to meet the community's needs through skillful application of debt issuance and retirement, coordinated with the city's long term priorities.

OBJECTIVES

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

EXPENDITURE CHANGES

- Expenditures for 2013 are projected to increase 2.6% over 2012

STAFF

- Staffing is provided by the Finance Department

G. O. DEBT RETIREMENT FUND (0500)

REVENUE DETAIL

	Mill Levy	**7.007**	**7.001**	**6.994**	**6.451**	**6.451**
		Actual	**Actual**	**Actual**	**Revised**	**Budget**
		2010	**2011**	**2012**	**2013**	**2014**
100.00	**Unencumbered Cash Balance, Jan. 1**	347,346	308,865	533,194	511,341	483,962
301.00	Ad Valorem Taxes	518,697	522,270	517,493	535,300	535,300
302.00	Back Taxes	28,253	36,807	23,603	30,000	25,000
316.00	Special Assessments	92,831	99,847	52,108	50,000	50,000
315.00	Vehicle Tax	57,449	57,309	57,460	56,840	52,714
390.00	Interest	6,657	1,164	314	300	300
392.01	Reimbursed Expense Income	0	9,808	4,368	0	0
398.01	Transfer from Wastewater	52,831	105,000	26,000	0	0
398.02	Transfer from Electric	307,988	0	26,000	521,000	679,500
398.02	Transfer from Power Supply Fund	80,000	130,000	50,000	130,000	130,000
398.06	Transfer from Water	15,509	95,000	2,000	100,576	100,714
398.09	Transfer from Special Streets	75,831	50,000	0	71,576	71,898
301.00	Estimated Unpaid Taxes	0	0	0	-28,000	-26,765
	Total Revenue	**1,236,046**	**1,107,205**	**759,347**	**1,467,592**	**1,618,661**
	Total Resources	**1,583,392**	**1,416,070**	**1,292,541**	**1,978,933**	**2,102,623**
	EXPENDITURE DETAIL					
742.00	Levy Certification	0	1,544	45,488	0	0
800.00	Principal	845,364	604,500	520,000	870,000	1,020,000
803.00	Interest	429,163	276,832	215,712	624,971	602,190
	Total Requirements	**1,274,527**	**882,876**	**781,200**	**1,494,971**	**1,622,190**
892.00	Designated Reserves - (Prepaid Specials)				57,411	55,704
891.00	Covenant Reserve		533,194	511,341	426,551	424,729
	Unencumbered Cash Balance, Dec. 31	**308,865**	**533,194**	**511,341**	**483,962**	**480,433**

PROJECT	**2014**			
	Princ.	**Interest**	**Total**	**Payout**
2010A - Refunding (2021)	$ 325,000	$ 54,375	$ 379,375	2021
2012 -Airport Hangar (2021)	$ 85,000	$ 12,258	$ 97,258	2021
2012 - Refunded Levee Rip Rap Project (2023)	$ 65,000	$ 11,483	$ 76,483	2023
2009 - Coves (2024)	$ 60,000	$ 32,650	$ 92,650	2024
2007 - NE Substation & Transmission (2028)	$ 395,000	$ 414,500	$ 809,500	2028
2009A - NE Water Tower (2029)	$ 90,000	$ 76,925	$ 166,925	2029
TOTAL	**$ 1,020,000**	**$ 602,190**	**$ 1,622,190**	

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

Budget Guide

COMMUNITY SERVICES SUPPORT

Description of Services

The Community Services Fund makes support available for community groups and activities that provide a communitywide service. Transfers from the Utility Funds and the General Fund create revenue for this activity. Contractual agreements for services for economic development and the Ottawa Main Street program are funded through this activity, as is the City's contribution to the Animal Shelter.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	3,203	5,252	1,988	698
Reimbursed Expense	270	0	0	0
Donations to City Band	754	140	0	0
Transfers from Wastewater	34,000	35,000	36,000	38,500
Transfers from Electric	37,000	36,000	36,000	38,500
Transfers from Water	36,000	35,000	36,000	38,500
Transfers from General	25,500	30,000	34,500	32,000
Total Revenues	**133,524**	**136,140**	**142,50**	**147,500**
Total Resources	**136,727**	**141,392**	**144,488**	**148,198**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Animal Shelter	45,540	45,540	45,540	49,040
Fr. County Development	48,000	55,000	60,000	60,000
Ottawa Main Street	27,600	27,600	27,600	27,100
Youth Conference Activity	4,140	4,140	4,140	4,140
City Band	2,975	3,264	3,210	3,625
Jaycees Fireworks	2,300	2,300	2,300	2,300
Veteran's Day Parade	920	920	1,000	1,000
Miscellaneous	0	640	0	0
Reserves	0	0	0	993
Total Requirements	**131,475**	**139,404**	**143,790**	**148,198**
Unencumbered Cash Bal.	**5,252**	**1,988**	**698**	**0**

FUND (1100)

GOALS

- To support community activities of benefit to the community.

EXPENDITURE CHANGES

- A $3,500 increase for the Animal Shelter

STAFF CHANGES

- Staff is shared from other departments

COMMUNITY SERVICES SUPPORT (1100)

REVENUE DETAIL

		Actual 2010	Actual 2011	Actual 2012	Revised 2013	Budget 2014
100.00	**Unencumbered Cash Balance, Jan. 1**	2,701	3,203	5,252	1,988	698
392.01	Reimbursed Expense	300	270	0	0	0
392.03	Donations (City Band)	0	754	140	0	0
398.01	Transfer from Wastewater	36,000	34,000	35,000	36,000	38,500
398.02	Transfers from Electric	36,000	37,000	36,000	36,000	38,500
398.06	Transfers from Water	36,000	36,000	35,000	36,000	38,500
398.08	Transfers from General Fund	21,251	25,500	30,000	34,500	32,000
	Total Revenue	**129,551**	**133,524**	**136,140**	**142,500**	**147,500**
	Total Resources	**132,252**	**136,727**	**141,392**	**144,488**	**148,198**

EXPENDITURE DETAIL

511.00	Prairie Paws (Note 1)	45,540	45,540	45,540	45,540	49,040
572.00	Franklin Co. Development	45,000	48,000	55,000	60,000	60,000
577.00	Ottawa Main Street	27,600	27,600	27,600	27,600	27,100
575.00	Youth Conference Activities	4,140	4,140	4,140	4,140	4,140
569.00	City Band	2,536	2,975	3,264	3,210	3,625
578.00	Fireworks	2,300	2,300	2,300	2,300	2,300
564.00	Veteran's Day Parade	920	920	920	1,000	1,000
899.00	Misc.	525	0	640	0	0
891.00	Reserves	488	0	0	0	993
	Total Requirements	**129,049**	**131,475**	**139,404**	**143,790**	**148,198**
	Unencumbered Cash Balance, Dec. 31	**3,203**	**5,252**	**1,988**	**698**	**0**

AUDITORIUM

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

REVENUE DETAIL

	Actual 2011	Actual 2012	Revised 2013	Budget 2014
Mill Levy	**1.170**	**1.500**	**1.898**	
Cash Balance, Jan. 1	31,250	20,558	35,369	50,103
Ad Valorem Tax	87,058	111,072	157,512	129,000
Ticket Sales	879	13,221	30,000	25,000
Vehicle Tax	8,715	9,545	12,187	15,512
Rentals	11,165	12,863	12,000	12,000
Concessions	2,431	3,675	2,579	2,579
Back Tax Collections	5,777	3,916	6,129	4,000
Interest Income	148	25	30	30
Reimbursed Expense	10,700	13,256	400	200
Donations	550	2,450	2,500	2,500
Miscellaneous	0	461	25	25
Program Advertising	0	0	500	500
Uncollected Ad Valorem			-7,000	-7,000
Total Resources	**158,675**	**191,043**	**252,231**	**234,449**
EXPENDITURE DETAIL				
Personnel Services	85,351	73,726	93,073	73,009
Contractual Services	47,456	37,848	71,805	74,580
Commodities	2,914	5,070	4,750	5,000
Capital Expenditures	2,395	39,030	32,500	34,000
Transfers	0	0	0	7,672
Total Requirements	138,116	155,674	202,128	194,261
Cash Bal., Dec. 31	**20,558**	**35,369**	**50,103**	**40,188**
PERSONNEL SCHEDULE				
Auditorium Director	0	0	0	0
Secretary/Bookkeeper	0	0	0	0
Operations Manager	0	0	0	0
Administrative Manager	1	1	1	1
Janitorial	0.5	0.5	0.5	0.5
Total	1.5	1.5	1.5	1.5
Temporary	7.0	7.0	7.0	7.0

FUND (1300)

MISSION

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

OBJECTIVES

- To provide a variety of arts, entertainment, educational, and enrichment activities to the Ottawa community.
- To serve as a cultural and community center where citizens and visitors to the city can gather.
- To provide reasonably priced convention and meeting space.

EXPENDITURE CHANGES

- A decrease in personnel costs are under anticipated.

STAFF CHANGES

- Changes for 2014 are under consideration.

AUDITORIUM (1300)

REVENUE DETAIL

	Mill Levy	**1.066**	**1.167**	**1.499**	**1.919**	**1.594**
		Actual	**Actual**	**Actual**	**Revised**	**Budget**
	SOURCE OF REVENUE	**2010**	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash	53,446	31,250	20,558	35,369	50,103
301.00	Ad Valorem Tax	78,765	87,058	111,072	157,512	129,000
302.00	Back Tax Collections	4,840	5,777	3,916	6,129	4,000
315.00	Vehicle Tax	8,742	8,715	9,545	12,187	15,512
	Total Tax Revenue	**92,348**	**101,550**	**124,533**	**175,828**	**148,512**
344.01	Rentals	11,080	11,165	12,863	12,000	12,000
390.00	Interest Income	2,193	148	25	30	30
392.01	Reimbursed Expense	877	10,700	13,256	400	200
392.03	Donations & Sponsorships	0	550	2,450	2,500	2,500
351.00	Concessions	1,799	2,431	3,675	2,579	2,579
351.01	Ticket Sales	1,611	879	13,221	30,000	25,000
399.00	Miscellaneous		0	461	25	25
337.00	Program Advertising	0	0	0	500	500
	Total Other Revenue	**17,561**	**25,873**	**45,951**	**48,034**	**42,834**
301.00	Uncollected Ad Valorem Tax		0		-7,000	-7,000
	Total Resources	**163,354**	**158,674**	**191,043**	**252,231**	**234,449**

EXPENDITURE DETAIL

		Actual	**Actual**	**Actual**	**Revised**	**Budget**
	PERSONNEL SERVICES	**2010**	**2011**	**2012**	**2013**	**2014**
410.00	Salaries	55,447	54,854	50,606	57,070	38,211
410.00	Temporary	0	0	0	7,140	7,140
411.00	Overtime	8,073	10,163	5,258	9,000	9,000
412.00	Social Security	4,822	4,823	4,197	5,693	4,158
413.00	Retirement	3,812	4,268	3,816	3,670	4,000
414.00	Health Insurance	10,279	11,242	9,849	10,500	10,500
	SUBTOTAL	**82,433**	**85,351**	**73,726**	**93,073**	**73,009**
	CONTRACTUAL SERVICES					
502.00	Postage	0	0	50	200	200
503.00	Telephone	1,272	1,355	1,636	1,815	1,800
504.00	Travel Expense	172	40	0	400	400
505.00	Educational Advancement	0	0	0	500	500
514.00	Printing	7	0	0	1,000	1,000
515.00	Advertising	691	1,348	3,292	5,000	5,000
520.00	Insurance - Bldg. & Contents	6,051	1,497	0	1,573	1,600
521.00	Worker's Comp	29	29	0	30	30
522.00	Unemployment Insurance	203	221	211	237	250
530.00	Utilities	10,215	19,954	9,006	15,000	15,000
551.00	Dues & Subscriptions	781	497	699	550	550
552.00	Ticket Refunds	0	0	0	500	500
553.00	Service Agreement/Compliance	1,435	1,583	2,003	250	2,000
555.00	Public Relations	60	25	40	250	250
558.00	Other Cont. Services	19,659	12,903	9,984	10,500	10,500
560.00	Auditorium Maintenance	2,694	682	0	5,000	5,000
567.00	Event Fees & Deposits	0	7,232	10,029	25,000	25,000
570.00	Misc. Event Expenses	35	91	900	4,000	5,000
	SUBTOTAL	**43,303**	**47,456**	**37,848**	**71,805**	**74,580**
	COMMODITIES					
600.00	Office Supplies	652	335	722	500	500
613.00	Janitorial Supplies	820	871	1,030	1,500	1,500
619.00	Concession Supplies	2,515	1,578	2,454	2,500	2,500
930.00	Other Operating Supplies	479	130	864	250	500
	SUBTOTAL	**4,467**	**2,914**	**5,070**	**4,750**	**5,000**
	CAPITAL EXPENDITURES					
702.00	Furniture & Fixtures	0	51	68	0	0
709.00	Stage Equipment	1,185	2,344	19,956	0	1,500
715.00	Repair & Renovations	0	0	19,006	32,500	32,500
	SUBTOTAL	**1,901**	**2,395**	**39,030**	**32,500**	**34,000**
906.00	Transfer to Risk Mgt					7,672
	Total Requirements	**132,105**	**138,116**	**155,674**	**202,128**	**194,261**
	Unencumbered Cash/Reserves Bal.	**31,250**	**20,557**	**35,369**	**50,103**	**40,188**

AIRPORT

The Ottawa Municipal Airport covers 335 acres, with an additional 160 immediately across Montana Road. The airport consists of a main runway and several buildings including a main hangar, constructed in 2010, and T-hangars. Currently there is a contractual Fixed Base Operator (FBO) who is in charge of the day-to-day functions of the airport. In 2001 the City completed an Airport Master Plan to establish a "road map" for projects at the facility. Recent developments include the installation of PAPI lights, a main hangar constructed in 2011, the total rebuild of the main runway in 2012 and the addition of approximately 53 acres in 2012. These projects have been made possible by the attainment of grants from the Federal Aviation Administration, which reimbursed 95% of the cost of these projects.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Personnel Services		585	26,913	0
Contractual Service	75,698	68,034	48,300	76,830
Commodities	1,229	17,251	20,200	5,700
Capital Outlay	0	0	0	0
Capital Improvement	0	980	0	0
Transfers	0	0	0	2,500
Contingency Reserve	0	0	0	0
Total Requirements	**76,927**	**86,850**	**95,413**	**85,030**
Cash Balance, Dec. 31	**4,864**	**764**	**4,852**	**2,572**

FUND (1400)

GOALS

- To provide a key elements related to transportation infrastructure for the Ottawa/Franklin County area.

OBJECTIVES

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

EXPENDITURE CHANGES

- .Unanticipated personnel expenditures were incurred late in 2012 and during part of 2013. With the appointment of a new FBO late in 2013, personnel costs will expire and contractual services will increase for 2014.

STAFF CHANGES

- As a result of a retirement the City hired personnel to operate the airport late in 2012 and into 2013. Hawkeye Helicopter was selected as the new FBO for the Ottawa Airport during the 2013 season.

AIRPORT (1400)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	**2010**	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash	75	4,900	4,864	764	4,852
312.00	Fuel Sales	0	0	0	26,250	0
392.01	Reimbursed Expense Income	130	0	0	0	0
344.00	Rent	0	1,750	750	13,250	750
398.08	Transfer - General	71,996	75,142	82,000	60,000	82,000
	Total Revenue	**72,127**	**76,892**	**82,750**	**73,250**	**82,000**
	Total Resources	**72,201**	**81,792**	**87,614**	**100,264**	**87,602**

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	**2010**	**2011**	**2012**	**2013**	**2014**
	PERSONNEL SERVICES					
410.00	Salaries	0	0	585	25,000	0
412.00	Social Security	0	0	0	1,913	0
	SUBTOTAL	**0**	**0**	**585**	**26,913**	**0**
	CONTRACTUAL SERVICES					
505.00	Professional Development	0	0	690	500	500
520.00	Insurance - Bldg. & Contents	1,423	5,653	176	6,400	6,720
526.00	Insurance - Aviation Liability	1,111	1,913	1,350	2,400	2,520
530.00	Utilities	2,294	2,671	2,925	2,000	2,020
532.00	Repair - Building, etc.	688	0	90	500	505
533.00	Equipment Repairs	746	10	73	500	505
549.00	Airport Management Contract	58,125	58,000	60,567	30,000	58,000
558.00	Other Cont. Services	2,142	7,450	2,164	6,000	6,060
	SUBTOTAL	**66,529**	**75,698**	**68,034**	**48,300**	**76,830**
	COMMODITIES					
612.00	Equipment Repair Supplies	394	423	487	1,000	1,000
616.00	Paint	0	0	0	500	500
620.00	Supplies	95	377	15,740	15,000	500
624.00	Asphalt (Patch)	0	0	0	2,000	2,000
629.00	Gravel, Rock & Cement	0	307	936	500	500
636.00	Facility Repair Supplies	283	0	58	200	200
638.00	Building/Structure Repair Supplies	0	122	30	1,000	1,000
	SUBTOTAL	**772**	**1,229**	**17,251**	**20,200**	**5,700**
	CAPITAL OUTLAY					
710.00	Capital Outlay	0	0	980	0	**0**
	SUBTOTAL	**0**	**0**	**980**	**0**	**0**
906.00	Transfer to Risk Management					2,500
891.00	Contingency Reserve	0	0	0	0	0
	Total Requirements	**67,301**	**76,927**	**86,850**	**95,413**	**85,030**
	Unencumbered Cash Balance, Dec. 31	**4,900**	**4,864**	**764**	**4,852**	**2,572**

SPECIAL PARKS AND RECREATION

Description of Services
The Special Parks and Recreation activity attains revenue from 1/3 of all Liquor Drink Tax distributed to the City from the State of Kansas. 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

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	87,876	83,496	76,824	18,259
License - Dog Park	0	145	4,335	4,000
Liquor Drink Taxes	24,024	24,356	24,000	24,000
Reimbursed Expense	14,785	584	100	0
Grants	0	0	20,000	10,000
Donations - Playground	23,083	17,640	75,000	10,000
Donations - Bark Park			25,000	5,000
Total Revenues	**61,893**	**42,726**	**148,435**	**53,000**
Total Resources	**149,769**	**126,221**	**225,259**	**71,259**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Contractual Services	**12,985**	**3,168**	**1,000**	**1,500**
Supplies	**17,363**	**10,058**	**1,000**	**1,000**
Capital	**35,925**	**36,171**	**205,000**	**20,000**
Reserves	0	0	0	0
Total Requirements	**66,273**	**49,397**	**207,000**	**22,500**
Cash Balance, Dec. 31	**83,496**	**76,824**	**18,259**	**48,759**

FUND (1600)

GOALS

The goal of the Special Park and Recreation Fund is to provide enhanced quality of life opportunities through the establishment, enhancement, and maintenance of leisure and recreational possibilities.

OBJECTIVES

- To purchase, establish, maintain and expand park and recreational services.

EXPENDITURE CHANGES

- No significant changes

SPECIAL PARK AND RECREATION (1600)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	**2010**	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash	61,965	87,876	83,496	76,824	18,259
323.00	License Income - Dog Park	0	0	145	4,335	4,000
314.00	Liquor Drink Taxes (Note 1)	24,134	24,024	24,356	24,000	24,000
392.01	Reimbursed Expense	1,248	14,785	584	100	0
	Grants	0	0	0	20,000	10,000
392.03	Donations - Playground	2,780	23,083	17,640	75,000	10,000
392.03	Donations - Bark Park				25,000	5,000
	Total Revenue	**28,161**	**61,893**	**42,726**	**148,435**	**53,000**
	Total Resources	**90,126**	**149,769**	**126,221**	**225,259**	**71,259**

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	**2010**	**2011**	**2012**	**2013**	**2014**
	CONTRACTUAL SERVICES					
554.00	Engineering	389	0	0	0	500
558.00	Contractual Services	794	11,285	3,168	1,000	1,000
575.00	Youth Activities	0	1,700	0	0	0
	SUBTOTAL	**1,182**	**12,985**	**3,168**	**1,000**	**1,500**
	COMMODITIES					
620.00	General Supplies	444	17,363	10,058	1,000	1,000
	SUBTOTAL	**444**	**17,363**	**10,058**	**1,000**	**1,000**
	CAPITAL OUTLAY					
710.00	Equipment	624	0	10,559	0	0
754.00	Park Improvements	0	35,925	25,613	205,000	20,000
	SUBTOTAL	**624**	**35,925**	**36,171**	**205,000**	**20,000**
891.00	Contingency Reserves					
	Total Requirements	**2,250**	**66,273**	**49,397**	**207,000**	**22,500**
	Unencumbered Cash Balance, Dec. 31	**87,876**	**83,496**	**76,824**	**18,259**	**48,759**

Notes

1. Liquor tax estimates are based on the State Treasurer's estimates.
2. Line 754 includes:
   2012 City park Bridge replacement
   2012 Climbing Structure for north Forest Park
   2012 Downtown Park Benches
   2013 Replace Forest Park timber structure - $150,000. This project anticipates partial funding through grants and donations.
   2013 Bark Park - $55,000
   2014 Park Benches
   2015 Forest Park ADA Trail improvements

Budget Guide

SPECIAL DRUG & ALCOHOL PROGRAM

FUND (1700)

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	**0**	**0**	**0**	**0**
Liquor Selling Taxes	24,024	24,356	24,000	24,000
Total Resources	**24,025**	**24,357**	**24,000**	**24,000**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Transfer for DARE Officer	24,024	24,356	24,000	24,000
Total Requirements	**24,024**	**24,356**	**24,000**	**24,000**
Cash Balance, Dec. 31	**0**	**0**	**0**	**0**

GOALS

Promote a safe community for all residents.

OBJECTIVES

- To educate against the use of drugs and alcohol.
- To support the (DARE), Drug Resistance, Intervention, and Awareness program.

EXPENDITURE CHANGES

- No change

STAFF CHANGES

- Staff is shared from other departments

SPECIAL ALCOHOL PROGRAM (1700)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2010	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash	5,006	0	0	0	0
314.00	Liquor Drink Taxes (Note 1)	24,134	24,024	24,356	24,000	24,000
392.01	Reimbursed Expense	0	0	0		
	Total Revenue	29,140	24,025	24,356	24,000	24,000
	Total Resources	**29,140**	**24,025**	**24,356**	**24,000**	**24,000**

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2010	**2011**	**2012**	**2013**	**2014**
901.00	DARE Officer	29,140	24,024	24,356	24,000	24,000
891.00	Contingency Reserves	0	0			
	Total Requirements	**29,140**	**24,024**	**24,356**	**24,000**	**24,000**
	Unencumbered Cash Balance, Dec. 31	**0**	**0**	**0**	**0**	**0**

Notes:

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

LIBRARY

FUND (1800)

Description of Services

The Library functions with a separate Board appointed by the City Commission, a Library Director, and several staff members. Revenue consists of a dedicated mill levy approved by the City Commission during the annual budget process. Upon receiving one of the regular ad valorem tax distributions from the County Treasurer, the city appropriates the amount dedicated to the Library accordingly.

REVENUE DETAIL

	Actual 2011	Actual 2012	Revised 2013	Budget 2014
Mill Levy	**8.378**	**8.522**	**8.408**	**8.866**
Cash Balance, Jan. 1	0	0	0	0
Ad Valorem Taxes	624,993	631,372	690,076	717,481
Back Taxes	43,511	28,026	39,501	40,000
Vehicle Taxes	68,567	68,761	69,337	69,337
Uncollected Taxes			(34,504)	(35,874)
Total Resources	**737,071**	**728,159**	**764,410**	**789,573**

EXPENDITURE DETAIL

	Actual 2011	Actual 2012	Revised 2013	Budget 2014
Ap. to Library Board	737,071	728,159	764,410	789,573
Total Requirements	**737,071**	**728,159**	**764,410**	**789,573**
Cash Balance, Dec. 31	**0**	**0**	**0**	**0**

GOALS

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

OBJECTIVES

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

Developing community partnerships to enhance visibility and viability.

Ensuring community representation in our leadership and decision-making.

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

EXPENDITURE CHANGES

- An increase of $25,000

LIBRARY (1800)

REVENUE DETAIL

	Mill Levy	**8.384**	**8.378**	**8.522**	**8.408**	**8.866**
		Actual	**Actual**	**Actual**	**Budget**	**Budget**
		2010	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash	5	0	0	0	0
301.00	Ad Valorem Tax	620,626	624,993	631,372	690,076	717,481
302.00	Back Tax	32,336	43,511	28,026	39,501	40,000
315.00	Vehicle Tax	68,529	68,567	68,761	69,337	67,966
390.00	Interest	0	0	0	0	0
301.00	Uncollected Taxes (Estimated 5%)				(34,504)	(35,874)
	Total Revenue	**721,492**	**737,071**	**728,159**	**764,410**	**789,573**
	Total Resources	**721,497**	**737,071**	**728,159**	**764,410**	**789,573**

EXPENDITURE DETAIL

		Actual	**Actual**	**Actual**	**Budget**	**Budget**
		2010	**2011**	**2012**	**2013**	**2014**
576.00	Appropriations to Library Board	721,497	737,071	728,159	764,410	789,573
	Total Requirements	**721,497**	**737,071**	**728,159**	**764,410**	**789,573**
	Unencumbered Cash Balance, Dec. 31	**0**	**0**	**0**	**0**	**0**

Budget Guide

ECONOMIC DEVELOPMENT

Description of Services

The Economic Development Fund has a revenue source made up primarily of building permit fees, with additional revenue from the renting, leasing and sale of public properties. This fund is responsible for paying engineering and other contractual fees related to the City's portion of development expenses.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	**119,225**	**130,334**	**116,702**	**101,982**
Interest	342	47	50	50
Reimbursed Expenses	0	8,445	2,500	3,000
Building Permits	0	500	10,000	10,000
Other Rents/T-Mobile Lease	14,520	15,730	15,730	15,730
Sale of Property	39,250	0	0	0
Total Revenues	**54,112**	**24,722**	**28,280**	**28,780**
Total Resources	**173,336**	**155,057**	**144,982**	**130,762**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Engineering & Other Cont.	41,012	37,071	41,000	41,000
Economic Development	1,990	996	2,000	2,000
Supplies	0	288	0	0
Total Requirements	**43,002**	**38,355**	**43,000**	**43,000**
Cash Balance, Dec. 31	**130,334**	**116,702**	**101,982**	**87,762**

FUND (2500)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None anticipated

STAFF CHANGES

- Staff is shared from other departments

ECONOMIC DEVELOPMENT (2500)

REVENUE DETAIL

		Actual	Actual	Revised	Revised	Budget
		2010	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash Balance, Jan. 1	134,627	119,225	130,334	116,702	101,982
390.00	Interest	694	342	47	50	50
392.01	Reimbursed Expenses	10,100	0	8,445	2,500	3,000
327.00	Building Permits	0	0	500	10,000	10,000
344.01	Other Rents/T-Mobile Lease	14,286	14,520	15,730	15,730	15,730
398.00	Sale of Property (Note 1)	1,000	39,250	0	0	0
	Total Revenue	**26,081**	**54,112**	**24,722**	**28,280**	**28,780**
	Total Resources	**160,708**	**173,336**	**155,057**	**144,982**	**130,762**
	EXPENDITURE DETAIL					
558.00	Engineering & Other Contractual	23,426	41,012	37,071	41,000	41,000
572.00	Economic Development	18,057	1,990	996	2,000	2,000
620.00	Supplies	0	0	288	0	0
734.00	Land Purchase	0	0	0	0	0
891.00	Contingency Reserve	0	0	0	0	0
	Total Requirements	**41,483**	**43,002**	**38,355**	**43,000**	**43,000**
	Unencumbered Cash Balance, Dec. 31	**119,225**	**130,334**	**116,702**	**101,982**	**87,762**

SPECIAL STREETS

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	**215,783**	**91,339**	**66,052**	**78,957**
Special Highway	333,189	327,314	312,750	328,760
Reimbursed Expense	13,853	173,603	20,000	20,000
Transfer From Capital Imp.	500	0	0	0
Impact Fees	22,461	3,850	1,000	1,000
Misc.	18,996		0	0
Total Revenues	388,499	507,767	333,750	349,760
Total Resources	**604,282**	**599,106**	**399,802**	**428,717**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Contractual Services	3,374	5,311	67,300	10,300
Commodities	28,687	25,617	13,969	13,969
Capital Expenditures	243,099	444,435	118,000	240,000
Transfers	237,783	57,391	121,576	121,898
Reserves				
Total Requirements	**512,943**	**533,054**	**320,845**	**386,167**
Cash Balance, Dec. 31	**91,339**	**66,052**	**78,957**	**42,551**

FUND (2800)

GOALS

- Promote preservation of pavement condition in a cost-effective manner.

OBJECTIVES

- Conduct routine inspections to determine the Pavement Condition Index (PCI) of the streets within the city in order to appropriately address issues as early as possible and thereby preserve pavements.
- Maintain and improve storm drainage systems in order to preserve pavements.

EXPENDITURE CHANGES

- An increase for additional repairs.

STAFF CHANGES

- Staff is shared from other departments

SPECIAL STREET (2800)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2010	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash	70,169	215,783	91,339	66,052	78,957
317.00	Special Highway (Note 1)	345,621	333,189	327,314	312,750	328,760
392.01	Reimbursed Expense	4,377	13,853	173,603	20,000	20,000
398.05	Transfer From Capital Improvement	500	0	3,000	0	0
369.00	Impact Fees	0	22,461	3,850	1,000	1,000
399.00	Misc.	0	18,996	0	0	0
	Total Revenue	350,498	388,499	507,767	333,750	349,760
	Total Resources	**420,667**	**604,282**	**599,106**	**399,802**	**428,717**

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	CONTRACTUAL SERVICES	**2010**	**2011**	**2012**	**2013**	**2014**
533.00	Repair & Main. of Traffic Signals	2,030	400	0	5,000	5,000
554.00	Engineering Services	883	62	300	300	300
558.00	Other Contractual	0	2,913	5,011	62,000	5,000
	SUBTOTAL	**2,913**	**3,374**	**5,311**	**67,300**	**10,300**
	COMMODITIES					
620.00	General Supplies	0	0	0	0	0
625.00	Street Maintenance	0	0	21,948	10,000	10,000
612.00	(Traffic) Equipment Repair Supplies	1,942	7,572	3,646	3,646	3,646
624.00	Asphalt Supplies-Road Oil	0	20,791	0	0	0
625.00	Street Const.	101,041	0	0	0	0
629.00	Alley Maintenance	4,591	323	323	323	323
	SUBTOTAL	**107,573**	**28,687**	**25,917**	**13,969**	**13,969**
	CAPITAL OUTLAY					
738.00	Capital Improvement - Street Work	11,560	243,099	444,435	118,000	240,000
	SUBTOTAL	**11,560**	**243,099**	**444,435**	**118,000**	**240,000**
	TRANSFERS					
918.00	Transfer to 5300 for St Sweeper & Sealer	23,000	25,000	0	50,000	50,000
918.00	Transfer to Bond & Interest	59,837	50,000	0	71,576	71,898
918.00	Transfer to Capital Improvement Projects	0	162,783	57,391	0	0
891.00	Contingency Reserve	0	0	0	0	0
	SUBTOTAL	**82,837**	**237,783**	**57,391**	**121,576**	**121,898**
	Total Requirements	**204,884**	**512,943**	**533,054**	**320,845**	**386,167**
	Unencumbered Cash Balance, Dec. 31	**215,783**	**91,339**	**66,052**	**78,957**	**42,551**

Note 1 **Special Highway Revenue line 317 is based on State Department of Revenue estimates for 2014, which were received May 14, 2013.**

KMEA POWER SUPPLY FUND

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	**858,149**	**929,833**	**977,523**	**951,832**
Interest	2,485	381	400	400
Refunds	410,640	410,640	410,640	410,640
Reimbursed Expense	77,822			
Total Revenues	**490,946**	**411,021**	**411,040**	**411,040**
Total Resources	**1,349,096**	**1,340,855**	**1,388,563**	**1,362,872**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Engineering	500	0	0	0
NE Sub. Payments	130,000	50,000	130,000	130,000
Capital Expenditures	0	0	0	275,000
Principal Payment, SE Sub	160,500	220,000	220,000	230,000
Interest Payment. SE Sub	128,112	92,331	85,731	81,331
Bank Fees	150	1,000	1,000	1,000
Total Expenditures	**419,262**	**363,331**	**436,731**	**717,331**
Designated Reserves				**645,541**
Cash Balance, Dec. 31	**929,833**	**977,523**	**951,832**	

FUND (4100)

GOALS

To provide funding for long term capital improvement needs for the electric utility.

OBJECTIVES

- Identify capital funding needs for the electric utility
- Coordinate these funds with the Electric Operating fund and the CIP to address electric maintenance and development needs.

EXPENDITURE CHANGES

- Additional capital expenditures were approved by the Governing Body for the design of upgrading the distribution system

STAFF CHANGES

- Staff is shared from other departments

ELECTRIC POWER SUPPLY FUND 4100

REVENUE DETAIL

		Actual 2010	Actual 2011	Actual 2012	Revised 2013	Budget 2014
100.00	Unencumbered Cash Balance, Jan. 1	857,289	858,149	929,833	977,523	951,832
324.00	Interest	4,605	2,485	381	400	400
390.00	Refunds	410,641	410,640	410,640	410,640	410,640
392.01	Reimbursed Expense	0	77,822	0	0	0
	Total Revenue	**415,246**	**490,946**	**411,021**	**411,040**	**411,040**
	Total Resources	**1,272,535**	**1,349,096**	**1,340,855**	**1,388,563**	**1,362,872**

EXPENDITURE DETAIL

554.00	Engineering (Note 1)	0	500	0	0	0
900.00	NE Substation Payment (Transfer GO Debt) (2)	80,000	130,000	50,000	130,000	130,000
710.00	Capital Expenditures (3)	0	0	0	0	275,000
800.00	Principal Payment for SE Substation (4, 5 & 6)	170,000	160,500	220,000	220,000	230,000
803.00	Interest Payment for SE Substation (4, 5 & 6)	164,236	128,112	92,331	85,731	81,331
735.00	Bank Fees	150	150	1,000	1,000	1,000
	Total Requirements	**414,386**	**419,262**	**363,331**	**436,731**	**717,331**
891.00	Designated Reserves					**645,541**
	Unencumbered Cash Balance, Dec. 31	**858,149**	**929,833**	**977,523**	**951,832**	

Notes:

1 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.

2 A Southside Electric Study was conducted in 2007 at a cost of $29,662.

3 The NE Substation and Transmission was financed in 2007 and is partially funded from this fund and partially from the Electric Fund

4 A Transformer was installed at the Power Plant Substation in 2004/2005 at a cost of $275,000.

5 The Original debt resulted from the 2004 issuance of Certificates of Participation for the construction of the Southeast Substation.

6 This issue was refunded in 2010, (Series B) to a lower interest rate, allowing a savings of more than $200,000 over the term of the issue, and shortening the term by 1 year to move the final payment to 2023 instead of 2024.

EQUIPMENT RESERVE

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	**1,029,613**	**1,169,449**	**731,180**	**755,760**
Interest	2,427	384	3,000	3,000
Reimbursed Income	113,719	37,216	10,000	10,000
Grants (OMA AC)	44,626	4,958	0	0
Transfer - Wastewater	65,334	72,276	75,065	75,065
Transfer Electric	106,179	112,118	111,168	97,475
Transfer Water	43,719	51,548	51,548	50,198
Transfer - Police	36,750	0	58,000	66,601
Transfer - Fire	63,000	0	95,000	125,000
Loan Proceeds	0	0	0	130,000
Transfer - Planning	2,000	0	1,000	3,000
Transfer - Public Works	50,000	0	115,000	115,000
Misc	36,159	0	0	0
Transfer-Special Street	25,000	0	50,000	25,000
Total Revenues	**588,913**	**278,501**	**569,781**	**700,338**
Total Resources	**1,618,525**	**1,447,950**	**1,300,961**	**1,456,098**

EXPENDITURE DETAIL

Capital Expenditure	449,079	716,769	545,201	523,846
Designated Reserves	0	0	0	**932,532**
Cash Balance, Dec. 31	**1,169,449**	**731,180**	**755,760**	

FUND (5300)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- As called for by replacement schedule

STAFF CHANGES

- No personnel are dedicated to this fund.

EQUIPMENT RESERVE (5300)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Estimate
		2010	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash	968,843	1,029,613	1,169,449	731,180	755,760
390.00	Interest	4,444	2,427	384	3,000	3,000
392.01	Reimbursed Income	230,235	113,719	37,216	10,000	10,000
392.10	Grants (OMA AC)	14,075	44,626	4,958	0	0
398.01	Transfer - Wastewater	72,534	65,334	72,276	75,065	75,065
398.02	Transfer Electric	116,060	106,179	112,118	111,168	97,475
398.06	Transfer Water	50,111	43,719	51,548	51,548	50,198
398.08	Transfer - Police	28,560	36,750	0	58,000	66,601
398.08	Transfer - Fire	79,500	63,000	0	95,000	125,000
399.00	Loan Proceeds	0	0	0	0	130,000
398.08	Transfer - Planning	0	2,000	0	1,000	3,000
398.08	Transfer - Public Works	27,500	50,000	0	115,000	115,000
391.00	Misc	0	36,159	0	0	0
398.09	Transfer - Special Streets	0	25,000	0	50,000	25,000
	Total Revenue	**623,019**	**588,913**	**278,501**	**569,781**	**700,338**
	Total Resources	**1,591,862**	**1,618,525**	**1,447,950**	**1,300,961**	**1,456,098**

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Estimate
		2010	**2011**	**2012**	**2013**	**2014**
701.00	Fire Equipment	23,251	0	0	0	0
710.00	Equipment Purchase	57,685	29,266	123,923	0	0
710.00	Equipment Purchase	223,290	21,198	22,287	0	0
711.00	Equipment Purchase (Pool Car)	0	0	0	0	0
713.00	OMA Equipment	0	98,258	0	0	0
717.00	Equipment Purchase	20,742	0	0	0	0
718.00	Equipment Purchase Police Dept.	22,644	41,073	45,548	68,000	68,000
719.00	Equipment Purchase-Water	36,005	0	0	40,093	18,593
720.00	Lease Purchase Fire Dept.	71,794	76,794	77,794	76,794	76,794
721.00	Lease Purchase Police Dept.	19,248	0	0	0	0
725.00	Lease Purchase Public Works	0	69,042	56,742	107,200	237,200
723.00	Equipment Purchase Wastewater	17,308	0	0	73,114	48,259
724.00	Equipment Purchase Electric	70,283	113,446	390,476	180,000	75,000
892.00	Designated Reserves					**932,252**
	Total Expenditures	**562,249**	**449,076**	**716,769**	**545,201**	**1,456,098**
	Unencumbered Cash Balance, Dec. 31	**1,029,613**	**1,169,449**	**731,180**	**755,760**	**0**

CAPITAL OUTLAY DETAIL

			2014	2014
	Fund/Activity	**Scheduled Item**	**Request**	**Tot. by Dept.**
	Water Fund	1/2 Ton PU	$ 18,593	$ 18,593
	Sanitary Sewer/Wastewater	JD Tractor	$ 19,229	
	Sanitary Sewer/Wastewater	Bobcat Skid Steer	$ 29,030	$ 48,259
	Fire	Lease Payment Ariel Vehicle	$ 76,794	$ 76,794
	Police	2 Squad Cars	$ 68,000	$ 68,000
	Electric	2 Ton Flat Bed	$ 75,000	$ 75,000
	Public Works	Public Works - Lease Arrangements	$ 107,200	$ 107,200
		Public Works - Lease Arrangements	$ 130,000	$ 130,000
			$ 523,846	**$ 523,846**

Budget Guide

REVOLVING LOAN FUND

Description of Services

The Revolving Loan Fund was established as part of the State of Kansas economic development initiatives. The purpose 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 be a benefit to 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
	2011	2012	2013	2014
Cash Balance, Jan. 1	**106,494**	**146,885**	**168,131**	**189,382**
Agreement (Fashion)	37,748	18,874	18,874	18,874
Agreement (Burnett)	2,317	2,317	2,317	2,317
Interest	325	55	60	60
Reimbursed Expense	76,986	76,986	0	0
Total Revenues	**117,377**	**98,232**	**21,251**	**21,251**
Total Resources	**223,871**	**245,117**	**189,382**	**210,634**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Grant Proceeds Fashion	76,986	76,986	0	0
Loans	0	0	0	210,609
Misc., Filing Fees	0	0	0	25
Other Contractual	0	0	0	0
Total Requirements	**76,986**	**76,986**	**0**	**210,634**
Cash Balance, Dec. 31	**146,885**	**168,131**	**189,382**	**0**

FUND (5500)

GOALS

- To provide low interest loans to stimulate economic development

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- Staff is provided by other activities.

REVOLVING LOAN FUND (5500)

REVENUE DETAIL						
		Actual	**Actual**	**Actual**	**Revised**	**Budget**
		2010	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash Balance, Jan. 1	125,698	106,494	146,885	168,131	189,382
392.00	Agreement (Fashion)	0	37,748	18,874	18,874	18,874
392.00	Agreement (Burnett)	193	2,317	2,317	2,317	2,317
390.00	Interest	603	325	55	60	60
392.01	Reimbursed Expense	76,986	76,986	76,986	0	0
	Total Revenue	**77,782**	**117,377**	**98,232**	**21,251**	**21,251**
	Total Resources	**203,480**	**223,871**	**245,117**	**189,382**	**210,634**
EXPENDITURE DETAIL						
572.00	Grant Proceeds for Fashion CDBG	76,986	76,986	76,986	0	0
572.00	Loans	20,000	0	0	0	210,609
558.00	Misc., Filing Fees	0	0	0	0	25
558.00	Other Contractual	0	0	0	0	0
	Total Requirements	**96,986**	**76,986**	**76,986**	**0**	**210,634**
	Unencumbered Cash Balance, Dec. 31	**106,494**	**146,885**	**168,131**	**189,382**	

Notes:

1. This fund was established as part of the State's economic development initiative to assist local ED efforts.
2. Interest earnings are carried in this fund to be used for future loans.
3. A loan to Crist Auto was paid in full in 2006.
4. Fashion, Inc. borrowed $161,000 at 3% from this fund in 2004. Payments began in 2005 and are current.
5. The fund also captures pass through activity of a 2004, $455,000 CDBG loan Fashion has with the State of Kansas.
6. A loan in the amount of $20,000 was made to Dannie and Annette Burnett in 2010 for a roof at the CarStar Building.
7. The 2014 loan amount has not been designated and is shown for budgetary purposes.
   If no loans are made in 2013 or 2014 this amount will be carried for future use.

RISK MANAGEMENT

FUND (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. An increase from other funds is evident in 2011, which will shift insurance accountability to this fund and at the same time help to establish greater reserves for the City's overall risk.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	279,137	290,722	250,620	229,080
Reimbursed Expense	32,048	49,480	24,000	24,000
Reimbursed Insurance	0	0	6,000	6,000
Transfer - Airport	0	0	2,360	2,500
Transfers - Auditorium	0	0	7,238	7,672
Transfers - Wastewater	65,334	111,151	115,509	147,440
Transfers - Electric	197,984	276,717	298,317	351,216
Transfers - Water	68,719	130,862	143,714	182,337
Transfers - General	60,000	40,000	210,000	227,600
Misc	8,835	76,788	0	0
Interest	736	70	100	100
Total Revenues	**433,656**	**685,068**	**807,237**	**948,864**
Total Resources	**712,793**	**975,790**	**1,057,857**	**1,177,944**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Personnel				83,094
Contractual Services	398,498	693,600	786,100	871,842
Commodities	22,692	23,539	24,486	26,130
Capital Expenditures	0	7,850	8,000	5,000
Judgments and Claims	881	181	10,190	20,200
Safety Grant	0	0	0	10,000
Reserves	0	0	0	194,235
Total Requirements	**422,071**	**725,170**	**828,777**	**1,006,266**
Cash Balance, Dec. 31	**290,722**	**250,620**	**229,080**	**171,678**

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- Staff is provided by other activities

RISK MANAGEMENT (5600)

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	**2010**	**2011**	**2012**	**2013**	**2014**
100.00	Unencumbered Cash	289,700	279,137	290,722	250,620	229,080
392.01	Reimbursed Expense Income	6,831	32,048	49,480	24,000	24,000
392.02	Reimbursed Expenses-Insurance	6,104	0	0	6,000	6,000
398.00	Transfer - Airport	0	0	0	2,360	2,500
398.00	Transfers - Auditorium	0	0	0	7,238	7,672
398.01	Transfers - Wastewater	25,000	65,334	111,151	115,509	147,440
398.02	Transfers - Electric	25,000	197,984	276,717	298,317	351,216
398.06	Transfers - Water	25,000	68,719	130,862	143,714	182,337
398.08	Transfers - General	12,000	60,000	40,000	210,000	227,600
	Total Transfers	**87,000**	**392,037**	**558,730**	**777,137**	**918,764**
399.00	Misc	47	8,835	76,788	0	0
390.00	Interest	1,240	736	70	100	100
	Total Revenue	**101,175**	**433,656**	**685,068**	**807,237**	**948,864**
	Total Resources	**390,922**	**712,793**	**975,790**	**1,057,857**	**1,177,944**

Expenditure Detail

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	**2010**	**2011**	**2012**	**2013**	**2014**
410.00	Salaries					62,000
411.00	Overtime					500
412.00	Social Security					4,781
414.00	Health Insurance					10,543
416.00	Retirement					5,270
	SUBTOTAL	**0**	**0**	**0**	**0**	**83,094**
	CONTRACTUAL					
500.00	Training	0	5,048	5,499	5,000	6,000
502.00	Postage	0	194	131	500	500
504.00	Travel Expense	1,121	798	1,776	1,000	1,500
505.00	Professional Development	80	378	760	1,000	1,500
512.00	Meeting Expenses/Meals	211	860	548	1,000	1,000
	Underground Storage Tank Insurance	0	0	0	0	200
520.00	Insurance - Building and Contents	0	176,068	174,511	208,949	248,600
521.00	Workers Comp	0	0	159,989	194,250	219,450
523.00	Vehicle Insurance	1,084	51,773	64,363	47,520	55,000
524.00	Public Officials/Law Enforcement Liab.	0	16,335	19,758	18,009	24,200
525.00	Boiler Insurance	0	85,883	85,025	99,735	109,709
526.00	General Liability Insurance	23,034	19,549	19,801	21,552	24,200
527.00	Inland Marine Insurance	0	0	0	22,050	24,255
528.00	Airport Liability Insurances	0	0	0	2,520	2,772
529.00	Flood Insurance	0	0	61,437	64,414	70,856
532.00	Repair: Building & Structures	4,869	781	354	10,000	10,000
533.00	Machine & Equipment Repair	0	0	5,000	3,000	3,000
534.00	Vehicle Repair	9,206	3,293	11,503	10,000	10,000
537.00	Repair: Recreation Facility	0	997	3,410	10,000	10,000
551.00	Dues & Subscriptions	385	420	495	600	600
558.00	Other Contractual	36,431	30,935	72,703	58,000	40,000
574.00	Safety and Wellness	1,015	0	1,021	0	1,500
584.00	EAP Services	4,942	4,942	5,437	5,500	5,500
585.00	Wellness Program	316	244	80	1,500	1,500
	SUBTOTAL	**82,694**	**398,498**	**693,600**	**786,100**	**871,842**
600.00	Office Supplies	0	469	466	500	500
620.00	Other Operating Supplies	1,072	600	368	600	630
630.00	Safety Supplies	18,838	21,623	22,705	23,386	25,000
	SUBTOTAL	**19,911**	**22,692**	**23,539**	**24,486**	**26,130**
705.00	Computer					
702.00	Furniture	0	0	0	3,000	0
715.00	Building Maintenance	0	0	0	5,000	5,000
720.00	Equipment Purchase	0	0	7,850	0	0
	SUBTOTAL	**0**	**0**	**7,850**	**8,000**	**5,000**
820.00	Judgments & Claims	9,180	881	181	190	200
891.00	Safety Grant	0	0	0	10,000	20,000
	SUBTOTAL	**9,180**	**881**	**181**	**10,190**	**20,200**
	Contingency Reserves					
	Total Requirements	**111,785**	**422,071**	**725,170**	**828,777**	**1,006,266**
	Unencumbered Cash Balance, Dec. 31	**279,137**	**290,722**	**250,620**	**229,080**	**171,678**

WASTEWATER DEBT FUND

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Cash Balance, Jan. 1	**505,590**	**552,034**	**585,202**	**628,397**
Interest	1,433	224	250	250
Transfer Wastewater	560,999	545,000	550,000	550,000
Transfer General Fund	210,000	210,000	215,000	216,075
Total Revenues	**772,432**	**755,224**	**765,250**	**766,325**
Total Resources	**1,278,022**	**1,307,257**	**1,350,452**	**1,394,722**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2011	2012	2013	2014
Principal	479,469	490,259	505,376	520,959
Interest	226,379	212,858	198,976	184,667
State of Kansas Serv. Fees	20,140	18,938	17,703	16,429
Total Requirements	**725,989**	**722,055**	**722,055**	**722,055**
Designated Reserves	**0**	**0**	**0**	**672,667**
Cash Balance, Dec. 31	**552,034**	**585,202**	**628,397**	

FUND (7800)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Expenditures are scheduled, no additional changes are scheduled.

STAFF CHANGES

- Staff is provided by other activities.

WWTP DEBT FUND (7800)

REVENUE DETAIL

		Actual 2010	Actual 2011	Actual 2012	Revised 2013	Proposed 2014
100.00	Unencumbered Cash Balance, Jan. 1	472,980	505,590	552,034	585,202	628,397
390.00	Interest	2,533	1,433	224	250	250
398.01	Transfers - Wastewater Fund	550,000	560,999	545,000	550,000	550,000
398.08	Transfers - General Fund	210,000	210,000	210,000	215,000	216,075
	Total Revenue	**762,533**	**772,432**	**755,224**	**765,250**	**766,325**
	Total Resources	**1,235,513**	**1,278,022**	**1,307,257**	**1,350,452**	**1,394,722**

EXPENDITURE DETAIL

800.00	Principal	468,944	479,469	490,259	505,376	520,959
803.00	Interest	239,657	226,379	212,858	198,976	184,667
820.00	State of Kansas Service Fees	21,322	20,140	18,938	17,703	16,429
	Total Requirements	**729,922**	**725,989**	**722,055**	**722,055**	**722,055**
892.00	Designated Reserve					**672,667**
	Unencumbered Cash Bal. Dec. 31	**505,590**	**552,034**	**585,202**	**628,397**	**0**

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

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STORM WATER UTILITY

FUND (2900)

Description of Services

The purpose of the Storm Water Utility is to fund capital projects and enhancements to the stormwater collection system and to ensure the City is maintaining compliance with KDHE and EPA regulations. Management of stormwater runoff has become an increasingly important responsibility for local governments, and the City of Ottawa is required to protect the Marias Des Cygnes River from waterborne pollutants. In 2007, the City developed a Stormwater Master Plan, which details capital enhancements throughout the community that will assist in the proper management of stormwater for future growth. Working with its residents and local businesses, the City is striving to ensure the community is using modern practices in its effort to control stormwater runoff and to reduce harmful discharge into this essential natural waterway.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Cash Balance, Jan. 1				87,000
Interest				15
Reimbursed Expense				0
Stormwater Service			162,000	490,000
Miscellaneous				0
Bond Proceeds				0
Total	**0**	**0**	**162,000**	**490,000**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services				64,448
Contractual Services			32,000	59,192
Commodities				6,700
Capital Expenditures			43,000	180,750
Transfers				0
Total	**0**	**0**	**75,000**	**311,090**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Stormwater Tech	0	0	0	1.00
Total	**0**	**0**	**0**	**1.00**

GOALS

- To ensure the stormwater collection system safely and efficiently conveys runoff away from the community, while keeping it free of pollutants
- To properly maintain and enhance the current stormwater collection system

OBJECTIVES

- Maintain compliance with KDHE and EPA stormwater discharge regulations
- Pursue projects for system enhancement as indicated by the Stormwater Master Plan and Task Force
- Ensure City staff and residents are trained and educated in best practices for storm-water management

EXPENDITURE CHANGES

- NA

STAFF CHANGES

- One staff member is anticipated in 2014 to focus on Storm Water related issues.

STORMWATER UTILITY (2900)

	SOURCE OF REVENUE	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
100.00	Unencumbered Cash	0	0	0	0	**87,000**
390.00	Interest	0	0	0	0	15
392.01	Reimbursed Expenses	0	0	0	0	0
368	Stormwater Service Charges	0	0	0	162,000	490,000
399.00	Miscellaneous Revenues	0	0	0	0	50
	TOTAL	**0**	**0**	**0**	**162,000**	**577,065**

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	0	0	0	0	40,000
411.00	Overtime					500
412.00	Social Security					3,098
413.00	KPERS					4,050
414.00	Health Insurance					16,800
	SUBTOTAL	**0**	**0**	**0**	**0**	**64,448**
	CONTRACTUAL SERVICES					
505	Professional Development				1,000	1,500
554	Engineering				25,000	50,000
521	Worker's Comp				1,000	2,692
558	Other Contractual				5,000	5,000
	SUBTOTAL	**0**	**0**	**0**	**32,000**	**59,192**
	COMMODITIES					
608	Vehicle Operation					1,500
615	Uniforms					200
620	Operating and Maintenance Supplies					5,000
	SUBTOTAL	**0**	**0**	**0**	**0**	**6,700**
	CAPITAL EXPENDITURES					
705	Computer Equipment					750
742	Storm Sewer Improvements				43,000	175,000
762	Easement Acquisitions					5,000
	SUBTOTAL	**0**	**0**	**0**	**43,000**	**180,750**
	TOTAL			**0**	**75,000**	**311,090**
	Unencumbered Ending Cash Balance			**0**	**87,000**	**265,975**

1 Revenue for this fund begins late in 2013. Estimates are based on known information as of 6/26/2013 and will be updated as actual information is collected.

2 Salaries include one full time person to begin no earlier than 2014.

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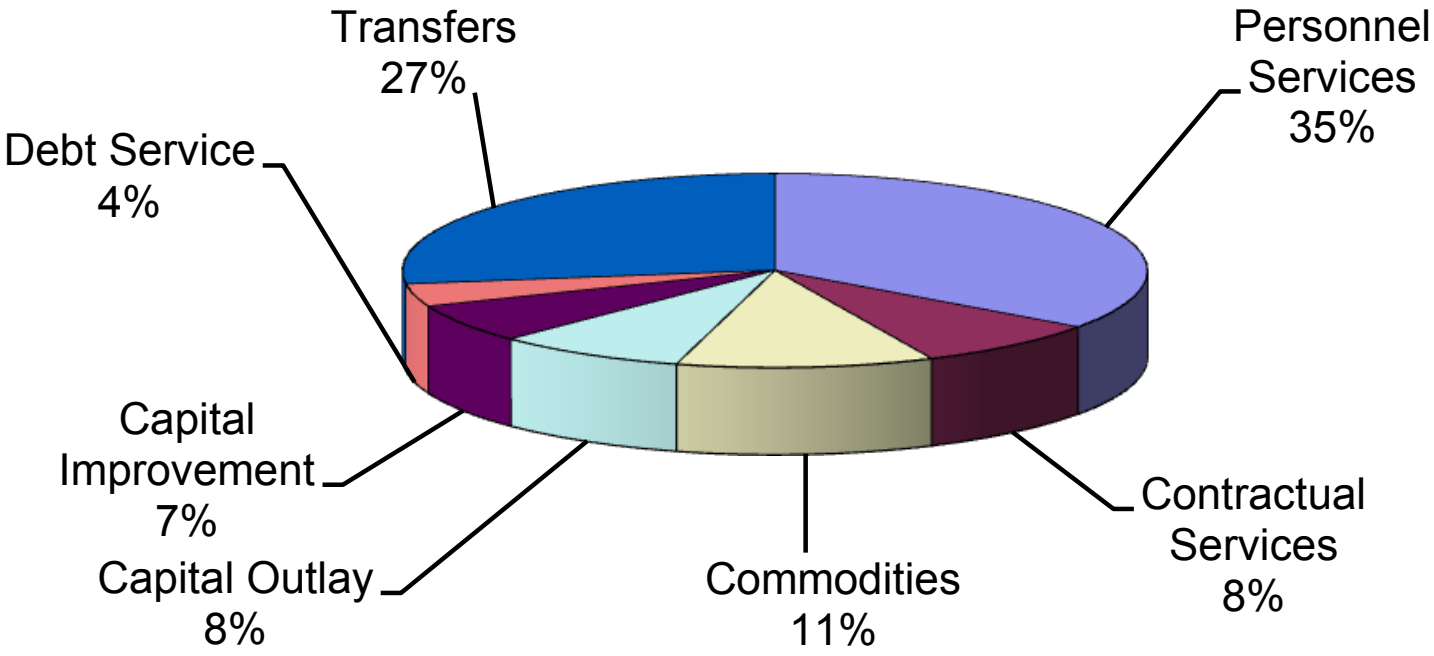
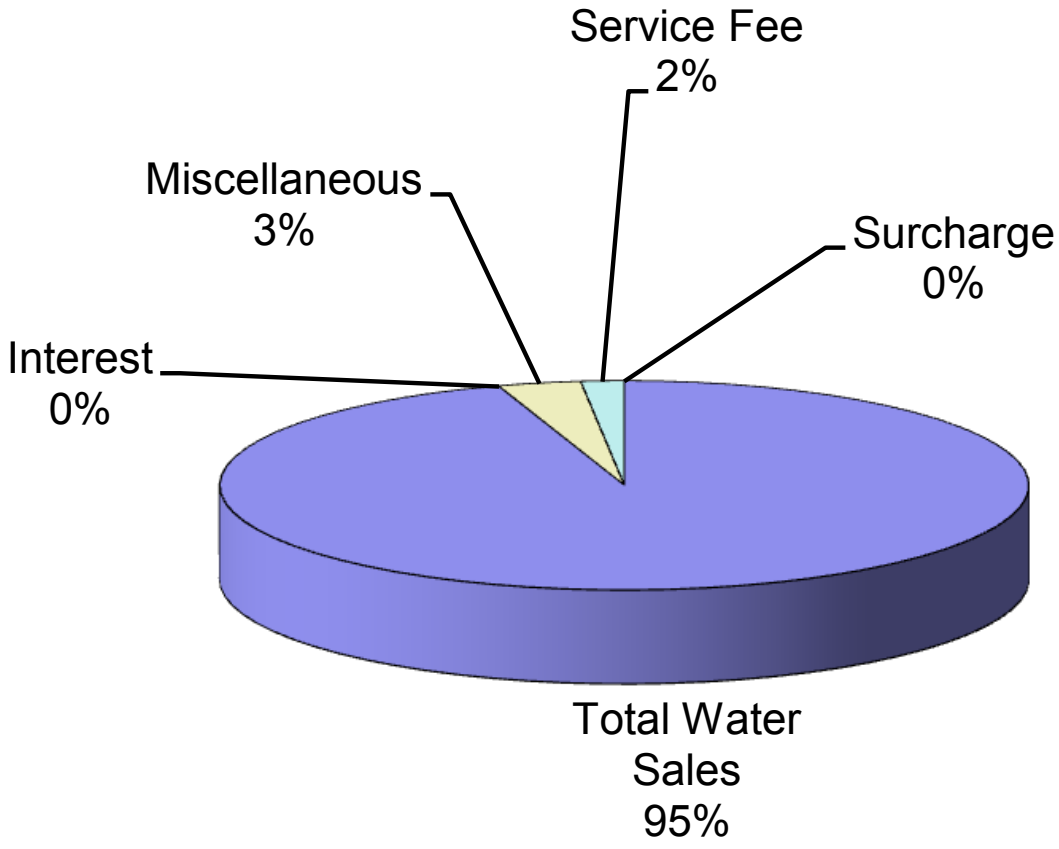
WATER FUND EXPENDITURES



WATER FUND REVENUE



WATER (3000)

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2010	2011	2012	2013	2014
Unencumbered Cash Bal. Jan. 1	588,898	463,420	736,701	920,350	757,785
Water Sales					
Residential	1,155,139	1,228,739	1,305,857	1,310,000	1,322,000
Small Business	221,236	228,767	238,363	250,000	250,000
Wholesale	263,623	297,498	334,968	331,000	334,310
Large Business	351,573	399,045	417,880	415,000	418,000
School	78,538	90,652	109,105	106,000	109,000
Surcharge	46,829	50,640	54,433	55,000	55,000
Sales- Rural Large Business	39,534	40,715	38,832	40,000	40,400
City	35,107	32,031	34,324	35,000	35,350
Bulk	6,122	7,043	10,196	10,000	10,100
Rural Small Business	3,827	4,103	3,172	4,000	4,000
Fire Hydrant Rental	3,122	7,809	8,890	9,000	9,000
Rural Residential	1,614	1,287	1,394	1,500	1,500
Total Water Sales	**2,206,265**	**2,388,329**	**2,557,414**	**2,566,500**	**2,588,660**
Interest	3,240	1,675	280	300	300
State Fee	11,524	12,089	13,185	13,000	13,130
Reimbursed Expense	12,722	10,069	3,999	15,000	15,000
Service Installations	2,304	700	3,305	3,500	3,535
Service Fee	37,601	40,867	43,185	43,000	43,430
Labor & Materials	5,221	0	0	5,000	5,000
Sale of Used Equipment	2,633	2,614	2,549	2,500	2,500
Miscellaneous	8,568	16,021	10,776	15,000	15,000
Reconnect Fees	7,079	9,293	13,520	13,500	13,500
Impact Fees	0	0	0	10,000	10,100
River Levy Surcharge	17,668	81,094	3,225	0	0
Other Rents (Sprint Tower Lease)	13,915	17,303	15,972	16,000	16,000
Transfer from Capital Improvements	0	0	68,000	0	0
Total Revenue	**2,328,740**	**2,580,054**	**2,735,410**	**2,703,300**	**2,726,155**
Total Resources	**2,917,638**	**3,043,473**	**3,472,111**	**3,623,650**	**3,483,940**

EXPENDITURE DETAIL					
Personnel Services	879,795	864,074	966,150	989,991	1,047,548
Contractual Services	161,379	166,693	204,136	216,335	245,945
Commodities	284,266	264,601	305,161	332,905	334,215
Capital Outlay	48,972	24,485	135,808	265,000	247,728
Capital Improvement	100,830	181,795	168,313	190,089	194,000
Debt Service	121,716	114,476	116,855	118,421	112,800
Transfers	728,420	642,898	655,338	753,124	818,099
Reserves	125,644	47,750	0	0	0
Total Requirements	2,451,022	2,306,772	2,551,761	2,865,865	3,000,335
Reserves					483,605
Unencumbered Cash Balance Dec. 31	463,420	736,701	920,350	757,785	

WATER (3000)

	SOURCE OF REVENUE	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
100.00	Unencumbered Cash	588,898	463,420	736,701	920,350	757,785
344.01	Other Rents (Sprint Lease)	13,915	17,303	15,972	16,000	16,000
390.00	Interest	3,240	1,675	280	300	300
392.01	Reimbursed Expense	12,722	10,069	3,999	15,000	15,000
361.00	Fire Hydrant Rental	3,122	7,809	8,890	9,000	9,000
348.00	Transfer From Capital Improvement	0	0	68,000	0	0
353.00	Residential	1,155,139	1,228,739	1,305,857	1,310,000	1,322,000
354.00	Rural Residential	1,614	1,287	1,394	1,500	1,500
355.00	Small Business	221,236	228,767	238,363	250,000	250,000
356.00	Rural Small Business	3,827	4,103	3,172	4,000	4,000
357.00	Large Business	351,573	399,045	417,880	415,000	418,000
358.00	School	78,538	90,652	109,105	106,000	109,000
359.00	City	35,107	32,031	34,324	35,000	35,350
360.00	Wholesale	263,623	297,498	334,968	331,000	334,310
361.00	Bulk	6,122	7,043	10,196	10,000	10,100
362.00	State Fee	11,524	12,089	13,185	13,000	13,130
363.00	Labor & Materials	5,221	0	0	5,000	5,000
364.00	Service Installations & Tap Fees	2,304	700	3,305	3,500	3,535
365.00	Service Fee	37,601	40,867	43,185	43,000	43,430
366.00	Rural Large Business	39,534	40,715	38,832	40,000	40,400
369.00	Impact Fees	0	0	0	10,000	10,100
361.20	Levy Surcharge - (See Note 1)	17,668	81,094	3,225	0	0
361.30	Surcharge	46,829	50,640	54,433	55,000	55,000
391.00	Sale of Used Equipment	2,633	2,614	2,549	2,500	2,500
387.00	Reconnect Fees	7,079	9,293	13,520	13,500	13,500
399.00	Miscellaneous	8,568	16,021	10,776	15,000	15,000
	TOTAL	**2,917,638**	**3,043,473**	**3,472,111**	**3,623,650**	**3,483,940**

		Actual	Actual	Actual	Revised	Budget
	ADMINISTRATIVE EXPENSE (3012)	**2010**	**2011**	**2012**	**2013**	**2014**
	CAPITAL					
757.00	Levy Certification - (See Note 1)	0	89,394	0	12,989	0
	SUBTOTAL	**0**	**89,394**	**0**	**12989**	**0**
	DEBT SERVICE					
800.00	New Debt for (16" Water Line)	0	68,421	68,421	68,421	62,800
809.00	Debt Reduction (K68 Water Line) - Paid Out	28,392	0	0	0	0
809.00	Debt Reduction (Wtr Assurance Dist)	93,324	46,055	48,434	50,000	50,000
	SUBTOTAL	**121,716**	**114,476**	**116,855**	**118,421**	**112,800**
	TRANSFERS					
558.00	Other contractual	9,721	3,291	846	0	0
900.00	Transfer to Bond and Interest	15,509	95,000	2,000	100,576	100,714
901.00	Transfer to General Fund	405,000	405,000	425,000	425,000	445,000
909.00	Transfer to Community Services	36,000	36,000	36,000	36,000	38,500
906.00	Transfer to Equipment Reserve	50,111	8,719	51,548	51,548	51,548
906.00	Transfer to Risk Management	25,000	60,000	130,862	140,000	182,337
918.00	Transfer to Capital Projects	196,800	38,179	9,928	0	0
	Total Transfers	**728,420**	**642,898**	**655,338**	**753,124**	**818,099**
891.00	Reserves	125,644	47,750			
	SUBTOTAL	**985,502**	**897,810**	**773,039**	**884,534**	**930,899**

Note 1: Funds captured for the River Levy Certification.

WATER PRODUCTION

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	505,772	550,983	561,377	593,960
Contractual Services	70,834	74,876	117,825	117,935
Commodities	173,054	187,479	204,080	205,390
Capital Expenditures	24,485	135,808	265,000	247,728
Transfers	5,691	5,691	5,691	5,691
Total	**779,837**	**954,838**	**1,153,973**	**1,170,704**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Director of Utilities	0.33	0.33	0.33	1.33
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Water Plant Operator	3.00	3.00	3.00	3.00
Maintenance	2.00	2.00	2.00	2.00
Meter Reader	0.00	0.00	0.00	0.00
Auto-Cad Tech	0.25	0.25	0.25	0.25
Environ. Coordinator	0.00	0.00	0.00	0.00
Assistant Director	0.25	0.25	0.25	0.25
Total	7.83	7.83	7.83	8.83
Seasonal	0	0	1.00	2.00

FUND (3001)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- No staff changes.

WATER PRODUCTION (3001)

		Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	390,990	358,004	371,553	383,000	410,000
411.00	Overtime	27,747	18,998	24,415	21,000	21,840
412.00	Social Security	30,717	27,360	28,263	30,560	33,036
413.00	Retirement (KPERS)	28,651	28,775	32,300	33,316	34,649
414.00	Health Insurance	58,672	72,636	94,452	93,500	94,435
	SUBTOTAL	**536,776**	**505,772**	**550,983**	**561,377**	**593,960**
	CONTRACTUAL SERVICES					
502.00	Postage	1,511	1,297	1,431	2,755	2,755
503.00	Telephone	724	747	811	920	920
505.00	Professional Development & Dues	5,382	5,255	7,210	13,975	13,975
514.00	Printing	360	456	620	510	620
515.00	Advertising - Legal & Other	165	165	193	255	255
520.00	Insurance - Bldg. & Contents	14,088	0	0	0	0
521.00	Worker's Compensation Ins.	13,101	13,125	0	0	0
523.00	Vehicle Insurance	1,134	0	0	0	0
526.00	General Liability Insurance	1,100	0	0	0	0
530.00	Utilities	21,726	19,176	21,012	28,600	28,600
532.00	Building & Structure Repair	4,419	5,333	2,839	7,150	7,150
533.00	Equipment Repair	12,151	7,251	3,194	13,260	13,260
534.00	Vehicle Repair	8	41	26	800	800
553.00	Service Agreements	762	5,959	5,726	6,500	6,500
558.00	Other Contractual Services	10,924	8,954	6,740	25,600	25,600
568.00	Professional Services	0	876	24,325	15,300	15,300
571.00	Audit Expenses	2,000	2,200	750	2,200	2,200
	SUBTOTAL	**89,555**	**70,834**	**74,876**	**117,825**	**117,935**
	COMMODITIES					
600.00	Office Supplies	750	673	1,352	700	700
601.00	CAD Supplies	0	0	0	500	500
608.00	Vehicle Operations	2,823	3,340	2,955	4,950	4,950
611.00	Chemical Supplies	155,425	136,968	144,432	155,500	155,500
612.00	Vehicle & Equipment Repair & Supplies	7,989	9,799	15,545	15,810	15,810
615.00	Uniforms	1,857	1,866	2,153	4,485	4,485
629.00	Road Rock, Cement & Gravel	62	0	0	1,225	1,225
630.00	Other Operating Supplies	5,324	5,039	6,854	8,670	8,670
633.00	Water Testing Supplies	8,053	6,833	7,082	7,140	7,350
638.00	Building & Structure Repair Supplies	3,949	8,536	7,106	5,100	6,200
	SUBTOTAL	**186,232**	**173,054**	**187,479**	**204,080**	**205,390**
	CAPITAL OUTLAY					
705.00	Computers	0	0	112,322	1,228	1,228
710.00	Equipment	29,013	24,485	0	15,000	47,500
710.00	Equipment (Chem. Metering Sys.)	0	0	0	0	5,000
715.00	Building & Basins	19,959	0	23,486	250,000	194,000
	SUBTOTAL	**48,972**	**24,485**	**135,808**	**265,000**	**247,728**
	TRANSFERS					
906.00	Transfer to Equipment Reserve	5,691	5,691	5,691	5,691	5,691
	TOTAL	**867,226**	**779,837**	**954,838**	**1,153,973**	**1,170,704**

WATER DISTRIBUTION

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	358,301	415,167	428,614	453,589
Contractual Services	89,277	128,414	98,510	128,010
Commodities	91,547	117,682	128,825	128,825
Capital Expenditures	92,401	168,313	177,100	194,000
Transfers	44,420	45,517	45,857	45,857
Total	**675,946**	**875,092**	**878,906**	**950,281**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Water/Sewer Tech.	3.00	2.00	2.00	3.00
Meter Reader	1.00	1.00	1.00	1.00
Service Representative	0.50	0.50	0.50	0.50
Auto-Cad Tech	0.50	0.50	0.50	0.50
Total	7.00	6.00	6.00	7.00
Seasonal	2.00	2.00	2.00	2.00

FUND (3002)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No notable changes.

STAFF CHANGES

The division is 1 person below normal Personnel schedule

WATER DISTRIBUTION (3002)

		Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	243,818	245,214	271,517	276,947	299,000
410.00	Seasonal	0	0	0	4,500	4,500
411.00	Overtime	5,077	7,365	12,443	7,500	7,800
412.00	Social Security	17,690	17,787	19,830	23,103	23,814
413.00	KPERS Retirement	15,755	18,941	23,153	24,812	25,804
414.00	Health Insurance	60,678	68,996	88,224	91,753	92,670
	SUBTOTAL	**343,019**	**358,301**	**415,167**	**428,614**	**453,589**
	CONTRACTUAL SERVICES					
502.00	Postage	11	3	0	10	10
503.00	Telephone	582	693	854	1,300	1,300
505.00	Professional Development	1,346	1,580	1,327	2,500	2,500
520.00	Insurance - Bldg. & Contents	11,527	0	0	0	0
521.00	Worker's Compensation Ins.	9,883	9,897	0	0	0
523.00	Vehicle Ins. - Risk Management	2,862	0	0	0	0
526.00	General Liability Insurance	1,100	0	0	0	0
530.00	Utilities	0	0	0	800	800
533.00	Equipment Repair	1,416	435	418	8,000	8,000
534.00	Vehicle Repair	0	1,343	30	3,400	3,400
558.00	Other Contractual Services	14,016	50,623	99,498	55,500	85,000
566.00	State Water Protection Fees	22,556	24,703	26,287	27,000	27,000
	SUBTOTAL	**65,300**	**89,277**	**128,414**	**98,510**	**128,010**
	COMMODITIES					
600.00	Office Supplies	480	93	610	675	675
601.00	CAD Supplies	0	0	0	500	500
608.00	Vehicles Operations	13,130	13,690	16,660	16,500	16,500
615.00	Uniforms	2,207	2,519	1,777	4,000	4,000
620.00	Supplies	39,090	47,689	49,000	55,000	55,000
623.00	Bedding and Fill Material	38,723	21,134	43,787	45,000	45,000
629.00	Road Rock, Cement & Gravel	0	140	0	150	150
630.00	Other Operating Supplies	4,405	6,283	5,848	7,000	7,000
	SUBTOTAL	**98,034**	**91,547**	**117,682**	**128,825**	**128,825**
	CAPITAL OUTLAY					
705.00	Computer Equipment	0	2,100	151	2,100	1,000
710.00	(Small Equipment radio	2,699	0	0	0	0
746.00	Water Line Construction	92,336	71,671	119,606	125,000	138,000
744.00	Distribution Line Supplies	5,794	18,630	48,556	50,000	55,000
	SUBTOTAL	**100,830**	**92,401**	**168,313**	**177,100**	**194,000**
	TRANSFERS					
906.00	Transfer to Equipment Reserve	44,420	44,420	45,517	45,857	45,857
	TOTAL	**651,601**	**675,946**	**875,092**	**878,906**	**950,281**

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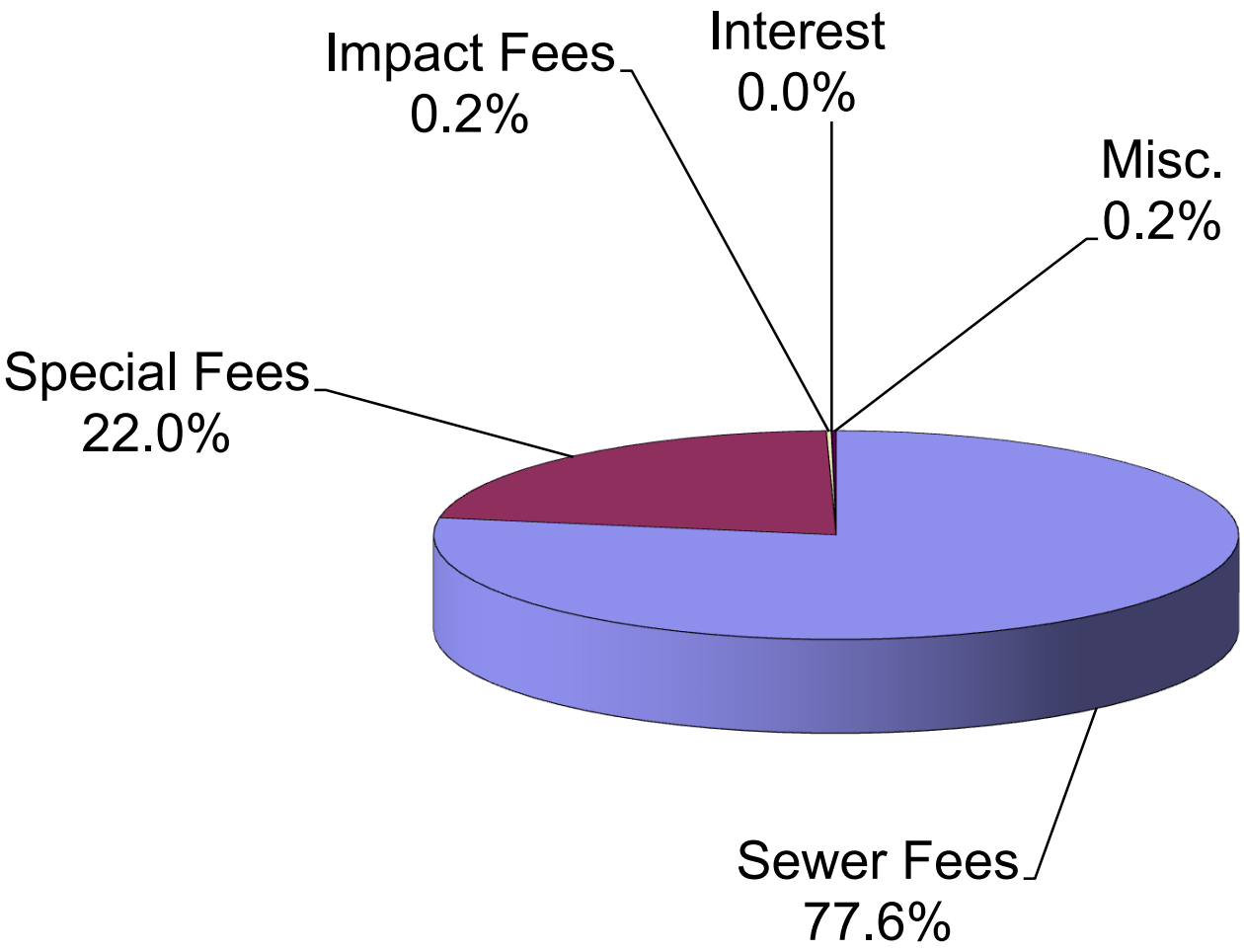
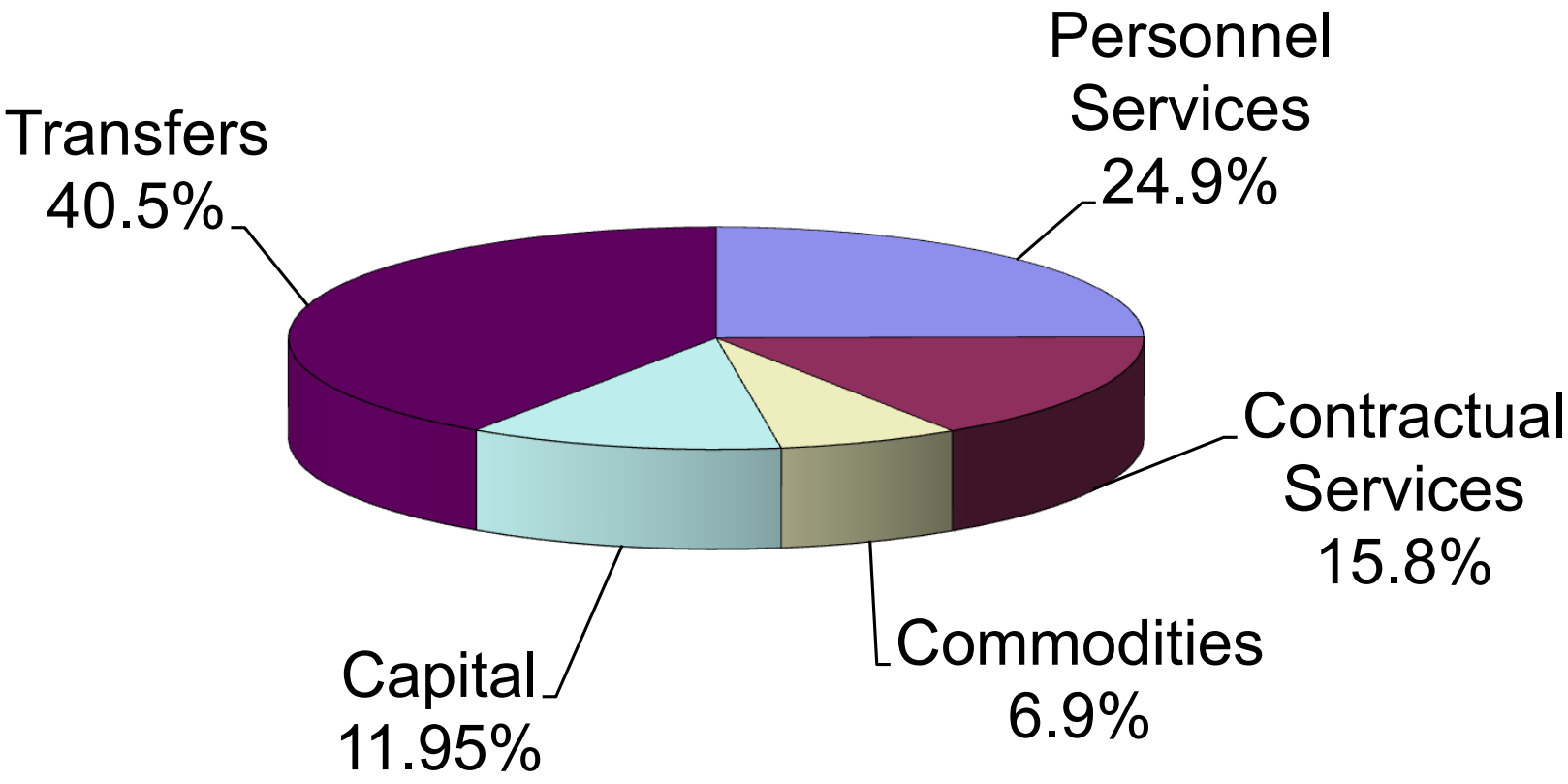
WASTEWATER FUND REVENUE



WASTEWATER FUND EXPENDITURES



WASTEWATER (3600)

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2010	2011	2012	2013	2014
Unencumbered Cash Balance, Jan. 1	802,892	797,673	662,831	853,838	919,130
Sewer Service Charges	1,722,547	1,732,184	1,780,671	1,870,000	1,958,825
Special Service Charges	522,653	542,566	550,904	553,658	555,000
Impact Fees	4,980	481	1,605	5,000	5,000
Interest	4,511	2,247	278	500	500
Reimbursed Expenses	6,348	2,242	1,434	1,500	1,500
Labor & Materials	2,029	0	0	2,000	2,000
Misc. Revenues	0	50	0	1,000	1,000
Total Revenue	2,263,067	2,279,770	2,402,892	2,433,658	2,523,825
Total Resources	**3,065,959**	**3,077,443**	**3,065,723**	**3,287,496**	**3,442,955**

EXPENDITURE DETAIL					
	2010	2011	2012	2013	2014
Personnel Services	542,594	550,146	566,407	599,260	657,413
Contractual Services	377,539	331,024	318,679	379,700	418,200
Commodities	102,535	159,086	172,812	138,950	181,250
Capital Expenditures	249,277	120,302	104,560	212,914	313,914
Debt Service (Transfer)	52,831	105,000	26,000	0	0
Transfer to General	225,000	225,000	250,000	250,000	275,000
Transfer to Equipment Reserve	72,534	70,124	72,276	75,064	75,064
Transfer to Risk Management Reserve	25,000	65,334	111,151	122,820	127,440
Transfer to Community Service	36,000	34,000	35,000	36,000	38,500
Transfer to WWTP Debt	584,976	679,723	555,000	553,658	555,000
Reserves	0	74,874	0	0	0
Total Requirements	2,268,286	2,414,612	2,211,884	2,368,366	2,641,781
Reserves					**801,174**
Unencumbered Cash Balance, Dec. 31	**797,673**	**662,831**	**853,838**	**919,130**	

WASTEWATER (3600)

	SOURCE OF REVENUE	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
100.00	Unencumbered Cash	802,892	797,673	662,831	853,838	919,130
390.00	Interest	4,511	2,247	278	500	500
392.01	Reimbursed Expenses	6,348	2,242	1,434	1,500	1,500
348.00	Transfer From Capital Improvement	0	0	68,000	0	0
369.00	Impact Fees	4,980	481	1,605	5,000	5,000
368.00	Sewer Service Charges	1,722,547	1,732,184	1,780,671	1,870,000	1,958,825
370.00	Labor & Materials	2,029	0	0	2,000	2,000
372.00	Special Fee	522,653	542,566	550,904	553,658	555,000
399.00	Miscellaneous Revenues	0	50	0	1,000	1,000
	TOTAL	**3,065,959**	**3,077,443**	**3,065,723**	**3,287,496**	**3,442,955**

	ADMINISTRATIVE EXPENSE (3612)	Actual	Actual	Actual	Revised	Budget
	TRANSFERS OUT	2010	2011	2012	2013	2014
599.00	Refunds	0	954	0	0	0
558.00	Other contractual	6,500	3,618	423	0	0
809.00	Transfer to Debt Reduction (Eastside Interceptor)	52,831	105,000	26,000	0	100,000
901.00	Transfer to General Fund	225,000	225,000	250,000	250,000	250,000
905.00	Transfer to WWTP Fund	550,000	560,999	545,000	553,658	555,000
909.00	Transfer to Community Services	36,000	34,000	35,000	35,000	35,000
906.00	Transfer to Equipment Reserve	72,534	70,124	72,276	75,064	75,064
906.00	Transfer to Risk Management	25,000	65,334	111,151	122,820	127,440
918.00	Transfer to Capital Projects (WWTP)	34,976	118,724	10,000	0	0
891.00	Reserves	0	74,874	0	0	0
	TOTAL	**996,341**	**1,258,626**	**1,049,850**	**1,036,542**	**1,142,504**

WASTEWATER TREATMENT

FUND (3601)

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	367,637	376,705	387,952	436,119
Contractual Services	314,289	303,059	352,400	390,900
Commodities	49,654	40,601	47,250	53,250
Capital Expenditures	7,515	17,078	10,614	5,614
Transfers	10,124	10,124	12,912	12,912
Total	**749,218**	**747,567**	**811,128**	**898,795**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Director of Utilities	0.33	0.33	0.33	0.33
Superintendent	1.00	1.00	1.00	1.00
Wastewater Plant Op.	3.00	3.00	3.00	3.00
Environmental Coord.	0.00	0.00	0.00	0.00
Asst. Director Utilities	0.50	0.50	0.50	0.50
Total	4.83	4.83	4.83	4.83
Seasonal	1.00	2.00	1.00	2.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- New Wastewater Plant Operator to be hired in 2014

WASTEWATER TREATMENT (3601)

	EXPENDITURE DETAIL	Actual 2010	Actual 2011	Actual 2012	Revised 2013	Budget 2014
	PERSONNEL SERVICES					
410.00	Salaries (1 Person Added to 2014)	264,799	263,567	270,825	277,596	315,000
411.00	Overtime	7,746	7,956	7,445	7,631	7,600
412.00	Social Security	19,881	19,313	20,108	19,910	24,679
413.00	KPERS	18,877	20,488	22,656	23,223	28,840
414.00	Health Insurance	50,561	54,074	55,670	59,592	60,000
521.00	Worker's Compensation Insurance	2,237	2,240	0	0	0
	SUBTOTAL	**364,100**	**367,637**	**376,705**	**387,952**	**436,119**
	CONTRACTUAL SERVICES					
502.00	Postage	186	7	16	400	400
503.00	Telephone	1,146	1,642	1,825	2,000	2,000
505.00	Professional Development	3,273	2,877	3,528	12,500	12,500
518.00	Waste Removal	67,012	63,560	55,597	70,000	80,000
519.00	Odor Control	0	0	0	10,000	20,000
520.00	Insurance - Bldg. & Contents	17,576	0	0	0	0
523.00	Vehicle Ins. - Risk Management	2,236	0	0	0	0
526.00	General Liability Insurance	727	0	0	0	0
530.00	Utilities	205,649	204,663	199,558	210,000	217,500
533.00	Equipment Repair	16,277	22,226	12,413	20,000	25,000
534.00	Motor Vehicle Repair	0	0	0	500	500
558.00	Other Contractual Services	24,583	17,444	28,502	25,000	31,000
559.00	Environmental Compliance	870	870	870	1,000	1,000
571.00	Audit Expense	1,000	1,000	750	1,000	1,000
	SUBTOTAL	**340,535**	**314,289**	**303,059**	**352,400**	**390,900**
	COMMODITIES					
600.00	Office Supplies	50	130	101	1,100	1,100
608.00	Vehicle Operation	3,520	2,792	3,515	4,950	4,950
611.00	Chemical Supplies	13,550	14,617	13,105	15,000	15,000
615.00	Uniforms	808	1,024	966	1,200	1,200
620.00	Operating and Maintenance Supplies	26,051	31,091	22,914	25,000	31,000
	SUBTOTAL	**43,979**	**49,654**	**40,601**	**47,250**	**53,250**
	CAPITAL EXPENDITURES					
705.00	Computer Equipment	0	0	0	614	614
710.00	Equipment	1,279	7,515	0	5,000	0
730.00	Capital Improvements	34,852	0	0	0	0
731.00	Buildings & Structures	0	0	0	5,000	5,000
747.00	Sewer Line Construction	0	0	17,078	0	0
	SUBTOTAL	**36,131**	**7,515**	**17,078**	**10,614**	**5,614**
	TRANSFERS					
906.00	Transfer To Equipment Replacement	10,124	10,124	10,124	12,912	12,912
	TOTAL	**794,869**	**749,218**	**747,567**	**811,128**	**898,795**

WASTEWATER COLLECTION

FUND (3602)

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	182,509	189,703	211,308	221,294
Contractual Services	12,163	15,197	27,300	27,300
Commodities	109,432	132,210	91,700	128,000
Capital Expenditures	112,787	87,482	202,300	308,300
Transfers	60,000	62,152	62,152	62,152
Total	**476,892**	**486,743**	**594,760**	**747,046**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Maint. Crew Leader	1.00	1.00	1.00	1.00
Water/Sewer Technical	3.00	3.00	3.00	3.00
Total	**4.00**	**4.00**	**4.00**	**4.00**
Seasonal	1.00	1.00	0.00	0.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- The Eastside Interceptor project is progressing
- Planning stage for replacement of Logan lift station

STAFF CHANGES

- The division is 1 person below the normal personnel schedule.

WASTEWATER COLLECTION (3602)

	EXPENDITURE DETAIL	Actual 2010	Actual 2011	Actual 2012	Revised 2013	Budget 2014
	PERSONNEL SERVICES					
410.00	Salaries	122,003	120,515	124,498	140,000	145,600
411.00	Overtime	2,927	4,695	2,949	4,000	4,500
412.00	Social Security	8,494	8,335	8,625	11,016	11,483
413.00	KPERS	8,658	9,502	10,390	10,000	13,419
414.00	Health Insurance	35,209	38,258	43,240	46,292	46,292
521.00	Workers Comp	1,204	1,203	0	0	0
	SUBTOTAL	**178,494**	**182,509**	**189,703**	**211,308**	**221,294**
	CONTRACTUAL SERVICES					
503.00	Telephone	283	239	261	1,500	1,500
505.00	Professional Development	1,212	516	2,043	3,000	3,000
520.00	Insurance - Bldg. & Contents	4,394	0	0	0	0
523.00	Vehicle Ins. - Risk Management	3,196	0	0	0	0
526.00	General Liability Insurance	727	0	0	0	0
533.00	Equipment Repair	5,615	563	553	6,000	6,000
534.00	Vehicle Repair	0	0	37	1,800	1,800
558.00	Other Contractual Services	15,076	10,846	12,304	15,000	15,000
	SUBTOTAL	**30,504**	**12,163**	**15,197**	**27,300**	**27,300**
	COMMODITIES					
600.00	Office Supplies	104	0	185	400	400
601.00	CAD Supplies	0	0	0	1,100	1,100
608.00	Vehicle Operations	9,911	11,326	14,080	13,200	14,500
615.00	Uniforms	737	808	669	1,500	1,500
620.00	Supplies	12,382	14,704	16,762	15,000	16,000
622.00	Small Tools	0	0	0	1,000	1,000
623.00	Concrete & Masonry	28,141	76,962	94,902	55,000	85,000
629.00	Sand, Gravel & Rock	4,444	3,809	1,564	4,500	4,500
630.00	Other Operating Supplies	2,838	1,823	4,047	0	4,000
	SUBTOTAL	**58,556**	**109,432**	**132,210**	**91,700**	**128,000**
	CAPITAL EXPENDITURE					
705.00	Computer Equipment	0	0	0	300	300
710.00	Equipment (Safety) + Radios	2,195	0	2,000	2,000	2,000
747.00	Sewer Line Construction	34,847	50,082	41,589	100,000	153,000
760.00	Inflow & Infiltration Removal	176,104	62,705	43,893	100,000	153,000
	SUBTOTAL	**213,146**	**112,787**	**87,482**	**202,300**	**308,300**
	TRANSFERS					
906.00	Transfer To Equipment Replacement	62,410	60,000	62,152	62,152	62,152
	TOTAL	**543,110**	**476,892**	**486,743**	**594,760**	**747,046**

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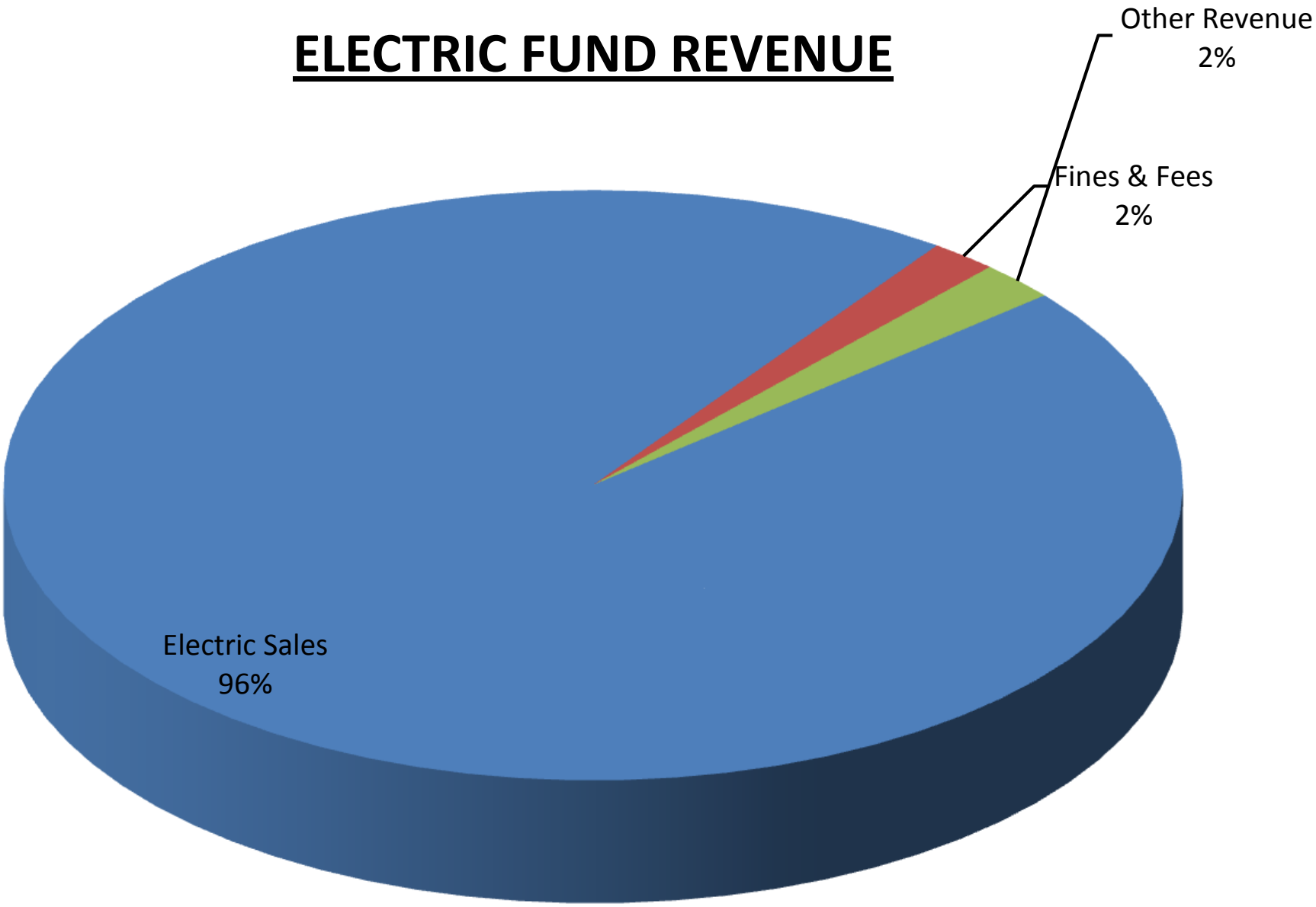
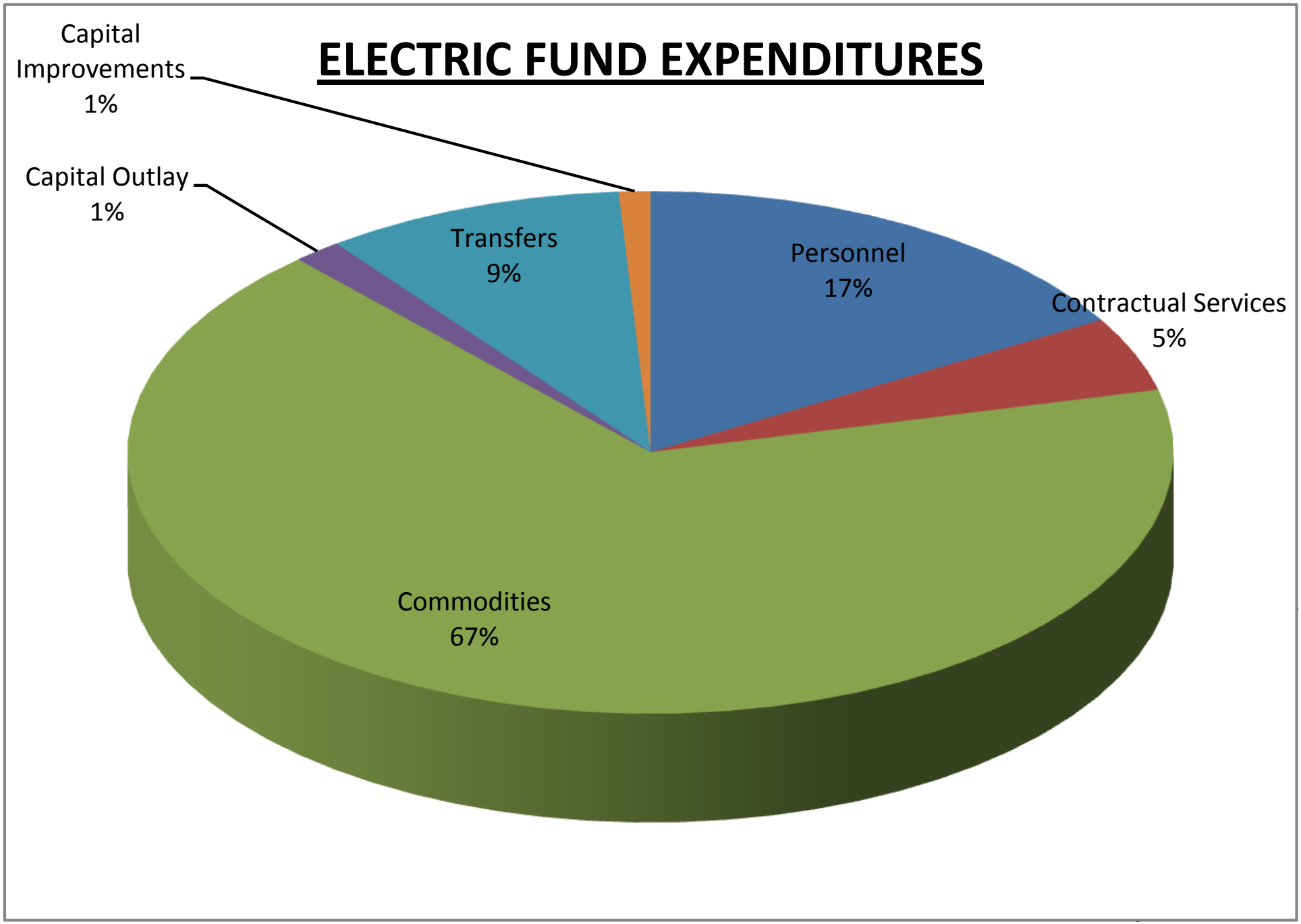
ELECTRIC FUND REVENUE




ELECTRIC FUND EXPENDITURES
Capital Improvements 1%
Capital Outlay 1%
Transfers 9%
Personnel 17%
Contractual Services 5%
Commodities 67%

ELECTRIC 3700

REVENUE DETAIL					
	Actual	**Actual**	**Actual**	**Revised**	**Budget**
	2010	**2011**	**2012**	**2013**	**2014**
Unencumbered Cash Balance, Jan. 1	2,147,324	2,946,761	3,722,380	4,042,879	4,773,213
Electric Sales					
Residential Urban	5,825,323	5,906,293	6,047,905	6,700,000	6,700,000
Large Power	6,140,773	5,816,341	6,175,218	6,500,000	6,752,772
General Service Small Urban	1,203,413	1,310,281	1,317,793	1,400,000	1,528,311
School & City	1,112,917	1,143,011	1,234,691	1,250,000	1,262,500
Area Lights	70,804	61,228	63,827	64,000	64,000
Service Fee	49,824	51,985	56,444	60,000	62,000
General Service Small Rural	14,619	11,443	8,778	13,285	13,285
Electric Sales-Rural Res.	11,151	12,057	11,775	13,998	13,998
Reconnect Fees	18,265	21,059	28,429	28,000	30,000
Total Electric Sales	14,447,090	14,333,697	14,944,859	16,029,283	16,426,866
Interest	33,236	9,093	1,542	1,500	1,500
Fines & Fees	278,840	326,211	254,168	312,000	315,000
Reimbursed Expense	35,046	48,120	63,746	75,000	75,000
Miscellaneous	51,983	33,536	35,848	75,000	75,000
Sale - Junk & Equipment	1,010	19,224	700	10,000	10,000
Labor & Materials	13,596	17,693	8,727	17,693	17,693
Refunds	15,000	37,000	0	37,000	37,000
	0	0	0	51,000	140,000
Transfer from Capital Projects	0	0	188,000	65,000	10,000
Total Other Revenue	428,711	490,876	552,731	644,193	681,193
Total Revenue	14,875,801	14,824,572	15,497,590	16,673,475	17,108,058
Total Resources	17,023,124	17,771,333	19,219,970	20,716,354	21,881,271
EXPENDITURE DETAIL					
Personnel Services	2,251,635	2,294,673	2,429,288	2,485,993	2,666,544
Contractual Services	922,597	639,210	1,361,142	1,126,370	1,281,320
Commodities	8,757,440	9,303,753	8,875,858	9,616,230	11,327,280
Capital Outlay	406,424	209,606	428,762	377,063	387,263
Capital Improvement	213,364	134,856	188,809	245,000	468,500
Transfer to Bond & Interest	146,242	0	98,438	521,000	679,500
Transfer to General Fund	1,025,000	1,025,000	1,125,000	1,125,000	1,155,000
Transfer to Equipment Reserve Fund	96,060	106,179	112,118	111,168	111,170
Transfer to Risk Management Fund	69,226	120,644	276,717	298,317	351,216
Transfer to Community Services	36,000	37,000	37,000	37,000	38,500
Transfer to Capital Projects	0	91,805	243,960	0	0
Contingency Reserve	152,374	86,227	0	0	3,414,977
Total Requirements	14,076,364	14,048,953	15,177,091	15,943,141	21,881,271
Unencumbered Cash Balance, Dec 31	2,946,761	3,722,380	4,042,879	4,773,213	0

ELECTRIC (3700)

	SOURCE OF REVENUE	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
100.00	Unencumbered Cash	2,147,324	2,946,761	3,722,380	4,042,879	4,773,213
390.00	Interest	33,236	9,093	1,542	1,500	1,500
392.01	Reimbursed Expense	35,046	48,120	63,746	75,000	75,000
324.00	Fines & Fees	278,840	326,211	254,168	312,000	315,000
398.07	Transfers from Capital Improvement	0	0	188,000	65,000	10,000
375.00	Electric Sales, Res. Urban	5,825,323	5,906,293	6,047,905	6,700,000	6,700,000
376.00	Electric Sales, Rural Res.	11,151	12,057	11,775	13,998	13,998
377.00	General Service Small Urban	1,203,413	1,310,281	1,317,793	1,400,000	1,528,311
378.00	General Service Small Rural	14,619	11,443	8,778	13,285	13,285
380.00	General Service Large	6,140,773	5,816,341	6,175,218	6,500,000	6,752,772
382.00	Area Lights	70,804	61,228	63,827	64,000	64,000
383.00	School & City	1,112,917	1,143,011	1,234,691	1,250,000	1,262,500
388.00	Origination Service Fee	49,824	51,985	56,444	60,000	62,000
389.00	Labor & Materials	13,596	17,693	8,727	17,693	17,693
391.00	Sale - Junk & Equip.	1,010	19,224	700	10,000	10,000
394.00	Refunds	15,000	37,000	0	37,000	37,000
387.00	Reconnection Fees	18,265	21,059	28,429	28,000	30,000
	Broadband Revenue	0	0	0	51,000	140,000
399.00	Miscellaneous	51,983	33,536	35,848	75,000	75,000
	TOTAL	**17,023,125**	**17,771,333**	**19,219,970**	**20,716,354**	**21,881,271**
	TRANSFERS OUT					
	ADMINISTRATIVE EXPENSE (3712)	**Actual**	**Actual**	**Actual**	**Revised**	**Budget**
		2010	**2011**	**2012**	**2013**	**2014**
558.00	Other Contractuals	0	18,477	70,918	100,000	0
900.00	Transfer to Bond & Interest	146,242	0	98,438	521,000	679,500
901.00	Transfer to General Fund	1,025,000	1,025,000	1,125,000	1,125,000	1,155,000
906.00	Transfer to Equipment Reserve Fund	96,060	106,179	112,118	111,168	111,170
906.00	Transfer to Risk Management Fund	69,226	120,644	276,717	298,317	351,216
909.00	Transfer to Community Services	36,000	37,000	37,000	37,000	38,500
918.00	Transfer to Capital Projects	0	91,805	243,960	0	0
891.00	Contingency Reserve	152,374	86,227	0	0	3,494,177
	TOTAL	**1,524,902**	**1,466,855**	**1,964,151**	**2,092,485**	**5,829,563**

ELECTRIC PRODUCTION

Description of Services

The Ottawa electric system is a combination of purchased power and peaking generation. The City is interconnected to Kansas City Power and Light (KCPL) via 161Kv and 35Kv lines. The interconnection was upgraded in 2004 and 2009 to provide additional reliability and opportunity for growth. The City has a contract with Kansas City Board of Public Utilities for purchased capacity of 10 Mw. A contract with the Grand River Dam Authority (GRDA) provides purchased capacity of 12 Mw. Both contracts provide coal fired generation with GRDA also supplying hydropower. The City also purchases capacity through the Southwest Power Authority (1 Mw) and Western Area Power Authority (3 Mw) for additional hydropower. The City is a member of Energy Management Project (EMP1) with 4 nearby cities. The EMP1 project uses marketers and load forecasting techniques to optimize the purchase and scheduling of group resources.

When the peak demand exceeds 23 Mw the power plant is capable of generating the remainder of the load. A peak demand of 41.2 Mw was established in August 2011. Total capacity of the Ottawa system with purchased power and generation is 52.7 Mw.

Cost increases within this line item are due to changing environmental and transmission costs, as well as rising energy costs from suppliers.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	895,406	958,091	975,663	1,030,645
Contractual Services	304,118	1,014,204	775,700	786,000
Commodities	9,198,243	8,773,320	9,490,250	11,199,000
Capital Expenditures	192,419	360,399	323,500	323,500
Transfers	25,000	25,000	25,000	25,000
Total	**10,615,186**	**11,131,014**	**11,590,113**	**13,364,145**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Director of Utilities	0.33	0.33	0.33	0.33
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Operator/Maintenance	8.00	8.00	8.00	8.00
Maintenance	3.00	3.00	3.00	3.00
Auto-Cad Tech	0.25	0.25	0.25	0.25
Total	13.58	13.58	13.58	13.58

FUND (3703)

GOALS

- To provide reliable and cost effective electrical energy to the City of Ottawa.

OBJECTIVES

- To use all available resources for the effective and efficient production and purchase of electrical energy to meet the electric demands of the community.
- To maintain generation units and substations to produce cost effective energy.

EXPENDITURE CHANGES

- Expenditure changes are primarily cost increases in fuels and purchased power contract costs.
- Completed installation of emission Control equipment to meet EPA RICE NESHAP regulations
- Completed repairs to the STAG steam turbine

STAFF CHANGES

- No Changes

ELECTRIC PRODUCTION (3703)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	643,721	637,311	666,726	672,180	710,000
411.00	Overtime	14,692	12,118	12,690	15,592	15,079
412.00	Social Security	47,353	45,453	47,830	52,615	55,469
413.00	State Retirement Fund - KPERS	45,538	48,768	55,087	51,652	57,290
414.00	Health Insurance	134,417	151,757	175,758	183,626	192,807
	SUBTOTAL	**885,720**	**895,406**	**958,091**	**975,663**	**1,030,645**
	CONTRACTUAL SERVICES					
502.00	Postage	38	89	24	200	200
503.00	Telephone	2,987	3,053	3,426	4,000	4,000
505.00	Professional Development	18,757	17,521	19,663	20,000	25,000
520.00	Insurance - Bldg. & Cont.	38,615	0	0	0	0
521.00	Worker's Comp. Ins.	14,390	14,368	0	0	0
523.00	Vehicle Ins.	2,397	0	0	0	0
525.00	Boiler Insurance (Plant)	63,581	0	0	0	0
526.00	General Liability Ins.	9,432	0	0	0	0
528.00	SCADA Maintenance & Equipment	8,665	0	0	15,000	15,000
530.00	Utilities	16,569	17,059	11,508	35,700	35,000
533.00	Equipment Repair	112,580	75,848	344,391	300,000	300,000
534.00	Vehicle Repair	708	357	0	1,000	1,000
550.00	Towel & Laundry Service	2,197	2,724	947	3,000	3,000
553.00	Service Agreement/Compliance	1,282	9,940	13,110	10,000	15,000
558.00	Other Contractual Services	198,083	127,898	596,043	350,000	350,000
559.00	Environmental Compliance	0	5,812	1,406	10,000	10,000
561.00	Utility Assistance	22,317	26,356	20,995	22,000	23,000
565.00	Destination Based Sales Tax	1,179	3,093	2,692	5,000	5,000
	SUBTOTAL	**513,778**	**304,118**	**1,014,204**	**775,700**	**786,000**
	COMMODITIES					
600.00	Office Supplies	151	0	81	3,000	3,000
601.00	Computer Supplies	919	0	190	1,000	1,000
605.00	Purchase Power	5,091,394	5,569,348	5,548,529	5,750,000	6,500,000
606.00	Purchase Demand	3,306,332	3,176,261	2,998,047	3,200,000	4,000,000
607.00	Natural Gas	171,618	216,475	96,167	300,000	350,000
608.00	Vehicle Operations	6,273	39,136	6,849	8,250	10,000
609.00	Motor Oil	7,315	7,990	6,396	8,000	15,000
610.00	Fuel Oil (Plant Engines)	0	128,377	46,561	150,000	200,000
611.00	Chemical Supplies	17,725	9,793	15,843	15,000	20,000
615.00	Uniforms	2,190	2,812	2,360	5,000	5,000
620.00	Supplies	51,560	48,051	52,297	50,000	95,000
	SUBTOTAL	**8,655,477**	**9,198,243**	**8,773,320**	**9,490,250**	**11,199,000**
	CAPITAL OUTLAY					
702.00	Furniture & Fixtures	0	1,414	0	2,000	2,000
704.00	Office Equipment	483	0	190	1,500	1,500
705.00	Computer Equipment	5,583	3,251	6,210	5,000	5,000
710.00	Equipment	290,738	170,164	343,805	300,000	300,000
712.00	Trucks	7,394	0	0	0	0
715.00	Building Maintenance	0	17,590	10,194	15,000	15,000
	SUBTOTAL	**312,908**	**192,419**	**360,399**	**323,500**	**323,500**
	TRANSFERS					
906.00	Transfer to Equipment Reserve	24,165	25,000	25,000	25,000	25,000
	TOTAL	**10,392,047**	**10,615,186**	**11,131,014**	**11,590,113**	**13,364,145**

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	**2011**	**2012**	**2013**	**2014**
Personnel Services	749,811	788,033	798,610	835,037
Contractual Services	65,398	59,586	73,620	74,120
Commodities	67,576	69,087	82,300	82,600
Capital Expenditures	135,346	188,809	249,000	472,000
Transfers	64,805	70,744	69,794	69,795
Total	**1,082,936**	**1,176,259**	**1,273,324**	**1,533,552**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Electric Dist. Crew Chief	3.00	3.00	3.00	3.00
Line Electrician	4.00	4.00	4.00	4.00
Service Representative	0.50	0.50	0.50	0.50
Asst. Director of Utilities	0.25	0.25	0.25	0.25
Total	9.75	9.75	9.75	9.75

FUND (3704)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

ELECTRIC DISTRIBUTION (3704)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	516,653	507,764	534,695	538,125	559,650
411.00	Overtime	35,602	47,787	35,841	45,000	48,000
412.00	Social Security	39,904	39,373	40,698	43,787	45,538
413.00	State Retirement Fund - KPERS	38,277	41,720	46,159	44,726	48,527
414.00	Health Insurance	113,314	113,166	130,640	126,973	133,321
	SUBTOTAL	**743,751**	**749,811**	**788,033**	**798,610**	**835,037**
	CONTRACTUAL SERVICES					
502.00	Postage	19	10	9	120	120
503.00	Telephone	279	310	142	1,500	1,500
505.00	Professional Development	2,481	4,966	4,293	7,500	7,500
520.00	Insurance - Bldg. & Cont.	23,686	0	0	0	0
521.00	Worker's Comp. Ins.	9,979	9,985	0	0	0
523.00	Vehicle Ins.	4,794	0	0	0	0
526.00	General Liability Insurance	6,555	0	0	0	0
533.00	Equipment Repair	7,664	10,636	8,279	15,000	15,000
534.00	Motor Vehicle Repair	14	508	3,239	3,000	3,500
558.00	Other Contractual Services	44,825	38,505	42,777	45,000	45,000
565.00	Destination Based Sales Tax	685	478	848	1,500	1,500
	SUBTOTAL	**100,981**	**65,398**	**59,586**	**73,620**	**74,120**
	COMMODITIES					
600.00	Office Supplies	181	392	238	500	500
601.00	Computer Supplies (CAD)	146	0		1,000	1,000
608.00	Vehicle Operations	13,995	17,973	17,976	18,700	19,000
615.00	Uniforms	2,233	2,346	2,747	5,100	5,100
620.00	Supplies	48,234	46,865	48,126	57,000	57,000
	SUBTOTAL	**64,788**	**67,576**	**69,087**	**82,300**	**82,600**
	CAPITAL OUTLAY					
646.00	Traffic Signals	6,500	490	0	4,000	4,000
710.00	Equipment (Radios 09 and 10)	0	0	0	0	0
710.00	Equipment - (1/2 Purchase Mini Derrick)	68,047	0	0	0	0
	SUBTOTAL	**74,547**	**490**	**0**	**4,000**	**4,000**
	CAPITAL IMPROVEMENT					
642.00	Transformers	86,315	30,440	78,602	85,000	175,000
644.00	Meters	11,667	13,138	20,488	20,000	46,000
745.00	Street Light Construction	13,248	35,852	40,324	40,000	72,000
749.00	Electric Line Construction	102,134	55,426	49,394	100,000	175,000
	SUBTOTAL	**213,364**	**134,856**	**188,809**	**245,000**	**468,000**
	TRANSFERS					
906.00	Transfer to Equipment Reserve	64,805	64,805	70,744	69,794	69,795
	TOTAL	**1,262,236**	**1,082,936**	**1,176,259**	**1,273,324**	**1,533,552**

UTILITY WAREHOUSE

FUND (3705)

Description of Services

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

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	168,374	167,104	179,500	188,484
Contractual Services	34,924	33,811	48,150	46,950
Commodities	6,128	5,513	9,280	9,280
Capital Expenditures	6,830	51,619	5,800	16,000
Transfers	7,090	7,090	7,090	7,090
Total	**223,347**	**265,137**	**249,820**	**267,804**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
Warehouse Manager	1.00	1.00	1.00	1.00
Warehouse Worker	1.00	1.00	1.00	1.00
Secretary/Computer Op.	1.00	1.00	1.00	1.00
Total	**3.00**	**3.00**	**3.00**	**3.00**
Seasonal	1.00	1.00	1.00	1.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- None

UTILITY WAREHOUSE (3705)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	114,331	123,042	121,743	124,600	130,830
411.00	Overtime	184	620	504	700	850
412.00	Social Security	8,235	8,777	8,780	9,585	10,074
413.00	State Retirement Fund - KPERS	9,476	8,569	9,592	11,500	11,960
414.00	Health Insurance	29,176	27,367	26,485	33,114	34,770
	SUBTOTAL	**161,402**	**168,374**	**167,104**	**179,500**	**188,484**
	CONTRACTUAL SERVICES					
502.00	Postage	0	0	0	100	100
503.00	Telephone	2,529	2,175	1,896	2,750	2,750
505.00	Professional Development	843	235	444	1,000	1,000
520.00	Insurance - Bldg. & Cont.	2,106	0	0	0	0
521.00	Workers Comp. Ins.	1,767	1,769	0	0	0
523.00	Vehicle Ins.	799	0	0	0	0
530.00	Utilities	21,635	22,924	22,039	26,500	26,500
532.00	Building Repair (Yard gate)	5,354	2,340	2,749	8,700	7,500
533.00	Equipment Repair	300	755	430	1,000	1,000
534.00	Motor Vehicle Repair	0	0	0	500	500
553.00	Service Agreement/Compliance	1,523	1,681	2,126	0	0
558.00	Other Contractual Services (Bar code sys)	19,732	2,792	4,050	7,300	7,300
565.00	Destination Based Sales Tax	131	253	77	300	300
598.00	Contract Labor	10,302	0	0	0	0
	SUBTOTAL	**67,022**	**34,924**	**33,811**	**48,150**	**46,950**
	COMMODITIES					
600.00	Office Supplies	1,314	884	298	1,000	1,000
601.00	Computer Supplies	400	269	75	400	400
604.00	Small Tools Expense	38	0	71	200	200
608.00	Vehicle Operation	904	1,596	880	1,980	1,980
615.00	Uniforms	589	884	982	1,700	1,700
620.00	Supplies	1,668	2,496	3,207	4,000	4,000
	SUBTOTAL	**4,913**	**6,128**	**5,513**	**9,280**	**9,280**
	CAPITAL OUTLAY					
702.00	Furniture & Fixtures	0	336		1,200	500
704.00	Office Equipment	108	0		500	500
705.00	Computer	0	1,713	2,006	500	500
710.00	Equipment (Radios 09 and 10)	908	4,781		2,100	500
715.00	Building Improvements (Bay Heaters)	12,034	0	49,613	1,500	14,000
	SUBTOTAL	**13,050**	**6,830**	**51,619**	**5,800**	**16,000**
	TRANSFERS					
906.00	Transfer to Equipment Reserve	7,090	7,090	7,090	7,090	7,090
	TOTAL	**253,476**	**223,347**	**265,137**	**249,820**	**267,804**

UTILITY BILLING

Description of Services

The Utility Billing Division is responsible for monthly billing of approximately 6,300 electric and 5,200 water customers. This division operates and maintains the city's payroll, accounts payable, general ledger, utility billing and other modules on the Tyler Incode system, which was installed in 2013. The Meter Readers use an ITRON electronic reading system, which was updated in 2012 to collect data in the field. Information gathered is downloaded to the utility billing module and used to calculate and generate utility bills. Radio read meters are installed in new subdivisions and are proving capable of dramatically reducing read time.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	481,081	516,061	532,220	612,379
Contractual Services	216,293	182,622	228,900	280,400
Commodities	31,806	27,938	34,400	36,400
Capital Expenditures	9,868	16,744	43,763	43,763
Transfers	9,284	9,284	9,284	9,285
Total	**748,332**	**752,649**	**848,567**	**982,227**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2011	**2012**	**2013**	**2014**
City Attorney	0.50	0.50	0.50	0.50
Utility Clerk II	3.00	2.50	2.00	3.00
Data Operator	2.00	2.00	2.00	2.00
Office Manager	1.00	1.00	1.00	1.00
Payable Clerk	1.00	1.00	1.00	1.00
Assist. Finance Director	1.00	1.00	1.00	1.00
Custodian	0.50	0.50	0.50	0.50
Total	**9.00**	**8.50**	**8.00**	**9.00**

FUND (3710)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- This division saw considerable changes in personnel over the last two years.

UTILITY BILLING (3710)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	PERSONNEL SERVICES					
410.00	Salaries	337,684	346,482	352,922	377,426	443,330
411.00	Overtime	2,463	2,674	6,113	2,823	3,000
412.00	Social Security	24,925	24,759	25,192	29,089	34,144
413.00	State Retirement Fund - KPERS	23,222	24,883	29,128	35,515	40,170
414.00	Health Insurance	72,467	82,283	102,705	87,367	91,735
	SUBTOTAL	**460,762**	**481,081**	**516,061**	**532,220**	**612,379**
	CONTRACTUAL SERVICES					
502.00	Postage	34,965	33,319	46,937	38,000	38,000
503.00	Telephone	413	220	225	600	600
505.00	Professional Development	3,587	2,353	2,208	5,000	9,000
508.00	Bad Debt Expense	16,112	4,287	22,094	17,000	17,000
514.00	Printing	0	1,231	1,323	1,200	1,200
520.00	Ins. Building & Content	6,738	0	0	0	0
521.00	Workers Comp. Ins.	2,484	2,449	0	0	0
523.00	Vehicle Insurance	1,199	0	0	0	0
530.00	Utility Expense	5,100	4,311	3,371	6,500	6,500
553.00	Service Agreements (Itron, Copier, Postage Machin	26,953	33,738	22,905	17,000	17,000
558.00	Other Contractual Services	128,557	120,148	70,689	127,500	175,000
599.00	Refunds	1,909	133		2,000	2,000
571.00	Audit	12,800	14,104	12,871	14,100	14,100
	SUBTOTAL	**240,817**	**216,293**	**182,622**	**228,900**	**280,400**
	COMMODITIES					
600.00	Office Supplies	2,277	5,211	3,135	4,000	4,000
601.00	Computer Room Supplies	25,117	21,909	20,750	25,000	27,000
615.00	Uniforms	287	318	444	400	400
620.00	Custodial Supplies	4,581	4,367	3,610	5,000	5,000
	SUBTOTAL	**32,262**	**31,806**	**27,938**	**34,400**	**36,400**
	CAPITAL OUTLAY					
702.00	Furniture & Fixtures	0	0	686	0	0
704.00	Office Machines (Computers)	0	306	0	0	0
705.00	Computer Equipment (PC Equipment)	920	515	7,163	2,763	2,763
705.00	Computer Equipment	0	0	0	0	0
710.00	Equipment (Radios for 09 & 10)	1,000	193	5,875	1,000	1,000
715.00	Building Maintenance	4,000	8,854	3,020	40,000	40,000
	SUBTOTAL	**5,920**	**9,868**	**16,744**	**43,763**	**43,763**
	TRANSFERS					
906.00	Transfer to Equipment Reserve	0	9,284	9,284	9,284	9,285
	TOTAL	**739,762**	**748,332**	**752,649**	**848,567**	**982,227**

BROADBAND

Description of Services

In 2013 the City of Ottawa was pleased to enter the high speed broadband communication arena. It is the intent of the city to offer reliable internet services in an effort to meet commercial needs for broadband.

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
Account	**2011**	**2012**	**2013**	**2014**
Personnel Services	0	0	0	0
Contractual Services	0	0	0	93,850
Commodities	0	0	0	400
Capital Expenditures	0	0	0	0
Transfers	0	0	0	0
Total	**0**	**0**	**0**	**94,250**

FUND (3715)

GOALS

- To ensure reliable high speed broadband services to the City's Industrial and Commercial utility customers.

OBJECTIVES

- To extend a highly reliable broadband backbone throughout the community of Ottawa.
- To continue to build partnerships with the business community and meet their needs for high speed communications

STAFF CHANGES

- Staff is shared with other activities

BROADBAND (3715)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2010	2011	2012	2013	2014
	CONTRACTUAL SERVICES					
502.00	Postage					100
503.00	Telephone					250
504.00	Travel Expense					500
505.00	Professional Development					3,000
553.00	Service Agreements					90,000
	SUBTOTAL					**93,850**
	COMMODITIES					
600.00	Office Supplies					200
614.00	Books & Instructional Materials					200
	SUBTOTAL					**400**
	CAPITAL OUTLAY					
705.00	Computer Equipment					0
710.00	Equipment					0
	SUBTOTAL					**0**
	TRANSFERS					
906.00	Transfer to Equipment Reserve					0
	TOTAL					**94,250**