

COMMISSIONERS

Mayor Linda Reed
Mike Skidmore
Blake Jorgensen
Sara Caylor
Shawn Dickinson



CITY MANAGER & DEPARTMENT HEADS

Richard U. Nienstedt	City Manager
Scott D. Bird	Director of Finance
Wynndee Lee	Director of Planning & Codes
Jeff Carner	Fire Chief
Melissa Fairbanks	Director of HR and Risk Mgt.
Dennis Butler	Police Chief
Chuck Bigham	Director of Information Technology
Dennis Tharp	Interim Director of Utilities
Bill Ramsey	Interim Director of Public Works

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
 - Accessibility Advisory 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

Human Resources

Information Technology

Public Works

Police Dept.

Fire Dept.

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

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

**CITY OF OTTAWA
2015 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.

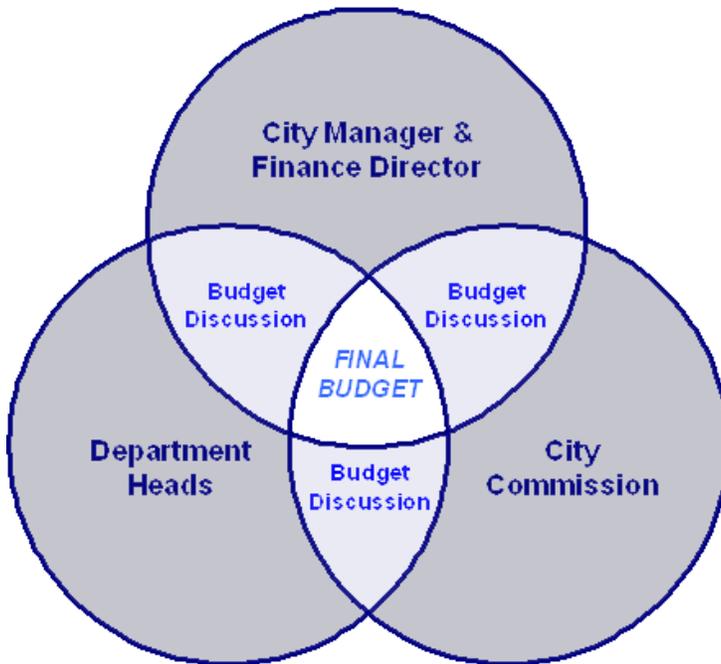
The City Manager and Finance Director meet with each Dept. Head who has already prepared an initial budget estimate based on the projected needs within their scope of responsibility. Each line item is discussed and adjusted to fit the next year's projections. The City Manager's approach in these meetings 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.



Budget Guide

LEGAL RESTRICTIONS & PROVISIONS

Relevant Statutes

Budget Law

(K.S.A. 79-2925 –
K.S.A. 79-2937)

Cash Basis Law

(K.S.A. 10-1101)

Limit on

Indebtedness

(K.S.A. 10-309)

Open Meetings

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

Open Records Act

(K.S.A. 45-215)
et. seq.



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

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

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

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

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

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



Budget Guide

FINANCIAL OPERATIONS AND STRUCTURE

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

FUND ACCOUNTING

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

BASIS OF ACCOUNTING

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

FINANCIAL AUDIT

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

DEPARTMENTS

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



Budget Guide

ACCOUNTING POLICY

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

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

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

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

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



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 Guide

BUDGET POLICY

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

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

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

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

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

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

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

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

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

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

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



Budget Guide

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

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

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

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

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

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

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

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

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

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

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

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



Budget Guide

CAPITAL IMPROVEMENT PROGRAM

WHAT IS A CAPITAL IMPROVEMENT PROJECT?

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

WHAT IS A CAPITAL IMPROVEMENT PROGRAM?

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



Budget Guide

OTTAWA VISION: DESIGNING OUR FUTURE

Whether we call it dreaming, daydreaming, hoping, wishing, or pondering the future, **visioning** is a vital process in the life of any community. 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.



Budget Guide



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





Budget Guide

GOVERNMENT SERVICE DELIVERY

The City of Ottawa is a full-service entity with a \$50,000,000 budget. The City purchased the utilities in 1905 and currently operates electric, water, wastewater, stormwater and broadband 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 USD 290 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 extends 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](http://www.ottawaks.gov)
www.ottawaks.gov

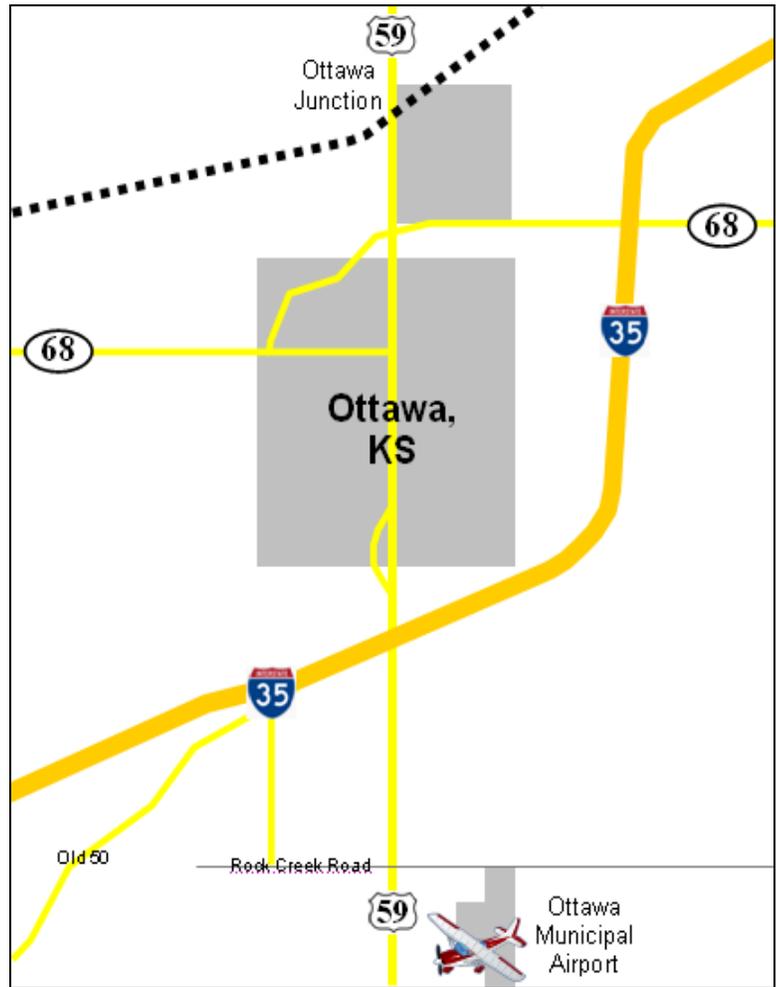




Budget Guide

LOCATION AND GROWTH

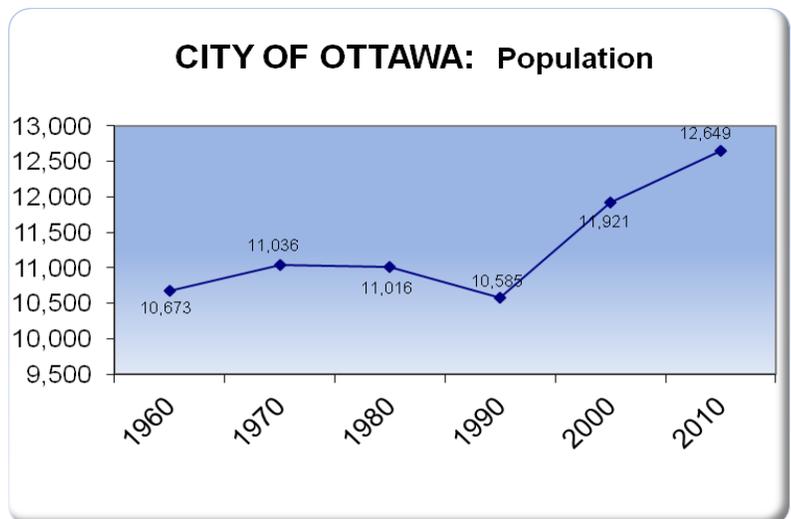
Ottawa is served by the Burlington Northern Santa Fe Railroad, several trucking firms and by Interstate 35, US-59 and Kansas Highway 68. Ottawa is located in a strategic area approximately 25 miles south of Lawrence and 30 miles southwest of the greater Kansas City area, and is experiencing an upward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



BUILDING PERMITS

Year	Value
2014	18,266,928
2013	9,090,701
2012	7,959,888
2011	18,200,235
2010	24,173,969
2009	15,661,381
2008	26,793,833
2007	29,277,480

The official United States Census figures indicate the population of Ottawa was 10,193 in 1940; 10,081 in 1950; 10,673 in 1960; 11,036 in 1970; 11,016 in 1980 and 10,585 in 1990, 11,921 in 2000 and 12,649 in 2010.





Budget Guide

BUSINESS AND ECONOMIC DEVELOPMENT

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

Significant businesses 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	363
Cargotech	279
Wal-Mart Super Center	260
Franklin County	240
City of Ottawa	159
Ottawa Retirement Village	140
Ottawa University	140
Schuff Steel	110
ECKAN	110
Midwest Cabinet	104
Loma Vista	100



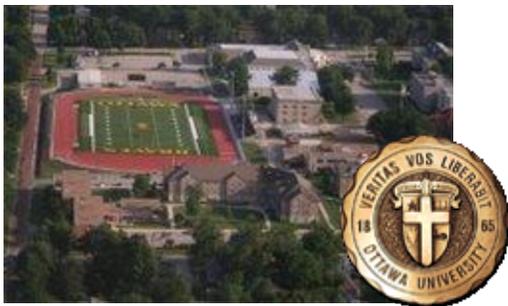
Budget Guide

EDUCATION

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

Ottawa is home to Ottawa University, a private four-year liberal arts college that provides 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.

<u>ENROLLMENT</u>	
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
2014-2015	2,522



COMMUNITY SERVICES & SUPPORT

The Ottawa Library is located in the same building with City Hall and provides over 62,173 print and non-print informational, educational, cultural, and recreational materials, 30 public use computers, Wi-Fi, as well as programs for children, teens, 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](#)





Budget Guide

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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



Budget Guide

GLOSSARY OF TERMS cont'd

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

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

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

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

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

Expenditures: Refers to current cash operating expenses and encumbrances.

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

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

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

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

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

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

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



Budget Guide

GLOSSARY OF TERMS cont'd

Mill Levy: A mill is 1/10th 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 Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2013	Current Amount for 2014	Proposed Amount for 2015
General	Airport	48,723	83,000	88,500
General	Community Services	34,000	32,000	36,000
General	WWT Plant	219,500	227,600	229,876
General	Risk Management	90,000	210,000	231,000
General	Equip Res - Police	57,834	67,000	74,000
General	Equip Res - Fire	94,167	95,000	95,000
General	Equip Res - Planning	2,000	3,000	3,000
General	Equip Res - PW	79,834	100,000	115,000
Special Highway	GO Debt	-	71,898	70,000
Special Highway	Equipment Reserve	40,000	-	-
Special Highway	Capital Projects	-	-	-
Special Alcohol	General	22,246	23,000	24,000
Water	GO Debt	-	100,714	187,000
Water	General Fund	425,000	445,000	445,000
Water	Community Services	36,000	38,500	38,500
Water	Equipment Reserve	51,548	51,548	51,550
Water	Risk Management	150,000	182,337	182,337
Water	Capital Projects	25,852	-	-
Wastewater	GO Debt Service	-	100,000	200,000
Wastewater	General	250,000	250,000	250,000
Wastewater	Equipment Reserve	75,064	75,064	77,152
Wastewater	Risk Management Reserve	140,000	147,440	147,440
Wastewater	Community Service	36,000	38,500	38,500
Wastewater	Transfer to WWTP Debt	545,297	555,000	556,388
Electric	GO Debt Service	60,000	679,500	692,713
Electric	General Fund	1,115,000	1,155,000	1,155,000
Electric	Equipment Reserve Fund	111,168	111,170	111,170
Electric	Risk Management Fund	290,000	351,216	386,337
Electric	Community Services	36,000	38,500	38,500
Electric	Capital Projects	160,000	-	-
Power Supply	GO Debt Service	130,000	130,000	150,000
Auditorium	Risk Management	-	7,672	8,000
Airport	Risk Management	3,000	2,600	2,600
WWTP	GO Debt Service	-	-	697,110
	Totals	4,328,233	5,372,259	6,381,673

CITY OF OTTAWA, KANSAS			
ALL FUNDS			
SUMMARY			
	Budget	Budget	Budget
FUND	2013	2014	2015
General	10,546,976	10,474,795	11,148,068
GO Debt Service	1,995,184	2,102,623	2,931,829
Auditorium	272,370	234,449	233,725
Library	764,410	789,573	830,864
Special Streets	471,994	428,718	538,929
Economic Development	139,674	130,762	140,476
Community Services	146,042	148,198	158,974
Special Parks & Rec.	169,496	71,259	112,081
Special Alcohol	27,000	24,000	24,000
Equipment Reserve	2,015,786	1,456,098	1,205,690
Revolving Loan Fund	266,879	210,634	213,084
Risk Mgt. Reserve	1,039,558	1,177,944	1,230,315
Stormwater Utility	400,000	577,065	711,216
Water Operations	3,379,837	3,412,715	3,676,203
Wastewater Operation	3,153,464	3,442,955	3,384,057
Electric Fund	20,127,134	21,893,287	21,853,091
Airport Fund	87,040	85,030	98,344
Wastewater Treatment Plant	1,355,562	1,394,722	774,110
KMEA Power Supply Fund	1,303,632	1,352,872	997,398
BUDGETED FUNDS			
EXPENDITURE SUMMARY			
	Budget	Budget	Budget
FUND	2013	2014	2015
All Funds Total Budget	47,662,035	49,407,696	50,262,452
Less Budgeted Reserves	8,055,334	9,375,890	9,602,474
Net Budgeted Expenditures	39,606,701	40,031,806	40,659,978
Less Transfers	4,951,733	5,364,559	6,381,673
Net Exp. Less Transfers	34,654,968	34,667,248	34,278,306

CITY OF



OTTAWA
KANSAS

CITY OF



OTTAWA

KANSAS

GENERAL FUND (0100)

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2011	2012	2013	2014	2015
Mill Levy	27.181	28.235	28.803	30.107	30.595
Unencumbered Cash Balance, Jan. 1	1,160,592	1,076,425	988,832	1,057,913	1,599,205
Revenue					
Ad Valorem Taxes	2,027,692	2,091,885	2,220,131	2,333,188	2,454,600
Sales Tax - City	1,897,605	1,902,819	1,999,356	2,049,340	2,110,820
Sales Tax - City for Sewer Plant	210,000	217,350	219,500	224,988	231,737
Sales Tax - County	945,947	952,539	999,275	1,024,257	1,054,985
Transfer - Electric	1,025,000	1,125,000	1,115,000	1,155,000	1,155,000
Transfer - Water	405,000	425,000	425,000	445,000	445,000
Court Fines	240,449	279,529	224,461	230,000	230,000
Transfer - Wastewater	225,000	250,000	250,000	275,000	275,000
Vehicle Tax	214,118	222,774	233,769	232,797	242,704
Franchise Tax Gas	267,289	203,040	266,450	300,000	306,000
Comp. Use Tax	392,556	385,620	376,686	386,103	397,686
Municipal Court Fees	73,831	65,005	88,306	78,000	88,000
Reimbursed Expense	149,113	33,366	89,434	100,000	100,000
Franchise Tax - CATV	65,903	55,934	74,453	66,000	67,320
Permits & Fees	111,911	72,977	72,713	100,000	100,000
Highway Connecting Links	58,434	58,705	39,047	33,000	33,660
Back Tax Collections	132,527	87,257	140,348	110,000	115,000
Franchise Tax Telephone	45,606	38,959	43,429	40,000	40,800
Interest Income	36,973	14,371	8,342	15,000	15,000
Transfer - Special Alcohol	24,024	24,356	22,436	23,000	24,000
Burial	24,724	24,392	25,981	31,000	31,000
Cemetery Lot Sales	17,400	16,200	20,700	20,000	20,400
Liquor Tax	24,024	24,356	22,435	27,040	27,581
Miscellaneous	7,082	8,504	27,505	43,149	40,000
Dog License	5,475	5,418	5,354	0	0
Business License	37,910	38,871	28,075	40,000	40,800
Rent - Airport	6,000	0	0	0	0
Uncollected Ad Valorem Tax	0	0	0	0	-98,230
Total Revenue	8,671,593	8,624,226	9,038,188	9,381,862	9,548,863
Total Resources	9,832,185	9,700,651	10,027,020	10,439,775	11,148,068
EXPENDITURE DETAIL					
Personnel Services	6,905,711	6,984,765	6,704,429	6,280,179	6,985,825
Contractual Services	812,007	806,394	897,242	935,161	981,939
Commodities	455,422	428,949	507,249	587,590	646,462
Capital Outlay	94,008	127,212	234,129	199,040	257,687
Transfers	462,392	364,500	626,058	838,600	872,376
Reserves	26,220	0	0	0	0
Total Requirements	8,755,760	8,711,819	8,969,107	8,840,570	9,744,289
Contingency Reserves					
Unencumbered Cash Bal, Dec. 31	1,076,425	988,832	1,057,913	1,599,205	1,403,779

GENERAL FUND (0100)

SOURCE OF REVENUE 0100		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	1,160,592	1,076,425	988,832	950,096	1,599,205
301.00	Ad Valorem Property Tax	2,027,692	2,091,885	2,220,131	2,427,188	2,454,600
301.00	Uncollected Ad Valorem Tax				-94,000	-98,230
302.00	Back Tax Collections	132,527	87,257	140,348	110,000	115,000
303.00	Sales Tax - City	1,897,605	1,902,819	1,999,356	2,013,416	2,110,820
303.00	Sales Tax - City to WWTP	210,000	217,350	219,500	222,816	231,737
304.00	Sales Tax - County	945,947	952,539	999,275	1,003,678	1,054,985
305.00	Comp. Use Tax	392,556	385,620	376,686	378,750	397,686
306.00	Franchise Tax - CATV	65,903	55,934	74,453	66,000	67,320
306.10	Franchise Tax Gas	267,289	203,040	266,450	300,000	306,000
306.20	Franchise Tax Telephone	45,606	38,959	43,429	40,000	40,800
314.00	Liquor Tax	24,024	24,356	22,435	27,040	27,581
315.00	Vehicle Tax	214,118	222,774	233,769	232,797	241,793
318.00	Business License: License Income-general	37,909	38,871	28,075	40,000	40,800
344.00	Rent - Airport	6,000	0	0	4,000	4,000
317.00	Highway Connecting Links	58,434	58,705	39,047	33,000	33,660
323.00	Dog License	5,475	5,418	5,354	6,000	0
390.00	Interest Income	36,973	14,371	8,342	35,000	15,000
392.01	Reimbursed Expense	149,113	33,366	89,434	100,000	100,000
349.00	Cemetery Lot Sales	17,400	16,200	20,700	20,000	20,400
350.00	Burial Fees	24,724	24,392	25,981	31,000	31,000
324.00	Fines	240,449	279,529	224,461	305,000	230,000
326.00	Court Fees	73,831	65,005	88,306	78,000	88,000
327.00	Building Permits & Fees	111,911	72,977	72,713	200,000	100,000
398.05	Transfer from Special Alcohol Fund	24,024	24,356	22,436	30,000	24,000
398.02	Transfers - Electric	1,025,000	1,125,000	1,115,000	1,155,000	1,155,000
398.06	Transfers - Water	405,000	425,000	425,000	445,000	445,000
398.01	Transfers - Wastewater	225,000	250,000	250,000	275,000	275,000
399.00	Miscellaneous	7,082	8,504	27,505	40,000	40,000
	TOTAL	9,832,184	9,700,651	10,027,020	10,474,782	11,151,157



CITY COMMISSION & CITY MANAGER'S OFFICE

Description of Services

The City Commission serves as the board of directors of the municipal corporation, in which are vested all municipal powers granted by the constitution and laws of the State of Kansas. The 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.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	166,779	170,755	189,500	195,865
Contractual Services	34,896	39,893	36,500	41,050
Commodities	7,566	7,986	9,300	8,650
Capital Expenditures	3,171	1,474	1,421	4,521
Total	212,413	220,108	236,721	250,086

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
City Manager	1	1	1	1
Asst. to the City Man.	1	1	1	1
Part Time Adm. Intern	0	0	0	0
Full Time Adm. Intern	0	0	0	0
City Commission	5	5	5	5
Total	7	7	7	7

FUND (0110)

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 Furniture (replacement of meeting room chairs).

STAFF CHANGES

- None



CITY COMMISSION & CITY MANAGER (0110)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	148,476	159,061	162,450	179,000	185,265
410.00	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000
411.00	Overtime	2,250	1,718	2,305	2,500	2,600
421.00	Stipend for Commission IT	0	0	0	2,000	2,000
SUBTOTAL		156,726	166,779	170,755	189,500	195,865
CONTRACTUAL SERVICES						
502.00	Postage	331	711	175	200	300
503.00	Telecommunications	844	1,025	1,693	1,000	1,700
504.00	Travel Expense	10,629	11,499	17,184	12,000	15,000
505.00	Professional Development	6,666	7,246	9,339	6,750	7,500
512.00	Employee Recognition	4,512	5,132	3,916	4,500	4,500
527.00	Mayor's Breakfast	1,577	1,920	2,096	1,500	2,000
514.00	Printing Expense	2,306	4,465	2,111	3,000	3,000
524.00	Bonds	0	0	0	350	350
551.00	Dues & Subscriptions	2,080	2,897	3,378	4,000	3,500
558.00	Other Cont. Services	96	0	0	3,200	3,200
SUBTOTAL		29,042	34,896	39,893	36,500	41,050
COMMODITIES						
600.00	Office Supplies	3,359	3,645	3,207	4,200	3,750
670.00	Receptions & Meals	5,668	3,921	4,585	5,000	4,800
615.00	Uniforms	0	0	0	100	100
630.00	Other Operating Supplies	62	0	195	0	0
SUBTOTAL		9,088	7,566	7,986	9,300	8,650
CAPITAL OUTLAY						
702.00	Furniture (Replace 8 Study Session Chairs)	0	0	0	0	3,200
704.00	Office Equipment	0	0	0	500	400
705.00	Computer Equipment	73	912	1,474	921	921
710.00	Equipment	0	2,259	0	0	0
SUBTOTAL		73	3,171	1,474	1,421	4,521
TOTAL		194,928	212,413	220,108	236,721	250,086



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 system for payroll, general ledger, utility billing and collections and other programs. This system was installed in 2013. This Department is also responsible for capital planning and debt management.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	308,200	294,532	189,500	215,790
Contractual Services	71,332	79,216	45,700	51,450
Commodities	16,977	20,389	5,900	6,000
Capital Expenditures	7,566	32,261	2,149	8,000
Total	404,075	426,397	243,249	281,240

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Director of Finance	1	1	1	1
City Clerk	1	1	1	1
Account Clerk	1	1	1	1
City Attorney	1	1	1	1
Building Supervisor	1	1	0	0
Maintenance	0	1	0	0
Senior Custodian	1	1	0	0
Custodian	1	1	0	0
Total	7	8	4	4

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 and improvements continued throughout 2014.

STAFF CHANGES

This department had two new hires in 2014, replacing the retirement of two long time employees.



CITY CLERK/FINANCE (0115)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	308,809	304,489	292,879	184,000	200,790
410.00	Retirements					10,000
411.00	Overtime	6,039	3,711	1,653	5,500	5,000
SUBTOTAL		314,848	308,200	294,532	189,500	215,790
CONTRACTUAL SERVICES						
502.00	Postage	1,275	445	2,251	1,750	2,300
503.00	Telecommunications	4,331	4,664	5,325	4,800	5,400
504.00	Travel Expense	0	0	60	0	3,200
505.00	Professional Development	2,180	3,877	5,842	3,200	3,300
515.00	Advertising & Publications	4,248	4,125	2,571	5,000	5,500
520.00	Ins. - Bldg. & Contents	0	0	0	0	0
530.00	Utilities (City Hall)	5,240	4,525	6,980	0	0
551.00	Dues & Subscriptions	478	101	267	250	500
558.00	Other Cont. Services	21,840	18,498	46,961	22,000	22,000
558.00	Elevator Service	2,040	1,750		0	0
558.00	HVAC Service	18,000	17,064		0	0
558.00	Pest Control	650	510		0	0
558.00	Solid Waste Disposal	650	662		0	0
558.00	Building Maintenance	8,500	8,111		0	0
571.00	Audit (General Fund Share)	8,603	7,000	8,798	8,600	9,100
599.00	Refunds	25	0	162	100	150
SUBTOTAL		78,061	71,332	79,216	45,700	51,450
COMMODITIES						
600.00	Office Supplies	3,424	4,110	5,609	5,000	5,500
601.00	Computer Supplies	42	457	310	850	400
614.00	Books	188	9	0	50	100
615.00	Uniforms (Custodial)	303	50	537	0	0
620.00	Supplies (Custodial)	6,618	12,351	13,933	0	0
SUBTOTAL		10,574	16,977	20,389	5,900	6,000
CAPITAL OUTLAY						
702.00	Furniture (Office Furniture)	2,265	440	303	0	500
704.00	Office Machines	0	0	97	0	300
705.00	Computer Equipment	515	2,034	51	2,149	2,200
710.00	Buildings	0	3,409	30,637	0	5,000
718.00	Equipment Purchase	698	1,683	1,173	0	0
SUBTOTAL		3,477	7,566	32,261	2,149	8,000
TOTAL		406,961	404,075	426,397	243,249	281,240

FUND (0116)

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.

This division is responsible for the following: City Hall, the Ottawa Municipal Auditorium, the Friends of the Library Building, old City Hall, and maintenance for the Carnegie Building and Don Woodward Center. Grounds maintenance is also part of the duties for all of these except for the Carnegie Building and the Don Woodward Center. In addition, this division supports the daily custodial and light maintenance duties at the Ottawa Police Department and has assisted at the Municipal Airport and the City Garage as needs arise.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	0	0	86,500	65,615
Contractual Services	0	0	39,855	43,000
Commodities	0	0	10,900	11,550
Capital Expenditures	0	0	30,600	25,000
Total	0	0	167,855	145,165

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Building Supervisor	0	0	1	1
Maintenance/Custodial	0	0	1	1
Lead Custodian	0	0	1	1
Custodians	0	0	1	1
Total	0	0	4	4

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 was 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
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries				86,000	64,590
411.00	Overtime				500	1,025
SUBTOTAL		0	0	0	86,500	65,615
CONTRACTUAL SERVICES						
502.00	Postage				250	300
505.00	Professional Development				1,000	2,500
530.00	Utilities (City Hall)				6,000	6,500
551.00	Dues & Subscriptions				200	200
558.00	Elevator Service				2,040	2,100
558.00	HVAC Service				20,000	20,000
558.00	Pest Control				675	700
558.00	Solid Waste Disposal				690	700
558.00	Building Maintenance				9,000	10,000
SUBTOTAL		0	0	0	39,855	43,000
COMMODITIES						
600.00	Office Supplies				100	200
614.00	Books				500	500
615.00	Uniforms (Custodial)				300	350
620.00	Supplies (Custodial)				10,000	10,500
SUBTOTAL		0	0	0	10,900	11,550
CAPITAL OUTLAY						
710.00	Buildings				30,600	25,000
SUBTOTAL		0	0	0	30,600	25,000
TOTAL		0	0	0	167,855	145,165



FUND (0117)

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	2012	2013	2014	2015
Contractual Services	285,742	284,372	290,000	292,900
Streets, Walks, Curbs	35,126	159,626	100,000	125,000
Transfers	364,500	333,564	341,600	354,376
Total	685,368	777,562	731,600	772,276

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
		2011	2012	2013	2014	2015
TRANSFERS						
912.00	Transfer to Airport Fund	75,142	82,000	48,723	82,000	88,500
906.00	Transfer to Reserve Fund	0	40,000	0	0	0
909.00	Transfer to Community Service Fund	25,500	30,000	34,000	32,000	36,000
905.00	Transfer to WWTP Replacement Fund	210,000	210,000	219,500	227,600	229,876
891.00	Contingency Reserve	0	2,500	31,341	0	0
SUBTOTAL		310,642	364,500	333,564	341,600	354,376
CONTRACTUAL						
507.00	911 Services - Paid to Fr. Co.	277,706	281,697	283,000	290,000	292,900
558.00	Other Cont.	9,662	4,045	1,372	0	0
599.00	Refunds	199	0	0	0	0
SUBTOTAL		287,567	285,742	284,372	290,000	292,900
CAPITAL OUTLAY						
738.00	Streets, Curb, Sidewalks	19,790	35,126	159,626	100,000	125,000
TOTAL		617,999	685,368	777,562	731,600	772,276



FUND (0130)

PLANNING AND CODES ADMINISTRATION

Description of Services

The Planning & Codes Administration Department assists the City by planning for appropriate land use, preserving resources for the future, and enforcing codes. The Planning Director serves as the staff liaison for the Planning Commission and the Board of Zoning Appeals. Staff administers the Comprehensive Plan, Zoning, and Subdivision Regulations. The Planning Department coordinates and manages implementation and revision of the Comprehensive Plan and capital improvement planning to govern development of individual sites and whole new areas. The Planning Department also develops special projects such as sidewalks 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	2012	2013	2014	2015
Personnel Services	365,419	383,933	352,000	371,718
Contractual Services	65,210	73,548	108,800	95,900
Commodities	8,896	9,915	13,750	13,000
Capital Expenditures	10,771	806	3,500	5,500
Transfers	0	2,000	3,000	3,000
Total	450,297	470,202	481,050	489,118

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Director of P&C	1	1	1	1
Planner/Code Officer	1	1	1	1
Codes Inspector	2	2	2	2
Planning Adm. Asst. 1	1	1	1	1
Planning Secretary	1	1	1	1
Total	6	6	6	6

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
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	346,281	364,095	382,589	338,500	358,185
410.00	Retirement	0	0		12,000	12,000
411.00	Overtime	832	1,324	1,344	1,500	1,534
SUBTOTAL		347,113	365,419	383,933	352,000	371,718
CONTRACTUAL SERVICES						
502.00	Postage	5,211	3,718	3,108	6,000	6,000
503.00	Telecommunications	3,191	3,023	3,321	3,400	3,500
505.00	Professional Dev./Meetings	9,570	6,375	10,390	10,500	12,500
509.00	Meeting Expense	931	702	631	1,300	1,000
515.00	Legal & Other Advertising	8,116	3,061	2,308	6,000	5,000
533.00	Equipment Repair	0	0	0	300	300
534.00	Vehicle Repair	0	53	651	1,200	1,000
553.00	Service Agreements	1,290	1,632	2,013	2,400	2,400
558.00	Other Cont. Services	10,373	4,736	2,041	2,200	2,200
558.00	Temp Services	0	0	0	500	1,500
558.00	Weeds	4,458	7,977	12,570	8,000	10,000
558.00	Nuisance	0	1,963	1,238	2,000	2,000
558.00	Condemnation & Demolition	19,356	24,470	18,572	23,000	25,000
558.00	Annexation	698	0	0	1,000	1,000
590.00	Planning Services	0	7,500	7,500	24,000	7,500
591.00	Building Code Plan Check	7,650	0	9,206	17,000	15,000
SUBTOTAL		70,843	65,210	73,548	108,800	95,900
COMMODITIES						
600.00	Office Supplies	4,540	3,081	3,609	6,000	5,000
601.00	Computer Supplies	0	0	0	0	0
608.00	Vehicle Operations	3,661	3,828	4,435	6,500	6,500
612.00	Equipment	150	0	0	0	0
614.00	Books	242	1,862	1,501	750	1,000
615.00	Uniforms	33	125	370	500	500
SUBTOTAL		8,626	8,896	9,915	13,750	13,000
CAPITAL OUTLAY						
702.00	Furniture	0	8,877	0	500	500
710.00	Equipment	0	0	806	500	500
705.00	Computer Equipment	223	1,894		2,500	4,500
SUBTOTAL		223	10,771	806	3,500	5,500
TRANSFERS						
906.00	Transfer to Equipment Reserve	2,000	0	2,000	3,000	3,000
TOTAL		428,805	450,297	470,202	481,050	489,118



FUND (0140)

CEMETERY

Description of Services

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

DIVISION EXPENDITURES

Account	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Personnel Services	85,795	83,518	90,250	95,197
Contractual Services	4,922	5,415	9,850	10,400
Commodities	11,542	8,768	18,100	16,400
Capital Expenditures	0	237	0	0
Total	102,259	97,938	118,200	121,997

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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	1.00	1.00	1.00	1.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- The 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
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	65,228	71,401	75,877	76,150	80,392
410.00	Seasonal	6,798	7,514	1,481	7,200	7,560
411.00	Overtime	4,617	6,880	6,160	6,900	7,245
SUBTOTAL		76,643	85,795	83,518	90,250	95,197
CONTRACTUAL SERVICES						
502.00	Postage	100	40	52	150	200
503.00	Telecommunications	712	775	849	1,000	1,000
505.00	Professional Development	1,453	1,013	1,336	1,500	1,500
530.00	Utilities	840	832	1,206	1,000	1,000
532.00	Repairs: Buildings & Structures	24	215	140	1,000	2,000
533.00	Machinery & Equipment Repair	76	56	50	2,500	2,700
558.00	Other Cont. Services	2,283	1,991	1,781	2,700	2,000
599.00	Refunds	300	0		0	
SUBTOTAL		5,787	4,922	5,415	9,850	10,400
COMMODITIES						
600.00	Office Supplies	0	0	0	400	400
608.00	Vehicle Operations	5,930	6,566	4,357	7,500	7,500
611.00	Chemical Supplies	0	85	57	1,000	1,000
612.00	Equipment Repair Supplies	520	1,160	1,001	3,400	1,400
615.00	Uniforms	1,133	906	993	1,500	1,500
617.00	Fertilizer & Seed	0	0	50	500	500
620.00	Supplies	1,521	1,370	1,887	1,900	1,900
622.00	Hand Tools and Supplies	607	778	0	1,000	1,300
629.00	Cement, Gravel & Rebar	0	0	331	300	300
638.00	Building/Structure Repair Supplies	388	677	93	1,000	1,000
SUBTOTAL		10,100	11,542	8,768	18,100	16,400
CAPITAL OUTLAY						
710.00	Equipment	1,195	0	237	0	0
SUBTOTAL		1,195	0	237	0	0
TOTAL		93,724	102,259	97,938	118,200	121,997



FUND (0141)

STREETS

Description of Services

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

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 2015 expenses represent only incremental change from 2014. 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.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	565,212	623,624	610,000	664,426
Contractual Services	45,276	68,045	80,100	81,700
Commodities	136,818	187,698	234,750	247,450
Capital Expenditures	3,790	875	3,235	3,235
Transfer to Equip. Reserve	0	79,834	115,000	115,000
Total	751,097	960,076	1,043,085	1,111,811

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Director of Public Works	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Streets Superintendent	1.00	1.00	1.00	1.00
Asst. Streets Superintend.	1.00	1.00	1.00	1.00
Maintenance Crew Leader	1.00	1.00	1.00	1.00
Heavy Equip. Operator	4.00	4.00	4.00	4.00
Equipment Operator	5.00	5.00	5.00	5.00
Total	14.00	14.00	14.00	14.00
Seasonal	7.00	7.00	7.00	7.00



GENERAL FUND - STREETS (0141)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	541,295	538,817	582,374	571,000	620,376
410.00	Seasonal	17,890	20,982	20,512	21,000	22,050
411.00	Overtime	17,558	5,413	20,739	18,000	22,000
SUBTOTAL		576,743	565,212	623,624	610,000	664,426
CONTRACTUAL SERVICES						
502.00	Postage	57	73	113	200	200
503.00	Telecommunications	1,026	1,088	1,185	1,300	1,300
505.00	Professional Development	7,743	8,359	7,703	9,300	9,300
530.00	Utilities	3,493	2,747	4,852	5,000	5,000
532.00	Building Repairs	4,714	80	3,273	4,000	5,600
533.00	Machinery & Equipment Repair	16,523	11,037	21,239	21,500	21,500
543.00	Rent - Machinery & Equipment	0	0	0	1,000	1,000
550.00	Towel & Laundry Service	0	287	294	600	600
558.00	Other Cont. Services	2,087	3,989	8,921	7,200	7,200
559.00	Environmental Compliance	25,883	17,616	20,463	30,000	30,000
598.00	Contract Labor	0	0	0	0	0
SUBTOTAL		61,527	45,276	68,045	80,100	81,700
COMMODITIES						
600.00	Office Supplies	440	375	533	1,000	1,000
608.00	Vehicle Operations	62,383	52,141	69,438	77,000	80,000
611.00	Chemical Supplies	235	168	252	1,000	1,000
612.00	Equipment Repair Supplies	25,017	20,360	34,558	30,000	30,000
615.00	Uniforms	5,094	5,193	4,965	6,500	6,500
616.00	Street Markings Paint & Supplies - Vinyl Pavement Mark	5,651	4,144	11,672	6,000	12,200
617.00	Seed, Trees, & Fertilizer, for Levee	0	29	35	500	500
620.00	Supplies	2,344	1,253	2,729	7,750	7,750
622.00	Hand Tools and Supplies	811	2,966	3,217	3,000	3,500
624.00	Asphalt & Asphalt Patch	14,019	14,110	9,278	37,000	22,000
625.00	Downtown Maintenance Supplies	1,958	1,775	2,118	3,000	3,000
626.00	Ice control Materials	22,712	8,651	18,833	30,000	30,000
628.00	Signs & Material	10,399	13,912	8,666	14,000	14,000
629.00	Gravel, Rock & Cement	19,094	10,731	19,840	16,000	16,000
629.50	ADA Ramps	0	0	0	0	18,000
638.00	Building/Structure Repair Supplies	2,107	1,010	1,565	2,000	2,000
SUBTOTAL		172,265	136,818	187,698	234,750	247,450
CAPITAL OUTLAY						
702.00	Furniture & Fixtures	0	555	0	0	
705.00	Computer Equipment	286	3,235	0	3,235	3,235
710.00	Equipment	5,041	0	875	0	
SUBTOTAL		5,327	3,790	875	3,235	3,235
906.00	Transfer to Reserve Fund	50,000	0	79,834	115,000	115,000
TOTAL		865,862	751,097	960,076	1,043,085	1,111,811



FUND (0142)

FLOOD CONTROL

Description of Services

This activity is supported 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. Expenditures for this division were moved to the Stormwater Fund for the 2015 budget year.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Contractual Services	13,339	11,899	20,750	0
Commodities	3,497	1,203	11,000	0
Capital Expenditures	22,250	0	0	0
Total	39,086	13,102	31,750	0

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
		2011	2012	2013	2014	2015
CONTRACTUAL SERVICES						
503.00	Telecommunications	225	244	271	1,750	Moved to
539.00	Repair	0	0	0	6,500	2900
558.00	Other Cont. Services	16,043	13,094	11,628	12,500	
	SUBTOTAL	16,268	13,339	11,899	20,750	
COMMODITIES						
611.00	Chemical Supplies	0	8	0	1,000	
617.00	Seed, Trees, & Fertilizer	0	0	0	7,500	
620.00	Supplies	226	1,657	1,075	500	
629.00	Gravel, Rock, & Cement	441	1,832	128	2,000	
	SUBTOTAL	667	3,497	1,203	11,000	
CAPITAL OUTLAY						
710.00	Equipment	0	22,250	0	0	
	SUBTOTAL	0	22,250	0	0	
	TOTAL	16,935	39,086	13,102	31,750	

Note: Flood Control was moved to the Stormwater Budget starting with the 2015 Budget Year



FUND (0144)

FLEET MANAGEMENT

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	94,178	99,143	96,500	108,605
Contractual Services	16,028	29,164	24,800	26,550
Commodities	20,022	15,294	24,950	24,900
Capital Expenditures	124	2,352	0	0
Total	130,352	145,954	146,250	160,055

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Garage Superintendent	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

GOALS

- Maintain maximum possible fleet readiness.

OBJECTIVES

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

STAFF CHANGES

- None

FLEET MANAGEMENT (0144)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	87,903	92,415	94,700	94,800	106,605
411.00	Overtime	1,136	1,762	4,443	1,700	2,000
SUBTOTAL		89,039	94,178	99,143	96,500	108,605
CONTRACTUAL SERVICES						
503.00	Telecommunications	486	524	590	700	700
505.00	Professional Development	862	1,628	1,917	2,100	2,200
530.00	Utilities	3,074	3,054	4,799	4,500	4,800
532.00	Repairs: Buildings & Structures	811	350	10,110	2,000	2,000
533.00	Machinery & Equipment Repair	657	155	928	500	700
543.00	Rent: Machinery & Equipment	156	258	0	500	500
550.00	Towel & Laundry Service	1,827	1,279	1,355	1,300	1,450
558.00	Other Contractual Services	4,634	7,729	8,577	12,000	13,000
559.00	Environmental Services	715	1,051	889	1,200	1,200
SUBTOTAL		13,222	16,028	29,164	24,800	26,550
COMMODITIES						
600.00	Office Supplies	326	656	503	800	800
608.00	Vehicle Operations	1,925	1,300	2,021	2,500	2,600
609.00	Motor Oil	5,280	6,828	4,595	7,500	7,500
612.00	Equipment Repair Supplies	38	31	334	700	800
614.00	Books (Maintenance Library Replacement)	154	559	26	1,000	750
615.00	Uniforms	499	599	539	750	750
620.00	Supplies	7,107	8,335	5,400	8,500	8,500
622.00	Hand Tool Supplies	1,299	1,713	1,876	2,700	2,700
638.00	Building/Structure Repair Supplies	94	0	0	500	500
SUBTOTAL		16,722	20,022	15,294	24,950	24,900
CAPITAL OUTLAY						
701.00	Equipment (Software Upgrade)	2,095	0	0	0	0
710.00	Equipment (2 Post Lift)	15189	124	712	0	0
705.00	Computer Equipment	0	0	1,640	0	0
SUBTOTAL		17,284	124	2,352	0	0
TOTAL		136,267	130,352	145,954	146,250	160,055



FUND (0146)

PARKS

Description of Services

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

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- 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 2015 Budget, but studies indicate staffing is below industry standards.

DIVISION EXPENDITURES

Account	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Personnel Services	204,065	194,898	203,650	218,185
Contractual Services	9,133	11,986	22,100	22,900
Commodities	45,620	51,950	73,200	73,700
Capital Expenditures	0	1,231	1,000	3,500
Total	258,818	260,065	299,950	318,285

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Superintendent of Parks	1.00	1.00	1.00	1.00
Forestry Specialist	3.00	3.00	3.00	3.00
Park Equipment Operator	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00
Seasonal	2.00	2.00	2.00	2.00

PARKS (0146)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	185,583	183,098	171,717	178,650	191,454
410.00	Seasonal	10,900	13,077	13,275	12,500	13,125
411.00	Overtime	15,925	7,890	9,907	12,500	13,606
SUBTOTAL		212,408	204,065	194,898	203,650	218,185
CONTRACTUAL SERVICES						
502.00	Postage	97	21	11	200	200
503.00	Telecommunications	693	762	833	1,000	1,000
505.00	Professional Development	3,229	1,878	2,060	4,000	4,000
530.00	Utilities	2,350	2,193	3,687	3,000	4,000
532.00	Repairs: Buildings & Structures	991	302	0	1,100	1,100
533.00	Machinery & Equipment Repair	1,153	386	481	2,000	2,000
536.00	Facility Repairs	360	0	261	2,100	2,100
537.00	Recreation Facility Repair	398	1,859	2,401	2,600	3,000
543.00	Rent: Machinery & Equipment	0	0	50	550	500
558.00	Other Cont. Services	2,011	1,734	2,203	5,000	5,000
559.00	Environmental Services	0	0	0	550	0
598.00	Contract Labor	0	0	0	0	0
SUBTOTAL		11,282	9,133	11,986	22,100	22,900
COMMODITIES						
600.00	Office Supplies	500	446	228	1,000	1,000
608.00	Vehicle Operation	11,287	9,864	11,551	17,500	17,500
611.00	Chemical Supplies	676	332	1,437	2,000	2,000
612.00	Repair Equipment Supplies	3,267	2,719	4,053	6,200	6,200
615.00	Uniforms	2,323	2,961	2,202	2,800	2,800
617.00						
620.00	Supplies	4,401	6,955	10,099	12,500	12,500
622.00	Hand Tools & Supplies	1,307	1,184	721	1,400	1,400
628.00	Signs	13	85	211	1,000	1,500
629.00	Gravel & Cement	0	96	15	2,000	2,000
632.00	Pool Chemicals	3,544	4,501	4,445	10,000	10,000
636.00	Park Facility Repair Supplies	7,023	5,208	5,591	7,500	7,500
637.00	Recreation Facility Repair Supplies	6,063	11,182	11,375	8,000	8,000
638.00	Building/Structure Repair Supplies	268	85	25	1,300	1,300
SUBTOTAL		40,672	45,620	51,950	73,200	73,700
CAPITAL OUTLAY						
705.00	Computer Equipment	626	0	0	0	2,000
708.00	Communications Equipment	0	0	994	1,000	1,500
710.00	Swimming Pool Replacement Canopies	3,209	0	237	0	0
SUBTOTAL		3,835	0	1,231	1,000	3,500
TOTAL		268,197	258,818	260,065	299,950	318,285



FUND (0151)

POLICE DEPARTMENT

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	1,728,770	1,752,878	1,765,000	1,930,848
Contractual Services	128,347	134,142	125,003	131,603
Commodities	113,065	135,505	161,600	167,842
Capital Expenditures	13,117	7,618	15,075	15,075
Transfers	0	57,834	68,400	74,000
Total	1,983,299	2,087,976	2,135,078	2,319,368

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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	15.00	15.00	15.00	14.00
S.R.O. (<i>Grant funded</i>)	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	2.00
DV Detective (<i>Grant funded</i>)	1.00	1.00	1.00	1.00
Community Service Officer	0.00	0.00	1.00	1.00
Total Commissioned Officers	26.00	26.00	27.00	28.00
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	0	0
Evidence Custodian	.13	.13	1.00	1.00
Total Non-Com. Officers	5.13	5.13	5.00	4.00
Total	31.13	31.13	32.00	32.00

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 personnel costs for share of SRO grant, and due to Pay & Compensation Study recommendations.
- Equipment replacement

STAFF CHANGES

- One police officer retirement planned.
- One new police officer position authorized (the first since the early 1990's).

POLICE DEPARTMENT (0151)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	1,461,439	1,470,370	1,468,138	1,475,000	1,598,393
410.00	Retirements	0	0	0	0	20,000
411.00	Overtime	269,033	258,399	284,740	290,000	312,455
SUBTOTAL		1,730,472	1,728,770	1,752,878	1,765,000	1,930,848
CONTRACTUAL SERVICES						
502.00	Postage	887	1,235	774	1,500	1,500
503.00	Telecommunications	14,388	15,718	16,761	15,700	15,700
504.00	Travel and Meals	7,231	6,319	6,460	9,600	10,100
505.00	Professional Development	5,395	5,655	6,616	7,500	9,100
513.00	Prisoner Care	30,260	19,600	31,340	24,300	29,300
514.00	Printing	964	1,846	4,155	4,006	4,006
532.00	Building Maintenance	5,131	24,908	4,806	6,150	7,150
533.00	Equipment Repair	0	0	109	1,500	0
534.00	Repair Motor Vehicle	300	704	58	2,000	2,000
543.00	Lease Payment	5,099	4,991	5,099	5,800	5,800
551.00	Dues and Subscriptions	2,386	2,922	2,462	3,000	3,000
558.00	Other Cont. Services	43,182	41,140	51,009	39,947	39,947
564.00	Community & Public Relations	4,278	3,310	4,494	4,000	4,000
SUBTOTAL		119,501	128,347	134,142	125,003	131,603
COMMODITIES						
600.00	Office Supplies	6,047	5,565	7,894	7,500	7,500
608.00	Vehicle Operations	76,217	66,740	76,894	90,000	90,000
609.00	Motor Oil	1,430	1,124	1,163	1,500	1,500
611.00	Chemical supplies	226	141	239	500	500
612.00	Vehicle Repair	10,929	4,922	6,508	7,500	7,500
614.00	Books	330	404	273	500	500
615.00	Uniforms	11,080	9,286	14,346	10,000	10,000
621.00	Public Safety Equipment	4,273	4,782	3,679	5,400	5,400
630.00	Operating Supplies	9,581	11,914	13,378	12,200	12,200
635.00	Star Team Supplies	5,936	3,878	2,434	6,500	6,500
639.00	Ammunition	4,226	4,309	8,696	20,000	11,192
639.01	Firearms and Equipment	0	0	0	0	15,050
SUBTOTAL		130,275	113,065	135,505	161,600	167,842
CAPITAL OUTLAY						
702.00	Office Furniture	0	0	1,400	400	400
705.00	Computer Equipment	6,713	13,117	387	14,675	14,675
710.00	Equipment	0	0	5,831	0	0
SUBTOTAL		6,713	13,117	7,618	15,075	15,075
TRANSFERS						
906.00	Transfer to Equip. Reserve (Cars)	36,750	0	57,834	68,400	74,000
SUBTOTAL		36,750	0	57,834	68,400	74,000
TOTAL		2,023,711	1,983,299	2,087,976	2,135,078	2,319,368



FUND (0155)

MUNICIPAL COURT

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	102,549	82,316	94,456	93,150
Contractual Services	50,498	49,312	63,136	64,636
Commodities	2,983	2,937	3,000	3,050
Capital Expenditures	0	1,321	4,726	300
Total	156,030	135,886	165,318	161,136

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Part Time Judge	1.00	1.00	1.00	.33
Municipal Court Clerk	1.00	1.00	1.00	.60
Assistant Clerk	0	1.00	1.00	.60
Part Time Prosecutor	1.00	1.00	1.00	.33
Part Time Bailiff	2.00	2.00	0	0
Total	6.00	6.00	4.00	2.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- 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
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	91,297	100,493	82,316	94,456	93,150
411.00	Overtime	5,428	2,056	0	0	0
SUBTOTAL		96,726	102,549	82,316	94,456	93,150
CONTRACTUAL SERVICES						
502.00	Postage	625	747	980	1,000	1,000
503.00	Telecommunications	913	947	980	1,000	1,000
504.00	Travel	534	621	1,719	1,500	2,200
505.00	Professional Development	650	605	1,495	1,450	2,250
514.00	Printing	1,405	921	1,011	1,200	1,200
543.00	Lease Payments	1,358	1,544	1,497	1,400	1,400
556.00	Defense Attorneys	41,790	36,450	36,400	42,000	42,000
558.00	Other Cont. Services	6,854	8,662	5,230	13,586	13,586
SUBTOTAL		54,130	50,498	49,312	63,136	64,636
COMMODITIES						
600.00	Office Supplies	1,886	2,736	2,589	2,750	2,750
614.00	Books	316	247	348	250	300
630.00	Other Operating Supplies	195	0	0	0	0
SUBTOTAL		2,397	2,983	2,937	3,000	3,050
CAPITAL OUTLAY						
705.00	Computer Equipment	0	0	0	4,726	300
704.00	Office Equipment	0	0	0	0	0
710.00	Equipment	0	0	1,321	0	0
705.00	Computer Equipment	0	0	0	0	0
SUBTOTAL		0	0	1,321	4,726	300
TOTAL		153,252	156,030	135,886	165,318	161,136



FUND (0157)

FIRE DEPARTMENT

Description of Services

The mission of the Ottawa Fire Department is to protect lives and conserve property by minimizing the frequency and effect of fires, hazardous material incidents, disasters and other like occurrences. The methods used to accomplish this mission are prevention, control, training and public education. The Department is committed to being efficient, 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	2012	2013	2014	2015
Personnel Services	993,413	982,162	1,051,000	1,183,072
Contractual Services	36,589	33,476	38,550	39,050
Commodities	50,968	57,021	54,300	59,800
Capital Expenditures	28,803	25,595	33,500	34,500
Transfers	0	94,167	95,000	95,000
Total	1,109,774	1,192,421	1,272,350	1,411,422

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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	3.00	3.00	3.00	3.00
Driver Engineer/EMT	8.00	8.00	8.00	8.00
Driver Engineer	0.00	0.00	0.00	0.00
Firefighter/EMT	4.00	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
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	923,670	968,267	932,580	988,000	1,114,256
410.00	Retirements	0	0	0	28,000	29,400
411.00	Overtime	31,262	25,146	49,582	35,000	39,416
SUBTOTAL		954,932	993,413	982,162	1,051,000	1,183,072
CONTRACTUAL SERVICES						
502.00	Postage	379	53	74	350	350
503.00	Telecommunications	2,829	2,982	3,788	3,500	3,500
505.00	Professional Development	6,713	7,246	5,908	8,000	8,500
514.00	Printing	432	477	110	600	500
530.00	Utilities	2,098	1,608	2,417	2,200	2,300
532.00	Repair of Building & Structure	5,703	5,131	2,835	5,000	5,000
533.00	Equipment Repair	1,509	4,403	2,575	2,500	2,500
534.00	Repair Motor Vehicle	2,671	2,367	2,410	4,000	4,000
551.00	Dues & Subscriptions	716	706	861	700	700
553.00	Service Agreements	3,911	4,114	3,928	4,200	4,200
558.00	Other Cont. Services	8,687	7,502	8,570	7,500	7,500
SUBTOTAL		35,646	36,589	33,476	38,550	39,050
COMMODITIES						
600.00	Office Supplies	1,336	1,195	1,378	1,800	1,800
614.00	Public Education Materials	2,559	2,488	3,277	3,500	4,000
608.00	Vehicle Operations	13,784	13,633	15,208	14,000	14,000
612.00	Vehicle & Equipment Repair/Supplies	7,129	12,642	13,371	12,000	12,000
615.00	Uniforms & Turn out Gear	14,721	12,774	15,250	15,000	20,000
620.00	Supplies	6,343	8,235	8,537	8,000	8,000
SUBTOTAL		45,872	50,968	57,021	54,300	59,800
CAPITAL OUTLAY						
702.00	Furniture & Fixtures	0	0	1,685		2,000
705.00	Computer Equipment	0	3,791	1,380	4,000	3,000
710.00	Equipment	13,823	17,043	14,130	19,500	23,500
715.00	Building Improvement	15,065	7,969	10,085	10,000	8,000
SUBTOTAL		28,888	28,803	25,595	33,500	34,500
TRANSFERS						
906.00	Transfer to Equipment Reserve	63,000	0	94,167	95,000	95,000
SUBTOTAL		63,000	0	94,167	95,000	95,000
TOTAL		1,128,338	1,109,774	1,192,421	1,272,350	1,411,422



FUND (0159)

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	2012	2013	2014	2015
Personnel Services	175,300	180,109	185,402	192,550
Contractual Services	9,487	16,370	21,400	21,400
Commodities	8,345	6,953	9,020	11,020
Capital Expenditures	487	733	4,256	29,256
Total	193,620	204,164	220,078	254,226

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
IT Director	1.00	1.00	1.00	1.00
IT Specialist	1.00	1.00	1.00	1.00
Multimedia Specialist	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

GOALS

- Maintain all City PC's, servers and other technology
- Minimize outside risks to city technology assets
- Improve multimedia resources including the Web Site and Government Access Channel (GAC) 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 to frequently asked questions via the city web site and portal

EXPENDITURE CHANGES

- Increase in Capital for Firewall and GAC

STAFF CHANGES

- None

INFORMATION TECHNOLOGY (0159)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
	EXPENDITURE DETAIL					
410.00	Salaries	169,171	174,327	178,693	183,502	189,925
411.00	Overtime	768	974	1,416	1,900	2,625
	SUBTOTAL	169,938	175,300	180,109	185,402	192,550
	CONTRACTUAL SERVICES					
502.00	Postage	20	67	48	300	300
503.00	Telecommunications	240	316	1,407	400	400
505.00	Professional Development	174	364	1,372	2,000	2,000
533.00	Equipment & Machinery Repair	0	0	2,686	800	800
551.00	Dues and Subscriptions	1,673	1,853	2,598	3,000	3,000
553.00	Service Agreements/Contract	2,769	6,009	6,811	8,900	8,900
558.00	Other Contractual (add \$4500 - Closed Cap TV)	291	879	1,448	6,000	6,000
	SUBTOTAL	5,167	9,487	16,370	21,400	21,400
	COMMODITIES					
600.00	Office Supplies	64	489	227	1,000	1,000
601.00	Computer Supplies (repair inventory)	3,687	7,050	5,894	4,500	4,500
614.00	Books & Instructional Materials	32	181	138	300	300
615.00	Uniforms	0	0	0	120	120
620.00	Operating Supplies (GAC, Web etc.)	1,120	596	557	1,700	3,700
622.00	Tools	49	28	135	1,400	1,400
	SUBTOTAL	4,952	8,345	6,953	9,020	11,020
	CAPITAL OUTLAY					
705.00	Computer Equip (Firewall)	0	0	733	1,100	16,100
705.00	Computer Equip (GAC)	5,971	487		2,456	7,456
710.00	Office Furniture and Equipment	0	0	0	700	700
	Transfer to Equipment Reserve	0	0	0	0	5,000
	SUBTOTAL	5,971	487	733	4,256	29,256
	TOTAL	186,028	193,620	204,164	220,078	254,226



FUND (0175)

HUMAN RESOURCES

Description of Services

The Human Resources Department is responsible for the activities associated with the City's personnel. Employees of the City are the number one resource in meeting the needs of our community. Department functions include administering benefit programs, risk management, performance evaluation, recruitment and retirement.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	120,231	119,943	63,500	74,213
Contractual Services	35,592	60,405	59,600	59,400
Commodities	2,652	1,631	3,600	3,100
Capital Expenditures	2,004	0	3,228	3,800
Total	160,479	181,979	129,928	140,513

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
HR/Risk Management Dir.	1.00	1.00	1.00	1.00
Human Resources Asst.	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No significant changes

STAFF CHANGES

- None

HUMAN RESOURCES (0175)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	117,804	120,010	119,015	63,000	65,205
410.00	Retirement					8,500
411.00	Overtime	410	222	928	500	508
SUBTOTAL		118,215	120,231	119,943	63,500	74,213
CONTRACTUAL SERVICES						
500.00	Training - (Confined Space, BB Path)	1,921	3,449	0	3,500	3,500
501.00	Education Reimbursement	5,301	6,003	6,001	7,500	6,500
502.00	Postage	860	618	436	1,000	1,000
503.00	Telecommunications	727	786	868	900	900
504.00	Travel Expense	96	568	667	1,200	2,500
505.00	Professional Development	258	320	568	3,000	3,000
510.00	Employee Memorials	810	1,035	540	1,500	1,500
512.00	Meeting Expenses/Meals	232	202	346	500	500
516.00	Recruitment & Screening	13,009	21,933	19,140	35,000	35,000
551.00	Dues & Subscriptions	632	552	737	1,500	1,000
558.00	Other Cont. Services	118	127	31,102	4,000	4,000
SUBTOTAL		23,964	35,592	60,405	59,600	59,400
COMMODITIES						
600.00	Office Supplies	2,612	2,652	1,453	3,000	2,500
620.00	Operating Supplies	600	0	179	600	600
SUBTOTAL		3,212	2,652	1,631	3,600	3,100
CAPITAL OUTLAY						
702.00	Furniture	1,123	0	0	2,000	2,000
704.00	Office Machines	0	0	0	0	500
705.00	Computer & Software	0	1,052	0	1,228	1,300
710.00	Equipment	110	951	0	0	0
SUBTOTAL		1,233	2,004	0	3,228	3,800
TOTAL		146,624	160,479	181,979	129,928	140,513



FUND (0180)

GENERAL FUND EMPLOYEE BENEFITS

Description of Services

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

DIVISION EXPENDITURES

Account	Actual 2012	Actual 2013	Revised 2014	Budget 2015
Contribution to FICA	345,022	351,993	362,088	383,712
Retirement – KPERs	177,416	186,328	201,825	202,808
Retirement – KPF	424,196	447,803	429,852	490,571
Health Insurance	1,114,369	720,458	1,014,020	450,000
Dental Insurance	0	24,610	40,000	44,000
Workers Comp. Ins.	9,411	0	0	0
Unemployment Ins.	4,440	5,426	5,000	5,500
Transfer to Risk Mgt.	0	90,000	231,000	231,000
Total	2,074,853	1,826,618	2,283,785	1,807,591

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
		2011	2012	2013	2014	2015
412.00	State Contribution Fund - FICA	340,310	345,022	351,993	362,088	383,712
413.00	State Retirement Fund - KPERS	166,390	177,416	186,328	201,825	202,808
416.00	State Retirement Fund - KPF	366,558	424,196	447,803	429,852	490,571
414.00	Health Insurance	1,016,987	1,114,369	720,458	1,014,020	450,000
415.00	Dental Insurance	0	0	24,610	40,000	44,000
521.00	Worker's Compensation Insurance	167,020	9,411	0	0	0
522.00	Unemployment Insurance	4,642	4,440	5,426	5,000	5,500
906.00	Transfer to Risk Mgt. (For Worker's Comp)	0	0	90,000	231,000	231,000
	TOTAL	2,061,907	2,074,853	1,826,618	2,283,785	1,807,591

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

CITY OF



OTTAWA

KANSAS

CITY OF



OTTAWA

KANSAS



Budget Guide

FUND (0500)

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.

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

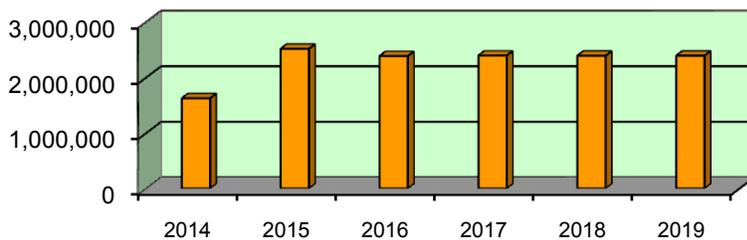
EXPENDITURE CHANGES

- Two KDHE Loans were refinanced in 2014, one for WWTP and one 16" water line. Payments became G.O. Debt, however the source of those payments will remain the respective utility funds 3000 and 7800.

STAFF

- Staffing is provided by the Finance Department

G.O. Debt Payments



G. O. DEBT RETIREMENT FUND (0500)

REVENUE DETAIL

	Mill Levy	7.001	6.994	6.451	6.640	6.890
		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash Balance, Jan. 1	308,865	533,194	511,341	501,781	487,879
301.00	Ad Valorem Taxes	522,270	517,493	502,614	535,300	556,000
302.00	Back Taxes	36,807	23,603	36,190	30,000	35,000
310.00	Special Assessments	99,847	52,108	22,952	23,000	23,000
315.00	Vehicle Tax	57,309	57,460	57,916	57,500	56,000
390.00	Interest	1,164	314	421	450	450
392.01	Reimbursed Expense Income	9,808	4,368	192	0	0
398.01	Transfer from Wastewater	105,000	26,000	0	0	0
344.01	Transfer from WWTP 7800	0	0	0	0	697,110
398.02	Transfer from Electric	0	26,000	60,000	679,500	692,713
398.02	Transfer from Power Supply Fund	130,000	50,000	130,000	130,000	150,000
398.06	Transfer from Water	95,000	2,000	0	100,714	187,000
398.09	Transfer from Special Streets	50,000	0	0	71,898	70,000
301.00	Estimated Unpaid Taxes	0	0	0	-20,074	-23,323
	Total Revenue	1,107,205	759,347	810,285	1,608,288	2,443,950
	Total Resources	1,416,070	1,292,541	1,321,626	2,110,069	2,931,829

EXPENDITURE DETAIL

742.00	Levy Certification	1,544	45,488	0	0	0
800.00	Principal	604,500	520,000	620,000	1,020,000	1,685,000
803.000	Interest	276,832	215,712	199,845	602,190	827,009
	Total Requirements	882,876	781,200	819,845	1,622,190	2,512,009
892.00	Designated Reserves - (Prepaid Specials)					53,998
891.00	Covenant Reserve	533,194	511,341	501,781	487,879	365,823
	Unencumbered Cash Balance, Dec. 31	533,194	511,341	501,781	487,879	419,820

PROJECT	2015			Payout
	Princ.	Interest	Total	
2010A - Refunding (2021)	\$ 335,000	\$ 47,875	\$ 382,875	2021
2010B - Refunding (2021)	Paid from 4100			
2012 -Airport Hangar (2021)	\$ 85,000	\$ 11,408	\$ 96,408	2021
2012 - Refunded Levee Rip Rap Project (2023)	\$ 70,000	\$ 10,995	\$ 80,995	2023
2009 - Coves (2024)	\$ 65,000	\$ 30,505	\$ 95,505	2024
2007 - NE Substation & Transmission (2028)	\$ 445,000	\$ 397,713	\$ 842,713	2028
2009A - NE Water Tower (2029)	\$ 95,000	\$ 74,225	\$ 169,225	2030
Refinanced WWTP/16" Water Line and New 1.1 Streets	\$ 590,000	\$ 254,288	\$ 844,288	2030
TOTAL	\$ 1,685,000	\$ 827,009	\$ 2,512,009	

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 General Fund and three Utility Funds create revenue for this activity. Contractual agreements for services for economic development and the Ottawa Main Street programs are funded through this activity, as is the City's contribution to the Prairie Paws Animal Shelter.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Cash Balance, Jan. 1	5,252	1,847	4,162	6,285
Reimbursed Expense	0	1,189	1,189	1,189
Donations to City Band	140	350	0	0
Transfers from Wastewater	35,000	36,000	38,500	38,500
Transfers from Electric	36,000	36,000	38,500	38,500
Transfers from Water	35,000	36,000	38,500	38,500
Transfers from General	30,000	34,000	32,000	36,000
Total Revenues	136,140	143,539	148,689	152,689
Total Resources	141,392	145,385	152,850	158,974

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Animal Shelter	45,540	45,540	49,040	50,511
Fr. County Development	55,000	60,000	60,000	62,500
Ottawa Main Street	27,600	27,600	27,100	29,600
Youth Conference Activity	4,140	0	0	0
City Band	3,264	3,362	3,625	3,625
Jaycees Fireworks	2,300	2,300	2,300	2,800
Veteran's Day Parade	920	1,000	1,000	1,000
Miscellaneous	640	0	500	500
Reserves	141	1,422	0	0
Total Requirements	139,545	141,224	146,565	153,536
Unencumbered Cash Bal.	1,847	4,162	6,285	5,438

FUND (1100)

GOALS

- To support community activities of benefit to the community.

EXPENDITURE CHANGES

- A \$2,500 increase for Franklin County Economic Development.

STAFF CHANGES

- Staff is shared from other departments

COMMUNITY SERVICES SUPPORT (1100)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash Balance, Jan. 1	3,203	5,252	1,847	4,162	6,285
392.01	Reimbursed Expense	270	0	1,189	1,189	1,189
392.03	Donations (City Band)	754	140	350	0	0
398.01	Transfer from Wastewater	34,000	35,000	36,000	38,500	38,500
398.02	Transfers from Electric	37,000	36,000	36,000	38,500	38,500
398.06	Transfers from Water	36,000	35,000	36,000	38,500	38,500
398.08	Transfers from General Fund	25,500	30,000	34,000	32,000	36,000
	Total Revenue	133,524	136,140	143,539	148,689	152,689
	Total Resources	136,727	141,392	145,385	152,850	158,974

EXPENDITURE DETAIL

511.00	Prairie Paws (Note 1)	45,540	45,540	45,540	49,040	50,511
572.00	Franklin Co. Development	48,000	55,000	60,000	60,000	62,500
577.00	Ottawa Main Street	27,600	27,600	27,600	27,100	29,600
575.00	Youth Activities	4,140	4,140	0	0	0
569.00	City Band	2,975	3,264	3,362	3,625	3,625
578.00	Fireworks	2,300	2,300	2,300	2,300	2,800
564.00	Veteran's Day Parade	920	920	1,000	1,000	1,000
	SWAN Arts Festival				3,000	3,000
899.00	Misc.	0	640	0	500	500
891.00	Reserves	0	141	1,422	0	0
	Total Requirements	131,475	139,545	141,224	146,565	153,536
	Unencumbered Cash Balance, Dec. 31	5,252	1,847	4,162	6,285	5,438



Budget Guide

FUND (1300)

AUDITORIUM

Description of Services

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

MISSION

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Mill Levy	1.50	1.898	1.600	1.600
Cash Balance, Jan. 1	20,558	35,581	46,949	62,992
Ad Valorem Tax	111,072	147,985	120,000	128,500
Ticket Sales	13,221	26,580	15,000	15,000
Vehicle Tax	9,545	12,341	14,000	15,512
Rentals	12,863	11,776	12,000	12,000
Concessions	3,675	1,596	2,000	2,579
Back Tax Collections	3,916	6,928	8,600	4,000
Interest Income	25	54	50	30
Reimbursed Expense	13,256	20	100	200
Donations	2,450	8,062	5,200	2,500
Miscellaneous	673	0	25	25
Program Advertising	0	0	0	0
Uncollected Ad Valorem				-9,613
Total Resources	191,255	250,922	223,924	233,725

EXPENDITURE DETAIL

Personnel Services	73,726	79,853	78,300	92,888
Contractual Services	37,848	83,519	47,110	62,960
Commodities	5,070	5,490	6,350	4,700
Capital Expenditures	39,030	35,111	21,500	31,500
Total Requirements	155,674	203,973	160,932	200,048
Cash Bal., Dec. 31	35,581	46,949	62,992	33,677

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Increased contractual services and capital expenditures are expected as a revival of auditorium sponsored shows are anticipated.

STAFF CHANGES

- No significant changes are anticipated for 2015.

AUDITORIUM (1300)

	Mill Levy	1.167	1.499	1.898	1.600	1.602
		Actual	Actual	Actual	Revised	Budget
SOURCE OF REVENUE		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	31,250	20,558	35,581	46,949	62,992
301.00	Ad Valorem Tax	87,058	111,072	147,985	120,000	128,500
302.00	Back Tax Collections	5,777	3,916	6,928	8,600	4,000
315.00	Vehicle Tax	8,715	9,545	12,341	14,000	15,512
	Total Tax Revenue	101,550	124,533	167,254	142,600	148,012
344.01	Rentals	11,165	12,863	11,776	12,000	12,000
390.00	Interest Income	148	25	54	50	30
392.01	Reimbursed Expense	10,700	13,256	20	100	200
392.03	Donations & Sponsorships	550	2,450	8,062	5,200	2,500
351.00	Concessions	2,431	3,675	1,596	2,000	2,579
351.01	Ticket Sales	879	13,221	26,580	15,000	15,000
399.00	Miscellaneous	0	673	0	25	25
	Total Other Revenue	25,873	46,163	48,088	34,375	32,334
301.00	Uncollected Ad Valorem Tax	0				-9,613
	Total Resources	158,674	191,255	250,922	223,924	233,725
EXPENDITURE DETAIL						
		Actual	Actual	Actual	Revised	Budget
	PERSONNEL SERVICES	2011	2012	2013	2014	2015
410.00	Salaries	54,854	50,606	57,854	53,000	59,000
410.00	Temporary	0	0	0	7,000	7,140
411.00	Overtime	10,163	5,258	6,432	8,000	9,000
412.00	Social Security	4,823	4,197	4,830	4,800	5,748
413.00	KPERS - Retirement Contribution	4,268	3,816	4,721	5,500	5,500
414.00	Health Insurance	11,242	9,849	6,015	0	6,500
	SUBTOTAL	85,351	73,726	79,853	78,300	92,888
	CONTRACTUAL SERVICES					
502.00	Postage	0	50	0	50	200
503.00	Telephone	1,355	1,636	1,995	1,800	1,800
504.00	Travel Expense	40	0	112	400	400
505.00	Professional Development	0	0	0	500	500
514.00	Printing	0	0	0	500	1,000
515.00	Advertising	1,348	3,292	3,831	3,500	5,000
520.00	Insurance - Bldg. & Contents	1,497	0	0	0	0
522.00	Unemployment Insurance	221	211	258	250	250
530.00	Utilities	19,954	9,006	12,098	15,000	15,000
551.00	Dues & Subscriptions	497	699	351	560	560
552.00	Ticket Refunds	0	0	0	500	500
553.00	Service Agreement/Compliance	1,583	2,003	2,471	2,000	2,000
555.00	Public Relations	25	40	0	50	250
558.00	Other Cont. Services	12,903	9,984	15,244	10,000	10,500
560.00	Auditorium Maintenance	682	0	483	3,000	5,000
567.00	Event Fees & Deposits	7,232	10,029	27,500	6,000	15,000
570.00	Misc. Event Expenses	91	900	19,178	3,000	5,000
	SUBTOTAL	47,456	37,848	83,519	47,110	62,960
	COMMODITIES					
600.00	Office Supplies	335	722	451	450	500
613.00	Janitorial Supplies	871	1,030	1,688	1,000	1,200
619.00	Concession Supplies	1,578	2,454	1,422	2,400	2,500
930.00	Other Operating Supplies	130	864	1,928	2,500	500
	SUBTOTAL	2,914	5,070	5,490	6,350	4,700
	CAPITAL EXPENDITURES					
704.00	Office Machines	51	68	679	0	0
709.00	Stage Equipment	2,344	19,956	81	1,500	1,500
715.00	Repair & Renovations	0	19,006	34,351	20,000	30,000
	SUBTOTAL	2,395	39,030	35,111	21,500	31,500
906.00	Transfer to Risk Mgt				7,672	8,000
891.00	Reserves					33,677
	Total Requirements	138,116	155,674	203,973	160,932	233,725
	Unencumbered Cash	20,557	35,581	46,949	62,992	0



Budget Guide

FUND (1400)

AIRPORT

The Ottawa Municipal Airport covers 440 acres and consists of a new main runway and several buildings including a main hangar, constructed in 2010, and a T-hangar. Currently there is a contractual Fixed Base Operator (FBO) who is in charge of the day-to-day functions of the airport. In 2001 the City completed an Airport Master Plan to establish a "road map" for projects at the facility. Several exciting developments have been and are taking place at the Airport; including the installation of PAPI lights, a new main hangar in 2011, and the a total rebuild of the main runway in 2012 and the addition of approximately acres in 2012. These projects have been made possible by the attainment of grants from the Federal Aviation Administration, which is reimbursing the expenses of both projects at 95%.

GOALS

- To provide a key element 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.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Contractual Service	68,034	26,706	82,000	83,000
Commodities	17,251	22,980	3,700	4,727
Capital Outlay	980	0	500	2,600
Transfer to risk management	0	0	2,600	2,600
Contingency Reserve	0	3,416	0	0
Total Requirements	86,850	84,433	88,800	92,927
Cash Balance, Dec. 31	2,035	5,144	4,344	5,417

EXPENDITURE CHANGES

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

STAFF CHANGES

- A new Fixed Base Operator was contracted with in 2014.

AIRPORT (1400)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2011	2012	2013	2014	2015
100.00	Unencumbered Cash	4,826	4,790	2,035	5,144	4,344
312.00	Fuel Sales	0	0	19,062	1,000	1,500
392.01	Reimbursed Expense Income	0	0	912	0	0
344.00	Rent	1,750	750	18,845	4,000	4,000
398.08	Transfer - General	75,142	82,000	48,722	83,000	88,500
	Total Revenue	76,892	82,750	87,541	88,000	88,500
	Total Resources	81,718	87,540	89,576	93,144	98,344

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	2011	2012	2013	2014	2015
	PERSONNEL SERVICES					
410.00	Salaries	0	585	29,104	0	0
412.00	Social Security	0	0	2,227	0	0
	SUBTOTAL	0	585	31,330	0	0
	CONTRACTUAL SERVICES					
505.00	Professional Development	0	690	487	500	500
520.00	Insurance - Bldg. & Contents	5,653	176	176	7,000	7,000
526.00	Insurance - Aviation Liability	1,913	1,350	0	0	0
530.00	Utilities	2,671	2,925	8,277	3,500	3,500
532.00	Repair - Building, etc.	0	90	241	500	500
533.00	Equipment Repairs	10	73	969	1,500	1,500
549.00	Airport Management Contract	58,000	60,567	1,683	58,000	58,000
558.00	Other Cont. Services	7,450	2,164	14,446	11,000	12,000
559.00	Environmental Compliance	0	0	427	0	0
	SUBTOTAL	75,698	68,034	26,706	82,000	83,000
	COMMODITIES					
612.00	Equipment Repair Supplies	423	487	1,220	1,000	1,010
616.00	Paint	0	0	0	500	505
620.00	Supplies	377	15,740	20,504	500	505
624.00	Asphalt (Patch)	0	0	0	0	1,000
629.00	Gravel, Rock & Cement	307	936	504	500	505
636.00	Facility Repair Supplies	0	58	188	200	202
638.00	Building/Structure Repair Supplies	122	30	0	1,000	1,000
639	Airport Board	0	0	565	0	0
	SUBTOTAL	1,229	17,251	22,980	3,700	4,727
	CAPITAL OUTLAY					
710.00	Capital Outlay	0	980	0	500	2,600
	SUBTOTAL	0	980	0	500	2,600
906.00	Transfer to Risk Management	0	0	0	2,600	2,600
891.00	Contingency Reserve	0	0	3,416	0	0
	Total Requirements	76,927	86,850	84,433	88,800	92,927
	Unencumbered Cash Balance, Dec. 31	4,790	2,035	5,144	4,344	5,417



Budget Guide

FUND (1600)

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.

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No significant changes

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Cash Balance, Jan. 1	83,496	76,824	75,657	87,481
License Income-Dog Park	145	0	0	0
Liquor Selling Taxes	24,356	22,435	22,500	24,000
Reimbursed Exp. Income	584	99	100	100
Grants	0	0	0	0
Donations-Playground	17,640	33,658	20,000	500
Donations-Bark Park	0	23,590	7,000	0
Total Revenues	42,726	79,782	49,600	24,600
Total Resources	126,221	156,606	125,257	112,081

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Supplies	10,058	374	1,000	3,000
Capital Expenditures	36,171	78,339	35,276	78,500
Contractual Services	3,168	2,236	1,500	2,500
Total Requirements	49,397	80,950	37,776	84,000
Cash Balance, Dec. 31	76,824	75,657	87,481	28,081

SPECIAL PARK AND RECREATION (1600)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2011	2012	2013	2014	2015
100.00	Unencumbered Cash	87,876	83,496	76,824	75,657	87,481
323.00	License Income - Dog Park	0	145	0	0	0
314.00	Liquor Drink Taxes (Note 1)	24,024	24,356	22,435	22,500	24,000
392.01	Reimbursed Expense Income	14,785	584	99	100	100
	Grants	0	0	0	0	0
392.03	Donations - Playground	23,083	17,640	33,658	20,000	500
392.03	Donations - Bark Park	0	0	23,590	7,000	0
	Total Revenue	61,893	42,726	79,782	49,600	24,600
	Total Resources	149,769	126,221	156,606	125,257	112,081

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	2011	2012	2013	2014	2015
	CONTRACTUAL SERVICES					
554.00	Engineering	0	0	750	500	500
558.00	Contractual Services	11,285	3,168	1,486	1,000	2,000
575.00	Youth Activities	1,700	0	0	0	0
	SUBTOTAL	12,985	3,168	2,236	1,500	2,500
	COMMODITIES					
620.00	General Supplies	17,363	10,058	374	1,000	3,000
	SUBTOTAL	17,363	10,058	374	1,000	3,000
	CAPITAL OUTLAY					
710.00	Equipment (Pool Canopy)	0	10,559	0	0	8,500
754.00	Park Improvements	35,925	25,613	78,339	32,276	70,000
	Sand Volleyball Pit (Partial to be matched)	0	0	0	3,000	0
	SUBTOTAL	35,925	36,171	78,339	35,276	78,500
891.00	Contingency Reserves					
	Total Requirements	66,273	49,397	80,950	37,776	84,000
	Unencumbered Cash Balance, Dec. 31	83,496	76,824	75,657	87,481	28,081



Budget Guide

FUND (1700)

SPECIAL DRUG & ALCOHOL PROGRAM

Description of Services

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

GOALS

Promote a safe community for all residents.

OBJECTIVES

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Cash Balance, Jan. 1	0	0	0	0
Liquor Selling Taxes	24,356	22,246	23,000	24,000
Total Resources	24,356	22,246	23,000	24,000

EXPENDITURE CHANGES

- Increase by \$3,000

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Transfer for DARE Officer	24,356	22,246	23,000	24,000
Contingency Reserve				
Total Requirements	24,356	22,246	23,000	24,000
Cash Balance, Dec. 31	0			

STAFF CHANGES

- Staff is shared from other departments

SPECIAL ALCOHOL PROGRAM (1700)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
	SOURCE OF REVENUE	2011	2012	2013	2014	2015
100.00	Unencumbered Cash	0	0	0	0	0
314.00	Liquor Drink Taxes (Note 1)	24,024	24,356	22,246	23,000	24,000
325.00	Reimbursed Expense	0	0	0	0	0
	Total Revenue	24,025	24,356	22,246	23,000	24,000
	Total Resources	24,025	24,356	22,246	23,000	24,000

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
	EXPENDITURE DETAIL	2011	2012	2013	2014	2015
901.00	DARE Officer	24,024	24,356	22,246	23,000	24,000
891.00	Contingency Reserves	0	0	0	0	0
	Total Requirements	24,024	24,356	22,246	23,000	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.



Budget Guide

FUND (1800)

LIBRARY

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Mill Levy	8.522	8.408	8.866	9.290
Cash Balance, Jan. 1	0	0	0	0
Ad Valorem Taxes	631,372	648,029	717,481	745,325
Back Taxes	28,026	43,620	40,000	40,000
Vehicle Taxes	68,761	70,617	67,966	71,745
Interest	0	0	0	0
Uncollected Taxes			(35,874)	(38,206)
Total Resources	728,159	762,266	789,573	818,864

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Ap. to Library Board	728,159	762,266	789,573	818,864
Transfers	0			
Total Requirements	728,159	762,266	789,573	818,864
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 \$7,800 increase in dollars

LIBRARY (1800)

REVENUE DETAIL

		8.378	8.522	8.408	8.866	9.290
		Actual	Actual	Actual	Budget	Budget
SOURCE OF REVENUE		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	0	0	0	0	0
301.00	Ad Valorem Tax	624,993	631,372	648,029	717,481	745,325
302.00	Back Tax	43,511	28,026	43,620	40,000	40,000
315.00	Vehicle Tax	68,567	68,761	70,617	67,966	71,745
390.00	Interest	0	0	0	0	0
301.00	Uncollected Taxes (Estimated 5%)				(35,874)	(38,206)
	Total Revenue	737,071	728,159	762,266	789,573	818,864
	Total Resources	737,071	728,159	762,266	789,573	818,864

EXPENDITURE DETAIL

		Actual	Actual	Actual	Budget	Budget
EXPENDITURE DETAIL		2011	2012	2013	2014	2015
576.00	Appropriations to Library Board	737,071	728,159	762,266	789,573	818,864
	Total Requirements	737,071	728,159	762,266	789,573	818,864
	Unencumbered Cash Balance, Dec. 31	0	0	0	0	0



Budget Guide

FUND (2500)

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.

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Cash Balance, Jan. 1	128,323	112,679	103,359	98,136
Interest	47	64	61	110
Reimbursed Expenses	8,445	0	3,000	3,000
Building Permits	500	1,754	10,000	23,500
Other Rents/T-Mobile Lease	15,730	12,100	15,730	15,730
Sale of Property	0	0	0	0
Total Revenues		13,918	28,791	42,340
Total Resources	147,854	126,597	132,150	140,476

EXPENDITURE CHANGES

- None anticipated

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Transfer to General Fund				
Engineering & Other Cont.	41,000	21,181	30,000	40,000
Economic Development	2,000	43	2,000	2,000
Reserves				
Total Requirements	43,000	23,236	34,014	44,015
Cash Balance, Dec. 31	112,679	103,359	98,136	96,461

STAFF CHANGES

- Staff is shared from other departments

ECONOMIC DEVELOPMENT (2500)

REVENUE DETAIL

	Actual	Actual	Actual	Revised	Budget	
SOURCE OF REVENUE	2011	2012	2013	2014	2015	
100.00	Unencumbered Cash Balance, Jan. 1	119,225	128,323	112,679	103,359	98,136
390.00	Interest	342	47	64	61	110
392.01	Reimbursed Expenses	0	8,445	0	3,000	3,000
327.00	Building Permits	0	500	1,754	10,000	23,500
344.01	Other Rents/T-Mobile Lease	14,520	15,730	12,100	15,730	15,730
398.00	Sale of Property (Note 1)	39,250	0	0	0	0
	Total Revenue	54,112	24,722	13,918	28,791	42,340
	Total Resources	173,336	153,046	126,597	132,150	140,476

EXPENDITURE DETAIL

	2011	2012	2013	2014	2015	
EXPENDITURE DETAIL						
558.00	Engineering & Other Contractual	41,012	37,071	21,181	30,000	40,000
572.00	Economic Development	1,990	996	43	2,000	2,000
620.00	Supplies	0	288	0	0	0
734.00	Land Purchase	0	0	0	0	0
891.00	Contingency Reserve	0	0	0	0	0
	Total Requirements	45,013	40,367	23,236	34,014	44,015
	Unencumbered Cash Balance, Dec. 31	128,323	112,679	103,359	98,136	96,461



Budget Guide

FUND (2800)

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 posted in 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 street projects.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Cash Balance, Jan. 1	91,339	66,052	104,487	144,549
Special Highway	327,314	317,409	320,760	323,380
Reimbursed Expense	173,603	125,909	110,200	70,000
Transfer From Capital Imp.	3,000	0	0	0
Impact Fees	3,850	0	1,000	1,000
Misc.	0	2,250	0	0
Total Revenues	507,767	445,568	431,960	394,380
Total Resources	599,106	511,621	536,447	538,929

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Contractual Services	5,311	53,584	5,000	40,000
Commodities	25,917	25,956	25,000	55,000
Capital Expenditures	444,435	287,594	290,000	245,000
Transfers	57,391	40,000	71,898	70,000
Reserves	0	0	0	0
Total Requirements	533,054	407,134	391,898	410,000
Cash Balance, Dec. 31	66,052	104,487	144,549	128,929

GOALS

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

OBJECTIVES

- Conduct routine surveys to determine the Pavement Condition Index (PCI) of the streets in the City in order to appropriately preserve pavements.
- Maintain and improve storm drainage systems in order to preserve pavements.

EXPENDITURE CHANGES

- A reduction of expenditures is anticipated due to reductions in overall funding levels.

STAFF CHANGES

- Staff is shared from other departments

SPECIAL STREET (2800)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	215,783	91,339	66,052	104,487	144,549
317.00	Special Highway (Note 1)	333,189	327,314	317,409	320,760	323,380
392.01	Reimbursed Expense	13,853	173,603	125,909	110,200	70,000
398.05	Transfer From Capital Improvement	0	3,000	0	0	0
369.00	Impact Fees	22,461	3,850	0	1,000	1,000
399.00	Misc.	18,996	0	2,250	0	0
	Total Revenue	388,499	507,767	445,568	431,960	394,380
	Total Resources	604,282	599,106	511,621	536,447	538,929

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
	CONTRACTUAL SERVICES					
533.00	Repair & Main. of Traffic Signals	400	0	0	0	0
554.00	Engineering Services	62	300	53,431	0	25,000
558.00	Other Contractual	2,913	5,011	153	5,000	15,000
	SUBTOTAL	3,374	5,311	53,584	5,000	40,000
	COMMODITIES					
620.00	General Supplies	0	0	0	0	0
625.00	Street Maintenance (Dust Control)	0	21,948	19,008	10,000	40,000
612.00	(Traffic) Equipment Repair Supplies	7,572	3,646	6,948	10,000	10,000
624.00	Asphalt Supplies-Road Oil	20,791	0	0	0	0
625.00	Street Const.	0	0	0	0	0
629.00	Alley Maintenance	323	323	0	5,000	5,000
	SUBTOTAL	28,687	25,917	25,956	25,000	55,000
	CAPITAL OUTLAY					
738.00	Capital Improvement - Street Work	243,099	444,435	287,594	290,000	245,000
	SUBTOTAL	243,099	444,435	287,594	290,000	245,000
	TRANSFERS					
918.00	Transfer to 5300 for St Sweeper & Sealer	25,000	0	40,000	0	0
918.00	Transfer to Bond & Interest	50,000	0	0	71,898	70,000
918.00	Transfer to Capital Improvement Projects	162,783	57,391	0	0	0
891.00	Contingency Reserve	0	0	0	0	0
	SUBTOTAL	237,783	57,391	40,000	71,898	70,000
	Total Requirements	512,943	533,054	407,134	391,898	410,000
	Unencumbered Cash Balance, Dec. 31	91,339	66,052	104,487	144,549	128,929

Note 1 Special Highway Revenue estimates in line 317 for Revised 2014 and Budget 2015 are based on State Department of Revenue projections



Budget Guide

FUND (4100)

KMEA POWER SUPPLY FUND

Description of Services

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

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 2014 Capital Construction was approved to replace the 4.160 transmission lines on the west side of the downtown area.

STAFF CHANGES

- Staff is shared from other departments

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Cash Balance, Jan. 1	929,833	977,523	946,350	586,208
Interest	381	580	550	550
Refunds	410,640	410,640	410,640	410,640
Reimbursed Expense		0	0	0
Total Revenues	411,021	411,220	411,190	411,190
Total Resources	1340,855	1,388,743	1,357,539	997,398

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Engineering	0	6,662	5,000	5,000
NE Sub. Payments	50,000	130,000	130,000	150,000
Capital Expenditures	0	0	325,000	0
Principal Payment for SE Sub	220,000	220,000	230,000	235,000
Interest Payment for SE Sub	92,331	85,731	81,331	76,731
Bank Fees	1,000	0	0	0
Total Expenditures	363,331	442,393	771,331	466,731
Designated Reserves				
Cash Balance, Dec. 31	977,523	946,350	586,208	530,666

ELECTRIC POWER SUPPLY FUND 4100

REVENUE DETAIL

		Actual 2011	Actual 2012	Actual 2013	Revised 2014	Budget 2015
100.00	Unencumbered Cash Balance, Jan. 1	858,149	929,833	977,523	946,350	586,208
324.00	Interest	2,485	381	580	550	550
390.00	Refunds	410,640	410,640	410,640	410,640	410,640
392.01	Reimbursed Expense	77,822	0	0	0	0
	Total Revenue	490,946	411,021	411,220	411,190	411,190
	Total Resources	1,349,096	1,340,855	1,388,743	1,357,539	997,398

EXPENDITURE DETAIL

554.00	Engineering (Note 1)	500	0	6,662	5,000	5,000
900.00	NE Substation Payment (Transfer GO Debt) (2)	130,000	50,000	130,000	130,000	150,000
710.00	Capital Expenditures (3)	0	0	0	325,000	0
800.00	Principal Payment for SE Substation (4, 5 & 6)	160,500	220,000	220,000	230,000	235,000
803.00	Interest Payment for SE Substation (4, 5 & 6)	128,112	92,331	85,731	81,331	76,731
735.00	Bank Fees	150	1,000	0	0	0
	Total Requirements	419,262	363,331	442,393	771,331	466,731
891.00	Designated Reserves					530,666
	Unencumbered Cash Balance, Dec. 31	929,833	977,523	946,350	586,208	

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.



Budget Guide

FUND (5300)

EQUIPMENT RESERVE

Description of Services

The Equipment Reserve Fund is authorized by KSA 12-1,117 and is used by the City for the acquisition of equipment that is not purchased through the operating budget, e.g. utility vehicles, fire trucks, police vehicles, etc. This fund is financed by transfers from the three utility funds, the general fund, 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
	2012	2013	2014	2015
Cash Balance, Jan. 1	0	736,852	516,333	663,118
Interest	50,000	380	701	700
Reimbursed Income	0	17,776	11,000	10,000
Grants (OMA AC)	220,000	0	0	0
Transfer - Wastewater	92,331	75,064	75,064	77,152
Transfer Electric	1,000	111,168	111,170	111,170
Transfer Water	363,331	51,548	51,548	51,550
Transfer - Police	0	57,834	67,000	74,000
Transfer - Fire	977,523	94,167	95,000	95,000
Loan Proceeds	0	0	238,000	0
Transfer - Planning	50,000	2,000	3,000	3,000
Transfer - Public Works	0	79,834	100,000	115,000
Misc	220,000	18,975	5,000	5,000
Transfer-Special Street	92,331	40,000	0	0
Total Revenues	1,000	548,746	757,483	542,572
Total Resources	363,331	1,285,598	1,273,816	1,205,690

EXPENDITURE DETAIL

Capital Expenditure	716,769	769,265	610,698	284,908
Designated Reserves				
Cash Balance, Dec. 31	731,180	516,333	663,118	920,782

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- As called for by replacement schedule

STAFF CHANGES

- No personnel are dedicated to this fund.

EQUIPMENT RESERVE (5300)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	1,029,613	1,169,449	736,852	516,333	663,118
390.00	Interest	2,427	384	380	701	700
392.01	Reimbursed Income	113,719	37,216	17,776	11,000	10,000
392.10	Grants (OMA AC)	44,626	4,958	0	0	0
398.01	Transfer - Wastewater	65,334	72,276	75,064	75,064	77,152
398.02	Transfer Electric	106,179	112,118	111,168	111,170	111,170
398.06	Transfer Water	43,719	51,548	51,548	51,548	51,550
398.08	Transfer - Police	36,750	0	57,834	67,000	74,000
398.08	Transfer - Fire	63,000	0	94,167	95,000	95,000
399.00	Loan Proceeds	0	0	0	238,000	0
398.08	Transfer - Planning	2,000	0	2,000	3,000	3,000
398.08	Transfer - Public Works	50,000	0	79,834	100,000	115,000
391.00	Misc - Sale of Junk	36,159	5,672	18,975	5,000	5,000
398.09	Transfer - Special Streets	25,000	0	40,000	0	0
	Total Revenue	588,913	284,173	548,746	757,483	542,572
	Total Resources	1,618,525	1,453,622	1,285,598	1,273,816	1,205,690

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
701.00	Fire Equipment	0	0	8,822	0	30,000
710.00	Equipment Purchase	29,266	123,923	187,403	43,573	0
710.00	Equipment Purchase	21,198	22,287	141,696	0	0
711.00	Equipment Purchase (Public Works)	0	0	0	238,000	0
713.00	OMA Equipment	98,258	0	0	0	0
717.00	Equipment Purchase	0	0	0	0	0
718.00	Equipment Purchase Police Dept.	41,073	45,548	59,146	46,073	50,000
719.00	Equipment Purchase-Water	0	0	0	18,593	0
720.00	Lease Purchase Fire Dept.	76,794	77,794	71,311	63,200	63,200
721.00	Lease Purchase Police Dept.	0	0	0	0	0
725.00	Lease Purchase Public Works	69,042	56,742	14,943	78,000	97,708
723.00	Equipment Purchase Wastewater	0	0	137,478	48,259	11,000
724.00	Equipment Purchase Electric	113,446	390,476	148,466	75,000	33,000
892.00	Designated Reserves					920,782
	Total Expenditures	449,076	716,769	769,265	610,698	1,205,690
	Unencumbered Cash Balance, Dec. 31	1,169,449	736,852	516,333	663,118	0

CAPITAL OUTLAY DETAIL

Fund/Activity	Item	2015 Request	2015 Tot. by Dept.
Water Fund		\$ -	\$ -
Sanitary Sewer/Wastewater	Mower	\$ 10,000	
Sanitary Sewer/Wastewater	Generator	\$ 1,000	\$ 11,000
Fire	Chief Vehicle	\$ 30,000	
Fire	Lease Pmt	\$ 63,200	\$ 93,200
Police	2 Ptl Cars	\$ 50,000	\$ 50,000
Electric	3/4 Pickup	\$ 30,000	
Electric	Mower	\$ 3,000	\$ 33,000
Public Works	Lease Pmts	\$ 97,708	\$ 97,708
		\$ 284,908	\$ 284,908



Budget Guide

FUND (5500)

REVOLVING LOAN FUND

Description of Services

The Revolving Loan Fund was established as part of the State of Kansas economic development initiatives. The purpose 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
	2012	2013	2014	2015
Cash Balance, Jan. 1	106,494	168,131	189,415	210,667
Agreement (Fashion)	37,748	18,874	18,874	0
Agreement (Burnett)	2,317	2,317	2,317	2,317
Interest	325	93	60	100
Reimbursed Expense	76,986			
Misc	0			
Total Revenues	117,377	21,284	21,251	2,417
Total Resources	223,871	189,415	210,667	213,084

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Grant Proceeds Fashion	76,986			
Loans	0	0	0	213,084
Misc., Filing Fees	0	0	0	0
Other Contractual	0	0	0	0
Total Requirements	76,986	0	0	213,084
Cash Balance, Dec. 31	146,885	189,415	210,667	0

GOALS

- To provide low interest loans to stimulate economic development

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- Staff is provided by other activities.

REVOLVING LOAN FUND (5500)

REVENUE DETAIL						
		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash Balance, Jan. 1	106,494	146,885	168,131	189,415	210,667
392.00	Agreement (Fashion)	37,748	18,874	18,874	18,874	0
392.00	Agreement (Burnett)	2,317	2,317	2,317	2,317	2,317
390.00	Interest	325	55	93	60	100
392.01	Reimbursed Expense	76,986	76,986			
	Total Revenue	117,377	98,232	21,284	21,251	2,417
	Total Resources	223,871	245,117	189,415	210,667	213,084
EXPENDITURE DETAIL						
572.00	Grant Proceeds for Fashion CDBG	76,986	76,986			
572.00	Loans	0	0	0	0	213,084
558.00	Misc., Filing Fees	0	0	0	0	0
558.00	Other Contractual	0	0	0	0	0
	Total Requirements	76,986	76,986	0	0	213,084
	Unencumbered Cash Balance, Dec. 31	146,885	168,131	189,415	210,667	0

Notes:

1. This fund was established as part of the State's economic development initiative to assist local ED efforts.
2. Interest earnings are carried in this fund to be used for future loans.
3. A loan to Crist Auto was paid in full in 2006.
4. Fashion, Inc. borrowed \$161,000 at 3% from this fund in 2004. Payments began in 2005 and are current.
5. The fund also captured 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 2015 loan amount has not been designated and is shown for budgetary purposes.
If no loans are made in 2014 or 2015 this amount will be carried for future use.



Budget Guide

FUND (5600)

RISK MANAGEMENT

GOALS

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. All insurance accountability was shifted to this fund in 2011.

- 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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Cash Balance, Jan. 1	290,722	250,620	218,896	206,400
Reimbursed Expense	49,480	59,932	50,000	50,000
Reimbursed Insurance	0	3,000	6,000	6,000
Transfer - Airport	0	0	2,600	2,600
Transfers - Auditorium	0	0	7,672	8,000
Transfers - Wastewater	111,151	140,000	147,440	147,440
Transfers - Electric	276,717	290,000	351,216	386,337
Transfers - Water	130,862	150,000	182,337	182,337
Transfers - General	40,000	90,000	210,000	231,000
Misc	76,788	4,253	10,000	10,000
Interest	70	97	200	201
Total Revenues	685,068	737,281	967,464	1,023,915
Total Resources	975,790	987,901	1,186,361	1,230,315

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.

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Personnel	0	0	72,551	92,551
Contractual Services	693,600	744,216	832,260	917,191
Commodities	23,539	23,535	22,650	26,000
Capital Expenditures	7,850	0	2,500	5,000
Judgments and Claims	181	1,254	30,000	169,574
Safety Grant	0	0	20,000	20,000
Total Requirements	276,717	769,004	979,961	1,230,316
Cash Balance, Dec. 31	130,862	218,896	206,400	0

STAFF CHANGES

- Staff is provided by other activities

RISK MANAGEMENT (5600)

		Actual	Actual	Actual	Revised	Budget
SOURCE OF REVENUE		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	279,137	290,722	250,620	218,896	206,400
325.00	Reimbursed Expense Income	32,048	49,480	59,932	50,000	50,000
326.00	Reimbursed Expenses-Insurance	0	0	3,000	6,000	6,000
346.00	Transfer - Airport	0	0	0	2,600	2,600
346.00	Transfers - Auditorium	0	0	0	7,672	8,000
344.00	Transfers - Wastewater	65,334	111,151	140,000	147,440	147,440
345.00	Transfers - Electric	197,984	276,717	290,000	351,216	386,337
347.00	Transfers - Water	68,719	130,862	150,000	182,337	182,337
349.00	Transfers - General	60,000	40,000	90,000	210,000	231,000
	Total Transfers	392,037	558,730	670,000	901,264	957,714
399.00	Misc	8,835	76,788	4,253	10,000	10,000
324.00	Interest	736	70	97	200	201
	Total Revenue	433,656	685,068	737,281	967,464	1,023,915
	Total Resources	712,793	975,790	987,901	1,186,361	1,230,315
Expenditure Detail						
EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL						
410.00	Salaries				62,000	64,480
413.00	Retirements					8,500
411.00	Overtime				500	500
412.00	Social Security				4,781	4,971
414.00	Health Insurance				0	8,000
416.00	KPERS				5,270	6,100
	SUBTOTAL	0	0	0	72,551	92,551
CONTRACTUAL						
500.00	Training	5,048	5,499	1,378	6,000	6,000
502.00	Postage	194	131	148	250	500
504.00	Travel Expense	798	1,776	910	1,500	1,500
505.00	Professional Development	378	760	220	1,000	1,500
512.00	Meeting Expenses/Meals	860	548	333	1,000	1,000
520.01	Underground Storage Tank Insurance	0	0	0	200	200
520.00	Insurance - Building and Contents	176,068	174,511	231,118	262,566	288,823
521.00	Workers Comp	0	159,989	199,353	200,000	220,000
523.00	Vehicle Insurance	51,773	64,363	48,445	55,000	60,500
524.00	Public Officials/Law Enforcement Liab.	16,335	19,758	20,084	23,000	25,300
525.00	Boiler Insurance	85,883	85,025	89,691	95,033	104,536
526.00	General Liability Insurance	19,549	19,801	21,806	24,200	26,620
527.00	Inland Marine Insurance	0	0	0	24,255	26,681
528.00	Airport Liability Insurances	0	0	0	1,900	2,090
529.00	Flood Insurance	0	61,437	0	70,856	77,941
532.00	Repair: Building & Structures	781	354	12,121	5,000	10,000
533.00	Machine & Equipment Repair	0	5,000	819	1,000	3,000
534.00	Vehicle Repair	3,293	11,503	5,373	7,000	7,000
537.00	Repair: Recreation Facility	997	3,410	0	5,000	5,000
551.00	Dues & Subscriptions	420	495	0	500	500
558.00	Other Contractual	30,935	72,703	106,715	40,000	40,000
574.00	Safety and Wellness	0	1,021	0	750	1,500
584.00	EAP Services	4,942	5,437	5,701	5,500	5,500
585.00	Wellness Program	244	80	0	750	1,500
	SUBTOTAL	398,498	693,600	744,216	832,260	917,191
600.00	Office Supplies	469	466	231	250	500
620.00	Other Operating Supplies	600	368	379	400	500
*630.00	Safety Supplies	21,623	22,705	22,925	22,000	25,000
	SUBTOTAL	22,692	23,539	23,535	22,650	26,000
705.00	Computer					
702.00	Furniture	0	0	0	0	0
715.00	Building Maintenance	0	0	0	2,500	5,000
720.00	Equipment Purchase	0	7,850	0	0	0
	SUBTOTAL	0	7,850	0	2,500	5,000
812.00	Judgments & Claims	881	181	1,254	30,000	169,574
970.00	Safety Grant	0	0	0	20,000	20,000
	SUBTOTAL	881	181	1,254	50,000	189,574
	Total Requirements	422,071	725,170	769,004	979,961	1,230,316
	Unencumbered Cash Balance, Dec. 31	290,722	250,620	218,896	206,400	0



Budget Guide

FUND (7800)

WASTEWATER DEBT FUND

Description of Services

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

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Expenditures are scheduled, no additional changes are scheduled.

STAFF CHANGES

- Staff is provided by other activities.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Cash Balance, Jan. 1	505,590	585,203	628,263	689,128
Interest	1,433	317	320	320
Transfer Wastewater	560,999	545,297	555,000	556,338
Transfer General Fund	210,000	219,500	227,600	229,876
Total Revenues	772,432	765,114	782,920	786,534
Total Resources	1,278,022	1,350,318	1,411,183	1,475,662

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Principal	479,469	505,376	520,959	510,000
Interest	226,379	198,976	184,667	187,110
State of Kansas Serv. Fees	20,140	17,703	16,429	
Total Requirements	725,989	722,055	722,055	697,110
Designated Reserves	0			778,552
Cash Balance, Dec. 31	552,034	628,263	689,128	0

WWTP DEBT FUND (7800)

REVENUE DETAIL

		Actual	Actual	Actual	Revsed	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash Balance, Jan. 1	505,590	552,034	585,203	628,263	689,128
324.00	Interest	1,433	224	317	320	320
344.00	Transfers - Wastewater Fund	560,999	545,000	545,297	555,000	556,338
349.00	Transfers - General Fund	210,000	210,000	219,500	227,600	229,876
	Total Revenue	772,432	755,224	765,114	782,920	786,534
	Total Resources	1,278,022	1,307,257	1,350,318	1,411,183	1,475,662

EXPENDITURE DETAIL

800.00	Principal	479,469	490,259	505,376	520,959	510,000
803.00	Interest	226,379	212,858	198,976	184,667	187,110
820.00	State of Kansas Service Fees	20,140	18,938	17,703	16,429	
	Total Requirements	725,989	722,055	722,055	722,055	697,110
892.00	Designated Reserve					778,552
	Unencumbered Cash Bal. Dec. 31	552,034	585,203	628,263	689,128	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. The debt this fund services was refinance in 2014. The total requirements are transferred to the G.O. Debt Fund (0500) beginning in 2015.

CITY OF



OTTAWA

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CITY OF



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STORM WATER UTILITY

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	2012	2013	2014	2015
Cash Balance, Jan. 1	0	0	0	255,146
Interest	0	0	10	20
Reimbursed Expense	0	0	0	0
Stormwater Service	0	0	418,000	456,000
Miscellaneous	0	0	50	50
Bond Proceeds	0	0	418,060	456,070
Total			418,060	711,216

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	0	0	24,118	56,589
Contractual Services	0	0	29,596	81,496
Commodities	0	0	3,450	17,700
Capital Expenditures	0	0	105,750	246,250
Transfers	0	0	0	0
Total	0	0	162,914	402,035

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Stormwater Tech	0	0	0	1.00
Total	0	0	0	1.00

FUND (2900)

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 stormwater management

EXPENDITURE CHANGES

- Dependent upon determination of priority projects.

STAFF CHANGES

- Staff is shared with other activities

STORMWATER UTILITY (2900)

SOURCE OF REVENUE		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	0	0	0	0	255,146
390.00	Interest	0	0	0	10	20
392.01	Reimbursed Expenses	0	0	0	0	0
368.00	Stormwater Service Charges	0	0	0	418,000	456,000
399.00	Miscellaneous Revenue	0	0	0	50	50
	Total Revenue	0	0	0	418,060	456,070
	Total Resources				418,060	711,216
EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	0	0	0	20,000	40,800
411.00	Overtime	0	0	0	500	500
412.00	Social Security	0	0	0	1,568	3,159
413.00	KPERS	0	0	0	2,050	4,130
414.00	Health Insurance	0	0	0	0	8,000
	SUBTOTAL	0	0	0	24,118	56,589
CONTRACTUAL SERVICES						
503.00	Telecommunications - Flood Control	0	0	0	0	750
505.00	Professional Development	0	0	0	750	1,500
554.00	Engineering	0	0	0	25,000	50,000
521.00	Worker's Comp	0	0	0	1,346	2,746
539.00	Repair - Flood Control	0	0	0	0	6,500
558.00	Other Contractual plus Flood control	0	0	0	2,500	20,000
	SUBTOTAL	0	0	0	29,596	81,496
COMMODITIES						
608.00	Vehicle Operation	0	0	0	750	1,500
611.00	Chemical Supplies - Flood Control	0	0	0	0	1,000
615.00	Uniforms	0	0	0	200	200
617.00	Seed & Fertilizer - Flood Control	0	0	0	0	7,500
620.00	Operating and Maintenance Supplies	0	0	0	2,500	5,000
629.00	Rock & Cement - Flood Control	0	0	0	0	2,500
	SUBTOTAL	0	0	0	3,450	17,700
CAPITAL EXPENDITURES						
705.00	Computer Equipment	0	0	0	750	250
742.00	Storm Sewer Improvements	0	0	0	100,000	150,000
762.00	Easement Acquisitions	0	0	0	5,000	5,000
	SUBTOTAL	0	0	0	105,750	246,250
	Total Requirements	0	0	0	162,914	402,035
	Unencumbered Cash Bal. Dec. 31	0	0	0	255,146	309,180

1 Revenue for this fund began late January 2014. Estimates are based on known information as of 7/08/2014.

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

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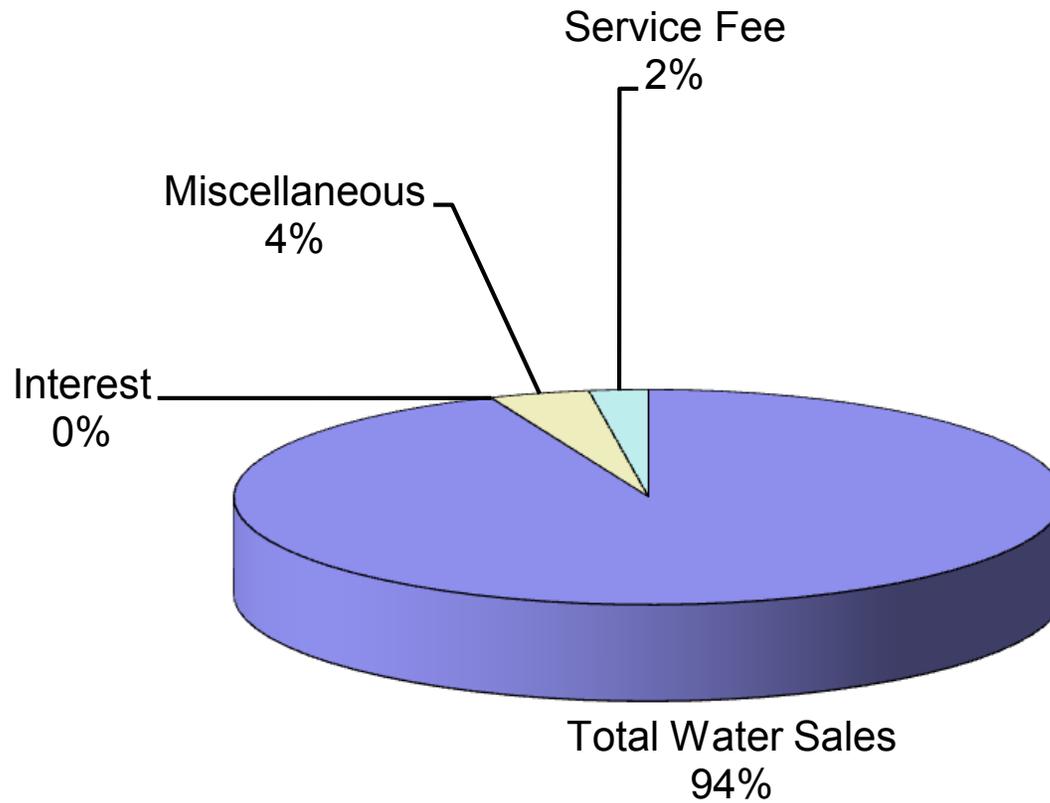
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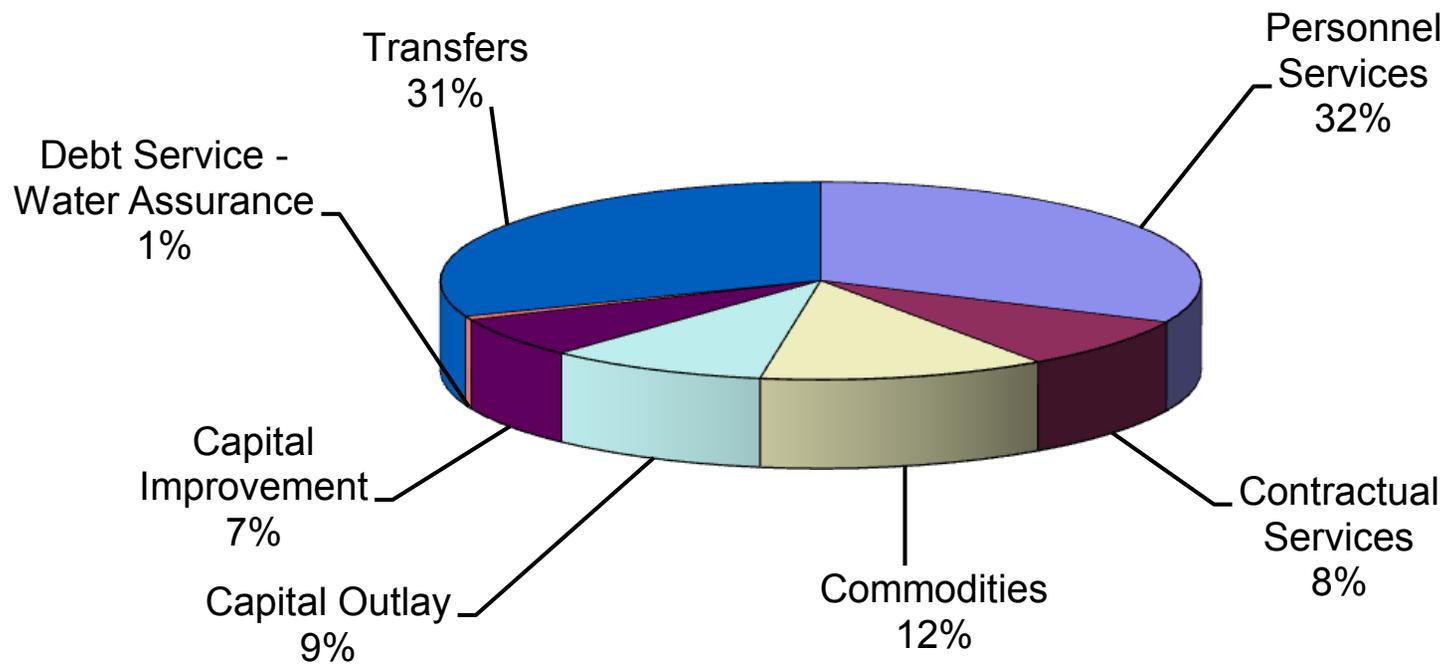


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WATER FUND REVENUE



WATER FUND EXPENDITURES



WATER (3000)

REVENUE DETAIL					
	Actual 2011	Actual 2012	Actual 2013	Revised 2014	Budget 2015
Unencumbered Cash Bal. Jan. 1	463,420	736,701	849,125	858,895	900,600
Water Sales					
Residential	1,228,739	1,305,857	1,269,264	1,305,000	1,340,508
Small Business	228,767	238,363	216,829	250,000	253,500
Wholesale	297,498	334,968	289,992	300,000	338,990
Large Business	399,045	417,880	399,519	415,000	423,852
School	90,652	109,105	84,689	100,000	110,526
Surcharge	50,640	54,433	24,591	55,000	55,000
Sales- Rural Large Business	40,715	38,832	8,071	40,000	41,000
City	32,031	34,324	29,483	30,000	35,845
Bulk	7,043	10,196	9,797	10,000	10,241
Rural Small Business	4,103	3,172	2,584	4,000	4,000
Fire Hydrant Rental	7,809	8,890	3,530	5,000	5,000
Fire Sprinkling	0	0	4,810	5,000	5,000
Rural Residential	1,287	1,394	1,122	1,500	1,500
Total Water Sales	2,388,329	2,557,414	2,344,282	2,520,500	2,624,962
Interest	1,675	280	500	500	500
State Fee	12,089	13,185	37,593	38,000	13,314
Reimbursed Expense	10,069	3,999	1,811	10,000	15,000
Service Installations	700	3,305	1,082	7,000	3,584
Service Fee	40,867	43,185	49,245	55,000	55,000
Labor & Materials	0	0	0	5,000	5,000
Sale of Used Equipment	2,614	2,549	75	2,500	2,500
Miscellaneous	16,021	10,776	9,474	10,000	15,000
Reconnect Fees	9,293	13,520	9,186	12,500	13,500
Impact Fees	0	0	0	10,000	10,241
River Levy Surcharge	81,094	3,225	63	0	0
Other Rents (Sprint Tower Lease)	17,303	15,972	17,182	17,000	17,000
Transfer from Capital Improvements	0	68,000	0	0	0
Total Revenue	2,580,054	2,735,410	2,470,492	2,688,000	2,775,603
Total Resources	3,043,473	3,472,111	3,319,617	3,546,895	3,676,203
EXPENDITURE DETAIL					
	2011	2012	2013	2014	2015
Personnel Services	864,074	966,150	890,284	844,308	1,010,298
Contractual Services	166,693	204,136	179,868	223,445	248,205
Commodities	264,601	303,051	282,076	322,715	346,590
Capital Outlay	24,485	135,808	174,583	247,728	86,530
Capital Improvement	181,795	168,313	147,604	174,000	196,000
Debt Service - Water Assurance	114,476	116,855	81,611	16,000	16,000
Transfers	642,898	728,673	688,400	818,099	904,387
Reserves	47,750	0	16,297	0	0
Total Requirements	2,306,772	2,622,986	2,460,723	2,646,295	2,808,009
Reserves					868,194
Unencumbered Cash Balance Dec. 31	736,701	849,125	858,895	900,600	

WATER (3000)

	SOURCE OF REVENUE	Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	463,420	736,701	849,125	858,895	900,600
344.01	Other Rents (Sprint Lease)	17,303	15,972	17,182	17,000	17,000
390.00	Interest	1,675	280	500	500	500
392.01	Reimbursed Expense	10,069	3,999	1,811	10,000	15,000
361.00	Fire Hydrant Rental	7,809	8,890	3,530	5,000	5,000
348.00	Transfer From Capital Improvement	0	68,000	0	0	0
352.00	Fire Sprinkling	0	0	4,810	5,000	5,000
353.00	Residential	1,228,739	1,305,857	1,269,264	1,305,000	1,340,508
354.00	Rural Residential	1,287	1,394	1,122	1,500	1,500
355.00	Small Business	228,767	238,363	216,829	250,000	253,500
356.00	Rural Small Business	4,103	3,172	2,584	4,000	4,000
357.00	Large Business	399,045	417,880	399,519	415,000	423,852
358.00	School	90,652	109,105	84,689	100,000	110,526
359.00	City	32,031	34,324	29,483	30,000	35,845
360.00	Wholesale	297,498	334,968	289,992	300,000	338,990
361.00	Bulk	7,043	10,196	9,797	10,000	10,241
362.00	State Fee	12,089	13,185	37,593	38,000	13,314
363.00	Labor & Materials	0	0	0	5,000	5,000
364.00	Service Installations & Tap Fees	700	3,305	1,082	7,000	3,584
365.00	Service Fee	40,867	43,185	49,245	55,000	55,000
366.00	Rural Large Business	40,715	38,832	8,071	40,000	41,000
369.00	Impact Fees	0	0	0	10,000	10,241
361.20	Levy Surcharge - (See Note 1)	81,094	3,225	63	0	0
361.30	Surcharge	50,640	54,433	24,591	55,000	55,000
391.00	Sale of Used Equipment	2,614	2,549	75	2,500	2,500
387.00	Reconnect Fees	9,293	13,520	9,186	12,500	13,500
399.00	Miscellaneous	16,021	10,776	9,474	10,000	15,000
	TOTAL	3,043,473	3,472,111	3,319,617	3,546,895	3,676,202
		Actual	Actual	Actual	Revised	Budget
	ADMINISTRATIVE EXPENSE (3012)	2011	2012	2013	2014	2015
	CAPITAL					
757.00	Levy Certification - (See Note 1)	89,394	0	0	0	0
	SUBTOTAL	89,394	0	0	0	0
	DEBT SERVICE					
800.00	Debt for (16" Water Line)	68,421	68,421	68,421	0	0
809.00	Debt Reduction (K68 Water Line) - Paid Out	0	0	0	0	0
809.00	Debt Reduction (Wtr Assurance Dist)	46,055	48,434	13,190	16,000	16,000
	SUBTOTAL	114,476	116,855	81,611	16,000	16,000
	TRANSFERS					
558.00	Other contractual	3,291	846	5,145	0	0
900.00	Transfer to Bond and Interest	95,000	2,000	0	100,714	187,000
901.00	Transfer to General Fund	405,000	425,000	425,000	445,000	445,000
909.00	Transfer to Community Services	36,000	36,000	36,000	38,500	38,500
906.00	Transfer to Equipment Reserve	8,719	51,548	51,548	51,548	51,550
906.00	Transfer to Risk Management	60,000	130,862	150,000	182,337	182,337
918.00	Transfer to Capital Projects	38,179	83,263	25,852	0	0
	Total Transfers	642,898	728,673	693,545	818,099	904,387
891.00	Reserves	47,750	0	16,297	0	0
	SUBTOTAL	897,810	846,374	791,453	834,099	920,387

Note 1: Funds used 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	2012	2013	2014	2015
Personnel Services	550,983	526,947	509,126	590,373
Contractual Services	74,876	77,037	99,735	120,205
Commodities	185,369	151,410	189,890	207,765
Capital Expenditures	135,808	174,583	247,728	86,530
Transfers	5,691	5,691	5,692	5,692
Total	952,728	935,669	1,052,171	1,010,565

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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
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	7.83
Seasonal	0	0	0	0

FUND (3001)

- 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

- No Significant Changes

STAFF CHANGES

- None

WATER PRODUCTION (3001)

		Actual 2011	Actual 2012	Actual 2013	Revised 2014	Budget 2015
PERSONNEL SERVICES						
410.00	Salaries	358,004	371,553	378,571	399,500	427,960
411.00	Overtime	18,998	24,415	28,540	29,396	22,932
412.00	Social Security	27,360	28,263	28,884	29,751	34,688
413.00	Retirement (KPERs)	28,775	32,300	34,640	35,679	35,689
414.00	Health Insurance	72,636	94,452	53,404	11,804	66,105
415.00	Dental Insurance			2,908	2,996	3,000
	SUBTOTAL	505,772	550,983	526,947	509,126	590,373
CONTRACTUAL SERVICES						
502.00	Postage	1,297	1,431	9	2,755	750
503.00	Telephone	747	811	884	920	920
505.00	Professional Development & Dues	5,255	7,210	6,732	13,975	13,975
514.00	Printing	456	620	0	620	0
515.00	Advertising - Legal & Other	165	193	275	255	300
521.00	Worker's Compensation Ins.	13,125	0	0	0	0
530.00	Utilities	19,176	21,012	22,848	25,000	28,600
532.00	Building & Structure Repair	5,333	2,839	4,045	7,150	12,000
533.00	Equipment Repair	7,251	3,194	12,332	13,260	13,260
534.00	Vehicle Repair	41	26	0	800	800
553.00	Service Agreements	5,959	5,726	6,373	6,500	6,500
558.00	Other Contractual Services	8,954	6,740	10,642	11,000	25,600
568.00	Professional Services	876	24,325	11,893	15,300	15,300
571.00	Audit Expenses	2,200	750	1,005	2,200	2,200
	SUBTOTAL	70,834	74,876	77,037	99,735	120,205
COMMODITIES						
600.00	Office Supplies	673	1,352	756	700	800
601.00	CAD Supplies	0	0	0	500	500
608.00	Vehicle Operations	3,340	2,955	3,843	4,950	4,950
611.00	Chemical Supplies	136,968	142,322	108,571	140,000	155,500
612.00	Vehicle & Equipment Repair & Supplies	9,799	15,545	14,415	15,810	15,810
615.00	Uniforms	1,866	2,153	2,104	4,485	4,485
629.00	Road Rock, Cement & Gravel	0	0	650	1,225	3,500
630.00	Other Operating Supplies	5,039	6,854	9,373	8,670	8,670
633.00	Water Testing Supplies	6,833	7,082	6,268	7,350	7,350
638.00	Building & Structure Repair Supplies	8,536	7,106	5,432	6,200	6,200
	SUBTOTAL	173,054	185,369	151,410	189,890	207,765
CAPITAL OUTLAY						
705.00	Computers	0	112,322	0	1,228	1,230
710.00	Equipment	24,485	0	35,158	47,500	12,000
710.00	Equipment (Chem. Metering Sys.)	0	0	0	5,000	0
715.00	Building & Basins	0	23,486	139,425	194,000	73,300
	SUBTOTAL	24,485	135,808	174,583	247,728	86,530
TRANSFERS						
906.00	Transfer to Equipment Reserve	5,691	5,691	5,691	5,692	5,692
	TOTAL	779,837	952,728	935,669	1,052,171	1,010,565



WATER DISTRIBUTION

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	415,167	363,337	335,182	419,925
Contractual Services	128,414	97,686	123,710	128,000
Commodities	117,682	130,665	132,825	138,825
Capital Expenditures	168,313	147,604	174,000	196,000
Transfers	45,517	45,857	45,858	45,858
Total	875,092	785,149	811,575	928,608

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Water/Sewer Tech.	2.00	2.00	2.00	2.00
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	6.00	6.00	6.00	6.00
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 remains one person below normal

WATER DISTRIBUTION (3002)

		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	245,214	271,517	254,059	261,681	282,683
410.00	Seasonal	0	0	0	4,500	4,635
411.00	Overtime	7,365	12,443	11,116	11,450	12,000
412.00	Social Security	17,787	19,830	18,639	19,198	24,529
413.00	KPERS Retirement	18,941	23,153	22,795	23,479	26,578
414.00	Health Insurance	68,996	88,224	53,941	11,875	66,500
415.00	Dental Insurance			2,787	3,000	3,000
	SUBTOTAL	358,301	415,167	363,337	335,182	419,925
CONTRACTUAL SERVICES						
502.00	Postage	3	0	0	10	10
503.00	Telephone	693	854	511	1,000	1,300
505.00	Professional Development	1,580	1,327	897	1,500	2,500
520.00	Insurance - Bldg. & Contents	0	0	0	0	0
521.00	Worker's Compensation Ins.	9,897	0	0	0	0
523.00	Vehicle Ins. - Risk Management	0	0	0	0	0
526.00	General Liability Insurance	0	0	0	0	0
530.00	Utilities	0	0	0	800	800
533.00	Equipment Repair	435	418	4,754	5,000	8,000
534.00	Vehicle Repair	1,343	30	60	3,400	3,400
558.00	Other Contractual Services	50,623	99,498	64,968	85,000	85,000
566.00	State Water Protection Fees	24,703	26,287	26,494	27,000	27,000
	SUBTOTAL	89,277	128,414	97,686	123,710	128,000
COMMODITIES						
600.00	Office Supplies	93	610	406	675	675
601.00	CAD Supplies	0	0	0	500	500
608.00	Vehicles Operations	13,690	16,660	13,714	16,500	16,500
615.00	Uniforms	2,519	1,777	2,948	4,000	4,000
620.00	Supplies	47,689	49,000	51,312	55,000	55,000
623.00	Bedding and Fill Material	21,134	43,787	62,286	50,000	55,000
629.00	Road Rock, Cement & Gravel	140	0	0	150	150
630.00	Other Operating Supplies	6,283	5,848	0	6,000	7,000
	SUBTOTAL	91,547	117,682	130,665	132,825	138,825
CAPITAL OUTLAY						
705.00	Computer Equipment	2,100	151	0	1,000	1,000
710.00	(Small Equipment radio	0	0	0	0	
746.00	Water Line Construction	71,671	119,606	121,477	125,000	140,000
744.00	Distribution Line Supplies	18,630	48,556	26,126	48,000	55,000
	SUBTOTAL	92,401	168,313	147,604	174,000	196,000
TRANSFERS						
906.00	Transfer to Equipment Reserve	44,420	45,517	45,857	45,858	45,858
	TOTAL	675,946	875,092	785,149	811,575	928,608

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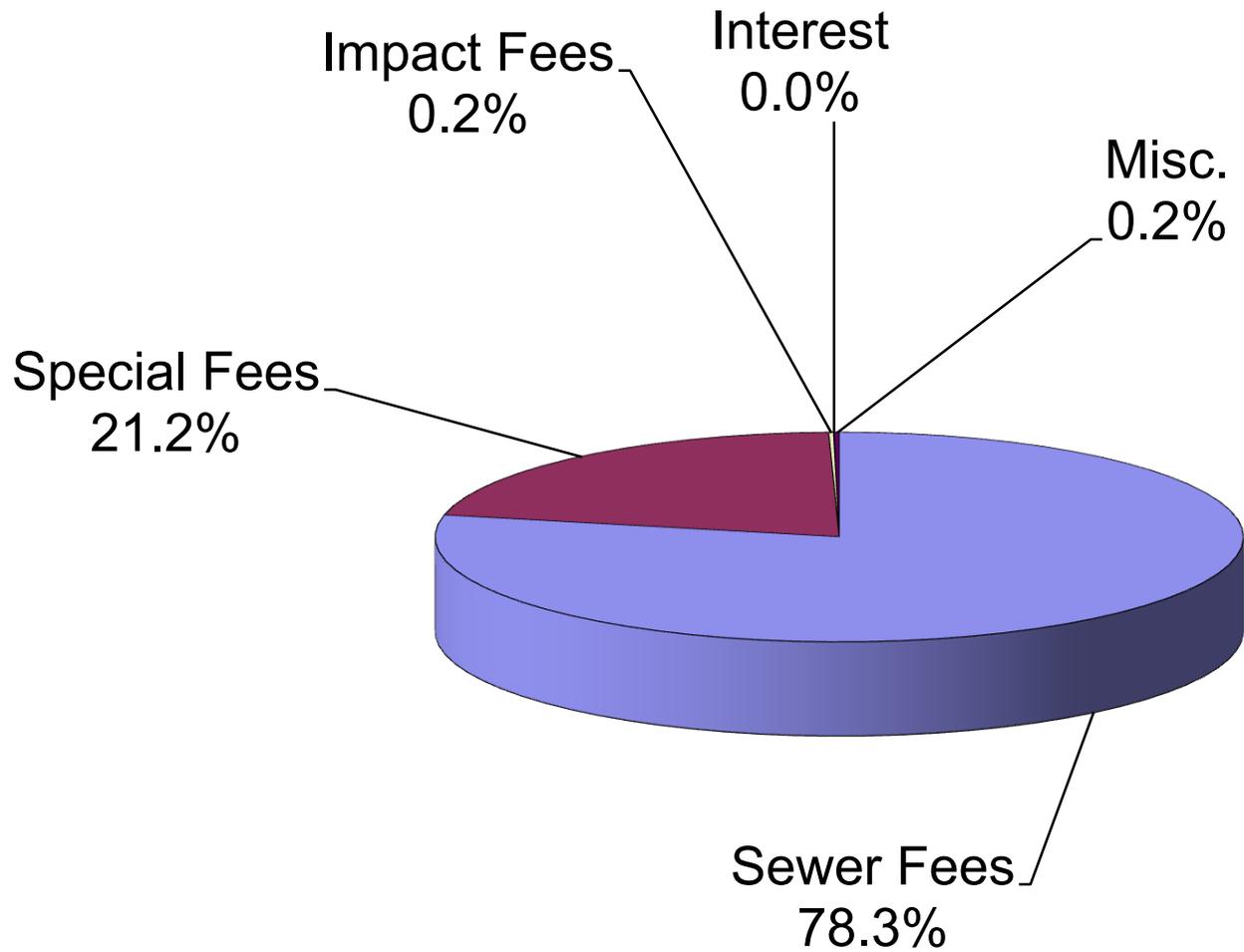
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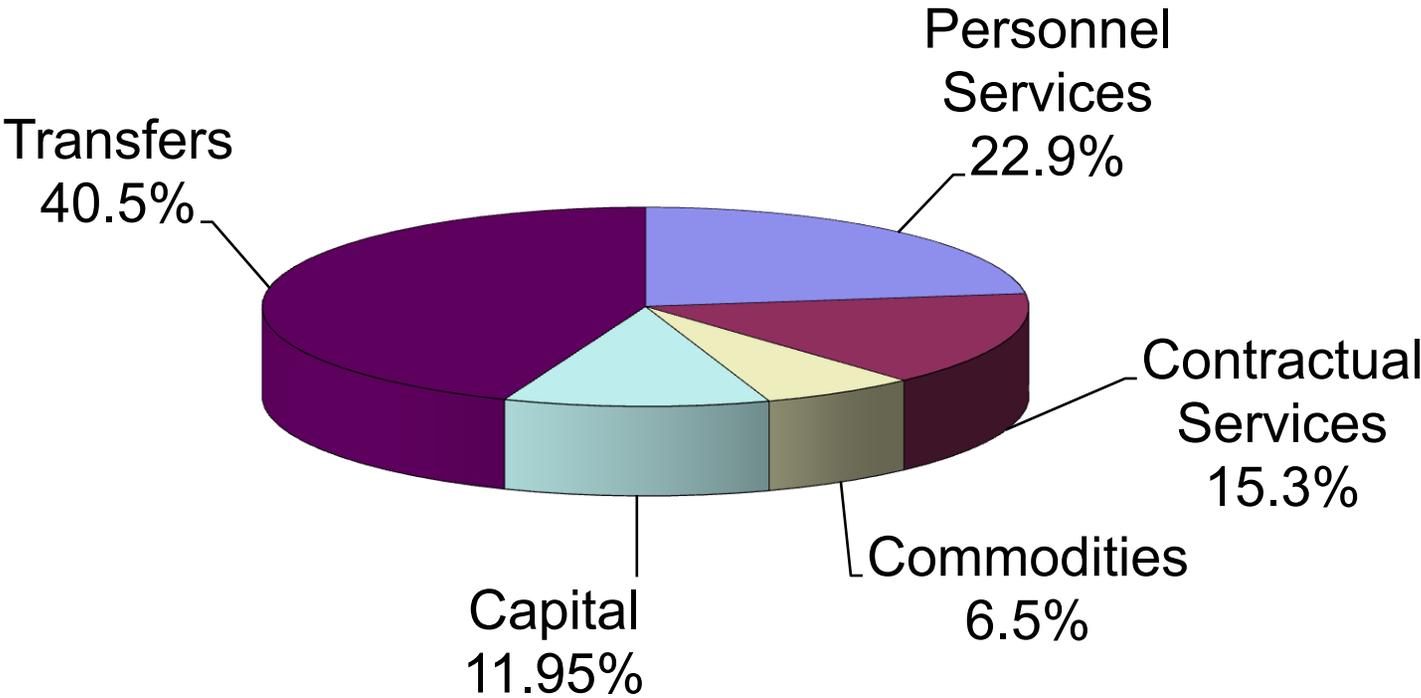
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WASTEWATER FUND REVENUE



WASTEWATER FUND EXPENDITURES



WASTEWATER (3600)

REVENUE DETAIL					
	Actual 2011	Actual 2012	Actual 2013	Revised 2014	Budget 2015
Unencumbered Cash Balance, Jan. 1	797,673	662,831	853,838	766,544	764,801
Sewer Service Charges	1,732,184	1,780,671	1,846,249	1,950,000	2,051,869
Special Service Charges	542,566	550,904	508,955	550,000	556,387
Impact Fees	481	1,605	1,926	5,000	5,000
Interest	2,247	278	532	750	500
Reimbursed Expenses	2,242	1,434	923	1,500	2,500
Labor & Materials	0	0	0	2,000	2,000
Misc. Revenues	50	0	0	1,000	1,000
Total Revenue	2,279,770	2,402,892	2,358,585	2,510,250	2,619,256
Total Resources	3,077,443	3,065,723	3,212,424	3,276,794	3,384,057
EXPENDITURE DETAIL					
	2011	2012	2013	2014	2015
Personnel Services	550,146	566,407	556,549	567,930	661,218
Contractual Services	331,024	318,679	357,290	374,845	442,200
Commodities	159,086	172,812	157,456	151,300	188,100
Capital Expenditures	120,302	104,560	312,016	251,914	322,914
Debt Service (Starting 2014 Eastside Interceptor)	105,000	26,000	0	100,000	200,000
Transfer to General	225,000	250,000	250,000	250,000	250,000
Transfer to Equipment Reserve	70,124	72,276	75,064	75,064	77,152
Transfer to Risk Management Reserve	65,334	111,151	140,000	147,440	147,440
Transfer to Community Service	34,000	35,000	36,000	38,500	38,500
Transfer to WWTP Debt	679,723	555,000	545,297	555,000	556,388
Reserves	74,874	0	16,207	0	0
Total Requirements	2,414,612	2,211,884	2,445,880	2,511,993	2,883,911
Reserves					
Unencumbered Cash Balance, Dec. 31	662,831	853,838	766,544	764,801	500,145

WASTEWATER (3600)

SOURCE OF REVENUE		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	797,673	662,831	853,838	766,544	764,801
390.00	Interest	2,247	278	532	750	500
392.01	Reimbursed Expenses	2,242	1,434	923	1,500	2,500
348.00	Transfer From Capital Improvement	0	68,000	0	0	0
369.00	Impact Fees	481	1,605	1,926	5,000	5,000
368.00	Sewer Service Charges	1,732,184	1,780,671	1,846,249	1,950,000	2,051,869
370.00	Labor & Materials	0	0	0	2,000	2,000
372.00	Special Fee	542,566	550,904	508,955	550,000	556,388
399.00	Miscellaneous Revenues	50	0	0	1,000	1,000
TOTAL		3,077,443	3,065,723	3,212,423	3,276,794	3,384,058
ADMINISTRATIVE EXPENSE (3612)						
TRANSFERS OUT		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
599.00	Refunds	954	0	0	0	0
558.00	Other contractual	3,618	423	0	0	0
809.00	Debt Reduction (EastsideIntercept) No Trans	105,000	26,000	0	100,000	200,000
901.00	Transfer to General Fund	225,000	250,000	250,000	250,000	250,000
905.00	Transfer to WWTP Fund	560,999	545,000	545,088	555,000	556,388
909.00	Transfer to Community Services	34,000	35,000	36,000	38,500	38,500
906.00	Transfer to Equipment Reserve	70,124	72,276	75,064	75,064	77,152
906.00	Transfer to Risk Management	65,334	111,151	140,000	147,440	147,440
918.00	Transfer to Capital Projects (WWTP)	118,724	10,000	209	0	0
891.00	Reserves	74,874	0	16,207	0	0
TOTAL		1,258,626	1,049,850	1,062,568	1,166,004	1,269,480



WASTEWATER TREATMENT

Description of Services

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

DIVISION EXPENDITURES

Account	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
Personnel Services	376,705	364,568	382,051	436,511
Contractual Services	303,059	320,786	355,445	399,900
Commodities	40,601	55,737	53,200	57,300
Capital Expenditures	17,078	0	614	10,614
Transfers	10,124	12,912	12,912	15,000
Total	747,567	754,003	804,222	919,325

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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	2.00	2.00	2.00	2.00

FUND (3601)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- A New Wastewater Plant Operator was hired in 2014 and one retirement occurred late in 2014.

WASTEWATER TREATMENT (3601)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries (1 Person Added to 2014)	263,567	270,825	273,094	305,000	327,730
411.00	Overtime	7,956	7,445	8,894	8,500	8,500
412.00	Social Security	19,313	20,108	20,720	22,211	25,722
413.00	KPERS	20,488	22,656	24,379	28,840	30,059
414.00	Health Insurance	54,074	55,670	35,498	15,000	42,000
521.00	Worker's Compensation Insurance	2,240	0	0	0	0
415.00	Dental Insurance	0	0	1,985	2,500	2,500
SUBTOTAL		367,637	376,705	364,568	382,051	436,511
CONTRACTUAL SERVICES						
502.00	Postage	7	16	12	25	400
503.00	Telephone	1,642	1,825	2,019	2,020	2,000
505.00	Professional Development	2,877	3,528	3,754	10,000	12,500
518.00	Waste Removal	63,560	55,597	65,436	65,000	80,000
519.00	Odor Control	0	0	10,971	11,000	20,000
530.00	Utilities	204,663	199,558	206,341	215,000	217,500
533.00	Equipment Repair	22,226	12,413	12,168	25,000	30,000
534.00	Motor Vehicle Repair	0	0	365	500	500
558.00	Other Contractual Services	17,444	28,502	17,850	25,000	35,000
559.00	Environmental Compliance	870	870	870	900	1,000
571.00	Audit Expense	1,000	750	1,000	1,000	1,000
SUBTOTAL		314,289	303,059	320,786	355,445	399,900
COMMODITIES						
600.00	Office Supplies	130	101	128	200	1,100
608.00	Vehicle Operation	2,792	3,515	3,949	4,000	5,000
611.00	Chemical Supplies	14,617	13,105	13,799	15,000	15,000
615.00	Uniforms	1,024	966	880	1,000	1,200
620.00	Operating and Maintenance Supplies	31,091	22,914	36,982	33,000	35,000
SUBTOTAL		49,654	40,601	55,737	53,200	57,300
CAPITAL EXPENDITURES						
705.00	Computer Equipment	0	0	0	614	614
710.00	Equipment	7,515	0	0	0	5,000
730.00	Capital Improvements	0	0	0	0	0
731.00	Buildings & Structures	0	0	0		5,000
747.00	Sewer Line Construction	0	17,078	0		
SUBTOTAL		7,515	17,078	0	614	10,614
TRANSFERS						
906.00	Transfer To Equipment Reserve	10,124	10,124	12,912	12,912	15,000
TOTAL		749,218	747,567	754,003	804,222	919,325



FUND (3602)

WASTEWATER COLLECTION

Description of Services

The wastewater collection division is responsible for maintaining the 70 miles of gravity sewer lines from 6" to 36" in size, made of Vitrified Clay PVC and truss pipe. The city also has 10 miles of sewer force mains in town most of these have been replaced and are now made of PVC. The system includes 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	2012	2013	2014	2015
Personnel Services	189,703	191,981	185,879	224,707
Contractual Services	15,197	36,505	19,400	42,300
Commodities	132,210	101,719	98,100	130,800
Capital Expenditures	87,482	312,016	251,300	312,300
Transfers	62,152	62,152	62,152	62,152
Total	486,743	704,373	616,831	772,259

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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	1.00	1.00

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 completed
- 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	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	120,515	124,498	126,384	152,810	158,922
411.00	Overtime	4,695	2,949	6,797	7,000	7,000
412.00	Social Security	8,335	8,625	8,885	10,500	12,693
413.00	KPERS	9,502	10,390	11,371	13,419	13,687
414.00	Health Insurance	38,258	43,240	36,697	0	32,404
415.00	Dental Insurance	0	0	1,848	2,150	2,200
SUBTOTAL		182,509	189,703	191,981	185,879	224,707
CONTRACTUAL SERVICES						
503.00	Telephone	239	261	289	400	1,500
505.00	Professional Development	516	2,043	828	2,500	3,000
533.00	Equipment Repair	563	553	13	1,000	6,000
534.00	Vehicle Repair	0	37	0	500	1,800
558.00	Other Contractual Services	10,846	12,304	35,374	15,000	30,000
SUBTOTAL		12,163	15,197	36,505	19,400	42,300
COMMODITIES						
600.00	Office Supplies	0	185	183	200	400
601.00	CAD Supplies	0	0	93	200	1,100
608.00	Vehicle Operations	11,326	14,080	13,286	14,000	14,500
615.00	Uniforms	808	669	2,210	1,500	2,000
620.00	Supplies	14,704	16,762	22,634	15,500	22,000
622.00	Small Tools	0	0	117	200	1,000
623.00	Concrete & Masonry	76,962	94,902	58,367	60,000	85,000
629.00	Sand, Gravel & Rock	3,809	1,564	4,830	4,500	4,800
630.00	Other Operating Supplies	1,823	4,047	0	2,000	0
SUBTOTAL		109,432	132,210	101,719	98,100	130,800
CAPITAL EXPENDITURE						
705.00	Computer Equipment	0	0	109	300	300
710.00	Equipment (Safety) + Radios	0	2,000	0	1,000	2,000
747.00	Sewer Line Construction	50,082	41,589	157,115	125,000	155,000
760.00	Inflow & Infiltration Removal	62,705	43,893	154,792	125,000	155,000
SUBTOTAL		112,787	87,482	312,016	251,300	312,300
TRANSFERS						
906.00	Transfer To Equipment Replacement	60,000	62,152	62,152	62,152	62,152
TOTAL		476,892	486,743	704,373	616,831	772,259

CITY OF



OTTAWA

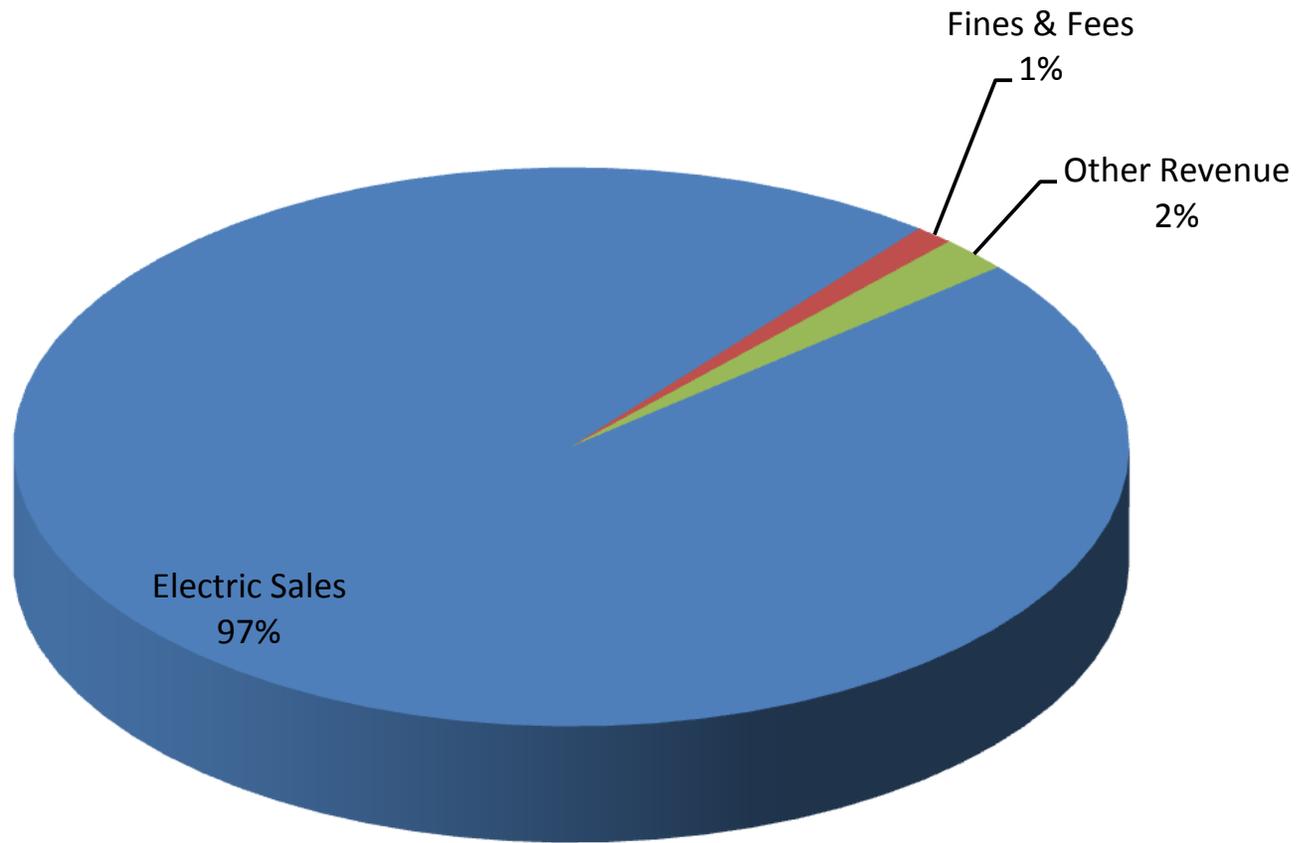
KANSAS

CITY OF

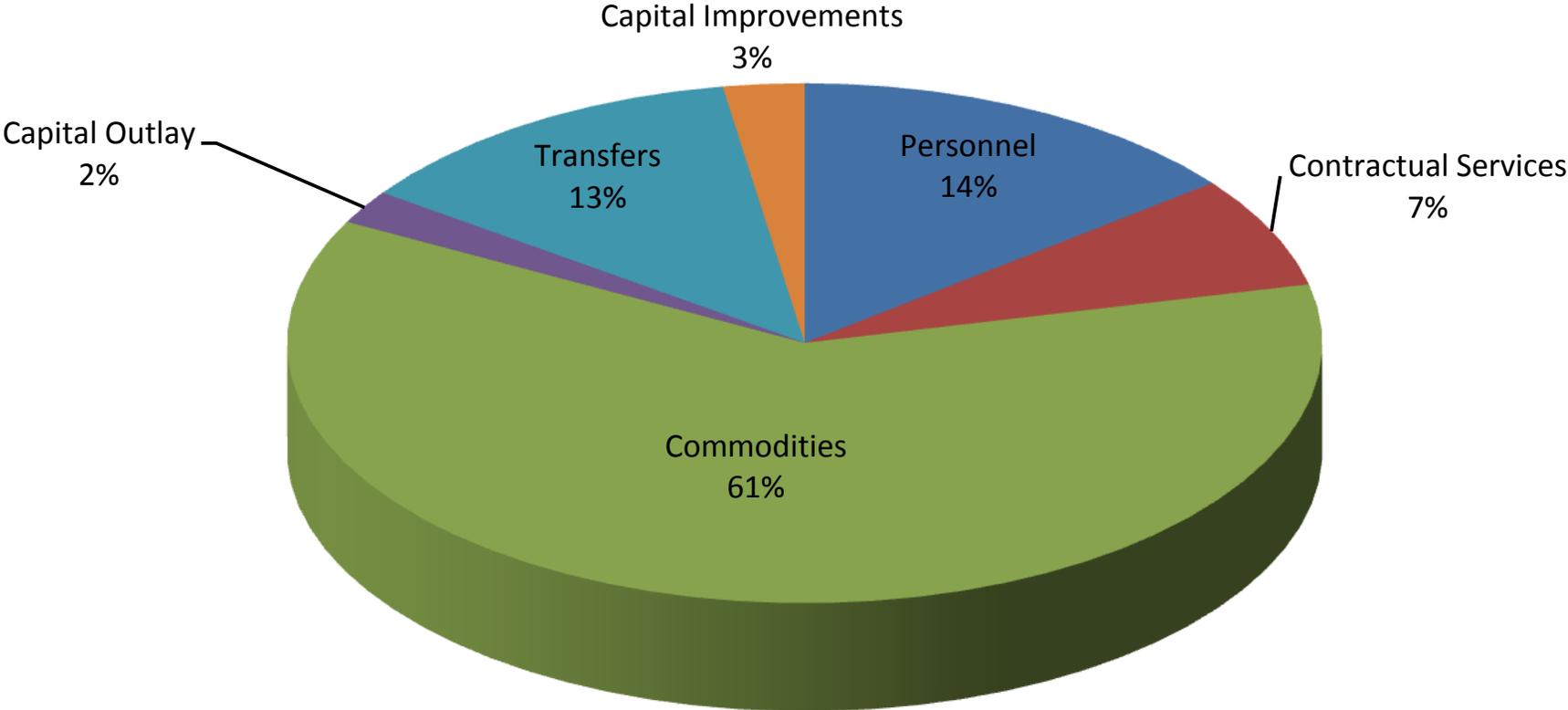


OTTAWA
KANSAS

ELECTRIC FUND REVENUE



ELECTRIC FUND EXPENDITURES



ELECTRIC 3700

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2011	2012	2013	2014	2015
Unencumbered Cash Balance, Jan. 1	2,946,761	3,605,962	3,651,393	3,758,321	3,953,725
Electric Sales					
Residential Urban	5,906,293	6,047,905	5,001,489	5,500,000	5,500,000
Large Power	5,816,341	6,175,218	4,619,728	4,800,000	5,500,000
General Service Small Urban	1,310,281	1,317,793	994,343	1,050,000	1,528,000
School & City	1,143,011	1,234,691	875,647	900,000	1,000,000
Area Lights	61,228	63,827	53,020	60,000	64,000
Service Fee	51,985	56,444	65,337	65,000	65,000
General Service Small Rural	11,443	8,778	21,858	13,285	13,551
Electric Sales-Rural Res.	12,057	11,775	8,695	12,000	14,000
Fuel Adjustment			2,852,262	3,250,000	3,450,000
Reconnect Fees	21,059	28,429	8,180	35,000	35,000
Total Electric Sales	14,333,697	14,944,859	14,500,558	15,685,285	17,169,551
Broadband			30,553	150,000	160,000
Interest	9,093	1,542	2,239	3,000	3,000
Fines & Fees	326,211	254,168	190,203	200,000	200,000
Reimbursed Expense	48,120	63,746	71,721	72,000	75,000
Miscellaneous	33,536	38,374	14,193	38,400	38,000
Sale - Junk & Equipment	19,224	700	0	10,000	10,000
Labor & Materials	17,693	8,727	24,756	30,000	30,000
Refunds	37,000	0	0	30,000	37,000
Miscellaneous	0	0	30,553	150,000	160,000
Transfers from Capital Projects	0	188,000	60,812	5,000	10,000
Total Other Revenue	490,876	555,257	425,031	688,400	723,000
Total Revenue	14,824,572	15,500,116	14,925,589	16,373,685	17,892,551
Total Resources	17,771,333	19,106,078	18,576,982	20,132,006	21,846,276
EXPENDITURE DETAIL					
	2011	2012	2013	2014	2015
Personnel Services	2,294,673	2,420,211	2,371,762	2,200,602	2,665,604
Contractual Services	639,210	1,361,142	1,188,511	1,094,830	1,313,370
Commodities	9,303,753	9,153,368	9,084,775	10,081,700	11,331,030
Capital Outlay	326,024	428,762	224,186	255,763	439,263
Capital Improvement	134,856	188,809	103,051	210,000	640,000
Transfer to Bond & Interest	0	98,438	60,000	679,500	692,713
Transfer to General Fund	1,025,000	1,125,000	1,115,000	1,155,000	1,155,000
Transfer to Equipment Reserve Fund	106,179	112,118	111,168	111,170	111,170
Transfer to Risk Management Fund	120,644	276,717	290,000	351,216	386,337
Transfer to Community Services	37,000	37,000	36,000	38,500	38,500
Transfer to Capital Projects	91,805	243,960	160,000	0	0
Contingency Reserve	86,227	9,161	74,209	0	0
Total Requirements	14,165,371	15,454,685	14,818,660	16,178,281	18,772,987
Unencumbered Cash Balance, Dec 31	3,605,962	3,651,393	3,758,321	3,953,725	3,073,288

ELECTRIC (3700)

SOURCE OF REVENUE		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
100.00	Unencumbered Cash	2,946,761	3,605,962	3,651,393	3,758,321	3,953,425
390.00	Interest	9,093	1,542	2,239	3,000	3,000
392.01	Reimbursed Expense	48,120	63,746	71,721	72,000	75,000
324.00	Fines & Fees	326,211	254,168	190,203	200,000	200,000
398.07	Transfers from Capital Improvement	0	188,000	60,812	5,000	10,000
375.00	Electric Sales, Res. Urban	5,906,293	6,047,905	5,001,489	5,500,000	5,500,000
376.00	Electric Sales, Rural Res.	12,057	11,775	8,695	12,000	14,000
377.00	General Service Small Urban	1,310,281	1,317,793	994,343	1,050,000	1,528,000
378.00	General Service Small Rural	11,443	8,778	21,858	13,285	13,551
380.00	General Service Large	5,816,341	6,175,218	4,619,728	4,800,000	5,500,000
382.00	Area Lights	61,228	63,827	53,020	60,000	64,000
383.00	School & City	1,143,011	1,234,691	875,647	900,000	1,000,000
386.00	Fuel Adjustment	0	0	2,852,262	3,250,000	3,450,000
388.00	Origination Service Fee	51,985	56,444	65,337	65,000	65,000
389.00	Labor & Materials	17,693	8,727	24,756	30,000	30,000
391.00	Sale - Junk & Equip.	19,224	700	0	10,000	10,000
394.00	Refunds	37,000	0	0	30,000	37,000
387.01	Reconnection Fees	21,059	28,429	8,180	35,000	35,000
	Broadband Revenue	0	0	30,553	150,000	160,000
399.00	Miscellaneous	33,536	38,374	14,193	38,400	38,000
	TOTAL	17,771,333	19,106,078	18,546,428	19,982,006	21,685,976
TRANSFERS OUT						
ADMINISTRATIVE EXPENSE (3712)		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
558.00	Other Contractuals	18,477	70,918	376,832	150,000	0
900.00	Transfer to Bond & Interest	0	98,438	60,000	679,500	692,713
901.00	Transfer to General Fund	1,025,000	1,125,000	1,115,000	1,155,000	1,155,000
906.00	Transfer to Equipment Reserve Fund	106,179	112,118	111,168	111,170	111,170
906.00	Transfer to Risk Management Fund	120,644	276,717	290,000	351,216	386,337
909.00	Transfer to Community Services	37,000	37,000	36,000	38,500	38,500
918.00	Transfer to Capital Projects	91,805	243,960	160,000	0	0
891.00	Contingency Reserve	86,227	9,161	74,209	0	0
	Subtotal	1,466,855	1,973,312	2,223,209	2,485,386	2,383,720



FUND (3703)

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.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	954,348	881,992	807,205	1,001,732
Contractual Services	1,014,204	475,668	512,490	784,500
Commodities	9,050,830	8,990,273	9,980,500	11,203,500
Capital Expenditures	360,399	179,691	196,000	323,500
Transfers	25,000	25,000	25,000	25,000
Total	11,404,781	10,552,624	11,521,195	13,338,232

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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

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

STAFF CHANGES

- No Changes

ELECTRIC PRODUCTION (3703)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	637,311	662,983	658,409	678,000	711,900
411.00	Overtime	12,118	12,690	11,242	14,100	15,000
412.00	Social Security	45,453	47,830	47,727	48,500	55,608
413.00	State Retirement Fund - KPERS	48,768	55,087	57,547	60,905	68,619
414.00	Health Insurance	151,757	175,758	101,514	0	144,605
415.00	Dental Insurance	0	0	5,553	5,700	6,000
SUBTOTAL		895,406	954,348	881,992	807,205	1,001,732
CONTRACTUAL SERVICES						
502.00	Postage	89	24	16	90	200
503.00	Telephone	3,053	3,426	3,967	4,000	4,000
505.00	Professional Development	17,521	19,663	19,906	21,000	25,000
528.00	SCADA Maintenance & Equipment	0	0	0	15,000	15,000
530.00	Utilities	17,059	11,508	18,531	27,000	35,000
533.00	Equipment Repair	75,848	344,391	214,308	200,000	300,000
534.00	Vehicle Repair	357	0	299	400	1,000
550.00	Towel & Laundry Service	2,724	947	0	1,000	500
553.00	Service Agreement/Compliance	9,940	13,110	16,127	14,000	15,000
558.00	Other Contractual Services	127,898	596,043	178,086	200,000	350,000
559.00	Environmental Compliance	5,812	1,406	0	5,000	10,000
561.00	Utility Assistance	26,356	20,995	20,240	21,000	24,000
565.00	Destination Based Sales Tax	3,093	2,692	4,187	4,000	5,000
SUBTOTAL		304,118	1,014,204	475,668	512,490	784,700
COMMODITIES						
600.00	Office Supplies	0	81	157	500	2,500
601.00	Computer Supplies	0	190	26	500	1,000
605.00	Purchase Power	5,569,348	5,698,529	5,530,158	6,550,000	6,500,000
606.00	Purchase Demand	3,176,261	3,125,557	3,163,642	3,100,000	4,000,000
607.00	Natural Gas	216,475	96,167	79,166	100,000	350,000
608.00	Vehicle Operations	39,136	6,849	7,345	7,500	10,000
609.00	Motor Oil	7,990	6,396	5,434	10,000	15,000
610.00	Fuel Oil (Plant Engines)	128,377	46,561	132,982	135,000	200,000
611.00	Chemical Supplies	9,793	15,843	13,989	15,000	25,000
615.00	Uniforms	2,812	2,360	2,729	4,500	5,000
620.00	Supplies	48,051	52,297	54,645	57,500	95,000
SUBTOTAL		9,198,243	9,050,830	8,990,273	9,980,500	11,203,500
CAPITAL OUTLAY						
702.00	Furniture & Fixtures	1,414	0	3,408	2,000	2,000
704.00	Office Equipment	0	190	361	1,000	1,500
705.00	Computer Equipment	3,251	6,210	2,468	13,000	5,000
710.00	Equipment	170,164	343,805	167,633	170,000	300,000
712.00	Trucks	0	0	0	0	0
715.00	Building Maintenance	17,590	10,194	5,822	10,000	15,000
SUBTOTAL		192,419	360,399	179,691	196,000	323,500
TRANSFERS						
906.00	Transfer to Equipment Reserve	25,000	25,000	25,000	25,000	25,000
TOTAL		10,615,186	11,404,781	10,552,624	11,521,195	13,338,432



FUND (3704)

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	2012	2013	2014	2015
Personnel Services	785,264	762,399	703,050	844,948
Contractual Services	59,586	77,304	62,500	79,120
Commodities	69,087	69,422	70,750	83,600
Capital Expenditures	188,809	103,051	211,000	644,000
Transfers	70,744	69,794	69,794	69,794
Total	1,173,490	1,081,970	1,117,094	1,721,462

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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

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

- Additional Transmission change outs

STAFF CHANGES

- None

ELECTRIC DISTRIBUTION (3704)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	507,764	531,926	540,195	555,000	582,036
411.00	Overtime	47,787	35,841	50,160	45,000	49,920
412.00	Social Security	39,373	40,698	42,874	45,500	48,345
413.00	State Retirement Fund - KPERS	41,720	46,159	51,055	52,800	59,657
414.00	Health Insurance	113,166	130,640	73,468	0	99,991
415.00	Dental Insurance	0	0	4,647	4,750	5,000
SUBTOTAL		749,811	785,264	762,399	703,050	844,948
CONTRACTUAL SERVICES						
502.00	Postage	10	9	5	100	120
503.00	Telephone	310	142	142	150	1,500
505.00	Professional Development	4,966	4,293	5,544	6,000	7,500
533.00	Equipment Repair	10,636	8,279	2,801	10,000	15,000
534.00	Motor Vehicle Repair	508	3,239	73	1,000	3,500
558.00	Other Contractual Services	38,505	42,777	68,493	45,000	50,000
565.00	Destination Based Sales Tax	478	848	247	250	1,500
SUBTOTAL		65,398	59,586	77,304	62,500	79,120
COMMODITIES						
600.00	Office Supplies	392	238	252	450	500
601.00	Computer Supplies (CAD)	0	0	0	300	1,000
608.00	Vehicle Operations	17,973	17,976	19,271	19,500	20,000
615.00	Uniforms	2,346	2,747	2,564	3,000	5,100
620.00	Supplies	46,865	48,126	47,335	47,500	57,000
SUBTOTAL		67,576	69,087	69,422	70,750	83,600
CAPITAL OUTLAY						
646.00	Traffic Signals	490	0	0	1,000	4,000
710.00	Equipment (Radios 09 and 10)	0	0	0	0	
710.00	Equipment - (1/2 Purchase Mini Derrick)	0	0	0	0	
SUBTOTAL		490	0	0	1,000	4,000
CAPITAL IMPROVEMENT						
642.00	Transformers	30,440	78,602	100,325	75,000	175,000
644.00	Meters	13,138	20,488	0	25,000	40,000
745.00	Street Light Construction	35,852	40,324	2,726	50,000	300,000
749.00	Electric Line Construction	55,426	49,394	0	60,000	125,000
SUBTOTAL		134,856	188,809	103,051	210,000	640,000
TRANSFERS						
906.00	Transfer to Equipment Reserve	64,805	70,744	69,794	69,794	69,794
TOTAL		1,082,936	1,173,490	1,081,970	1,117,094	1,721,462



FUND (3705)

UTILITY WAREHOUSE

Description of Services

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

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2012	2013	2014	2015
Personnel Services	166,437	163,253	153,610	187,829
Contractual Services	33,811	35,222	35,915	65,700
Commodities	5,513	5,319	5,800	9,280
Capital Expenditures	51,619	2,784	15,000	18,000
Transfers	7,090	7,090	7,090	7,090
Total	264,470	213,669	217,415	287,899

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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

- Upgrades to the inventory system

STAFF CHANGES

- None

UTILITY WAREHOUSE (3705)

	EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	123,042	121,076	123,566	131,000	136,063
411.00	Overtime	620	504	167	710	884
412.00	Social Security	8,777	8,780	8,843	9,110	10,476
413.00	State Retirement Fund - KPERS	8,569	9,592	10,356	11,590	12,928
414.00	Health Insurance	27,367	26,485	19,179	0	26,078
415.00	Dental Insurance	0	0	1,141	1,200	1,400
	SUBTOTAL	168,374	166,437	163,253	153,610	187,829
CONTRACTUAL SERVICES						
502.00	Postage	0	0	0	15	100
503.00	Telephone	2,175	1,896	2,089	2,100	2,750
505.00	Professional Development	235	444	621	650	1,000
530.00	Utilities	22,924	22,039	19,691	22,000	26,500
532.00	Building Repair (Yard gate)	2,340	2,749	4,709	3,000	23,500
533.00	Equipment Repair	755	430	839	800	1,000
534.00	Motor Vehicle Repair	0	0	0	0	500
553.00	Service Agreement/Compliance	1,681	2,126	2,623	2,700	2,750
558.00	Other Contractual Services (Bar code sys)	2,792	4,050	4,550	4,550	7,300
565.00	Destination Based Sales Tax	253	77	100	100	300
598.00	Contract Labor	0	0	0	0	0
	SUBTOTAL	34,924	33,811	35,222	35,915	65,700
COMMODITIES						
600.00	Office Supplies	884	298	270	500	1,000
601.00	Computer Supplies	269	75	96	100	400
604.00	Small Tools Expense	0	71	62	0	200
608.00	Vehicle Operation	1,596	880	1,006	1,000	1,980
615.00	Uniforms	884	982	681	950	1,700
620.00	Supplies	2,496	3,207	3,203	3,250	4,000
	SUBTOTAL	6,128	5,513	5,319	5,800	9,280
CAPITAL OUTLAY						
702.00	Furniture & Fixtures	336	0	903	250	500
704.00	Office Equipment	0	0	141	250	500
705.00	Computer	1,713	2,006	0	250	500
710.00	Equipment (Radios 09 and 10)	4,781		1,740	250	500
715.00	Building Improvements (Bay Heaters)	0	49,613	0	14,000	16,000
	SUBTOTAL	6,830	51,619	2,784	15,000	18,000
TRANSFERS						
906.00	Transfer to Equipment Reserve	7,090	7,090	7,090	7,090	7,090
	TOTAL	223,347	264,470	213,669	217,415	287,899



FUND (3710)

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 software 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	2012	2013	2014	2015
Personnel Services	514,163	560,601	533,137	627,395
Contractual Services	182,622	223,484	240,350	248,000
Commodities	27,938	19,761	24,250	34,450
Capital Expenditures	16,744	41,711	43,763	43,763
Transfers	9,284	9,284	9,285	9,285
Total	750,751	854,841	850,785	962,893

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2012	2013	2014	2015
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

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

- Do to retirements, this division saw considerable changes in personnel over the last two years.

UTILITY BILLING (3710)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget
		2011	2012	2013	2014	2015
PERSONNEL SERVICES						
410.00	Salaries	346,482	352,922	406,501	443,000	461,063
411.00	Overtime	2,674	6,113	24,663	15,000	16,000
412.00	Social Security	24,759	25,192	30,740	35,037	36,495
413.00	State Retirement Fund - KPERS	24,883	29,128	36,850	40,100	45,035
414.00	Health Insurance	82,283	100,807	61,847	0	68,801
415.00	Dental Insurance	0	0	3,516	3,600	3,700
SUBTOTAL		481,081	514,163	564,117	536,737	631,095
CONTRACTUAL SERVICES						
502.00	Postage	33,319	46,937	40,080	38,000	42,000
503.00	Telephone	220	225	222	250	400
504.00	Travel Expense	0	0	212	200	500
505.00	Professional Development	2,353	2,208	2,032	7,500	7,500
508.00	Bad Debt Expense	4,287	22,094	15,439	16,000	17,000
514.00	Printing	1,231	1,323	52	1,300	1,300
530.00	Utility Expense	4,311	3,371	4,847	5,000	5,800
553.00	Service Agreements (Itron, Copier, Postage Machine)	33,738	22,905	27,757	27,000	27,000
558.00	Other Contractual Services	120,148	70,689	122,146	130,000	130,000
599.00	Refunds	133		0	1,000	2,000
571.00	Audit	14,104	12,871	10,698	14,100	14,500
SUBTOTAL		216,293	182,622	223,484	240,350	248,000
COMMODITIES						
600.00	Office Supplies	5,211	3,135	10,460	3,800	4,000
601.00	Computer Room Supplies	21,909	20,750	4,461	15,000	25,000
615.00	Uniforms	318	444	411	450	450
620.00	Custodial Supplies	4,367	3,610	4,429	5,000	5,000
SUBTOTAL		31,806	27,938	19,761	24,250	34,450
CAPITAL OUTLAY						
702.00	Furniture & Fixtures	0	686	0	0	0
704.00	Office Machines (Computers)	306	0	740	0	0
705.00	Computer Equipment (PC Equipment)	515	7,163	16,335	2,763	2,763
705.00	Computer Equipment	0	0	0	0	0
710.00	Equipment	193	5,875	2,707	1,000	1,000
715.00	Building Maintenance	8,854	3,020	21,928	40,000	40,000
SUBTOTAL		9,868	16,744	41,711	43,763	43,763
TRANSFERS						
906.00	Transfer to Equipment Reserve	9,284	9,284	9,284	9,285	9,285
TOTAL		748,332	750,751	858,357	854,385	966,593



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	2012	2013	2014	2015
Personnel Services	0	0	0	0
Contractual Services	0	0	93,575	135,850
Commodities	0	0	400	200
Capital Expenditures	0	0	0	50,000
Transfers	0	0	0	0
Total	0	0	93,975	186,050

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
		2011	2012	2013	2014	2015
CONTRACTUAL SERVICES						
502.00	Postage				25	100
503.00	Telephone				250	250
504.00	Travel Expense				300	500
505.00	Professional Development				3,000	3,000
553.00	Service Agreements				90,000	127,000
558.00	Other Contractual Services				0	5,000
	SUBTOTAL			0	93,575	135,850
COMMODITIES						
600.00	Office Supplies				200	200
614.00	Books & Instructional Materials				200	0
	SUBTOTAL			0	400	200
CAPITAL OUTLAY						
705.00	Computer Equipment				0	20,000
710.00	Equipment				0	30,000
	SUBTOTAL			0	0	50,000
TRANSFERS						
906.00	Transfer to Equipment Reserve				0	0
	TOTAL			0	93,975	186,050

CITY OF



OTTAWA
KANSAS