COMMISSIONERS

Mayor Mike Skidmore
Linda Reed
Sara Caylor
Shawn Dickinson
Emily Graves

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
Michelle Stegman	Director of HR and Risk Mgt.
Dennis Butler	Police Chief
Chuck Bigham	Director of Information Technology
Dennis Tharp	Director of Utilities
Michael Haeffele	Director of Public Works

ORGANIZATIONAL CHART

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

COMMISSIONS
- Planning Commission
- Recreation Commission
- Band Committee

Citizens

Boards & Commissions

City Commission

City Manager

Assistant to the City Manager

Management Intern

City Attorney & City Engineer

Municipal Court

Municipal Auditorium

DEPARTMENTS

Clerk/ Finance

Community Development

Utilities

DIVISIONS
- Water
- Water Reclamation
- Electric
- Utility Warehouse

Human Resources

Information Technology

Public Works

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

Police Dept.

Fire Dept.

CITY OF OTTAWA
2016 BUDGET

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Budget Guide

PURPOSE

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

WHAT IS A BUDGET?

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

The budget is also a financial plan. It identifies financial resources and ties those resources to specific activities. A comparison of prior years' activities is included. The budget also serves as a communication device to the public about the planned activities of the City. The budget consists of the operating budget that identifies the necessary resources to complete the activities planned for the year, and projects that effect those decisions.

BUDGET PROCESS

Preparation and implementation of the City's budget is a year-round process, although this process attracts the most attention during the summer just prior to establishing the City's mill levy rate for the following year. The City of Ottawa uses a multi-year approach to budgeting. This enables the management to identify future effects of current decisions in a timely manner. City budgets present actual figures for prior years, revised figures for the current year and budgeted figures for the next year. In arriving at next year's budget, City staff reviews prior expenditures and works to determine anticipated needs.

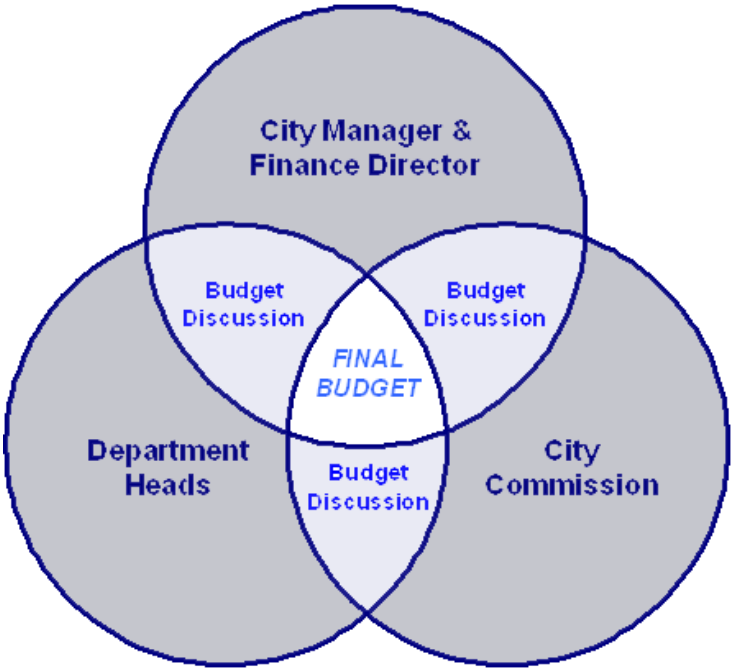
The City Manager and Finance Director meet with each Dept. Head who has already prepared an initial budget estimate based on the projected needs within their scope of responsibility. Each line item is discussed and adjusted to fit the next year's projections. The City Manager's approach in these meetings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

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

Budget Guide

BUDGET FORMATION

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



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

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

CITY MANAGER & FINANCE DIRECTOR

Primary Responsibilities:

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

Secondary Responsibilities:

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

DEPARTMENT HEADS

Primary Responsibilities:

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

Secondary Responsibilities:

- Prepare monthly reports to evaluate progress towards budget implementation.

CITY COMMISSION

Primary Responsibilities:

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

Secondary Responsibilities:

- Review proposed budgets and consider recommendations from city staff.

LEGAL RESTRICTIONS & PROVISIONS

Relevant Statutes

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

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

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

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

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

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

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

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.

ACCOUNTING POLICY

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

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

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

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

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

Budget Guide

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BUDGET POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CAPITAL IMPROVEMENT PROGRAM

WHAT IS A CAPITAL IMPROVEMENT PROJECT?

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

WHAT IS A CAPITAL IMPROVEMENT PROGRAM?

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

WHAT ARE THE OBJECTIVES OF A CAPITAL IMPROVEMENT PROGRAM?

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

Budget Guide

HOW DOES CAPITAL SPENDING IMPACT THE OPERATION BUDGET?

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

The Construction of a new street will:

1) Increase the expenditure side of the operating budget.

2) Parks Department will have additional areas to maintain.

3) Planning and Development has additional area to zone.

4) The Police Department has additional streets to patrol.

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

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

HOW IS THE CAPITAL IMPROVEMENT PROGRAM FORMULATED?

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

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

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

CITY HISTORY AND FORM OF GOVERNMENT

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

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

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

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

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

CITY MANAGER & COMMISSIONERS

GOVERNMENT SERVICE DELIVERY

The City of Ottawa is a full-service entity with a $55,000,000 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 extents through Iola.

The City owns the Ottawa Municipal Airport (KOWI), located approximately 2.5 miles south of the city limits and encompassing approximately 335 acres. The main concrete runway was reconstructed in 2012, and received project quality award recognition at local and national levels. A 10 unit T Hanger was constructed in 2015.

Water Treatment Plant

Wastewater Treatment Facility

CITY PARKS

Forest Park

Kanza Park

City Park

Haley Park

Heritage

Freedom

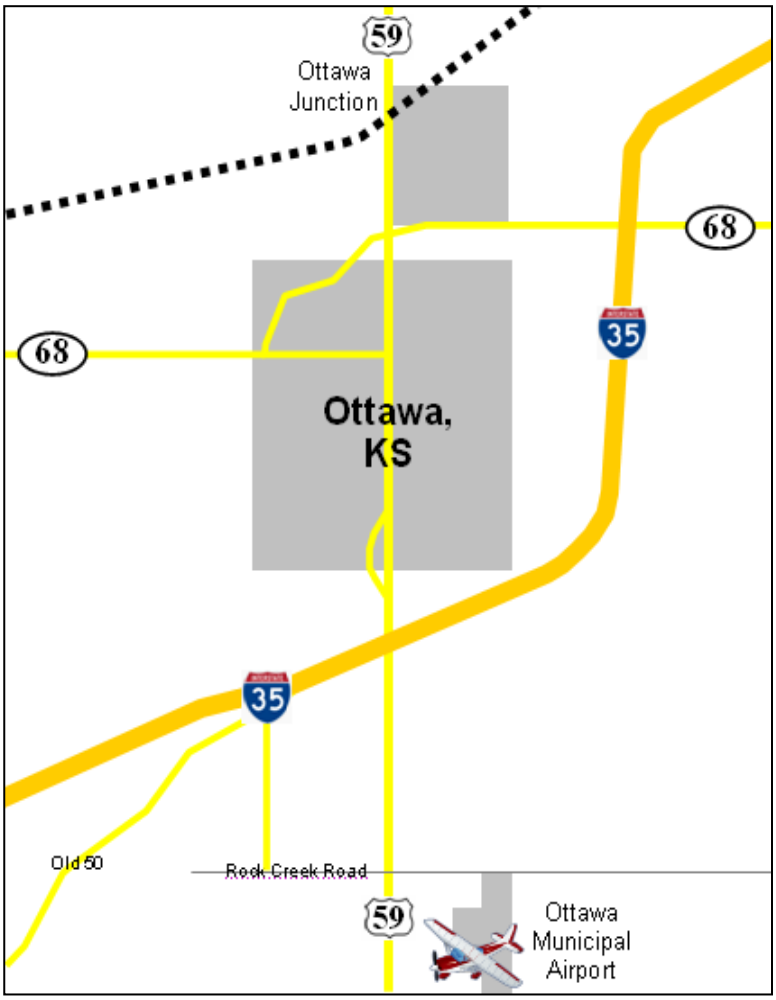
Orlis Cox Ball Fields

Prairie Spirit River Trail

On-line Park Reservation Form
www.ottawaks.gov

LOCATION AND GROWTH

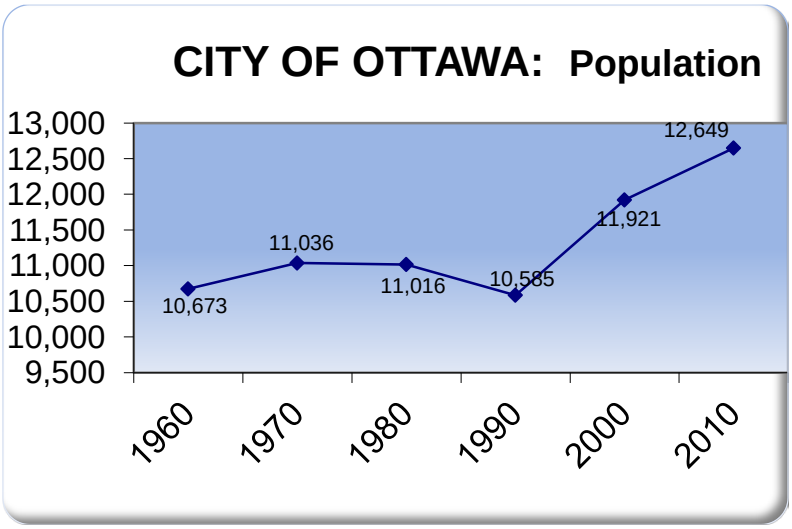
Ottawa is served by the Burlington Northern Santa Fe Railroad, several trucking firms and by Interstate 35, US-59 and Kansas Highway 68. Ottawa is located in a strategic area approximately 25 miles south of Lawrence and 30 miles southwest of the greater Kansas City area, and is experiencing an upward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



BUILDING PERMITS

Year	Value
2015	15,728,661
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

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.

ENROLLMENT

2005-2006	2,459
2006-2007	2,452
2007-2008	2,539
2008-2009	2,541
2009-2010	2,570
2010-2011	2,543
2011-2012	2,534
2012-2013	2,551
2013-2014	2,493
2014-2015	2,522
2015-2016	2,466

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 pubic 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

Ottawa Municipal Auditorium

RANSOM MEMORIAL HOSPITAL
The hospital just for you.

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS cont'd

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

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

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

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

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

Expenditures: Refers to current cash operating expenses and encumbrances.

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

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

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

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

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

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

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

GLOSSARY OF TERMS cont'd

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

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

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

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

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

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

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

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

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

Schedule of Transfers

Expenditure From:	Receipt To:	Actual 2014	Current 2015	Budget 2016
General	Airport	55,352	85,000	85,000
General	Community Services	37,775	35,500	40,000
General	WWT Plant	212,414	224,097	230,000
General	Risk Management	150,000	200,000	227,500
General	Equip Res - Police	68,400	70,000	70,000
General	Equip Res - Fire	95,000	95,000	95,000
General	Equip Res - Planning	3,000	3,000	3,000
General	Equip Res - PW	-	100,000	100,000
General	Equip Res - IT	-	5,000	5,000
Special Highway	GO Debt	20,000	70,000	70,000
Special Highway	Equipment Reserve		-	70,000
Special Highway	Capital Projects	32,722	-	-
Special Alcohol	General	-	47,073	25,560
Water	GO Debt	10,000	177,000	151,000
Water	General Fund	272,968	300,000	325,000
Water	Community Services	38,500	38,500	40,000
Water	Equipment Reserve	51,548	51,550	55,000
Water	Risk Management	120,000	225,000	223,000
Water	Capital Projects	178,032	-	-
Water Reclamation	General	180,859	250,000	250,000
Water Reclamation	Equipment Reserve	75,000	77,152	80,000
Water Reclamation	Risk Management Reser	120,000	134,000	145,000
Water Reclamation	Community Service	38,500	38,500	40,000
Water Reclamation	Transfer to WWTP Debt	550,000	540,000	540,000
Electric	GO Debt Service	180,000	692,713	698,800
Electric	General Fund	1,019,130	1,155,000	1,155,000
Electric	Equipment Reserve Fund	97,475	110,000	120,000
Electric	Risk Management Fund	350,000	400,000	400,000
Electric	Community Services	38,500	38,500	40,000
Power Supply	GO Debt Service	240,000	240,000	400,000
Auditorium	Risk Management	-	8,000	7,500
Airport	Risk Management	-	2,600	3,000
WWTP	GO Debt Service	-	697,110	695,600
Total		4,235,175	6,110,295	6,389,960

CITY OF OTTAWA, KANSAS ALL FUNDS EXPENDITURE SUMMARY			
	Actual	**Revised**	**Budget**
FUND	**2014**	**2015**	**2016**
General	10,474,795	11,148,068	11,382,739
Debt Service	2,102,623	2,931,829	3,140,481
Library	789,573	830,864	836,540
Auditorium	234,449	233,725	246,317
Special Highway	428,718	538,929	852,354
Economic Development	130,762	140,476	256,996
Community Services	148,198	158,974	163,798
Special Parks & Recreation	71,259	112,081	144,432
Special Alcohol	24,000	24,000	25,560
Equipment Reserve	1,456,098	1,205,690	1,132,085
Revolving Loan Fund	210,634	213,084	213,221
Risk Mgt Reserve	1,177,944	1,230,315	1,305,635
Stormwater Utility	577,065	711,216	992,328
Water Operation	3,412,715	3,676,203	3,511,140
Water Reclamation Operation	3,442,955	3,384,057	3,455,183
Electric Fund	21,893,287	21,853,091	23,840,904
Airport Fund	85,030	98,344	119,345
Water Reclamation Facility Debt Fund	1,394,722	774,110	1,086,226
KMEA Power Supply Fund	1,352,872	997,398	945,000
Totals	**49,407,696**	**50,262,452**	**53,650,282**
Less Budgeted Reserves	9,375,890	9,602,474	9,742,919
Net Budgeted Expenditures	**40,031,806**	**40,659,978**	**43,907,363**
Less Transfers	5,364,559	6,381,673	6,389,960
Net Exp. Less Transfers	**34,667,248**	**34,278,306**	**37,517,403**

CITY OF

OTTAWA

KANSAS

GENERAL FUND (0100)

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2012	2013	2014	2015	2016
Mill Levy	**28.235**	**28.803**			
Unencumbered Cash Balance, Jan. 1	**1,076,425**	**988,832**	**1,026,572**	**1,594,243**	**1,620,172**
Revenue					
Ad Valorem Taxes	2,091,885	2,220,131	2,303,671	2,454,600	2,439,664
Sales Tax - City	1,902,819	1,999,356	2,121,811	2,238,510	2,316,858
Sales Tax - City for Sewer Plant	217,350	219,500	212,414	224,097	232,000
Sales Tax - County	952,539	999,275	1,054,283	1,112,269	1,151,198
Transfer - Electric	1,125,000	1,115,000	1,019,130	1,155,000	1,155,000
Transfer - Water	425,000	425,000	272,968	300,000	325,000
Court Fines	279,529	224,461	254,611	250,000	255,000
Transfer - Water Reclamation	250,000	250,000	180,859	250,000	250,000
Vehicle Tax	222,774	233,769	250,955	242,704	249,557
Franchise Tax Gas	203,040	266,450	281,856	290,000	300,000
Comp. Use Tax	385,620	376,686	412,784	435,487	450,729
Municipal Court Fees	65,005	88,306	78,018	85,000	85,000
Reimbursed Expense	33,366	89,434	182,905	125,000	125,000
Franchise Tax - CATV	55,934	74,453	60,183	65,000	65,000
Permits & Fees	72,977	72,713	111,509	85,000	105,000
Highway Connecting Links	58,705	39,047	32,568	32,568	32,568
Back Tax Collections	87,257	140,348	92,471	125,000	125,000
Franchise Tax Telephone	38,959	43,429	44,616	45,000	45,000
Interest Income	14,371	8,342	11,096	15,000	15,000
Transfer - Special Alcohol	24,356	22,436	0	47,073	25,560
Burial	24,392	25,981	25,925	30,000	30,000
Cemetery Lot Sales	16,200	20,700	25,200	23,000	23,000
Liquor Tax	24,356	22,435	0	47,073	25,600
Miscellaneous	8,504	27,505	13,571	25,000	25,000
Dog License	5,418	5,354	430	400	400
Business License	38,871	28,075	33,762	35,000	35,000
Rents and Leases	0	0	2,000	2,000	2,000
Donations			934	0	0
Refunds			1,300	1,000	1,000
Uncollected Ad Valorem Tax	0	0	0	-98,230	-97,587
Total Revenue	**8,624,226**	**9,038,188**	**9,081,831**	**9,642,551**	**9,792,547**
Total Resources	**9,700,651**	**10,027,020**	**10,108,403**	**11,236,794**	**11,412,719**

EXPENDITURE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2012	2013	2014	2015	2016
Personnel Services	6,984,765	6,704,429	6,324,605	7,097,263	7,434,262
Contractual Services	806,394	897,242	861,783	995,607	1,074,138
Commodities	428,949	507,249	484,136	568,692	618,316
Capital Outlay	127,212	234,129	186,785	137,463	294,875
Transfers	362,000	626,058	621,941	817,597	850,500
Reserves	2,500	31,341	34,910		0
Total Requirements	**8,711,819**	**9,000,448**	**8,514,160**	**9,616,622**	**10,272,091**
Contingency Reserves					
Unencumbered Cash Bal, Dec. 31	**988,832**	**1,026,572**	**1,594,243**	**1,620,172**	**1,140,628**

GENERAL FUND (0100)

			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
001	4-0100-100.00	Unencumbered Cash	1,076,425	988,832	1,026,572	1,594,243	1,620,172
001	4-0100-301.00	Ad Valorem Property Tax	2,091,885	2,220,131	2,303,671	2,454,600	2,439,664
001	4-0100-301.00	Uncollected Ad Valorem Tax				-98,230	-97,587
001	4-0100-302.00	Back Tax Collections	87,257	140,348	92,471	125,000	125,000
001	4-0100-303.00	Sales Tax - City	1,902,819	1,999,356	2,121,811	2,238,510	2,316,858
001	4-0100-303.00	Sales Tax - City to WWTP	217,350	219,500	212,414	224,097	232,000
001	4-0100-304.00	Sales Tax - County	952,539	999,275	1,054,283	1,112,269	1,151,198
001	4-0100-305.00	Destination Based/Comp. Use Tax	385,620	376,686	412,784	435,487	450,729
001	4-0100-306.00	Franchise Tax - CATV	55,934	74,453	60,183	65,000	65,000
001	4-0100-306.10	Franchise Tax - Gas	203,040	266,450	281,856	290,000	300,000
001	4-0100-306.20	Franchise Tax - Telephone	38,959	43,429	44,616	45,000	45,000
001	4-0100-314.00	Liquor Tax	24,356	22,435		47,073	25,600
001	4-0100-315.00	Vehicle Tax	222,774	233,769	250,955	250,000	249,557
001	4-0100-318.00	Business License: License Income	38,871	28,075	33,762	35,000	35,000
001	4-0100-344.01	Rent & Leases	0	0	2,000	2,000	2,000
001	4-0100-317.00	Highway Connecting Links	58,705	39,047	32,568	32,568	32,568
001	4-0100-323.00	Dog License	5,418	5,354	430	400	400
001	4-0100-390.00	Interest Income	14,371	8,342	11,096	15,000	15,000
001	4-0100-392.01	Reimbursed Expense	33,366	89,434	182,905	125,000	125,000
001	4-0100-349.00	Cemetery Lot Sales	16,200	20,700	25,200	23,000	23,000
001	4-0100-350.00	Burial Fees	24,392	25,981	25,925	30,000	30,000
001	4-0100-324.00	Fines	279,529	224,461	254,611	250,000	255,000
001	4-0100-326.00	Court Fees	65,005	88,306	78,018	85,000	85,000
001	4-0100-327.00	Building Permits & Fees	72,977	72,713	111,509	85,000	105,000
001	4-0100-392.03	Donations	0	0	934	0	0
001	4-0100-392.09	Refunds	0	0	1,300	1,000	1,000
001	4-0100-398.05	Transfer from - Special Alcohol Fund	24,356	22,436	0	47,073	25,560
001	4-0100-398.02	Transfers - Electric	1,125,000	1,115,000	1,019,130	1,155,000	1,155,000
001	4-0100-398.06	Transfers - Water	425,000	425,000	272,968	300,000	325,000
001	4-0100-398.01	Transfers - Water Reclamation	250,000	250,000	180,859	250,000	250,000
001	4-0100-399.00	Miscellaneous	8,504	27,505	13,571	25,000	25,000
		TOTAL	**9,700,651**	**10,027,020**	**10,108,403**	**11,244,090**	**11,412,719**

CITY COMMISSION & CITY MANAGER'S OFFICE

FUND (0110)

Description of Services

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

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	170,755	181,318	210,300	209,323
Contractual Services	39,893	46,614	40,910	46,550
Commodities	7,986	7,901	7,900	9,050
Capital Expenditures	1,474	1,676	4,321	6,980
Total	**220,108**	**237,508**	**263,431**	**271,903**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
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	1
City Commission	5	5	5	5
Total	**7**	**7**	**7**	**8**

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

- One full time intern

CITY COMMISSION & CITY MANAGER (0110)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0110-410.00	Salaries	159,061	162,450	173,999	180,000	190,823
001	5-0110-410.01	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000
001	5-0110-411.02	Salaries (Interns)	0	0	0	20,000	8,000
001	5-0110-411.00	Overtime	1,718	2,305	1,319	2,300	2,500
001	5-0110-421.00	Stipend for Commission (IT)	0	0	0	2,000	2,000
		SUBTOTAL	**166,779**	**170,755**	**181,318**	**210,300**	**209,323**
		CONTRACTUAL SERVICES					
001	5-0110-502.00	Postage	711	175	346	250	300
001	5-0110-503.00	Telecommunications	1,025	1,693	1,645	1,675	1,700
001	5-0110-504.00	Travel Expense	11,499	17,184	13,857	15,500	15,000
001	5-0110-505.00	Professional Development	7,246	9,339	9,252	7,500	9,000
001	5-0110-512.00	Employee Recognition	5,132	3,916	4,391	4,400	4,500
001	5-0110-527.00	Mayor's Breakfast	1,920	2,096	824	2,035	2,200
001	5-0110-514.00	Printing Expense	4,465	2,111	2,805	2,700	3,000
001	5-0110-524.00	Bonds	0	0	0	350	350
001	5-0110-551.00	Dues & Subscriptions	2,897	3,378	3,237	3,300	3,500
001	5-0110-558.00	Other Contractual Services	0	0	10,256	3,200	7,000
		SUBTOTAL	**34,896**	**39,893**	**46,614**	**40,910**	**46,550**
		COMMODITIES					
001	5-0110-600.00	Office Supplies	3,645	3,207	2,890	3,000	3,750
001	5-0110-670.00	Receptions & Meals	3,921	4,585	5,010	4,800	5,200
001	5-0110-615.00	Uniforms	0	0	0	100	100
001	5-0110-630.00	Other Operating Supplies	0	195	0	0	0
		SUBTOTAL	**7,566**	**7,986**	**7,901**	**7,900**	**9,050**
		CAPITAL OUTLAY					
001	5-0110-702.00	Furniture (Replace 8 Study Session Chairs)	0	0	0	3,000	5,000
001	5-0110-704.00	Office Equipment	0	0	716	400	1,000
001	5-0110-705.00	Computer Equipment	912	1,474	960	921	980
001	5-0110-710.00	Equipment	2,259	0	0	0	0
		SUBTOTAL	**3,171**	**1,474**	**1,676**	**4,321**	**6,980**
		TOTAL	**212,413**	**220,108**	**237,508**	**263,431**	**271,903**

FINANCE / CITY CLERK

FUND (0115)

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, 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	**2013**	**2014**	**2015**	**2016**
Personnel Services	294,532	213,161	214,100	231,863
Contractual Services	79,216	67,624	54,250	60,950
Commodities	20,389	5,526	5,500	6,000
Capital Expenditures	32,261	2,518	3,000	3,000
Total	**426,397**	**288,829**	**276,850**	**301,813**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
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	0	0	0
Maintenance	1	0	0	0
Senior Custodian	1	0	0	0
Custodian	1	0	0	0
Total	**8**	**4**	**4**	**4**

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 continue to be made with this system.

STAFF CHANGES

This department had two new hires in 2015.

CITY CLERK/FINANCE (0115)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0115- 410.00	Salaries	304,489	292,879	212,115	213,000	215,663
001	5-0115-410.03	Retirements	0	0	0	0	15,000
001	5-0115-411.00	Overtime	3,711	1,653	1,046	1,100	1,200
		SUBTOTAL	**308,200**	**294,532**	**213,161**	**214,100**	**231,863**
		CONTRACTUAL SERVICES					
001	5-0115-502.00	Postage	445	2,251	5,490	2,300	2,300
001	5-0115-503.00	Telecommunications	4,664	5,325	9,342	5,400	5,400
001	5-0115-504.00	Travel Expense	0	60	0	3,000	3,200
001	5-0115-505.00	Professional Development	3,877	5,842	10,849	7,300	7,300
001	5-0115-515.00	Advertising & Publications	4,125	2,571	4,528	4,500	5,000
001	5-0115-530.00	Utilities (City Hall)	4,525	6,980	0	0	0
001	5-0115-551.00	Dues & Subscriptions	101	267	318	500	500
001	5-0115-558.00	Other Contractual Services	46,595	46,961	28,392	22,000	28,000
001	5-0115-571.00	Audit (General Fund Share)	7,000	8,798	8,650	9,100	9,100
001	5-0115-599.00	Refunds	0	162	56	150	150
		SUBTOTAL	**71,332**	**79,216**	**67,624**	**54,250**	**60,950**
		COMMODITIES					
001	5-0115-600.00	Office Supplies	4,110	5,609	4,200	5,000	5,500
001	5-0115-601.00	Computer Supplies	457	310	0	400	400
001	5-0115-614.00	Books	9	0	38	100	100
001	5-0115-615.00	Uniforms (Custodial)	50	537	0	0	0
001	5-0115-620.00	Supplies	12,351	13,933	1,288	0	0
		SUBTOTAL	**16,977**	**20,389**	**5,526**	**5,500**	**6,000**
		CAPITAL OUTLAY					
001	5-0115-702.00	Furniture (Office Furniture)	440	303	279	500	500
001	5-0115-704.00	Office Machines	0	97	0	300	300
001	5-0115-705.00	Computer Equipment	2,034	51	2,239	2,200	2,200
001	5-0115-710.00	Buildings	3,409	30,637	0	0	0
001	5-0115-718.00	Equipment Purchase	1,683	1,173	0	0	0
		SUBTOTAL	**7,566**	**32,261**	**2,518**	**3,000**	**3,000**
		TOTAL	**404,075**	**426,397**	**288,829**	**276,850**	**301,813**

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, and the 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 assists the Municipal Airport and the City Garage as needs arise.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	0	73,844	84,398	89,650
Contractual Services	0	34,098	39,800	43,000
Commodities	0	21,764	11,550	11,750
Capital Expenditures	0	3,437	12,000	20,000
Total	**0**	**133,144**	**147,748**	**164,400**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Building Supervisor	0	1	1	1
Maintenance/Custodial	0	1	1	0
Crew Chief	0	0	0	1
Lead Custodian	0	1	1	1
Custodians	0	1	1	1
Total	**0**	**4**	**4**	**4**

FUND (0116)

GOALS

To provide professional cleaning in addition to planned and responsive maintenance to City owned properties; including: City Hall/Ottawa Library, the Municipal Auditorium, the Carnegie Building, Don Woodward Center 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. A Crew Chief position replaces the Maintenance/Custodial position.

BUILDING MAINTENANCE (0116)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0116-410.00	Salaries			73,387	83,798	89,000
001	5-0116-411.00	Overtime			457	600	650
		SUBTOTAL	**0**	**0**	**73,844**	**84,398**	**89,650**
		CONTRACTUAL SERVICES					
001	5-0116-502.00	Postage			0	100	100
001	5-0116-505.00	Professional Development			2,336	2,500	3,000
001	5-0116-530.00	Utilities (City Hall)			7,152	7,300	7,500
001	5-0116-551.00	Dues & Subscriptions			0	200	200
001	5-0116-558.11	Elevator Service			3,310	3,300	3,300
001	5-0116-558.12	HVAC Service			10,141	15,000	17,000
001	5-0116-558.13	Pest Control			520	700	700
001	5-0116-558.14	Building Alarms			3,169	700	1,000
001	5-0116-558.15	Building Maintenance			7,470	10,000	10,200
		SUBTOTAL	**0**	**0**	**34,098**	**39,800**	**43,000**
		COMMODITIES					
001	5-0116-600.00	Office Supplies			0	200	200
001	5-0116-614.00	Books			0	500	200
001	5-0116-615.00	Uniforms (Custodial)			343	350	350
001	5-0116-620.00	Supplies (Custodial)			21,421	10,500	11,000
		SUBTOTAL	**0**	**0**	**21,764**	**11,550**	**11,750**
		CAPITAL OUTLAY					
001	5-0116-710.00	Buildings			3,437	12,000	20,000
001	5-0116-710.00	HVAC at City Hall					
		SUBTOTAL	**0**	**0**	**3,437**	**12,000**	**20,000**
		TOTAL	**0**	**0**	**133,144**	**147,748**	**164,400**

GENERAL FUND TRANSFERS

FUND (0117)

GOALS

- Supplement city activities beyond the General Fund

STAFF CHANGES

- No personnel are dedicated to this activity.

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 Water Reclamation 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	**2013**	**2014**	**2015**	**2016**
Contractual Services	284,372	292,090	305,900	321,896
Streets, Walks, Curbs	159,626	100,468	26,000	125,000
Transfers	333,564	340,451	344,597	355,000
Reserves				1,166,928
Total	**777,562**	**733,009**	**676,497**	**1,968,824**

NON-OPERATING (0117)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		TRANSFERS	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0117-912.00	Transfer to Airport Fund	82,000	48,723	55,352	85,000	85,000
001	5-0117-906.00	Transfer to Reserve Fund	40,000	0	0	0	0
001	5-0117-909.00	Transfer to Community Service Fund	30,000	34,000	37,775	35,500	40,000
001	5-0117-905.00	Transfer to WWTP Replacement Fund	210,000	219,500	212,414	224,097	230,000
001	5-0117-891.00	Contingency Reserve	2,500	31,341	34,910	0	1,166,928
		SUBTOTAL	**364,500**	**333,564**	**340,451**	**344,597**	**1,521,928**
		CONTRACTUAL					
001	5-0117-507.00	911 Services - Paid to Fr. Co.	281,697	283,000	290,000	292,900	318,896
001	5-0117-558.00	Other Contractual	4,045	1,372	2,090	3,000	3,000
001	5-0117-558.00	Sales Tax Initiative	0	0	0	10,000	0
		SUBTOTAL	**285,742**	**284,372**	**292,090**	**305,900**	**321,896**
		CAPITAL OUTLAY					
001	5-0117-738.00	Streets, Curb, Sidewalks	35,126	159,626	100,468	26,000	125,000
		TOTAL	**685,368**	**777,562**	**733,009**	**676,497**	**1,968,824**

COMMUNITY DEVELOPMENT DEPARTMENT

FUND (0130)

Description of Services

The Community Development Department assists the City by planning for appropriate land use, preserving resources for the future, and enforcing codes. The Community Development 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 Community Development 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 Community Development 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 HVAC Mechanical contractors, 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	**2013**	**2014**	**2015**	**2016**
Personnel Services	383,933	372,577	311,434	328,120
Contractual Services	73,548	56,021	120,900	126,200
Commodities	9,915	6,652	11,000	11,500
Capital Expenditures	806	4,054	5,500	5,500
Transfers	2,000	3,000	3,000	3,000
Total	**470,202**	**442,304**	**451,834**	**474,320**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Director of CD	1	1	1	1
Planner	1	1	1	1
Codes Inspector	2	2	2	1
Chief Bldg. Official	0	0	1	1
Planning Adm. Asst. 1	1	1	1	0
Planning Adm. Asst. 2	0	0	0	1
Permit Tech	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

- None expected

COMMUNITY DEVELOPMENT (0130)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0130-410.00	Salaries	364,095	382,589	371,858	310,000	326,581
001	5-0130-411.00	Overtime	1,324	1,344	719	1,434	1,539
		SUBTOTAL	**365,419**	**383,933**	**372,577**	**311,434**	**328,120**
		CONTRACTUAL SERVICES					
001	5-0130-502.00	Postage	3,718	3,108	4,089	5,000	6,000
001	5-0130-503.00	Telecommunications	3,023	3,321	3,561	3,600	3,800
001	5-0130-505.00	Professional Development	6,375	10,390	6,819	12,500	12,500
001	5-0130-509.00	Meeting Expense	702	631	744	1,000	1,000
001	5-0130-515.00	Legal & Other Advertising	3,061	2,308	2,587	4,000	5,000
001	5-0130-533.00	Equipment Repair	0	0	0	300	300
001	5-0130-534.00	Vehicle Repair	53	651	769	1,000	1,000
001	5-0130-553.00	Service Agreements	1,632	2,013	1,894	2,400	17,400
001	5-0130-558.00	Other Contractual Services	4,736	2,041	1,638	31,600	2,200
001	5-0130-558.21	Temp Services	0	0	0	1,500	1,500
001	5-0130-558.22	Weeds	7,977	12,570	5,543	10,000	10,000
001	5-0130-558.23	Nuisance	1,963	1,238	724	2,000	2,000
001	5-0130-558.24	Condemnation & Demolition	24,470	18,572	21,770	30,000	30,000
001	5-0130-558.25	Annexation	0	0	513	1,000	1,000
001	5-0130-558.26	Comp Plan	0	0	0	0	15,000
001	5-0130-590.00	Planning Services	7,500	7,500	0	5,000	7,500
001	5-0130-591.00	Building Code Plan Check	0	9,206	5,325	10,000	10,000
001	5-0130-599.00	Refunds	0	0	45	0	0
		SUBTOTAL	**65,210**	**73,548**	**56,021**	**120,900**	**126,200**
		COMMODITIES					
001	5-0130-600.00	Office Supplies	3,081	3,609	1,771	4,000	4,000
001	5-0130-608.00	Vehicle Operations	3,828	4,435	4,366	5,500	6,000
001	5-0130-614.00	Books	1,862	1,501	516	1,000	1,000
001	5-0130-615.00	Uniforms	125	370	0	500	500
		SUBTOTAL	**8,896**	**9,915**	**6,652**	**11,000**	**11,500**
		CAPITAL OUTLAY					
001	5-0130-702.00	Furniture	8,877	0	0	850	500
001	5-0130-705.00	Computer Equipment	1,894	0	4,054	4,500	4,500
001	5-0130-710.00	Equipment	0	806	0	150	500
		SUBTOTAL	**10,771**	**806**	**4,054**	**5,500**	**5,500**
		TRANSFERS					
001	5-0130-906.00	To Equipment Reserve	0	2,000	3,000	3,000	3,000
		TOTAL	**450,297**	**470,202**	**442,304**	**451,834**	**474,320**

CEMETERY

FUND (0140)

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	83,518	93,856	96,682	98,630
Contractual Services	5,415	5,948	8,425	19,525
Commodities	8,768	14,696	14,050	15,800
Capital Expenditures	237	0	0	3,000
Total	**97.938**	**114,500**	**119,157**	**136,955**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2015**
Sexton/Lead Equip.Op.	1.00	1.00	1.00	1.00
Laborer/Maintenance Worker	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 2016 represent only incremental change from 2015. 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
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0140-410.00	Salaries	71,401	75,877	87,121	82,382	84,030
001	5-0140-410.04	Seasonal	7,514	1,481	0	7,500	7,500
001	5-0140-411.00	Overtime	6,880	6,160	6,735	6,800	7,100
		SUBTOTAL	**85,795**	**83,518**	**93,856**	**96,682**	**98,630**
		CONTRACTUAL SERVICES					
001	5-0140-502.00	Postage	40	52	196	175	225
001	5-0140-503.00	Telecommunications	775	849	936	950	1,000
001	5-0140-505.00	Professional Development	1,013	1,336	598	1,400	1,500
001	5-0140-530.00	Utilities	832	1,206	1,166	1,000	1,000
001	5-0140-532.00	Repairs: Buildings & Structures	215	140	215	1,000	1,000
001	5-0140-533.00	Machinery & Equipment Repair	56	50	300	2,000	2,000
001	5-0140-554.00	Engineering Services - Note 1	0	0	0	0	10,000
001	5-0140-558.00	Other Contractual Services	1,991	1,781	2,337	1,900	2,500
001	5-0140-599.00	Refunds	0	0	200	0	300
		SUBTOTAL	**4,922**	**5,415**	**5,948**	**8,425**	**19,525**
		COMMODITIES					
001	5-0140-600.00	Office Supplies	0	0	440	200	450
001	5-0140-608.00	Vehicle Operations	6,566	4,357	4,010	4,500	7,000
001	5-0140-611.00	Chemical Supplies	85	57	124	500	500
001	5-0140-612.00	Equipment Repair Supplies	1,160	1,001	2,050	2,500	2,000
001	5-0140-615.00	Uniforms	906	993	831	1,000	1,000
001	5-0140-617.00	Fertilizer & Seed	0	50	180	350	250
001	5-0140-620.00	Supplies	1,370	1,887	4,128	3,000	1,900
001	5-0140-622.00	Hand Tools & Supplies	778	0	1,395	1,000	1,400
001	5-0140-629.00	Cement, Gravel & Rebar	0	331	0	250	300
001	5-0140-638.00	Building/Structure Repair Supplies	677	93	1,538	750	1,000
		SUBTOTAL	**11,542**	**8,768**	**14,696**	**14,050**	**15,800**
		CAPITAL OUTLAY					
001	5-0140-710.00	Equipment (Mudtracks 8 to be replaced)	0	237	0	0	3,000
		SUBTOTAL	**0**	**237**	**0**	**0**	**3,000**
		TOTAL	**102,259**	**97,938**	**114,500**	**119,157**	**136,955**

STREETS

FUND (0141)

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	623,624	604,602	624,000	648,000
Contractual Services	68,045	55,529	75,525	77,300
Commodities	187,698	158,119	215,000	232,750
Capital Expenditures	875	11,872	3,685	3,235
Transfer to Equip. Reserve	79,834	0	100,000	100,000
Total	**960,076**	**830,122**	**1,018,210**	**1,061,285**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
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
Laborer/Maintenance Worker	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

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 2016 expenses represent only incremental change from 2015. The Capital Outlay funding illustrated here represents equipment purchases anticipated for the entire Public Works Department.

STAFF CHANGES

- A new director of Public Works was hired in 2015.

STREETS (0141)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0141-410.00	Salaries	538,817	582,374	556,147	575,000	602,000
001	5-0141-410.04	Seasonal	20,982	20,512	21,000	20,000	21,000
001	5-0141-411.00	Overtime	5,413	20,739	27,455	29,000	25,000
		SUBTOTAL	**565,212**	**623,624**	**604,602**	**624,000**	**648,000**
		CONTRACTUAL SERVICES					
001	5-0141-502.00	Postage	73	113	66	125	200
001	5-0141-503.00	Telecommunications	1,088	1,185	1,549	1,200	1,200
001	5-0141-505.00	Professional Development	8,359	7,703	8,630	9,300	9,500
001	5-0141-530.00	Utilities	2,747	4,852	5,212	4,900	4,900
001	5-0141-532.00	Building Repairs	80	3,273	3,398	4,500	5,600
001	5-0141-533.00	Machinery & Equipment Repair	11,037	21,239	1,586	20,000	15,000
001	5-0141-543.00	Rent - Machinery & Equipment	0	0	0	500	1,000
001	5-0141-550.00	Towel & Laundry Service	287	294	418	500	600
001	5-0141-558.00	Other Contractual Services	3,989	8,921	7,240	7,000	8,300
001	5-0141-559.00	Environmental Compliance	17,616	20,463	27,429	27,500	31,000
001	5-0141-598.00	Contract Labor	0		0	0	0
		SUBTOTAL	**45,276**	**68,045**	**55,529**	**75,525**	**77,300**
		COMMODITIES					
001	5-0141-600.00	Office Supplies	375	533	580	1,000	650
001	5-0141-608.00	Vehicle Operations	52,141	69,438	68,646	65,000	80,000
001	5-0141-611.00	Chemical Supplies	168	252	886	900	1,000
001	5-0141-612.00	Equipment Repair Supplies	20,360	34,558	20,083	28,000	30,000
001	5-0141-615.00	Uniforms	5,193	4,965	5,145	5,900	6,500
001	5-0141-616.00	Street Markings Paint & Supplies - Vinyl Pa	4,144	11,672	4,094	13,000	10,000
001	5-0141-617.00	Seed, Trees, & Fertilizer (River Levee)	29	35	60	200	500
001	5-0141-620.00	General Supplies	1,253	2,729	2,302	3,500	3,500
001	5-0141-622.00	Hand Tools & Supplies	2,966	3,217	1,913	3,000	2,800
001	5-0141-624.00	Asphalt & Asphalt Patch	14,110	9,278	11,182	20,000	22,000
001	5-0141-625.00	Downtown Maintenance Supplies	1,775	2,118	2,514	2,500	3,000
001	5-0141-626.00	Ice Control Materials	8,651	18,833	24,661	27,000	27,000
001	5-0141-628.00	Signs & Materials	13,912	8,666	7,183	10,000	10,000
001	5-0141-629.00	Gravel, Rock & Cement	10,731	19,840	8,014	15,000	16,000
001	5-0141-629.50	ADA Ramps	0	0	0	18,000	18,000
001	5-0141-638.00	Building/Structure Repair Supplies	1,010	1,565	858	2,000	1,800
		SUBTOTAL	**136,818**	**187,698**	**158,119**	**215,000**	**232,750**
		CAPITAL OUTLAY					
001	5-0141-702.00	Furniture & Fixtures	555	0	6,045	0	0
001	5-0141-705.00	Computer Equipment	3,235	0	2,879	3,235	3,235
001	5-0141-710.00	Equipment	0	875	2,948	450	0
		SUBTOTAL	**3,790**	**875**	**11,872**	**3,685**	**3,235**
001	5-0141-906.00	Transfer to Reserve Fund	0	79,834	0	100,000	100,000
		TOTAL	**751,097**	**960,076**	**830,122**	**1,018,210**	**1,061,285**

FLEET MANAGEMENT

FUND (0144)

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	**2013**	**2014**	**2015**	**2016**
Personnel Services	99,143	100,613	98,000	106,500
Contractual Services	29,164	23,849	25,300	30,625
Commodities	15,294	15,673	24,900	26,000
Capital Expenditures	2,352	2,235	0	15,000
Total	**145,954**	**142,371**	**148,200**	**178,125**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
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
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0144-410.00	Salaries	92,415	94,700	94,665	94,500	100,500
001	5-0144-410.04	Seasonal	0	0	0	0	4,000
001	5-0144-411.00	Overtime	1,762	4,443	5,948	3,500	2,000
		SUBTOTAL	**94,178**	**99,143**	**100,613**	**98,000**	**106,500**
		CONTRACTUAL SERVICES					
001	5-0144-503.00	Telecommunications	524	590	793	800	825
001	5-0144-505.00	Professional Development	1,628	1,917	2,126	2,200	4,000
001	5-0144-530.00	Utilities	3,054	4,799	4,462	4,500	4,500
001	5-0144-532.00	Repairs: Buildings & Structures	350	10,110	4,636	2,000	5,400
001	5-0144-533.00	Machinery & Equipment Repair	155	928	1,044	700	700
001	5-0144-543.00	Rent: Machinery & Equipment	258	0	0	450	500
001	5-0144-550.00	Towel & Laundry Service	1,279	1,355	1,449	1,450	1,500
001	5-0144-558.00	Other Contractual Services	7,729	8,577	8,406	12,000	12,000
001	5-0144-559.00	Environmental Services	1,051	889	933	1,200	1,200
		SUBTOTAL	**16,028**	**29,164**	**23,849**	**25,300**	**30,625**
		COMMODITIES					
001	5-0144-600.00	Office Supplies	656	503	121	800	300
001	5-0144-608.00	Vehicle Operations	1,300	2,021	1,048	2,600	2,100
001	5-0144-609.00	Motor Oil	6,828	4,595	6,304	7,500	8,000
001	5-0144-612.00	Equipment Repair Supplies	31	334	525	800	800
001	5-0144-614.00	Books (Maintenance Library Replacement)	559	26	141	750	700
001	5-0144-615.00	Uniforms	599	539	772	750	800
001	5-0144-620.00	Supplies	8,335	5,400	4,372	8,500	8,500
001	5-0144-622.00	Hand Tool Supplies	1,713	1,876	1,568	2,700	3,800
001	5-0144-638.00	Building/Structure Repair Supplies	0	0	823	500	1,000
		SUBTOTAL	**20,022**	**15,294**	**15,673**	**24,900**	**26,000**
		CAPITAL OUTLAY					
001	5-0144-710.00	Equipment	124	712	2,120	0	15,000
001	5-0144-705.00	Computer Equipment	0	1,640	115	0	0
		SUBTOTAL	**124**	**2,352**	**2,235**	**0**	**15,000**
		TOTAL	**130,352**	**145,954**	**142,371**	**148,200**	**178,125**

PARKS

FUND (0146)

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, Flint Hills Nature Trail, Haley Park, Heritage Park, Cox Field Baseball Complex, a skate park and Freedom Park.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	194,898	197,186	218,410	248,036
Contractual Services	11,986	14,661	19,550	24,400
Commodities	51,950	47,191	63,000	80,600
Capital Expenditures	1,231	2,947	3,950	10,000
Total	**260,065**	**261,985**	**304,910**	**363,036**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Superintendent of Parks	1.00	1.00	1.00	1.00
Parks Crew Leader	1.00	1.00	1.00	1.00
Laborer/Maintenance Worker	3.00	3.00	3.00	4.00
Total	**5.00**	**5.00**	**5.00**	**5.00**
Seasonal	2.00	2.00	2.00	2.00

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

- Studies indicate staffing is below industry standards by 2.5 personnel, City Commission has authorized the addition of 1 full-time employee for 2016.

PARKS (0146)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0146-410.00	Salaries - (See Note 1)	183,098	171,717	171,879	191,454	221,326
001	5-0146-410.04	Seasonal	13,077	13,275	13,250	13,350	13,322
001	5-0146-411.00	Overtime	7,890	9,907	12,057	13,606	13,388
		SUBTOTAL	**204,065**	**194,898**	**197,186**	**218,410**	**248,036**
		CONTRACTUAL SERVICES					
001	5-0146-502.00	Postage	21	11	17	100	200
001	5-0146-503.00	Telecommunications	762	833	915	950	1,000
001	5-0146-505.00	Professional Development	1,878	2,060	2,649	4,000	4,000
001	5-0146-530.00	Utilities	2,193	3,687	3,950	4,000	4,000
001	5-0146-532.00	Repairs: Buildings & Structures	302	0	566	700	1,100
001	5-0146-533.00	Machinery & Equipment Repair	386	481	393	1,500	1,200
001	5-0146-536.00	Facility Repairs	0	261	1,867	1,900	2,100
001	5-0146-537.00	Recreation Facility Repair	1,859	2,401	2,304	2,500	3,000
001	5-0146-543.00	Rent: Machinery & Equipment	0	50	0	400	500
001	5-0146-558.00	Other Contractual Services	1,734	2,203	2,001	3,500	7,300
		SUBTOTAL	**9,133**	**11,986**	**14,661**	**19,550**	**24,400**
		COMMODITIES					
001	5-0146-600.00	Office Supplies	446	228	317	500	500
001	5-0146-608.00	Vehicle Operation	9,864	11,551	12,635	13,500	15,000
001	5-0146-611.00	Chemical Supplies	332	1,437	240	1,500	1,000
001	5-0146-612.00	Equipment Supplies	2,719	4,053	6,905	5,500	5,500
001	5-0146-615.00	Uniforms	2,961	2,202	2,764	2,800	2,800
001	5-0146-617.00	Seed and Fertilizer	0	0	40	0	500
001	5-0146-620.00	Supplies	6,955	10,099	7,470	11,000	11,000
001	5-0146-622.00	Hand Tools & Supplies	1,184	721	1,603	1,400	3,000
001	5-0146-628.00	Signs	85	211	367	1,500	2,000
001	5-0146-629.00	Gravel & Cement	96	15	259	1,500	2,000
001	5-0146-632.00	Pool Chemicals	4,501	4,445	2,245	7,500	5,000
001	5-0146-636.00	Park Facility Repair Supplies	5,208	5,591	4,770	7,500	11,000
001	5-0146-637.00	Recreation Facility Repair Supplies	11,182	11,375	6,823	8,000	20,000
001	5-0146-638.00	Building/Structure Repair Supplies	85	25	754	800	1,300
		SUBTOTAL	**45,620**	**51,950**	**47,191**	**63,000**	**80,600**
		CAPITAL OUTLAY					
001	5-0146-705.00	Computer Equipment	0	0	920	2,000	0
001	5-0146-708.00	Communications Equipment	0	994	927	1,500	0
001	5-0146-710.50	Swimming Pool Replacement Canopies	0	237	1,100	450	0
001	5-0146-710.51	Sandblasting pool	0	0	0	0	5,000
001	5-0146-753.00	Recreation Improvement	0	0	0	0	5,000
		SUBTOTAL	**0**	**1,231**	**2,947**	**3,950**	**10,000**
		TOTAL	**258,818**	**260,065**	**261,985**	**304,910**	**363,036**

POLICE DEPARTMENT

FUND (0151)

Description of Services

The Police Department provides the law enforcement services and is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). 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 of officers and employees to comply with statutory and case law, and in response to changing trends.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	1,752,878	1,842,725	1,932,393	1,988,173
Contractual Services	134,142	117,879	125,347	140,117
Commodities	135,505	140,931	141,092	147,396
Capital Expenditures	7,618	16,082	15,075	20,160
Transfers	57,834	68,400	70,000	70,000
Total	**2,087,976**	**2,186,017**	**2,283,907**	**2,365,846**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
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	15.00
S.R.O. ***(Grant funded)***	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	2.00
DV Detective ***(Grant funded)***	1.00	1.00	1.00	1.00
Community Service Officer	0.00	1.00	1.00	1.00
Total Commissioned Officers	**26.00**	**27.00**	**27.00**	**29.00**
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
Evidence Custodian	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	0	0	0
Total Non-Com. Officers	**6.00**	**5.00**	**5.00**	**5.00**
Total	**32.00**	**32.00**	**32.00**	**34.00**

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

- Authorized staff changes implemented last year is now accurately reflected in the 2016 budget.

POLICE DEPARTMENT (0151)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0151-410.00	Salaries	1,470,370	1,468,138	1,563,779	1,598,393	1,646,345
001	5-0151-410.03	Retirements	0	0	0	48,000	20,000
001	5-0151-411.00	Overtime	258,399	284,740	278,946	286,000	321,829
		SUBTOTAL	**1,728,770**	**1,752,878**	**1,842,725**	**1,932,393**	**1,988,173**
		CONTRACTUAL SERVICES					
001	5-0151-502.00	Postage	1,235	774	495	1,500	1,500
001	5-0151-503.00	Telecommunications	15,718	16,761	16,755	14,700	15,700
001	5-0151-504.00	Travel and Meals	6,319	6,460	8,932	8,500	10,100
001	5-0151-505.00	Professional Development	5,655	6,616	7,612	8,000	9,100
001	5-0151-513.00	Prisoner Care	19,600	31,340	32,000	30,000	38,820
001	5-0151-514.00	Printing	1,846	4,155	2,740	3,000	3,000
001	5-0151-532.00	Building Maintenance	24,908	4,806	5,837	6,000	7,150
001	5-0151-533.00	Equipment Repair	0	109	0	0	0
001	5-0151-534.00	Repair Motor Vehicle	704	58	0	1,500	2,000
001	5-0151-543.00	Lease Payment	4,991	5,099	7,025	5,800	5,800
001	5-0151-551.00	Dues and Subscriptions	2,922	2,462	1,637	2,900	3,000
001	5-0151-558.00	Other Contractual Services	41,140	51,009	33,085	39,947	39,947
001	5-0151-564.00	Community & Public Relations	3,310	4,494	1,762	3,500	4,000
		SUBTOTAL	**128,347**	**134,142**	**117,879**	**125,347**	**140,117**
		COMMODITIES					
001	5-0151-600.00	Office Supplies	5,565	7,894	8,004	7,400	7,750
001	5-0151-608.00	Vehicle Operations	66,740	76,894	77,896	65,000	80,000
001	5-0151-609.00	Motor Oil	1,124	1,163	1,740	1,350	1,500
001	5-0151-611.00	Chemical supplies	141	239	314	500	500
001	5-0151-612.00	Vehicle Repair	4,922	6,508	3,754	6,500	7,500
001	5-0151-614.00	Books	404	273	118	400	500
001	5-0151-615.00	Uniforms	9,286	14,346	10,587	10,000	12,000
001	5-0151-621.00	Public Safety Supplies	4,782	3,679	6,226	5,400	7,196
001	5-0151-630.00	Operating Supplies	11,914	13,378	13,178	12,000	12,750
001	5-0151-635.00	Star Team Supplies	3,878	2,434	3,452	6,300	6,500
001	5-0151-639.00	Ammunition	4,309	8,696	15,663	11,192	11,200
001	5-0151-639.01	Firearms and Equipment	0	0	0	15,050	0
		SUBTOTAL	**113,065**	**135,505**	**140,931**	**141,092**	**147,396**
		CAPITAL OUTLAY					
001	5-0151-702.00	Office Furniture	0	1,400	341	400	2,000
001	5-0151-704.00	Office Equipment	0	0	0	0	500
001	5-0151-705.00	Computer Equipment	13,117	387	15,741	14,675	14,975
001	5-0151-710.00	Equipment	0	5,831	0	0	2,685
		SUBTOTAL	**13,117**	**7,618**	**16,082**	**15,075**	**20,160**
		TRANSFERS					
001	5-0151-906.00	Transfer to Equip. Reserve (Cars)	0	57,834	68,400	70,000	70,000
		SUBTOTAL	**0**	**57,834**	**68,400**	**70,000**	**70,000**
		TOTAL	**1,983,299**	**2,087,976**	**2,186,017**	**2,283,907**	**2,365,846**

MUNICIPAL COURT

FUND (0155)

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 Wednesday and the first Friday of every month at the Law Enforcement Center. The Court Clerk manages all Court activity. Sharing employees with the Police Department improves communication and accessibility of records between these two agencies. 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	**2013**	**2014**	**2015**	**2016**
Personnel Services	82,316	76,321	86,500	87,000
Contractual Services	49,312	61,177	64,675	60,775
Commodities	2,937	2,459	2,800	3,050
Capital Expenditures	1,321	4,481	3,732	700
Total	**135,886**	**144,437**	**157,707**	**151,525**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Part Time Judge	1.00	1.00	1.00	1.00
Municipal Court Clerk	1.00	1.00	1.00	1.00
Assistant Clerk	1.00	1.00	1.00	1.00
Part Time Prosecutor	1.00	1.00	1.00	1.00
Part Time Bailiff	2.00	2.00	2.00	2.00
Total	**6.00**	**6.00**	**6.00**	**6.00**

GOALS

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

OBJECTIVES

- We want every person experiencing court to believe that fair deliberations were rendered in accordance with Kansas law.

EXPENDITURE CHANGES

- Reduced budget to reflect anticipated costs.

STAFF CHANGES

- None

MUNICIPAL COURT (0155)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0155-410.00	Salaries	100,493	82,316	76,321	86,500	87,000
001	5-0155-411.00	Overtime	2,056	0	0	0	0
		SUBTOTAL	**102,549**	**82,316**	**76,321**	**86,500**	**87,000**
		CONTRACTUAL SERVICES					
001	5-0155-502.00	Postage	747	980	1,113	1,000	1,000
001	5-0155-503.00	Telecommunications	947	980	1,125	1,125	1,125
001	5-0155-504.00	Travel	621	1,719	107	2,200	2,200
001	5-0155-505.00	Professional Development	605	1,495	175	2,250	2,250
001	5-0155-514.00	Printing	921	1,011	689	1,200	1,200
001	5-0155-543.00	Lease Payments	1,544	1,497	1,590	1,400	1,400
001	5-0155-556.00	Defense Attorneys	36,450	36,400	52,700	48,000	44,100
001	5-0155-558.00	Other Contractual Services	8,662	5,230	3,678	7,500	7,500
		SUBTOTAL	**50,498**	**49,312**	**61,177**	**64,675**	**60,775**
		COMMODITIES					
001	5-0155-600.00	Office Supplies	2,736	2,589	1,788	2,500	2,750
001	5-0155-614.00	Books	247	348	228	300	300
001	5-0155-630.00	Other Operating Supplies	0	0	443	0	0
		SUBTOTAL	**2,983**	**2,937**	**2,459**	**2,800**	**3,050**
		CAPITAL OUTLAY					
001	5-0155-705.00	Computer Equipment	0	0	320	300	300
001	5-0155-710.00	Equipment	0	1,321	4,161	3,432	400
		SUBTOTAL	**0**	**1,321**	**4,481**	**3,732**	**700**
		TOTAL	**156,030**	**135,886**	**144,437**	**157,707**	**151,525**

FIRE DEPARTMENT

FUND (0157)

Description of Services

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

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

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	982,162	1,033,214	1,140,400	1,229,278
Contractual Services	33,476	37,692	39,200	40,050
Commodities	57,021	56,253	59,350	60,000
Capital Expenditures	25,595	32,296	33,500	56,600
Transfers	94,167	95,000	95,000	95,000
Total	**1,192,421**	**1,254,455**	**1,367,450**	**1,480,928**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
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
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0157-410.00	Salaries	968,267	932,580	964,284	1,062,000	1,139,000
001	5-0157-410.03	Retirements	0	0	0	29,400	34,372
001	5-0157-411.00	Overtime	25,146	49,582	68,930	49,000	55,906
		SUBTOTAL	**993,413**	**982,162**	**1,033,214**	**1,140,400**	**1,229,278**
		CONTRACTUAL SERVICES					
001	5-0157-502.00	Postage	53	74	97	200	350
001	5-0157-503.00	Telecommunications	2,982	3,788	4,175	4,000	4,000
001	5-0157-505.00	Professional Development	7,246	5,908	6,616	8,500	9,000
001	5-0157-514.00	Printing	477	110	664	500	500
001	5-0157-530.00	Utilities	1,608	2,417	2,579	2,300	2,300
001	5-0157-532.00	Repair of Building & Structure	5,131	2,835	4,828	5,000	5,000
001	5-0157-533.00	Equipment Repair	4,403	2,575	2,498	2,500	2,500
001	5-0157-534.00	Repair Motor Vehicle	2,367	2,410	3,511	3,900	4,000
001	5-0157-551.00	Dues & Subscriptions	706	861	666	700	700
001	5-0157-553.00	Service Agreements	4,114	3,928	3,999	4,100	4,200
001	5-0157-558.00	Other Contractual Services	7,502	8,570	8,057	7,500	7,500
		SUBTOTAL	**36,589**	**33,476**	**37,692**	**39,200**	**40,050**
		COMMODITIES					
001	5-0157-600.00	Office Supplies	1,195	1,378	787	1,700	1,500
001	5-0157-614.00	Public Education Materials	2,488	3,277	3,302	3,850	4,500
001	5-0157-608.00	Vehicle Operations	13,633	15,208	17,227	14,000	14,000
001	5-0157-612.00	Vehicle & Equipment Repair/Supplies	12,642	13,371	11,275	11,800	12,000
001	5-0157-615.00	Uniforms & Turn out Gear	12,774	15,250	15,193	20,000	20,000
001	5-0157-620.00	Supplies	8,235	8,537	8,469	8,000	8,000
		SUBTOTAL	**50,968**	**57,021**	**56,253**	**59,350**	**60,000**
		CAPITAL OUTLAY					
001	5-0157-702.00	Furniture & Fixtures	0	1,685	0	2,000	2,000
001	5-0157-705.00	Computer Equipment	3,791	1,380	4,158	3,000	3,000
001	5-0157-710.00	Equipment	17,043	14,130	17,992	22,500	35,600
001	5-0157-715.00	Building Improvement	7,969	10,085	10,146	8,000	18,000
		SUBTOTAL	**28,803**	**25,595**	**32,296**	**33,500**	**56,600**
		TRANSFERS					
001	5-0157-906.00	Transfer to Equipment Reserve	0	94,167	95,000	95,000	95,000
		SUBTOTAL	**0**	**94,167**	**95,000**	**95,000**	**95,000**
		TOTAL	**1,109,774**	**1,192,421**	**1,254,455**	**1,367,450**	**1,480,928**

INFORMATION TECHNOLOGY

FUND (0159)

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	**2013**	**2014**	**2015**	**2016**
Personnel Services	180,109	195,877	194,925	217,110
Contractual Services	16,370	14,162	16,425	23,350
Commodities	6,953	5,783	9,450	11,320
Capital Expenditures	733	3,324	22,900	21,900
Total	**204,164**	**219,147**	**243,700**	**273,680**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
IT Director	1.00	1.00	1.00	1.00
Technical Services Manager	1.00	1.00	1.00	1.00
Desktop Services Technician	0.00	0.00	0.00	1.00
Multimedia Specialist	1.00	1.00	1.00	1.00
Total	**3.00**	**3.00**	**3.00**	**4.00**

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

- Addition of IT Technician

INFORMATION TECHNOLOGY (0159)

			Actual	Actual	Actual	Revised	Budget
		EXPENDITURE DETAIL	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0159-410.00	Salaries	174,327	178,693	191,734	189,925	212,610
001	5-0159-411.00	Overtime	974	1,416	4,144	5,000	4,500
		SUBTOTAL	**175,300**	**180,109**	**195,877**	**194,925**	**217,110**
		CONTRACTUAL SERVICES					
001	5-0159-502.00	Postage	67	48	27	100	200
001	5-0159-503.00	Telecommunications	316	1,407	416	375	450
001	5-0159-505.00	Professional Development	364	1,372	2,762	2,000	3,000
001	5-0159-533.00	Equipment & Machinery Repair	**0**	2,686	0	700	800
001	5-0159-551.00	Dues and Subscriptions	1,853	2,598	3,141	2,750	3,000
001	5-0159-553.00	Service Agreements/Contract	6,009	6,811	6,606	7,000	8,900
001	5-0159-558.00	Other Contractual (add $4500 - Closed Cap TV	879	1,448	1,210	3,500	7,000
		SUBTOTAL	**9,487**	**16,370**	**14,162**	**16,425**	**23,350**
		COMMODITIES					
001	5-0159-600.00	Office Supplies	489	227	304	500	1,000
001	5-0159-601.00	Computer Supplies (repair inventory)	7,050	5,894	2,581	4,500	4,500
001	5-0159-608.00	Gasoline	0	0	323	450	500
001	5-0159-612.00	Equipment & Machinery Repair	0	0	55	100	300
001	5-0159-614.00	Books & Instructional Materials	181	138	169	300	300
001	5-0159-615.00	Uniforms	0	0	0	100	120
001	5-0159-620.00	Operating Supplies (GAC, Web etc.)	596	557	2,330	2,500	3,200
001	5-0159-622.00	Tools	28	135	22	1,000	1,400
		SUBTOTAL	**8,345**	**6,953**	**5,783**	**9,450**	**11,320**
		CAPITAL OUTLAY					
001	5-0159-705.01	Computer Equip (Firewall)	0	733	3,324	10,200	10,200
001	5-0159-705.02	Computer Equip (GAC)	487	0	0	7,000	6,000
001	5-0159-710.00	Office Furniture and Equipment	0	0	0	700	700
001	5-0159-906.00	Transfer to Equipment Reserve	0	0	0	5,000	5,000
		SUBTOTAL	**487**	**733**	**3,324**	**22,900**	**21,900**
		TOTAL	**193,620**	**204,164**	**219,147**	**243,700**	**273,680**

HUMAN RESOURCES

FUND (0175)

Description of Services

Responsible for administrative and professional activities in workforce planning and recruitment, benefits administration, wellness program, human resource development, compensation and performance management programs, workers' compensation, occupational health and safety, risk management, and technical assistance for City Staff. City of Ottawa employees are the number one resource in meeting the needs of the community.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	119,943	64,845	75,513	74,281
Contractual Services	60,405	34,440	59,400	59,400
Commodities	1,631	1,188	3,100	3,100
Capital Expenditures	0	1,395	3,800	3,800
Total	**181,979**	**101,868**	**141,813**	**140,581**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
HR/Risk Management Dir.	1.00	1.00	1.00	1.00
Human Resources Asst.	1.00	1.00	1.00	1.00
Part Time Receptionist	0	0	0	1.00
Total	**2.00**	**2.00**	**2.00**	**3.00**

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
- Provide professional customer-driven Human Resources services. Designs and maintains all Human Resources systems and programs that accomplish organizational goals.

EXPENDITURE CHANGES

- No significant changes

STAFF CHANGES

- Michelle Stegman, PHR, SHRM-CP, HR Director
- Part Time Receptionist

HUMAN RESOURCES (0175)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0175-410.00	Salaries	120,010	119,015	64,428	66,113	73,081
001	5-0175-410.00	Retirement	0	0	0	7,650	0
001	5-0175-411.00	Overtime	222	928	418	1,750	1,200
		SUBTOTAL	**120,231**	**119,943**	**64,845**	**75,513**	**74,281**
		CONTRACTUAL SERVICES					
001	5-0175-500.00	Training - (Confined Space, BB Path)	3,449	0	0	3,500	3,500
001	5-0175-501.00	Education Reimbursement	6,003	6,001	7,868	6,500	7,000
001	5-0175-502.00	Postage	618	436	181	1,000	1,000
001	5-0175-503.00	Telecommunications	786	868	1,185	900	900
001	5-0175-504.00	Travel Expense	568	667	1,656	2,500	2,000
001	5-0175-505.00	Professional Development	320	568	1,033	3,000	3,000
001	5-0175-510.00	Employee Memorials	1,035	540	1,264	1,500	1,500
001	5-0175-512.00	Meeting Expenses/Meals	202	346	45	500	500
001	5-0175-516.00	Recruitment & Screening	21,933	19,140	19,593	35,000	35,000
001	5-0175-551.00	Dues & Subscriptions	552	737	791	1,000	1,000
001	5-0175-558.00	Other Contractual Services	127	31,102	825	4,000	4,000
		SUBTOTAL	**35,592**	**60,405**	**34,440**	**59,400**	**59,400**
		COMMODITIES					
001	5-0175-600.00	Office Supplies	2,652	1,453	1,188	2,500	2,500
001	5-0175-620.00	Operating Supplies	0	179	0	600	600
		SUBTOTAL	**2,652**	**1,631**	**1,188**	**3,100**	**3,100**
		CAPITAL OUTLAY					
001	5-0175-702.00	Furniture	0	0	0	2,000	2,000
001	5-0175-704.00	Office Machines	0	0	115	500	500
001	5-0175-705.00	Computer & Software	1,052	0	1,280	1,300	1,300
001	5-0175-710.00	Equipment	951	0	0	0	0
		SUBTOTAL	**2,004**	**0**	**1,395**	**3,800**	**3,800**
		TOTAL	**160,479**	**181,979**	**101,868**	**141,813**	**140,581**

GENERAL FUND EMPLOYEE BENEFITS

FUND (0180)

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Contribution to FICA	351,993	349,885	383,712	395,224
Retirement – KPERS	186,328	199,610	202,808	203,892
Retirement – KPF	447,803	525,425	541,188	589,483
Health Insurance	720,458	142,655	625,000	625,000
Dental Insurance	24,610	39,524	44,000	46,000
Workers Comp. Ins.	0	0	0	0
Unemployment Ins.	5,426	10,065	5,500	10,200
Transfer to Risk Mgt.	90,000	150,000	200,000	227,500
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

- No increase to Health Insurance Premiums were necessary for 2016.

EMPLOYEE BENEFITS (0180)

			Actual	Actual	Actual	Revised	Budget
		EXPENDITURE DETAIL	**2012**	**2013**	**2014**	**2015**	**2016**
001	5-0180-412.00	State Contribution Fund - FICA	345,022	351,993	349,885	383,712	395,224
001	5-0180-413.00	State Retirement Fund - KPERS	177,416	186,328	199,610	202,808	203,892
001	5-0180-416.00	State Retirement Fund - KPF	424,196	447,803	525,425	541,188	589,483
001	5-0180-414.00	Health Insurance	1,114,369	720,458	142,655	625,000	625,000
001	5-0180-415.00	Dental Insurance	0	24,610	39,524	44,000	46,000
001	5-0180-417.00	Vision Insurance	0	0	7,301	8,000	8,500
001	5-0180-521.00	Worker's Compensation Insurance	9,411	0	0	0	0
001	5-0180-522.00	Unemployment Insurance	4,440	5,426	10,065	5,500	10,200
001	5-0180-906.00	Transfer to Risk Mgt. (For Worker's Comp)	0	90,000	150,000	200,000	227,500
		TOTAL	**2,074,853**	**1,826,618**	**1,424,464**	**2,010,208**	**2,105,799**

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

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G.O. DEBT RETIREMENT FUND

FUND (0500)

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.

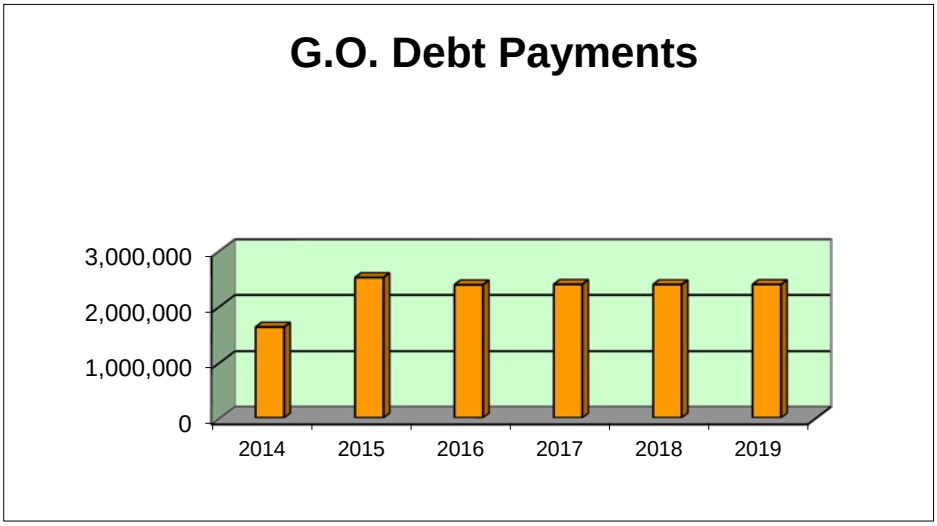
Debt Financing Principles

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. $2.0 Million in Temporary Notes were sold for Industrial Park property in 2014

STAFF

- Staffing is provided by the Finance Department

G. O. DEBT RETIREMENT FUND (0500)

REVENUE DETAIL							
		Mill Levy	**6.994**	**6.451**	**6.640**	**6.890**	**6.890**
			Actual	**Actual**	**Actual**	**Revised**	**Budget**
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
005	4-0500-100.00	**Unencumbered Cash Balance, Jan. 1**	533,194	509,329	497,756	482,861	494,995
005	4-0500-301.00	Ad Valorem Taxes	517,493	502,614	507,634	556,000	558,280
005	4-0500-302.00	Back Taxes	23,603	36,190	22,697	25,000	25,000
005	4-0500-315.00	Vehicle Tax	57,460	57,916	57,005	57,000	56,532
005	4-0500-316.00	Special Assessments	52,108	22,952	32,927	30,000	5,000
005	4-0500-390.00	Interest	314	421	168	170	170
005	4-0500-392.01	Reimbursed Expense Income	4,368	192	0	0	0
005	4-0500-398.01	Transfer from Water Reclamation	26,000	0	0	0	0
005	4-0500-398.01	Transfer from WWTP 7800	0	0	0	697,110	695,600
005	4-0500-398.02	Transfer from Electric	26,000	60,000	180,000	692,713	698,800
005	4-0500-398.11	Transfer from Power Supply Fund	50,000	130,000	240,000	240,000	400,000
005	4-0500-398.06	Transfer from Water	2,000	0	10,000	177,000	151,000
005	4-0500-398.09	Transfer from Special Streets	0	0	20,000	70,000	70,000
005	4-0500-301.00	Estimated Unpaid Taxes	0	0	0	-20,850	-20,935
		Total Revenue	**759,347**	**810,285**	**1,070,430**	**2,524,143**	**2,639,446**
		Total Resources	**1,292,541**	**1,319,614**	**1,568,186**	**3,007,004**	**3,134,441**

EXPENDITURE DETAIL							
			Actual	**Actual**	**Actual**	**Revised**	**Budget**
			2012	**2013**	**2014**	**2015**	**2016**
005	5-0500-742.00	Levy Certification	45,488	0	0	0	0
005	5-0500-800.00	Principal	520,000	620,000	855,000	1,685,000	1,900,000
005	5-0500-803.00	Interest	215,712	199,845	228,311	827,009	795,624
		Total Requirements	**783,212**	**821,858**	**1,085,325**	**2,512,009**	**2,695,624**
005	5-0500-892.00	Designated Reserves (Prepaid Specials)				53,998	51,498
005	5-0500-891.00	Covenant Reserve	509,329	497,756	482,861	440,997	387,320
		Unencumbered Cash Balance, Dec. 31	**509,329**	**497,756**	**482,861**	**494,995**	**438,817**

PROJECT	**2016**			
	Princ.	**Interest**	**Total**	**Payout**
2010A - Refunding (2021)	$ 205,000	$ 40,338	$ 245,338	2021
2010B - Refunding (2021)	$ 245,000	$ 69,681	$ 314,681	2023
2012A - Airport Hangar (2021)	$ 85,000	$ 10,430	$ 95,430	2021
2012B - Refunded Levee Rip Rap Project (2023)	$ 70,000	$ 10,470	$ 80,470	2023
2009 - Coves (2024)	$ 65,000	$ 28,230	$ 93,230	2024
2007 - NE Substation & Transmission (2028)	$ 470,000	$ 378,800	$ 848,800	2028
2009A - NE Water Tower (2029)	$ 100,000	$ 71,375	$ 171,375	2029
Refinanced WWTP/16" Water Line and New 1.1 Streets	$ 660,000	$ 186,300	$ 846,300	
TOTAL	**$ 1,900,000**	**$ 795,624**	**$ 2,695,624**	

COMMUNITY SERVICES SUPPORT

FUND (1100)

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.

GOALS

- To support community activities of benefit to the community.

EXPENDITURE CHANGES

- Increases were approved for: the Animal Shelter, Franklin County Economic Development, and Ottawa Main Street. Expenditures for Youth Activities were reintroduced.

STAFF CHANGES

- Staff is shared from other departments

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Cash Balance, Jan. 1	**1,847**	**4,162**	**11,210**	**9,074**
Reimbursed Expense	1,189	0	0	0
Donations to City Band	350	455	400	0
Transfers from Water Reclamation	36,000	38,500	38,500	40,000
Transfers from Electric	36,000	38,500	38,500	40,000
Transfers from Water	36,000	38,500	38,500	40,000
Transfers from General	34,000	37,775	35,500	40,000
Total Revenues	**143,385**	**157,730**	**151,400**	**160,000**
Total Resources	**145,385**	**157,892**	**162,610**	**169,074**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Animal Shelter	45,540	49,040	50,511	52,026
Fr. County Development	60,000	60,000	62,500	63,875
Ottawa Main Street	27,600	27,100	29,600	30,000
Youth Conference Activity	0	0	0	1,000
City Band	3,362	3,616	3,625	3,625
Jaycees Fireworks	2,300	2,300	2,800	3,000
Veteran's Day Parade	1,000	1,000	1,000	1,000
Miscellaneous	0	330	500	500
Reserves	1,422	250	0	0
Total Requirements	**141,224**	**146,682**	**153,536**	**160,576**
Unencumbered Cash Bal.	**4,162**	**11,210**	**9,074**	**8,497**

COMMUNITY SERVICES SUPPORT (1100)

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	2012	2013	2014	2015	2016
011	4-1100-100.00	**Unencumbered Cash Balance, Jan. 1**	5,252	1,847	4,162	11,210	9,074
011	4-1100-392.01	Reimbursed Expense	0	1,189	0	0	0
011	4-1100-392.03	Donations (City Band)	140	350	455	400	0
011	4-1100-398.01	Transfer from Water Reclamation	35,000	36,000	38,500	38,500	40,000
011	4-1100-398.02	Transfer from Electric	36,000	36,000	38,500	38,500	40,000
011	4-1100-398.06	Transfer from Water	35,000	36,000	38,500	38,500	40,000
011	4-1100-398.08	Transfer from General Fund	30,000	34,000	37,775	35,500	40,000
		Total Revenue	**136,140**	**143,539**	**153,730**	**151,400**	**160,000**
		Total Resources	**141,392**	**145,385**	**157,892**	**162,610**	**169,074**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
			2012	2013	2014	2015	2016
011	5-1100-511.00	Prairie Paws	45,540	45,540	49,040	50,511	52,026
011	5-1100-564.00	Veteran's Day Parade	920	1,000	1,000	1,000	1,000
011	5-1100-569.00	City Band	3,264	3,362	3,616	3,625	3,625
011	5-1100-569.50	SWAN Arts Festival	0	0	3,047	3,000	3,050
011	5-1100-572.00	Franklin Co. Development (FCDC)	55,000	60,000	60,000	62,500	63,875
011	5-1100-575.00	Youth Activities	4,140	0	0	0	1,000
011	5-1100-577.00	Ottawa Main Street	27,600	27,600	27,100	29,600	30,000
011	5-1100-578.00	Fireworks	2,300	2,300	2,300	2,800	3,000
011	5-1100-584.00	Mental Health	0	0	0	0	2,500
011	5-1100-891.00	Reserves	141	1,422	250	0	0
011	5-1100-899.00	Miscellaneous	640	0	330	500	500
		Total Requirements	**139,545**	**141,224**	**146,682**	**153,536**	**160,576**
		Unencumbered Cash Balance, Dec. 31	**1,847**	**4,162**	**11,210**	**9,074**	**8,497**

AUDITORIUM

FUND (1300)

Description of Services

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

REVENUE DETAIL

	Actual 2013	Actual 2014	Revised 2015	Budget 2016
Mill Levy	**1.919**	**1.603**	**1.607**	**1.603**
Cash Balance, Jan. 1	35,581	46,949	62,992	67,757
Ad Valorem Tax	147,985	122,319	128,500	130,000
Ticket Sales	26,580	12,749	15,000	20,000
Vehicle Tax	12,341	16,607	15,512	15,500
Rentals	11,776	11,982	12,000	12,000
Concessions	1,596	1,578	2,579	3,000
Back Tax Collections	6,928	10,791	4,000	5,500
Interest Income	54	37	30	40
Reimbursed Expense	20	476	200	200
Donations	8,062	5,172	2,500	5,00
Miscellaneous	0	0	25	25
Uncollected Ad Valorem			-9,613	-5,200
Total Resources	**250,922**	**228,659**	**233,725**	**253,822**
EXPENDITURE DETAIL				
Personnel Services	79,853	85,276	92,888	128,876
Contractual Services	83,519	50,810	62,960	54,660
Commodities	5,490	7,212	4,700	5,700
Capital Expenditures	35,111	23,105	31,500	22,500
Total Requirements	**203,973**	**166,403**	**200,048**	**253,822**
Cash Bal., Dec. 31	**46,949**	**62,257**	**33,677**	**0**
PERSONNEL SCHEDULE				
Auditorium Director	0	0	0	1
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	2.5
Temporary	7.0	7.0	7.0	7.0

MISSION

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

OBJECTIVES

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

EXPENDITURE CHANGES

- The major change here is the appropriation for a full time direct to begin in 2016. Reductions in Contractual Services and Capital Expenses were made to help make room for the addition of the director.

STAFF CHANGES

- The addition of a full time director position, which had not been filled for over 10 years.

AUDITORIUM (1300)

REVENUE DETAIL							
		Mill Levy	**1.499**	**1.919**	**1.600**	**1.602**	**1.602**
			Actual	**Actual**	**Actual**	**Budget**	**Budget**
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
013	4-1300-100.00	Unencumbered Cash	20,558	35,581	46,949	62,992	67,757
013	4-1300-301.00	Ad Valorem Tax	111,072	147,985	122,319	128,500	130,000
013	4-1300-302.00	Back Tax Collections	3,916	6,928	10,791	4,000	5,500
013	4-1300-315.00	Vehicle Tax	9,545	12,341	16,607	15,512	15,500
		Total Tax Revenue	**124,533**	**167,254**	**149,717**	**148,012**	**151,000**
013	4-1300-344.01	Rentals	12,863	11,776	11,982	12,000	12,000
013	4-1300-351.01	Ticket Sales	13,221	26,580	12,749	15,000	20,000
013	4-1300-390.00	Interest Income	25	54	37	30	40
013	4-1300-392.01	Reimbursed Expense Income	13,256	20	476	200	200
013	4-1300-392.03	Donations & Sponsorships	2,450	8,062	5,172	2,500	5,000
013	4-1300-351.00	Concessions	3,675	1,596	1,578	2,579	3,000
013	4-1300-399.00	Miscellaneous	673	0	0	25	25
		Total Other Revenue	**46,163**	**48,088**	**31,994**	**32,334**	**40,265**
013	4-1300-301.00	Uncollected Ad Valorem Tax				-9,613	-5,200
		Total Resources	**191,255**	**250,922**	**228,659**	**233,725**	**253,822**

EXPENDITURE DETAIL							
			Actual	**Actual**	**Actual**	**Budget**	**Budget**
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
013	5-1300-410.00	Salaries (See Notes)	50,606	57,854	56,522	59,000	96,000
013	5-1300-410.04	Temporary	0	0	5,160	7,140	2,000
013	5-1300-411.00	Overtime	5,258	6,432	9,719	9,000	2,000
013	5-1300-412.00	Social Security	4,197	4,830	5,291	5,748	7,650
013	5-1300-413.00	KPERS - Retirement Contribution	3,816	4,721	6,381	5,500	9,226
013	5-1300-414.00	Health Insurance	9,849	6,015	2,203	6,500	12,000
		SUBTOTAL	**73,726**	**79,853**	**85,276**	**92,888**	**128,876**
		CONTRACTUAL SERVICES					
013	5-1300-502.00	Postage	50	0	94	200	100
013	5-1300-503.00	Telephone	1,636	1,995	1,929	1,800	1,600
013	5-1300-504.00	Travel Expense	0	112	293	400	300
013	5-1300-505.00	Professional Development	0	0	392	500	400
013	5-1300-514.00	Printing	0	0	0	1,000	400
013	5-1300-515.00	Advertising	3,292	3,831	1,847	5,000	3,800
013	5-1300-522.00	Unemployment Insurance	211	258	479	250	400
013	5-1300-530.00	Utilities	9,006	12,098	21,208	15,000	15,000
013	5-1300-551.00	Dues & Subscriptions	699	351	564	560	560
013	5-1300-552.00	Ticket Refunds	0	0	6,036	500	500
013	5-1300-553.00	Service Agreement/Compliance	2,003	2,471	2,324	2,000	2,400
013	5-1300-555.00	Public Relations	40	0	78	250	200
013	5-1300-558.00	Other Contractual Services	9,984	15,244	11,902	10,500	12,000
013	5-1300-560.00	Auditorium Maintenance	0	483	941	5,000	3,000
013	5-1300-567.00	Event Fees & Deposits	10,029	27,500	1,000	15,000	10,000
013	5-1300-570.00	Misc. Event Expenses	900	19,178	1,723	5,000	4,000
		SUBTOTAL	**37,848**	**83,519**	**50,810**	**62,960**	**54,660**
		COMMODITIES					
013	5-1300-600.00	Office Supplies	722	451	726	500	500
013	5-1300-613.00	Janitorial Supplies	1,030	1,688	630	1,200	1,000
013	5-1300-619.00	Concession Supplies	2,454	1,422	1,469	2,500	1,700
013	5-1300-620.00	General Supplies		0	1,663	0	0
013	5-1300-630.00	Other Operating Supplies	864	1,928	2,724	500	2,500
		SUBTOTAL	**5,070**	**5,490**	**7,212**	**4,700**	**5,700**
		CAPITAL EXPENDITURES					
013	5-1300-704.00	Office Machines	68	679	0	0	0
013	5-1300-709.00	Stage Equipment	19,956	81	572	1,500	1,500
013	5-1300-715.00	Repair & Renovations	19,006	34,351	22,533	30,000	21,000
		SUBTOTAL	**39,030**	**35,111**	**23,105**	**31,500**	**22,500**
		TRANSFERS					
013	5-1300-906.00	Transfer to Risk Management	0	0	0	8,000	7,500
013	5-1300-891.00	Reserves	0	0	0	0	**34,586**
		Total Requirements	**155,674**	**203,973**	**166,403**	**200,048**	**253,822**
		Unencumbered Cash	**35,581**	**46,949**	**62,257**	**33,677**	**0**

AIRPORT

FUND (1400)

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%. A 10 Unit T-Hangar was constructed in 2015 partially with FAA Grant dollars.

DIVISION EXPENDITURES

	Actual 2013	Actual 2014	Revised 2015	Budget 2016
Personnel Services	31,330	0	0	0
Contractual Service	26,706	76,213	75,600	79,200
Commodities	22,980	5,148	4,700	5,700
Capital Expenditures	0	0	0	25,000
Transfers	3,416	0	2,600	9,445
Total Requirements	**84,433**	**81,362**	**82,900**	**119,345**
Cash Balance, Dec. 31	**5,144**	**9,317**	**21,781**	**0**

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.

EXPENDITURE CHANGES

- $25,000 was added for Capital Expenditures in 2016 for an All Weather Operating System as the City's match of an FAA grant. Transfers were increased to pay for the Airport's share of Risk Management.

STAFF CHANGES

- N/A

AIRPORT (1400)

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
014	4-1400-100.00	Unencumbered Cash	4,790	2,035	5,144	9,317	21,781
014	4-1400-312.00	Fuel Sales	0	19,062	792	1,500	1,500
014	4-1400-344.00	Rent	0	0	2,167	2,200	4,400
014	4-1400-344.01	Other Rents & Leases	750	18,845	6,664	6,664	6,664
014	4-1400-392.01	Reimbursed Expense Income	0	912	20,614	0	0
014	4-1400-398.08	Transfer - General	82,000	48,722	55,297	85,000	85,000
		Total Revenue	**82,750**	**87,541**	**85,535**	**91,664**	91,664
		Total Resources	**87,540**	**89,576**	**90,678**	**104,681**	**119,345**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
014	5-1400-410.00	Salaries	585	29,104	0	0	0
014	5-1400-412.00	Social Security	0	2,227	0	0	0
		SUBTOTAL	**585**	**31,330**	**0**	**0**	**0**
		CONTRACTUAL SERVICES					
014	5-1400-505.00	Professional Development	690	487	145	500	500
014	5-1400-520.00	Insurance - Building & Contents	176	176	0	0	0
014	5-1400-526.00	Insurance - Aviation Liability	1,350	0	0	0	0
014	5-1400-530.00	Utilities (City's share at 55%)	2,925	8,277	3,509	3,500	5,000
014	5-1400-532.00	Building Repairs	90	241	0	500	500
014	5-1400-533.00	Equipment Repairs	73	969	1,078	1,100	1,200
014	5-1400-549.00	Airport Management Contract	60,567	1,683	58,000	58,000	58,000
014	5-1400-558.00	Other Contractual Services	2,164	14,446	13,482	12,000	14,000
014	5-1400-559.00	Environmental Compliance	0	427	0	0	0
		SUBTOTAL	**68,034**	**26,706**	**76,213**	**75,600**	**79,200**
		COMMODITIES					
014	5-1400-612.00	Equipment Repair Supplies	487	1,220	4,514	1,500	1,500
014	5-1400-616.00	Paint	0	0	0	500	500
014	5-1400-620.00	General Supplies	15,740	20,504	634	500	500
014	5-1400-624.00	Asphalt (Patch)	0	0	0	1,000	1,000
014	5-1400-629.00	Gravel, Rock & Cement	936	504	0	0	0
014	5-1400-636.00	Facility Repair Supplies	58	188	0	200	200
014	5-1400-638.00	Building/Structure Repair Supplies	30	0	0	1,000	1,000
014	5-1400-505.20	Airport Board	0	565	0	0	1,000
		SUBTOTAL	**17,251**	**22,980**	**5,148**	**4,700**	**5,700**
		CAPITAL OUTLAY					
014	5-1400-710.00	Capital Outlay	980	0	0	0	0
014	5-1400-710.00	AWOS Project - Grant Match	0	0	0	0	25,000
		SUBTOTAL	**980**	**0**	**0**	**0**	**25,000**
		TRANSFERS AND RESERVES					
014	5-1400-906.01	Transfer to Risk Management	0	0	0	2,600	3,000
014	5-1400-891.00	Contingency Reserve	0	3,416	0	0	**6,445**
		Total Requirements	**86,850**	**84,433**	**81,362**	**82,900**	**119,345**
		Unencumbered Cash Balance, Dec. 31	**2,035**	**5,144**	**9,317**	**21,781**	**0**

SPECIAL PARKS AND RECREATION

FUND (1600)

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Cash Balance, Jan. 1	76,824	75,657	35,923	43,693
Liquor Selling Taxes	22,435	23,073	24,000	25,560
Reimbursed Exp. Income	99	0	2,000	100
Donations	57,248	36,391	40,000	75,000
Total Revenues	**79,782**	**66,890**	**66,770**	**100,740**
Total Resources	**156,606**	**142,548**	**102,693**	**144,432**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Commodities	374	1,351	3,000	3,000
Capital Expenditures	78,339	100,181	53,500	96,000
Contractual Services	2,236	5,093	2,500	2,500
Miscellaneous	0	0	0	42,932
Total Requirements	**80,950**	**106,625**	**59,000**	**144,432**
Cash Balance, Dec. 31	**5,657**	**35,923**	**43,693**	**0**

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

- The creation of a new Teen Park is anticipated for 2016.

SPECIAL PARK AND RECREATION (1600)

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
016	4-1600-100.00	Unencumbered Cash	83,496	76,824	75,657	35,923	43,693
016	4-1600-314.00	Liquor Drink Taxes (Note 1)	24,356	22,435	23,073	24,000	25,560
016	4-1600-323.00	License Income - Dog Park	145	0	7,405	690	0
016	4-1600-390.00	Interest Income	0	0	20	80	80
016	4-1600-392.01	Reimbursed Expense Income	584	99	0	2,000	100
016	4-1600-392.03	Donations - Playground	17,640	33,658	20,344	40,000	0
016	4-1600-392.03	Donations - Bark Park	0	23,590	16,047	0	0
016	4-1600-392.03	Donations - Teen Park	0	0	0	0	75,000
		Total Revenue	**42,726**	**79,782**	**66,890**	**66,770**	**100,740**
		Total Resources	**126,221**	**156,606**	**142,548**	**102,693**	**144,432**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		CONTRACTUAL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
016	5-1600-505.00	Professional Development	0	0	1,517	0	0
016	5-1600-554.00	Engineering	0	750	0	500	500
016	5-1600-558.00	Contractual Services	3,168	1,486	3,500	2,000	2,000
016	5-1600-575.00	Youth Activities	0	0	76	0	0
		SUBTOTAL	**3,168**	**2,236**	**5,093**	**2,500**	**2,500**
		COMMODITIES					
016	5-1600-620.00	General Supplies	10,058	374	1,351	3,000	3,000
		SUBTOTAL	**10,058**	**374**	**1,351**	**3,000**	**3,000**
		CAPITAL OUTLAY					
016	5-1600-710.00	Equipment (Pool Canopy)	10,559	0	0	8,500	0
016	5-1600-754.00	Park Improvements	25,613	78,339	37,383	45,000	16,000
016	5-1600-754.00	Park Improvements	0	0	62,798	0	0
016	5-1600-754.00	Park Improvements - Teen Park	0	0	0	0	80,000
		SUBTOTAL	**36,171**	**78,339**	**100,181**	**53,500**	**96,000**
		MISCELLANEOUS					
016	5-1600-891.00	Contingency Reserves	0	0	0	0	42,932
		Total Requirements	**49,397**	**80,950**	**106,625**	**59,000**	**144,432**
		Unencumbered Cash Balance, Dec. 31	**76,824**	**75,657**	**35,923**	**43,693**	**0**

SPECIAL DRUG & ALCOHOL PROGRAM

FUND (1700)

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Cash Balance, Jan. 1	0	0	23,073	0
Liquor Selling Taxes	22,246	23,073	24,000	25,560
Total Resources	**22,246**	**23,073**	**47,073**	**25,560**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Transfer for DARE Officer	22,246	0	47,073	25,560
Total Requirements	22,246	**0**	**47,073**	**25,560**
Cash Balance, Dec. 31	0	23,073	0	0

GOALS

Promote a safe community for all residents.

OBJECTIVES

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

EXPENDITURE CHANGES

- NA

STAFF CHANGES

- Staff is shared from other departments

SPECIAL ALCOHOL PROGRAM (1700)

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
017	4-1700-100.00	Unencumbered Cash	0	0	0	23,073	0
017	4-1700-314.00	Liquor Drink Taxes (Note 1)	24,356	22,246	23,073	24,000	25,560
017	4-1700-392.01	Reimbursed Expense	0	0	0	0	0
		Total Revenue	24,356	22,246	23,073	47,073	25,560
		Total Resources	**24,356**	**22,246**	**23,073**	**47,073**	**25,560**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
			2012	**2013**	**2014**	**2015**	**2016**
017	5-1700-901.00	DARE Officer	24,356	22,246	0	47,073	25,560
017	5-1700-891.00	Contingency Reserves	0	0	0	0	
		Total Requirements	**24,356**	**22,246**	**0**	**47,073**	**25,560**
		Unencumbered Cash Balance, Dec. 31	**0**	**0**	**23,073**	**0**	**0**

LIBRARY

FUND (1800)

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Mill Levy	**8.408**	**8.900**	**9.299**	**9.619**
Cash Balance, Jan. 1	0	0	0	0
Ad Valorem Taxes	648,029	680,414	745,325	773,965
Back Taxes	43,620	22,317	40,000	25,000
Vehicle Taxes	70,617	73,344	71,745	75,781
Uncollected Taxes			(38,206)	(38,206)
Total Resources	**762,266**	**781,851**	**818,864**	**836,540**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Ap. to Library Board	762,266	781,851	818,84	836,540
Total Requirements	**762,266**	**781,851**	**818,864**	**836,540**
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 $17,700 increase in 2016

LIBRARY (1800)

REVENUE DETAIL							
		Mill Levy	**8.522**	**8.408**	**8.866**	**9.299**	**9.617**
			Actual	**Actual**	**Actual**	**Revised**	**Budget**
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
018	4-1800-100.00	Unencumbered Cash	0	0	0	0	0
018	4-1800-301.00	Ad Valorem Tax	631,372	648,029	680,414	745,325	773,965
018	4-1800-302.00	Back Tax	28,026	43,620	22,317	40,000	25,000
018	4-1800-315.00	Vehicle Tax	68,761	70,617	73,344	71,745	75,781
018	4-1800-399.00	Miscellaneous			5,775	0	0
018	4-1800-301.00	Uncollected Taxes				(38,206)	(38,206)
		Total Revenue	**728,159**	**762,266**	**781,851**	**818,864**	**836,540**
		Total Resources	**728,159**	**762,266**	**781,851**	**818,864**	**836,540**

EXPENDITURE DETAIL							
			Actual	**Actual**	**Actual**	**Revised**	**Budget**
			2012	**2013**	**2014**	**2015**	**2016**
018	5-1800-576.00	Appropriations to Library Board	728,159	762,266	781,851	818,864	836,540
		Total Requirements	**728,159**	**762,266**	**781,851**	**818,864**	**836,540**
		Unencumbered Cash Balance, Dec. 31	**0**	**0**	**0**	**0**	**0**

ECONOMIC DEVELOPMENT

FUND (2500)

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Cash Balance, Jan. 1	114,691	109,395	103,215	177,925
Interest	64	128	110	60
Reimbursed Expenses	0	8,704	25,000	35,000
Building Permits	1,754	0	23,500	26,010
Other Rents/T-Mobile Lease	12,100	14,520	18,000	18,000
Sale of Property	0	48,052	100	0
Total Revenues	**13,918**	**71,404**	**206,710**	**79,070**
Total Resources	**128,609**	**180,799**	**309,925**	**256,995**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Engineering & Other Cont.	19,170	73,853	130,000	125,000
Economic Development	43	3,731	2,000	2,000
Total Requirements	**19,212**	**77,584**	**132,000**	**127,000**
Cash Balance, Dec. 31	**109,395**	**103,215**	**177,925**	**129,995**

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None anticipated

STAFF CHANGES

- Staff is shared from other departments

ECONOMIC DEVELOPMENT (2500)

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	2012	2013	2014	2015	2016
025	4-2500-100.00	Unencumbered Cash, Jan. 1	134,656	121,023	115,728	109,548	160,758
025	4-2500-344.01	Other Rents/T-Mobile Lease/Farm Leases	15,730	12,100	14,520	18,000	18,000
025	4-2500-390.00	Interest	47	64	128	110	60
025	4-2500-392.01	Reimbursed Expenses	8,445	0	8,704	25,000	35,000
025	4-2500-327.00	Building Permits	500	1,754	0	-2,000	0
		Transfer from County funding Rock Creek	0	0	0	140,000	0
		Transfer from General Fund	0	0	0	0	0
025	4-2500-396.00	Sale of Property	0	0	48,052	100	0
		Total Revenue	**24,722**	**13,918**	**71,404**	**181,210**	**53,060**
		Total Resources	**159,378**	**134,941**	**187,132**	**290,758**	**213,818**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
			2012	2013	2014	2015	2016
025	5-2500-558.00	Engineering & Other Contractual	37,071	19,170	73,853	130,000	125,000
025	5-2500-572.00	Economic Development	996	43	3,731	0	0
025	5-2500-620.00	Supplies	288	0	0	0	0
		Total Requirements	**38,355**	**19,212**	**77,584**	**130,000**	**125,000**
		Unencumbered Cash Balance, Dec. 31	**121,023**	**115,728**	**109,548**	**160,758**	**88,818**

SPECIAL STREETS

FUND (2800)

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 street and 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
	2013	2014	2015	2016
Cash Balance, Jan. 1	63,052	104,486	462,458	424,709
Special Highway	317,409	324,268	323,380	326,560
Reimbursed Expense	173,603	125,909	110,200	70,000
Transfer From Capital Imp.	3,000	12,675	0	0
Impact Fees	0	0	1,000	1,000
Misc.	2,250	775	0	0
Total Revenues	**448,568**	**543,999**	**372,295**	**427,645**
Total Resources	**511,620**	**648,486**	**834,753**	**852,354**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Contractual Services	53,584	64,254	40,000	30,000
Commodities	25,956	28,408	55,044	32,000
Capital Expenditures	287,594	16,933	245,000	250,000
Transfers	40,000	76,432	70,000	140,000
Total Requirements	**407,134**	**186,028**	**410,044**	**452,000**
Cash Balance, Dec. 31	**104,486**	**462,458**	**424,709**	**400,354**

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

- Expenditures are anticipated to increase in 2016.

STAFF CHANGES

- Staff is shared from other departments

SPECIAL STREET (2800)

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
028	4-2800-100.00	Unencumbered Cash	91,339	63,052	104,486	462,458	424,709
028	4-2800-317.00	Special Highway (Note 1)	327,314	317,409	324,268	323,380	326,560
028	4-2800-317.02	Federal Funds Exchange	173,603	125,909	110,199	47,830	100,000
028	4-2800-398.07	Transfer From Capital Improvement	0	3,000	12,675	0	0
028	4-2800-398.08	Transfer General - Sidewalks 2014	0	0	96,000	0	0
028	4-2800-369.00	Impact Fees	3,850	0	0	1,000	1,000
028	4-2800-390.00	Interest	0	0	82	85	85
028	4-2800-399.00	Miscellaneous	0	2,250	775	0	0
		Total Revenue	**504,767**	**448,568**	**543,999**	**372,295**	**427,645**
		Total Resources	**596,106**	**511,620**	**648,486**	**834,753**	**852,354**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		CONTRACTUAL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
028	5-2800-554.00	Engineering Services	300	53,431	22,924	25,000	25,000
028	5-2800-558.00	Other Contractual	5,011	153	41,331	15,000	5,000
		SUBTOTAL	**5,311**	**53,584**	**64,254**	**40,000**	**30,000**
		COMMODITIES					
028	5-2800-612.00	(Traffic) Equipment Repair Supplies	3,646	6,948	23,135	10,000	0
028	5-2800-620.00	General Supplies	0	0	44	44	0
028	5-2800-625.00	Street Maintenance	21,948	25,956	5,230	40,000	30,000
028	5-2800-625.00	Transfer Street Construction	3,646	0	0	0	0
028	5-2800-629.00	Alley Maintenance	323	0	0	5,000	2,000
		SUBTOTAL	**25,917**	**25,956**	**28,408**	**55,044**	**32,000**
		CAPITAL OUTLAY					
028	5-2800-738.00	Sidewalk Improvements	0	0	0	0	20,000
028	5-2800-730.00	Capital Improvement - Street Work	444,435	287,594	0	245,000	200,000
028	5-2800-738.00	Lincoln School Path	0	0	16,933	0	0
028	5-2800-751.00	Parking Lot Improvements (1st & Hickory)	0	0	0	0	30,000
		SUBTOTAL	**444,435**	**287,594**	**16,933**	**245,000**	**250,000**
		TRANSFERS					
028	5-2800-891.00	Contingency Reserve	0	0	23,710	0	0
028	5-2800-918.00	Transfer to 5300 for Street Sweeper & Truck	0	40,000	0	0	70,000
028	5-2800-900.00	Transfer to Bond & Interest	0	0	20,000	70,000	70,000
028	5-2800-918.00	Transfer to Capital Improvement Projects	57,391	0	32,722	0	0
		SUBTOTAL	**57,391**	**40,000**	**76,432**	**70,000**	**140,000**
		Total Requirements	**533,054**	**407,134**	**186,028**	**410,044**	**452,000**
		Unencumbered Cash Balance, Dec. 31	**63,052**	**104,486**	**462,458**	**424,709**	**400,354**

KMEA POWER SUPPLY FUND

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Cash Balance, Jan. 1	977,523	946,350	640,421	841,081
Interest	580	796	800	800
Refunds	410,640	376,420	444,860	410,640
Total Revenues	**411,220**	**377,216**	**445,660**	**411,440**
Total Resources	**1,388,743**	**1,323,566**	**1,086,081**	**1,252,521**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Engineering	6,662	11,085	5,000	5,000
NE Sub. Payments	130,000	0	0	0
Capital Expenditures	0	391,394	0	0
Principal Payment for SE Sub	220,000	0	0	0
Interest Payment for SE Sub	85,731	40,666	0	0
Transfers	0	240,000	240,000	240,000
Total Expenditures	**442,393**	**683,144**	**245,000**	**405,000**
Designated Reserves				**847,521**
Cash Balance, Dec. 31	**946,350**	**640,421**	**841,081**	**0**

FUND (4100)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Transfers increased due to the way debt payments are handled after the refinancing of Electric Utility debt.

STAFF CHANGES

- Staff is shared from other departments

ELECTRIC POWER SUPPLY FUND 4100

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	2012	2013	2014	2015	2016
041	4-4100-100.00	Unencumbered Cash Balance, Jan. 1	929,833	977,523	946,350	640,421	841,081
041	4-4100-390.00	Interest	381	580	796	800	800
041	4-4100-392.09	Refunds	410,640	410,640	376,420	444,860	410,640
		Total Revenue	**411,021**	**411,220**	**377,216**	**445,660**	**411,440**
		Total Resources	**1,340,854**	**1,388,743**	**1,323,566**	**1,086,081**	**1,252,521**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
			2012	2013	2014	2015	2016
041	5-4100-554.00	Engineering (Note 1)	0	6,662	11,085	5,000	5,000
041	5-4100-710.00	Capital Expenditures (3)	0	0	391,394	0	0
041	5-4100-735.00	Bank Fees	1,000	0	0	0	0
041	5-4100-800.00	Principal Payment for SE Substation (4, 5 & 6)	220,000	220,000	0	0	0
041	5-4100-803.00	Interest Payment for SE Substation (4, 5 & 6)	92,331	85,731	40,666	0	0
041	5-4100-900.00	NE Substation Payment (Transfer GO Debt) (2)	50,000	130,000	0	0	0
041	5-4100-900.00	Transfer to GO Debt Fund	0	0	240,000	240,000	400,000
		Total Requirements	**363,331**	**442,393**	**683,144**	**245,000**	**405,000**
041	5-4100-891.00	Designated Reserves					**847,521**
		Unencumbered Cash Balance, Dec. 31	**977,523**	**946,350**	**640,421**	**841,081**	

Notes:

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

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

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

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

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

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

EQUIPMENT RESERVE

FUND (5300)

Description of Services

The Equipment Reserve Fund is authorized by KSA 12-1,117 and is used by the City for the acquisition of equipment that is not purchased through the operating budget, e.g. utility vehicles, fire trucks, police vehicles, etc. This fund is financed by transfers from the three utility funds, the general fund, 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
	2013	**2014**	**2015**	**2016**
Cash Balance, Jan. 1	736,852	516,333	585,765	654,185
Interest	380	876	900	900
Reimbursed Income	17,776	25,717	15,000	15,000
Transfer – Water Reclamation	75,064	75,000	77,152	80,000
Transfer - Electric	111,168	97,475	110,000	120,000
Transfer - Water	51,548	51,548	51,550	55,000
Transfer - General Fund	233,835	165,050	273,000	273,000
Loan Proceeds	0	121,209	0	0
Transfer - Special Street	40,000	0	0	70,000
Total Revenues	**548,746**	**552,325**	**542,602**	**628,900**
Total Resources	**1,285,598**	**1,068,658**	**1,128,367**	**1,283,085**

EXPENDITURE DETAIL

Capital Expenditure	769,265	482,893	474,182	1,283,085
Designated Reserves				719,125
Cash Balance, Dec. 31	**516,333**	**585,765**	**654,185**	**0**

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
		SOURCE OF REVENUE	2012	2013	2014	2015	2016
053	4-5300-100.00	Unencumbered Cash	1,169,449	736,852	516,333	585,765	654,185
053	4-5300-390.00	Interest	384	380	876	900	900
053	4-5300-391.00	Misc - Sale of Junk	5,672	18,975	15,450	15,000	15,000
053	4-5300-392.01	Reimbursed Income	37,216	17,776	25,717	15,000	15,000
053	4-5300-392.10	Grants	4,958	0	0	0	0
053	4-5300-398.01	Transfer - Wastewater	72,276	75,064	75,000	77,152	80,000
053	4-5300-398.02	Transfer Electric	112,118	111,168	97,475	110,000	120,000
053	4-5300-398.06	Transfer Water	51,548	51,548	51,548	51,550	55,000
053	4-5300-398.08	Transfer - General Fund	0	233,835	165,050	273,000	273,000
053	4-5300-398.09	Transfer - Special Streets	0	40,000	0	0	70,000
053	4-5300-399.00	Loan Proceeds	0	0	121,209	0	0
		Total Revenue	284,173	548,746	552,325	542,602	628,900
		Total Resources	**1,453,622**	**1,285,598**	**1,068,658**	**1,128,367**	**1,283,085**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
			2012	2013	2014	2015	2016
053	5-5300-701.00	Fire Equipment	0	8,822	0	183,716	0
053	5-5300-710.00	Equipment Purchase	123,923	187,403	184,716	0	0
053	5-5300-710.00	Equipment Purchase (City Hall HVAC - 2016/yr)	22,287	141,696	0	0	20,600
053	5-5300-711.00	Equipment Purchase - Public Works - 60 mo Lease	0	0	0	0	59,122
053	5-5300-718.01	Police Department - RMS - 60 mo. Lease				18,008	36,015
053	5-5300-718.00	Equipment Purchase Police Department - Vehicles	45,548	59,146	48,000	48,000	50,000
053	5-5300-719.00	Equipment Purchase-Water - Purchase	0	0	0	0	50,000
053	5-5300-720.00	Lease Purchase Fire Dept.- Lease- Platform Truck	77,794	71,311	63,164	63,164	63,164
053	5-5300-720.00	Fire - Replace 25 year old Beck Pumper					51,500
053	5-5300-720.00	Fire - Replace 25 year Pierce Pumper in 2021					
053	5-5300-723.00	Equipment Purchase Wastewater	0	137,478	29,032	30,587	50,000
053	5-5300-724.00	Equipment Purchase Electric	390,476	148,466	75,000	33,000	119,500
053	5-5300-725.00	Lease Purchase Public Works - 2016 is lease amount	56,742	14,943	82,981	97,708	64,059
053	5-5300-892.00	Designated Reserves					**719,125**
		Total Expenditures	**716,769**	**769,265**	**482,893**	**474,182**	**1,283,085**
		Unencumbered Cash Balance, Dec. 31	**736,852**	**516,333**	**585,765**	**654,185**	**0**

CAPITAL OUTLAY DETAIL			
		2016	2016
	Fund/Activity	Request	Tot. by Dept.
	City Hall HVA - Lease Arrangement	$ 200,000	$ 20,600
	Bucket Truck	$ 119,500	$ 119,500
		$ 319,500	**$ 140,100**

REVOLVING LOAN FUND

FUND (5500)

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
	2013	2014	2015	2016
Cash Balance, Jan. 1	149,257	170,541	210,704	213,121
Agreement (Fashion)	18,874	37,749	0	0
Agreement (Burnett)	2,317	2,317	2,317	2,317
Interest	93	97	100	100
Total Revenues	**21,284**	**40,163**	**2,417**	**2,417**
Total Resources	**170,541**	**210,704**	**213,121**	**215,538**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Loans	0	0	0	215,538
Total Requirements	**0**	**0**	**0**	**215,538**
Cash Balance, Dec. 31	**170,541**	**210,704**	**213,121**	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
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
055	4-5500-100.00	Unencumbered Cash Balance, Jan. 1	146,885	149,257	170,541	210,704	213,121
055	4-5500-392.00	Agreement (Fashion)	0	18,874	37,749	0	0
055	4-5500-392.00	Agreement (Burnett)	2,317	2,317	2,317	2,317	2,317
055	4-5500-390.00	Interest	55	93	97	100	100
055	4-5500-392.01	Reimbursed Expense	76,986				
		Total Revenue	**79,358**	**21,284**	**40,163**	**2,417**	**2,417**
		Total Resources	**226,243**	**170,541**	**210,704**	**213,121**	**215,538**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
			2012	**2013**	**2014**	**2015**	**2016**
055	5-5500-572.00	Grant Proceeds for Fashion CDBG	76,986				
055	5-5500-572.00	Loans	0	0	0	0	215,538
055	5-5500-558.00	Other Contractual	0	0	0	0	0
		Total Requirements	**76,986**	**0**	**0**	**0**	**215,538**
		Unencumbered Cash Balance, Dec. 31	**149,257**	**170,541**	**210,704**	**213,121**	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.

RISK MANAGEMENT

FUND (5600)

Description of Services

The Risk Management Fund receives revenue primarily from transfers from the General and Enterprise Funds and has expenditures related to maintaining a safe work environment for City employees. Expenditures also include repair and replacement of vehicles or machinery, contractual agreements for education and assessment of risk and potentially the payment of judgments and claims filed against the City. All insurance accountability was shifted to this fund in 2011.

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Cash Balance, Jan. 1	250,620	218,897	140,451	228,985
Reimbursed Insurance	62,932	66,712	65,000	65,000
Transfer - Airport	0	0	2,600	3,000
Transfers - Auditorium	0	0	8,000	8,000
Transfers - Water Reclamation	140,000	120,000	140,000	145,000
Transfers - Electric	290,000	350,000	400,000	400,000
Transfers - Water	150,000	120,000	223,000	223,000
Transfers - General	90,000	150,000	200,000	227,500
Misc	4,253	368	5,000	5,000
Interest	97	189	150	150
Total Revenues	**737,281**	**807,269**	**1,043,750**	**1,076,650**
Total Resources	**987,901**	**1,026,166**	**1,184,201**	**1,305,635**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Personnel	0	79,090	102,433	94,390
Contractual Services	744,216	758,017	795,033	904,100
Commodities	**23,535**	**18,034**	**21,000**	**21,000**
Capital Expenditures	**0**	**0**	**5,000**	**0**
Judgments and Claims	1,254	30,574	30,000	35,000
Safety Grant	0	0	1,750	10,000
Total Requirements	**769,004**	**885,715**	**955,216**	**1,064,490**
Cash Balance, Dec. 31	**218,897**	**140,451**	**228,985**	**241,145**

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

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

STAFF CHANGES

- Staff is shared with Human Resource division.

RISK MANAGEMENT (5600)

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	2012	2013	2014	2015	2016
056	4-5600-100.00	Unencumbered Cash	290,722	250,620	218,897	140,451	228,985
056	4-5600-392.01	Reimbursed Expense Income	0	0	0	0	0
056	4-5600-392.02	Reimbursed Expenses - Insurance	49,480	62,932	66,712	65,000	65,000
056	4-5600-398.12	Transfer - Airport	0	0	0	2,600	3,000
056	4-5600-398.13	Transfers - Auditorium	0	0	0	8,000	8,000
056	4-5600-398.01	Transfers - Water Reclamation	111,151	140,000	120,000	140,000	145,000
056	4-5600-398.02	Transfers - Electric	276,717	290,000	350,000	400,000	400,000
056	4-5600-398.06	Transfers - Water	130,862	150,000	120,000	223,000	223,000
056	4-5600-398.08	Transfers - General	40,000	90,000	150,000	200,000	227,500
		Total Transfers	**558,730**	**670,000**	**806,712**	**973,600**	**1,006,500**
056	4-5600-390.00	Interest	70	97	189	150	150
056	4-5600-399.00	Miscellaneous	76,788	4,253	368	5,000	5,000
		Total Revenue	**685,068**	**737,281**	**807,269**	**1,043,750**	**1,076,650**
		Total Resources	**975,790**	**987,901**	**1,026,166**	**1,184,201**	**1,305,635**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		PERSONNEL	2012	2013	2014	2015	2016
056	5-5600-410.00	Salaries	0	0	64,586	66,930	73,081
056	5-5600-413.00	Retirements	0	0	0	15,000	0
056	5-5600-411.00	Overtime	0	0	671	1,750	1,000
056	5-5600-412.00	Social Security	0	0	4,562	5,254	5,667
056	5-5600-414.00	Health Insurance	0	0	2,611	6,700	7,203
056	5-5600-415.00	Dental	0	0	382	382	383
056	5-5600-416.00	KPERS	0	0	6,193	6,332	6,971
056	5-5600-417.00	Vision	0	0	85	85	86
		SUBTOTAL	**0**	**0**	**79,090**	**102,433**	**94,390**
		CONTRACTUAL					
056	5-5600-500.00	Training	5,499	1,378	11,423	24,600	24,600
056	5-5600-502.00	Postage	131	148	23	500	500
056	5-5600-504.00	Travel Expense	1,776	910	759	1,674	1,500
056	5-5600-505.00	Professional Development	760	220	220	1,500	1,500
056	5-5600-512.00	Meeting Expenses/Meals	548	333	458	1,000	1,000
056	5-5600-520.00	Insurance - Building & Contents	174,511	231,118	241,771	223,916	263,500
056	5-5600-520.01	Underground Storage Tank Insurance	0	0	0	176	200
056	5-5600-521.00	Workers Comp	159,989	199,353	182,975	173,539	201,300
056	5-5600-523.00	Vehicle Insurance	64,363	48,445	51,540	55,000	60,500
056	5-5600-524.00	Public Officials/Law Enforcement Liability	19,758	20,084	22,338	19,756	24,600
056	5-5600-525.00	Boiler Insurance	85,025	89,691	95,033	104,536	115,000
056	5-5600-526.00	General Liability Insurance	19,801	21,806	24,119	24,363	26,500
056	5-5600-527.00	Inland Marine Insurance	0	0	19,731	22,000	21,700
056	5-5600-528.00	Airport Liability Insurances	0	0	1,901	3,557	3,900
056	5-5600-529.00	Flood Insurance	61,437	0	79,976	77,000	88,000
056	5-5600-532.00	Building & Structures Repairs	354	12,121	0	10,000	10,000
056	5-5600-533.00	Machine & Equipment Repair	5,000	819	0	3,000	1,500
056	5-5600-534.00	Vehicle Repair	11,503	5,373	2,720	7,000	7,000
056	5-5600-537.00	Recreation Facility Repairs	3,410	0	0	3,000	3,000
056	5-5600-551.00	Dues & Subscriptions	495	0	99	500	500
056	5-5600-558.00	Other Contractual	72,703	106,715	17,317	30,000	40,000
056	5-5600-574.00	Safety & Wellness	1,021	0	0	1,500	1,500
056	5-5600-414.02	EAP Services	5,437	5,701	5,262	5,500	5,800
056	5-5600-414.01	Wellness Program	80	0	351	1,416	500
		SUBTOTAL	**693,600**	**744,216**	**758,017**	**795,033**	**904,100**
		COMMODITIES					
056	5-5600-600.00	Office Supplies	466	231	212	500	500
056	5-5600-620.00	Other Operating Supplies	368	379	0	500	500
056	5-5600-630.00	Safety Supplies	22,705	22,925	17,822	20,000	20,000
		SUBTOTAL	**23,539**	**23,535**	**18,034**	**21,000**	**21,000**
		CAPITAL					
056	5-5600-715.00	Building Maintenance	0	0	0	5,000	0
056	5-5600-720.00	Equipment Purchase	7,850	0	0	0	0
		SUBTOTAL	**7,850**	**0**	**0**	**5,000**	**0**
056	5-5600-820.00	Judgments & Claims	181	1,254	30,574	30,000	35,000
056	5-5600-970.00	Safety Equipment	0	0	0	1,750	10,000
		SUBTOTAL	**181**	**1,254**	**30,574**	**31,750**	**45,000**
		Total Requirements	**725,170**	**769,004**	**885,715**	**955,216**	**1,064,490**
		Unencumbered Cash Balance, Dec. 31	**250,620**	**218,897**	**140,451**	**228,985**	**241,145**

WATER RECLAMATION DEBT FUND

FUND (7800)

Description of Services

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Cash Balance, Jan. 1	585,203	628,053	634,603	554,364
Interest	317	402	400	400
Transfer Water Reclamation	545,297	550,000	540,000	540,000
Transfer General Fund	219,500	212,414	224,097	230,000
Total Revenues	**765,114**	**762,816**	**764,497**	**770,400**
Total Resources	**1,350,318**	**1,390,869**	**1,399,100**	**1,324,764**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Principal	505,376	558,740	0	0
Interest	199,186	189,149	0	0
State of Kansas Serv. Fees	17,703	0	0	0
Total Requirements	**722,265**	**756,265**	**844,736**	**843,226**
Designated Reserves				
Cash Balance, Dec. 31	**628,053**	**634,603**	**554,364**	**481,538**

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.

WRTF DEBT FUND (7800)

REVENUE DETAIL							
			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	2012	2013	2014	2015	2016
078	4-7800-100.00	Unencumbered Cash Balance, Jan. 1	552,034	585,203	628,053	634,603	554,364
078	4-7800-324.00	Interest	224	317	402	400	400
078	4-7800-398.01	Transfers - Water Reclamation Fund	545,000	545,297	550,000	540,000	540,000
078	4-7800-398.08	Transfers - General Fund	210,000	219,500	212,414	224,097	230,000
		Total Revenue	**755,224**	**765,114**	**762,816**	**764,497**	**770,400**
		Total Resources	**1,307,257**	**1,350,318**	**1,390,869**	**1,399,100**	**1,324,764**

EXPENDITURE DETAIL							
			Actual	Actual	Actual	Revised	Budget
			2012	2013	2014	2015	2016
078	5-7800-800.00	Principal	490,259	505,376	558,740	0	0
078	5-7800-803.00	Interest	212,858	199,186	189,149	0	0
078	5-7800-809.00	Eastside Interceptor	0	0	0	147,626	147,626
078	5-7800-812.00	Debt Service Fees	0	0	8,376	0	0
078	5-7800-820.00	State of Kansas Service Fees	18,938	17,703	0	0	0
078	5-7800-900.00	Transfer to GO Debt Fund	0	0		697,110	695,600
		Total Requirements	**722,055**	**722,265**	**756,265**	**844,736**	**843,226**
078	5-7800-892.00	Designated Reserve					
		Unencumbered Cash Bal. Dec. 31	**585,203**	**628,053**	**634,603**	**554,364**	**481,538**

Note: The Water Reclamation Treatment Facility (WRTF) Debt Fund receives funding from two dedicated revenue sources: A transfer of sales tax from the General Fund and a transfer of the Water Reclamation surcharge fees from the Water Reclamation Fund. The debt this fund services was refinance in 2014. The total requirements are transferred to the G.O. Debt Fund (0500).

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STORM WATER UTILITY

FUND (2900)

Description of Services

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

GOALS

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

OBJECTIVES

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

REVENUE DETAIL

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Cash Balance, Jan. 1	**0**	**0**	**366,205**	**507,208**
Interest	0	0	20	20
Reimbursed Expense	0	0	0	0
Stormwater Service	0	441,801	445,000	449,450
Miscellaneous	0	0	50	50
Total	**0**	**441,801**	**811,275**	**956,728**

EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	**0**	**0**	**28,295**	**53,494**
Contractual Services	**0**	**49,978**	**111,723**	**215,650**
Commodities	**0**	**0**	**17,700**	**17,200**
Capital Expenditures	**0**	**420**	**150,350**	**230,350**
Transfers	0	28,953	0	0
Total	**0**	**366,205**	**507,208**	**444,034**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Stormwater Tech	0	0	0	1.00
Total	**0**	**0**	**0**	**1.00**

EXPENDITURE CHANGES

- NA

STAFF CHANGES

- Currently staff is shared with other activities

STORMWATER UTILITY (2900)

			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
029	4-2900-100.00	Unencumbered Cash	**0**	**0**	**0**	**366,205**	**507,208**
029	4-2900-324.00	Fines and Fees	**0**	**0**	3,755	4,000	4,000
029	4-2900-390.00	Interest	0	0	0	20	20
029	4-2900-392.01	Reimbursed Expenses	0	0	0	0	0
029	4-2900-368.00	Stormwater Service Charges	0	0	441,801	445,000	449,450
029	4-2900-399.00	Miscellaneous Revenue	0	0	0	50	50
		Total Revenue	**0**	**0**	**445,556**	**449,070**	**453,520**
		Total Resources			**445,556**	**815,275**	**960,728**
		EXPENDITURE DETAIL	**Actual**	**Actual**	**Actual**	**Revised**	**Budget**
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
029	5-2900-410.00	Salaries	0	0	0	20,400	40,000
029	5-2900-411.00	Overtime	0	0	0	250	250
029	5-2900-412.00	Social Security	0	0	0	1,580	1,580
029	5-2900-413.00	KPERS	0	0	0	2,065	3,664
029	5-2900-414.00	Health Insurance	0	0	0	4,000	8,000
		SUBTOTAL	**0**	**0**	**0**	**28,295**	**53,494**
		CONTRACTUAL SERVICES					
029	5-2900-503.00	Telecommunications - Flood Control	0	0	0	750	750
029	5-2900-505.00	Professional Development	0	0	0	1,500	1,500
029	5-2900-554.00	Engineering	0	0	48,217	50,000	150,000
029	5-2900-521.00	Worker's Comp	0	0	0	1,373	1,400
029	5-2900-539.00	Repair - Flood Control	0	0	0	6,500	6,500
029	5-2900-539.50	Stormwater Testing	0	0	0	0	5,500
029	5-2900-553.00	Service Agreements - (EnerGov Software)	0	0	0	0	15,000
029	5-2900-558.00	Other Contractual (Flood Control)	0	0	1,761	51,600	35,000
		SUBTOTAL	**0**	**0**	**49,978**	**111,723**	**215,650**
		COMMODITIES					
029	5-2900-608.00	Vehicle Operation	0	0	0	1,500	1,500
029	5-2900-611.00	Chemical Supplies - Flood Control	0	0	0	1,000	1,000
029	5-2900-615.00	Uniforms	0	0	0	200	200
029	5-2900-617.00	Seed & Fertilizer - Flood Control	0	0	0	7,500	7,500
029	5-2900-620.00	Operating Supplies	0	0	0	5,000	5,000
029	5-2900-629.00	Rock & Cement - Flood Control	0	0	0	2,500	2,000
		SUBTOTAL	**0**	**0**	**0**	**17,700**	**17,200**
		CAPITAL EXPENDITURES					
029	5-2900-705.00	Computer Equipment	0	0	320	250	350
029	5-2900-742.00	Storm Sewer Improvements	0	0	0	150,000	200,000
029	5-2900-762.00	Easement Acquisitions	0	0	100	100	30,000
029	5-2900-800.00	Debt Service	0	0	0	0	
		SUBTOTAL	**0**	**0**	**420**	**150,350**	**230,350**
029	5-2900-918.00	Transfers	**0**	**0**	**28,953**	**0**	**0**
		Total Requirements	**0**	**0**	**79,351**	**308,068**	**516,694**
		Unencumbered Cash Bal. Dec. 31	**0**	**0**	**366,205**	**507,208**	**444,034**

1. Revenue for this fund began January 2014.
2. Salaries include one full time person to begin no earlier than mid 2015.

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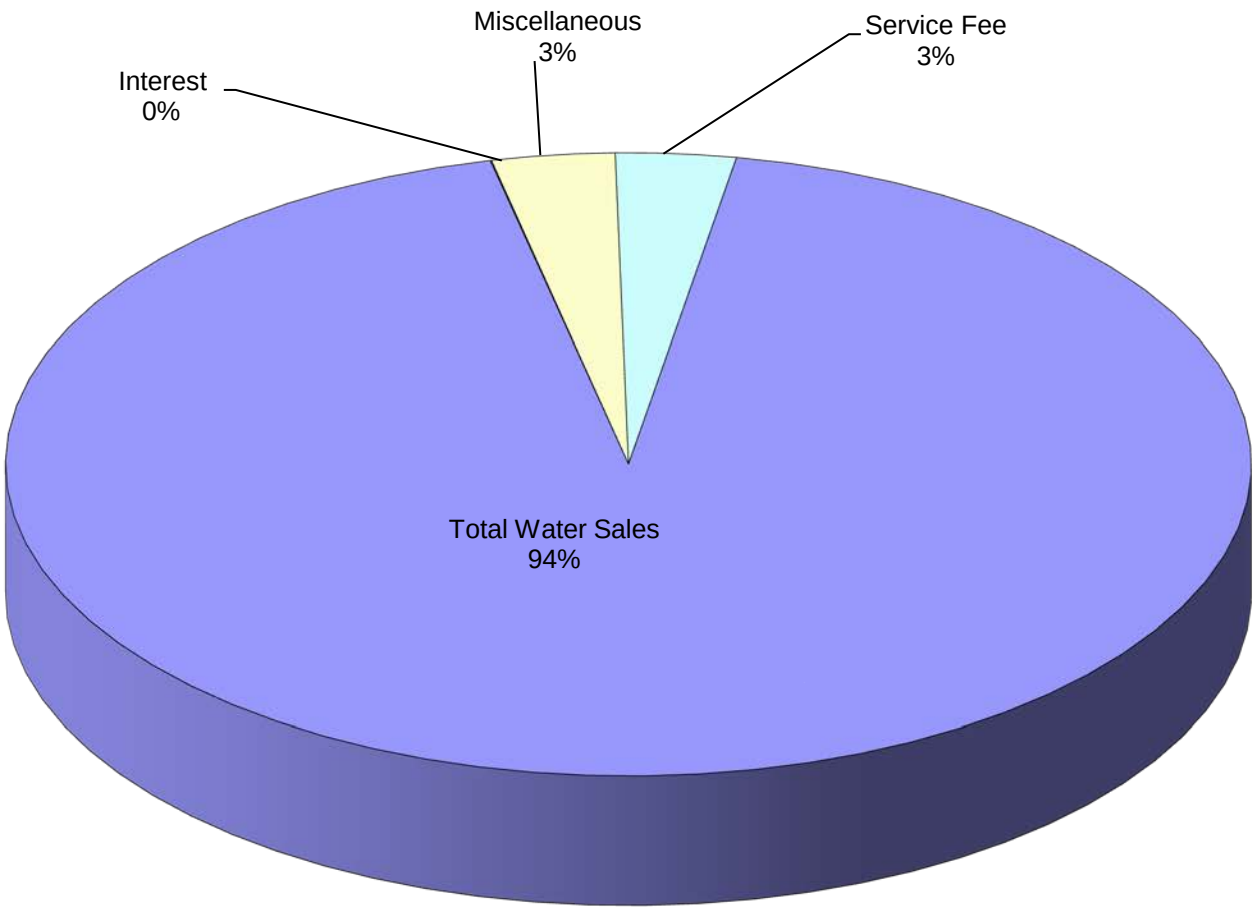
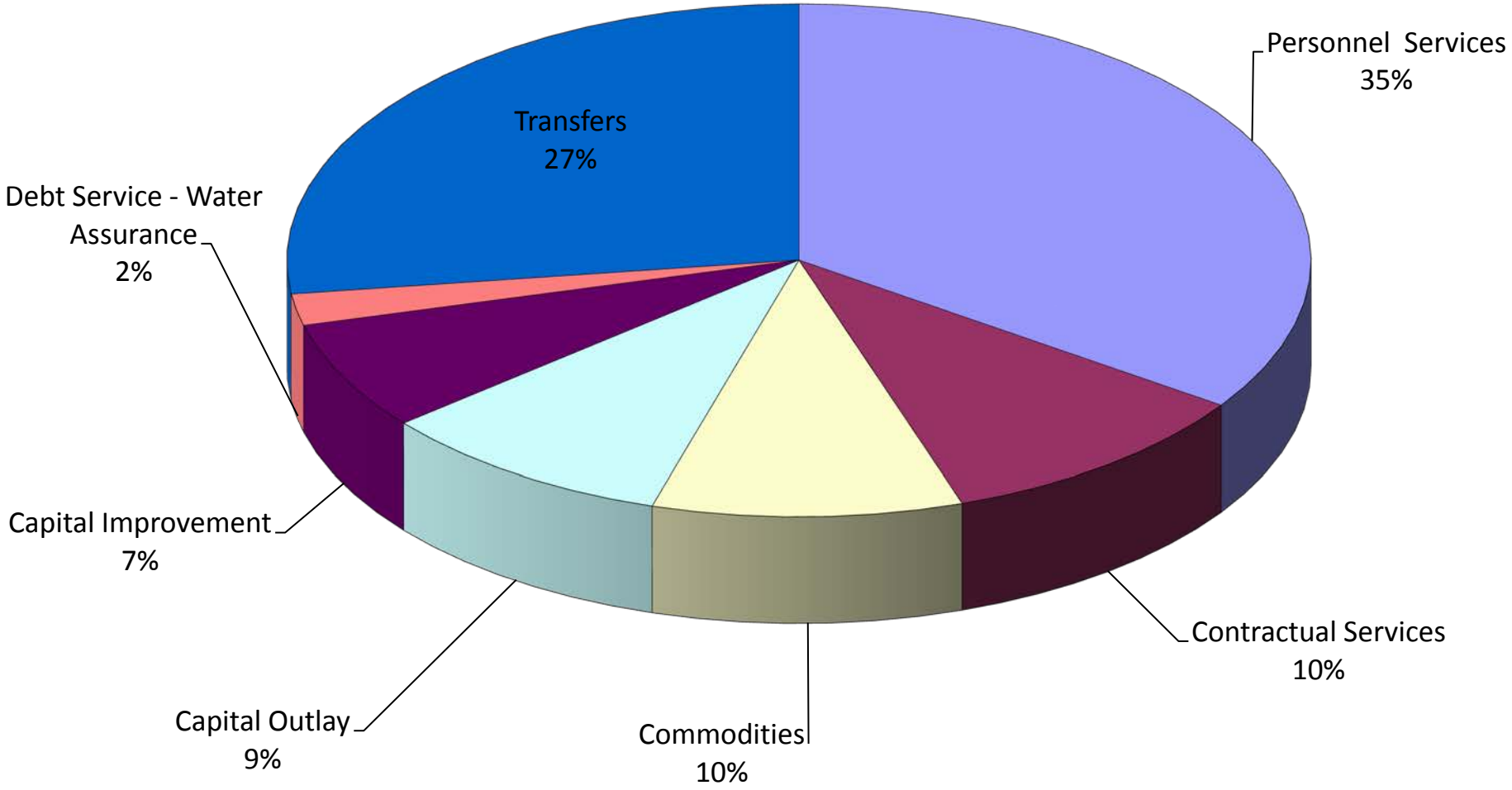
WATER FUND REVENUE



WATER FUND EXPENDITURES



WATER (3000)

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2012	2013	2014	2015	2016
Unencumbered Cash Bal. Jan. 1	720,403	832,827	858,895	856,756	875,156
Water Sales					
Residential	1,305,857	1,269,264	1,214,651	1,270,000	1,340,000
Small Business	238,363	216,829	220,769	225,000	240,000
Wholesale	334,968	289,992	285,967	290,000	290,000
Large Business	417,880	399,519	418,116	420,000	425,000
School	109,105	84,689	98,221	100,000	101,000
Surcharge	54,433	24,591	12,288	0	0
Sales- Rural Large Business	38,832	8,071	9,289	9,289	10,000
City	34,324	29,483	33,354	34,000	34,000
Bulk	10,196	9,797	10,429	10,429	10,500
Rural Small Business	3,172	2,584	2,885	2,885	4,000
Fire Hydrant Rental	8,890	3,530	6,929	7,000	7,200
Fire Sprinkling	0	4,810	8,230	8,300	8,300
Rural Residential	1,394	1,122	1,117	1,117	1,500
Total Water Sales	**2,557,414**	**2,344,282**	**2,322,246**	**2,378,020**	**2,471,500**
Interest	280	500	743	800	800
State Fee	13,185	37,593	50,824	51,000	53,000
Reimbursed Expense	3,999	1,811	6,646	6,700	7,500
Service Installations	3,305	1,082	19,436	3,500	4,000
Service Fee	43,185	49,245	57,878	65,000	65,000
Labor & Materials	0	0	0	0	1,000
Sale of Used Equipment	2,549	75	365	365	2,500
Miscellaneous	10,776	9,474	4,320	4,320	10,000
Reconnect Fees	13,520	9,186	1,075	1,075	1,200
River Levy Surcharge	3,225	63	0	0	0
Other Rents (Sprint Tower Lease)	15,972	17,182	15,972	16,504	17,569
Transfer from Capital Improvements	68,000	0	0	0	0
Total Revenue	**2,735,410**	**2,470,492**	**2,479,506**	**2,527,284**	**2,634,070**
Total Resources	**3,455,813**	**3,303,319**	**3,338,400**	**3,384,040**	**3,509,227**

EXPENDITURE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2012	2013	2014	2015	2016
Personnel Services	966,150	890,284	858,386	949,677	986,564
Contractual Services	204,136	179,868	254,389	204,053	267,355
Commodities	303,051	282,076	242,752	289,575	352,065
Capital Outlay	135,808	174,583	233,119	99,530	141,230
Capital Improvement	168,313	147,604	170,625	158,000	451,000
Debt Service - Water Assurance	116,855	81,611	49,410	16,000	16,000
Transfers	728,673	688,400	672,965	792,048	794,000
Reserves	0	0	0	0	0
Total Requirements	2,622,986	2,444,426	2,481,644	2,508,883	3,008,214
Reserves					
Unencumbered Cash Balance Dec. 31	832,827	858,895	856,756	875,156	501,013

WATER (3000)

			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
030	4-3000-100.00	Unencumbered Cash	720,403	832,827	858,895	856,756	875,156
030	4-3000-344.01	Other Rents (Sprint Lease)	15,972	17,182	15,972	16,504	17,569
030	4-3000-390.00	Interest	280	500	743	800	800
030	4-3000-392.01	Reimbursed Expense	3,999	1,811	6,646	6,700	7,500
030	4-3000-361.10	Fire Hydrant Rental	8,890	3,530	6,929	7,000	7,200
030	4-3000-348.00	Transfer From Capital Improvement	68,000	0	0	0	0
030	4-3000-352.00	Fire Sprinkling	0	4,810	8,230	8,300	8,300
030	4-3000-353.00	Residential	1,305,857	1,269,264	1,214,651	1,270,000	1,340,000
030	4-3000-354.00	Rural Residential	1,394	1,122	1,117	1,117	1,500
030	4-3000-355.00	Small Business	238,363	216,829	220,769	225,000	240,000
030	4-3000-356.00	Rural Small Business	3,172	2,584	2,885	2,885	4,000
030	4-3000-357.00	Large Business	417,880	399,519	418,116	420,000	425,000
030	4-3000-358.00	School	109,105	84,689	98,221	100,000	101,000
030	4-3000-359.00	City	34,324	29,483	33,354	34,000	34,000
030	4-3000-360.00	Wholesale	334,968	289,992	285,967	290,000	290,000
030	4-3000-361.00	Bulk (Water Sales- Other)	10,196	9,797	10,429	10,429	10,500
030	4-3000-362.00	State Fee	13,185	37,593	50,824	51,000	53,000
030	4-3000-363.00	Labor & Materials	0	0	0	0	1,000
030	4-3000-364.00	Service Installations & Tap Fees	3,305	1,082	19,436	3,500	4,000
030	4-3000-365.00	Service Fee	43,185	49,245	57,878	65,000	65,000
030	4-3000-366.00	Rural Large Business	38,832	8,071	9,289	9,289	10,000
030	4-3000-361.20	Levy Surcharge	3,225	63	0	0	0
030	4-3000-361.30	Surcharge	54,433	24,591	12,288	0	0
030	4-3000-391.00	Sale of Used Equipment	2,549	75	365	365	2,500
030	4-3000-387.00	Reconnect Fees	13,520	9,186	1,075	1,075	1,200
030	4-3000-399.00	Miscellaneous	10,776	9,474	4,320	4,320	10,000
		TOTAL	**3,455,813**	**3,303,319**	**3,338,400**	**3,384,039**	**3,509,226**
		ADMINISTRATIVE EXPENSE (3012)	**Actual**	**Actual**	**Actual**	**Revised**	**Budget**
		DEBT SERVICE	**2012**	**2013**	**2014**	**2015**	**2016**
030	5-3012-800.00	Debt for (16" Water Line)	68,421	68,421	34,211	0	0
030	5-3012-809.00	Debt Reduction (Wtr Assurance Dist)	48,434	13,190	15,199	16,000	16,000
		SUBTOTAL	**116,855**	**81,611**	**49,410**	**16,000**	**16,000**
		TRANSFERS & RESERVES					
030	5-3012-522.00	Unemployment Insurance	0	0	1,917	0	0
030	5-3012-558.00	Other contractual	846	5,145	4,061	0	0
030	5-3012-900.00	Transfer to Bond and Interest	2,000	0	10,000	177,000	151,000
030	5-3012-901.00	Transfer to General Fund	425,000	425,000	272,968	300,000	325,000
030	5-3012-909.00	Transfer to Community Services	36,000	36,000	38,500	38,500	40,000
030	5-3012-906.02	Transfer to Equipment Reserve	51,548	51,548	124,341	51,548	55,000
030	5-3012-906.01	Transfer to Risk Management	130,862	150,000	0	225,000	223,000
030	5-3012-918.00	Transfer to Capital Projects	83,263	25,852	179,774	0	0
030	5-3012-891.00	Reserves		16,297	45,465	0	0
		Total Transfers	**728,673**	**709,842**	**677,026**	**792,048**	**794,000**
		SUBTOTAL	**846,374**	**791,453**	**726,435**	**808,048**	**810,000**

WATER PRODUCTION

FUND (3001)

Description of Services

The current water plant began production in 1980 and is listed by EPA and KDHE as a Class IV facility. The City provides water service to over 5,100 City meters, three 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	**2013**	**2014**	**2015**	**2016**
Personnel Services	526,947	546,044	562,869	580,066
Contractual Services	77,037	77,402	96,253	128,655
Commodities	151,410	126,404	152,250	211,390
Capital Expenditures	174,583	233,119	99,530	141,230
Transfers	5,691	5,691	5,691	5,691
Total	**935,669**	**988,659**	**916,593**	**1,067,032**

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
Coordinator	1.00	1.00	1.00	2.00
Water Plant Operator	3.00	3.00	3.00	3.00
Maintenance	2.00	2.00	2.00	1.00
Environ. Coordinator	0.00	0.00	0.00	0.00
Assistant Director	0.25	0.25	0.25	0.25
Total	7.58	7.58	7.58	7.58

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- None

STAFF CHANGES

- No staff changes.

WATER PRODUCTION (3001)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
030	5-3001-410.00	Salaries	371,553	378,571	413,633	394,000	415,000
030	5-3001-411.00	Overtime	24,415	28,540	41,966	38,000	29,000
030	5-3001-412.00	Social Security	28,263	28,884	31,472	33,048	33,966
030	5-3001-413.00	Retirement (KPERS)	32,300	34,640	42,895	40,621	43,500
030	5-3001-414.00	Health Insurance	94,452	53,404	12,574	54,000	55,000
030	5-3001-415.00	Dental Insurance		2,908	3,145	3,200	3,200
030	5-3001-417.00	Vision Insurance	0	0	359	400	400
		SUBTOTAL	**550,983**	**526,947**	**546,044**	**562,869**	**580,066**
		CONTRACTUAL SERVICES					
030	5-3001-502.00	Postage	1,431	9	6	20	750
030	5-3001-503.00	Telephone	811	884	1,166	920	920
030	5-3001-504.00	Travel Expense	0	0	0	0	0
030	5-3001-505.00	Professional Development & Dues	7,210	6,732	11,017	13,975	13,975
030	5-3001-505.10	Profession Development Admin	0	0	0	0	3,750
030	5-3001-514.00	Printing	620	0	0	0	0
030	5-3001-515.00	Advertising - Legal & Other	193	275	330	300	300
030	5-3001-530.00	Utilities	21,012	22,848	21,651	22,638	28,600
030	5-3001-532.00	Building & Structure Repair	2,839	4,045	4,940	6,000	12,000
030	5-3001-533.00	Equipment Repair	3,194	12,332	2,762	12,000	13,260
030	5-3001-534.00	Vehicle Repair	26	0	24	400	800
030	5-3001-553.00	Service Agreements	5,726	6,373	3,609	6,500	6,500
030	5-3001-558.00	Other Contractual Services	6,740	10,642	11,916	17,500	25,600
030	5-3001-568.00	Professional Services	24,325	11,893	19,656	14,000	20,000
030	5-3001-571.00	Audit Expenses	750	1,005	325	2,000	2,200
		SUBTOTAL	**74,876**	**77,037**	**77,402**	**96,253**	**128,655**
		COMMODITIES					
030	5-3001-600.00	Office Supplies	1,352	756	435	800	800
030	5-3001-601.00	CAD Supplies	0	0	155	500	500
030	5-3001-608.00	Vehicle Operations	2,955	3,843	3,597	4,000	4,950
030	5-3001-611.00	Chemical Supplies	142,322	108,571	83,393	110,000	155,500
030	5-3001-612.00	Vehicle & Equipment Repair & Supplies	15,545	14,415	10,380	12,000	15,810
030	5-3001-615.00	Uniforms	2,153	2,104	2,373	3,000	4,485
030	5-3001-629.00	Road Rock, Cement & Gravel	0	650	1,543	1,600	3,500
030	5-3001-630.00	Other Operating Supplies	6,854	9,373	5,788	7,000	8,670
030	5-3001-633.00	Water Testing Supplies	7,082	6,268	10,103	7,350	8,050
030	5-3001-638.00	Building & Structure Repair Supplies	7,106	5,432	8,639	6,000	9,125
		SUBTOTAL	**185,369**	**151,410**	**126,404**	**152,250**	**211,390**
		CAPITAL OUTLAY					
030	5-3001-705.00	Computers	112,322	0	1,280	1,230	1,230
030	5-3001-710.00	Equipment	0	35,158	57,771	25,000	80,000
030	5-3001-710.30	Equipment (Chem. Metering Sys.)	0	0	0	0	50,000
030	5-3001-715.00	Building & Basins	23,486	139,425	174,068	73,300	10,000
		SUBTOTAL	**135,808**	**174,583**	**233,119**	**99,530**	**141,230**
		TRANSFERS					
030	5-3001-906.00	Transfer to Equipment Reserve	5,691	5,691	5,691	5,691	5,691
		TOTAL	**952,728**	**935,669**	**988,659**	**916,593**	**1,067,032**

WATER DISTRIBUTION

FUND (3002)

Description of Services

The Water Distribution Division continues to focus on water line construction, having replaced approximately 22 miles of old infrastructure over the past 20 years. 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	**2013**	**2014**	**2015**	**2016**
Personnel Services	363,337	312,342	386,808	406,498
Contractual Services	97,686	172,925	107,800	138,700
Commodities	130,665	116,348	137,325	140,675
Capital Expenditures	147,604	170,625	158,000	451,000
Transfers	45,857	45,857	45,857	45,857
Total	**785,149**	**818,098**	**835,790**	**1,182,730**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Superintendent	1.00	1.00	1.00	.50
Assist. Superintendent	1.00	1.00	1.00	.50
Crew Chief				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

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- No notable changes.

STAFF CHANGES

- The division is at full staff.

WATER DISTRIBUTION (3002)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
030	5-3002-410.00	Salaries	271,517	254,059	246,498	265,000	277,000
030	5-3002-410.04	Seasonal	0	0	0	4,635	4,635
030	5-3002-411.00	Overtime	12,443	11,116	11,903	12,000	12,000
030	5-3002-412.00	Social Security	19,830	18,639	17,827	21,545	22,463
030	5-3002-413.00	KPERS Retirement	23,153	22,795	24,326	26,628	27,000
030	5-3002-414.00	Health Insurance	88,224	53,941	8,560	54,000	60,000
030	5-3002-415.00	Dental Insurance	0	2,787	2,828	3,000	3,000
030	5-3002-417.00	Vision Insurance	0	0	400	400	400
		SUBTOTAL	**415,167**	**363,337**	**312,342**	**386,808**	**406,498**
		CONTRACTUAL SERVICES					
030	5-3002-502.00	Postage	0	0	0	10	0
030	5-3002-503.00	Telephone	854	511	785	1,300	1,300
030	5-3002-505.00	Professional Development	1,327	897	2,069	5,000	10,000
030	5-3002-533.00	Equipment Repair	418	4,754	698	4,500	8,000
030	5-3002-534.00	Vehicle Repair	30	60	385	1,000	3,400
030	5-3002-558.00	Other Contractual Services	99,498	64,968	140,713	67,000	70,000
030	5-3002-558.50	Other Contractual - Concrete Repairs	0	0	0	0	15,000
030	5-3002-566.00	State Water Protection Fees	26,287	26,494	28,275	29,000	31,000
		SUBTOTAL	**128,414**	**97,686**	**172,925**	**107,800**	**138,700**
		COMMODITIES					
030	5-3002-600.00	Office Supplies	610	406	766	675	675
030	5-3002-601.00	CAD Supplies	0	0	0	500	500
030	5-3002-608.00	Vehicles Operations	16,660	13,714	15,332	16,500	16,500
030	5-3002-612.00	Vehicle & Equipment Repair Supplies					6,000
030	5-3002-615.00	Uniforms	1,777	2,948	2,500	4,000	5,000
030	5-3002-620.00	Supplies	49,000	51,312	39,253	55,000	40,000
030	5-3002-620.50	Erosion Control Supplies	0	0	0	0	2,500
030	5-3002-621.00	Safety Supplies	0	0	0	0	3,000
030	5-3002-622.00	Small Tools	0	0	0	0	2,000
030	5-3002-623.00	Bedding and Fill Material	43,787	62,286	57,976	55,000	55,000
030	5-3002-629.00	Road Rock, Cement & Gravel	0	0	14	150	2,500
030	5-3002-630.00	Other Operating Supplies	5,848	0	508	5,500	7,000
		SUBTOTAL	**117,682**	**130,665**	**116,348**	**137,325**	**140,675**
		CAPITAL OUTLAY					
030	5-3002-705.00	Computer Equipment	151	0	320	1,000	1,000
030	5-3002-710.00	Small Equipment	0	0	524	0	5,000
030	5-3002-746.00	Water Line Construction	119,606	121,477	123,955	113,000	390,000
030	5-3002-744.00	Distribution Line Supplies	48,556	26,126	45,826	44,000	55,000
		SUBTOTAL	**168,313**	**147,604**	**170,625**	**158,000**	**451,000**
		TRANSFERS					
030	5-3002-906.00	Transfer to Equipment Reserve	45,517	45,857	45,857	45,857	45,857
		TOTAL	**875,092**	**785,149**	**818,098**	**835,790**	**1,182,730**

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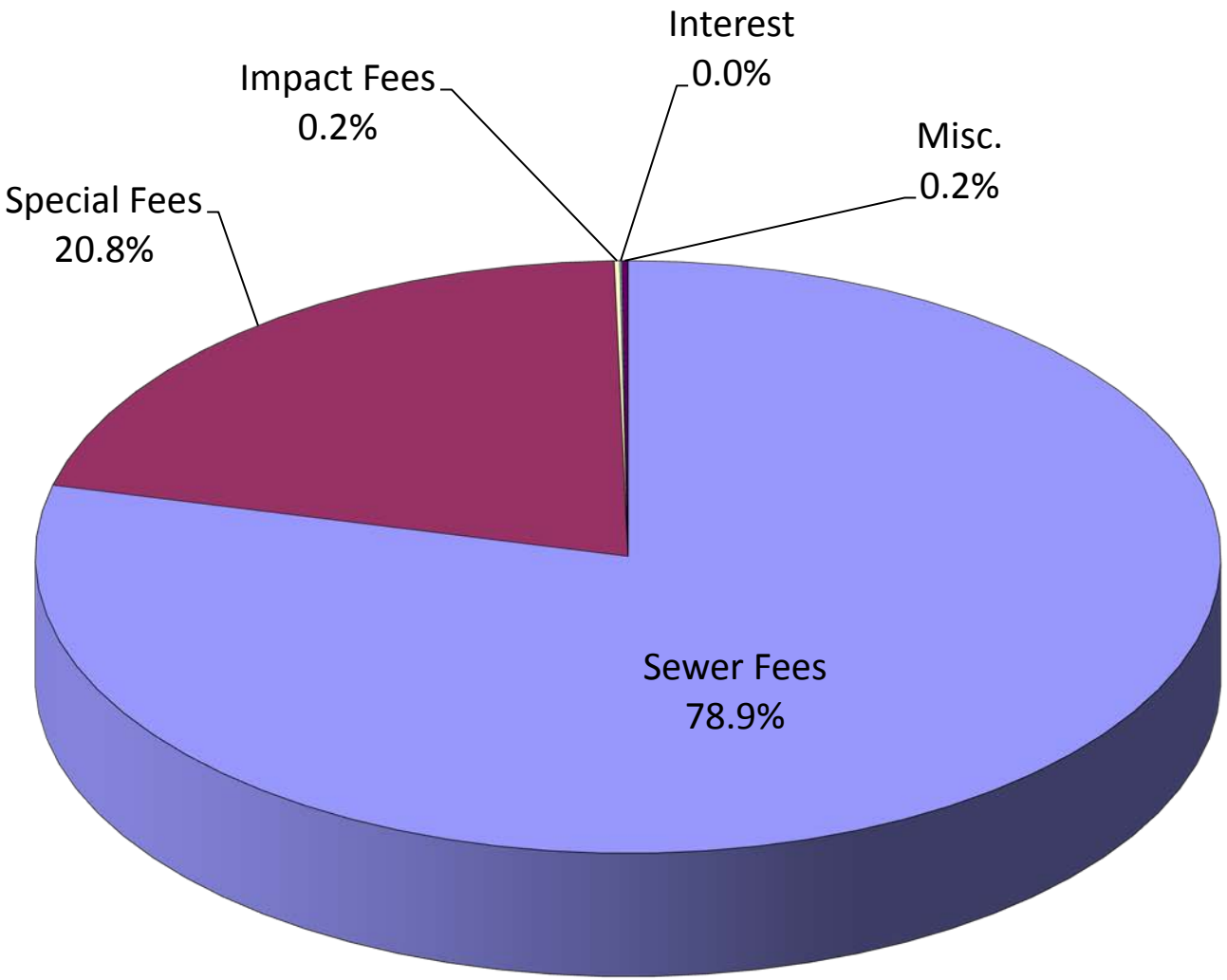
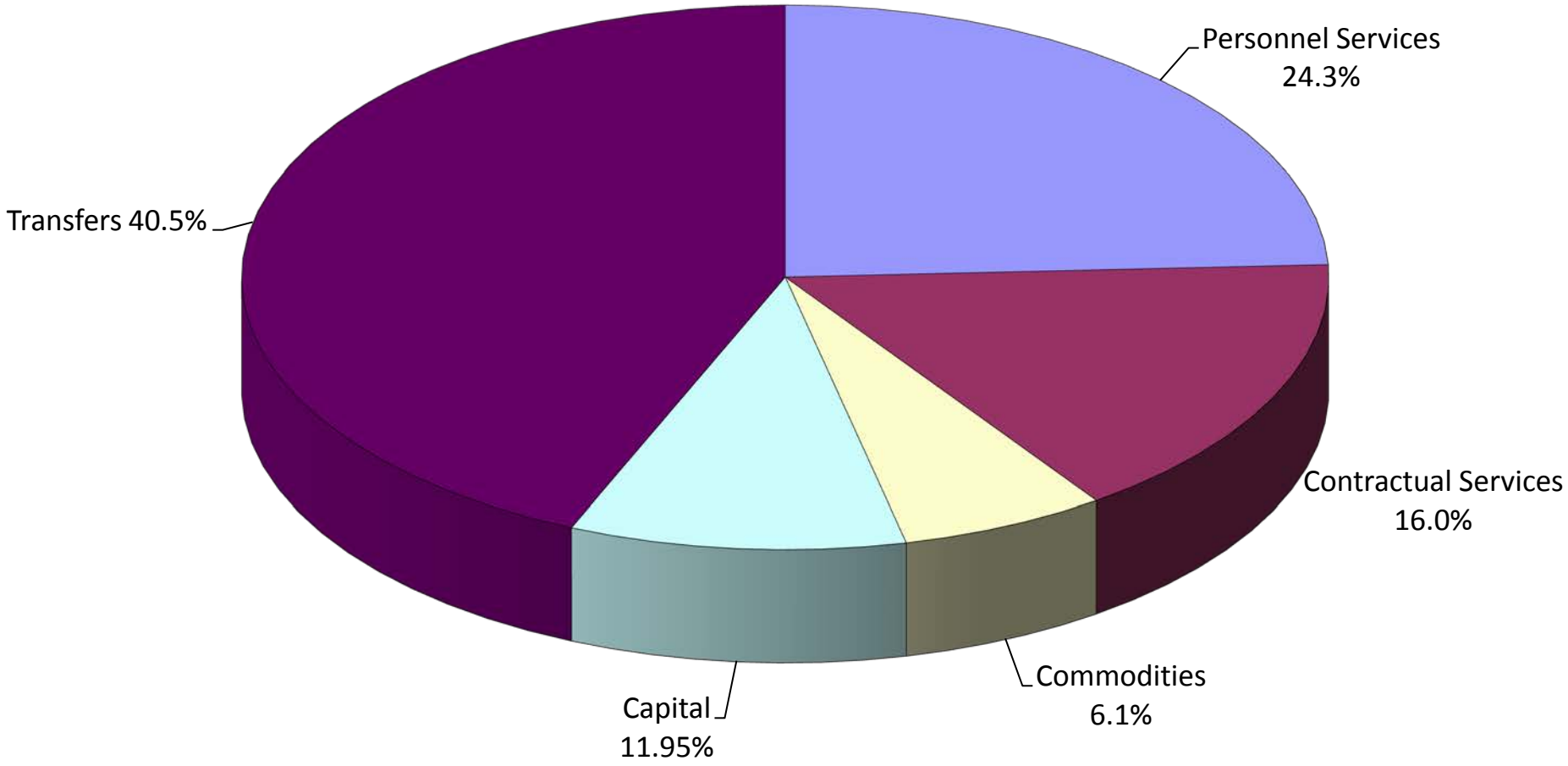
WATER RECLAMATION FUND REVENUE



WATER RECLAMATION FUND EXPENDITURES



WATER RECLAMATION (3600)

REVENUE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2012	2013	2014	2015	2016
Unencumbered Cash Balance, Jan. 1	662,831	853,838	766,544	830,476	747,450
Sewer Service Charges	1,780,671	1,846,249	1,881,794	2,051,869	2,149,333
Special Service Charges	550,904	508,955	533,333	539,999	540,000
Fines and Fee	0	0	34,998	40,000	43,000
Impact Fees	1,605	1,926	3,851	4,000	4,000
Interest	278	532	997	1,250	1,400
Reimbursed Expenses	1,434	923	2,113	2,500	2,500
Labor & Materials	0	0	0	2,000	2,000
Misc. Revenues	0	0	0	0	500
Total Revenue	2,402,892	2,358,585	2,457,086	2,641,618	2,742,733
Total Resources	**3,065,723**	**3,212,424**	**3,223,630**	**3,472,094**	**3,490,183**

EXPENDITURE DETAIL					
	Actual	Actual	Actual	Revised	Budget
	2012	2013	2014	2015	2016
Personnel Services	566,407	556,549	584,992	661,265	663,641
Contractual Services	318,679	357,290	383,387	437,200	492,450
Commodities	172,812	157,456	165,667	166,600	220,800
Capital Expenditures	104,560	312,016	260,874	272,300	369,414
Debt Service (Starting 2014 Eastside Interceptor)	26,000	0	44,067	147,626	147,626
Transfer to General	250,000	250,000	180,859	250,000	250,000
Transfer to Equipment Reserve	72,276	75,064	75,000	77,152	80,000
Transfer to Risk Management Reserve	111,151	140,000	85,000	134,000	145,000
Transfer to Community Service	35,000	36,000	38,500	38,500	40,000
Transfer to WWTP Debt	555,000	545,297	550,000	540,000	540,000
Reserves	0	16,207	24,809	0	0
Total Requirements	2,211,884	2,445,880	2,393,154	2,724,643	2,948,931
Reserves					
Unencumbered Cash Balance, Dec. 31	**853,838**	**766,544**	**830,476**	**747,450**	**541,253**

WATER RECLAMATION (3600)

			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
036	4-3600-100.00	Unencumbered Cash	662,831	853,838	766,544	830,476	747,450
036	4-3600-324.00	Fines & Fees	0	0	34,998	40,000	43,000
036	4-3600-390.00	Interest	278	532	997	1,250	1,400
036	4-3600-392.01	Reimbursed Expenses	1,434	923	2,113	2,500	2,500
036	4-3600-348.00	Transfer from Capital Improvement	68,000	0	0	0	0
036	4-3600-369.00	Impact Fees	1,605	1,926	3,851	4,000	4,000
036	4-3600-368.00	Sewer Service Charges	1,780,671	1,846,249	1,881,794	2,051,869	2,149,333
036	4-3600-370.00	Labor & Materials	0	0	0	2,000	2,000
036	4-3600-372.00	Special Fees	550,904	508,955	533,333	540,000	540,000
036	4-3600-399.00	Miscellaneous Revenues	0	0	0	0	500
		TOTAL	**3,065,723**	**3,212,424**	**3,223,630**	**3,472,095**	**3,490,183**
		ADMINISTRATIVE EXPENSE (3612)	**Actual**	**Actual**	**Actual**	**Revised**	**Budget**
		TRANSFERS OUT	**2012**	**2013**	**2014**	**2015**	**2016**
036	5-3600-558.00	Other Contractual	423	0	6,278	0	0
036	5-3600-809.00	Debt Reduction (Eastside Intercept) No transfer	26,000	0	44,067	147,626	147,626
036	5-3600-901.00	Transfer to General Fund	250,000	250,000	180,859	250,000	250,000
036	5-3600-905.00	Transfer to WWTP Fund	545,000	545,088	550,000	540,000	540,000
036	5-3600-909.00	Transfer to Community Services	35,000	36,000	38,500	38,500	40,000
036	5-3600-906.00	Transfer to Equipment Reserve	72,276	75,064	75,000	77,152	80,000
036	5-3600-906.00	Transfer to Risk Management	111,151	140,000	85,000	134,000	145,000
036	5-3600-918.00	Transfer to Capital Projects (WWTP)	10,000	209	0	0	0
036	5-3600-891.00	Reserves	0	16,207	24,809	0	0
		TOTAL	**1,049,850**	**1,062,568**	**1,004,512**	**1,187,278**	**1,202,626**

WATER RECLAMATION TREATMENT

Description of Services

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

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Personnel Services	364,568	388,010	436,200	435,325
Contractual Services	320,786	363,688	384,900	430,150
Commodities	55,737	58,967	52,300	82,500
Capital Expenditures	0	5,388	70,000	55,614
Transfers	12,912	0	0	15,000
Total	**754,003**	**816,053**	**943,400**	**1,018,589**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
Director of Utilities	0.33	0.33	0.33	0.33
Superintendent	1.00	1.00	1.00	1.00
Water Reclamation Facility Op.	3.00	3.00	3.00	4.00
Asst. Director Utilities	0.50	0.50	0.50	0.25
Total	4.83	4.83	4.83	5.58
Seasonal	2.00	2.00	2.00	2.00

FUND (3601)

GOALS

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

OBJECTIVES

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

EXPENDITURE CHANGES

- Addition of new line items

STAFF CHANGES

- A new Superintendent and two new operations personnel were hired in spring of 2015. As well, one retirement from operations occurred mid-year 2015.

WATER RECLAMATION TREATMENT (3601)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
036	5-3601-410.00	Salaries	270,825	273,094	315,043	318,194	324,558
036	5-3601-410.00	Retirement	0	0	0	16,000	0
036	5-3601-411.00	Overtime	7,445	8,894	10,261	10,000	10,000
036	5-3601-412.00	Social Security	20,108	20,720	23,582	25,107	25,594
036	5-3601-413.00	KPERS	22,656	24,379	31,383	29,000	32,074
036	5-3601-414.00	Health Insurance	55,670	35,498	5,018	35,000	40,000
036	5-3601-415.00	Dental Insurance	0	1,985	1,890	2,000	2,200
036	5-3601-417.00	Vision Insurance	0	0	354	400	400
036	5-3601-522.00	Unemployment Insurance	0	0	480	500	500
		SUBTOTAL	**376,705**	**364,568**	**388,010**	**436,200**	**435,325**
		CONTRACTUAL SERVICES					
036	5-3601-502.00	Postage	16	12	12	400	400
036	5-3601-503.00	Telephone	1,825	2,019	2,267	2,000	2,500
036	5-3601-505.00	Professional Development	3,528	3,754	4,290	12,500	15,000
036	5-3601-505.10	Professional Development - Admin.	0	0	0	0	3,750
036	5-3601-518.00	Waste Removal	55,597	65,436	63,492	65,000	65,000
036	5-3601-519.00	Odor Control	0	10,971	0	20,000	50,000
036	5-3601-530.00	Utilities	199,558	206,341	202,352	217,500	217,500
036	5-3601-533.00	Equipment Repair	12,413	12,168	20,636	30,000	30,000
036	5-3601-534.00	Motor Vehicle Repair	0	365	371	500	1,500
036	5-3601-558.00	Other Contractual Services	28,502	17,850	69,074	35,000	35,000
036	5-3601-559.00	Environmental Compliance	870	870	870	1,000	1,000
036	5-3601-559.31	Environmental Lab Testing	0	0	0	0	7,500
036	5-3601-571.00	Audit Expense	750	1,000	325	1,000	1,000
		SUBTOTAL	**303,059**	**320,786**	**363,688**	**384,900**	**430,150**
		COMMODITIES					
036	5-3601-600.00	Office Supplies	101	128	47	1,100	2,000
036	5-3601-601.00	Computer Supplies	0	0	155	0	1,000
036	5-3601-621.00	Safety Supplies	0	0	0	0	3,000
036	5-3601-608.00	Vehicle Operation	3,515	3,949	3,425	5,000	7,500
036	5-3601-611.00	Chemical Supplies	13,105	13,799	14,170	15,000	15,000
036	5-3601-615.00	Uniforms	966	880	1,180	1,200	3,000
036	5-3601-620.00	Operating & Maintenance Supplies	22,914	36,982	39,990	30,000	10,000
036	5-3601-620.02	Lab Supplies	0	0	0	0	1,000
036	5-3601-620.03	UV Parts & Supplies	0	0	0	0	5,000
036	5-3601-620.05	Electrical Supplies	0	0	0	0	5,000
036	5-3601-620.04	Pump Station Maintenance Supplies	0	0	0	0	10,000
036	5-3601-620.06	Facility Maintenance Supplies	0	0	0	0	20,000
		SUBTOTAL	**40,601**	**55,737**	**58,967**	**52,300**	**82,500**
		CAPITAL EXPENDITURES					
036	5-3601-705.00	Computer Equipment	0	0	640	60,000	614
036	5-3601-710.00	General Equipment	0	0	0	5,000	10,000
036	5-3601-730.00	Capital Improvements	0	0	0	0	30,000
036	5-3601-731.00	Buildings & Structures	0	0	4,749	5,000	15,000
036	5-3601-747.00	Sewer Line Construction	17,078	0	0	0	0
		SUBTOTAL	**17,078**	**0**	**5,388**	**70,000**	**55,614**
		TRANSFERS					
036	5-3601-906.00	Transfer to Equipment Reserve	10,124	12,912	0	0	15,000
		TOTAL	**747,567**	**754,003**	**816,053**	**943,400**	**1,018,589**

WATER RECLAMATION COLLECTION

FUND (3602)

Description of Services

The water reclamation collection division is responsible for maintaining approximately 75 miles of gravity sewer lines from 6" to 36" in size, made of Vitrified Clay PVC and truss pipe, relining of theses pipes when possible and open cut replacement when not, is an ongoing project to enhance our infrastructure. 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. The collection division uses a Television Inspection Camera that allows us to look inside the sewer lines for problems and helps eliminate guesswork. Then we can evaluate the repair or maintenance required for that 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**
Superintendent				0.50
Assist. Superintendent				0.50
Crew Chief	1.00	1.00	1.00	1.00
Water/Sewer Technical	3.00	3.00	3.00	3.00
Assistant Director				**.25**
Total	**4.00**	**4.00**	**4.00**	**5.25**
Seasonal	1.00	1.00	1.00	1.00

GOALS

- To ensure proper maintenance of the existing water reclamation collection system in order to remove water reclamation 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

- Planning stage for replacement of Logan lift station

STAFF CHANGES

- The division is at full staff.

WATER RECLAMATION COLLECTION (3602)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
036	5-3602-410.00	Salaries	124,498	126,384	150,497	148,190	151,154
036	5-3602-411.00	Overtime	2,949	6,797	11,313	9,000	7,500
036	5-3602-412.00	Social Security	8,625	8,885	10,522	12,025	12,137
036	5-3602-413.00	KPERS	10,390	11,371	14,866	15,800	17,475
036	5-3602-414.00	Health Insurance	43,240	36,697	6,841	37,000	37,000
036	5-3602-415.00	Dental Insurance	0	1,848	2,143	2,200	2,200
036	5-3602-417.00	Vision Insurance	0	0	321	350	350
036	5-3602-522.00	Unemployment Insurance	0	0	480	500	500
		SUBTOTAL	**189,703**	**191,981**	**196,981**	**225,065**	**228,316**
		CONTRACTUAL SERVICES					
036	5-3602-503.00	Telephone	261	289	417	1,500	1,500
036	5-3602-505.00	Professional Development	2,043	828	700	3,000	8,000
036	5-3602-533.00	Equipment Repair	553	13	3,312	6,000	6,000
036	5-3602-534.00	Vehicle Repair	37	0	771	1,800	1,800
036	5-3602-558.00	Other Contractual Services	12,304	35,374	8,222	40,000	30,000
036	5-3602-558.50	Other Contractual - Concrete Repair	0	0	0	0	15,000
		SUBTOTAL	**15,197**	**36,505**	**13,422**	**52,300**	**62,300**
		COMMODITIES					
036	5-3602-600.00	Office Supplies	185	183	60	400	400
036	5-3602-601.00	CAD Supplies	0	93	155	1,100	1,100
036	5-3602-608.00	Vehicle Operations	14,080	13,286	12,753	13,000	14,500
036	5-3602-612.00	Vehicle & Equipment Repair Supplies	0	0	0	0	6,000
036	5-3602-615.00	Uniforms	669	2,210	1,552	2,000	3,000
036	5-3602-620.00	Supplies	16,762	22,634	17,326	22,000	16,000
036	5-3602-620.50	Erosion Control Supplies	0	0	0	0	2,500
036	5-3602-621.00	Safety Supplies	0	0	0	0	4,000
036	5-3602-622.00	Small Tools	0	117	0	1,000	1,000
036	5-3602-623.00	Concrete & Masonry	94,902	58,367	60,336	70,000	85,000
036	5-3602-629.00	Sand, Gravel & Rock	1,564	4,830	6,895	4,800	4,800
036	5-3602-630.00	Other Operating Supplies	4,047	0	7,623	0	0
		SUBTOTAL	**132,210**	**101,719**	**106,700**	**114,300**	**138,300**
		CAPITAL EXPENDITURE					
036	5-3602-705.00	Computer Equipment	0	109	320	300	300
036	5-3602-710.00	Equipment (Safety) + Radios	2,000	0	524	2,000	3,500
036	5-3602-747.00	Sewer Line Construction	41,589	157,115	40,023	75,000	155,000
036	5-3602-760.00	Inflow & Infiltration Removal	43,893	154,792	214,619	125,000	155,000
		SUBTOTAL	**87,482**	**312,016**	**255,485**	**202,300**	**313,800**
		TRANSFERS					
036	5-3602-906.00	Transfer to Equipment Replacement	62,152	62,152	0	0	62,152
		TOTAL	**486,743**	**704,373**	**572,589**	**593,965**	**804,868**

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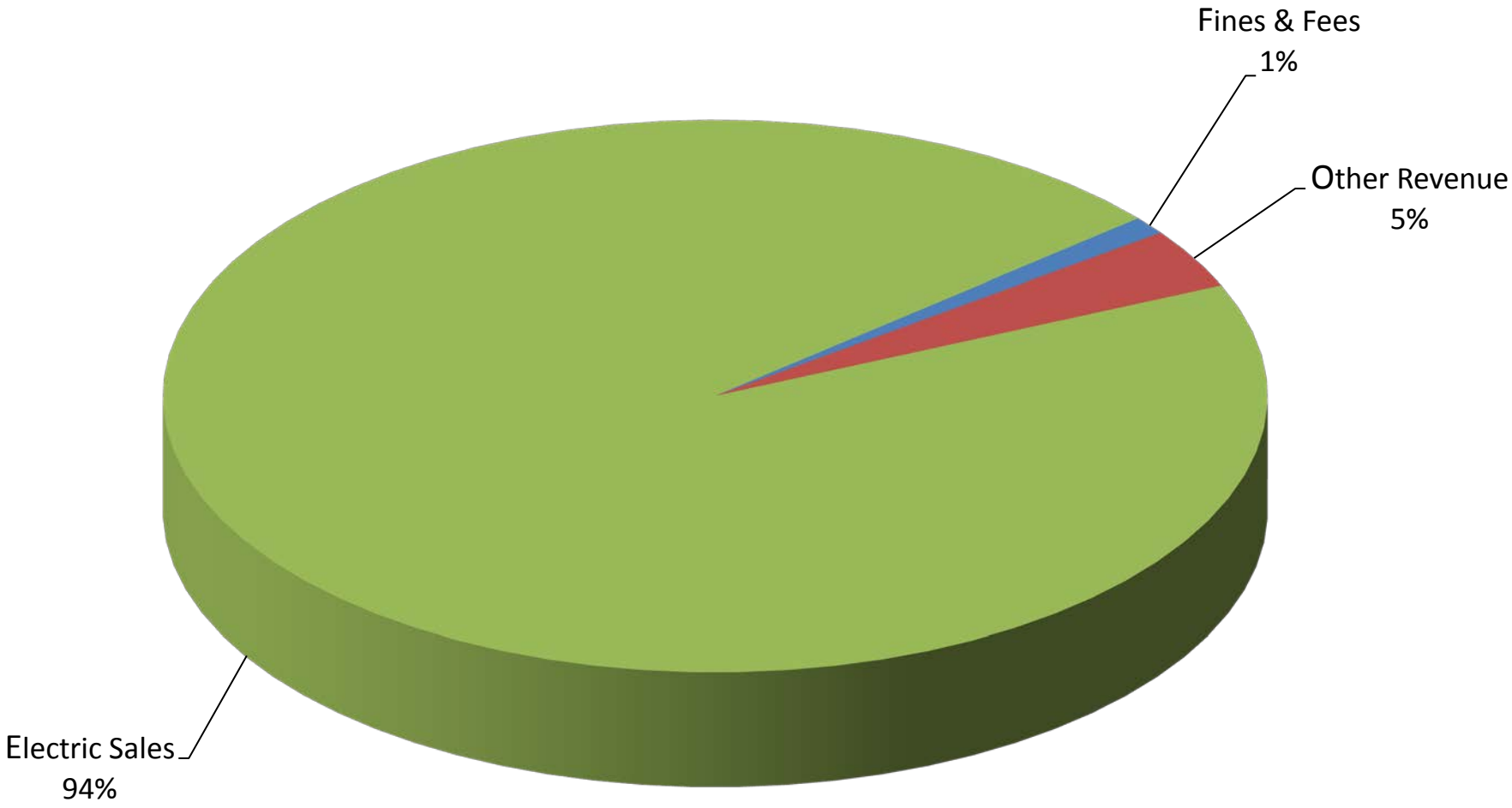
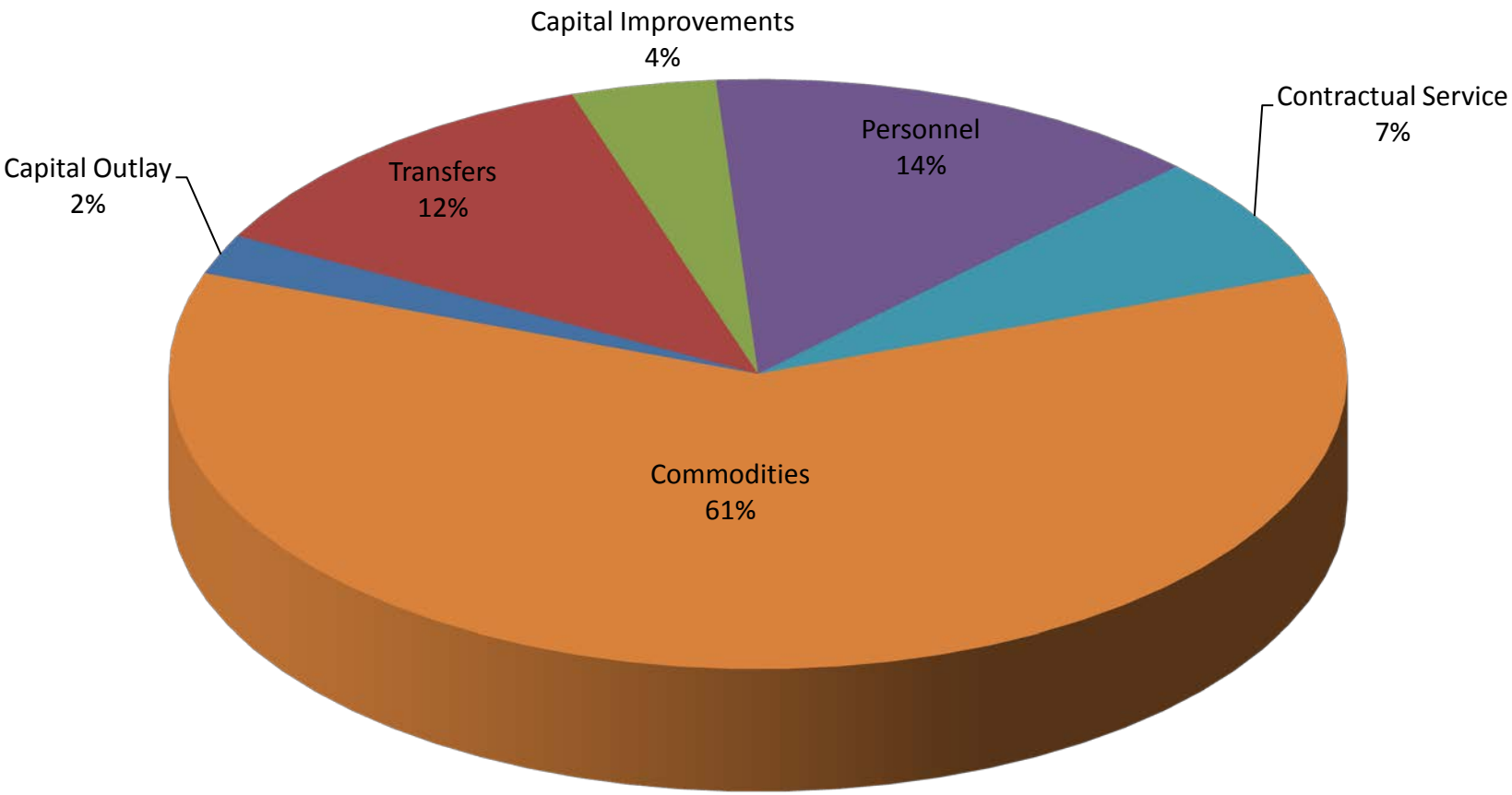
ELECTRIC FUND REVENUE



ELECTRIC FUND EXPENDITURES



ELECTRIC 3700

REVENUE DETAIL					
	Actual	**Actual**	**Actual**	**Reviesed**	**Budget**
	2012	**2013**	**2014**	**2015**	**2016**
Unencumbered Cash Balance, Jan. 1	**3,605,962**	**3,651,393**	**3,721,284**	**3,709,538**	**4,488,939**
Electric Sales					
Residential Urban	6,047,905	5,001,489	4,506,352	5,300,000	5,500,000
Large Power	6,175,218	4,619,728	4,652,345	5,400,000	5,700,000
General Service Small Urban	1,317,793	994,343	936,584	1,300,000	1,350,000
School & City	1,234,691	875,647	833,883	1,000,000	1,100,000
Area Lights	63,827	53,020	54,827	64,000	64,000
Service Fee	56,444	65,337	71,245	65,000	65,000
General Service Small Rural	8,778	21,858	13,846	13,551	14,123
Electric Sales-Rural Res.	11,775	8,695	6,942	14,000	14,000
Fuel Adjustment		2,852,262	3,938,692	4,200,000	4,310,000
Reconnect Fees	28,429	8,180	1,434	35,000	35,000
Total Electric Sales	14,944,859	14,500,558	15,016,150	17,391,551	18,152,123
Broadband		30,553	169,000	198,000	231,000
Interest	1,542	2,239	3,890	4,400	4,500
Fines & Fees	254,168	190,203	162,779	200,000	200,000
Reimbursed Expense	63,746	71,721	79,767	75,000	75,000
Miscellaneous	38,374	14,193	44,489	38,000	45,000
Sale - Junk & Equipment	700	0	2,000	2,500	2,500
Labor & Materials	8,727	24,756	28,039	30,000	30,000
Refunds	0	0	0	37,000	37,000
Miscellaneous	0	30,553	169,000	198,000	231,000
Transfers from Capital Projects	188,000	60,812	0	10,000	10,000
Total Other Revenue	555,257	425,031	658,963	792,900	866,000
Total Revenue	15,500,116	14,925,589	15,675,113	18,184,451	19,018,123
Total Resources	19,106,078	18,576,982	19,396,397	21,893,989	23,507,062

EXPENDITURE DETAIL					
	2012	**2013**	**2014**	**2015**	**2,016**
Personnel Services	2,420,211	2,371,762	2,306,228	2,621,780	2,727,169
Contractual Services	1,361,142	1,188,511	948,333	1,062,620	1,360,700
Commodities	9,153,368	9,084,775	10,030,551	10,634,405	12,137,280
Capital Outlay	428,762	224,186	226,485	368,863	432,963
Capital Improvement	188,809	103,051	190,158	320,000	790,500
Transfer to Bond & Interest	98,438	60,000	530,000	692,713	695,600
Transfer to General Fund	1,125,000	1,115,000	1,019,130	1,155,000	1,155,000
Transfer to Equipment Reserve Fund	112,118	111,168	97,475	111,169	120,000
Transfer to Risk Management Fund	276,717	290,000	300,000	400,000	400,000
Transfer to Community Services	37,000	36,000	38,500	38,500	40,000
Transfer to Capital Projects	243,960	160,000	0	0	0
Contingency Reserve	9,161	111,246	0	0	
Total Requirements	**15,454,685**	**14,855,697**	**15,686,859**	**17,405,050**	**19,859,212**
Unencumbered Cash Balance, Dec 31	3,651,393	3,721,284	3,709,538	4,488,939	3,647,850

ELECTRIC (3700)

			Actual	Actual	Actual	Revised	Budget
		SOURCE OF REVENUE	**2012**	**2013**	**2014**	**2015**	**2016**
037	4-3700-100.00	Unencumbered Cash	3,605,962	3,651,393	3,721,284	3,709,538	4,488,939
037	4-3700-390.00	Interest	1,542	2,239	3,890	4,400	4,500
037	4-3700-392.01	Reimbursed Expense	63,746	71,721	79,767	75,000	75,000
037	4-3700-324.00	Fines & Fees	254,168	190,203	162,779	200,000	200,000
037	4-3700-327.00	Permits and Fees	0	0	200	200	200
037	4-3700-364.00	Service Installation	0	0	1,000	1,100	1,100
037	4-3700-398.07	Transfers from Capital Improvement	188,000	60,812	0	10,000	10,000
037	4-3700-375.00	Electric Sales, Res. Urban	6,047,905	5,001,489	4,506,352	5,300,000	5,500,000
037	4-3700-376.00	Electric Sales, Rural Res.	11,775	8,695	6,942	14,000	14,000
037	4-3700-377.00	General Service Small Urban	1,317,793	994,343	936,584	1,300,000	1,350,000
037	4-3700-378.00	General Service Small Rural	8,778	21,858	13,846	13,551	14,123
037	4-3700-380.00	General Service Large	6,175,218	4,619,728	4,652,345	5,400,000	5,700,000
037	4-3700-382.00	Area Lights	63,827	53,020	54,827	64,000	64,000
037	4-3700-383.00	School & City	1,234,691	875,647	833,883	1,000,000	1,100,000
037	4-3700-386.00	Fuel Adjustment	0	2,852,262	3,938,692	4,200,000	4,310,000
037	4-3700-388.00	Origination Service Fee	56,444	65,337	71,245	65,000	65,000
037	4-3700-389.00	Labor & Materials	8,727	24,756	28,039	30,000	30,000
037	4-3700-391.00	Sale - Junk & Equip.	700	0	2,000	2,500	2,500
037	4-3700-394.00	Refunds	0	0	0	37,000	37,000
037	4-3700-387.00	Reconnection Fees	28,429	8,180	1,434	35,000	35,000
037	4-3700-387.01	Collection Fees	0	0	25,020	25,000	26,021
037	4-3700-395.01	Broadband Revenue	0	30,553	169,000	198,000	231,000
037	4-3700-399.00	Miscellaneous	38,374	14,193	44,489	38,000	45,000
		TOTAL	**19,106,078**	**18,546,428**	**19,253,617**	**21,722,289**	**23,303,383**
		TRANSFERS OUT					
			Actual	**Actual**	**Actual**	**Revised**	**Budget**
		ADMINISTRATIVE EXPENSE (3712)	**2012**	**2013**	**2014**	**2015**	**2016**
037	5-3712-558.00	Other Contractuals	70,918	376,832	115,651	0	0
037	5-3712-900.00	Transfer to Bond & Interest	98,438	60,000	530,000	692,713	695,600
037	5-3712-901.00	Transfer to General Fund	1,125,000	1,115,000	1,019,130	1,155,000	1,155,000
037	5-3712-906.00	Transfer to Equipment Reserve Fund	112,118	111,168	97,475	111,169	120,000
037	5-3712-906.00	Transfer to Risk Management Fund	276,717	290,000	300,000	400,000	400,000
037	5-3712-909.00	Transfer to Community Services	37,000	36,000	38,500	38,500	40,000
037	5-3712-918.00	Transfer to Capital Projects	243,960	160,000	0	0	0
037	5-3712-891.00	Contingency Reserve	9,161	111,246	0	0	0
		SUBTOTAL	**1,973,312**	**2,260,246**	**2,100,756**	**2,397,382**	**2,410,600**

ELECTRIC PRODUCTION

FUND (3703)

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	**2013**	**2014**	**2015**	**2016**
Personnel Services	881,992	820,811	942,645	1,001,070
Contractual Services	475,668	347,940	555,700	798,700
Commodities	8,990,273	9,929,395	10,518,500	12,012,500
Capital Expenditures	179,691	186,630	273,500	323,500
Transfers	25,000	0	25,000	30,000
Total	**10,552,624**	**11,284,775**	**12,315,345**	**14,165,770**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
Director of Utilities	0.33	0.33	0.33	0.33
Assist. Utility Director				0.50
Superintendent	1.00	1.00	1.00	1.00
E/E Coordinator	1.00	1.00	1.00	1.00
M/F Coordinator				1.00
Operator	8.00	8.00	8.00	6.00
Maintenance	3.00	3.00	3.00	2.00
Maintenance/ Relief Op	0.25	0.25	0.25	2.00
Total	13.58	13.58	13.58	13.83

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
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
037	5-3703-410.00	Salaries	662,983	658,409	664,106	697,311	700,000
037	5-3703-411.00	Overtime	12,690	11,242	21,878	15,000	15,000
037	5-3703-412.00	Social Security	47,830	47,727	48,094	54,492	58,000
037	5-3703-413.00	State Retirement Fund - KPERS	55,087	57,547	65,507	67,242	76,370
037	5-3703-414.00	Health Insurance	175,758	101,514	15,660	102,000	145,000
037	5-3703-415.00	Dental Insurance	0	5,553	5,052	6,000	6,000
037	5-3703-417.00	Vision Insurance	0	0	514	600	700
		SUBTOTAL	**954,348**	**881,992**	**820,811**	**942,645**	**1,001,070**
		CONTRACTUAL SERVICES					
037	5-3703-502.00	Postage	24	16	18	200	200
037	5-3703-503.00	Telephone	3,426	3,967	3,324	4,000	4,000
037	5-3703-504.00	Travel Expense	0	0	0	0	10,000
037	5-3703-505.00	Professional Development	19,663	19,906	25,178	25,000	20,000
037	5-3703-505.10	Professional Development - Admin	0	0	0	0	7,500
037	5-3703-528.00	SCADA Maintenance & Equipment	0	0	15,021	15,000	15,000
037	5-3703-530.00	Utilities	11,508	18,531	21,278	35,000	35,000
037	5-3703-533.00	Equipment Repair	344,391	214,308	69,179	225,000	300,000
037	5-3703-534.00	Vehicle Repair	0	299	0	1,000	1,000
037	5-3703-550.00	Towel & Laundry Service	947	0	0	500	0
037	5-3703-553.00	Service Agreement/Compliance	13,110	16,127	1,264	15,000	15,000
037	5-3703-558.00	Other Contractual Services	596,043	178,086	192,893	200,000	350,000
037	5-3703-559.00	Environmental Compliance	1,406	0	943	10,000	10,000
037	5-3703-561.00	Utility Assistance	20,995	20,240	17,097	20,000	26,000
037	5-3703-565.00	Destination Based Sales Tax	2,692	4,187	1,745	5,000	5,000
		SUBTOTAL	**1,014,204**	**475,668**	**347,940**	**555,700**	**798,700**
		COMMODITIES					
037	5-3703-600.00	Office Supplies	81	157	0	2,500	1,500
037	5-3703-601.00	Computer Supplies	190	26	660	1,000	1,000
037	5-3703-605.00	Purchase Power	5,698,529	5,530,158	6,643,988	6,700,000	7,000,000
037	5-3703-606.00	Purchase Demand	3,125,557	3,163,642	3,110,533	3,400,000	4,500,000
037	5-3703-607.00	Natural Gas	96,167	79,166	57,104	200,000	200,000
037	5-3703-608.00	Vehicle Operations	6,849	7,345	7,589	10,000	10,000
037	5-3703-609.00	Motor Oil	6,396	5,434	0	15,000	25,000
037	5-3703-610.00	Fuel Oil (Plant Engines)	46,561	132,982	31,238	100,000	150,000
037	5-3703-611.00	Chemical Supplies	15,843	13,989	18,931	25,000	25,000
037	5-3703-615.00	Uniforms	2,360	2,729	2,785	5,000	5,000
037	5-3703-620.00	Supplies	52,297	54,645	56,568	60,000	95,000
		SUBTOTAL	**9,050,830**	**8,990,273**	**9,929,395**	**10,518,500**	**12,012,500**
		CAPITAL OUTLAY					
037	5-3703-702.00	Furniture & Fixtures	0	3,408	0	2,000	2,000
037	5-3703-704.00	Office Equipment	190	361	0	1,500	1,500
037	5-3703-705.00	Computer Equipment	6,210	2,468	13,014	5,000	5,000
037	5-3703-710.00	Equipment	343,805	167,633	172,529	250,000	300,000
037	5-3703-715.00	Building Maintenance	10,194	5,822	1,088	15,000	15,000
		SUBTOTAL	**360,399**	**179,691**	**186,630**	**273,500**	**323,500**
		TRANSFERS					
037	5-3703-906.00	Transfer to Equipment Reserve	25,000	25,000	0	25,000	30,000
		TOTAL	**11,404,781**	**10,552,624**	**11,284,775**	**12,315,345**	**14,165,770**

ELECTRIC DISTRIBUTION

FUND (3704)

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	**2013**	**2014**	**2015**	**2016**
Personnel Services	762,399	746,352	845,698	853,603
Contractual Services	77,304	63,901	79,120	98,600
Commodities	69,422	80,493	83,600	91,500
Capital Expenditures	103,051	190,158	324,000	795,000
Transfers	69,794	0	69,794	69,794
Total	**1,081,970**	**1,080,904**	**1,402,212**	**1,908,497**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
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	0.50
Total	9.75	9.75	9.75	10.00

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
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
037	5-3704-410.00	Salaries	531,926	540,195	568,069	582,036	585,000
037	5-3704-411.00	Overtime	35,841	50,160	53,801	49,920	50,500
037	5-3704-412.00	Social Security	40,698	42,874	44,552	48,345	50,000
037	5-3704-413.00	State Retirement Fund - KPERS	46,159	51,055	59,643	59,657	63,824
037	5-3704-414.00	Health Insurance	130,640	73,468	14,911	99,991	97,980
037	5-3704-415.00	Dental Insurance	0	4,647	4,647	5,000	5,500
037	5-3704-417.00	Vision Insurance	0	0	728	750	800
		SUBTOTAL	**785,264**	**762,399**	**746,352**	**845,698**	**853,603**
		CONTRACTUAL SERVICES					
037	5-3704-502.00	Postage	9	5	64	120	100
037	5-3704-503.00	Telephone	142	142	142	1,500	1,500
037	5-3704-505.00	Professional Development	4,293	5,544	6,970	7,500	12,000
037	5-3704-533.00	Equipment Repair	8,279	2,801	3,319	15,000	15,000
037	5-3704-534.00	Motor Vehicle Repair	3,239	73	3,461	3,500	3,500
037	5-3704-558.00	Other Contractual Services	42,777	68,493	49,524	50,000	65,000
037	5-3704-565.00	Destination Based Sales Tax	848	247	421	1,500	1,500
		SUBTOTAL	**59,586**	**77,304**	**63,901**	**79,120**	**98,600**
		COMMODITIES					
037	5-3704-600.00	Office Supplies	238	252	258	500	500
037	5-3704-601.00	Computer Supplies (CAD)	0	0	177	1,000	1,000
037	5-3704-608.00	Vehicle Operations	17,976	19,271	22,043	20,000	25,000
037	5-3704-615.00	Uniforms	2,747	2,564	4,046	5,100	5,000
037	5-3704-620.00	Supplies	48,126	47,335	53,969	57,000	60,000
		SUBTOTAL	**69,087**	**69,422**	**80,493**	**83,600**	**91,500**
		CAPITAL OUTLAY					
037	5-3704-646.00	Traffic Signals	0	0	0	4,000	5,000
		SUBTOTAL	**0**	**0**	**0**	**4,000**	**5,000**
		CAPITAL IMPROVEMENT					
037	5-3704-642.00	Transformers	78,602	100,325	63,979	100,000	200,000
037	5-3704-644.00	Meters	20,488	0	13,646	20,000	40,000
037	5-3704-745.00	Street Light Construction	40,324	2,726	59,432	100,000	300,000
037	5-3704-749.00	Electric Line Construction	49,394	0	53,101	100,000	250,000
		SUBTOTAL	**188,809**	**103,051**	**190,158**	**320,000**	**790,000**
		TRANSFERS					
037	5-3704-906.00	Transfer to Equipment Reserve	70,744	69,794	0	69,794	69,794
		TOTAL	**1,173,490**	**1,081,970**	**1,080,904**	**1,402,212**	**1,908,497**

UTILITY WAREHOUSE

FUND (3705)

Description of Services

The Utility Warehouse is home to the Electric Distribution Division, Water Distribution Division, and the Water Reclamation 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 2014 exceeded 1.8 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
	2013	2014	2015	2016
Personnel Services	163,253	162,972	183,001	188,861
Contractual Services	35,222	31,348	59,200	67,700
Commodities	5,319	5,562	9,280	9,280
Capital Expenditures	2,784	13,771	17,000	14,500
Transfers	7,090	0	7,090	7,090
Total	**213,669**	**213,653**	**275,571**	**287,431**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	2014	2015	2016
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 Water Reclamation 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
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
037	5-3705-410.00	Salaries	121,076	123,566	135,200	136,063	140,608
037	5-3705-411.00	Overtime	504	167	1,362	884	1,416
037	5-3705-412.00	Social Security	8,780	8,843	9,420	10,476	9,796
037	5-3705-413.00	State Retirement Fund - KPERS	9,592	10,356	11,982	12,928	15,340
037	5-3705-414.00	Health Insurance	26,485	19,179	3,631	21,000	20,000
037	5-3705-415.00	Dental Insurance	0	1,141	1,140	1,400	1,400
037	5-3705-417.00	Vision Insurance	0	0	237	250	300
		SUBTOTAL	**166,437**	**163,253**	**162,972**	**183,001**	**188,861**
		CONTRACTUAL SERVICES					
037	5-3705-502.00	Postage	0	0	0	100	100
037	5-3705-503.00	Telephone	1,896	2,089	2,308	2,750	2,750
037	5-3705-505.00	Professional Development	444	621	502	1,000	3,000
037	5-3705-530.00	Utilities	22,039	19,691	17,870	20,000	26,500
037	5-3705-532.00	Building Repair (Yard gate)	2,749	4,709	2,467	23,500	23,500
037	5-3705-533.00	Equipment Repair	430	839	390	1,000	1,000
037	5-3705-534.00	Motor Vehicle Repair	0	0	0	500	500
037	5-3705-553.00	Service Agreement/Compliance	2,126	2,623	2,468	2,750	2,750
037	5-3705-558.00	Other Contractual Services (Bar code sys)	4,050	4,550	5,390	7,300	7,300
037	5-3705-565.00	Destination Based Sales Tax	77	100	-47	300	300
		SUBTOTAL	**33,811**	**35,222**	**31,348**	**59,200**	**67,700**
		COMMODITIES					
037	5-3705-600.00	Office Supplies	298	270	607	1,000	1,000
037	5-3705-601.00	Computer Supplies	75	96	130	400	400
037	5-3705-604.00	Small Tools Expense	71	62	0	200	200
037	5-3705-608.00	Vehicle Operation	880	1,006	1,040	1,980	1,980
037	5-3705-615.00	Uniforms	982	681	889	1,700	1,700
037	5-3705-620.00	Supplies	3,207	3,203	2,895	4,000	4,000
		SUBTOTAL	**5,513**	**5,319**	**5,562**	**9,280**	**9,280**
		CAPITAL OUTLAY					
037	5-3705-702.00	Furniture & Fixtures	0	903	0	500	5,000
037	5-3705-704.00	Office Equipment	0	141	108	500	500
037	5-3705-705.00	Computer	2,006	0	0	500	500
037	5-3705-710.00	Equipment (Radios 09 and 10)		1,740	229	500	500
037	5-3705-715.00	Building Improvements (Bay Heaters)	49,613	0	13,434	15,000	8,000
		SUBTOTAL	**51,619**	**2,784**	**13,771**	**17,000**	**14,500**
		TRANSFERS					
037	5-3705-906.00	Transfer to Equipment Reserve	7,090	7,090	0	7,090	7,090
		TOTAL	**264,470**	**213,669**	**213,653**	**275,571**	**287,431**

UTILITY BILLING

FUND (3710)

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 meter 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 have proved capable of reducing read time.

DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	**2013**	**2014**	**2015**	**2016**
Personnel Services	564,117	576,094	650,435	650,126
Contractual Services	223,484	262,373	240,300	257,200
Commodities	19,761	15,100	22,950	24,000
Capital Expenditures	41,711	26,084	26,363	39,963
Transfers	9,284	0	9,285	9,285
Total	**858,357**	**879,650**	**949,333**	**980,574**

PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2013	**2014**	**2015**	**2016**
City Attorney	0.50	0.50	0.50	0.50
Utility Clerks	3.00	2.50	2.00	3.00
Data Operator	2.00	2.00	2.00	2.00
Supervisor	1.00	1.00	1.00	1.00
Accounts Payable	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 professional 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 citizens.

EXPENDITURE CHANGES

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

STAFF CHANGES

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

UTILITY BILLING (3710)

		EXPENDITURE DETAIL	Actual	Actual	Actual	Revised	Budget
		PERSONNEL SERVICES	**2012**	**2013**	**2014**	**2015**	**2016**
037	5-3710-410.00	Salaries	352,922	406,501	469,752	474,507	479,325
037	5-3710-410.00	Retirements	0	0	0	19,500	0
037	5-3710-411.00	Overtime	6,113	24,663	11,184	16,000	15,000
037	5-3710-412.00	Social Security	25,192	30,740	33,448	37,524	37,816
037	5-3710-413.00	State Retirement Fund - KPERS	29,128	36,850	45,301	46,304	47,933
037	5-3710-414.00	Health Insurance	100,807	61,847	12,068	52,000	65,253
037	5-3710-415.00	Dental Insurance	0	3,516	3,501	3,700	3,800
037	5-3710-417.00	Vision Insurance			839	900	1,000
		SUBTOTAL	**514,163**	**564,117**	**576,094**	**650,435**	**650,126**
		CONTRACTUAL SERVICES					
037	5-3710-502.00	Postage	46,937	40,080	25,699	42,000	42,000
037	5-3710-503.00	Telephone	225	222	838	400	400
037	5-3710-504.00	Travel Expense	0	212	0	1,500	1,500
037	5-3710-505.00	Professional Development	2,208	2,032	7,221	6,500	7,500
037	5-3710-508.00	Bad Debt Expense	22,094	15,439	11,327	0	0
037	5-3710-514.00	Printing	1,323	52	0	1,300	1,300
037	5-3710-530.00	Utility Expense	3,371	4,847	4,818	5,800	5,800
037	5-3710-553.00	Service Agreements (Itron, Copier, Post' Mac	22,905	27,757	24,161	27,000	31,200
037	5-3710-558.00	Other Contractual Services	70,689	122,146	137,049	72,600	77,000
037	5-3710-558.10	Credit Card Fees	0	0	37,474	40,800	46,000
037	5-3710-558.20	Setoff Fees	0	0	0	26,400	28,000
037	5-3710-599.00	Refunds	0	0	136	1,500	1,500
037	5-3710-571.00	Audit	12,871	10,698	13,650	14,500	15,000
		SUBTOTAL	**182,622**	**223,484**	**262,373**	**240,300**	**257,200**
		COMMODITIES					
037	5-3710-600.00	Office Supplies	3,135	10,460	7,216	4,000	5,000
037	5-3710-601.00	Computer Room Supplies	20,750	4,461	6,510	15,000	14,000
037	5-3710-615.00	Uniforms	444	411	213	450	500
037	5-3710-620.00	Custodial Supplies	3,610	4,429	1,162	3,500	4,500
		SUBTOTAL	**27,938**	**19,761**	**15,100**	**22,950**	**24,000**
		CAPITAL OUTLAY					
037	5-3710-702.00	Furniture & Fixtures	686	0	972	0	0
037	5-3710-704.00	Office Machines (Computers)	0	740	0	1,100	2,200
037	5-3710-705.00	Computer Equipment (PC Equipment)	7,163	16,335	6,834	2,763	2,763
037	5-3710-710.00	Equipment	5,875	2,707	2,593	1,000	0
037	5-3710-715.00	Building Maintenance	3,020	21,928	15,684	21,500	35,000
		SUBTOTAL	**16,744**	**41,711**	**26,084**	**26,363**	**39,963**
		TRANSFERS					
037	5-3710-906.00	Transfer to Equipment Reserve	9,284	9,284	0	9,285	9,285
		TOTAL	**750,751**	**858,357**	**879,650**	**949,333**	**980,574**

BROADBAND

FUND (3715)

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	**2013**	**2014**	**2015**	**2016**
Personnel Services	0	0	0	33,508
Contractual Services	0	127,120	128,300	138,500
Commodities	0	0	75	200
Capital Expenditures	0	0	48,000	50,000
Transfers	0	0	0	0
Total	**0**	**127,120**	**176,375**	**188,700**

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	Revised	Budget
		PERSONNEL SERVICES			**2014**	**2015**	**2016**
037	5-3715-410.00	Salaries - One IT Person			0	0	18,000
037	5-3715-411.00	Overtime			0	0	1,000
037	5-3715-412.00	Social Security			0	0	1,454
037	5-3715-413.00	State Retirement Fund - KPERS			0	0	1,730
037	5-3715-414.00	Health Insurance			0	0	6,525
037	5-3715-415.00	Dental Insurance			0	0	3,800
037	5-3715-417.00	Vision Insurance			0	0	1,000
		SUBTOTAL			**0**	**0**	**33,508**
		CONTRACTUAL SERVICES					
037	5-3715-502.00	Postage			0	0	0
037	5-3715-503.00	Telephone			0	0	0
037	5-3715-504.00	Travel Expense				500	500
037	5-3715-505.00	Professional Development			4,313	4,000	3,000
037	5-3715-553.00	Service Agreements			115,651	116,000	127,000
037	5-3715-554.00	Engineering Services			7,156	7,800	8,000
037	5-3715-558.00	Other Contractual Services				0	0
		SUBTOTAL			**127,120**	**128,300**	**138,500**
		COMMODITIES					
037	5-3715-600.00	Office Supplies			0	75	200
		SUBTOTAL			**0**	**75**	**200**
		CAPITAL OUTLAY					
037	5-3715-705.00	Computer Equipment			0	18,000	20,000
037	5-3715-710.00	Equipment			0	30,000	30,000
		SUBTOTAL			**0**	**48,000**	**50,000**
		TOTAL			**127,120**	**176,375**	**188,700**

CITY OF

OTTAWA

KANSAS