



If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3635. Please provide advance notice of at least two (2) working days. TTY users please call 711.

101 S. Hickory
PO Box 60
Ottawa, KS 66067-0060
Phone: 785-229-3600
Fax: 785-229-3639
www.ottawaks.gov
www.facebook.com/ottawaks

TO: Mayor and City Commissioners
RE: Study Session Meeting Agenda
FROM: Richard U. Nienstedt, City Manager

A Study Session is scheduled for **July 11, 2016 at 4:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

I. Public Comments

II. Interview for Board of Zoning Appeals:
4:00 pm - Roger Welton *Pg. 3*

III. Items to be Placed on the Regular City Commission Agenda

- a. Minutes from the June 21, 2016 Special Call Meeting with OMA Advisory Board, June 27, 2016 Study Session, June 27, 2016 Special Call Leadership Meeting and the June 27, 2016 Special Call Meeting for Airport Master Plan Kickoff *Pgs. 4-8*

IV. Items for Presentation and Discussion

- a. 2017 Budget Review - Scott Bird
- Library - Terry Chartier *Pgs. 9-12*
- Willow Domestic Violence Center - Cassie Thompson-Myers *Pg. 13*
- Prairie Paws Animal Shelter - Melissa Reed *Pgs. 14-17*
- Ottawa Main Street Association - Becci Shisler *Pg. 18*
- Public Works Special Funds - Michael Haeffele *Pgs. 19-41*
- Special Revenue Funds *Pgs. 42-48*
- b. City Manager's Report
- c. Commissioner's Reports
- Updates from Board/Commission Assignments
- d. Mayor's Report

V. Announcements

- July 18, 2016 Study Session, 4:00 pm, City Hall
- July 20, 2016 **Regular** Meeting, 9:30 am, City Hall
- July 25, 2016 Study Session, 4:00 pm, City Hall
- July 26, 2016 Army Band Concert, 7:00 pm, Ottawa Municipal Auditorium
- August 1, 2016 Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 2, 2016 National Night Out, 5:30 pm

52 Tips for Successful Public Service by E.A. Mosher

#33. Don't act as if the City operates in a vacuum. Cities must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county and school officials.

VI. Adjourn

Motion: _____ Second: _____ Time: _____

VII. Items Already Placed

- a. Minutes from the June 20, 2016 Study Session

Application to Serve on a City of Ottawa Board or Commission

Name: Roger Welton

Address: [REDACTED] Ottawa

Day Phone: [REDACTED] Evening Phone [REDACTED]

Email Address:

Place of Employment Retired

How long have you been a resident of Ottawa? 72 years

Name of Board(s) you are interested in serving on: Board of Zoning Appeals

How much time could you devote per month? _____

Are you related to a Board/Commission member or a City employee? No

Briefly describe why you are interested in serving on a Board for the City of Ottawa? _____

Please list any groups or activities which you participate in and which might demonstrate your involvement in your community.

Lineman for city of Ottawa 1965 to 2003

SIGNATURE: Roger J Welton

DATE: 6-10-16

Thank you for your interest in serving on the Board of Zoning Appeals

**Special Call Commission Meeting
OMA Survey Review
Ottawa Municipal Auditorium
301 S Hickory St, Ottawa, Kansas
Tuesday, June 21, 2016—11:30 am**

The Governing Body met at 11:30 am this date with the following members present and participating to wit: Commissioner Reed, Commissioner Graves, Commissioner Skidmore, and Commissioner Jorgensen. Mayor Caylor was absent. A quorum was present.

The Governing Body reviewed a survey on the Ottawa Municipal Auditorium conducted by Corinne Bannon of Wichita State University.

The meeting was adjourned.

Carolyn S. Snethen, City Clerk

**Study Session Minutes
Ottawa, Kansas
Minutes of June 27, 2016**

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Graves, Commissioner Skidmore, and Commissioner Jorgensen. A quorum was present.

Mayor Caylor called the meeting to order.

Public Comments

None offered at this time.

Minutes to Review

The Governing Body reviewed minutes from the June 20, 2016 Study Session. It was agreed to place this item on the next regular meeting agenda, July 6, 2016.

Monthly Reports

The Governing Body reviewed the May Monthly Financial and Activity reports with City Staff.

2017 Budget Review

The Governing Body reviewed with city staff the following budgets:

- Police Department (0151)
- Municipal Court (0155)
- Human Resources (0175)
- Risk Management (5600)

City Manager's Report

City Manager Richard U. Nienstedt reported there will be no study session on Monday, July 4, 2016.

Commissioners' Reports

The update from Board/Commission Assignments was tabled to the next study session meeting, July 11, 2016.

Mayor's Report

Mayor Caylor reported:

- The 312th United States Army Band will be performing at the Ottawa Municipal Auditorium on July 26, 2016 at 7:00 pm.
- Discussed the Public Hearing for the Temporary Liquor Licensing, Temporary Cereal Malt Beverage Licensing, and Sunday Sales.

Announcements

Mayor Caylor announced:

- June 27, 2016: Special Call Commission Leadership Session has been CANCELED
- June 27, 2016: Special Call for Airport Master Plan Kickoff, 5:45 pm, Ottawa Municipal Airport
- July 4, 2016: 4th of July Holiday, Study Session CANCELED
- July 4, 2016: 4th of July Holiday, City Offices CLOSED
- July 6, 2016: Regular Meeting, 7:00 pm, City Hall

Adjournment

There being no further business to come before the Governing Body, Commissioner Jorgensen made a motion, seconded by Commissioner Skidmore to adjourn the meeting. The meeting was adjourned at 5:40 pm.

Carolyn S. Snethen, City Clerk

**Special Call Commission Meeting
Leadership Session
City Hall
101 S Hickory St, Ottawa, Kansas
Monday, June 27, 2016—5:00 pm**

Time did not allow for the above meeting to be held due to a Special Call meeting at 5:45 pm.

Carolyn S. Snethen, City Clerk

June 27, 2016

Unofficial until Approved

**Special Call Commission Meeting
Airport Master Plan Kickoff
Ottawa Municipal Airport
2190 Montana Rd, Ottawa, Kansas
Monday, June 27, 2016—5:45 pm**

The Governing Body met at 5:45 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Graves, Commissioner Skidmore, and Commissioner Jorgensen. A quorum was present.

This meeting was held for the Airport Master Plan Kickoff.

The meeting was adjourned.

Carolyn S. Snethen, City Clerk

June 27, 2016

Unofficial until Approved

Memo

To: Ottawa City Commission
From: Terry Chartier
Director
Date: June 27, 2016
Re: 2017 Ottawa Library Budget

Please find attached the 2017 proposed budget for Ottawa Library. A flat budget with a moderate 1.9% increase in city funds is presented.

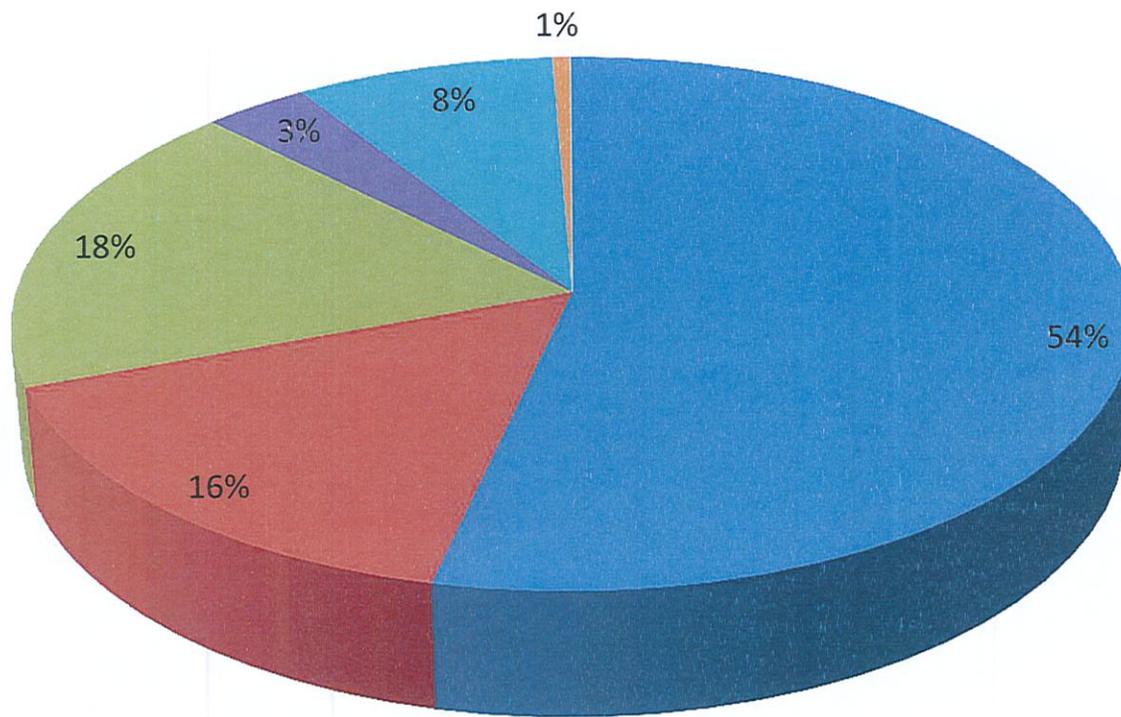
Changes from the 2016 budget include moving allocations from officer & director insurance, utilities custodial supplies, books/periodicals, av materials, and collection agency to staff salaries, employee benefits, programs, building insurance, telephone, postage, audit, professional meetings, automation support, electronic access expenditures, and computer software. Employee raises will remain at the 2016 rate of 3%. We are thankful that Friends of the Ottawa Library support Ottawa Library with their \$11,000 budget which provides funding for summer reading programs, newsletters, bookmarks, Children Literature Festival, O-Town Reads project and special programs from memorial funds. The unencumbered cash balance has helped decrease the requested city funds for 2017.

In accordance with K.S.A. 75-2556 et seq., public libraries are eligible for grant-in-aid if the municipalities supporting the library allocate more for the new budget year than was received in the current year. In 2015 we had 846 programs that resulted in 12,018 attendees, saving the community \$240,360; we had 24,574 uses of our public computers, saving the community \$2,457,400; and we had 142,575 items circulated, saving the community \$4,277,250. These are only a few of the benefits Ottawa Library offers to the Ottawa community.

This budget was considered and approved by the Ottawa Library Board of Trustees at its meeting held on Monday, June 27, 2016. It was reviewed jointly by representatives of the library and members of the city staff on Tuesday, June 28, 2016, and is submitted for your consideration.

LIBRARY - GENERAL FUND				
CITY REVENUE	Actual	Actual	Proposed	Proposed
	2014	2015	2016	2017
Unencumbered Cash	\$35,895	\$27,601	\$30,000	\$45,000
City ad valorem	\$680,225	\$722,896	\$772,965	\$782,137
Back Tax	\$28,281	\$30,307	\$25,000	\$28,000
Motor vehicle tax	\$73,344	\$65,655	\$75,638	\$80,477
Interest				
Uncollected Taxes (Estimated 5%)			(\$43,680)	(\$44,530)
TOTAL REVENUE FROM CITY	\$781,851	\$818,858	\$829,923	\$846,084
APPROPRIATIONS	\$781,851	\$818,858	\$829,923	\$846,084
OTHER REVENUE	2014	2015	2016	2017
State aid (state, Erate)	\$6,049	\$5,627	\$3,894	3,115
Grants	\$68,421	\$47,124	\$28,230	29,079
Fines & Fees	\$22,693	\$23,314	\$23,000	24,000
Endowment Interest	\$0	\$0	\$8,400	8,400
Interest	\$236	\$265	\$200	250
Gifts	\$1,060	\$5,025	\$200	200
Program Income	\$226	\$112	\$0	100
Reserve	\$0	\$0	\$0	0
Reimbursements/Misc	\$1,200	\$3,640	\$0	0
TOTAL OTHER REVENUE	\$99,885	\$85,107	\$63,924	\$65,144
TOTAL ALL SOURCES	\$917,631	\$931,566	\$923,847	\$956,228
EXPENDITURE SUMMARY				
	Actual	Actual	Proposed	Proposed
PERSONNEL SERVICES	2014	2015	2016	2017
Staff Salaries	\$498,602	\$488,462	\$511,357	\$526,629
Employee benefits	\$124,667	\$127,226	\$158,243	\$164,599
Subtotal	\$623,269	\$615,688	\$669,600	\$691,228
MATERIALS AND PROGRAMS				
Books/Periodicals	\$76,497	\$81,695	\$83,200	\$82,000
AV Materials	\$26,573	\$26,584	\$24,747	\$24,300
Programs	\$2,907	\$2,655	\$3,000	\$4,000
Special Materials/Programming Grants	\$36,549	\$15,662	\$0	\$0
Gifts	\$68	\$651	\$0	\$0
Subtotal	\$142,594	\$127,247	\$110,947	\$110,300
OPERATIONS				
Officer & Director Ins/Emp Prac Ins.	\$1,546	\$1,618	\$1,900	\$1,700
Building insurance	\$4,170	\$4,400	\$4,300	\$4,500
Audit	\$3,277	\$3,324	\$3,400	\$3,500
Utilities	\$27,306	\$25,998	\$28,000	\$27,000
Telephone	\$2,988	\$4,824	\$3,100	\$5,000
Postage	\$1,576	\$2,059	\$1,800	\$2,000
Public Relations	\$1,743	\$1,613	\$1,800	\$1,800
Custodial Supplies & Bldg Maint.	\$20,700	\$20,251	\$22,000	\$21,000
Office Supplies & Copy Machine Exp	\$20,387	\$21,999	\$22,000	\$22,000
Prof.Mtgs., Mbrshps, & Mi. Expenses	\$3,561	\$5,232	\$4,500	\$7,000
Equip. Purchase	\$6,153	\$11,145	\$6,500	\$6,500
Equip. Rental & Repair	\$4,788	\$4,779	\$4,800	\$4,800
Miscellaneous	\$404	\$301	\$400	\$400
Automation Support	\$6,127	\$6,194	\$6,150	\$6,200
Electronic Access Expenditures	\$1,119	\$1,879	\$1,150	\$1,900
Collection Agency	\$1,647	\$1,593	\$1,800	\$1,600
Computer Stwr. Upgrades	\$1,675	\$1,766	\$1,700	\$1,800
Transfer Out	\$0	\$0	\$0	\$0
Expended Reserve	\$0	\$0	\$0	\$0
Equipment Reserve (CIF)	\$0	\$0	\$0	\$0
Subtotal	\$109,167	\$118,975	\$115,300	\$118,700
Equipment Reserve	\$15,000	\$10,000	\$3,000	\$6,000
Reserve/Cash Carryover	\$27,601	\$59,656	\$25,000	\$30,000
Total Budgeted Reserves	\$42,601	\$69,656	\$28,000	\$36,000
Reserve				
TOTAL EXPENDITURES	\$875,030	\$861,910	\$895,847	\$920,228
Contingency Reserves	\$42,601	\$69,656	\$28,000	\$36,000

Card Holders July 2016 = 12,224



- Adult
- Child
- Adult Franklin County
- Child Franklin County
- Other Adult
- Other Child

2015 Mill Levy and Funds Comparison													
	Mill Levy	Mill Levy	EBF	Employee	Other	Other In-	TOTAL	State	System	TOTAL	LSTA	Other	TOTAL
	2015	2015	Mill Levy	Benefits	City	direct Local	LOCAL	Grant-in-	Grant	STATE	Grant(s)	Income	OPERATING
	Budget	Budget	2015	Fund	Funds	Support	INCOME	Aid	Funds	INCOME			INCOME
Dodge City	5.971	\$968,259	1.871	\$294,660	\$1000	\$800	\$1,264,719	\$9,386	\$29,259	\$38,645	\$195	\$50,072	\$1,353,631
Emporia	4.000	\$780,948	0.000	\$87,282	\$25,000	\$15000	\$908,230	\$10,138	\$520	\$10,658	\$194	\$80,646	\$999,728
Ottawa	9.290	\$818,858	0.000	\$0	\$0	\$0	\$818,858	\$4,160	\$28,930	\$33,090	\$441	\$44,076	\$896,465
McPherson	5.511	\$705,397	1.2	\$153,697	\$0	\$0	\$859,094	\$4,440	\$42,417	\$46,857	\$0	\$32,362	\$938,313
2015 Information obtained from: http://kslib.info/1249/2015-KS-Public-Library-Statistics													
Spread sheet: 2015 KS Public Library Survey/State Report- Preliminary Data (Excel spreadsheet) Not for publication.													



TO: The City of Ottawa
FROM: The Willow Domestic Violence Center
RE: Request for Funds
DATE: July 6, 2016

Dear City of Ottawa and City Commissioners:

The Willow Domestic Violence Center (The Willow) has enjoyed a long history in Ottawa of serving victims of domestic violence and recently victims of human trafficking. In FY 2016 which ended on June 30, 2016, The Willow has provided the following for the citizens of Franklin County, the majority from the City of Ottawa:

- 11 persons with safe shelter
- 170 answered crisis line calls with information about safety and services
- 424 services which include safety planning, court advocacy, youth dating violence prevention, support services and questions from family members about how to keep a loved one safe.

The Willow requests \$2,500 from the City of Ottawa to directly serve those victims of domestic violence and human trafficking residing in your city. The \$2,500 would be used to assist survivors with relocation, lock changes, food, work clothing, replacement of birth certificates and driver's licenses, and small needs that occur when attempting to leave a violent relationship.

This request is made with the understanding that every dollar will go to help citizens of Ottawa. If we help just the 11 people that needed the safe home shelter, we would spend \$227.27 on each victim. While this is a small amount, it is everything to a survivor. It can mean that children can enroll in the Medicaid program - without documents they are not able. A parent will be able to accept a job that needs special shoes or clothing. This money could pay for bus tickets back home to family that cares about and can protect a victim.

Many agencies come to you with requests for funds and The Willow knows that the needs are great. Our request will help victims build new, productive and safe lives for themselves and their children. Our commitment to Ottawa remains strong. Thank you for your consideration.

Sincerely,

Cassie Thompson-Myers
Franklin County Program Coordinator
Willow Domestic Violence Center

	TOTAL
	Jan - Dec 17
Ordinary Income/Expense	
Income	
4 - Contributed support	
40 - Unrestricted	
4010 - Indiv/business cont. (unrest)	
4015 - Contributions - unrestricted	159,319.00
4020 - Contributions-direct mail	30,000.00
4030 - Memorials & bequests	14,000.00
4040 - Gifts in kind	
4041 - Gifts in Kind - Goods	120,000.00
4042 - Gifts in Kind - Services	50,400.00
Total 4040 - Gifts in kind	<u>170,400.00</u>
4050 - Foundations/trusts	10,000.00
4060 - Grants	55,000.00
Total 4010 - Indiv/business cont. (unrest)	<u>438,719.00</u>
4100 - Fundraising(unrestricted)	
4120 - Shelter Birthday	12,500.00
4155 - Bow Meow	55,000.00
4166 - Pooch Plunge	850.00
4175 - Miscellaneous fundraising	15,000.00
Total 4100 - Fundraising(unrestricted)	<u>83,350.00</u>
Total 40 - Unrestricted	522,069.00
42 - Restricted funds	
4205 - Contributions - building	300.00
Total 42 - Restricted funds	<u>300.00</u>
Total 4 - Contributed support	522,369.00
4540 - Local government support	
4551 - Anderson County	6,749.00
4553 - City of Ottawa	52,026.00
4554 - City of Pomona	3,600.00
4555 - City of Princeton	135.00
4557 - City of Richmond	100.00
4559 - City of Wellsville	1,000.00
4563 - Franklin County	41,200.00
4565 - Miami County	5,099.00
Total 4540 - Local government support	<u>109,909.00</u>

	TOTAL
	Jan - Dec 17
5 - Earned revenues	
5180 - Program service fees	
5181 - Adoption PPAS	77,770.00
5182 - Microchip contribution	3,996.00
5184 - Grooming	11,660.00
5185 - Drop-off contribution	4,200.00
5186 - Training	2,871.00
5188 - Cremation & disposal fees	1,800.00
5189 - Reclaim fees	4,850.00
Total 5180 - Program service fees	<u>107,147.00</u>
5820 - Merchandise Sales	23,320.00
5830 - Dog Licence Contributions	11,000.00
Total 5 - Earned revenues	<u>141,467.00</u>
6710 - Interest income	
6720 - Interest income (Restricted)	7.00
Total 6710 - Interest income	<u>7.00</u>
Total Income	<u>773,752.00</u>
Gross Profit	773,752.00
Expense	
7200 - Payroll expenses	
7250 - Wages & salary	
7251 - Wages	178,160.00
7252 - Hourly wages	162,675.00
7254 - Authorized time off	4,992.00
7259-1 - Training Commission	900.00
7259 - Grooming Commission	5,693.00
Total 7250 - Wages & salary	<u>352,420.00</u>
7260 - Payroll Taxes	
7261 - FICA taxes	23,394.00
7262 - State unemployment	9,111.00
7263 - Workers compensation	9,347.00
Total 7260 - Payroll Taxes	<u>41,852.00</u>
Total 7200 - Payroll expenses	394,272.00

TOTAL
Jan - Dec 17

7500 · Other Personnel Expenses	
7510 · Accounting fees	9,850.00
Total 7500 · Other Personnel Expenses	<u>9,850.00</u>
8100 · Non-personnel expenses	
8110 · Office supplies	3,600.00
8115 · Telephone	
8118 · Internet related	1,800.00
8115 · Telephone - Other	2,880.00
Total 8115 · Telephone	<u>4,680.00</u>
8120 · Postage and delivery	2,400.00
8130 · Printing and reproduction	1,200.00
8135 · Direct Mail Expenses	11,600.00
8140 · Equipment rental	4,108.00
8150 · Computer and IT Related	17,130.00
Total 8100 · Non-personnel expenses	<u>44,718.00</u>
8200 · Occupancy Expenses	
8205 · Repairs & maintenance	21,632.00
8210 · Utilities	26,974.00
8220 · Insurance - non employee	5,564.00
Total 8200 · Occupancy Expenses	<u>54,170.00</u>
8300 · Travel & meeting expenses	
8310 · Training expense	480.00
8315 · Staff development/meetings	2,000.00
8320 · Automobile expense	1,200.00
Total 8300 · Travel & meeting expenses	<u>3,680.00</u>
8500 · Animal expenses	
8510 · Animal expenses	17,087.00
8511 · Euthanasia expense	480.00
8512 · Food expense	240.00
8513 · Vet expense	4,800.00
8514 · Spay/neuter expense	2,500.00
8515 · Supplies	300.00
8516 · Cleaning supplies	3,000.00
8517 · Microchip Supplies	6,122.00
8518 · Grooming Supplies	1,080.00
8520 · Cremation Expense	1,140.00

	TOTAL
	Jan - Dec 17
Total 8500 · Animal expenses	36,749.00
8530 · Fundraising expenses	
8531 · Fundraisng - general	1,320.00
8535 · Fundraing - Bow Meow	8,000.00
8544 · Fundraising-Shelter Birthday	2,500.00
Total 8530 · Fundraising expenses	11,820.00
8600 · Miscellaneous	
8605 · Advertising	1,200.00
8610 · Bank service charges	4,200.00
8615 · Dues and subscriptions	1,200.00
8650 · Licenses and permits	1,200.00
8660 · Miscellaneous	600.00
8675 · Taxes	50.00
Total 8600 · Miscellaneous	8,450.00
Total Expense	563,709.00
Net Ordinary Income	210,043.00
Other Income/Expense	
Other Expense	
9700 · Other Expenses	
9800 · Fixed asset purchases	19,453.89
9910 · Interest expense	11,050.11
Total 9700 · Other Expenses	30,504.00
9701 · In Kind Goods Expense	120,000.00
9702 · In Kind Services Expense	50,400.00
Total Other Expense	200,904.00
Net Other Income	-200,904.00
Net Income	9,139.00

OTTAWA MAIN STREET BUDGET

	2015/16	2016/17
gifts/grants	11855	12000
fundraising	10000	12000
dues	12000	12000
city	30000	30000
	63855	66000
rent	3900	3900
utilities	1400	1400
phone/internet	1080	1080
accounting	1650	1650
postage/printing	500	500
consumable	2000	2000
bk cg	100	100
memberships	350	1350
travel/meals/training	3000	3500
liability insurance	1300	1300
BE	750	900
Promotion	6180	5360
Organization	3795	6010
Design	7350	6450
Payroll	27500	27500
Payroll taxes	3000	3000
	63855	66000

CITY OF OTTAWA, KANSAS
PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: Richard U. Nienstedt, Scott Bird
CC: Mayor and City Commission
FROM: Michael W. Haeffele
SUBJECT: 2017 Budget Proposal
DATE: June 21, 2016

Attached are the Public Works Department portions of the General Fund. This includes the Cemetery (0140), Street (0141), Fleet Management (0144), and Parks (0146) Divisions. For the most part, each division only has incremental increases in requests.

Public Works Divisions are not subject to wide swings in their operational budgets, making their requests, for the most part, standard year to year. Each divisional budget request is attached, followed by a document describing each line item and a short description of reasoning for the increase or decrease in requested amounts. The description also shows what types of items are purchased from that activity. This is intended to give you an explanation or at least an idea of what each activity is used for in day to day operations for that division.

Some key components of the budget requests are increases in Professional Development as part of an initiative to develop our work force. The Fleet Maintenance is requesting one (1) additional Full Time Employee (FTE) to help them keep up with repairs at the shop. This justification is based off of research provided Government Fleet Magazine. The article is attached for your review. As a reference, our current vehicle/equipment to mechanic ration is 125:1 as opposed to the recommendation of the article of 55 to 60:1. You can see that our ratio is double to the recommendation. There is also a safety concern with only two mechanics. When one of them is gone for the day, the other is there by himself, if an accident occurs, i.e. vehicle lift failure, jack or jack stand failure, that one person could be pinned under a vehicle or piece of equipment for hours until someone else stops by the shop.

The last important note is the need for a new Parks Building. The two buildings that the Parks Department is currently operating out of are less than adequate at best. The two buildings combined are not large enough for all of their equipment to be stored inside, which causes them to keep equipment in the Public Works/Warehouse bullpen on Beech Street. Neither building has enough space for a break room nor adequate bathroom facilities. The office area is built into the shop in the east building which takes away from more useable space. It is our request to build a new shop with office and break area in 2017 and bring our Parks Department up to date with modern facilities.

Respectfully Submitted,

Michael W. Haeffele
Public Works Director

CEMETERY (0140)

EXPENDITURE DETAIL			Actual	Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES			2013	2014	2015	2016	2016	2017
001	5-0140-410.00	Salaries	75,877	87,121	88,161	84,834	84,030	88,030
001	5-0140-410.04	Seasonal	1,481	0	0	7,500	7,500	7,500
001	5-0140-411.00	Overtime	6,160	6,735	4,160	7,100	7,100	7,100
SUBTOTAL			83,518	93,856	92,321	99,434	98,630	102,630
CONTRACTUAL SERVICES								
001	5-0140-502.00	Postage	52	196	0	225	225	225
001	5-0140-503.00	Telecommunications	849	936	925	1,000	1,000	1,000
001	5-0140-505.00	Professional Development	1,336	598	1,387	1,500	1,500	1,500
001	5-0140-530.00	Utilities	1,206	1,166	975	1,000	1,000	1,000
001	5-0140-532.00	Repairs: Buildings & Structures	140	215	441	1,000	1,000	1,000
001	5-0140-533.00	Machinery & Equipment Repair	50	300	291	2,000	2,000	1,000
001	5-0140-554.00	Engineering Services - Note 1	0	0	0	10,000	10,000	0
001	5-0140-558.00	Other Contractual Services	1,781	2,337	2,491	2,500	2,500	6,000
001	5-0140-599.00	Refunds	0	200	0	300	300	300
SUBTOTAL			5,415	5,948	6,510	19,525	19,525	11,725
COMMODITIES								
001	5-0140-600.00	Office Supplies	0	440	623	450	450	500
001	5-0140-608.00	Vehicle Operations	4,357	4,010	3,531	7,000	7,000	7,000
001	5-0140-611.00	Chemical Supplies	57	124	102	500	500	500
001	5-0140-612.00	Equipment Repair Supplies	1,001	2,050	4,429	2,000	2,000	2,500
001	5-0140-615.00	Uniforms	993	831	670	1,000	1,000	1,000
001	5-0140-617.00	Fertilizer & Seed	50	180	666	250	250	300
001	5-0140-620.00	Supplies	1,887	4,128	2,221	1,900	1,900	2,000
001	5-0140-622.00	Hand Tools & Supplies	0	1,395	3,759	1,400	1,400	1,400
001	5-0140-629.00	Cement, Gravel & Rebar	331	0	74	300	300	300
001	5-0140-638.00	Building/Structure Repair Supplies	93	1,538	167	1,000	1,000	1,000
SUBTOTAL			8,768	14,696	16,243	15,800	15,800	16,500
CAPITAL OUTLAY								
	5-0140-738.00	Buildings and Structures						20,000
001	5-0140-710.00	Equipment (Laptop Replacement)	237	0	0	3,000	3,000	1,200
SUBTOTAL			237	0	0	3,000	3,000	21,200
TOTAL			97,938	114,500	115,073	137,759	136,955	152,055

0140
Cemetery
2017 Requests

Contractual:

502 Postage \$225

This is for mailing deeds for burial plots.

No change from the 2016 budget.

503 Telecommunication \$1,000

Vendors, contractors, maintenance agreement, etc.

No change from the 2016 budget.

505 Professional Development \$1,500

This includes travel, dues and subscriptions.

Both people at Highland cemetery are Notary's so that they have the ability to notarize documents. This is also for ongoing training such as the Road Scholar courses, Arborist training and leadership training.

No change from the 2016 budget.

530 Utilities \$1,000

Kansas Gas Service is paid for from this account.

No change from the 2016 budget.

532 Building Repairs \$1,000

This is for repairing issues with the building at Highland Cemetery.

No change from the 2016 budget.

533 Machinery and Equipment Repair \$1,000

This includes repairs performed by outside vendors on mowers and other equipment. Although we have more capability in our fleet maintenance division, there are some specialized repairs that we do not have the ability to perform and a few of our mowers are aging. Another reason for the decrease is, we are requesting to replace our 2 oldest mowers that are causing the most issues.

This is a \$1,000 decrease from the 2016 budget.

558 Other Contractual Services \$6,000

This line item includes trash services and updates for the cemetery software and to reset stones that are in poor condition.

This is an increase of \$3,500 from the 2016 budget.

599 Refunds \$300

This line item is for when people pay for a weekend funeral ahead of time, but if the funeral does not take as long as anticipated we refund them any overages. This year there was nothing budgeted for refunds, but we feel it is necessary to cover this expense.

No change from the 2016 budget.

554 Engineering Services \$0

This line item is not being used this year.

This represents a \$10,000 decrease from the 2016 request.

Commodities:

600 Office Supplies \$450

The costs associated with this line item are associated with printer cartridges, paper, staples, etc.

This represents a \$50 increase from the 2016 budget.

608 Vehicle Operations \$7,000

Gas, tires, tubes, fuel etc.

No change from the 2016 request.

611 Chemical Supplies \$500

Penetrating oil, brake free and other normal shop chemicals

No change from the 2016 budget.

612 Equipment Repairs \$2,500

This is for parts and repairs performed by city mechanics on cemetery equipment.

This is a \$500 increase from the 2016 Budget.

615 Uniforms \$1,000

Uniforms for cemetery personnel.

No change from the 2016 budget.

617 Fertilizer and Seed \$300

This is primarily used for seed and fertilizer for the grass in Highland Cemetery.

This represents a \$50 increase from the 2016 budget.

620 Supplies \$2,000

This includes normal everyday supplies like gloves, paper towels, soap, etc.

This is a \$100 increase from the 2016 budget.

622 Hand Tools and Supplies \$1,400

This line item is for replacing small equipment like shovels, weed eaters, chainsaws, etc.

No change from the 2016 budget.

629 Cement Gravel and Rebar \$300

This line item is used for repairing concrete pads under headstones that have been damaged or need replaced.

No increase from the 2016 budget.

638 Building Repair Supplies \$1,000

This activity is used for repairs made by us on the cemetery building.

No increase from the 2016 budget.

Capital Outlay:

710 Equipment \$1,200

The cemetery has a laptop that they use to take out into the cemetery with them when dealing with grieving families. This laptop has the cemetery mapping program on it but it is out of date and sometimes will not start up.

This is a \$1,800 decrease from the 2016 budget.

738 Buildings and Structures \$20,000

The fence on the north side of the cemetery is not very appealing. We would like to replace it with a new fence. We are confident this can be accomplished with city crews.

This represents a \$20,000 increase from the 2016 budget.

STREETS (0141)

EXPENDITURE DETAIL			Actual	Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES			2013	2014	2015	2016	2016	2017
001	5-0141-410.00	Salaries	582,374	556,147	599,245	608,000	602,000	624,720
001	5-0141-410.04	Seasonal	20,512	21,000	0	18,200	21,000	21,000
001	5-0141-411.00	Overtime	20,739	27,455	36,534	25,000	25,000	30,000
SUBTOTAL			623,624	604,602	635,779	651,200	648,000	675,720
CONTRACTUAL SERVICES								
001	5-0141-502.00	Postage	113	66	82	200	200	200
001	5-0141-503.00	Telecommunications	1,185	1,549	1,816	1,200	1,200	1,900
001	5-0141-505.00	Professional Development	7,703	8,630	7,728	9,500	9,500	9,500
001	5-0141-530.00	Utilities	4,852	5,212	3,031	4,900	4,900	4,900
001	5-0141-532.00	Building Repairs	3,273	3,398	2,042	5,600	5,600	5,500
001	5-0141-533.00	Machinery & Equipment Repair	21,239	1,586	14,537	15,000	15,000	15,000
001	5-0141-543.00	Rent - Machinery & Equipment	0	0	0	1,000	1,000	1,000
001	5-0141-550.00	Towel & Laundry Service	294	418	473	600	600	600
001	5-0141-558.00	Other Contractual Services	8,921	7,240	4,842	8,300	8,300	8,300
001	5-0141-559.00	Environmental Compliance	20,463	27,429	22,251	31,000	31,000	31,000
001	5-0141-598.00	Contract Labor		0	0	0	0	
SUBTOTAL			68,045	55,529	56,801	77,300	77,300	77,900
COMMODITIES								
001	5-0141-600.00	Office Supplies	533	580	537	650	650	650
001	5-0141-608.00	Vehicle Operations	69,438	68,646	53,910	70,000	80,000	80,000
001	5-0141-611.00	Chemical Supplies	252	886	192	1,000	1,000	800
001	5-0141-612.00	Equipment Repair Supplies	34,558	20,083	26,587	30,000	30,000	30,000
001	5-0141-615.00	Uniforms	4,965	5,145	6,323	6,500	6,500	7,000
001	5-0141-616.00	Street Markings Paint & Supplies - Vinyl Pa	11,672	4,094	11,752	10,000	10,000	13,000
001	5-0141-617.00	Seed, Trees, & Fertilizer (River Levee)	35	60	159	500	500	300
001	5-0141-620.00	General Supplies	2,729	2,302	2,695	3,500	3,500	3,000
001	5-0141-622.00	Hand Tools & Supplies	3,217	1,913	2,091	2,800	2,800	4,500
001	5-0141-624.00	Asphalt & Asphalt Patch	9,278	11,182	8,726	22,000	22,000	20,000
001	5-0141-625.00	Downtown Maintenance Supplies	2,118	2,514	2,324	3,000	3,000	0
001	5-0141-626.00	Ice Control Materials	18,833	24,661	16,256	27,000	27,000	27,000
001	5-0141-628.00	Signs & Materials	8,666	7,183	4,102	10,000	10,000	10,000
001	5-0141-629.00	Gravel, Rock & Cement	19,840	8,014	13,361	16,000	16,000	16,000
001	5-0141-629.50	ADA Ramps	0	0	14,744	18,000	18,000	18,000
001	5-0141-638.00	Building/Structure Repair Supplies	1,565	858	1,651	1,800	1,800	1,800
SUBTOTAL			187,698	158,119	165,409	222,750	232,750	232,050
CAPITAL OUTLAY								
001	5-0141-702.00	Furniture & Fixtures	0	6,045	0	0	0	0
001	5-0141-705.00	Computer Equipment	0	2,879	1,412	3,235	3,235	3,235
001	5-0141-710.00	Equipment	875	2,948	450	0	0	0
SUBTOTAL			875	11,872	1,862	3,235	3,235	3,235
001	5-0141-906.00	Transfer to Reserve Fund	79,834	0	50,000	100,000	100,000	100,000
TOTAL			960,076	830,122	909,851	1,054,485	1,061,285	1,088,905

0141
Streets
2016 Requests

Contractual Services:

502 Postage \$200

This is for mailing driveway permits etc.

No Change from the 2016 budget.

503 Telecommunication \$1,900

Vendors, contractors, maintenance agreement, etc.

This is a \$700 increase from the 2016 budget.

505 Professional Development \$9,500

This includes travel, dues and education. The majority of this activity is spent on Road Scholar courses, arborist training, and other developmental type courses. Investing in our employees is an investment to our future.

No change from the 2016 budget.

530 Utilities \$4,900

Kansas Gas Service and city utilities are paid for from this account.

No change from the 2016 budget.

532 Building Repairs \$5,500

This is for outside contractor repairs on our street division building.

This is a \$100 decrease from the 2016 budget.

533 Machinery and Equipment Repair \$15,000

This includes repairs performed by outside vendors on mowers and other equipment. Although we have more capability in our fleet maintenance division, there are some specialized repairs that we do not have the ability to perform.

No change from the 2016 budget.

543 Rent – Machinery and Equipment \$1,000

From time to time we have a need to rent a compactor to compact the grass runway at the airport or larger asphalt patch jobs. It is not very often that we need this type of equipment, but we need to have funds available when the need arises.

No change from the 2016 budget.

550 Towel and Laundry Service \$600

This is for the red rags the guys use in the shop.

No change from the 2016 budget.

558 Other Contractual Services \$8,300

This line item includes trash services, city clean-up activities, etc.

No change from the 2016 budget.

559 Environmental Compliance \$31,000

This is for disposal of street sweeping waste.

No change from the 2016 budget.

Commodities:

600 Office Supplies \$650

The costs associated with this line item are associated with printer cartridges, paper, staples, etc.

No change from the 2016 budget.

608 Vehicle Operations \$80,000

Gas, tires, tubes, fuel etc.

No change from the 2016 budget.

611 Chemical Supplies \$800

Penetrating oil, brake free and other normal shop chemicals

No change from the 2016 budget.

612 Equipment Repairs \$30,000

This is for parts and repairs performed by city mechanics on street department equipment.

No change from the 2016 budget.

615 Uniforms \$7,000

Uniforms for Street department personnel.

This is an increase of \$500 from the 2016 budget.

616 Paint and Supplies \$13,000

Paint and supplies purchased for the use of pavement markings. We are slowly converting turn arrows and stop lines to the vinyl pavement markings. The vinyl lasts longer than paint and it does a better job of meeting reflectivity requirements.

This is a \$3,000 increase from the 2016 budget.

617 Seed Trees and Fertilizer \$300

This is primarily used for seed and fertilizer where we get into the grass while making repairs in the Right of Way. We also purchase trees out of here when we need to replace one.

This is a decrease of \$200 from the 2016 budget.

620 Supplies \$3,000

This includes normal everyday supplies like gloves, paper towels, soap, etc.

This is a decrease of \$500 from the 2016 budget.

622 Hand Tools and Supplies \$4,500

This line item is for replacing small equipment like shovels, weed eaters, chainsaws, etc.

This is an increase of \$1,700 from the 2016 budget.

624 Asphalt and Patch Material \$20,000

This activity is for purchasing our pothole patching material and other small portions of asphalt.

This is a decrease of \$2,000 from the 2016 budget.

625 Downtown Maintenance Supplies \$0

This is for the flowers and shrubbery in the downtown area that the Ottawa Main Street Association plants and maintains. We have moved this to the Parks budget.

This is a decrease of \$3,000 from the 2016 budget.

626 Ice Control Material \$27,000

This is for the road salt that we use during winter storms.

No change from the 2016 budget.

628 Sign Material \$10,000

This is for traffic control signage and the hardware it takes to install them. With the reflectivity standards imposed by the Federal Highway Administration (FHWA), we must maintain our signage in better now than in the past.

No change from the 2016 budget.

629 Cement Gravel and Rebar \$16,000

This line item is used for purchasing rock for gravel roads and sidewalk installation/replacement.

No increase from the 2016 budget.

629.5 ADA Ramps \$18,000

This line item allows us to better track the amount of money we spend installing and replacing ADA ramps. It also helps us ensure that we have dedicated funds to support this type of activity.

No change from 2016 budget

638 Building Repair Supplies \$1,800

This activity is used for repairs that we make to the Streets building.

No change from the 2016 budget.

Capital Outlay:

705 Computer Equipment \$3,235

This is the activity that we use for all computers in the Public Works Department. The IT Department has a schedule for replacing computers.

No change from the 2016 budget.

906 Transfer to Equipment Reserve \$100,000

This is a transfer to help pay for equipment. This year we are requesting a new street sweeper from the equipment reserve fund. A new street sweeper is approximately \$200,000.

No change from the 2016 budget.

FLEET MANAGEMENT (0144)

EXPENDITURE DETAIL			Actual	Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES			2013	2014	2015	2016	2016	2017
001	4-0144-410.00	Salaries	94,700	94,665	98,964	104,410	100,500	107,280
001	4-0144-410.04	Seasonal	0	0	0	0	4,000	0
001	4-0144-411.00	Overtime	4,443	5,948	2,131	2,000	2,000	2,000
SUBTOTAL			99,143	100,613	101,095	106,410	106,500	109,280
CONTRACTUAL SERVICES								
001	4-0144-503.00	Telecommunications	590	793	922	825	825	825
001	4-0144-505.00	Professional Development	1,917	2,126	2,097	4,000	4,000	4,500
001	4-0144-530.00	Utilities	4,799	4,462	2,666	4,500	4,500	4,500
001	4-0144-532.00	Repairs: Buildings & Structures	10,110	4,636	1,117	5,400	5,400	5,400
001	4-0144-533.00	Machinery & Equipment Repair	928	1,044	1,516	700	700	1,500
001	4-0144-543.00	Rent: Machinery & Equipment	0	0	114	500	500	500
001	4-0144-550.00	Towel & Laundry Service	1,355	1,449	1,697	1,500	1,500	1,500
001	4-0144-558.00	Other Contractual Services	8,577	8,406	9,394	9,400	12,000	13,000
001	4-0144-559.00	Environmental Services	889	933	984	1,200	1,200	1,450
SUBTOTAL			29,164	23,849	20,506	28,025	30,625	33,175
COMMODITIES								
001	4-0144-600.00	Office Supplies	503	121	427	300	300	600
001	4-0144-608.00	Vehicle Operations	2,021	1,048	622	2,100	2,100	2,300
001	4-0144-609.00	Motor Oil	4,595	6,304	7,681	8,000	8,000	8,500
001	4-0144-612.00	Equipment Repair Supplies	334	525	602	800	800	800
001	4-0144-614.00	Books (Maintenance Library Replacement)	26	141	0	700	700	750
001	4-0144-615.00	Uniforms	539	772	802	800	800	1,000
001	4-0144-620.00	Supplies	5,400	4,372	5,388	8,500	8,500	8,500
001	4-0144-622.00	Hand Tool Supplies	1,876	1,568	5,971	3,800	3,800	3,800
001	4-0144-638.00	Building/Structure Repair Supplies	0	823	12	1,000	1,000	500
SUBTOTAL			15,294	15,673	21,505	26,000	26,000	26,750
CAPITAL OUTLAY								
001	4-0144-710.00	Equipment	712	2,120	0	15,000	15,000	37,000
001	4-0144-705.00	Computer Equipment	1,640	115	0	0	0	2,000
SUBTOTAL			2,352	2,235	0	15,000	15,000	39,000
TOTAL			145,954	142,371	143,106	175,435	178,125	208,205

0144
Fleet Management
2016 Requests

Personnel Services:

410 Salaries

Attached is an article that describes the ratio of mechanics to equipment for municipalities and other governmental agencies. The research shows a recommendation of 55 to 60 pieces of equipment per mechanic. With the two mechanics we have now, we are sitting at 125 pieces of equipment per mechanic. There is also a safety concern when one of them goes on vacation, sick leave, or training there is only one person in the shop. If a lift were to fail while one of them are by themselves and leaving them trapped, it could be hours before they are found. I would like to add one more mechanic to help alleviate a major safety concern as well as decrease turn-around times for repairs.

Contractuals:

503 Telecommunication \$825

Vendors, contractors, maintenance agreement, etc.

NO change from the 2016 budget.

505 Professional Development \$4,500

This includes travel, dues and education. The majority of this activity is spent on Road Scholar courses and other job related training courses.

This is a \$500 increase from the 2016 budget.

530 Utilities \$4,500

Kansas Gas Service and city utilities are paid for from this account.

No change from the 2016 budget.

532 Building Repairs \$5,400

We have a couple of overhead doors in need of maintenance in this building. Having a company come in and do preventative maintenance will help make these doors last longer.

No change from the 2016 budget.

533 Machinery and Equipment Repair \$1,500

This includes repairs performed by outside vendors on division equipment. Although we have more capability in our fleet maintenance division, there are some specialized repairs that we do not have the ability to perform such as repair on the hoists and other lifting equipment.

This is an \$800 increase from the 2016 budget.

543 Rent: Machinery and Equipment \$500

From time to time we need to rent specialty tools or equipment. Having this fund allows us to do so.

No increase from the 2016 budget.

550 Towel and Laundry Services \$1,500

This is the service for the red shop rags that the mechanics use.

No change from the 2016 budget.

558 Other Contractual Services \$13,000

This line item includes trash services, updates to the scanners, exterminator, crane inspections, etc.

This is an increase of \$1,000 from the 2016 budget.

559 Environmental Services \$1,450

This is for solvent disposal and related services.

This is a \$250 increase from the 2016 budget.

Commodities:

600 Office Supplies \$600

The costs associated with this line item are associated with printer cartridges, paper, staples, etc.

This represents a \$300 increase from the 2016 budget.

608 Vehicle Operations \$2,300

Gas, tires, tubes, fuel etc.

This is a increase of \$200 from the 2016 budget.

609 Motor Oil \$8,500

The FM division purchases the oil for all departments except the Police Department.

This is an increase of \$500 from the 2016 budget.

612 Equipment Repairs \$800

This is for parts and repairs performed by city mechanics in the FM division on their own equipment.

No change from the 2016 budget.

614 Books \$750

This fund helps us keep the library of repair manuals current.

This is a increase of \$50 from the 2016 budget.

615 Uniforms \$1,000

Uniforms for FM personnel.

This is an increase of \$200 from the 2016 budget.

620 Supplies \$8,500

This includes things like wire ties, wire clamps, electrical connections, etc. It is easier and more efficient to keep things like this in stock than to send someone to a parts store every time the need arises.

No change in this request from 2016.

622 Hand Tools and Supplies \$3,800

This line item is for replacing small equipment like battery chargers, jacks, and specialty tools.

No change from the 2016 budget.

638 Building/Structure Repair Supplies \$500

This activity is used for repairs that we make to the FM building.

This is a decrease of \$500 from the 2016 budget.

Capital Outlay:

710 Post Hoist \$37,000

Although the shop has a hoist in it at the present time, it can only be used where it is and cannot be used to capacity. There is no hoist on the north end of the shop which is where one is needed. The type of hoist we would like to get is called a post hoist. This type of hoist has the ability to serve two working bays that are side by side and will swing a full 360 degrees, thus allowing it to serve two bays.

705 Computer Equipment \$2,000

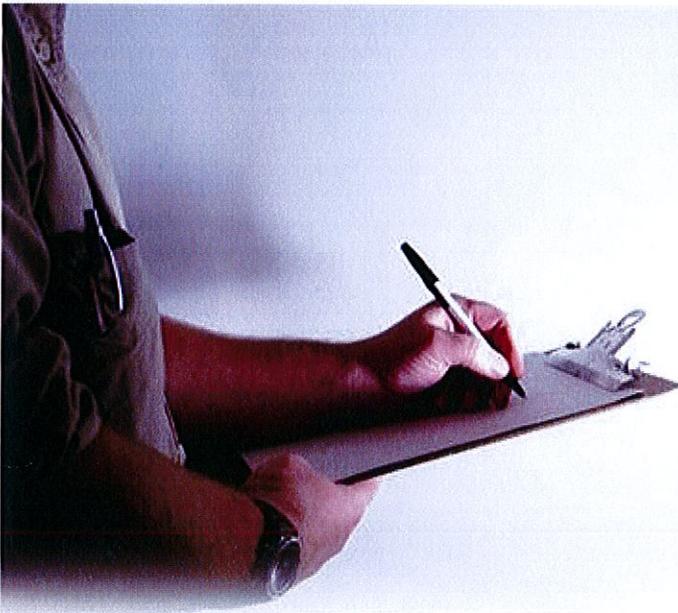
We currently have two diagnostic laptop computers for the shop. Both computers are outdated and extremely slow to the point that some of the programs will not operate.

How to Calculate Technician-to-Vehicle Ratios

TO PROPERLY MAINTAIN AND MANAGE A PUBLIC SECTOR FLEET OPERATION, DETERMINING THE NECESSARY RATIO OF TECHNICIANS TO VEHICLES IS KEY TO KEEPING VEHICLES ON THE ROAD AND OPERATIONS RUNNING SMOOTHLY.

January 2011, Government Fleet - Feature

By Sal Bibona



Calculating technician-to-vehicle ratios is important, not only in analyzing staffing requirements, but also when making benchmarking comparisons on an inter- and intra-organizational basis. To begin learning how to calculate technician-to-vehicle ratios, start with the fundamentals and learn from real-world examples.

Using Simple Ratios

The most simplistic approach stipulates that a specific number of technicians is needed to support a fleet of a given size. The following table summarizes typical ratios used for different fleet types:

TABLE 1 SAMPLE VEHICLE-TO-TECHNICIAN RATIOS	
Vehicle Type	Vehicle : Technician Ratio
Transit bus	10:1
School bus	20 to 30:1
Firedepartments	30:1
Small towns	35:1
Counties & cities	55 to 60:1
Utilities	55 to 75:1

This is the most fundamental and rudimentary type of staffing ratio; it has the advantage of being easy to use. When applied to a specific vehicle type, such as a police car, fire truck, school bus, or trash compactor, this approach can be used in situations where quick and approximate comparisons must be made. When applied to a "mixed" fleet, such as a local government fleet operation, this approach can work if it can be assumed the mixed fleet under review has a composition of light-, medium-, and heavy-duty vehicles and equipment, somewhat similar to those of peer fleets from which the ratio was derived. Otherwise, the simple ratio approach may not be fully satisfactory.

Vehicle Equivalency Ratios

A more precise approach takes into account the size and composition of the fleet by applying vehicle equivalents. Most notable are Maintenance and Repair Unit (MRU) factors, which index the maintenance and repair requirements of a vehicle class relative to a base vehicle class, typically a passenger car. Thus, a heavy truck, which has greater maintenance and repair needs than a basic passenger sedan, has a greater MRU factor than a passenger sedan.

MRU factors by class are then multiplied by the number of vehicles in each class to produce the number of MRUs by class. These factors are summed for the entire fleet to result in the total MRUs, or vehicle equivalents, of the fleet. Through this process, a mixed fleet size is converted to its vehicle equivalent size, which in turn can be used to estimate technician as well as indirect staffing requirements for the fleet operation.

Deriving MRU Factors

The weighting factors used in MRU analysis can be derived in multiple ways. One is to survey fleet managers to obtain their best estimates of the annual total technician hours needed to maintain a particular vehicle class.

The median values of their responses are then calculated for each vehicle class. Next, the passenger car is set as the base unit by dividing its technician hour requirement into the technician hour requirements for each vehicle and equipment class. This division yields the respective weighting factors by vehicle and equipment class. The passenger car has a factor of unity (1.0).

Another approach is to study the maintenance histories of specific vehicle classes. Sometimes these studies will take into account other factors, such as vehicle utilization or age. Much depends on the availability of data and the degree of precision desired.

Sometimes, for convenience, 20 hours per year can be used as the base MRU unit. This facilitates making historical comparisons of benchmarking data from past years, after the number of hours to maintain a passenger car has typically declined. It provides an even number for division.

When using 20 hours as the base unit per MRU, it is possible for the MRU factor of a passenger car to be less than or greater than 1.0.

For example, a passenger car averaging 12.5 hours per year would have a MRU factor of 0.62.

This is why it is important to know what the base unit hours are when trying to compare benchmarking results from one year to the next or from one fleet to the next.

Estimating Staffing Needs

MRUs represent a proxy for workload. Once the number of MRUs has been determined, the maintenance and repair workload of the fleet is established. This workload can be converted into staffing requirements in two ways.

The first option is the direct ratio approach, in which the number of fleet MRUs is divided by an MRU technician to vehicle ratio. Based on recent public service benchmarking surveys, this ratio is typically to be about 78 in-house MRUs per technician, with a basis of 20 hours per MRU. Similarly, MRU ratios are available for additional fleet positions, such as supervisors, parts persons, fleet managers, etc.

The second option is converting the MRUs into hourly equivalents by multiplying the fleet size expressed in MRUs times the number of hours needed to maintain the base unit. Thus, if the MRU factors had a basis of 12.5 hours per passenger car, a fleet of 400 MRUs would require 5,000 technician hours for maintenance and repair.

By dividing these hours by the estimated number of hours a technician has during the year for direct work, the estimated number of needed technicians can be calculated. If technicians average 1,350 direct hours per year, 3.7 technicians would be required for proper maintenance.

Percent of Work Done In-House

The two sample computations discussed assumed all work was done in-house. However, a fleet operation outsourcing most of its maintenance and repair work can be expected to require fewer technicians than a fleet operation of similar size where most maintenance and repair work is performed in-house.

To account for such differences, the number of MRUs should be reduced in proportion to the percentage of work performed in-house, before any MRU staffing ratios are applied. Similarly, if MRUs were converted to hours, these hours should also be reduced beforehand, dividing by the number of hours per year a technician has available for direct work.

One additional option is to assess the proportion of work performed in-house by vehicle class. In the author's consulting practice, work orders are analyzed to provide the needed detail. However, if time or resources do not permit such detail, then an approximation of the overall maintenance percentage performed in-house will need to be made. Typically, this is done on a judgment basis.

Variations in Technician Utilization

The preceding example used 1,350 hours per year as a basis for estimating technician requirements. This equates to 65 percent of the 2,080 total on-the-clock hours per year in technician utilization. Some fleets may achieve higher rates, such as 70 percent, or 1,450 hours per year, and others incur lower rates, such as only 50 percent or 1,040 hours per year. In any event, there may be valid reasons within a given fleet operation for some variation in technician utilization by shop facility.

At some shops, technicians may be supporting non-fleet activities, such as maintaining compressor stations for natural gas vehicles. Alternatively, they may have a wider geographic area to cover and must spend more time traveling to service outlying locations. In any event, such variations in technician utilization should be taken into account when comparing staffing needs from one garage to the next within the same fleet organization. Of course, if lower technician utilization rates are found due to poor workforce management techniques, these variations should be used to identify where improvement is needed.

Sometimes, technicians may be less productive because of older or inadequate facilities. The differences can be used to help justify improvement in the lower-performing facility. In other cases, it may simply be due to underreporting of direct hours.

Thus, reasons for utilization variations must be identified before jumping to conclusions.

Additional Factors to Consider

Data permitting, staffing ratios can be further refined to take into account other such factors as vehicle age, utilization, and condition. This is best done for a large fleet operating a wide range of vehicle ages, utilizations, and conditions.

In addition, it should be noted that MRUs represent the amount of time or workload needed for normal maintenance and repair activity, not capital work. Fleets that engage in *significant* amounts of capital work, such as rebuilding, overhauling, and upfitting must account for this activity when applying MRU ratios or estimating staffing requirements.

The easiest way is to increase the number of MRUs by the equivalent amount of capital work performed. Thus, if a fleet spends 2,000 hours in capital work and is using 12.5 hours per year as its base MRU factor, then 160 MRUs should be added to its fleet size expressed in MRUs (2,000 hours divided by 12.5 hours per MRU = 160 MRUs).

Accidents and vehicle damage are not technically included in MRU factors. However, from a practical standpoint, they generally represent only a small percentage of work order hours by vehicle class. The major exceptions are police fleet vehicles, where accidents can account for a significant portion of patrol vehicle repairs.

When properly applied, technician-to-vehicle ratios can be a helpful management tool in estimating the staffing needs of a fleet operation. However, it is also important to understand the limitations and assumptions inherent in the process to yield satisfactory and truly useful results.

TABLE 2
SAMPLE MRU COMPUTATION

Class	MRU Factor (a)	Vehicles	MRUs
Passenger cars (non-police)	1.0	26	26.0
Pickups, vans, and other light trucks	1.5	234	351.0
Sheriff patrol vehicles	1.5	178	267.0
Sheriff motor cycles	0.9	16	14.4
Non-pursuit vehicles	1.0	0	0.0
Ambulances	3.4	0	0.0
Antique fire truck	1.0	2	2.0
Fire trucks	7.6	66	501.6
Brush trucks	3.9	15	58.5
Dump trucks	4.0	18	72.0
Street sweepers	14.0	5	70.0
Refuse compactors	7.3	0	0.0
Farm type tractors	1.4	1	1.4
Transit buses	7.0	0	0.0
Other buses (specify type)	4.8	0	0.0
Sewer trucks	3.8	0	0.0
Backhoes, loaders, and trenchers	2.7	13	35.1
Dozers, scrappers, and pavers	3.8	22	83.6
Roller	3.5	12	42.0
Bucket trucks	3.2	0	0.0
Digger derricks	4.5	0	0.0
Other trucks	3.6	54	194.4
Forklifts	0.9	0	0.0
Mowers	1.0	4	4.0
Other motorized equipment (ATVs, chippers, floor sweepers, etc.)	0.6	23	13.8
Trailers	0.6	35	21.0
Total		724	1,757.8
Note: (a) Based on 13.3 hours per MRU.			

Table 2 presents a sample MRU computation recently developed for a county fleet. As indicated, the total fleet size of 724 has been converted to its MRU size of 1,757.8.

TABLE 3
ESTIMATED WORKLOAD AND
TECHNICIANS NEEDED

Total MRUs (from Table 2)	1,757.8
Total hours @ 13.3 hours per MRU	23,378.7
In-house hours @ 95 percent in-house	22,209.8
Estimated number of technicians needed @ 1,350 hours/tech. (i.e. 65-percent utilization)	16.5

Table 3 then converts the MRUs into direct hours at the rate of 13.3 hours per MRU. Assuming that 95 percent of the work is performed in-house and that each technician produces 1,350 direct hours per year (65-percent utilization rate), then the number of technicians is estimated to be 16.5. The 16.5 technicians equate to a ratio of 101 in-house MRUs per technician (95 percent x 1,757.8 divided by 16.5). Alternately, this can be expressed in the inverse as the ratio of 0.99 technicians per 100 in-house MRUs.

About the Author

Sal Bibona is president of Chatham Consulting, Inc., a fleet management consulting company. He can be reached at (973) 966-9262 or slb@chathamconsulting.com.

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PARKS (0146)

EXPENDITURE DETAIL			Actual	Actual	Actual	Revised	Budget	Budget
PERSONNEL SERVICES			2013	2014	2015	2016	2016	2017
001	5-0146-410.00	Salaries	171,717	171,879	207,559	211,000	221,326	232,000
001	5-0146-410.04	Seasonal	13,275	13,250	0	13,322	13,322	13,322
001	5-0146-411.00	Overtime	9,907	12,057	7,838	13,388	13,388	13,388
		SUBTOTAL	194,898	197,186	215,398	237,710	248,036	258,710
CONTRACTUAL SERVICES								
001	5-0146-502.00	Postage	11	17	0	200	200	200
001	5-0146-503.00	Telecommunications	833	915	900	1,000	1,000	1,000
001	5-0146-505.00	Professional Development	2,060	2,649	3,518	4,000	4,000	4,500
001	5-0146-530.00	Utilities	3,687	3,950	2,254	4,000	4,000	4,000
001	5-0146-532.00	Repairs: Buildings & Structures	0	566	150	1,100	1,100	1,100
001	5-0146-533.00	Machinery & Equipment Repair	481	393	849	1,200	1,200	1,200
001	5-0146-536.00	Facility Repairs	261	1,867	0	2,100	2,100	2,100
001	5-0146-537.00	Recreation Facility Repair	2,401	2,304	843	3,000	3,000	3,000
001	5-0146-543.00	Rent: Machinery & Equipment	50	0	0	500	500	500
001	5-0146-558.00	Other Contractual Services	2,203	2,001	3,338	7,300	7,300	7,300
		SUBTOTAL	11,986	14,661	11,852	24,400	24,400	24,900
COMMODITIES								
001	5-0146-600.00	Office Supplies	228	317	251	500	500	500
001	5-0146-608.00	Vehicle Operation	11,551	12,635	8,430	15,000	15,000	15,000
001	5-0146-611.00	Chemical Supplies	1,437	240	2,568	1,000	1,000	3,000
001	5-0146-612.00	Equipment Supplies	4,053	6,905	5,275	5,500	5,500	6,000
001	5-0146-615.00	Uniforms	2,202	2,764	3,170	2,800	2,800	3,500
001	5-0146-617.00	Seed and Fertilizer	0	40	1,920	500	500	2,000
001	5-0146-620.00	Supplies	10,099	7,470	7,154	11,000	11,000	11,000
001	5-0146-622.00	Hand Tools & Supplies	721	1,603	4,565	3,000	3,000	3,500
	5-0146-625.00	Downtown Maintenance						3,000
001	5-0146-628.00	Signs	211	367	733	2,000	2,000	2,000
001	5-0146-629.00	Gravel & Cement	15	259	3,355	2,000	2,000	4,000
001	5-0146-632.00	Pool Chemicals	4,445	2,245	1,195	5,000	5,000	5,000
001	5-0146-636.00	Park Facility Repair Supplies	5,591	4,770	2,972	11,000	11,000	10,000
001	5-0146-637.00	Recreation Facility Repair Supplies	11,375	6,823	1,715	20,000	20,000	10,000
001	5-0146-638.00	Building/Structure Repair Supplies	25	754	1,187	1,300	1,300	1,300
		SUBTOTAL	51,950	47,191	44,492	80,600	80,600	79,800
CAPITAL OUTLAY								
001	5-0146-705.00	Computer Equipment	0	920	0	0	0	
001	5-0146-708.00	Communications Equipment	994	927	677	0	0	
001	5-0146-710.00	Swimming Pool Replacement Canopies	237	1,100	450	0	0	
001	5-0146-710.00	Sandblasting pool	0	0	0	5,000	5,000	
	5-0146-738.00	Buildings and Structures						280,000
001	5-0146-753.00	Recreation Improvement	0	0	0	5,000	5,000	
		SUBTOTAL	1,231	2,947	1,127	10,000	10,000	280,000
		TOTAL	260,065	261,985	272,869	352,710	363,036	643,410

0146
Parks
2016 Requests

Contractual Services:

502 Postage \$200

This is for mailing park reservations

No Change from the 2016 budget.

503 Telecommunication \$1,000

Vendors, contractors, maintenance agreement, etc.

No change from the 2016 budget.

505 Professional Development \$4,500

This includes travel, dues and education. The majority of this activity is spent on Road Scholar courses, arborist training, and other developmental type courses. Investing in our employees is an investment to our future.

This is a \$500 increase from the 2016 budget.

530 Utilities \$4,000

Kansas Gas Service and city utilities are paid for from this account.

No change from the 2016 budget.

532 Building Repairs \$1,100

This is for outside contractor repairs on our park buildings.

No change from the 2016 requests.

533 Machinery and Equipment Repair \$1,200

This includes repairs performed by outside vendors on mowers and other equipment. Although we have more capability in our fleet maintenance division, there are some specialized repairs that we do not have the ability to perform.

No change from the 2016 budget.

536 Facility Repairs \$2,100

This is used for outside vendor repairs on playground equipment, restrooms in Forest Park, etc.

No change from 2016 budget.

537 Recreation Facility Repair \$3,000

This is used for outside vendor repairs to facilities like the swimming pool, structures at Orlis Cox sports complex, etc.

No change from 2016 budget.

543 Rent – Machinery and Equipment \$500

From time to time we have a need to rent a piece of equipment to help us maintain our parks and trails. It is not very often that we need this type of equipment, but we need to have funds

available when the need arises.

No change from the 2016 budget.

558 Other Contractual Services \$7,300

This includes funds for the development of the Teen Park, lift station inspection, trash including the dumpster at Forest Park.

No change from the 2016 budget.

Commodities:

600 Office Supplies \$500

The costs associated with this line item are associated with printer cartridges, paper, staples, etc.

No change from the 2016 budget.

608 Vehicle Operations \$15,000

Gas, tires, tubes, fuel etc.

No change from the 2016 request.

611 Chemical Supplies \$3,000

Penetrating oil, brake free, other normal shop chemicals.

This is a \$2,000 increase from the 2016 budget.

612 Equipment Supplies \$6,000

This is for parts and repairs performed by city mechanics on Parks department equipment.

This is a \$500 increase from the 2016 Budget.

615 Uniforms \$3,500

Uniforms for parks department personnel.

This is a \$700 increase from the 2016 budget.

617 Seed and Fertilizer \$2,000

This is primarily used for seed and fertilizer for areas that need to be re-seeded.

This is a \$1,500 increase from the 2016 budget.

620 Supplies \$11,000

This includes normal everyday supplies like gloves, paper towels, soap, etc. for the shop areas as well as the public restroom in our parks systems.

No change from the 2016 Budget.

622 Hand Tools and Supplies \$3,500

This line item is for replacing small equipment like shovels, weed eaters, chainsaws, etc. We have several pieces of equipment in this category that need to be updated.

This is an increase of \$500 from the 2016 budget.

625 Downtown Maintenance \$3,000

In the past these funds were in the Street Department Budget (0141). We moved this activity to the Parks Department because they are the ones that have more to do with the downtown.

No change in amount from 2016 budget.

628 Signs \$2,000

Signs for Forest Park need to be updated

No change from the 2016 budget.

629 Gravel and Cement \$4,000

This line item is used for purchasing rock for the trails and in house park development projects. The crew would like to put all of the picnic tables in Forest Park on concrete pads to help with maintenance activities.

This is an increase of \$2,000 from the 2016 budget.

632 Pool Chemicals \$5,000

This is for chlorine and other chemicals used at the pool. We decreased this line item based off of historical data.

No change from 2016 budget.

636 Park Facility Repair Supplies \$10,000

This is used for in house park facility repairs such as playground equipment.

This is a \$1,000 decrease from the 2016 budget.

637 Recreation Facility Repairs \$10,000

These funds are used to purchase paint for the swimming pool as well as other pool repairs and we have some nets at the tennis courts that need to be replaced. This also allows for the purchase of cleaner during our pool preparations.

This is a \$6,000 decrease from the 2016 budget.

638 Building Repair Supplies \$1,300

This activity is used for repairs that we make to the Parks building.

No change from the 2016 budget.

Capital Outlay

738 Buildings & Structures \$280,000

The Parks Department has outgrown their two buildings in Forest Park. Both buildings are deteriorated and there is only one bathroom between the two buildings. Neither building has enough space for a break room, so employees must take breaks in one of the shop bays which also takes away useable shop space. We can replace both buildings with one new one and have a more professional appearance as well as adequate work space in Forest Park.

TO: City Manager Richard U. Nienstedt and the Honorable City Commission
FROM: Scott D. Bird, Director of Finance 
DATE: July 6, 2016
SUBJ: Budgets for 2017 Special Revenue Funds (in part).

Please find the attached draft budgets for six of the City's fifteen budgeted Special Revenue Funds. Special Revenue Funds are allocated for specific purposes and are components of the overall City budget. A short explanation follows for each:

0500-General Obligation Debt Retirement Fund

The G.O. Debt Fund is used to retire the city's annual G.O. debt through funding from both tax revenue and transfers from those funds/activities which have incurred the debt. As the chart at the bottom of the fund sheet indicates, the city currently has total known payments in the amount of \$ 2,727,561 for the 2017 budget year. Please notice, the projects that this amount covers are listed at the bottom of the budget page. Also, keep in mind that several utility bonds and state loans have been refinanced with GO Bonds, and therefore made part of the G.O. Debt. This is why you see the total amount of debt payment in this fund increase from 2014 to 2015. However, because of the refinancing, the overall payment amounts have decreased. Therefore, instead of direct payments being made from funds 4100 and 7800, transfers are being made from these two funds to fund the G.O. Debt Payment fund (0500). (See Fund 4100 and 7800 below).

1600 – Special Parks

By statute, the Special Parks Fund receives 1/3 of the City's share of the Local Drink Tax. Such moneys are to be used for the purchase, establishment, maintenance or expansion of park and recreational services, programs and facilities. Revenue projections for Local Drink Tax are based on estimates provided by the State Treasurer's Office. Through the efforts of the Play Task Force this fund has received several donations, along with small grants, which has provided improvements to Forest and Kanza Park. The 2017 Budget includes the development of a Teen Park, but are again predicated on receiving donations and grant funding.

1700 – Special Alcohol

This fund receives 1/3 of the City's share of the Local Drink Tax, which are transferred annually to the General Fund to be used to support the City's DARE Officer/Program. Again, revenue projections are based on estimates provided by the State Treasurer's Office.

4100 – Electric Power Supply

This fund was established to set aside resources for future use by the Electric Utility. Its revenue resulted from the adoption of Resolution 1136-02, which provided reimbursement to the city through an agreement with KMEA and the Nearman Power Contract. In the past, it has provided funding for certain electric projects; i.e., a transformer replacement in the substation located at the Power Plant and part of the work that was done on the old 4.160 transmission lines in the downtown area. It also served as a dedicated revenue source for the city's debt obligation on the Southeast substation project and assists in the payment of debt incurred for the northeast substation. Please notice that the expected End of Year (EOY) cash balance is budgeted as Designated Reserves rather than Contingency Reserves, which indicates that the reserves in this fund are being held for known uses. It should be noted; however, that this fund will go away as the contract with KMEA expired. Never the less, these funds originated from the Electric Fund, which will continue to carry the debt as previously budgeted.

5500 – Revolving Loan Fund (RLF)

This fund was originally established as part of a State's Community Development Block Grant (CDBG) initiative. The Ottawa Revolving Loan Fund (RLF) is used to stimulate private investment and create or retain jobs, with an emphasis on assisting low to moderate-income (LMI) persons. RLF is intended to assist enterprises that are unable to obtain complete financing from commercial sources. This fund allows the City to make loans to industrial, retail/commercial or service businesses located in the City. Loans have previously been made to COF, Sears, Crist Auto, Fashion Inc, and Dannie Burnett/CarStar. Available funds are budgeted each year in anticipation that they will be loaned. <http://www.ottawaks.gov/Business/BusinessDocuments/tabid/154/Default.aspx>

7800 – Wastewater Treatment Plant Debt Fund

This fund was established to track dedicated revenues for the payment of the debt incurred for the new Wastewater Treatment Plant. It receives a transfer of sales tax from the General Fund and a transfer of wastewater surcharge fees from the Wastewater Fund. Principal and interest payments were previously made to KDHE for the treatment plant and the river lift projects through an amended agreement dated March 1, 2006. That debt was refinance in 2014, which means the funds needed to pay that debt is now transferred to the GO Debt fund - 0500.

G. O. DEBT RETIREMENT FUND (0500)

REVENUE DETAIL

		6.522	6.640	6.937	6.939	6.939	6.940
		Actual	Actual	Actual	Revised	Budget	Budget
		2013	2014	2015	2016	2016	2017
	Mill Levy						
005	0500-100.00 Unencumbered Cash Balance, Jan. 1	511,341	501,781	488,900	418,795	494,995	359,603
005	4-0500-301.00 Ad Valorem Taxes	502,614	507,634	533,687	537,345	558,280	566,971
005	4-0500-302.00 Back Taxes	36,190	22,697	23,567	26,000	25,000	26,000
005	4-0500-315.00 Vehicle Tax	57,916	57,005	59,865	60,000	56,532	58,061
005	4-0500-316.00 Special Assessments	22,952	32,927	47,281	22,407	5,000	20,000
005	4-0500-390.00 Interest	421	168	251	650	170	1,350
005	4-0500-398.01 Transfer from WWTP 7800	0	0	727,110	695,600	695,600	694,400
005	4-0500-398.02 Transfer from Electric	60,000	180,000	692,713	698,800	698,800	703,825
005	4-0500-398.02 Transfer from Power Supply Fund	130,000	240,000	150,000	400,000	400,000	454,000
005	4-0500-398.06 Transfer from Water	0	10,000	187,000	151,000	151,000	150,000
005	4-0500-398.09 Transfer from Special Streets	0	20,000	50,000	70,000	70,000	75,000
005	4-0500-301.00 Estimated Unpaid Taxes					-20,935	-21,261
	Total Revenue	810,285	1,070,430	2,471,474	2,661,802	2,639,447	2,728,346
	Total Resources	1,321,626	1,572,211	2,960,374	3,080,597	3,134,442	3,087,949

EXPENDITURE DETAIL

005	5-0500-800.00 Principal	620,000	855,000	1,685,000	1,900,000	1,900,000	1,960,000
005	5-0500-803.00 Interest	199,845	228,311	856,579	820,994	795,624	767,561
	Total Requirements	819,845	1,083,311	2,541,579	2,720,994	2,695,624	2,727,561
005	5-0500-892.00 Designated Reserves (Prepaid Specials)			53,998	51,498	51,498	48,998
005	5-0500-891.00 Covenant Reserve	501,781	488,900	364,797	308,105	387,320	311,390
	Unencumbered Cash Balance, Dec. 31	501,781	488,900	418,795	359,603	438,818	360,388

PROJECT	2017			
	Princ.	Interest	Total	Payout
2010A - Refunding (2021)	\$ 210,000	\$ 34,700	\$ 244,700	2021
2010B - Refunding (2021)	\$ 250,000	\$ 62,331	\$ 312,331	2023
2012 - Airport Hangar (2021)	\$ 85,000	\$ 9,325	\$ 94,325	2021
2012 - Refunded Levee Rip Rap Project (2023)	\$ 70,000	\$ 9,700	\$ 79,700	2023
2009 - Coves (2024)	\$ 70,000	\$ 25,955	\$ 95,955	2024
2007 - NE Substation & Transmission (2028)	\$ 495,000	\$ 358,825	\$ 853,825	2028
2009A - NE Water Tower (2029)	\$ 105,000	\$ 68,325	\$ 173,325	2029
Refinanced WWTP/16" Water Line and New 1.1 Sts.	\$ 675,000	\$ 173,100	\$ 848,100	
2016 - Refinanced Industrial Park Temp Notes		\$ 20,000	\$ 20,000	
2016 - Refinanced Airport Notes		\$ 5,300	\$ 5,300	
	\$ 1,960,000	\$ 767,561	\$ 2,727,561	

SPECIAL PARK AND RECREATION (1600)

REVENUE DETAIL

SOURCE OF REVENUE			Actual	Actual	Actual	Revised	Budget	Budget
			2013	2014	2015	2016	2016	2017
016	1600-100.00	Unencumbered Cash	76,824	75,657	35,923	115,212	43,693	87,451
016	4-1600-314.00	Liquor Drink Taxes (Note 1)	22,435	23,073	26,608	25,560	25,560	27,120
016	4-1600-323.00	License Income - Dog Park	0	7,405	689	0	0	0
016	4-1600-390.00	Interest Income	0	20	63	80	80	80
016	4-1600-392.01	Reimbursed Expense Income	99	0	1,630	100	100	100
016	4-1600-392.03	Donations - Playground	33,658	20,344	39,052	0	0	0
016	4-1600-392.03	Donations - Bark Park	23,590	16,047	39,052	0	0	0
016	4-1600-392.03	Donations - Teen Park	0	0	0	75,000	75,000	150,000
Total Revenue			79,782	66,890	107,096	100,740	100,740	177,300
Total Resources			156,606	142,548	143,018	215,951	144,433	264,751

EXPENDITURE DETAIL

EXPENDITURE DETAIL			Actual	Actual	Actual	Revised	Budget	Budget
CONTRACTUAL SERVICES			2013	2014	2015	2016	2016	2017
016	5-1600-505.00	Professional Development	0	1,517	0	0	0	0
016	5-1600-554.00	Engineering	750	0	0	500	500	500
016	5-1600-558.00	Contractual Services	1,486	3,500	1,101	2,000	2,000	2,000
016	5-1600-575.00	Youth Activities	0	76	0	0	0	0
016	5-1600-558.40	Pay Pal Fees	0	0	2	0	0	0
SUBTOTAL			2,236	5,093	1,101	2,500	2,500	2,500
COMMODITIES								
016	5-1600-620.00	General Supplies	374	1,351	15,216	15,000	3,000	15,000
SUBTOTAL			374	1,351	15,216	15,000	3,000	15,000
CAPITAL OUTLAY								
016	5-1600-710.00	Equipment (Pool Canopy)	0	0	4,645	0	0	0
016	5-1600-754.00	Park Improvements - Don Woodward Center	0	0	0	14,000	0	0
016	5-1600-754.00	Park Improvements - Don Woodward Center ADA	0	0	0	1,000	0	0
016	5-1600-754.00	Park Improvements - Carnegie Building - Furnace	0	0	0	0	0	8,000
016	5-1600-754.00	Park Improvements - Carnegie Building - ADA	0	0	0	0	0	1,000
016	5-1600-754.00	Park Improvements	78,339	37,383	6,845	16,000	16,000	0
016	5-1600-754.00	Park Improvements	0	62,798	0	0	0	0
016	5-1600-754.00	Park Improvements - Teen Park	0	0	0	80,000	80,000	180,000
SUBTOTAL			78,339	100,181	11,490	111,000	96,000	189,000
MISCELLANEOUS								
016	5-1600-891.00	Contingency Reserves	0	0	0	0	42,932	0
Total Requirements			80,950	106,625	27,806	128,500	144,432	206,500
Unencumbered Cash Balance, Dec. 31			75,657	35,923	115,212	87,451	0	58,251

Notes:

1. Liquor tax estimates are based on the State Treasurer's estimates.
2. Teen Park is predicated upon adequate donations.

SPECIAL ALCOHOL PROGRAM (1700)

REVENUE DETAIL

		Actual	Actual	Actual	Revised	Estimate	
		2013	2014	2015	2016	2017	
		SOURCE OF REVENUE					
017	1700-100.00	Unencumbered Cash	0	0	23,073	49,682	241
017	4-1700-314.00	Liquor Drink Taxes (Note 1)	22,246	23,073	26,608	25,560	27,120
017	4-1700-392.01	Reimbursed Expense	0	0	0	0	0
		Total Revenue	22,246	23,073	49,682	75,241	27,361
		Total Resources	22,246	23,073	49,682	75,241	27,361

EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Estimate	
		2013	2014	2015	2016	2017	
		EXPENDITURE DETAIL					
017	5-1700-901.00	DARE Officer	22,246	0	0	75,000	27,361
017	5-1700-891.00	Contingency Reserves	0	0	0	0	0
		Total Requirements	22,246	0	0	75,000	27,361
		Unencumbered Cash Balance, Dec. 31	0	23,073	49,682	241	0

Notes:

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

ELECTRIC POWER SUPPLY FUND 4100

REVENUE DETAIL

			Actual	Actual	Actual	Revised	Budget
			2013	2014	2015	2016	2017
041	4100-100.00	Unencumbered Cash Balance, Jan. 1	977,523	946,350	640,421	589,964	596,404
041	4-4100-390.00	Interest	580	796	633	800	550
041	4-4100-392.09	Refunds	410,640	376,420	410,640	410,640	0
041	4-4100-392.01	Reimbursed Expense	0	0		0	0
		Total Revenue	411,220	377,216	411,273	411,440	550
		Total Resources	1,388,743	1,323,566	1,051,695	1,001,404	596,954

EXPENDITURE DETAIL

041	5-4100-554.00	Engineering (Note 1)	6,662	11,085	0	5,000	5,000
041	5-4100-710.00	Capital Expenditures (3)	0	391,394	61,731	0	0
041	5-4100-735.00	Bank Fees	0	0	0	0	0
041	5-4100-800.00	Principal Payment for SE Substation (4, 5 & 6)	220,000	0	0	0	0
041	5-4100-803.00	Interest Payment for SE Substation (4, 5 & 6)	85,731	40,666	0	0	0
041	5-4100-900.00	NE Substation Payment (Transfer GO Debt) (2)	130,000	0	0	0	0
041	5-4100-900.00	Transfer to GO Debt Fund	0	240,000	400,000	400,000	454,000
		Total Requirements	442,393	683,144	461,731	405,000	459,000
041	5-4100-891.00	Designated Reserves					
		Unencumbered Cash Balance, Dec. 31	946,350	640,421	589,964	596,404	137,954

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 Fd
- 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.

REVOLVING LOAN FUND (5500)

REVENUE DETAIL

			Actual	Actual	Actual	Revised	Estimate
			2013	2014	2015	2016	2017
055	5500-100.00	Unencumbered Cash Balance, Jan. 1	149,257	170,541	210,704	213,158	215,775
055	4-5500-392.00	Agreement (Fashion)	18,874	37,749	0	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	93	97	136	300	300
055	4-5500-392.01	Reimbursed Expense					
Total Revenue			21,284	40,163	2,454	2,617	2,617
Total Resources			170,541	210,704	213,158	215,775	218,392

EXPENDITURE DETAIL

055	5-5500-572.00	Loans	0	0	0	0	218,392
055	5-5500-558.00	Other Contractual	0	0	0	0	0
Total Requirements			0	0	0	0	218,392
Unencumbered Cash Balance, Dec. 31			170,541	210,704	213,158	215,775	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. Fashion, Inc. borrowed \$161,000 at 3% from this fund in 2004. Payments were made in full in 2014.
4. The fund also captured pass through activity of a 2004, \$455,000 CDBG loan Fashion has with the State of Kansas.
5. A loan in the amount of \$20,000 was made to Dannie and Annette Burnett in 2010 for a roof at the CarStar Building.
6. The 2017 loan amount has not been designated and is shown for budgetary purposes.
If no loans are made in 2016 or 2017 this amount will be carried for future use.

WWTP DEBT FUND (7800)

REVENUE DETAIL

			Actual	Actual	Actual	Revised	Budget
			2013	2014	2015	2016	2017
078	7800-100.00	Unencumbered Cash Balance, Jan. 1	585,203	628,053	692,189	676,644	611,542
078	4-7800-324.00	Interest	317	402	502	750	1,000
078	4-7800-344.00	Transfers - Wastewater Fund	545,297	550,000	555,000	535,000	535,000
078	4-7800-349.00	Transfers - General Fund	219,500	270,000	229,876	230,000	231,150
		Total Revenue	765,114	820,402	785,378	765,750	767,150
		Total Resources	1,350,318	1,448,455	1,477,567	1,442,394	1,378,692

EXPENDITURE DETAIL

078	5-7800-800.00	Principal	505,376	558,740	0	0	0
078	5-7800-803.00	Interest	199,186	189,149	0	0	0
078	5-7800-809.00	Eastside Interceptor Debt - Partially 7800 & 3612	0	0	73,813	135,252	135,252
078	5-7800-812.00	Debt Service Fees	17,703	8,376	0	0	0
078	5-7800-900.00	Transfer to GO Debt Fund	0	0	727,110	695,600	694,400
		Total Requirements	722,265	756,265	800,923	830,852	829,652
078	5-7800-892.00	Designated Reserve					
		Unencumbered Cash Bal. Dec. 31	628,053	692,189	676,644	611,542	549,040

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