

COMMISSIONERS

Mayor Blake Jorgensen  
Linda Reed  
Gene Ramsey  
Rocky Fleer  
Sara Humm



CITY MANAGER & DEPARTMENT HEADS

**Richard U. Nienstedt** (City Manager)  
**Scott D. Bird** (City Clerk/Finance Director)  
**Wynndee Lee** (Planning & Codes Admin.)  
**James Bradley** (Utility Director)  
**Jeff Carner** (Fire Chief)  
**Andy Haney** (Public Works Director)  
**Dennis Butler** (Police Chief)  
**Chuck Bigham** (Information Technology)  
**Melissa Fairbanks** (Human Resource Director)

# ORGANIZATIONAL CHART



**Citizens**



- BOARDS**
- Tree Board
  - 4th Judicial Correction Advisory Board
  - KMEA Board of Directors
  - Construction Board of Appeals
  - Board of Zoning Appeals
  - Library Board
- COMMISSIONS**
- Planning Commission
  - Recreation Commission
  - Band Committee

Boards & Commissions

City Commission

City Manager

Assistant to the City Manager

Management Intern

City Attorney & City Engineer

Municipal Court

Municipal Auditorium

**DEPARTMENTS**

Clerk/ Finance

Planning & Codes

Utilities

Human Resources

Information Technology

Public Works

Police Dept.

Fire Dept.

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

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

**CITY OF OTTAWA  
2010 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 that the City is going to pursue and provides a plan of organization for implementing those activities. Staffing and resource levels are set.

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

### BUDGET PROCESS

Preparation and implementation of the City's budget is a year-round process, although this process attracts the most attention during the summer just prior to establishing the City's mill levy rate for the following year. The City of Ottawa uses a multi-year approach to budgeting. This enables the city 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 the Department Directors who have already prepared initial budget estimates 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.

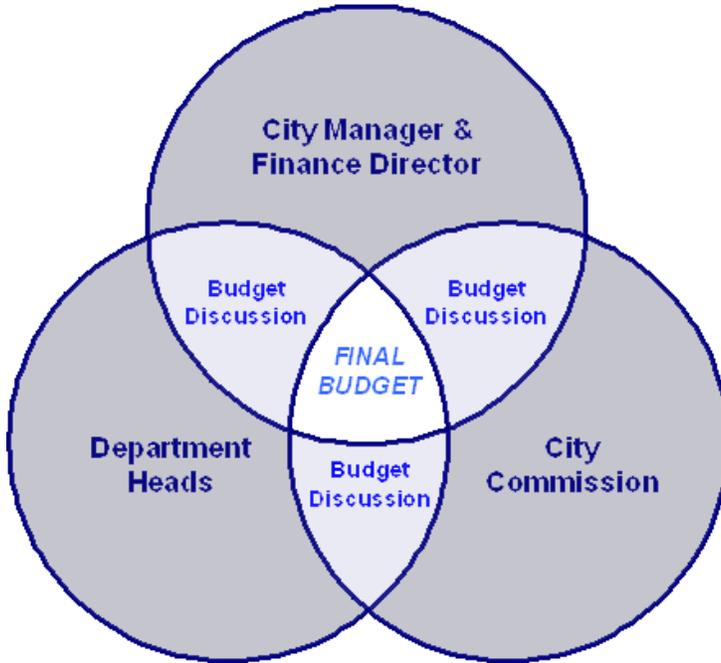
Throughout the year, interim financial reports are generated to monitor progress. Reports detailing budgetary performance by minor and major item are provided to Department Heads and City Manager. The City Commission may amend the budget at any time during the year by publishing a notice and holding 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 various 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.
- Meet with department heads to discuss budget estimates.
- Review and refine budget requests.

#### Secondary Responsibilities:

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

### DEPARTMENT HEADS

#### Primary Responsibilities:

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

#### Secondary Responsibilities:

- Prepare monthly reports to evaluate progress towards budget implementation.

### CITY COMMISSION

#### Primary Responsibilities:

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

#### Secondary Responsibilities:

- Review proposed budgets and consider recommendations from city staff. \*\*\*



## Budget Guide

### LEGAL RESTRICTIONS & PROVISIONS RELATING TO BUDGETING

#### Relevant Statutes

##### Budget Law

(K.S.A.79-2925 –  
K.S.A. 79-2937)

##### Cash Basis Law

(K.S.A.10-1101)

##### Limit on

##### Indebtedness

(K.S.A.10-309)

##### Open Meetings

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

##### Open Records Act

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



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

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

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

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

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

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



## Budget Guide

## FINANCIAL OPERATIONS AND STRUCTURE

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

## FUND ACCOUNTING

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

## BASIS OF ACCOUNTING

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

## FINANCIAL AUDIT

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

## DEPARTMENTS

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



### 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 is not budgeted, while debt payments are budgets.

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

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

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

**Commodity:** Tangible supplies the City buys (office supplies, street & sidewalk materials, etc.)

**Capital Outlay:** All costs involved in the acquisition/improvement of land, building, or equipment.

**Transfers:** Money to be transferred out of one fund 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; for example, the school, county, etc.).

**County, State, and Federal Aid:** Revenue 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 retail 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 Revenue:** 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 its government is operated in an economical and efficient manner.



## Budget Guide

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

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

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

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

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

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

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

**Rationale:** The budget adopted by the commission establishes legal spending limits for the city. A budgetary control system is essential to insure 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 allows the City further flexibility in maintaining and promoting an effective level of service for present and future citizens.

### WHAT ARE THE OBJECTIVES OF A CAPITAL IMPROVEMENT PROGRAM?

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



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

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

The Construction of a new street will:

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

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

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

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

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



## Budget Guide

### OTTAWA VISION: DESIGNING OUR FUTURE

Whether we call it dreaming, daydreaming, hoping, wishing, or pondering the future, **visioning** is a vital process in the life of any community. Visioning forces a community to decide what it wants to be in the future. When we develop ways to make the future we've imagined real, that is called planning. In late 2000, the Ottawa Planning Commission, at the recommendation of former Planning Director John Merrell, proposed to the City Commission that the community engage in a Visioning process. The Vision Program was seen as the way to solicit community opinions, and was to be the foundation for the new Comprehensive Plan. In 2001, a Vision Steering Committee composed of volunteers and community leaders came together to begin the process of gauging community values, concerns, and dreams.

The process culminated with the Ottawa Vision Plan: a document that targets recommendations to the organizations and leaders who can make them a reality. It is divided into three phases, Phase I (2001-2007); Phase II (2007-2012); and Phase III (2012-2017). Recommendations were placed in one of the three phases based on priority. These recommendations served as the foundation of the City's comprehensive plan, which was completed in 2004. Recommendations from the Vision Plan also inform the budget process in two ways: 1) they provide long-term goals for the City to strive to achieve; and 2) they help individual Departments set short-term objectives to work towards achieving those goals.

Every community has a variety of concerns, needs, opportunities, and resources to address or manage. In the community visioning process, community leaders, government officials, and citizens identify what they see as valuable in their community and what they may want to see changed or developed. The Ottawa Steering Committee selected five general areas to study in the community visioning process. The five general categories selected were: **Business and Economic Growth, Civic Image, Community Growth, Public Service, and Quality of Life.** The following vision statement arose:



### COMMUNITY VISION STATEMENT

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



## Budget Guide



## CITY HISTORY AND FORM OF GOVERNMENT

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

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

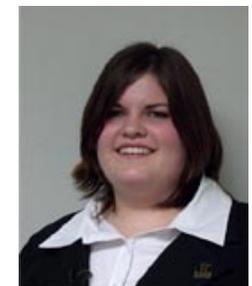
Ottawa was governed by a Mayor-Council system until 1913 when the City became a Commission form of government. In 1970 voters established the City Manager form of government with a five (5) member Commission, which annually selects a Mayor from its ranks. Three seats on the Commission are open every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

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

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



## CITY MANAGER & COMMISSIONERS





## Budget Guide

### GOVERNMENT SERVICE DELIVERY

The City of Ottawa is a full-service entity with a \$40,000,000 budget. The City purchased the utilities in 1905 and currently operates the electric, water and wastewater utilities. The electric system transfers approximately \$1,000,000 to the General Fund each year. The City employs 28 full-time police officers and in 2009 received a 2-year Domestic Violence Grant awarded by the Office of Justice Programs.

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

The City owns and operates a Municipal Airport encompassing 440 acres of land. Located there is a main hangar and shop building, a T-hangar, a hard surface tie-down area, a hard surface runway, hard surface taxi-way, and two sod run-ways.



Water Treatment Plant



The New Wastewater Treatment Facility



Municipal Airport

### CITY PARKS

- Forest Park
- Kanza Park
- City Park
- Haley Park
- Heritage
- Cox
- Freedom
- Prairie Spirit River Trail

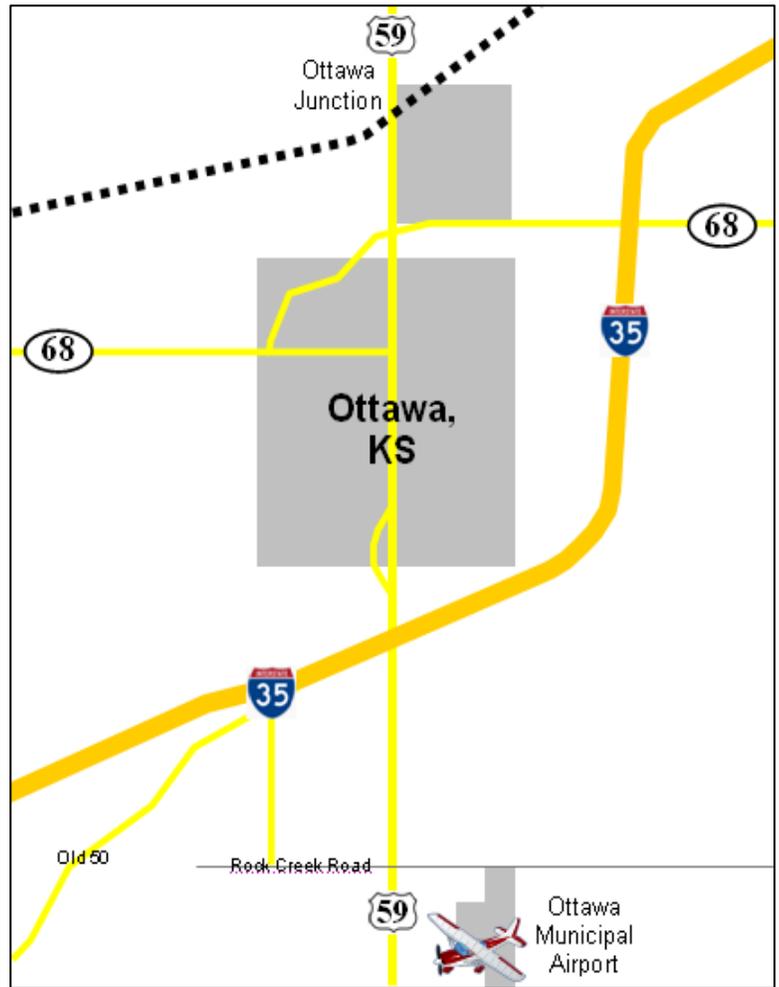
[On-line Park Reservation Form](#)



## Budget Guide

### LOCATION AND GROWTH

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

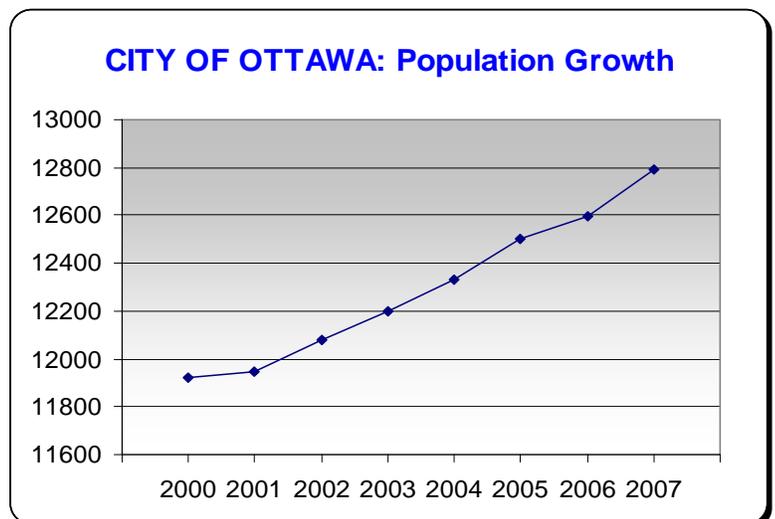


### BUILDING PERMITS

Year	Value
2002	\$11,441,331
2003	\$36,172,426
2004	\$18,518,326
2005	\$16,348,645
2006	\$54,855,860
2007	\$29,277,480
2008	\$26,793,833

Significant businesses added to the area in the last decade include a regional distribution center for Wal-Mart located three miles east of Ottawa, which started construction in 1994 and now employs approximately 1,500 workers at the 205-acre facility. In 2001 American Eagle Outfitters located in Ottawa's Industrial Park. This facility is currently operating with approximately 700 employees. In 2006 American Eagle Outfitters broke ground on a \$54,000,000 addition to its original facility, doubling their presence in the community.

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 12,850 in 2008.





## 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 plastic kennel products, a manufacturer of air filtration units, a manufacturer of steel fabrication components, a manufacturer of steel aircraft components, restaurant cabinets and equipment, semi-trailer tractors, and two regional distribution facilities.

Significant businesses added to the area in the last decade include a regional distribution center for Wal-Mart located three miles east of Ottawa, which started construction in 1994 and now employs approximately 1,500 workers at the 205-acre facility. In 2001 American Eagle Outfitters located in Ottawa's Industrial Park. This facility is currently operating with approximately 7000 employees. In 2006 American Eagle Outfitters broke ground on a \$54,000,000 addition to its current facility, doubling their presence in the community and adding up to 300 additional jobs.

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

The City works closely with local retailers. The Sears store relocated as a strong anchor in the downtown area. In addition to providing low interest economic development loans, the City also participates in a tax increment-financing plan known as the Neighborhood Revitalization Act. This act helps retain valuable retail businesses and should provide potential development opportunities in the future.

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 recently invested or expanded in the Ottawa area. Land is available along this major traffic artery, making Ottawa prime for additional growth and development.

### MAJOR EMPLOYERS

Wal-Mart Distribution Center	1,500
American Eagle Outfitters	700
Wal-Mart Store	350
Unified School District 290	344
Ransom Hospital	286
KALMAR Industries	284
Franklin County	225
Ottawa Retirement Village	160
Schuff Steel	150
Ottawa University	145
Midwest Cabinets	130
Kennel-Aire LLC	100





## Budget Guide

### EDUCATION

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

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

<b>USD 290 ENROLLMENT</b>	
2000–2001	2,474
2001–2002	2,431
2002–2003	2,503
2003–2004	2,472
2004–2005	2,445
2005–2006	2,459
2006-2007	2,443
2007-2008	2,539
2008-2009	2,541



### COMMUNITY SERVICES & SUPPORT

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

The 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. Eleven full-time physicians serve the area and twenty-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](#)





## 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 use in two ways. Sometimes it designates the financial plan presented for adoption and sometimes it designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary or whether the Governing Body has approved it.

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

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

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

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



### GLOSSARY OF TERMS cont'd

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

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

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

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

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

**Expenditures:** Refers to current cash operating expenses and encumbrances.

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

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

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

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

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

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

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



### GLOSSARY OF TERMS cont'd

**Mill Levy:** A mill is 1/10<sup>th</sup> 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.

**Zero Base Budgeting:** A process for allocating financial resources that provides for the comparison and prioritization of existing programs and services relative to the need for new programs and services. The process includes organizing expenditures in discrete decision packages and absolute priority ranking of the decision packages.



## Budget Guide

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

FUND	Actual 2007	Actual 2008	Estimate 2009	Budget 2010
General	\$ 8,390,787	\$ 8,724,740	\$ 8,769,717	\$ 9,627,307
Bond & Interest	\$ 1,214,878	\$ 1,263,425	\$ 1,471,064	\$ 1,676,650
Auditorium	\$ 128,616	\$ 171,272	\$ 162,134	\$ 222,025
Library	\$ 685,744	\$ 733,706	\$ 746,163	\$ 743,615
Economic Development	\$ 56,718	\$ 132,821	\$ 50,000	\$ 170,566
Special Streets	\$ 546,597	\$ 391,249	\$ 360,500	\$ 434,930
Community Services	\$ 134,869	\$ 140,297	\$ 136,225	\$ 131,193
Special Parks & Rec.	\$ 41,338	\$ 123,078	\$ 35,500	\$ 55,668
Special Alcohol	\$ 32,000	\$ 32,000	\$ 33,000	\$ 33,323
Equipment Reserve	\$ 479,611	\$ 1,460,916	\$ 290,911	\$ 1,454,134
Revolving Loan Fund	\$ 89,816	\$ 76,986	\$ 76,986	\$ 222,657
Risk Mgt. Reserve	\$ 130,607	\$ 49,101	\$ 123,700	\$ 245,407
Water Operations	\$ 2,154,578	\$ 2,402,898	\$ 2,337,742	\$ 3,063,547
Wastewater Operation	\$ 2,178,491	\$ 2,178,648	\$ 2,334,812	\$ 3,225,612
Electric Fund	\$ 13,081,061	\$ 13,799,046	\$ 14,786,143	\$ 17,790,220
Airport Fund	\$ 59,826	\$ 64,077	\$ 72,674	\$ 75,398
Wastewater Treatment Plant	\$ 729,922	\$ 729,922	\$ 729,922	\$ 1,246,622
KMEA Power Supply Fund	\$ 348,467	\$ 449,216	\$ 490,068	\$ 1,252,483
<b>Totals</b>	<b>\$ 30,483,926</b>	<b>\$ 32,923,398</b>	<b>\$ 33,007,260</b>	<b>\$ 41,671,355</b>
<b>Less Budgeted Reserves</b>				<b>\$ 6,724,435</b>
<b>Net Budgeted Expenditures</b>	<b>\$ 30,483,926</b>	<b>\$ 32,923,398</b>	<b>\$ 33,007,260</b>	<b>\$ 34,946,920</b>
<b>Less Transfers</b>	<b>\$ 3,336,719</b>	<b>\$ 3,850,720</b>	<b>\$ 3,680,322</b>	<b>\$ 3,962,767</b>
<b>Net Exp. Less Transfers</b>	<b>\$ 27,147,207</b>	<b>\$ 29,072,678</b>	<b>\$ 29,326,938</b>	<b>\$ 30,984,153</b>



### SCHEDULE OF TRANSFERS

Fund Transferred From:	Fund Transferred To:	Actual Amount for 2008	Current Amount for 2009	Budget Amount for 2010
General	Airport	61,000	72,000	72,000
General	Econ. Development	-	-	-
General	Community Services	29,000	29,000	29,000
General	WWT Plant	222,500	204,000	220,000
General	Risk Management		12,000	12,000
General	Equipment Res (PW)		23,000	23,000
General	Equipment Res (PD)	57,078	52,040	51,560
General	Equipment Res (Fire)	95,152	79,500	79,500
General	Equipment Res (Plan)	3,000	4,500	4,500
Econ. Development	General	-	-	-
Library	Electric	14,000	-	-
Special Highway	GO Debt	112,720	130,000	130,000
Special Highway	Equipment Res (PW)	-	-	26,200
Special Alcohol	General	32,000	34,000	30,000
Water	GO Debt	50,860	30,692	31,018
Water	General	370,000	375,000	405,000
Water	Community Services	36,000	36,000	33,500
Water	Equipment Reserve	64,797	51,483	50,111
Water	Risk Management	10,000	12,000	25,000
Wastewater	GO Debt	70,000	70,000	70,000
Wastewater	General	191,900	195,000	225,000
Wastewater	Equipment Reserve	59,854	72,534	75,077
Wastewater	Risk Management	10,000	12,000	25,000
Wastewater	Community Services	36,000	36,000	33,500
Wastewater	WWT Plant	440,000	448,000	550,000
Electric	GO Debt	450,587	417,000	438,000
Electric	General	990,000	995,000	1,025,000
Electric	Equipment Reserve	89,041	91,370	105,344
Electric	Risk Management	10,000	12,000	25,000
Electric	Community Services	36,000	36,000	33,500
Power Supply	GO Debt	130,000	130,000	130,000
<b>Totals</b>		<b>3,671,489</b>	<b>3,660,119</b>	<b>3,957,810</b>

CITY OF



**OTTAWA**

KANSAS

CITY OF



**OTTAWA**

KANSAS

## GENERAL FUND SUMMARY

REVENUE DETAIL					
	Actual 2006	Actual 2007	Actual 2008	Estimate 2009	Budget 2010
<b>Unencumbered Cash Balance, Jan. 1</b>	792,410	814,414	927,063	1,039,170	857,783
<b>Revenue</b>					
Ad Valorem Taxes	1,719,855	1,439,215	1,821,144	2,058,095	2,122,475
Sales Tax - City	1,327,499	1,977,495	2,009,306	1,838,515	1,856,900
Sales Tax - City for Sewer Plant	220,000	222,500	224,000	204,000	206,040
Sales Tax - County	1,043,666	914,681	959,267	877,729	886,506
Transfer - Electric	984,720	984,712	990,000	995,000	1,025,000
Transfer - Water	384,720	370,000	370,000	375,000	405,000
Court Fines	307,123	271,920	267,473	275,000	277,750
Transfer - Wastewater	211,212	190,000	191,900	195,000	225,000
Vehicle Tax	216,409	226,803	181,089	202,366	220,859
Franchise Tax Gas	303,938	355,917	370,443	377,851	387,298
Comp. Use Tax	300,739	413,291	404,131	369,780	373,478
Municipal Court Fees	130,503	116,650	77,929	86,000	86,860
Reimbursed Expense	188,267	278,723	329,310	190,000	180,000
Franchise Tax - CATV	80,311	80,823	77,854	80,000	80,500
Permits & Fees	142,955	186,965	117,045	100,000	102,000
Highway Connecting Links	58,434	58,434	58,474	58,500	58,500
Back Tax Collections	47,581	81,176	72,273	85,000	86,700
Franchise Tax Telephone	57,588	57,625	51,160	47,067	47,067
Interest Income	89,268	109,268	87,784	65,000	55,000
Transfer - Special Alcohol	30,288	32,000	32,000	34,000	30,000
Burial	26,170	30,050	31,125	30,000	30,300
Cemetery Lot Sales	31,250	24,800	16,500	28,500	28,785
Liquor Tax	23,346	28,025	29,141	33,000	30,000
Rents & Leases	12,351	12,357	12,001	1,130	1,200
Miscellaneous	23,206	18,396	17,849	20,440	21,000
Dog License	7,932	6,717	6,966	8,000	8,000
License	13,005	13,619	14,240	14,140	14,140
Rent - Airport	10,675	1,275	15,375	8,080	8,080
LAVTR	0	0	1,068	0	0
Uncollected Ad Valorem Tax	0	0	0	-82,324	-84,915
Total Revenue	7,993,011	8,503,437	8,836,846	8,574,869	8,769,523
<b>Total Resources</b>	<b>8,785,421</b>	<b>9,317,851</b>	<b>9,763,909</b>	<b>9,614,039</b>	<b>9,627,306</b>
EXPENDITURE DETAIL					
Personnel Services	6,143,664	6,488,969	6,646,329	6,746,530	6,821,994
Contractual Services	863,109	921,871	910,460	944,512	942,646
Commodities	357,846	408,105	468,298	440,501	524,135
Capital Outlay	109,578	63,698	231,923	148,672	281,532
Transfers	501,112	508,143	467,730	476,040	468,560
Reserves	0	0	0	0	
<b>Total Requirements</b>	<b>7,975,310</b>	<b>8,390,787</b>	<b>8,724,740</b>	<b>8,756,256</b>	<b>9,038,867</b>
Contingency Reserves					588,439
<b>Unencumbered Cash Bal, Dec. 31</b>	<b>814,414</b>	<b>927,063</b>	<b>1,039,170</b>	<b>857,783</b>	

## GENERAL FUND (0100)

SOURCE OF REVENUE 0100		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
100	Unencumbered Cash	792,410	814,414	927,063	1,039,170	857,783
301	Ad Valorem Property Tax	1,719,855	1,439,215	1,821,144	2,058,095	2,122,880
301	Uncollected Ad Valorem Tax	0	0	0	-82,324	-84,915
302	Back Tax Collections	47,581	81,176	72,273	85,000	86,700
303	Sales Tax - City	1,327,499	1,977,495	2,009,306	1,838,515	1,856,900
303	Sales Tax - City to WWTP	220,000	222,500	224,000	204,000	206,040
304	Sales Tax - County	1,043,666	914,681	959,267	877,729	886,506
305	Comp. Use Tax	300,739	413,291	404,131	369,780	373,478
306	Franchise Tax - CATV	80,311	80,823	77,854	80,000	80,500
307	Franchise Tax Gas	303,938	355,917	370,443	377,851	387,298
309	Local Ad Valorem Tax Reduction	0	0	1,068	0	0
311	Franchise Tax Telephone	57,588	57,625	51,160	47,067	47,067
314	Liquor Tax	23,346	28,025	29,141	33,000	30,000
315	Vehicle Tax	216,409	226,803	181,089	202,366	220,859
318	Business License	13,005	13,619	14,240	14,140	14,140
319	Rent - Airport	10,675	1,275	15,375	8,080	8,080
320	Highway Connecting Links	58,434	58,434	58,474	58,500	58,500
321	Rent & Leases	12,351	12,357	12,001	1,130	1,200
323	Dog License	7,932	6,717	6,966	8,000	8,000
324	Interest Income	89,268	109,268	87,784	65,000	55,000
325	Reimbursed Expense	188,267	278,723	329,310	190,000	180,000
331	Cemetery Lot Sales	31,250	24,800	16,500	28,500	28,785
332	Burial Fees	26,170	30,050	31,125	30,000	30,300
333	Fines	307,123	271,920	267,473	275,000	277,750
335	Court Fees	130,503	116,650	77,929	86,000	86,860
336	Building Permits & Fees	142,955	186,965	117,045	100,000	102,000
367	Transfer from Special Alcohol Fund	30,288	32,000	32,000	34,000	30,000
345	Transfers - Electric	984,720	984,712	990,000	995,000	1,025,000
347	Transfers - Water	384,720	370,000	370,000	375,000	405,000
344	Transfers - Wastewater	211,212	190,000	191,900	195,000	225,000
399	Miscellaneous	23,206	18,396	17,849	20,440	21,000
	TOTAL	<b>8,785,421</b>	<b>9,317,851</b>	<b>9,763,909</b>	<b>9,614,039</b>	<b>9,627,711</b>



## Budget Guide

## FUND (0110)

### CITY COMMISSION & CITY MANAGER'S OFFICE

#### Description of Services

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

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	130,573	148,307	158,650	160,600
Contractual Services	44,588	50,752	42,600	35,250
Commodities	6,221	10,914	9,000	9,100
Capital Expenditures	5,266	0	0	900
<b>Total</b>	<b>186,648</b>	<b>209,973</b>	<b>210,250</b>	<b>205,850</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
City Manager	0.50	1.00	1.00	1.00
Asst. to the City Man.	1.00	1.00	1.00	1.00
Part Time Adm. Intern	0.50	1.00	1.00	1.00
Full Time Adm. Intern	0	0	0	0
City Commission	5.00	5.00	5.00	5.00
<b>Total</b>	<b>7.50</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>

#### 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

- \$122,000 was added to be reserved for street, curb and gutter, and sidewalk improvements

#### STAFF CHANGES

- None



**CITY COMMISSION & CITY MANAGER (0110)**

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries (full time)	160,107	122,254	134,234	144,250	146,000
411	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000
411	Salaries (Interns)	0	0	6,835	6,800	6,800
410	Overtime	1,005	2,319	1,238	1,600	1,800
	<b>SUBTOTAL</b>	<b>167,111</b>	<b>130,573</b>	<b>148,307</b>	<b>158,650</b>	<b>160,600</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	294	137	194	300	200
503	Telecommunications	2,250	861	686	750	1,000
504	Travel Expense	16,824	20,465	19,923	16,500	12,000
505	Professional Development	10,646	5,470	9,867	5,500	5,500
509	Meeting Expense	176	15	225	0	0
512	Employee Recognition	5,188	3,176	3,723	5,000	4,500
527	Mayor's Breakfast	0	5,321	2,746	2,500	1,500
514	Printing Expense	1,742	1,860	3,333	4,500	3,000
524	Bonds	0	0	0	350	350
551	Dues & Subscriptions	4,365	2,327	4,051	4,000	4,000
558	Other Cont. Services	6,805	4,957	6,004	3,200	3,200
	<b>SUBTOTAL</b>	<b>48,290</b>	<b>44,588</b>	<b>50,752</b>	<b>42,600</b>	<b>35,250</b>
<b>COMMODITIES</b>						
600	Office Supplies	3,248	2,485	3,666	3,000	4,000
670	Receptions & Meals	0	2,702	6,199	5,000	5,000
615	Uniforms	172	0	48	0	100
630	Other Operating Supplies	0	1,034	1,001	1,000	0
	<b>SUBTOTAL</b>	<b>3,420</b>	<b>6,221</b>	<b>10,914</b>	<b>9,000</b>	<b>9,100</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture (Office Furniture)	1,487	0	0	0	0
704	Office Equipment	0	3,506	0	0	0
705	Computer Equipment	263	1,760	0	0	900
	<b>SUBTOTAL</b>	<b>1,750</b>	<b>5,266</b>	<b>0</b>	<b>0</b>	<b>900</b>
	<b>TOTAL</b>	<b>220,571</b>	<b>186,648</b>	<b>209,973</b>	<b>210,250</b>	<b>205,850</b>

# 2010 BUDGET



## Budget Guide

## FUND (0115)

### FINANCE / CITY CLERK

#### Description of Services

The Administration Division of the Finance Department is responsible for all financial and accounting functions of the City, including budget administration, financial reporting, and treasury management. Administration is also responsible for the record-keeping functions, including minutes of official meetings of the Governing Body. The Data Processing Division operates and maintains the City's main computer equipment including the IMB A/S 400, which runs the payroll program, general ledger, utility billing and collections and other programs. Meter Reading and Building Maintenance functions are also part of this division. The City's system is used to calculate utility bills for Ottawa's 6,000 electric and 5,000 water customers.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	278,818	291,870	300,200	305,200
Contractual Services	106,429	94,594	95,919	98,331
Commodities	14,393	12,930	16,000	16,200
Capital Expenditures	1,549	778	900	1,200
<b>Total</b>	<b>401,190</b>	<b>400,171</b>	<b>413,019</b>	<b>420,931</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Custodian	2.5	2.5	1.5	1.5
Fin. Director	1.0	1.0	1.0	1.0
City Clerk	0	0	1.0	1.0
Deputy City Clerk	1.0	1.0	0	0
Account Clerk	1.0	1.0	1.0	1.0
City Attorney	.5	.5	.5	.5
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>5.0</b>

#### 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  
Provide professional financial services

#### EXPENDITURE CHANGES

Only minor changes were made in this activity

#### STAFF CHANGES

This division had a retirement in the custodial ranks that has not been filled due to a hiring freeze.



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

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	245,551	275,756	289,945	298,000	302,500
410	Overtime	3,984	3,062	1,925	2,200	2,700
<b>SUBTOTAL</b>		<b>249,534</b>	<b>278,818</b>	<b>291,870</b>	<b>300,200</b>	<b>305,200</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	5,388	1,264	722	2,000	2,000
503	Telecommunications	7,209	7,264	7,862	7,500	7,800
505	Professional Development	266	978	2,142	2,200	2,500
515	Advertising & Publications	6,836	6,581	5,254	5,500	6,000
520	Ins. - Bldg. & Contents	4,832	4,590	4,921	5,749	6,036
524	Bonds	169	0	0	0	0
525	Boiler Insurance	3,300	3,600	0	0	0
530	Utilities (City Hall)	3,330	5,699	7,576	7,000	7,500
551	Dues & Subscriptions	432	276	26	0	0
558	Other Cont. Services	18,579	21,719	21,317	20,500	21,000
558	CIP	0	7,161	0	0	0
558	Special Election	14,359	0	0	0	0
558	Tech Support	355	0	0	0	0
558	Elevator Service	2,671	3,400	3,959	3,000	3,000
558	HVAC Service	17,523	21,581	16,066	24,000	24,000
558	Pest Control	480	480	480	520	520
558	Solid Waste Disposal	562	587	650	650	675
558	Building Maintenance	6,533	12,199	16,469	10,000	10,000
571	Audit (General Fund Share)	7,000	8,675	7,150	7,000	7,000
599	Refunds	0	375	0	300	300
<b>SUBTOTAL</b>		<b>99,824</b>	<b>106,429</b>	<b>94,594</b>	<b>95,919</b>	<b>98,331</b>
<b>COMMODITIES</b>						
600	Office Supplies	5,751	6,195	4,442	5,300	5,500
601	Computer Supplies	0	0	0	900	1,000
614	Books	0	0	0	100	0
615	Uniforms (Custodial)	742	283	217	700	700
620	Supplies (Custodial)	8,962	7,915	8,271	9,000	9,000
<b>SUBTOTAL</b>		<b>15,455</b>	<b>14,393</b>	<b>12,930</b>	<b>16,000</b>	<b>16,200</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture (Office Furniture)	650	0	0	0	0
704	Office Machines	2,650	368	397	0	300
710	Buildings	2,610	0	116	0	0
718	Equipment Purchase	6,033	1,181	265	900	900
<b>SUBTOTAL</b>		<b>11,943</b>	<b>1,549</b>	<b>778</b>	<b>900</b>	<b>1,200</b>
<b>TOTAL</b>		<b>376,756</b>	<b>401,190</b>	<b>400,171</b>	<b>413,019</b>	<b>420,931</b>

## Budget Guide

## FUND (0117)

### GENERAL FUND TRANSFERS

#### Description of Services

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

#### GOALS

- Supplement city activities beyond the General Fund
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#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Contractual Services	254,498	276,392	260,587	271,928
Capital Expenditures	0	0	50,000	120,000
Transfers	341,231	312,500	317,000	333,000
<b>Total</b>	<b>595,729</b>	<b>588,892</b>	<b>627,587</b>	<b>724,928</b>

## NON-OPERATING (0117)

NON-OPERATING (0117)						
	EXPENDITURE DETAIL	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	ESTIMATE 2009	BUDGET 2010
	<b>TRANSFERS</b>					
912	Transfer to Airport Fund	58,637	59,130	61,000	72,000	72,000
906	Transfer to Risk Management	0	0	0	12,000	12,000
909	Transfer to Community Service Fund	18,000	17,000	29,000	29,000	29,000
905	Transfer to Sewer Replacement Fund	220,000	222,500	222,500	204,000	220,000
925	Contingency Reserve	14,729	42,601	0	0	0
	<b>SUBTOTAL</b>	<b>311,366</b>	<b>341,231</b>	<b>312,500</b>	<b>317,000</b>	<b>333,000</b>
	<b>CONTRACTUAL</b>					
507	911 Services - Paid to Fr. Co.	235,000	253,922	273,442	260,587	271,928
558	Other Cont.	1,664	471	2,950	0	0
599	Refunds	552	105	0	0	0
	<b>SUBTOTAL</b>	<b>237,216</b>	<b>254,498</b>	<b>276,392</b>	<b>260,587</b>	<b>271,928</b>
	<b>CAPITAL OUTLAY</b>					
738	Streets, Curb, Sidewalks				50,000	120,000
	<b>TOTAL</b>	<b>548,582</b>	<b>595,729</b>	<b>588,892</b>	<b>627,587</b>	<b>724,928</b>

## Budget Guide

## FUND (0130)

### PLANNING AND CODES ADMINISTRATION

#### Description of Services

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

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	304,716	328,602	331,500	335,600
Contractual Services	61,653	77,048	88,923	98,900
Commodities	10,142	9,625	10,750	10,950
Capital Expenditures	5,585	1,158	10,500	9,500
Transfers	3,200	3,265	4,500	4,500
<b>Total</b>	<b>385,296</b>	<b>419,698</b>	<b>446,173</b>	<b>459,450</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Director of P&C	1.00	1.00	1.00	1.00
Planner/Code Officer	1.00	1.00	1.00	1.00
Codes Inspector	2.00	2.25	2.00	3.00
Planning Adm. Asst. 1	1.00	1.00	1.00	1.00
Planning Secretary	1.00	1.00	1.00	1.00
Plan Reviewer	0.25	0.00	0.00	0.00
<b>Total</b>	<b>6.25</b>	<b>6.25</b>	<b>6.00</b>	<b>7.00</b>

#### GOALS

- To support growth in the Ottawa Community while fostering the values and needs 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

#### EXPENDITURE CHANGES

- No significant change, but due to change in staffing, contracted work for building plan review in late 2008, 2009, and 2010.

#### STAFF CHANGES

- In 2008 experienced an opening due to resignation (only had position filled for ¼ of the year) and hope to fill the position as inspector in mid-2010.

**PLANNING & CODE ADMINISTRATION (0130)**

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	291,042	302,455	326,955	329,000	333,000
411	Retirement	0	0	0	0	0
410	Overtime	1,362	2,261	1,647	2,500	2,600
	<b>SUBTOTAL</b>	<b>292,404</b>	<b>304,716</b>	<b>328,602</b>	<b>331,500</b>	<b>335,600</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	2,369	5,860	5,022	6,000	6,300
503	Telecommunications	3,604	2,926	1,992	2,100	2,500
505	Professional Dev./Meetings	4,465	7,055	7,653	8,000	9,000
509	Meeting Expense	740	1,045	647	1,200	1,200
515	Legal & Other Advertising	4,102	7,417	5,545	7,800	8,000
523	Vehicle Ins-Risk Mgt.	1,334	1,292	1,186	1,123	1,400
533	Equipment Repair	0	0	0	300	300
534	Vehicle Repair	436	399	323	500	500
553	Service Agreements	0	467	684	650	700
558	Other Cont. Services	1,782	3,362	2,762	3,000	3,000
558	Temp Services	119	1,290	36	250	500
558	Weeds	5,131	6,738	5,220	7,000	7,500
558	Nuisance	310	448	161	2,000	2,000
558	Condemnation & Demolition	19,485	14,710	26,591	25,000	30,000
558	Annexation	1,719	0	749	1,000	1,000
558	Comp Plan	0	0	0	0	0
590	Planning Services	10,446	5,028	4,603	6,000	5,000
591	Building Code Plan Check	11,303	3,616	13,875	17,000	20,000
	<b>SUBTOTAL</b>	<b>67,346</b>	<b>61,653</b>	<b>77,048</b>	<b>88,923</b>	<b>98,900</b>
<b>COMMODITIES</b>						
600	Office Supplies	4,198	4,088	4,665	5,500	5,000
608	Vehicle Operations	2,773	3,708	3,814	4,000	4,500
614	Books	1,189	1,956	1,022	750	750
615	Uniforms	455	390	125	500	700
	<b>SUBTOTAL</b>	<b>8,615</b>	<b>10,142</b>	<b>9,625</b>	<b>10,750</b>	<b>10,950</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture	0	1,294	1,158	500	500
704	Office Machines (Copier)	2,545	1,216	0	0	0
705	Computer Equipment	3,806	3,074	0	10,000	9,000
	<b>SUBTOTAL</b>	<b>6,351</b>	<b>5,585</b>	<b>1,158</b>	<b>10,500</b>	<b>9,500</b>
<b>TRANSFERS</b>						
599	Refunds	0	200	265	0	0
906	Transfer to Equipment Reserve	4,000	3,000	3,000	4,500	4,500
	<b>TOTAL</b>	<b>378,716</b>	<b>385,296</b>	<b>419,698</b>	<b>446,173</b>	<b>459,450</b>



## Budget Guide

## FUND (0140)

### CEMETERY

#### Description of Services

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	76,677	86,210	79,600	82,600
Contractual Services	13,263	7,985	10,514	12,266
Commodities	8,925	10,628	13,550	17,640
Capital Expenditures	7,928	61,316	2,558	7,046
<b>Total</b>	<b>106,794</b>	<b>166,138</b>	<b>106,222</b>	<b>119,552</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Sexton/Lead Equip.Op.	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Seasonal	2.00	2.00	1.00	2.00

#### 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

- Planned future improvements include a building replacement to better accommodate public interaction and storage of equipment. Some design funding is included toward that end.

#### STAFF CHANGES

- None at this time. However, 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	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	61,696	64,656	69,908	69,200	71,200
411	Seasonal	8455	7,186	9,526	5,000	5,000
410	Overtime	4,364	4,835	6,776	5,400	6,400
	<b>SUBTOTAL</b>	<b>74,515</b>	<b>76,677</b>	<b>86,210</b>	<b>79,600</b>	<b>82,600</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	0	32	42	35	45
503	Telecommunications	784	675	683	900	930
505	Professional Development	408	373	499	1,000	1,015
520	Insurance - Bldg. & Contents	900	944	1,033	230	1,117
523	Vehicle Insurance	1,223	861	790	749	855
530	Utilities	934	961	1,200	1,200	1,200
532	Repairs: Buildings & Structures	1,378	276	0	400	1,015
533	Machinery & Equipment Repair	3,614	2,787	2,204	3,000	3,090
558	Other Cont. Services	1,412	6,354	1,534	3,000	3,000
	<b>SUBTOTAL</b>	<b>10,653</b>	<b>13,263</b>	<b>7,985</b>	<b>10,514</b>	<b>12,266</b>
<b>COMMODITIES</b>						
608	Vehicle Operations	4,379	4,292	5,428	4,550	6,700
611	Chemical Supplies	528	235	1,189	900	930
612	Equipment Repair Supplies	0	1,424	1,068	1,800	3,660
615	Uniforms	905	965	974	1,600	1,600
617	Fertilizer & Seed	85	199	0	1,000	1,000
620	Supplies	1,205	1,733	1,844	2,000	2,000
622	Hand Tools and Supplies	218	28	90	400	450
629	Cement, Gravel & Rebar	0	0	0	300	300
638	Building/Structure Repair Supplies	0	48	36	1,000	1,000
	<b>SUBTOTAL</b>	<b>7,320</b>	<b>8,925</b>	<b>10,628</b>	<b>13,550</b>	<b>17,640</b>
<b>CAPITAL OUTLAY</b>						
705	Computer & Software	672	1,239	61,316	0	0
708	Radio Replacement	0	0	0	0	1,930
710	Equipment	1,975	6,689	0	0	0
710	09 Lease 60" ZTR Mower & Noah systm	0	0	0	2,558	5,116
	<b>SUBTOTAL</b>	<b>2,646</b>	<b>7,928</b>	<b>61,316</b>	<b>2,558</b>	<b>7,046</b>
	<b>TOTAL</b>	<b>95,135</b>	<b>106,794</b>	<b>166,138</b>	<b>106,222</b>	<b>119,552</b>

## Budget Guide

## FUND (0141)

### STREETS

#### Description of Services

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

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- The 2008 increase is largely due to the purchase of a new flatbed truck with snowplow and winch. Future budget proposals will include significant equipment replacements, as the fleet is significantly aged.

#### STAFF CHANGES

- Randy Hughes retired as a Heavy Equipment Operator in June 2008. Justin McCurdy was promoted to fill that position. The open entry level position will be hired.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	651,944	647,709	635,000	637,000
Contractual Services	116,164	89,231	81,652	88,355
Commodities	138,553	175,212	142,800	191,400
Capital Expenditures	6,656	76,951	8,088	58,825
Transfer to Equip. Reserve			23,000	23,000
<b>Total</b>	<b>913,317</b>	<b>989,102</b>	<b>890,540</b>	<b>998,580</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Director of Public Works	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Streets Superintendent	1.00	1.00	1.00	1.00
Asst. Streets Superintend.	1.00	1.00	1.00	1.00
Maintenance Crew Leader	1.00	1.00	1.00	1.00
Heavy Equip. Operator	4.00	4.00	4.00	4.00
Equipment Operator	5.00	5.00	5.00	5.00
<b>Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
Seasonal	7.00	7.00	5.00	7.00



## GENERAL FUND - STREETS (0141)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	558,002	564,439	577,887	558,000	575,000
411	Retirement	0	0	0	17,000	0
411	Seasonal	17,750	32,787	35,019	25,000	25,000
410	Overtime	11,226	54,718	34,803	35,000	37,000
<b>SUBTOTAL</b>		<b>586,978</b>	<b>651,944</b>	<b>647,709</b>	<b>635,000</b>	<b>637,000</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	200	181	42	400	400
503	Telecommunications	2,340	1,897	1,020	1,500	1,500
505	Professional Development	5,576	10,414	7,243	9,000	9,000
520	Insurance - Bldg. & Contents	5,368	6,194	6,783	1,519	1,595
523	Vehicle Insurance	14,119	12,057	11,065	11,233	11,794
530	Utilities	5,045	6,122	7,164	7,000	7,000
532	Building Repairs	2,281	1,599	842	1,500	1,500
533	Machinery & Equipment Repair	9,653	17,969	25,831	15,000	20,000
539	Repair (Flood Control)	711	2,998	0	0	0
543	Rent - Machinery & Equipment	367	100	10	500	515
558	Other Cont. Services	2,675	29,821	1,823	5,000	5,150
559	Environmental Compliance	28,625	26,812	27,409	29,000	29,900
<b>SUBTOTAL</b>		<b>76,961</b>	<b>116,164</b>	<b>89,231</b>	<b>81,652</b>	<b>88,355</b>
<b>COMMODITIES</b>						
600	Office Supplies	1,230	621	450	1,000	1,000
608	Vehicle Operations	46,905	52,182	59,178	45,500	71,500
611	Chemical Supplies	731		436	1,500	1,500
612	Equipment Repair Supplies	0	14,680	27,494	15,000	17,000
615	Uniforms	4,854	4,246	4,665	5,000	5,500
617	Seed, Trees, & Fertilizer, for Levy	0	0	0	500	600
620	Supplies	20,916	5,722	6,174	9,000	9,000
622	Hand Tools and Supplies	0	0	74	600	650
624	Asphalt & Asphalt Patch	10,632	10,610	24,508	12,000	25,000
625	Downtown Maintenance Supplies	0	0	495	1,000	1,000
626	Ice control Materials	10,681	37,401	37,595	35,000	40,000
628	Signs & Material	12,204	10,356	5,960	15,000	15,000
629	Gravel, Rock & Cement	2,315	2,632	7,952	1,000	2,900
638	Building/Structure Repair Supplies	0	101	231	700	750
<b>SUBTOTAL</b>		<b>110,468</b>	<b>138,553</b>	<b>175,212</b>	<b>142,800</b>	<b>191,400</b>
<b>CAPITAL OUTLAY</b>						
705	Computer Equipment	0	1,206	0	0	3,700
710	Equipment (Mowing Deck)	0	5,450	0	0	0
710	Replacement Radios	0	0	0	0	15,950
712	Trucks	39,256	0	76,951	0	0
712	Lease purchase 108 2 T Dump Truck	0	0	0	8,088	16,175
712	2010 Lease purchases for public Works	0	0	0	0	23,000
<b>SUBTOTAL</b>		<b>39,256</b>	<b>6,656</b>	<b>76,951</b>	<b>8,088</b>	<b>58,825</b>
999	Transfer to Equipment Reserve				23,000	23,000
<b>TOTAL</b>		<b>813,663</b>	<b>913,317</b>	<b>989,102</b>	<b>890,540</b>	<b>998,580</b>

## Budget Guide

## FUND (0142)

### FLOOD CONTROL

#### Description of Services

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

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- A minor increase is included for contractual repairs

#### STAFF CHANGES

- Staff is shared from other departments

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Contractual Services	0	17,142	18,000	18,000
Commodities	0	3,287	10,500	10,500
Capital Expenditures	0	0	0	0
<b>Total</b>	<b>0</b>	<b>20,429</b>	<b>28,500</b>	<b>28,500</b>

## FLOOD CONTROL 0142

		<i>ACTUAL</i>	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>ESTIMATE</i>	<i>BUDGET</i>
		<i>2006</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>
	<b>CONTRACTUAL SERVICES</b>					
503	Telecommunications	<i>816</i>	0	157	1,000	1,000
539	Repair	<i>711</i>	0	129	5,000	5,000
558	Other Cont. Services	<i>8,924</i>	0	16,856	12,000	12,000
559	Environmental Compliance	<i>0</i>	0	0	0	0
	<b>SUBTOTAL</b>	<b><i>10,451</i></b>	<b>0</b>	<b>17,142</b>	<b>18,000</b>	<b>18,000</b>
	<b>COMMODITIES</b>					
611	Chemical Supplies	<i>0</i>	0	0	1,000	1,000
617	Seed, Trees, & Fertilizer	<i>0</i>	0	1,960	4,000	4,000
620	Supplies	<i>1,182</i>	0	1,134	3,000	3,000
629	Gravel, Rock, & Cement	<i>2,315</i>	0	194	2,500	2,500
	<b>SUBTOTAL</b>	<b><i>3,497</i></b>	<b>0</b>	<b>3,287</b>	<b>10,500</b>	<b>10,500</b>
	<b>CAPITAL OUTLAY</b>					
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>13,949</b>	<b>0</b>	<b>20,429</b>	<b>28,500</b>	<b>28,500</b>

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

## Budget Guide

## FUND (0144)

### FLEET MANAGEMENT

#### Description of Services

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	88,164	93,615	88,000	90,520
Contractual Services	20,452	20,982	17,018	17,182
Commodities	18,057	15,788	21,300	21,600
Capital Expenditures	231	5,348	16,900	4,230
<b>Total</b>	<b>126,903</b>	<b>135,733</b>	<b>143,218</b>	<b>133,532</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Garage Superintendent	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

#### 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.

#### EXPENDITURE CHANGES

- A (1984) pickup truck will be replaced in 2009.

#### STAFF CHANGES

- Mr. Merle Young retired in June of 2008. He has been replaced by Mr. Chris Raby.

## FLEET MANAGEMENT (0144)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	82,705	86,920	93,225	87,000	89,520
410	Overtime	430	1,244	390	1,000	1,000
<b>SUBTOTAL</b>		<b>83,135</b>	<b>88,164</b>	<b>93,615</b>	<b>88,000</b>	<b>90,520</b>
<b>CONTRACTUAL SERVICES</b>						
503	Telecommunications	755	643	455	700	700
505	Professional Development	344	812	1,125	1,000	1,000
520	Insurance - Bldg. & Contents	4,759	5,193	5,679	1,269	1,332
523	Vehicle Insurance	1,052	861	790	749	900
530	Utilities	4,681	5,359	6,323	5,500	5,500
532	Repairs: Buildings & Structures	858	390	370	500	500
533	Machinery & Equipment Repair	53	368	0	500	400
543	Rent: Machinery & Equipment	87	395	297	500	500
550	Towel & Laundry Service	2,765	2,304	2,651	2,500	2,650
558	Other Contractual Services	2,062	2,969	2,235	2,500	2,400
559	Environmental Services	1,471	1,159	1,057	1,300	1,300
<b>SUBTOTAL</b>		<b>18,885</b>	<b>20,452</b>	<b>20,982</b>	<b>17,018</b>	<b>17,182</b>
<b>COMMODITIES</b>						
600	Office Supplies	1,003	546	194	700	700
608	Vehicle Operations	1,566	1,717	1,611	2,000	2,100
609	Motor Oil	4,666	3,764	1,553	5,000	5,000
612	Equipment Repair Supplies	0	1,011	35	700	700
614	Books (Maintenance Library Replacement)	875	115	0	1,000	1,000
615	Uniforms	894	250	727	600	800
620	Supplies	6,839	9,704	11,628	10,000	10,000
622	Hand Tool Supplies	1,047	950	40	1,000	1,000
638	Building/Structure Repair Supplies	0	0	0	300	300
<b>SUBTOTAL</b>		<b>16,890</b>	<b>18,057</b>	<b>15,788</b>	<b>21,300</b>	<b>21,600</b>
<b>CAPITAL OUTLAY</b>						
701	Computer Software (upgrade CFA) *	0	0	0	0	2,300
708	Replacement Radios	0	0	0	0	1,930
710	10 Ton Floor Jack	0	0	0	1,000	0
710	Equipment (Replace #103) 1984	0	0	1,893	15,000	0
705	Computer Equipment	0	231	3,455	900	0
<b>SUBTOTAL</b>		<b>0</b>	<b>231</b>	<b>5,348</b>	<b>16,900</b>	<b>4,230</b>
<b>TOTAL</b>		<b>118,910</b>	<b>126,903</b>	<b>135,733</b>	<b>143,218</b>	<b>133,532</b>

\* Computerized Fleet Analysis Software Upgrade

## Budget Guide

## FUND (0146)

### PARKS

#### Description of Services

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

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- No significant changes in funding levels are anticipated, other than increased cost for building insurance.

#### STAFF CHANGES

- None are included in the 2010 Budget, but studies indicate that staffing is below industry standards.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	214,712	209,258	208,250	218,040
Contractual Services	25,578	19,649	27,591	27,453
Commodities	39,586	50,559	51,671	64,700
Capital Expenditures	5,126	50,000	2,808	14,010
<b>Total</b>	<b>285,002</b>	<b>329,466</b>	<b>290,320</b>	<b>324,203</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Superintendent of Parks	1.00	1.00	1.00	1.00
Forestry Specialist	3.00	3.00	3.00	3.00
Park Equipment Operator	1.00	1.00	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Seasonal	3.00	3.00	2.00	3.00

## PARKS (0146)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	176,002	194,145	184,871	192,000	193,700
411	Seasonal	10,765	9,076	12,459	4,750	12,750
410	Overtime	7,173	11,491	11,928	11,500	11,590
<b>SUBTOTAL</b>		<b>193,941</b>	<b>214,712</b>	<b>209,258</b>	<b>208,250</b>	<b>218,040</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage		136	85	150	155
503	Telecommunications	965	879	648	1,236	1,275
505	Professional Development	2,586	3,559	4,079	3,090	3,200
520	Insurance - Bldg. & Cont.	1,831	1,967	2,151	3,448	3,551
523	Vehicle Insurance	2,617	1,723	1,581	1,498	1,573
530	Utilities	2,928	2,766	3,760	4,635	4,800
532	Repairs: Buildings & Structures	1,344	273	0	1,000	1,050
533	Machinery & Equipment Repair	1,159	806	5,469	1,545	1,600
536	Facility Repairs	1,376	773	13	2,060	2,150
537	Recreation Facility Repair	2,705	3,040	820	3,600	2,500
543	Rent: Machinery & Equipment	32	0	0	1,030	1,100
558	Other Cont. Services	1,356	9,656	1,028	3,800	3,950
559	Environmental Services	0	0	15	500	550
<b>SUBTOTAL</b>		<b>18,899</b>	<b>25,578</b>	<b>19,649</b>	<b>27,591</b>	<b>27,453</b>
<b>COMMODITIES</b>						
600	Office Supplies	760	608	758	1,030	1,100
608	Vehicle Operation	10,559	9,398	12,408	7,875	16,000
611	Chemical Supplies	86	1,565	42	1,545	1,600
612	Repair Equipment Supplies	0	5,152	2,800	4,635	4,800
615	Uniforms	2,058	2,075	1,795	2,575	2,700
620	Supplies	17,108	7,370	9,394	11,845	12,200
622	Hand Tools & Supplies	478	133	302	515	550
628	Signs	231	127	741	257	300
629	Gravel & Cement	1,794	0	1,466	1,854	2,000
632	Pool Chemicals	8,019	7,814	8,885	9,270	9,550
636	Park Facility Repair Supplies	4,458	1,334	743	5,150	5,300
637	Recreation Facility Repair Supplies	1,084	3,983	11,210	4,120	7,500
638	Building/Structure Repair Supplies	0	26	14	1,000	1,100
<b>SUBTOTAL</b>		<b>46,637</b>	<b>39,586</b>	<b>50,559</b>	<b>51,671</b>	<b>64,700</b>
<b>CAPITAL OUTLAY</b>						
705	Computer Equipment	750	330	0	0	5,000
708	Replacement Radios	0	4,796	0	0	3,395
710	2009 Lease 72" ZTR Mower	0	0	0	2,808	5,615
738	Street Improvement (Forest Park Road)	0	0	50,000	0	0
<b>SUBTOTAL</b>		<b>750</b>	<b>5,126</b>	<b>50,000</b>	<b>2,808</b>	<b>14,010</b>
<b>TOTAL</b>		<b>260,226</b>	<b>285,002</b>	<b>329,466</b>	<b>290,320</b>	<b>324,203</b>

# 2010 BUDGET

## Budget Guide

## FUND (0151)

### POLICE DEPARTMENT

#### Description of Services

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

#### DIVISION EXPENDITURES

Account	Actual 2007	Actual 2008	Revised 2009	Budget 2010
Personnel Services	1,696,442	1,729,916	1,768,733	1,783,151
Contractual Services	136,717	111,526	145,512	131,065
Commodities	106,702	110,333	105,700	118,225
Capital Expenditures	9,989	5,134	1,150	31,050
Transfers	71,760	57,078	52,040	28,560
<b>Total</b>	<b>2,021,610</b>	<b>2,013,987</b>	<b>2,073,135</b>	<b>2,092,051</b>

#### PERSONNEL SCHEDULE

	Actual 2007	Actual 2008	Revised 2009	Budget 2010
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	5.00
Police Officer	14.00	14.00	13.00	14.00
School Resource Officer (Grant funded)	1.00	1.00	1.00	1.00
Detective	3.00	3.00	3.00	3.00
Detective (Dom. Viol.) (Grant funded)	1.00	0.50	1.00	1.00
Community Service Officer	0.50	0.00	0.00	1.00
<b>Total Commiss. Officers</b>	<b>27.50</b>	<b>26.50</b>	<b>26.00</b>	<b>28.00</b>
Custodian	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00	1.00
Special Services Officer	1.00	1.00	1.00	1.00
Animal Control Officer	0.50	1.00	1.00	0.00
<b>Total Non-Com. Officers</b>	<b>4.50</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>
<b>Total</b>	<b>32.00</b>	<b>31.50</b>	<b>31.00</b>	<b>32.00</b>

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- Increased annual maintenance fees for joining the Franklin County Records Management system.
- Increased fuel budget.

#### STAFF CHANGES

- Hired in 2009: Police Officer Angela McAllister.

## POLICE DEPARTMENT (0151)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	1,435,771	1,434,843	1,453,359	1,470,000	1,484,000
411	Retirements	0	0	0	18,733	19,151
410	Overtime	255,779	261,600	276,557	280,000	280,000
	<b>SUBTOTAL</b>	<b>1,691,550</b>	<b>1,696,442</b>	<b>1,729,916</b>	<b>1,768,733</b>	<b>1,783,151</b>
<b>CONTRACTUAL SERVICES</b>						
501	Communications	3,267	3,289	1,828	3,700	0
502	Postage	1,421	1,913	999	2,500	2,750
503	Telecommunications	15,903	13,048	15,003	13,776	14,052
504	Travel and Meals	0	0	0	5,000	6,500
505	Professional Development	13,266	15,509	16,235	6,500	6,000
513	Prisoner Care	45,928	32,756	25,908	38,000	23,000
514	Printing	1,552	1,436	1,146	2,000	1,800
520	P & I Insurance	7,155	7,747	8,331	10,425	10,946
523	Motor Vehicle Insurance	8,394	8,012	6,933	8,612	9,042
530	Utilities	0	0	0	0	0
532	Building Maintenance	4,974	4,205	5,891	5,500	5,900
533	Equipment Repair	3,000	549	1,529	3,000	2,500
534	Repair Motor Vehicle	2,161	1,364	2,352	3,500	3,500
543	Lease Payment	4,627	5,900	6,212	6,000	6,500
551	Dues and Subscriptions	0	0	0	3,500	2,500
558	Other Cont. Services	30,130	38,575	16,701	28,000	30,575
564	Community & Public Relations	2,910	2,414	2,459	5,500	5,500
	<b>SUBTOTAL</b>	<b>144,688</b>	<b>136,717</b>	<b>111,526</b>	<b>145,512</b>	<b>131,065</b>
<b>COMMODITIES</b>						
600	Office Supplies	6,402	6,709	6,907	7,500	7,725
608	Vehicle Operations	55,686	63,542	72,511	52,500	50,000
609	Motor Oil	0	0	0	0	1,500
611	Chemical supplies	274	453	694	700	700
612	Vehicle Repair	0	0	0	0	11,000
614	Books	0	0	0	500	500
615	Uniforms	12,870	8,671	8,492	12,500	12,500
621	Public Safety Equipment	2,122	5,730	3,371	6,000	5,000
630	Operating Supplies	5,654	9,187	7,546	10,500	10,500
635	Star Team Supplies	8,306	12,410	3,117	6,500	6,500
639	Ammunition	0	0	7,693	6,000	4,800
639	Firearms and Equipment	0	0	0	3,000	7,500
	<b>SUBTOTAL</b>	<b>91,315</b>	<b>106,702</b>	<b>110,333</b>	<b>105,700</b>	<b>118,225</b>
<b>CAPITAL OUTLAY</b>						
702	Office Furniture	0	0	0	650	0
704	Office Equipment	0	0	0	500	0
705	Computer Equipment	11,630	9,989	3,914	0	3,500
710	Equipment	5,095	0	1,220	0	27,550
	<b>SUBTOTAL</b>	<b>16,725</b>	<b>9,989</b>	<b>5,134</b>	<b>1,150</b>	<b>31,050</b>
<b>TRANSFERS</b>						
906	Transfer to Equip. Reserve (Cars)	120,454	71,760	57,078	52,040	28,560
	<b>SUBTOTAL</b>	<b>120,454</b>	<b>71,760</b>	<b>57,078</b>	<b>52,040</b>	<b>28,560</b>
	<b>TOTAL</b>	<b>2,064,733</b>	<b>2,021,610</b>	<b>2,013,987</b>	<b>2,073,135</b>	<b>2,092,051</b>

## Budget Guide

## FUND (0155)

### MUNICIPAL COURT

#### Description of Services

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	113,960	117,323	121,427	97,150
Contractual Services	46,920	53,547	46,550	43,615
Commodities	2,508	1,726	3,250	3,000
Capital Expenditures	0	250	24,869	6,371
<b>Total</b>	<b>163,388</b>	<b>172,846</b>	<b>196,096</b>	<b>150,136</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
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	0.00
Part Time Prosecutor	1.00	1.00	1.00	1.00
Part Time Bailiff	2.00	2.00	2.00	2.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>5.00</b>

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- Plans are in place to implement a new Court Records Management System including annual maintenance fee.

#### STAFF CHANGES

- None.

## MUNICIPAL COURT (0155)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	110,447	109,564	115,513	105,500	94,000
411	Retirement	0	0	0	13,427	0
410	Overtime	2,324	4,396	1,811	2,500	3,150
	<b>SUBTOTAL</b>	<b>112,771</b>	<b>113,960</b>	<b>117,323</b>	<b>121,427</b>	<b>97,150</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	818	941	1,184	1,100	1,100
503	Telecommunications	1,066	896	900	1,300	1,365
504	Travel	362	953	1,158	800	800
505	Professional Development	0	0	50	950	950
514	Printing	900	352	1,101	1,400	1,400
556	Defense Attorneys	26,175	40,950	47,201	35,000	35,000
558	Other Cont. Services	14,414	2,828	1,953	6,000	3,000
	<b>SUBTOTAL</b>	<b>43,735</b>	<b>46,920</b>	<b>53,547</b>	<b>46,550</b>	<b>43,615</b>
<b>COMMODITIES</b>						
600	Office Supplies	4,105	2,373	1,490	2,750	2,750
614	Books	171	135	236	500	250
	<b>SUBTOTAL</b>	<b>4,276</b>	<b>2,508</b>	<b>1,726</b>	<b>3,250</b>	<b>3,000</b>
<b>CAPITAL OUTLAY</b>						
701	Computer Equipment (Court Software)	0	0	0	24,869	6,371
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>24,869</b>	<b>6,371</b>
	<b>TOTAL</b>	<b>160,781</b>	<b>163,388</b>	<b>172,846</b>	<b>196,096</b>	<b>150,136</b>

# 2010 BUDGET

## Budget Guide

## FUND (0157)

### FIRE DEPARTMENT

#### Description of Services

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

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

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	889,388	900,353	931,000	944,100
Contractual Services	47,302	36,558	45,321	43,400
Commodities	37,890	36,263	42,600	48,100
Capital Expenditures	10,048	27,126	23,900	22,000
Transfers	95,152	95,152	79,500	79,500
<b>Total</b>	<b>1,079,780</b>	<b>1,095,451</b>	<b>1,122,321</b>	<b>1,137,100</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	1.00	1.00	3.00	3.00
Driver Engineer/EMT	7.00	7.00	8.00	8.00
Driver Engineer	1.00	1.00	0.00	0.00
Firefighter/EMT	6.00	6.00	4.00	4.00
<b>Total</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>

#### 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

- None at the time.

#### STAFF CHANGES

- None at this time.

## FIRE DEPARTMENT (0157)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	831,058	863,404	877,478	893,000	906,100
411	Retirements	0	0	0	0	0
410	Overtime	23,317	25,984	22,874	38,000	38,000
<b>SUBTOTAL</b>		<b>854,375</b>	<b>889,388</b>	<b>900,353</b>	<b>931,000</b>	<b>944,100</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	251	115	200	150	200
503	Telecommunications	4,897	5,140	4,301	5,200	5,000
505	Professional Development	6,479	7,676	6,984	7,500	7,500
514	Printing	283	596	564	500	600
520	General Ins. (EMT Prof. Liability)	2,595	2,868	3,817	2,827	2,968
523	Motor Vehicle Insurance	4,141	3,445	3,161	3,744	3,931
530	Utilities	1,770	1,873	3,261	2,000	2,500
532	Repair of Building & Structure	3,887	4,918	2,802	5,000	5,000
533	Equipment Repair	1,466	2,388	1,089	1,500	1,000
534	Repair Motor Vehicle	8,041	4,707	3,897	5,000	3,000
551	Dues & Subscriptions	539	681	506	600	700
553	Service Agreements	1,939	3,159	1,729	2,200	2,000
558	Other Cont. Services	8,572	9,737	4,247	9,100	9,000
<b>SUBTOTAL</b>		<b>44,860</b>	<b>47,302</b>	<b>36,558</b>	<b>45,321</b>	<b>43,400</b>
<b>COMMODITIES</b>						
600	Office Supplies	1,715	1,509	2,525	1,700	1,800
614	Public Education Materials	1,147	1,486	1,934	2,500	2,500
608	Vehicle Operations	7,643	9,747	13,588	10,500	13,000
611	Chemical Supplies	1,571	1,594	1,621	1,400	0
612	Vehicle & Equipment Repair/Supplies	1,374	6,739	4,164	6,500	9,400
615	Uniforms & Turn out Gear	13,989	11,161	8,852	14,000	14,000
620	Supplies	5,107	5,654	3,579	6,000	7,400
<b>SUBTOTAL</b>		<b>32,547</b>	<b>37,890</b>	<b>36,263</b>	<b>42,600</b>	<b>48,100</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture and Fixtures	0	0	900	0	0
704	Office Equipment	0	543	9,200	4,900	0
710	Equipment	15,017	9,505	14,876	15,000	15,000
715	Building Improvement, lights in fire bay '10	280	0	2,150	4,000	7,000
<b>SUBTOTAL</b>		<b>15,297</b>	<b>10,048</b>	<b>27,126</b>	<b>23,900</b>	<b>22,000</b>
<b>TRANSFERS</b>						
906	Transfer to Equipment Reserve	0	4,000	2,000	0	0
906	Lease purchase (2009 Ladder Truck)	0	0	0	0	72,000
906	Lease purchase (Durango)	0	5,527	0	0	0
906	Transfer to Equipment Reserve	65,292	85,625	93,152	79,500	7,500
<b>SUBTOTAL</b>		<b>65,292</b>	<b>95,152</b>	<b>95,152</b>	<b>79,500</b>	<b>79,500</b>
<b>TOTAL</b>		<b>1,012,371</b>	<b>1,079,780</b>	<b>1,095,451</b>	<b>1,122,321</b>	<b>1,137,100</b>

## Budget Guide

## FUND (0159)

### INFORMATION TECHNOLOGY

#### Description of Services

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	130,998	162,465	165,900	169,500
Contractual Services	9,277	9,150	11,925	13,100
Commodities	9,034	7,618	9,880	9,220
Capital Expenditures	6,813	3,532	5,600	5,400
<b>Total</b>	<b>156,122</b>	<b>182,765</b>	<b>193,305</b>	<b>197,220</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
IT Director	1.00	1.00	1.00	1.00
IT Specialist	0.50	1.00	1.00	1.00
Multimedia Specialist	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

#### 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)
- 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
- Recently brought in-house critical resources such as the city email server
- In 2009 provided easy citizen access and answers to frequently asked questions via web site and portal

#### EXPENDITURE CHANGES

- No significant Changes

#### STAFF CHANGES

- None

## INFORMATION TECHNOLOGY (0159)

INFORMATION TECHNOLOGY (0159)						
	EXPENDITURE DETAIL	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	ESTIMATE 2009	BUDGET 2010
	<b>EXPENDITURE DETAIL</b>					
411	Salaries	85,371	129,799	160,517	163,700	167,000
410	Overtime	123	1,199	1,949	2,200	2,500
	<b>SUBTOTAL</b>	<b>85,493</b>	<b>130,998</b>	<b>162,465</b>	<b>165,900</b>	<b>169,500</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	241	209	91	325	300
503	Telecommunications	1,842	944	226	400	400
505	Professional Development	1,477	1,215	1,388	2,000	2,000
533	Equipment & Machinery Repair	489	1,350	679	800	800
551	Dues and Subscriptions	371	1,056	2,504	1,800	2,200
553	Service Agreements/Contract	1,561	4,038	4,263	4,800	5,600
558	Other Contractual (consulting, tech work)	1,071	465	0	1,800	1,800
	<b>SUBTOTAL</b>	<b>7,051</b>	<b>9,277</b>	<b>9,150</b>	<b>11,925</b>	<b>13,100</b>
	<b>COMMODITIES</b>					
600	Office Supplies	966	1,082	891	1,200	1,000
601	Computer Supplies (repair inventory)	3,149	4,909	4,034	4,500	4,500
614	Books & Instructional Materials	55	491	0	400	300
615	Uniforms	154	0	0	180	120
620	Operating Supplies (GAC, Web etc.)	2,331	1,537	1,685	2,000	1,800
622	Tools	1,413	1,015	1,007	1,600	1,500
	<b>SUBTOTAL</b>	<b>8,068</b>	<b>9,034</b>	<b>7,618</b>	<b>9,880</b>	<b>9,220</b>
	<b>CAPITAL OUTLAY</b>					
705	Digital Cameras	3,433	1,126	0	0	0
705	Computer Equip (Network Related)	0	4,560	2,385	2,500	2,500
705	Computer Equip (Computing)	0	0	0	2,300	2,200
710	Office Furniture and Equipment	937	1,128	1,147	800	700
	<b>SUBTOTAL</b>	<b>4,370</b>	<b>6,813</b>	<b>3,532</b>	<b>5,600</b>	<b>5,400</b>
	<b>TOTAL</b>	<b>104,983</b>	<b>156,122</b>	<b>182,765</b>	<b>193,305</b>	<b>197,220</b>

## Budget Guide

## FUND (0175)

### HUMAN RESOURCES

#### Description of Services

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	113,295	118,864	115,500	118,250
Contractual Services	39,030	45,904	52,400	43,800
Commodities	16,095	23,416	3,500	3,500
Capital Expenditures	4,507	330	1,400	1,000
<b>Total</b>	<b>172,927</b>	<b>188,514</b>	<b>172,800</b>	<b>166,550</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
HR/Risk Management Dir.	1.00	1.00	1.00	1.00
Secretary	0.50	0.00	0.00	0.00
Human Resources Asst.	0.50	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- No significant changes

#### STAFF CHANGES

- None

## HUMAN RESOURCES (0175)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	105,258	112,751	117,481	114,500	117,200
410	Overtime	369	544	1,383	1,000	1,050
	<b>SUBTOTAL</b>	<b>105,627</b>	<b>113,295</b>	<b>118,864</b>	<b>115,500</b>	<b>118,250</b>
<b>CONTRACTUAL SERVICES</b>						
500	Training - (Confined Space, BB Path)	1,440	40	2,373	4,000	1,000
501	Education Reimbursement	5,338	7,370	5,817	8,000	8,000
502	Postage	53	521	420	600	600
503	Telecommunications	1,337	1,043	684	800	800
504	Travel Expense	1,764	1,290	2,688	4,000	1,000
505	Professional Development	1,105	1,581	2,468	3,000	2,000
510	Employee Memorials				1,000	1,000
512	Meeting Expenses/Meals	918	934	1,495	1,500	500
515	Advertising (City Wide Recruitment)	5,213	0	0	0	0
516	Recruitment & Screening	17,883	14,310	23,340	20,000	20,000
551	Dues & Subscriptions	864	842	973	1,500	900
558	Other Cont. Services	8,785	11,098	5,647	8,000	8,000
	<b>SUBTOTAL</b>	<b>44,701</b>	<b>39,030</b>	<b>45,904</b>	<b>52,400</b>	<b>43,800</b>
<b>COMMODITIES</b>						
600	Office Supplies	4,215	3,335	3,682	3,500	3,500
615	Uniforms	0	70	0	0	0
620	Operating Supplies	170	0	0	0	0
630	Safety Related Supplies	8,451	12,690	19,734	0	0
	<b>SUBTOTAL</b>	<b>12,836</b>	<b>16,095</b>	<b>23,416</b>	<b>3,500</b>	<b>3,500</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture	2,390	469	0	0	0
704	Office Machines	789	4,038	330	1,400	1,000
710	Equipment	3,035	0	0	0	0
	<b>SUBTOTAL</b>	<b>6,214</b>	<b>4,507</b>	<b>330</b>	<b>1,400</b>	<b>1,000</b>
	<b>TOTAL</b>	<b>169,378</b>	<b>172,927</b>	<b>188,514</b>	<b>172,800</b>	<b>166,550</b>

## Budget Guide

## FUND (0180)

### GENERAL FUND EMPLOYEE BENEFITS

#### Description of Services

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

#### DIVISION EXPENDITURES

Account	Actual 2007	Actual 2008	Revised 2009	Budget 2010
Contribution to FICA	331,759	344,091	350,000	355,250
Retirement – KPERS	109,013	130,194	138,000	151,409
Retirement – KPF	319,051	339,055	342,525	331,638
Health Insurance	903,361	880,816	895,000	917,375
Workers Comp. Ins.	129,357	111,886	111,668	114,906
Unemployment Ins.	5,843	4,859	5,077	5,204
Other Contractual	898	935	500	4,500
<b>Total</b>	<b>1,799,281</b>	<b>1,811,837</b>	<b>1,842,770</b>	<b>1,880,283</b>

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- Increase in the KPERS from 5.93% to 6.54%.
- Increase in the KPF rate from 13.38% to 13.51%.
- Approximately 6% increase to health insurance cost, which includes the possible addition of one employee

#### STAFF CHANGES

- No personnel are dedicated to this activity.

## EMPLOYEE BENEFITS (0180)

EMPLOYEE BENEFITS (0180)						
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
412	State Contribution Fund - FICA	314,087	331,759	344,091	350,000	355,250
413	State Retirement Fund - KPERS	86,434	109,013	130,194	138,000	151,409
416	State Retirement Fund - KP&F	287,724	319,051	339,055	342,525	331,638
414	Health Insurance	826,477	903,361	880,816	895,000	917,375
521	Worker's Compensation Insurance	126,954	129,357	111,886	111,668	114,906
522	Unemployment Insurance	3,966	5,843	4,859	5,077	5,204
558	Other Contractual Services	588	898	935	500	4,500
	<b>TOTAL</b>	<b>1,646,230</b>	<b>1,799,281</b>	<b>1,811,837</b>	<b>1,842,770</b>	<b>1,880,283</b>

Note: 0180 was a new activity in the 2001 General Fund. These activities were previously handled by fund 0800.

Note: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010

Note: The 2003 KP&F rate was, 9.47 in 2004, 11.69 in 2005, 12.39 in 2006, 13.32 in 2007, 13.38 in 2008, 13.51 in 2009, & 12.86 in 2010

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Budget Guide

**FUND (0500)**

**G.O. DEBT RETIREMENT FUND**

**Description of Services**

The General Obligation Retirement Fund provides principal and interest payments on the City's general obligation bond issues. The budget sets appropriations for an amount needed to meet the budget year debt service obligations plus a small 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 improvements in advance of or as the need arises rather than delaying projects. Debt financing distributes the cost of the improvements more fairly to users over the useful life of project.

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

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

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

**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 plans.

**OBJECTIVES**

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

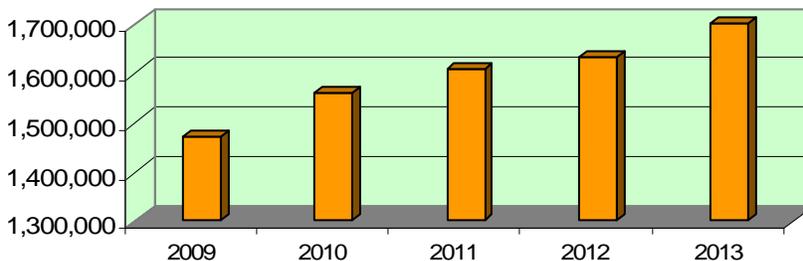
**EXPENDITURE CHANGES**

- Expenditures for 2009 have been reduced as old debt issues have been retired.

**STAFF CHANGES**

- Staff is shared with other activities.

**G.O. Debt Payments**



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

	<b>Mill Levy</b>	<b>8.584</b>	<b>7.995</b>	<b>7.053</b>	<b>7.020</b>	<b>7.008</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>SOURCE OF REVENUE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
100	Unencumbered Cash	190,942	161,482	120,504	250,055	223,735
301	Ad Valorem Tax	551,203	547,895	554,538	573,000	567,272
301	Estimated Unpaid Taxes	0	0	0	-28,650	-28,364
302	Back Taxes	34,525	26,905	25,279	18,000	18,000
310	Special Assessments	18,549	61,976	59,722	42,544	35,000
315	Vehicle Tax	74,518	72,822	68,259	61,658	61,489
324	Interest	6,653	4,841	1,010	500	500
325	Reimbursed Expense Income	0	313	0	0	0
344	Transfer from Wastewater Fund	69,996	70,000	70,000	70,000	70,000
351	Transfer from Economic Development	0	0	0	0	0
345	Transfer from Electric Fund	174,993	170,000	450,587	417,000	438,000
345	Transfer from Power Supply Fund	0	0	0	130,000	130,000
347	Transfer from Water	98,996	84,860	50,860	30,692	31,018
348	Transfer from Cap. Project	0	0	0	0	0
350	Transfer from Special Streets	144,153	134,289	112,720	130,000	130,000
	<b>TOTAL</b>	<b>1,364,528</b>	<b>1,335,382</b>	<b>1,513,480</b>	<b>1,694,799</b>	<b>1,676,650</b>
<b>EXPENDITURE DETAIL</b>						
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>EXPENDITURE DETAIL</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
502	Commission & Postage	0	0	0	0	0
800	Principal	910,000	955,000	830,000	785,000	895,000
803	Interest	293,046	259,878	433,425	686,064	676,873
925	Covenant Reserve					104,777
	<b>TOTAL</b>	<b>1,203,046</b>	<b>1,214,878</b>	<b>1,263,425</b>	<b>1,471,064</b>	<b>1,676,650</b>

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

**COMMUNITY SERVICES SUPPORT**

**Description of Services**

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

**REVENUE DETAIL**

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	14,998	5,130	1,918	2,693
Reimbursed Expense	0	85	0	0
Transfers from Wastewater	36,000	36,000	36,000	33,500
Transfers from Electric	36,000	36,000	36,000	33,500
Transfers from Water	36,000	36,000	36,000	33,500
Transfers from General	17,000	29,000	29,000	28,000
<b>Total Revenues</b>	<b>125,000</b>	<b>137,085</b>	<b>137,000</b>	<b>128,500</b>
<b>Total Resources</b>	<b>139,998</b>	<b>142,215</b>	<b>138,918</b>	<b>131,193</b>

**EXPENDITURE DETAIL**

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Bea Martin Peck	45,500	49,500	48,015	45,450
Chamber of Commerce	45,000	48,000	48,000	45,000
Ottawa Main Street	30,000	30,000	29,100	27,600
Youth Conference Activity	2,705	6,290	4,500	4,140
City Band	2,813	3,008	2,910	2,760
Jaycees Fireworks	2,500	2,500	2,500	2,300
Veteran’s Day Parade	1,000	1,000	1,000	920
Contractual Services	350	0	200	200
Historical Society	0	0	0	0
Reserves	5,000	0	0	0
<b>Total Requirements</b>	<b>134,869</b>	<b>140,297</b>	<b>136,225</b>	<b>128,460</b>
Contingency Reserve				2,733
Unencumbered Cash Bal.	5,130	1,918	2,693	

**GOALS**

- To support community activities of benefit to the City and its citizens.

**EXPENDITURE CHANGES**

- A reduction to all supported activities.

**STAFF CHANGES**

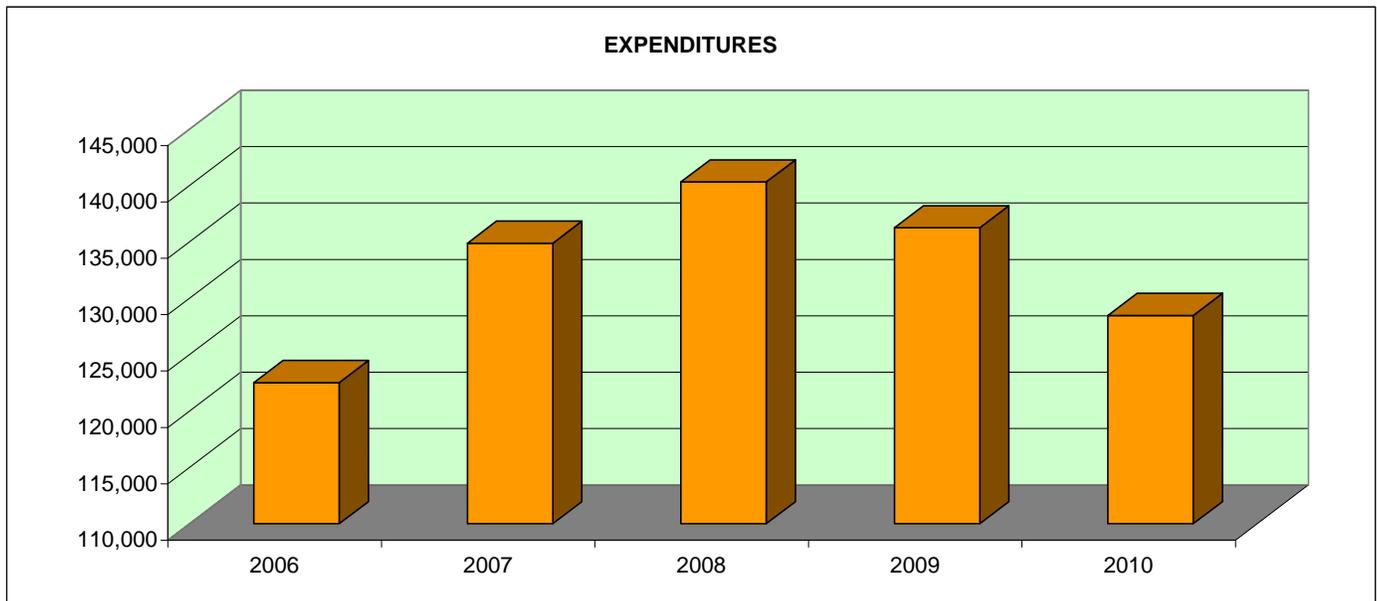
- Staff is shared with other activities.

## COMMUNITY SERVICES SUPPORT (1100)

REVENUE DETAIL						
		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
100	<b>Unencumbered Cash Balance, Jan. 1</b>	39,775	14,998	5,130	1,918	2,693
325	Reimbursed Expense	0	0	85	0	0
344	Transfer from Wastewater	26,576	36,000	36,000	36,000	33,500
345	Transfers from Electric	26,576	36,000	36,000	36,000	33,500
347	Transfers from Water	26,576	36,000	36,000	36,000	33,500
349	Transfers from General Fund	18,000	17,000	29,000	29,000	28,000
	<b>Total Revenue</b>	<b>97,728</b>	<b>125,000</b>	<b>137,085</b>	<b>137,000</b>	<b>128,500</b>
	<b>Total Resources</b>	<b>137,503</b>	<b>139,998</b>	<b>142,215</b>	<b>138,918</b>	<b>131,193</b>
511	Bea Martin Peck	40,000	45,500	49,500	48,015	45,540
572	Chamber of Commerce	45,000	45,000	48,000	48,000	45,000
577	Ottawa Main Street	27,500	30,000	30,000	29,100	27,600
575	Youth Conference Activities	555	2,705	6,290	4,500	4,140
569	City Band	3,000	2,813	3,008	2,910	2,760
578	Jaycees Fireworks	2,500	2,500	2,500	2,500	2,300
564	Veteran's Day Parade	1,000	1,000	1,000	1,000	920
999	Misc.	450	350	0	200	200
564	Historical Society	2,500	0	0	0	0
925	Reserves (Note 1)	0	5,000	0	0	0
	<b>Total Requirements (See note)</b>	<b>122,505</b>	<b>134,869</b>	<b>140,297</b>	<b>136,225</b>	<b>128,460</b>
925	Contingency Reserve					2,733
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>14,998</b>	<b>5,130</b>	<b>1,918</b>	<b>2,693</b>	

Notes:

- 1 In 2007 \$5,000 was approved for the relief effort at Greensburg, Kansas.





## Budget Guide

## FUND (1300)

## AUDITORIUM

### MISSION

### 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.

The mission of the Municipal Auditorium 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

- Increased contractual services are expected as a revival of auditorium sponsored shows are anticipated.
- For the first time a reserve fund is being established to help meet future capital purchases for the facility.

### STAFF CHANGES

- No significant changes are anticipated for 2010.

### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Mill Levy	1.723	1.131	1.066	1.066
Cash Balance, Jan. 1	50,237	104,928	72,274	52,684
Ad Valorem Tax	117,743	89,763	83,014	86,130
Ticket Sales	9,080	7,673	25,000	50,000
Vehicle Tax	19,222	14,776	9,880	9,337
Grants, Foundation	2,574	1,500	0	2,600
Rentals	8,880	11,061	10,000	10,000
Concessions	4,145	3,374	5,000	5,150
Back Tax Collections	6,957	5,668	6,000	6,000
Interest Income	4,488	3,012	1,100	1,100
Reimbursed Expense	10,068	1,692	400	400
Donations	150	100	2,000	2,000
Miscellaneous	0	0	0	0
Program Advertising	0	0	150	500
<b>Total Revenues</b>	<b>183,307</b>	<b>138,618</b>	<b>142,544</b>	<b>169,341</b>
EXPENDITURE DETAIL				
Personnel Services	68,539	74,738	80,671	86,474
Contractual Services	42,105	83,162	69,713	87,700
Commodities	6,086	6,673	5,750	5,202
Capital Expenditures	11,887	6,699	6,000	5,000
<b>Total Requirements</b>	<b>128,616</b>	<b>171,272</b>	<b>162,134</b>	<b>184,376</b>
Cash Bal., Dec. 31	<b>104,928</b>	<b>72,274</b>	<b>45,684</b>	<b>30,649</b>
PERSONNEL SCHEDULE				
Auditorium Director	0	0	0	0
Secretary/Bookkeeper	0	0	0	0
Operations Manager	0	0	0	0
Administrative Manager	1	1	1	1
Janitorial	0.5	0.5	0.5	0.5
<b>Total</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
Temporary	7.0	7.0	7.0	7.0

## AUDITORIUM (1300)

		Actual	Actual	Actual	Estimate	Budget
	<b>SOURCE OF REVENUE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
100	Unencumbered Cash	13,777	50,237	104,928	73,340	52,684
301	Ad Valorem Tax	146,479	117,743	89,763	83,014	86,130
302	Back Tax Collections	4,169	6,957	5,668	6,000	6,000
315	Vehicle Tax	18,430	19,222	14,776	9,909	9,337
	<b>Total Tax Revenue</b>	<b>169,078</b>	<b>143,922</b>	<b>110,206</b>	<b>98,923</b>	<b>101,467</b>
321	Rentals	7,029	8,880	11,061	10,000	10,000
324	Interest Income	3,652	4,488	3,012	1,100	1,100
325	Reimbursed Expense	427	10,068	1,692	400	400
327	Donations & Sponsorships	288	150	100	2,000	2,000
328	Concessions	3,459	4,145	3,374	5,000	5,150
329	Ticket Sales	7,535	9,080	7,673	25,000	50,000
343	Grants, Foundation	3,520	2,574	1,500	0	2,600
337	Program Advertising	0	0	0	150	500
	<b>Total Other Revenue</b>	<b>25,930</b>	<b>39,385</b>	<b>28,412</b>	<b>43,650</b>	<b>71,750</b>
301	Uncollected Ad Valorem Tax					-3,876
	<b>TOTAL</b>	<b>208,785</b>	<b>233,543</b>	<b>243,546</b>	<b>215,913</b>	<b>222,025</b>
<b>EXPENDITURE DETAIL</b>						
	<b>EXPENDITURE DETAIL</b>	Actual	Actual	Actual	Estimate	Budget
	<b>PERSONNEL SERVICES</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
411	Salaries	34,984	42,772	51,376	53,174	54,500
411	Temporary	2,359	3,300	0	3,500	7,000
410	Overtime	6,360	7,123	6,280	6,000	6,000
412	Social Security	3,273	3,991	4,387	4,795	5,164
413	Retirement	1,929	2,719	3,347	3,386	3,504
414	Health Insurance	7,669	8,634	9,348	9,816	10,307
	<b>SUBTOTAL</b>	<b>56,575</b>	<b>68,539</b>	<b>74,738</b>	<b>80,671</b>	<b>86,474</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	166	69	6	200	300
503	Telephone	1,955	1,188	1,111	1,200	1,236
504	Travel Expense	171	315	168	400	400
505	Educational Advancement	0	0	0	500	500
514	Printing	0	54	210	300	1,000
515	Advertising	350	445	1,737	5,000	5,000
516	Recruitment & Screening	512	107	0	0	0
520	Insurance - Bldg. & Contents	3,318	4,868	5,227	5,163	5,318
521	Worker's Comp	634	304	287	350	361
522	Unemployment Insurance	189	278	231	175	230
525	Boiler Insurance	1,300	1,500	0	0	0
530	Utilities	18,096	14,876	20,562	10,500	10,815
551	Dues & Subscriptions	936	524	901	525	541
552	Ticket Refunds	308	2,274	138	500	500
553	Service Agreement/Compliance	249	573	748	700	250
555	Public Relations	44	14	67	200	250
558	Other Cont. Services	11,385	7,629	33,552	15,000	9,000
560	Auditorium Maintenance	7	4	3,817	5,000	5,000
567	Event Fees & Deposits	8,000	7,084	14,350	20,000	45,000
570	Misc. Event Expenses	1,232	0	49	4,000	2,000
	<b>SUBTOTAL</b>	<b>48,853</b>	<b>42,105</b>	<b>83,162</b>	<b>69,713</b>	<b>87,700</b>
<b>COMMODITIES</b>						
600	Office Supplies	497	989	1,173	1,000	618
613	Janitorial Supplies	672	263	1,473	750	773
619	Concession Supplies	2,522	2,879	3,237	3,500	3,090
630	Other Operating Supplies	1,836	1,955	790	500	721
	<b>SUBTOTAL</b>	<b>5,528</b>	<b>6,086</b>	<b>6,673</b>	<b>5,750</b>	<b>5,202</b>
<b>CAPITAL EXPENDITURES</b>						
702	Furniture & Fixtures	650	1,420	40	0	0
704	Office Machines	186	530	0	0	0
709	Stage Equipment	12,777	9,937	6,659	0	0
715	Repair & Renovations	33,980	0	0	6,000	5,000
	<b>SUBTOTAL</b>	<b>47,593</b>	<b>11,887</b>	<b>6,699</b>	<b>6,000</b>	<b>5,000</b>
	Equipment Reserve	0	0	0	7,000	7,000
925	Reserves					
	<b>TOTAL</b>	<b>158,549</b>	<b>128,616</b>	<b>171,272</b>	<b>169,134</b>	<b>184,376</b>



## Budget Guide

## FUND (1400)

### AIRPORT

#### Description of Services

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Contractual Service	57,524	63,435	67,274	67,674
Commodities	2,572	642	5,400	5,400
Contingency Reserve	0	0	0	2,324
<b>Total Requirements</b>	<b>59,826</b>	<b>64,077</b>	<b>76,674</b>	<b>75,398</b>
Cash Balance, Dec. 31	2,656	4,073	3,398	0

#### GOALS

- To provide a key element of 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

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

#### STAFF CHANGES

- No changes are anticipated in 2010.

## AIRPORT (1400)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	4,867	2,982	2,656	4,073	3,398
325	Reimbursed Expense Income	0	370	0	0	0
348	Transfer from Capital Improvement	0	0	4,494	0	0
349	Transfer - General	58,637	59,130	61,000	72,000	72,000
	<b>TOTAL</b>	<b>63,504</b>	<b>62,482</b>	<b>68,149</b>	<b>76,073</b>	<b>75,398</b>
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>CONTRACTUAL SERVICES</b>						
520	Insurance - Bldg. & Contents	1,472	453	613	674	742
526	Insurance - Aviation Liability	2,025	2,025	2,025	2,200	2,400
530	Utilities	1,067	1,468	1,480	1,600	1,632
532	Repair - Building, etc.	485	482	7,244	500	500
533	Equipment Repairs	260	0	0	300	300
549	Airport Management Contract	48,000	48,000	48,000	58,000	58,000
558	Other Cont. Services	6,760	4,826	4,062	4,000	4,100
	<b>SUBTOTAL</b>	<b>60,068</b>	<b>57,254</b>	<b>63,435</b>	<b>67,274</b>	<b>67,674</b>
<b>COMMODITIES</b>						
612	Equipment Repair Supplies	0	661	221	200	200
616	Paint	0	101	0	500	500
620	Supplies - (Taxiway Markers)	354	182	335	1,000	1,000
624	Asphalt (Patch)	0	321	0	2,000	2,000
629	Gravel, Rock & Cement	80	0	0	500	500
636	Facility Repair Supplies		890	0	200	200
638	Building/Structure Repair Supplies	20	416	86	1,000	1,000
	<b>SUBTOTAL</b>	<b>454</b>	<b>2,572</b>	<b>642</b>	<b>5,400</b>	<b>5,400</b>
<b>CAPITAL OUTLAY</b>						
710	Equipment (8' Bushhog Mower Deck)	0	0	0	0	0
	Local Share - Runway Rehab	0	0	0	0	
	Local Share - Property Acquisition	0	0	0	0	0
	Local Share - Property Acquisition	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY RESERVE</b>						
	<b>TOTAL</b>	<b>60,522</b>	<b>59,826</b>	<b>64,077</b>	<b>72,674</b>	<b>75,398</b>

**SPECIAL PARKS AND RECREATION**

**Description of Services**

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

**GOALS**

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

**OBJECTIVES**

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

**EXPENDITURE CHANGES**

- No significant changes

**STAFF CHANGES**

- Staff is shared with other activities.

**REVENUE DETAIL**

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	34,190	27,877	34,167	26,667
Liquor Selling Taxes	28,025	29,141	28,000	29,000
Reimbursed Exp. Income	7,000	100,228	0	0
<b>Total Revenues</b>	<b>35,025</b>	<b>129,369</b>	<b>28,000</b>	<b>29,000</b>
<b>Total Resources</b>	<b>69,215</b>	<b>157,245</b>	<b>62,167</b>	<b>55,667</b>

**EXPENDITURE DETAIL**

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Supplies	3,102	660	3,000	3,000
Capital Expenditures	21,103	121,271	28,000	39,000
Swimming Pool Filtration	14,000	0	0	0
Contractual Services	3,047	1,148	4,500	4,500
Reserves	86	0	0	0
<b>Total Requirements</b>	<b>41,338</b>	<b>123,078</b>	<b>35,500</b>	<b>46,500</b>
Contingency Reserve				9,167
Cash Balance, Dec. 31	27,877	34,167	26,667	0

## SPECIAL PARK AND RECREATION (1600)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	21,659	34,190	27,877	34,167	26,667
314	Liquor Drink Taxes (Note 1)	23,346	28,025	29,141	28,000	29,000
325	Reimbursed Expense Income	0	7,000	100,228	0	0
	<b>TOTAL</b>	<b>45,005</b>	<b>69,215</b>	<b>157,245</b>	<b>62,167</b>	<b>55,667</b>
<b>SPECIAL PARK AND RECREATION (1600)</b>						
		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
<b>CONTRACTUAL SERVICES</b>						
554	Engineering	0	0	0	500	500
558	Contractual Services	4,650	3,047	1,148	4,000	4,000
	<b>SUBTOTAL</b>	<b>4,650</b>	<b>3,047</b>	<b>1,148</b>	<b>4,500</b>	<b>4,500</b>
<b>COMMODITIES</b>						
620	General Supplies	614	3,102	660	3,000	3,000
	<b>SUBTOTAL</b>	<b>614</b>	<b>3,102</b>	<b>660</b>	<b>3,000</b>	<b>3,000</b>
<b>CAPITAL OUTLAY</b>						
710	Capital Outlay	5,449	0	4,247	0	
715	(Horse Shoe Pits & Picnic Tables)	0	551	0	0	0
753	(Drake Field Dugouts)	102	516	0	0	0
729	(City & Kanza Park) Water Fountains 06	0	4,606	0	0	0
730	(Park Water Fountains 07)	0	15,430	0	0	0
730	(Shade Structures for Pool)	0	0	14,000	0	0
730	(Swimming Pool Filter, 4 yrs)	0	14,000	0	14,000	14,000
730	(Forest Park Improvements) (Note 2)	0	0	0	14,000	0
738	Asphalt Overlay Park Trails	0	0	103,024	0	0
754	Park Improvements (Note 3)	0	0	0	0	25,000
	<b>SUBTOTAL</b>	<b>5,551</b>	<b>35,103</b>	<b>121,271</b>	<b>28,000</b>	<b>39,000</b>
<b>MISCELLANEOUS</b>						
620	Supplies	0	0	0	0	
925	Contingency Reserve	0	86	0	0	9,167
	<b>TOTAL</b>	<b>10,815</b>	<b>41,338</b>	<b>123,078</b>	<b>35,500</b>	<b>55,667</b>

Notes:

1. Liquor tax estimates for 2009 and 2010 are based on May 09 YTD information.
2. Line item 730 \$14,000 in is for Forest Park ADA Improvements
3. Line item 754 \$25,000 in 2010 is for Forest Park Tot Lot Playground equipment, \$20,000 is anticipated for 2011.



## Budget Guide

## FUND (1700)

### SPECIAL DRUG & ALCOHOL PROGRAM

#### Description of Services

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

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	16,657	12,682	9,823	4,823
Liquor Selling Taxes	28,025	29,141	28,000	28,500
<b>Total Revenues</b>	<b>28,025</b>	<b>29,141</b>	<b>28,000</b>	<b>28,500</b>
<b>Total Resources</b>	<b>44,682</b>	<b>41,823</b>	<b>37,823</b>	<b>33,323</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Transfer for DARE Officer	32,000	32,000	33,000	30,000
Contingency Reserve	0	0	0	0
<b>Total Requirements</b>	<b>32,000</b>	<b>32,000</b>	<b>33,000</b>	<b>30,000</b>
Cash Balance, Dec. 31	12,682	9,823	4,823	3,323

#### GOALS

Promote a safe community for all residents.

#### OBJECTIVES

- To educate against the use of drugs and alcohol.
- To support drug resistance, intervention, and awareness efforts.

#### EXPENDITURE CHANGES

- None

#### STAFF CHANGES

- Staff is shared with other activities.

**SPECIAL ALCOHOL PROGRAM (1700)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	23,312	16,657	12,682	9,823	4,823
314	Liquor Drink Taxes	23,346	28,025	29,141	28,000	28,500
325	Reimbursed Expense					
	<b>TOTAL</b>	46,657	44,682	41,823	37,823	33,323

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2006	2007	2008	2009	2010
901	Transfer to Gen Fund for DARE Officer	30,000	32,000	32,000	33,000	30,000
925	Contingency Reserves					
	<b>TOTAL</b>	30,000	32,000	32,000	33,000	30,000

Notes:

1. Liquor tax estimates for 2009 and 2010 are based on May 09 YTD information.



## Budget Guide

## FUND (1800)

### LIBRARY

#### Description of Services

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

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Mill Levy	8.653	8.081	8.386	8.386
Cash Balance, Jan. 1	0	0	0	0
Ad Valorem Taxes	592,906	633,421	684,500	678,800
Back Taxes	25,371	26,592	25,000	25,000
Vehicle Taxes	65,254	73,407	70,588	73,455
Interest	2,213	286	300	300
<b>Total Revenues</b>	<b>685,744</b>	<b>733,706</b>	<b>746,163</b>	<b>743,615</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Approps. to Library Board	629,605	719,706	746,163	743,615
Transfer—To Electric Fund	56,139	14,000	0	0
<b>Total Requirements</b>	<b>685,744</b>	<b>733,706</b>	<b>746,163</b>	<b>743,615</b>
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

- None at this time.

#### STAFF CHANGES

- None at this time.

**LIBRARY (1800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	0	0	0	0	0
301	Ad Valorem Tax	497,285	592,906	633,421	684,500	678,800
302	Back Tax	15,687	25,371	26,592	25,000	25,000
315	Vehicle Tax	67,390	65,254	73,407	70,588	73,455
324	Interest	2,667	2,213	286	300	300
	Uncollected Taxes (Estimated 5%)				(34,225)	(33,940)
	<b>TOTAL</b>	<b>583,028</b>	<b>685,744</b>	<b>733,706</b>	<b>746,163</b>	<b>743,615</b>
		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2006	2007	2008	2009	2009
576	Appropriations to Library Board	526,889	629,605	719,706	746,163	743,615
904	Transfer - Reimbursement to Electric	56,139	56,139	14,000	0	0
	<b>TOTAL</b>	<b>583,028</b>	<b>685,744</b>	<b>733,706</b>	<b>746,163</b>	<b>743,615</b>



## Budget Guide

## FUND (2500)

### ECONOMIC DEVELOPMENT

#### Description of Services

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

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	135,928	121,004	136,666	128,866
Interest	6,372	2,433	1,500	1,000
Reimbursed Expenses	2,000	2,000	2,500	2,500
Building Permits	16,623	62,478	25,000	25,000
Other Rents/T-Mobile Lease	14,300	12,100	13,200	13,200
Sale of Property	2,500	69,472	0	0
<b>Total Revenues</b>	<b>41,794</b>	<b>148,483</b>	<b>42,200</b>	<b>41,700</b>
<b>Total Resources</b>	<b>177,722</b>	<b>269,487</b>	<b>178,866</b>	<b>170,566</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
	0	19,987	0	0
Engineering & Other Cont.	41,035	54,834	45,000	45,000
Economic Development	9,683	5,000	5,000	10,000
Land Purchase	6,000	53,000	0	0
<b>Total Requirements</b>	<b>56,718</b>	<b>132,821</b>	<b>50,000</b>	<b>55,000</b>
Contingency Reserve	0	0	0	115,566
Cash Balance, Dec. 31	<b>121,005</b>	<b>136,666</b>	<b>128,866</b>	<b>0</b>

#### 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

- A three year payment on land associated with a downtown parking lot was paid out in 2008

#### STAFF CHANGES

- Staff is shared with other activities.

**ECONOMIC DEVELOPMENT (2500)**

<b>ECONOMIC DEVELOPMENT (2500)</b>						
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>SOURCE OF REVENUE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
100	Unencumbered Cash	88,296	135,928	121,004	136,666	128,866
321	Other Rents/T-Mobile Lease	13,200	14,300	12,100	13,200	13,200
324	Interest	4,625	6,372	2,433	1,500	1,000
325	Reimbursed Expense	4,000	2,000	2,000	2,500	2,500
336	Building Permits (Note 1)	98,232	16,623	62,478	25,000	25,000
398	Sale of Industrial Park Property	0	2,500	69,472	0	0
	<b>TOTAL</b>	<b>208,353</b>	<b>177,722</b>	<b>269,487</b>	<b>178,866</b>	<b>170,566</b>
<b>EXPENDITURE DETAIL</b>						
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>EXPENDITURE DETAIL</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
558	Engineering & Other Contractual	61,050	41,035	54,834	45,000	45,000
572	Economic Development	5,375	9,683	5,000	5,000	10,000
734	Land Purchase (Note 2)	6,000	6,000	53,000	0	0
918	Transfer to General Fund	0	0	19,987	0	0
925	Contingency Reserve	0	0	0	0	115,566
	<b>TOTAL</b>	<b>72,425</b>	<b>56,718</b>	<b>132,821</b>	<b>50,000</b>	<b>170,566</b>

1. Line 336, Building Permits, was a new line to this fund in 2006 to capture part of those fees for economic development.
2. Land purchase in 2006 was for public parking at 1st and Hickory. The final payment of \$53,000 was made in 2008.



## Budget Guide

## FUND (2800)

### STREET REHABILITATION

#### Description of Services

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

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	235,395	69,351	77,500	56,000
Special Highway	372,665	368,455	332,000	371,930
Reimbursed Expense	7,889	30,943	5,000	5,000
Impact Fees	0	0	2,000	2,000
<b>Total Revenues</b>	<b>427,109</b>	<b>380,554</b>	<b>393,070</b>	<b>392,000</b>
<b>Total Resources</b>	<b>615,949</b>	<b>468,750</b>	<b>416,500</b>	<b>434,930</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Contractual Services	78,164	30,204	22,500	22,500
Commodities	90,159	202,378	37,000	38,000
Capital Expenditures	199,190	0	171,000	165,000
Transfers	134,289	156,467	130,000	156,000
Reserves	44,796	2,200	0	0
<b>Total Requirements</b>	<b>546,597</b>	<b>391,249</b>	<b>360,500</b>	<b>381,700</b>
Cash Balance, Dec. 31	69,466	77,500	56,000	53,230

#### EQUIPMENT DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Street Sweeper Lease	0	0	0	20,200
				6,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,200</b>

#### 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

- While no significant funding changes are proposed for 2010, future budget proposals are likely to include significant increases to fund a comprehensive and systematic street rehabilitation program.

#### STAFF CHANGES

- No personnel are assigned to this fund.

## SPECIAL STREET (2800)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	176,999	235,395	69,351	77,500	56,000
317	Special Highway	361,563	372,665	368,455	332,000	371,930
325	Reimbursed Expense	14,775	7,889	30,943	5,000	5,000
348	Transfer From Capital Improvement	0	0	0	0	0
369	Impact Fees	50,771	0	0	2,000	2,000
	<b>TOTAL</b>	<b>604,108</b>	<b>615,949</b>	<b>468,750</b>	<b>416,500</b>	<b>434,930</b>
		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	CONTRACTUAL SERVICES	2006	2007	2008	2009	2010
508	Bad Debt Expense	0	0	0	0	0
533	Repair & Main. of Traffic Signals	9,514	6,085	7,396	10,000	10,000
554	Engineering Services	9,010	3,262	7,303	2,500	2,500
558	Other Contractual	18,796	68,816	15,505	10,000	10,000
	<b>SUBTOTAL</b>	<b>37,320</b>	<b>78,164</b>	<b>30,204</b>	<b>22,500</b>	<b>22,500</b>
	COMMODITIES					
620	General Supplies	15	0	240	1,000	1,000
625	Street Maintenance	0	77,908	181,890	20,000	20,000
612	(Traffic) Equipment Repair Supplies	210	1,705	1,003	1,000	2,000
624	Asphalt Supplies-Road Oil	11,580	1,768	0	10,000	10,000
625	Transfer Street Const.	0	0	0	0	0
625	Street Const.	0	0	0	0	0
625	Sidewalk Replacement Program	90,958	0	0	0	0
625	Overlay at Forest Park	0	0	0	0	0
629	Alley Maintenance	16,314	8,777	19,245	5,000	5,000
	<b>SUBTOTAL</b>	<b>119,077</b>	<b>90,159</b>	<b>202,378</b>	<b>37,000</b>	<b>38,000</b>
	CAPITAL OUTLAY					
710	Equipment - Crack Seal Machine	0	0	0	0	0
710	Street Sweeper Lease	24,876	0	0	0	0
710	1 Skid Loader	0	0	0	0	0
712	2 Skid Loader	0	0	0	0	0
<b>738</b>	<b>Capital Improvement - Street Work</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>171,000</b>	<b>165,000</b>
751	Parking Lot Improvements (1st & Hickory)	56	199,190	0	0	0
738	Lincoln School Path	2,533	0	0	0	0
	<b>SUBTOTAL</b>	<b>27,464</b>	<b>199,190</b>	<b>0</b>	<b>171,000</b>	<b>165,000</b>
	TRANSFERS					
918	Transfer to 5300 for St Sweeper & Sealer	0	0	0	0	26,200
918	Transfer to Bond & Interest	144,153	134,289	156,467	130,000	130,000
925	Contingency Reserve	40,698	44,796	2,200		
	<b>SUBTOTAL</b>	<b>184,851</b>	<b>179,085</b>	<b>158,667</b>	<b>130,000</b>	<b>156,200</b>
	<b>TOTAL</b>	<b>368,713</b>	<b>546,597</b>	<b>391,249</b>	<b>360,500</b>	<b>381,700</b>

**Notes:**

Special Highway Revenue is estimated by the State.

2010 Purchase for Street Sweeper is anticipated from Equipment Reserve to be repaid by this fund.

Transfers to Equipment Reserve include repayment estimates for the 2009 purchase of Crack Sealer and 2010 St. Sweeper.



## Budget Guide

## FUND (4100)

### KMEA POWER SUPPLY FUND

#### Description of Services

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

#### 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 the City's maintenance and development needs.

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	793,021	924,920	869,051	833,843
Interest	35,506	16,927	10,000	8,000
Refunds	444,860	376,420	444,860	410,640
<b>Total Revenues</b>	<b>480,366</b>	<b>393,347</b>	<b>454,860</b>	<b>418,640</b>
<b>Total Resources</b>	<b>1,273,387</b>	<b>1,318,267</b>	<b>1,323,911</b>	<b>1,252,483</b>

#### EXPENDITURE CHANGES

- Only small changes were anticipated for 2010 due to scheduled debt payments

#### STAFF CHANGES

- Staff is shared with other activities.

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Engineering	29,662	0	30,000	30,000
NE Sub. Payments (Design 4)	0	130,000	130,000	130,000
Capital Expenditures (Dist.)	0	0	0	0
Principal Payment for SE Sub	0	0	0	0
Interest Payment for SE Sub	150,000	155,000	165,000	165,000
Bank Fees	168,656	164,066	169,918	169,918
Designated Reserves	150	150	150	151
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Cash Balance, Dec. 31	<b>348,467</b>	<b>449,216</b>	<b>465,068</b>	<b>465,069</b>

## ELECTRIC POWER SUPPLY FUND 4100

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	544,706	793,021	924,920	869,051	833,843
324	Interest	28,580	35,506	16,927	10,000	8,000
344	Refunds	446,540	444,860	376,420	444,860	410,640
	<b>TOTAL</b>	<b>1,019,826</b>	<b>1,273,387</b>	<b>1,318,267</b>	<b>1,323,911</b>	<b>1,252,483</b>
		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2006	2007	2008	2009	2010
554	Engineering	20,360	29,662	0	30,000	30,000
900	NE Substation Payments (Transfer to Debt)	0	0	130,000	130,000	130,000
710	Capital Expenditures (Plant Transformer)	0	0	0	0	0
710	Capital Expenditures (Distrib. Construction)	32,586	0	0	0	0
800	Principal Payment COPs for SE Substation 2	145,000	150,000	155,000	165,000	165,000
803	Interest Payment COPs for SE Substation 2	28,859	168,656	164,066	169,918	169,918
803	Bank Fees	0	150	150	150	151
925	Designated Reserves	0	0		0	0
	<b>TOTAL</b>	<b>226,805</b>	<b>348,467</b>	<b>449,216</b>	<b>465,068</b>	<b>465,069</b>

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

\$29,662 in 2007 is for the Southside Electric Study.

The NE Substation and Transmission was financed in 2007 and is partially funded from this fund and partially from the Electric Fund A Transformer was installed at the Power Plant Substation in 2004/2005 at a cost of \$275,000.

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

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

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

COP Interest is due semiannually in April and October

COP Principal is due annually in October



## Budget Guide

## FUND (5300)

### EQUIPMENT RESERVE

#### Description of Services

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

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	1,064,515	1,108,706	175,771	1,026,205
Transfer from Electric	98,708	89,011	91,370	105,345
Transfer from Wastewater	70,248	59,853	72,534	75,077
Transfer from Fire	95,152	95,152	79,527	79,500
Transfer from Police	71,760	57,078	52,040	51,560
Transfer from Water	70,248	64,797	51,483	50,111
Lease Proceeds	0	0	732,314	0
Grants	74,705	140,757	0	0
Transfer from Planning	3,000	3,000	4,500	4,500
Transfer from P. Works	0	0	20,000	25,000
Transfer Special Streets	0	0	20,000	24,095
Interest	39,981	18,333	17,577	16,388
Reimbursed Income	0	0	0	0
<b>Total Revenues</b>	<b>523,802</b>	<b>527,981</b>	<b>1,141,345</b>	<b>431,576</b>
<b>Total Resources</b>	<b>1,588,317</b>	<b>1,636,687</b>	<b>1,317,116</b>	<b>1,457,781</b>

#### EXPENDITURE DETAIL

Equipment Purchase	111,117	23,225	0	0
Purchase (09 Ariel Truck)	0	882,314	0	0
Purchase (06 Mini Pumper)	51,171	155,648	0	0
Eq. Purchase Police Dept.	0	0	0	0
Eq. Purchase Water	24,337	13,106	75,000	58,000
Eq. Purchase Wastewater	199,426	118,303	91,100	70,002
Eq. Purchase Electric	15,485	183,945	0	220,646
Lease Purchase Police.	72,662	71,234	59,000	28,560
Lease Purchase Fire	5,413	3,140	65,811	71,794
<b>Total Requirements</b>	<b>479,611</b>	<b>1,450,916</b>	<b>290,911</b>	<b>449,002</b>
Reserves		10,000		<b>1,008,779</b>
<b>Cash Balance, Dec. 31</b>	<b>1,108,706</b>	<b>175,771</b>	<b>1,026,205</b>	

#### GOALS

- Provide for the rational depreciation of rolling stock and other major equipment owned by the City of Ottawa for its systematic and planned replacement.

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- None

#### STAFF CHANGES

- No personnel are dedicated to this fund.

## EQUIPMENT RESERVE (5300)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	738,818	1,064,515	1,108,706	175,771	1,026,205
324	Interest	28,600	39,981	18,333	17,577	16,388
325	Reimbursed Income	3,999	0	0	0	0
343	Grants (2006 Mini Pumper, 2007 SCBA)	128,250	74,705	140,757	0	0
344	Transfer - Wastewater	88,729	70,248	59,853	72,534	75,077
345	Transfer Electric	103,153	98,708	89,011	91,370	105,345
347	Transfer Water	73,414	70,248	64,797	51,483	50,111
367	Transfer - Library	0	0	0	0	0
373	Transfer - Police	75,235	71,760	57,078	52,040	51,560
373	Transfer - Fire	110,511	95,152	95,152	79,527	79,500
399	Loan Proceeds	0	0	0	732,314	0
349	Transfer - Planning & Finance	4,000	3,000	3,000	4,500	4,500
349	Transfer - Public Works	0	0	0	20,000	25,000
350	Transfer - Special Streets	0	0	0	20,000	24,095
	<b>TOTAL</b>	<b>1,354,709</b>	<b>1,588,317</b>	<b>1,636,687</b>	<b>1,317,116</b>	<b>1,457,781</b>
	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
701	Fire Equipment	11,155	0	7,610	0	0
710	Equipment Purchase	10,472	106,398	15,616	0	0
711	Equipment Purchase (PW)		4,719	0	0	0
713	Fire Equipment (2006 Mini Pumper) (2007 Comp)	140,539	51,171	155,648	0	0
717	Equipment Purchase	0	0	882,314	0	0
718	Equipment Purchase Police Dept.	13,989	1,779	6,513	0	0
719	Equipment Purchase-Water	0	24,337	13,106	75,000	58,000
720	Lease Purchase Fire Dept.	54,516	5,413	3,140	65,811	71,794
721	Lease Purchase Police Dept.	53,093	70,883	64,722	59,000	28,560
722	Equipment Purchase Water	0	0	0	0	
723	Equipment Purchase Wastewater	0	199,426	118,303	91,100	70,002
724	Equipment Purchase Electric	6,431	15,485	183,945	0	220,646
925	Reserve Funds	0	0	10,000	0	1,008,779
	<b>TOTAL</b>	<b>290,194</b>	<b>479,611</b>	<b>1,460,916</b>	<b>290,911</b>	<b>1,457,781</b>



## Budget Guide

## FUND (5500)

### REVOLVING LOAN FUND

#### Description of Services

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

#### REVENUE DETAIL

	Actual 2007	Actual 2008	Revised 2009	Budget 2010
Agreement (Crist Auto)	76,210	85,028	105,612	125,542
Agreement Fashion	18,874	18,874	18,874	18,874
Agreement: Sears,	0	0	0	0
Interest	2,563	1,710	1,056	1,255
Reimbursed Expense	76,986	76,986	76,986	76,986
Misc	211	0	0	0
<b>Total Revenues</b>	<b>98,634</b>	<b>97,570</b>	<b>96,916</b>	<b>97,115</b>
<b>Total Resources</b>	<b>174,844</b>	<b>182,598</b>	<b>202,528</b>	<b>222,657</b>

#### EXPENDITURE DETAIL

	Actual 2007	Actual 2008	Revised 2009	Budget 2010
Grant Proceeds Fashion	89,816	76,986	76,986	76,986
Loans	0	0	0	145,000
Misc., Filing Fees	0	0	0	25
Other Contractual	0	0	0	0
<b>Total Requirements</b>	<b>89,816</b>	<b>76,986</b>	<b>76,986</b>	<b>222,011</b>
Cash Balance, Dec. 31	<b>85,028</b>	<b>105,612</b>	<b>125,542</b>	<b>646</b>

#### 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 retail 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)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	27,957	76,210	85,028	105,612	125,542
321	Agreement (COF)	0	0	0	0	0
322	Agreement (Crist Auto)	17,185	0	0	0	0
322	Agreement (Sears)	0	0	0	0	0
322	Agreement (Fashion)	18,874	18,874	18,874	18,874	18,874
324	Interest	1,158	2,563	1,710	1,056	1,255
325	Reimbursed Expense	68,234	76,986	76,986	76,986	76,986
399	Misc	0	0	0	0	0
367	Transfer	0	211	0	0	0
	<b>TOTAL</b>	<b>133,408</b>	<b>174,844</b>	<b>182,598</b>	<b>202,528</b>	<b>222,657</b>

## REVOLVING LOAN FUND (5500)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2006	2007	2008	2009	2010
572	Grant Proceeds for Fashion CDBG	57,191	89,816	76,986	76,986	76,986
572	Loans	0	0	0	0	145,000
558	Misc., Filing Fees	7	0	0	0	25
558	Other Contractual	0	0	0	0	0
	<b>TOTAL</b>	<b>57,198</b>	<b>89,816</b>	<b>76,986</b>	<b>76,986</b>	<b>222,011</b>

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 for utilization by the City.
3. A loan to Crist Auto was paid in full in 2006.
4. Fashion, Inc. borrowed \$161,000 at 3% from this fund in 2004. Payments began in 2005 and are current.
5. The fund also captures pass through activity of a 2004, \$455,000 CDBG loan Fashion has with the State of Kansas.
6. The 2010 loan amount has not been designated and is shown for budgetary purposes only.
7. If no loans are made in 2009 or 2010 this amount will be carried for future use.



## Budget Guide

### RISK MANAGEMENT

#### Description of Services

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

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	261,111	179,496	189,107	136,407
Interest	8,924	3,515	3,000	2,000
Transfer Water	10,000	10,000	12,000	12,000
Transfer Wastewater	10,000	10,000	12,000	25,000
Transfer Electric	10,000	10,000	12,000	25,000
Transfer General	0	0	12,000	12,000
Reimbursed Exp. Income	10,068	25,198	20,000	20,000
<b>Total Revenues</b>	<b>48,993</b>	<b>58,712</b>	<b>71,000</b>	<b>109,000</b>
<b>Total Resources</b>	<b>310,104</b>	<b>238,208</b>	<b>260,107</b>	<b>245,407</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Personnel Services	33,173	0	0	0
Contractual Services	65,684	39,872	73,200	101,900
Commodities	0	0	28,000	28,000
Capital Expenditures	14,166	6,268	7,500	5,000
Judgments and Claims	17,585	2,961	15,000	15,000
Reserves	0	0	0	95,507
<b>Total Requirements</b>	<b>130,607</b>	<b>49,101</b>	<b>123,700</b>	<b>245,407</b>
Cash Balance, Dec. 31	179,496	189,107	136,407	

### FUND (5600)

#### 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 were made to spread Risk Management activities across all funds.

#### STAFF CHANGES

- Staff is provided by other activities.

## RISK MANAGEMENT (5600)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	295,203	261,111	179,496	189,107	136,407
301	Ad Valorem Tax	0	0	0	0	0
325	Reimbursed Expense Income	10,807	10,068	25,198	20,000	20,000
344	Transfers - Sewer	2,750	10,000	10,000	12,000	25,000
345	Transfers - Electric	2,750	10,000	10,000	12,000	25,000
347	Transfers - Water	2,750	10,000	10,000	12,000	25,000
349	Transfers - General	0	0	0	12,000	12,000
	Total Transfers	8,250	30,000	30,000	48,000	87,000
343	Grant Funds	0	0	0	0	0
324	Interest	10,574	8,924	3,515	3,000	2,000
	<b>TOTAL</b>	<b>324,834</b>	<b>310,104</b>	<b>238,208</b>	<b>260,107</b>	<b>245,407</b>

## RISK MANAGEMENT (5600)

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2006	2007	2008	2009	2010
411	Salaries	8,519	25,491	0	0	0
412	Social Security	752	4,075	0	0	0
414	Health Insurance		1,354	0	0	0
416	Retirement-State KP&F	1,176	2,253	0	0	0
	<b>SUBTOTAL</b>	<b>10,446</b>	<b>33,173</b>	<b>0</b>	<b>0</b>	<b>0</b>
500	Training	0	0	0	0	3,000
504	Travel Expense	0	0	0	0	1,000
505	Professional Development	0	0	0	0	1,000
512	Meeting Expenses/Meals	0	0	0	0	500
523	Vehicle Insurance	7,250	3,859	0	2,500	2,500
526	Insurance	14,125	14,541	17,405	17,000	17,000
532	Repair: Building & Structures	0	0	0	10,000	10,300
533	Machine & Equipment Repair	3,997	12,880	6,616	3,000	3,000
534	Vehicle Repair	7,640	7,215	0	10,000	10,000
537	Repair: Recreation Facility	0	0	0	10,000	10,000
551	Dues & Subscriptions	0	0	0	0	600
558	Other Contractual	5,836	27,189	15,851	15,000	30,000
	Safety and Wellness	0	0	0	0	500
584	EAP Services	0	0	0	700	7,500
585	Wellness Program	0	0	0	5,000	5,000
	<b>SUBTOTAL</b>	<b>38,847</b>	<b>65,684</b>	<b>39,872</b>	<b>73,200</b>	<b>101,900</b>
*630	Safety Supplies	0	0	0	28,000	28,000
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,000</b>	<b>28,000</b>
702	Furniture	0	0	0	0	0
704	Office Machines	0	0	0	0	0
710	Equipment	10,050	14,131	4,698	0	0
	<b>SUBTOTAL</b>	<b>10,050</b>	<b>14,166</b>	<b>6,268</b>	<b>7,500</b>	<b>5,000</b>
812	Judgments & Claims	4,379	17,585	2,961	15,000	15,000
925	Reserves					95,507
	<b>TOTAL</b>	<b>63,723</b>	<b>130,607</b>	<b>49,101</b>	<b>123,700</b>	<b>245,407</b>



## WASTEWATER DEBT FUND

### Description of Services

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

#### REVENUE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Cash Balance, Jan. 1	734,661	583,189	525,956	469,923
Interest	25,950	10,189	7,889	4,699
Transfer Wastewater	330,000	440,000	442,000	552,000
Transfer General Fund	222,500	222,500	224,000	220,000
<b>Total Revenues</b>	<b>578,450</b>	<b>672,689</b>	<b>673,889</b>	<b>776,699</b>
<b>Total Resources</b>	<b>1,313,111</b>	<b>1,255,878</b>	<b>1,199,845</b>	<b>1,246,622</b>

#### EXPENDITURE DETAIL

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Principal	429,664	441,309	452,445	466,396
Interest	275,728	265,034	254,807	241,996
State of Kansas Serv. Fees	24,531	23,580	22,670	21,530
<b>Total Requirements</b>	<b>729,922</b>	<b>729,922</b>	<b>729,922</b>	<b>729,922</b>
Contingency Reserve				516,700
Cash Balance, Dec. 31	583,189	525,956	469,923	

### GOALS

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

### OBJECTIVES

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

### EXPENDITURE CHANGES

- Expenditures are scheduled, no changes are anticipated.

### STAFF CHANGES

- Staff is provided by other activities.

**WWTP DEBT FUND (7800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	SOURCE OF REVENUE	2006	2007	2008	2009	2010
100	Unencumbered Cash	866,356	734,661	583,189	525,956	469,923
324	Interest	31,241	25,950	10,189	7,889	4,699
344	Transfers - Wastewater Fund	330,000	330,000	440,000	442,000	552,000
349	Transfers - General Fund	220,000	222,500	222,500	224,000	220,000
348	Transfer - Capital Project (WWTP) Fund					
	<b>TOTAL</b>	<b>1,447,597</b>	<b>1,313,111</b>	<b>1,255,878</b>	<b>1,199,845</b>	<b>1,246,622</b>

**WWTP DEBT FUND (7800)**

		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
	EXPENDITURE DETAIL	2006	2007	2008	2009	2010
800	Principal	410,744	429,664	441,309	452,445	466,396
803	Interest	277,503	275,728	265,034	254,807	241,996
820	Service Fee	24,689	24,531	23,580	22,670	21,530
820	Debt Service Fees		0	0	0	0
925	Designated Reserves	0	0	0	0	516,700
	<b>TOTAL</b>	<b>712,936</b>	<b>729,922</b>	<b>729,922</b>	<b>729,922</b>	<b>1,246,622</b>

Note: This fund receives a transfer of sales tax from the General Fund and a transfer of Wastewater surcharge fees from the Wastewater Fund. Principal and interest payments are made to KDHE for the Wastewater Treatment Plant and River Lift Station projects per the amended Kansas Water Pollution Control Revolving Loan agreement and payment schedule dated March 1, 2006. The \$0.001 sales tax will expire upon the retirement of the debt. Payout is scheduled for 2024.

CITY OF



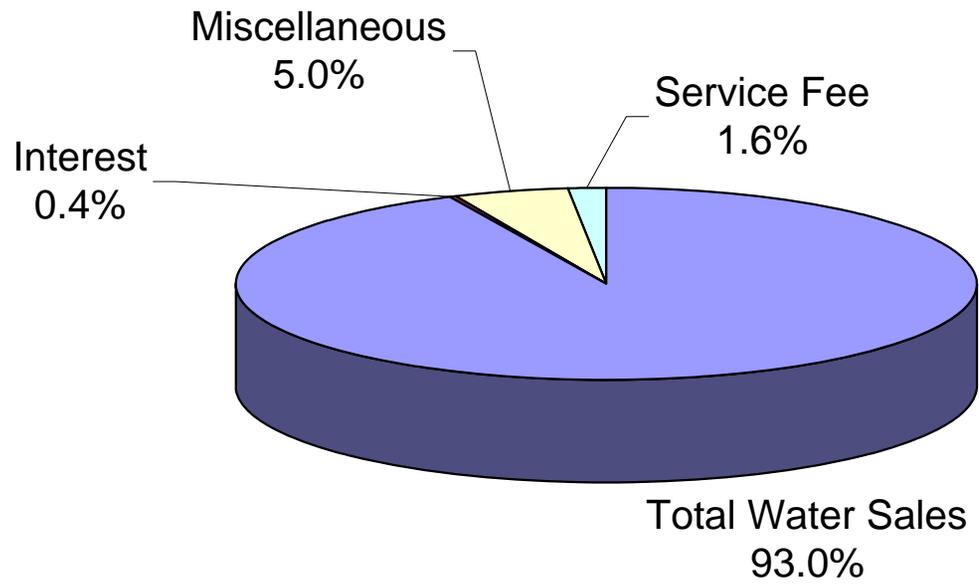
**OTTAWA**  
KANSAS

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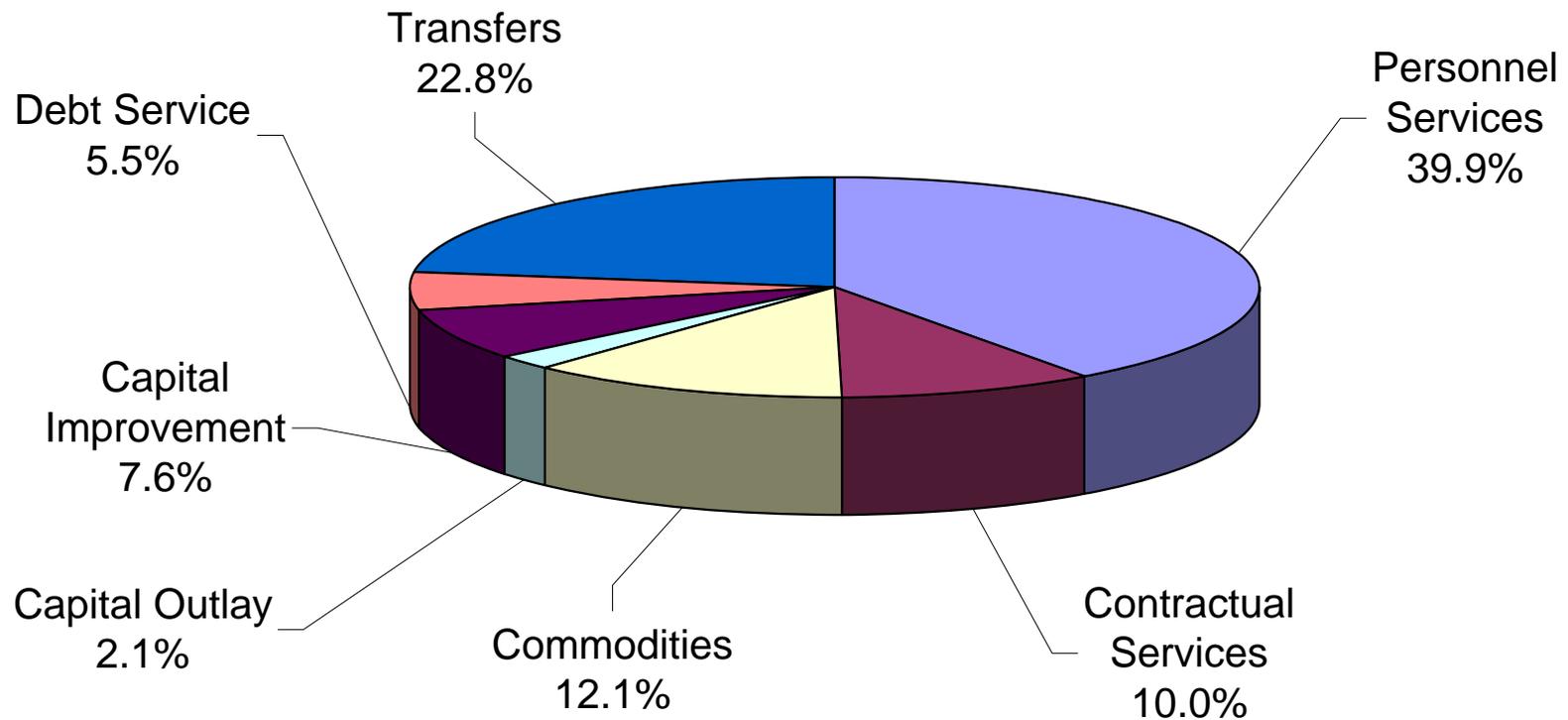


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# WATER FUND REVENUE



# WATER FUND EXPENDITURES



## WATER (3000)

	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
	2006	2007	2008	2009	2010
<b>Unencumbered Cash Bal. Jan. 1</b>	1,496,430	982,556	819,058	519,569	500,072
<b>Water Sales</b>					
Residential	963,757	946,951	1,021,622	1,109,890	1,193,132
Small Business	211,754	210,428	212,629	247,921	269,367
Wholesale	236,869	205,229	216,218	258,500	280,384
Large Business	288,650	299,045	310,271	348,618	392,917
School	70,436	69,902	67,391	79,200	85,905
Surcharge	42,325	41,146	41,849	49,000	51,150
Sales- Rural Large Business	32,515	32,375	43,431	49,000	50,000
City	21,658	27,810	27,536	27,400	28,000
Bulk	9,185	8,187	8,113	12,100	13,124
Rural Small Business	5,232	5,419	5,371	6,600	7,159
Fire Hydrant Rental	7,166	10,825	8,615	8,500	8,901
Rural Residential	2,304	2,574	2,806	2,833	3,164
<b>Total Water Sales</b>	1,891,849	1,859,891	1,965,851	2,199,562	2,383,203
Interest	57,803	36,351	16,433	10,000	10,000
State Fee	12,649	12,282	11,731	13,259	13,522
Reimbursed Expense	12,912	23,659	30,960	20,000	20,000
Service Installations	8,693	1,000	5,660	9,051	9,101
Service Fee	27,692	28,400	32,174	30,373	32,749
Labor & Materials	1,040	805	6,494	2,000	2,000
Sale of Used Equipment	1,058	3,257	3,178	2,000	2,000
Miscellaneous	7,693	6,812	6,874	7,000	7,000
Reconnect Fees	5,811	5,315	7,324	9,500	9,500
Impact Fees	0	0	1,000	1,000	59,900
Other Rents (Sprint Tower Lease)	13,310	13,310	15,730	14,500	14,500
<b>Total Revenue</b>	2,040,510	1,991,081	2,103,409	2,318,245	2,563,475
<b>Total Resources</b>	3,536,941	2,973,638	2,922,467	2,837,814	3,063,547
<b>EXPENDITURE DETAIL</b>					
Personnel Services	911,654	899,209	895,351	928,032	957,574
Contractual Services	177,878	179,900	209,512	265,637	238,911
Commodities	211,782	221,919	227,653	284,695	291,475
Capital Outlay	53,687	35,677	46,872	42,000	50,650
Capital Improvement	169,867	108,431	167,470	180,000	183,060
Debt Service	105,373	107,724	143,195	132,203	132,203
Transfers	915,297	587,253	706,846	505,175	547,129
Reserves	8,846	14,464	6,000	0	0
<b>Total Requirements</b>	2,554,384	2,154,578	2,402,898	2,337,742	2,401,002
Reserves					
<b>Unencumbered Cash Balance Dec. 31</b>	982,556	819,058	519,569	500,072	662,545

## WATER (3000)

	SOURCE OF REVENUE	ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2006	2007	2008	2009	2010
100	Unencumbered Cash	1,496,430	982,556	819,058	519,569	500,072
321	Other Rents (Sprint Lease)	13,310	13,310	15,730	14,500	14,500
324	Interest	57,803	36,351	16,433	10,000	10,000
325	Reimbursed Expense	12,912	23,659	30,960	20,000	20,000
341	Fire Hydrant Rental	7,166	10,825	8,615	8,500	8,901
353	Residential	963,757	946,951	1,021,622	1,109,890	1,193,132
354	Rural Residential	2,304	2,574	2,806	2,833	3,164
355	Small Business	211,754	210,428	212,629	247,921	269,367
356	Rural Small Business	5,232	5,419	5,371	6,600	7,159
357	Large Business	288,650	299,045	310,271	348,618	392,917
358	School	70,436	69,902	67,391	79,200	85,905
359	City	21,658	27,810	27,536	27,400	28,000
360	Wholesale	236,869	205,229	216,218	258,500	280,384
361	Bulk	9,185	8,187	8,113	12,100	13,124
362	State Fee	12,649	12,282	11,731	13,259	13,522
363	Labor & Materials	1,040	805	6,494	2,000	2,000
364	Service Installations & Tap Fees	8,693	1,000	5,660	9,051	9,101
365	Service Fee	27,692	28,400	32,174	30,373	32,749
366	Rural Large Business	32,515	32,375	43,431	49,000	50,000
369	Impact Fees	0	0	1,000	1,000	59,900
385	Surcharge	42,325	41,146	41,849	49,000	51,150
390	Sale of Used Equipment	1,058	3,257	3,178	2,000	2,000
392	Reconnect Fees	5,811	5,315	7,324	9,500	9,500
399	Miscellaneous	7,693	6,812	6,874	7,000	7,000
	<b>TOTAL</b>	3,536,941	2,973,638	2,922,467	2,837,814	3,063,547
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>ADMINISTRATIVE EXPENSE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
	<b>DEBT SERVICE</b>					
800	New Debt	0	0	0	0	0
809	Debt Reduction (K68 Water Line) Note 1	92,203	92,203	92,203	92,203	92,203
809	Debt Reduction (W/tr Assurance Dist) Note 2	13,170	15,521	50,992	40,000	40,000
	<b>SUBTOTAL</b>	105,373	107,724	143,195	132,203	132,203
	<b>TRANSFERS</b>					
558	Other contractual	0	0	32,363	0	0
900	Transfer to Bond and Interest	98,996	84,860	60,320	30,692	31,018
901	Transfer to General Fund	384,720	370,000	370,000	375,000	405,000
909	Transfer to Community Services	26,576	36,000	36,000	36,000	36,000
906	Transfer to Equipment Reserve	76,287	70,248	64,797	51,483	50,111
906	Transfer to Risk Management	0	10,000	12,000	12,000	25,000
918	Transfer to Capital Projects	328,718	16,145	163,729	0	0
	Total Transfers	915,297	587,253	739,209	505,175	547,129
925	Reserves	8,846	11,763		0	0
	<b>SUBTOTAL</b>	1,029,516	706,740	882,404	637,378	679,332

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

Note 2: Additional Water Assurance payments started October 2008.



## Budget Guide

## FUND (3001)

### WATER PRODUCTION

#### Description of Services

The current water plant began production in 1980 and is listed by EPA and KDHE as a Class IV facility. The plant has had no violation, exemption or variance of Kansas or EPA requirements in over 29 years. The City provides water service to over 5,000 City meters, four rural water districts and the City of Princeton, with production of over 590 million gallon per year. Source water is the Marais des Cygnes River. The plant uses four multimedia filters for final cleaning. Treatment process is free chlorine as the primary disinfectant 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 clearwell where water is stored prior to being pumped into the distribution system.

#### DIVISION EXPENDITURES

Account	Actual 2007	Actual 2008	Revised 2009	Budget 2010
Personnel Services	509,507	488,857	515,476	531,977
Contractual Services	92,615	93,065	152,289	126,656
Commodities	139,012	138,605	149,020	151,300
Capital Expenditures	35,677	46,872	42,000	50,650
Transfers	5,916	5,916	5,916	5,691
<b>Total</b>	<b>782,726</b>	<b>773,316</b>	<b>864,702</b>	<b>866,274</b>

#### PERSONNEL SCHEDULE

	Actual 2007	Actual 2008	Revised 2009	Budget 2010
Director of Utilities	0.33	0.33	0.33	0.33
Superintendent	1.00	1.00	1.00	1.00
Assist. Superintendent	1.00	1.00	1.00	1.00
Water Plant Operator	3.00	3.00	3.00	3.00
Maintenance	2.00	2.00	2.00	2.00
Meter Reader	0.00	0.00	0.00	0.00
Auto-Cad Tech	0.25	0.25	0.25	0.25
Environmental Coord.	0.25	0.00	0.00	0.00
Assistant Director	0.00	0.25	0.25	0.25
<b>Total</b>	<b>7.83</b>	<b>7.83</b>	<b>7.83</b>	<b>7.83</b>
Seasonal	0.00	0.00	0.00	0.00

#### 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

- The addition of a second clearwell, as shown in the Capital Improvement Plan, to provide additional reliability in the system will be the largest increase to the current budget.

#### STAFF CHANGES

- No staff changes.

## WATER PRODUCTION (3001)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2006	2007	2008	2009	2010
	<b>PERSONNEL SERVICES</b>					
411	Salaries	411,773	372,119	358,264	371,000	382,700
410	Overtime	23,239	24,500	21,381	27,000	26,000
412	Social Security	31,437	27,817	27,380	30,447	31,266
413	Retirement (KPERs)	20,288	19,561	21,986	26,029	29,181
414	Health Insurance	71,458	65,509	59,846	61,000	62,830
	<b>SUBTOTAL</b>	<b>558,195</b>	<b>509,507</b>	<b>488,857</b>	<b>515,476</b>	<b>531,977</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	1,912	1,840	34	2,700	2,700
503	Telephone	2,390	975	700	900	900
505	Professional Development & Dues	6,452	5,105	5,205	13,700	13,700
514	Printing	409	440	454	500	500
515	Advertising - Legal & Other	273	224	172	250	250
520	Insurance - Bldg. & Contents	10,028	8,112	8,962	12,020	12,381
521	Worker's Compensation Ins.	14,567	15,095	13,759	14,447	14,881
523	Vehicle Insurance	1,223	796	2,551	1,058	1,090
526	General Liability Insurance	2,707	2,358	0	1,364	1,404
530	Utilities	19,670	19,976	21,603	22,250	23,000
532	Building & Structure Repair	6,718	5,393	3,053	23,000	7,000
533	Equipment Repair	11,940	19,494	11,484	13,000	13,000
534	Vehicle Repair	68	291	136	800	800
553	Service Agreements	0	0	397	0	0
558	Other Contractual Services	10,684	8,283	23,555	28,300	18,050
568	Professional Services	2,425	3,733	0	15,000	15,000
571	Audit Expenses	1,500	500	1,000	3,000	2,000
	<b>SUBTOTAL</b>	<b>92,967</b>	<b>92,615</b>	<b>93,065</b>	<b>152,289</b>	<b>126,656</b>
	<b>COMMODITIES</b>					
600	Office Supplies	0	231	518	700	700
601	CAD Supplies	218	199	0	500	500
608	Vehicle Operations	3,618	3,060	3,286	3,150	4,500
611	Chemical Supplies	87,544	101,652	106,470	105,070	110,000
612	Vehicle & Equipment Repair & Supplies	0	11,826	13,075	11,000	12,000
615	Uniforms	2,077	1,884	3,475	4,400	4,400
629	Road Rock, Cement & Gravel	0	180	394	1,200	1,200
630	Other Operating Supplies	11,787	9,094	4,516	9,500	6,000
633	Water Testing Supplies	4,820	5,738	4,976	7,000	7,000
638	Building & Structure Repair Supplies	0	5,147	1,895	6,500	5,000
	<b>SUBTOTAL</b>	<b>110,064</b>	<b>139,012</b>	<b>138,605</b>	<b>149,020</b>	<b>151,300</b>
	<b>CAPITAL OUTLAY</b>					
705	Computers	2,075	796	2,631	0	0
710	Equipment	31,358	34,881	44,240	42,000	29,000
710	Equipment (Radios)	0	0	0	0	1,650
715	Building & Basins	20,254	0	0	0	20,000
	<b>SUBTOTAL</b>	<b>53,687</b>	<b>35,677</b>	<b>46,872</b>	<b>42,000</b>	<b>50,650</b>
	<b>TRANSFERS</b>					
906	Transfer to Equipment Reserve	5,915	5,916	5,916	5,916	5,691
	<b>TOTAL</b>	<b>820,829</b>	<b>782,726</b>	<b>773,316</b>	<b>864,702</b>	<b>866,274</b>

Note: The KPERs rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010.



## Budget Guide

## FUND (3002)

### WATER DISTRIBUTION

#### Description of Services

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	389,702	406,494	412,556	425,597
Contractual Services	87,285	84,084	113,347	112,255
Commodities	82,908	89,048	135,675	140,175
Capital Expenditures	108,431	167,470	180,000	183,060
Transfers	64,332	58,881	45,567	44,420
<b>Total</b>	<b>732,659</b>	<b>805,976</b>	<b>887,146</b>	<b>905,507</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Superintendent	1.0	1.0	1.0	1.0
Assist. Superintendent	1.0	1.0	1.0	1.0
Water/Sewer Tech.	3.0	3.0	3.0	3.0
Meter Reader	1.0	1.0	1.0	1.0
Service Representative	.5	.5	.5	.5
Auto-Cad Tech	.5	.5	.5	.5
<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

#### 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

- None

## WATER DISTRIBUTION (3002)

		ACTUAL	ACTUAL	ACTUAL	REVISED	BUDGET
		2006	2007	2008	2009	2010
	<b>PERSONNEL SERVICES</b>					
411	Salaries	248,794	273,450	294,969	291,000	298,000
411	Seasonal	8,521	8,500	0	4,500	4,500
410	Overtime	9,820	9,940	9,020	10,000	10,000
412	Social Security	19,145	21,087	21,948	23,371	23,906
413	Retirement	11,490	14,363	17,446	19,685	21,991
414	Health Insurance	55,688	62,362	63,111	64,000	67,200
	<b>SUBTOTAL</b>	<b>353,459</b>	<b>389,702</b>	<b>406,494</b>	<b>412,556</b>	<b>425,597</b>
	<b>CONTRACTUAL SERVICES</b>					
502	Postage	0	0	33	0	0
503	Telephone	2,320	1,067	868	1,300	1,300
505	Professional Development	2,073	2,173	3,606	2,500	2,500
520	Insurance - Bldg. & Contents	10,028	8,112	8,962	9,835	10,130
521	Worker's Compensation Ins.	10,989	11,387	10,346	10,863	11,189
523	Vehicle Ins. - Risk Management	4,891	3,631	3,562	2,686	2,767
526	General Liability Insurance	2,707	2,358	1,826	1,364	1,432
530	Utilities	0	0	0	800	800
533	Equipment Repair	2,211	101	2,915	8,000	8,000
534	Vehicle Repair	670	0	102	3,500	3,500
558	Other Contractual Services	24,139	34,300	28,622	45,500	45,500
565	Taxes - Compensating Use	41	77	0	0	0
566	State Water Protection Fees	24,842	24,080	23,241	27,000	25,138
	<b>SUBTOTAL</b>	<b>84,911</b>	<b>87,285</b>	<b>84,084</b>	<b>113,347</b>	<b>112,255</b>
	<b>COMMODITIES</b>					
600	Office Supplies	675	581	138	675	675
601	CAD Supplies	0	0	486	500	500
608	Vehicles Operations	11,095	11,459	13,048	10,500	15,000
615	Uniforms	2,646	1,911	2,483	4,000	4,000
620	Supplies	55,259	28,149	45,029	68,000	68,000
623	Bedding and Fill Material	25,622	34,333	22,593	45,000	45,000
629	Road Rock, Cement & Gravel	502	2,567	0	0	0
630	Other Operating Supplies	5,919	3,907	5,272	7,000	7,000
	<b>SUBTOTAL</b>	<b>101,718</b>	<b>82,908</b>	<b>89,048</b>	<b>135,675</b>	<b>140,175</b>
	<b>CAPITAL OUTLAY</b>					
705	Computer Equipment	0	0	846	0	0
710	(Small Equipment radio)	0	0	212	0	3,060
746	Water Line Construction	108,654	68,228	128,584	125,000	125,000
744	Distribution Line Supplies	61,213	40,204	37,827	55,000	55,000
	<b>SUBTOTAL</b>	<b>169,867</b>	<b>108,431</b>	<b>167,470</b>	<b>180,000</b>	<b>183,060</b>
	<b>TRANSFERS</b>					
908	Transfer to Equipment Reserve	67,499	64,332	58,881	45,567	44,420
	<b>TOTAL</b>	<b>777,454</b>	<b>732,659</b>	<b>805,976</b>	<b>887,146</b>	<b>905,507</b>

Note: The KPERS rate was 3.6 in 2004, an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010.

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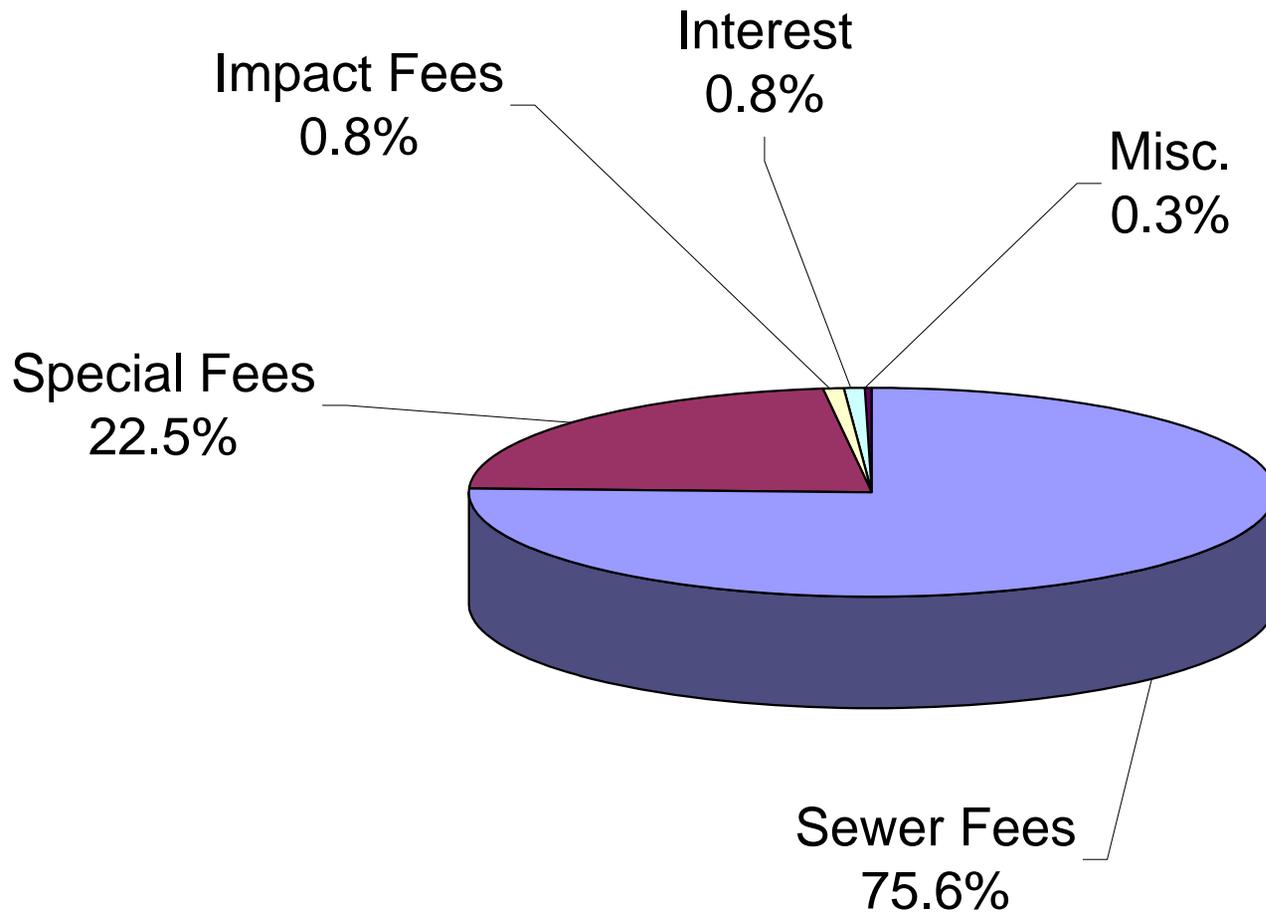
**OTTAWA**  
KANSAS

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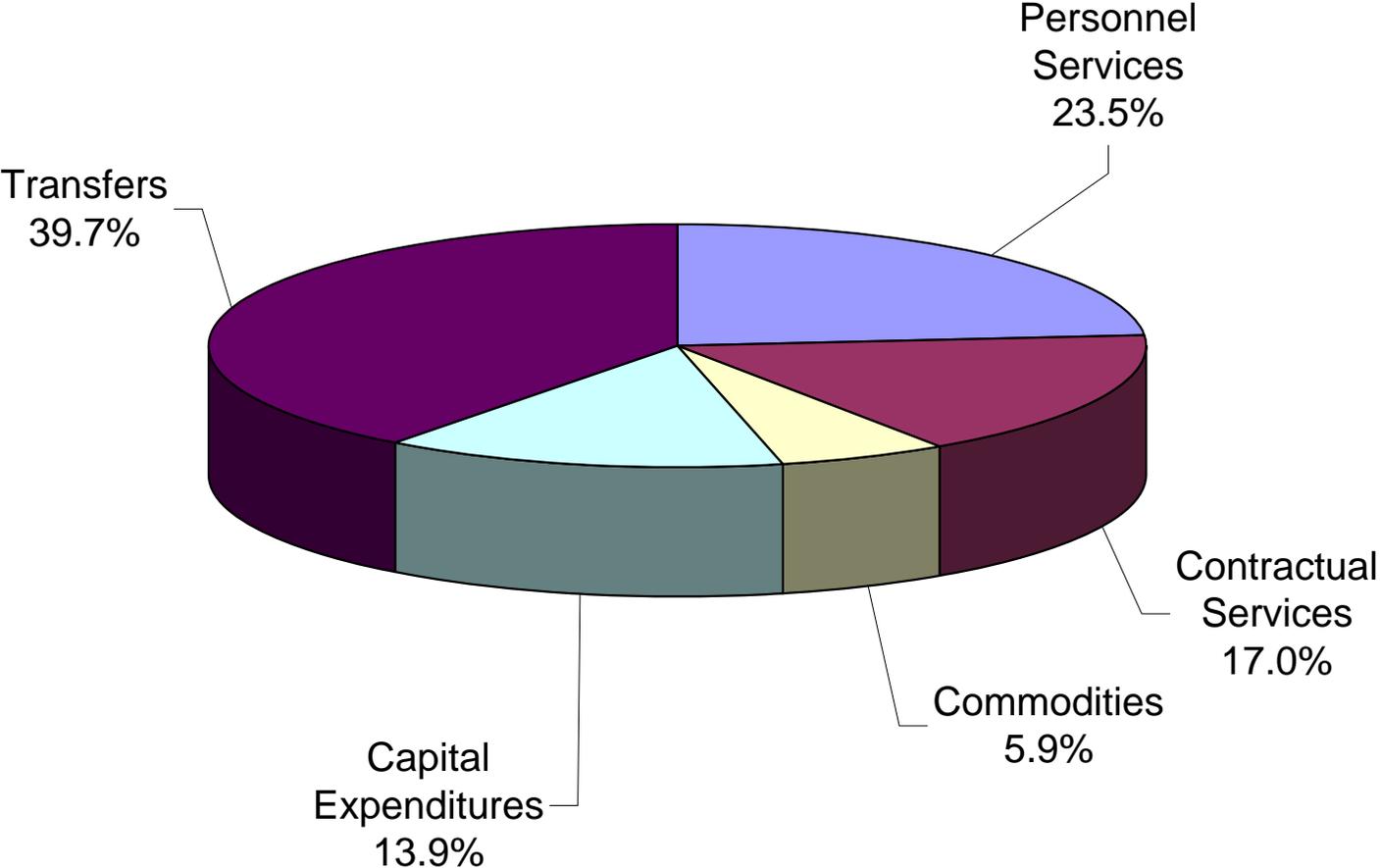


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# WASTEWATER FUND REVENUE



# WASTEWATER EXPENDITURES



## WASTEWATER (3600)

<b>REVENUE DETAIL</b>					
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>Unencumbered Cash Balance, Jan. 1</b>	660,326	762,918	726,528	802,023	776,298
Sewer Service Charges	1,709,104	1,759,000	1,779,714	1,815,308	1,851,614
Special Service Charges	334,730	336,442	445,850	448,000	550,000
Impact Fees	24,622	1,605	1,926	20,000	20,000
Tap Fees	4,785	4,500	0	1,000	1,000
Interest	32,258	33,088	16,138	18,000	20,000
Reimbursed Expenses	2,201	7,261	10,515	6,000	6,000
Labor & Materials	0	0	0	500	500
Misc. Revenues	90	207	0	200	200
<b>Total Revenue</b>	<b>2,107,790</b>	<b>2,142,102</b>	<b>2,254,143</b>	<b>2,309,008</b>	<b>2,449,314</b>
<b>Total Resources</b>	<b>2,768,117</b>	<b>2,905,020</b>	<b>2,980,671</b>	<b>3,111,031</b>	<b>3,225,612</b>
<b>EXPENDITURE DETAIL</b>					
Personnel Services	517,264	557,209	523,826	559,536	579,276
Contractual Services	341,490	386,108	352,749	399,764	418,582
Commodities	90,516	127,978	98,843	142,400	144,750
Capital Expenditures	301,481	306,790	395,478	399,500	343,075
Debt Service (Transfer)	69,996	70,000	70,000	70,000	70,000
Transfer to General	211,212	190,000	191,900	195,000	225,000
Transfer to Equipment Reserve	88,729	70,248	59,853	72,534	72,534
Transfer to Risk Management Reserve	2,750	10,000	10,000	12,000	25,000
Transfer to Community Service	26,576	36,000	36,000	36,000	36,000
Transfer to WWTP Debt	330,000	414,446	440,000	448,000	550,000
Reserves	25,185	9,712	0	0	0
<b>Total Requirements</b>	<b>2,005,199</b>	<b>2,178,491</b>	<b>2,178,648</b>	<b>2,334,733</b>	<b>2,464,216</b>
<b>Reserves</b>					<b>761,396</b>
<b>Unencumbered Cash Balance, Dec. 31</b>	<b>762,918</b>	<b>726,528</b>	<b>802,023</b>	<b>776,298</b>	

## **WASTEWATER (3600)**

	<b>SOURCE OF REVENUE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
100	Unencumbered Cash	660,326	762,918	726,528	802,023	776,298
324	Interest	32,258	33,088	16,138	18,000	20,000
325	Reimbursed Expenses	2,201	7,261	10,515	6,000	6,000
349	Transfer From General	0	0	0	0	0
364	Service Installation & Tap Fee	4,785	4,500	0	1,000	1,000
369	Impact Fees	24,622	1,605	1,926	20,000	20,000
368	Sewer Service Charges	1,709,104	1,759,000	1,779,714	1,815,308	1,851,614
370	Labor & Materials	0	0	0	500	500
394	Special Fee	334,730	336,442	445,850	448,000	550,000
399	Miscellaneous Revenues	90	207	0	200	200
	<b>TOTAL</b>	<b>2,768,117</b>	<b>2,905,020</b>	<b>2,980,671</b>	<b>3,111,031</b>	<b>3,225,612</b>
	<b>ADMINISTRATIVE EXPENSE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>REVISED</b>	<b>BUDGET</b>
		<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
	<b>TRANSFERS</b>					
599	Refunds	0	408	0	0	0
558	Other contractual	0	0	1,315	0	0
809	Transfer Debt Reduction	69,996	70,000	70,000	70,000	70,000
901	Transfer to General Fund	211,212	190,000	191,900	195,000	225,000
904	Transfer to Electric Fund	0	0	0	0	0
905	Transfer to WWTP Fund	330,000	330,000	440,000	448,000	550,000
909	Transfer to Community Services	26,576	36,000	36,000	36,000	36,000
906	Transfer to Equipment Reserve	88,729	70,248	49,729	72,534	72,534
906	Transfer to Risk Mgt	2,750	10,000	10,000	12,000	25,000
908	Transfer to Technology Improvements	0	0	0	0	0
918	Transfer to Capital Projects (WWTP)	0	84,446	0	0	0
925	Reserves	25,185	9,712	0	0	0
	<b>SUBTOTAL</b>	<b>754,448</b>	<b>800,814</b>	<b>798,944</b>	<b>833,534</b>	<b>978,534</b>



## Budget Guide

## FUND (3601)

### WASTEWATER TREATMENT

#### Description of Services

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	384,351	336,872	352,836	367,686
Contractual Services	355,108	318,952	343,469	362,057
Commodities	47,670	46,479	56,350	58,700
Capital Expenditures	29,768	246,469	53,000	40,930
Transfers	10,124	10,124	10,124	10,124
<b>Total</b>	<b>827,022</b>	<b>958,896</b>	<b>815,778</b>	<b>839,497</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Director of Utilities	0.33	0.33	0.33	0.33
Superintendent	1.00	1.00	1.00	1.00
Wastewater Plant Op.	3.00	3.00	3.00	3.00
Environmental Coord.	0.50	0.50	0.00	0.00
Asst. Director of Utilities	0.00	0.00	0.50	0.50
<b>Total</b>	<b>4.83</b>	<b>4.83</b>	<b>4.83</b>	<b>4.83</b>
Seasonal	1.00	1.00	1.00	1.00

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- None

#### STAFF CHANGES

- None

## WASTEWATER TREATMENT (3601)

	EXPENDITURE DETAIL	ACTUAL 2006	ACTUAL 2007	ACUTAL 2008	REVISED 2009	BUDGET 2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	233,706	282,627	239,778	255,000	265,000
411	Seasonal	4,820	0	8,645	0	0
411	Retirement	0	0	0	0	0
410	Overtime	6,658	10,601	7,865	10,000	10,200
412	Social Security	17,163	20,414	18,255	20,273	21,053
413	KPERS (Note 1)	11,128	15,211	14,418	17,331	19,649
414	Health Insurance	47,725	53,271	45,785	48,000	49,440
521	Worker's Compensation Insurance	2,267	2,228	2,126	2,232	2,344
	<b>SUBTOTAL</b>	<b>323,467</b>	<b>384,351</b>	<b>336,872</b>	<b>352,836</b>	<b>367,686</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	156	180	234	400	400
503	Telephone	1,587	1,168	1,097	2,000	2,000
505	Professional Development	6,049	7,216	3,341	12,500	12,500
515	Advertising - (HR)	0	0	0	0	0
518	Waste Removal	71,848	70,609	79,557	72,000	80,000
519	Odor Control	0	9,825	0	10,000	10,000
520	Insurance - Bldg. & Contents	4,649	33,326	9,854	14,995	15,445
522	Unemployment Insurance					0
523	Vehicle Ins. - Risk Management	1,223	861	790	1,872	1,966
526	General Liability Insurance	1,789	1,558	1,206	901	946
530	Utilities	151,261	172,287	188,248	180,000	190,000
533	Equipment Repair	15,561	14,553	13,238	15,000	15,000
534	Motor Vehicle Repair	11	26	511	800	800
558	Other Contractual Services	45,458	41,820	19,006	20,000	20,000
558	Other Contractual Services (Lab)	0	0	0	0	0
559	Environmental Compliance	760	1,179	870	8,000	8,000
568	Professional Serv. (NPDS Permit, RBC)	1,204	0	0	4,000	4,000
571	Audit Expense	1,500	500	1,000	1,000	1,000
	<b>SUBTOTAL</b>	<b>303,054</b>	<b>355,108</b>	<b>318,952</b>	<b>343,469</b>	<b>362,057</b>
<b>COMMODITIES</b>						
600	Office Supplies	169	279	511	1,100	1,100
601	CAD Supplies	0	1,106	1,236	1,000	1,000
608	Vehicle Operation	2,392	2,990	3,591	3,150	4,500
611	Chemical Supplies	10,382	11,172	13,339	14,000	15,000
615	Uniforms	1,422	1,109	975	2,100	2,100
620	Operating and Maintenance Supplies	23,813	31,014	26,825	35,000	35,000
	<b>SUBTOTAL</b>	<b>38,177</b>	<b>47,670</b>	<b>46,479</b>	<b>56,350</b>	<b>58,700</b>
<b>CAPITAL EXPENDITURES</b>						
705	Computer Equipment	1,132	398	1,932	1,500	0
710	Equipment	23,877	14,595	26,000	6,500	930
712	Trucks	0	0	0	0	0
730	Capital Improvements	0	14,245	218,537	40,000	35,000
731	Buildings & Structures	8,974	530	0	5,000	5,000
	<b>SUBTOTAL</b>	<b>33,982</b>	<b>29,768</b>	<b>246,469</b>	<b>53,000</b>	<b>40,930</b>
<b>TRANSFERS</b>						
906	Transfer To Equipment Replacement	10,124	10,124	10,124	10,124	10,124
	<b>TOTAL</b>	<b>708,805</b>	<b>827,022</b>	<b>958,896</b>	<b>815,778</b>	<b>839,497</b>

Notes:

- 1 Note: The KPERS rate was an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010.
- 2 The 2008 Capital Project is a rebuild of the Princeton lift station.



## Budget Guide

## FUND (3602)

### WASTEWATER COLLECTION

#### Description of Services

The wastewater collection division is responsible for maintaining the 74 miles of gravity sewer lines from 6" to 36" in size, made of Vitrified Clay PVC and truss pipe. The city also has 6 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 Mare Des Cygnes River and four south of the river that are cleaned out each year by the collection division and maintained each day by plant personnel. An important part of the equipment used by the collection division is the Television Inspection Camera for the sewer lines. This allows us to look inside the sewer lines for problems and eliminate the guesswork so we know just exactly what has to be repaired or what maintenance requirement is needed for the line segment. We can tell if the line has roots broken pipe or just needs cleaning before there is a problem with the line backing up.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	172,858	186,953	206,700	211,590
Contractual Services	31,000	32,482	56,295	56,525
Commodities	80,307	52,364	86,050	86,050
Capital Expenditures	277,021	149,010	346,500	302,145
Transfers	60,124	49,729	62,410	62,410
<b>Total</b>	<b>621,311</b>	<b>470,538</b>	<b>757,955</b>	<b>718,719</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Maint. Crew Leader	1.00	1.00	1.00	1.00
Water/Sewer Technical	3.00	3.00	3.00	3.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Seasonal	0.00	1.00	1.00	0.00

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- None

#### STAFF CHANGES

- None

## WASTEWATER COLLECTION (3602)

	EXPENDITURE DETAIL	ACTUAL	ACTUAL	ACUTAL	REVISED	BUDGET
		2006	2007	2008	2009	2010
	<b>PERSONNEL SERVICES</b>					
411	Salaries	135,363	127,089	136,044	148,000	150,000
411	Seasonal	0	0	0	0	0
410	Overtime	3,834	2,688	1,657	3,500	3,500
412	Social Security	9,447	9,487	10,092	11,590	11,743
413	KPERS (Note 1)	6,408	6,112	6,878	9,908	10,960
414	Health Insurance	37,522	26,281	31,137	32,500	34,125
521	Workers Comp	1,221	1,200	1,145	1,202	1,262
	<b>SUBTOTAL</b>	<b>193,796</b>	<b>172,858</b>	<b>186,953</b>	<b>206,700</b>	<b>211,590</b>
	<b>CONTRACTUAL SERVICES</b>					
503	Telephone	1,632	1,210	215	1,700	1,700
505	Professional Development	2,802	579	745	3,000	3,000
515	Advertising - Human Resources	0	0	0	0	0
520	Insurance - Bldg. & Contents	4,166	6,875	9,854	3,749	3,861
521	Worker's Compensation	0	0	0	0	0
522	Unemployment Insurance	0	0	0	0	0
523	Vehicle Ins. - Risk Management	4,280	3,014	2,766	2,995	3,085
526	General Liability Insurance	1,789	1,558	1,206	901	928
533	Equipment Repair	5,402	3,658	6,125	6,000	6,000
534	Vehicle Repair	118	0	0	1,800	1,800
558	Other Contractual Services	18,248	14,107	11,571	36,150	36,150
571	Audit Expense	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>38,436</b>	<b>31,000</b>	<b>32,482</b>	<b>56,295</b>	<b>56,525</b>
	<b>COMMODITIES</b>					
600	Office Supplies	255	344	81	400	400
601	CAD Supplies	506	99	1,093	1,100	1,100
608	Vehicle Operations	7,801	10,239	14,227	6,000	6,000
615	Uniforms	1,867	828	2,083	3,200	3,200
620	Supplies	7,377	12,432	9,798	11,350	11,350
622	Small Tools	969	792	1,057	1,000	1,000
623	Concrete & Masonry	27,194	50,109	20,591	55,000	55,000
629	Sand, Gravel & Rock	3,087	4,262	1,838	4,000	4,000
630	Other Operating Supplies	3,284	1,202	1,596	4,000	4,000
	<b>SUBTOTAL</b>	<b>52,339</b>	<b>80,307</b>	<b>52,364</b>	<b>86,050</b>	<b>86,050</b>
	<b>CAPITAL EXPENDITURE</b>					
705	Computer Equipment	0	398	846	0	0
710	Equipment (Safety) + Radios	0	0	0	46,500	2,145
747	Sewer Line Construction	127,780	125,231	129,225	150,000	150,000
760	Inflow & Infiltration Removal	139,719	151,392	18,938	150,000	150,000
	<b>SUBTOTAL</b>	<b>267,499</b>	<b>277,021</b>	<b>149,010</b>	<b>346,500</b>	<b>302,145</b>
	<b>TRANSFERS</b>					
906	Transfer To Equipment Replacement	78,605	60,124	49,729	62,410	62,410
	<b>TOTAL</b>	<b>630,675</b>	<b>621,311</b>	<b>470,538</b>	<b>757,955</b>	<b>718,719</b>

Notes:

- Note: The KPERS rate was an avg. of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010.

CITY OF



**OTTAWA**  
KANSAS

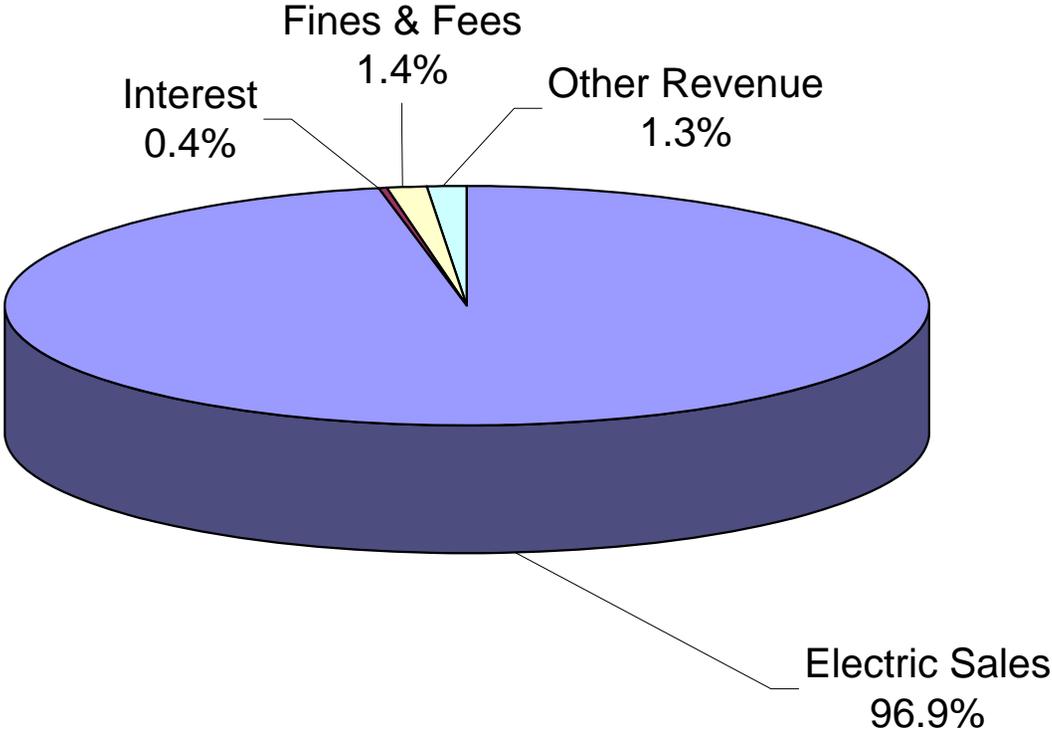
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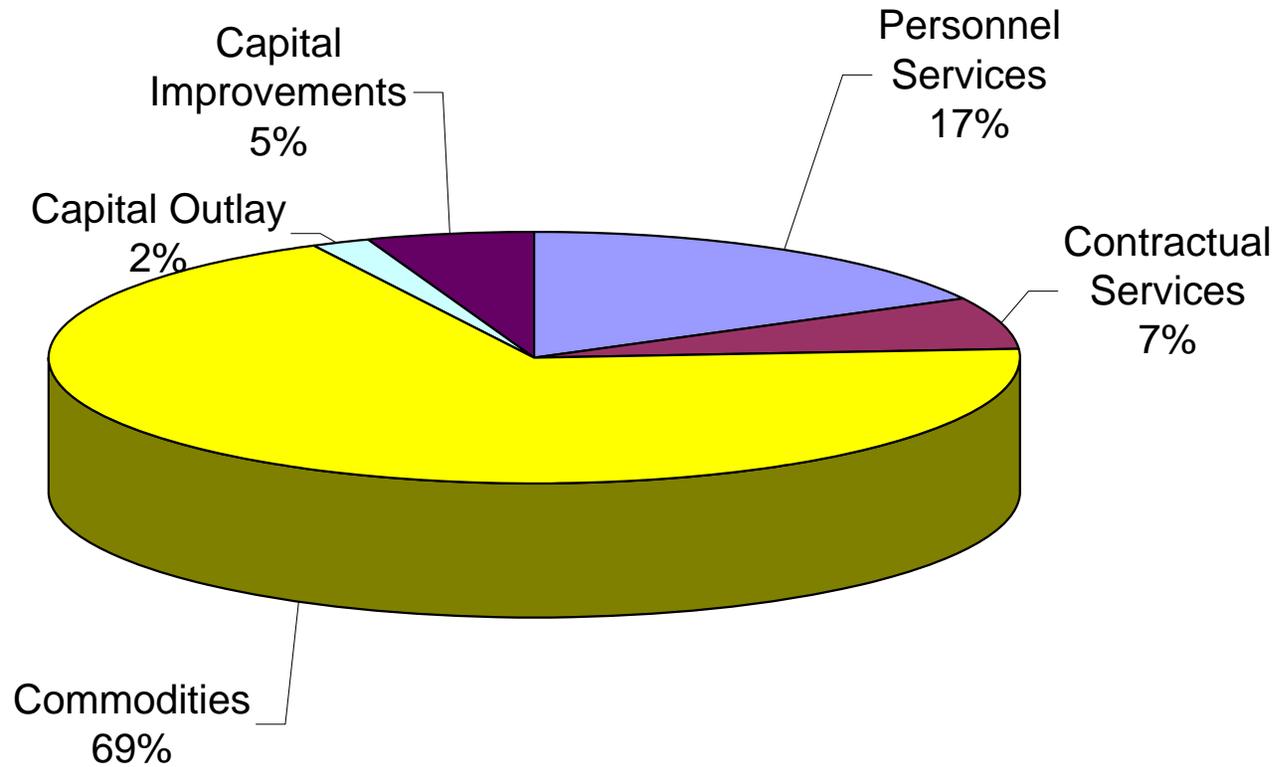
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KANSAS

# ELECTRIC FUND REVENUE



# ELECTRIC FUND EXPENDITURES



## ELECTRIC (3700)

SOURCE OF REVENUE		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
100	Unencumbered Cash	2,834,184	2,396,136	2,293,289	1,975,934	2,039,355
324	Interest	103,991	108,988	51,826	55,000	55,000
325	Reimbursed Expense	88,675	101,922	161,362	100,000	120,000
333	Fines & Fees	204,861	212,248	210,200	218,608	222,981
348	Transfers from Capital Improvement	113,041	0	0	0	0
364	Service Installation & Tap Fees	3,714	0	0	0	0
367	Transfer from Library	56,139	56,139	14,000	0	0
375	Electric Sales, Res. Urban	4,567,557	4,899,984	4,884,133	5,398,126	5,775,995
376	Electric Sales, Rural Res.	12,179	12,190	12,186	12,795	14,183
377	General Service Small Urban	1,073,888	1,053,306	1,097,912	1,202,214	1,286,369
378	General Service Small Rural	17,274	17,471	18,358	23,000	23,000
380	General Service Large	4,343,431	5,347,842	5,827,130	6,430,707	6,880,857
382	Area Lights	54,495	56,338	60,261	62,671	70,137
383	School & City	821,649	946,031	922,631	996,441	1,073,844
388	Origination Service Fee	47,228	47,238	59,768	59,000	59,000
389	Labor & Materials	66,495	19,109	49,664	45,000	45,000
390	Sale - Junk & Equip.	1,142	1,276	6,656	1,500	1,500
393	Refunds	0	38,452	21,965	20,500	21,000
392	Reconnection Fees	12,788	13,873	16,891	13,000	13,000
395	Pool Loan Repayment	15,930	0	14,000	14,000	14,000
398	Wholesale	0	0	18,000	15,000	15,000
399	Miscellaneous	39,556	45,809	34,750	182,000	60,000
	<b>TOTAL</b>	<b>14,478,215</b>	<b>15,374,349</b>	<b>15,774,980</b>	<b>16,825,497</b>	<b>17,790,220</b>
<b>TRANSFERS OUT - 3712</b>						
TRANSFER EXPENSE		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
900	Transfer to Bond & Interest (Note 1)	174,993	170,000	391,004	417,000	438,000
901	Transfer to General Fund	984,720	984,712	990,000	995,000	1,025,000
906	Transfer to Equipment Reserve Fund	103,153	98,708	89,011	91,370	105,344
906	Transfer to Risk Management Fund	3,160	10,000	10,000	12,000	12,000
909	Transfer to Community Services	26,576	36,000	36,000	36,000	36,000
925	Contingency	51,360	4,769	6,436	0	0
	<b>SUBTOTAL</b>	<b>1,343,962</b>	<b>1,304,189</b>	<b>1,522,451</b>	<b>1,551,370</b>	<b>1,616,344</b>

## ELECTRIC (3700)

SOURCE OF REVENUE		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
100	Unencumbered Cash	2,834,184	2,396,136	2,293,289	1,975,934	2,039,355
324	Interest	103,991	108,988	51,826	55,000	55,000
325	Reimbursed Expense	88,675	101,922	161,362	100,000	120,000
333	Fines & Fees	204,861	212,248	210,200	218,608	222,981
348	Transfers from Capital Improvement	113,041	0	0	0	0
364	Service Installation & Tap Fees	3,714	0	0	0	0
367	Transfer from Library	56,139	56,139	14,000	0	0
375	Electric Sales, Res. Urban	4,567,557	4,899,984	4,884,133	5,398,126	5,775,995
376	Electric Sales, Rural Res.	12,179	12,190	12,186	12,795	14,183
377	General Service Small Urban	1,073,888	1,053,306	1,097,912	1,202,214	1,286,369
378	General Service Small Rural	17,274	17,471	18,358	23,000	23,000
380	General Service Large	4,343,431	5,347,842	5,827,130	6,430,707	6,880,857
382	Area Lights	54,495	56,338	60,261	62,671	70,137
383	School & City	821,649	946,031	922,631	996,441	1,073,844
388	Origination Service Fee	47,228	47,238	59,768	59,000	59,000
389	Labor & Materials	66,495	19,109	49,664	45,000	45,000
390	Sale - Junk & Equip.	1,142	1,276	6,656	1,500	1,500
393	Refunds	0	38,452	21,965	20,500	21,000
392	Reconnection Fees	12,788	13,873	16,891	13,000	13,000
395	Pool Loan Repayment	15,930	0	14,000	14,000	14,000
398	Wholesale	0	0	18,000	15,000	15,000
399	Miscellaneous	39,556	45,809	34,750	182,000	60,000
	<b>TOTAL</b>	<b>14,478,215</b>	<b>15,374,349</b>	<b>15,774,980</b>	<b>16,825,497</b>	<b>17,790,220</b>
<b>TRANSFERS OUT</b>						
TRANSFER EXPENSE		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
900	Transfer to Bond & Interest (Note 1)	174,993	170,000	391,004	417,000	438,000
901	Transfer to General Fund	984,720	984,712	990,000	995,000	1,025,000
906	Transfer to Equipment Reserve Fund	103,153	98,708	89,011	91,370	105,344
906	Transfer to Risk Management Fund	3,160	10,000	10,000	12,000	12,000
909	Transfer to Community Services	26,576	36,000	36,000	36,000	36,000
925	Contingency	51,360	4,769	6,436	0	0
	<b>SUBTOTAL</b>	<b>1,343,962</b>	<b>1,304,189</b>	<b>1,522,451</b>	<b>1,551,370</b>	<b>1,616,344</b>

# 2010 BUDGET

## Budget Guide

## FUND (3703)

### ELECTRIC PRODUCTION

#### Description of Services

The Ottawa electric system is a combination of purchased power and peaking generation. The City is interconnected to Kansas City Power and Light (KCPL) via a 161Kv and 35Kw lines. The interconnection was upgraded in 2004 to provide dual feed points. The City has a contract with Kansas City Board of Public Utilities for purchased capacity of 10 Mw. A contract with the Grand River Dam Authority (GRDA) provides an additional 12 Mw during the summer months and 4 Mw during the winter months. Both contracts provide coal fired generation with GRDA also supplying hydropower. The City is also able to purchase economy energy from KCPL. This energy is normally available during winter months or off peak hours during the spring and fall seasons.

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	855,928	867,889	914,065	938,126
Contractual Services	423,788	480,976	540,647	641,824
Commodities	8,436,642	8,623,637	8,948,122	10,037,000
Capital Expenditures	546	164,995	235,600	242,635
Transfers	12,463	10,567	10,567	24,165
<b>Total</b>	<b>9,729,367</b>	<b>10,148,064</b>	<b>10,649,001</b>	<b>11,883,749</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Director of Utilities	.33	.33	.33	.33
Superintendent	1.0	1.0	1.0	1.0
Assist. Superintendent	1.0	1.0	1.0	1.0
Operator/Maintenance	8.0	8.0	8.0	8.0
Maintenance	3.0	3.0	3.0	3.0
Auto-Cad Tech	.25	.25	.25	.25
<b>Total</b>	<b>13.58</b>	<b>13.58</b>	<b>13.58</b>	<b>13.58</b>
Seasonal	1.0	1.0	1.0	1.0

#### 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.

#### STAFF CHANGES

- Jeff Oleson promoted from Plant Superintendent to Assistant Director of Utilities.
- Dennis Tharp promoted from Assistant Power Plant Superintendent to Power Plant Superintendent.
- The position of Assistant Superintendent will be eliminated and replaced with two coordinator positions; Electrical-Electronic Coordinator and Mechanical-Building Coordinator. The creation of these two positions was made due to changes in the technological demands to meet current standards within the industry. No additional personnel will be added due to these changes.

## ELECTRIC PRODUCTION (3703)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	604,313	635,762	639,985	665,000	678,000
410	Overtime	13,041	8,704	10,094	10,500	11,200
412	Social Security	43,618	45,216	46,295	51,676	52,724
413	KPERS (Note 1)	27,056	32,097	35,711	44,178	49,209
414	Health Insurance	111,475	115,202	120,678	126,712	130,513
521	Worker's Comp. Ins.	20,148	18,948	15,126	16,000	16,480
<b>SUBTOTAL</b>		<b>819,651</b>	<b>855,928</b>	<b>867,889</b>	<b>914,065</b>	<b>938,126</b>
<b>CONTRACTUAL SERVICES</b>						
503	Telephone	3,752	2,577	2,938	4,000	4,000
505	Professional Development	8,776	12,212	16,783	16,000	24,200
520	Insurance - Bldg. & Cont.	39,903	37,379	47,611	38,302	40,217
523	Vehicle Ins.	2,720	2,153	1,976	2,247	2,359
525	Boiler Insurance (Plant)	52,509	60,384	64,796	58,805	60,569
526	General Liability Ins.	23,216	20,223	15,656	11,694	12,279
528	SCADA Maintenance & Equipment	7,925	9,108	6,737	10,000	18,000
530	Utilities	34,320	30,060	44,637	35,000	35,000
532	Building & Structure Repair	2,215	0	0	5,000	5,000
533	Equipment Repair	23,307	112,406	110,014	160,000	185,000
534	Vehicle Repair	10	0	461	600	1,000
550	Towel & Laundry Service	996	1,258	1,186	1,000	1,200
558	Other Contractual Services	121,614	124,005	148,607	180,000	235,000
561	Utility Assistance	5,888	9,542	14,539	12,000	12,000
565	Destination Based Sales Tax	3,117	2,480	5,036	6,000	6,000
<b>SUBTOTAL</b>		<b>330,266</b>	<b>423,788</b>	<b>480,976</b>	<b>540,647</b>	<b>641,824</b>
<b>COMMODITIES</b>						
600	Office Supplies	1,669	1,349	962	3,000	3,500
601	CAD Supplies	743	1,135	280	1,000	1,000
605	Purchase Power	4,987,063	5,242,175	5,377,674	5,485,227	6,000,000
606	Purchase Demand	2,102,103	2,587,339	2,844,505	2,901,395	3,250,000
607	Natural Gas	302,530	336,320	159,416	250,000	450,000
608	Vehicle Operations	6,043	6,521	7,375	7,500	7,500
609	Motor Oil	10,293	3,696	0	15,000	15,000
610	Fuel Oil (Plant Engines)	109,526	155,786	175,256	175,000	195,000
611	Chemical Supplies	9,265	12,871	15,031	15,000	20,000
615	Uniforms	1,836	3,054	2,990	5,000	5,000
620	Supplies	58,287	86,396	40,148	90,000	90,000
<b>SUBTOTAL</b>		<b>7,589,358</b>	<b>8,436,642</b>	<b>8,623,637</b>	<b>8,948,122</b>	<b>10,037,000</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture & Fixtures	615	66	376	2,500	2,575
704	Office Equipment	0	0	0	1,500	1,545
705	Computer Equipment	0	0	2,641	5,500	5,665
710	Equipment	4,353	480	161,977	210,000	216,300
710	Radio Equipment (Radios 09 & 10)	0	0	0	1,100	1,100
715	Building Maintenance	13,997		0	15,000	15,450
718	Equipment Purchase	2,970	0	0	0	0
<b>SUBTOTAL</b>		<b>21,934</b>	<b>546</b>	<b>164,995</b>	<b>235,600</b>	<b>242,635</b>
<b>TRANSFERS</b>						
	Transfer to Equipment Reserve	12,463	12,463	10,567	10,567	24,165
<b>TOTAL</b>		<b>8,773,672</b>	<b>9,729,367</b>	<b>10,148,064</b>	<b>10,649,002</b>	<b>11,883,749</b>

Notes:

1 Note: The KPERS rate was an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010.



## Budget Guide

## FUND (3704)

### ELECTRIC DISTRIBUTION

#### Description of Services

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

#### DIVISION EXPENDITURES

Account	Actual 2007	Actual 2008	Revised 2009	Budget 2010
Personnel Services	690,680	711,063	745,705	769,382
Contractual Services	110,027	92,172	105,473	106,309
Commodities	61,488	60,644	80,600	80,600
Capital Expenditures	323,345	364,646	727,800	514,080
Transfers	71,669	71,669	64,744	64,805
<b>Total</b>	<b>1,257,209</b>	<b>1,300,193</b>	<b>1,724,322</b>	<b>1,535,176</b>

#### PERSONNEL SCHEDULE

	Actual 2007	Actual 2008	Revised 2009	Budget 2010
Superintendent	1	1	1	1
Assist. Superintendent	1	1	1	1
Electric Dist. Crew Chief	3	3	3	3
Line Electrician	4	4	4	4
Service Representative	0.5	0.5	0.5	0.5
Asst. Director of Utilities	0	0.25	0.25	0.25
<b>Total</b>	<b>9.5</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>
Seasonal	0	0	0	0

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- None

#### STAFF CHANGES

- None

## ELECTRIC DISTRIBUTION (3704)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	427,746	480,015	488,769	519,000	533,000
410	Overtime	31,313	36,750	45,005	34,000	34,750
412	Social Security	32,841	36,730	38,427	42,305	43,433
413	KPERS (Note 1)	21,115	25,555	30,567	36,166	40,537
414	Health Insurance	74,600	98,462	97,783	102,672	105,752
521	Worker's Comp. Ins.	14,001	13,167	10,512	11,563	11,910
<b>SUBTOTAL</b>		<b>601,617</b>	<b>690,680</b>	<b>711,063</b>	<b>745,705</b>	<b>769,382</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	15	68	222	120	120
503	Telephone	3,043	2,389	681	1,500	1,500
505	Professional Development	5,805	6,306	7,548	7,500	7,500
520	Insurance - Bldg. & Cont.	19,563	17,326	17,999	15,234	15,691
523	Vehicle Ins.	4,502	3,876	3,633	4,493	4,628
526	General Liability Insurance	16,133	14,053	10,880	8,126	8,370
533	Equipment Repair	12,178	12,586	14,981	8,000	8,000
534	Motor Vehicle Repair	1,273	2,770	300	4,000	4,000
558	Other Contractual Services	52,722	49,877	34,756	55,000	55,000
565	Destination Based Sales Tax	1,194	776	1,171	1,500	1,500
<b>SUBTOTAL</b>		<b>116,430</b>	<b>110,027</b>	<b>92,172</b>	<b>105,473</b>	<b>106,309</b>
<b>COMMODITIES</b>						
600	Office Supplies	328	310	378	500	500
601	Computer Supplies (CAD)	557	234	980	1,000	1,000
608	Vehicle Operations	12,621	15,349	17,474	17,000	17,000
615	Uniforms	3,253	2,705	3,807	5,100	5,100
620	Supplies	57,833	42,890	38,005	57,000	57,000
<b>SUBTOTAL</b>		<b>74,592</b>	<b>61,488</b>	<b>60,644</b>	<b>80,600</b>	<b>80,600</b>
<b>CAPITAL OUTLAY</b>						
646	Traffic Signals	0	1,133	0	3,500	3,500
710	Equipment (Radios 09 and 10)	0	708	7,551	1,300	2,580
710	Equipment - (1/2 Purchase Mini Derrick)	9,439	3,413	0	5,000	65,000
715	Building & Structure	0	0	9,110	0	0
<b>SUBTOTAL</b>		<b>9,439</b>	<b>5,254</b>	<b>16,661</b>	<b>9,800</b>	<b>71,080</b>
<b>CAPITAL IMPROVEMENT</b>						
642	Transformers	154,884	123,135	124,390	175,000	175,000
644	Meters	20,252	7,207	21,747	46,000	46,000
745	Street Light Construction	29,234	36,976	31,911	47,000	47,000
749	Electric Line Construction	120,262	150,774	169,938	450,000	175,000
<b>SUBTOTAL</b>		<b>324,631</b>	<b>318,091</b>	<b>347,985</b>	<b>718,000</b>	<b>443,000</b>
<b>TRANSFERS</b>						
	Transfer to Equipment Reserve	83,915	71,669	71,669	64,744	64,805
<b>TOTAL</b>		<b>1,210,624</b>	<b>1,257,209</b>	<b>1,300,193</b>	<b>1,724,322</b>	<b>1,535,176</b>

Notes:

- Note: The KPERS rate was an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010.



## Budget Guide

## FUND (3705)

### UTILITY WAREHOUSE

#### Description of Services

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

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

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	150,609	163,440	170,158	177,820
Contractual Services	33,672	37,853	39,696	64,823
Commodities	7,063	6,411	9,600	9,100
Capital Expenditures	6,052	8,128	2,650	22,200
Transfers	6,775	6,775	6,775	7,090
<b>Total</b>	<b>204,172</b>	<b>222,606</b>	<b>228,878</b>	<b>281,032</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
Warehouse Manager	1	1	1	1
Warehouse Worker	1	1	1	1
Secretary/Computer Op.	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Seasonal	1	1	1	1

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- None

#### STAFF CHANGES

- None

## UTILITY WAREHOUSE (3705)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	106,699	108,650	119,498	123,000	126,500
410	Overtime	809	477	646	750	750
412	Social Security	7,576	7,706	8,512	9,467	9,735
413	KPERS (Note 1)	4,811	5,759	6,767	8,093	9,086
414	Health Insurance	25,782	26,244	26,482	27,144	29,859
521	Workers Comp. Ins.	1,793	1,773	1,534	1,703	1,890
<b>SUBTOTAL</b>		<b>147,470</b>	<b>150,609</b>	<b>163,440</b>	<b>170,158</b>	<b>177,820</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	0	0	0	100	100
503	Telephone	2,337	2,514	2,906	2,750	2,750
505	Professional Development	130	986	853	1,000	1,000
520	Insurance - Bldg. & Cont.	6,035	4,582	4,997	1,797	1,887
523	Vehicle Ins.	1,223	861	790	749	786
530	Utilities	17,474	19,149	20,209	21,500	21,500
532	Building Repair (Yard gate)	2,011	1,963	4,098	6,000	15,000
533	Equipment Repair	637	431	870	1,000	1,000
534	Motor Vehicle Repair	28	0	0	500	500
558	Other Contractual Services (Bar code sys)	2,582	3,102	3,109	4,000	20,000
565	Destination Based Sales Tax	215	84	21	300	300
<b>SUBTOTAL</b>		<b>32,672</b>	<b>33,672</b>	<b>37,853</b>	<b>39,696</b>	<b>64,823</b>
<b>COMMODITIES</b>						
600	Office Supplies	725	665	562	1,000	1,000
601	Computer Supplies	304	395	229	400	400
604	Small Tools Expense	53	55	159.1	200	200
608	Vehicle Operation	902	1,293	1,635	1,800	1,800
615	Uniforms	942	1,005	884	1,700	1,700
620	Supplies	2,945	3,650	2,942	4,500	4,000
<b>SUBTOTAL</b>		<b>5,870</b>	<b>7,063</b>	<b>6,411</b>	<b>9,600</b>	<b>9,100</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture & Fixtures	427	413	0	500	500
704	Office Equipment	1,500	4,661	391	300	300
705	Computer	0	0	1,265	0	0
710	Equipment (Radios 09 and 10)	0	978	4,512	350	900
715	Building Improvements (Bay Heaters)	3,718	0	1,959	1,500	20,500
<b>SUBTOTAL</b>		<b>5,645</b>	<b>6,052</b>	<b>8,128</b>	<b>2,650</b>	<b>22,200</b>
<b>TRANSFERS</b>						
712	Transfer to Equipment Reserve	6,775	6,775	6,775	6,775	7,090
<b>TOTAL</b>		<b>198,432</b>	<b>204,172</b>	<b>222,606</b>	<b>228,878</b>	<b>281,032</b>

Notes:

- Note: The KPERS rate was an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010.

## Budget Guide

## FUND (3710)

### UTILITY BILLING

#### Description of Services

The Utility Billing Division is responsible for monthly billing of Ottawa's 6,300 electric and 5,200 water customers. This division operates and maintains the City's main computer, which runs the payroll program, general ledger, utility billing and other programs. The Meter Readers use an ITRON reading device to collect data in the field, which is downloaded to the city's main computer system and used to calculate utility bills. Radio read meters are installed in new subdivisions and are proving capable of dramatically reducing read time.

This division was delighted with the final installation and implementation of a new IBM As/400 computer in 2007. This improvement increased processing speed, improved storage capacity and moved the city towards a solid disaster recovery program. The old AS/400 was relocated to an off site department to be used as a backup system. This provides improved disaster recovery abilities and is part of a larger plan to be able to meet the city's needs in the event of a natural or manmade disaster.

#### DIVISION EXPENDITURES

	Actual	Actual	Revised	Budget
Account	2007	2008	2009	2010
Personnel Services	457,142	455,077	459,932	474,086
Contractual Services	174,704	191,985	203,525	203,578
Commodities	37,414	32,160	35,700	35,500
Capital Expenditures	7,771	15,521	15,500	10,500
Transfers	0	0	9,284	9,284
<b>Total</b>	<b>677,031</b>	<b>694,743</b>	<b>723,940</b>	<b>732,949</b>

#### PERSONNEL SCHEDULE

	Actual	Actual	Revised	Budget
	2007	2008	2009	2010
City Attorney	0.50	0.50	0.50	0.50
Utility Clerk II	3	3	3	2
Data Operator	2	2	2	2
Office Manager	1	1	1	1
Payable Clerk	1	1	1	1
Assist. Finance Director	1	1	1	1
Custodian	0.50	0.50	0.50	0.50
Environ. Coordinator	0.25	0	0	0
<b>Total</b>	<b>9.25</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>

#### GOALS

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

#### OBJECTIVES

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

#### EXPENDITURE CHANGES

- For the first time in 2009, this division included a transfer to Equipment Reserve for the systematic depreciation of the City's main computer system.

#### STAFF CHANGES

- This division experienced a retirement of one person in 2009 who was not replaced due to hiring freeze.

## UTILITY BILLING (3710)

EXPENDITURE DETAIL		ACTUAL	ACTUAL	ACTUAL	ESTIMATE	BUDGET
		2006	2007	2008	2009	2010
<b>PERSONNEL SERVICES</b>						
411	Salaries	360,884	351,365	351,765	350,000	359,000
410	Overtime	2,341	2,637	2,532	3,000	3,000
412	Social Security	26,142	25,972	25,829	27,005	27,693
413	KPERS (Note 1)	15,551	18,200	19,765	23,086	25,847
414	Health Insurance	64,781	56,599	53,128	54,722	56,364
521	Workers Comp. Ins.	2,369	2,369	2,057	2,119	2,183
<b>SUBTOTAL</b>		<b>472,068</b>	<b>457,142</b>	<b>455,077</b>	<b>459,932</b>	<b>474,086</b>
<b>CONTRACTUAL SERVICES</b>						
502	Postage	32,589	25,509	35,786	32,000	39,000
503	Telephone	2,967	1,770	512	700	700
505	Professional Development	6,368	4,766	6,679	10,500	8,000
508	Bad Debt Expense	17,991	13,289	9,795	20,000	20,600
509	Meeting Expense	0	0	0	1,000	1,000
514	Printing	0	1,110	0	1,200	1,200
520	Ins. Building & Content	4,076	4,142	4,721	5,749	5,922
523	Vehicle Insurance	1,560	861	790	1,123	1,157
530	Utility Expense	2,678	4,965	6,621	6,952	7,000
553	Service Agreements (Itron, Copier, Postage Machine)	14,774	14,848	16,025	18,000	17,000
558	Other Contractual Services					
	Kansas Comp Use Tax	113	299	105	500	200
	Programming Support	40,861	69,132	69,401	59,000	60,000
	Technical Support	1,458	1,476	2,799	5,000	3,500
	IBM Support	2,945	1,656	0	3,000	3,000
	Temp Service	0	2,681	8,848	4,000	1,000
	Building Repairs	99	1,184	0	2,000	4,000
	Credit Card Service Fees	6,800	6,062	9,470	9,800	9,800
	Other Contractual Services	4,449	6,396	6,833	6,500	6,000
599	Refunds	1,242	3,034	1,099	4,000	2,000
571	Audit	16,500	11,525	12,500	12,500	12,500
<b>SUBTOTAL</b>		<b>157,470</b>	<b>174,704</b>	<b>191,985</b>	<b>203,525</b>	<b>203,578</b>
<b>COMMODITIES</b>						
600	Office Supplies	2,611	4,921	4,157	5,000	5,000
601	Computer Room Supplies	23,528	29,057	24,443	26,000	26,000
614	Books & Instructional Materials	0	0	0	200	200
615	Uniforms	74	195	284	500	300
620	Custodial Supplies	2,459	3,241	3,276	4,000	4,000
<b>SUBTOTAL</b>		<b>28,672</b>	<b>37,414</b>	<b>32,160</b>	<b>35,700</b>	<b>35,500</b>
<b>CAPITAL OUTLAY</b>						
702	Furniture & Fixtures	0	0	0	5,000	3,000
704	Office Machines (Computers)	183	0	256	0	0
705	Computer Equipment (PC Equipment)	3,661	2,800	2,050	1,500	1,500
705	Computer Equipment	0	0	5,152	4,000	0
710	Equipment (Radios for 09 & 10)	331	154	0	0	1,000
715	Building Maintenance	0	4,817	8,063	5,000	5,000
718	Equipment Purchase	5,373	0	0	0	0
<b>SUBTOTAL</b>		<b>9,549</b>	<b>7,771</b>	<b>15,521</b>	<b>15,500</b>	<b>10,500</b>
712	Transfer to Equipment Reserve	0	0	0	9,284	9,284
<b>TOTAL</b>		<b>667,759</b>	<b>677,031</b>	<b>694,743</b>	<b>723,940</b>	<b>732,949</b>

Notes:

- Note: The KPERS rate was an avg of 4.21 in 2005, 4.71 in 2006, 5.31 in 2007, 5.93 in 2008, 6.54 in 2009, and 7.14 in 2010.

CITY OF



**OTTAWA**  
KANSAS