

OTTAWA CITY COMMISSION

Wednesday, July 17, 2024 - 10:00 am



REGULAR MEETING AGENDA

Ottawa City Hall - 101 S. Hickory

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 23 and via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 958 8516 8215#. To view on YouTube: <https://www.youtube.com/@ottawaksgov>

If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3621. Please provide advance notice of at least two (2) working days. TTY users please call 711.

Citizens may in person, via Zoom or submit comments (300 words or less) for the City Commission to be read during public comment or during discussion on an agenda item.

To submit your comment or request the meeting Zoom link to give a public comment, email publiccomments@ottawaks.gov no later than 8:00 am on July 17, 2024; all emails must include your name and address. Participants who generate unwanted or distracting noises may be muted by the meeting host. If this happens, unmute yourself when you wish to speak.

I. CALL TO ORDER

II. ROLL CALL ___ Skidmore ___ Allen ___ Caylor ___ Clayton ___ Crowley

III. WELCOME

IV. PLEDGE OF ALLEGIANCE

V. INVOCATION - Pastor Timothy Roth, First Lutheran Church

VI. PUBLIC COMMENTS

Subject to the above restrictions, persons who wish to address the City Commission regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. The Governing Body will take comments under advisement.

VII. APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, NOMINATIONS, AND PUBLIC HEARINGS

A. Recognition of John Thompson Jr and Chad Pickert for Completion of Emerging Leaders Academy through the University of Kansas Public Management Center - City Manager Silcott (Pp. 3-5)

VIII. CONSENT AGENDA

A. Minutes from the July 10, 2024 City Commission Meeting (Pp. 6-9)

B. June 2024 Financial Report (Pp. 10-23)

C. Agenda Approval

Motion: _____

Second: _____

Vote: _____

IX. DECLARATION

At this time, I'd like to give the Commissioners a chance to declare any conflict or communication they've had that might influence their ability to consider today's issues impartially.

X. UNFINISHED BUSINESS

A. Franklin County Emergency Communication Report - Sarah Peffly (Pp. 24-31)

XI. NEW BUSINESS

A. Interview for City of Ottawa Planning Commission (Pp. 32-33)

1. Jack Maxwell

B. Enjoy Ottawa Video - Mat Simonson

C. Active Project Updates - City Manager Silcott (Pp. 34-46)

Comments: Review of current project status and updates from last 30 days.

D. Final Review of Proposed 2025 Operating Budget - Finance Director Landis (Pp. 47-117)

E. Notice of Indication to Exceed Revenue Neutral Rate - Finance Director Landis (Pp. 118-122)

Comments: Under the requirements of the 2021 Senate Bill 13, the Governing Body must communicate their intent regarding the Revenue Neutral Rate for the 2025 Budget to Franklin County, no later than July 20th. It is recommended the Governing Body vote to exceed the Revenue Neutral Rate, setting the maximum mill rate at 44.844 and setting the public hearing date for September 4, 2024.

Motion: _____ Second: _____ Vote: _____

F. Approval to Set Date for Public Hearing for 2025 Operating Budget - Finance Director Landis (Pp. 118-122)

Comments: The City is required to publish notice for the public hearing of intent to exceed Revenue Neutral Rate and the hearing for the 2025 budget at least 10 days in advance of the hearing date. The hearing date is recommended to be set for September 4, 2024 at 7:00 pm, and the public will have an opportunity to ask questions or give feedback to the Governing Body related to the proposed 2025 budget. The Commission can decide to lower the ad valorem for each fund, but cannot be raised after publication.

Motion: _____ Second: _____ Vote: _____

XII. COMMENTS BY CITY MANAGER

XIII. COMMENTS BY GOVERNING BODY

XIV. ANNOUNCEMENTS

- A. July 24, 2024 City Commission Meeting - 4:00 pm, City Hall
- B. July 30, 2024 Splash Pad Ribbon Cutting - 10:00 am, City Park
- C. July 31, 2024 City Commission Meeting - 4:00 pm, City Hall
- D. August 6, 2024 National Night Out - 6:00—8:00 pm

XV. EXECUTIVE SESSION

Motion: I move that the Commission recess into executive session at _____ for a period of _____ minutes with the City Attorney present To discuss personnel matters of nonelected personnel.

The justification for the closed session is to engage in confidential and privileged communication with the board’s attorney by K.S.A. 75-4319(b)(1). The open meeting is to resume in this room at _____.

XVI ADJOURN

**City of Ottawa
City Commission Meeting
July 17, 2024**

TO: City Commission
SUBJECT: Recognition of John Thompson and Chad Pickert for Completion of the Emerging Leaders Academy through the University of Kansas Public Management Center
INITIATED BY: City Manager
AGENDA: Appointments, Proclamations, Recognitions, Nominations, & Public Hearings

Recommendation: Recognize John Thompson (Electric Production) and Chad Pickert (Parks & Cemeteries) for the successful completion of the University of Kansas Public management Center's Emerging Leaders Academy (ELA).

Background: The Emerging Leaders Academy (ELA) is a professional development program designed for public sector employees, particularly those in non-managerial roles, to prepare them for leadership positions within their departments and organizations. This program will be a vital tool in the City of Ottawa's Individual Development Program (IDP) as we begin laying a solid foundation in leadership development for our next generation of leaders. ELA is a critical part of our organization's succession planning program and will help us promote from within.

Participants in the ELA engage in a comprehensive curriculum that includes the study of leadership qualities, coaching sessions with mentors, and developing personal leadership philosophies. The program emphasizes practical, hands-on activities that provide immediate and long-term benefits to participants and our organization. Past graduates of the ELA are known to return to their workplaces with new ideas, a renewed sense of commitment, and enhanced skills, which are evident to their supervisors and colleagues.

The ELA curriculum covers a broad range of topics essential for effective leadership in the public sector, including: Neuroscience of Leadership; Values, Politics, & Administration; Strengths-Based Leadership; Listening and Acknowledgement; Foundations in Inclusion & Equality; Navigating & Leading through Change; Communicating & Managing Up; Introduction to Public Budgeting; Adaptive Challenges; Reaching Out for Mentoring.

Participants develop a portfolio of skills and competencies, shadow a mentor, create an individual development plan, and introduce the coaching model with a speed coaching session.

The ELA program is structured around a series of nine full-day sessions, held approximately every other week. Cohorts are formed in the Spring (February - June) and Fall (August - December), providing flexibility for participants to choose a schedule that suits them. For online

classes, sessions are designed to mitigate Zoom fatigue by breaking up the day into manageable segments.

By investing in the ELA, we can cultivate a more prepared and engaged workforce ready to meet future challenges. The program's benefits are seen in the professional growth of the participants and in the overall enhancement of their respective organizations' capabilities and leadership pipelines. The ELA is a strategic investment yielding significant returns for our future leaders participating in the program, the organizational team, and most importantly, the citizens we serve through a constant improvement process that maximizes their tax dollars and usage fees.

Analysis:



Chad Pickert has been a dedicated Parks & Cemeteries Division teammate since he began his tenure in 2016. Chad has demonstrated a commitment to professional growth and excellence throughout his time with us. Notably, he has obtained his arborist certification through the Kansas Arborists Association (KAA) and completed the Kansas Local Technical Assistance Program (Ks LTAP) Roadsolar Level 1 program.

These achievements are just a few examples of the numerous certifications and training Chad has completed during his employment, showcasing his dedication to continuous learning and development. Chad's contributions to our Public Works Department and community have been invaluable, and his successful completion of the Emerging Leaders Academy further underscores his potential and readiness for future leadership roles. When Chad finishes his day serving the citizens of Ottawa, he enjoys spending his free time with his wife and two children.

CONTINUED



John Thompson has consistently demonstrated a commitment to improvement and dedication in his service to the citizens of Ottawa. His career with the City began in April 2013 as the Police Department Custodian. Recognizing his hard work and dedication, a wage study in April 2015 led to his reclassification as the Police Department Senior Custodian.

In November 2021, John took on a new challenge by transferring to the Power Plant, where he excelled as an Electric Plant Operator I. His commitment to professional growth and service continued as he recently completed the KU Public Management Center's Emerging Leaders Academy program in June 2024.

John's positive attitude and continuous improvement mindset have greatly benefited our community and organization. His successful completion of the Emerging Leaders Academy is a testament to his potential for future leadership roles and his unwavering dedication to serving the citizens of Ottawa.

Financial Considerations: The cost of investment is \$1,550 per person, covering tuition, materials, and graduation ceremony & reception.

Legal Considerations: Approve as to Form.

Recommendation/Action: Recognize John Thompson (Electric Production) and Chad Pickert (Parks & Cemeteries) for the successful completion of the University of Kansas Public management Center's Emerging Leaders Academy (ELA).

Attachments: None

**Regular Meeting Minutes
City Hall
Minutes of July 10, 2024**

The Governing Body met at 4:00 pm on this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Skidmore, Mayor Pro Tem Allen, Commissioner Caylor, Commissioner Clayton and Commissioner Crowley. Mayor Skidmore called the meeting to order.

Mayor Skidmore welcomed the audience and led the Pledge of Allegiance to the American flag. Reverend Bob Colerick from First Christian Church gave the invocation.

Public Comments

Linda and Bud Bishop, residents at 204 E. Wilson, have raised concerns about dogs running loose in the area and the problems this is causing.

Appointments, Proclamations, Recognitions, Nominations, and Public Hearings

Consent Agenda

Commissioner Caylor made a motion, seconded by Commissioner Clayton, to approve this consent agenda to include minutes from the June 26, 2024 Regular Meeting, minutes from the Advisory Boards and the Regular Meeting agenda. The motion was considered, and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

Declaration

No declarations were made.

Unfinished Business

None.

New Business

Interview for Ottawa Memorial Advisory Board

The Governing Body conducted interviews with the following citizens for two open seats on the Ottawa Memorial Advisory Board: Nicole Smith and Keith Shrimpton.

Presentation from the Ercoupe Convention at Ottawa Municipal Airport

The City Commission received a report from Jim Reeder, Fixed Base Operator on the 2024 Ercoupe Owners Club (EOC) National Convention held at the Ottawa Municipal Airport (KOWI) from June 14-16, 2024. Despite severe weather in parts of the country, the event had significant attendance with 20 planes and 60 participants from 21 states. Attendees utilized 40 hotel rooms and consumed 720 meals over three days. Key activities included tours, luncheons, and dinners, with support from local businesses and organizations. The event was successful, providing economic benefits to the community and receiving positive feedback from attendees.

Airport Master Plan Design Request for Qualifications

July 10, 2024

Unofficial Until Approved

The Governing Body heard from City Manager Brian Silcott regarding the recommendation to select Alfred Benesch & Company as the consultant for the Ottawa Municipal Airport improvement projects. The City issued a Request for Qualifications (RFQ) on March 25, 2024, for projects including the reconstruction of the parallel taxiway, the construction of new T-hangars and taxi lanes, and the construction of a maintenance hangar. Alfred Benesch & Company was the sole respondent. Despite being the only submission, a thorough review confirmed their qualifications, extensive experience with similar projects, and knowledge of FAA regulations.

Commissioner Crowley made a motion, seconded by Commissioner Caylor to conditionally approve the selection of Alfred Benesch & Company as the consultant for the Ottawa Municipal Airport improvement projects and authorize the City Manager to negotiate and execute a contract with the selected firm. The motion was considered and upon being put, all present voted aye. The Mayor declared the selection of Alfred Benesch & Company duly approved.

Review of 2025 Operating Budget

The Governing Body heard from Finance Director Melanie Landis who discussed the 2025 Budget, covering the budgeted funds that affect the mill levy portion of the annual budget.

Franklin County Emergency Communications Budget

Franklin County's Emergency Communications budget impacts the City's General Fund with a shared 50% of the total cost for the 911 dispatch budget and the City receives a refund of 50% of the remaining funds annually after the audit is complete. The presented 2025 Emergency Communications budget remains largely unchanged from 2024 with the exception of increases to personnel and benefit costs. The impact to the City's 2025 budget is an increased expense of \$47,503, or 8.11%.

Ottawa Memorial Auditorium Fund

The Ottawa Memorial Auditorium (OMA) was established in 1921 as a memorial to World War I soldiers. OMA hosts diverse live performances, special programming, and serves as a premier venue for private events and educational initiatives. Revenue is generated through various sources including rentals, ticket sales, sponsorships, concessions, and bar sales. The 2025 proposed budget highlights include investments in facility upgrades such as air compressor replacements and basement lobby bathroom renovations, reflecting OMA's ongoing commitment to maintaining a vibrant cultural and educational hub for the community.

Ottawa Library Fund

Terry Chartier, Executive Director of the Ottawa Library, presented the 2025 budget emphasizing fiscal responsibility and community engagement. Priorities include maintaining partnerships, seeking grants, and leveraging volunteer support. To meet accreditation standards, the budget ensures sufficient funds for staffing and materials, with a commitment to maintaining or increasing the mill levy. Capital improvements encompass new building plans and addressing maintenance needs. The budget, approved by the Ottawa Library Board of Trustees, reflects a strategic approach to

sustaining library services and fostering community involvement through educational programs and cultural events. The proposed budget includes an estimated level mill rate for 2025.

Debt Service Fund

The Debt Services Fund (005) manages the City's general obligation bond payments, ensuring sufficient funding through property taxes and transfers from other funds. This enables the City to finance capital projects when cash isn't readily available, distributing costs over the projects' useful life. Debt issuance is carefully planned to align with conservative revenue projections and ensure benefits outweigh costs, including interest. The 2025 budget includes principal and interest payments totaling \$3,380,520, supported by transfers, property taxes, and other revenues. Key highlights include the final payment of GO Bond 2009 in 2024, with no GO Bond issuances maturing in 2025, and final payments for GO Bond 2017-A and 2018-B anticipated in 2026.

General Fund

The General Fund is supported by many revenue sources including ad valorem tax, sales tax, franchise fees, service and sales revenue, motor vehicle taxes, and transfers from utility funds. Expenditures provide law enforcement, fire services, parks and trails, street maintenance, administration, and facility maintenance and repairs. Among the items included in the proposed 2025 budget are new positions, staffing changes for fire response, redirecting revenue sources to bolster funding for street maintenance, increased funds for the Airport taxiway reconstruction grant match, city website upgrade, facility improvements, and funding for vehicle and equipment replacement. The 2025 budget proposes a level mill rate.

Proposed Mill Rate

The proposed and recommended mill rate for 2024, supporting the 2025 budget, is equal to the 2023 mill rate of 44.844. The City Commission will continue their review of the proposed mill rate at the July 17th meeting.

Discussion on Open Seats for Ottawa Memorial Advisory Board

After discussion, Commission Caylor made a motion, seconded by Commissioner Crowley to appoint Nicole Smith and Keith Shrimpton to the Ottawa Memorial Advisory Board. The motion was considered and upon being put, all presented voted aye. The Mayor declared these appointments duly approved.

City Manager's Comments

City Manager Brian Silcott updated the Governing Body on upcoming events in the City of Ottawa and highlighted new employees.

Governing Body Comments

Commissioner Caylor and Commissioner Clayton expressed their gratitude to Finance Director Melanie Landis and her team for their thorough budget presentations. Mayor Skidmore addressed the community's ban on discharging fireworks and proposed a future discussion to explore options for residents.

Announcements

- A. July 17, 2024 City Commission Meeting – 10:00 am, City Hall
- B. July 24, 2024 City Commission Meeting – 4:00 pm, City Hall

Adjournment

There was no further business before the Governing Body, the Mayor declared the meeting duly adjourned at 5:31 pm.

Melissa Reed, City Clerk

Finance Department Monthly Report

2024/ 06



Prepared By:
Rebekah McCurdy, City Treasurer

Memorandum

TO: City Manager and the Honorable City Commission

FROM: Melanie Landis, Finance Director

SUBJECT: June 2024 Monthly Report - Finance Department & City Clerk

The Finance Department conducts a variety of business daily including: utility billing, customer service and payment counter for utility payments, accounting functions including payroll, accounts payable, accounts receivable, financial reporting, annual operating budget, and debt management. The City Clerk maintains custody of official records, issues licenses, and serves as a central contact between citizens, the governing body and city departments.

June 2024 Activities of Note:

City Clerk:

6 licenses issued.
37 licenses issued YTD.
14 open record requests.
43 open record requests YTD

Utility Billing:

6,675 bills produced.
288 Service orders completed.

Project Updates:

Grant reimbursement requests were submitted to close out Trail Grant and KDOT Airport Grant

Included in this monthly report are independent reports on:



Revenues Report



Project/Grant Report



Budget Report



Investment Report



Treasurer's Reports



Debt Report



Revenues Report as of June 30, 2024

Sales and use taxes contribute approximately 44.3% of the general fund budget as well as fund special projects and purchases. The attached reports provide a summary and comparison look at this revenue source. Sales tax distributions are received two months after the sales occurred; for example March sales tax receipts for the City represent sales tax collected for January sales.

The various sources of sales tax impact a portion of the City of Ottawa's 2024 operating budget as follows:

SALES AND USE TAX

Budget Summary

GENERAL PURPOSE General Fund 001	% of General Fund Sales Tax Budget	2024 Budget	2024 Forecast	% of anticipated collection of Budget
City Sales Tax	55.7%	\$ 3,281,000	\$ 3,335,000	101.6%
City Compensating Use Tax	10.7%	\$ 630,000	\$ 725,000	115.1%
Franklin County Sales Tax	26.0%	\$ 1,531,000	\$ 1,650,000	107.8%
Franklin County Compensating Use Tax	7.6%	\$ 445,000	\$ 500,000	112.4%
	100.0%	\$ 5,887,000	\$ 6,210,000	105.5%

DESIGNATED PURPOSE

Special Sales Tax Funds 078 & 097

	% of Special Sales Tax Budget	2024 Budget	2024 Forecast	% of anticipated collection of Budget
WWTP				
City Sales Tax	86.1%	\$ 340,000	\$ 316,098	93.0%
City Compensating Use Tax	13.9%	\$ 55,000	\$ 68,400	124.4%
Proximity Park				
City Sales Tax	81.0%	\$ 1,600,000	\$ 1,722,986	107.7%
City Compensating Use Tax	19.0%	\$ 375,000	\$ 369,284	98.5%

Summary Report - This report shows all sales tax revenues received in this month. A breakdown of how much revenue is allocated into the General Fund and the two specific sales tax revenue funds for the waste water treatment plant debt fund and proximity park improvements fund.

Historical Summary Report - This report compares sales tax receipts and growth (decline) in receipts. Highlighted here are overall sales tax receipts and breakdowns by fund.



Summary Sales Tax Report as of June 30, 2024

Monthly Sales Tax Summary 2024

For the Month of June

		<i>growth over last year</i>
City Sales Tax	\$ 447,990.49	6.1%
City Compensating Use Tax	\$ 67,348.86	4.7%
Franklin County Sales Tax	\$ 134,128.53	8.5%
Franklin County Compensating Use Tax	\$ 31,510.88	-2.1%
Totals	\$ 680,978.76	
plus	\$ 23,430.91	
June State Distribution	\$ 704,409.67	

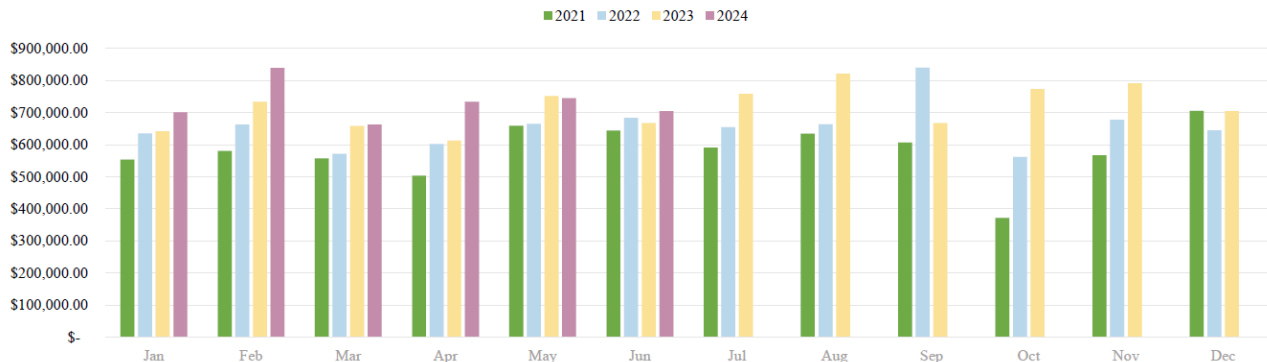
<i>Tax Incentive Districts CID/TDD</i>	
South Hwy59 (TDD)	\$ -
19th & Princeton (CID)	\$ 4,957.68
21st & Princeton (CID)	\$ 10,712.54
NW 35 & Princeton (CID)	\$ 7,760.69
Total	\$ 23,430.91

Total Sales Taxes Distributed to Funds in 2024 (January - December)

	City Compensating City Sales Tax Use Tax	Franklin County Sales Tax	Franklin County Compensating Use Tax	Total-to-Date
General Fund	\$ 1,646,930.12	\$ 358,930.88	\$ 790,990.74	\$ 3,044,356.75
Sales Tax-WWTP	\$ 164,693.01	\$ 35,893.08	\$ -	\$ 200,586.09
Sales Tax-Proximity Park	\$ 823,465.05	\$ 179,465.43	\$ -	\$ 1,002,930.48
CID-Princeton & 19th	\$ 31,593.94	\$ -	\$ -	\$ 31,593.94
CID-Princeton & 21st	\$ 50,628.57	\$ -	\$ -	\$ 50,628.57
CID-NW 35 & Princeton	\$ 55,540.86	\$ -	\$ -	\$ 55,540.86
TDD-South Hwy 59	\$ 645.06	\$ -	\$ -	\$ 645.06
Total-to-Date	\$ 2,773,496.61	\$ 574,289.39	\$ 790,990.74	\$ 4,386,281.75

Historical Sales Tax Report as of June 30, 2024

	Sales and Use Taxes				CID Sales Taxes				Growth/(Decline) 2024 vs 2023 Sales Tax Revenues	Growth/(Decline) 2024 vs 2023 CID Sales Tax Revenues
	2021	2022	2023	2024	2021	2022	2023	2024		
Jan	\$ 553,283.31	\$ 635,125.37	\$ 641,297.75	\$ 700,779.59	\$ 17,929.17	\$ 20,811.71	\$ 21,574.38	\$ 22,154.93	\$ 59,481.84	\$ 580.55
Feb	\$ 580,289.65	\$ 662,915.41	\$ 733,550.86	\$ 839,738.80	\$ 15,712.47	\$ 14,979.65	\$ 21,703.82	\$ 24,303.51	\$ 106,187.94	\$ 2,599.69
Mar	\$ 556,966.86	\$ 571,497.37	\$ 658,066.19	\$ 662,422.59	\$ 16,735.04	\$ 14,436.54	\$ 18,067.70	\$ 21,408.50	\$ 4,356.40	\$ 3,340.80
Apr	\$ 502,681.13	\$ 601,846.52	\$ 612,076.86	\$ 733,792.46	\$ 16,264.68	\$ 16,110.10	\$ 18,463.66	\$ 23,132.99	\$ 121,715.60	\$ 4,669.33
May	\$ 658,929.70	\$ 664,669.48	\$ 751,306.57	\$ 745,138.64	\$ 20,423.44	\$ 18,369.30	\$ 22,021.29	\$ 23,332.53	\$ (6,167.93)	\$ 1,311.24
Jun	\$ 644,308.28	\$ 683,609.66	\$ 667,133.26	\$ 704,409.67	\$ 20,801.23	\$ 21,157.34	\$ 24,730.26	\$ 23,430.91	\$ 37,276.41	\$ (1,299.35)
Jul	\$ 590,444.63	\$ 654,154.92	\$ 758,906.14	\$ -	\$ 20,085.16	\$ 21,831.55	\$ 26,397.80	\$ -	\$ -	\$ -
Aug	\$ 634,562.83	\$ 663,565.84	\$ 821,602.52	\$ -	\$ 20,713.34	\$ 20,515.03	\$ 27,532.67	\$ -	\$ -	\$ -
Sep	\$ 606,385.92	\$ 840,122.04	\$ 666,831.18	\$ -	\$ 18,261.50	\$ 20,420.71	\$ 24,185.34	\$ -	\$ -	\$ -
Oct	\$ 371,831.00	\$ 560,919.54	\$ 773,292.32	\$ -	\$ 18,312.51	\$ 18,906.65	\$ 25,165.43	\$ -	\$ -	\$ -
Nov	\$ 566,927.33	\$ 677,613.85	\$ 791,189.28	\$ -	\$ 18,341.13	\$ 18,253.69	\$ 24,008.29	\$ -	\$ -	\$ -
Dec	\$ 704,898.05	\$ 644,809.15	\$ 704,246.16	\$ -	\$ 17,679.94	\$ 22,449.19	\$ 23,179.86	\$ -	\$ -	\$ -
TOTALS	\$ 6,971,508.69	\$ 7,860,849.15	\$ 8,579,499.09	\$ 4,386,281.75	\$ 221,259.61	\$ 228,241.46	\$ 277,030.50	\$ 137,763.37	\$ 322,850.26	\$ 11,202.26





Ad Valorem Report as of June 30, 2024

Ad Valorem revenues are split between four specific funds within The City of Ottawa's annual budget: the General Fund, Ottawa Memorial Auditorium, the City Library (not operated by The City of Ottawa), and the General Obligation Debt Fund. The table below shows the year-to-date revenue receipts from the County's Ad Valorem Distributions. The City typically receives distributions in January, March, June, September, October, and December each year. The distributions are not equally distributed, but instead relate to payments received in both property taxes and motor vehicle taxes.

Ad Valorem Revenues				
	Received YTD	Budget 24	% of Budget Received	
GENERAL				
Ad Valorem	\$ 3,836,161	\$ 4,211,120	91%	
Vehicle MW	\$ 151,705	\$ 320,000	47%	
Delinquent Personal	\$ 764			
Delinquent Real	\$ 49,209	\$ 70,000	70%	
Vehicle RV	\$ 2,411	\$ 4,520	53%	
Heavy Weight MV	\$ 848	\$ 1,000	85%	
Watercraft	\$ 1,367	\$ 1,065	128%	
Gen: Comm MV T	\$ 8,696	\$ 12,000	72%	
	\$ 4,051,160	\$ 4,619,705	88%	
Auditorium				
Ad Valorem	\$ 186,004	\$ 200,180	93%	
Vehicle MW	\$ 7,132	\$ 14,900	48%	
Delinquent Personal	\$ 36			
Delinquent Real	\$ 2,332	\$ 5,000	47%	
Vehicle RV	\$ 113	\$ 200	57%	
Heavy Weight MV	\$ 41	\$ 45	90%	
Watercraft	\$ 64	\$ 50	128%	
Gen: Comm MV T	\$ 410	\$ 550	75%	
	\$ 196,132	\$ 220,925	89%	
Library				
Ad Valorem	\$ 1,045,420	\$ 1,152,379	91%	
Vehicle MW	\$ 40,825	\$ 84,100	49%	
Delinquent Personal	\$ 205			
Delinquent Real	\$ 13,670	\$ 25,000	55%	
Vehicle RV	\$ 650	\$ 1,150	56%	
Heavy Weight MV	\$ 242	\$ 265	92%	
Watercraft	\$ 361	\$ 280	129%	
Gen: Comm MV T	\$ 2,369	\$ 3,115	76%	
	\$ 1,103,742	\$ 1,266,289	87%	
GO Debt				
Ad Valorem	\$ 416,444	\$ 443,320	94%	
Vehicle MW	\$ 15,792	\$ 33,000	48%	
Delinquent Personal	\$ 80			
Delinquent Real	\$ 5,830	\$ 10,000	58%	
Vehicle RV	\$ 251	\$ 445	56%	
Heavy Weight MV	\$ 92	\$ 100	92%	
Watercraft	\$ 142	\$ 110	129%	
Gen: Comm MV T	\$ 908	\$ 1,225	74%	
	\$ 439,538	\$ 488,200	90%	
Subtotal	\$ 5,790,573	\$ 6,595,119	88%	

Ad Valorem taxes support 34.7% of the General Fund budget. These taxes go to support all General Fund functions. Including: Parks, Streets, Sidewalk Repairs, Police and Fire Departments, and City Management.

Ad Valorem taxes support 58.5% of the Ottawa Memorial Auditorium (OMA) budget. Service charges for tickets, rentals, and concessions also support the OMA.

The Ottawa Library is an independently operating entity. They do receive their distribution of Ad Valorem from The City of Ottawa. The data to the left outlines the percentage of their budgeted appropriation they have received to date.

Ad Valorem taxes support 11.9% of the General Obligation Debt (GO Debt) budget. The City of Ottawa currently has a total of \$23,525,341 in GO Debt . Interest payments are due April 1st and a principal and interest payment is due October 1st each year.

In 2024, there is one GO Bond in its final year of payment.



Budget Report as of June 30, 2024

50% of budget year

General Fund

Summary

Beginning Balance, 1/2024	\$	3,101,650.57
Receipts	\$	7,767,916.31
Expenditures	\$	6,217,766.08
Current Balance, 6/2024	\$	4,651,800.80

Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Commission - City Manager	\$ 266,675	\$ 96,973.20	36%
Finance / City Clerk	\$ 360,100	\$ 163,005.42	45%
Building Maintenance	\$ 246,300	\$ 79,257.76	32%
Non-Operating	\$ 1,452,120	\$ 292,959.52	20%
Neighborhood Services	\$ 675,600	\$ 237,824.28	35%
Cemetery	\$ 210,050	\$ 45,437.35	22%
Streets	\$ 1,271,400	\$ 581,075.58	46%
Fleet Management	\$ 222,400	\$ 83,297.11	37%
Parks	\$ 594,350	\$ 266,604.82	45%
Police Department	\$ 3,404,830	\$ 1,522,182.71	45%
Municipal Court	\$ 206,275	\$ 73,887.31	36%
Fire Department	\$ 2,091,805	\$ 933,801.07	45%
Information Technology	\$ 413,750	\$ 191,634.05	46%
Human Resources	\$ 170,800	\$ 68,161.76	40%
Employee Benefits	\$ 3,362,500	\$ 1,412,564.14	42%
Transfers	\$ 354,100	\$ 169,100.00	48%
	\$ 15,303,055	\$ 6,217,766.08	41%

Water Fund

Summary

Beginning Balance, 1/2024	\$	807,759.53
Receipts	\$	1,662,833.14
Expenditures	\$	1,523,499.98
Current Balance, 6/2024	\$	947,092.69

Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Production	\$ 1,475,385	\$ 579,512.14	39%
Distribution	\$ 862,500	\$ 520,671.50	60%
Special Project	\$ 135,000	\$ 32,800.00	24%
Non-Operating	\$ 26,000	\$ 7,991.34	31%
Transfers	\$ 1,103,745	\$ 382,525.00	35%
	\$ 3,602,630	\$ 1,523,499.98	42%



Budget Report as of June 30, 2024

50% of budget year

Wastewater Fund

Summary

Beginning Balance, 1/2024	\$ 2,484,868.83
Receipts	\$ 1,777,523.72
Expenditures	<u>\$ 1,045,407.87</u>
Current Balance, 6/2024	\$ 3,216,984.68

Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Treatment	\$ 1,224,655	\$ 460,769.89	38%
Maintenance	\$ 1,193,500	\$ 250,477.97	21%
Non-Operating	\$ 430,940	\$ 7,810.01	2%
Transfers	\$ 1,289,690	\$ 326,350.00	25%
	\$ 4,138,785	\$ 1,045,407.87	25%

Electric Fund

Summary

Beginning Balance, 1/2024	\$ 6,891,333.26
Receipts	\$ 7,659,707.09
Expenditures	<u>\$ 6,764,013.40</u>
Current Balance, 6/2024	\$ 7,787,026.95

Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Production	\$ 11,150,150	\$ 4,475,659.04	40%
Distribution	\$ 3,123,685	\$ 897,550.47	29%
Warehouse	\$ 789,500	\$ 261,644.61	33%
Special Project	\$ 150,000	\$ 31,750.10	21%
Administration	\$ 1,430,500	\$ 578,804.84	40%
Non-Operating	\$ 333,300	\$ 853.72	0%
Broadband	\$ 231,725	\$ 90,300.62	39%
Transfers	\$ 2,502,700	\$ 427,450.00	17%
	\$ 19,711,560	\$ 6,764,013.40	34%



Budget Report as of June 30, 2024

50% of budget year

Expenditure Budget Review

	Expenditure Budget	Expenditures year-to-date	% of budget spent
005 Debt Service Fund	\$ 4,290,065	\$ 269,298.76	6.3%
011 Community Service Fund	\$ 186,955	\$ 92,909.92	49.7%
013 Auditorium Fund	\$ 440,400	\$ 216,968.20	49.3%
014 Airport Fund	\$ 282,550	\$ 47,288.83	16.7%
016 Special Parks Fund	\$ 292,855	\$ 146,727.83	50.1%
017 Special Drug & Alcohol Fund	\$ 35,500	\$ -	0.0%
018 Library Fund (City)	\$ 1,240,380	\$ 1,103,742.43	89.0%
025 Economic Development Fund	\$ 567,000	\$ 18,984.28	3.3%
027 Golf Course Fund	\$ 68,453	\$ 137,432.46	200.8%
028 Special Streets Fund	\$ 759,600	\$ 34,692.69	4.6%
029 Stormwater Utility Fund	\$ 968,655	\$ 94,407.98	9.7%
046 Electric CIP	\$ 1,000,000	\$ 16,340.25	1.6%
050 Capital Projects Fund	\$ 50,000	\$ 37,695.95	75.4%
052 Capital Projects - Sidewalk	\$ 100,000	\$ 724.75	0.7%
053 Equipment Reserve	\$ 605,800	\$ 20,642.25	3.4%
056 Risk Management Fund	\$ 1,459,395	\$ 992,881.75	68.0%
078 WWTP Debt Fund	\$ 916,090	\$ -	0.0%
097 Proximity Park Sales Tax Fund	\$ 872,750	\$ 220,043.90	25.2%
100 Land Bank Fund	\$ 10,000	\$ -	0.0%
102 Opioid Settlement Fund	\$ 31,630	\$ -	0.0%
	\$ 14,178,078		



Monthly Treasurer's Report as of June 30, 2024

The Monthly Treasurer's Report is a snapshot of fund activities. The table below shows how transactions that happened in the month of June impacted each fund.

CITY OF OTTAWA MONTHLY TREASURER'S REPORT JUNE 30, 2024										
FUND	ACCOUNT TITLE	BEGINNING CASH			NET CHANGE OTHER		NET CHANGE		UNENCUMBERED	ENDING
		BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	ASSETS	LIABILITIES	CASH BALANCE		
001	General Fund	\$ 3,565,770.09	\$ 2,233,940.12	\$ 1,124,666.27	\$ 4,675,043.94	\$ -	\$ (19.99)	\$ -	\$ 4,675,023.95	
005	Debt Service Fund	\$ 199,318.20	\$ 179,515.31	\$ -	\$ 378,833.51	\$ -	\$ -	\$ -	\$ 378,833.51	
011	Community Service Support	\$ 172,919.04	\$ -	\$ 14,090.82	\$ 158,828.22	\$ -	\$ -	\$ -	\$ 158,828.22	
013	Auditorium Fund	\$ 44,670.15	\$ 105,783.82	\$ 44,330.95	\$ 106,123.02	\$ -	\$ 1,821.77	\$ -	\$ 107,944.79	
014	Airport Fund	\$ 160,148.12	\$ 3,178.25	\$ 7,009.45	\$ 156,316.92	\$ -	\$ -	\$ -	\$ 156,316.92	
016	Special Park & Rec Fund	\$ 325,195.24	\$ 10,781.98	\$ 9,794.10	\$ 326,183.12	\$ -	\$ -	\$ -	\$ 326,183.12	
017	Special Drug & Alcohol	\$ 24,342.29	\$ 8,112.58	\$ -	\$ 32,454.87	\$ -	\$ -	\$ -	\$ 32,454.87	
018	Library Fund	\$ -	\$ 448,537.39	\$ 448,537.39	\$ -	\$ -	\$ -	\$ -	\$ -	
025	Economic Development Fund	\$ 617,494.78	\$ 7,327.74	\$ 4,962.59	\$ 619,859.93	\$ -	\$ -	\$ -	\$ 619,859.93	
027	Golf Course Fund	\$ 32,102.58	\$ 137,331.99	\$ 135,321.61	\$ 34,112.96	\$ -	\$ -	\$ -	\$ 34,112.96	
028	Special Streets Fund	\$ 1,021,724.80	\$ 5,574.08	\$ 635.13	\$ 1,026,663.75	\$ -	\$ -	\$ -	\$ 1,026,663.75	
029	Stormwater Utility	\$ 1,816,857.36	\$ 50,204.16	\$ 50,996.38	\$ 1,816,065.14	\$ -	\$ -	\$ -	\$ 1,816,065.14	
030	Water Utility	\$ 826,796.74	\$ 278,473.48	\$ 152,316.51	\$ 952,953.71	\$ -	\$ (1,488.81)	\$ -	\$ 951,464.90	
036	Waste Water Utility	\$ 3,053,068.87	\$ 297,855.68	\$ 132,730.73	\$ 3,218,193.82	\$ -	\$ -	\$ -	\$ 3,218,193.82	
037	Electric Utility	\$ 7,744,106.00	\$ 1,287,325.26	\$ 1,067,296.96	\$ 7,964,134.30	\$ -	\$ 3,505.53	\$ -	\$ 7,967,639.83	
046	Electric CIP Fund	\$ 2,021,989.23	\$ 5,522.43	\$ 10,327.72	\$ 2,017,183.94	\$ -	\$ -	\$ -	\$ 2,017,183.94	
050	Capital Improvement	\$ 101,264.06	\$ 552.78	\$ -	\$ 101,816.84	\$ -	\$ -	\$ -	\$ 101,816.84	
051	Utility Credits	\$ 190,701.73	\$ 2,608.90	\$ -	\$ 193,310.63	\$ -	\$ 9,536.09	\$ -	\$ 202,846.72	
052	Capital Projects-Sidewalk	\$ 166,468.33	\$ 507.64	\$ -	\$ 166,975.97	\$ -	\$ -	\$ -	\$ 166,975.97	
053	Equipment Reserve	\$ 776,035.80	\$ 4,236.20	\$ -	\$ 780,272.00	\$ -	\$ -	\$ -	\$ 780,272.00	
054	Law Enforcement Trust	\$ 13,303.59	\$ 40.57	\$ -	\$ 13,344.16	\$ -	\$ -	\$ -	\$ 13,344.16	
056	Risk Management	\$ 1,110,831.81	\$ 3,182.81	\$ 87,244.79	\$ 1,026,769.83	\$ -	\$ -	\$ -	\$ 1,026,769.83	
057	AEO Foundation Loan Fund	\$ 21,594.64	\$ 361.00	\$ -	\$ 21,955.64	\$ -	\$ -	\$ -	\$ 21,955.64	
076	TIF-South Hwy 59	\$ 1,743,535.65	\$ 98,817.27	\$ -	\$ 1,842,352.92	\$ -	\$ -	\$ -	\$ 1,842,352.92	
077	TDD-South Hwy 59	\$ 291,417.96	\$ -	\$ -	\$ 291,417.96	\$ -	\$ -	\$ -	\$ 291,417.96	
078	Sales Tax-WWTP Projects	\$ 796,010.06	\$ 36,675.96	\$ -	\$ 832,686.02	\$ -	\$ -	\$ -	\$ 832,686.02	
079	TIF/CID-Princeton & 19th	\$ 516,137.31	\$ 191,137.51	\$ -	\$ 707,274.82	\$ -	\$ -	\$ -	\$ 707,274.82	
080	CID-Princeton & 21st	\$ 18,132.02	\$ 10,800.50	\$ -	\$ 28,932.52	\$ -	\$ -	\$ -	\$ 28,932.52	
081	TIF/CID-Holiday Inn	\$ 127,273.91	\$ 112,812.04	\$ -	\$ 240,085.95	\$ -	\$ -	\$ -	\$ 240,085.95	
091	TIF-K-68 Hwy District	\$ 721,837.06	\$ 85,497.15	\$ -	\$ 807,334.21	\$ -	\$ -	\$ -	\$ 807,334.21	
095*	Grants-FAA Airport Imp.	\$ (152,106.20)	\$ 144,154.22	\$ -	\$ (7,951.98)	\$ -	\$ -	\$ -	\$ (7,951.98)	
097	Sales Tax-Proximity Park	\$ 3,450,620.37	\$ 180,489.83	\$ -	\$ 3,631,110.20	\$ -	\$ -	\$ -	\$ 3,631,110.20	
098	Prox Park Infrastructure	\$ 145,238.57	\$ 1,294.65	\$ 167.00	\$ 146,366.22	\$ -	\$ -	\$ -	\$ 146,366.22	
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ -	\$ 10,303.42	
102	Opioid Settlement	\$ 46,590.87	\$ 142.08	\$ -	\$ 46,732.95	\$ -	\$ -	\$ -	\$ 46,732.95	
103	GO 2022A	\$ 1,576,692.56	\$ 8,515.78	\$ 23,279.64	\$ 1,561,928.70	\$ -	\$ -	\$ -	\$ 1,561,928.70	
401	Grants-Fire	\$ 7,986.77	\$ -	\$ 269.50	\$ 7,717.27	\$ -	\$ -	\$ -	\$ 7,717.27	
402*	Grants-Parks	\$ 16,825.85	\$ -	\$ -	\$ 16,825.85	\$ -	\$ -	\$ -	\$ 16,825.85	
407	Grants-ARPA	\$ 322,349.40	\$ 1,436.52	\$ 61,129.85	\$ 262,656.07	\$ -	\$ -	\$ -	\$ 262,656.07	
408	Grants-Police	\$ 12,356.00	\$ -	\$ 7,644.00	\$ 4,712.00	\$ -	\$ -	\$ -	\$ 4,712.00	
409	Grants-BASE	\$ 670,781.99	\$ 3,589.78	\$ 17,161.43	\$ 657,210.34	\$ -	\$ -	\$ -	\$ 657,210.34	
800	Self-Insured Health	\$ 1,293,004.00	\$ 95,198.18	\$ 305,374.67	\$ 1,082,827.51	\$ 298.86	\$ -	\$ -	\$ 1,082,528.65	
801	Flex Spending Account	\$ 6,876.80	\$ 2,381.65	\$ 3,058.82	\$ 6,199.63	\$ -	\$ -	\$ -	\$ 6,199.63	
GRAND TOTAL		\$ 35,628,567.82	\$ 6,043,897.29	\$ 3,708,346.31	\$ 37,964,118.80	\$ 298.86	\$ 13,354.59	\$ -	\$ 37,977,174.53	

*Fund 095 is for tracking reimbursement grants and will be reimbursed in full.



Quarterly Treasurer's Report as of June 30, 2024

The Quarterly Treasurer's Report is a snapshot of fund activities. The table below shows how transactions that happened in the months of April - June impacted each fund.

CITY OF OTTAWA QUARTER TO DATE TREASURER'S REPORT JUNE 30, 2024								
FUND	ACCOUNT TITLE	BEGINNING CASH BALANCE	Q-T-D REVENUES	Q-T-D EXPENSES	CASH BASIS BALANCE	OTHER ASSETS	NET CHANGE LIABILITIES	UNENCUMBERED ENDING CASH
001	General Fund	\$ 4,729,615.69	\$ 3,513,071.11	\$ 3,557,874.82	\$ 4,684,811.98	\$ (56.96)	\$ (9,844.99)	\$ 4,675,023.95
005	Debt Service Fund	\$ 198,437.55	\$ 180,395.96	\$ -	\$ 378,833.51	\$ -	\$ -	\$ 378,833.51
011	Community Service Support	\$ 22,600.68	\$ 182,000.00	\$ 45,772.46	\$ 158,828.22	\$ -	\$ -	\$ 158,828.22
013	Auditorium Fund	\$ 133,778.35	\$ 119,621.81	\$ 145,961.14	\$ 107,439.02	\$ -	\$ 505.77	\$ 107,944.79
014	Airport Fund	\$ 174,501.68	\$ 8,577.66	\$ 26,762.42	\$ 156,316.92	\$ -	\$ -	\$ 156,316.92
016	Special Park & Rec Fund	\$ 407,793.48	\$ 64,317.47	\$ 145,927.83	\$ 326,183.12	\$ -	\$ -	\$ 326,183.12
017	Special Drug & Alcohol	\$ 24,342.29	\$ 8,112.58	\$ -	\$ 32,454.87	\$ -	\$ -	\$ 32,454.87
18	Library Fund	\$ -	\$ 448,537.39	\$ 448,537.39	\$ -	\$ -	\$ -	\$ -
025	Economic Development Fund	\$ 613,914.08	\$ 17,694.72	\$ 11,748.87	\$ 619,859.93	\$ -	\$ -	\$ 619,859.93
027	Golf Course Fund	\$ 30,213.43	\$ 141,331.99	\$ 137,432.46	\$ 34,112.96	\$ -	\$ -	\$ 34,112.96
028	Special Streets Fund	\$ 957,039.10	\$ 89,960.11	\$ 20,335.46	\$ 1,026,663.75	\$ -	\$ -	\$ 1,026,663.75
029	Stormwater Utility	\$ 1,757,280.71	\$ 143,342.53	\$ 84,558.10	\$ 1,816,065.14	\$ -	\$ -	\$ 1,816,065.14
030	Water Utility	\$ 1,100,848.48	\$ 858,353.22	\$ 1,005,538.23	\$ 953,663.47	\$ -	\$ (2,198.57)	\$ 951,464.90
036	Waste Water Utility	\$ 3,035,088.91	\$ 905,378.85	\$ 722,203.94	\$ 3,218,263.82	\$ -	\$ (70.00)	\$ 3,218,193.82
037	Electric Utility	\$ 8,066,796.12	\$ 3,869,612.27	\$ 3,946,317.71	\$ 7,990,090.68	\$ -	\$ (22,450.85)	\$ 7,967,639.83
046	Electric CIP Fund	\$ 2,023,464.45	\$ 10,059.74	\$ 16,340.25	\$ 2,017,183.94	\$ -	\$ -	\$ 2,017,183.94
050	Capital Improvement	\$ 100,816.65	\$ 1,000.19	\$ -	\$ 101,816.84	\$ -	\$ -	\$ 101,816.84
051	Utility Credits	\$ 181,744.77	\$ 3,120.96	\$ -	\$ 184,865.73	\$ -	\$ 17,980.99	\$ 202,846.72
052	Capital Projects-Sidewalk	\$ 167,193.08	\$ 507.64	\$ 724.75	\$ 166,975.97	\$ -	\$ -	\$ 166,975.97
053	Equipment Reserve	\$ 772,190.96	\$ 8,081.04	\$ -	\$ 780,272.00	\$ -	\$ -	\$ 780,272.00
054	Law Enforcement Trust	\$ 13,303.59	\$ 40.57	\$ -	\$ 13,344.16	\$ -	\$ -	\$ 13,344.16
056	Risk Management	\$ 760,284.24	\$ 1,126,902.13	\$ 860,416.54	\$ 1,026,769.83	\$ -	\$ -	\$ 1,026,769.83
057	AEO Foundation Loan Fund	\$ 21,384.17	\$ 571.47	\$ -	\$ 21,955.64	\$ -	\$ -	\$ 21,955.64
076	TIF-South Hwy 59	\$ 1,735,832.22	\$ 106,520.70	\$ -	\$ 1,842,352.92	\$ -	\$ -	\$ 1,842,352.92
077	TDD-South Hwy 59	\$ 290,361.42	\$ 1,056.54	\$ -	\$ 291,417.96	\$ -	\$ -	\$ 291,417.96
078	Sales Tax-WWTP Projects	\$ 725,612.35	\$ 107,073.67	\$ -	\$ 832,686.02	\$ -	\$ -	\$ 832,686.02
079	TIF/CID-Princeton & 19th	\$ 519,729.02	\$ 203,782.57	\$ 16,236.77	\$ 707,274.82	\$ -	\$ -	\$ 707,274.82
080	CID-Princeton & 21st	\$ 22,403.81	\$ 28,622.62	\$ 22,093.91	\$ 28,932.52	\$ -	\$ -	\$ 28,932.52
081	TIF/CID-Holiday Inn	\$ 138,566.26	\$ 131,055.95	\$ 29,536.26	\$ 240,085.95	\$ -	\$ -	\$ 240,085.95
091	TIF-K-68 Hwy District	\$ 718,647.79	\$ 88,686.42	\$ -	\$ 807,334.21	\$ -	\$ -	\$ 807,334.21
095*	Grants-FAA Airport Imp	\$ (138,921.51)	\$ 144,154.22	\$ 13,184.69	\$ (7,951.98)	\$ -	\$ -	\$ (7,951.98)
097	Sales Tax-Proximity Park	\$ 3,100,970.98	\$ 530,139.22	\$ -	\$ 3,631,110.20	\$ -	\$ -	\$ 3,631,110.20
098	Prox Park Infrastructure	\$ 143,932.08	\$ 2,935.14	\$ 501.00	\$ 146,366.22	\$ -	\$ -	\$ 146,366.22
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42
102	Opioid Settlement Fund	\$ 41,992.37	\$ 4,740.58	\$ -	\$ 46,732.95	\$ -	\$ -	\$ 46,732.95
103	GO 2022A	\$ 1,604,495.39	\$ 15,602.33	\$ 58,169.02	\$ 1,561,928.70	\$ -	\$ -	\$ 1,561,928.70
401	Grants-Fire	\$ 8,120.09	\$ 900.00	\$ 1,302.82	\$ 7,717.27	\$ -	\$ -	\$ 7,717.27
402	Grants-Parks	\$ (118,495.76)	\$ -	\$ (135,321.61)	\$ 16,825.85	\$ -	\$ -	\$ 16,825.85
407	Grants-ARPA	\$ 490,799.93	\$ 3,171.66	\$ 231,315.52	\$ 262,656.07	\$ -	\$ -	\$ 262,656.07
408	Grants-Police	\$ 12,356.00	\$ -	\$ 7,644.00	\$ 4,712.00	\$ -	\$ -	\$ 4,712.00
409	Grants-BASE	\$ 1,034,885.51	\$ 8,880.38	\$ 386,555.55	\$ 657,210.34	\$ -	\$ -	\$ 657,210.34
800	Self Insured Health	\$ 1,354,739.73	\$ 443,167.99	\$ 714,500.49	\$ 1,083,407.23	\$ 878.58	\$ -	\$ 1,082,528.65
801	Flex Spending Account	\$ 11,064.56	\$ 13,674.53	\$ 18,539.46	\$ 6,199.63	\$ -	\$ -	\$ 6,199.63
GRAND TOTAL		\$ 37,000,028.12	\$ 13,534,755.93	\$ 12,540,710.25	\$ 37,994,073.80	\$ 821.62	\$ (16,077.65)	\$ 37,977,174.53

Published Quarterly in Accordance with KSA 12-1608 & 12-1609
 Rebekah McCurdy, Assistant Finance Director
 *Fund 095 is for tracking reimbursement grants and will be reimbursed in full.



YTD Treasurer's Report as of June 30, 2024

The YTD (year-to-date) Treasurer's Report is a snapshot of fund activities. The table below shows how transactions that happened from June 1st to 30th impacted each fund. This report updates each month to include the new month of transactions.

CITY OF OTTAWA YEAR-TO-DATE TREASURER'S REPORT JUNE 30, 2024									
FUND	ACCOUNT TITLE	BEGINNING CASH			CASH BASIS	NET CHANGE	NET CHANGE	UNENCUMBERED	ENDING
		BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES					
001	General Fund	\$ 3,300,686.80	\$ 7,767,916.31	\$ 6,217,766.08	\$ 4,850,837.03	\$ (94.37)	\$ (175,907.45)	\$ 4,675,023.95	
005	Debt Service Fund	\$ 199,585.14	\$ 448,547.13	\$ 269,298.76	\$ 378,833.51	\$ -	\$ -	\$ 378,833.51	
011	Community Service Support	\$ 69,738.14	\$ 182,000.00	\$ 92,909.92	\$ 158,828.22	\$ -	\$ -	\$ 158,828.22	
013	Auditorium Fund	\$ 68,428.52	\$ 261,369.85	\$ 216,968.20	\$ 112,830.17	\$ -	\$ (4,885.38)	\$ 107,944.79	
014	Airport Fund	\$ 189,090.23	\$ 17,287.32	\$ 47,288.83	\$ 159,088.72	\$ -	\$ (2,771.80)	\$ 156,316.92	
016	Special Park & Rec Fund	\$ 383,379.31	\$ 92,267.84	\$ 146,727.83	\$ 328,919.32	\$ -	\$ (2,736.20)	\$ 326,183.12	
017	Special Drug & Alcohol	\$ 14,417.62	\$ 18,037.25	\$ -	\$ 32,454.87	\$ -	\$ -	\$ 32,454.87	
018	Library Fund	\$ -	\$ 1,103,742.43	\$ 1,103,742.43	\$ -	\$ -	\$ -	\$ -	
025	Economic Development Fund	\$ 611,387.94	\$ 58,032.77	\$ 18,984.28	\$ 650,436.43	\$ -	\$ (30,576.50)	\$ 619,859.93	
027	Golf Course Fund	\$ 21,361.64	\$ 150,227.68	\$ 137,432.46	\$ 34,156.86	\$ -	\$ (43.90)	\$ 34,112.96	
028	Special Streets Fund	\$ 884,268.91	\$ 183,273.28	\$ 34,692.69	\$ 1,032,849.50	\$ -	\$ (6,185.75)	\$ 1,026,663.75	
029	Stormwater Utility	\$ 1,645,746.24	\$ 280,072.02	\$ 94,407.98	\$ 1,831,410.28	\$ -	\$ (15,345.14)	\$ 1,816,065.14	
030	Water Utility	\$ 948,268.35	\$ 1,662,833.14	\$ 1,523,499.98	\$ 1,087,601.51	\$ -	\$ (136,136.61)	\$ 951,464.90	
036	Waste Water Utility	\$ 2,534,484.45	\$ 1,777,523.72	\$ 1,045,407.87	\$ 3,266,600.30	\$ -	\$ (48,406.48)	\$ 3,218,193.82	
037	Electric Utility	\$ 7,540,931.06	\$ 7,659,707.09	\$ 6,764,013.40	\$ 8,436,624.75	\$ -	\$ (468,984.92)	\$ 7,967,639.83	
046	Electric CIP Fund	\$ 2,013,587.18	\$ 19,937.01	\$ 16,340.25	\$ 2,017,183.94	\$ -	\$ -	\$ 2,017,183.94	
050	Capital Improvement	\$ 137,443.60	\$ 2,069.19	\$ 37,695.95	\$ 101,816.84	\$ -	\$ -	\$ 101,816.84	
051	Utility Credits	\$ 191,273.91	\$ 2,710.37	\$ -	\$ 193,984.28	\$ -	\$ 8,862.44	\$ 202,846.72	
052	Capital Projects-Sidewalk	\$ 182,987.97	\$ 971.75	\$ 724.75	\$ 183,234.97	\$ -	\$ (16,259.00)	\$ 166,975.97	
053	Equipment Reserve	\$ 786,409.26	\$ 14,504.99	\$ 20,642.25	\$ 780,272.00	\$ -	\$ -	\$ 780,272.00	
054	Law Enforcement Trust	\$ 13,266.66	\$ 77.50	\$ -	\$ 13,344.16	\$ -	\$ -	\$ 13,344.16	
056	Risk Management	\$ 883,240.63	\$ 1,139,291.66	\$ 992,881.75	\$ 1,029,650.54	\$ -	\$ (2,880.71)	\$ 1,026,769.83	
057	AEO Foundation Loan Fund	\$ 20,963.23	\$ 992.41	\$ -	\$ 21,955.64	\$ -	\$ -	\$ 21,955.64	
076	TIF-South Hwy 59	\$ 1,563,160.13	\$ 279,192.79	\$ -	\$ 1,842,352.92	\$ -	\$ -	\$ 1,842,352.92	
077	TDD-South Hwy 59	\$ 286,918.12	\$ 4,499.84	\$ -	\$ 291,417.96	\$ -	\$ -	\$ 291,417.96	
078	Sales Tax-WWTP Projects	\$ 617,782.78	\$ 214,903.24	\$ -	\$ 832,686.02	\$ -	\$ -	\$ 832,686.02	
079	TIF/CID-Princeton & 19th	\$ 365,784.18	\$ 372,732.23	\$ 16,236.77	\$ 722,279.64	\$ -	\$ (15,004.82)	\$ 707,274.82	
080	CID-Princeton & 21st	\$ 24,759.23	\$ 50,772.62	\$ 22,093.91	\$ 53,437.94	\$ -	\$ (24,505.42)	\$ 28,932.52	
081	TIF/CID-Holiday Inn	\$ 52,726.00	\$ 246,872.03	\$ 29,536.26	\$ 270,061.77	\$ -	\$ (29,975.82)	\$ 240,085.95	
091	TIF-K-68 Hwy District	\$ 653,541.88	\$ 153,792.33	\$ -	\$ 807,334.21	\$ -	\$ -	\$ 807,334.21	
095*	Grants-FAA Airport Imp.	\$ (112,231.58)	\$ 144,154.22	\$ 29,028.43	\$ 2,894.21	\$ -	\$ (10,846.19)	\$ (7,951.98)	
097	Sales Tax-Proximity Park	\$ 2,786,953.66	\$ 1,064,200.44	\$ 220,043.90	\$ 3,631,110.20	\$ -	\$ -	\$ 3,631,110.20	
098	Prox Park Infrastructure	\$ 141,545.60	\$ 5,822.62	\$ 1,002.00	\$ 146,366.22	\$ -	\$ -	\$ 146,366.22	
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	
102	Opioid Settlement	\$ 37,782.78	\$ 8,950.17	\$ -	\$ 46,732.95	\$ -	\$ -	\$ 46,732.95	
103	GOBOND 2022A	\$ 1,729,425.34	\$ 31,671.81	\$ 161,212.24	\$ 1,599,884.91	\$ -	\$ (37,956.21)	\$ 1,561,928.70	
401	Grants-Fire	\$ 10,926.61	\$ 1,275.00	\$ 3,598.17	\$ 8,603.44	\$ -	\$ (886.17)	\$ 7,717.27	
402*	Grants-Parks	\$ 13,879.85	\$ 2,946.00	\$ -	\$ 16,825.85	\$ -	\$ -	\$ 16,825.85	
407	Grants-ARPA	\$ 552,421.31	\$ 7,908.28	\$ 231,315.52	\$ 329,014.07	\$ -	\$ (66,358.00)	\$ 262,656.07	
408	Grants-Police	\$ 12,356.00	\$ -	\$ 7,644.00	\$ 4,712.00	\$ -	\$ -	\$ 4,712.00	
409	Grants-BASE	\$ 1,397,460.26	\$ 20,092.22	\$ 612,394.81	\$ 805,157.67	\$ -	\$ (147,947.33)	\$ 657,210.34	
800	Self-Insured Health	\$ 1,436,153.16	\$ 966,722.74	\$ 1,317,322.34	\$ 1,085,553.56	\$ 488.42	\$ (2,536.49)	\$ 1,082,528.65	
801	Flex Spending	\$ 18,648.66	\$ 27,414.43	\$ 39,863.46	\$ 6,199.63	\$ -	\$ -	\$ 6,199.63	
GRAND TOTAL		\$ 34,241,244.18	\$ 26,447,315.72	\$ 21,472,717.47	\$ 39,215,842.43	\$ 394.05	\$ (1,238,273.85)	\$ 37,977,174.53	

*Fund 095 is for tracking reimbursement grants and will be reimbursed in full.



Grant/Project Tracking Report as of June 30, 2024

There are a number of Projects or Grant Funds that City staff are working on at any one time. The table below outlines specific funds utilized to track Grants or specific projects. The focus below is tracking revenues as received and expenses as paid. Some projects/funds may have a negative balance. These relate to reimbursement grants or projects the City is currently seeking donations to help fund. All projects will at the end have either a positive or a zero balance. Additional details are available on each project upon request.

Grant/Project Tracking				
Grant Name	Fund Department	Revenues Amount	Expenses Amount	Current Balance Amount
American Rescue Plan Act (ARPA)	407			\$ 262,656.07
Overall Grant Receipts		\$ 1,930,772.78	\$ 1,668,116.71	
Interest Revenue		\$ 33,700.22		
OMA Sign	4071	\$ 27,000.00	\$ 58,246.00	\$ (31,246.00)
Water Plant Generator	4072		\$ 190,391.00	\$ (190,391.00)
FFCRA Transfer	4073		\$ 74,920.00	\$ (74,920.00)
UV Disinfection System	4074		\$ 565,280.00	\$ (565,280.00)
Utility Assistance	4075		\$ 4,872.75	\$ (4,872.75)
Fire Study	4076		\$ 69,581.92	\$ (69,581.92)
Land Purchase	4077		\$ 476,439.11	\$ (476,439.11)
Splash Pad	4078		\$ 228,385.93	\$ (228,385.93)
Building A Stronger Economy (BASE)	409			\$ 657,210.34
Overall Grant Receipts		\$ 6,183,630.18	\$ 5,526,419.84	
Interest Revenue		\$ 45,001.30		
Northeast Lift Station	4091	\$ 2,550,000.00	\$ 2,290,836.21	\$ 259,163.79
KGS Extension (Prox Park)	4092	\$ 1,513,628.88	\$ 1,188,628.88	\$ 325,000.00
Water Tower & Water Pump Station (Prox Park)	4093	\$ 2,075,000.00	\$ 2,046,954.75	\$ 28,045.25
FAA Airport Improvements	095			\$ (7,951.98)
Overall Grant Receipts		\$ 1,903,249.89	\$ 1,911,201.87	
Taxiway Extension Project		\$ 154,004.22	\$ 196,982.00	\$ (42,977.78)
Grants - Fire Department	401			\$ 7,717.27
Overall Memorial Donations		\$ 125.00	\$ -	\$ 125.00
Overall Grant Receipts		\$ 50,929.52	\$ 44,350.69	\$ 6,578.83
Other Grants		\$ 18,550.00	\$ 16,705.95	\$ 1,844.05
CPR Education		\$ 4,854.00	\$ 3,840.56	\$ 1,013.44
Grants - Parks Department	402			\$ 16,825.85
Overall Receipts		\$ 192,499.13	\$ 175,673.28	
Transfers		\$ 10,000.00	\$ -	\$ 10,000.00
Donations		\$ 1,000.00		\$ 1,000.00



Investment Report as of June 30, 2024

Kansas state statute (K.S.A. 12-1675 et seq.) allows the City of Ottawa to establish an investment policy to manage idle funds. The investment objectives for all investment activities are, in priority order, safety, liquidity, and return on investment. Staff are charged with ensuring all operating requirements are covered by liquid funds while maximizing return on investment for all funds held by the City of Ottawa.

The information below outlines the City's Pooled Investment Funds. The pooled fund consists of idle funds from a variety of funds and interest revenue is split across participating funds at the time the revenue is realized.

CITY OF OTTAWA, KANSAS INVESTMENT SCHEDULE June 2024									
ID NUMBER	TYPE	BANK	PURCHASE DATE	MATURITY	INITIAL INVESTMENT	CURRENT BALANCE	INTEREST RATE(%)	EARNINGS at MATURITY	
1027592003	S	CDAR	OAK	8/3/2023	8/1/2024	\$ 1,000,000.00	\$ 1,000,000.00	5.10%	\$ 50,860.27
Fx 550	S	MIP	KMIP	2/17/2023	8/20/2024	\$ 3,000,000.00	\$ 3,000,000.00	4.24%	\$ 191,671.23
63956	S	CD	KSB	2/21/2024	8/21/2024	\$ 3,000,000.00	\$ 3,000,000.00	5.22%	\$ 78,085.48
1027387183	S	CDAR	OAK	6/22/2023	12/22/2024	\$ 1,000,000.00	\$ 1,000,000.00	5.00%	\$ 75,205.48
30593130	S	CD	GSSB	2/27/2024	2/27/2025	\$ 1,000,000.00	\$ 1,000,000.00	4.95%	\$ 49,635.62
UNIQUE INVESTMENT - ELECTRIC FUND									
1027657393	S	CDAR	OAK	8/17/2023	8/15/2024	\$ 1,000,000.00	\$ 1,000,000.00	5.35%	\$ 53,353.42
Total Fixed Investments							\$ 10,000,000.00	APY	4.84%
KMIP OVERNIGHT FUND									
Overnight	S	MIP	KMIP	6/1/2024	6/30/2024	\$ 7,493,647.72	\$ 7,518,407.62	4.02%	
Total Pooled Investment Funds							\$ 17,518,407.62		
Total for period ending: 6/30/2024									
PREPARED BY: Rebekah McCurdy, Assistant Finance Director									
*Interest rate show on the Overnight KMIP account is the stated rate as of June 30, 2024. This rate can change daily.									

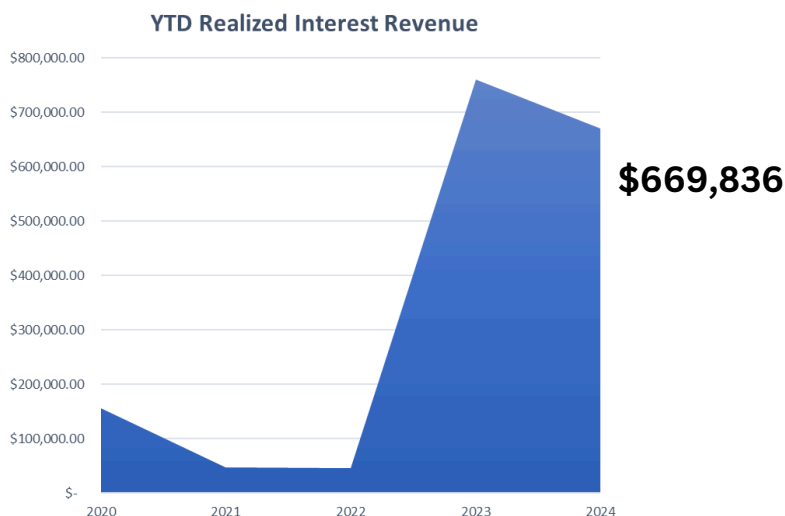
2023 INVESTMENT INTEREST REVENUE \$ 760,861

2024 INVESTMENT INTEREST REVENUE

Realized Investment Interest YTD \$ 454,753
 Sweep and Operational Accounts Interest YTD \$ 215,082
 Unrealized 2024 Investment Interest Revenue* \$ 395,822
Projected Interest Revenue for 2024 \$ 1,065,658

2025 UNREALIZED INTEREST REVENUE \$ 49,636

**All unrealized revenues are not realized until maturity of investments.*





Debt Report as of June 30, 2024

The information below outlines the City's Debt as of June 30, 2024. Currently, the City of Ottawa has General Obligation Bond Debt (GO Debt) and lease purchase agreement debt.

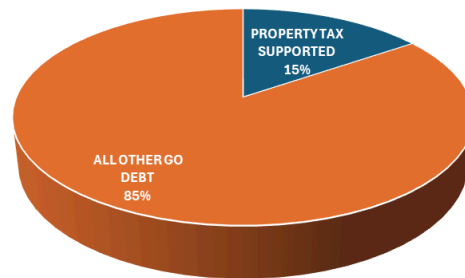
Debt Summary City of Ottawa as of June 30, 2024

Bond Issuance	Org. Principal	Funding Source	Maturity Year	Interest Rate	Outstanding Balance
2009 - Coves	\$ 1,065,000	PT	2024	4.10%	\$ 95,000
2009A - NE Water Tower	\$ 2,345,000	PT & WT	2029	3.00 - 4.20%	\$ 945,000
2014A - Water, Wastewater System, & Traffic Way Improvements	\$ 7,855,000	SS, WP, & WT	2030	2.00 - 3.50%	\$ 1,585,000
2017A - Proximity Park Improvements	\$ 5,000,000	PP	2026	2.00 - 2.50%	\$ 1,795,000
2017B - Airport Improvements	\$ 555,000	PT	2027	1.75 - 3.15 %	\$ 245,000
2018A - Stormwater Improvements	\$ 1,650,000	SW	2038	2.375 - 4.00%	\$ 1,325,000
2018B - Proximity Park Land Acquisition	\$ 1,050,000	PP	2026	2.75 - 3.375%	\$ 430,000
2019A - Refunding of Electric Infrastructure Improvements	\$ 1,105,000	EL	2027	3.00%	\$ 1,105,000
2020A - Proximity Park Sewer Improvements	\$ 1,617,000	PP	2050	2.125%	\$ 1,497,191
2021A - Refinance of Utility Infrastructure Improvements	\$ 6,952,500	WP, WT, & WW	2039	1.10 - 3.00%	\$ 4,765,000
2021B - Refunding Electric Debt & Cooling Tower	\$ 5,925,000	EL	2028	0.25 - 1.05%	\$ 3,855,000
2022A - Public Building & Stormwater Improvements	\$ 3,280,000	PT & SW	2032	4.00%	\$ 2,990,000

Lease Summary City of Ottawa as of June 30, 2024

Leased Property	Org. Principal	Funding Source	Maturity Year	Interest Rate	Outstanding Balance
2014 - Platform Fire Truck Refinance	\$ 539,165	PP	2024	3.23%	\$ -
2017 - 911 System Radio Equipmet	\$ 408,406	EL, PP, WT, & WW	2024	2.30%	\$ 62,398
2017 - Pierce Fire Truck	\$ 633,650	PP	2028	3.46%	\$ 343,458
2018 - Sewer Van	\$ 201,559	WW	2028	3.83%	\$ 123,726
2022 - Police Patrol Unit	\$ 52,543	PP	2027	4.38%	\$ 31,850
2022 - Police Patrol Unit	\$ 54,373	PP	2027	4.38%	\$ 32,959
2022 - Bucket Truck	\$ 166,897	EL	2032	4.62%	\$ 134,723
2023 - Pierce Fire Truck	\$ 740,116	PP	2032	5.00%	\$ 651,540

Funding Source Key:
 EL: Electric Fund
 PP: Proximity Park Sales Tax Fund
 PT: Property Taxes
 SS: Special Streets Fund
 SW: Stormwater Fund
 WP: Wastewater Treatment Plant Sales Tax
 WT: Water Fund
 WW: Wastewater Fund



The pie graph gives a visual of that within the overall General Obligation Bond Debt of \$20,632,191 there are bond issuances outstanding in the amount of \$3,185,000 or 15.4% of the total debt that are supported by Ad Valorem taxes (property taxes).

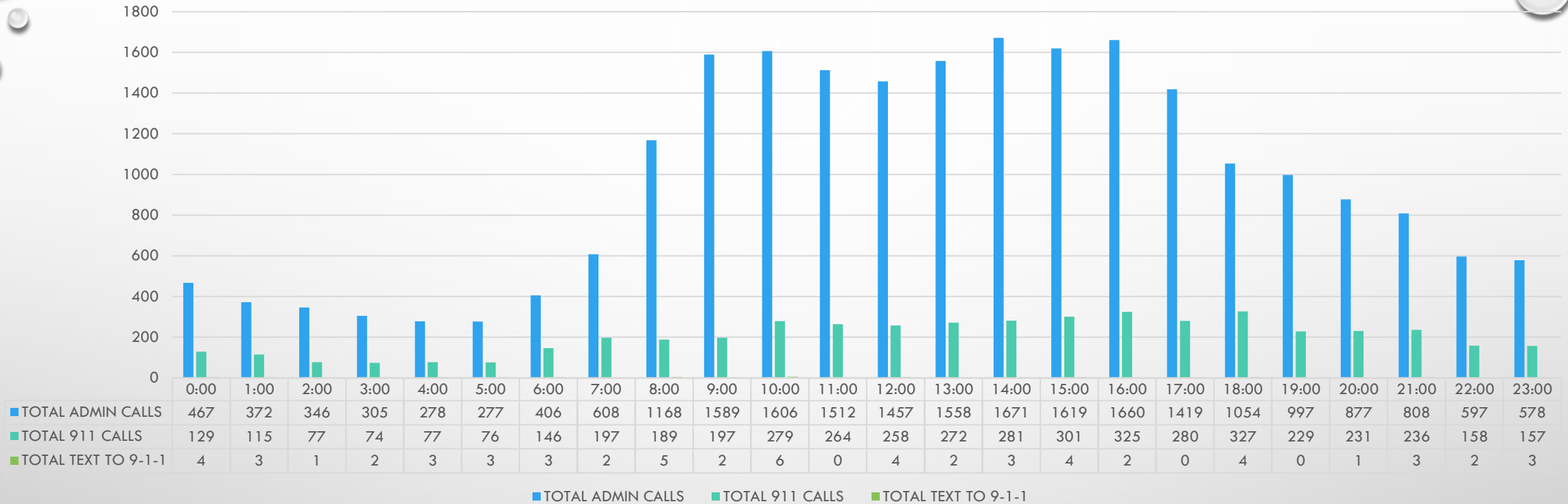
The graph to the right shows the repayment schedule for these issuances moving forward. Between 2024 and 2025 the payments due drop by \$102,580 or 17.7% .





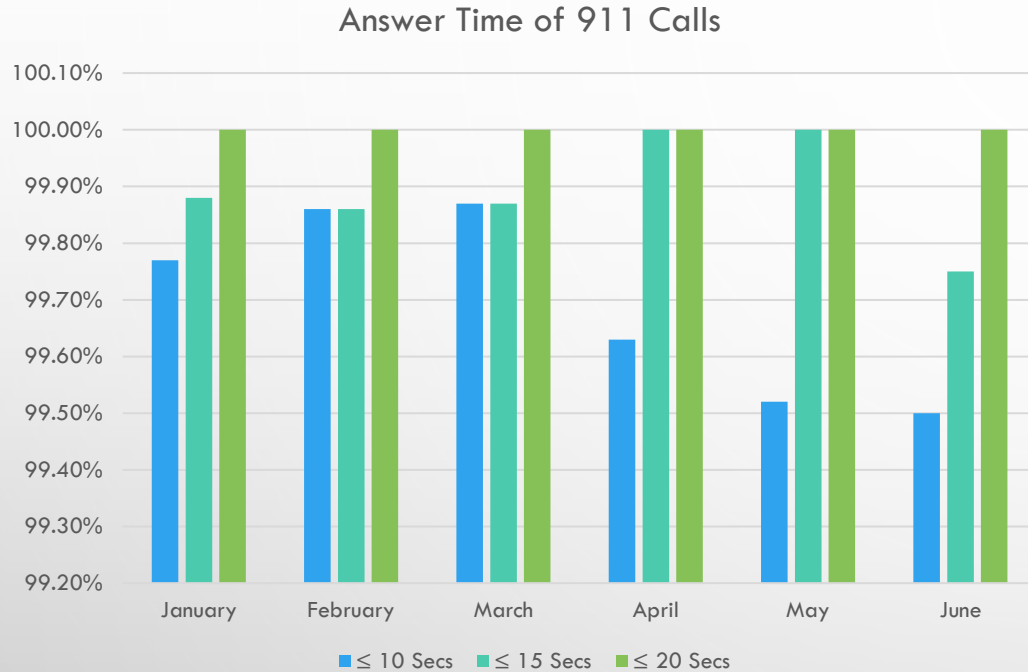
FCECC 2024 DATA JANUARY TO JUNE

PHONE CALLS JAN-JUN 2024



911 Calls: 6032 (2023)
 Administrative Calls: 29,475
 Text to 911: 76

911 Calls: 4,875 (2024)
 Administrative Calls: 23,229
 Text to 911: 62

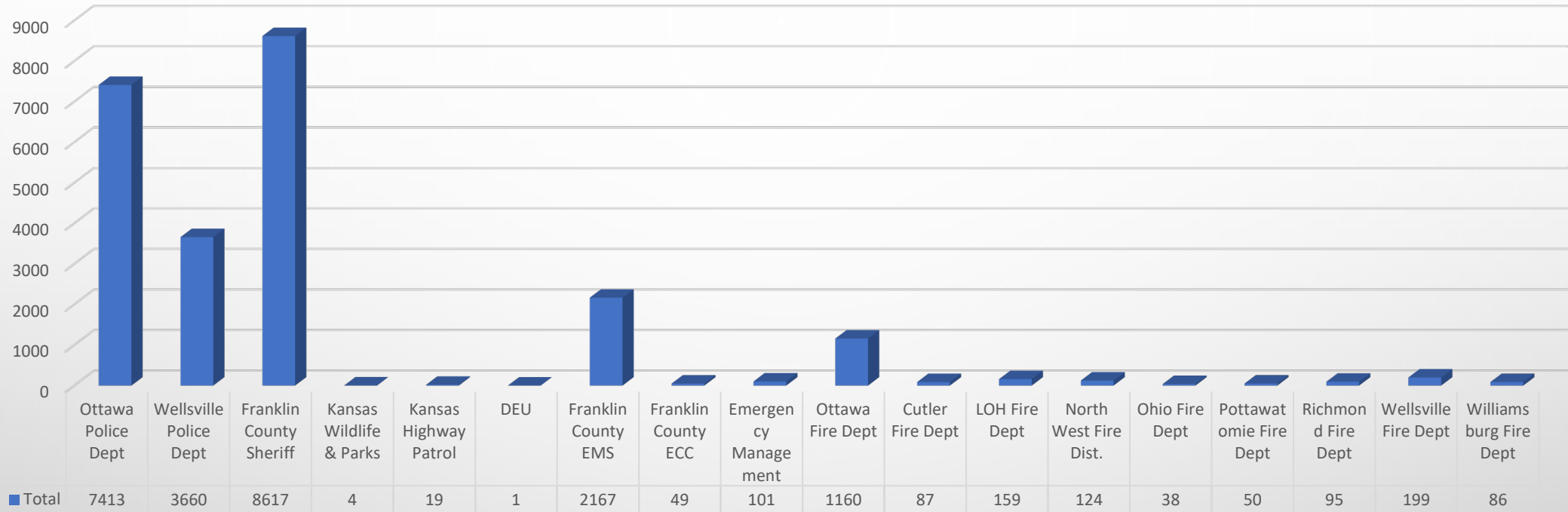


The National Emergency Number Association’s (NENA) Standard for 9-1-1 Call Processing (NENA-STA-020.1-2020) states that all 9-1-1 calls arriving at a public safety answering point (PSAP) should be answered within 15 seconds more than 90% of the time. 95% of all calls should be answered within 20 seconds. These are nationally recognized industry standards.

All 9-1-1 calls can be automatically transferred or hard transferred to our partner agency Lyon County ECC in the event of an outage.

Total 4,875 911 Calls Received 2024

CAD CALLS (Jan-Jun)



2023
CAD Entries: 25,914

Ottawa PD 10,021
Ottawa FD 968

2024
CAD Entries: 24,029

Ottawa PD 7,413
Ottawa FD 1,160

RADIO PUSH TO TALK 2024

Position 1: 56,073 PTT; 52 Hours
Position 2: 29,689 PTT; 30.94 Hours
Position 3: 31,583 PTT; 35.01 Hours
Position 4: 47,691 PTT; 48.03 Hours
Position 5: 3 PTT; 0 Hours

Total PTT: 165,039; 165.98 Hours

Average Talk Time: 3.99 seconds

STAFFING

SHIFTS: 06:00-18:00, 09:00-21:00, 18:00-06:00

2 STAFF PER SHIFT FROM 06:00-18:00, and 1800-06:00

If fully staffed, will have 3 between hours of 09:00-21:00

STAFF: 12 Total (2 Management, 10 ECC Staff)

Current Staff Level: 11 (with 1 in training)



Franklin
COUNTY KANSAS
] EST. 1855 [

Colt Waymire | District 1

Rod Harris | District 2

Roy Dunn | District 3

Ianne Dickinson | District 4

Don Stottlemire | District 5

To: Mike Skidmore, Mayor, Ottawa City Commission
Brian Silcott, City Manager
Melanie Landis, Finance Director

Date July 5, 2024

RE: 2025 Franklin County Emergency Communications Budget

To begin, Franklin County has not yet received the audit results from our independent audit. Per our arrangement, Franklin County will rebate half of the unspent dispatch funds back to the City of Ottawa once the audit is finalized. Please let me know if you have any questions, and I will be happy to share the audit report once it is finalized.

Attached is our proposed 2025 Emergency Communications Budget. There have been no changes to the structure of the Dispatch staff in the last year.

You will notice when looking at the budget that majority of the budget remains unchanged from the approved budget from 2024. Derek Brown, County Administrator, asked each department to review their budget with the intent to remain as flat as possible excluding changes due to wage increases consistent with the Franklin County pay plan. Sarah Peffly, Dispatch Director, answered that request with a net zero budget except for the personnel portion.

The insurance lines increased by \$32,925 for the 2025 budget year. This increase is from an anticipated increase in healthcare costs and also due to the number of employees taking family insurance packages which come at a higher cost over an individual policy.

Overall, the Emergency Communications Department has tried to remain as fiscally minded as possible while providing the highest level of service to our communities.

Sincerely,
Janet Paddock, County Clerk

EMERGENCY COMMUNICATIONS 911

Updated personnel 5/9/2024 (AH)

Fund 566

Line Item	Account Description	2019	2020	2021	2022	2022	2023	2023	2024	2025	Difference FY24-FY25	2025 NOTES
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET		
PERSONNEL SERVICES												
101	Salaries	\$ 493,942	\$ 391,128	\$ 423,895	\$ 485,910	\$ 425,598	\$ 591,823	\$ 503,003	\$ 718,932	\$ 765,773	\$ (46,841)	
103	Overtime		\$ 73,525	\$ 78,440	\$ 75,000	\$ 80,190	\$ 75,000	\$ 78,301	\$ 75,000	\$ 75,000	\$ -	
106	Longevity	\$ 3,697	\$ 3,700	\$ 2,000	\$ 2,300	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
110	KPERS	\$ 45,174	\$ 44,290	\$ 44,039	\$ 53,300	\$ 45,305	\$ 62,077	\$ 39,827	\$ 80,818	\$ 90,395	\$ (9,578)	
111	FICA	\$ 34,892	\$ 33,938	\$ 36,182	\$ 44,330	\$ 34,267	\$ 51,224	\$ 30,722	\$ 60,985	\$ 64,568	\$ (3,583)	
112	Health Insurance	\$ 111,451	\$ 113,437	\$ 120,565	\$ 125,015	\$ 137,664	\$ 152,970	\$ 105,430	\$ 206,936	\$ 239,860	\$ (32,925)	
113	Dental		\$ -	\$ 5,168	\$ 8,265	\$ 9,002	\$ 11,943	\$ 7,193	\$ 14,101	\$ 16,373	\$ (2,272)	
115	Life Insurance	\$ 511	\$ 500	\$ 505	\$ 610	\$ 490	\$ 645	\$ 392	\$ 752	\$ 806	\$ (53)	
116	KP&F	\$ 4,687	\$ 836	\$ 3,914	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
117	Workers' Compensation	\$ 1,057	\$ 584	\$ 1,204	\$ 1,820	\$ 548	\$ 901	\$ 438	\$ 987	\$ 694	\$ 293	
118	Unemployment Insurance	\$ 418	\$ 414	\$ 459	\$ 700	\$ 422	\$ 1,004	\$ 379	\$ 797	\$ 844	\$ (47)	
119	Uniform Allowance			\$ -		\$ -	\$ -			\$ -	\$ -	
	SUB-TOTAL PERSONNEL	\$ 695,829	\$ 662,352	\$ 716,371	\$ 805,000	\$ 735,485	\$ 949,588	\$ 767,685	\$ 1,161,308	\$ 1,256,314	\$ (95,006)	
CONTRACTUAL SERVICES												
201	Travel	\$ 493	\$ 37	\$ 216	\$ 500	\$ 477	\$ 500	\$ 296	\$ 500	\$ 500	\$ -	
202	Training & Education	\$ 189	\$ 226	\$ 1,632	\$ 1,580	\$ 1,134	\$ 700	\$ 522	\$ 400	\$ 676	\$ (276)	
204	Postage	\$ 3	\$ 19	\$ 15	\$ 50	\$ 14	\$ 50	\$ 25	\$ 50	\$ 50	\$ -	
205	Phone/Page	\$ 675	\$ 513	\$ 722	\$ 1,000	\$ 765	\$ 800	\$ 1,222	\$ 1,300	\$ 1,254	\$ 46	
206	Dues & Memberships	\$ 468	\$ 192	\$ 192	\$ 300	\$ 200	\$ 230		\$ 230	\$ -	\$ 230	
207	Legal Publications										\$ -	
208	Advertising			\$ 43	\$ 150		\$ 150		\$ -		\$ -	
210	Books & Publications										\$ -	
259	Employment Physicals	\$ 975	\$ 440	\$ 980	\$ 800	\$ 880	\$ 1,000	\$ 740	\$ 1,000	\$ 1,000	\$ -	
299	Other Contractual Services	\$ 3,372	\$ 1,276	\$ 1,558	\$ 1,800	\$ 1,752	\$ 2,750	\$ 2,264	\$ 2,750	\$ 2,750	\$ -	
	SUB-TOTAL CONTRACTUAL	\$ 6,175	\$ 2,703	\$ 5,358	\$ 6,180	\$ 5,223	\$ 6,180	\$ 5,069	\$ 6,230	\$ 6,230	\$ 0	
COMMODITIES												
301	Office Supplies	\$ 999	\$ 970	\$ 1,051	\$ 1,500	\$ 1,032	\$ 1,500	\$ 1,079	\$ 1,500	\$ 1,500	\$ -	
303	Office Equipment	\$ 959		\$ 364	\$ 1,100	\$ 380	\$ 1,100	\$ 818	\$ 1,100	\$ 1,300	\$ (200)	
304	Training Books & Materials	\$ 136	\$ 128	\$ -	\$ 200		\$ 200	\$ 51	\$ 200	\$ -	\$ 200	
305	Custodial Supplies	\$ 51		\$ -							\$ -	
307	Clothing & Personal Equipment	\$ 103	\$ 114	\$ 299	\$ 600	\$ 586	\$ 600		\$ 600	\$ 600	\$ -	
390	PR & Promotional Materials	\$ 1,577	\$ 544	\$ 401	\$ 600		\$ 600	\$ 518	\$ 900	\$ 900	\$ -	
399	Other Commodities & Supplies	\$ 362			\$ 350		\$ 350	\$ 14			\$ -	
	SUB-TOTAL COMMODITIES	\$ 4,187	\$ 1,756	\$ 2,115	\$ 4,350	\$ 1,998	\$ 4,350	\$ 2,480	\$ 4,300	\$ 4,300	\$ -	
	EMERGENCY 911 FUND TOTAL	\$ 708,970	\$ 666,811	\$ 723,844	\$ 815,530	\$ 746,092	\$ 960,118	\$ 775,234	\$ 1,171,838	\$ 1,266,844	\$ (95,006)	

City 50% = \$633,422



**City of Ottawa, Kansas
Application to Serve on a Board or Commission**

Name of Board(s) you wish to serve on Planning Commission

Name Jack Maxwell

Address [Redacted]
Ottawa, KS 66067

Do you live within the City limits? yes no

Home phone number _____ Cell phone number [Redacted]

Email address [Redacted]

Place of employment Retired

How long have you been a resident of Ottawa? _____

How long have you been a resident of Franklin County? 48 yrs (16 in Ottawa; 32 in Fr. Co.)

How much time can you devote to serving each month? whatever is needed

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

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

Attached is a statement prepared for my request to continue serving on the Planning Commission from a prior time of service. That statement still represents my perspective.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

I have previously served several years on the Planning Commission. I also served 14 years as a School Board member for USD 290.

Have you read the Functions of the Board/Commission you're applying for? yes no
(Found on City's Website at www.ottawaks.gov / Government / Boards and Commissions)

Signature Jack Maxwell Date 6/25/2024

Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Giora Mathews at 785-229-3637, or by email at: gmathews@ottawaks.gov.

I have been privileged to serve on the Planning Commission for several years and request that you endorse my continuing involvement for another term. My commitment to serve the community in this capacity has not wavered. I continue to seek new opportunities to promote a healthy and positive atmosphere through which our community may prosper and grow. It is my sincere desire that Ottawa become a premier community, viewed as a place that people want to live, work, and enjoy. The Planning Commission is a cog in the wheel of community development. I am happy to serve and ask that you favorably consider my request to continue.

Jack Maxwell



Capital Project Update

July 17, 2024

Upcoming Projects

Project	Funding Source	Budget	Expected to Begin
HVAC update at City Hall	GO Bond 2022A	\$ 1,001,000	2024
OMA Boiler Replacement	GO Bond 2022A	\$ 175,000	2024
Commission Chambers renovation	Grants	\$ 250,000	2024

Completed Projects - 2024

Project	Status	Budget	% of Budget Expensed	Completion Date
Ottawa Law Enforcement Center - Exterior Envelope Master Stabilization and Rehabilitation Plan	Completed	\$ 214,915	100.12%	February 2024
Taxiway Reconstruction Design	Completed	\$ 196,982	100.00%	July 2024
NE Sewer Lift Station	Completed	\$ 2,550,000	89.84%	June 2024
City Hall Security Improvements	Completed	\$ 224,633	94.24%	May 2024
Water Line Replacement - 17th to 19th on Elm	Completed	\$ 87,500	75.89%	July 1, 2024
Power Quality Study Circuits 8 & 10	Completed	\$ 46,808	59.99%	May 2024

Upcoming & Completed Projects



Public Building Improvements - Issue 2022A

Facility	Improvement Needed	Project Estimate @ Bond Issue	Actual or Estimated Project Cost	Progress
OMA	OMA Remodel	\$435,000	\$508,727	Complete
OMA	Boiler System Replacement	\$175,000	\$175,000	Not Started
LEC	Flood Mitigation Improvements	\$565,000	\$214,915	Complete
City Hall	HVAC Improvement / Replacement	\$1,001,000	\$1,001,000	Not Started
City Hall	2nd Floor Security Improvements	\$230,000	\$224,633	In Progress
Contingency	Project bids exceeding project estimate	\$94,000		n/a

\$2,500,000

Project Description: This project improves the intersection of Mulberry & Dundee by removing a stormwater curb inlet, replacing a flume, and increasing the radius to 50 ft from 20 ft.

CITY OF

FINANCIAL OVERVIEW

Funding Source: Stormwater Fund

	Budget	Project-To-Date Activity	Remaining	% complete
Stormwater Fund	\$ 145,360	\$ 49,428.65	\$ 95,931.35	34.00%
TOTAL REVENUE	\$ 145,360	\$ 49,428.65	\$ 95,931.35	34.00%
Construction	\$ 100,740	\$ 29,827.73	\$ 70,912.27	29.61%
Contingency	\$ 5,040	\$ -	\$ 5,040.00	0.00%
Total Construction	\$ 105,780	\$ 29,827.73	\$ 75,952.27	28.20%
Engineering	\$ 13,190	\$ 13,338.00	\$ (148.00)	101.12%
Inspection	\$ 13,190	\$ 6,147.00	\$ 7,043.00	46.60%
Administration	\$ 6,600	\$ 115.92	\$ 6,484.08	1.76%
Contingency	\$ 6,600	\$ -	\$ 6,600.00	0.00%
TOTAL EXPENDITURE	\$ 145,360	\$ 49,428.65	\$ 95,931.35	34.00%

PROJECT UPDATE

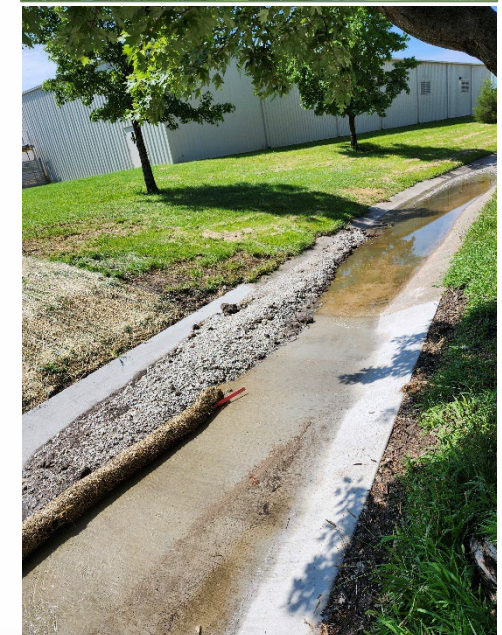
Accomplishments in Last 30 Days: Substantial completion has been achieved and the intersection is opened to traffic

30 Day Outlook (Planned Tasks): Completion of punch list items and project completion.

Input & Coordination (Delays): None at this time

Schedule Status: In Progress

Staff Issues & Concerns: None at this time



Project Description: Access Management Plan for K-68 from Spruce Street to I-35.

FINANCIAL OVERVIEW					
Funding Source:	Economic Development Fund				
	Budget	Project-To-Date Activity	Remaining	% complete	
Economic Development Fund	\$ 35,000	\$ -	\$ 35,000.00	0.00%	
TOTAL REVENUE	\$ 35,000	\$ -	\$ 35,000.00	0.00%	
Construction	\$ -	\$ -	\$ -	0.00%	
Contingency	\$ -	\$ -	\$ -	0.00%	
Total Construction	\$ -	\$ -	\$ -	0.00%	
Engineering	\$ 20,000	\$ -	\$ 20,000.00	0.00%	
Inspection	\$ -	\$ -	\$ -	0.00%	
Administration	\$ -	\$ -	\$ -	0.00%	
Contingency	\$ 15,000	\$ -	\$ 15,000.00	0.00%	
TOTAL EXPENDITURE	\$ 35,000	\$ -	\$ 35,000.00	0.00%	

PROJECT UPDATE	
Accomplishments in Last 30 Days:	Final report approved.
30 Day Outlook (Planned Tasks):	Report presentation to City Commission on July 24th.
Schedule Status:	In Progress

K-68 Access Management Plan

Project Description: Installation of a splash pad in City Park.

FINANCIAL OVERVIEW

Funding Source: Special Parks & American Rescue Plan Act

	Budget	Project-To-Date Activity	Remaining	% complete
ARPA Grant Funds	\$ 175,000	\$ 175,000.00	\$ -	100.00%
Special Parks Fund	\$ 77,563	\$ 75,554.31	\$ 2,008.69	97.41%
TOTAL REVENUE	\$ 252,563	\$ 250,554.31	\$ 2,008.69	99.20%
Construction	\$ 230,900	\$ 228,891.31	\$ 2,008.69	99.13%
Contingency	\$ 8,663	\$ 8,663.00	\$ -	100.00%
Total Construction	\$ 239,563	\$ 237,554.31	\$ 2,008.69	99.16%
Engineering	\$ 13,000	\$ 13,000.00	\$ -	100.00%
Inspection	\$ -	\$ -	\$ -	0.00%
Administration	\$ -	\$ -	\$ -	0.00%
Contingency	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENDITURE	\$ 252,563	\$ 250,554.31	\$ 2,008.69	99.20%

PROJECT UPDATE

Accomplishments in Last 30 Days:	Splash Pad is open for business and the remaining sod has been installed
30 Day Outlook (Planned Tasks):	Project punch list items and closeout
Changes in Scope of Work:	Location change to south east corner of city park.
Schedule Status:	In Progress
Staff Issues & Concerns:	None at this time



Splash Pad



Project Description: Replacement of City Park playground equipment



FINANCIAL OVERVIEW					
Funding Source:	Special Parks & Grants				
	Budget	Project-To-Date Activity	Remaining	% complete	
Grant Funds	\$ 119,768	\$ 57,268.00	\$ 62,500.00	47.82%	
Special Parks Fund	\$ 130,232	\$ 57,267.63	\$ 72,964.37	43.97%	
TOTAL REVENUE	\$ 250,000	\$ 114,535.63	\$ 135,464.37	45.81%	
Construction	\$ 245,000	\$ 57,267.63	\$ 187,732.37	23.37%	
Contingency	\$ 5,000	\$ -	\$ 5,000.00	0.00%	
Total Construction	\$ 250,000	\$ 57,267.63	\$ 192,732.37	22.91%	
Engineering	\$ -	\$ -	\$ -	0.00%	
Inspection	\$ -	\$ -	\$ -	0.00%	
Administration	\$ -	\$ -	\$ -	0.00%	
Contingency	\$ -	\$ -	\$ -	0.00%	
TOTAL EXPENDITURE	\$ 250,000	\$ 57,267.63	\$ 192,732.37	22.91%	

PROJECT UPDATE	
Accomplished in last 30 days:	Project initiation and preparation
30 Day Outlook (Planned Tasks):	Removal of old playground to begin July 8th
Schedule Status:	In Progress
Changes in Scope of Work:	None at this time
Input & Coordination (Delays):	None at this time
Staff Issues & Concerns:	None at this time

Project Description: Installation of new water storage tank and an upgrade to the pumping capacity from the water treatment plant.

FINANCIAL OVERVIEW

Funding Source: BASE Grant + Proximity Park Sales Tax Transfer

	Budget	Project-To-Date Activity	Remaining	% complete
BASE Grant Funds	\$ 1,600,000	\$ 1,600,000.00	\$ -	100.00%
Proximity Park Sales Tax Transfer	\$ 2,369,000	\$ 1,975,000.00	\$ 394,000.00	83.37%
TOTAL REVENUE	\$ 3,969,000	\$ 3,575,000.00	\$ 394,000.00	90.07%
Construction	\$ 3,634,000	\$ 1,881,970.00	\$ 1,752,030.00	51.79%
Contingency	\$ -	\$ -	\$ -	0.00%
Total Construction	\$ 3,634,000	\$ 1,881,970.00	\$ 1,752,030.00	51.79%
Engineering	\$ 60,000	\$ 32,500.00	\$ 27,500.00	54.17%
Inspection	\$ 275,000	\$ 90,468.45	\$ 184,531.55	32.90%
Administration	\$ -	\$ 1,837.20	\$ (1,837.20)	0.00%
Contingency	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENDITURE	\$ 3,969,000	\$ 2,006,775.65	\$ 1,962,224.35	50.56%

* Original bid eliminated boost station; \$385,000 reserved in this project budget to enhance the water plant pumps instead.



PROJECT UPDATE

Accomplishments in Last 30 Days:	Bid opening for Pump upgrade portion of the project on May 15th, 2024. Notice of award issued June 17, 2024 to Walters-Morgan Construction Inc. Concrete drive entry completed week of June 20, 2024.
30 Day Outlook (Planned Tasks):	Remainder of underground work, site grading, paving and fencing.
Changes in Scope of Work:	Elimination of pump boost station and upgrade of pumping capacity of water plant.
Schedule Status:	In Progress
Staff Issues & Concerns:	KDHE approval for pump house upgrades received on April 4th. Engineers to get bid package out during week of April 8th. Possible concern with delivery dates of equipment for pump upgrades. Will be determined following bid opening on May 15th.

Proximity Park Water Tower



FINANCIAL OVERVIEW

Funding Source: American Rescue Plan Act (Fund 407)

	Budget	Project-To-Date Activity	Remaining	% complete
ARPA Grant Funds	\$ 212,935	\$ 190,391.00	\$ 22,544.00	89.41%
TOTAL REVENUE	\$ 212,935	\$ 190,391.00	\$ 22,544.00	89.41%
Construction	\$ 212,935	\$ 190,391.00	\$ 22,544.00	89.41%
Contingency	\$ -	\$ -	\$ -	0.00%
Total Construction	\$ 212,935	\$ 190,391.00	\$ 22,544.00	89.41%
Engineering	\$ -	\$ -	\$ -	0.00%
Inspection	\$ -	\$ -	\$ -	0.00%
Administration	\$ -	\$ -	\$ -	0.00%
Contingency	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENDITURE	\$ 212,935	\$ 190,391.00	\$ 22,544.00	89.41%

PROJECT UPDATE

Accomplishments in Last 30 Days:	Switch gear installed at low lift pump station.
30 Day Outlook (Planned Tasks):	Awaiting switch gear for service pump station. This will be installed as part of finished water pump upgrades. Bids were received and opened May 15th. Notice of Award was issued June 17, 2024 to Walters-Morgan Construction, Inc.
Input & Coordination (Delays):	Received project approval from regulatory agency on April 4th. Project sent in for approval November 2023.
Schedule Status:	In Progress
Staff Issues & Concerns:	KDHE approval for pump house upgrades received on April 4th. Bid received and opened on May 15th, concern with possible delays associated with equipment delivery dates, this will be determined following contract award.

[Back to Agenda](#)

Project Description: Standby power for raw water pump.



Project Description: Kansas Gas Service is extending a gas line to Proximity Park under the City’s BASE grant.



FINANCIAL OVERVIEW

Funding Source: BASE Grant + Proximity Park Special Sales Tax + Match from KGS

	Budget	Project-To-Date Activity	Remaining	% complete
BASE Grant Funds	\$ 1,000,000	\$ -	\$ 1,000,000.00	0.00%
KGS Match Funds	\$ 430,763	\$ -	\$ 430,763.00	0.00%
Proximity Park Sales Tax Transfer	\$ 325,000	\$ 325,000.00	\$ -	100.00%
TOTAL REVENUE	\$ 1,755,763	\$ 325,000.00	\$ 1,430,763.00	18.51%
Construction	\$ 1,111,961	\$ -	\$ 1,111,960.95	0.00%
Contingency	\$ -	\$ -	\$ -	0.00%
Total Construction	\$ 1,111,961	\$ -	\$ 1,111,960.95	0.00%
Engineering	\$ -	\$ -	\$ -	0.00%
Inspection	\$ 467,295	\$ -	\$ 467,295.41	0.00%
Administration	\$ 143,794	\$ -	\$ 143,794.19	0.00%
Contingency	\$ 32,712	\$ -	\$ 32,712.45	0.00%
TOTAL EXPENDITURE	\$ 1,755,763	\$ -	\$ 1,755,763.00	0.00%

PROJECT UPDATE

Accomplishments in Last 30 Days:	Project completed
30 Day Outlook (Planned Tasks):	Awaiting final reporting for BASE grant and final project payment
Input & Coordination (Delays):	Construction coordination provided by KGS. Project billing will occur at the completion of the project with final costs.
Schedule Status:	In Progress
Staff Issues & Concerns:	None



Project Description: AMI replacement of electric meters began in 2016 and was funded as an annual replacement program. In 2024, the City Commission authorized funding to complete the program with the anticipated completion date of 2025.

FINANCIAL OVERVIEW

Funding Source: Electric Capital Improvement Fund

	Budget	Project-To-Date Activity	Remaining	% complete
Electric Capital Improvement	\$ 468,000	\$ -	\$ 468,000.00	0.00%
TOTAL REVENUE	\$ 468,000	\$ -	\$ 468,000.00	0.00%
Construction	\$ 468,000	\$ -	\$ 468,000.00	0.00%
Contingency	\$ -	\$ -	\$ -	0.00%
Total Construction	\$ 468,000	\$ -	\$ 468,000.00	0.00%
Engineering	\$ -	\$ -	\$ -	0.00%
Inspection	\$ -	\$ -	\$ -	0.00%
Administration	\$ -	\$ -	\$ -	0.00%
Contingency	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENDITURE	\$ 468,000	\$ -	\$ 468,000.00	0.00%

PROJECT UPDATE

Accomplishments in Last 30 Days:	2600 meters ordered to finish conversion, estimated delivery February 2025.
30 Day Outlook (Planned Tasks):	Program and install meters on hand as time permits or as needed.
Input & Coordination (Delays):	Supply chain and funding issues have plagued this project
Schedule Status:	In Progress
Staff Issues & Concerns:	2600 meters delivered to warehouse the week of May 13, 2024, all units were incorrect and were returned.

Project Description: Evaluation of the Water Treatment Plant to determine current and future needs.

FINANCIAL OVERVIEW					
Funding Source:	Water Fund (030)				
	Budget	Project-To-Date Activity	Remaining	% complete	
Water Fund	\$ 90,000	\$ 49,500.00	\$ 40,500.00	55.00%	
TOTAL REVENUE	\$ 90,000	\$ 49,500.00	\$ 40,500.00	55.00%	
Construction	\$ -	\$ -	\$ -	0.00%	
Contingency	\$ -	\$ -	\$ -	0.00%	
Total Construction	\$ -	\$ -	\$ -	0.00%	
Engineering	\$ 90,000	\$ 49,500.00	\$ 40,500.00	55.00%	
Inspection	\$ -	\$ -	\$ -	0.00%	
Administration	\$ -	\$ -	\$ -	0.00%	
Contingency	\$ -	\$ -	\$ -	0.00%	
TOTAL EXPENDITURE	\$ 90,000	\$ 49,500.00	\$ 40,500.00	55.00%	

PROJECT UPDATE	
Accomplishments in Last 30 Days:	Draft report received and reviewed by staff, some additional information given to consultant for inclusion in report.
30 Day Outlook (Planned Tasks):	Final report expected the week of July 7th
Schedule Status:	In Progress
Staff Issues & Concerns:	95% Complete. On completion staff will review and formulate a strategic plan for implementation.

Discussion



**City of Ottawa
City Commission Meeting
July 17, 2024**

TO: Honorable City Commission
SUBJECT: 2025 Budget Discussion: Mill Levy Funds
INITIATED BY: City Manager and Finance Director
AGENDA: New Business

The City Commission has been presented with details of the 2025 Budget for Enterprise funds, Community Partner requests, Special Revenue funds, tax abatements, mill levy fund trends, and general fund revenues. The remaining discussions will be centered around the proposed ad valorem taxes establishing an estimated mill rate for the following funds: Auditorium, Library, Debt Service, and the General Fund. The following information supports our upcoming discussions. This material was presented at the July 10th meeting and is included for reference.

BUDGET PROCESS



ASSESSED VALUATION

The annual assessed valuation notice for preparation of the budget is received no later than June 15th each year. The estimated assessed valuation for 2024, supporting the 2025 budget, is \$146,019,909 which is \$11,312,605 or 8.4% higher than 2023. Each one mill represents \$146,019 for the 2025 budget. Valuation estimates are provided for the purpose of budget and mill rate estimates and may change once the final valuation is completed by Franklin County in October.

MILL LEVY SUPPORTED FUNDS

Auditorium

The Ottawa Memorial Auditorium is funded through local ad valorem taxes, grants, sales revenue, and sponsorships/donations. The 2025 proposed budget is challenged by an aging building, constructed in 1919, and limited revenue sources for maintenance and repair. While the Charter Ordinance 13-97 gave the opportunity for a mill levy dedicated to capital improvements, one was not established. The proposed mill rate supports basic operations and building maintenance with an estimated fund balance that is less than desirable for a premier entertainment venue. Ad valorem taxes supporting the 2025 Auditorium budget is \$258,815 which is an estimated 1.772 mill rate.

Library

The Ottawa Library is funded in part through local ad valorem taxes, grants, and donations. The Library Board is responsible for the operations and financial needs of the Library, submitting a budget to the City for inclusion in the city’s budget proceedings with a mill levy which may not exceed ten (10) mills. The City Commission does not have authority over the Library budget. The budget proposal submitted by the Library may be found in an exhibit to this document. The

ad valorem taxes supporting the 2025 Library budget is \$1,254,235 which is an estimated 8.589 mill rate.

Debt Service

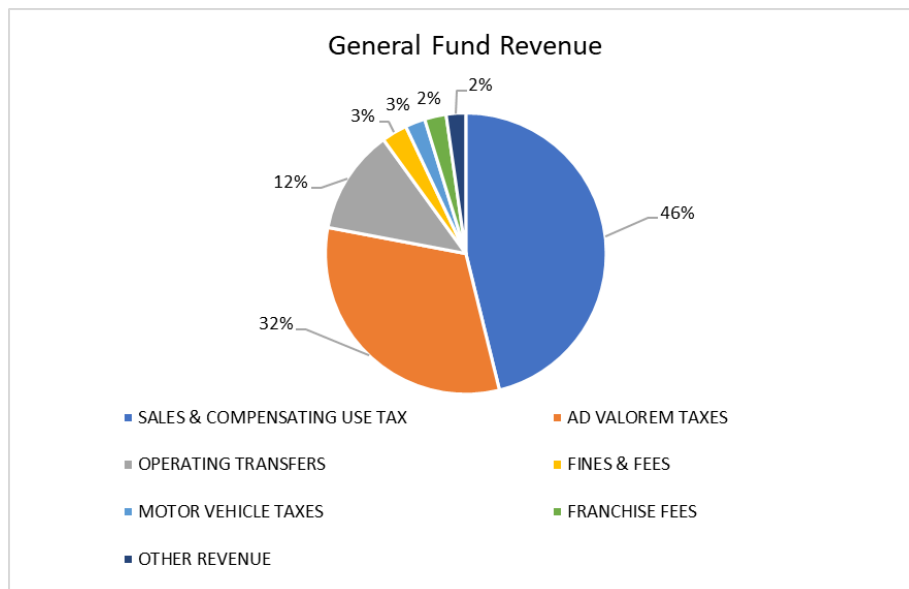
The Debt Service Fund budgets for the principal and interest payments on short and long-term bond issuances for capital projects of the City. Revenue sources include ad valorem taxes to support city-at-large debt payments and transfers from other funds, such as utility enterprise funds, support related debt payments. Ad valorem taxes supporting the 2025 annual debt payments is \$454,635 which is an estimated 3.114 mill rate.

General Fund

The General Fund is supported by many revenue sources including ad valorem tax, sales tax, franchise fees, service and sales revenue, motor vehicle taxes, and transfers from utility funds. Expenditures provide law enforcement, fire services, parks and trails, street maintenance, administration, and facility maintenance and repairs. The 2025 budget was constructed to maintain the existing level of services to our citizens. Ad valorem taxes supporting the 2025 general fund is \$4,580,565 which is an estimated 31.369 mill rate.

GENERAL FUND REVENUES

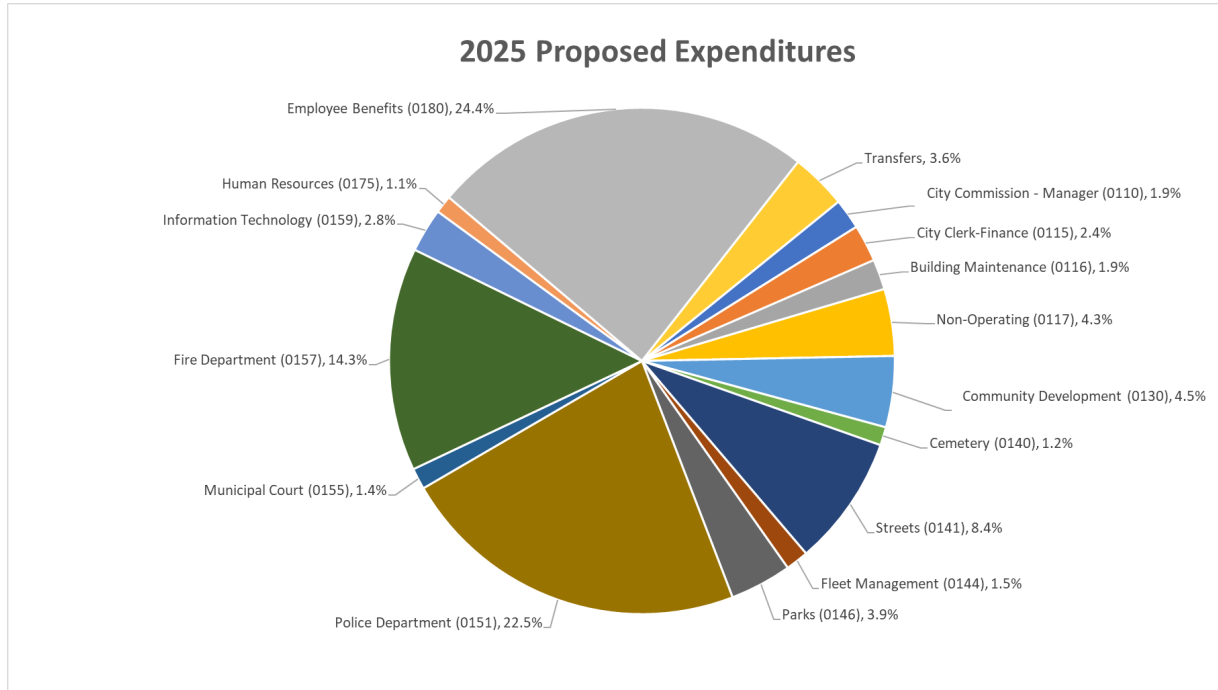
The General Fund, the primary fund for general operations of the City, includes a variety of revenue sources; however, three sources account for approximately ninety percent (90%) of the total revenue. Sales and Compensating Use Tax 46%, Ad Valorem Tax 32%, and Operating Transfers 12%.



Revenue trends for the major sources have moved upward over the past six years, with sales and compensating use tax increasing by 5% for City and County sales tax and 10% for City and County compensating use tax. Ad valorem trends are determined by the adopted mill rates of the City Commission annually. All other revenue sources account for a small percentage of the General Fund or are predicted to be fairly flat over the upcoming two fiscal years.

GENERAL FUND EXPENDITURES

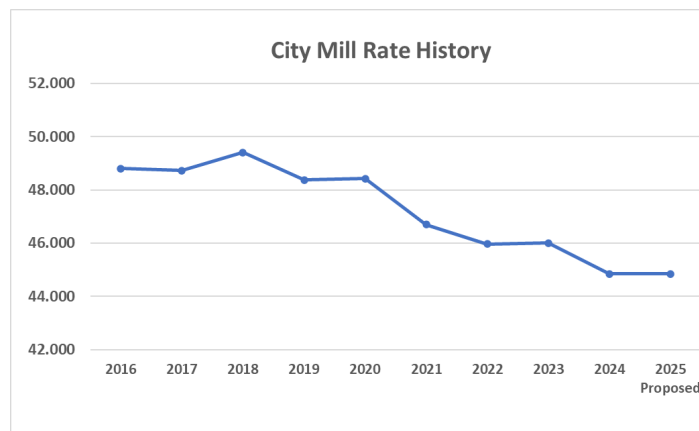
City services provided under the General Fund budget include law enforcement, fire services, parks and trails, street maintenance, administration, and facility maintenance and repairs. The following provides a visual representation of how expenditures are allocated within the fund.



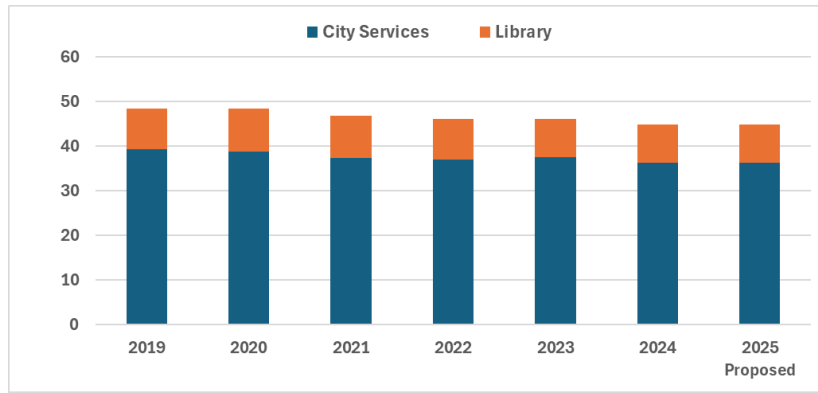
MILL RATE

The City total mill rate history is represented in the following table and graph:

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025 Proposed
Mill Rate	48.802	48.731	49.411	48.376	48.425	46.703	45.968	46.011	44.844	44.844



	2019	2020	2021	2022	2023	2024	2025 Proposed
City Services	39.220	38.786	37.289	36.863	37.417	36.259	36.225
Library	9.156	9.657	9.414	9.105	8.594	8.585	8.589



REVENUE NEUTRAL RATE

In March 2021, Kansas Senate Bill 13 (“SB 13”) was passed enacting new policies and procedures for local governments effective for the 2022 budget process. SB 13 repeals the Tax Lid which was the process for budgeting over the past several years. In addition to the public hearing for the budget, a public hearing must also be held regarding the intent to exceed the revenue neutral rate.

The city has received a revenue neutral rate (RNR) of 43.609 as calculated by Franklin County. The RNR is calculated by dividing the ad valorem dollars levied for the 2024 budget by the preliminary 2025 assessed valuation and multiplying the result by one thousand. Funds that receive ad valorem taxes as a revenue source are the General Fund, Debt Service Fund, Auditorium Fund, and the Library Fund.

At the July 17, 2024, meeting, the Commission will be asked to determine whether they intend to exceed the revenue neutral rate. The following table lists the 2025 RNR as compared to the 2024 adopted budget mill rates.

AD VALOREM SUMMARY

The 2025 mill rate is proposed at a total of 44.844 mills which is level with the 2024 mill rate. Across all mill levy funds it provides additional ad valorem taxes of \$528,381 over the 2024 budget.

FUND	Prior Year Actual for 2023		Current Year Estimate for 2024		Proposed Budget Year for 2025			RNR	
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2024 Ad Valorem Tax	Proposed Estimated Tax Rate *		
General	12,565,713	32.522	14,631,350	31.369	16,085,150	4,580,565	31.369	30.505	
Debt Service	4,262,134	3.372	4,172,065	3.369	3,430,520	454,635	3.114	3.276	
Library	1,129,661	8.594	1,240,380	8.585	1,340,535	1,254,235	8.589	8.349	
Auditorium	385,324	1.523	409,850	1.521	490,850	258,815	1.772	1.479	
Totals	47,659,911	46.011	53,422,907	44.844	56,986,627	6,548,250	44.844		
<i>Revenue Neutral Rate**</i>								43.609	
Less: Transfers	8,841,697		8,971,750		7,600,770				
Net Expenditure	38,818,214		44,451,157		49,385,857				
Total Tax Levied Assessed Valuation	5,610,388		6,019,869		xxxxxxxxxxxxxxxxxxxx				
	121,936,792		134,707,304		146,019,909				

BUDGET CALENDAR

- July 10** Review of Mill Levy Funds: General Fund, Library, Auditorium, Debt Service
July 17 Final 2025 Budget Review
Consider Exceeding Revenue Neutral Rate by Resolution
Direct publication of Revenue Neutral Rate and 2025 Budget Public Hearing
September 4 Adoption of 2025 Budget

Attachments: XI.D Franklin County Emergency Communications Budget (911)
XI.D Auditorium Fund 013
XI.D Library Fund
XI.D Debt Service Fund 005
XI.D.5 General Fund 001



Franklin

COUNTY KANSAS

EST. 1855

Colt Waymire | District 1

Rod Harris | District 2

Roy Dunn | District 3

Ianne Dickinson | District 4

Don Stottlemire | District 5

To: Mike Skidmore, Mayor, Ottawa City Commission
Brian Silcott, City Manager
Melanie Landis, Finance Director

Date July 5, 2024

RE: 2025 Franklin County Emergency Communications Budget

To begin, Franklin County has not yet received the audit results from our independent audit. Per our arrangement, Franklin County will rebate half of the unspent dispatch funds back to the City of Ottawa once the audit is finalized. Please let me know if you have any questions, and I will be happy to share the audit report once it is finalized.

Attached is our proposed 2025 Emergency Communications Budget. There have been no changes to the structure of the Dispatch staff in the last year.

You will notice when looking at the budget that majority of the budget remains unchanged from the approved budget from 2024. Derek Brown, County Administrator, asked each department to review their budget with the intent to remain as flat as possible excluding changes due to wage increases consistent with the Franklin County pay plan. Sarah Peffly, Dispatch Director, answered that request with a net zero budget except for the personnel portion.

The insurance lines increased by \$32,925 for the 2025 budget year. This increase is from an anticipated increase in healthcare costs and also due to the number of employees taking family insurance packages which come at a higher cost over an individual policy.

Overall, the Emergency Communications Department has tried to remain as fiscally minded as possible while providing the highest level of service to our communities.

Sincerely,
Janet Paddock, County Clerk

EMERGENCY COMMUNICATIONS 911

Updated personnel 5/9/2024 (AH)

Fund 566

Line Item	Account Description	2019	2020	2021	2022	2022	2023	2023	2024	2025	Difference FY24-FY25	2025 NOTES
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET		
PERSONNEL SERVICES												
101	Salaries	\$ 493,942	\$ 391,128	\$ 423,895	\$ 485,910	\$ 425,598	\$ 591,823	\$ 503,003	\$ 718,932	\$ 765,773	\$ (46,841)	
103	Overtime		\$ 73,525	\$ 78,440	\$ 75,000	\$ 80,190	\$ 75,000	\$ 78,301	\$ 75,000	\$ 75,000	\$ -	
106	Longevity	\$ 3,697	\$ 3,700	\$ 2,000	\$ 2,300	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
110	KPERS	\$ 45,174	\$ 44,290	\$ 44,039	\$ 53,300	\$ 45,305	\$ 62,077	\$ 39,827	\$ 80,818	\$ 90,395	\$ (9,578)	
111	FICA	\$ 34,892	\$ 33,938	\$ 36,182	\$ 44,330	\$ 34,267	\$ 51,224	\$ 30,722	\$ 60,985	\$ 64,568	\$ (3,583)	
112	Health Insurance	\$ 111,451	\$ 113,437	\$ 120,565	\$ 125,015	\$ 137,664	\$ 152,970	\$ 105,430	\$ 206,936	\$ 239,860	\$ (32,925)	
113	Dental		\$ -	\$ 5,168	\$ 8,265	\$ 9,002	\$ 11,943	\$ 7,193	\$ 14,101	\$ 16,373	\$ (2,272)	
115	Life Insurance	\$ 511	\$ 500	\$ 505	\$ 610	\$ 490	\$ 645	\$ 392	\$ 752	\$ 806	\$ (53)	
116	KP&F	\$ 4,687	\$ 836	\$ 3,914	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
117	Workers' Compensation	\$ 1,057	\$ 584	\$ 1,204	\$ 1,820	\$ 548	\$ 901	\$ 438	\$ 987	\$ 694	\$ 293	
118	Unemployment Insurance	\$ 418	\$ 414	\$ 459	\$ 700	\$ 422	\$ 1,004	\$ 379	\$ 797	\$ 844	\$ (47)	
119	Uniform Allowance			\$ -		\$ -	\$ -			\$ -	\$ -	
	SUB-TOTAL PERSONNEL	\$ 695,829	\$ 662,352	\$ 716,371	\$ 805,000	\$ 735,485	\$ 949,588	\$ 767,685	\$ 1,161,308	\$ 1,256,314	\$ (95,006)	
CONTRACTUAL SERVICES												
201	Travel	\$ 493	\$ 37	\$ 216	\$ 500	\$ 477	\$ 500	\$ 296	\$ 500	\$ 500	\$ -	
202	Training & Education	\$ 189	\$ 226	\$ 1,632	\$ 1,580	\$ 1,134	\$ 700	\$ 522	\$ 400	\$ 676	\$ (276)	
204	Postage	\$ 3	\$ 19	\$ 15	\$ 50	\$ 14	\$ 50	\$ 25	\$ 50	\$ 50	\$ -	
205	Phone/Page	\$ 675	\$ 513	\$ 722	\$ 1,000	\$ 765	\$ 800	\$ 1,222	\$ 1,300	\$ 1,254	\$ 46	
206	Dues & Memberships	\$ 468	\$ 192	\$ 192	\$ 300	\$ 200	\$ 230		\$ 230	\$ -	\$ 230	
207	Legal Publications										\$ -	
208	Advertising			\$ 43	\$ 150		\$ 150		\$ -		\$ -	
210	Books & Publications										\$ -	
259	Employment Physicals	\$ 975	\$ 440	\$ 980	\$ 800	\$ 880	\$ 1,000	\$ 740	\$ 1,000	\$ 1,000	\$ -	
299	Other Contractual Services	\$ 3,372	\$ 1,276	\$ 1,558	\$ 1,800	\$ 1,752	\$ 2,750	\$ 2,264	\$ 2,750	\$ 2,750	\$ -	
	SUB-TOTAL CONTRACTUAL	\$ 6,175	\$ 2,703	\$ 5,358	\$ 6,180	\$ 5,223	\$ 6,180	\$ 5,069	\$ 6,230	\$ 6,230	\$ 0	
COMMODITIES												
301	Office Supplies	\$ 999	\$ 970	\$ 1,051	\$ 1,500	\$ 1,032	\$ 1,500	\$ 1,079	\$ 1,500	\$ 1,500	\$ -	
303	Office Equipment	\$ 959		\$ 364	\$ 1,100	\$ 380	\$ 1,100	\$ 818	\$ 1,100	\$ 1,300	\$ (200)	
304	Training Books & Materials	\$ 136	\$ 128	\$ -	\$ 200		\$ 200	\$ 51	\$ 200	\$ -	\$ 200	
305	Custodial Supplies	\$ 51		\$ -							\$ -	
307	Clothing & Personal Equipment	\$ 103	\$ 114	\$ 299	\$ 600	\$ 586	\$ 600		\$ 600	\$ 600	\$ -	
390	PR & Promotional Materials	\$ 1,577	\$ 544	\$ 401	\$ 600		\$ 600	\$ 518	\$ 900	\$ 900	\$ -	
399	Other Commodities & Supplies	\$ 362			\$ 350		\$ 350	\$ 14			\$ -	
	SUB-TOTAL COMMODITIES	\$ 4,187	\$ 1,756	\$ 2,115	\$ 4,350	\$ 1,998	\$ 4,350	\$ 2,480	\$ 4,300	\$ 4,300	\$ -	
	EMERGENCY 911 FUND TOTAL	\$ 708,970	\$ 666,811	\$ 723,844	\$ 815,530	\$ 746,092	\$ 960,118	\$ 775,234	\$ 1,171,838	\$ 1,266,844	\$ (95,006)	

City 50% = \$633,422

AUDITORIUM



Description of Service

Fund (013)

The Ottawa Memorial Auditorium (OMA) has a rich history rooted in community support and dedication to cultural enrichment. Built as a memorial to World War I soldiers from Franklin County who lost their lives in the war, construction of the OMA began in 1919 and the facility officially opened its doors in 1921. This establishment stands as a testament to the community's respect and remembrance of those who served and sacrificed. OMA offers a diverse range of services aimed at enriching the lives of residents and visitors alike through live performances.

The journey to ensure OMA's continued role as a premier cultural, entertainment, and educational facility was significantly bolstered by the passage of Charter Ordinance No. 13-97 by the City of Ottawa, Kansas. Enacted on July 16, 1997, this ordinance empowered the city's governing body to levy taxes specifically for the auditorium's operation and capital improvements. It authorized a levy rate of 2 mills for the operating budget and 1 mill for capital improvements, ensuring sustained financial support for the auditorium's upkeep and enhancement. The ordinance also established the Auditorium Board's role in recommending annual budget needs to the city governing body.

Live Performances:

OMA proudly hosts a dynamic array of live performances, spanning genres from country music to contemporary dance. Whether it's a captivating concert by renowned musicians, an electrifying dance recital, or a side-splitting comedy show, these live performances serve as a cornerstone of cultural enrichment, fostering a sense of unity and pride within our community. In the summer of 2023, the OMA received a refresh that consisted of new carpet and paint throughout the building, new auditorium seating, removal of the orchestra pit and updates to the concession stand.

Special Programming:

Beyond traditional live performances, OMA offers a diverse lineup of special programming designed to cater to the varied interests and preferences of our audience. This includes comedy nights, spoken word events, cultural breakfasts, and interactive workshops, ensuring that there is something for everyone to enjoy.

Private Events:

OMA serves as a premier venue for private events, offering a versatile space for live performances, receptions, conferences, company and organization business meetings and other special occasion celebrations. With state-of-the-art facilities and dedicated event planning services, OMA ensures that every event is meticulously tailored to meet the unique needs and preferences of our clients, creating unforgettable memories for all who attend.

Educational Initiatives:

As part of our commitment to education and lifelong learning, OMA offers a range of educational initiatives aimed at inspiring creativity and nurturing talent within our community. This includes partnerships with local schools, the Ottawa Library, The Ottawa Recreation Commission, and other community organizations to provide access to arts education for individuals of all ages and backgrounds.

The OMA generates revenue in the form of rental fees, ticket sales, sponsorships, concessions sales, and new for 2024 bar sales.

In summary, the Ottawa Memorial Auditorium (OMA) stands as a vital hub of live performance, cultural, and educational activity, enriching the lives of individuals and families throughout our community. Our commitment extends beyond hosting events; we prioritize fostering meaningful partnerships with community organizations to ensure that our programming reflects the diverse interests and needs of our residents.

At OMA, we challenge ourselves to be more than just a venue; we aspire to be a dynamic space where all community needs are met, whether it's through captivating live performances, educational initiatives, a space to host a birthday party or family reunion or cultural outreach efforts.



AUDITORIUM

Summary

Fund (013)

Budget Highlights:

2024 Revised Budget

- \$38,808 - Air Handler repair expensed from the 2022A building maintenance bond issue.
- Salaries, Social Security and KPERS increased after implementation of the compensation study.

2025 Proposed Budget

- \$11,300 Replacement of Air Compressor Unit 1
- \$10,000 Refresh of Basement Lobby Bathrooms

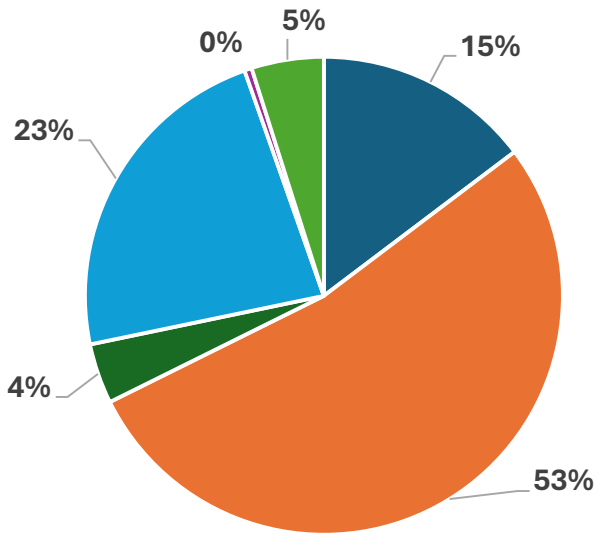
2026 Projected Budget

- \$9,300 Replacement of Air Compressor Unit 4

REVENUE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Beginning Fund Balance	\$ 95,430	\$ 62,775	\$ 61,900	\$ 72,170	\$ 51,525
Taxes	\$ 198,798	\$ 220,925	\$ 214,920	\$ 259,980	\$ 279,238
Lease & Rental Income	\$ 9,450	\$ 17,000	\$ 17,000	\$ 20,000	\$ 20,000
Charges for Service	\$ 126,749	\$ 119,200	\$ 130,700	\$ 112,200	\$ 112,200
Investment Income	\$ 2,509	\$ 1,500	\$ 4,000	\$ 2,500	\$ 1,500
Other Revenue	\$ 14,288	\$ 19,000	\$ 53,500	\$ 24,000	\$ 21,000
	\$ 447,224	\$ 440,400	\$ 482,020	\$ 490,850	\$ 485,463

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 174,684	\$ 194,600	\$ 234,900	\$ 259,325	\$ 276,419
Contractual Services	\$ 170,959	\$ 139,350	\$ 131,450	\$ 131,750	\$ 132,150
Commodities	\$ 10,330	\$ 17,500	\$ 15,500	\$ 16,000	\$ 16,000
Capital Expenses	\$ 29,350	\$ 88,950	\$ 28,000	\$ 83,775	\$ 32,250
	\$ 385,323	\$ 440,400	\$ 409,850	\$ 490,850	\$ 456,819
Ending Fund Balance	\$ 61,901	\$ -	\$ 72,170	\$ -	\$ 28,643

AUTHORIZED POSITIONS	2022 Actuals	2023 Actuals	2024 Projected	2025 Proposed	2026 Projected
Auditorium Director	1	1	1	1	1
Sound & Light Tech	2	2	2	2	2
Technical Coordinator	1	1	1	1	1
	4	4	4	4	4

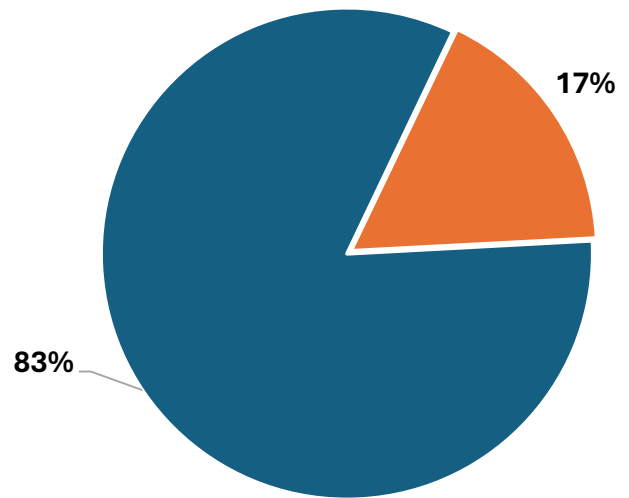


2025 Proposed Budget Revenues

- Beginning Fund Balance
- Taxes
- Lease & Rental Income
- Charges for Service
- Investment Income
- Other Revenue

2025 Proposed Budget Expenditures

- Operating
- Capital



AUDITORIUM (013)		2023 Actual	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
BEGINNING FUND BALANCE		\$ 95,430	\$ 62,775	\$ 61,900	\$ 72,170	\$ 51,525
REVENUES						
TAXES						
4-1300-301.00	Ad Valorem Property Taxes	\$ 179,497	\$ 200,180	\$ 194,175	\$ 240,720	\$ 259,978
4-1300-302.00	Back Taxes Ad Valorem Personal	\$ 29	\$ -	\$ -	\$ -	\$ -
4-1300-302.10	Back Taxes Ad Valorem Real Est	\$ 3,907	\$ 5,000	\$ 5,000	\$ 3,900	\$ 3,900
4-1300-315.00	Vehicle Tax	\$ 14,615	\$ 14,900	\$ 14,900	\$ 14,615	\$ 14,615
4-1300-315.10	Recreational Vehicle Tax	\$ 207	\$ 200	\$ 200	\$ 200	\$ 200
4-1300-315.20	Motor Vehicle Heavy Weight	\$ 46	\$ 45	\$ 45	\$ 45	\$ 45
4-1300-315.30	Watercraft Tax	\$ 55	\$ 50	\$ 50	\$ 55	\$ 55
4-1300-315.40	Commercial Vehicle Tax	\$ 442	\$ 550	\$ 550	\$ 445	\$ 445
TOTAL TAXES		\$ 198,798	\$ 220,925	\$ 214,920	\$ 259,980	\$ 279,238
LEASE & RENTAL INCOME						
4-1300-344.01	Other Rents & Leases	\$ 9,450	\$ 17,000	\$ 17,000	\$ 20,000	\$ 20,000
TOTAL LEASE & RENTAL INCOME		\$ 9,450	\$ 17,000	\$ 17,000	\$ 20,000	\$ 20,000
CHARGES FOR SERVICES						
4-1300-351.00	Concessions	\$ 16,068	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500
4-1300-351.01	Ticket Sales	\$ 80,508	\$ 72,500	\$ 80,500	\$ 60,000	\$ 60,000
4-1300-351.02	Merchandise	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
4-1300-351.03	Other Ticket Sales	\$ 26,415	\$ 25,000	\$ 25,000	\$ 27,000	\$ 27,000
4-1300-351.04	Alcoholic Beverages	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500
4-1300-352.00	Historic Preservation Fee	\$ 3,758	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL CHARGES FOR SERVICES		\$ 126,749	\$ 119,200	\$ 130,700	\$ 112,200	\$ 112,200
INVESTMENT INCOME						
4-1300-390.00	Interest Income	\$ 2,509	\$ 1,500	\$ 4,000	\$ 2,500	\$ 1,500
TOTAL INVESTMENT INCOME		\$ 2,509	\$ 1,500	\$ 4,000	\$ 2,500	\$ 1,500
OTHER REVENUE						
4-1300-391.00	Sale of Junk Equipment	\$ 120	\$ -	\$ -	\$ -	\$ -
4-1300-392.01	Reimbursed Expense Income	\$ 13,244	\$ 10,000	\$ 10,000	\$ 10,000	\$ 6,000
4-1300-392.03	Donations	\$ 699	\$ 5,000	\$ 7,000	\$ 10,000	\$ 10,000
4-1300-392.10	Grants & Foundations	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUE		\$ 14,063	\$ 15,000	\$ 17,000	\$ 20,000	\$ 16,000
MISCELLANEOUS						
4-1300-399.00	Miscellaneous Revenues	\$ 225	\$ 4,000	\$ 1,500	\$ 4,000	\$ 5,000
TOTAL MISCELLANEOUS		\$ 225	\$ 4,000	\$ 1,500	\$ 4,000	\$ 5,000
Transfer from General Fund				\$ 35,000		
TOTAL REVENUES		\$ 351,794	\$ 377,625	\$ 420,120	\$ 418,680	\$ 433,938

AUDITORIUM (013)		2023 Actual	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
EXPENDITURES						
PERSONNEL SERVICES						
5-1300-410.00	Salaries	\$ 133,409	\$ 138,000	\$ 175,000	\$ 189,000	\$ 197,505
5-1300-410.04	Salaries-Seasonal/Temp	\$ 1,381	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
5-1300-411.00	Overtime	\$ 2,901	\$ 1,500	\$ 1,500	\$ 1,545	\$ 1,615
5-1300-412.00	Social Security-St.Cont.Fund-F	\$ 10,419	\$ 11,000	\$ 14,000	\$ 15,200	\$ 15,884
5-1300-413.00	Retirement-State-Kpers	\$ 12,148	\$ 15,000	\$ 18,000	\$ 19,100	\$ 19,960
5-1300-414.00	Health Insurance	\$ 13,236	\$ 18,000	\$ 17,000	\$ 23,310	\$ 30,186
5-1300-414.02	Group Term Life Insurance	\$ 90	\$ 100	\$ 100	\$ 100	\$ 100
5-1300-415.00	Dental Insurance	\$ 885	\$ 1,000	\$ 1,000	\$ 1,070	\$ 1,145
5-1300-417.00	Vision Insurance	\$ 215	\$ 500	\$ 300	\$ 500	\$ 525
5-1300-418.30	Hsa Employer Contribution	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
TOTAL PERSONNEL SERVICES		\$ 174,684	\$ 194,600	\$ 234,900	\$ 259,325	\$ 276,419
CONTRACTUAL SERVICES						
5-1300-502.00	Postage	\$ 161	\$ 300	\$ 300	\$ 250	\$ 250
5-1300-503.00	Telephone	\$ 1,949	\$ 1,850	\$ 1,850	\$ 1,500	\$ 1,500
5-1300-504.00	Travel Expense	\$ -	\$ 500	\$ 100	\$ 100	\$ 100
5-1300-505.00	Profess Develop-Staff	\$ 795	\$ 500	\$ 500	\$ 500	\$ 500
5-1300-515.00	Advertising & Legal Notices	\$ 7,052	\$ 5,000	\$ 3,000	\$ 4,000	\$ 4,000
5-1300-522.00	Unemployment Insurance	\$ 170	\$ 500	\$ 500	\$ 500	\$ 500
5-1300-530.00	Utility Expense	\$ 14,749	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
5-1300-551.00	Dues & Subscriptions	\$ 371	\$ 1,200	\$ 1,200	\$ 1,000	\$ 1,000
5-1300-552.00	Ticket Refund Expense	\$ -	\$ 300	\$ 200	\$ 200	\$ 200
5-1300-553.10	Service Agreements Copier	\$ 2,132	\$ 2,700	\$ 2,300	\$ 2,300	\$ 2,700
5-1300-558.00	Other Contractual Services	\$ 18,462	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
5-1300-558.04	Other Ticket Expense	\$ 28,983	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
5-1300-558.10	Credit Card Fees	\$ 5,229	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200
5-1300-558.18	Ticket Sale Fees	\$ 7,423	\$ 10,000	\$ 8,000	\$ 8,000	\$ 8,000
5-1300-567.00	Event Fees & Deposits	\$ 70,043	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
5-1300-570.00	Misc. Event Expenses	\$ 13,440	\$ 8,000	\$ 5,000	\$ 5,000	\$ 5,000
5-1300-599.00	Refunds	\$ -	\$ 300	\$ 300	\$ 200	\$ 200
TOTAL CONTRACTUAL SERVICES		\$ 170,959	\$ 139,350	\$ 131,450	\$ 131,750	\$ 132,150
COMMODITIES						
5-1300-600.00	Office Supplies	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
5-1300-613.00	Janitorial Supplies	\$ 1,333	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
5-1300-619.00	Concessions Supplies	\$ 8,317	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
5-1300-620.00	General Supplies	\$ 260	\$ 2,000	\$ 500	\$ 500	\$ 500
5-1300-630.00	Other Operating Supplies	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
5-1300-680.00	Merchandise	\$ 420	\$ 500	\$ -	\$ 500	\$ 500
TOTAL COMMODITIES		\$ 10,330	\$ 17,500	\$ 15,500	\$ 16,000	\$ 16,000
CAPITAL EXPENSES						
5-1300-702.00	Furniture & Fixtures	\$ 206	\$ 750	\$ 500	\$ 750	\$ 750
5-1300-704.00	Office Equipment	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
5-1300-709.00	Stage Equipment	\$ 4,559	\$ 30,000	\$ 3,000	\$ 5,000	\$ 5,000
5-1300-715.00	Building Maint. - Capital Imp.	\$ 24,585	\$ 24,000	\$ 24,000	\$ 26,000	\$ 26,000
5-1300-891.00	Undesignated Stability Outlay	\$ -	\$ 33,700	\$ -	\$ 51,525	\$ -
TOTAL CAPITAL EXPENSES		\$ 29,350	\$ 88,950	\$ 28,000	\$ 83,775	\$ 32,250
TOTAL EXPENDITURES		\$ 385,323	\$ 440,400	\$ 409,850	\$ 490,850	\$ 456,819
ENDING FUND BALANCE		\$ 61,900.89	\$ -	\$ 72,170	\$ -	\$ 28,643

Memorandum

To: City Manager Brian Silcott and the Honorable City Commission

From: Terry Chartier, Executive Director

Date: June 24, 2024

RE: 2025 Ottawa Library Budget

2025 Budget Priorities/Needs

Good Stewards of Taxpayer Funds

- City of Ottawa Partner (152 years)
- Community partnerships
- Seek and apply for available grants
- Accept donations
- Volunteers utilized

Meet Requirements

Pass one of two state test requirements to receive state funds and NEKLS funds (K.S.A. 75-2556 et seq. and NEKLS Accreditation Standards)

- Budget for same or more funds as previous year
- Budget for same mill levy or higher mill levy than previous year

NEKLS prime budget requirements for accreditation and funds

- Major Service Center II Library (only 3 NEKLS Libraries rank higher)
- Minimum 65% of expenditures spent on employees (wages and benefits)
- Minimum 12% of expenditures on materials
- Pass state two test requirements
- Employ a minimum of 2 full-time employees with a MLS degree
 - Two individuals enrolled for MLS degrees
 - Emporia State University Grant, NEKLS Grants, Ottawa Library professional development funds
- Employ a minimum of 1 full-time employee for technical support

City of Ottawa

- 10 mill limit (Charter Ordinance No. 12-95, September 6, 1995)
 - 8.589 Even Mill Presented
- Meet with Finance Director annually (June 20, 2024)
- Decreased uncollected taxes estimate to 2.3% of ad valorem
 - Last year budgeted funds were not met by community taxes

Staffing

- Committed to excellent staffing
- 2022 Part-time Youth Services Librarian added
 - Franklin County Literature Festival responsibilities
 - Marked return to 3 full-time
- One volunteer that works a desk position
- Executive Director – responsibilities include Business Manager position
- Consideration given to remain open on Saturday afternoons until 5:00 pm
- Consideration given to open on Sunday afternoons from 1:00 to 5:00 pm

Community Reads Program (O-Town Reads)

- Larger donors have moved to other library projects
 - New building
 - Franklin County Literature Festival

Beginning balance needs

- Two January payrolls
- January bills
- Restricted funds are not included in budget numbers

Other Changes

- QuickBooks cost increase
- Increased overhead cost
- City ad valorem increase \$101,856 (8.838%)
 - 8.589 Even Mill Presented
- Motor Vehicle Tax estimate slight increase

Capital Improvement

- Includes donations (memorials, miscellaneous, etc.)
- Includes lease remittances for three rentals
- Statute allows up to 10% of tax funds annually
- Real estate taxes paid out
 - 228 W. 15th Street & 240 W. 15th Street
- Capital improvement needs (shelving, equipment, etc.)
- New library building land, plans, assessments, and fundraising expenditures
- Unplanned damages and repairs
- Homebound delivery expenditures
- Future bookmobile

Endowment Fund (1971): 501©3 organization (2010)

- Tax funds not allowed
- Support future of Ottawa Library
- Money deposited must be normal to fund operations and purpose
- Advocate/fundraise for Ottawa Library
- Accept donations and memorials for Ottawa Library

Friends of the Ottawa Library (1973): 501©3 organization

- Fund library Summer Reading programs for children, teens, & adults
- Donate to Franklin County Literature Festival
- Franklin County Literature Festival lead sponsor (Since 11/1/2017)
- Advocate/fundraise for Ottawa Library
- Accepts donations and memorials for Ottawa Library
- Bookstore 209 E. 2nd Street
 - Open Mondays 1-2:30 pm, 1st & 3rd Saturday 9am-noon
 - Previous annual Skunk Run Book Sale

This budget was studied and approved by the Ottawa Library Board of Trustees at their meeting held on June 24, 2024. The 2025 Ottawa Library Budget is respectfully submitted for your consideration.

LIBRARY - GENERAL FUND				
CITY REVENUE	Actual	Actual	Approved	Proposed
	2022	2023	2024	2025
Unencumbered Cash	\$236,575	\$200,755	\$65,000	\$65,000
City ad valorem	\$951,278	\$1,013,627	\$1,152,379	\$1,254,235
Back Tax	\$36,949	\$24,099	\$25,000	\$25,000
Motor vehicle tax	\$106,832	\$91,935	\$88,910	\$89,500
Interest				
Uncollected Taxes (Est. 2.3%) (old5%)			(\$25,909)	(\$28,200)
TOTAL REVENUE FROM CITY	\$1,095,059	\$1,129,661	\$1,240,380	\$1,340,535
APPROPRIATIONS	\$1,095,059	\$1,129,661	\$1,240,380	\$1,340,535
OTHER REVENUE	2022	2023	2024	2025
State aid (state, Erate)	\$3,865	\$3,977	\$3,500	\$3,500
Grants	\$63,032	\$81,101	\$44,211	\$54,281
Fines & Fees	\$11,499	\$17,156	\$11,000	\$13,000
Endowment Interest	\$0	\$0	\$8,400	\$8,400
Interest	\$745	\$677	\$750	\$675
Gifts	\$2,423	\$3,054	\$200	\$200
Program Income	\$101	\$132	\$100	\$100
Reserve	\$0	\$0	\$0	\$0
Reimbursements/Misc	\$1,201	\$2,454	\$0	\$0
TOTAL OTHER REVENUE	\$82,866	\$108,551	\$68,161	\$80,156
TOTAL ALL SOURCES	\$1,414,500	\$1,438,967	\$1,373,541	\$1,485,691
EXPENDITURE SUMMARY				
	Actual	Actual	Approved	Proposed
PERSONNEL SERVICES	2022	2023	2024	2025
Staff Salaries	\$661,151	\$720,876	\$747,441	\$770,388
Employee benefits	\$155,864	\$181,873	\$202,960	\$237,148
Subtotal	\$817,015	\$902,749	\$950,401	\$1,007,536
MATERIALS AND PROGRAMS				
Books/Periodicals	\$87,774	\$91,987	\$101,901	\$104,555
AV Materials	\$45,547	\$49,837	\$50,190	\$54,888
Programs	\$5,000	\$7,000	\$9,000	\$10,000
Special Materials/Programming Grants	\$18,315	\$32,476	\$0	\$0
Gifts	\$0	\$793	\$0	\$0
Subtotal	\$156,636	\$182,093	\$161,091	\$169,443
OPERATIONS				
Officer & Director Ins/Emp Prac Ins.	\$2,922	\$2,922	\$3,250	\$3,125
Building insurance	\$6,139	\$5,892	\$7,030	\$6,750
Audit	\$4,205	\$4,616	\$5,100	\$5,600
Utilities	\$26,005	\$29,816	\$30,000	\$39,200
Telephone	\$5,081	\$6,259	\$5,100	\$5,200
Postage	\$2,333	\$3,634	\$3,000	\$2,000
Public Relations	\$8,150	\$5,000	\$5,000	\$5,000
Custodial Supplies & Bldg Maint.	\$9,985	\$12,286	\$10,000	\$10,000
Office Supplies & Copy Machine Exp	\$20,810	\$15,341	\$22,000	\$22,000
Prof.Mtg's., Mbrshps, & Mi. Expenses	\$18,884	\$26,336	\$18,000	\$18,000
Equip. Purchase	\$6,443	\$5,452	\$7,000	\$7,000
Equip. Rental & Repair	\$8,415	\$8,897	\$9,000	\$10,400
Miscellaneous	\$411	\$894	\$500	\$500
Automation Support	\$6,241	\$6,297	\$6,800	\$9,400
Electronic Access Expenditures	\$837	\$1,207	\$900	\$1,200
Collection Agency	\$418	\$478	\$600	\$620
Computer Stwr. Upgrades	\$3,309	\$3,553	\$6,700	\$5,717
Transfer Out	\$0	\$81	\$0	\$0
Expended Reserve	\$0	\$0	\$0	\$0
Equipment Reserve (CIF)	\$0	\$0	\$0	\$0
Subtotal	\$130,588	\$138,961	\$139,980	\$151,712
Equipment Reserve (CIF)	\$109,506	\$70,000	\$57,069	\$92,000
Reserve/Cash Carryover	\$200,755	\$145,164	\$65,000	\$65,000
Total Budgeted Reserves	\$310,261	\$215,164	\$122,069	\$157,000
Reserve				
TOTAL EXPENDITURES	\$1,104,239	\$1,223,803	\$1,251,472	\$1,328,691
Contingency Reserves	\$310,261	\$215,164	\$122,069	\$157,000

WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND REGIONAL LIBRARY SYSTEMS

Budgeted Year: 2025

Library found in: City of Ottawa
Franklin

As provided in KSA 79-2553 *et seq.*, two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

	Current Year <u>2024</u>	Proposed Year <u>2025</u>
Ad Valorem	\$1,126,470	\$1,254,235
Delinquent Tax	\$25,000	\$25,000
Motor Vehicle Tax	\$84,100	\$84,570
Recreational Vehicle Tax	\$1,150	\$220
16/20M Vehicle Tax	\$265	\$1,200
TOTAL TAXES	\$1,236,985	\$1,365,225
Difference in Total Taxes:	\$128,240	
Qualify for grant:	Qualify	

Second test:

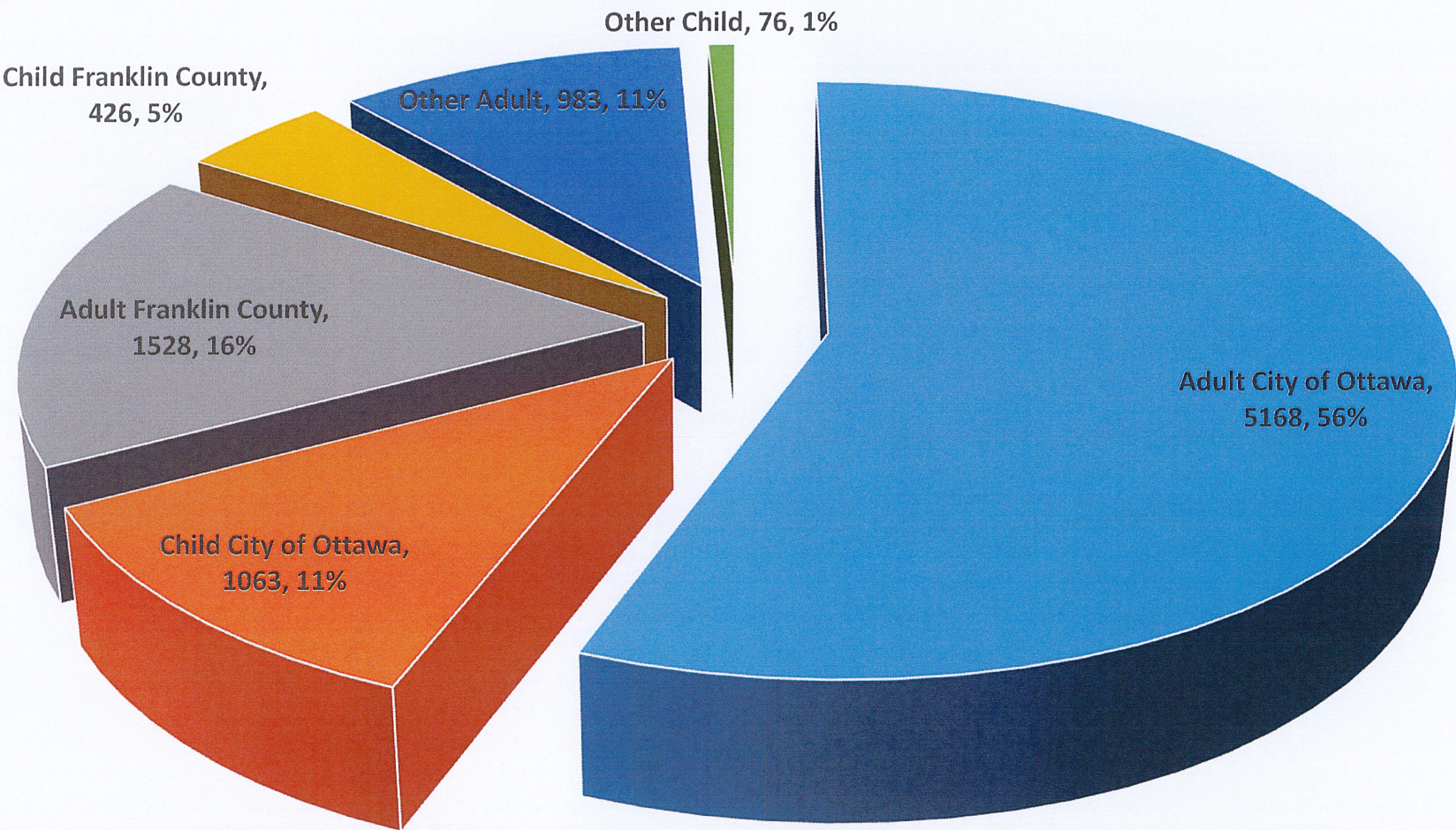
Assessed Valuation	\$134,707,304	\$146,019,909
Did Assessed Valuation Decrease?	No	
Levy Rate	8.585	8.589
Difference in Levy Rate:	0.004	
Qualify for grant:	Qualify	

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please see the below narrative for assistance from the State Library.

Adopted Budget Library	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Ad Valorem Tax	1,013,627	1,126,470	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax	24,100	25,000	25,000
Motor Vehicle Tax	87,443	84,100	84,570
Recreational Vehicle Tax	1,241	1,150	220
16/20M Vehicle Tax	278	265	1,200
Commercial Vehicle Tax	2,644	3,115	3,165
Watercraft Tax	329	280	345
Interest on Idle Funds			
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,129,661	1,240,380	114,500
Resources Available:	1,129,661	1,240,380	114,500
Expenditures:			
Appropriation to Library Board	1,129,661	1,240,380	1,340,535
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	1,129,661	1,240,380	1,340,535
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amount:	1,184,330	1,240,380	1,340,535
	Non-Appropriated Balance		
	Total Expenditure/Non-Appr Balance		1,340,535
		Tax Required	1,226,035
	Delinquent Comp Rate: 2.3%		28,200
	Amount of 2024 Ad Valorem Tax		1,254,235

Card Holders June 2024 = 9,244



GENERAL OBLIGATION DEBT



Description of Service

Fund (005)

The budget of the General Obligation Debt Service Fund ensures adequate funding for annual principal and interest payments of the City's general obligation bond issues. Revenue sources include property taxes to support city-at-large debt payments and transfers from other funds to support related debt payments.

Through debt financing, the City can construct capital improvements for essential projects when the use of cash is either not available or is not strategically advantageous. Debt financing allows the distribution of the cost of the improvements fairly to actual users over the project's useful life.

The goal of debt management is to issue long-term debt upon careful consideration and only when:

- Revenue sources have been conservatively projected to adequately address annual debt payments.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement outweigh the costs, including the debt issuance, and interest costs of project financing.

Included in the 2024 budget are principal and interest payments of \$4,172,065 supported by transfers from related sources of \$3,591,455, property taxes of \$443,320, and other revenue, including fund balance carryover, interest income, and motor vehicle taxes.

Budget Highlights:

2024 Revised Budget

- GO Bond 2009's final payment is due in 2024.

2025 Proposed Budget

- No GO Bond issuances are set to mature in 2025. All debt payments will be paid as scheduled.
- Anticipated Temporary Note for electric fund project ELEC 18-002 issuance.

2026 Projected Budget

- GO Bond 2017-A's final payment is due in 2026.
- GO Bond 2018-B's final payment is due in 2026.

GENERAL OBLIGATION DEBT

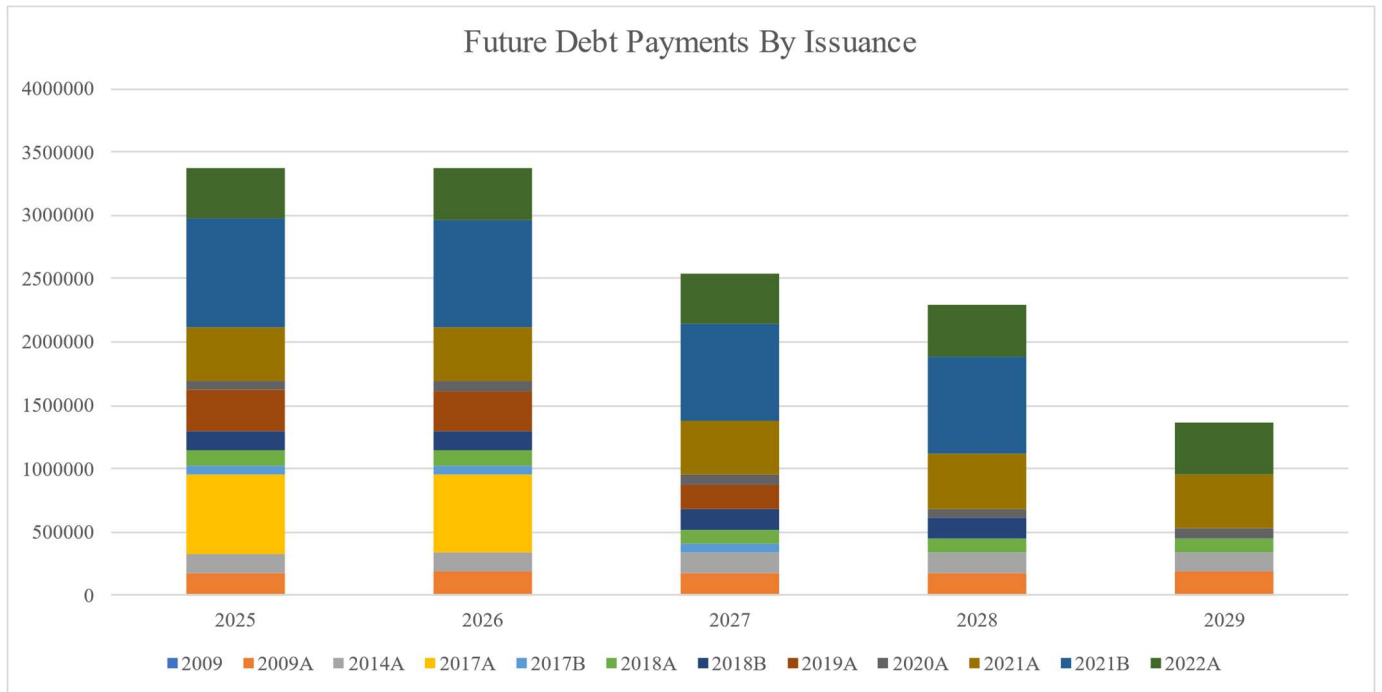


Summary

Fund (005)

REVENUE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Beginning Fund Balance	\$ 408,570	\$ 203,210	\$ 199,585	\$ 106,630	\$ 100,000
Taxes	\$ 443,604	\$ 488,200	\$ 475,015	\$ 466,395	\$ 473,866
Special Assessments	\$ 2,731	\$ 2,600	\$ 2,640	\$ -	\$ -
Investment Income	\$ 6,954	\$ 4,600	\$ 10,000	\$ 5,000	\$ 5,000
Transfers	\$ 3,599,861	\$ 3,591,455	\$ 3,591,455	\$ 2,902,495	\$ 2,896,506
	\$ 4,461,719	\$ 4,290,065	\$ 4,278,695	\$ 3,480,520	\$ 3,475,372

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Debt Service	\$ 4,262,135	\$ 4,172,065	\$ 4,172,065	\$ 3,380,520	\$ 3,375,372
Capital Expenses	\$ -	\$ 118,000	\$ 100,000	\$ 50,000	\$ 100,000
	\$ 4,262,135	\$ 4,290,065	\$ 4,272,065	\$ 3,430,520	\$ 3,475,372
Ending Fund Balance	\$ 199,585	\$ -	\$ 6,630	\$ 50,000	\$ -



DEBT SERVICE FUND (005)		2023	2024	2024	2025	2026
		Actual	Budget	Revised	Proposed	Projected
BEGINNING FUND BALANCE		\$ 408,570	\$ 203,210	\$ 199,585	\$ 106,630	\$ 100,000
REVENUES						
TAXES						
4-0500-301.00	Ad Valorem Property Tax Back	\$ 397,428	\$ 443,320	\$ 430,020	\$ 421,275	\$ 428,746
4-0500-302.00	Taxes Ad Valorem Personal Back	\$ 71	\$ -	\$ 80	\$ -	\$ -
4-0500-302.10	Taxes Ad Valorem Real Est	\$ 11,539	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
4-0500-315.00	Vehicle Tax	\$ 32,824	\$ 33,000	\$ 33,000	\$ 33,185	\$ 33,185
4-0500-315.10	Recreational Vehicle Tax	\$ 465	\$ 445	\$ 445	\$ 470	\$ 470
4-0500-315.20	Motor Vehicle Heavy Weight	\$ 146	\$ 100	\$ 100	\$ 85	\$ 85
4-0500-315.30	Watercraft Tax	\$ 122	\$ 110	\$ 145	\$ 135	\$ 135
4-0500-315.40	Commerical Vehicle Tax	\$ 1,009	\$ 1,225	\$ 1,225	\$ 1,245	\$ 1,245
TOTAL TAXES		\$ 443,604	\$ 488,200	\$ 475,015	\$ 466,395	\$ 473,866
SPECIAL ASSESSMENTS						
4-0500-316.10	Paving Special Assessments	\$ 1,584	\$ 1,500	\$ 1,525	\$ -	\$ -
4-0500-316.20	Sewer Special Assessments	\$ 819	\$ 800	\$ 800	\$ -	\$ -
4-0500-316.30	Water Special Assessments	\$ 328	\$ 300	\$ 315	\$ -	\$ -
TOTAL SPECIAL ASSESSMENTS		\$ 2,731	\$ 2,600	\$ 2,640	\$ -	\$ -
INVESTMENT INCOME						
4-0500-390.00	Interest Income	\$ 6,954	\$ 4,600	\$ 10,000	\$ 5,000	\$ 5,000
TOTAL INVESTMENT INCOME		\$ 6,954	\$ 4,600	\$ 10,000	\$ 5,000	\$ 5,000
OTHER FINANCING SOURCES						
4-0500-398.01	Transfer From Sewer	\$ 121,111	\$ 120,840	\$ 120,840	\$ 120,490	\$ 120,061
4-0500-398.02	Transfer From Electric	\$ 1,181,250	\$ 1,175,250	\$ 1,175,250	\$ 1,175,900	\$ 1,176,100
4-0500-398.06	Transfer From Water	\$ 323,857	\$ 321,220	\$ 321,220	\$ 323,375	\$ 319,986
4-0500-398.09	Transfer From Special Streets	\$ 84,530	\$ 87,600	\$ 87,600	\$ 85,500	\$ 88,225
4-0500-398.14	Transfer From Special Sales Tax	\$ 854,909	\$ 852,750	\$ 852,750	\$ 858,670	\$ 853,773
4-0500-398.15	Transfer From Stormwater	\$ 218,193	\$ 217,705	\$ 217,705	\$ 218,070	\$ 218,300
4-0500-398.78	Transfer From WWTP	\$ 816,011	\$ 816,090	\$ 816,090	\$ 120,490	\$ 120,061
TOTAL OTHER SOURCES		\$ 3,599,861	\$ 3,591,455	\$ 3,591,455	\$ 2,902,495	\$ 2,896,506
TOTAL REVENUE		\$ 4,053,149	\$ 4,086,855	\$ 4,079,110	\$ 3,373,890	\$ 3,375,372
AVAILABLE RESOURCES		\$ 4,461,719	\$ 4,290,065	\$ 4,278,695	\$ 3,480,520	\$ 3,475,372

DEBT SERVICE FUND (005)		2023	2024	2024	2025	2026
		Actual	BUDGET	Revised	Proposed	Projected
EXPENDITURES						
DEBT SERVICE						
5-0500-800.00	Principal	\$ 3,610,779	\$ 3,601,560	\$ 3,601,560	\$ 2,912,530	\$ 2,988,433
5-0500-803.00	Interest G.O. Bonds	\$ 651,354	\$ 570,505	\$ 570,505	\$ 467,990	\$ 386,939
TOTAL DEBT SERVICE		\$ 4,262,134	\$ 4,172,065	\$ 4,172,065	\$ 3,380,520	\$ 3,375,372
TOTAL EXPENDITURES		\$ 4,262,134	\$ 4,172,065	\$ 4,172,065	\$ 3,380,520	\$ 3,375,372
Reserve for future debt			\$ 118,000	\$ 100,000	\$ 50,000	\$ 100,000
ENDING FUND BALANCE		\$ 199,586	\$ -	\$ 6,630	\$ 50,000	\$ -



GENERAL FUND - 001

GENERAL FUND (001)	2023	2024	2024	2025	2026
	ACTUAL	BUDGET	REVISED	PROPOSED	PROJECTED
BEGINNING FUND BALANCE	\$ 2,478,845	\$ 2,000,000	\$ 3,101,650	\$ 2,000,000	2,000,000
REVENUE					
AD VALOREM TAXES	3,914,629	4,281,120	4,170,765	4,413,605	4,630,787
SALES & COMPENSATING USE TAX	5,950,945	5,887,000	6,210,000	6,581,750	6,978,213
MOTOR VEHICLE TAXES	321,980	338,585	338,885	327,045	327,045
FRANCHISE FEES	412,449	360,000	355,000	355,000	354,000
LIQUOR TAX	41,921	35,000	38,000	38,000	38,000
INTERGOVERNMENTAL	54,280	54,500	-	-	-
FINES & FEES	523,778	425,050	423,250	420,250	420,250
CHARGES FOR SERVICES	58,154	44,500	44,500	44,500	44,500
OTHER REVENUE	192,884	159,800	231,800	184,500	184,500
OPERATING TRANSFERS	1,717,500	1,717,500	1,717,500	1,720,500	1,720,500
TOTAL REVENUE	\$ 13,188,520	\$ 13,303,055	\$ 13,529,700	\$ 14,085,150	\$ 14,697,795
AVAILABLE RESOURCES	\$ 15,667,365	\$ 15,303,055	\$ 16,631,350	\$ 16,085,150	\$ 16,697,795
EXPENDITURES					
	2023	2024	2024	2025	2026
	ACTUAL	BUDGET	REVISED	PROPOSED	PROJECTED
PERSONNEL	9,148,619	11,134,750	10,937,895	11,900,035	12,639,310
CONTRACTUAL	1,728,212	1,981,625	2,101,555	2,082,520	2,070,271
COMMODITIES	644,654	836,100	832,800	856,360	840,795
CAPITAL	440,798	140,100	139,350	114,775	102,365
CAPITAL IMPROVEMENTS	21,990	120,650	70,650	75,000	65,000
DEBT SERVICE	-	-	-	-	-
OPERATING TRANSFERS	581,441	354,100	549,100	556,460	480,055
UNDESIGNATED STABILITY OUTLAY		735,730	-	500,000	500,000
TOTAL EXPENDITURES	\$ 12,565,714	\$ 15,303,055	\$ 14,631,350	\$ 16,085,150	\$ 16,697,795
ENDING FUND BALANCE	\$ 3,101,651	\$ -	\$ 2,000,000	\$ -	\$ -

2025 General Fund Budget Highlights

		TOTAL COST	IMPACT TO GENERAL FUND	
NEW POSITIONS / SALARY & BENEFIT CHANGES				
Administration	Add: Marketing position	\$ 60,000	\$ 10,000	10% allocation to General Fund
Fleet Maintenance	Add: Seasonal employee	\$ 6,000	\$ 6,000	
Fire	Policy Change: Kelly Day overtime compensation	\$ 65,150	\$ 65,150	
Fire	Add: Firefighter position	\$ 77,850	\$ 77,850	
Human Resources	Enhance Employee education reimbursement program	\$ 6,000	\$ 6,000	
PROFESSIONAL SERVICES/OPERATING COSTS				
Administration	Quality of life sales tax renewal	\$ 20,000	\$ 20,000	25% allocated to General Fund
City Clerk	RNR mailing	\$ 5,400	\$ 5,400	
Information Mgmt	City website upgrade	\$ 50,000	\$ 12,500	
TECHNOLOGY: HARDWARE/SOFTWARE/SERVICES				
City Clerk	Document storage software	\$ 6,000	\$ 1,500	25% allocated to General Fund
FACILITY IMPROVEMENT				
Swimming Pool	Slide repair	\$ 3,000	\$ 3,000	
Police	Law Enforcement Center West parking lot asphalt seal	\$ 10,000	\$ 10,000	
Fire	Fire Station #1 Replacement of HVAC units	\$ 15,000	\$ 15,000	
OPERATING EQUIPMENT				
Cemetery	Mud track replacement (year 3 of 5)	\$ 7,000	\$ 7,000	
Fleet Maintenance	AC recovery machine	\$ 7,000	\$ 7,000	
Parks	Engineered wood fiber machine rental	\$ 6,000	\$ 6,000	
Fire	Replace 5 AED units plus battery packs	\$ 22,700	\$ 22,700	
TRANSFER TO CAPITAL AND EQUIPMENT RESERVES				
	Redirect Highway Connecting Links revenue to Special Highway Fund	\$ 54,000	\$ 54,000	Level funding
	Transfer to Sidewalk Capital Improvements	\$ 50,000	\$ 50,000	
	Transfer to Community Service Fund	\$ 45,500	\$ 45,500	
	Transfer to Risk Management	\$ 135,960	\$ 135,960	
	Transfer to Airport Fund	\$ 175,000	\$ 175,000	
	Transfer to Capital Improvement Fund - Capital Projects	\$ 100,000	\$ 100,000	
	Transfer to Equipment Reserve Fund	\$ 100,000	\$ 100,000	

GENERAL FUND REVENUE

		2023	2024	2024	2025
		ACTUAL	ADOPTED	REVISED	PROPOSED
DETAIL	BEGINNING FUND BALANCE	\$ 2,478,845	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
TAXES					
4-0100-301.00	AD VALOREM PROPERTY TAXES	3,832,191	4,211,120	4,100,000	4,343,605
4-0100-302.00	BACK TAXES AD VALOREM PERSONAL	603	-	765	-
4-0100-302.10	BACK TAXES AD VALOREM REAL EST	81,836	70,000	70,000	70,000
4-0100-303.00	SALES TAX - CITY	3,275,134	3,281,000	3,335,000	3,501,750
4-0100-304.00	SALES TAX - COUNTY	1,583,542	1,531,000	1,650,000	1,732,500
4-0100-305.00	COMP. USE TAX CITY	643,568	630,000	725,000	797,500
4-0100-305.10	COMP. USE TAX FROM COUNTY	448,701	445,000	500,000	550,000
4-0100-306.00	FRANCHISE TAX - CATV	36,026	35,000	35,000	35,000
4-0100-306.10	FRANCHISE TAX - GAS	355,448	300,000	300,000	300,000
4-0100-306.20	FRANCHISE TAX - ATT	12,425	17,000	12,000	12,000
4-0100-306.30	FRANCHISE TAX KCPL	8,550	8,000	8,000	8,000
4-0100-314.00	LIQUOR SELLING TAX	41,921	35,000	38,000	38,000
4-0100-315.00	VEHICLE TAX	306,331	320,000	320,000	309,040
4-0100-315.10	RECREATIONAL VEHICLE TAX	4,348	4,520	4,520	4,370
4-0100-315.20	MOTOR VEHICLE HEAVY WEIGHT	909	1,000	1,000	805
4-0100-315.30	WATERCRAFT TAX	1,155	1,065	1,365	1,260
4-0100-315.40	COMMERCIAL VEHICLE TAX	9,237	12,000	12,000	11,570
TOTAL TAXES		10,641,924	10,901,705	11,112,650	11,715,400
INTERGOVERNMENTAL					
4-0100-317.10	HIGHWAY CONNECTING LINKS INCOM	54,280	54,500	-	-
TOTAL INTERGOVERNMENTAL		54,280	54,500	-	-
LICENSES & PERMITS					
4-0100-318.00	LICENSE INCOME - GENERAL	46,570	48,000	48,000	45,000
4-0100-318.50	PUBLIC EDUCATION INCOME	-	1,800	-	-
4-0100-324.00	FINES AND FEES - COURT	132,065	140,000	140,000	140,000
4-0100-326.00	COURT FEES	83,499	45,000	45,000	45,000
4-0100-327.00	PERMITS & FEES - PLANNING	261,223	190,000	190,000	190,000
4-0100-327.01	PERMITS & FEES - CEMETERY	420	250	250	250
TOTAL LICENSES & PERMITS		523,778	425,050	423,250	420,250
LEASE & RENTAL INCOME					
4-0100-344.01	OTHER RENTS & LEASES	71	-	-	-
TOTAL LEASE & RENTAL INCOME		71	-	-	-
CHARGES FOR SERVICES					
4-0100-349.00	CEMETERY LOT SALES	33,000	21,000	21,000	21,000
4-0100-350.00	CEMETERY BURIAL FEES	24,445	23,000	23,000	23,000
4-0100-351.00	CONCESSIONS	709	500	500	500
TOTAL CHARGES FOR SERVICES		58,154	44,500	44,500	44,500
INVESTMENT INCOME					
4-0100-390.00	INTEREST INCOME	83,373	75,000	130,000	100,000
TOTAL INVESTMENT INCOME		83,373	75,000	130,000	100,000
OTHER REVENUE					
4-0100-392.01	REIMBURSED EXPENSE INCOME	16,572	30,000	47,100	30,000
4-0100-392.03	DONATIONS	-	500	-	-
4-0100-392.05	RESTITUTION	393	-	-	-
4-0100-392.11	STEP GRANT	3,299	3,000	3,000	3,000

GENERAL FUND REVENUE		2023	2024	2024	2025
		ACTUAL	ADOPTED	REVISED	PROPOSED
4-0100-392.50	SRO OFFICER EVENTS	6,074	4,800	5,200	5,000
4-0100-392.51	SRO OFFICER REG SCHEDULE	44,004	44,000	44,000	44,000
TOTAL OTHER REVENUE		70,342	82,300	99,300	82,000
MISCELLANEOUS					
4-0100-399.00	MISCELLANEOUS REVENUES	39,097	2,500	2,500	2,500
TOTAL MISCELLANEOUS		39,097	2,500	2,500	2,500
OTHER SOURCES					
4-0100-398.01	TRANSFER - SEWER	382,500	382,500	382,500	382,500
4-0100-398.02	TRANSFER - ELECTRIC	900,000	900,000	900,000	900,000
4-0100-398.06	TRANSFER-WATER	400,000	400,000	400,000	400,000
4-0100-398.17	TRANSFER-SPECIAL ALCOHOL	35,000	35,000	35,000	38,000
TOTAL OTHER SOURCES		1,717,500	1,717,500	1,717,500	1,720,500
TOTAL REVENUES		13,188,520	13,303,055	13,529,700	14,085,150
AVAILABLE RESOURCES		15,667,364.54 \$	15,303,055 \$	15,529,700 \$	16,085,150

GENERAL FUND EXPENDITURES	2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROJECTED
CITY COMM-MGR (0110)					
PERSONNEL	148,093	139,600	190,525	243,200	253,335
CONTRACTUAL	58,416	34,150	64,150	47,450	27,450
COMMODITIES	6,820	8,000	8,000	9,100	8,100
CAPITAL	3,693	4,000	4,000	4,000	1,000
	217,022	185,750	266,675	303,750	289,885
CITY CLERK - FINANCE (0115)					
PERSONNEL	251,127	269,000	286,000	294,045	307,055
CONTRACTUAL	45,675	63,350	58,650	68,555	68,200
COMMODITIES	835	4,700	4,700	4,700	4,700
CAPITAL	-	1,000	1,000	1,000	1,000
	297,637	338,050	350,350	368,300	380,955
BUILDING MAINT (0116)					
PERSONNEL	120,258	160,800	165,850	205,875	215,140
CONTRACTUAL	48,711	52,850	52,850	54,150	54,150
COMMODITIES	15,938	17,600	17,600	17,000	17,000
CAPITAL	25,292	25,000	25,000	25,000	25,000
	210,200	256,250	261,300	302,025	311,290
NON-OPERATING (0117)					
CONTRACTUAL	523,559	1,259,540	639,540	615,215	645,976
CAPITAL IMPROVEMENTS	-	100,000	50,000	50,000	50,000
UNESIGNATED STABILITY OUTLAY	-	735,730	-	500,000	500,000
TRANSFERS	581,441	354,100	549,100	556,460	480,055
	1,105,000	2,449,370	1,238,640	1,721,675	1,676,031
COMMUNITY DEV (0130)					
PERSONNEL	384,743	531,500	415,500	440,870	460,712
CONTRACTUAL	97,978	104,000	226,000	256,700	256,700
COMMODITIES	6,759	13,050	13,050	10,300	10,800
CAPITAL	355	-	-	-	20,000
	489,834	648,550	654,550	707,870	748,212
CEMETERY (0140)					
PERSONNEL	99,740	128,500	135,750	146,000	151,890
CONTRACTUAL	45,434	42,250	42,250	12,900	12,900
COMMODITIES	21,227	23,400	23,400	23,200	23,200
CAPITAL	7,360	-	-	-	-
CAPITAL IMPROVEMENTS	596	650	650	-	-
	174,358	194,800	202,050	182,100	187,990
STREETS (0141)					
PERSONNEL	797,579	880,000	956,350	980,350	1,023,120
CONTRACTUAL	37,228	55,950	49,150	54,150	54,150
COMMODITIES	158,441	265,100	262,100	268,100	268,100
	993,249	1,201,050	1,267,600	1,302,600	1,345,370
FLEET MANAGEMENT (0144)					
PERSONNEL	124,797	139,500	127,650	152,000	158,570
CONTRACTUAL	27,637	36,750	36,300	27,700	27,700
COMMODITIES	30,163	42,100	42,100	42,100	42,100
CAPITAL	74,543	-	-	7,000	-
	257,140	218,350	206,050	228,800	228,370
PARKS (0146)					
PERSONNEL	338,408	354,500	398,500	414,510	432,445
CONTRACTUAL	56,913	85,000	68,500	85,850	67,350
COMMODITIES	91,859	107,500	107,500	114,000	110,000

GENERAL FUND EXPENDITURES	2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROJECTED
CAPITAL	25,677	-	-	-	-
	512,856	547,000	574,500	614,360	609,795
POLICE DEPT (0151)					
PERSONNEL	2,394,894	2,675,000	2,837,500	2,869,960	2,999,098
CONTRACTUAL	329,655	366,130	361,715	376,775	378,820
COMMODITIES	211,456	239,500	239,500	242,220	242,220
CAPITAL	152,809	27,500	27,500	-	-
CAPITAL IMPROVEMENTS	-	-	-	10,000	-
	3,088,814	3,308,130	3,466,215	3,498,955	3,620,138
COURT (0155)					
PERSONNEL	112,184	120,500	130,500	144,515	151,020
CONTRACTUAL	51,823	57,500	57,500	63,600	64,650
COMMODITIES	3,073	3,250	3,250	3,250	3,250
CAPITAL	1,444	5,000	5,000	-	-
	168,525	186,250	196,250	211,365	218,920
FIRE DEPT (0157)					
PERSONNEL	1,498,993	1,540,000	1,630,000	1,803,000	1,884,135
CONTRACTUAL	305,329	303,305	313,350	272,700	274,700
COMMODITIES	92,423	102,000	102,000	110,090	100,525
CAPITAL	105,604	20,000	20,000	22,700	-
CAPITAL IMPROVEMENTS	21,394	20,000	20,000	15,000	15,000
	2,023,743	1,985,305	2,085,350	2,223,490	2,274,359
INFORMATION TECHNOLOGY (0159)					
PERSONNEL	239,086	257,700	272,500	290,300	303,365
CONTRACTUAL	56,466	64,650	64,650	83,650	72,150
COMMODITIES	4,884	8,600	8,600	9,800	9,800
CAPITAL	44,001	55,500	55,500	54,775	55,065
	344,438	386,450	401,250	438,525	440,380
HUMAN RESOURCES (0175)					
PERSONNEL	91,779	95,650	106,200	119,750	125,140
CONTRACTUAL	38,230	52,200	45,450	54,125	56,375
COMMODITIES	775	1,300	1,000	2,500	1,000
CAPITAL	20	2,100	1,350	300	300
	130,804	151,250	154,000	176,675	182,815
EMPLOYEE BENEFITS (0180)					
PERSONNEL	2,546,937	3,222,500	3,285,070	3,795,659	4,340,383
CONTRACTUAL	5,157	24,000	21,500	9,000	9,000
	2,552,094	3,246,500	3,306,570	3,804,659	4,349,383



CITY COMMISSION & CITY MANAGER'S OFFICE

Description of Service

Division (0110)

The City Commission serves as the board of directors of the municipal corporation, in which are vested all municipal powers granted by the constitution and laws of the State of Kansas. The five-member Commission makes policy through ordinances, resolutions, and the annual budget process. The Commission appoints the City Manager to serve as the City's Chief Executive Officer.

This budget covers a variety of items needed for not only the City Commission and City Manager but also two annual events - an employee and family event and a breakfast for employees, both held in Ottawa.

Position salary splits include the City Manager budgeted as 25% General-City Commission (001-0110), 25% Water - Production (030-3001), 25% Wastewater - Collection (036-3601), and 25% Electric - Production (037-3704).

Budget Highlights:

2024 Revised Budget

- \$4,000 Replace Conference Room Chairs

2025 Proposed Budget

- \$4,000 Replace City Manager Desk and Chairs
- \$10,000 Addition of Marketing Position (10% of total cost split between four funds)
- \$20,000 Quality of Life sales tax renewal
- \$3,000 iPad replacement

2026 Projected Budget

- Quality of Life project initiation

Authorized Positions	2023 Actuals	2024 Budget	2024 Revised	2025 Proposed	2026 Projected
City Manager	0.25	0.25	0.25	0.25	0.25
Executive Assistant to City Manager	1	1	1	1	1
City Commission	5	5	5	5	5
Management Analyst	0	0	1	1	1
Total	6.25	6.25	7.25	7.25	7.25

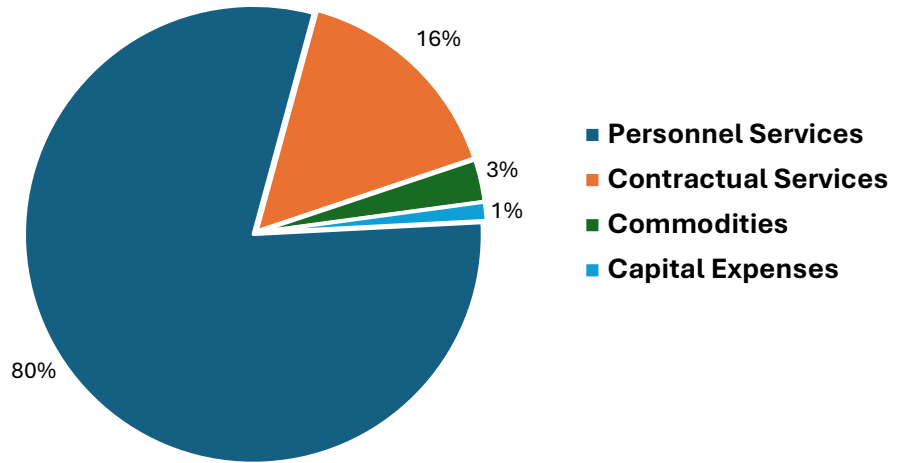


Description of Service

Division (0110)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 148,093	\$ 139,600	\$ 190,525	\$ 243,200	\$ 253,335
Contractual Services	\$ 58,416	\$ 34,150	\$ 64,150	\$ 47,450	\$ 27,450
Commodities	\$ 6,820	\$ 8,000	\$ 8,000	\$ 9,100	\$ 8,100
Capital Expenses	\$ 3,693	\$ 4,000	\$ 4,000	\$ 4,000	\$ 1,000
	\$ 217,022	\$ 185,750	\$ 266,675	\$ 303,750	\$ 289,885

2025 Proposed Budget Expenditures



CITY COMMISSION-MANAGER (0110)		2023	2024	2024	2025	2026
		ACTUAL	ADOPTED	REVISED	PROPOSED	PROPOSED
PERSONNEL SERVICES						
5-0110-410.00	SALARIES	129,789	\$ 120,000	\$ 172,000	\$ 224,650	\$ 234,760
5-0110-410.01	SALARIES-COMMISSIONERS	18,000	\$ 18,000	18,000	18,000	18,000
5-0110-410.02	SALARIES-INTERN	-	\$ 1,100	-	-	-
5-0110-411.00	OVERTIME	304	\$ 500	525	550	\$ 575
5-0110-421.00	STIPEND	-	\$ -	-	-	-
TOTAL PERSONNEL SERVICES		148,093	\$ 139,600	190,525	243,200	253,335
CONTRACTUAL SERVICES						
5-0110-502.00	POSTAGE	14	\$ 100	100	50	50
5-0110-503.00	TELEPHONE	3,428	\$ 3,500	3,500	3,600	3,600
5-0110-504.00	TRAVEL EXPENSE COMMISSION	13,830	\$ 9,625	9,625	10,000	10,000
5-0110-505.00	PROFESS DEVELOP-STAFF	4,012	\$ 7,125	7,125	-	-
5-0110-512.00	EMPLOYEE RECOGNITION	7,854	\$ 5,500	5,500	5,500	5,500
5-0110-514.00	PRINTING	256	\$ 600	600	500	500
5-0110-551.00	DUES & SUBSCRIPTIONS	5,177	\$ 3,700	3,700	3,800	3,800
5-0110-558.00	OTHER CONTRACTUAL SERVICES	23,847	\$ 4,000	4,000	4,000	4,000
	QUALITY OF LIFE SALES TAX RENEWAL	-	\$ -	-	20,000	-
	COMMUNITY VISIONING	-	\$ -	30,000	-	-
TOTAL CONTRACTUAL SERVICES		58,416	34,150	64,150	47,450	27,450
COMMODITIES						
5-0110-600.00	OFFICE SUPPLIES-CITY MANAGER	2,480	\$ 2,200	2,200	2,400	2,400
5-0110-612.00	EQUIPMENT/REPAIR SUPPLIES	309	\$ 300	300	300	300
5-0110-615.00	UNIFORMS	79	\$ 100	100	-	-
5-0110-670.00	RECEPTIONS AND MEALS	3,952	\$ 4,400	4,400	3,400	3,400
5-0110-696.00	COMPUTER EQUIPMENT		\$ 1,000	1,000	3,000	2,000
TOTAL COMMODITIES		6,820	\$ 8,000	8,000	9,100	8,100
CAPITAL EXPENSES						
5-0110-702.00	FURNITURE & FIXTURES	2,961	\$ 4,000	4,000	4,000	1,000
5-0110-705.00	COMPUTER EQUIPMENT	732	\$ -	-	-	-
TOTAL CAPITAL EXPENSES		3,693	\$ 4,000	4,000	4,000	1,000
TOTAL Commission - City Manager		217,022	\$ 185,750	\$ 266,675	\$ 303,750	\$ 289,885



FINANCE/CITY CLERK

Description of Service

Division (0115)

The Administration Division of the Finance Department plays a pivotal role in managing all financial and accounting functions for the City, including budget administration, financial reporting, treasury management, record-keeping, open records requests fulfillment, and minutes of official meetings for the Governing Body. Additionally, the division oversees grant management, capital planning, and debt management.

Budgetary changes include the implementation of document storage software for use across all city departments and higher postage costs due to a required RNR (Revenue Neutral Rate) mailing notice in 2025. Key programs within the division include the City Clerk's Office, City Attorney services, Accounts Payable operations, and oversight by the Director of Finance. Ongoing plans involve optimizing document management and retention policies and systems and exploring innovative financing strategies for upcoming capital projects.

Position salary splits include the Director of Finance budgeted as 50% from General - Finance (001-0115) / 50% Electric-Financial Services (037-3710), City Attorney budgeted as 30% General - Finance (001-0115) / 10% Water - Production (030-3001) / 10% Wastewater-Reclamation (036-3601) / 50% Electric- Financial Services (037-3710).

Budget Highlights:

2024 Revised Budget

- RNR mailing cost moved to 2025 per Kansas Legislative decision

2025 Proposed Budget

- \$1,500 Document Storage Software (25% of \$6,000 cost split between four funds)
- \$5,400 Revenue Neutral Rate Hearing (RNR) mailing as determined by Kansas Legislation

2026 Projected Budget

- No additional program expenditures budgeted

Authorized Positions	2022 Actuals	2023 Actuals	2024 Projected	2025 Proposed	2026 Proposed
Finance Director	0.5	0.5	0.5	0.5	0.5
City Clerk	1	1	1	1	1
Assistant City Clerk	0	0	0	0	0
City Attorney	0.3	0.3	0.3	0.3	0.3
Accounting Specialist	0.5	0.5	1	1	1
Total	2.3	2.3	2.8	2.8	2.8

FINANCE/CITY CLERK

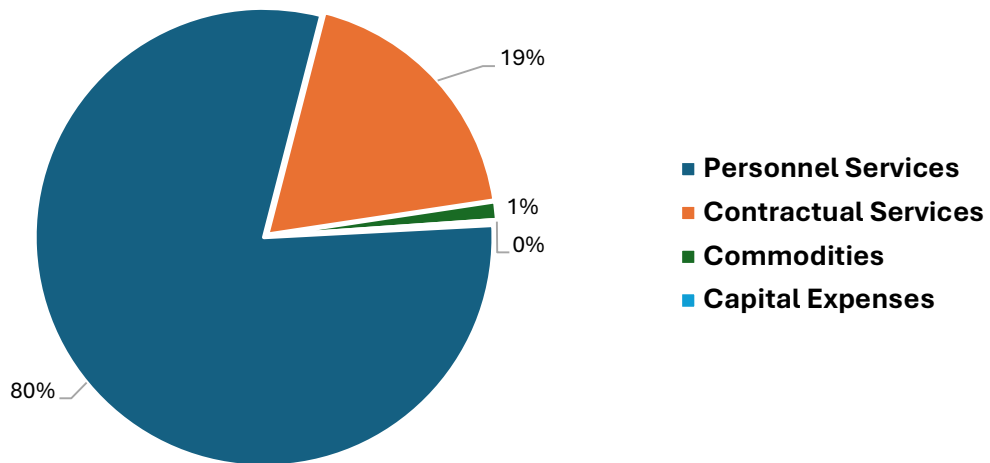


Description of Service

Division (0115)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 251,127	\$ 269,000	\$ 286,000	\$ 294,045	\$ 307,055
Contractual Services	\$ 45,675	\$ 63,350	\$ 58,650	\$ 68,555	\$ 68,200
Commodities	\$ 835	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700
Capital Expenses	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	\$ 297,637	\$ 338,050	\$ 350,350	\$ 368,300	\$ 380,955

2025 Proposed Budget Expenditures



City Clerk-Finance (0115)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0115-410.00	SALARIES	249,992	263,000	280,000	288,000	300,965
5-0115-410.02	INTERN	-	5,000	5,000	5,000	5,000
5-0115-411.00	OVERTIME	1,134	1,000	1,000	1,045	1,090
TOTAL PERSONNEL SERVICES		251,127	269,000	286,000	294,045	307,055
CONTRACTUAL SERVICES						
5-0115-502.00	POSTAGE	73	4,250	250	5,650	5,650
5-0115-503.00	TELEPHONE	545	1,000	600	650	650
5-0115-504.00	TRAVEL EXPENSE	978	3,800	3,500	3,500	3,500
5-0115-505.00	PROFESS DEVELOP-STAFF	-	1,500	1,000	1,400	1,000
5-0115-505.10	PROFESS DEVELOP-ADMIN	2,071	2,500	2,500	3,000	3,000
5-0115-512.00	EMPLOYEE RECOGNITION	116	300	300	300	300
5-0115-515.00	ADVERTISING & LEGAL NOTICES	3,606	3,500	3,500	4,000	4,000
5-0115-551.00	DUES & SUBSCRIPTIONS	1,272	7,500	7,500	9,500	9,500
5-0115-551.05	SOFTWARE SUBSCRIPTION	-	-	-	1,500	1,500
5-0115-558.00	OTHER CONTRACTUAL SERVICES	28,764	31,000	6,000	6,000	6,000
5-0115-558.01	LEGAL SERVICES	-	-	25,000	25,000	25,000
5-0115-571.00	ANNUAL AUDIT EXPENSE	8,250	8,000	8,500	8,055	8,100
TOTAL CONTRACTUAL SERVICES		45,675	63,350	58,650	68,555	68,200
COMMODITIES						
5-0115-600.00	OFFICE SUPPLIES	135	1,000	1,000	1,000	1,000
5-0115-612.00	EQUIPMENT/REPAIR SUPPLIES	0	-	-	-	-
5-0115-614.00	BOOKS & INSTRUCTIONAL MATERIAL	-	1,000	1,000	1,000	1,000
5-0115-615.00	UNIFORMS	73	550	550	550	550
5-0115-620.00	GENERAL SUPPLIES	627	650	650	650	650
5-0115-696.00	COMPUTER EQUIPMENT	-	1,500	1,500	1,500	1,500
TOTAL COMMODITIES		835	4,700	4,700	4,700	4,700
CAPITAL EXPENSES						
5-0115-702.00	FURNITURE & FIXTURES	-	1,000	1,000	1,000	1,000
TOTAL CAPITAL EXPENSES		-	1,000	1,000	1,000	1,000
TOTAL City Clerk/Finance		297,637	338,050	350,350	368,300	380,955



BUILDING MAINTENANCE

Description of Service

Division (0116)

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

This division is responsible for the following: City Hall, the Ottawa Memorial Auditorium, the Friends of the Library Building, Police Department, and the maintenance of the Carnegie Building. Ground maintenance is also part of the duties for all of these except for the Carnegie Building and Police Department. Responsibility for the Police Department was taken over in 2024 and will reduce the need for one maintenance FTE in the Police Department budget and ensure better collaboration of maintenance staff.

Position salary splits include one Custodian position budgeted as 50% from General - Building Maintenance (001-0116) / 50% Electric-Financial Services (037-3710).

Budget Highlights:

2024 Revised Budget

- \$25,000 City facility building maintenance

2025 Proposed Budget

- \$25,000 City facility building maintenance

2026 Projected Budget

- \$25,000 City facility building maintenance

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Facilities Maint. Supervisor	1	1	1	1	1
Maintenance/Custodial	0	1	1	1	1
Facilities Maint. Technician	0.5	0	0	0	0
Custodian	0.5	0.5	0.5	0.5	0.5
Part Time Custodian	1	1	1	1	1
Total	3	3.5	3.5	3.5	3.5

BUILDING MAINTENANCE

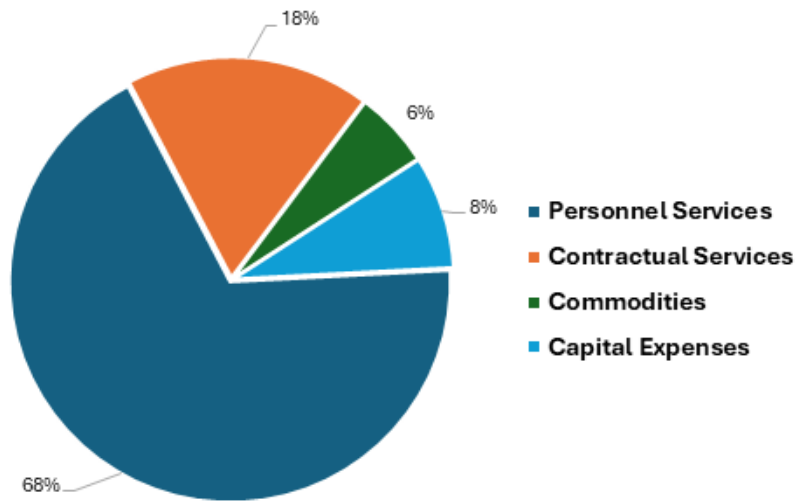


Description of Service

Division (0116)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 120,258	\$ 160,800	\$ 165,850	\$ 205,875	\$ 215,140
Contractual Services	\$ 48,711	\$ 52,850	\$ 52,850	\$ 54,150	\$ 54,150
Commodities	\$ 15,938	\$ 17,600	\$ 17,600	\$ 17,000	\$ 17,000
Capital Expenses	\$ 25,292	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	\$ 210,200	\$ 256,250	\$ 261,300	\$ 302,025	\$ 311,290

2025 Proposed Budget Expenditures



BUILDING MAINTENANCE (0116)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0116-410.00	SALARIES	120,258	160,000	165,000	205,000	214,225
5-0116-411.00	OVERTIME	-	800	850	875	915
TOTAL PERSONNEL SERVICES		120,258	160,800	165,850	205,875	215,140
CONTRACTUAL SERVICES						
5-0116-504.00	TRAVEL EXPENSE	-	500	500	250	250
5-0116-505.00	PROFESS DEVELOP-STAFF	-	2,000	2,000	1,000	1,000
5-0116-530.00	UTILITY EXPENSE	9,198	8,000	8,000	8,500	8,500
5-0116-534.00	VEHICLE REPAIRS	169	800	800	1,000	1,000
5-0116-558.00	OTHER CONTRACTUAL SERVICES	250	650	650	750	750
5-0116-558.11	ELEVATOR SERVICES	3,520	4,500	4,500	5,000	5,000
5-0116-558.12	HVAC SERVICES	27,223	19,000	19,000	22,000	22,000
5-0116-558.13	PEST CONTROL SERVICES	540	800	800	650	650
5-0116-558.14	BUILDING ALARM SERVICES	2,756	5,600	5,600	4,000	4,000
5-0116-558.15	BUILDING MAINTENANCE SERV	5,056	11,000	11,000	11,000	11,000
TOTAL CONTRACTUAL SERVICES		48,711	52,850	52,850	54,150	54,150
COMMODITIES						
5-0116-608.00	GASOLINE & DIESEL FUEL EXPENSE	791	1,800	1,800	1,500	1,500
5-0116-615.00	UNIFORMS	271	800	800	500	500
5-0116-620.00	GENERAL SUPPLIES	14,876	15,000	15,000	15,000	15,000
TOTAL COMMODITIES		15,938	17,600	17,600	17,000	17,000
CAPITAL EXPENSES						
5-0116-710.00	EQUIPMENT	209	-	-	-	-
5-0116-715.00	BUILDING IMPROVEMENT	25,084	25,000	25,000	25,000	25,000
TOTAL CAPITAL EXPENSES		25,292	25,000	25,000	25,000	25,000
TOTAL Building Maintenance		210,200	\$ 256,250	\$ 261,300	\$ 302,025	\$ 311,290



NON-OPERATING & TRANSFERS

Description of Service

Division (0117)

This budget division accounts for expenditure activity that is not allocated to other operations of the City. Expenditures are primarily intergovernmental agency payments such as the City's share of the County's cost of operating the 911 Emergency Dispatch Center and transfers made from the General Fund.

Budgeted transfers for 2025 include in support of other City funding activities include transfers to the Community Service Fund which supports budget appropriation requests from Community Partners and activity organizations, along with transfers from the Water Fund, Wastewater Fund, and Electric Fund. A transfer to the Risk Management fund supports a portion of the property and liability insurance for the city along with transfers from the Water Fund, Wastewater Fund, and Electric Fund. A transfer to the Capital Improvement Fund and Equipment Reserve Fund ensures an opportunity for future project and equipment replacement planning. An annual transfer to the Airport Fund supports operations will see an increase in 2025 for the grant match related to the Taxiway Reconstruction project.

Budget Highlights:

2024 Revised Budget

- \$585,920 participation in funding of Franklin County Emergency Communications (911 Dispatch)
- \$60,000 Quality of life project initiation planned for 2026
- \$100,000 transfer to Capital Improvement Project Fund
- \$100,000 transfer to Equipment Reserve Fund
- \$123,600 transfer to Risk Management Fund
- \$45,500 transfer to Community Service Fund
- \$85,000 transfer to Airport Fund
- \$50,000 transfer to Capital Improvement Fund for Sidewalk program

2025 Proposed Budget

- \$615,215 participation in funding of Franklin County Emergency Communications – 911 Dispatch (5% increase over 2024)
- \$100,000 transfer to Capital Improvement Project Fund
- \$100,000 transfer to Equipment Reserve Fund
- \$135,960 transfer to Risk Management Fund (10% increase over 2024)
- \$45,500 transfer to Community Service Fund (contribution level with 2024 funding)
- \$175,000 transfer to Airport Fund (increased for grant match of Taxiway Reconstruction project)
- \$50,000 transfer to Capital Improvement Fund for Sidewalk program

2026 Projected Budget

- \$645,975 participation in funding of Franklin County Emergency Communications – 911 Dispatch (5% increase over 2025)
- \$100,000 transfer to Capital Improvement Project Fund
- \$100,000 transfer to Equipment Reserve Fund
- \$149,555 transfer to Risk Management Fund (10% increase over 2025)
- \$45,500 transfer to Community Service Fund (contribution level with 2025 funding)
- \$85,000 transfer to Airport Fund
- \$50,000 transfer to Capital Improvement Fund for Sidewalk program

NON-OPERATING & TRANSFERS

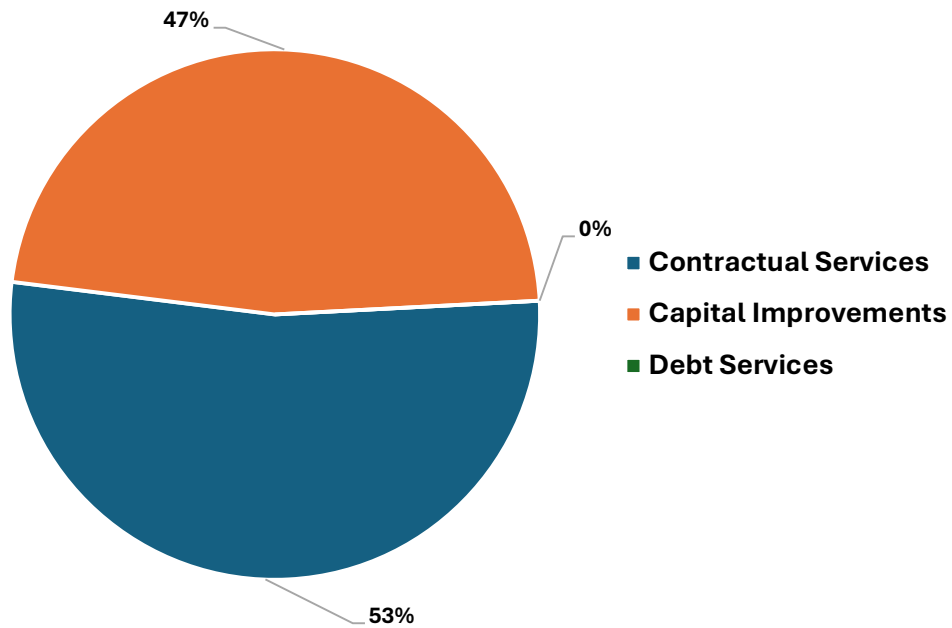


Description of Service

Division (0117)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Contractual Services	\$ 523,559	\$ 1,259,540	\$ 639,540	\$ 615,215	\$ 645,976
Capital Improvements	\$ -	\$ 835,730	\$ 50,000	\$ 550,000	\$ 550,000
Debt Services	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 523,559	\$ 2,095,270	\$ 689,540	\$ 1,165,215	\$ 1,195,976

2025 Proposed Budget Expenditures



NON-OPERATING (0117)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
CONTRACTUAL SERVICES						
5-0117-507.00	911 SERVICE	469,435	585,920	585,920	615,215	645,976
5-0117-543.00	LEASE PAYMENTS	53,620	53,620	53,620	-	-
5-0117-558.00	OTHER CONTRACTUAL SERVICES	504	620,000	-	-	-
TOTAL CONTRACTUAL SERVICES		523,559	1,259,540	639,540	615,215	645,976
CAPITAL IMPROVEMENTS						
5-0117-738.00	STREET & SIDEWALK IMPROVEMENTS	-	100,000	50,000	50,000	50,000
5-0117-891.00	UNDESIGNATED STABILITY OUTLAY	-	735,730	-	500,000	500,000
TOTAL CAPITAL IMPROVEMENTS		-	835,730	50,000	550,000	550,000
TRANSFERS						
5-0117-906.00	TRANSFER TO CIP FUND	25,000	-	160,000	100,000	100,000
5-0117-906.00	TRANSFER TO EQUIPMENT RESERVE	304,656	100,000	100,000	100,000	100,000
5-0117-906.01	TRANSFER TO RISK MANAGEMENT	123,600	123,600	123,600	135,960	149,555
5-0117-909.00	TRANSFER TO COMMUNITY SERVICE	45,500	45,500	45,500	45,500	45,500
5-0117-912.00	TRANSFER TO AIRPORT	57,685	85,000	85,000	175,000	85,000
5-0117-918.00	TRANSFER TO GOLF COURSE	25,000	-	-	-	-
	TRANSFER TO AUDITORIUM	-	-	35,000	-	-
TOTAL TRANSFERS		581,441	354,100	549,100	556,460	480,055
TOTAL NON-OPERATING		523,559	2,095,270	689,540	1,165,215	1,195,976



NEIGHBORHOOD & COMMUNITY SERVICES

Description of Service

Division (0130)

The Neighborhood and Community Services Department serves the community through leading efforts to ensure that development occurs that contributes to a more beautiful and prosperous future. This is done by evaluating proposals for conformity to the community vision expressed in the Comprehensive Plan, Zoning Codes, Subdivision Codes, and other applicable plans and laws. The Neighborhood Services Director serves as the staff liaison for the Planning Commission, Homelessness issues, Problem Oriented Service Areas, and Accessibility Advisory Board. Department staff work with the Board of Zoning Appeals, Construction Board of Appeals, and Neighborhood Revitalization Committee. Staff administers the Comprehensive Plan, Zoning, and Subdivision Regulations. The Neighborhood Services Department coordinates and manages implementation and revision of the Comprehensive Plan and capital improvement planning to govern development of individual sites and whole new areas.

The department also serves the public through enforcement of construction codes and Chapter 10 of the Municipal Code, which deals with nuisances and health hazards. The inspectors review all construction within the City for compliance and assist builders and residents with construction methods. The inspectors also oversee the licensing of general contractors, electricians, plumbers, and HVAC Mechanical contractors. The Property Improvement Partner inspects the community for violations of nuisance, weed, and inoperable vehicle ordinances. These efforts help to keep our neighbors safe, identify neighbors in need of assistance with their property, and will contribute to a more prosperous future for our community. The department does have revenue from permits for development and building, as well as nuisance codes fines. The current fee schedule was adopted by resolution number 1863-21, May 19th, 2021.

Budget Highlights:

2024 Revised Budget

- \$132,000 Other Contractual Services - This contains our contracted plan review, commercial inspection, and other support provided by George Butler & Associates (GBA) in lieu of an in-house Chief Building Officer

2025 Proposed Budget

- \$140,000 Other Contractual Services - This contains our contracted plan review, commercial inspection, and other support provided by George Butler & Associates (GBA) in lieu of an in-house Chief Building Officer

2026 Projected Budget

- \$150,000 Other Contractual Services - This contains our contracted plan review, commercial inspection, and other support provided by George Butler & Associates (GBA) in lieu of an in-house Chief Building Officer

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Director of Neighborhood Services	1	1	1	1	1
Chief Building Official (Contracted)	1	1	0	0	0
Building Inspector	1	1	1	1	1
Planner	1	1	1	1	1
Planning Assistant	1	1	1	1	1
Permit Technician	1	1	1	1	1
Property Improvement Partner	1	1	1	1	1
Total	7	7	6	6	6

NEIGHBORHOOD & COMMUNITY SERVICES

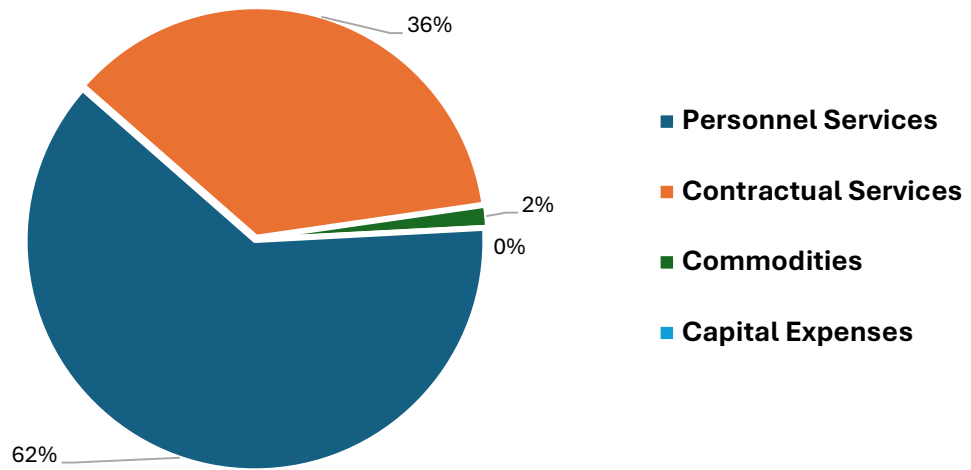


Description of Service

Division (0130)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 384,743	\$ 531,500	\$ 415,500	\$ 440,870	\$ 460,712
Contractual Services	\$ 97,978	\$ 104,000	\$ 226,000	\$ 256,700	\$ 256,700
Commodities	\$ 6,759	\$ 13,050	\$ 13,050	\$ 10,300	\$ 10,800
Capital Expenses	\$ 355	\$ -	\$ -	\$ -	\$ 20,000
	\$ 489,834	\$ 648,550	\$ 654,550	\$ 707,870	\$ 748,212

2025 Proposed Budget Expenditures



NEIGHBORHOOD SERVICES (0130)		2023	2024	2024	2025	2026
		ACTUAL	ADOPTED	REVISED	PROPOSED	PROPOSED
PERSONNEL SERVICES						
5-0130-410.00	SALARIES	380,435	530,000	411,000	439,270	459,037
5-0130-411.00	OVERTIME	4,307	1,500	4,500	1,600	1,675
TOTAL PERSONNEL SERVICES		384,743	531,500	415,500	440,870	460,712
CONTRACTUAL SERVICES						
5-0130-502.00	POSTAGE	2,237	3,000	3,000	3,000	3,000
5-0130-503.00	TELEPHONE	5,272	6,700	6,700	6,700	6,700
5-0130-504.00	TRAVEL EXPENSE	450	3,500	3,500	3,500	3,500
5-0130-505.00	PROFESS DEVELOP-STAFF	8,910	7,600	7,600	7,000	7,000
5-0130-505.10	PROFESS DEVELOP-ADMIN	157	-	-	-	-
5-0130-505.20	PROFESS DEVELOP-BOARD	2,580	3,000	3,000	3,000	3,000
5-0130-509.00	MEETING EXPENSE	1,284	2,000	2,000	2,000	2,000
5-0130-515.00	ADVERTISING & LEGAL NOTICES	1,525	3,000	3,000	3,000	3,000
5-0130-534.00	VEHICLE REPAIRS	22	1,000	1,000	1,000	1,000
5-0130-551.00	DUES & SUBSCRIPTIONS	1,091	2,700	2,700	6,000	6,000
5-0130-553.10	SERVICE AGREEMENTS COPIER	2,436	3,500	3,500	3,500	3,500
5-0130-558.00	OTHER CONTRACTUAL SERVICES	45,476	10,000	132,000	140,000	140,000
5-0130-558.03	SYSTEM NETWORK FEES	16,640	17,000	17,000	17,000	17,000
5-0130-558.22	WEEDS	1,978	7,500	7,500	7,500	7,500
5-0130-558.23	NUISANCES	1,229	3,000	3,000	3,000	3,000
5-0130-558.24	CONDEMNATION & DEMO	1,345	30,000	30,000	50,000	50,000
5-0130-599.00	REFUNDS	5,346	500	500	500	500
TOTAL CONTRACTUAL SERVICES		97,978	104,000	226,000	256,700	256,700
COMMODITIES						
5-0130-600.00	OFFICE SUPPLIES	3,200	3,200	3,200	3,200	3,200
5-0130-602.00	INSPECTION SUPPLIES	-	-	-	1,500	-
5-0130-608.00	GASOLINE & DIESEL FUEL EXPENSE	2,424	5,000	5,000	3,000	3,000
5-0130-612.00	EQUIPMENT/REPAIR SUPPLIES	630	1,000	1,000	1,000	1,000
5-0130-614.00	BOOKS & INSTRUCTIONAL MATERIAL	-	1,000	1,000	1,000	1,000
5-0130-615.00	UNIFORMS	505	850	850	600	600
5-0130-696.00	COMPUTER EQUIPMENT	-	2,000	2,000	-	2,000
TOTAL COMMODITIES		6,759	13,050	13,050	10,300	10,800
CAPITAL EXPENSES						
5-0130-702.00	FURNITURE & FIXTURES	299	-	-	-	-
5-0130-705.00	COMPUTER EQUIPMENT	55	-	-	-	-
5-0130-711.00	VEHICLES	-	-	-	-	20,000
TOTAL CAPITAL EXPENSES		355	-	-	-	20,000
TOTAL Community Development		489,834	\$ 648,550	\$ 654,550	707,870	\$ 748,212



CEMETERY

Description of Service

Division (0140)

The Cemetery Division of the Public Work Department is responsible for the operation and maintenance of Highland, Hope, and Roselawn Cemeteries. In addition to burial services, the cemetery staff provides perpetual care for all city-owned cemeteries, including turf care, mowing, and trimming. Proper maintenance and a neat appearance are high priorities, especially for occasions such as Memorial Day, Independence Day, Veterans’ Day, and Christmas, which bring many visitors.

The staff is comprised of two full-time employees and two seasonal workers.

Budget Highlights:

2024 Revised Budget

- \$30,000 Drainage correction and stone resetting project
- \$7,000 Mud tracks replacement

2025 Proposed Budget

- \$7,000 Mud tracks replacement

2026 Projected Budget

- \$7,000 Mud tracks replacement

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Cemetery Sexton	1	1	1	1	1
Maintenance Worker	1	1	1	1	1
Seasonal	2	2	2	2	2
Total	4	4	4	4	4

CEMETERY

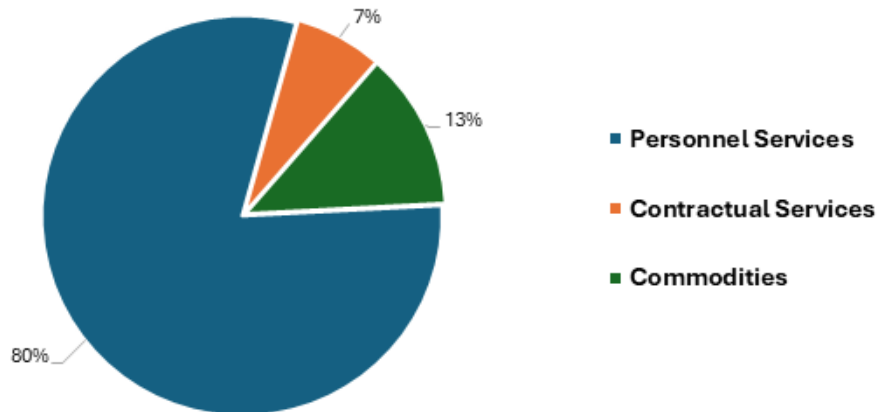


Summary

Division (0140)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 99,740	\$ 128,500	\$ 135,750	\$ 146,000	\$ 151,890
Contractual Services	\$ 45,434	\$ 42,250	\$ 42,250	\$ 12,900	\$ 12,900
Commodities	\$ 21,227	\$ 23,400	\$ 23,400	\$ 23,200	\$ 23,200
Capital Expenses	\$ 7,360	\$ -	\$ -	\$ -	\$ -
Capital Improvements	\$ 596	\$ 650	\$ 650	\$ -	\$ -
	\$ 174,358	\$ 194,800	\$ 202,050	\$ 182,100	\$ 187,990

2025 Proposed Budget Expenditures



CEMETERY (0140)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0140-410.00	SALARIES	81,469	105,000	112,000	122,000	127,490
5-0140-410.04	SALARIES-SEASONAL	14,340	15,000	15,000	15,000	15,000
5-0140-411.00	OVERTIME	3,931	8,500	8,750	9,000	9,400
TOTAL PERSONNEL SERVICES		99,740	128,500	135,750	146,000	151,890
CONTRACTUAL SERVICES						
5-0140-502.00	POSTAGE	132	150	150	150	150
5-0140-503.00	TELEPHONE	752	1,600	1,600	2,250	2,250
5-0140-505.00	PROFESS DEVELOP-STAFF	600	1,000	1,000	1,000	1,000
5-0140-530.00	UTILITY EXPENSE	1,161	1,200	1,200	1,200	1,200
5-0140-532.00	REPAIRS OF BUILDING & STRUCTURE	131	-	-	-	-
5-0140-533.00	MACHINE & EQUIPMENT REPAIR	651	1,300	1,300	1,300	1,300
5-0140-554.00	ENGINEERING SERVICES	8,900	-	-	-	-
5-0140-558.00	OTHER CONTRACTUAL SERVICES	33,107	37,000	37,000	7,000	7,000
TOTAL CONTRACTUAL SERVICES		45,434	42,250	42,250	12,900	12,900
COMMODITIES						
5-0140-600.00	OFFICE SUPPLIES	367	600	600	600	600
5-0140-604.00	SMALL TOOLS EXPENSE	-	-	-	-	-
5-0140-608.00	GASOLINE & DIESEL FUEL EXPENSE	1,296	2,500	2,500	2,500	2,500
5-0140-611.00	CHEMICAL SUPPLIES	250	300	300	500	500
5-0140-612.00	EQUIPMENT	7,051	2,800	2,800	3,000	3,000
5-0140-615.00	UNIFORMS	985	1,900	1,900	1,900	1,900
5-0140-617.00	SEED & FERTILIZER EXPENSE	100	300	300	300	300
5-0140-620.00	GENERAL SUPPLIES	840	2,000	2,000	2,000	2,000
5-0140-622.00	HAND TOOLS & SMALL EQUIPMENT	10,137	11,000	11,000	11,000	11,000
5-0140-629.00	ROAD ROCK, CEMENT & GRAVEL	-	1,000	1,000	1,000	1,000
5-0140-638.00	BUILDING/STRUCTURE REPAIR SUPP	200	1,000	1,000	1,000	1,000
TOTAL COMMODITIES		21,227	23,400	23,400	23,200	23,200
CAPITAL EXPENSES						
5-0140-710.00	EQUIPMENT	7,360	-	-	-	-
TOTAL CAPITAL EXPENSES		7,360	-	-	-	-
CAPITAL IMPROVEMENTS						
5-0140-735.00	LEGAL, FISCAL & MISC.	596	650	650	-	-
TOTAL CAPITAL IMPROVEMENTS		596	650	650	-	-
TOTAL Cemetery		174,358	\$ 194,800	\$ 202,050	\$ 182,100	\$ 187,990



STREETS

Description of Service

Division (0141)

The Streets Division of the Public Works Department is responsible for the maintenance of all City driving surfaces. Division duties include, but are not limited to, grading, patching, sweeping, crack sealing and striping. The Streets Division also mows along some 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 to prevent freezing, and treating local street intersections where stopping movements are necessary with salt 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 operating and maintaining the flood control system.

The flood control system consists of 5 miles of levee and 3 levee pump stations. Each pump station has 2 pumps that are put into action when the river rises to a depth of 13 ft. to keep river water from backing up into the city. This crew also performs all the maintenance on the pump stations and keeps records of the quarterly maintenance checks. Another part of the levee maintenance is keeping the levee mowed and ensuring overgrowth of trees do not take over the levee banks that would create a weak spot on the levee.

Budget Highlights:

2024 Revised Budget

- \$25,000 Winter asphalt cold patch material
- \$35,000 Snow and Ice Control
- \$12,000 Sign replacement

2025 Proposed Budget

- \$10,000 to paint 100% of traffic paint markings
- \$35,000 Snow and Ice Control
- \$25,000 Winter asphalt cold patch material

2026 Projected Budget

- \$10,000 to paint 100% of traffic paint markings
- \$35,000 Snow and Ice Control
- \$25,000 Winter asphalt cold patch material

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Director of Public Works	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
PW Supt. - Streets	1	1	1	1	1
Asst PW Supt. - Streets	1	1	1	1	1
Crew Leader - Streets	1	1	1	1	1
Heavy Equipment Operator	4	4	4	4	4
Maint. Technician - Streets	0	0	0	4	4
Maint. Worker - Streets	5	5	5	1	1
Seasonal	3	3	3	3	3
Total	17	17	17	17	17

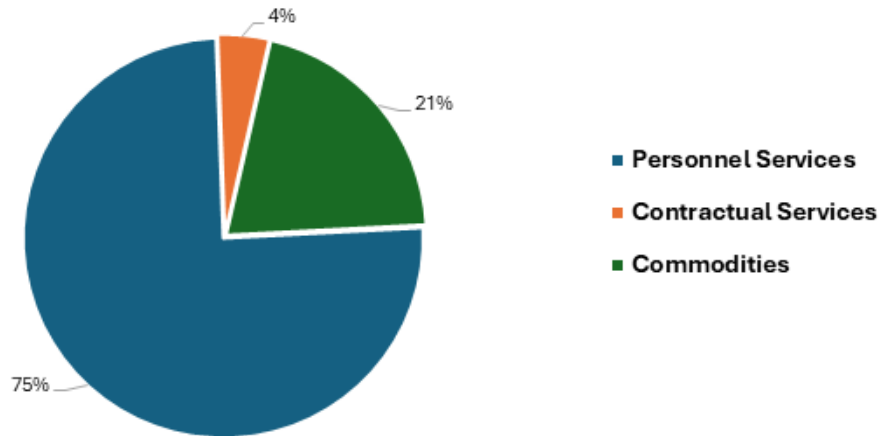


Summary

Division (0141)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 797,579	\$ 880,000	\$ 956,350	\$ 980,350	\$ 1,023,120
Contractual Services	\$ 37,228	\$ 55,950	\$ 49,150	\$ 54,150	\$ 54,150
Commodities	\$ 158,441	\$ 265,100	\$ 262,100	\$ 268,100	\$ 268,100
	\$ 993,249	\$ 1,201,050	\$ 1,267,600	\$ 1,302,600	\$ 1,345,370

2025 Proposed Budget Expenditures



STREETS (0141)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0141-410.00	SALARIES	743,032	805,000	880,000	902,600	943,220
5-0141-410.04	SALARIES-SEASONAL	12,529	30,000	30,000	30,000	30,000
5-0141-411.00	OVERTIME	42,018	45,000	46,350	47,750	49,900
TOTAL PERSONNEL SERVICES		797,579	880,000	956,350	980,350	1,023,120
CONTRACTUAL SERVICES						
5-0141-502.00	POSTAGE	1	50	50	50	50
5-0141-503.00	TELEPHONE	2,804	2,800	2,800	2,800	2,800
5-0141-505.00	PROFESS DEVELOP-STAFF	12,985	12,500	12,500	12,500	12,500
5-0141-530.00	UTILITY EXPENSE	4,994	3,800	6,000	6,000	6,000
5-0141-532.00	REPAIRS OF BUILDING & STRUCTURE	-	5,000	5,000	5,000	5,000
5-0141-533.00	MACHINE & EQUIPMENT REPAIR	8,723	5,000	5,000	10,000	10,000
5-0141-543.00	LEASE OF MACHINE & EQUIPMENT	1,800	15,000	6,000	6,000	6,000
5-0141-550.00	TOWEL & LAUNDRY SERVICES	350	800	800	800	800
5-0141-558.00	OTHER CONTRACTUAL SERVICES	5,258	6,000	6,000	6,000	6,000
5-0141-559.00	ENVIRONMENTAL COMPLIANCE	313	5,000	5,000	5,000	5,000
TOTAL CONTRACTUAL SERVICES		37,228	55,950	49,150	54,150	54,150
COMMODITIES						
5-0141-600.00	OFFICE SUPPLIES	1,095	1,500	1,500	1,500	1,500
5-0141-608.00	GASOLINE & DIESEL FUEL EXPENSE	55,773	67,600	67,600	67,600	67,600
5-0141-611.00	CHEMICAL SUPPLIES	-	800	800	800	800
5-0141-612.00	EQUIPMENT/REPAIR SUPPLIES	36,162	67,400	67,400	67,400	67,400
5-0141-615.00	UNIFORMS	7,350	10,000	10,000	10,000	10,000
5-0141-616.00	PAINT & SUPPLIES	4,499	7,000	7,000	10,000	10,000
5-0141-617.00	SEED & FERTILIZER EXPENSE	-	300	300	300	300
5-0141-620.00	GENERAL SUPPLIES	3,941	3,000	3,000	3,000	3,000
5-0141-622.00	HAND TOOLS & SMALL EQ	7,509	4,500	4,500	4,500	4,500
5-0141-624.00	ASPHALT SUPPLIES-ROAD OIL	19,344	25,000	25,000	25,000	25,000
5-0141-626.00	ICE CONTROL MATERIALS	62	35,000	35,000	35,000	35,000
5-0141-628.00	SIGNS & MATERIALS	2,564	10,000	12,000	12,000	12,000
5-0141-629.00	ROAD ROCK, CEMENT & GRAVEL	10,008	18,000	18,000	18,000	18,000
5-0141-629.50	ADA SUPPLIES	4,600	10,000	5,000	8,000	8,000
5-0141-638.00	BUILDING/STRUCTURE REPAIR SUPP	5,534	5,000	5,000	5,000	5,000
TOTAL COMMODITIES		158,441	265,100	262,100	268,100	268,100
TOTAL Streets		993,249	\$ 1,201,050	\$ 1,267,600	\$ 1,302,600	\$ 1,345,370



FLEET MANAGEMENT

Description of Service

Division (0144)

The Fleet Management Division is responsible for the preventative maintenance, servicing and repairing of City vehicles and equipment. Employees in this Division schedule and complete preventive maintenance services and repairs for city-owned automobiles, trucks, utility, 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. Having this division saves the city down time of equipment, better maintained equipment, and increased maintenance records of equipment.

Included in the 2025 budget is the additional of a seasonal full-time position.

Budget Highlights:

2024 Revised Budget

- \$18,000 for oil purchases for city's fleet
- \$10,000 for Ford, GM, Cummins, etc. diagnosing software

2025 Proposed Budget

- \$18,000 for oil purchases for city's fleet
- \$10,000 for Ford, GM, Cummins, etc. diagnosing software

2026 Projected Budget

- \$18,000 for oil purchases for city's fleet
- \$10,000 for Ford, GM, Cummins, etc. diagnosing software

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Fleet Superintendent	1	1	1	1	1
Mechanic	1	1	1	1	1
Total	2	2	2	2	2

FLEET MANAGEMENT

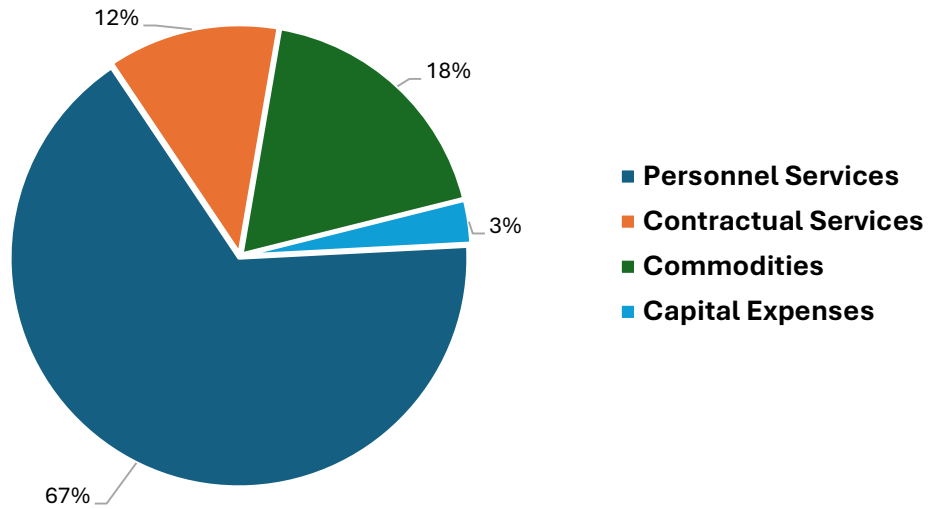


Description of Service

Division (0144)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 124,797	\$ 139,500	\$ 127,650	\$ 152,000	\$ 158,570
Contractual Services	\$ 27,637	\$ 36,750	\$ 36,300	\$ 27,700	\$ 27,700
Commodities	\$ 30,163	\$ 42,100	\$ 42,100	\$ 42,100	\$ 42,100
Capital Expenses	\$ 74,543	\$ -	\$ -	\$ 7,000	\$ -
	\$ 257,140	\$ 218,350	\$ 206,050	\$ 228,800	\$ 228,370

2025 Proposed Budget Expenditures



FLEET MANAGEMENT (0144)		2023	2024	2024	2025	2026
		ACTUAL	ADOPTED	REVISED	PROPOSED	PROPOSED
PERSONNEL SERVICES						
5-0144-410.00	SALARIES	124,410	138,000	126,100	144,000	150,480
5-0144-410.04	SALARIES - SEASONAL	-	-	-	6,000	6,000
5-0144-411.00	OVERTIME	387	1,500	1,550	2,000	2,090
TOTAL PERSONNEL SERVICES		124,797	139,500	127,650	152,000	158,570
CONTRACTUAL SERVICES						
5-0144-503.00	TELEPHONE	2,929	3,200	3,200	3,200	3,200
5-0144-505.00	PROFESS DEVELOP-STAFF	2,333	3,500	3,500	3,500	3,500
5-0144-530.00	UTILITY EXPENSE	4,657	3,500	3,500	3,800	3,800
5-0144-532.00	REPAIRS OF BUILDING & STRUCTUR	2,026	4,000	4,000	3,000	3,000
5-0144-533.00	MACHINE & EQUIPMENT REPAIR	-	1,500	1,500	1,500	1,500
5-0144-550.00	TOWEL & LAUNDRY SERVICES	1,868	1,600	1,600	1,700	1,700
5-0144-551.00	SUBSCRIPTIONS	8,628	10,000	10,000	10,000	10,000
5-0144-558.00	OTHER CONTRACTUAL SERVICES	4,323	8,000	8,000	-	-
5-0144-559.00	ENVIRONMENTAL COMPLIANCE	873	1,450	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES		27,637	36,750	36,300	27,700	27,700
COMMODITIES						
5-0144-600.00	OFFICE SUPPLIES	204	400	400	400	400
5-0144-608.00	GASOLINE & DIESEL FUEL EXPENSE	669	1,000	1,000	1,000	1,000
5-0144-609.00	MOTOR OIL EXPENSE	11,037	18,000	18,000	18,000	18,000
5-0144-612.00	EQUIPMENT/REPAIR SUPPLIES	809	2,000	2,000	2,000	2,000
5-0144-615.00	UNIFORMS	806	1,700	1,700	1,700	1,700
5-0144-620.00	GENERAL SUPPLIES	11,426	8,000	8,000	8,000	8,000
5-0144-622.00	HAND TOOLS	5,211	10,000	10,000	10,000	10,000
5-0144-638.00	BUILDING/STRUCTURE REP	-	1,000	1,000	1,000	1,000
TOTAL COMMODITIES		30,163	42,100	42,100	42,100	42,100
CAPITAL EXPENSES						
5-0144-710.00	EQUIPMENT	74,543	-	-	7,000	-
TOTAL CAPITAL EXPENSES		74,543	-	-	7,000	-
TOTAL Fleet Management		257,140	218,350	206,050	228,800	228,370



PARKS

Description of Service

Division (0146)

The Parks Division of the Public Works Department is responsible for the maintenance of nine parks totaling more than 120 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 recreational facilities. Included are a 475,000-gallon municipal swimming pool, five lit tennis courts, eighteen individual horseshoe courts, one basketball court, a lit baseball diamond, a lit softball diamond, and five playgrounds including a “tot lot.” Forest Park hosts several 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 stormwater detention pond on the upper end of the Skunk Run drainage basin and has been enhanced by the addition of an 18-hole disc golf course, hard-surfaced walking track almost a mile long and lit with salvaged Victorian fixtures from early 20th Century Main Street (downtown). The City has introduced a cutting-edge Fitness Court in Kanza Park, a collaborative effort between Blue Cross and Blue Shield of Kansas, T-Mobile, the City of Ottawa, and the National Fitness Campaign, further enhancing the community's commitment to health and wellness.

City Park, home to the Carnegie Cultural Center, boasts a gazebo/bandstand 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. 2024 project additions include replacement of the playground structure and the first Ottawa splash pad.

Other Park facilities include the Prairie Spirit Rail Trail, Flint Hills Nature Trail, Haley Park, Heritage Park, Cox Field Baseball Complex, Freedom Park, Roadside Park, Walton Park, and Lakeside Park. The Goppert Teen Park has three full size basketball courts and a skate park, with new amenities such as a half pipe and a pump track.

Budget Highlights:

2024 Revised Budget

- \$40,000 contracted mowing to supplement city mowing efforts

2025 Proposed Budget

- \$3,000 Repair to slide at Swimming Pool
- \$6,000 Rental of machine to spread engineered wood fiber (mulch)

2026 Projected Budget

- \$40,000 contracted mowing to supplement city mowing efforts

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Public Works Supt. - Parks	1	1	1	1	1
Asst PW Supt. - Parks	1	1	1	1	1
Maint. Technician - Parks	4	4	4	4	4
Seasonal	2	2	2	2	2
Total	8	8	8	8	8

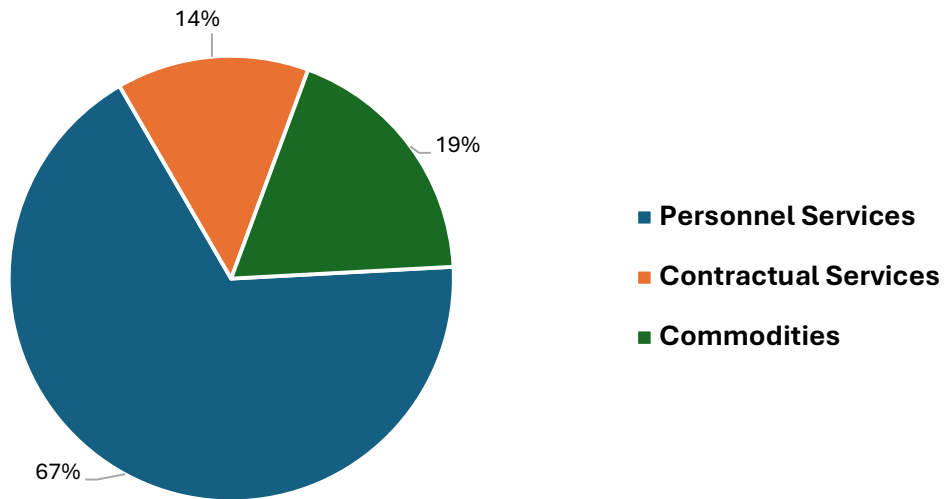


Description of Service

Division (0146)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 338,408	\$ 354,500	\$ 398,500	\$ 414,510	\$ 432,445
Contractual Services	\$ 56,913	\$ 85,000	\$ 68,500	\$ 85,850	\$ 67,350
Commodities	\$ 91,859	\$ 107,500	\$ 107,500	\$ 114,000	\$ 110,000
Capital Expenses	\$ 25,677	\$ -	\$ -	\$ -	\$ -
	\$ 512,856	\$ 547,000	\$ 574,500	\$ 614,360	\$ 609,795

2025 Proposed Budget Expenditures



POLICE DEPARTMENT (0151)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0151-410.00	SALARIES	2,102,314	2,325,000.00	2,487,500.00	2,517,500	2,630,788
5-0151-411.00	OVERTIME	292,579	350,000.00	350,000.00	352,460	368,310
TOTAL PERSONNEL SERVICES		2,394,894	2,675,000.00	2,837,500.00	2,869,960	2,999,098
CONTRACTUAL SERVICES						
5-0151-502.00	POSTAGE	960	1,000.00	1,000.00	1,000	1,000
5-0151-503.00	TELEPHONE	29,645	30,315.00	30,315.00	30,315	30,315
5-0151-504.00	TRAVEL EXPENSE	22,921	21,000.00	21,000.00	21,000	21,000
5-0151-505.00	PROFESS DEVELOP-STAFF	9,844	15,000.00	15,000.00	15,000	15,000
5-0151-505.10	PROFESS DEVELOP-ADMIN	8,718	10,000.00	10,000.00	10,000	10,000
5-0151-512.00	EMPLOYEE RECOGNITION	121	2,500.00	2,500.00	2,500	2,500
5-0151-513.00	PRISONER CARE	19,297	40,000.00	40,000.00	40,000	40,000
5-0151-514.00	PRINTING	2,576	1,500.00	1,500.00	1,500	1,500
5-0151-532.00	REPAIRS OF BUILDING & STRUCTURE	28,800	15,000.00	15,000.00	20,810	20,810
5-0151-533.00	MACHINE & EQUIPMENT REPAIR	235	-	-	-	-
5-0151-534.00	VEHICLE REPAIRS	822	4,000.00	4,000.00	4,000	4,000
5-0151-543.00	LEASE PAYMENTS	30,532	30,250.00	30,250.00	32,000	32,000
5-0151-551.00	DUES & SUBSCRIPTIONS	4,802	3,500.00	3,500.00	3,500	3,500
5-0151-558.00	OTHER CONTRACTUAL SERVICES	109,612	117,000.00	117,000.00	117,000	117,000
5-0151-558.02	CRISIS CO-RESPONDER	54,727	66,150.00	66,150.00	68,135	70,180
5-0151-558.03	SYSTEM NETWORK FEES	-	4,415.00	-	4,415	4,415
5-0151-564.00	COMMUNITY SERVICES SUPPORT	6,042	4,500.00	4,500.00	5,600	5,600
TOTAL CONTRACTUAL SERVICES		329,655	366,130.00	361,715.00	376,775	378,820
COMMODITIES						
5-0151-600.00	OFFICE SUPPLIES	5,156	4,000.00	4,000.00	4,000	4,000
5-0151-608.00	GASOLINE & DIESEL FUEL EXPENSE	91,386	114,000.00	114,000.00	114,000	114,000
5-0151-609.00	MOTOR OIL EXPENSE	-	1,700.00	1,700.00	2,700	2,700
5-0151-611.00	CHEMICAL SUPPLIES	198	600.00	600.00	1,200	1,200
5-0151-612.00	EQUIPMENT/REPAIR SUPPLIES	20,820	32,000.00	32,000.00	32,000	32,000
5-0151-614.00	BOOKS & INSTRUCTIONAL MATERIAL	300	1,000.00	1,000.00	1,000	1,000
5-0151-615.00	UNIFORMS	30,383	29,000.00	29,000.00	29,000	29,000
5-0151-620.00	GENERAL SUPPLIES	-	8,200.00	8,200.00	8,200	8,200
5-0151-621.00	SAFETY SUPPLIES-EQUIP	13,123	12,000.00	12,000.00	13,120	13,120
5-0151-630.00	OTHER OPERATING SUPPLIES	22,506	2,000.00	2,000.00	2,000	2,000
5-0151-631.00	INVESTIGATION CI	-	1,000.00	1,000.00	1,000	1,000
5-0151-635.00	STAR TEAM SUPPLIES	7,504	16,000.00	16,000.00	16,000	16,000
5-0151-639.00	FIREARMS AND AMMUNITION	15,956	18,000.00	18,000.00	18,000	18,000
5-0151-697.00	EQUIPMENT	4,125	-	-	-	-
5-0151-696.00	COMPUTER EQUIPMENT	-	-	-	10,000	10,000
TOTAL COMMODITIES		211,456	239,500.00	239,500.00	242,220	242,220
CAPITAL EXPENSES						
5-0151-702.00	FURNITURE & FIXTURES	4,562	17,500.00	17,500.00	-	-
5-0151-705.00	COMPUTER EQUIPMENT	3,554	10,000.00	10,000.00	-	-
5-0151-710.00	EQUIPMENT	4,000	-	-	-	-
5-0151-711.00	VEHICLES	140,694	-	-	-	-
TOTAL CAPITAL EXPENSES		152,809	27,500.00	27,500.00	-	-
CAPITAL IMPROVEMENTS						
5-0151-731.00	BUILDINGS & STRUCTURES	-	-	-	10,000	-
TOTAL CAPITAL IMPROVEMENTS		-	-	-	10,000	-
TOTAL Police Department		3,088,814	3,308,130.00	3,466,215.00	3,498,955	3,620,138



POLICE DEPARTMENT

Description of Service

Division (0151)

Ottawa maintains a modern, highly trained, technically skilled, and well-equipped police department with an authorized strength of 30 sworn and 5 professional employees who protect and serve the community.

Guided by the values "To Protect and Serve with Duty-Honor-Integrity-Trust" the department strives to make Ottawa a safe community, and the department a great place to work.

The department is internationally accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). CALEA accreditation strives for "excellence in policing" by adhering to what is considered "best practices in policing." Less than five percent of all law enforcement agencies in the U.S. are CALEA accredited. Ottawa is one of twelve agencies accredited by CALEA in Kansas. The department has dual accreditation through the Kansas Law Enforcement Accreditation Coalition.

The department is organized into three divisions providing essential services and programs.

The Patrol Division is the most visible function and provides 24-hour police services. The division operates a fleet of marked emergency vehicles with all equipment necessary to provide services, including in-car video and body-worn video. The department responds to about 20,000 calls for service each year, and includes traffic stops, follow-ups, and officer-initiated activities. In addition to calls for service the patrol staff receives several hundred online and in-person call requests each year.

The Investigations and Support Services Division is comprised of two units, and supervision of the Ottawa Municipal Court. The Records Unit processes all incoming reports from police reports, accident reports, citations and NCIC entries. All incoming open records requests are received and processed by the Records Unit. Records Unit staff post daily activity reports and weekly arrest reports to the department's website and process all reports that are posted on the department's crime map. The Records Unit helps with Municipal Court each Wednesday and processes employment, background, and other required public fingerprints each Thursday. The Detective Unit consists of a Detective Sergeant and up to four detectives assigned to investigate all violent crimes, sex abuse investigations, drug and vice crimes. To accomplish their duties the Detective Unit uses several specific programs that allow access to a multitude of records used to build a criminal case against a defendant. An example is programs that monitor pawn shops and cell phone kiosks where stolen property is often traded. Detectives are subject to call back at any time and rotate on-call time for weekends to help ensure a detective is available to respond if requested.

The Community Outreach Programs and Services Division provides essential services and programs to deliver exceptional service to underserved and vulnerable populations. The COPS Division Commander is responsible for all special events planning and approval, department training, hiring, and recruiting, Public Information Officer, Social Media Team, Professional Standard Investigations and STAR Team Commander. The division is comprised of the Community Policing Unit, School Resource Officer, DARE Officers, Police K9 Program and Animal Control function. Safety programs include DARE classes in 5th grade classrooms in all USD290 schools and Sacred Heart School, McGruff Club, Summer Camp tours and presentations, Torch Run, DARE Camp, National Night Out, Faith and Blue, and many other recurring programs supported by department staff.

The CALEA Accreditation and Property Manager reports directly to the Chief of Police and is responsible for all incoming property and evidence management, and the release of property upon approval of a court or by statute of limitations. The property room generally has approximately 10,000 individual property items at various phases of court procedures or holds. On average, about 1,000 individual pieces of property are released each year. The department completes four different inspections or inventories of items held each year to remain compliant with CALEA requirements. The accreditation process operates on a 4-year cycle with about 25% of the over 200 police directives inspected and reviewed by outside evaluators through CALEA. In the 4th year the department completes a Site-Based Assessment and attends a formal presentation with a group of CALEA Commissioners who attest to and award another 4 years of CALEA accreditation.

POLICE DEPARTMENT



Description of Service

Division (0151)

Budget Highlights:

2024 Revised Budget

- \$17,500 Replacement of roll call tables, chairs and standing desks

2025 Proposed Budget

- \$10,000 west parking lot asphalt seal

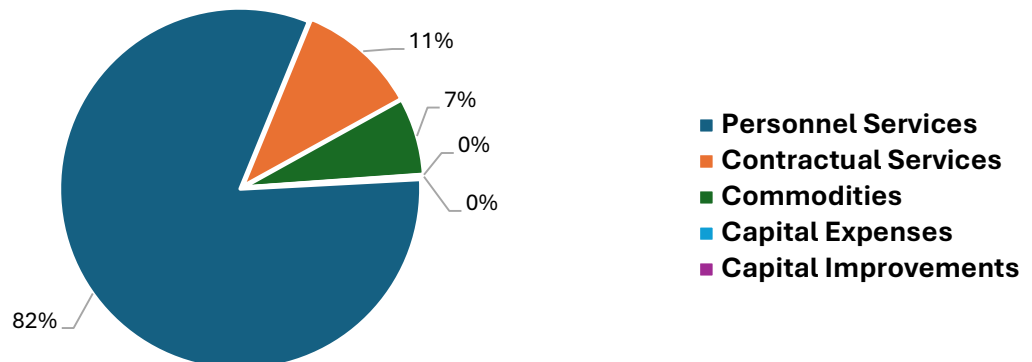
2026 Projected Budget

- \$10,000 Planned replacement of mobile data terminals along with funds to replace iPads, other laptop

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Chief of Police	1	1	1	1	1
Police Captains	2	2	2	2	3
Police Lieutenant	1	1	1	1	0
Police Sergeant	6	6	6	6	6
Police Officer/Master Police Officer	18	18	18	18	18
Custodian	1	1	1	1	1
Support Services Manager	1	1	1	1	1
Police Records Specialist	2	2	2	2	2
Accreditation and Property Manager	1	1	1	1	1
Total	33	33	33	33	33

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 2,394,894	\$ 2,675,000	\$ 2,837,500	\$ 2,869,960	\$ 2,999,098
Contractual Services	\$ 329,655	\$ 366,130	\$ 361,715	\$ 376,775	\$ 378,820
Commodities	\$ 211,456	\$ 239,500	\$ 239,500	\$ 242,220	\$ 242,220
Capital Expenses	\$ 152,809	\$ 27,500	\$ 27,500	\$ -	\$ -
Capital Improvements	\$ -	\$ -	\$ -	\$ 10,000	\$ -
	\$ 3,088,814	\$ 3,308,130	\$ 3,466,215	\$ 3,498,955	\$ 3,620,138

2025 Proposed Budget Expenditures



PARKS (0146)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0146-410.00	SALARIES	315,152	322,000	365,500	381,000	398,145
5-0146-410.04	SALARIES-SEASONAL	-	16,000	16,000	16,000	16,000
5-0146-411.00	OVERTIME	23,256	16,500	17,000	17,510	18,300
TOTAL PERSONNEL SERVICES		338,408	354,500	398,500	414,510	432,445
CONTRACTUAL SERVICES						
5-0146-502.00	POSTAGE	4	-	-	50	50
5-0146-503.00	TELEPHONE	1,025	1,800	1,800	1,800	1,800
5-0146-505.00	PROFESS DEVELOP-STAFF	10,695	8,500	8,500	7,000	7,000
5-0146-530.00	UTILITY EXPENSE	7,378	15,000	9,000	9,000	9,000
5-0146-532.00	REPAIRS OF BUILDING & STRUCTUR	364	1,000	1,000	1,000	1,000
5-0146-533.00	MACHINE & EQUIPMENT REPAIR	1,187	2,000	2,000	2,300	2,300
5-0146-536.00	PARK FACILITIES REPAIRS	550	2,200	2,200	2,200	2,200
5-0146-537.00	RECREATION FACILITIES REPAIRS	-	4,000	4,000	4,000	4,000
5-0146-558.00	OTHER CONTRACTUAL SERVICES	35,712	50,500	40,000	58,500	40,000
TOTAL CONTRACTUAL SERVICES		56,913	85,000	68,500	85,850	67,350
COMMODITIES						
5-0146-600.00	OFFICE SUPPLIES	747	500	500	500	500
5-0146-604.00	SMALL TOOLS EXPENSE	-	-	-	-	-
5-0146-608.00	GASOLINE & DIESEL FUEL EXPENSE	13,855	15,000	15,000	15,000	15,000
5-0146-611.00	CHEMICAL SUPPLIES	550	2,000	2,000	2,000	2,000
5-0146-612.00	EQUIPMENT/REPAIR SUPPLIES	12,744	15,000	15,000	15,000	15,000
5-0146-615.00	UNIFORMS	5,236	5,000	5,000	5,000	5,000
5-0146-617.00	SEED & FERTILIZER EXPENSE	-	1,000	1,000	1,000	1,000
5-0146-620.00	GENERAL SUPPLIES	12,732	11,500	11,500	11,500	11,500
5-0146-622.00	HAND TOOLS & SMALL EQ	12,223	13,500	13,500	11,000	11,000
5-0146-625.00	MAINTENANCE AND REPAIRS	2,109	3,000	3,000	3,000	3,000
5-0146-628.00	SIGNS & MATERIALS	-	2,000	2,000	2,000	2,000
5-0146-629.00	ROAD ROCK, CEMENT & GRAVEL	726	4,000	4,000	3,000	3,000
5-0146-636.00	FACILITY REPAIR SUPPLIES	12,937	22,000	22,000	28,000	28,000
5-0146-637.00	RECREATION FACILITY REPAIR SUP	17,171	10,000	10,000	13,000	10,000
5-0146-638.00	BUILDING/STRUCTURE REPAIR SUPP	827	3,000	3,000	3,000	3,000
5-0146-696.00	COMPUTER EQUIPMENT	-	-	-	1,000	-
TOTAL COMMODITIES		91,859	107,500	107,500	114,000	110,000
CAPITAL EXPENSES						
5-0146-710.00	EQUIPMENT	25,677	-	-	-	-
TOTAL CAPITAL EXPENSES		25,677	-	-	-	-
TOTAL Parks		512,856	\$ 547,000	\$ 574,500	\$ 614,360	\$ 609,795



MUNICIPAL COURT

Description of Service

Division (0155)

The Municipal Court adjudicates criminal cases involving violations of City ordinances and applicable state laws and handles all paperwork and fines associated with those cases. Municipal Court is held every Wednesday at the Law Enforcement Center. The court is staffed by one full-time and one part-time Court Clerk, along with a City Prosecutor and City Judge through contracted service. Defense Attorneys are provided to qualifying defendants who cannot afford to hire their own attorney.

Municipal Court manages a court docket of approximately 1,500 cases each year. Each case is assessed with a court fee of \$75 and all offenses are assessed with a fine dependent upon the violation. Some fines, such as traffic infractions, are a set amount and others, like Theft, require a guilty verdict before the judge assesses a fine. The court issues approximately 100 Fail to Appear arrest warrants for defendants who fail to appear or pay required fines each year. There are currently about 100 Fail to Appear/Pay Municipal Warrants.

Court clerks process all case adjudications and submit required documents to the State of Kansas and KBI for reporting to FBI criminal history records.

Court records are required to be stored for 50 years from the court filing. The department uses a combination of paper records and electronic records to meet this statutory requirement.

Budget Highlights:

2024 Revised Budget

- No notable changes for 2024

2025 Proposed Budget

- Conversion of on-premise server for software to cloud-based solution and related support agreement

2026 Projected Budget

- No notable changes for 2026

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Assistant Court Clerk	1	1	1	1	1
City Prosecutor	1	1	1	1	1
Municipal Court Judge	1	1	1	1	1
Municipal Court Clerk (PT)	1	1	1	1	1
Total	4	4	4	4	4

MUNICIPAL COURT

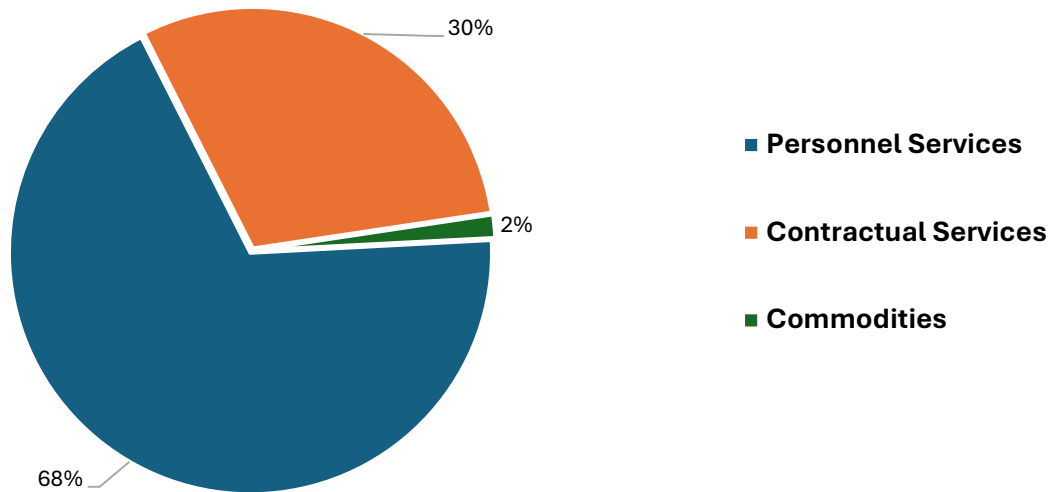


Description of Service

Division (0155)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 112,184	\$ 120,500	\$ 130,500	\$ 144,515	\$ 151,020
Contractual Services	\$ 51,823	\$ 57,500	\$ 57,500	\$ 63,600	\$ 64,650
Commodities	\$ 3,073	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250
Capital Expenses	\$ 1,444	\$ 5,000	\$ 5,000	\$ -	\$ -
	\$ 168,525	\$ 186,250	\$ 196,250	\$ 211,365	\$ 218,920

2025 Proposed Budget Expenditures



MUNICIPAL COURT (0155)		2023	2024	2024	2025	2026
		ACTUAL	ADOPTED	REVISED	PROPOSED	PROPOSED
PERSONNEL SERVICES						
5-0155-410.00	SALARIES	112,074	120,000	130,000	144,000	150,480
5-0155-411.00	OVERTIME	111	500	500	515	540
TOTAL PERSONNEL SERVICES		112,184	120,500	130,500	144,515	151,020
CONTRACTUAL SERVICES						
5-0155-503.00	TELEPHONE	2,921	3,100	3,100	3,100	3,100
5-0155-504.00	TRAVEL EXPENSE	-	2,000	2,000	1,000	1,000
5-0155-505.00	PROFESS DEVELOP-STAFF	25	2,000	2,000	1,000	1,000
5-0155-514.00	PRINTING	-	500	500	500	500
5-0155-543.00	LEASE PAYMENTS	4,820	2,100	2,100	2,100	2,100
5-0155-551.00	DUES & SUBSCRIPTIONS	75	100	100	100	100
5-0155-556.00	ATTORNEY EXPENSES-OUTSIDE	34,050	30,000	30,000	30,000	30,000
5-0155-558.00	OTHER CONTRACTUAL SERVICES	7,932	16,000	16,000	20,800	21,600
5-0155-558.03	SYSTEM NETWORK FEES	2,000	1,700	1,700	5,000	5,250
TOTAL CONTRACTUAL SERVICES		51,823	57,500	57,500	63,600	64,650
COMMODITIES						
5-0155-600.00	OFFICE SUPPLIES	1,410	1,250	1,250	1,250	1,250
5-0155-614.00	BOOKS & INSTRUCTIONAL MATERIAL	1,664	2,000	2,000	2,000	2,000
TOTAL COMMODITIES		3,073	3,250	3,250	3,250	3,250
CAPITAL EXPENSES						
5-0155-702.00	FURNITURE & FIXTURES	1,104	-	-	-	-
5-0155-705.00	COMPUTER EQUIPMENT	340	5,000	5,000	-	-
TOTAL CAPITAL EXPENSES		1,444	5,000	5,000	-	-
TOTAL Municipal Court		168,525	186,250	196,250	211,365	218,920



FIRE DEPARTMENT

Description of Service

Division (0157)

The mission of the Ottawa Fire Department and why the department exists is to protect and preserve life and property. The OFD can achieve this mission by minimizing the frequency and effect of fires, hazardous material incidents, disasters, and other occurrences. The methods used to accomplish this mission include prevention, control, professional development/training, and public education.

OFD is charged with responding to fires, medical emergencies, hazardous material incidents, and technical rescues including rope, water, ice, trench, confined space, and structural collapse incidents. We also conduct prevention efforts with fire safety inspections in businesses and homes at the homeowner's request. Prevention also includes plan reviews of new or existing structures and pre-plan activities for emergency response. Additionally, our firefighters are active members of the community, participating in local events, teaching safety workshops, CPR, first aid, stop-the-bleed, car seat inspections and visiting elementary schools to inspire the next generation to be safe through public education.

In 2023, the department was evaluated during a study by the Center for Public Safety Management (CPSM) which proposed 26 recommendations to enhance the department overall. OFD will begin or have worked on implementing changes as recommended by CPSM. OFD will begin the process of becoming an accredited department in 2025. The time frame needed for preparation is three to five years. By going through the accreditation process, we are taking one more step in being evaluated by peers from other organizations who will provide recommendations to further enhance our ability to provide the highest level of service to our community and better tell the department's story. The Ottawa Fire Department plays a pivotal role in safeguarding our community, responding to emergencies, and promoting public safety.

The 2025 budget reflects the department's dedication to maintaining a well-trained, well-equipped team, capable of protecting our city, providing a better quality of life, and providing the highest level of emergency response allowed with our staffing authorized. By investing in personnel, equipment, and training, we ensure that the Ottawa Fire Department remains a reliable and effective force for the safety and well-being of all who live, play, and work here in our community, Ottawa.

Budget Highlights:

2024 Revised Budget

- \$20,000 Resurfacing of the apparatus bay floor and a West wall repair that leaks into the training room

2025 Proposed Budget

- \$65,150 Kelly Day OT will add an additional 1872 hours of personnel on-duty rather than off duty for enhanced response
- \$77,850 1 Addition of one firefighter to ensure adequate number of trained personnel responding to fire and emergency situations
- \$22,700 Replace five AED units plus battery packs
- \$15,000 Replacement of Fire Station #1 HVAC units

2026 Projected Budget

- \$15,000 Replacement of Fire Station #1 HVAC units

FIRE DEPARTMENT



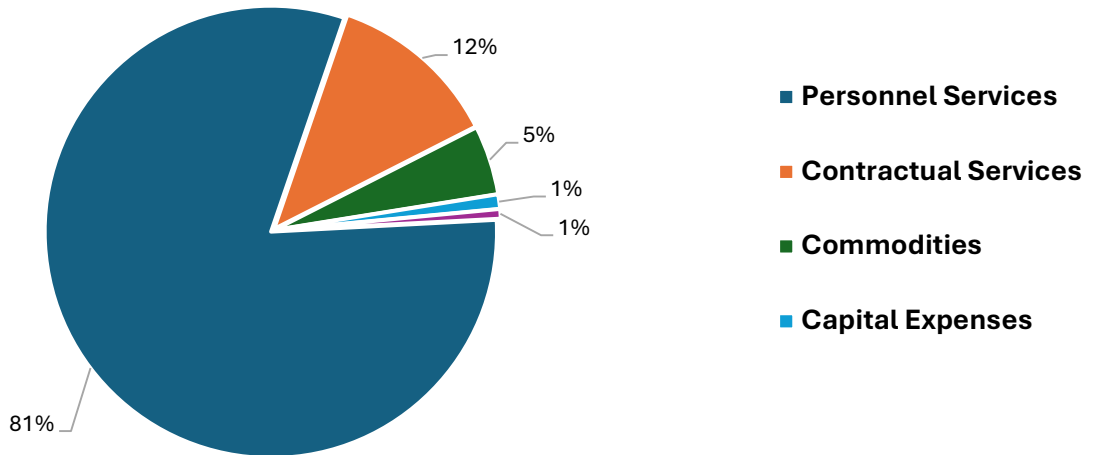
Description of Service

Division (0157)

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Fire Chief	1	1	1	1	1
Assistant Fire Chief	1	1	1	1	1
Captain	3	3	3	3	3
Lieutenant	3	3	3	3	3
Operator/Driver	8	8	8	8	8
Firefighter/EMT	4	4	4	5	5
Floating Firefighter	1	1	1	1	1
Total	21	21	21	22	22

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 1,498,993	\$ 1,540,000	\$ 1,630,000	\$ 1,803,000	\$ 1,884,135
Contractual Services	\$ 305,329	\$ 303,305	\$ 313,350	\$ 272,700	\$ 274,700
Commodities	\$ 92,423	\$ 102,000	\$ 102,000	\$ 110,090	\$ 100,525
Capital Expenses	\$ 105,604	\$ 20,000	\$ 20,000	\$ 22,700	\$ -
Capital Improvements	\$ 21,394	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000
	\$ 2,023,743	\$ 1,985,305	\$ 2,085,350	\$ 2,223,490	\$ 2,274,359

2025 Proposed Budget Expenditures



FIRE DEPARTMENT (0157)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0157-410.00	SALARIES	1,376,610	1,410,000	1,500,000	1,602,850	1,674,975
5-0157-411.00	OVERTIME	122,383	130,000	130,000	200,150	209,160
TOTAL PERSONNEL SERVICES		1,498,993	1,540,000	1,630,000	1,803,000	1,884,135
CONTRACTUAL SERVICES						
5-0157-502.00	POSTAGE	131	500	500	500	500
5-0157-503.00	TELEPHONE	20,239	18,000	18,000	20,240	20,240
5-0157-504.00	TRAVEL EXPENSE	138	1,000	1,000	3,000	3,500
5-0157-505.00	PROFESS DEVELOP-STAFF	13,438	23,000	15,000	15,000	15,000
5-0157-512.00	EMPLOYEE RECOGNITION	303	500	500	500	500
5-0157-514.00	PRINTING	-	500	500	-	-
5-0157-530.00	UTILITY EXPENSE	2,893	3,500	3,500	3,000	3,000
5-0157-532.00	REPAIRS OF BUILDING & STRUCTURE	2,401	8,000	8,000	5,500	5,500
5-0157-533.00	MACHINE & EQUIPMENT REPAIR	1,705	6,000	6,000	6,000	6,000
5-0157-534.00	VEHICLE REPAIRS	1,223	6,000	6,000	5,000	5,000
5-0157-543.00	LEASE PAYMENTS	225,835	196,205	173,250	167,960	167,960
5-0157-551.00	DUES & SUBSCRIPTIONS	-	500	500	6,500	7,000
5-0157-553.00	SERVICE AGREEMENTS/COMPLIANCE	27,738	27,800	27,800	29,500	30,000
5-0157-553.10	SERVICE AGREEMENTS COPIER	1,218	1,800	1,800	1,500	1,500
5-0157-558.00	OTHER CONTRACTUAL SERVICES	8,068	10,000	51,000	8,500	9,000
TOTAL CONTRACTUAL SERVICES		305,329	303,305	313,350	272,700	274,700
COMMODITIES						
5-0157-600.00	OFFICE SUPPLIES	-	1,000	1,000	-	-
5-0157-600.02	PUBLIC EDUCATION SUPPLIES	151	1,500	1,500	1,500	-
5-0157-608.00	GASOLINE & DIESEL FUEL	23,499	25,000	25,000	25,000	25,000
5-0157-612.00	EQUIPMENT/REPAIR SUPPLIES	26,271	22,500	22,500	23,000	23,500
5-0157-614.00	BOOKS & INSTRUCTIONAL MATERIAL	6,779	7,000	7,000	7,000	7,000
5-0157-615.00	UNIFORMS	4,730	10,000	10,000	8,000	8,000
5-0157-615.10	PPE - TURNOUT GEAR	20,911	25,000	25,000	25,750	26,525
5-0157-620.00	GENERAL SUPPLIES	10,082	10,000	10,000	19,840	10,500
TOTAL COMMODITIES		92,423	102,000	102,000	110,090	100,525
CAPITAL EXPENSES						
5-0157-702.00	FURNITURE & FIXTURES	2,249	-	-	-	-
5-0157-705.00	COMPUTER EQUIPMENT	5,577	5,000	5,000	-	-
5-0157-710.00	EQUIPMENT	52,225	-	-	22,700	-
5-0157-711.00	VEHICLES	39,450	-	-	-	-
5-0157-715.00	BUILDING MAINTENANCE-CAPITAL I	6,103	15,000	15,000	-	-
TOTAL CAPITAL EXPENSES		105,604	20,000	20,000	22,700	-
CAPITAL IMPROVEMENTS						
5-0157-731.00	BUILDINGS & STRUCTURES	21,394	20,000	20,000	15,000	15,000
TOTAL CAPITAL IMPROVEMENTS		21,394	20,000	20,000	15,000	15,000
TOTAL Fire Department		2,023,743	\$ 1,985,305	\$ 2,085,350	\$ 2,223,490	\$ 2,274,359



INFORMATION TECHNOLOGY

Description of Service

Division (0159)

The IT Department, consisting of a director, a multimedia specialist, and two technology services personnel, supports the technical needs of the entire City workforce. The IT Department works closely with other departments to strategically utilize technology, enhancing efficiency and service delivery across all City operations. This collaboration ensures that technological solutions align with departmental goals and city-wide initiatives.

The Technology Services personnel provide comprehensive computer and technology support, including procurement, repair, replacement, virus protection, email management, and network installations. They support PCs, printers, fax machines, and phone systems.

The Multimedia Specialist is responsible for website updates and enhancements, social media management, and the broadcast and re-broadcast of City Commission meetings on the Government Access Channel and streaming online. This role also encompasses special programs, community events, daily programming, photography, streaming, editing, and production. Additionally, the department maintains and improves the City’s website and manages the City’s Government Access Channel 20 television station.

The Director position is budgeted at 80% Electric Fund - Broadband (037- division through the 2025 budget year and will revert to 100% General Fund - IT (001-0159) in 2026.

Budget Highlights:

2024 Revised Budget

- No 2024 revisions

2025 Proposed Budget

- \$12,500 Replace city website (25% of \$50,000 cost across four funds)

2026 Projected Budget

- \$32,920 IT Director salary budgeted 100% from General Fund, previously budgeted at 20% from Electric Broadband

Authorized Positions	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
IT Director	0.8	0.8	0.8	0.8	1
IT Technician	2	2	2	2	2
Multimedia Specialist	1	1	1	1	1
Total	3.8	3.8	3.8	3.8	4

INFORMATION TECHNOLOGY

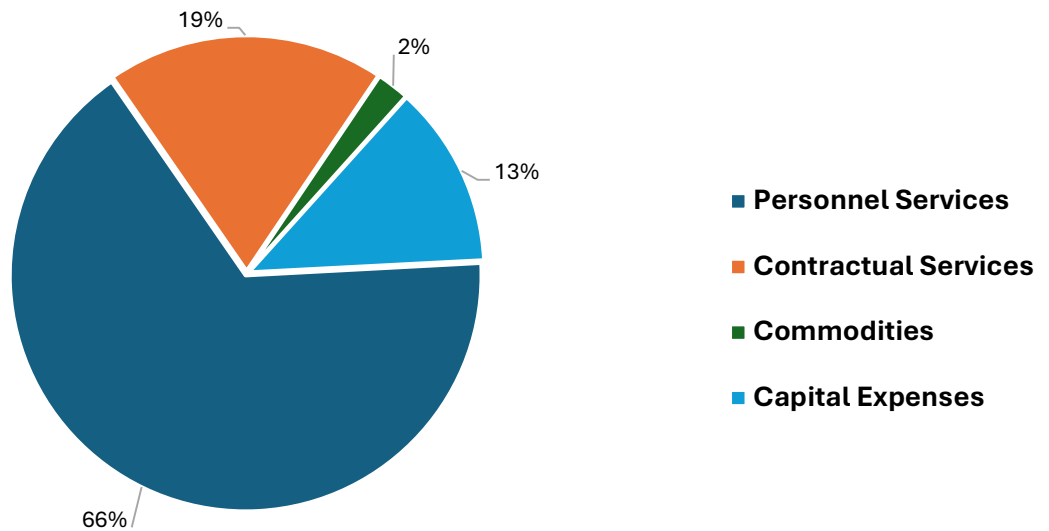


Description of Service

Division (0159)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 239,086	\$ 257,700	\$ 272,500	\$ 290,300	\$ 303,365
Contractual Services	\$ 56,466	\$ 64,650	\$ 64,650	\$ 83,650	\$ 72,150
Commodities	\$ 4,884	\$ 8,600	\$ 8,600	\$ 9,800	\$ 9,800
Capital Expenses	\$ 44,001	\$ 55,500	\$ 55,500	\$ 54,775	\$ 55,065
	\$ 344,438	\$ 386,450	\$ 401,250	\$ 438,525	\$ 440,380

2025 Proposed Budget Expenditures



INFORMATION TECHNOLOGY (0159)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0159-410.00	SALARIES	236,299	250,000.00	266,500.00	284,000	296,780
5-0159-411.00	OVERTIME	2,788	7,700.00	6,000.00	6,300	6,585
TOTAL PERSONNEL SERVICES		239,086	257,700.00	272,500.00	290,300	303,365
CONTRACTUAL SERVICES						
5-0159-502.00	POSTAGE	-	50.00	50.00	50	50
5-0159-503.00	TELEPHONE	1,091	1,100.00	1,100.00	1,100	1,100
5-0159-504.00	TRAVEL EXPENSE	-	1,000.00	1,000.00	1,000	1,000
5-0159-505.00	PROFESS DEVELOP-STAFF	3,014	2,000.00	2,000.00	2,000	2,000
5-0159-533.00	MACHINE & EQUIPMENT REPAIR	-	500.00	500.00	500	500
5-0159-551.00	DUES & SUBSCRIPTIONS	47,839	51,000.00	51,000.00	60,000	63,000
5-0159-553.00	SERVICE AGREEMENTS/COMPLIANCE	1,018	3,000.00	3,000.00	3,000	3,000
5-0159-558.00	OTHER CONTRACTUAL SERVICES	530	1,500.00	1,500.00	12,500	1,500
5-0159-558.41	CLOSED CAPTION TV	2,975	4,500.00	4,500.00	3,500	-
TOTAL CONTRACTUAL SERVICES		56,466	64,650.00	64,650.00	83,650	72,150
COMMODITIES						
5-0159-600.00	OFFICE SUPPLIES	509	500.00	500.00	500	500
5-0159-601.00	COMPUTER SUPPLIES	1,816	3,500.00	3,500.00	3,500	3,500
5-0159-608.00	GASOLINE & DIESEL FUEL EXPENSE	59	600.00	600.00	400	400
5-0159-614.00	BOOKS & INSTRUCTIONAL MATERIAL	75	300.00	300.00	200	200
5-0159-620.00	GENERAL SUPPLIES	2,424	3,200.00	3,200.00	3,200	3,200
5-0159-622.00	HAND TOOLS	-	500.00	500.00	500	500
5-0159-622.00	COMPUTER EQUIPMENT	-	-	-	1,500	1,500
TOTAL COMMODITIES		4,884	8,600.00	8,600.00	9,800	9,800
CAPITAL EXPENSES						
5-0159-705.00	COMPUTER EQUIPMENT	1,520	2,000.00	2,000.00	-	-
5-0159-705.01	COMP NETWORKING	12,542	8,000.00	8,000.00	9,000	9,000
5-0159-705.02	COMP EQUIP GAC	2,411	5,000.00	5,000.00	5,000	5,000
5-0159-705.03	COMP SERVER HARDWARE	-	5,000.00	5,000.00	5,000	5,000
5-0159-705.05	COMP ANTIVIRUS SOFTWARE	4,706	5,500.00	5,500.00	5,775	6,065
5-0159-705.06	COMP CITY COMPUTERS	22,822	30,000.00	30,000.00	30,000	30,000
TOTAL CAPITAL EXPENSES		44,001	55,500.00	55,500.00	54,775	55,065
TOTAL Information Technology		344,438	386,450.00	401,250.00	438,525	440,380



HUMAN RESOURCES

Description of Service

Division (0159)

Responsible for administrative and professional activities in workforce planning and talent acquisition, on-boarding, benefits and wellness administration, human resource development, compensation and performance management programs, employee engagement, workers' compensation, occupational health and safety, risk management and compliance, and technical assistance for supervisors and management.

The Human Resources Director and Human Resources Assistants' salaries are split 50/50 between 0175 - HR and 5600 - Risk Management. The Human Resources Representative's salary is split - 0175 - HR - 38%, 5600 - Risk Management - 37% and 3710 - Electric Administration - 25%.

In January 2024, the City implemented a new compensation plan for our employees and it positions the City to offer a competitive wage to our current employees as well as our future hires. The salary schedule will be adjusted every calendar year.

Education Reimbursement Program - Human Resources is responsible for the Education Reimbursement program which reimburses employees for completion of college courses in pursuit of higher education degrees. Employees must meet the requirements of the program for reimbursement. Courses must have a direct relationship to the employees' job and/or prepare them for a future position or promotion. The current annual amount is \$1,500 per person. Which is only offered on a first come first serve basis. \$9,000 is budgeted for 2024. In the last five years 13 employees have requested and received reimbursement. Of those employees, two completed their bachelor's degrees and two finished their associate's degrees. The program will be enhanced in 2025 to encourage talent development by increasing the reimbursement amount from \$1,500 to \$3,000 annually per person.

Budget Highlights:

2024 Revised Budget

- \$9,000 Employee Education Reimbursement Program funded

2025 Proposed Budget

- \$15,000 Enhanced Employee Education Reimbursement Program (enhancement of \$6,000)

2026 Projected Budget

- \$17,000 Enhanced Employee Education Reimbursement Program funded (enhancement of \$2,000)

Authorized Positions (FTE)	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Human Resources Director	0.5	0.5	0.5	0.5	0.5
Human Resources Assistant	0.5	0.5	0.5	0.5	0.5
Human Resources Rep.	0.38	0.38	0.38	0.38	0.38
Total	1.38	1.38	1.38	1.38	1.38

HUMAN RESOURCES

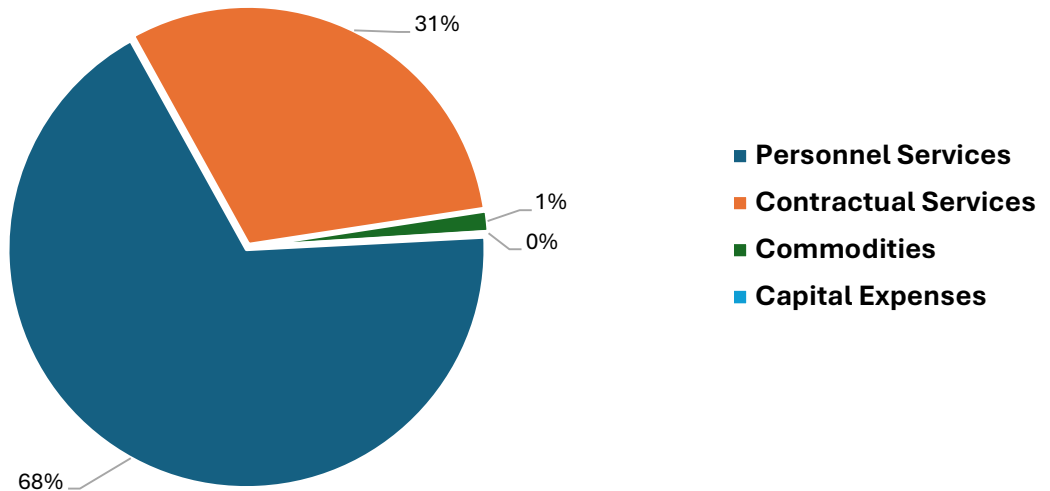


Description of Service

Division (0159)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 91,779	\$ 95,650	\$ 106,200	\$ 119,750	\$ 125,140
Contractual Services	\$ 38,230	\$ 52,200	\$ 45,450	\$ 54,125	\$ 56,375
Commodities	\$ 775	\$ 1,300	\$ 1,000	\$ 2,500	\$ 1,000
Capital Expenses	\$ 20	\$ 2,100	\$ 1,350	\$ 300	\$ 300
	\$ 130,804	\$ 151,250	\$ 154,000	\$ 176,675	\$ 182,815

2025 Proposed Budget Expenditures



HUMAN RESOURCES (0175)		2023	2024	2024	2025	2026
		ACTUAL	ADOPTED	REVISED	PROPOSED	PROPOSED
PERSONNEL SERVICES						
5-0175-410.00	SALARIES	90,769	95,000.00	105,500.00	119,000	124,355
5-0175-411.00	OVERTIME	1,011	650.00	700.00	750	785
TOTAL PERSONNEL SERVICES		91,779	95,650.00	106,200.00	119,750	125,140
CONTRACTUAL SERVICES						
5-0175-501.00	EDUCATION REIMBURSEMENT	1,500	9,000.00	9,000.00	15,000	17,000
5-0175-502.00	POSTAGE	20	150.00	150.00	75	75
5-0175-503.00	TELEPHONE	1,765	1,800.00	1,800.00	1,850	1,900
5-0175-504.00	TRAVEL EXPENSE	345	2,000.00	500.00	1,200	1,400
5-0175-505.00	PROFESS DEVELOP-STAFF	774	2,500.00	500.00	2,500	2,500
5-0175-510.00	EMPLOYEE BENEFIT	125	2,000.00	1,500.00	1,500	1,500
5-0175-516.00	RECRUITMENT AND SCREENING	20,215	30,000.00	30,000.00	30,000	30,000
5-0175-551.00	DUES & SUBSCRIPTIONS	1,272	750.00	1,250.00	1,250	1,250
5-0175-558.00	OTHER CONTRACTUAL SERVICES	12,212	4,000.00	750.00	750	750
TOTAL CONTRACTUAL SERVICES		38,230	52,200.00	45,450.00	54,125	56,375
COMMODITIES						
5-0175-600.00	OFFICE SUPPLIES	775	1,300.00	1,000.00	1,000	1,000
5-0175-696.00	COMPUTER EQUIPMENT	-	-	-	1,500	-
TOTAL COMMODITIES		775	1,300.00	1,000.00	2,500	1,000
CAPITAL EXPENSES						
5-0175-702.00	FURNITURE & FIXTURES	20	1,500.00	750.00	-	-
5-0175-704.00	OFFICE EQUIPMENT	-	600.00	600.00	300	300
TOTAL CAPITAL EXPENSES		20	2,100.00	1,350.00	300	300
TOTAL Human Resources		130,804	151,250.00	154,000.00	176,675	182,815



EMPLOYEE BENEFITS

Description of Service

Division (0180)

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, retirement payouts for retiring employees, KPERS/KPF retirement, unemployment insurance, Flexible Spending Account administration, Health Spending Account employer contributions and, the City's allocation for health, prescription, dental, and vision insurance.

The City offers our current benefit package through the following vendors/carriers - Health - Blue Cross and Blue Shield of Kansas, Chronic condition management - Prescriptions - Tria Health. Dental - Delta Dental of Kansas, Vision - VSP, Life - Guardian, Flexible Spending - P & A Group, H.S.A. - Bank Midwest. The benefit renewal process begins in July each year with an January 1st effective date for all benefits. HUB International, the benefits consultant assists with the strategic vision of employee benefit plans, annual benefits renewal, open enrollment, on-going enrollment/changes, day to day administration, service and claims issues along with employee communication.

Budget Highlights:

2024 Revised Budget

- Compensation study implementation impacted benefits including payroll taxes, KPERS, and KPF.

2025 Proposed Budget

- HUB International, the benefit consultant projects a 29.5% increase to medical coverage with Blue Cross and Blue Shield due to claims expense. The 2024 renewal equated to a 16.7% increase.
- HUB International, the benefit consultant projects a 7% increase to dental coverage with Delta Dental Plan of Kansas. The City had a rate pass until 2025.
- KPERS and KPF Employer rates increase per State Statute.

2026 Projected Budget

- Estimated increases expected to both medical and dental coverage but it is unknown at this time.
- KPERS and KPF Employer Rates increase per State Statute.

EMPLOYEE BENEFITS

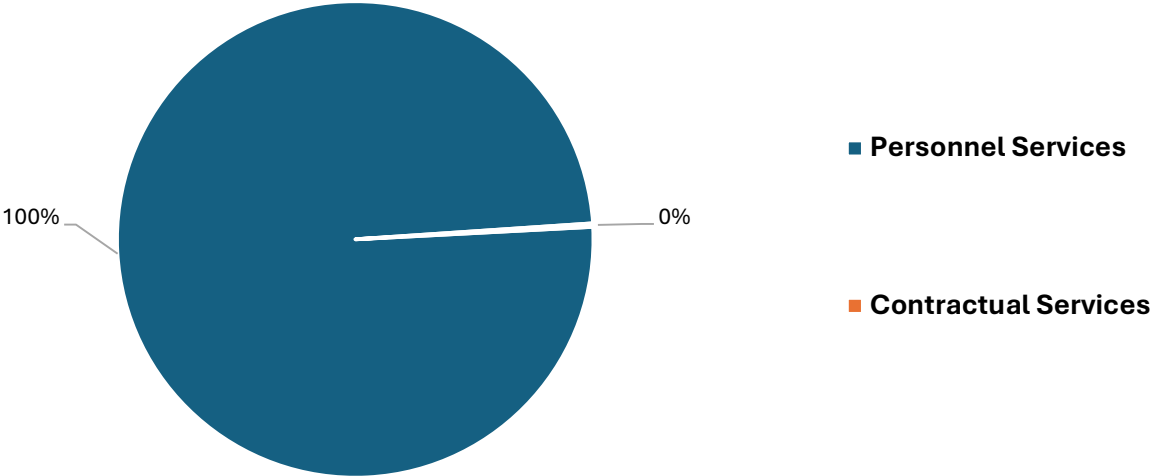


Description of Service

Division (0180)

EXPENDITURE SUMMARY	2023 Actuals	2024 Adopted	2024 Revised	2025 Proposed	2026 Projected
Personnel Services	\$ 2,546,937	\$ 3,222,500	\$ 3,285,070	\$ 3,795,659	\$ 4,340,383
Contractual Services	\$ 5,157	\$ 24,000	\$ 21,500	\$ 9,000	\$ 9,000
	\$ 2,552,094	\$ 3,246,500	\$ 3,306,570	\$ 3,804,659	\$ 4,349,383

2025 Proposed Budget Expenditures



EMPLOYEE BENEFITS (0180)		2023 ACTUAL	2024 ADOPTED	2024 REVISED	2025 PROPOSED	2026 PROPOSED
PERSONNEL SERVICES						
5-0180-410.03	SALARY-RETIREMENT	-	100,000	100,000	100,000	100,000
5-0180-412.00	SOCIAL SECURITY-ST.CONT.FUND-F	478,172	545,000	565,000	615,000	642,675
5-0180-413.00	RETIREMENT-STATE-KPERS	259,258	330,000	330,000	350,000	368,675
5-0180-413.50	OGLI DIFF - KPERS	5	-	-	-	-
5-0180-414.00	HEALTH INSURANCE	879,749	1,204,000	1,160,470	1,502,809	1,946,138
5-0180-414.02	GROUP TERM LIFE INSURANCE	4,370	5,000	5,000	5,000	5,000
5-0180-414.20	HEALTH PRESCRIPTION CONSULT (TRIA)	15,123	22,000	20,000	22,000	22,000
5-0180-415.00	DENTAL INSURANCE	52,093	65,000	55,000	58,850	62,970
5-0180-416.00	RETIREMENT-STATE KP&F	817,381	900,000	1,000,000	1,090,000	1,139,050
5-0180-417.00	VISION INSURANCE	13,991	17,500	17,500	17,500	18,375
5-0180-418.30	HSA EMPLOYER CONTRIBUTION	25,361	30,000	30,000	32,000	33,000
5-0180-419.00	FLEX ADMIN	1,436	4,000	2,100	2,500	2,500
5-0180-419.58	HIPAA COMPLIANCE	-	-	-	-	-
TOTAL PERSONNEL SERVICES		2,546,937	3,222,500	3,285,070	3,795,659	4,340,383
CONTRACTUAL SERVICES						
5-0180-512.00	EMPLOYEE RECOGNITION	-	10,000	10,000	-	-
5-0180-522.00	UNEMPLOYMENT INSURANCE	5,157	10,000	10,000	7,500	7,500
5-0180-558.00	OTHER CONTRACTUAL SVC	-	4,000	1,500	1,500	1,500
TOTAL CONTRACTUAL SERVICES		5,157	24,000	21,500	9,000	9,000
TOTAL Employee Benefits		2,552,094	3,246,500	3,306,570	3,804,659	4,349,383

**City of Ottawa
City Commission Meeting
July 17, 2024**

TO: Honorable City Commission
SUBJECT: 2025 Budget Discussion:
 Agenda item XI.E: Intent Regarding Revenue Neutral Rate; and
 Agenda item XI.F: Set Date for Public Hearings
INITIATED BY: City Manager and Finance Director
AGENDA: New Business

The City Commission has been presented with details of the proposed 2025 Operating Budget. The remaining discussions will be centered around the intent to exceed the revenue neutral rate and setting the date and directing publication of the public hearing for the revenue neutral rate and the 2025 operating budget. The following information supports the upcoming discussions.

BUDGET PROCESS



REVENUE NEUTRAL RATE

In March 2021, Kansas Senate Bill 13 (“SB 13”) was passed enacting new policies and procedures for local governments effective beginning with the 2022 budget process. SB 13 repeals the Tax Lid which was the process for budgeting over the past several years. In addition to the public hearing for the budget, a public hearing must also be held regarding the intent to exceed the revenue neutral rate.

The revenue neutral rate (RNR) of 43.609 is calculated by dividing the ad valorem dollars levied for the 2024 budget by the estimated 2024 assessed valuation and multiplying the result by one thousand. Funds that receive ad valorem taxes as a revenue source are the General Fund, Debt Service Fund, Auditorium Fund, and the Library Fund. Requests presented for consideration in the 2025 budget currently result in an 8.7% increase in ad valorem dollars and an estimated mill rate of 44.844. The City Commission is required to notify Franklin County of the intended mill rate and intent to exceed the revenue neutral rate by July 20, 2024, and the County will distribute notification statements to all properties within the city limits of Ottawa with the intended mill rate and date of public hearing.

The following table outlines the impacts of each property tax fund.

	2023 Ad Valorem	2023 Mill Rate	2024 Ad Valorem	2024 Mill Rate	2025 Ad Valorem	2025 Mill Rate	2025 Revenue Neutral Rate (RNR)
General	\$ 3,965,608	32.522	\$ 4,211,120	31.369	\$ 4,580,565	31.369	30.505
Debt Service	\$ 411,195	3.372	\$ 452,186	3.369	\$ 454,635	3.114	3.276
Auditorium	\$ 185,695	1.523	\$ 204,184	1.521	\$ 258,815	1.772	1.479
Library	\$ 1,047,890	8.594	\$ 1,152,379	8.585	\$ 1,254,235	8.589	8.349
	\$ 5,610,388	46.011	\$ 6,019,869	44.844	\$ 6,548,250	44.844	43.609
Assessed Valuation	\$ 121,936,792		\$ 134,085,035		\$ 146,019,909		

ESTABLISHING A PUBLIC HEARING DATE

The public hearing for the 2025 Budget may be held after August 20th and a public hearing notice must be provided at least 10 days in advance of said hearing and will be published in the local newspaper and the City website. The City Commission can adopt a budget that is less or the same as the published expenditures, ad valorem, and estimated tax rate for each fund but not more than the published amounts. The following is a sample snapshot of the recommended hearing date and maximum mill rates for publication.

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING							
							2025
The governing body of City of Ottawa							
will meet on September 4, 2024 at 7:00 pm at 101 S. Hickory Street, City Hall, for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.							
Detailed budget information is available at City Hall and will be available at this hearing.							
BUDGET SUMMARY							
Proposed Budget 2025 Expenditures and Amount of 2024 Ad Valorem Tax establish the maximum limits of the 2025 budget.							
Estimated Tax Rate is subject to change depending on the final assessed valuation.							
FUND	Prior Year Actual for 2023		Current Year Estimate for 2024		Proposed Budget Year for 2025		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2024 Ad Valorem Tax	Proposed Estimated Tax Rate *
General	12,565,713	32.522	14,631,350	31.369	16,085,150	4,580,565	31.369
Debt Service	4,262,134	3.372	4,172,065	3.369	3,430,520	454,635	3.114
Library	1,129,661	8.594	1,240,380	8.585	1,340,535	1,254,235	8.589
Auditorium	385,324	1.523	409,850	1.521	490,850	258,815	1.772
Totals	47,659,911	46.011	53,422,907	44.844	56,986,627	6,548,250	44.844
<i>Revenue Neutral Rate**</i>							<i>43.609</i>
Less: Transfers	8,841,697		8,971,750		7,600,770		
Net Expenditure	38,818,214		44,451,157		49,385,857		
Total Tax Levied	5,610,388		6,019,869		xxxxxxxxxxxxxxxxxxxx		
Assessed Valuation	121,936,792		134,707,304		146,019,909		

2025 OPERATING BUDGET HIGHLIGHTS

Assessed Valuation

The annual assessed valuation supporting the 2025 operating budget is \$146,019,909 which is an increase of \$11,312,605, or 8.4%, over the previous year. Each one mill represents \$146,019 for the 2025 budget. Valuation estimates are provided for the purpose of budget and mill rate estimates and may change once the final valuation is completed by Franklin County in October.

Revenue Estimates

Revenue estimates were constructed using a conservative approach in all funds. Sales and Compensating use tax were estimated at an increase on average of five percent (5%) and ten percent (10%) respectively. Rates for utility fund revenues are reflected at the current charge rates. The General Fund total revenue reflects the redirection of Highway Connecting Links funds to the Special Streets Fund to better support street maintenance and repair initiatives.

Auditorium

The Ottawa Memorial Auditorium is funded through local ad valorem taxes, grants, sales revenue, and sponsorships/donations. The 2025 proposed budget is challenged by an aging building, constructed in 1919, and limited revenue sources for maintenance and repair. While the Charter Ordinance 13-97 gave the opportunity for a mill levy dedicated to capital improvements, one was not established. The proposed mill rate supports basic operations and building maintenance with an estimated fund balance that is less than desirable for a premier

entertainment venue. Continued efforts in seeking grant funding and new revenue streams are necessary for this venue.

Library

The Ottawa Library is funded in part through local ad valorem taxes, grants, and donations. The Library Board is responsible for the operations and financial needs of the library, submitting a budget to the City for inclusion in the city's budget proceedings with a mill levy which may not exceed ten (10) mills. The City Commission does not have authority over the Library budget, which was presented to the Commission on July 10, 2024, with a level mill rate of 8.589.

City Services, Community Improvement Projects, and Debt Service

The 2025 Operating Budget supports continuation of top-notch city services and employee compensation and benefits as well as the following:

- Community attraction programming
- Community visioning and Quality of Life project initiatives
- Continued support for Community Partner with level funding
- Improvement project support for Airport Taxiway Reconstruction, Street Maintenance, and Sidewalk Maintenance
- City facility maintenance
- Enhanced Fire services through implementation of CPSM study recommendations
- Rebates for economic incentive programs

Not included in the operating budget are approximately \$435,000 of service enhancement needs:

- Addition of positions impacting Parks and Municipal Court
- Continuation of the cemetery drainage and stone resetting
- Highland Cemetery road signs
- Facility updates to restrooms at Forest Park
- Law enforcement range improvements
- Adequate funding for vehicle and equipment replacement

Mill Rate

The 2025 mill rate is proposed at a total of 44.844 mills which is level with the 2024 mill rate. Across all mill levy funds it provides additional ad valorem taxes of \$528,381 over the 2024 budget. City controlled ad valorem supported funds are supported by a mill rate of 36.255 proposed for 2025.

RECOMMENDATION

Intent to Exceed Revenue Neutral Rate – Agenda Item X.E

It is recommended that the City Commission consider the following:

- Take action to intend to exceed the revenue neutral rate of 43.609 and direct staff to prepare and submit the form required to Franklin County

Set Public Hearing date for Revenue Neutral Rate and 2025 Operating Budget

It is recommended that the City Commission consider one of the following actions:

- Set the date for the Revenue Neutral Rate and 2025 Operating Budget Public Hearing as September 4, 2024, at 7:00 p.m.

BUDGET CALENDAR

July 17 Final 2025 Budget Review
Consider Intent to Exceed Revenue Neutral Rate
Set hearing date and direct publication of Revenue Neutral Rate and 2025 Budget
Public Hearing

September 4 Public Hearing: Revenue Neutral Rate
Public Hearing: 2025 Operating Budget
Consider Adoption of 2025 Budget
Consider Adoption of the 2025-2029 Capital Improvement Plan (CIP)

Attachments: XI.E.1 Franklin County form for Indication of Revenue Neutral Rate



INDICATION OF REVENUE NEUTRAL RATE

PURSUANT TO K.S.A. 79-1460, 79-1801, 79-2024, 79-2925c

ENTITY NAME:

Please indicate below whether your governing body will be exceeding the Revenue Neutral rate:

Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy is _____. The date of the Hearing is _____ at _____ and will be held at _____ in _____, KS.

No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the county clerk on or before August 25, 2024.

SIGNATURE

DATE

TITLE