



If you need this information in another format or require a reasonable accommodation to attend this meeting, please contact the City Clerk's office at 785-229-3600. Please provide advance notice of at least two (2) working days. TTY users please call 711.

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

A Study Session is scheduled for **June 11, 2012 at 4:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

I. Public Comments

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

- a. Minutes from the June 4, 2012 Study Session. *pp. 3 - 5*
- b. Quarterly recognition of City employees recently completing professional development programs and introduction of new employees. Staff is compiling the list of employees.

III. Items for Presentation and Discussion

- a. Discussion continues regarding suggested revisions to residency policy for City employees. Attached please find the draft policy discussed last week with the revisions discussed. Also enclosed is a draft residency policy designating contiguous counties submitted by Commissioner Caylor for discussion and consideration. There also is a map with 3 radius limits, as well as one that shows driving distance from selected locations. *pp. 6 - 9*
- b. Proposed 2013 Budget discussion: General Fund
 - 0100 General Fund *pp. 10 - 11*
 - 0110 City Commission/Manager *p. 12*
 - 0115 City Clerk/Finance *p. 13*
 - 0117 Non-Operating *p. 14*
 - 0130 Planning and Codes *p. 15 - 16*
 - Public Works *pp. 17 - 24*
 - 0140 Public Works—Cemetery *p. 20*
 - 0141 Public Works—Streets *p. 21*
 - 0142 Public Works—Flood Control *p. 22*
 - 0144 Public Works—Fleet Management *p. 23*
 - 0146 Public Works—Parks *p. 24*
 - 0151 Police *p. 25 - 27*
 - 0155 Municipal Court *p. 28*
 - 0157 Fire *p. 29 - 30*
 - 0159 Information Technology *p. 31 - 32*
 - 0175 Human Resources *p. 33 - 34*
 - 0180 Employee Benefits *p. 35 - 36*
- c. City Manager's Report
- d. Commissioners' Reports

2012 Priorities

Streets & Sidewalk Improvements • Economic Development • Parks • Business Development • Citizen Relations

e. Mayor's Report

IV. Announcements

- June 18, 2012 Study Session and Cemetery Facilities Tour, 4:00 pm
- June 20, 2012 **NEXT REGULAR MEETING**, 9:30 am
- June 20, 2012 Joint City/County/USD 290 Luncheon, City Commission Chambers, City Hall, 101 S. Hickory, 12:00 Noon
- June 25, 2012 Study Session, 4:00 pm
- July 2, 2012 Study Session ~~RESCEHDULED~~ to 5:30 pm
- July 2, 2012 Regular Meeting ~~RESCHEDULED~~ to 7:00 pm
- July 4, 2012 Independence Day holiday – City offices closed
- July 4, 2012 Independence Day holiday – City Commission meeting rescheduled to July 2, 2012
- July 9, 2012 Study Session, 4:00 pm
- July 16, 2012 Study Session, 4:00 pm
- July 18, 2012 Regular Meeting, 9:30 am
- July 18, 2012 Joint City/County/USD 290 Luncheon, USD 290 1404 S. Ash, 12:00 Noon
- July 23, 2012 Study Session, 4:00 pm – Parks Facilities Tour
- July 30, 2012 Study Session, 4:00 pm

V. Adjourn

VI. Items Already Placed

- a. A public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 936 Hamblin.
- b. A public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 830 S. Cherry.
- c. A resolution to establish a public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 804 S. Cherry.

**STUDY SESSION MINUTES
OTTAWA, KANSAS
Minutes of
June 4, 2012**

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

Mayor Jorgensen called the meeting to order.

Public Comments

None offered at this time.

Review of Minutes

The Governing Body reviewed minutes from the May 16 (a.m.) and May 16, 2012 (p.m.) Special Call Meetings; and the May 21, 2012 Study Session and agreed to place these items with a change on the next Regular Meeting agenda on June 6, 2012.

Bid Recommendation-2012 Street Improvement Project

The Governing Body reviewed a request to accept the 2012 Street Improvement Mill and Overlay bid recommendation from low bidder Killough Construction for the anticipated projects through staff priority number 10 and agreed to place this item on the next Regular Meeting agenda.

The Governing Body heard from Director of Public Works Andy Haney who provided an overview of the anticipated projects and the estimated costs.

Appointment-Construction Board of Appeals

The Governing Body reviewed a request to appoint Rocky Evans to the Construction Board of Appeals and agreed by consensus to place this item on the next Regular Meeting agenda.

Request-Ottawa University

The Governing Body reviewed a request from Ottawa University to close Main Street from 3rd Street to 4th Street for the Fusion Business Expo event on Monday, August 27, 2012 and agreed by consensus to approve the request.

911 Agreement

The Governing Body reviewed a draft revision of the current 911 Agreement between the City of Ottawa and Franklin County. The Governing Body requested additional information to be brought back for further discussion at a later date.

Proposed Revision-City Employee Residency Policy

The Governing Body reviewed a proposed revision to the City employee residency policy and requested additional information to be brought back to the next Study Session agenda on June 11, 2012.

June 4, 2012

Unofficial Until Approved

City Attorney Bob Bezek discussed the proposed revision and answered questions from the Governing Body.

The Governing Body heard from the following Department Heads who spoke in favor of a revision to the City employee residency policy: Police Chief Dennis Butler, Director of Utilities Jim Bradley, Fire Chief Jeff Carner, Director of Public Works Andy Haney, Director of I.T. Chuck Bigham, and Director of Finance Scott Bird.

2013 Utility Budget

The Governing Body heard from Director of Utilities Jim Bradley and Director of Finance Scott Bird who reviewed the proposed 2013 Utility Budgets.

The Governing Body agreed to continue discussion of the General Fund at the June 11, 2012 Study Session and postpone the Cemetery Facilities Tour until June 18, 2012.

Monthly Financial and Activity Report-April

The Governing Body agreed to defer this item to the next Study Session Agenda.

Youth in Government Report

The Governing Body heard from Youth Delegate Abagael Pruitt who reported on the following:

- Youth Delegates performed a skit at Ottawa Recreation Commission (ORC) on May 31, 2012 for 3 groups of children aged kindergarten to 6th grade and taught walking/biking safety
- Youth Delegates are focusing on their next service project and working with ORC

The Mayor announced 3 Executive Sessions are needed.

Commissioners' Report

Commissioner Caylor reported on the following:

- Recently attended Relay for Life and was pleased with the community and Youth in Government involvement.

Commissioner Richards reported on the following:

- Inquired on status of Safe Routes to School sidewalk construction
- Inquired on status of Slurry Seal projects

Executive Session

Recess

Commissioner Caylor made a motion, seconded by Commissioner Ramsey, to recess into executive session to discuss attorney-client privilege with the City Manager and City Attorney present for a period of 10 minutes and to reconvene into open session at 5:30 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

June 4, 2012

Unofficial Until Approved

Reconvene

Commissioner Caylor made a motion, seconded by Commissioner Richards, to reconvene into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 5:30 pm.

Recess

Commissioner Caylor made a motion, seconded by Commissioner Richards, to recess into executive session to discuss attorney-client privilege and confidential data relating to financial affairs with the City Attorney Bob Bezek, City Manager Richard Nienstedt, Ottawa/Franklin County Economic Development (OFCED) Inc Interim Director Blaine Finch, and Director of Finance Scott Bird present for a period of 20 minutes and to reconvene into open session at 5:50 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

Commissioner Reed made a motion, seconded by Commissioner Caylor, to reconvene into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 5:50 pm.

Recess

Commissioner Ramsey made a motion, seconded by Commissioner Reed, to recess back into executive session to continue to discuss attorney-client privilege and confidential data relating to financial affairs with the City Attorney, City Manager, Ottawa/Franklin County Economic Development (OFCED) Inc Interim Director, and Director of Finance present for a period of 10 minutes and to reconvene into open session at 6:00 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to reconvene into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 6:00 pm.

Open Agenda

The Governing Body discussed issues related to debt financing.

Adjournment

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Richards, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor Jorgensen declared the meeting duly adjourned at 6:05 pm.

OLD POLICY:

6.1 Residency Requirement

A full-time employee shall be within one year from date of beginning work, a resident of Franklin County. The City Manager shall be required to live within the city limits of the City of Ottawa.

PROPOSED POLICY:

6.1 Residency Requirement

Regular part-time and regular full-time employees shall, within one year of date of hire, establish and maintain residency within Franklin County or within a driving distance of forty (40) miles of the City of Ottawa City Hall, and within the state of Kansas. This policy will not apply to temporary or seasonal employees. Department Heads shall establish and maintain residency within Franklin County. The City Manager shall be required to live within the city limits of Ottawa.

Any current employee who is promoted to a Department Head position will be required to establish and maintain residency within Franklin County.

Adherence to this policy will be confirmed using mapping technology; any conflicting reports will be resolved by the Human Resources Director.

OLD POLICY:

6.1 Residency Requirement

A full-time employee shall be within one year from date of beginning work, a resident of Franklin County. The City Manager shall be required to live within the city limits of the City of Ottawa.

PROPOSED POLICY:

6.1 Residency Requirement

Regular part-time and regular full-time employees shall, within one year of date of hire, establish and maintain residency within Franklin County or any contiguous county of Franklin County, which includes Johnson, Douglas, Osage, Coffey, Anderson, Linn, and Miami counties. Each department within the city maintains the right to establish emergency response times for certain positions.

This policy will not apply to temporary or seasonal employees. Department Heads shall establish and maintain residency within Franklin County. The City Manager shall be required to live within the city limits of Ottawa.

Any current employee who is promoted to a Department Head position will be required to establish and maintain residency within Franklin County.

Adherence to this policy will be confirmed using mapping technology; any conflicting reports will be resolved by the Human Resources Director.



INTEROFFICE MEMORANDUM

TO: RICHARD U. NIENSTEDT, CITY MANAGER AND THE HONORABLE CITY COMMISSION
FROM: SCOTT D. BIRD, DIRECTOR OF FINANCE *SB*
SUBJECT: 2013 BUDGET MEMO

GENERAL FUND OVERVIEW

0110 - CITY COMMISSION/MANAGER

0115 - CITY CLERK/FINANCE

0117 - NON-OPERATING

DATE: 6/7/2012

General Fund Overview

Once again, it is a great privilege to be a part of presenting the City's annual budget. To that end, please find the attached draft of the 2013 General Fund budget, along with descriptions of changes in the various activities. Below is a synoptic overview of the entire General Fund, followed by an explanation of the changes you will find in the first three expenditure activities: City Commission/Manager; City Clerk/Finance; and Non Operating.

What you will find in the following pages is an estimated 2.0% increase in total expenditures when compared to the 2012 General Fund Budget. As has been previously discussed, this proposal includes an increase to payroll costs in the form of merit raises for employees, not to exceed 3%. Please keep in mind, not all employees will receive the maximum. Therefore, a more realistic increase that can be expected is between 1.5 and 2.0%, and therefore, an adjustment to budgeted amounts have been made with that in mind. Of course this has an impact on other benefits such as FICA, KPERS and KPF. While preliminary meetings seem to indicate that holding the line on Health Insurance may be possible, I have hedged that optimism by including a 4.0% increase for 2013. Should that amount not be needed, it can be rolled into cash carryover.

Capital Outlay in this fund has a slight decline from \$266,000 to \$264,000. Of that amount, \$195,000 has been set aside for sidewalks, curbs and gutters. The balance is predominately found in the computer replacement program and \$10,000 for an ADA compliant customer service desk/counter in the Planning and Codes Dept.

0100 - General Fund (Source of Revenue). Overall Revenue estimates are projected at a total of 2.3% more than the 2012 Budget and only 1.2% above the 2012 Revised revenue estimates. This includes an estimated 1.5% growth in Sales Tax over the 2012 Revised Sales Tax estimates. Property tax has been estimated at 2.0% more than the 2012 Budget. The other major revenue influence in the General Fund includes transfers from the three utility funds. No change is recommended to incoming transfers at this time.

0110 - City Commission/Manager: Except for the aforementioned increases to Personnel a \$250 increase in Travel and a \$1,250 increase to Professional Development, this activity remains the same as 2012 Budget.

0115 - City Clerk/Finance: Again, an increase to this activity is found in Personnel. You will also notice a decrease of \$1,000 in line 530-Utilities, an increase of \$1,400 in 571-Audit expense, which results from additional costs related to all the grant work we are involved with. Also, you will see a \$500 increase for building maintenance.

0117 - Non Operating: This activity is projected to see a \$14,500 increase to transfers that cover the cost of doing business in other funds that are appropriately allocated to the General Fund. In addition, you will notice a 2.0% increase to pay for the city's share of 911 services. This is only estimated at this time.

You should find the other expenditure activities addressed by the appropriate Dept. Head as you proceed through this document.

GENERAL FUND (0100)

	SOURCE OF REVENUE 0100	Actual 2009	Actual 2010	Actual 2011	Revised 2012	Budget 2012	Proposed 2013	Estimate 2014	Estimate 2015	Estimate 2016	Estimate 2017
100	Unencumbered Cash	1,037,580	1,133,013	1,160,592	1,076,425	1,076,425	1,049,476	740,391	660,468	587,508	532,665
301	Ad Valorem Property Tax	1,904,200	1,940,571	2,027,692	2,263,828	2,263,828	2,309,105	2,355,287	2,449,498	2,547,478	2,649,377
301	Uncollected Ad Valorem Tax				-90,553	-94,000	-92,364	-94,211	-97,980	-101,899	-105,975
302	Back Tax Collections	75,477	94,384	132,527	104,000	133,000	104,000	106,080	108,202	110,366	112,573
303	Sales Tax - City	1,880,328	1,830,652	1,897,605	1,964,021	1,865,369	1,993,481	2,043,318	2,104,618	2,167,756	2,232,789
303	Sales Tax - City to WWTP	224,000	210,000	210,000	217,350	210,000	220,610	226,126	232,909	239,897	247,093
304	Sales Tax - County	902,617	901,682	945,947	979,055	900,000	993,741	1,018,584	1,049,142	1,080,616	1,113,034
305	Comp. Use Tax	334,127	355,947	392,556	370,000	345,117	375,000	384,375	395,906	407,783	420,017
306	Franchise Tax - CATV	82,720	73,190	65,903	67,000	82,931	66,000	67,650	69,003	70,383	71,791
307	Franchise Tax Gas	329,835	292,544	267,289	265,000	306,030	300,000	307,500	319,800	332,592	345,896
311	Franchise Tax Telephone	51,187	46,535	45,606	46,000	47,000	47,000	47,000	47,000	47,000	47,000
314	Liquor Tax	27,933	24,134	24,024	26,000	26,000	27,040	28,122	29,246	30,416	31,633
315	Vehicle Tax	195,809	205,719	214,118	221,000	221,125	221,000	226,525	231,056	235,677	240,390
318	Business License: License Income-general	13,680	34,267	37,909	30,000	25,000	30,000	30,000	30,000	30,000	30,000
319	Rent - Airport	7,001	10,125	6,000	10,200	10,200	8,080	8,080	8,080	8,080	8,080
320	Highway Connecting Links	58,394	58,434	58,434	45,050	30,000	30,000	30,000	30,000	30,000	30,000
323	Dog License	6,858	5,887	5,475	10,000	10,000	10,000	10,000	10,000	10,000	10,000
324	Interest Income	65,978	79,346	36,973	50,000	100,000	50,000	100,000	100,000	100,000	100,000
325	Reimbursed Expense	234,205	182,657	149,113	250,000	280,000	250,000	250,000	250,000	250,000	250,000
331	Cemetery Lot Sales	31,800	15,700	17,400	32,500	32,500	32,500	32,825	33,153	33,485	33,820
332	Burial Fees	21,900	28,344	24,724	31,000	31,000	31,000	31,310	31,623	31,939	32,259
333	Fines	241,935	251,151	240,449	300,562	267,650	303,567	309,639	315,831	322,148	325,369
335	Court Fees	107,122	79,266	73,831	110,368	110,368	111,471	112,586	113,712	114,849	115,998
336	Building Permits & Fees	89,169	150,307	111,911	200,000	200,000	200,000	200,000	200,000	200,000	200,000
367	Transfer from Special Alcohol Fund	32,500	29,139	24,024	30,000	30,000	30,000	30,000	30,000	30,000	30,000
345	Transfers - Electric	995,000	1,025,000	1,025,000	1,115,000	1,115,000	1,115,000	1,115,000	1,115,000	1,115,000	1,115,000
347	Transfers - Water	375,000	405,000	405,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000
344	Transfers - Wastewater	195,000	225,000	225,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
399	Miscellaneous	42,771	10,707	7,082	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	TOTAL	9,564,124	9,698,702	9,832,184	10,438,805	10,340,743	10,530,707	10,431,188	10,581,271	10,746,080	10,933,816

CITY COMMISSION & CITY MANAGER (0110)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries (full time)	155,410	154,966	148,476	164,500	165,000	168,613	172,828	177,149	181,577	186,117
411	Salaries (Commissioners)	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
410	Overtime	1,581	2,786	2,250	2,500	2,500	2,600	2,600	2,600	2,600	2,600
	SUBTOTAL	162,992	163,752	156,726	173,000	173,500	177,213	188,928	193,249	197,677	202,217
CONTRACTUAL SERVICES											
502	Postage	198	172	331	200	200	200	204	208	212	216
503	Telecommunications	678	700	844	1,000	1,000	1,000	1,020	1,040	1,061	1,082
504	Travel Expense	10,970	6,406	10,629	11,750	11,750	12,000	12,240	12,485	12,734	12,989
505	Professional Development	5,635	8,119	6,621	5,500	5,500	6,750	6,885	7,023	7,163	7,306
509	Meeting Expense	0	0	45	0	0	0	0	0	0	0
512	Employee Recognition	3,206	4,837	4,512	4,500	4,500	4,500	4,590	4,682	4,775	4,871
527	Mayor's Breakfast	1,361	2,403	1,577	1,500	1,500	1,500	1,530	1,561	1,592	1,624
514	Printing Expense	4,370	3,284	2,306	3,000	3,000	3,000	3,060	3,121	3,184	3,247
524	Bonds	0	0	0	350	350	350	357	364	371	379
551	Dues & Subscriptions	4,907	5,002	2,080	4,000	4,000	4,000	4,080	4,162	4,245	4,330
558	Other Cont. Services	1,109	413	96	3,200	3,200	3,200	3,264	3,329	3,396	3,464
	SUBTOTAL	32,433	31,335	29,042	35,000	35,000	36,500	37,230	37,975	38,734	39,509
COMMODITIES											
600	Office Supplies	4,317	4,323	3,359	4,400	4,400	4,400	4,488	4,578	4,669	4,763
601	Computer Supplies	49	0	0	0	0	0				
670	Receptions & Meals	2,824	4,653	5,668	5,000	5,000	5,000	5,100	5,202	5,306	5,412
615	Uniforms	50	0	0	100	100	100	102	104	106	108
630	Other Operating Supplies	1,990	453	62	0	0	0	0	0	0	0
	SUBTOTAL	9,231	9,430	9,088	9,500	9,500	9,500	9,690	9,884	10,081	10,283
CAPITAL OUTLAY											
702	Furniture (Office Furniture)	36	675	0	0	0	0	0	0	0	0
704	Office Equipment	0	0	0	500	500	500	1,000	1,000	1,000	1,000
705	Computer Equipment	813	340	73	921	921	921	921	921	921	921
738	Street & Sidewalk Improvements	11,045	0	0	0	0	0	0	0	0	0
	SUBTOTAL	11,894	1,015	73	1,421						
	TOTAL	216,549	205,533	194,929	218,921	219,421	224,634	237,269	242,528	247,914	253,430

CITY CLERK/FINANCE (0115)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	296,113	310,924	308,809	311,000	311,000	318,775	326,744	334,913	343,286	351,868
410	Overtime	1,959	4,152	6,039	5,000	5,000	5,500	5,638	5,778	5,923	6,071
	SUBTOTAL	298,072	315,076	314,848	316,000	316,000	324,275	332,382	340,691	349,209	357,939
CONTRACTUAL SERVICES											
502	Postage	4,607	312	1,275	1,300	2,000	2,000	2,040	2,081	2,122	2,165
503	Telecommunications	4,245	4,272	4,331	4,500	4,600	4,600	4,692	4,786	4,882	4,979
505	Professional Development	2,015	3,275	2,180	3,500	3,800	3,800	3,876	3,954	4,033	4,113
515	Advertising & Publications	3,814	4,145	4,248	5,000	5,000	5,000	5,100	5,202	5,306	5,412
520	Ins. - Bldg. & Contents	5,749	6,738	0	0	0	0	0	0	0	0
530	Utilities (City Hall)	6,907	6,609	5,240	4,500	7,400	6,000	6,120	6,242	6,367	6,495
551	Dues & Subscriptions	175	299	478	250	250	250	255	260	265	271
558	Other Cont. Services	21,570	21,560	21,840	22,000	22,032	22,000	22,440	22,889	23,347	23,814
558	Elevator Service	2,255	1,740	2,040	2,000	2,040	2,040	2,081	2,122	2,165	2,208
558	HVAC Service	16,973	17,064	18,000	20,000	20,000	20,000	20,400	20,808	21,224	21,649
558	Pest Control	655	650	650	675	675	675	689	702	716	731
558	Solid Waste Disposal	625	650	650	689	689	690	704	718	732	747
558	Building Maintenance	3,637	10	8,500	8,500	8,500	9,000	9,180	9,364	9,551	9,742
571	Audit (General Fund Share)	6,625	7,000	8,603	8,700	7,000	8,800	8,976	9,156	9,339	9,525
599	Refunds	316	0	25	300	300	300	306	312	318	325
	SUBTOTAL	80,167	74,324	78,061	81,914	84,286	85,155	86,858	88,595	90,368	92,177
COMMODITIES											
600	Office Supplies	4,099	3,373	3,424	5,000	5,000	5,000	5,100	5,202	5,306	5,412
601	Computer Supplies	100	49	42	500	900	850	867	884	902	920
614	Books	77	0	188	0	0	50	51	52	53	54
615	Uniforms (Custodial)	255	166	303	300	300	300	306	312	318	325
620	Supplies (Custodial)	10,656	8,115	6,618	8,000	10,000	10,000	10,200	10,404	10,612	10,824
	SUBTOTAL	15,187	11,703	10,574	13,800	16,200	16,200	16,524	16,854	17,192	17,535
CAPITAL OUTLAY											
702	Furniture (Office Furniture)	0	0	2,265	0	0	0	0	0	0	0
704	Office Machines	0	180	0	0	0	0	0	0	0	0
705	Computer Equipment	0	510	515	2,300	2,149	2,149	2,149	2,149	2,149	2,149
710	Buildings	3,432	0	0	0	0	0	0	0	0	0
718	Equipment Purchase	1,278	996	698	0	0	0	0	0	0	0
	SUBTOTAL	4,710	1,686	3,477	2,300	2,149	2,149	0	0	0	0
	TOTAL	398,136	402,789	406,961	414,014	418,635	427,779	435,764	446,141	456,768	467,651

NON-OPERATING (0117)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
TRANSFERS											
912	Transfer to Airport Fund	72,000	71,996	77,000	77,000	77,000	78,000	80,000	80,000	80,000	80,000
909	Transfer to Community Service Fund	28,293	21,251	25,500	28,000	30,000	34,000	32,000	32,000	32,000	32,000
905	Transfer to Sewer Replacement Fund	224,000	210,000	210,000	210,000	210,000	219,500	225,000	225,000	225,000	225,000
925	Contingency Reserve	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	324,293	303,247	312,500	315,000	317,000	331,500	337,000	337,000	337,000	337,000
CONTRACTUAL											
507	911 Services - Paid to Fr. Co.	264,759	271,928	277,706	280,000	281,697	285,600	291,312	297,138	303,081	309,143
558	Other Cont.	2,151	12,920	9,662	0	0	0	0	0	0	0
599	Refunds	0	0	199	0	0	0	0	0	0	0
	SUBTOTAL	266,909	284,848	287,567	280,000	281,697	285,600	291,312	297,138	303,081	309,143
CAPITAL OUTLAY											
738	Streets, Curb, Sidewalks	0	7,957	19,790	195,000	195,000	195,000	0	0	0	0
	TOTAL	591,202	596,052	619,857	790,000	793,697	812,100	628,312	634,138	640,081	646,143

Note: Increased transfers to Risk Management eliminates the certain payments from the various activities within the General Fund.

Memorandum

To: Richard Nienstedt, City Manager

CC: Scott Bird, Director of Finance

From: Wynndee Lee, Director of Planning and Codes Administration

Date: June 7, 2012

Re: Budget Overview 0130 – 2013 (and 2012 revisions)

The largest expenses in this department are staffing and other contractual costs. One of the inspector positions is not filled and hasn't been for several years, due to the economy and our budget. This year it was anticipated we might need to fill it by fall as an aid in transition as we have a retiree in early 2013.

2012 Reductions are largely in postage, legal & advertising, and other contractual due to reduced rezonings and a change in contracts. This year we will spending the Planning Services \$15,000 on a match for Dept. of Transportation special project study related to downtown and transportation links, including a more thorough study of non-vehicular options. Other reductions in various lines will enable the replacement of the front counter and desk system with one more suited to the office and ADA compliant.

Next year's budget is generally the same with both 2012 and 2013 anticipating some needed car repairs/tires and code books for the adoption of the 2012 ICC codes. We do anticipate that we will begin on the comprehensive plan update in 2013, but fund over several years possibly as well as utilizing staff as much as possible to reduce our contractual costs.

PLANNING & CODE ADMINISTRATION (0130)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	319,249	331,839	346,281	349,500	344,800	339,000	347,475	356,162	365,066	374,193
411	Retirement	0	0	0	0	11,781	11,781	0	0	0	0
410	Overtime	769	1,182	832	1,800	1,800	1,500	1,538	1,576	1,615	1,656
	SUBTOTAL	320,018	333,021	347,113	351,300	358,381	352,281	349,013	357,738	366,681	375,848
CONTRACTUAL SERVICES											
502	Postage	5,539	3,080	5,211	5,300	6,300	6,000	6,120	6,242	6,367	6,495
503	Telecommunications	2,042	2,628	3,191	3,200	3,000	3,400	3,468	3,537	3,608	3,680
505	Professional Dev./Meetings	7,259	6,931	9,570	8,000	8,500	8,500	8,670	8,843	9,020	9,201
509	Meeting Expense	927	875	931	1,200	1,200	1,200	1,224	1,248	1,273	1,299
515	Legal & Other Advertising	8,358	9,337	8,116	6,000	9,000	7,000	7,140	7,283	7,428	7,577
523	Vehicle Ins-Risk Mgt.	1,123	1,199	0	0	0	0	0	0	0	0
533	Equipment Repair	0	0	0	300	300	300	306	312	318	325
534	Vehicle Repair	254	75	0	1,000	800	1,200	1,224	1,248	1,273	1,299
553	Service Agreements	790	1,169	1,290	1,300	700	1,300	1,326	1,353	1,380	1,407
558	Other Cont. Services	2,028	2,065	10,373	4,500	7,000	2,200	2,244	2,289	2,335	2,381
558	Temp Services	0	0	0	500	500	500	510	520	531	541
558	Weeds	5,734	6,128	4,458	7,500	7,500	7,500	7,650	7,803	7,959	8,118
558	Nuisance	55	780	0	2,000	2,000	2,000	2,040	2,081	2,122	2,165
558	Condemnation & Demolition	5,248	19,615	19,356	23,500	23,500	25,000	25,500	26,010	26,530	27,061
558	Annexation	0	0	698	1,000	1,000	1,000	1,020	1,040	1,061	1,082
558	Comp Plan	0	0	0	0	0	0	0	0	0	0
590	Planning Services	503	0	0	15,000	15,000	15,000	15,300	15,606	15,918	16,236
591	Building Code Plan Check	11,925	6,675	7,650	15,000	20,000	20,000	20,400	20,808	21,224	21,649
599	Refunds	103	0	0	0	0	0	0	0	0	0
	SUBTOTAL	51,887	60,557	70,843	95,300	106,300	102,100	104,142	106,225	108,349	110,516
COMMODITIES											
600	Office Supplies	3,346	3,443	4,540	5,000	5,500	5,500	5,610	5,722	5,837	5,953
601	Computer Supplies	49	0	0	0	0	0	0	0	0	0
608	Vehicle Operations	3,635	5,290	3,661	6,000	6,500	6,500	6,630	6,763	6,898	7,036
612	Equipment	0	0	150	0	0	0	0	0	0	0
614	Books	670	262	242	1,500	1,200	1,500	1,530	1,561	1,592	1,624
615	Uniforms	0	170	33	500	500	500	510	520	531	541
	SUBTOTAL	7,700	9,165	8,626	13,000	13,700	14,000	14,280	14,566	14,857	15,154
CAPITAL OUTLAY											
702	Furniture	213	0	0	500	500	10,000	500	500	500	500
710	Equipment	0	0	0	300	300	300	0	0	0	0
705	Computer Equipment	9,361	7,048	223	2,456	2,456	2,456	2,456	2,456	2,456	2,456
	SUBTOTAL	9,574	7,048	223	4,256	4,256	13,756	2,956	2,956	2,956	2,957
TRANSFERS											
599	Refunds	0	0	0	0	0	0	0	0	0	0
906	Transfer to Equipment Reserve	4,500	4,500	2,000	1,000	1,000	1,000	3,000	3,000	3,000	3,000
	TOTAL	393,680	414,290	428,805	464,856	483,637	483,137	473,391	484,484	495,844	507,476

CITY OF OTTAWA, KANSAS
MEMORANDUM

TO: City Commission
FROM: Andy Haney
SUBJECT: 2013 Budget Proposal
DATE: June 7, 2012

The majority of any changes from the 2012 Budget in the proposed 2013 Budget are incremental. Increasing costs could become an issue in the future despite the significant efforts of Public Works Department employees to be frugal.

Vehicle Operations lines (-608), which include fuel expenses are all shown with anticipated growth approximating ten percent (10%).

PERSONNEL

There are authorized positions that remain vacant.

- VACANT position in Streets
- Due to budget constraints, some seasonal positions authorized are not filled.

There are needs for additional (not yet authorized) employees to help meet existing requirements and to facilitate meeting new requirements. Requested "new" positions have been:

- an additional Parks employee, justified by a recent parks study;
- a Shop Clerk to handle administrative functions in the Garage, freeing mechanics to complete repairs; and
- we continue to expand street and storm drainage infrastructure (annexation/development) without addressing the increased maintenance that accompanies such additions. There is a need for more staffing in the Streets Division.

FUTURE NEEDS

There are significant needs for buildings. Those needed include (but are not limited to):

- Parks Building (to provide adequate personnel accommodations and equipment storage). Cost will likely be in the neighborhood of \$400,000 +/- . An architectural design has been completed.
- Cemetery Building - Notes in Cemetery (0140) comments (attached).

0140 - CEMETERY

Commodities Expenses illustrated are slightly higher than 2012. Increases in Postage (-502) and Professional Development (-505) were somewhat offset by a decrease in Utilities (-530).

Capital While no funding is shown for design and construction of a replacement building, that issue remains on the horizon. The building should be designed/constructed as soon as possible (likely \$300k +/-).

- The current space is not adequate for “entertaining clients”, including a lack of accessible spaces.
- Also, a significant amount of cemetery equipment is stored outdoors, which is less than acceptable. No funding has been shown to construct the building.

In addition to the building, there are other facilities needs on the horizon. Notable improvements planned in future years include replacing the fence along 15th Street and the main gate.

There are equipment and needs in coming years. Nothing specific is illustrated here, as funding for potential replacement equipment (entire Public Works Department) is shown in the Streets Budget (0141-906).

0141 – STREETS

Contractual Building repairs (-532) are shown slightly lower than 2012, which we hope will hold up. The final 2 heating units are planned for replacement in 2013.

Flood Control Repairs (-539) have been moved to the 0142 Budget.

Other Contractual Expense (-558) is decreased slightly to reflect actual expenses. The total actual expense for this line has not exceeded the requested (2013) budget amount since 2009.

Commodities Equipment Repair Supplies (-612) are increased to reflect historical experience (2008-11).

A slight increase in Uniforms (-615) reflects actual 2011 expenses and the fact that personnel turnover requires purchase of some cold weather clothing in excess of “normal” years.

Traffic Paint and Supplies (-616) was not shown in the 2012 Budget, but we have and will spend funds for traffic paint and supplies during the current year. The amount shown for 2013 is correct for normal years.

Gravel, Rock, & Cement (-629) is increased from 2012 level, but not to the point of actual 2011 expenses.

Building/Structure Repair Supplies (-638) has been raised to approximate actual expense from 2012-11.

Capital Computer Equipment (-705) is established here to provide for programmed rotation throughout the PW Dept.

Transfer to Reserve - Less than hoped for, but more than we’ve had. Equipment replacement needs are significant and costly. We have a department-wide priority list for equipment replacement that is worked through as funds become available. This list is occasionally updated to account for changing needs, breakdowns, etc.

0142 – FLOOD CONTROL

- Personnel A new position is proposed. (SEE NOTE) If not funded in the GF, this position should be funded by the Stormwater Utility. The person employed here would primarily be the Inspector for compliance with stormwater management requirements.
- Commodities Fertilizer (-617) is raised to the level of an actual quote for a needed fertilizer application.
Supplies (-620) and Rock (-629) are lowered to reflect recent actual costs.
- Contractual Other Contractual (-558) is raised to reflect actual expenses in 2011. Included are:
- KDHE annual permit (\$60) and other permits as necessary;
 - ASIST software maintenance agreement (\$1,000);
 - Chemical application contract (\$10,000); and
 - Annual pump inspections (\$500).
- Capital The computer (SEE NOTE) is a NEW tool for the Inspector.

0144 – FLEET MANAGEMENT

- Contractual Repairs: Buildings (-532) reflects the cost to change lighting in the building to the more current efficiency standards.
Other Contractual (-558) is lowered to match recent experience, and includes:
- Scanner (for diagnostics) upgrade;
 - "All Data" (software) annual maintenance agreement (\$1,500); and
 - Mitchell truck software (\$1,250) maintenance agreement.
- Capital Annual Update for the fleet management software, historically paid from (-701), has been moved to the Equipment Reserve Fund.

0146 – PARKS

- Contractual A minimal reduction in the overall expenses, but no substantial changes in any particular lines.
- Commodities Tools (-622) have been raised to actual 2011 level.
Signs (-628) has been increased to renew some of the directional signage to/within parks facilities.
Pool Chemicals (-632) has been changed to reflect quoted expenses we anticipate.
- Capital Radios (-708) are requested for buildings in Forest park in order to be responsive to calls from field sites.

CEMETERY (0140)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	69,671	67,695	65,228	69,000	70,084	72,900	74,723	76,591	78,505	80,468
411	Seasonal	6,283	4,983	6,798	6,200	6,000	6,950	7,124	7,302	7,484	7,671
410	Overtime	2,399	6,163	4,617	5,500	6,400	6,450	6,611	6,777	6,946	7,120
	SUBTOTAL	78,352	78,841	76,643	80,700	82,484	86,300	88,458	90,669	92,936	95,259
CONTRACTUAL SERVICES											
502	Postage	56	38	100	60	60	125	128	130	133	135
503	Telecommunications	686	707	712	800	800	800	816	832	849	866
505	Professional Development	160	822	1,453	1,000	1,000	1,500	1,530	1,561	1,592	1,624
520	Insurance - Bldg. & Contents	230	1,106	0	0	0	0	0	0	0	0
523	Vehicle Insurance	843	799	0	0	0	0	0	0	0	0
530	Utilities	1,887	975	840	1,900	1,900	1,500	1,530	1,561	1,592	1,624
532	Repairs: Buildings & Structures	0	93	24	1,000	1,000	1,000	1,020	1,040	1,061	1,082
533	Machinery & Equipment Repair	2,177	84	76	3,000	3,000	3,000	3,060	3,121	3,184	3,247
558	Other Cont. Services	2,316	2,074	2,283	2,750	2,750	2,750	2,805	2,861	2,918	2,977
599	Refunds			300							
	SUBTOTAL	8,355	6,699	5,787	10,510	10,510	10,675	10,889	11,106	11,328	11,555
COMMODITIES											
608	Vehicle Operations	3,292	3,873	5,930	6,000	6,500	7,150	7,293	7,439	7,588	7,739
611	Chemical Supplies	370	0		1,000	1,000	1,000	1,020	1,040	1,061	1,082
612	Equipment Repair Supplies	1,505	1,770	520	2,000	3,700	3,700	3,774	3,849	3,926	4,005
615	Uniforms	750	672	1,133	1,400	1,400	1,400	1,428	1,457	1,486	1,515
617	Fertilizer & Seed	138	0	0	500	500	500	510	520	531	541
620	Supplies	1,373	1,666	1,521	1,900	2,300	2,300	2,346	2,393	2,441	2,490
622	Hand Tools and Supplies	499	111	607	1,000	1,300	1,300	1,326	1,353	1,380	1,407
629	Cement, Gravel & Rebar	0	0		300	300	300	306	312	318	325
638	Building/Structure Repair Supplies	11	0	388	1,000	1,000	1,000	1,020	1,040	1,061	1,082
	SUBTOTAL	7,938	8,093	10,100	15,100	18,000	18,650	19,023	19,403	19,792	20,187
CAPITAL OUTLAY											
700	Design of Cem. Building	0	0	0	0	0	0	0	0	0	0
708	Radio Replacement	0	550	0	0	0	0	0	0	0	0
710	Equipment	0	12,398	1,195	0	0	0	0	0	0	0
710	09 Lease 60" ZTR Mower & Noah system	2,195	0	0	0	0	0	0	0	0	0
710	Lift-All (headstone lifting system)	0	0	0	0	0	0	0	0	0	0
731	Buildings design Accessible Space Storage)	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	2,195	12,948	1,195	0						
	TOTAL	96,841	106,580	93,724	106,310	110,994	115,625	118,369	121,179	124,056	127,001

GENERAL FUND - STREETS (0141)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	568,496	530,714	541,295	550,000	556,000	580,000	594,674	609,719	625,145	640,961
411	Retirement	0	0	0	0	0	0	0	0	0	0
411	Seasonal	29,973	27,256	17,890	28,000	28,000	28,000	28,708	29,435	30,179	30,943
410	Overtime	24,806	14,144	17,558	10,000	34,000	25,000	25,633	26,281	26,946	27,628
	SUBTOTAL	623,275	572,113	576,743	588,000	618,000	633,000	649,015	665,435	682,270	699,532
CONTRACTUAL SERVICES											
502	Postage	46	24	57	200	200	200	204	208	212	216
503	Telecommunications	1,040	1,014	1,026	1,200	1,200	1,200	1,224	1,248	1,273	1,299
505	Professional Development	6,137	7,986	7,743	9,000	9,000	9,000	9,180	9,364	9,551	9,742
520	Insurance - Bldg. & Contents	1,519	1,595	0	0	0	0	0	0	0	0
523	Vehicle Insurance	11,491	12,006	0	0	0	0	0	0	0	0
530	Utilities	5,112	4,962	3,493	7,000	7,000	7,000	7,140	7,283	7,428	7,577
532	Building Repairs	1,628	1,317	4,714	5,665	5,665	5,600	5,712	5,826	5,943	6,062
533	Machinery & Equipment Repair	7,180	18,317	16,523	20,000	20,000	20,000	20,400	20,808	21,224	21,649
539	Repair (Flood Control)	0	0	0	0	0	0	0	0	0	0
543	Rent - Machinery & Equipment	980	0	0	1,000	1,000	1,000	1,020	1,040	1,061	1,082
550	Towel & Laundry Service	0	0	0	500	500	500	0	0	0	0
558	Other Cont. Services	8,815	1,797	2,087	7,500	7,500	7,000	7,140	7,283	7,428	7,577
559	Environmental Compliance	24,310	23,839	25,883	25,000	30,000	30,000	30,600	31,212	31,836	32,473
598	Contract Labor	0	4,155	0	0	0	0	0	0	0	0
	SUBTOTAL	68,259	77,011	61,527	77,065	82,065	81,500	82,620	84,272	85,958	87,677
COMMODITIES											
600	Office Supplies	535	820	440	1,000	1,000	1,000	1,020	1,040	1,061	1,082
608	Vehicle Operations	45,839	44,770	62,383	60,000	70,000	77,000	78,540	80,111	81,713	83,347
611	Chemical Supplies	215	100	235	1,000	1,000	1,000	1,020	1,040	1,061	1,082
612	Equipment Repair Supplies	27,170	17,915	25,017	25,000	25,000	30,000	30,600	31,212	31,836	32,473
615	Uniforms	3,230	3,803	5,094	5,000	5,000	5,500	5,610	5,722	5,837	5,953
616	Paint & Supplies	0	0	5,651	0	0	6,000				
617	Seed, Trees, & Fertilizer, for Levee	0	0	0	500	500	500	510	520	531	541
620	Supplies	3,911	1,737	2,344	7,000	7,500	7,500	7,650	7,803	7,959	8,118
622	Hand Tools and Supplies	344	763	811	2,000	2,000	2,000	2,040	2,081	2,122	2,165
624	Asphalt & Asphalt Patch	9,446	35,741	14,019	35,000	35,000	35,000	35,700	36,414	37,142	37,885
625	Downtown Maintenance Supplies	2,894	1,267	1,958	2,500	2,500	2,500	2,550	2,601	2,653	2,706
626	Ice control Materials	14,313	17,790	22,712	20,000	30,000	30,000	30,600	31,212	31,836	32,473
628	Signs & Material	14,361	11,908	10,399	11,000	13,000	13,000	13,260	13,525	13,796	14,072
629	Gravel, Rock & Cement	4,305	8,345	19,094	9,000	9,000	15,000	15,300	15,606	15,918	16,236
638	Building/Structure Repair Supplies	42	1,769	2,107	1,000	1,000	2,000	2,040	2,081	2,122	2,165
	SUBTOTAL	126,605	146,729	172,265	180,000	202,500	228,000	226,440	230,969	235,588	240,300
CAPITAL OUTLAY											
705	Computer Equipment	126	279	286	2,763	2,763	2,763	2,763	2,763	2,763	2,763
710	Equipment	3,942	0	5,041	0	0	0	0	0	0	0
710	Replacement Radios	0	15,162	0	0	0	0	0	0	0	0
712	Trucks	135	135	0	0	0	0	0	0	0	0
	SUBTOTAL	4,203	15,576	5,327	2,763	2,763	2,763	2,763	2,763	2,763	2,763
906	Transfer to Reserve Fund	23,000	23,000	50,000	93,000	97,000	115,000	115,000	115,000	100,000	100,000
	TOTAL	845,341	834,429	865,862	940,828	1,002,328	1,060,263	1,075,838	1,098,439	1,106,580	1,130,272

FLOOD CONTROL (0142)

		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
	PERSONNEL SERVICES										
411	Salaries (Note)	0	0	0	0	0	0	0	0	0	0
410	Overtime (Note)	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0									
	CONTRACTUAL SERVICES										
503	Telecommunications	211	219	225	1,750	2,750	1,750	1,794	1,839	1,885	1,932
530	Utilities	0	0	0	0	0	0	0	0	0	0
539	Repair	7,041	0	0	4,500	9,000	0	0	0	0	0
558	Other Cont. Services	12,450	13,316	16,043	13,500	13,500	16,000	16,400	16,810	17,230	17,661
559	Environmental Compliance	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	19,702	13,534	16,268	19,750	25,250	17,750	18,194	18,649	19,115	19,593
	COMMODITIES										
611	Chemical Supplies	0	0	0	1,000	1,000	1,000	1,025	1,051	1,077	1,104
617	Seed, Trees, & Fertilizer	0	0	0	3,500	3,500	7,500	7,688	7,880	8,077	8,279
620	Supplies	798	224	226	3,000	3,000	500	513	525	538	552
629	Gravel, Rock, & Cement	380		441	2,750	2,750	2,000	2,050	2,101	2,154	2,208
	SUBTOTAL	1,178	224	667	10,250	10,250	11,000	11,275	11,557	11,846	12,142
	CAPITAL OUTLAY										
705	Computer Equipment	0	0	0	0	0	0	0	0	0	0
710	Stainless Steel/Rubber Seals	0	0	0	22,250	16,000	0	0	0	0	0
	SUBTOTAL	0	0	0	22,250	16,000	0	0	0	0	0
	TOTAL	20,880	13,758	16,935	52,250	51,500	28,750	29,469	30,205	30,961	31,735

Note: Salaries, Overtime and Computer not currently included in the total Personnel Costs for the General Fund Budget

FLEET MANAGEMENT (0144)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	88,034	89,924	87,903	91,000	91,800	92,500	94,813	97,183	99,612	102,103
410	Overtime	922	553	1,136	1,800	1,000	1,500	1,538	1,576	1,615	1,656
	SUBTOTAL	88,956	90,477	89,039	92,800	92,800	94,000	96,350	98,759	101,228	103,758
CONTRACTUAL SERVICES											
503	Telecommunications	468	474	486	700	700	700	765	765	765	765
505	Professional Development	623	1,726	862	2,000	2,000	2,000	1,093	1,093	1,093	1,093
520	Insurance - Bldg. & Contents	1,269	1,331	0	0	0	0	6,709	6,709	6,709	6,709
523	Vehicle Insurance	1,003	799	0	0	0	0	983	983	983	983
530	Utilities	5,058	4,132	3,074	5,750	5,750	5,750	6,010	6,010	6,010	6,010
532	Repairs: Buildings & Structures	2,310	470	811	1,000	1,000	8,000	546	546	546	546
533	Machinery & Equipment Repair	662	0	657	500	500	500	437	437	437	437
543	Rent: Machinery & Equipment	80	113	156	500	500	500	546	546	546	546
550	Towel & Laundry Service	2,650	2,731	1,827	1,500	1,500	1,500	2,896	2,896	2,896	2,896
558	Other Contractual Services	3,169	7,120	4,634	8,000	8,500	7,035	2,623	2,623	2,623	2,623
559	Environmental Services	714	570	715	1,000	1,000	1,000	1,421	1,421	1,421	1,421
	SUBTOTAL	18,007	19,466	13,222	20,950	21,450	26,985	24,029	24,029	24,029	24,029
COMMODITIES											
600	Office Supplies	825	280	326	700	700	700	765	765	765	765
608	Vehicle Operations	1,799	1,517	1,925	2,200	2,200	2,420	2,295	2,295	2,295	2,295
609	Motor Oil	4,347	5,936	5,280	6,200	6,200	6,200	5,464	5,464	5,464	5,464
612	Equipment Repair Supplies	368	710	38	700	700	700	765	765	765	765
614	Books (Maintenance Library Replacement)	0	325	154	500	500	500	1,093	1,093	1,093	1,093
615	Uniforms	440	404	499	500	500	500	874	874	874	874
620	Supplies	5,291	4,283	7,107	7,500	7,500	7,500	10,927	10,927	10,927	10,927
622	Hand Tool Supplies	129	950	1,299	2,000	2,000	2,000	1,093	1,093	1,093	1,093
638	Building/Structure Repair Supplies	10	496	94	300	300	500	328	328	328	328
	SUBTOTAL	13,209	14,902	16,722	20,600	20,600	21,020	23,603	23,603	23,603	23,603
CAPITAL OUTLAY											
701	Equipment (Software Upgrade)	0	0	2,095	0	0	0	0	0	0	0
708	Replacement Radios	0	1,001	0	0	0	0	0	0	0	0
710	Equipment (Two Post Lift)	14,496	0	15189	0	0	0	0	0	0	0
705	Computer Equipment	1,222	0	0	0	0	0	0	0	0	0
	SUBTOTAL	15,717	1,001	17,284	0						
	TOTAL	135,890	125,846	136,267	134,350	134,850	142,005	143,982	146,391	148,860	151,390

*

PARKS (0146)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	189,379	181,325	185,583	195,840	195,840	185,000	189,625	194,366	199,225	204,205
411	Seasonal	6,326		10,900	12,500	12,500	12,500	12,813	13,133	13,461	13,798
410	Overtime	6,290	8,629	15,925	12,000	12,000	12,300	12,608	12,923	13,246	13,577
	SUBTOTAL	201,995	189,953	212,408	220,340	220,340	209,800	215,045	220,421	225,932	231,580
CONTRACTUAL SERVICES											
502	Postage	94	78	97	150	150	155	170	170	170	170
503	Telecommunications	656	681	693	750	750	775	1,400	1,400	1,400	1,400
505	Professional Development	2,120	2,651	3,229	3,600	3,600	3,700	3,500	3,500	3,500	3,500
520	Insurance - Bldg. & Cont.	3,448	3,546	0	0	0	0	2,550	2,550	2,550	2,550
523	Vehicle Insurance	1,579	1,598	0	0	0	0	1,900	1,900	1,900	1,900
530	Utilities	2,986	2,903	2,350	3,000	4,000	3,000	5,300	5,300	5,300	5,300
532	Repairs: Buildings & Structures	0	80	991	1,000	1,000	1,000	1,200	1,200	1,200	1,200
533	Machinery & Equipment Repair	1,619	423	1,153	1,800	1,800	1,855	1,800	1,800	1,800	1,800
536	Facility Repairs	120	972	360	2,000	2,000	2,000	2,300	2,300	2,300	2,300
537	Recreation Facility Repair	1,904	1,200	398	2,500	2,500	2,500	4,000	4,000	4,000	4,000
543	Rent: Machinery & Equipment	0	0	0	500	500	500	1,250	1,250	1,250	1,250
558	Other Cont. Services	2,333	1,513	2,011	3,800	3,800	3,900	4,250	4,250	4,250	4,250
559	Environmental Services	0	8	0	500	500	500	700	700	700	700
598	Contract Labor	0	32,096	0	0	0	0				
	SUBTOTAL	16,860	47,750	11,282	19,600	20,600	19,885	30,320	30,320	30,320	30,320
COMMODITIES											
600	Office Supplies	334	703	500	1,000	1,000	1,000	1,250	1,250	1,250	1,250
608	Vehicle Operation	6,952	9,927	11,287	16,000	16,000	17,600	17,500	17,500	17,500	17,500
611	Chemical Supplies	0	424	676	1,600	1,600	1,650	1,700	1,750	1,803	1,857
612	Repair Equipment Supplies	3,092	5,422	3,267	6,000	6,000	6,000	5,250	5,250	5,250	5,250
615	Uniforms	2,065	1,504	2,323	2,500	2,500	2,500	3,000	3,000	3,000	3,000
620	Supplies	7,348	8,637	4,401	12,500	12,500	12,500	13,400	13,400	13,400	13,400
622	Hand Tools & Supplies	475	521	1,307	1,000	1,000	1,300	700	700	700	700
628	Signs	53	0	13	300	300	1,000	450	450	450	450
629	Gravel & Cement	0	0	0	2,000	2,000	2,000	2,200	2,200	2,200	2,200
632	Pool Chemicals	6,875	6,034	3,544	9,500	9,500	9,800	10,500	10,500	10,500	10,500
636	Park Facility Repair Supplies	4,939	1,978	7,023	6,500	6,500	6,700	5,850	5,850	5,850	5,850
637	Recreation Facility Repair Supplies	7,978	6,271	6,063	8,000	8,000	8,000	4,700	4,700	4,700	4,700
638	Building/Structure Repair Supplies	138	93	268	1,250	1,250	1,250	1,250	1,250	1,250	1,250
	SUBTOTAL	40,249	41,515	40,672	68,150	68,150	71,300	67,750	67,800	67,853	67,907
CAPITAL OUTLAY											
705	Computer Equipment	254	2,021	626	0	0	0	0	0	0	0
708	Replacement Radios	0	1,575	0	0	0	1,000	0	0	0	0
710	2009 Lease 72" ZTR Mower	0	1,235	3,209	0	0	0	0	0	0	0
729	Site Improvements (Horse Shoe Pits)	0	0	0	0	0	0				
738	Street Improvement (Forest Park Road)	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	254	4,831	3,835	0	0	1,000	0	0	0	0
	TOTAL	259,358	284,048	268,197	308,090	309,090	301,985	313,114	318,541	324,104	329,807

Police Department City of Ottawa, Kansas

MEMORANDUM

DATE: JUNE 6, 2012

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COMMISSION

THROUGH: RICHARD U. NIENSTEDT, CITY MANAGER

FROM: DENNIS P. BUTLER, CHIEF OF POLICE *DPB*

SUBJECT: 2013 BUDGET PROPOSAL

The purpose of this memorandum is to provide an overview of the police department's 2013 budget proposal.

With a recent uptick in the economic outlook after several years of challenging economic conditions affecting city operations; we submit our 2013 budget cautiously. We continue to enjoy excellent support from the governing body and from the community. This has resulted in several major accomplishments during the past few years. Most notable is the 52% reduction in Part I crime between 2004 and 2011.

Soon we will close out our last active grant with no pending applications. Federal and State (federal pass-through) grant funding still exists, but at much lower levels with much more competition.

A senior officer (evidence and firearms) scheduled to retire this year delayed his plans until April 2013. Although others are eligible to retire next year, none has notified me of plans to do so. Due to chronic staffing challenges in patrol, we will use the evidence/firearms position to staff patrol and cobble together a team of other officers to perform his duties. Richard and I have discussed my plans to convert this position from a sworn one to civilian at a date yet to be determined. This plan is designed to staff the evidence/firearms position at a much lower level of total compensation and add a sworn position to patrol permanently in concert with a patrol staffing analysis I conducted last year. In the early years, we project that the overall compensation for both positions under this arrangement would be slightly higher than the total compensation of the single officer scheduled to retire.

We have altered court staffing by converting one full-time court clerk position to two part-time positions. This change resulted in slightly lower overall compensation and gives us much more flexibility in serving court customers without adversely affecting other police administrative operations.

Listed below is a brief summary of notable changes in the police and court budgets.

Police

Contractual

- 503 Telecommunications: Projected 5% increase
- 504 Travel and Meals: Increase cost for CALEA conference travel and IACP conference travel
- 505 Prof Development: Increase cost for CALEA conference and IACP conference
- 513 Prisoner Care: Increase prisoner cost due to trend
- 534 Vehicle Repair: Decrease \$695 due to trend
- 558 Other Cont. Services: Uniform cleaning increase of 8.7% (1st increase in 8 years), RMS maintenance, & ½ CALEA Fee

Commodities

- 600 Office Supplies: Decrease due to trend
- 612 Vehicle parts: Decrease due to trend
- 615 Uniforms: Scheduled decrease in uniform purchases
- 635 STAR Team supplies: Decrease from scheduled replacement of tear gas in 2012

Capital Outlay

- 702 Office Furniture: Increase for office chair replacement for OPD front office

Court

Contractual

- 556 Defense Attorneys: Projected 10% increase in Defense attorneys (request from judge)
- 558: Annual increase due to new Tyler online payment feature \$2400 annually, and 5% increase to overall Tyler system annual maintenance

I will be happy to answer any questions.

Thank you.

POLICE DEPARTMENT (0151)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	1,463,973	1,474,524	1,461,439	1,485,000	1,489,654	1,490,000	1,527,250	1,565,431	1,604,567	1,644,681
411	Retirements	0	0	0	0	11,970	11,970	0	0	0	0
410	Overtime	269,112	275,938	269,033	280,000	289,000	290,000	297,250	304,681	312,298	320,106
	SUBTOTAL	1,733,086	1,750,463	1,730,472	1,765,000	1,790,624	1,791,970	1,824,500	1,870,113	1,916,865	1,964,787
CONTRACTUAL SERVICES											
501	Communications	0	0		0	0	0	0	0	0	0
502	Postage	1,716	981	887	1,500	1,500	1,500	3,001	3,002	3,003	3,004
503	Telecommunications	14,045	14,470	14,388	13,692	13,692	14,377	14,808	15,253	15,710	16,181
504	Travel and Meals	4,083	5,743	7,231	8,100	8,100	9,600	9,888	10,185	10,490	10,805
505	Professional Development	6,760	5,493	5,395	6,000	6,000	7,500	7,725	7,957	8,195	8,441
513	Prisoner Care	17,245	26,900	30,260	28,000	28,000	29,000	29,870	30,766	31,689	32,640
514	Printing	717	721	964	1,700	1,700	1,400	1,442	1,485	1,530	1,576
520	P & I Insurance	10,425	12,218	0	0	0	0	0	0	0	0
523	Motor Vehicle Insurance	9,106	9,089	0	0	0	0	0	0	0	0
532	Building Maintenance	10,064	4,027	5,131	5,500	5,500	5,500	5,665	5,835	6,010	6,190
533	Equipment Repair	912	116		1,900	1,900	1,500	1,545	1,591	1,639	1,688
534	Repair Motor Vehicle	421	135	300	3,000	3,000	2,000	2,060	2,122	2,185	2,251
543	Lease Payment	6,012	5,293	5,099	6,195	6,195	5,500	5,665	5,835	6,010	6,190
551	Dues and Subscriptions	4,053	3,110	2,386	3,000	3,000	3,000	3,090	3,183	3,278	3,377
558	Other Cont. Services	22,014	32,858	43,182	34,270	34,270	37,000	38,110	39,253	40,431	41,644
564	Community & Public Relations	2,225	2,415	4,278	4,000	4,000	4,000	4,120	4,244	4,371	4,502
	SUBTOTAL	109,800	123,569	119,501	116,857	116,857	121,877	126,989	130,710	134,542	138,489
COMMODITIES											
600	Office Supplies	7,468	7,507	6,047	7,957	7,957	7,500	7,725	7,957	8,195	8,441
608	Vehicle Operations	54,340	71,152	76,217	85,000	105,500	105,500	108,665	111,925	115,283	118,741
609	Motor Oil	0	0	1,430	1,591	1,591	1,591	1,639	1,688	1,739	1,791
611	Chemical supplies	460	17	226	700	700	500	515	530	546	563
612	Vehicle Repair	0	4,516	10,929	12,000	12,000	11,000	11,330	11,670	12,020	12,381
614	Books	490	245	330	500	500	500	515	530	546	563
615	Uniforms	12,244	13,842	11,080	10,000	10,000	10,000	12,500	12,500	12,500	12,500
621	Public Safety Equipment	4,236	3,684	4,273	5,000	5,000	5,000	6,000	6,000	6,000	6,000
630	Operating Supplies	6,400	10,710	9,581	12,200	12,200	12,200	12,566	12,943	13,331	13,731
635	Star Team Supplies	4,396	6,184	5,936	8,000	8,000	6,500	6,695	6,896	7,103	7,316
639	Ammunition	3,146	12,304	4,226	5,800	5,800	5,800	5,974	6,153	6,338	6,528
639	Firearms and Equipment	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	93,180	130,160	130,275	148,748	169,248	166,091	174,124	178,792	183,601	188,554
CAPITAL OUTLAY											
702	Office Furniture	539	0	0	0	0	1,200	0	0	0	0
704	Office Equipment	423	2,821	0	500	500		0	0	0	0
705	Computer Equipment	259	2,690	6,713	7,675	7,675	7,675	7,675	7,675	7,675	7,675
710	Equipment	0	31,920	0	0	0	0	0	0	0	0
	SUBTOTAL	1,220	37,430	6,713	8,175	8,175	8,875	7,675	7,675	7,675	7,675
TRANSFERS											
906	Transfer to Equip. Reserve (Cars)	52,040	28,560	36,750	50,000	55,000	58,000	66,601	66,602	66,603	66,604
	SUBTOTAL	52,040	28,560	36,750	50,000	55,000	58,000	66,601	66,602	66,603	66,604
	TOTAL	1,989,326	2,070,183	2,023,711	2,088,780	2,139,904	2,146,813	2,199,889	2,253,892	2,309,287	2,366,110

MUNICIPAL COURT (0155)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	105,176	87,815	91,297	94,000	100,500	91,500	93,788	96,132	98,535	100,999
410	Overtime	3,854	7,432	5,428	3,500	4,000	3,500	3,829	3,829	3,829	3,829
	SUBTOTAL	109,030	95,247	96,726	97,500	104,500	95,000	97,617	99,962	102,365	104,828
CONTRACTUAL SERVICES											
502	Postage	1,006	737	625	1,000	1,200	1,200	1,236	1,273	1,311	1,351
503	Telecommunications	893	901	913	900	1,433	1,433	1,476	1,520	1,566	1,613
504	Travel	802	1,007	534	1,000	1,500	1,500	1,545	1,591	1,639	1,688
505	Professional Development	175	325	650	750	1,450	1,450	1,494	1,538	1,584	1,632
514	Printing	819	978	1,405	1,000	1,400	1,400	1,442	1,485	1,530	1,576
543	Lease Payments	0	719	1,358	0	0	1,400	1,442	1,485	1,530	1,576
556	Defense Attorneys	34,200	43,650	41,790	40,000	40,000	44,000	45,320	46,680	48,080	49,522
558	Other Cont. Services	2,012	3,308	6,854	6,850	8,710	11,322	11,662	12,012	12,372	12,743
	SUBTOTAL	39,908	51,624	54,130	51,500	55,693	63,705	65,617	67,587	69,615	71,705
COMMODITIES											
600	Office Supplies	1,914	557	1,886	1,900	2,750	2,750	2,833	2,917	3,005	3,095
614	Books	273	522	316	250	250	250	258	265	273	281
630	Other Operating Supplies			195	0	0	0				
	SUBTOTAL	2,187	1,079	2,397	2,150	3,000	3,000	3,091	3,185	3,281	3,381
CAPITAL OUTLAY											
701	Computer Equipment	4,095	11,842	0	614	614	614	614	614	614	614
705	Computer Equipment	7,431	0	0	0	0	0	0	0	0	0
	SUBTOTAL	11,526	11,842	0	614						
	TOTAL	162,652	159,793	153,252	151,764	163,807	162,319	166,939	171,347	175,875	180,527

MEMO

TO: Ottawa City Commission
FROM: Jeff Carner, Fire Chief
DATE: June 5th, 2012
SUBJECT: 2013 Fire Department Budget Summary

The proposed 2013 budget shows an overall increase from the approved 2012 budget of \$24,987 with the majority of the increase within the personnel services line which accounts for \$12,978 of the increase. Other variations in the proposed budget include:

532 Repair of Building & Structure

Increase \$500 – As the building continues to age we are experiencing increased maintenance cost.

614 Public Education Materials

Increase \$500 – This is the line item used to purchase educational handouts/videos and other education and prevention items for use throughout the year.

715 Building Improvements

Increase \$4,000 – This request is made in order to allow building improvements which primarily will consist of floor coverings, plumbing fixtures and general updates to the building. The building was built in 1973 and many of the building components are original to the building. This request will not capture all needed improvements however significant improvements would be possible through this request.

906 Transfer to Equipment Reserve

Increase \$7,000 – This line is used to make payments on a current loan for apparatus and to assist with future purchases. The only anticipated expenditure from this line during 2013 will be to make payments. Additional funding is to assist with future purchasing in an effort to reduce future loan amounts and spikes in expenditures.

FIRE DEPARTMENT (0157)

EXPENDITURE DETAIL		Actual 2009	Actual 2010	Actual 2011	Revised 2012	Budget 2012	Proposed 2013	Estimate 2014	Estimate 2015	Estimate 2016	Estimate 2017
PERSONNEL SERVICES											
411	Salaries	902,185	912,137	923,670	947,000	948,600	983,000	1,002,660	1,027,727	1,053,420	1,079,755
411	Retirements	0	0	0	22,422	22,422	0	0	0	0	0
410	Overtime	26,750	24,828	31,262	25,000	34,000	35,000	35,875	36,772	37,691	38,633
	SUBTOTAL	928,936	936,965	954,932	994,422	1,005,022	1,018,000	1,038,536	1,064,500	1,091,114	1,118,393
CONTRACTUAL SERVICES											
502	Postage	269	183	379	250	250	350	361	371	382	394
503	Telecommunications	3,994	3,041	2,829	3,500	3,500	3,500	3,605	3,713	3,825	3,939
505	Professional Development	5,203	6,520	6,713	7,000	7,000	7,000	7,210	7,426	7,649	7,879
514	Printing	241	408	432	600	600	600	618	637	656	675
520	General Ins. (EMT Prof. Liability)	2,827	3,313	0	0	0	0	0	0	0	0
523	Motor Vehicle Insurance	3,986	3,995	0	0	0	0	0	0	0	0
530	Utilities	2,103	2,258	2,098	2,500	2,500	2,400	2,472	2,546	2,623	2,701
532	Repair of Building & Structure	5,582	5,368	5,703	5,500	5,500	6,000	6,180	6,365	6,556	6,753
533	Equipment Repair	1,488	926	1,509	2,000	2,000	2,000	2,060	2,122	2,185	2,251
534	Repair Motor Vehicle	3,551	4,574	2,671	4,000	4,000	4,000	4,120	4,244	4,371	4,502
551	Dues & Subscriptions	616	521	716	700	700	700	721	743	765	788
553	Service Agreements	3,481	4,527	3,911	4,000	4,000	4,000	4,120	4,244	4,371	4,502
558	Other Cont. Services	6,670	9,446	8,687	7,500	7,500	7,500	7,725	7,957	8,195	8,441
	SUBTOTAL	40,013	45,079	35,646	37,550	37,550	38,050	39,192	40,367	41,578	42,826
COMMODITIES											
600	Office Supplies	1,263	1,704	1,336	1,800	1,800	1,800	1,854	1,910	1,967	2,026
614	Public Education Materials	2,539	2,380	2,559	2,500	2,500	3,000	3,090	3,183	3,278	3,377
608	Vehicle Operations	9,500	10,827	13,784	17,000	17,000	17,000	17,510	18,035	18,576	19,134
611	Chemical Supplies	876	6	0	0	0	0	0	0	0	0
612	Vehicle & Equipment Repair/Supplies	8,520	7,781	7,129	12,000	12,000	12,000	12,360	12,731	13,113	13,506
615	Uniforms & Turn out Gear	13,309	9,098	14,721	12,500	12,500	12,500	12,875	13,261	13,659	14,069
620	Supplies	4,431	6,001	6,343	8,000	8,000	8,000	8,240	8,487	8,742	9,004
	SUBTOTAL	40,439	37,798	45,872	53,800	53,800	54,300	55,929	57,607	59,335	61,115
CAPITAL OUTLAY											
705	Computer Equipment	0	0	0	3,991	3,991	4,000	4,000	4,000	4,000	4,001
704	Office Equipment	3,625	0	0	0	0	0	0	0	0	0
710	Equipment	13,895	14,227	13,823	17,500	17,500	17,500	18,025	18,566	19,123	19,696
715	Building Improvement	8,662	5,740	15,065	8,000	8,000	12,000				
	SUBTOTAL	26,181	19,967	28,888	29,491	29,491	33,500	22,025	22,566	23,123	23,697
TRANSFERS											
906	Transfer to Equipment Reserve	0	0	0	0	0	0	0	0	0	1
906	Lease purchase (2009 Ladder Truck)	0	0	0	0	0	0	0	0	0	0
906	Lease purchase (Durango)	0	0	0	0	0	0	0	0	0	0
906	Transfer to Equipment Reserve	79,527	79,500	63,000	88,000	88,000	95,000	48,000	58,000	58,000	58,000
	SUBTOTAL	79,527	79,500	63,000	88,000	88,000	95,000	48,000	58,000	58,000	58,001
	TOTAL	1,115,095	1,119,309	1,128,338	1,203,263	1,213,863	1,238,850	1,203,682	1,243,040	1,273,150	1,304,032

Date: June 6, 2012

To: Ottawa City Commission
Richard U. Nienstedt, City Manager

From: Chuck Bigham, IT Director

Subj: **2013 General Fund, Information Technology Department Budget (0159)**

Expenditure Changes- 2012 Budget to 2013 Proposed

No change in budget except for Personnel costs.

Staff Changes

None

INFORMATION TECHNOLOGY (0159)

	EXPENDITURE DETAIL	Actual 2009	Actual 2010	Actual 2011	Revised 2012	Budget 2012	Proposed 2013	Estimate 2014	Estimate 2015	Estimate 2016	Estimate 2017
	EXPENDITURE DETAIL										
411	Salaries	167,187	169,413	169,171	172,750	173,670	175,600	179,990	184,490	189,102	193,830
410	Overtime	721	770	768	1,100	1,300	1,300	1,333	1,366	1,400	1,435
	SUBTOTAL	167,908	170,182	169,938	173,850	174,970	176,900	181,323	185,856	190,502	195,265
	CONTRACTUAL SERVICES										
502	Postage	240	40	20	100	300	300	308	315	323	331
503	Telecommunications	230	321	240	250	400	400	410	420	431	442
505	Professional Development	507	0	174	500	2,000	2,000	2,050	2,101	2,154	2,208
533	Equipment & Machinery Repair	283	141	0	250	800	800	820	841	862	883
551	Dues and Subscriptions	3,844	4,128	1,673	3,000	3,000	3,000	3,075	3,152	3,231	3,311
553	Service Agreements/Contract	3,268	2,649	2,769	8,900	8,900	8,900	9,123	9,351	9,584	9,824
558	Other Contractual (consulting, tech work)	84	178	291	1,500	1,500	1,500	1,538	1,576	1,615	1,656
	SUBTOTAL	8,456	7,457	5,167	14,500	16,900	16,900	17,323	17,756	18,199	18,654
	COMMODITIES										
600	Office Supplies	924	896	64	750	1,000	1,000	1,025	1,051	1,077	1,104
601	Computer Supplies (repair inventory)	5,894	3,817	3,687	4,000	4,500	4,500	4,613	4,728	4,846	4,967
614	Books & Instructional Materials	0	26	32	300	300	300	308	315	323	331
615	Uniforms	0			120	120	120	123	126	129	132
620	Operating Supplies (GAC, Web etc.)	1,073	970	1,120	1,250	1,700	1,700	1,743	1,786	1,831	1,876
622	Tools	461	754	49	1,300	1,400	1,400	1,435	1,471	1,508	1,545
	SUBTOTAL	8,353	6,462	4,952	7,720	9,020	9,020	9,246	9,477	9,714	9,956
	CAPITAL OUTLAY										
705	Digital Cameras	0	0	0	0	0	0	0	0	0	0
705	Computer Equip (Network Related)	0	0	0	1,000	1,100	1,100	1,128	1,156	1,185	1,214
705	Computer Equip (Computing)	3,750	1,952	5,971	2,456	2,456	2,456	2,456	2,456	2,456	2,456
710	Office Furniture and Equipment	643	0	0	650	700	700	718	735	754	773
	SUBTOTAL	4,393	1,952	5,971	4,106	4,256	4,256	4,301	4,347	4,394	4,443
	TOTAL	189,109	186,054	186,028	200,176	205,146	207,076	212,192	217,435	222,809	228,318

TO: Mayor and City Commissioners
Richard Nienstedt, City Manager

CC: Scott Bird, Director of Finance

DATE: June 7, 2012

SUBJECT: Proposed 2013 Human Resources Budget

Thank you for considering the attached budget request from Human Resources for the 2013 Fiscal Year. As you may have noticed, the Revised 2012 Budget has been reduced by nearly \$4,000. Every attempt has been made to maintain a steady budget for next year; the areas where increases have been requested are outlined below:

Line Item 500 - Training: \$1,000 increase has been requested to cover training and speaker costs for topics such as Supervisory Training, Conflict Resolution, Bullying, Customer Service, etc. We want to continue to be one of the most attractive employers in Ottawa, therefore it is important that we conduct training on an ongoing basis.

Line Item 516 - Recruitment & Screening: \$5,000 increase is being requested. We currently have 15 employees eligible for unreduced benefits through KPERS and almost 10 that will become eligible within the next year or two. (Those numbers don't even include anyone who may be eligible or is approaching eligibility under the KP&F retirement system.) Based on those numbers, we anticipate more vacancies occurring in the near future than we have experienced in the past. And because 4 of the 15 currently eligible for retirement are department heads, we would foresee higher costs related to recruitment of those positions.

Line Item 558 - Other Contractual Services: \$16,800 increase is being requested. We have again requested funding for a complete compensation survey. It has been 10 years since the last formal salary survey was completed for the City of Ottawa. It is vitally important to make sure we are competitive as the economy begins to turn around, and to also make sure we are keeping up with inflation in terms of our overall employment package. A formal survey will look not only at how we compare with the external market, but will evaluate our internal pay structure as well.

Thank you for your consideration of the budget request for Human Resources. Please let me know if you have any questions or would like additional information.

HUMAN RESOURCES (0175)

EXPENDITURE DETAIL		Actual	Actual	Actual	Revised	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
PERSONNEL SERVICES											
411	Salaries	115,334	117,875	117,804	119,700	121,434	120,600	123,615	126,705	129,873	133,120
410	Overtime	414	418	410	900	900	900	923	946	969	993
SUBTOTAL		115,748	118,293	118,215	120,600	122,334	121,500	124,538	127,651	130,842	134,113
CONTRACTUAL SERVICES											
500	Training - (Confined Space, BB Path)	178	79	1,921	1,000	1,000	2,000	2,050	2,101	2,154	2,208
501	Education Reimbursement	5,178	7,300	5,301	8,000	8,000	8,000	8,200	8,405	8,615	8,831
502	Postage	495	575	860	600	600	1,000	1,025	1,051	1,077	1,104
503	Telecommunications	690	703	727	800	800	900	923	946	969	993
504	Travel Expense	954	576	96	1,000	1,000	800	820	841	862	883
505	Professional Development	871	364	258	2,000	2,000	2,500	2,563	2,627	2,692	2,760
510	Employee Memorials	1,139	1,341	810	1,500	1,500	1,500	1,538	1,576	1,615	1,656
512	Meeting Expenses/Meals	381	44	232	500	500	500	513	525	538	552
516	Recruitment & Screening	14,605	21,115	13,009	18,000	20,000	25,000	25,625	26,266	26,922	27,595
551	Dues & Subscriptions	1,012	1,140	632	900	900	1,000	1,025	1,051	1,077	1,104
558	Other Cont. Services	601	2,557	118	8,200	8,200	25,000	25,625	26,266	25,625	26,266
SUBTOTAL		26,105	35,794	23,964	42,500	44,500	68,200	69,905	71,653	72,147	73,950
COMMODITIES											
600	Office Supplies	3,479	3,277	2,612	3,500	3,500	3,500	3,825	3,825	3,825	3,825
615	Uniforms	0	0	0	0	0	0	0	0	0	0
620	Operating Supplies	0	0	600	0	0	0	0	0	0	0
630	Safety Related Supplies	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		3,479	3,277	3,212	3,500	3,500	3,500	3,825	3,825	3,825	3,825
CAPITAL OUTLAY											
702	Furniture	0	437	1,123	0	0	0	0	0	0	0
704	Office Machines	941	294	0	1,000	1,000	0	20,000	1,093	1,093	1,093
705	Computer & Software	0	0	0	1,228	1,228	1,228	1,228	1,228	1,228	1,228
710	Equipment	0	0	110	0	0	0	0	0	0	0
SUBTOTAL		941	731	1,233	2,228	2,228	1,228	21,228	2,321	2,321	2,321
TOTAL		146,274	158,094	146,624	168,828	172,562	194,428	219,495	205,449	209,134	214,209

INTEROFFICE MEMORANDUM

TO: RICHARD U. NIENSTEDT, CITY MANAGER AND THE HONORABLE CITY COMMISSION
FROM: SCOTT D. BIRD, DIRECTOR OF FINANCE
SUBJECT: 2013 BUDGET MEMO
 0180 - EMPLOYEE BENEFITS
DATE: 6/7/2012

0180 - Employee Benefits: This activity carries the employee cost of benefits for all of the General Fund activities, 0110-0175.

- The 2013 Employee Benefits budget anticipates a 3.1% increase over the 2012 budget. KPERS includes a six tenths of 1% increase plus a 2.0% allowance for the increase to personnel costs.
- While our health insurance advisors are providing very favorable information for 2013 health costs, I've included a provision for a 4.0% increase to cover any unforeseen events that might occur over the next 18 months.
- The transfer to the Risk Management is intended to provide for Workers Compensation for the entire General Fund and at the same time allow the Risk Manager to better track insurance costs from one fund rather than several. This change was made in 2012 and continues to be refined.

EMPLOYEE BENEFITS (0180)

	EXPENDITURE DETAIL	Actual 2009	Actual 2010	Actual 2011	Revised 2012	Budget 2012	Proposed 2013	Estimate 2014	Estimate 2015	Estimate 2016	Estimate 2017
412	State Contribution Fund - FICA	365,694	346,461	340,310	347,000	358,343	356,022	364,923	374,046	383,397	392,982
413	State Retirement Fund - KPERS	134,265	149,840	166,390	161,000	161,000	171,000	175,275	179,657	184,148	188,752
416	State Retirement Fund - KPF	357,704	325,163	366,558	369,000	370,000	378,225	387,681	397,373	407,307	417,490
414	Health Insurance	880,637	914,083	1,016,987	1,085,000	1,081,063	1,124,305	1,152,413	1,181,223	1,210,754	1,241,022
521	Worker's Compensation Insurance	123,670	121,539	167,020	0	0	0	0	0	0	0
522	Unemployment Insurance	4,309	4,267	4,642	4,700	5,000	5,000	5,125	5,253	5,384	5,519
558	Other Contractual Services	0	0	0	0	500	0	0	0	0	0
906	Transfer to Risk Mgt. (For Worker's Comp)	0	0	0	180,200	200,200	210,000	227,600	243,000	257,000	273,000
	TOTAL	1,866,278	1,861,352	2,061,907	2,146,900	2,176,105	2,244,552	2,313,016	2,380,551	2,447,990	2,518,765