



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.

**101 S. Hickory**  
**PO Box 60**  
**Ottawa, KS 66067-0060**  
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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 25, 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 11, 2012 Study Session. *pp. 3 - 5*
- b. Recognition of Ron Hughes upon his retirement after 26 years of service.
- c. An ordinance amending Article 27, Section 27-4 General Standards, and Section 27-8 Prohibited Signs, for the City of Ottawa zoning regulations. *pp. 6 - 11*

**III. Items for Presentation and Discussion**

- a. Discussion continues regarding suggested revisions to residency policy for City employees. *p. 12*
- b. Discussion continues regarding the proposed 2013 Budget. *pp. 13 - 14*
  - Update on Municipal Court/Police Department budgets *p. 15*
  - 0500 General Obligation Debt Retirement Fund *p. 16*
  - 1100 Community Services *p. 17*
  - 1300 Auditorium *p. 18*
  - 1400 Airport *p. 19*
  - 1600 Special Parks *p. 20*
  - 1700 Special Alcohol *p. 21*
  - 2500 Economic Development *p. 22*
  - 2800 Special Streets Fund *p. 23*
  - 4100 Electric Power Supply *p. 24*
  - 5300 Equipment Reserve Fund *p. 25*
  - 5500 Revolving Loan *p. 26*
  - 5600 Risk Management *p. 27*
  - 7800 Wastewater Treatment Plant Debt Fund *p. 28*
- c. Youth in Government Report
- d. City Manager's Report
- e. Commissioners' Reports  
Commissioner Caylor to provide an ORC update.
- f. Mayor's Report

**2012 Priorities**

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

**IV. Announcements**

July 2, 2012	Study Session, 4:00 pm
July 2, 2012	Special Call Meeting, 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 11, 2012	City/County Budget Open House, 7:00 - 8:00 pm. Ottawa High School Cyclone Room
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
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 public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 804 S. Cherry.
- d. A public hearing on July 2, 2012 at 7:00 pm for the consideration of a proposed Tauy Jones parking lot on the campus of Ottawa University.

**STUDY SESSION MINUTES  
OTTAWA, KANSAS  
Minutes of  
June 11, 2012**

The Governing Body met at 4 pm this date with the following members present and participating to wit: Mayor Jorgensen, Commissioner Caylor, Commissioner Reed, and Commissioner Ramsey. Commissioner Richards was absent. 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 June 4, 2012 Study Session and agreed to place this item on the next Regular Meeting Agenda on June 20, 2012.

**Quarterly Recognition**

The Governing Body reviewed a request to place the quarterly recognition of City employees recently completing professional development programs and introduction of new employees on the next Regular Meeting Agenda. The Governing Body agreed by consensus to place this item on the next Regular Meeting Agenda.

**City Employee Residency Policy**

The Governing Body continued discussion regarding suggested revisions to the residency policy for City employees and reviewed a draft policy with revisions discussed at the previous Study Session, a draft residency policy designating contiguous counties submitted by Commissioner Caylor for discussion and consideration, and maps showing 3 radius limits and driving distance from selected locations.

*Commissioner Richards arrived at 4:07 pm.*

The Governing Body requested information on other community's residency requirements and agreed to bring the item back for further discussion on the next Study Session Agenda on June 18, 2012.

**2013 City Band Budget**

The Governing Body heard from Ottawa City Band Chair Murle Mordy and Director of Finance Scott Bird who reviewed the proposed 2013 City Band Budget.

**Monthly Financial and Activity Report-April**

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

June 11, 2012

Unofficial Until Approved

### **2013 General Fund Budget Discussion**

The Governing Body discussed the following 2013 proposed budgets:

- 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*

### **Recess**

Mayor Jorgensen recessed the meeting at 5:11 pm for 5 minutes.

### **Reconvene**

Mayor Jorgensen reconvened the meeting in the Study Session Room at 5:16 pm.

Budget discussion continued on the following budgets:

- 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*

### **Commissioners' Reports**

Commissioner Richards reported on the following:

- He has been approached with citizen concerns regarding parking at Orlis Cox ball fields. Commissioner Caylor will be attending the Ottawa Recreation Commission (ORC) meeting on June 13, 2012 and will bring up the issue for discussion.

Commissioner Ramsey reported on the following:

- He reported a concern with future funding of OF/CED not being channeled through the Chamber of Commerce and proposed a discussion related to continued funding of Ottawa Main Street Association. Commissioner Richards proposed the City become an OF/CED member and pay regular dues.
- Commissioner Richards expressed concern that no City properties are listed for sale on the Chamber of Commerce website. Commissioner Caylor volunteered to look at the website and make sure it was current.

### **Mayor's Report**

Mayor Jorgensen reported on the following:

- Recently represented the City at the Governing Body meeting for the League of Kansas Municipalities in Dodge City, KS and toured their convention center.
- The Summary Ordinance Publication bill will take effect July 1, 2012 allowing the City Attorney to create and certify a brief description of the ordinance and telling where to access the whole document.

### **Adjournment**

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

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Carolyn S. Snethen, City Clerk

## STAFF MEMORANDUM

Target Meeting Date: July 5, 2012

**TO:** Richard Nienstedt, City Manager  
**FROM:** Wynndee S. Lee, AICP, Director of Planning & Codes Administration  
**DATE:** June 20, 2012  
**SUBJECT:** **An Ordinance** for the adoption of amendments to Article 27, Sign Regulations.

**Comments:** The City of Ottawa's Planning Commission reviewed the amendments and held a public hearing. There were public comments from representatives of Ransom Memorial Hospital in support of changes to electronic message centers. Below are the amendments and the new language is in bold.

Over the years, staff has received several comments and requests related to permitting electronic or animated signs. The Planning Commission deliberated this issue at length in 2008, at which time regulations were adopted to allow electronic message centers, but with several limitations. There is research that shows such signs are not overly districting to drivers, particularly when restricted as below.

In addition staff asked the Planning Commission if they would like to consider amending the regulations for attention-attracting devices, to allow wind feathers, as they have become a more common use. Currently they are all prohibited. The Planning Commission agreed to call a hearing, but indicated the ones they have seen were worn and appeared to be more of a nuisance than something really promoting the business. Staff has also received complaints about the inflatable devices causing problems for traffic as well as pedestrians, so there was discussion on that as well. Lastly, staff found a few errors or items left out of the ordinance that had been prohibited in the past. The changes recommended below would correct the errors, provide clarity regarding attention-attracting devices, and allow for RMH to install the type of electronic message center they have requested. A letter was received today from the Franklin County Commissioners, indicating they did not support the section related to attention-attracting devices as it is "vague and too restrictive". The Planning Commissioners inserted the language for clarity. If the amendment related to attention attracting devices is not included, those devices will still be prohibited as they already are not allowed.

### **SECTION 27-4 GENERAL STANDARDS 27-401.**

- d. **Flashing or Moving Signs:** Any illuminated sign on which the artificial light is not constant in intensity and color at all times. For the purpose of this regulation, any revolving, rotating, moving, animated, signs with moving lights or signs which create the illusion of movement shall not be permitted except Christmas or other holiday lights during a period four (4) weeks preceding such holiday.

A sign whereon the current time and/or temperature is indicated by intermittent lighting shall not be deemed as a flashing sign if the lighting changes are limited to the numerals.

Electronic Message Centers shall be permitted only for schools, churches, government buildings and public agencies. The following restrictions shall apply to electronic message centers:

1. No electronic message center shall exceed ~~16~~ **40** square feet in size and shall be incorporated into a larger sign permitted by these regulations. The electronic message center shall not exceed 50 % of the overall sign face.

2. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk and dawn.
3. The sign must have an automatic dimmer control to produce a distinct illumination change as required.
4. Electronic message centers are permitted to utilize the static display with “fade” or “dissolve” transitions or similar subtle transitions and frame effects that do not have the appearance of moving text or images. Electronic message centers may be changed at periodic intervals by said entry and exit effects provided that the minimum message time shall be three (3) seconds. Transition times between frames shall not exceed two (2) seconds nor be less than a minimum of 0.3 seconds. Animated images are prohibited.
5. ~~All text and messages~~ **Any text or images** displayed on an electronic message center shall utilize a single color.
6. Electronic message centers, if located in a residential district or within two hundred (200) feet of a residentially zoned district, may only be operated between the hours of 6 a.m. and 10 p.m.

**I. Signs on Rear Façade of Buildings: A non-illuminated sign no larger than 24 square feet in size may be installed on the rear façade of a commercial building.**

**SECTION 27-8 PROHIBITED SIGNS**

27-801. It shall be a violation of these regulations to erect, install, place or maintain the following signs in any zoning district:

- a. Any signs or advertising structures which are not specifically permitted under the sign subsection in the schedule of district regulations or otherwise specifically permitted under these zoning regulations.
- b. Any sign or advertising structure which constitutes a traffic hazard or a detriment to traffic safety by reason of its size, location, movement, content, coloring, or method of illumination, or by obstructing the vision of drivers, or signs that obstruct or detract from the visibility of traffic control devices or emergency vehicles. The use of flashing lights or revolving lights is prohibited in any sign as constituting a hazard to traffic. Any sign which by glare or method of illumination constitutes a hazard to traffic prohibited. Exterior neon lighting, illuminated banding or other types of lighting that creates a glow is prohibited unless it is approved by the Planning Commission as part of an overall theme for the development area.
- c. Any sign or advertising structure (other than those erected by a governmental agency or required to be erected by a governmental agency for a public purpose) erected, installed or placed on the right-of-way of any street, road of public way, or signs overhanging or infringing upon the right-of-way of any street, road or public way, except as specifically permitted by these regulations.
- d. Any sign or advertising structure erected on City property or other governmental property other than signs erected by said governmental entity for public purposes.
- e. Any sign or advertising structure which is erected, installed or maintained that obstructs any fire escape, required exit, window or door opening intended as a means of ingress or egress.
- f. ~~Any sign or advertising structure which is erected, installed or maintained upon the rear of a building, however, with the exception of allowing a tenant to identify the business name and/or~~

~~address on a rear exit door with no greater than six (6) inch nonilluminated letters painted, printed, stenciled, or attached to the face of the rear door and covering no greater than 20 percent of that door. The rear of a building is that side of a building opposite from the principal or main entrance to a building.~~

- g. "A" Frame sign, except as permitted by Section 27-605.
- h. Attention-attracting devices **including inflatable devices, "wind feathers" or vertical banners, and search or spot lights.**
- i. Abandoned signs.
- j. Off-site advertising and off site development signs (except billboards or real estate signs, see Section 27-5).
- k. Portable sign, excluding real estate signs.
- l. ~~Roof signs.~~
- m. Snipe signs, except warning signs posed by public utility companies.
- n. Temporary signs, except as permitted by Section 27-4.
- o. Vehicular signs, except that a company or corporation name or logo painted on a motor vehicle or semi-trailer normally in motion during use shall not be considered a vehicular sign.
- p. Directly illuminated signs, except to the extent specifically authorized in this Article.

The Planning Commission recommends to the City Commission to approve the amendments to the Sign Regulations by a 7-0 vote.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING ARTICLE 27, SECTION 27-4 GENERAL STANDARDS, AND SECTION 27-8 PROHIBITED SIGNS, FOR THE CITY OF OTTAWA ZONING REGULATIONS.**

**BE IT ORDAINED** BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:

**Section 1.** AMENDMENTS TO ARTICLE 27, SECTIONS 27-4, and 27-8, of the City of Ottawa Zoning Ordinance #3501-05 are hereby changed to read as follows:

**ARTICLE 27  
SIGN REGULATIONS**

**SECTION 27-4 GENERAL STANDARDS**

**27-401(d)**

Electronic Message Centers shall be permitted only for schools, churches, government buildings and public agencies. The following restrictions shall apply to electronic message centers:

1. No electronic message center shall exceed 40 square feet in size and shall be incorporated into a larger sign permitted by these regulations. The electronic message center shall not exceed 50 % of the overall sign face.
5. Electronic message centers, if located in a residential district or within two hundred (200) feet of a residentially zoned district, may only be operated between the hours of 6 a.m. and 10 p.m.

**27-401 (I)**

- I. Signs on Rear Facade of Buildings: A non-illuminated sign no larger than 24 square feet in size may be installed on the rear facade of a commercial building.

**SECTION 27-8 PROHIBITED SIGNS**

27-801. It shall be a violation of these regulations to erect, install, place or maintain the following signs in any zoning district:

- f. "A" Frame sign, except as permitted by Section 27-605.
- g. Attention-attracting devices including inflatable devices, "wind feathers" or vertical banners, and search or spot lights.
- h. Abandoned signs.
- i. Off-site advertising and off site development signs (except billboards or real estate signs, see Section 27-5).
- j. Portable sign, excluding real estate signs.
- k. Snipe signs, except warning signs posed by public utility companies.
- l. Temporary signs, except as permitted by Section 27-4.
- m. Vehicular signs, except that a company or corporation name or logo painted on a motor vehicle or semi-trailer normally in motion during use shall not be considered a vehicular sign.

n. Directly illuminated signs, except to the extent specifically authorized in this Article.

**Section 2. SEVERABILITY.** Any provision of this Ordinance which shall be declared invalid shall not affect the validity and authority of any other provisions of this Ordinance.

**Section 3. REPEALER.** Previous ordinances and any parts of ordinances in conflict with this Ordinance are hereby repealed.

**Section 4. EFFECTIVE DATE; PUBLICATION.** This Ordinance shall take effect amending the Zoning Ordinance #3501-05 for the City of Ottawa, Kansas, and be in full force from and after its publication in the official city newspaper.

PASSED AND ADOPTED by the governing body of the City of Ottawa, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



BOARD OF FRANKLIN COUNTY COMMISSIONERS

David J. Hood, Chairman, 3<sup>rd</sup> District

Colton M. Waymire, 1<sup>st</sup> District  
John E. Taylor, 2<sup>nd</sup> District

Steven W. Harris, 4<sup>th</sup> District  
Donald R. Stottlemire, 5<sup>th</sup> District



June 20, 2012

City of Ottawa  
Attention: Wynndee Lee  
City Planning Director  
101 S. Hickory St.  
P.O. Box 60  
Ottawa, KS 66067

***RE: Proposed City of Ottawa Sign Regulations***

Dear Mrs. Lee,

The Franklin County Board of County Commissioners have reviewed the proposed changes to the City Zoning Ordinance Sign Regulations as recommended by the City Planning Commission pursuant to the provisions set forth in Section 3.d of the Interlocal Agreement between Franklin County and the City of Ottawa. The Board of County Commissioners concurs with the proposed changes as approved by the City Planning Commission with the following exception:

The Franklin County Board of County Commissioners objects to the amendment to Section 27-8 Prohibited Signs

*27-801.h Attention attracting devices including inflatable devices, "wind feathers" or vertical banners and search or spot lights.*

It is the Board of County Commissioners opinion that the prohibition of attention attracting devices is vague and too restrictive.

Thank you for your consideration.

Respectfully,

David J. Hood  
Chairman

**CURRENT 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 \_\_\_\_\_ miles of the City of Ottawa City Hall, and within the state of Kansas. 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 Directors 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 Director 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.

**TO: The Honorable City Commission  
Richard U. Nienstedt, City Manager**

**FROM: Scott Bird, Director of Finance**

**DATE: June 15, 2012**

**SUBJ: Special Fund Budgets**

Please find the attached draft budgets for the City's Special Funds. The Library Fund is not included at this time, but will be brought to you in the near future. Special Revenue Funds are monies allocated for specific purposes and are grouped as components of the larger overall City budget. A short synopsis of each Special Fund follows:

**0500 – General Obligation Debt Retirement Fund**

The G.O. Debt Fund is used to retire the city's annual G.O. debt through funding from both tax revenue and transfers from those activities which have incurred the debt. As the chart at the bottom of this spreadsheet indicates, the city will have total known and expected payments of \$1,497,971 in 2013. A couple of items to note from the 2012 budget; the bonding for the airport was less than expected and the proposed eastside sewer interceptor project will be funded by a loan from KDHE and therefore paid directly from the Sewer Fund.

**1100 – Community Services**

This fund tracks community activities, which the city supports. Its revenue is primarily from transfers from the three utility funds and the General Fund. This is a preliminary look at this fund as most of the entities involved will be attending a later study session to present their requests.

**1300 – Auditorium**

The Auditorium serves as a community building for theatre, special programs and rentals. The primary revenue source is from property tax; along with support it generates itself through a variety of activities. It is staffed by one full time person, a part time person and other help as needed. This budget continues to cause concern due to the large capital needs, which include, tuck pointing and sealing the exterior of the building; boiler and air handling upgrades; and stage curtains. Therefore, it is requested this budget see an increase in funding.

**1400 – Airport**

The Airport Fund tracks city expenses for the operations of the municipal airport. Its main revenue source is a transfer from the General Fund. It also receives a small amount of rent revenue.

**1600 – Special Parks**

By statute the Special Parks Fund receives 1/3 of the City's share of the Local Drink Tax. Moneys are to be used for the purchase, establishment, maintenance or expansion of park and recreational services, programs and facilities. Revenue projections for the Drink tax are based on estimates provided by the State Treasurer's Office. Through the efforts of the Play Task Force, this fund received several donations, along with some small grants, which allowed for improvements to Kanza Park last year. Another effort of this type is anticipated in 2013, which is expected to target the replacement of the timber playground at Forest Park.

**1700 – Special Alcohol**

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

**2500 – Economic Development**

The city incurs costs related to working with potential economic developments on an ongoing basis. This fund absorbs these costs until we actually have a project and/or other funding sources are developed to charge those expenditures to. The revenue sources for this fund includes a rental agreement with T-Mobile for space on the City's water tower, building permit revenue, reimbursement of some expenditures, interest and the sale of Industrial Park property.

### **2800 – Special Streets Fund**

The Special Streets Fund captures gasoline tax remitted to the City from the State of Kansas. An amount of \$368,000 is anticipated for street repair work in 2012. The Public Works Director has report on this recently and the slurry seal project should be completed by the time you receive this memo. The 2013 budget includes \$250,000 for capital improvement to streets, in addition to the other sundry street repair items. This fund also makes transfers to cover a portion of G.O. debt fund for previously issued debt for street construction. Please notice on line 918, this amount is eliminated in 2016 due to the retirement of a bond issues.

### **4100 – Electric Power Supply**

This fund was established to set aside resources for future use by the Electric Utility. Its revenue comes from the adoption of Resolution 1136-02, which provides reimbursement to the city through an agreement with KMEA and the Nearman Power Contract. It has provided engineering for electric projects and funds for a transformer replacement in the substation located at the Power Plant. It serves as a dedicated revenue source for the city's debt obligation on the Southeast substation project and also assists in the payment of debt incurred for the northeast substation.

### **5300 – Equipment Reserve Fund**

The Equipment Reserve Fund was originally established in 1993 to systematically set aside funds for the planned replacement of utility vehicles. The primary purpose was to eliminate the frequently deep impact on the budget for large ticket items such as utility line trucks, backhoes, etc. It was later expanded to receive funds from the General Fund to assist in the purchases and lease/purchases of public safety equipment. More recently it has received funding from both the Planning and Public Works Departments. Lease arrangements have been made through this fund, which are repaid through transfers from the appropriate department/division. In 2013 projected expenditures total \$564,201.

### **5500 – Revolving Loan**

This fund was originally established as part of the State's economic development initiative. With an emphasis on job creation, this fund allows the City to make loans to industrial, retail-commercial or service businesses located in the City Of Ottawa. Loans have been made previously to COF, Sears, Crist Auto, Fashion Inc, and Dannie Burnett. Available funding is budgeted each year in anticipation that it will be made available for loans.

### **5600 – Risk Management**

Expenditures in Risk Management are related to maintaining a safe work environment for City employees and include repair and replacement of vehicles or machinery, contractual agreements for education and assessment of risk and potential judgments and claims against the city. For 2011 you will see an increase of transfers from all funds that incur insurance costs. You will also notice an increase in expenditures, which have been moved to this fund. The idea behind this effort is to consolidate where the city's insurance costs will be paid from and to allocate those costs back to the appropriate fund. This effort should provide a more comprehensive approach to managing the City's insurance costs. In addition, this is a step towards building the Risk Management Fund towards a balance that should allow the City to lower costs through its ability to raise deductibles and to take on some self insurance. The long term goal is to hold the city's insurance costs down.

### **7800 – Wastewater Treatment Plant Debt Fund**

This fund was established to track dedicated revenues for the payment of the debt incurred for the new Wastewater Treatment Plant. It receives a transfer of sales tax from the General Fund and a transfer of wastewater surcharge fees from the Wastewater Fund. Principal and interest payments are made to KDHE for the treatment plant and the river lift projects through an amended agreement dated March 1, 2006. The \$0.001 sales tax will expire upon the retirement of the debt. Payout is scheduled for 2024 and is currently fully funded.

*Police Department  
City of Ottawa, Kansas*

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**MEMORANDUM**

DATE: JUNE 21, 2012

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COMMISSION

THROUGH: RICHARD U. NIENSTEDT, CITY MANAGER

FROM: DENNIS P. BUTLER, CHIEF OF POLICE

SUBJECT: 2013 BUDGET PROPOSAL UPDATE

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The purpose of this memorandum is to provide answers to questions raised during my budget presentation on June 4.

Court- Line 543

Our records show the \$1,400 in line 543 is for the court copier lease. The 2011 City budget does not show the 543 line at all and was added for this year (2012).

Line 558

When the credit card transactions begin, the City will not be charged a fee. The credit card fee (\$2.50 per transaction at the window and \$5.00 per on-line transaction) will be collected by the vendor and forwarded to the credit company.

Police-543

You will like this explanation. This line item is also for the copier lease and the postage machine. The 2013 budget recommendation is lower because we are not incurring copier overage charges anymore. This is due to increased scanning and e-mailing of information to other agencies, as well as internally.

I will be happy to answer any questions.

Thank you.

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

### REVENUE DETAIL

Mill Levy	7.020	7.007	7.001	6.994	6.994	Estimated	Estimated	Estimated	Estimated
	Actual	Actual	Actual	Budget	Proposed	2014	2015	2016	2017
	2009	2010	2011	2012	2013				
100 Unencumbered Cash Balance, Jan. 1	250,055	347,346	308,865	533,194	524,071	542,017	569,249	553,919	612,089
301 Ad Valorem Taxes	530,433	518,697	522,270	530,000	535,300	540,653	551,466	562,495	573,745
302 Back Taxes	24,370	28,253	36,807	35,000	25,000	25,000	25,000	25,000	25,000
310 Special Assessments	85,273	92,831	99,847	74,000	75,000	70,000	65,000	55,000	50,000
315 Vehicle Tax	60,146	57,449	57,309	56,949	56,840	57,000	57,000	57,000	57,000
324 Interest	2,158	6,657	1,164	1,500	1,500	1,500	2,000	2,000	2,000
325 Reimbursed Expense Income	0	0	9,808	0	0	0	0	0	0
344 Transfer from Wastewater	70,000	52,831	105,000	26,000	0	0	0	0	0
345 Transfer from Electric	408,000	387,988	0	447,663	545,125	679,500	712,713	718,800	718,800
345 Transfer from Power Supply Fund	130,000	0	130,000	130,000	130,000	130,000	130,000	130,000	130,000
347 Transfer from Water	30,692	15,509	95,000	101,000	100,576	100,714	100,784	70,000	70,000
348 Transfer from Capital Project Funds	48,017	0	0	0	0	0	0	0	0
350 Transfer from Special Streets	137,266	75,831	50,000	73,765	71,576	71,898	36,000	0	0
301 Estimated Unpaid Taxes	0	0	0	-28,000	-28,000	-27,033	-27,573	-28,125	-28,687
<b>Total Revenue</b>	<b>1,526,354</b>	<b>1,236,046</b>	<b>1,107,205</b>	<b>1,447,877</b>	<b>1,512,917</b>	<b>1,649,232</b>	<b>1,652,390</b>	<b>1,592,171</b>	<b>1,597,858</b>
<b>Total Resources</b>	<b>1,776,410</b>	<b>1,583,392</b>	<b>1,416,069</b>	<b>1,981,071</b>	<b>2,036,988</b>	<b>2,191,249</b>	<b>2,221,639</b>	<b>2,146,089</b>	<b>2,209,947</b>

### EXPENDITURE DETAIL

742 Levy Certification			1,544	150,000					
800 Principal	785,000	845,364	604,500	675,000	870,000	1,020,000	1,095,000	995,000	1,035,000
803 Interest	644,064	429,163	276,832	632,000	624,971	602,000	572,720	539,000	506,830
<b>Total Requirements</b>	<b>1,429,064</b>	<b>1,274,527</b>	<b>882,876</b>	<b>1,457,000</b>	<b>1,494,971</b>	<b>1,622,000</b>	<b>1,667,720</b>	<b>1,534,000</b>	<b>1,541,830</b>
926 Designated Reserves - (Prepaid Specials)			60,903	59,148	57,441	55,735	54,028	52,322	50,615
925 Covenant Reserve			472,291	464,923	484,575	513,514	499,890	559,768	617,502
<b>Unencumbered Cash Balance, Dec. 31</b>	<b>347,346</b>	<b>308,865</b>	<b>533,194</b>	<b>524,071</b>	<b>542,017</b>	<b>569,249</b>	<b>553,919</b>	<b>612,089</b>	<b>668,117</b>

PROJECT	2013			Payout
	PRINCIPLE	INTEREST	TOTAL	
<b>2010 Refunding</b>	\$ 320,000	\$ 60,775	\$ 380,775	2021
<b>Coves</b>	\$ 60,000	\$ 34,705	\$ 94,705	2024
<b>Levee Project (Rip Rap)</b>	\$ 70,000	\$ 11,868	\$ 81,868	2023
<b>NE Substation &amp; Transmission</b>	\$ 250,000	\$ 425,125	\$ 675,125	2028
<b>NE Water Tower</b>	\$ 85,000	\$ 79,475	\$ 164,475	2029
<b>Airport</b>	\$ 85,000	\$ 13,023	\$ 98,023	2021
<b>TOTAL</b>	<b>\$ 870,000</b>	<b>\$ 624,971</b>	<b>\$ 1,494,971</b>	

## COMMUNITY SERVICES SUPPORT (1100)

### REVENUE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimated	Estimated	Estimated	Estimated
		2009	2010	2011	2012	2013	2014	2015	2016	2017
100	<b>Unencumbered Cash Balance, Jan. 1</b>	1,918	2,701	3,203	5,252	4,042	2,252	2,962	6,172	6,882
325	Reimbursed Expense	0	300	270	0	0	0	0	0	0
327	Donations (City Band)	500	0	754	0	0	0	0	0	0
344	Transfer from Wastewater	36,000	36,000	34,000	36,000	36,000	36,000	36,000	36,000	36,000
345	Transfers from Electric	36,000	36,000	37,000	36,000	36,000	36,000	36,000	36,000	36,000
347	Transfers from Water	34,725	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
349	Transfers from General Fund	28,293	21,251	25,500	32,000	34,000	34,000	34,000	34,000	34,000
	<b>Total Revenue</b>	<b>135,518</b>	<b>129,551</b>	<b>133,524</b>	<b>140,000</b>	<b>142,000</b>	<b>142,000</b>	<b>142,000</b>	<b>142,000</b>	<b>142,000</b>
	<b>Total Resources</b>	<b>137,436</b>	<b>132,252</b>	<b>136,727</b>	<b>145,252</b>	<b>146,042</b>	<b>144,252</b>	<b>144,962</b>	<b>148,172</b>	<b>148,882</b>
EXPENDITURE DETAIL										
511	Prairie Paws	48,139	45,540	45,540	45,540	45,540	45,540	45,540	45,540	45,540
572	Franklin Co. Alliance	48,000	45,000	48,000	55,000	60,000	60,000	60,000	65,000	65,000
577	Ottawa Main Street	29,175	27,600	27,600	27,600	27,600	25,100	22,600	20,100	17,600
575	Youth Conference Activities	2,667	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140
569	City Band	3,284	2,536	2,975	3,210	3,210	3,210	3,210	3,210	3,210
578	Jaycees Fireworks	2,500	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
564	Veteran's Day Parade	970	920	920	920	1,000	1,000	1,000	1,000	1,000
999	Misc.	0	525	0	2,500	0	0	0	0	0
925	Reserves	0	488	0	0	0	0	0	0	0
	<b>Total Requirements</b>	<b>134,735</b>	<b>129,049</b>	<b>131,475</b>	<b>141,210</b>	<b>143,790</b>	<b>141,290</b>	<b>138,790</b>	<b>141,290</b>	<b>138,790</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>2,701</b>	<b>3,203</b>	<b>5,252</b>	<b>4,042</b>	<b>2,252</b>	<b>2,962</b>	<b>6,172</b>	<b>6,882</b>	<b>10,092</b>

**Notes:**

- 1 In 2007 \$5,000 was approved for the relief effort at Greensburg, Kansas.
- 2 In 2011 \$5,000 was approved for relief to Reading, Kansas and \$2,000 for Joplin, Missouri.
- 3 In 2012 \$2,500 was approved for relief to Harveyville, KS

## AUDITORIUM (1300)

		1.066	1.066	1.167	1.673	2.600	
		Actual	Actual	Actual	Budget	Proposed	Estimate
<b>SOURCE OF REVENUE</b>		<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
100	Unencumbered Cash	72,274	53,446	31,250	20,558	21,576	23,124
301	Ad Valorem Tax	80,890	78,765	87,058	120,110	192,512	196,362
302	Back Tax Collections	5,026	4,840	5,777	5,950	6,129	6,312
315	Vehicle Tax	9,800	8,742	8,715	9,489	9,773	10,067
	<b>Total Tax Revenue</b>	<b>95,715</b>	<b>92,348</b>	<b>101,550</b>	<b>135,549</b>	<b>208,414</b>	<b>212,741</b>
321	Rentals	14,034	11,080	11,165	11,000	11,000	11,000
324	Interest Income	988	2,193	148	1,000	1,000	1,000
325	Reimbursed Expense	719	877	10,700	400	400	400
327	Donations & Sponsorships	0	0	550	550	550	550
328	Concessions	2,868	1,799	2,431	2,504	2,579	2,657
329	Ticket Sales	9,336	1,611	879	15,000	30,000	45,000
343	Grants, Foundation	0	0	0	2,600	2,600	2,600
337	Program Advertising	425	0	0	500	500	500
	<b>Total Other Revenue</b>	<b>28,369</b>	<b>17,561</b>	<b>25,873</b>	<b>33,554</b>	<b>48,629</b>	<b>63,707</b>
301	Uncollected Ad Valorem Tax			0	-4,804	-8,663	-8,836
	<b>Total Resources</b>	<b>196,359</b>	<b>163,354</b>	<b>158,674</b>	<b>184,857</b>	<b>269,956</b>	<b>290,736</b>
<b>EXPENDITURE DETAIL</b>							
		Actual	Actual	Actual	Budget	Estimate	Estimate
	<b>PERSONNEL SERVICES</b>	<b>2009</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
411	Salaries	54,570	55,447	54,854	55,951	57,070	58,211
411	Temporary	0	0	0	7,000	7,140	7,283
410	Overtime	10,354	8,073	10,163	10,000	10,200	10,404
412	Social Security	4,819	4,822	4,823	5,581	5,693	5,807
413	Retirement	3,459	3,812	4,268	3,598	3,670	3,743
414	Health Insurance	10,664	10,279	11,242	11,804	12,040	12,281
	<b>SUBTOTAL</b>	<b>83,866</b>	<b>82,433</b>	<b>85,351</b>	<b>93,934</b>	<b>95,813</b>	<b>97,729</b>
	<b>CONTRACTUAL SERVICES</b>						
502	Postage	0	0	0	200	200	204
503	Telephone	1,008	1,272	1,355	1,395	1,815	1,851
504	Travel Expense	209	172	40	400	400	408
505	Educational Advancement	0	0	0	500	500	510
514	Printing	0	7	0	1,000	1,000	1,020
515	Advertising	1,951	691	1,348	5,000	5,000	5,100
520	Insurance - Bldg. & Contents	5,163	6,051	1,497	1,542	1,573	1,604
521	Worker's Comp	30	29	29	29	30	31
522	Unemployment Insurance	205	203	221	232	237	242
530	Utilities	11,672	10,215	19,954	20,553	20,964	21,383
551	Dues & Subscriptions	543	781	497	512	550	561
552	Ticket Refunds	64	0	0	500	500	510
553	Service Agreement/Compliance	969	1,435	1,583	250	250	255
555	Public Relations	96	60	25	250	250	255
558	Other Cont. Services	15,139	19,659	12,903	9,000	10,500	10,710
560	Auditorium Maintenance	5	2,694	682	6,000	6,000	6,120
567	Event Fees & Deposits	10,450	0	7,232	7,232	25,000	37,500
570	Misc. Event Expenses	1,716	35	91	750	4,000	4,080
	<b>SUBTOTAL</b>	<b>49,219</b>	<b>43,303</b>	<b>47,456</b>	<b>55,345</b>	<b>78,769</b>	<b>92,344</b>
	<b>COMMODITIES</b>						
600	Office Supplies	573	652	335	345	500	510
613	Janitorial Supplies	670	820	871	897	1,500	1,530
619	Concession Supplies	2,996	2,515	1,578	1,625	2,500	2,550
630	Other Operating Supplies	986	479	130	134	250	255
	<b>SUBTOTAL</b>	<b>5,576</b>	<b>4,467</b>	<b>2,914</b>	<b>3,001</b>	<b>4,750</b>	<b>4,845</b>
	<b>CAPITAL EXPENDITURES</b>						
702	Furniture & Fixtures	0	0	0	0	0	0
704	Office Machines	0	716	51	0	0	0
709	Stage Equipment	2,152	1,185	2,344	0	2,500	0
715	Repair & Renovations	974	0	0	11,000	65,000	70,000
	<b>SUBTOTAL</b>	<b>3,126</b>	<b>1,901</b>	<b>2,395</b>	<b>11,000</b>	<b>67,500</b>	<b>70,000</b>
925	Reserves	0					
	<b>Total Requirements</b>	<b>141,787</b>	<b>132,105</b>	<b>138,116</b>	<b>163,281</b>	<b>246,832</b>	<b>264,919</b>
	<b>Unencumbered Cash Bal., Dec. 31</b>	<b>54,572</b>	<b>31,250</b>	<b>20,557</b>	<b>21,576</b>	<b>23,124</b>	<b>25,817</b>

## AIRPORT (1400)

REVENUE DETAIL										
	Actual	Actual	Actual	Budget	Proposed	Estimate	Estimate	Estimate	Estimate	
SOURCE OF REVENUE	2009	2010	2011	2012	2013	2014	2015	2016	2017	
100	Unencumbered Cash	4,073	75	4,900	4,865	2,290	3,740	4,010	3,609	3,436
325	Reimbursed Expense Income	63	130	0	0	0	0	0	0	0
319	Rent			1,750	1,750	1,750	1,750	1,750	1,750	1,750
348	Transfer from Capital Improvement	361	0	0	0	0	0	0	0	0
349	Transfer - General	72,000	71,996	75,142	77,000	83,000	83,000	84,000	86,000	88,000
	<b>Total Revenue</b>	<b>72,361</b>	<b>71,996</b>	<b>75,142</b>	<b>77,000</b>	<b>83,000</b>	<b>83,000</b>	<b>84,000</b>	<b>86,000</b>	<b>88,000</b>
	<b>Total Resources</b>	<b>76,496</b>	<b>72,201</b>	<b>81,792</b>	<b>83,615</b>	<b>87,040</b>	<b>88,490</b>	<b>89,760</b>	<b>91,359</b>	<b>93,186</b>
EXPENDITURE DETAIL										
	Actual	Actual	Actual	Budget	Proposed	Estimate	Estimate	Estimate	Estimate	
EXPENDITURE DETAIL	2009	2010	2011	2012	2013	2014	2015	2016	2017	
CONTRACTUAL SERVICES										
505	Professional Development	0	0	0	100	500	500	500	500	500
520	Insurance - Bldg. & Contents	1,238	1,423	5,653	6,000	6,400	6,720	7,392	8,131	8,944
526	Insurance - Aviation Liability	1,913	1,111	1,913	2,400	2,400	2,520	2,772	3,049	3,354
530	Utilities	1,412	2,294	2,671	2,000	2,000	2,020	2,040	2,061	2,081
532	Repair - Building, etc.	1,751	688	0	500	500	505	510	515	520
533	Equipment Repairs	64	746	10	500	500	505	510	515	520
549	Airport Management Contract	58,000	58,125	58,000	58,125	59,300	59,893	60,492	61,097	61,708
559	Environmental Compliance	0		0	0	0	0	0	0	0
559	Environmental Compliance	0	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>74,334</b>	<b>66,529</b>	<b>75,698</b>	<b>75,625</b>	<b>77,600</b>	<b>78,723</b>	<b>80,337</b>	<b>82,050</b>	<b>83,872</b>
COMMODITIES										
612	Equipment Repair Supplies	602	394	423	1,000	1,000	1,010	1,020	1,030	1,041
616	Paint	0		0	500	500	505	510	515	520
620	Supplies	320	95	377	500	500	505	510	515	520
624	Asphalt (Patch)	0	0	0	2,000	2,000	2,020	2,040	2,061	2,081
629	Gravel, Rock & Cement	665	0	307	500	500	505	510	515	520
636	Facility Repair Supplies	14	283	0	200	200	202	204	206	208
638	Building/Structure Repair Supplies	13	0	122	1,000	1,000	1,010	1,020	1,030	1,041
	<b>SUBTOTAL</b>	<b>1,614</b>	<b>772</b>	<b>1,229</b>	<b>5,700</b>	<b>5,700</b>	<b>5,757</b>	<b>5,815</b>	<b>5,873</b>	<b>5,931</b>
CAPITAL OUTLAY										
710	Equipment	474	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>474</b>	<b>0</b>							
925	Contingency Reserve	0	0	0	0	0	0	0	0	0
	<b>Total Requirements</b>	<b>76,422</b>	<b>67,301</b>	<b>76,927</b>	<b>81,325</b>	<b>83,300</b>	<b>84,480</b>	<b>86,151</b>	<b>87,923</b>	<b>89,803</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>75</b>	<b>4,900</b>	<b>4,864</b>	<b>2,290</b>	<b>3,740</b>	<b>4,010</b>	<b>3,609</b>	<b>3,436</b>	<b>3,383</b>

## SPECIAL PARK AND RECREATION (1600)

### REVENUE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimate	Estimate	Estimate	Estimate
	SOURCE OF REVENUE	2009	2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash	34,167	61,965	87,876	83,496	70,496	11,996	43,496	75,996	73,996
314	Liquor Drink Taxes (Note 1)	27,933	24,134	24,024	24,000	24,000	24,000	25,000	25,000	25,000
325	Reimbursed Expense Income	0	1,248	14,785	0	0	0	0	0	0
	Prior year reimbursement	0	0	0	0	0	0	0	0	0
327	Donations	0	2,780	23,083	500	75,000	35,000	35,000	500	500
	<b>Total Revenue</b>	<b>27,933</b>	<b>28,161</b>	<b>61,893</b>	<b>24,500</b>	<b>99,000</b>	<b>59,000</b>	<b>60,000</b>	<b>25,500</b>	<b>25,500</b>
	<b>Total Resources</b>	<b>62,100</b>	<b>90,126</b>	<b>149,769</b>	<b>107,996</b>	<b>169,496</b>	<b>70,996</b>	<b>103,496</b>	<b>101,496</b>	<b>99,496</b>

### EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimate	Estimate	Estimate	Estimate
	CONTRACTUAL SERVICES									
554	Engineering	0	389	0	500	500	500	500	500	500
558	Contractual Services	0	794	11,285	4,000	4,000	4,000	4,000	4,000	4,000
575	Youth Activities	0	0	1,700	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>1,182</b>	<b>12,985</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
	COMMODITIES									
620	General Supplies	135	444	17,363	3,000	3,000	3,000	3,000	3,000	3,000
	<b>SUBTOTAL</b>	<b>135</b>	<b>444</b>	<b>17,363</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
	CAPITAL OUTLAY									
710	Equipment	0	624	0	0	0	0	0	0	0
754	Park Improvements (Note 2)	0	0	35,925	30,000	150,000	20,000	20,000	20,000	20,000
	<b>SUBTOTAL</b>	<b>0</b>	<b>624</b>	<b>35,925</b>	<b>30,000</b>	<b>150,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
925	Contingency Reserves									
	<b>Total Requirements</b>	<b>135</b>	<b>2,250</b>	<b>66,273</b>	<b>37,500</b>	<b>157,500</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>61,965</b>	<b>87,876</b>	<b>83,496</b>	<b>70,496</b>	<b>11,996</b>	<b>43,496</b>	<b>75,996</b>	<b>73,996</b>	<b>71,996</b>

#### Notes for 2012

1. Liquor tax estimates are based on the State Treasurer's estimates.
2. Line 754 includes:
  - 2012 City park Bridge replacement - \$15,000
  - 2012 Climbing Structure for north Forest Park -\$5,000
  - 2012 Downtown Park Benches -\$10,000
  - 2013 Replace Forest Park timber structure - \$150,000 (This project will anticipate additional funding through grants/donations).
  - 2014 Freedom Park climbing structures - \$7,265.

**SPECIAL ALCOHOL PROGRAM (1700)**

**REVENUE DETAIL**

		Actual	Actual	Actual	Revised	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash	9,823	5,006	0	0	0	0	0	0	0
314	Liquor Drink Taxes (Note 1)	27,933	24,134	24,024	24,000	27,000	27,000	27,000	27,000	27,000
325	Reimbursed Expense	0	0	0	0					
	<b>Total Revenue</b>	<b>37,756</b>	<b>29,140</b>	<b>24,025</b>	<b>24,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
	<b>Total Resources</b>	<b>37,756</b>	<b>29,140</b>	<b>24,025</b>	<b>24,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>

**EXPENDITURE DETAIL**

		Actual	Actual	Actual	Revised	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2013	2014	2015	2015	2015
901	DARE Officer	32,750	29,140	24,024	24,000	27,000	27,000	27,000	27,000	27,000
925	Contingency Reserves	0	0	0						
	<b>Total Requirements</b>	<b>32,750</b>	<b>29,140</b>	<b>24,024</b>	<b>24,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>5,006</b>	<b>0</b>							

Notes:

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

## ECONOMIC DEVELOPMENT (2500)

### REVENUE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimated	Estimated	Estimated	Estimated
		2009	2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash Balance, Jan. 1	136,666	134,627	119,225	130,334	107,254	96,674	96,694	97,714	99,744
324	Interest	1,490	694	342	400	400	500	1,000	1,500	1,501
325	Reimbursed Expenses	3,440	10,100	0	5,000	2,500	3,000	3,000	3,000	3,000
336	Building Permits (Note 1)	3,000	0	0	0	15,000	25,000	25,500	26,010	26,530
321	Other Rents/T-Mobile Lease	13,200	14,286	14,520	14,520	14,520	14,520	14,520	14,520	14,520
398	Sale of Property	0	1,000	39,250	0	0	0	0	0	0
	<b>Total Revenue</b>	<b>21,130</b>	<b>26,081</b>	<b>54,112</b>	<b>19,920</b>	<b>32,420</b>	<b>43,020</b>	<b>44,020</b>	<b>45,030</b>	<b>45,551</b>
	<b>Total Resources</b>	<b>157,796</b>	<b>160,708</b>	<b>173,336</b>	<b>150,254</b>	<b>139,674</b>	<b>139,694</b>	<b>140,714</b>	<b>142,744</b>	<b>145,296</b>

### EXPENDITURE DETAIL

558	Engineering & Other Contractual	20,954	23,426	41,012	41,000	41,000	41,000	41,000	41,000	41,000
572	Economic Development	715	18,057	1,990	2,000	2,000	2,000	2,000	2,000	2,000
918	Land Purchase	1,500	0	0	0	0	0	0	0	0
925	Contingency Reserve									
	<b>Total Requirements</b>	<b>23,169</b>	<b>41,483</b>	<b>43,002</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>134,627</b>	<b>119,225</b>	<b>130,334</b>	<b>107,254</b>	<b>96,674</b>	<b>96,694</b>	<b>97,714</b>	<b>99,744</b>	<b>102,296</b>

**Notes:**

1. Land sale to Mac Fasteners in 2010 - 2011.

## SPECIAL STREET (2800)

### REVENUE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash	77,500	70,169	215,783	91,339	71,549	44,683	20,685	36,013	25,698
317	Special Highway	323,850	345,621	333,189	326,710	329,210	332,502	335,827	339,185	342,577
325	Reimbursed Expense	1,054	4,377	13,853	200,000	70,000	70,000	70,000	70,000	70,000
348	Transfer From Capital Improvement	36,920	500	0	0	0	0	0	0	0
369	Impact Fees	0	0	22,461	1,000	1,000	1,000	1,000	1,000	1,000
399	Misc.	0	0	18,996	0	0	0	0	0	0
	<b>Total Revenue</b>									
	<b>Total Resources</b>	<b>439,324</b>	<b>420,667</b>	<b>604,282</b>	<b>619,049</b>	<b>471,759</b>	<b>448,185</b>	<b>427,513</b>	<b>446,198</b>	<b>439,275</b>

### EXPENDITURE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimate	Estimate	Estimate	Estimate
	<b>CONTRACTUAL SERVICES</b>	2009	2010	2011	2012	2013	2014	2015	2016	2016
533	Repair & Main. of Traffic Signals	2,915	2,030	400	10,000	10,000	10,000	10,000	10,000	10,000
554	Engineering Services	240	883	62	2,500	2,500	2,500	2,500	2,500	2,500
558	Other Contractual	3,899	0	2,913	10,000	10,000	10,000	10,000	10,000	10,000
	<b>SUBTOTAL</b>	<b>7,054</b>	<b>2,913</b>	<b>3,374</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>
	<b>COMMODITIES</b>									
620	General Supplies	6,509	0	0	1,000	1,000	1,000	1,000	1,000	1,000
625	Street Maintenance	30,204	0	0	20,000	20,000	20,000	20,000	20,000	20,000
612	(Traffic) Equipment Repair Supplies	688	1,942	7,572	2,000	2,000	2,000	2,000	2,000	2,000
624	Asphalt Supplies-Road Oil	0	0	20,791	5,000	5,000	5,000	5,000	5,000	5,000
625	Street Const.	0	101,041	0	0	0	0	0	0	0
629	Alley Maintenance	5,730	4,591	323	5,000	5,000	5,000	5,000	5,000	5,000
	<b>SUBTOTAL</b>	<b>43,130</b>	<b>107,573</b>	<b>28,687</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>
	<b>CAPITAL OUTLAY</b>									
738	Capital Improvement - Street Work	143,108	11,560	243,099	368,000	250,000	250,000	250,000	250,000	250,000
	<b>SUBTOTAL</b>	<b>143,108</b>	<b>11,560</b>	<b>243,099</b>	<b>368,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
	<b>TRANSFERS</b>									
918	Transfer to 5300 for St Sweeper & Sealer	0	23,000	25,000	50,000	50,000	50,000	50,000	50,000	50,000
918	Transfer to Bond & Interest	175,863	59,837	50,000	74,000	71,576	72,000	36,000	0	0
918	Transfer to Capital Improvement Projects	0	0	162,783	0	0	0	0	0	0
925	Contingency Reserve	0	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>175,863</b>	<b>82,837</b>	<b>237,783</b>	<b>124,000</b>	<b>121,576</b>	<b>122,000</b>	<b>86,000</b>	<b>50,000</b>	<b>50,000</b>
	<b>Total Requirements</b>	<b>369,155</b>	<b>204,884</b>	<b>512,943</b>	<b>547,500</b>	<b>427,076</b>	<b>427,500</b>	<b>391,500</b>	<b>355,500</b>	<b>355,500</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>70,169</b>	<b>215,783</b>	<b>91,339</b>	<b>71,549</b>	<b>44,683</b>	<b>20,685</b>	<b>36,013</b>	<b>25,698</b>	<b>18,775</b>

## ELECTRIC POWER SUPPLY FUND 4100

### REVENUE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash Balance, Jan. 1	869,051	857,289	858,149	929,833	890,492	857,751	819,410	780,668	739,477
324	Interest	9,621	4,605	2,485	2,500	2,500	2,500	2,500	3,000	6,000
342	Refunds	444,860	410,641	410,640	410,640	410,640	410,640	410,640	410,640	410,640
325	Reimbursed Expense			77,822						
	<b>Total Revenue</b>	<b>454,481</b>	<b>415,246</b>	<b>490,946</b>	<b>413,140</b>	<b>413,140</b>	<b>413,140</b>	<b>413,140</b>	<b>413,640</b>	<b>416,640</b>
	<b>Total Resources</b>	<b>1,323,532</b>	<b>1,272,535</b>	<b>1,349,096</b>	<b>1,342,973</b>	<b>1,303,632</b>	<b>1,270,891</b>	<b>1,232,550</b>	<b>1,194,308</b>	<b>1,156,117</b>

### EXPENDITURE DETAIL

554	Engineering (Note 1)	2,750	0	500	10,000	10,000	10,000	10,000	10,000	10,000
900	NE Substation Payment (Transfer GO Debt) (2)	130,000	80,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
710	Capital Expenditures (3)	0	0	0	0	0	0	0	0	0
710	Capital Expenditures (Distrib. Construction)	0	0	0	0	0	0	0	0	0
800	Principal Payment for SE Substation (4)	165,000	170,000	160,500	220,000	220,000	230,000	235,000	245,000	250,000
803	Interest Payment for SE Substation (4)	168,343	164,236	128,112	92,331	85,731	81,331	76,731	69,681	62,331
803	Bank Fees	150	150	150	150	150	150	150	150	150
	<b>Total Requirements</b>	<b>466,243</b>	<b>414,386</b>	<b>419,262</b>	<b>452,481</b>	<b>445,881</b>	<b>451,481</b>	<b>451,881</b>	<b>454,831</b>	<b>452,481</b>
925	Designated Reserves									
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>857,289</b>	<b>858,149</b>	<b>929,833</b>	<b>890,492</b>	<b>857,751</b>	<b>819,410</b>	<b>780,668</b>	<b>739,477</b>	<b>703,636</b>

**Notes:**

- 1 Resolution 1136-02 executed 12/18/02, approved the 3rd amendment to
- 2 Resolution 1136-02 executed 12/18/02, approved the 3rd amendment to
- 3 A Southside Electric Study was conducted in 2007 at a cost of \$29,662.
- 4 The NE Substation and Transmission was financed in 2007 and is partially funded from this fund and partially from the Electric Fund
- 5 A Transformer was installed at the Power Plant Substation in 2004/2005 at a cost of \$275,000.
- 6 The Original debt resulted from the 2004 issuance of Certificates of Participation for the construction of the Southeast Substation.
- 7 This issue was refunded in 2010 Series B to a lower interest rate, allowing a savings of more than \$200,000 and shortening the issue by 1 yr to a payout in 2023.



## REVOLVING LOAN FUND (5500)

REVENUE DETAIL										
		Actual	Actual	Actual	Revised	Estimate	Estimate	Estimate	Estimate	Estimate
		2009	2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash Balance, Jan. 1	105,613	125,698	106,494	146,885	168,376	189,868	211,359	213,977	216,594
322	Agreement (Fashion)	18,874	0	37,748	18,874	18,874	18,874	0	0	0
322	Agreement (Burnett)	0	193	2,317	2,317	2,317	2,317	2,317	2,317	2,317
322	Agreement (Crist Auto)	0	0	0	0	0	0	0	0	0
322	Lease Payment (COF)	0	0	0	0	0	0	0	0	0
322	Agreement (Sears) (COF)	0	0	0	0	0	0	0	0	0
324	Interest	1,221	603	325	325	325	325	325	325	325
325	Reimbursed Expense	76,986	76,986	76,986	76,986	76,986	76,986	76,986	76,986	76,986
399	Misc	0	0	0	0	0	0	0	0	0
	<b>Total Revenue</b>	<b>97,081</b>	<b>77,782</b>	<b>117,377</b>	<b>98,502</b>	<b>98,502</b>	<b>98,502</b>	<b>79,628</b>	<b>79,628</b>	<b>79,628</b>
	<b>Total Resources</b>	<b>202,694</b>	<b>203,480</b>	<b>223,871</b>	<b>245,387</b>	<b>266,879</b>	<b>288,370</b>	<b>290,988</b>	<b>293,605</b>	<b>296,222</b>
EXPENDITURE DETAIL										
572	Grant Proceeds for Fashion CDBG	76,986	76,986	76,986	76,986	76,986	76,986	76,986	76,986	76,987
572	Loans	0	20,000	0	0	189,868	0	0	0	0
558	Misc., Filing Fees	10	0	0	25	25	25	25	25	25
558	Other Contractual	0	0	0	0	0	0	0	0	0
	<b>Total Requirements</b>	<b>76,996</b>	<b>96,986</b>	<b>76,986</b>	<b>77,011</b>	<b>266,879</b>	<b>77,011</b>	<b>77,011</b>	<b>77,011</b>	<b>77,012</b>
							<b>211,359</b>	<b>213,977</b>	<b>216,594</b>	<b>219,210</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>125,698</b>	<b>106,494</b>	<b>146,885</b>	<b>168,376</b>	<b>0</b>				

**Notes:**

1. This fund was established as part of the State's economic development initiative to assist local ED efforts.
2. Interest earnings are carried in this fund to be used for future loans.
3. A loan to Crist Auto was paid in full in 2006.
4. Fashion, Inc. borrowed \$161,000 at 3% from this fund in 2004. Payments began in 2005 and are current.
5. The fund also captures pass through activity of a 2004, \$455,000 CDBG loan Fashion has with the State of Kansas.
6. A loan in the amount of \$20,000 was made to Dannie and Annette Burnett in 2010 for a roof at the CarStar Building, payments are current.
7. The 2013 loan amount has not been designated and is shown for budgetary purposes.  
If no loans are made in 2012 or 2013 this amount will be carried for future use.

## RISK MANAGEMENT (5600)

	SOURCE OF REVENUE	Actual 2009	Actual 2010	Actual 2011	Revised 2012	Proposed 2013	Estimate 2014	Estimate 2015
100	Unencumbered Cash	184,201	289,700	279,137	<b>286,142</b>	265,626	251,106	271,805
325	Reimbursed Expense Income	20,000	6,831	32,048	25,000	24,000	24,000	24,000
326	Reimbursed Expenses-Insurance	0	6,104	0	6,000	6,000	6,000	6,000
346	Transfer - Airport	0	0	0	2,226	2,360	2,501	2,651
346	Transfers - Auditorium	0	0	0	6,828	7,238	7,672	8,132
344	Transfers - Wastewater	12,000	25,000	65,334	111,151	122,820	135,189	145,301
345	Transfers - Electric	12,000	25,000	197,984	276,714	298,317	321,216	340,489
347	Transfers - Water	12,000	25,000	68,719	130,862	143,714	157,337	168,777
349	Transfers - General	12,000	12,000	60,000	200,200	219,500	237,670	253,930
	<b>Total Transfers</b>	<b>48,000</b>	<b>87,000</b>	<b>392,037</b>	<b>727,981</b>	<b>793,948</b>	<b>861,585</b>	<b>921,280</b>
399	Misc	0	47	8,835	4,590	0	0	0
324	Interest	3,600	1,240	736	2,861	2,656	2,511	2,718
	<b>Total Revenue</b>	<b>71,600</b>	<b>101,175</b>	<b>433,656</b>	<b>766,432</b>	<b>826,604</b>	<b>894,096</b>	<b>953,998</b>
	<b>Total Resources</b>	<b>255,801</b>	<b>390,922</b>	<b>712,793</b>	<b>1,052,574</b>	<b>1,086,230</b>	<b>1,139,202</b>	<b>1,219,802</b>
<b>Expenditure Detail</b>								
500	Training <sup>NOTE 1</sup>	0		5,048	5,000	5,000	5,000	5,000
502	Postage			194	500	500	500	500
504	Travel Expense	0	1,121	798	1,000	1,000	1,000	1,000
505	Professional Development	0	80	378	1,000	1,000	1,000	1,000
512	Meeting Expenses/Meals	0	211	860	500	1,000	1,000	1,000
520	Insurance - Building and Contents <sup>NOTE 2</sup>	0	0	176,068	191,871	208,949	219,396	230,366
521	Workers Comp	0	0	0	185,000	194,250	203,963	214,161
523	Vehicle Insurance <sup>NOTE 3</sup>	2,500	1,084	51,773	54,362	47,520	49,896	52,391
524	Public Officials/Law Enforcement Liab.	0	0	16,335	17,152	18,009	18,910	19,855
525	Boiler Insurance	0	0	90,463	94,986	99,735	104,722	109,958
526	General Liability Insurance	17,000	23,034	19,549	20,526	21,552	22,630	23,761
527	Inland Marine Insurance <sup>NOTE 4</sup>	0	0	0	0	22,050	23,153	24,310
528	Airport Liability Insurances <sup>NOTE 5</sup>	0	0	0	0	2,520	2,646	2,778
529	Flood Insurance <sup>NOTE 6</sup>	0	0	0	61,347	64,414	67,635	71,017
532	Repair: Building & Structures	10,000	4,869	781	10,300	10,000	10,300	10,609
533	Machine & Equipment Repair	3,000		0	3,000	3,000	3,090	3,183
534	Vehicle Repair	10,000	9,206	3,293	10,000	10,000	10,300	10,609
537	Repair: Recreation Facility	10,000		997	10,000	10,000	10,300	10,609
551	Dues & Subscriptions	0	385	420	600	600	618	637
558	Other Contractual <sup>NOTE 7</sup>	15,000	36,431	30,935	58,000	58,000	61,532	63,378
574	Safety and Wellness	0	1,015	0	1,250	0	0	0
584	EAP Services	700	4,942	4,942	7,500	5,500	5,665	5,835
585	Wellness Program	5,000	316	244	5,000	1,500	1,545	1,591
	<b>SUBTOTAL</b>	<b>73,200</b>	<b>82,694</b>	<b>403,078</b>	<b>738,894</b>	<b>786,100</b>	<b>824,800</b>	<b>863,549</b>
600	Office Supplies	0	0	469	500	500	515	530
620	Other Operating Supplies	0	1,072	600	600	600	630	649
*630	Safety Supplies	28,000	18,838	21,623	22,705	23,386	24,087	24,810
	<b>SUBTOTAL</b>	<b>28,000</b>	<b>19,911</b>	<b>22,692</b>	<b>23,805</b>	<b>24,486</b>	<b>25,232</b>	<b>25,989</b>
702	Furniture <sup>NOTE 8</sup>	0	0	0	3,000	3,000	0	0
705	Computer & Software	0	0	0	500	0	0	0
715	Building Maintenance <sup>NOTE 9</sup>	5,000	0	0	5,000	5,000	0	0
720	Equipment Purchase	2,500	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>8,000</b>	<b>0</b>	<b>0</b>
812	Judgments & Claims	15,000	9,180	881	15,750	16,538	17,364	18,233
970	Safety Grant <sup>NOTE 10</sup>	0	0	0	0	10,000		
	<b>SUBTOTAL</b>	<b>15,000</b>	<b>9,180</b>	<b>881</b>	<b>15,750</b>	<b>26,538</b>	<b>17,364</b>	<b>18,233</b>
	<b>Total Requirements</b>	<b>123,700</b>	<b>111,785</b>	<b>426,651</b>	<b>786,949</b>	<b>845,124</b>	<b>867,397</b>	<b>907,770</b>
	<b>Unencumbered Cash Balance, Dec. 31</b>	<b>289,700</b>	<b>279,137</b>	<b>286,142</b>	<b>265,626</b>	<b>241,106</b>	<b>271,805</b>	<b>312,032</b>

Note 1 Increase in FY2012 Budget for rental/lease program for Training Materials

Note 2 Moved Airport Building & Contents Insurance from 1400 to 5600

Note 3 Split Automobile & Inland Marine into separate line items

Note 4 Split Automobile & Inland Marine into separate line items

Note 5 Moved Airport Liability Insurance from 1400 to 5600

Note 6 Created Line Item for Flood Insurance

Note 7 Increase in FY2012 Budget for professional appraisal of all City Buildings and addition of Random Drug Screening

Note 8 Increase in FY2012 Budget for installation of receptionist area on 2nd Floor

Note 9 Increase in FY2012 budget for remodel of receptionist area, security upgrades, and window replacement

Note 10 Added Line Item for Safety Grant per Safety Committee Recommendation

## WWTP DEBT FUND (7800)

### REVENUE DETAIL

		Actual	Actual	Actual	Revised	Proposed	Estimated	Estimated	Estimated	Estimated
		2009	2010	2011	2012	2013	2014	2015	2016	2017
100	Unencumbered Cash Balance, Jan. 1	525,956	472,980	505,590	552,034	588,312	625,640	664,323	704,066	744,874
324	Interest	4,947	2,533	1,433	1,200	1,200	1,500	1,500	1,500	2,500
344	Transfers - Wastewater Fund	448,000	550,000	560,999	555,000	555,000	555,000	555,000	555,000	557,775
349	Transfers - General Fund	224,000	210,000	210,000	210,000	211,050	212,105	213,166	214,232	215,303
	<b>Total Revenue</b>	<b>676,947</b>	<b>762,533</b>	<b>772,432</b>	<b>766,200</b>	<b>767,250</b>	<b>768,605</b>	<b>769,666</b>	<b>770,732</b>	<b>775,578</b>
	<b>Total Resources</b>	<b>1,202,903</b>	<b>1,235,513</b>	<b>1,278,022</b>	<b>1,318,234</b>	<b>1,355,562</b>	<b>1,394,245</b>	<b>1,433,989</b>	<b>1,474,797</b>	<b>1,520,452</b>

### EXPENDITURE DETAIL

800	Principal	454,917	468,944	479,469	495,601	510,883	526,635	542,874	559,613	576,868
803	Interest	252,538	239,657	226,379	215,177	201,144	186,679	171,767	156,396	140,550
820	State of Kansas Service Fees	22,468	21,322	20,140	19,144	17,895	16,608	15,282	13,914	12,504
	<b>Total Requirements</b>	<b>729,922</b>	<b>729,922</b>	<b>725,989</b>	<b>729,922</b>	<b>729,922</b>	<b>729,922</b>	<b>729,923</b>	<b>729,923</b>	<b>729,922</b>
925	Designated Reserve					625,640				
	<b>Unencumbered Cash Bal. Dec. 31</b>	<b>472,980</b>	<b>505,590</b>	<b>552,034</b>	<b>588,312</b>		<b>664,323</b>	<b>704,066</b>	<b>744,874</b>	<b>790,530</b>

**Note:** The Wastewater Treatment Plant (WWTP) Debt Fund receives funding from two dedicated revenue sources: A transfer of sales tax from the General Fund and a transfer of the Wastewater surcharge fees from the Wastewater Fund. Principal and interest payments are made to KDHE for the Wastewater Treatment Plant and River Lift Station projects per the amended Kansas Water Pollution Control Revolving Loan agreement and payment schedule dated March 1, 2006. The \$0.001 sales tax was approved by a vote of the Ottawa citizens and will expire upon the retirement of the debt. Final payment is scheduled for 2024. This fund is currently fully funded.