

ADMINISTRATIVE SERVICES / CITY CLERK
2005 BUDGET REQUEST
001-1050-542

ELE	OBJ	ACCOUNT DESCRIPTION	2002 ACTUAL	2003 ACTUAL	2004 BUDGET	2004 Y-T-D	2005 REQUEST	JUSTIFICATION
10	01	REGULAR SALARIES	74,964	76,308	73,989	16,149	77,605	1.5 FTE (1.0 Deputy City Clerk and 0.5 Admin Services Director) Deputy City Clerk Projects (long CC meeting minutes, etc.)
10	02	OVERTIME SALARIES	141	569	800	371	1,000	
10	03	LONGEVITY PAY	576	624	624	0	720	
10	04	HOLIDAY PAY	2,524	2,733	2,644	797	2,773	
12	01	FICA	5,480	5,964	5,910	1,299	6,204	
12	02	UNEMPLOYMENT	84	159	85	43	203	
12	03	KPERS	2,384	2,526	2,836	558	2,977	
12	05	HEALTH INSURANCE	0	0	0	0	0	
12	06	LIFE INSURANCE	67	51	116	11	87	
TOTAL PERSONAL SERVICES			86,220	88,934	87,004	19,228	91,569	
21	02	MILEAGE REIMBURSEMENT	0	0	0	0	0	Mileage and transportation related to conferences and local travel when Dept. car unavailable
21	03	OTHER TRANSPORTATION	68	81	600	5	600	
21	04	MEALS & LODGING	240	282	700	0	700	Conferences and infrequent working lunches for Dept. staff
22	01	CONFERENCES & SEMINARS	341	518	1,000	0	1,000	For City Clerk (including CLEs) and Dep. City Clerk
22	02	DUES & SUBSCRIPTIONS	632	888	800	175	800	IIMC, SHRM, City Clerk KS Bar membership
24	01	PRINTING	0	308	0	0	0	
24	02	LEGAL ADVERTISING	30,635	41,426	30,000	7,898	35,000	Publishing Ordinances, Notices, Public Hearings, etc.
24	03	OTHER ADVERTISING	0	0	400	0	400	
24	04	REPRODUCTIONS	0	0	0	0	0	
25	33	OFFICE EQUIPMENT REPAIRS	0	0	0	0	0	Repairs for audio recorder and other electronic equipment
26	01	OFFICE EQUIP	0	0	750	100	750	
26	05	SERV. CONTRACTS-COMPUTERS	0	0	0	0	0	
27	09	OTHER PROFESSIONAL SERV.	2,310	2,857	2,500	619	2,500	Filing fees for Board of Tax Appeals, Register of Deeds, etc.
29	03	FIDELITY BONDS	0	150	0	0	0	
33	07	FREIGHT	353	292	500	0	500	Overnight documents to bond counsel for bond and note sales
33	08	ELECTIONS EXPENSES	0	12,055	0	0	20,000	City Commissioner elections in '05; County Clerk advises possible software costs which could be passed on to local governments
33	09	OTHER CONTRACTUAL SERVICE	0	93	0	31	0	

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33	11	RECODIFICATION	-135	0	6,000	0	6,000	Costs to update, copy, and publish Official City Code
33	21	MICROFILM SERVICE	0	0	0	0	0	
33	31	TEMPORARY HELP	0	0	0	0	0	
TOTAL CONTRACTUAL SERVICES			34,444	58,950	43,250	8,828	68,250	
40	01	OFFICE SUPPLIES	1,633	1,348	2,000	449	2,000	Paper, pens, etc. for general office operations
40	04	SOFTWARE	807	217	1,014	397	1,015	Network costs for 3 PCs, plus software updates
42	03	EQUIPMENT <\$5000	586	492	2,500	22	2,500	Lease costs for 3rd floor copier (initial lease expected in mid '04)
42	06	COMPUTER EQUIP < \$5000	0	1,593	0	0	0	
43	00	BOOKS	0	0	0	0	0	
TOTAL COMMODITIES			3,026	3,650	5,514	868	5,515	
60	01	COMPUTER LEASE-PURCHASE	0	0	0	0	0	
60	08	EQUIPMENT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY			0	0	0	0	0	
TOTAL BUDGET			123,690	151,534	135,768	28,924	165,334	

ADMINISTRATIVE SERVICES / PERSONNEL
2005 BUDGET REQUEST
001-1053-543

ELE	OBJ	ACCOUNT DESCRIPTION	2002 ACTUAL	2003 ACTUAL	2004 BUDGET	2004 Y-T-D	2005 REQUEST	JUSTIFICATION
10	01	REGULAR SALARIES	154,898	169,289	161,112	38,950	189,493	10-01: Two Job Shares listed in 10-07 in '04 moved back to one full time 10-01 in '05
10	02	OVERTIME SALARIES	570	804	1,216	285	1,216	10-02: Overtime includes money to pay for staffing at Firefighter physical agility testing, LEAP annual service awards and annual enrollment activities which take place outside the regular work week.
10	03	LONGEVITY PAY	528	408	384	0	672	
10	04	HOLIDAY PAY	6,765	7,342	7,536	2,220	6,796	
10	06	PARTTIME	7,045	5,930	13,312	1,666	14,976	
10	07	PARTTIME - REGULAR	33,236	26,681	38,553	3,531	14,420	10-06: for KU MPA and HINU internship programs. 10-07: salaries moved back to 10-01.
12	01	FICA	14,998	15,657	15,744	3,435	16,171	
12	02	UNEMPLOYMENT	229	424	412	117	528	
12	03	KPERS	6,487	6,014	7,553	1,175	7,758	
12	05	HEALTH INSURANCE	0	0	0	0	0	
12	06	LIFE INSURANCE	111	88	137	21	151	
TOTAL PERSONAL SERVICES			224,867	232,637	245,959	51,400	252,180	
21	02	MILEAGE REIMBURSEMENT	0	109	1,000	53	1,000	21-02: Misc Travel for Personnel Mgr, Recruitment and Benefits Specialists when Department vehicle is unavailable. Work often requires Personnel staff to travel to other City buildings. Airfare is included here for IPMA Central Region Conference for Per
21	04	MEALS & LODGING	1,316	474	1,640	0	1,640	21-04: Expenses associated with out of town conferences and seminars.
22	01	CONFERENCES & SEMINARS	2,538	1,684	3,830	231	3,850	22-01: Professional development for Human Resources staff is only available through outside vendors and professional organizations.
22	02	DUES & SUBSCRIPTIONS	1,578	1,684	4,042	0	4,219	22-02: Professional memberships for Personnel Mgr, Recruitment and Benefit Specialists to maintain professional skills. Subscriptions to resources for FLSA, FMLA and other HR resources.
24	01	PRINTING	139	0	0	0	0	

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24	03	OTHER ADVERTISING	29,417	31,438	35,120	7,390	40,096	24-03: Recruitment advertising for all open City positions (internet, local and selected regional print advertising). Increases represent an anticipated 15% average increase to print and internet services over 2004 for identical services.
26	01	OFFICE EQUIP	0	490	1,025	8	1,265	26-01: Includes costs for officer copier lease and applicant tracking software maintenance.
27	06	CONSULTANTS	5,610	3,239	5,000	1,680	55,500	27-06: This line which changes from year to year includes consultant fees for various City wide projects. In addition to ongoing consulting of \$5500, 2005 it includes one time funding for a Health Care RFP (\$20,000), Compensation Salary Survey (\$10,000),
27	09	OTHER PROFESSIONAL SERV.	749	803	250	0	250	0
33	06	DATA PROCESSING	0	0	0	0	0	0
33	09	OTHER CONTRACTUAL SERVICE	8,517	3,146	10,000	0	10,000	33-09: Vendor service fees for employee Section 125 Flexible Spending Plan. If Program Improvements for Employee Assistance Program or HRIS systems is approved, vendor fees would be inserted here.
33	20	TRAINING PROGRAMS	8,451	7,201	8,250	144	8,250	33-20: City wide employee training and development programs currently only include Diversity Training, New Employee Orientation, Employee Benefit rollouts and funds for instructional videos. If the Staff Development Program Improvement is approved, costs
33	21	WELLNESS PROGRAMS	19,112	24,090	15,310	89	53,740	33-21: Includes the cost for flu shots (\$6000), Personal Wellness Profiles (\$3000), P&R discounts fund transfer (\$4000), event expenses (\$3200) and PWP cash incentives (\$37,500) for all City Employees.
33	24	LEAP PROGRAM	14	8,248	10,450	34	10,450	33-24: Annual Service Awards and Individual Accomplishment/Great Idea Awards.
33	26	VOLUNTEER PROGRAMS	0	559	500	0	500	
33	27	ERC PROGRAMS	5,285	5,335	4,200	89	4,200	
33	31	TEMPORARY HELP	68	23	75	0	75	

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TOTAL CONTRACTUAL SERVICES			82,794	88,523	100,692	9,718	195,035	
40	01	OFFICE SUPPLIES	4,679	3,074	4,150	1,645	4,200	40-01: Paper, pens, envelopes for employee mailings and supplies for general office operation.
40	03	TESTING MATERIALS	0	0	6,000	0	6,000	
40	04	SOFTWARE	1,213	120	1,972	556	2,000	
40	55	PAPER PRODUCTS	0	1,802	2,178	0	2,200	
42	06	COMPUTER EQUIP < \$5000	270	7,361	2,900	159	6,900	42-06: Scheduled replacement of three computers/laptops.
42	09	OTHER SUPPLIES	917	833	0	0	0	
43	00	BOOKS	0	0	0	0	0	
TOTAL COMMODITIES			7,079	13,190	17,200	2,360	21,300	
60	07	VEHICLE REPLACEMENT	0	0	0	0	0	0
60	08	EQUIPMENT	3,784	0	0	0	0	0
60	99	TRADE-IN ALLOWANCES	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY			3,784	0	0	0	0	
TOTAL BUDGET			318,524	334,350	363,851	63,478	468,515	

ADMINISTRATIVE SERVICES / RISK MANAGEMENT
2005 BUDGET REQUEST
001-1054-544

ELE	OBJ	ACCOUNT DESCRIPTION	2002 ACTUAL	2003 ACTUAL	2004 BUDGET	2004 Y-T-D	2005 REQUEST	JUSTIFICATION
10	01	REGULAR SALARIES	96,143	90,229	97,581	20,390	101,597	May increase with staffing/program improvement approval.
10	02	OVERTIME SALARIES	128	79	500	0	1,000	Staffing and workload demands.
10	03	LONGEVITY PAY	288	240	288	0	336	
10	04	HOLIDAY PAY	3,728	3,662	3,470	1,150	3,617	May increase with staffing/program improvement approval.
10	06	PARTTIME SALARIES	17,087	18,770	20,000	1,680	22,000	City Clerk and Risk Management Intern/Clerical Assistants.
10	07	PARTITME - REGULAR	0	0	0	0	0	N/A
12	01	FICA	8,575	8,411	9,278	1,692	8,075	May increase with staffing/program improvement approval.
12	02	UNEMPLOYMENT	133	232	423	58	264	May increase with staffing/program improvement approval.
12	03	KPERS	3,204	2,568	3,457	530	3,874	May increase with staffing/program improvement approval.
12	04	KP & F	0	0	0	0	0	N/A
12	05	HEALTH INSURANCE	0	0	0	0	0	N/A
12	06	LIFE INSURANCE	91	65	122	15	122	May increase with staffing/program improvement approval.
12	07	WORKER'S COMP REINSURANC	0	0	0	0	0	N/A
13	01	T & T BENEFITS	55	-55	0	0	0	N/A
TOTAL PERSONAL SERVICES			129,432	124,201	135,119	25,515	140,885	
21	01	CITY VEHICLE TAKEN HOME	0	0	0	0	0	
21	02	MILEAGE REIMBURSEMENT	7	7	50	0	50	
21	04	MEALS & LODGING	0	0	0	0	0	
22	01	CONFERENCES & SEMINARS	0	914	1,825	0	1,825	This line funds Risk Management staff attendance at Annual State Workers' Compensation Conference, Kansas Self-Insurers Association Conference and other professional development training. May increase with staffing/program improvement approval.

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22	02	DUES & SUBSCRIPTIONS	2,000	1,311	2,000	555	2,000	This line funds membership of Risk Manager and Administrative Services Director to National PRIMA, Kansas PRIMA, Kansas Self-Insurers Association as well as other professional Risk Management and Safety organizations. May increase with staffing/program i
22	09	OTHER EDUCATIONAL EXPENSE	2,509	0	250	0	250	This line funds staff attendance at Information Systems sponsored training opportunities. May increase with staffing/program improvement approval.
24	01	PRINTING	314	212	1,000	0	1,000	
25	32	MOTOR VEHICLE REPAIRS	425	100	500	0	500	
25	33	OFFICE EQUIPMENT REPAIRS	76	0	200	0	200	
27	03	LEGAL	24,314	158,103	30,000	52,393	70,000	2004 line amount was reduced by \$40,000 from requested amount. Approved amount is insufficient to fund current and projected legal expenses. Legal expenses exceeding this line amount must be paid from liability reserves. Primary explanation for increas
27	09	OTHER PROFESSIONAL SERV.	946	1,642	6,000	1,895	6,000	Misc. consultant fees as needed.
29	01	BUILDING INSURANCE	0	0	0	0	0	N/A
29	02	VEHICLE INSURANCE	106,987	73,528	182,000	0	88,000	Project 20% above 2003 actual premium. Addition of one Medic Unit/Ambulance fall 2004, addition of Tanker and Quint anticipated in 2005 by Fire/Medical Department.
29	03	FIDELITY BONDS	506	1,390	1,500	0	1,500	
29	04	Public Officials	31,892	36,269	40,000	0	44,000	Project 10% above 2004 budget due market and loss experience.
29	05	Property	42,359	40,003	91,200	67,992	97,500	Project 10% above 2003 premium due to market and addition of Fire Station anticipated in 2005. Total premium projected at \$150,000, 65% to be paid by Risk Management line and 35% expected to be paid by funds transfer from Utilites (\$97,500/\$52,500=\$150,
29	06	MISCELLANEOUS INSURANCE	0	622	5,000	0	5,000	
29	07	Airport	1,210	1,350	2,062	0	2,270	Project 10% above 2004 budget due to market.

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29	08	Police Professional	28,398	33,393	40,000	0	44,000	Project 10% above 2004 budget due to market and loss experience.
29	09	WC REINSURANCE	21,369	33,286	37,000	36,612	40,300	Project 10% above 2004 premium due to payroll growth, market and loss experience.
29	10	Boiler	3,190	3,509	3,860	3,176	4,300	Project 10% above 2004 budget due to additional insured locations and market. Additional Fire Station anticipated in 2005.
33	07	FREIGHT	5	30	50	0	50	
33	09	OTHER CONTRACTUAL SERVICES	9,620	10,349	25,000	10,395	15,000	Annual Riskmaster Technical Support Contract and upgrades. May increase with staffing/program improvement approval.
33	20	SAFETY TRAINING PROGRAMS	600	1,842	10,000	0	10,000	
33	21	WELLNESS PROGRAMS	0	0	0	0	0	N/A
35	01	AUTO LIABILITY CLAIMS	32,875	42,457	55,000	13,245	55,000	
35	02	GENERAL LIABILITY CLAIMS	34,457	23,479	40,000	4,225	40,000	
36	01	PROFESSIONAL MEDICAL SERVICES	63,612	68,018	90,000	5,470	90,000	
36	02	T & T PAYMENTS	0	0	0	0	0	N/A
36	03	HOSPITAL SERVICES	125,727	75,551	125,000	14,841	125,000	
36	04	PRESCRIPTIONS	9,988	7,325	9,500	1,166	9,500	
36	05	Medical Director	35,650	26,329	40,000	4,578	40,000	
36	06	Physical Therapy	32,420	32,418	40,000	2,168	40,000	
36	07	Second Injury	0	1,329	15,000	0	15,000	This line is utilized to pay the State Department of Insurance assessment for operating a self-insured workers' compensation program. Assessment is based upon the previous year's reported losses multiplied by a percentage as determined by the Insurance D
36	08	Division Assessment	20,161	13,027	15,000	0	15,000	This line is utilized to pay the State Division of Workers' Compensation Assessment that supports the operation and administration of the Division. Assessment is based upon the previous year's reported losses, multiplied by a percentage as determined by
36	09	OTHER MISCELLANEOUS	747	1,281	1,000	0	1,000	This line is utilized for mileage reimbursement or out of pocket medication expenses for workers compensation claimants.
36	10	Settlements	12,884	13,522	20,000	0	20,000	This line is utilized for settlements < \$5,000.
TOTAL CONTRACTUAL SERVICES			645,248	702,596	929,997	218,711	884,245	

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40	01	OFFICE SUPPLIES	876	1,021	1,500	647	1,500	Information Systems Cost Allocation. May increase with staffing/program improvement approval. \$600 will provide 5,334 miles @ \$2.25 per gallon/20 miles per gallon. \$5,000 to replace server dedicated to Risk Management Information System (warranty expired 03-2003) per Information Systems recommendation. \$4,000 replace two PCs scheduled for rotational replacement. \$2,500 tablet PC. May increase with staffing/progr
40	04	SOFTWARE	714	158	2,000	315	2,000	
41	01	GASOLINE-UNLEADED	273	139	600	44	600	
42	03	EQUIPMENT <\$5000	509	578	2,600	0	2,600	
42	04	SAFETY SUPPLIES	113	600	600	0	600	
42	06	COMPUTER EQUIP < \$5000	0	2,229	0	0	11,500	
42	09	OTHER SUPPLIES	517	673	800	181	800	
43	00	BOOKS	156	10	600	0	600	
TOTAL COMMODITIES			3,158	5,408	8,700	1,187	20,200	
60	01	COMPUTER LEASE-PURCHASE	3,784	0	0	0	0	
60	07	VEHICLE REPLACEMENT	0	0	0	0	0	
60	08	EQUIPMENT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY			3,784	0	0	0	0	
90	08	WORKMENS COMP RESERVE	0	0	0	0	0	City litigation expenses in excess of approved budget must be paid from liability reserves causing significant depletion. Please refer to significant issues memo. Current reserve balances are significantly less than recommended by the State of Kansas for Self-Insured plans. Please refer to significant issues memo.
90	10	TRANSFER TO LIAB. RESERVE	0	0	0	0	100,000	
90	12	TRANS./HEALTH INS. FUND	0	0	0	0	0	
90	18	TRANSFER TO WORK COMP RE	50,000	50,000	50,000	50,000	100,000	
TOTAL TRANSFERS			50,000	50,000	50,000	50,000	200,000	
TOTAL BUDGET			831,622	882,205	1,123,816	295,413	1,245,330	