

**Administrative Services / City Clerk
2010 Budget Request**

ACCOUNT	ELE	OBJ	ACCOUNT DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 Y-T-D	Reduction	2010 REQUEST	JUSTIFICATION
001-1050-542	10	01	REGULAR SALARIES	88,738	93,066	94,408	11,687	98,756	98,756	
001-1050-542	10	02	OVERTIME SALARIES	-	212	1,000	-	1,000	1,000	
001-1050-542	10	03	LONGEVITY PAY	960	1,032	-	-	-	-	
001-1050-542	10	04	HOLIDAY PAY	3,397	3,531	3,385	535	3,541	3,541	
001-1050-542	10	06	PARTTIME	11,047	9,846	10,000	1,335	10,000	10,000	
001-1050-542	10	07	PARTTIME REGULAR	-	-	-	-	-	-	
001-1050-542	12	01	FICA	7,867	8,250	7,566	1,035	7,826	7,826	
001-1050-542	12	02	UNEMPLOYMENT	239	111	179	22	121	121	
001-1050-542	12	03	KPERS	5,004	5,892	6,396	809	7,304	7,304	
001-1050-542	12	05	HEALTH INSURANCE	-	-	-	-	-	-	
001-1050-542	12	06	LIFE INSURANCE	59	59	59	7	59	59	
TOTAL PERSONAL SERVICES				117,311	121,999	122,993	15,430	128,606	128,606	
001-1050-542	21	01	AUTO ALLOWANCES	1,039	1,260	1,250	154	1,260	1,260	21-01: City Clerk portion of approved vehicle allowance
001-1050-542	21	02	MILEAGE REIMBURSEMENT	-	12	100	-	100	100	
001-1050-542	21	03	OTHER TRANSPORTATION	12	5	-	-	-	-	
001-1050-542	21	04	MEALS & LODGING	-	303	200	-	200	200	21-04: Professional development related meals and infrequent working lunches
001-1050-542	22	01	CONFERENCES & SEMINARS	320	279	1,200	-	1,200	1,200	22-01: Professional development expenses for Dep City Clerk and City Clerk (City Clerk, HR, RM, and legal related conferences)
001-1050-542	22	02	DUES & SUBSCRIPTIONS	508	380	900	-	900	900	22-02: SHRM (Nat. & Local), IPMA, IIMC, Ks Employ Law Letter
001-1050-542	24	01	PRINTING	-	-	-	-	-	-	
001-1050-542	24	02	LEGAL ADVERTISING	21,120	20,638	30,000	1,008	27,000	30,000	24-02: Publication of Ordinances; Resolutions; Notices of Public hearings
001-1050-542	24	03	OTHER ADVERTISING	-	-	-	160	-	-	
001-1050-542	24	04	REPRODUCTIONS	-	-	-	-	-	-	
001-1050-542	25	33	OFFICE EQUIPMENT REPAIRS	-	318	-	-	750	750	
001-1050-542	26	01	OFFICE EQUIP	1,795	-	750	-	-	-	
001-1050-542	26	05	SERV. CONTRACTS-COMPUTERS	-	-	-	-	-	-	
001-1050-542	27	09	OTHER PROFESSIONAL SERV.	3,395	1,827	2,800	113	2,800	2,800	27-09: Filing fees for Board of Tax Appeals and Register of Deeds
001-1050-542	29	03	FIDELITY BONDS	-	150	-	-	-	-	
001-1050-542	33	07	FREIGHT	233	-	500	-	500	500	
001-1050-542	33	08	ELECTIONS EXPENSES	34,263	-	-	-	-	-	
001-1050-542	33	09	OTHER CONTRACTUAL SERVICE	161	177	250	16	250	250	
001-1050-542	33	11	RECODIFICATION	(50)	1,076	2,169	1,641	2,000	2,000	

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001-1050-542	33	21	MICROFILM SERVICE	-	-	-	-	-	-	
001-1050-542	33	31	TEMPORARY HELP	-	-	200	-	200	200	
TOTAL CONTRACTUAL SERVICES				62,796	26,425	40,319	3,092	37,160	40,160	
001-1050-542	40	01	OFFICE SUPPLIES	1,859	1,437	2,400	385	2,100	2,100	40-01: costs for general office operations
001-1050-542	40	04	SOFTWARE	2,605	2,218	3,700	1,557	4,127	4,127	40-04: Software renewals and licenses; amount per IS
001-1050-542	42	03	EQUIPMENT <\$5000	1,675	1,736	3,000	18	3,000	3,000	42-03: 3rd Flr copier lease, maintenance, and monthly Blackberry fees
001-1050-542	42	06	COMPUTER EQUIP < \$5000	2,990	699	2,000	-	2,000	2,000	42-06: IS recommended replacement of 4 year old PC
001-1050-542	43	00	Books	30	30	-	-	-	-	
TOTAL COMMODITIES				9,159	6,120	11,100	1,960	11,227	11,227	
001-1050-542	60	01	COMPUTER LEASE-PURCHASE	-	-	-	-	-	-	
001-1050-542	60	08	EQUIPMENT	-	-	-	-	-	-	
TOTAL CAPITAL OUTLAY				-	-	-	-	-	-	
TOTAL BUDGET				189,266	154,544	174,412	20,482	176,993	179,993	

2009 w/o personal services (95%/flat)
2010 request w/o personal services

48,848 51,419
48,387 51,387
461 32

**Administrative Services / Human Resources
2010 Budget Request**

ACCOUNT	ELE	OBJ	ACCOUNT DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 Y-T-D	Reduction	2010 REQUEST	JUSTIFICATION	
001-1053-543	10	01	REGULAR SALARIES	273,784	246,204	250,708	33,927	285,399	285,399	10-01: Staffing for 5.25 FTE 10-02: Overtime is budgeted to cover current Comp Time liabilities which have been incurred due to reduced staff at regular salaries 10-06: COBRA Administration w/Part time temp staffing rather than outsourcing 10-07: Admin Support Staff Moved part time to full time to 10-01	
001-1053-543	10	02	OVERTIME SALARIES	1,049	545	6,140	-	6,140	6,140		
001-1053-543	10	03	LONGEVITY PAY	600	900	-	-	-	-		
001-1053-543	10	04	HOLIDAY PAY	10,222	9,934	10,091	1,345	10,233	10,233		
001-1053-543	10	06	PARTTIME	11,988	8,283	7,500	593	7,500	7,500		
001-1053-543	10	07	PARTTIME - REGULAR	18,654	13,977	16,223	-	-	-		
001-1053-543	12	01	FICA	23,027	20,186	23,641	2,580	22,616	22,616		
001-1053-543	12	02	UNEMPLOYMENT	722	286	559	58	349	349		
001-1053-543	12	03	KPERS	13,835	15,449	17,984	1,775	21,108	21,108		
001-1053-543	12	05	HEALTH INSURANCE	-	-	-	-	-	-		
001-1053-543	12	06	LIFE INSURANCE	196	172	166	27	180	180		
TOTAL PERSONAL SERVICES				354,077	315,936	333,012	40,305	353,525	353,525		
001-1053-543	21	01	AUTO ALLOWANCES	519	673	625	77	675	675		21-01: Car Allowance for Department Director 21-02: Interdepartmental travel and training travel for staff. Work often requires Personnel staff to travel to other City buildings. 21-04: Expenses associated with out of town conferences and seminars. State SHRM Conference and IPMA Central Region Conf only. 22-01: Professional development for Human Resources staff is only available through outside vendors and professional organizations. Local SHRM, IPMA and one update seminars per staff member. 22-02: Professional memberships for all professionally certified staff to maintain professional certifications. Subscriptions to resources for FLSA, HR prof resource and salary surveys for compensation program.
001-1053-543	21	02	MILEAGE REIMBURSEMENT	587	823	500	31	800	1,300		
001-1053-543	21	04	MEALS & LODGING	125	934	450	-	600	1,600		
001-1053-543	22	01	CONFERENCES & SEMINARS	6,838	2,040	2,500	-	2,310	2,610		
001-1053-543	22	02	DUES & SUBSCRIPTIONS	3,615	3,770	4,220	-	3,805	3,805		
001-1053-543	24	01	PRINTING	(121)	-	-	-	-	-		

**Administrative Services / Human Resources
2010 Budget Request**

ACCOUNT	ELE	OBJ	ACCOUNT DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 Y-T-D	Reduction	2010 REQUEST	JUSTIFICATION
001-1053-543	24	03	OTHER ADVERTISING	27,816	15,966	36,180	783	30,571	32,180	<p>24-03: Recruitment advertising for all open City positions (internet, local and selected regional print advertising). In order to maintain a zero growth budget, a reduced advertising schedule will be continued in 2010 due to an anticipated 5% average increase to print and internet services over 2009. While slowing in 2008 services provided by this line item are typically double digit inflationary from year to year.</p> <p>26-01: Includes ongoing maintenace costs for officer copier lease, blackberry and training room coffee service with PDS.</p> <p>27-06: This line which changes from year to year includes consultant fees for various City wide projects. In the past it has funded Employee Satisfaction Survey, Employee Benefit & Health Care Consulting, Compensation Salary Survey Enhancements, HRIS/Time & Attendance, Executive Consulting. 2010 nothing will be funded.</p> <p>27-09: Vendor service fees for EAP. COBRA outsourcing (\$7500) moved to Part time Temp salaries and will be done by in house temp staff beginning in 2009.</p> <p>33-09: Vendor service fees for Section 125 Flexible Spending Plan.</p>
001-1053-543	26	01	OFFICE EQUIP	3,376	3,971	4,485	586	4,925	4,925	
001-1053-543	27	06	CONSULTANTS	20,202	-	-	-	-	-	
001-1053-543	27	09	OTHER PROFESSIONAL SERV.	15,225	19,226	25,000	4,942	25,000	25,000	
001-1053-543	33	06	DATA PROCESSING	-	-	-	-	-	-	
001-1053-543	33	09	OTHER CONTRACTUAL SERVICE	-	-	10,000	436	10,000	10,000	

**Administrative Services / Human Resources
2010 Budget Request**

ACCOUNT	ELE	OBJ	ACCOUNT DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 Y-T-D	Reduction	2010 REQUEST	JUSTIFICATION
001-1053-543	33	20	TRAINING PROGRAMS	123	636	-	-	-	-	33-20: In the past this line has supported City wide employee training and development programs including training for the City's Executive staff, Professional Development for all current Directors, Managers and Supervisors, training for "first time" supervisors, in-house Diversity Training, New Employee Orientation, Employee Benefit rollouts, training program facilitator's materials, and instructional videos. Individual Departments support some training program by providing covering the enrollment fees for the KU-STEP Course, the "first time" supervisor's training program. Nothing will be funded in 2010 including updated materials for New Employee Orientation and Annual Diversity Training.
001-1053-543	33	21	WELLNESS PROGRAMS	8,058	5,469	13,000	-	12,350	13,000	33-21: Includes program costs for P&R league and fitness program discounts, screenings and prog materials for all City Employees.
001-1053-543	33	24	LEAP PROGRAM	6,163	9,257	10,000	17	13,300	14,000	33-24: Annual Service Awards and Individual Accomplishment/Great Idea Awards and Thank you program.
001-1053-543	33	26	VOLUNTEER PROGRAMS	-	-	-	-	-	-	33-26: Previously used for United Way Picnic and other volunteerism activities. No funding in 2010.
001-1053-543	33	27	ERC PROGRAMS	4,942	4,352	5,000	382	5,000	5,000	33-27: ERC Employee Appreciation Party for all City Employees
001-1053-543	33	31	TEMPORARY HELP	2,666	-	-	-	-	-	33-31: Physical decentralization of Administrative Svs required temp staff for goal setting, division wide training and other all division activities. No Funding in 2010, offices closed during such activities if other dept not able to cover.
TOTAL CONTRACTUAL SERVICES				100,134	67,117	111,960	7,254	109,336	114,095	

**Administrative Services / Human Resources
2010 Budget Request**

ACCOUNT	ELE	OBJ	ACCOUNT DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 Y-T-D	Reduction	2010 REQUEST	JUSTIFICATION
001-1053-543	40	01	OFFICE SUPPLIES	3,604	2,064	7,983	125	6,483	7,983	40-01: Paper, pens, envelopes for employee mailings and supplies for general office operation. 40-55 moved here beginning in 2009. 40-03: previously used for outsourced selection screening tests. No funding for 2010. 40-04: Software for scheduled computer replacements and other software maintenance as determined by Information Systems. 42-06: Scheduled replacement of three computers or laptops (4 year replacement schedule)
001-1053-543	40	03	TESTING MATERIALS	-	-	-	-	-	-	
001-1053-543	40	04	SOFTWARE	3,435	2,357	5,470	317	5,644	6,144	
001-1053-543	40	55	PAPER PRODUCTS	1,606	1,430	-	-	-	-	
001-1053-543	42	06	COMPUTER EQUIP < \$5000	1,637	507	8,300	653	5,300	5,300	
001-1053-543	42	09	OTHER SUPPLIES	-	-	-	-	-	-	
001-1053-543	43	00	Books	-	26	-	-	-	-	
TOTAL COMMODITIES				10,282	6,384	21,753	1,095	17,427	19,427	
001-1053-543	60	07	VEHICLE REPLACEMENT	-	-	-	-	-	-	
001-1053-543	60	08	EQUIPMENT	-	-	-	-	-	-	
001-1053-543	60	99	TRADE-IN ALLOWANCES	-	-	-	-	-	-	
TOTAL CAPITAL OUTLAY				-	-	-	-	-	-	
TOTAL BUDGET				464,493	389,437	466,725	48,654	480,288	487,047	

001-1053-543	Check:			Target:	127,027	133,713
	<i>Total Budget-Personal Services</i>	110,416	73,501	2010 Bgt:	126,763	133,522
				Diff from 09	-5.20%	-0.14%

2009 budget w/o personal services (95%/flat)	127,027	133,713
2010 request w/o personal services	126,763	133,522
difference	264	191

**Administrative Services / Risk Management
2010 Budget Process**

ACCOUNT	ELE	OBJ	ACCOUNT DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 Y-T-D	Reduction	2010 REQUEST	JUSTIFICATION
001-1054-544	10	01	REGULAR SALARIES	113,464	128,572	128,445	15,748	130,186	130,186	
001-1054-544	10	02	OVERTIME SALARIES	232	-	500	-	-	-	
001-1054-544	10	03	LONGEVITY PAY	504	564	-	-	-	-	
001-1054-544	10	04	HOLIDAY PAY	4,200	4,788	4,606	720	4,667	4,667	
001-1054-544	10	06	PARTTIME SALARIES	17,590	4,945	15,000	-	-	-	
001-1054-544	10	07	PARTITME - REGULAR	-	-	-	-	-	-	
001-1054-544	12	01	FICA	10,172	10,517	10,226	1,245	10,316	10,316	
001-1054-544	12	02	UNEMPLOYMENT	310	142	242	26	159	159	
001-1054-544	12	03	KPERS	5,132	6,204	8,702	1,082	9,629	9,629	
001-1054-544	12	04	KP & F	-	-	-	-	-	-	
001-1054-544	12	05	HEALTH INSURANCE	-	-	-	-	-	-	
001-1054-544	12	06	LIFE INSURANCE	66	77	77	9	41	41	
001-1054-544	12	07	WORKER'S COMP REINSURANCE	-	-	-	-	-	-	
001-1054-544	13	01	TTD/TPD BENEFITS	-	-	-	-	-	-	
TOTAL PERSONAL SERVICES				151,670	155,809	167,798	18,830	154,998	154,998	
001-1054-544	21	01	VEHICLE ALLOWANCE	519	630	625	77	630	630	21-01: 25% of Administrative Services Director vehicle allowance.
001-1054-544	21	02	MILEAGE REIMBURSEMENT	150	564	1,500	28	1,000	1,500	21-02: Employees utilize personal vehicles on City business. Staff car was returned to fleet.
001-1054-544	21	03	OTHER TRANSPORTATION	-	1	500	-	500	500	21-03: Expenses associated with out of town conferences and seminars.
001-1054-544	21	04	MEALS & LODGING	33	310	500	-	500	500	21-04: Expenses associated with out of town conferences and seminars.
001-1054-544	22	01	CONFERENCES & SEMINARS	1,234	460	2,000	65	2,000	2,000	22-01: Professional development for Risk Manager, Administrative Services Director, and Risk Management staff including attendance at Annual State Workers' Compensation Conference, Annual State Safety & Health Conference, Kansas Self-Insurers Association, Public Risk Management Association, Riskmaster technical training. Only sources available through professional organizations and outside vendors.
001-1054-544	22	02	DUES & SUBSCRIPTIONS	1,214	1,185	2,300	535	2,300	2,300	22-02: Professional organization memberships for 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.
001-1054-544	22	09	OTHER EDUCATIONAL EXPENSE	746	250	750	-	750	750	22-09: Information Systems technical training.
001-1054-544	24	01	PRINTING	137	600	1,000	-	500	1,000	
001-1054-544	25	32	MOTOR VEHICLE REPAIRS	424	-	-	-	-	-	
001-1054-544	25	33	OFFICE EQUIPMENT REPAIRS	-	-	200	-	200	200	
001-1054-544	27	03	LEGAL	-	44	-	-	-	-	
001-1054-544	27	09	OTHER PROFESSIONAL SERV.	4,471	55	3,000	-	3,000	3,000	27-09: Consultant and professional services fees.
001-1054-544	29	01	BUILDING INSURANCE	-	-	-	-	-	-	
001-1054-544	29	02	VEHICLE INSURANCE	73,993	74,317	91,500	-	85,750	91,500	29-02: Project flat to minimal increase
001-1054-544	29	03	FIDELITY BONDS	515	515	750	-	600	750	29-03: Project flat to minimal increase
001-1054-544	29	04	Public Officials	37,182	37,259	46,200	-	44,500	46,200	29-04: Project flat to minimal increase
001-1054-544	29	05	Property	75,227	60,467	65,000	-	65,000	68,250	29-05: The 2008 budgeted amount was reduced from \$85,000 due to budget cuts with the understanding any deficit would be paid from a combination of Utilities funds and if necessary liability reserves. Projecting flat to minimal increase with 2009 renewal.

**Administrative Services / Risk Management
2010 Budget Process**

ACCOUNT	ELE	OBJ	ACCOUNT DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 Y-T-D	Reduction	2010 REQUEST	JUSTIFICATION
001-1054-544	29	06	MISCELLANEOUS INSURANCE	1,007	1,007	7,500	-	7,500	7,500	29-06: Projection for adding employee dishonestly/theft coverage to portfolio.
001-1054-544	29	07	Airport	1,800	1,800	2,500	-	2,500	2,500	29-07: Project flat to minimal increase.
001-1054-544	29	08	Police Professional	36,111	36,518	46,200	-	44,500	46,200	29-08: Project flat to minimal increase.
001-1054-544	29	09	WC REINSURANCE	45,411	47,593	50,600	40,609	51,000	51,000	29-09: Project flat to minimal increase.
001-1054-544	29	10	Boiler	-	-	-	-	-	-	
001-1054-544	33	07	FREIGHT	-	-	50	-	-	50	
001-1054-544	33	09	OTHER CONTRACTUAL SERVICE	26,338	16,278	20,240	73	20,240	20,240	33-09: Risk Management Information System annual license, upgrades, and support contract (\$15,750). Ingenix state work comp fee schedule annual contract (\$2,500). New Directions SAP services (\$790). 1/4 of Administrative Services Director's Blackberry and Risk Manager's Blackberry (\$1,200).
001-1054-544	33	20	SAFETY TRAINING PROGRAMS	23	-	-	-	-	-	
001-1054-544	33	21	WELLNESS PROGRAMS	-	-	-	-	-	-	
001-1054-544	33	31	TEMPORARY HELP	2,732	-	-	-	-	-	
001-1054-544	35	01	AUTO LIABILITY CLAIMS	159	-	-	-	-	-	
001-1054-544	35	02	GENERAL LIABILITY CLAIMS	415	244	-	-	-	-	
001-1054-544	36	07	INSURANCE ASSESSMENT	13,560	8,671	15,000	-	15,000	16,000	36-07: 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 Department.
001-1054-544	36	08	WC DIVISION ASSESSMENT	19,526	21,714	20,000	250	20,000	22,000	36-08: 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 the State Division of Work. Due to increasing reported workers' compensation payments, assessment is anticipated to exceed budget as it did in 2007.
TOTAL CONTRACTUAL SERVICES				342,927	310,482	377,915	41,637	367,970	384,570	
001-1054-544	40	01	OFFICE SUPPLIES	1,323	1,032	1,800	184	1,500	1,800	
001-1054-544	40	04	SOFTWARE	465	209	2,900	97	2,900	2,900	40-04: Randomware CDL testing software, Server License, Network Management, Misc Software.
001-1054-544	41	01	GASOLINE-UNLEADED	48	-	-	-	-	-	
001-1054-544	42	03	EQUIPMENT <\$5000	5,423	4,595	4,700	599	4,700	4,700	42-03: Annual cost for Risk Management office phones, copier lease.
001-1054-544	42	04	SAFETY SUPPLIES	-	625	1,000	-	500	1,000	
001-1054-544	42	06	COMPUTER EQUIP < \$5000	-	1,163	8,800	-	-	-	
001-1054-544	42	09	OTHER SUPPLIES	-	63	800	-	500	800	
001-1054-544	43	00	Books	(29)	45	600	-	500	600	
TOTAL COMMODITIES				7,230	7,732	20,600	880	10,600	11,800	
001-1054-544	60	01	COMPUTER LEASE-PURCHASE	-	-	-	-	-	-	
001-1054-544	60	07	VEHICLE REPLACEMENT	-	-	-	-	-	-	
001-1054-544	60	08	EQUIPMENT	-	-	-	-	-	-	
TOTAL CAPITAL OUTLAY				-	-	-	-	-	-	
001-1054-544	90	08	WORKMENS COMP RESERVE	-	-	-	-	-	-	
001-1054-544	90	10	TRANSFER TO LIAB. RESERVE	-	-	-	-	-	-	
001-1054-544	90	12	TRANS./HEALTH INS. FUND	-	-	-	-	-	-	
001-1054-544	90	18	TRANSFER TO WORK COMP RES	-	-	-	-	-	-	
TOTAL TRANSFERS				-	-	11	-	-	-	

**Administrative Services / Risk Management
2010 Budget Process**

ACCOUNT	ELE	OBJ	ACCOUNT DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 Y-T-D	Reduction	2010 REQUEST	JUSTIFICATION
			TOTAL BUDGET	501,827	474,023	566,313	61,347	533,568	551,368	

2009 budget w/o personal services (95%/flat)
 2010 request w/o personal services
 difference

378,589	398,515
378,570	396,370
19	2,145