

Supplement 2: 2017 Budget Council Q & A



Responses to Councilmember Questions from June 15, 2016 Budget Committee Meeting

1. What is the increase in the IT Fund on page 49, account 52703 "Maint/Mac & Equip Office/Computers"?

The account 52703 is in place to cover annual maintenance for IT hardware. Significant cost increases for FY2017 are due to a new storage area network and a new data network. Both critical IT infrastructure components are refreshed every four years and FY2016/2017 are the years these components are being upgraded.

It is anticipated that annual maintenance costs for IT hardware will continue to increase by 3-5% each year moving forward due to the addition of new IT hardware to the enterprise.

2. Generally, please explain what is typically included in office supplies (account 54000). Specifically, what is included in the Finance Department office supplies?

The Finance Department buys a minimal amount of what would be typically thought of as office supplies such as pens, post it notes, etc. for staff support. The majority of expenses are spent on paper and specific forms of paper stock. Finance serves as a support department for all departments, so the Department buys special stocks of paper in order to issue payroll and vendor checks city-wide, 1099 forms for vendors, W9 forms for all employees and accounts receivable billings for various departments. The majority of the increase to office supplies is related to computer and computer parts, which in the future will be budgeted in account 55800 "Equipment Non Capital" to segregate it from Office Supplies.

Below is a table that summarizes the office supplies expenditures for all city departments.

PROPOSED 2017 BUDGET: OFFICE SUPPLIES EXPENSE BY DEPARTMENT		
Department	Amount	Description of Expense
Council	\$ 500	Basic office supplies
Finance	\$ 14,100	Majority expenses are spent on paper for payroll and vendor checks, 1099 forms, W9 forms, and billings.
Fire	\$ 18,999	General office supplies for Fire Admin building and all Stations
Human Resources	\$ 12,410	Basic office supplies; bulk of expenses comes at year-end for printing materials.
IT	\$ 1,400	Basic office supplies and minor computer parts as needed
Legal	\$ 10,000	Basic office supplies, furniture, and annual \$1500 fee for prosecution's Evidence.com access.
Executive	\$ 4,150	Copy paper and general supplies
Mayor	\$ 1,000	Basic Office supplies and subscriptions to Capital Journal and Hawvers.
Municipal Court	\$ 12,941	Basic office supplies, Sanitary supplies, Toner cartridges and paper, Leased printers are utilized where economical.
Neighborhood Relations	\$ 22,500	Basic office supplies, Code Books, and batteries.
Planning	\$ 4,000	Board/commission support (agenda packets, notebooks, etc.), Case Files and Review supplies
Police	\$ 70,419	Basic office supplies, Toner, CD/DVD evidence storage, batteries, and binders.
Public Works	\$ 33,750	Basic office supplies, hand tools, gloves, LCD projector for Fleet training, plotter and printer supplies.
Utilities	\$ 78,263	Basic office supplies, customer welcome packets, small non-leased printers, large plotter paper and ink.
Zoo	\$ 6,500	Basic office supplies, computer parts, office furniture.
Total	\$ 290,932	

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3. What are we spending on giveaway items? Have we explored the possibility of these being donated through private partnerships?

As a preface, City policy states that no employee may, directly or indirectly, receive or agree to receive, from any person or business which receives funding from the City, or directly or indirectly contracts to provide goods or services to the City, any compensation or gift. However, there are exceptions to the policy, including an exception for a gift valued at less than \$50.

The following Departments purchase giveaways for the stated reasons and amounts:

- **Topeka Fire Department** has approximately \$2,500 in the 2017 budget for promotional items and \$500 for the house number program. This includes the Chief's coin program and Public Education Department uses pens, pencils, plastic fire helmets, etc. for school programs; all are funded by the City's operating budget. In addition, the Fire Pup Program funds coloring books, brochures, and pencils.
- **Human Resources** promotional items are used at job fairs and other public events to promote the job opportunities within City employment. These items are charged to 52400 (advertising). The items purchased for 2016 were cups, lip balm, mints, and tote bags. The amount spent in 2016 totaled \$1,165.
- **Utilities Customer Service** provides Welcome Packets for all new water customers in a tote bag. The content includes several informative handouts: a water systems coloring page for children, Water Main Break information, e-Billing information, E311 flyer, "Understanding Your Utility Bill," and Finding and Fixing Water Leaks in your home which includes dye tabs with instructions on how to use them, an animated map of who to call in the City for assistance, a pen, water bottle, koozie, and magnet. The total cost for each bag is \$6.47. No specific amount was budgeted for 2016 or 2017.
- While the **Topeka Zoo** does from time to time "give away items," those items are typically not funded through tax dollars. One giveaway example that Friends of the Zoo has done is a customer engagement program through their marketing budget by giving away trading cards featuring tiger cubs that were born at our Zoo to kids that came to the Zoo on International Tiger Awareness Day. Another example is a recent grant received through Cox Communications that paid for 39 seventh and eighth grade education programs. The grant also paid for a bookmark that was given to each student in the program. There is no money budgeted in the 2017 proposed budget for giveaways.
- The only Division in **Public Works** with giveaways is the Parking Division: the budget is \$500.00 within 52400 (printing and advertising) for a welcome bag, pen & notebook, and information on downtown parking.
- **Police Department** Giveaways include: stuffed "Magnum" K9's, stress relievers, coloring books, mini flashlights, dog tags, whistles, koozies, coffee mugs, pens, stickers, bags, plastic badges, bookmarks, loss prevention license plate screws, invisible ID kits – loss prevention, magnets, and shirts for the Citizen's Academy. Giveaways are used to improve community relations, promote safety, hire and recruit, and for events like the Citizen's Academy. They are funded primarily through the Law Enforcement Trust Funds and Crime Prevention Funds. The 2017 budget includes \$100 from the General Fund for School Resource Officers camp giveaways and a discretionary amount from the Law Enforcement Funds.

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4. Please send more detail on the inmate program budget. What is the contractual amount for the cost of the supervisor? What tasks did the inmates complete last year?

The inmate program budget is included in the Streets Fund budget on pages 90-91 of the 2017 Proposed Budget Book. The appendix includes a detailed budget break out. The program is housed in the Streets Fund but funded through a charge out to Departments who utilize their services.

The City has a current contract with Shawnee County Department of Corrections for two crews for Neighborhood Action Team B and Code Abatement. These crews are funded in the amount of \$200,000 for salaries.

Additionally, the City has current contracts with the Kansas Department of Corrections for five inmate crews. Affordable Housing and Concrete are one contract for \$104,394 for two crew leader salaries. They are both funded through the Community Development Block Grant Program (CDBG).

The female crews provide various services including: support for refurbishing homes, fence installation, construction of ADA ramps, mowing, trimming, edging, replace/repair of sidewalks/streets, pothole repair, and trash pickup. The male crews provide various services including: edging, mowing, trimming, trash/debris removal from alleys and illegal dump sites, support for abatements of housing warrants, clearing the alleys/utility easement citations of overgrowth, and brush pickup. In addition to their regular duties, all inmate crews are available to provide disaster relief, snow maintenance, and debris pickup in alleys.

5. Chief Brown and Judge Geier provided an update on the status of e-Ticketing. Please follow up with stats from Municipal Courts: how many tickets have been created, and what percentage of our overall tickets are e-Tickets?

Below is a table that summarizes e-Ticketing and manual ticketing use by year.

PROPOSED 2017 BUDGET: e-TICKETING STATISTICS			
Year	e-Tickets	Manual Tickets	Percentage
2015	5,173	12,494	28.15% e-tickets
2016 (Jan. to current)	2,597	4,959	33.71% e-tickets



6. Why the decrease in the amounts listed for youth and social service grants?

Page 39 in the Neighborhood Relations Department budget includes the General Fund portion of the contractual service and youth and social service grants (accounts 53700-53800). These grants are distributed based on policy guidance from the Economic and Community Development (ECD) Council Committee. Grants are funded by both federal Community Development Block Grant funds and the General Fund. The process for grant application and distribution was overhauled in 2016. At the time the budget was set, it was unknown how much would need to be dedicated from the General Fund, so the amount included in the 2016 budget was an estimate that was higher than the amount needed from the General Fund. It is expected that 2017 actuals will exceed 2016 actuals. The 2017 budget amount is very close to the final recommended amount by the ECD, plus a small contingency in the event CDBG is not able to cover as many grants.

Overall, the youth and social service and contractual amount has not decreased from year to year, it has increased. The total grant amount General Fund and CDBG combined in 2016 was \$742,487 and total in 2017 is \$784,881.

7. Clarify the budgeted amounts for the Planning position shared with the Topeka Metropolitan Transportation Authority (TMTA). Explain the differences between the 2016 and 2017 budgets.

There are two positions in the Planning Budget that are covered by both grant funds and the General Fund. In the 2016 budget, these positions were budgeted at 20% in the General Fund and 80% from Metropolitan Topeka Planning Organization (MTPO) grant funds. In the past, one of the positions split time between the Topeka Metropolitan Transportation Authority (TMTA) and the City. TMTA paid the City for a portion of the position, which was shown as revenues in the budget. Beginning in 2017, that position will spend 100% of their time at the City, but is still paid 80% by grants. Thus, the budgeted expenditure amount does not change year over year, even though the planner will have a different working arrangement.

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8. What is the average amount of cases for each detective?

Below is a collection of data relating to detective case load.

- The Topeka Police Department has 35 Detectives; 33 are assigned to Criminal Investigations Bureau (CIB), one is assigned to Support Operations Bureau (SOB), and the remaining detective is assigned to the Chief's Office.
- The 33 Detectives in CIB were assigned 3,201 cases in 2015, which averages to 97 assigned cases per detective annually at eight cases per month.
- The average active caseload per TPD Detective was 6.7 through March of 2016. Arranged from highest to lowest by specialty, Financial Crimes Detectives averaged the most at 9.5, both Special Victims and Property Crimes averaged 7.83, 2nd shift Detectives averaged 7.16, Homicide/Robbery averaged 3.4, and 3rd shift averaged 1.5.
- The workload of TPD Detectives is in line with national averages. The average active caseload for a Detective working major crimes (other than homicide) is between 6—8 cases per month and 72—96 per year. The average active caseload for a Detective working Property Crimes is between 12—15 cases per month and 144—180 cases per year.

9. In addition to the budget that the City invests in the Zoo on an annual basis, how much does the Friends of the Zoo (FOTZ) invest annually?

The Topeka Zoo is very fortunate to have the support of Friends of the Topeka Zoo. In addition to managing the Zoo's membership and fund raising programs, FOTZ also directly supports the operation of the Zoo. Some of the ways this was done in the 2015 budget year include:

- Lorikeet Feeding Aviary, Wildlife Theatre enhancements, Children's Zoo enhancements and Tennis Shoe Terrace - \$120,304.11
- Volunteer Management - \$23,800
- Marketing - \$37,157.84
- Guest Services – \$79,091.69
- Food and Gift - \$216,979.30

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Appendix

Below is detail for the Inmate Program budget. In the 2017 Budget Book, this is included in the Streets Fund budget on pages 90-91.

2913020200-INMATE PROGRAM

	2014	2015	2016	2017
	Actuals	Actuals	Budget	Proposed
REV-REVENUE	279,149	266,795	320,090	320,090
INTERGOV-INTERGOVERNMENTAL REVENUE	71,288	59,513	64,800	64,800
43200-0-STATE	(71,288)	(59,513)	(64,800)	(64,800)
FEESERV-FEES FOR SERVICES	206,500	206,500	255,290	255,290
44400-0-FEES SERV	(206,500)	(206,500)	(255,290)	(255,290)
MISCREV-MISCELLANEOUS	1,361	-	-	-
47400-0-RECOVERIES	(1,361)	-	-	-
OTHFINSRCES-OTHER FINANCING SOURCES	-	782	-	-
48300-0-SALE OF PROPERTY	-	(782)	-	-
EXPENSES-EXPENSES	320,533	306,089	320,090	325,383
EMPLCOMP-EMPLOYEE COMPENSATION	39,554	40,103	40,883	42,184
51001-0-EMPLOY COMP REG EMPLOYEES - FT	39,554	40,082	40,883	42,184
51024-0-EMPLOYEE COMP PERSONAL LEAVE	-	21	-	-
EMPLBEN-EMPL BENEFITS	13,219	13,520	14,712	16,377
51201-0-EMPL BENEFITS MEDICARE	535	536	593	612
51202-0-EMPL BENEFITS KPERS	3,831	4,168	4,162	4,206
51204-0-EMPL BEN HEALTH INSURANCE	5,531	5,533	6,569	7,748
51205-0-EMPL BEN SOCIAL SECURITY	2,288	2,290	2,535	2,615
51206-0-EMPL BEN UNEMPLOYMENT TAX	99	100	102	105
51210-0-EMPL BEN FLEX SPEND ADMIN	36	36	36	36
51270-0-EMPL BEN RETIREMENT RES CONTR.	593	601	613	949
51280-0-EMPL BEN WORKER'S COMPENSATION	99	100	102	105
51298-0-EMPL BEN PAYROLL ACCRUALS	208	157	-	-
UTILITIES-UTILITIES	577	695	800	800
52101-0-COMMUNICATIONS - VOICE	577	695	800	800
INDVCNTRV-INDIV & CONT SERV	24	207,148	202,000	200,096
52200-0-INDIV. & CONT SERV	-	207,064	200,000	200,000
52210-0-INDIV & CONT SERV ADMIN FEES	-	-	2,000	96
52210-101-INDIV & CONT SERV ADMIN FEES-INTERFUND	24	84	-	-
INSURANCE-INSURANCE	1,891	1,891	1,891	2,018
52503-0-INSURANCE VEHICLES	1,891	1,891	1,891	2,018
MAINTENANCE-MAINTENANCE	16,439	14,916	22,804	26,908
52700-0-MAINT/MACH & EQUIP	-	-	5,000	5,000
52701-0-MAINT/MACH & EQUIP MTR VEHICLES	1,468	193	-	-
52702-0-MAINT/MACH & EQUIP FLEET CHARGES	14,971	14,724	17,804	21,908
PURSRVC-PURCHASED SERVICES	237,376	3,824	6,000	6,000
52900-0-OTHER PURCHASED SERVICES	237,376	3,824	6,000	6,000
SUPPLIES-SUPPLIES	11,453	23,993	31,000	31,000
54000-0-OFFICE SUPPLIES	-	(1,601)	-	-
54100-0-CONSUMABLE ITEMS	7,107	17,028	26,000	23,800
55000-0-MOTOR VEHICLE SUPPLIES	4,346	5,332	-	2,200
55001-0-MOTOR FUEL	-	138	-	-
55800-0-EQUIPMENT NON CAPITAL <5000	-	3,095	5,000	5,000